

# **Matanuska-Susitna College**

## **University of Alaska Anchorage**



**Bulletin  
1989-1991**

**MATANUSKA-SUSITNA COLLEGE**

**UNIVERSITY OF ALASKA ANCHORAGE**

**1989 - 1991**

**BULLETIN**

**P.O. Box 2889  
Palmer, Alaska 99645  
(907) 745-9774**

**It is the responsibility of the individual student to become familiar with the announcements and regulations printed in this bulletin.**

## **TABLE OF CONTENTS**

Sources of Information .....	1
Academic Calendar .....	1
College History and Overview .....	2
Admissions .....	2
Registration .....	3
Advising, Assessment and Counseling .....	3
Tuition & Fees .....	4
Financial Resources .....	5
Campus Resources .....	7
Learning Assistance .....	7
Student Regulations .....	7
Academic Regulations .....	10
Diploma, Certificate & Degree Requirements .....	16
Course Descriptions .....	20
Faculty Directory .....	46
Staff Directory .....	48
Principal Administrative Officers, University of Alaska .....	48
Board of Regents .....	48
Index .....	49



## SOURCES OF INFORMATION

INFORMATION .....	745-9774
<b>STUDENT SERVICES</b>	
Admissions & Records .....	745-9774
Counseling & Veterans Administration .....	745-9774
Financial Aid & Testing Services .....	745-9719
<b>LIBRARY</b> .....	745-9740
Media Services .....	
<b>BUSINESS OFFICE</b> .....	745-9705
Accounts Payable/Receivable .....	
Bookstore .....	
Personnel/Payroll .....	
Purchasing .....	
<b>ADMINISTRATION</b> .....	745-9705
Campus Director's Office .....	

## ACADEMIC CALENDAR

### **SUMMER SESSION 1989**

Summer 1989 Registration .....	April 27 - 28
Instruction Begins .....	May 15
Add/Drop Deadline .....	May 24
Withdrawal Deadline .....	June 24
Last Day of Instruction .....	June 30

### **FALL SEMESTER 1989**

Fall 1989 Registration for Cont. Students .....	August 15 - 16
Fall 1989 Registration for New Students .....	August 17 - 18
Instruction Begins .....	September 5
Add/Drop Deadline .....	September 23
Application for Degree Due .....	October 30
Thanksgiving Holiday .....	November 23 - 24
Withdrawal Deadline .....	November 27
Last Day of Instruction .....	December 16

### **SPRING SEMESTER 1990**

Spring 1990 Registration for Cont. Students .....	December 1, 4
Spring 1990 Registration for New Students .....	December 5 - 6
Instruction Begins .....	January 15
Add/Drop Deadline .....	February 3
Application for Degree Due .....	March 5
Spring Break * .....	March 19 - 24
Withdrawal Deadline .....	April 7
Last Day of Instruction .....	May 5
Commencement .....	May 11

\* Summer sessions are contingent upon adequate funding.

### **SUMMER SESSION 1990**

Summer 1990 Registration .....	April 26 - 27
Instruction Begins * .....	May 14
Add/Drop Deadline .....	May 23
Withdrawal Deadline .....	May 23
Last Day of Instruction .....	June 30

### **FALL SEMESTER 1990**

Fall 1990 Registration for Cont. Students .....	August 14 - 15
Fall 1990 Registration for New Students .....	August 16 - 17
Instruction Begins .....	September 4
Add/Drop Deadline .....	September 22
Application for Degree Due .....	October 30
Thanksgiving Holiday .....	November 22 - 23
Withdrawal Deadline .....	November 26
Last Day of Instruction .....	December 15

### **SPRING SEMESTER 1991**

Spring 1991 Registration for Cont. Students .....	Nov. 30, Dec. 3
Spring 1991 Registration for New Students .....	December 4 - 5
Instruction Begins .....	January 14
Add/Drop Deadline .....	February 2
Application for Degree Due .....	March 5
Spring Break * .....	March 18 - 23
Withdrawal Deadline .....	April 6
Last Day of Instruction .....	May 4
Commencement .....	May 12

\* Spring Break dates are tentative and subject to change.



# COLLEGE HISTORY AND OVERVIEW

## COLLEGE HISTORY AND GENERAL DESCRIPTION

An Extended College of the University of Alaska Anchorage, Matanuska-Susitna College was changed from its previous designation as a community college by University System restructuring in 1987. Now serving over 1,400 students per semester, Matanuska-Susitna College was known originally as Palmer Community College, and it provided its first course offerings to residents of the Matanuska and Susitna Valleys in 1958. In 1963, when the Borough Government was formed, the name of the College was changed to correspond to the boundaries of the Matanuska-Susitna Borough.

The main campus is located on a 970 acre site off Trunk Road, approximately half-way between Palmer and Wasilla, with extension courses being offered in Big Lake, Palmer, Sutton, Talkeetna, Wasilla, and Willow.

Matanuska-Susitna College offers a general program of the first two years of college courses, including those leading to the Associate of Arts Degree and Associate of Applied Science. In addition, vocational programs are also offered. The curriculum provides a good basis for pursuit of a bachelors degree at other institutions. A number of the vocational and personal enrichment courses are conducted in cooperation with the Matanuska-Susitna Borough School District.

## HISTORY OF THE UNIVERSITY OF ALASKA

The University of Alaska dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land near Fairbanks set aside by Congress on March 4 for the support of a land-grant college. The Territorial Legislature accepted the land-grant on May 3, 1916 and created a corporation, "The Alaska Agricultural College and School of Mines," defined its duties and provided for a Board of Trustees consisting of eight members.

The College opened for instruction on September 18, 1922, with the Honorable Charles E. Bunnell as President. The College became the University of Alaska by act of the Territorial Legislature on July 1, 1935; the Board of Trustees became the Board of Regents.

Today, the University's statewide system includes university centers at Fairbanks, Anchorage and Juneau, and extended colleges at Bethel, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez as well as 13 extension centers located in other communities of the state.

## ACCREDITATION

Matanuska-Susitna College is accredited by the Northwest Association of Schools and Colleges. The College is an approved institution by the Veterans Administration for the education and training of veterans. As a unit of the statewide system, the college benefits from the University's membership in the Association of American Colleges, the Association of State Universities and Land-Grant Colleges and the institutional membership in the American Council of Education, the American Association of Colleges for Teacher Education and the Western Interstate Commission for Higher Education. The University is on the approved list of colleges and universities of the American Association of University Women.

## MISSION AND GOALS

The mission of Matanuska-Susitna College is to provide developmental, academic, vocational, community services, and counseling programs within the geographic, economic

and cultural community of the Matanuska and Susitna Valleys. The College is dedicated to serving the educational needs of the people with courses and programs designed to meet those needs.

The goals of MSC are to:

1. Help people determine their place in today's society;
2. Satisfy the desire for knowledge;
3. Develop responsibility and leadership qualities.

## ADMISSIONS

### OPEN ADMISSION

MSC's open admission policy allows students to register for courses in which they have adequate background. To qualify for open admission, a student must:

- 1) have earned a high school diploma or the equivalent (GED)  
OR
- 2) have demonstrated the Ability to Benefit (see section below)  
AND be 18 years of age or older  
OR

3) qualify under special University programs. Specific certificate and degree programs may have additional admission requirements. Consult the certificate and degree requirements section of this bulletin. Open admission does not guarantee subsequent formal admission to a certificate or degree program.

### Ability to Benefit

Individuals who do not have high school diplomas or the equivalent, or who cannot meet other general admission requirements may be admitted if they are able to demonstrate "the ability to benefit" from university instruction. Interested persons should contact the Student Services Office. An advisor will review the individual's background, provide an opportunity for assessment, and determine the appropriate entry level of instruction.

### International Students

MSC welcomes students from other countries. International students may enroll under the open or formal admission policy. Students wanting to apply for the International Student Form I-20A need to consult the International Student Policy in the academic regulations section of this bulletin.

### Non-Degree Seeking Students

Individuals in this admission category are not currently seeking a certificate or degree. Non-degree-seeking students need only meet admission requirements as specified in the open admission policy and satisfy course prerequisites to register in courses. Non-degree-seeking students may not qualify for such benefits as Financial Aid or International Student Form I-20A.

Registration as a non-degree-seeking student implies no commitment by the University to the student's later admission to a degree program.

### Under-age Students

An under-age student is one who is under eighteen (18) years of age and does not otherwise meet the requirements for admission. In order to register for University courses, under-age students must:

- 1) Qualify under a special University program.  
OR

2) Complete the UAA Under-age Student Enrollment Form. This form requires signatures of the student's parent or guardian, the school principal and/or counselor, and MSC course faculty member(s). The form is available in the Office of Admissions and Records.

Under-age students may enroll in a maximum of seven (7) credits per semester.

### **FORMAL ADMISSION TO UNDERGRADUATE PROGRAMS**

Individuals must apply and be formally admitted as certificate or associate degree-seeking students. Associate degree-seeking students may apply for admission as undeclared majors or majors in specific programs. Some certificate and degree programs have additional admission requirements. Generally, certificate and associate programs operate under open admission. To determine if there are other admission requirements for specific programs, consult the certificate and degree requirements section of this bulletin.

#### **Application Form**

Obtain a Certificate or Associate Application for Admission from the Office of Student Services. Include a check or money order for \$10 with the Certificate or Associate Application form. The application fee is non-refundable.

#### **Transcripts**

Certificate or degree-seeking students with previous college or university experience must request that official transcripts from each college or university attended be sent directly to the Office of Admissions and Records.

All transcripts and other supporting documents presented for admission or transfer credit evaluation become the property of the University. They cannot be reissued or copied.

#### **Changing Degree Programs**

Students must formally apply to the new degree program, through the Office of Admissions and Records. Notification must also be given when students change their majors.

## **REGISTRATION**

### **REGISTRATION PROCEDURE**

Matanuska-Susitna College's open admission policy allows students to register for courses in which they have adequate background. Open admission does not guarantee subsequent formal admission to a certificate or degree program. Registration as a non-degree-seeking student implies no commitment by the University to the student's later admission to a degree program. Continuing students may participate in early registration, which permits them to plan course schedules before the next semester begins.

The University cannot guarantee that each course listed in this bulletin will be offered each semester. The semester class schedule lists the dates, times, and locations of available courses as well as specific registration procedures.

#### **Auditing Classes**

No credit is received for audited courses. Students who audit classes are required to register and pay tuition and/or fees by the deadlines published in the semester Class Schedule. Forms are available from the Office of Admissions and Records.

Audited courses are not included in the computation of study

load for full-time, part-time, or overload status. In addition, students may not request local Credit-by-Exam for an audited course until the following academic year.

#### **Cancellation of Classes**

Matanuska-Susitna College reserves the right to cancel or combine classes, to change the time and dates or place of meeting, or to make other necessary revisions in class offerings. The College may discontinue a class at any time if attendance falls below expected levels.

#### **Change of Name and/or Address**

Students who require name changes on their academic records should report to the Office of Admissions and Records. Reasonable proof of the change must be provided.

In order to receive semester grades, students should provide the Office of Admissions and Records with their most current mailing addresses.

#### **Grade Mailers**

After each semester, a grade report will be mailed to the address on the student's most recent registration form. If this address has changed during the semester, be sure to notify the Office of Admissions and Records. Note: Grades cannot be given out over the telephone.

#### **Late Registration**

Students will be permitted to register through the end of week 3 of the fall or spring semester. Specific deadline dates are published in the semester Class Schedule.

Late registration dates for the summer session are proportioned in accordance with the length of the class. Deadline dates are published in the Summer Class Schedule.

#### **Social Security Number**

The student's social security number is usually used as the permanent identification number for College records. Students who do not have social security numbers should apply for one as soon as possible and include the number on the application for admission. Students who do not wish the College to use their social security number may request a different identification number.

#### **Study Load**

Students may register for a maximum of 19 credits during the fall and spring semesters, and a maximum of 15 credits during the summer session. Students who want to enroll for additional credits must request overload approval registration.

#### **Transcripts**

Official University of Alaska transcripts cost \$4 per copy. Transcripts will not be released for students who owe the University money. Official transcripts from high schools and other colleges or universities, and supporting documents sent to MSC for admission or transfer credit evaluation cannot be reissued or copied.

## **ADVISING, ASSESSMENT AND COUNSELING**

### **ADVISING AND COUNSELING OFFICE**

The College provides services which help students make their educational experience more profitable and meaningful. Regardless of student age or background, decisions about education, career, and family are important and sometimes difficult.

The Advising and Counseling Office is staffed by professionals who understand the unique concerns of students. Often it is the first place to stop for information or assistance. There, disabled persons, Alaska Natives and American Indians, women and men just beginning college, and those returning to higher education will find good listeners and people who enjoy helping others.

For help with career planning or changing, program planning, pre-admission advising, transfer credit interpretation, crisis intervention, stress reduction, or other concerns, visit the Student Services Office. Counselors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9774.

## ASSESSMENT AND ADVISEMENT

For many students, college occasionally seems like a confusing combination of times, offices, people, and instructions. Assessment and advisement help make sense of the confusion. Both before and during a semester, assessments are available. They help students identify necessary Math and English skills, and other areas of academic need. After assessment, counselors and faculty advisors can refer students to specific campus programs to insure a successful college experience.

Counselors and advisors use high school records, diagnostic assessments, and student input to help you plan a rewarding college program. Students are encouraged to meet with counselors and faculty advisors whenever problems or changes arise.

## TUITION AND FEES

### RESIDENCY FOR TUITION PURPOSES

To determine tuition rates, a resident is defined as any person who has been physically present in Alaska for one (1) year (except for vacations or other absences for temporary purposes with intent to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one (1) year, has declared him/herself to be a resident of another state, voted in another state, or done any other act inconsistent with Alaska residence is considered a non-resident for tuition purposes.

Any unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above is considered a resident. Otherwise, such unemancipated persons under the age of 18 are considered non-residents for tuition purposes.

A foreign student on an F-1 (non-immigrant student status) visa cannot be considered a resident for tuition purposes. Possession of a student visa is inconsistent with Alaska residence and with declared intention to remain in Alaska indefinitely.

A foreign student on a permanent visa (permitting an indefinite stay in the United States) may qualify as a resident for tuition purposes provided he/she meets the other conditions for residence.

Members of the military on active duty and their dependents, and residents of the Canadian Yukon Territory and the Northwest Territories are considered residents for tuition purposes.

## TUITION SUMMARY

### Resident

Resident students enrolling in fewer than 13 *lower division* credits pay \$35 per credit.

Resident students enrolling in 13 or more *lower division* credits pay a consolidated tuition rate of \$455.

Resident students enrolling in fewer than 13 *upper division* credits pay \$42 per credit.

Resident students enrolling in 13 or more *upper division* credits pay a consolidated tuition rate of \$546.

Resident students enrolling in fewer than 9 *graduate* credits pay \$85 per credit.

### Non-resident

Non-resident students enrolling in fewer than 13 *lower division* credits pay \$120 per credit.

Non-resident students enrolling in 13 or more *lower division* credits pay a consolidated tuition rate of \$1,560.

Non-resident students enrolling in fewer than 13 *upper division* credits pay \$120 per credit.

Non-resident students enrolling in 13 or more *upper division* credits pay a consolidated tuition rate of \$1,560.

Non-resident students enrolling in fewer than 9 *graduate* credits pay \$170 per credit.

*Charges for self-support courses, continuing education credits, and correspondence courses cannot be included in the consolidated tuition rate.*

*NOTE: In addition to tuition, any course may use materials, supplies, or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. The University of Alaska reserves the right to change its fees at any time.*

### Fee Explanations

All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska. The University reserves the right to change tuition or fees at any time.

### Audit Fee

Auditors pay the same tuition and fees as students registering for credit.

### Continuing Education Unit (CEU) Fee

This fee varies. It is charged per Continuing Education Unit instead of tuition.

### Credit-by-Exam Fee

A non-refundable \$10-per-credit fee is charged to challenge a course.

### Laboratory, Material, and Other Fees

A fee is sometimes charged in addition to tuition. The semester class schedule identifies courses for which fees are charged and their purpose: lab fee, special fee, or material fee.

### Non-Credit Course Fee

Non-credit courses are numbered 001-049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are listed in the semester class schedule as special fees.

### Royalty Fee

A copyright fee is usually charged for each telecourse a student enrolls in. The fee amount varies.

### Student Activity and Recreation Fee

An activity fee is assessed students enrolling for 3 or more credits each semester to support student-related activities.



## **WESTERN UNDERGRADUATE EXCHANGE**

The University of Alaska participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, certain students not resident in Alaska may enroll at Matanuska-Susitna College, in designated use programs, paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher charge for non-resident student tuition.

Because the University of Alaska participates, residents of Alaska may enroll under the same terms in designated institutions and programs in other participating states.

Information about WUE programs available at University of Alaska campuses may be obtained from UAA. Alaska residents may obtain information about WUE programs in other states from:

### **Certifying Officer for Alaska**

**WICHE Student Exchange Program**

**Alaska Commission on Postsecondary Education**

**Pouch FP, 400 Willoughby Avenue**

**Juneau, AK 99811**

**Phone: (907) 465-2855**

## **PAYMENT PROCEDURES**

All tuition, fees, and other charges for the semester must be paid in full when students register. Payment may be made in cash or by check. No refunds are issued for \$1 or less. The University of Alaska reserves the right to change its tuition or fees at any time.

## **SENIOR CITIZEN TUITION WAIVER**

Alaska residents 60 years of age or older may enroll in any MSC course for which they are qualified and in which space is available. There is no charge for tuition. Fees (such as lab, material, registration and CEU) are not included in the tuition waiver. Students must pay these fees themselves. Applicants for the senior citizen waiver must complete a Tuition Waiver Request form available at the time of registration.

## **FINANCIAL OBLIGATIONS**

Matanuska-Susitna College reserves the right to withhold final grade reports, transcripts, or diplomas from students who have not fulfilled all their financial obligations to the institution. Permission to register for a new semester may also be denied, or a student's current registration may be canceled. Registration is not complete until all tuition, fees, and other charges have been paid.

## **REFUND POLICY**

### **Credit Courses**

Students who need to drop or withdraw from specific courses, or from all their courses, must do so officially. Only students who submit the appropriate form to the Office of Admissions and Records will qualify for a tuition refund. Refunds are processed by the Business Office according to these policies:

- 1) 100 percent of both tuition and fees is refunded when a drop/withdrawal is completed prior to advertised date.
- 2) 50 percent of tuition only is refunded when a drop is completed through the Add/Drop period.
- 3) No refund is issued for withdrawals made after the Add/Drop Deadline.
- 4) Refunds for less-than-semester length classes are prorated.
- 5) Refunds are processed by the Business Office only after students have completed the appropriate paperwork. The date of drop/withdrawal as indicated on the official Add/Drop Receipt

determines eligibility for a refund. Please allow 4-5 weeks for processing.

### **Non-Credit, CEU, and Self-Support Classes**

100 percent of all charges is refunded if the student officially drops before the first class. There is no refund after the first class.

### **Canceled Classes**

If MSC cancels a course, you may add another course of equal credit at no additional tuition charge or MSC will refund 100 percent of tuition and lab fees.

## **FINANCIAL RESOURCES**

The Financial Aid Program helps students and prospective students obtain the funds necessary to attend MSC. State and Federal governments, the University, and many private organizations offer grants, scholarships, loans, and employment opportunities to students who demonstrate need for such assistance. Each student's financial situation is carefully assessed, taking into consideration family size, assets, income, debts, and estimated costs of attending college. Type and amount of financial aid varies according to State and Federal guidelines, student need, and availability of funds.

### **Eligibility**

To be considered for financial aid, a student must:

- 1) have a high school diploma or its equivalent
- 2) be accepted for admission or continued attendance at MSC
- 3) demonstrate financial need for Federal assistance as determined by the Financial Aid Form submitted to the College Scholarship Service
- 4) submit an Alaska Student Loan Application for state-supported aid and
- 5) maintain satisfactory academic progress as defined for each program. (See individual program regulations.)

### **Application Procedures**

Interested students should contact the Financial Aid Office for information and applications. Students should submit applications at least six (6) months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Financial Aid Office should receive completed financial aid applications by June 1. Applications received after this date will be considered if funds are available.

Specific procedures are as follows:

- 1) New students must apply for admission to MSC.
- 2) All interested students must complete the Financial Aid Form (FAF) and mail it with the processing fee to the College Scholarship Service. (The Matanuska-Susitna College code number is 4509.)
- 3) All students must complete and submit the Student Aid Report (SAR) from the PELL Grant Program to the Financial Aid Office.
- 4) Students who wish to apply for other assistance, such as an Alaska State Student Loan or a specific scholarship, may complete special applications available from the Financial Aid Office.
- 5) Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.
- 6) Students applying for Federal assistance who have attended other postsecondary institutions must submit a Financial Aid Transcript for each institution.

## **Federal Verification**

The U.S. Department of Education reviews financial aid applications to determine that information has been reported accurately and that aid is distributed fairly. The Financial Aid Office also verifies information on selected applications before students can receive financial aid awards. Copies of the following documents may be requested:

- 1) income tax returns
- 2) verification of household size
- 3) child support payments
- 4) statements of untaxed income
- 5) verification of number of family members in college
- 6) dependency status verification.

Selected students must submit the requested documents no later than thirty (30) days after the posted application deadlines for Guaranteed Student Loans and other campus-based aid. The deadlines are October 31 for the fall semester, March 1 for the spring semester, and July 1 for the summer session. If documentation is not received, financial aid will not be awarded for that semester/session. If changes have occurred, students must correct and resubmit the Financial Aid Form and Student Aid Report.

## **Satisfactory Academic Progress**

To remain in satisfactory academic standing for Federal assistance or State loans, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain the minimum grade point average (GPA) required by their financial aid program. On the student's grade report, AU, DF, F, NC, NP, I, W, and CEU indicate unsatisfactory completion of courses.

## **GRANTS**

Grants are financial aid awards which do not need to be repaid as long as the student meets academic progress requirements of the granting agency.

### **Bureau of Indian Affairs (BIA)**

The Bureau of Indian Affairs makes grants available to eligible full-time students. Applicants must be at least one-quarter Alaska Native or American Indian. For further information, contact the local BIA area office or your Native Regional Corporation.

### **PELL Grant**

The PELL Grant makes funds available to eligible students with financial need. To be eligible for a PELL Grant, students must be working toward their first baccalaureate degree. Need is determined by the Financial Aid Form (FAF).

### **Supplemental Educational Opportunity Grant (SEOG)**

The Supplemental Educational Opportunity Grant program is similar to the PELL Grant program and can provide additional assistance to students with financial need. Only undergraduates are eligible. SEOG awards range from \$200 to \$2,000 per year. Need is determined by the Financial Aid Form (FAF).

## **LOANS**

### **Alaska Student Loan Program (ASL)**

To be eligible for an ASL, students must be two-year residents of the State of Alaska, hold high school diplomas or the equivalent, and be officially admitted to a certificate, associate, baccalaureate, or graduate degree program. They must also maintain full-time student status. Undergraduate students may borrow up to \$5,500 a year for educational expenses.

Applications are available at the Financial Aid Office. They must be submitted to the Alaska Postsecondary Education Commission Financial Aid Office in Juneau.

### **Guaranteed Student Loan (GSL)**

The Guaranteed Student Loan program enables students to borrow directly from local lending institutions. While students attend the College, interest is paid by the Federal government. Any undergraduate student enrolled at least half-time may apply for a GSL. Undergraduate students may borrow up to \$2,500 per academic year. The maximum loan amount for undergraduate study is \$12,500.

### **National Direct Student Loan (NDSL)**

The National Direct Student Loan program is available to students enrolled at least half-time. An undergraduate student may borrow up to \$6,000 for educational expenses.

## **SCHOLARSHIPS**

Scholarships may be awarded based on financial need or academic achievement. Students interested in applying for scholarships should contact the Financial Aid Office for guidelines and applications. For further information, phone 745-9719.

## **EMPLOYMENT**

### **College Work Study Program**

The College Work Study Program provides jobs for eligible students as determined by the Financial Aid Form. These students may earn money to cover part of their educational expenses. The CWSP arranges jobs on- or off-campus with public or private non-profit agencies. Students may work up to twenty (20) hours per week during the semester. Wages depend on the job responsibilities and the student's qualifications. Most wages are comparable to off-campus, part-time employment wages.

For current information on this program in the Matanuska-Susitna Valley, please contact the Financial Aid Office.

### **Part-Time Employment**

Students who are not eligible for the College Work Study Program may still find part-time employment on- or off-campus. Position openings are posted on bulletin boards at various locations on campus.

### **Career Placement and Job Center**

The Matanuska-Susitna College Career Placement and Job Center offers a variety of placement services to its' students and alumni. The Center counsels in career and job opportunities, places students and alumni in positions throughout the community and matches the skills and academic training of its' students with the needs of potential employers.

In addition, the Center provides:

1. Information on career positions with the State of Alaska, the Federal Government and major oil companies in our area.
2. Continuously updated job postings.
3. Workshops and advice on resume writing, and interviewing techniques.

## VETERANS ASSISTANCE

Matanuska-Susitna College provides training to veterans, eligible dependents, and service personnel using Veterans Administration educational benefits (G.I. Bill). Qualified persons who plan to use the G.I. Bill must contact the campus VA office. It will provide necessary forms and current benefit information.

Before registering for courses, students using the G.I. Bill must apply for formal admission and declare a degree and/or major program. In addition, Federal law requires that schools approved for veterans report attendance and progress of all students who receive benefits.

The following requirements must be met by all students receiving benefits from the Veterans Administration:

### Satisfactory Academic Progress

Students must maintain a grade point average (GPA) of at least 2.00 (C) in each semester during which they are receiving benefits. Failure to do so is reported to the Veterans Administration and may end educational benefits.

### Monthly Enrollment Verification

Students must come to the Veteran Affairs Office by the 15th of each month to verify their college attendance in writing. Failure to do so will end educational benefits. Attendance sign-up sheets are available at all times.

### Adds, Drops, and Other Changes

Students must inform the Veteran Affairs Office whenever they add or drop courses, withdraw from MSC, change address or dependents, or make other status changes. Students who drop or withdraw may be required to reimburse the Veterans Administration.

### Transcripts

Students with previous college or university experience must have official transcripts on file with the Office of Admissions and Records. Each student must request these transcripts when applying for admission to MSC.

## CAMPUS RESOURCES

### SPECIAL SERVICES

Student-sponsored programs and activities are an integral part of the College. Students are encouraged to become involved in experiences which supplement the classroom.

### Extracurricular

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, as well as occasional receptions and banquets.

### Bookstore

Matanuska-Susitna College stocks an inventory of books for courses offered on this campus. Textbooks and some supplies may be purchased during posted bookstore hours.

### Information and Technology Office

Through the Office of Information and Technology (OIT), on the UAA campus, computer training, purchasing guidance, and hardware support are offered to students, faculty, and the staff of MSC. OIT coordinates administration of the University of Alaska Computer Network (UACN) on the Anchorage campus. UACN is a statewide computer system linking all parts of the University and national/regional networks by

satellite and landline communication facilities. The Network's resources are free to all students, faculty and staff. They are available to University researchers and some governmental agencies on a pay basis. Access to the UACN begins with a USERNAME, issued at MSC. Documentation and consultants are on hand to aid users, and seminars are offered throughout the year on a variety of computing topics.

Other networks available through the UACN include BITNET, SPAN, NSFNET, State of Alaska IRM, and NorthWest Net. These are all in addition to the computer labs on the MSC campus.

### Student Accident and Illness Insurance

A group accident and illness plan is available for MSC students. The plan provides extensive benefits at a reasonable cost. For an additional premium, dependents and major medical expenses may be covered. All students currently enrolled in classes are eligible to purchase this coverage. For more information, contact the Student Services Office.

### Food Service

Food service is available Fall and Spring semesters in the campus cafeteria.

## LEARNING ASSISTANCE

### ADULT BASIC EDUCATION

The Adult Basic Education program provides General Education Development (GED) examinations, and classes for individuals with less than a high school education. The basic skills emphasized are those of communication (reading, spelling, writing, and mathematical problem solving). Adult Basic Education is open to persons over 17 years of age, who have not attained a high school diploma.

### LIBRARY

The ALVIN S. OKESON LIBRARY, one of the campus' newer structures, houses more than 30,000 volumes including books and non-print materials, magazines and newspapers. A computerized interlibrary loan system provides students access to research materials in libraries nationwide. Additional services include photocopying, film booking, reserve materials, audio-visual viewing and typewriters for public use. The library serves the students, staff and faculty of the College and is also open to the public.

## STUDENT REGULATIONS

### RIGHTS, FREEDOMS, AND RESPONSIBILITIES

The role of Matanuska-Susitna College is to encourage people of all ages to develop their skills and talents differently, according to individual abilities and interests, so that collectively they contribute to the continuum of democracy. University of Alaska policies, procedures, and regulations are formulated so as to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the College community, enjoy the same constitutional and civil rights guaranteed all citizens, at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the College community have a strong responsibility to protect and maintain an academic climate in which the freedom



to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the College community.

Violations of student conduct regulations will be handled through the Office of the Director. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the college. These policies and regulations may be found in the College Student Bulletin and in the Student Services Office.

#### **Freedom of Expression**

The rights of free speech and peaceable assembly are fundamental to the democratic process. The University of Alaska supports the rights of students of the College community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the College community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the University of Alaska insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the College, or violation of law, would constitute such a violation.

#### **Freedom of Access**

Within the limits of its resources, Matanuska-Susitna College shall be open to all applicants who are qualified according to current admission requirements. The University of Alaska does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

#### **Freedom of Association**

Students are free to associate to promote their common interests. They have the right to seek through official procedures establishment of organizations so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

#### **Freedom from Sexual Harassment**

Students shall be free from sexual harassment by employees or other students in the educational environment of Matanuska-Susitna College. Sexual harassment may be defined as unsolicited non-reciprocal behavior by an employee who is in a position to control a student's status and who uses the power or authority of that position to cause that student to submit to sexual activity, or to fear that he or she would be punished for the refusal to submit. Sexual harassment also includes any employee or student conduct of a sexual nature unreasonably interfering with a student's educational performance or status by creating an intimidating, hostile, or offensive educational environment. Sexual harassment may consist of a variety of behaviors by an employee or student including, but not limited to, subtle pressures for sexual activity, inappropriate touching, inappropriate language, demand for sexual favors, and physical assault.

#### **Freedom from Unreasonable Search/Seizure**

Students shall be free from unreasonable search and/or seizure

regarding their person and their personal property. If a situation should occur that a student is interrogated and/or arrested by College security officials, students have the right to remain silent, the right to be free of coercion, and the right to be advised of these rights.

#### **Student Participation in Institutional Government**

Students shall be free, individually and collectively, to express their view on issues of institutional policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

#### **Academic Rights of Students**

The University of Alaska has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the College bulletin and for maintaining an acceptable grade average for degree requirements. Students have the right to be informed at the beginning of each term the nature of the course, course expectations, evaluation standards, and the grading system.

#### **Access to Student Records**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office, concerning alleged failures by the institution to comply with the Act. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. A complete copy of the University of Alaska Policy on the application of FERPA is available in the Legal Counsel's office on the UAA campus.

#### **CODE OF CONDUCT**

Students at Matanuska-Susitna College have certain rights and responsibilities. Included in the responsibilities is an awareness of the standards of appropriate behavior. The College expects each student to exercise self-discipline which will enhance the individual's educational experience and the total learning environment of the College.

In general, the off-campus activities of students are viewed as their personal business. However, when a student violates local, state, or federal laws and at the same time violates the Code of Conduct, either on or off-campus, the College reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1) **Disruption or Obstruction:** Conduct which materially or substantially disrupts or obstructs the educational process of the College.

2) **Harassment:** Physical, verbal abuse, or sexual harassment of another person, or conduct, including but not limited to hazing, which threatens or endangers the health and safety of others.

3) **Intoxicants and Drugs:** Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or at supervised functions of student organizations except as provided by rules, policies, and procedures of the University of Alaska. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

4) **Dangerous Chemicals and Devices:** Unauthorized use, possession, or sale of firearms, explosives, dangerous chemicals, or other dangerous weapons on University of Alaska property except as expressly authorized by campus procedures.

5) **Other Forms of Misconduct:** Forgery, alteration, or misuse of College documents, records, funds, or identification. Falsification of records or deliberate misrepresentation of facts on University of Alaska forms and documents. Telephone misuse, theft, or malicious destruction, damage, or misuse of College or private property including computers. Unauthorized use of College funds, equipment, and supplies (including but not limited to falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the College).

6) **Violation of University of Alaska Regulations:** Violating published University of Alaska regulations, including those related to entry and use of College facilities, the rules in this section, and any other rules or regulations which may be enacted by the University of Alaska. Failure to comply with the lawful directions of College personnel acting in the performance of their duties.

### **Disciplinary Procedures**

A student, faculty, or staff member of Matanuska-Susitna College may initiate disciplinary action against a student for violation of the Student Code of Conduct. Allegations concerning student misconduct must be in writing and signed by the complaining party.

1) The Director of Matanuska-Susitna College shall receive, investigate, and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Director to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the conference.

2) If, after this conference, the Director recommends disciplinary action, he/she shall notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Grievance Committee.

3) If a student desires a hearing, he/she shall, within five days of receipt of the Director's notice, file a written request in the Director's Office together with a written response to the Director's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived.

4) The Student Grievance Committee shall be convened ten days after receipt of the student's request for hearing as set by the Director.

### **Sanctions**

The following are disciplinary measures that may be taken by the Director, and/or the Chancellor and/or President of the University of Alaska.

1) **Censure:** Written warning.

2) **Disciplinary Probation:** Probationary status for a specified period of time.

3) **Suspension:** Student is forbidden to attend classes for the remainder of the term, but permitted to register for the following term.

4) **Expulsion:** Termination of student status.

5) **Restitution:** Reimbursement for damage to or misappropriation of property.

6) **Summary Suspension:** Summary suspension may be used to protect the school from clear and present danger of disruption or threat to safety of persons and/or property. A summarily suspended student is not to occupy any portion of the campus. Summary suspension shall generally be for the purpose of investigations of the event or events in which the student or students were allegedly involved.

### **Status of Student Pending Final Action**

Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes, except when suspended or expelled.

### **Academic Dishonesty**

Academic integrity is a basic principle which requires that students take credit only for ideas and efforts that are their own. Cheating is defined as the submission of materials in assignments, exams, or other academic work which is based on sources forbidden by the faculty member. Cheating shall include but is not limited to situations in which the student:

1) Refers during an academic evaluation to material sources not authorized by the faculty member.

2) Utilizes devices during an academic evaluation that are not authorized by the faculty member.

3) Provides assistance to another student or receives assistance from another student during an academic evaluation in a manner not authorized by the faculty member.

4) Presents as one's own the ideas or words of another person without customary and proper acknowledgment of sources.

5) Knowingly permits one's words to be submitted by another person without the faculty member's permission.

6) Acts as a substitute or utilized a substitute in any academic evaluation.

7) Fabricated data in support of laboratory or field work.

8) Possesses, buys, sells, obtains or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.

9) Alters grade records of his/her own or another student's work in a course or a component of a course.

### **Procedures and Penalties for Academic Dishonesty**

In addition to any adverse academic action which may result from engaging in academically dishonest behavior, Matanuska-Susitna College specifically reserves the right to address and sanction the conduct involved through the student disciplinary procedure contained in this bulletin. Academic actions are reviewable under the Academic Appeals Policy contained in this bulletin.



## **GRIEVANCE PROCEDURE**

The purpose of the local student grievance procedure is to assist students who have a complaint arising from conditions, practices, working relationships, decisions, actions, or inactions of Matanuska-Susitna College and its employees. The local procedure is derived from Board of Regent Policy and University of Alaska Regulations regarding Grievances. The procedure is designed to guide students in filing a complaint. Students are encouraged to resolve complaints informally with the employee directly involved and use the grievance procedures as a last resort. Student Grievance Packets may be obtained from the MSC Director, UAA Student Grievance Council Members, UAA Student Ombudsman, UAA Ombudsman, or the UAA Affirmative Action Officer.

### **ALCOHOL POLICY**

The mission of Matanuska-Susitna College and Student Services is to promote the education of the whole student. The College is concerned about ways in which alcohol use and abuse may affect the primary academic mission of the institution, its overall atmosphere and the personal well being of the College community. The laws of the state shall be observed in all private and public events conducted on the property of Matanuska-Susitna College. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

#### **Campus Policy**

The primary objectives of Matanuska-Susitna College's policy and procedures on alcoholic beverages are:

- 1) to promote responsible behavior and attitudes among all members of the College community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making.
- 2) to help individuals experiencing difficulties associated with the use of alcohol. No College activity or function shall include the service of alcoholic beverages to participants without the advance written approval of the Director or the designee of the Director. Approval to serve alcoholic beverages will be granted only for the designated premises and approximate time of private College events and upon the condition that only persons of legal age with positive identification will be served. Personal consumption, possession, or display of beer, wine, or other alcoholic beverages is prohibited in College public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Director. Any person who exhibits offensive behavior, misconduct, excessive noise, or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action.

## **ACADEMIC REGULATIONS**

### **ACADEMIC APPEALS**

Students shall have the right to appeal academic actions. A written request for appeal must be made to the Director not later than fifteen (15) working days following notification of the action under review. The request shall set forth clearly and concisely the action to be reviewed, the reason the student believes the action was inappropriate, and the corrective action the student seeks. As a general rule, the Director will not overturn the action of a faculty member or committee unless it is shown to be arbitrary and capricious, clearly erroneous, or based on unlawful discrimination.

Each student requesting review of an academic action shall be

entitled to address the Director directly if desired before the decision is rendered by the Director. Whenever possible, the Director's decision will be rendered and conveyed to the student in writing within five (5) days of receipt of the student's request for review. Until receipt of the Director's decision, the student will be permitted to attend classes unless such attendance poses a danger to the student or others. There shall be no further appeal of academic matters within the University of Alaska.

For dismissal from degree programs only, the decision of the Director shall be appealable to the Vice Chancellor for Academic Affairs. The student must submit a written appeal to the Vice Chancellor within three (3) days of receipt of the Director's decision. Whenever possible, the Vice Chancellor's decision shall be rendered and conveyed to the student within five (5) days. There shall be no further appeal within the University of Alaska.

## **ACADEMIC PETITION**

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from the Office of Admissions and Records.

For degree program requirements, the Petition Form must be signed by the student's advisor and the Director or designee. Petitions to waive General University Requirements must be processed through the Director, with final authority to deny or approve resting with the Vice Chancellor for Academic Affairs.

## **ACADEMIC STANDING**

### **Undergraduate**

Students are in satisfactory academic standing when they have a cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. The GPA is computed on credits earned at Matanuska-Susitna College only.

Students are presumed to be in satisfactory academic standing during their first semester at MSC unless they have been admitted on probation. At the end of a semester, any undergraduate student who fails to earn a GPA of at least 2.00 will be subject to academic action. Depending upon the circumstances, academic action may result in academic warning, probation, or dismissal from degree-seeking status.

## **ACCESS TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (on UAA campus) concerning alleged failures by the institution to comply with the Act.

No one outside the institution shall have access to, nor will the institution disclose any information from, a student's education record without the written consent of the student except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. A complete copy of the University Policy on the application of FERPA is available in the UAA Legal Counsel's office.



## AGE LIMIT OF CREDITS

There is no University-wide undergraduate policy on the age limit of credits. However, to guarantee currency of course content, some departments and degree programs require courses to have been completed within a specified period of time. Contact each department for specific information.

## CHEATING

Cheating is not tolerated at Matanuska-Susitna College. It constitutes ground for dismissal from the University. Cheating is defined as any means by which a student uses unauthorized assistance to prepare materials submitted as his/her own.

## CLASS ATTENDANCE

Regular attendance and active participation are expected in all classes. Students are responsible for classwork even if there are legitimate reasons for their absence. A faculty member may initiate a drop/withdrawal for students who fail to meet attendance requirements.

For semester-length classes, a faculty member may drop a student from a course if the student fails to attend class by the first class meeting of the second full week of classes.

Forms are available in the Office of Admissions and Records.

For classes other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated.

## CLASS STANDING

Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Within the University of Alaska system, students are classified as follows:

	Credits
Freshman/First Year.....	0-30
Sophomore/Second Year.....	31-60
Junior.....	61-90
Senior.....	91+

Transfer students will be assigned class standing based on the number of credits accepted in transfer by the College.

Non-degree-seeking students are not assigned a class standing.

## COMMENCEMENT

Students who complete certificate or degree requirements and meet the Application for Diploma deadline during an academic year (fall and spring semesters) are invited to participate in the annual commencement ceremonies in May. Students who complete certificate or degree requirements and meet the Application for Diploma deadline during the summer and fall sessions are invited to participate in the commencement ceremonies the following May.

## CORRESPONDENCE STUDY

Within the University of Alaska system, correspondence study is administered through the University of Alaska Fairbanks campus. For a brochure and registration form, contact the Office of Admissions and Records.

## CREDIT

### Resident Credit

Resident credit is defined as credit earned in formal classroom instruction, independent study, and research offered by Matanuska-Susitna College. All other courses are defined as non-resident credit, including transfer credit, telecourse credit, non-traditional credit, correspondence study, and credit by examination.

### Transfer Credit

Where possible, transfer credit will be equated with Matanuska-Susitna College courses. The College reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit will be completed after a student has been accepted to degree-seeking status. Transfer students must fulfill General University Requirements, General Education Degree Requirements, and Major Program Requirements.

### Accredited Colleges/Universities

1) Transfer credit will be accepted only from institutions in the United States fully accredited by one of the following regional accrediting associations:

Middle States Association of Colleges and Schools  
New England Association of Schools and Colleges  
North Central Association of Colleges and Schools  
Northwest Association of Schools and Colleges  
Southern Association of Colleges and Schools  
Western Association of Schools and Colleges

2) Only courses completed with grades equal to C

3) Students who plan to transfer credits from foreign institutions must provide an official statement of education equivalency from a recommended credentials evaluation service. Addresses are available from the Office of Admissions and Records. The fee depends upon the type and complexity of the evaluation.

4) Transfer credits are not included in the student's MSC grade point average (GPA) computation, except to determine eligibility for graduation with honors.

### Certified Experience Credit

This program allows crediting of certified but not accredited institution-sponsored learning. The College may award elective credit or specific course credit by petition or departmental agreement.

1) National/State/Local Certificates. Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the Federal Aviation Administration, Anchorage Police Department, Alaska State Troopers, State Corrections Academy, Federal Wildland Fire Management Training Program, and the Certified Public Secretaries Examination.

2) Business or Industry Credit. Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor union, and professional or voluntary associations.

### Military Credit

Eight (8) elective credits may be awarded to students who have completed at least one (1) calendar year of active duty military service.

In addition, credits may be transferred from formal service schools and MOS/Ratings as recommended in the Guide to the

Evaluation of Educational Experiences in the Armed Services prepared by the American Council on Education (ACE Guide).

The Servicemembers Opportunity Colleges (SOCAD and SOC-NAV) programs allow active-duty Army and Navy personnel to finish associate degree programs without losing credits as they transfer during their military careers. Under this program, at least one (1) 3 credit course must be taken at MSC in order to graduate.

## **REQUEST FOR CREDIT REVIEW**

Students in degree or certificate programs who have made substantial progress may request a degree check to determine their remaining requirements. Students should complete at least 30 credits before requesting a degree check. Forms are available in the Office of Admissions and Records. The responsibility for meeting all graduation requirements rests with the student.

## **APPLICATION FOR GRADUATION**

To be eligible for graduation, a student must submit an Application for Diploma to the Office of Admissions and Records by the semester deadline published in the class schedule. Students must obtain their advisor's signature on this form. Application for Diploma forms are available from Student Services.

Upon receipt of the student's Application for Diploma, a credit review will be completed. If the student has met all requirements, the certificate or degree will be awarded at the end of the semester. The student is responsible for familiarity with all regulations and degree requirements.

Name and certificates/degrees earned will be printed in Commencement Programs and will be released to newspapers requesting lists of candidates or graduates. Students who do not want their names to be published may indicate this on the Application for Diploma form.

Applications for Diploma received after the deadline will be processed for graduation the following semester. Students who do not complete their certificate/degree requirements as scheduled must re-apply for their diploma.

## **DISCLOSURE OF STUDENT INFORMATION**

Matanuska-Susitna College chooses NOT to release directory information to anyone outside the institution without written consent of the student, except as indicated below. Directory information includes student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, etc.

Student names will be provided for the Chancellor's List, Director's List, honor societies, and Commencement Program unless a written request has been received by the Office of Admissions and Records not to do so.

## **DISMISSAL**

### **Dismissal from Degree-Seeking Status**

A student who fails to meet academic standards may be dismissed from a degree program.

Generally, an accumulation of low grades precedes dismissal. If a student begins a semester on academic probation and fails to earn a semester GPA of at least 2.00, he/she will not be permitted to

continue as a degree-seeking student. A dismissed student may register as a non-degree-seeking student in courses for which he/she has adequate background. However, non-degree-seeking students may not qualify for financial aid or International Student Form I-20A. Dismissed students may request reinstatement to degree-seeking status.

## **FULL-TIME/PART-TIME STATUS**

An undergraduate student who is enrolled at MSC for 12 or more credits is classified as full-time. An undergraduate who is enrolled at MSC for fewer than 12 credits is classified as part-time.

## **GRADING**

The grades that can appear on a student's transcript are as follows:

### **Academic Letter Grades**

- A--honor grade; indicates comprehensive mastery of required work.
- B--indicates high level of performance in meeting course requirements.
- C--indicates satisfactory level of performance.
- D--indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
- F--indicates failure.

These grades carry grade points and are used to calculate student GPAs.

### **Non-Academic Grades**

- CR--indicates credit received for course.
- NC--indicates no credit received for course.
- DF--deferred; temporary grade which indicates course requirements cannot be completed by end of semester.
- I--incomplete; temporary grade which indicates additional coursework must be completed to receive final grade.
- P--indicates passing work.
- NP--indicates work that is not passing.

These grades do not carry grade points and are not used to calculate student GPAs. However, CR, NC, P, and NP grades may be used to determine satisfactory academic progress.

### **Other Designations**

- AU--audit; indicates enrollment for information only, with no credit received.
  - W--indicates withdrawal from course.
- These designations are not grades and do not carry grade points.

### **Deferred Grade**

A DF is a temporary grade used to indicate that course requirements cannot be completed by the end of the semester. Credit will be withheld without penalty until all requirements of the course have been met. This grade is used for courses such as projects that require more than one semester to complete.

Unless the faculty member extends the DF grade, coursework must be completed within a specified time, not to exceed two (2) years. To change a DF to another grade, the faculty member must submit the appropriate form to the Office of Admissions and Records.

### **Grade Changes**

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made

by the end of the semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to the Office of Admissions and Records by the appropriate faculty member (not by the student).

### Grade Point Average Computation

The Grade Point Average (GPA) is computed by dividing the total cumulative grade points earned at MSC by the total credits attempted.

Credits accepted in transfer are not used for the MSC computation except for purposes of graduation with honors.

Academic letter grades carry the following grade points:

A=4.00	D=1.00
B=3.00	F=0.00
C=2.00	

The number of credits (for example, 3) is multiplied by the grade-point value of the grade (for example, A=4) to give the total grade points (for example, 12) for each course. The total number of grade points is then divided by the total number of credits attempted.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, and NP. In addition, AU and W are not grades and are not used in GPA calculations. (See Grading System.)

### Incomplete Grade

An I (Incomplete) is a temporary grade. It may be used at the faculty member's discretion to indicate that although a student has not yet completed all of the required coursework, there is a possibility that the student may pass the course if and when all the requirements have been completed.

An Incomplete Grade Contract between the student and the faculty member for completion of coursework will be maintained by Admissions and Records. Coursework must be completed by a date specified in the contract, not to exceed one (1) year. Upon the student's completion of the required coursework, the faculty member must submit a Change of Grade form to the Office of Admissions and Records. If terms of the contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the class). If coursework is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the I (Incomplete) will become permanent.

### Pass/No Pass

Students in some courses are graded Pass/No Pass only. This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option.

When a course will be graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class.

For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses. Pass/No Pass grades will be used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and will not be used in GPA calculations.

## GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate student must earn a cumulative GPA of 3.50 or higher in all college work attempted at MSC.

A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter

grades and a MSC cumulative GPA of 3.50 or higher to be eligible to graduate with honors.

All transfer students must have a cumulative GPA of 3.50 or higher in all college work attempted at MSC and at other institutions in order to graduate with honors.

Grades and credits earned from all repeated courses are included in determining eligibility to graduate with honors. Honors will be awarded to associate degree students with cumulative GPAs as follows:

Cum Laude-3.50 to 3.79
Magna Cum Laude-3.80 to 3.99
Summa Cum Laude-4.00

## HONORS LIST

Students maintaining exceptional academic achievement are recognized after the fall and spring semesters on the Chancellor's List and the Dean's List. These lists will be published. Students who do not want their names to appear must provide the Office of Admissions and Records with a written request not to do so.

### The Director's List

To be eligible for the Dean's List, a student must be an undergraduate enrolled in at least 12 MSC credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester.

### The Chancellor's List

To be eligible for the Chancellor's List, a student must be an undergraduate enrolled in at least 12 MSC credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester.

## INDEPENDENT STUDY

Students who want to take classes by independent study must make arrangements, prior to registration, with the appropriate faculty member. Generally, an approved catalog course cannot be taken by independent study if the traditional course is being offered during that semester. Independent Study forms are available at the Office of Admissions and Records. Students must obtain signatures from the appropriate faculty member and appropriate dean or designee before registering. Course numbers ending with 97 are reserved for independent study courses.

If the independent study course is not an approved catalog course, a descriptive course title, the course level, a course description, a syllabus/bibliography, and the grading criteria/system must be submitted with the Independent Study form to the Office of Admissions and Records.

## INTERNATIONAL STUDENTS

International students (F-1) who wish to apply for the United States Department of Justice, Immigration, and Naturalization Service Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do all the following:

- 1) Meet College admission requirements for degree-seeking students and be accepted to a program.
- 2) Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450.
- 3) Submit a statement of financial support for the anticipated period of study.



4) Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.

To be issued an I-20A, international students must be formally admitted, full-time, degree-seeking students, even if their major is undeclared. Contact the Office of Admissions and Records for details.

These requirements apply only to students who are requesting a Form I-20A Student Visa. Other international students may enroll under the Open or Formal Admission policy.

## NON-TRADITIONAL CREDIT

Students with learning experience outside the conventional classroom may demonstrate college-level achievement through the credit-by-examination process. Successful completion of credit by examination enables students to receive college credits toward graduation at MSC. For specific information about credit by examination, contact the Office of Admissions and Records.

Only accepted degree-seeking students may receive credit through the credit-by-examination process. An exam must not duplicate a course for which a student has already received credit.

### National Credit by Examination

#### Advanced Placement Program

MSC awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations. These exams are normally completed by students during their senior year in high school.

A student desiring advanced placement credit must request that an official report of exam scores be sent to the Office of Admissions and Records. Students may receive credit for more than one advanced placement examination.

MSC awards advanced placement credit according to the following standards:

Advanced Placement Exam	MSC Equivalent
ART	
Studio Art	4 credits lower-division art elective ART 261/262
History of Art	BIOL 107/108 + 4 credits lower-division biology elective
BIOLOGY	CHEM 105
CHEMISTRY	CS 201/202
COMPUTER SCIENCE	
ECONOMICS	
Macroeconomics	ECON 201
Microeconomics	ECON 202
ENGLISH	
Language & Composition	ENGL 111
Literature & Composition	ENGL 211
FRENCH	
Level 3: French Language	FREN 101/102
Level 3: French Literature	FREN 201/202
GERMAN	
Level 3: German Language	8 credits lower-division foreign language/German elective
GOVERNMENT AND POLITICS	
American Government and Politics	PS 101
Comparative Government and Politics	PS102

### HISTORY

American History HIST 131/132  
European History HIST 102

### LATIN

Virgil 4 credits lower-division  
Latin elective  
Catullus-Horace 4 credits lower-division Latin elective

### MATHEMATICS

Calculus AB MATH 107/108/200  
Calculus BC MATH 107/108/200/201

### MUSIC

Music Theory MUS 104  
Music Listening & Literature MUS 122

### PHYSICS

Physics B PHYS 103  
Physics C PHYS 211

### SPANISH

Level 3: Spanish Language SPAN 101/102  
Level 3: Spanish Literature SPAN 201/202

### College Level Examination Program (CLEP)

#### 1) General Exams

Most credits awarded through CLEP general exams are elective credits. (The exception is credits awarded for the English Composition with Essay exam.) A maximum of 24 credits may be awarded for CLEP general exams.

Credit for CLEP general exams will be awarded according to the following standards:

English	No credit awarded
English Composition with Essay	ENGL 111 for 500+ score
Mathematics	3 credits for 500+ score
Natural Science	6 credits for 500+ score
Humanities	6 credits for 500+ score
Social Sciences/History	6 credits for 500+ score

Students must request that an official report of exam scores be sent to the Office of Admissions and Records.

Examinations may not be repeated earlier than six (6) months.

#### 2) Subject Exams

Credit awarded for subject exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

In most cases, passing scores will be those recommended in the most current CLEP Scores Interpretation and Use manual.

Students must request that an official report of exam scores be sent to the Office of Admissions and Records.

Examinations may not be repeated earlier than six (6) months.

### DANTES/USAFI Examinations

An official copy of the DANTES/USAFI transcript must be submitted to the Office of Admissions and Records. Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

### ACT-PEP Examinations

An official copy of the student's ACT-PEP scores must be submitted to the Office of Admissions and Records. Credit may

be awarded for successful completion of the ACT-PEP (ACT Proficiency Examination Program). Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC courses.

#### **ACT (English Component) or SAT (Verbal Component)**

A student who has received a score of 26 or higher on the English component of the ACT or a score of 55 (550) or higher on the verbal component of the SAT may elect not to take English 111 and may enroll in English 211, 212, or 213. If the student then earns a grade of C or higher, he/she receives 3 credits for English 111 as well. Upon completion of the 200-level composition course, the student must notify the Office of Admissions and Records.

#### **Test of Standard Written English**

A student who has received a score of 60+ in the Test of Standard Written English (TSWE), a component of the SAT test, will be awarded credit for English 111. Official SAT TSWE test scores must be sent to the Office of Admissions and Records.

#### **Local Credit by Examination**

Students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Information on specific courses available through local credit by examination may be obtained from departments or the MSC advising staff.

1) Courses with numbers below 100 may not be taken through credit by exam.

2) Only regular catalog courses may be challenged. Special topics courses, trial courses, independent study courses, and practicum courses may not be taken through credit by exam.

3) When an appropriate exam exists, CLEP, DANTES, ACT-PEP, or other national examinations may be administered instead of a local examination.

4) Determination of which courses may be taken through local credit by exam and construction of the examinations is at the discretion of the appropriate department.

5) Local credit by exam will not be awarded for a course that duplicates one for which credit has already been granted.

6) Students will be awarded credit and a grade of P (Pass) if they successfully pass the local exam. If the exam is not passed, the course will not be recorded on the student's transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.

7) Credit awarded through local credit by examination is considered non-resident credit.

8) There is no limit to the number of credits which may be acquired through the local credit by examination process.

9) Students have one (1) year from the date of application to take the local examination.

#### **Credit for Prior Learning**

For some courses, students may receive non-traditional credit on a case-by-case basis by documenting their prior learning through experience and training. The process involves faculty and administrative review, an initial evaluation fee, and a fee for each credit awarded. Contact the Office of Admissions and Records for more information.

## **PREREQUISITES**

Students are expected to meet all course prerequisites prior to registering. Prerequisites are listed with course descriptions and appear in semester class schedules and the bulletin. Students are not eligible to attend class if prerequisites have not been met. If a student has not met course prerequisites, the faculty member may initiate a drop/withdrawal of a student through the Office of Admissions and Records.

## **REPEATING COURSES**

Some courses may be repeated for additional credits if this option is stated in the course description.

Courses may be repeated for student GPA improvement. All previous courses and grades will remain on the student's transcript, but only the credits and last grade earned will be applied toward graduation requirements and calculated in the student's cumulative MSC GPA.

To determine eligibility for graduation with honors, all credits and grades from courses repeated will be included in GPA calculations.

## **MATANUSKA-SUSITNA COLLEGE HIGH SCHOOL DIPLOMA**

Two options are open to Matanuska-Susitna Valley adults who want to complete their high school diplomas. Students may achieve the G.E.D. by passing tests in five areas: Mathematics, English, Science, Social Studies, and Literature. The Adult Basic Education program provides instruction at no cost to students who wish to improve their skills in these subjects. The tests are administered by Student Services for a \$15 fee.

A second option is the MSC High School Diploma which is earned through attendance credits and by completing 21 credits as follows:

	Credits
English.....	4
Math.....	2
Natural Sciences.....	2
Social Sciences.....	3
Life Skills.....	1
Electives.....	9

To complete the 21 credits, students may apply transfer credits from high school or college programs, take MSC courses, or pass the G.E.D. tests in specific required areas, as approved by Student Services.

Applicants for the MSC High School Diploma must be at least 18 years of age or must receive permission from Student Services to work toward this diploma. Interested students should have their high school transcripts sent to the Office of Admissions and Records for evaluation.

# GENERAL COLLEGE REQUIREMENTS

General College requirements have been established for all certificate and degree programs at Mat-Su College. Students must complete them in addition to specific certificate and degree requirements stated in the program section of this bulletin.

The following requirements must be met for associate degrees:

- 1) Students must earn at least 60 credits for either an A.A. or an A.A.S. degree.
- 2) Students must complete at least 15 of the last 30 credits in residence.
- 3) Students must earn a cumulative GPA of at least 2.00 (C) at Mat-Su College.
- 4) Students may elect to graduate under the requirements of the bulletin in effect at their time of admission or their year of graduation. All requirements must be met within five (5) years from declaration of a degree program major.
- 5) For an Associate of Arts degree, students must complete a minimum of 60 credits at the 100-level or above, including at least 20 credits at the 200-level or above.

## ASSOCIATE DEGREE REQUIREMENTS

To receive a degree from the Mat-Su College, a student must satisfy three sets of requirements.

- 1) General College Requirements
- 2) Degree Requirements
- 3) Program (Major) Requirements

## ASSOCIATE OF ARTS

At least 20 credits of the required 60 credits must be at the 200-level.

Classification	Credits
1) Written Communication .....	6
ENGL 111 and ENGL 211, 212, 213 or OMT 220*	
2) Oral Communication .....	3
SPCH 111	
3) Applied Studies .....	9
Definition: Courses that meet this requirement include courses that focus on the application of skills and/or methodology of a discipline.	
4) Humanities .....	9
Choose at least 3 credits from Humanities and Fine arts Baccalaureate General Education List.	
5) Math and Natural Sciences .....	9
Must include one science course with a lab from the Natural Science Baccalaureate General Education List and one mathematics course at 100 level or above.	
6) Social Sciences .....	9
Choose at least 3 credits from the Social Sciences Baccalaureate General Education List.	
7) Electives .....	15
TOTAL Minimum Credits .....	60

\*This course does not satisfy the written communications requirement for students pursuing a baccalaureate degree.

As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake bac-

calaureate degree work and is nonspecific in intent, only one AA per student may be earned.

## ASSOCIATE OF APPLIED SCIENCE

Classification	Credits
1) Written Communications .....	6
ENGL 111 and ENGL 211, 212, 213 or OMT 220*	
2) Oral Communications .....	3
SPCH 111	
3) General Requirements .....	6
Choose from one or a combination of the following:	
Humanities, Math and Natural Sciences, Social Sciences	
*This course does not satisfy the written communications requirement for students pursuing a baccalaureate degree.	
NOTE: No course used to meet the above requirements may be used to meet the requirements of the major.	
4) Major Specialty (See Degree Programs) .....	Varies
5) Electives .....	Varies
TOTAL Minimum Credits .....	60

The Associate of Applied Science degree is intended to provide specialized education. Therefore, it does include a major specialty, and students may earn more than one A.A.S. degree.

## ASSOCIATE DEGREE COURSE CLASSIFICATIONS

Subjects and courses that may be used in satisfying general requirements have been classified as follows:

### Applied Studies

Accounting  
Alaska Wilderness  
Studies  
Auto/Diesel Technology  
Business Administration  
Early Childhood  
Development  
Electronic Technology  
Emergency Trauma  
Technician  
Fisheries  
Library Skills  
Nursing  
Physical Education/  
Recreation

Agriculture  
Archetctural and  
Engineering Technology  
Aviation Technology  
Business Computer  
Information Systems  
Education  
Emergency Medical  
Technology  
Fire Science  
Interior Design  
Military Science  
Office Management  
Technology

### Humanities

American Sign Language  
Dance  
History  
Foreign Languages  
Linguistics  
Music  
Speech

Art  
English  
Humanities  
Journalism and Public  
Communications  
Philosophy  
Theater



**Math and Natural Sciences**

Applied Statistics  
Chemistry  
Geology  
Natural Sciences  
Physics (PHIL 101 only)

Biological Sciences  
Computer Science  
Mathematics  
Philosophy

**Social Sciences**

Anthropology  
Economics  
History\*  
Political Science  
Sociology

Early Childhood  
Development  
Justice  
Psychology

\* History may be used for either Humanities or Social Sciences credit, but not for both.

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS

**ACCOUNTING**

1. Complete the general degree requirements for AAS degree as shown on page 16.

2. Complete these courses for the major specialty:

COURSE NUMBER	COURSE TITLE	CREDITS
BA 151	Introduction to Business .....	3
ACCT 101	Principles of Financial Acct I.....	3
ACCT 102	Principles of Financial Acct II .....	3
BCIS 110	Computer Concepts in Business .....	3
ECON 201	Principles of Macroeconomics .....	3
BA 241	Business Law I.....	3
ACCT 202	Managerial Accounting* .....	3
ACCT 210	Income Tax Preparation .....	3
ACCT 222	Introduction to Computers and Acct .....	3
ACCT 225	Acct for Payroll, Receivables & Pay.....	3
ACCT 230	Financial Stmt Preparation & Present.....	3
Total .....		60

Electives: Students may choose any course above the 100 level in ACCT, BA, BCIS, ECON, and OMT, but may not use more than 6 credit hours from one discipline.

Students must pass MATH 105 (C or better) or successfully complete an equivalent math placement test.

\*To provide for maximum transferability, it is recommended that students consider the BBA general education requirements when selecting courses to fulfill the AAS general requirements.

**AGRICULTURE**

1. Complete the general degree requirements for AAS degree as shown on page 16.

2. Complete these courses for the major specialty:

COURSE NUMBER	COURSE TITLE	CREDITS
AGRI 100	Survey of Agriculture.....	3
AGRI 101	Intro to Plant Science I.....	3
AGRI 103	Intro to Soil Science.....	3
AGRI 110	Intro to Animal Science.....	3
AGRI 120	Intro to Agriculture Business .....	3
Agriculture Electives to total .....		15
Electives to total.....		60

**ELECTRONICS TECHNOLOGY**

1. Complete the general degree requirements for the AAS degree as shown on page 16.

2. Complete these courses for the major specialty:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 104	DC Circuits .....	4
ET 106	Electronics Lab I .....	4
ET 111	Electronics Lab II .....	4
ET 122	Introduction to Electronic Devices .....	3
ET 123	Electronic Circuit Fundamentals.....	3
ET 125	AC Circuits .....	4
ET 126	Principles of Logic and Gating .....	4
ET 127	Microprocessor Fundamentals .....	3
ET 205	Transmitter Circuitry .....	3
ET 209	Receiver Circuitry .....	3
ET 211	Amplifiers .....	3
ET 215	Modulation, Mixing and Detection.....	3
ET 220	Wideband Systems I .....	3
ET 221	Wideband Systems II.....	3
ET 225	Principles of Microwave Electronics.....	3
ET 226	Industrial Electronics .....	3
Total .....		53

**OFFICE MANAGEMENT AND TECHNOLOGY**

1. Complete the general degree requirements for AAS degree as shown on page 16.

2. Complete these courses for the major specialty:

**Core Courses**

All degree candidates must complete the following required courses:

COURSE NUMBER	COURSE TITLE	CREDITS
ACCT 051	Bookkeeping for Business I OR	
ACCT 101	Principles of Financial Accounting I.....	3
BCIS 100	Intro to Computers & Microcomputer App .....	3
OMT 120	Business English .....	3
OMT 121	Proofreading .....	1
OMT 170	Office Procedures .....	3
OMT 278	Interpersonal Skills in Offices.....	3

**Secretary Emphasis**

OMT 102	Typing II: Intermediate.....	3
OMT 203	Typing III: Advanced .....	3
BA 152	Business Math .....	3
OMT 220	Written Business Communications .....	3
OMT 230	Machine Transcription .....	1-3
BCIS 130	Introduction to WORDSTAR OR	
BCIS 134	Introduction to WORDPERFECT .....	1
OMT 255	Computer Applications in Offices OR	
BCIS 110	Computer Concepts in Business .....	3
OMT 270	Professional Secretary Procedures .....	3
BA 151	Introduction to Business.....	3

Electives to total ..... 60

## REFRIGERATION & HEATING TECHNOLOGY

1. Complete the general degree requirements for the AAS degree shown on page 16.

2. Complete these courses for the major specialty:

COURSE NUMBER	COURSE TITLE	CREDITS
RH 101	Refrigeration and Air Conditioning I.....	4
RH 103	Technical Math for Refrig & Heating I.....	3
RH 105	Elect. Circuits for Refrig & Heating I.....	3
RH 107	Physics for Refrigeration & Heating I.....	3
RH 122	Refrigeration & Heating II.....	4
RH 124	Domestic Refrigeration.....	3
RH 126	Electronics for Refrigeration Heating II.....	3
RH 128	Drafting for Refrigeration & Heating I.....	3
RH 201	Commercial Refrigeration.....	4
RH 202	Physics for Refrigeration & Heating II.....	3
RH 203	Control Systems for Refrig & Heating.....	3
RH 207	Drafting for Refrig & Heating II.....	3
RH 225	Heating Plants I - Residential.....	4
RH 226	Heating Plants II - Commercial.....	4
RH 229	Solid State Electronics for Refrigeration & Heating II.....	3
Total.....		50

## MATANUSKA-SUSITNA COLLEGE VOCATIONAL CERTIFICATE PROGRAMS

In keeping with the University of Alaska's Extended College concept, the diversity of needs within the student population at Matanuska-Susitna College is recognized. Students are permitted to arrange any program of study which they feel will fulfill their own particular needs. Additionally, several specific programs have been developed to afford the student an opportunity to earn certificates and degrees. Students are encouraged to discuss their programs with a counselor prior to enrolling for their first class.

Certificate programs are available in the following areas:

1. Electronics Technology
2. Office Management and Technology
3. Refrigeration & Heating Technology

### ELECTRONICS TECHNOLOGY

To receive a One-Year Certificate of Training, each student must satisfactorily complete the following courses:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 104	DC Circuits.....	4
ET 106	Electronics Lab I.....	4
ET 111	Electronics Lab II.....	4
ET 122	Introduction to Electronic Devices.....	3
ET 123	Electronic Circuit Fundamentals.....	3
ET 125	AC Circuits.....	4
ET 126	Principles of Logic and Gating.....	4
ET 127	Microprocessor Fundamentals.....	3
Total.....		29

To receive a One and One-Half Year Intermediate Certificate of Training, each student must satisfactorily complete the following courses in addition to those indicated for the One-Year Certificates:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 205	Transmitter Circuitry.....	3
ET 209	Receiver Circuitry.....	3
ET 211	Amplifiers.....	3
ET 215	Modulation, Mixing and Detection.....	3
Total.....		41

To receive a Two-Year Advanced Certificate of Training, each student must satisfactorily complete the following courses in addition to those indicated for the One-Year and One and One-Half Year Certificate:

COURSE NUMBER	COURSE TITLE	CREDITS
ET 220	Wideband Systems I.....	3
ET 221	Wideband Systems II.....	3
ET 225	Principles of Microwave Electronics.....	3
ET 226	Industrial Electronics.....	3
Total.....		53

## OFFICE MANAGEMENT AND TECHNOLOGY

To receive a one year certificate in Office Management and Technology students must satisfactorily complete the following courses:

### General Clerical

COURSE NUMBER	COURSE TITLE	CREDITS
OMT 102	Typing II: Intermediate.....	3
BA 152	Business Math.....	3
OMT 120	Business English.....	3
OMT 121	Proofreading.....	1
OMT 170	Office Procedures.....	3
OMT 176	Filing.....	1
OMT 203	Typing III: Advanced.....	3
OMT 230A	Machine Transcription A.....	1
BCIS 130	Introduction to WORDSTAR OR	
BCIS 134	Introduction to WORDPERFECT.....	1
OMT 278	Interpersonal Skills in Offices.....	3
OMT	Elective.....	1

Complete 3 elective credits from the following courses:

ACCT 051	Bookkeeping for Business I.....	3
ACCT 101	Principles of Financial Acct I.....	3
OMT 255	Computer Applications in Offices OR	
BCIS 110	Computer Concepts in Business.....	3
Total.....		26

### Word Processing/Information Processing

BCIS 100	Intro to Computers & Microcomputer App.....	3
OMT 102	Typing II: Intermediate.....	3
OMT 110	Calculators.....	1
OMT 120	Business English.....	3
OMT 121	Proofreading.....	1
OMT 170	Office Procedures.....	3
OMT 203	Typing III: Advanced.....	3

OMT 230A	Machine Transcription A .....	1
OMT 255	Computer Applications in Offices OR	
BCIS 110	Computer Concepts in Business .....	3
OMT 278	Interpersonal Skills in Offices .....	3

Complete 4 elective credits from the following courses:

BCIS 111	Introduction to Lotus 1-2-3 .....	1
BCIS 112	Intermediate Lotus 1-2-3 .....	1
BCIS 113	Advanced Lotus 1-2-3 Macros .....	1
BCIS 116	Introduction to dBase III .....	1
BCIS 130	Introduction to WORDSTAR .....	1
BCIS 131	Advanced WORDSTAR .....	1
BCIS 134	Introduction to WORDPERFECT .....	1
BCIS 136	Desk-Top Publishing .....	1
BCIS 140	Introduction to MS-DOS .....	1

## REFRIGERATION & HEATING TECHNOLOGY

A Two-Year Certificate program in Refrigeration and Heating is available. Students satisfactorily completing this program will possess a background in heating, air conditioning refrigeration, applied physics, mathematics, mechanical drawing and electricity. The student who completes this program will possess the technical skill needed to diagnose and repair commercial and domestic heating, refrigeration, air conditioning, and ventilation systems. Students must complete all the requirements with an average grade of "C" (2.0).

All students intending to enroll in the R & H program must successfully pass a standardized placement test in reading, writing, and mathematics. Successful completion is considered to be 50 percentile or above on each of the three tests.

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students satisfactorily completing this program will possess a strong background in refrigeration and heating fundamentals, electricity/electronics, applied technical mathematics, physics, mechanical drawing, and the technical skills needed to diagnose and repair the modern refrigeration, heating and ventilation system. Students must complete required courses with a "C" (2.0) average.

### First Year Courses:

COURSE NUMBER	COURSE TITLE	CREDITS
RH 101	Refrigeration and Air Conditioning I .....	4
RH 103	Technical Math for Refrig & Heating I .....	3
RH 105	Elect. Circuits for Refrig & Heating I .....	3
RH 107	Physics for Refrigeration & Heating I .....	3
RH 122	Refrigeration and Air Conditioning II .....	4
RH 124	Domestic Refrigeration .....	3
RH 126	Elect. Circuits for Refrig & Heating II .....	3
RH 128	Drafting for Refrigeration & Heating I .....	3
	Total .....	26

### Second Year Courses:

	CREDITS
RH 201	Commercial Refrigeration..... 4
RH 202	Physics for Refrigeration & Heating II ..... 3
RH 203	Control Systems for Refrig & Heating..... 3
RH 207	Drafting for Refrig and Heating II ..... 3
RH 225	Heating Plants I - Residential ..... 4
RH 226	Heating Plants II - Commercial ..... 4
RH 229	Solid State Electronics for Refrigeration & Heating II..... 3
	Total ..... 50



# COURSE DESCRIPTIONS

## ALTERNATIVE LEARNING OPTIONS

### Flexible Time Courses

Certain courses are offered in flexible formats. They include:

1. **Self-Paced** These courses offer an alternative to the traditional lecture class and are especially suited to motivated, self-directed learners. Self-paced courses allow students to work in a low-anxiety, supportive environment. They include some or all of the following:

- a. group study
- b. tutorial assistance
- c. scheduled lectures
- d. diverse learning aids such as video, audio, computer, and library resources.

2. **Open Entry/Open Exit** These courses permit students to enter and exit anytime during the semester. Students generally work at their own pace to complete the required course content.

3. **Variable Credit** These courses may be taken for a variable number of credits with prior approval of the faculty member. Workload and tuition depend on the number of credits selected.

4. **Short** Short courses offer the content of a full semester course in a shorter timeframe.

5. **Mini** Mini-courses are offered for fewer than three (3) credits and usually in a shorter time period than a full semester.

### Independent Study

Students who want to take courses by independent study must make arrangements with the appropriate faculty member. Independent Study forms are available at the Office of Admissions and Records. For additional information, refer to the Independent Study section in this bulletin.

### Telecourses

UAA telecourses are college-level credit courses offered in televised format. Courses can be viewed on Channel 7/KAKM (Anchorage PBS), on Channel 45/Anchorage TeleCampus (Sonic Cable of Alaska), or by videotape on campus.

Telecourses are organized learning systems which include video lessons, a textbook, a study-guide, learning exercises, and organized exams. Most coursework can be completed in the convenience of a student's home. Students come to campus only for orientation, discussion/lab sessions, and examinations. Students can communicate with telecourse faculty and other class members via telephone, office appointments, computer, or mail. Tuition is charged at the current UAA per-credit rate. Certain telecourses also carry a royalty fee charged by the telecourse producer. Fees are listed after the course description. Students follow regular UAA procedures to register for telecourses. Telecourse information is available at the Registration Desk.

## CONTACT HOURS

UAA academic policy has established the following minimum contact times:

Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one (1) credit.

Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom.

Other types of classes require 1500 minutes of contact time, 2250 minutes of contact time, or more in order to award one (1) credit.

One (1) contact hour is defined as 50 minutes of contact time.

Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.

One (1) continuing education unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.

Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may vary.

## COURSE LEVEL EXPECTATIONS

Students are expected to demonstrate learning skills commensurate with the appropriate course level.

Students are expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with course descriptions. Prerequisites indicate the preparation and/or background necessary to undertake academic study.

Courses numbered 001-049 are career development courses intended to fulfill special needs of students or the community and are not designed as preparation for 100-level college work. They are offered for Continuing Education Units (CEU) or for non-credit.

Courses numbered 050-099 usually cover basic or developmental material and are intended to help prepare students to enter 100-level college courses. They are applicable to some vocational certificates and A.A.S. degrees.

100-level courses generally require learning basic concepts. 200-, 300-, and 400-level courses require increasing sophistication in the ability to extract, summarize, evaluate, and apply relevant class material. 500-level courses are specifically designed for professional development. 600-level courses demand rigorous analysis, synthesis, and research skills.

## COURSE NUMBERING SYSTEM

Each course offered by MSC is identified by a department designator and a three-digit course number. The designator commonly abbreviates the name of a discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL 111 is ordinarily taken by first-year students, and ENGL 211 is taken by second-year students. More specifically, course numbers have the following meanings:

**001-049** Continuing Education Units (CEU). Indicates community interest courses not offered for credit.

**050-099** Courses applicable to some A.A.S. degrees and vocational certificates but not to A.A. degrees, baccalaureate degrees, master's degrees, or professional certificates.

**100-199** Freshman-level, lower-division courses. Applicable to certificates, associate, and baccalaureate degrees.

**200-299** Sophomore-level, lower-division courses. Applicable to certificates, associate, and baccalaureate degrees.

**300-399** Junior-level, upper-division courses. Applicable to associate and baccalaureate degrees. May also be applied to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a master's degree.

**400-499** Senior-level, upper-division courses. Applicable to associate and baccalaureate degrees. May also be applied to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a master's degree.

**500-599** Professional development courses. Not applicable to any degree requirements (even by petition). Restricted to Pass/No Pass grading system. (For purposes of tuition, these courses are considered graduate-level.)

**600-699** Graduate-level, upper-division courses. Applicable to master's degrees with approval of the student's Graduate Study Committee. With prior approval, may also be used to meet graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree.

The following second and third digits of course numbers are used for specific types of courses:

- 92 seminars and workshops
- 93 special topics courses-offered once only
- 94 trial courses intended to become permanent; may only be offered two semesters before requesting a permanent course number
- 95 practicums and cooperative education
- 97 independent study
- 98 individual research
- 99 thesis

## ACCOUNTING

**ACCT 051 Bookkeeping for Business I** 3 Cr  
Contact Hours: 3 + 0

Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems.

**ACCT 101 Principles of Financial Accounting I** 3 Cr  
Contact Hours: 3 + 0

Prerequisites: MATH 055 with grade of C or better, or equivalent Math Placement Test

First semester of college accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements.

**ACCT 102 Principles of Financial Accounting II** 3 Cr  
Contact Hours: 3 + 0

Prerequisite: ACCT 101

Second semester principles of accounting includes long-term debts and investments, analysis and preparation of cash flow statement. Provides overview of managerial accounting. Special Notes: ACCT 101 and 102 will satisfy requirement for ACCT 201.

**ACCT 201 Principles of Financial Accounting** 3 Cr  
Contact Hours: 3 + 0

Prerequisite: MATH 105 or successful completion of placement test.

Introduction to financial accounting concepts and principles. Emphasis on the accounting cycle, recording and summarizing accounting data through the presentation of formal financial statements.

**ACCT 202 Principles of Managerial Accounting** 3 Cr  
Contact Hours: 3 + 0

Prerequisites: ACCT 201; BCIS 110 or equivalent.

Studies the uses of accounting data internally by managers in directing the affairs of business and nonbusiness activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis.

**ACCT 210 Income Tax Preparation** 3 Cr  
Contact Hours: 3 + 0

Prerequisites: ACCT 101 and 102, or ACCT 201

Elements of Federal Income Taxation applied with an individual emphasis, including preparation of forms. Special Notes: ACCT 210 is not a prerequisite for ACCT 310 nor is it a substitute for ACCT 310.

**ACCT 222 Introduction to Computers and Accounting** 3 Cr

Contact Hours: 3 + 0

Prerequisites: ACCT 101 and 102, or ACCT 201; BCIS 110 or faculty permission.

Identifies necessary accounting controls in a computerized environment; illustrates conversion of manual to computerized accounting system; demonstrates processing of accounting data on a computer.

**ACCT 225 Accounting for Payroll, Receivables and Payables 1-3 Cr**

Contact Hours: 3 + 0

Prerequisites: ACCT 101 and ACCT 102, or ACCT 201; BCIS 110, or faculty permission.

Considers in detail, special accounting problems associated with processing and reporting on payroll, receivables and payables cycles. Covers manual and computerized applications. Students may enroll for one, two, or all three of these one credit modules of this course.

**ACCT 230 Financial Statement Preparation and Presentation 3 Cr**

Contact Hours: 3 + 0

Prerequisites: ACCT 101 and ACCT 102, or ACCT 201

Emphasizes preparation and analysis of work papers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.

**ACCT 270 Introduction to Governmental Accounting 3 Cr**

Contact Hours: 3 + 0

Prerequisites: ACCT 101 and 102, or ACCT 201

An introduction to governmental accounting including fund accounting. Emphasizes the differences between the purposes of financial and governmental accounting.

**ACCT 301 Intermediate Accounting I 3 Cr**

Contact Hours: 3 + 0

Prerequisites: ACCT 101 and ACCT 102, or ACCT 201

In-depth study of the accounting sequence, principles and rules governing financial statements and balance sheet accounts including cash, receivables, inventory, property, plant and equipment and intangibles.

**ACCT 302 Intermediate Accounting II 3 Cr**

Contact Hours: 3 + 0

Prerequisite: ACCT 301

A continuation of the study of intermediate accounting including the principles governing financial reporting of investments, liabilities, stockholders' equity, revenues and cash flows.

## **AUTO DIESEL TECHNOLOGY**

**ADT 081 Small Engine Repair 3 Cr**

Contact Hours: 2+3

Teaches how to diagnose problems and make repairs. Special Notes: Students usually supply own project engines and tools.

## **ARCHITECTURAL AND ENGINEERING TECHNOLOGY**

**AET 100 Fundamentals of Drafting 3 Cr**

Contact Hours: 1 + 2

Basic course in college drafting, designed to provide students the fundamental skills and knowledge and skills necessary to communicate using language of industry.

**AET 171 Building Your Own Home 3 Cr**

Contact Hours: 1 + 1

Prerequisites: Basic high school English and math skills recommended

Introduces practical techniques and methods for planning, designing, and constructing and remodeling owner-built single-family houses.

## **AGRICULTURE**

**AGRI 100 Survey of Agriculture 3 Cr**

Contact Hours: 3 + 0

Concepts and techniques of agriculture; past, present and future agricultural industry; food and fiber production; Land Grant University System; agriculture careers; overview of world, U.S. and Alaskan agriculture.

**AGRI 101 Introduction to Plant Science I 3 Cr**

Contact Hours: 3 + 0

Prerequisite: High School biology and chemistry encouraged.

Principles of identification, adaptation, management and utilization of field and horticultural crops for food and fiber. Fundamentals of crop management, breeding, weed control and crop quality.

**AGRI 102 Introduction to Plant Science II 3 Cr**

Contact Hours: 3 + 0

Prerequisite: AGRI 101 or faculty permission

Principles of plant science as related to production of economic crops with special attention to management and marketing of those grown in Alaska.

**AGRI 103 Introduction to Soil Science 3 Cr**

Contact Hours: 3 + 0

Prerequisite: High School biology and chemistry encouraged.

Stresses properties of soils and how they affect plant growth, soil texture, structure, moisture retention, chemistry, fertility, temperature, biological activity and organic matter. Covers liming, fertilization, nutrient deficiencies, and irrigation for agricultural plants.

**AGRI 104 Conservation of Natural Resources 3 Cr**

Contact Hours: 3 + 0

Consideration of natural resources including discussion of their biological and physical nature, social and economic aspects of use, conflicts of use, and alternative means for conservation.

**AGRI 109 Mini-Ranch Livestock Production 3 Cr**

Contact Hours: 3 + 0

Designed for backyard animal producer. Emphasis on animal and poultry production, practices and skills necessary for enjoyment of successfully raising and using them to benefit mini-farm operator and family.

**AGRI 110 Introduction to Animal Science 3 Cr**

Contact Hours: 3 + 0

Prerequisite: High school biology and chemistry encouraged.

Basic course in animal husbandry including importance and place of livestock in agriculture; types, market classes and grades of beef, sheep and swine; origin and characteristics of breeds, and judging of beef, sheep and swine.

**AGRI 113 Practical Horsemanship I 3 Cr**

Contact Hours: 3 + 0

Basic health, feeding, and physical care. Coupled responsibilities of horse ownership. Fundamental behavior and training for the beginner.

**AGRI 120 Introduction to Agriculture Business 3 Cr**

Contact Hours: 3 + 0

Economics of agriculture production. Management principles in agriculture and demand for farm products, principles of marketing



and price determination. Identification of individual problems and alternative approaches to their solution.

**AGRI 121 Marketing Alaska Farm Products 3 Cr**  
Contact Hours: 3 + 0

Covers organization and function of nation's food system. Emphasis on farm commodities produced in Alaska and organizational and infrastructural problems encountered in marketing of farm commodities. Food marketing problems treated from vantage points of producers, processors, distributors and consumers.

**AGRI 130 Introduction to Mechanical & Alternate Energy 3 Cr**  
Contact Hours: 3 + 0

Discussion of world energy supply and demand situation. Why and how agriculture uses energy. Investigate renewable alternatives (such as solar, wind, biomass). Discusses energy plans for agriculture, conservation and efficient management.

**AGRI 139 Modern Home Gardening 2 Cr**  
Contact Hours: 2 + 0

Principles of gardening. Comprehensive coverage of basic elements of plants, soils and climates. Practices of gardening. Manipulation of basic elements. Growing of important vegetables, herbs, perennial food plants and flowers.

**AGRI 140 Crop Production 3 Cr**  
Contact Hours: 3 + 0

Adaptation, production, utilization, and improvement of cereal grains and forage crops for food, feed, soil improvement, and conservation purposes in Alaska environment.

**AGRI 200 Agriculture in Alaska: Past Present and Future 3 Cr**  
Contact Hours: 3 + 0

Historical review of development of agriculture in Alaska from the time the Russians settled Alaska until present. Development problems such as climatic limitations, economic feasibility, problems of production and marketing studied. Covers both progression and regression of Alaskan agricultures from Russian era to present. Includes in-depth analysis of present agricultural production and development with emphasis supported by State of Alaska. Covers development problems and opportunities. Study Alaska's agricultural potential, ie. basic agricultural resources, systems for using basic resources and effects of economic factors and markets on agricultural development. A brief look at Alaska forests including general description, past history and future potential.

**AGRI 201 Forage Management 3 Cr**  
Contact Hours: 3 + 0

Prerequisite: AGRI 101 and AGRI 103

Distribution, morphology, identification, physiology, management and utilization of forage crops for hay, silage, and pasture for livestock, and for soil improvement and soil conservation.

**AGRI 209 Apiculture and Pollination 2 Cr**  
Contact Hours: 2 + 0

Biology of honeybee and some wild bees. Relationship between bees and flowering plants. Value of bees in crop for keeping bees. Visits to a local dairy when feasible.

**AGRI 210 Feeds and Feeding 3 Cr**  
Contact Hours: 3 + 0

Prerequisite: AGRI 110 and CHEM or BIOL 105 or faculty permission

Study of digestion, absorption, assimilation and utilization of nutrients, principle feeds, minerals and vitamins, rations and nutritive ration as utilized by domestic animals.

**AGRI 211 Dairy Science 3 Cr**  
Contact Hours: 3 + 0

Study of places of dairying in agriculture; dairy breeds and their selection; calf raising and herd replacement; management of dairy herd; records and record keeping; common production. Introduction to management and skills necessary diseases.

**AGRI 212 Beef Production 3 Cr**  
Contact Hours: 3 + 0

Feeding, breeding management, marketing. Emphasis on growth and development; costs and returns; feed requirements; reproduction, crossbreeding; performance testing; housing, diseases.

**AGRI 213 Practical Horsemanship II 3 Cr**  
Contact Hours: 3 + 0

Introduces fundamentals of training and care of light horses. Emphasis on theories of horse behavior as related to training and performance. Emphasis also on health and care of horses in Alaska environment. Intended to be academic but practical course with hands-on training.

**AGRI 220 Agricultural Business 3 Cr**  
Contact Hours: 3 + 0

Prerequisite: AGRI 120

Application of fundamental principles of records and accounting in organization and management of agricultural enterprises.

**AGRI 231 Essentials of Forestry Practice 3 Cr**  
Contact Hours: 3 + 0

Introduction to basic concepts and practical methods of forestry; characteristics and growth requirements of forest trees; operations and practices in forest management, logging, processing of wood products, marketing and forest protection. Field work an essential part of course.

**AGRI 234 Land Resource Economics 3 Cr**  
Contact Hours: 3 + 0

A systematic description and study of economic concepts relating to the use and possession of land resources. A survey of Alaska's land resources and importance to the State's development and economy is also covered.

**AGRI 240 Greenhouse Operation and Management 3 Cr**  
Contact Hours: 3 + 0

Covers principles of management and operation of both home and commercial greenhouses. Includes greenhouse construction, heating, cooling, root media, root media pasteurization, watering, fertilization, carbon dioxide fertilization, light and temperature management, chemical growth regulation, insect and disease control and the management of several selected crops.

**AGRI 241 Bedding Plant Production 2 Cr**  
Contact Hours: 2 + 0

Fundamentals of raising bedding plants; seed sowing; soil media

and soil sterilization, containers, transplanting, fertilization. Different systems of raising bedding plants discussed.

**AGRI 245 Master Gardener 3 Cr**  
Contact Hours: 3 + 0

The Master Gardener Program utilizes trained volunteers to assist home gardeners by providing information and technical data to answer their questions. The training course involves forty hours of instruction in horticultural subjects such as plant botany and physiology, soils, plant taxonomy, outdoor and greenhouse gardening, lawns, houseplants, pests and pest control, and ornamentals. Students should have a familiarity with Alaska gardening conditions and be able to commit to return forty hours of volunteer time by providing gardening information to others. After passing the course the student will become a gardening educator.

**AGRI 260 Horticultural Practices 3 Cr**  
Contact Hours: 3 + 0

Culture, morphology and cultivars of vegetables, potatoes and ornamental crops. Emphasis directed to garden, field, greenhouse and nursery production in Alaska. Special emphasis on bedding plant production.

## **ANTHROPOLOGY**

**ANTH 101 Introduction to Anthropology 3 Cr**  
Contact Hours: 3 + 0

Introduction to fundamentals of the four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology.

**ANTH 200 Natives of Alaska 3 Cr**  
Contact Hours: 3 + 0

Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-Native groups, and contemporary issues.

**ANTH 202 Cultural Anthropology 3 Cr**  
Contact Hours: 3 + 0

Introduction to the methods, theories, and fundamental concepts for the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as foundation for more specialized courses in cultural anthropology.

**ANTH 211 Fundamentals of Archaeology 3 Cr**  
Contact Hours: 3 + 0

Introduction to basic concepts, theories, and methods of archaeology with overview of historical development and major findings. Prepares students for summer field schools and more specialized courses.

**ANTH 250 The Rise of Civilization 3 Cr**  
Contact Hours: 3 + 0

A survey of the emergence of civilization in human cultural development. Covers development of domestication, urbanization, trade, and state formation in a comparative framework. Emphasis is on non-Western civilizations: China, India, Southeast Asia, Mesoamerica, South America and Africa.

## **ART**

**ART 105 Beginning Drawing 3 Cr**  
Contact Hours: 2 + 3

Introduction to elements of drawing. Dry and wet media such as pencil, charcoal, and ink. Class and homework assignments in drawing objects, still lifes, perspective effects, and human forms. Special Notes: May be repeated upon faculty recommendation, but without degree credit.

**ART 111 Two Dimensional Design 3 Cr**  
Contact Hours: 2 + 3

Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasis is on development of design as related to two-dimensional art

**ART 112 Color Design 3 Cr**  
Contact Hours: 2 + 3

Two-dimensional study of fundamentals of color and visual perception. Design projects will emphasize evaluation and mixing of color and include development of a color wheel to acquire understanding of contrast in hue, value, and intensity.

**ART 113 Three Dimensional Design 3 Cr**  
Contact Hours: 2 + 3

Exploration of three-dimensional design, employing such materials as paper, card, wood, sheet metal, plastic and wire, and found objects, using simple hand and machine techniques. Analysis and discussion of three-dimensional perception will be directed by projects that develop awareness. The course will seek to stimulate discussion and analysis of three-dimensional perception.

**ART 160 Art Appreciation 3 Cr**  
Contact Hours: 3 + 0

Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.

**ART 182 The Art of Skin Sewing 3 Cr**  
Contact Hours: 2 + 3

Basic techniques of sewing skins, including skin selection, preparation, patterns, cutting, stitching, applied designs as sewn by the natives of northern regions of Alaska.

**ART 185A Nelson Island Eskimo Basket Weaving 3 Cr**

Contact Hours: 2 + 3  
The gathering, curing, dyeing, and weaving of grasses will be discussed. Major concentration will be on the Nelson Island system of Eskimo basket weaving with in-depth student participation.

**ART 186A Beginning Batik 3 Cr**  
Contact Hours: 3 + 2

Examination of the process of wax resist and other resist-dyeing processes used in designing the art-fabric.

**ART 186B Intermediate Batik 3 Cr**  
Contact Hours: 3 + 2

Prerequisite: ART 186A or faculty permission  
Experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed art pieces.

**ART 186C Advanced Batik 3 Cr**

Contact Hours: 3 + 2

Prerequisite: ART 186B or faculty permission

Thorough experimentation with the wax resist/dye process of designing textiles. Emphasis is placed on creation of art fabric.

**ART 188 Off The Loom Weaving 3 Cr**

Contact Hours: 2 + 3

A studio class requiring little equipment. Off the loom weaving introduces a variety of hand weaving techniques from around the world, including slentre, inkle, card, twining, pick-up and plaiting. A project utilizing one of the techniques will be finished. The use of design and color in fiber will be studied in relationship to these off loom techniques. Spinning with a drop spindle will be introduced as well as the dyeing of yarns with natural dyes.

**ART 189 Beginning Loom Weaving 3 Cr**

Contact Hours: 2 + 3

This studio class emphasizes beginning techniques in the production of cloth. Spinning and dyeing yarn, dressing the loom, weaving and finishing a final project will be introduced. Techniques such as tabby, over-shot, bound weave, and ghiordes knots will be used. Color and design exercises are integrated in the class as well as other visual and audio aids.

**ART 192 Seminars and Special Topics in Art 1-6 Cr**

Contact Hours: Variable

Seminars on topics reflecting individual artists' area of interest and/or expertise or on subjects of general interest in the visual arts.

**ART 205 Intermediate Drawing 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 105 or faculty permission

Exploration of composition and creative interpretation of subjects. The course reviews descriptive and expressive use of line, space, perspective, and light; emphasis is on expanding visual awareness through drawing problems from still life, drapery, human, and animal forms.

Special Notes: May be repeated for credit.

**ART 211 Beginning Sculpture 3 Cr**

Contact Hours: 2 + 3

Prerequisite: One 100-level studio art course or faculty permission

Exploration of fundamental elements of form, mass, volume, scale, material and surface. The course acquaints the student with the tools, techniques and materials available to the sculptor.

**ART 213 Beginning Painting 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 105 or faculty permission

Introduction to basic materials and techniques in oil or acrylic painting. Course emphasis is on understanding form in space and light, and the interaction of form with color, value, and texture in paint.

Special Notes: ART 111 and 112 strongly recommended; may be repeated once for credit.

**ART 215 Beginning Printmaking (Intaglio) 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 105

Intaglio, collograph and relief techniques. The course is designed to encourage creativity and craftsmanship in the development of

plates and their printing, augmented by an awareness of traditional and contemporary methods and skills.

**ART 216 Beginning Printmaking (Lithography) 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 105

Lithography printing from stone using black and white techniques. The course is designed to encourage creativity and craftsmanship in printing, augmented by an awareness of traditional and contemporary methods and skills.

**ART 224 Beginning Photography 3 Cr**

Contact Hours: 2 + 3

Cross-Reference: JPC 203

Basic principles of photography. The course includes camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

**ART 231 Watercolor Painting 3 Cr**

Contact Hours: 2 + 3

Prerequisite: None

Drawing, 2-D, or color design course recommended Exploration of aquarelle techniques. The course emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.

Special Notes: May be repeated for credit.

**ART 233 Portrait Painting 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 105, ART 213, or faculty permission

Basic principles of portrait painting. Course emphasis is on painting the head in oils and acrylics with a review of drawing in charcoal, pastels, and related media. The course includes the study of character, design and composition.

Special Notes: May be repeated for credit.

**ART 261 History of World Art I 3 Cr**

Contact Hours: 3 + 0

Origins and development of painting, sculpture, and architecture. The course covers the history of art from Prehistory through the Medieval Period with emphasis on the art of the western world. Special Notes: Term paper may be required. May be used for general degree requirements.

**ART 262 History of World Art II 3 Cr**

Contact Hours: 3 + 0

Origins and development of painting, sculpture, and architecture. The course covers the history of art from the Renaissance through the Modern Period with emphasis on the art of the Western World. Special Notes: Term paper may be required. May be used for general degree requirements.

**ART 289 Intermediate Loom Weaving 3 Cr**

Contact Hours: 2 + 3

Prerequisite: ART 189 or faculty permission

A studio weaving class. Students will choose one of a variety of techniques for study in depth. These weaving methods include double weave, rug weaves, overshot weaves, bound weaves, two harness weaves, lace weaves and others. In addition students will learn to ply homespun yarn and to spin various novelty yarns.



**ART 292 Seminars and Selected Topics in Art 1-6 Cr**  
**Contact Hours: Variable**  
 Seminars on topics reflecting individual artists' area of interest and/or expertise or on subjects of general interest in the visual arts.

## **AMERICAN SIGN LANGUAGE**

**ASL 121 American Sign Language I 3 Cr**  
**Contact Hours: 3 + 0**  
 Introduces American Sign Language as used by Deaf people. Diligent students can learn 350-500 signs, basics of ASL grammar and syntax. Exposure to psychosocial and subcultural aspects of deafness.

**ASL 131 American Sign Language II 3 Cr**  
**Contact Hours: 3 + 0**  
**Prerequisite:** Successful completion of ASL 121 or equivalent faculty permission  
 Develops receptive and expressive skills in American Sign language. Explanations and examples of 20 or more basic features of American Sign Language. Extensive student practice in class. Diligent students can learn 1,000 or more signs and idioms.

## **AVIATION TECHNOLOGY**

**AT 100 Private Pilot Ground School 4 Cr**  
**Contact Hours: 6 + 0**  
 Preparation for FAA Private Pilot Exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA Airman's Information Manual, radio communications, and radio navigation.

**AT 101 Pre-Professional Flying 2 Cr**  
**Contact Hours: Open entry-open exit**  
**Prerequisite:** AT 100 and passing grade on FAA written exam. Meet FAA Class III physical standards. Department approval required.  
 Flight instruction for students intending to become professional pilots. In accordance with current Federal Aviation Regulations by approved Part-141 flight schools under agreement with University to provide flight instruction and selected by student.  
**Special Notes:** This course is not eligible for State of Alaska student loans. Course completion requires awarding of Private Pilot Certificate.

**AT 102 Commercial Ground School 4 Cr**  
**Contact Hours: 6 + 0**  
**Prerequisite:** AT 100 or passing score on FAA Private Pilot Written Exam at Anchorage or faculty permission.  
 Advances work in topics discussed in AT 100. Also advanced aircraft engines, systems, performance and limitations, radar environment, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers.

**AT 103 Commercial Flying 3 Cr**  
**Contact Hours: Open entry-open exit**  
**Prerequisite:** Hold a Private Pilot Certificate. AT 102 and pass FAA Commercial Pilot written exam. Hold valid FAA Class II medical certificate.  
 Flight instruction for students intending to become professional pilots. In accordance with current Federal Aviation Regulations by approved Part-141 flight schools under agreement with University to provide flight instruction and selected by student.

**Special Notes:** Course completion requires awarding of Commercial Pilot Certificate.

**AT 104 Alaska Bush Flying 3 Cr**  
**Contact Hours: 3 + 0**  
**Prerequisite:** Private Pilot Certificate or higher rating.  
 Specialized instruction and discussion concerning unique flying conditions faced by Alaskan pilots. Basic aerodynamics, mountain flying, skis, floats, wheels, judgment of unimproved landing areas, characteristics of Alaska weather, external loads, airplane performance and limitations. Includes survival techniques.

**AT 132 Survey of Aviation 3 Cr**  
 Detailed tracing of aviation history with particular emphasis on evolution of heavier-than-air machines. Development and present status of aviation industry, including world airlines

**AT 141 Aviation Weather 3 Cr**  
**Contact Hours: 3 + 0**  
 Weather and its effects on air transport and air traffic control. Aviation weather reports and forecasts. Methods of weather information distribution including teletype, voice lines, broadcasts, and other systems of the U.S. government and other airways users.

**AT 200 Instrument Ground School 4 Cr**  
**Contact Hours: 6 + 0**  
**Prerequisite:** AT 100 or passing score on FAA Private Pilot Written Exam, or faculty permission.  
 Instrument operation in detail. Altitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR enroute charts, approach plates, airspace and airway route system. ATC operations and procedures, FAA Regulations, flight planning, medical facts for pilots, meteorology, and simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities

**AT 201 Instrument Flying 2 Cr**  
**Contact Hours: Open entry-open exit**  
**Prerequisite:** AT 200 and a passing score on the FAA instrument written examination. Hold FAA Private or Commercial Pilot Certificate with appropriate rating.  
 Flight instruction for students intending to become professional pilots. In accordance with current Federal Aviation Regulations by approved Part-141 flight schools under agreement with University to provide flight instruction and selected by student. Course completion requires awarding of Airline Commercial Pilot Certificate.

**AT 231 Search, Survival, and Rescue 3 Cr**  
**Contact Hours: 3 + 3**  
**Prerequisite:** AT 233 or faculty approval.  
 Deals with situations that develop from lost or downed aircraft. Survey of principles of survival in all types of climates, with emphasis on arctic environments. Organization for search and rescue with emphasis on systems and operational methods used in Alaska.

**AT 233 Aviation Safety 3 Cr**  
**Contact Hours: 3 + 0**  
**Prerequisite:** Basic knowledge of aviation terminology.  
 Survey of aviation safety to identify primary causes of aviation accidents. Develops and evaluates safety programs. Roles of National Transportation Safety Board and other agencies. Future concepts in aviation safety.

## **ALASKA WILDERNESS STUDIES**

**AWS 104 Backcountry Skiing** 1 Cr  
Development of cross-country and back country touring skills and skiing techniques in outdoor Alaska in the winter environment.  
Special Notes: May be taken more than once for credit.

**AWS 109 Cross Country Skiing, Beginning** 1 Cr  
Cross-Reference: PER 109  
Techniques of cross-country and trail skiing, equipment, waxing and poling.  
Special Notes: May be taken more than once for credit.

**AWS 126 Dog Mushing** 1 Cr  
History of dog mushing, types of equipment, training, care and feeding of race dogs, freighting and racing. Hands-on practical experience.  
Special Notes: May be taken more than once for credit.

**AWS 128 Scuba Diving** 2 Cr  
Cross-Reference: PER 128 and FT 105  
Lectures on diving techniques, gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Student completing course successfully receives diver's certificate.  
Special Notes: May be taken more than once for credit.

## **BUSINESS ADMINISTRATION**

**BA 131 Personal Finance** 3 Cr  
Contact Hours: 3 + 0  
Introduction to consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.

**BA 150 Women in Business and Management** 3 Cr  
Contact Hours: 3 + 0  
Prerequisite: Some business or office experience, or faculty permission.  
Covers strategies of business women who want to gain upward mobility in organizations. Includes understanding organizational structure, opportunities in business organizations and how to prepare for them, office politics and communications, personal awareness, managerial skills, and introduction to personal finance.

**BA 151 Introduction to Business** 3 Cr  
Contact Hours: 3 + 0  
For students with relatively little business management experience. Understanding profit in business, issues of social responsibility and forms of business ownership. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

**BA 152 Business Math** 3 Cr  
Contact Hours: 3 + 0  
Prerequisite: MATH 050 or placement  
Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance.

**BA 160 Salesmanship** 3 Cr  
Contact Hours: 3 + 0  
Designed for people with and without sales experience. Explores skills all individuals use to sell themselves, products, services, and ideas. Includes selling process, buyer behavior, communication, and selling as part of marketing mix.

**BA 166 Small Business Management** 3 Cr  
Contact Hours: 3 + 0  
Business planning as key to successful small business management. Examines practical aspects of management for starting operating small businesses. Assists students in understanding personal finance, Business regulations, marketing, production, and business finance.

**BA 206 Analyzing Financial Statements** 3 Cr  
Contact Hours: 3 + 0  
Designed for lending personnel or management trainees with basic accounting knowledge. Tools and techniques necessary for evaluating financial condition and operating performance of modern business enterprises. Covers financial statement analysis, accounting and business funds flow. Also includes short-term liquidity and solvency, long-term financial strength, and assets utilization.

**BA 222 Introduction to Real Estate Investment/Tax** 3 Cr  
Contact Hours: 3 + 0  
Explores tax aspects of real estate transactions, investments, and operations. Emphasis on real estate tax law, problem recognition and solution, and investment planning.

**BA 223 Real Estate Law** 3 Cr  
Contact Hours: 3 + 0  
Practical course to assist students in surveying various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other real estate transactions involving law.

**BA 231 Fundamentals of Supervision** 3 Cr  
Contact Hours: 3 + 0  
For students with or without supervisory experience. Introduction to effective supervisor's role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision making approach to condemnatory situations facing supervisors.

**BA 233 Fundamentals of Financial Management** 3 Cr  
Contact Hours: 3 + 0  
Prerequisites: ACCT 101 or ACCT 201 and MATH 105  
Helps students to develop decision-making viewpoints of managers. Includes financial statement analysis, case flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.

**BA 241 Business Law I** 3 Cr  
Contact Hours: 3 + 0  
Cross-Reference: JUST 241  
Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, and business crimes.

**BA 242 Business Law II** 3 Cr  
 Contact Hours: 3 + 0  
 Cross-Reference: JUST 242  
 Prerequisite: BA 241  
 Emphasizes basic principles, institutions, and administration of law in insurance, suretyships, partnerships, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales.

**BA 273 Elementary Statics for Business and Economics** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: MATH 270  
 An introduction to probability and statistics with emphasis on elementary models for business and economic applications. Descriptive probability concepts and simple applications inferential statistics are introduced. It is expected that the student entering this course is proficient in college algebra and has an understanding of or is currently taking a course in elementary calculus.

### **BUSINESS COMPUTER INFORMATION SYSTEMS**

**BCIS 100 Introduction to Computers and Microcomputer Applications** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Keyboarding skill of at least 30 wpm recommended.  
 A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal computers. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database software and graphics systems.

**BCIS 110 Computer Concepts in Business** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 An introduction to computer concepts from a user's perspective. Covers hardware, software, the information processing cycle, programming, and microcomputer software packages. Emphasis on solving business problems using LOTUS 1-2-3.

**BCIS 111 Introduction to Lotus 1-2-3** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 Introduction to design and use of electronic spreadsheets. Covers the basic LOTUS 1-2-3 commands and functions needed to create, manipulate, and print spreadsheets.

**BCIS 112 Intermediate Lotus 1-2-3** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: BCIS 111 or equivalent experience  
 Concepts and techniques for construction of electronic spreadsheets and spreadsheet templates for business use. Application of LOTUS 1-2-3 database commands, advanced use of functions and file commands, and an introduction to keystroke macros.

**BCIS 113 Advanced Lotus 1-2-3 Macros** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: BCIS 112 or equivalent experience  
 Design and use of macros in LOTUS spreadsheets. Covers keystroke macros and advanced macros command programming.

**BCIS 116 Introduction to dBASE III** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended.  
 Introduction to using dBASE III. Includes designing and creating a database, updating, sorting and indexing, printing user-defined reports, and creating mailing labels.

**BCIS 117 dBase III Project** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: BCIS 115 or equivalent experience  
 Students develop projects using dBASE III.

**BCIS 125 Using Appleworks** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 Lab Fees: Campus determined  
 In-depth use of Appleworks integrated software package. Includes word processing, electronic spreadsheets, and database applications.

**BCIS 130 Introduction to WordStar** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 Instruction and practice using WORDSTAR Software for standard word processing operations. Includes entering and editing text; printing drafts; creating form letters and mailing lists using Mail Merge.

**BCIS 131 Advanced WordStar** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: BCIS 130 or equivalent experience  
 Continuation of BCIS 130. Advanced applications such as repetitive letter, tables, reports, footnotes and merging.

**BCIS 134 Introduction to WordPerfect** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 Instruction and practice using WordPerfect Software for standard word processing operations.

**BCIS 136 Desk-Top Publishing** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Word processing course/equivalent experience  
 Introduction to using a desk-top publishing software package for creating publication quality brochures, documents or reports.

**BCIS 140 Introduction to MS-DOS** 1 Cr  
 Contact Hours: 1 + 0  
 Overview of MS-DOS commands. Standard internal functions and utilities. Directories and hard-disk management.

**BCIS 143 Introduction to Macintosh** 1 Cr  
 Contact Hours: 1 + 0  
 Prerequisite: Keyboard skill of at least 30 wpm recommended  
 Introduction to using Macintosh software. Includes word processing, electronic spreadsheets, and graphics.

**BCIS 145 Microcomputer Hardware and Operating Systems** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Experience using a microcomputer  
 Technical course designed for students with serious interest in using microcomputers. Focuses on components of microcomputers, operating systems and system software.



- BCIS 150 Apple for Teachers** 1 Cr  
Contact Hours: 1 + 0  
Introduction to using Apple and Apple-compatible computers for teachers and others wishing to use microcomputers with children. Includes operating instructions, care and use of diskettes, choosing and evaluating software, and incorporating the computer into classroom activities.
- BCIS 152 Introduction to Computers for Secondary Teachers** 3 Cr  
Contact Hours: 3 + 0  
Prerequisite: Secondary teaching experience or faculty permission  
A non-technical overview of computers and their applications in secondary schools. Word processing and electronic spreadsheet software will be related to education. Also covers software that can be used in the classroom.
- BCIS 185 Introduction to Programming Business Applications** 5 Cr  
Contact Hours: 4 + 2  
Prerequisite: Two years high school Algebra or MATH 105 and BCIS 110. Keyboard skill of at least 30 wpm essential  
Introduction to business data processing and programming concepts and techniques required to: produce business reports, process files with control break logic, program/code table handling and table look-up routines, and modularize large programs. Emphasis on structured program design, program testing and certification, and documentation for production. Currently uses Pascal as programming language.
- BCIS 201 Programming Business Applications with COBOL** 5 Cr  
Contact Hours: 4 + 2  
Prerequisite: BCIS 185; concurrent enrollment in BCIS 210 recommended  
Training and practice in writing programs for business applications in COBOL. Emphasis on structured program design, program testing and certification, and documentation for production.
- BCIS 210 Analysis and Design of Business Systems** 3 Cr  
Contact Hours: 3 + 0  
Prerequisites: BCIS 185 and ACCT 201; concurrent enrollment in BCIS 201 recommended  
Concepts and techniques for designing computer-based business systems. Includes feasibility study, system design, system development, implementation, performance evaluation and review.

## BIOLOGY

- BIOL 075 Local Flora** 1 Cr  
Contact Hours: 0 + 3  
Study of wild flowers and plants in the surrounding locale with emphasis on identification.
- BIOL 104 Natural History of Alaska** 3 Cr  
Contact Hours: 3 + 0  
Cross-Reference: GEOL 104  
A survey of important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and native peoples.

- BIOL 105 Fundamentals of Biology I/Lab** 4 Cr  
Contact Hours: 3 + 3  
Prerequisite: High School Biology or faculty permission  
An introduction to the basic principles of biology for the science major. Development of biology as science; simple biological chemistry; cell biology; energy transformation; cellular reproduction; genetics; and evolution.  
Special Notes: BIOL 105 and 106 are core courses in Biology and are prerequisites to further courses in the Biological Sciences. BIOL 105 is required for BIOL 106.
- BIOL 106 Fundamentals of Biology II/Lab** 4 Cr  
Contact Hours: 3 + 3  
Prerequisite: BIOL 105 or faculty permission  
A continuation of an introduction to the principles of biology for the science major. Anatomy, physiology, evolution, behavior and ecology of plants and animals. One 3 hour lab per week.  
Special Notes: BIOL 105 and 106 are core courses in Biology and are prerequisites to further courses in the Biological Sciences.
- BIOL 111 Human Anatomy and Physiology I** 4 Cr  
Contact Hours: 3 + 3  
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered. One 3 hour lab per week.  
Special Notes: Accepted for Biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs.
- BIOL 112 Human Anatomy and Physiology II** 4 Cr  
Contact Hours: 3 + 3  
Prerequisite: BIOL 111 or faculty permission  
A continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered.  
Special Notes: Accepted for Biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified Baccalaureate degree programs.
- BIOL 139 Introduction to Forestry** 3 Cr  
Contact Hours: 3 + 0  
Survey course emphasizing basic concepts of forest management, utilization and conservation. Includes identity, characteristics and values of forest lands and forests. Covers cultural, ecological and technical conditions which influence use and management.
- BIOL 176 Natural History of Denali Parks** 1 Cr  
Contact Hours: 0 + 3  
Exploration and study of major ecological features of Denali National and State Parks. Emphasizes interrelationships and park values. Covers major animal and plant species. Extensive hiking and camping. May include rafting down Susitna River to Curry Ridge.  
Special Note: Shared expenses. Offered summer session only. Not available for general education or major degree requirements. Community service course.
- BIOL 240 Introductory Microbiology for Health Sciences** 3 Cr  
Contact Hours: 3 + 3  
Prerequisites: Concurrent enrollment in BIOL 112 or 8 hours Biology or Chemistry, or faculty permission  
General introductory microbiology and virology with emphasis

on those area relating to Health Sciences, including host parasite interactions, host defense mechanisms, and epidemiology.  
Special Notes: Recommended for associate and baccalaureate health science programs. Accepted for Biology major credit only by petition.

## **CHEMISTRY**

**WEARING OF CONTACTS IN LABS IS PROHIBITED.**

### **CHEM 103 Survey of Chemistry 4 Cr**

Contact Hours: 3 + 3

Prerequisites: High School Chemistry or permission of department; MATH 055 or equivalent

Introductory chemistry for health science and non-science majors. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases and buffers.

### **CHEM 104 Introduction to Organic Chemistry and Biochemistry 4 Cr**

Contact Hours: 3 + 3

Prerequisite: CHEM 103

Introductory course for health science and non-science majors. Includes a survey of the fundamental principles of organic and biochemistry, including structure and function of proteins, carbohydrates, lipids and nucleic acids, the metabolic generation of energy, biosynthesis, expression of genetic information and selected topics in molecular physiology.

## **COMPUTER SCIENCE**

### **CS 100 Intro to Computers 3 Cr**

Contact Hours: 3 + 0

An introductory course in computers and computing intended for non-computer science majors and minors. Includes an introduction to programming languages such as BASIC or LOGO. Emphasis is on vocabulary and concept development needed to be an effective computer user.

### **CS 101 Intro to Data Processing 3 Cr**

Contact Hours: 3 + 0

A broad survey of computer science intended for students who are pursuing majors or minors in computer science or related fields such as engineering. While the fundamentals of computer problem solving and programming in a higher-level programming language such as BASIC or Pascal are discussed and applied, the emphasis is on concepts and vocabulary associated with computers and their general use in business data processing.

### **CS 105 Fortran Programming 3 Cr**

Contact Hours: 3 + 0

Training and practice in writing programs in FORTRAN language. Emphasis on problem solving with a computer, analysis, flowcharting, testing and debugging, and documentation.

### **CS 106 BASIC Programming 3 Cr**

Contact Hours: 3 + 0

Practice and use of algorithmic approach to logical reasoning using graphic display of algorithms in flowchart form and coding instructions in BASIC language.

### **CS 107 Pascal Programming 3 Cr**

Contact Hours: 3 + 0

Training and practice in writing programs in Pascal language. Emphasis will be on problem solving with the computer: analysis, flowcharting, testing/debugging, and documentation.

Special Notes: A student may apply no more than 3 credits from CS 107 and CS 201 toward graduation requirements for a baccalaureate degree.

### **CS 108 Introduction to COBOL 3 Cr**

Contact Hours: 3 + 0

Training and practice in writing programs in COBOL language. Emphasis will be on problem solving with a computer, analysis, testing and debugging, and documentation.

### **CS 109 Selected Computer Languages 3 Cr**

Contact Hours: 3 + 0

Problem analysis and solution using a selected programming language (FORTH, C, MODULA-2, Ada, etc.).

Special Notes: Course may be repeated for different languages, with faculty permission.

### **CS 201 Programming Concepts I 3 Cr**

Contact Hours: 3 + 0

Prerequisite: CS 105 or CS 106 or faculty permission

An introduction to programming and problem solving and to the programming language Pascal.

### **CS 202 Programming Concepts II 3 Cr**

Contact Hours: 3 + 0

Prerequisite: CS 201 or CS 107 with faculty permission

An introduction to data structures and algorithm development using Pascal.

### **CS 210 Software and Hardware Concepts 3 Cr**

Contact Hours: 3 + 0

Prerequisite: CS 101 and one programming language course  
Basic concepts of computer systems and computer architecture. Includes discussion of memory, I/O units, CPU, machine assembler languages, and components and structure of operating systems.

## **DIETETICS AND NUTRITION**

### **DN 203 Normal Nutrition 3 Cr**

Prerequisite: High school or CHEM 120.

Introduces nutritional biochemistry, basic nutritional needs, and socio-cultural factors which influence individual ability to meet those needs. Strategies to promote adequate nutrition. Explores current trends and cultural implications in food selection and preparation. Particular application for Nursing students.

## **ECONOMICS**

### **ECON 101 Introduction to Current Economic Problems (Topics vary) 3 Cr**

Contact Hours: 3 + 0

A one-semester course designed primarily for the student who plans no further work in economics. The course utilizes a less rigorous approach than is customary in traditional economics courses and focuses on current economic problems.

Special Notes: This course not recommended for persons who have taken ECON 201 and/or ECON 202.

**ECON 201 Principles of Macroeconomics** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Knowledge of basic algebra recommended  
 Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the U.S. economy.

**ECON 202 Principles of Microeconomics** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: ECON 201  
 Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

## **EDUCATION**

**ED 150 Apple for Teachers** 1 Cr  
 Contact Hours: 1 + 0  
 Cross-Reference: BCIS 150  
 Introduction to using Apple and Apple-compatible computers for teachers and others wishing to use microcomputers with children. Includes operating instructions, care and use of diskettes, choosing and evaluating software, and incorporating the computer into classroom activities.

**ED 180 Beginning Sign Language** 1 Cr  
 Contact Hours: 1 + 0  
 Introductory training in manual communication methods used in the United States. Students will learn how to carry on basic communication with deaf persons via manual mode. Credit will be awarded upon demonstration of mastery of the materials.

**ED 201 Orientation to Education** 3 Cr  
 Contact Hours: 3 + 6  
 Nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in the public schools as teacher's aide. Open to all students. Required for students majoring or minoring in education.

**ED 212 Human Development and Learning** 3 Cr  
 Contact Hours: 3 + 0  
 Synthesis of the interrelated principles of human growth, development, adjustment and learning. Designed primarily for students preparing for a career in teaching but is also open to parents, counselors, community workers and others interested in human development and learning.

**ED 282 SEE - Signed Exact English I** 3 Cr  
 Contact Hours: 3 + 0  
 (Sign language in presented English order) Understanding and practicing fundamentals of the SEE System. Approximately 600 SEE signs will be taught plus verb tenses and approximately 65 affixes.

**ED 283 SEE - Signed Exact English II** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: ED 280 or faculty permission  
 (Sign language in presented English order) Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally and in beginning interpretive situations. The student will learn approximately five hundred new signs.

**ED 284 SEE - SIGN Language III** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: ED 281 or faculty permission  
 (Sign language in presented English order) Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally.

## **EMERGENCY MEDICAL TECHNOLOGY**

**EMT 119 Emergency Medical Technician I** 4 Cr  
 Contact Hours: 4 + 0  
 Prerequisite: Concurrent enrollment in EMT 120, if offered  
 Improves quality of emergency care rendered to victims of accidents and illnesses. Provides minimum level of training necessary to meet state and/or National Registry requirements. Control of bleeding, application of splints, prevention of shock, and other basic life support techniques. Provides minimum level of training necessary for ambulance attendants. Useful for anyone desiring emergency medical training beyond first aid.

**EMT 120 EMT Field Observation and Practice** 2 Cr  
 Contact Hours: 0 + 4  
 Prerequisite: Concurrent enrollment in EMT 119  
 Practicum course based upon experience in hospitals, emergency rooms, and/or ambulances.

## **ENGLISH**

**ENGL 049 Reading Workshop** 0 Cr  
 Basic reading course covering word-attack skills, vocabulary, and comprehension. Individualized instruction based on student's present skill level.

**ENGL 100B Classroom Survival Skills** 1 Cr  
 Contact Hours: 1 + 0  
 Introduction in basic study skills such as notetaking, reading for information, and preparing for tests. Also covers coping with college stress and locating learning resources.  
 Special Notes: Graded Credit/No Credit only.

**ENGL 101A Vocabulary Skill Building** 1-3 Cr  
 Contact Hours: 1-3 + 0  
 Increases student's vocabulary through use of different approaches. Includes word recognition drills, practice exercises, and study of word roots, prefixes, and origins.  
 Special Notes: May be taken for up to six credits.

**ENGL 101C Grammar Skill Building** 1-3 Cr  
 Contact Hours: 1-3 + 0  
 Instruction in correct grammatical usage. Includes word choice, parts of speech, agreement of sentence elements, and application in writing basic paragraphs.  
 Special Notes: May be taken for up to six credits.

**ENGL 106 Basic Composition I** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: Appropriate score on English Placement Test  
 Instruction in skills necessary to produce clear written English. Emphasis on standard grammar, sentence structure, punctuation, and single-paragraph compositions. Introduction to use of writing resources.



<b>ENGL 111 Methods of Written Communication</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: Appropriate score on English Placement Test, SAT Test of Written English, or ACT English Usage Test. Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required.	<b>ENGL 212 Technical Writing</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 and experience in business, technical, or scientific field Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required.
<b>ENGL 112 Speed Reading</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: Fluency in standard English and above-average reading skills Power reading course covering up-to-date methods for greater effectiveness through increased reading rate and flexible reading techniques. Includes instruction in comprehension and vocabulary development.	<b>ENGL 213 Intermediate Exposition with Readings in Non-Fiction</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Instruction in writing based on close analysis of non-fiction expository prose. Develops a broad range of college and career writing skills. Research paper required.
<b>ENGL 175 Vocabulary Development</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: Fluency in speaking and reading English Studies to increase awareness and control of words in English. Emphasis on vocabulary building through familiarity with Greek word roots.	<b>ENGL 250 Literature of the American West</b> 3 Cr Contact Hours: 3 + 0 Works by naturalists, explorers, early travelers, settlers, and historians as well as by fiction writers. Textbook of short writings and excerpts supplemented with required list of longer works by Steinbeck, Cather, Muir, Lewis and Clark, Twain, W.V.T. Clark, Russell and others.
<b>ENGL 201 Masterpieces of World Literature I</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from ancient times through the Renaissance.	<b>ENGL 259 Introduction to Creative Writing</b> 1 Cr Contact Hours: 1 + 0 Introduction to one type of creative writing conducted in short workshops. Special Notes: Repeatable course
<b>ENGL 202 Masterpieces of World Literature II</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from the Renaissance to the present.	<b>ENGL 260 Introduction to Creative Writing: Topics Vary (A-F)</b> 3 Cr Contact Hours: 3 + 0 Variety of topics. Lower division creative writing sessions. Special Notes: Repeatable course
<b>ENGL 203 Survey of British Literature I</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics.	<b>ENGL 260A Introduction to Creative Writing</b> 3 Cr Contact Hours: 3 + 0 Introduction to two or more types of creative writing and close analysis of each student's work. Special Notes: Repeatable course
<b>ENGL 204 Survey of British Literature II</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Analysis and interpretation of selected English writings from the Romantics to the present.	<b>ENGL 260B Introduction to Creative Writing: Poetry</b> 3 Cr Contact Hours: 3 + 0 Introduction to various poetic writing techniques and close analysis of each student's work. Special Notes: Repeatable course
<b>ENGL 211 Intermediate Exposition with Readings in Literature</b> 3 Cr Contact Hours: 3 + 0 Prerequisite: ENGL 111 Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.	<b>ENGL 260C Introduction to Creative Writing: Fiction</b> 3 Cr Contact Hours: 3 + 0 Introduction to various fictional writing techniques and close analysis of each student's work. Special Notes: Repeatable course
	<b>ENGL 260D Introduction to Creative Writing: Drama</b> 3 Cr Contact Hours: 3 + 0 Introduction to various dramatic writing techniques and close analysis of each student's work. Special Notes: Repeatable course

- ENGL 260E Introduction to Creative Writing: Non-Fiction** 3 Cr  
Contact Hours: 3 + 0  
Introduction to various prose non-fiction writing techniques and close analysis of each student's work.  
Special Notes: Repeatable course
- ENGL 260F Introduction to Creative Writing: Children's Stories** 3 Cr  
Contact Hours: 3 + 0  
Introduction to various approaches to writing children's stories and close analysis of each student's work.  
Special Notes: Repeatable course
- ENGL 261 Art/Literary Magazine Production** 3 Cr  
Contact Hours: 3 + 0  
Students edit and prepare manuscripts for publication, layout magazine pages for the printer, and learn about other aspects of magazine production. Students solicit, evaluate and select material appropriate for a literary magazine: short stories, poetry, essays, artwork, etc. The course will also cover publicity, marketing and distribution of the finished publication.
- ENGL 265 Literature of the North** 3 Cr  
Contact Hours: 3 + 0  
Regional approach to writers of Alaska, Canada, Scandinavia, and Soviet Union.

## **ELECTRONICS TECHNOLOGY**

- ET 104 DC Circuits** 4 Cr  
Prerequisite: Concurrent enrollment required in ET 106.  
Three hours lecture and two hours lab per week. Teaches basic DC physics atomic structure theory with emphasis on network theorems and Kirchoff's laws. Atomic structure, Ohm's Law, magnetism, electrostatic components, and basic circuit configurations. Lab projects to reinforce theory and circuit operations covered in lectures.
- ET106 Electronics Laboratory I** 4 Cr  
Prerequisite: Concurrent enrollment required in ET 104.  
Two hours lecture and four hours lab per week. Class covers electronic experiments and projects for ET 104 - DC Circuits. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Lab experiments in voltage sources, current flow, resistance and projects involving series, parallel and series-parallel circuits.
- ET111 Electronics Laboratory II** 4 Cr  
Prerequisite: Concurrent enrollment in ET 125 required  
Two semester hour laboratory class covering experiments and projects for AC Physics. This class will provide the student with the physical skills necessary for the study of alternating-current physics. Lab experiments in frequency measurement, AC voltage measurement, voltage-current phase angle, time constant, and resonant circuit will be covered in the course.
- ET122 Introduction to Electronic Devices** 3 Cr  
Prerequisite: ET 125 or faculty permission  
A study of vacuum tube and solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered.

- ET 123 Electronic Circuit Fundamentals** 3 Cr  
Prerequisite: ET 122 or faculty permission  
An analysis of basic electronic circuits. Power supplies, amplifiers, and oscillators. Operational and failure analysis of basic circuits, with troubleshooting procedures.
- ET125 AC Circuits** 4 Cr  
Prerequisite: ET 103, ET 104, and ET 106  
Three hours lecture and two hours lab per week. Covers principles of alternating current and voltages through linear amplifiers, magnetism, impedance, circuits, resonance, filters, and basic power supplies. Lab consists of designing, constructing, and measuring circuits to reinforce theory covered in lectures.
- ET 126 Principles of Logic and Gating** 4 Cr  
Prerequisite: Co-requisite ET 104  
Three hour lecture and two hour lab per week. Covers number systems, logic circuits, digital signal switches, adder and subtractor circuits, registers, timing and counter circuits, and displays. Lab consists of introduction to various types of digital machines and circuits through hands-on practice.
- ET 127 Microprocessor Fundamentals** 3 Cr  
Prerequisite: ET 126 or faculty permission  
Microprocessor theory and operation; topics covered include basic microprocessor architecture, how to program a microprocessor, how to interface a microprocessor to other equipment, and troubleshooting microprocessor circuits and systems.
- ET 205 Transmitter Circuitry** 3 Cr  
Prerequisite: ET 215 or faculty permission  
Methods and techniques used in the transmission of intelligence by AM, FM, and SSB radio propagation. The study of circuitry and antennas designed to modulate and transmit AM, FM, and SSB transmitters. Alignment and troubleshooting AM, FM, and SSB transmitters.  
Special Notes: Taught at MSC.
- ET 209 Receiver Circuitry** 3 Cr  
Prerequisite: ET 205 or faculty permission  
Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used in AM, FM, and SSB receivers.
- ET 211 Amplifiers** 3 Cr  
Prerequisite: ET 123 or faculty permission  
Amplifier theory, operation, and troubleshooting: topics covered will include the theory and operation of audio and video amplifiers, and power amplifiers. The student will use representative equipment to perform test and alignments and troubleshoot malfunctioning equipment.
- ET 215 Modulation, Mixing, and Detection** 3 Cr  
Prerequisite: ET 211 or faculty permission  
Modulation and frequency conversion theory: topics covered will be frequency and time domain analysis, AM and FM modulation theories, principles of frequency conversion, and recovering intelligence from modulated waves.

**ET 220 Wideband Systems I 3 Cr**

Prerequisite: ET 209 or faculty permission

Television as a system. Introduction to video systems, including transmission, reception and system alignment.

**ET 221 Wideband Systems II 3 Cr**

Prerequisite: ET 220 or faculty permission

Introduction to vacuum tube and solid state color television circuits. Includes mechanical and electrical setups for television and color troubles not related to black-and-white television.

**ET 225 Principles of Microwave Electronics 3 Cr**

Prerequisite: ET 221 or faculty permission

Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, and basic transmitting and receiving systems for radar and telecommunications.

**ET 226 Industrial Electronics 3 Cr**

Prerequisite: ET 225 or faculty permission

Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo systems, and large current polyphase rectifiers.

**EMERGENCY TRAUMA TECHNICIAN****ETT 110 Emergency Trauma Technician 3-4 Cr**

Contact Hours: 3-4 + 0

Basic emergency medical course for non-ambulance personnel. It has the flexibility and adaptability for the Alaska setting without the stringent certification and re-certification requirements of an EMT course.

**FRENCH****FREN 101 Elementary French I 3 Cr**

Contact Hours: 3 + 0

Introduction to the French language. This course presents the alphabet, basic phonetics, and fundamentals of grammar, and goes on to cover the regular and irregular verb conjugation of the present and past tenses. It includes basic vocabulary, cognates and idiomatic expressions. Oral exercises and repetition are emphasized to obtain correct pronunciation.

**FREN 102 Elementary French II 3 Cr**

Contact Hours: 3 + 0

Prerequisite: FREN 101 or equivalent

Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms: imperfect, future, conditional and various compound tenses will be studied, as well as the imperative and the subjunctive moods. Practice in reading, speaking, and writing on themes of contemporary interest will stress good accent along with style.

**FREN 201 Intermediate French I 3 Cr**

Contact Hours: 3 + 0

Prerequisites: FREN 102 or faculty permission

Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French

authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.

**FREN 202 Intermediate French II 3 Cr**

Contact Hours: 3 + 0

Prerequisites: FREN 201 or faculty permission

Completion of the grammar review. The four skills: reading, listening, speaking and writing will be intensified in order to achieve normal speech fluency for understanding and being able to engage in an ordinary conversation. The students will also endeavor to write short prose compositions or poetry to perfect their expression. Conducted in French.

**FIRE SCIENCE****FS 101 Introduction to Fire Science 3 Cr**

Contact Hours: 3 + 0

Introduction to fire service and fire protection. Fire service history, functions, and career opportunities. Public, quasi-public, and private fire protection services. Fire chemistry and physics, and fire loss analysis.

**FS 105 Fundamentals of Fire Prevention 3 Cr**

Contact Hours: 3 + 0

Organization and functions of fire prevention. Inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering and enforcing solutions to fire hazards, and public relations as affected by fire protection.

**FS 107 Fire Tactics and Strategy 3 Cr**

Contact Hours: 3 + 0

Principles of fire control through utilization of personnel, equipment, and extinguishing agents of fireground.

**FS 111 Fire Company Organization and Management 3 Cr**

Contact Hours: 3 + 0

Review of fire department organization, planning, and supervision to meet organizational needs. Emphasis on Company Officer's role.

**FS 115 Fire Apparatus & Equipment 3 Cr**

Contact Hours: 3 + 0

Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.

**FISHERIES TECHNOLOGY****FT 105 Scuba Diving 3 Cr**

Contact Hours: 2 + 2

Cross-Reference: AWS 128 and PER 128

Lectures on diving techniques, gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Students completing course requirements receive diver's certificate.



## **GEOLOGY**

### **GEOL 103 Landscapes and Resources of Alaska 3 Cr**

Contact Hours: 3 + 0

Geologic origins of mountains and glaciers which make up Alaska's scenery. Designed for people who would like to know more about Alaska, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

### **GEOL 111 Physical Geology, Lec/Lab 4 Cr**

Contact Hours: 3 + 3

Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals.

### **GEOL 112 Historical Geology, Lec/Lab 4 Cr**

Contact Hours: 3 + 3

Prerequisites: GEOL 111 or faculty permission

History of earth through geologic time from origin of universe to present, with emphasis on North America. Includes major geologic events, plate tectonics, major life forms of past, and how they can be inferred from rock records. Lab includes identification of invertebrate fossils, understanding of geologic maps, principles of stratigraphy, and field trip.

## **GERMAN**

### **GER 101 Elementary German I 3 Cr**

Contact Hours: 3 + 0

Basic language course for beginners with little or no knowledge of German. Emphasis on everyday vocabulary, structure and current topics. Use of Language Lab required outside of class.

### **GER 102 Elementary German II 3 Cr**

Contact Hours: 3 + 0

Prerequisite: GER 101 or equivalent

Continuation of German 101 for students with some knowledge of German. Emphasis on everyday vocabulary, structure and current topics. Use of Language Lab required outside of class.

### **GER 201 Intermediate German I 3 Cr**

Contact Hours: 3 + 0

Prerequisite: GER 102 or equivalent

Continuation of German 102 with emphasis on useful, contemporary vocabulary. Develops understanding of cultures of major German-speaking countries and increases competence and confidence in speaking German. Review of major grammatical features. Use of Language Lab required outside of class.

## **HISTORY**

### **HIST 101 Western Civilization I 3 Cr**

Contact Hours: 3 + 0

A survey of the origins of Western civilization in the ancient Near East and subsequent development through 1650. The major political, social, economic, and intellectual developments will be emphasized.

### **HIST 102 Western Civilization II 3 Cr**

Contact Hours: 3 + 0

A survey of the developments in Western civilization from 1650 to the present. The major social, political, economic, and intellectual characteristics of Western society will be emphasized.

### **HIST 121 East Asian Civilization I 3 Cr**

Contact Hours: 3 + 0

The Great Tradition: Origin and development of civilizations of China and Japan, from beginnings to 1600, with emphasis on traditional social, political, and cultural institutions.

### **HIST 131 History of United States I 3 Cr**

Contact Hours: 3 + 0

A survey of the discovery and exploration, Colonial Period, American Revolution, the Constitution, Federal Period, Jeffersonian-Jacksonian Democracy, the West, Sectionalism, Slavery and Abolitionism, American Culture, and Civil War.

### **HIST 132 History of United States II 3 Cr**

Contact Hours: 3 + 0

A survey of the Reconstruction of the South, the Far West, growth of industry and labor, "Gilded Age", Imperialism, Progressivism, World War I, "Roaring Twenties", Great Depression, Isolationism and World War II, Cold War, modern American society, Vietnam and after.

### **HIST 246 American Labor Movement 3 Cr**

Contact Hours: 3 + 0

An introduction to the history of the labor movement in the United States. This course will focus on the struggle of labor unions to attain their rights to organize, bargain collectively, and strike. Case studies of this often turbulent course will include: The Molly Maguires, AFL-CIO Teamsters, Knights of Labor.

### **HIST 257 Gold Rush Era: Myth and Reality 3 Cr**

Contact Hours: 3 + 0

A general investigation into the Gold Rush Era of 1880-1905 in Alaska and the Yukon. The major emphasis will be upon the Klondike, but Juneau, Nome, and Fairbanks will also be investigated. Both fact and fiction will be utilized to understand the myth and reality of the era.

### **HIST 257A A Gold Rush Era: Alaska and the Yukon 3 Cr**

Contact Hours: 3 + 0

Western United States, Canada, and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush during the period of 1846-1920. California, Oregon, Washington, and British Columbia stampede activities will be considered as an introduction leading to culminating the gold rush era of the Yukon and Alaska.

## **HUMANITIES**

### **HUM 211 Introduction to Humanities I 3 Cr**

Contact Hours: 3 + 0

Prerequisite: ENGL 111

Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

**HUM 212 Introduction to Humanities II** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisite: ENGL 111  
 A study of a given historical period or periods with reference to art, literature, philosophy, and music.

**HUMS 106 Introduction to Social Welfare** 3 Cr  
 Contact Hours: 3 + 0  
 Cross-Reference: SOC/SWK 106  
 Prerequisite: SOC 101  
 An analysis of social inequality and the American social welfare system. The course traces the historical development of the government response to social inequality. It explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. The course assists in the understanding of social welfare problems and their solutions.

## **INTERIOR DESIGN**

**ID 141 Interior Design** 3 Cr  
 Contact Hours: 2 + 3  
 Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floor, wall and window coverings, basic lighting, and interior furnishings.

## **JAPANESE**

**JPN 101 Elementary Japanese I** 3 Cr  
 Contact Hours: 3-4 + 0  
 Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.

**JPN 102 Elementary Japanese II** 3 Cr  
 Contact Hours: 3-4 + 0  
 Prerequisite: JPN 101 or equivalent  
 Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written (hiragana) communication.

## **JOURNALISM AND PUBLIC COMMUNICATION**

**JPC 105 Writing for Publications** 3 Cr  
 Contact Hours: 3 + 0  
 Introduction to journalistic writing for publications such as campus newspapers. Writing and editing features, news stories, editorials. Additional topics may include advertising, copywriting and taking photos for publication.

**JPC 121 Basic Video Production** 2-3 Cr  
 Contact Hours: 1-2 + 3-6  
 Non-broadcast applications of television production techniques. Takes a professional approach to basic video camera, lighting and editing techniques, and script preparation applied in a laboratory setting. Recommended for those interested in the uses of television for education, training or business.

**JPC 201 Newswriting** 3 Cr  
 Contact Hours: 2 + 3  
 Prerequisite: JPC 101, ENGL 211 or 213 or 311, typing ability, and faculty permission

Structure of news stories, various news leads and feature stories; gathering and evaluating information for simple news stories; writing stories.

**JPC 203 Beginning Photography** 3 Cr  
 Contact Hours: 2 + 3  
 Cross-Reference: ART 224  
 Basic principles of photography. The course includes camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

**JPC 205 Feature Writing** 3 Cr  
 Contact Hours: 3 + 0  
 Non-fiction writing for magazines and newspapers. Writing, rewriting, editing and submitting articles for publication. Introduction to style, interviewing techniques, and issues of libel and ethics.

**JPC 221 Intermediate Video Production** 2-3 Cr  
 Contact Hours: 1-2 + 3-6  
 Prerequisite: JPC 121  
 Further development of skills and conceptual understanding in the following areas: Video camera techniques, lighting, audio, editing, program design and script writing for field and studio production. May include development of programs for local television channels.

## **JUSTICE**

**JUST 101 Introduction to Law** 3 Cr  
 Contact Hours: 3 + 0  
 Cross-Reference: LAWS 101  
 Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

**JUST 110 Introduction to Justice** 3 Cr  
 Contact Hours: 3 + 0  
 Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration - police, courts, corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society. This course is a prerequisite to most Justice courses.

**JUST 203 Juvenile Delinquency** 3 Cr  
 Contact Hours: 3 + 0  
 Cross-Reference: SOC 203  
 Prerequisites: SOC 101 or faculty permission  
 A conceptual approach to deviant and delinquent behavior, contributing social problems and adolescence as a subculture with emphasis on the juvenile code and treatment procedure.

**JUST 210 Principles of Corrections** 3 Cr  
 Contact Hours: 3 + 0  
 Prerequisites: JUST 110 or JUST 251  
 An introduction to the basic concepts of probation and parole; the use of authority in corrective services; institutional methods, a study of popular and professional concepts in corrections.

**JUST 225 Labor Law** 3 Cr

Contact Hours: 3 + 0

Cross-Reference: LAWS 225

Study of legislative acts and court decisions in labor law. Examines laws governing labor-management relations, organization and representation of employees, and regulation of economic weapons. Also covers enforcement of collective bargaining agreements, their content, negotiation, and administration through grievance procedures and arbitration, and inter-union and intra-union relations.

**JUST 241 Business Law I** 3 Cr

Contact Hours: 3 + 0

Cross-Reference: BA 241

A survey of basic institutions, litigation, judicial process, dispute resolution and Preventive Law; Substantive Law of torts, agency, contracts and the uniform commercial code including sales, negotiable instruments and secured transactions.

**JUST 242 Business Law II** 3 Cr

Contact Hours: 3 + 0

The law of business organizations, business crimes, employment, landlord-tenant, and real property.

**JUST 251 Criminology** 3 Cr

Contact Hours: 3 + 0

Prerequisite: JUST 110

The study of deviant behavior and theories of crime causation and their relationship to society, law and law enforcement.

**JUST 258 Juveniles and Law** 3 Cr

Contact Hours: 3 + 0

Cross-Reference: LAWS 258

Prerequisite: JUST 110

Roles of agencies under law in regard to juveniles. Special attention to role of law enforcement. Includes theoretical and practical aspects of juvenile law.

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**LAWS**

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**LAWS 101 Introduction to Law** 3 Cr

Contact Hours: 3 + 0

Cross-Reference: JUST 101

Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

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**LIBRARY SKILLS**

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**LS 111 Library Skills** 2 Cr

Contact Hours: 2 + 0

Introductory course in college library skills. Familiarizes the student with reference materials found in most academic library collections, and use of the catalog, indexes and basic reference materials. Provides guidance in selecting and researching a topic.

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**LINGUISTICS**

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**LING 101 The Nature of Language** 3 Cr

Contact Hours: 3 + 0

A beginning course in study of language. Introduction to systematic analysis of human language and description of its grammatical structure, distribution, and diversity.

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**MATHEMATICS**

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**MATH 054 Pre-Algebra** 3 Cr

Contact Hours: 3 + 0

Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations.

Special Notes: Equivalent to MATH 050. Credit will not be given for both MATH 050 and MATH 054. Math Placement Test not required.

**MATH 055 Elementary Algebra** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 054 with grade of C or higher or Math Placement Test

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radical, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

**MATH 102 Business Math** 3 Cr

Contact Hours: 3 + 0

Designed for students with a modest mathematical background who wish to develop skills in applied business mathematics and financial matters. Topics include simple and compound interest, notes, present value, trade and cash discounts, markup/markdown, payrolls, depreciation, casualty insurance, sales and property tax, installment buying and business.

**MATH 105 Intermediate Algebra** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 055 with grade of C or higher or Math 060 with C grade or higher or Math Placement Test

Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, logarithmic and exponential functions, Cartesian graphing of first and second degree equations and inequalities, and systems of equations.

**MATH 107 College Algebra** 4 Cr

Contact Hours: 4 + 0

Prerequisite: MATH 105 with grade of C or higher or two years of high school algebra with grade of C or higher or Math Placement Test

Review and extension of topics from MATH 105. Covers logarithmic and exponential functions, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, combinatorics and probability, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series.

**MATH 108 Trigonometry** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 107 with grade of C or higher or two years of high school algebra with grade of C or higher or Placement Test

Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes



complex numbers, DeMoivre's Theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses.

**MATH 200 Calculus I** 4 Cr

Contact Hours: 4 + 0

Prerequisite: MATH 106 or MATH 107 and MATH 108 with grade of C or higher or Math Placement Test

Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration.

**MATH 201 Calculus II** 4 Cr

Contact Hours: 4 + 0

Prerequisite: MATH 200 with grade of C or higher or Math Placement Test

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.

**MATH 202 Calculus III** 4 Cr

Contact Hours: 4 + 0

Prerequisite: MATH 201 with grade of C or higher or Math Placement test

Vectors, partial differentiation and multiple integration.

**MATH 205 Mathematics for Elementary School Teachers I** 3 Cr

Contact Hours: 3 + 0

Prerequisite: Two years of high school mathematics, including at least one year of algebra, or Math Competency Test, offered by the UAA School of Education. Math Competency Test compulsory at UAA.

Elementary set theory, numeration systems, and algorithms of arithmetic, logic, divisors, multiples, integers, rational numbers, number theory, solving equations and inequalities, graphing, problem solving strategies, consumer math, and geometry. Included are use of appropriate materials for teaching these topics.

**MATH 206 Mathematics for Elementary School Teachers II** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 205

Continuation of MATH 205. Topics include real number systems and sub-systems, algebra, graphing, logic, geometry, topology, measurement, metric system, probability and statistics, and calculators. Included are use of appropriate materials for teaching these topics.

**MATH 270 Applied Finite Mathematics for the Managerial Sciences** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 105 or two years high school algebra or Math Placement Test

Linear equations and inequalities, algebra of matrices, introductory linear programming, logarithms and exponential functions. Applications emphasizing the relationships of these mathematical concepts to quantitative decision making in managerial sciences.

**MATH 305 Geometry** 3 Cr

Contact Hours: 3 + 0

Prerequisite: MATH 202

Topics selected from such fields as Euclidean and non-Euclidean plane geometry, affine geometry, projective geometry, topology.

## MUSIC

**MUS 101 Noon Singers** 2 Cr

Contact Hours: 2 + 0

Performance-oriented training chorus. Students should demonstrate secure pitch and basic knowledge of rhythm and notes.

**MUS 102 Community Chorus I** 2 Cr

Contact Hours: 2 + 0

Prerequisite: Admission by audition only

Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

Special Notes: May be repeated one time for credit.

**MUS 111 Fundamentals of Music** 3 Cr

Contact Hours: 3 + 0

Elements of music: introduction to notation, rhythm, scales, keys, intervals, and musical terminology. Designed for students with little or no background in music reading, or as a refresher course for those who have studied music.

**MUS 121 Music Appreciation** 3 Cr

Contact Hours: 3 + 0

Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through Contemporary.

**MUS 131 Music Theory I** 3 Cr

Contact Hours: 3 + 0

Organization of musical materials with emphasis on diatonic functional harmony. Introduction to part writing and keyboard skills.

Special Notes: Should be taken concurrently with MUS 133.

**MUS 132 Music Theory II** 3 Cr

Contact Hours: 3 + 0

Prerequisites: MUS 131 or faculty permission

Continuation of MUS 131, emphasizing part writing and melody harmonization. Introduction of non-harmonic tones and modulation and development of practical keyboard skills.

Special Notes: Should be taken concurrently with MUS 134.

**MUS 133 Sight-singing and Eartraining I** 2 Cr

Contact Hours: 2 + 0

Development skills in study of hearing and reading music. Intervals, chords, and common metrical patterns.

Special Notes: Should be taken concurrently with MUS 131.

**MUS 140 Fingerstyle Guitar I** 2 Cr

Contact Hours: 2 + 0

Beginning course for those who do not read music or have limited experience with the guitar. Students develop repertoire of traditional, folk, and contemporary music using 13 basic chord shapes, alternating bass technique, simple notereading skills, and six basic fingerstyle guitar patterns.

Special Notes: Students must furnish own 6-string acoustic guitar.

## 39

**OMT 220 Written Business Communications 3 Cr**

Contact Hours: 3 + 0

Prerequisite: OMT 120

Applies techniques of written communications to situations that require problem-solving and understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, and reports.

**OMT 230A Machine Transcription A 1 Cr**

Contact Hours: 0 + 2

Prerequisites: OMT 102 or ability to type 45 wpm and OMT 120 or written exam

Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation.

**OMT 230B Machine Transcription B 1 Cr**

Contact Hours: 0 + 2

Prerequisites: OMT 102 or typing of 45 wpm, OMT 120 or written exam, and OMT 230A or demonstrated transcription ability

Machine transcription training emphasizing mailable copies. Requires previous experience in machine transcription. Includes review of language skills and vocabulary.

**OMT 230C Machine Transcription C 1 Cr**

Contact Hours: 0 + 2

Prerequisite: OMT 230B or demonstrated transcription ability  
Advanced machine transcription training using modern business procedures and terminology in work environments. Emphasizes mailable copies.

**OMT 255 Computer Applications in Offices 3 Cr**

Contact Hours: 3 + 0

Prerequisite: OMT 150 or concurrent enrollment in OMT 150 and OMT 101 or equivalent

Non-intimidating, hands-on computer course for beginners, includes familiarization with equipment (hardware), basic word processing, spreadsheets, and data management (software), selection and purchase of computers, and future of computers.

**OMT 270 Professional Secretarial Procedures 3 Cr**

Contact Hours: 3 + 0

Prerequisite: OMT 170 and/or office experience or faculty permission  
Duties and responsibilities of professional secretary in office communications, information/word processing, executive travel, reprographics, records management, library science as it applies to business research, data processing, expediting meetings, supervision of others, and employment and advancement procedures.

**OMT 276 Records Management 3 Cr**

Contact Hours: 3 + 0

Presents principles used in management of information and records. Covers controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Includes application of microforms and forms control.

**OMT 278 Interpersonal Skills in Offices 3 Cr**

Contact Hours: 3 + 0

Orientation to human problems encountered and personal adjustments needed to succeed in business careers.

**OMT 288 Intensive CPS/PLS Review 1-6 Cr**

Contact Hours: 1 + 0

Prerequisite: Work experience or previous coursework in these areas recommended

Intensive review of academic areas in preparation for CPS (Certified Professional Secretary) and/or PLS (Professional Legal Secretary) examinations.

## **PHYSICAL EDUCATION & RECREATION**

**PER 109 Cross-Country Skiing, Beginning 1 Cr**

Contact Hours: 0 + 3

Cross-Reference: AWS 109

Techniques of cross-country and trail skiing, equipment, waxing, and poling for the novice.

Special Notes: May be repeated for credit.

## **PHILOSOPHY**

**PHIL 101 Introduction to Logic 3 Cr**

Contact Hours: 3 + 0

Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

**PHIL 201 Introduction to Philosophy 3 Cr**

Contact Hours: 3 + 0

Introduces works of influential thinkers, both ancient and modern, in western philosophical tradition. Emphasizes central problems of knowledge, reality, good and evil.

**PHIL 211 History of Philosophy I 3 Cr**

Contact Hours: 3 + 0

Introduction to the great Greek, Latin, Medieval, and Renaissance periods in western civilization. Comparative examination of cosmological, religious, ethical, political, and scientific ideas which shaped each of these epochs.

**PHIL 212 History of Philosophy II 3 Cr**

Contact Hours: 3 + 0

Introduces great thinkers of the 17th century scientific revolution, the Enlightenment, German Idealism, contemporary positivism and existentialism. Comparative examination of cosmological, ethical, political, and scientific ideas which shaped each of these periods.

## **POLITICAL SCIENCE**

**PS 101 Introduction to American Government 3 Cr**

Contact Hours: 3 + 0

The United States Constitution and its philosophy; the branches of government and the American political process.

**PS 102 Introduction to Political Science 3 Cr**

Contact Hours: 3 + 0

The concepts of political science; political processes; goals, methods, and levels of government.

**PS 211 State and Local Government 3 Cr**

Contact Hours: 3 + 0

Prerequisite: PS 101 or permission of faculty member



Organization and politics of state and local government in the United States; the Alaskan Constitution; problems of statehood in Alaska.

**PS 232 Selected Topics in Contemporary Public Issues 3 Cr**

Contact Hours: 3 + 0

Seminar on topics of current or continuing concern to Alaskans in areas of political issues or public policies.

## **PSYCHOLOGY**

**PSY 111 General Psychology 3 Cr**

Contact Hours: 3 + 0

Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental and abnormal psychology, and perception, motivation, learning, and personality.

**PSY 150 Human Development 3 Cr**

Contact Hours: 3 + 0

Reviews aspects of human development and changes which occur during a person's lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

**PSY 153 Human Relations 3 Cr**

Contact Hours: 3 + 0

Explores feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life. Emphasizes in-class experiences to increase self-awareness, build self-esteem, and enhance relationship skills.

**PSY 169 Human Sexuality 3 Cr**

Contact Hours: 3 + 0

Introduces topics of human sexual functioning including physiology, psychology, sociology, philosophy, and morality of human sexuality practices and love.

**PSY 170 Rational Living 1 Cr**

Contact Hours: 1 + 0

Study of rational-emotive therapy, general semantics, decision-making, and communication theory. Examines how people create neurotic emotions and block effective behavior, and styles of on-going daily self-counseling.

**PSY 223 Introduction to Paraprofessional Counseling I 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: HUMS 223

Focuses on systematic approach to effective helping and skills in the following categories: skills for understanding, skills for comfort and crisis intervention, and skills for positive action.

**PSY 230 Psychology of Adjustment 3 Cr**

Contact Hours: 3 + 0

Prerequisite: One social science course

Study of sources and problems of stress. Examines self-esteem and interpersonal relationships from perspective of personal coping skills. Emphasizes taking control of one's life.

**PSY 244 Early Childhood Development 3 Cr**

Contact Hours: 3 + 0

Prerequisite: PSY 111 or faculty permission

Surveys human development from prenatal period to five years. Discusses physical/motor, social/emotional, and linguistic/intellectual development. Students visit early childhood programs in community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults.

**PSY 245 Child Development 3 Cr**

Contact Hours: 3 + 0

Prerequisite: One social science course

Study of physical, emotional, cognitive, and social aspects of child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

**PSY 246 Adolescence 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: SOC 246

Prerequisite: One social science course

Intellectual, emotional, social, and physical development patterns during adolescent years.

**PSY 261 Introduction to Experimental Psychology 3 Cr**

Contact Hours: 3 + 0

Prerequisite: PSY 111 or faculty permission

Introduces and applies experimental methods to psychology problems using human and animal laboratory subjects.

**PSY 265 Psychology of Abnormal Behavior 3 Cr**

Contact Hours: 3 + 0

Prerequisite: PSY 111 or faculty permission

Identifies continuum from normality through everyday upsets and emotional crises to extremely deviant behavior. Current DSM nomenclature is used.

**PSY 275 Social Psychology 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: SOC 275

Prerequisite: PSY 111 and/or SOC 101

Study of the effects of group membership on behavior of individuals in group, and of inter-group interaction in social matrix.

## **REFRIGERATION & HEATING**

**RH 101 Refrigeration and Air Conditioning I 4 Cr**

Contact Hours: 5 + 1

Course assumes no previous knowledge of refrigeration or air conditioning and prepares the student for further study. The student will describe the fundamentals of refrigeration and air conditioning theory. Students will explore compressors, condensers, evaporators, metering devices, and related components. Students will use basic hand and power tools and testing devices applicable to the trades, and will experiment with mechanical compression refrigeration system training devices.

**RH 103      Technical Math for Refrigeration and Heating I      3 Cr**

Contact Hours: 3 + 0

Course is based on the practical use of mathematics as applied to trade and vocational work, and is designed to increase skills involving trade and technical problems. Basic topics covered are fractions, decimals, percentage, powers of numbers, and basic algebraic elements. The students will explore geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

**RH 105      Electrical Circuits for Refrigeration and Heating I      3 Cr**

Contact Hours: 3 + 1

Course assumes no previous knowledge of electricity or electronics and prepares the student for further study. Students will explore the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, and electric motors. Students will apply principles and skills developed by using test instruments and training devices.

**RH 107      Physics for Refrigeration and Heating I      3 Cr**

Contact Hours: 3 + 0

Course assumes no previous knowledge of physics and prepares the student for further study. Basic physical laws related and applied to the refrigeration and heating fields and the terminology associated with those fields will be explored. Students will apply theoretical knowledge to training devices and make fundamental calculations related to operating performance of equipment.

**RH 122      Refrigeration and Air Conditioning II      4 Cr**

Contact Hours: 3 + 7

Prerequisite: RH 101, RH 103, RH 105 and RH 107 or equivalent  
The student will analyze and describe the chemical composition and properties of various refrigerants. The student will apply this analysis to "shop-job" situations, using "live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. The student will describe the safe handling and storage of refrigerants.

**RH 124      Domestic Refrigeration and Heating I      3 Cr**

Contact Hours: 2 + 5

Prerequisite: RH 101, RH 103, RH 105, and RH 107 or equivalent  
The student will become familiar with the design, construction, and servicing of household refrigerators and freezers. Students will test and service these units as well as experiment with various training devices. Reoperation of some of these units will be explored and demonstrated.

**RH 126      Electrical Circuits for Refrigeration and Heating II      3 Cr**

Contact Hours: 3 + 1

Prerequisite: RH 101, RH 103, RH 105, and RH 107 or equivalent  
Students will explore schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

**RH 128      Drafting for Refrigeration and Heating I      3 Cr**

Contact Hours: 3 + 4

Cross-Reference: DT 100

Prerequisite: RH 101, RH 103, RH 105, and RH 107 or equivalent  
Course assumes no previous knowledge of graphic arts. Students will develop and demonstrate skills in sketching and freehand

drawing. Projection theory, orthographic and pictorial representations, sectional drawings, and auxiliary views will be explored to enable students to prepare simple working drawings.

**RH 201      Commercial Refrigeration      4 Cr**

Contact Hours: 3 + 7

Prerequisite: RH 122 or equivalent

The student will describe the various system components and their use. Students will explain the function of refrigerant flow control devices, receivers, defrost mechanisms, primary and secondary controls and other related controls. This information will be applied to analyze and service commercial refrigeration systems. Installation procedures, thermal conductivity, and heat load estimates will be explored and demonstrated.

**RH 202      Physics for Refrigeration and Heating II      3 Cr**

Contact Hours: 3 + 4

Prerequisite: RH 102 and RH 107 or equivalent

Course teaches the student the practical aspects of psychrometrics, load calculation, heat quantities, insulation factors and coefficients, heat and water vapor flow through structures.

**RH 203      Control Systems for Refrigeration and Heating II      3 Cr**

Contact Hours: 3 + 4

Prerequisite: RH 126

Students will explore schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Lab exercises dealing with installing and troubleshooting refrigeration, heating, and motor controls, will be covered.

**RH 207      Drafting for Refrigeration and Heating II      3 Cr**

Contact Hours: 4 + 0

Prerequisite: RH 128

Course related to piping, duct, and schematic skills in the layout of piping, duct, and schematic diagrams for use in heating and air conditioning. Symbols associated with plumbing, duct work, and electrical trades will be stressed.

**RH 225      Heating Plants I - Residential      4 Cr**

Contact Hours: 3 + 5

Prerequisite: RH 105 and RH 126 or equivalent

Course assumes no previous knowledge of residential heating plants. Students will develop knowledge and skills needed to work in the field of residential heating. Material taught will range from beginning maintenance skills to advanced troubleshooting and systems.

**RH 226      Heating Plants II - Commercial      4 Cr**

Contact Hours: 3 + 5

Prerequisite: RH 105 and RH 106 or equivalent

Course explores commercial heating devices and systems. Mixed air temperature control systems (air handling), commercial gas heat systems, three-phase commercial single-package air conditioning, direct spark gas ignition systems, and heavy oil burner systems are explored. Much of the course work will deal with troubleshooting. As such, a large portion of the time allotted will be devoted to "hands-on learning."

**RH 229 Solid State Electronics for Refrigeration and Heating II 3 Cr**

Contact Hours: 3 + 5

Prerequisite: RH 126 or equivalent

Course assumes no previous knowledge of electronics and prepares the student for further study. Students will explore semiconductors, diodes, transistors, transistor amplifiers, electron tubes, power supplies, photo-electricity, thermo- electric cooling, inductive heating, and dielectric heating.

**RH 293 Special Topics in Refrigeration & Heating 1 Cr**

Contact Hours: 1 + 0

Students research and report on areas of interest in HVACR. (Heating , Ventilating, Air Conditioning and Refrigeration)

## **SOCIOLOGY**

**SOC 101 Introduction to Sociology 3 Cr**

Contact Hours: 3 + 0

Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

**SOC 106 Introduction to Social Welfare 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: SWK 106 and HUMS 106

Prerequisite: SOC 101

Analysis of social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas - ethical, political, social and economic - explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.

**SOC 201 Social Problems and Solutions 3 Cr**

Contact Hours: 3 + 0

Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, causes of problems, and dynamics involved in arriving at policies and solutions.

**SOC 202 The Social Organization of Society 3 Cr**

Contact Hours: 3 + 0

Examination of various ways in which societies develop social structures such as belief, value, symbol, and normative systems to lend predictability to human interactions. Explores why such structures are needed by human societies and implications of varying structures.

**SOC 203 Juvenile Delinquency 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: JUST 203

Prerequisite: SOC 101 or faculty permission

Conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture. Emphasis on juvenile code and treatment procedure.

**SOC 242 An Introduction to Marriage, Family and Intimate Relationships 3 Cr**

Contact Hours: 3 + 0

Prerequisite: A social science course recommended

Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.

**SOC 246 Adolescence 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: PSY 246

Prerequisite: SOC 101 or PSY 111

Introduction to the world of the adolescent. Examines various patterns of physical, social, intellectual and emotional development during adolescence and effects of social class, ethnicity, race and gender.

**SOC 275 Social Psychology 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: PSY 275

Prerequisites: SOC 101 and/or PSY 111

Examination of effects of group interaction on individuals' values, attitudes and behavior. Focuses on such topics as perception, interpersonal relationships, conformity, aggression and helping behavior. Emphasizes theory, research, and application.

## **SPEECH**

**SPCH 111 Fundamentals of Oral Communication 3 Cr**

Contact Hours: 3 + 0

Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, information and data. Practice in understanding and using language and the informative speaking process. Students practice speaking and listening skills by participating in group activities and by giving individual speeches.

**SPCH 237 Interpersonal Communication 3 Cr**

Contact Hours: 3 + 0

Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships.

## **SOCIAL WORK**

**SWK 106 Introduction to Social Welfare 3 Cr**

Contact Hours: 3 + 0

Cross-Reference: SOC 106

Prerequisite: SOC 101

Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas-- ethical, political, social and economic--explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and solutions.

**SWK 206 Introduction to Social Work 3 Cr**

Contact Hours: 3 + 0

Prerequisite: SWK/SOC 106

Introduces client-centered social work practice and contemporary profession of social work including knowledge and skill base for



effective practice. Covers theory and practice in conducting social work interviews along with principles of problem identification, goal setting, and contracting services. Identifies diverse influences such as culture, gender, and ethnicity.

## **THEATRE**

### **THR 101 Theatre Practicum: Performance 1-3 Cr**

Contact Hours: 0 + 3-9

Participation in mainstage productions as an actor, director, or assistant director.

### **THR 111 Introduction to the Theatre 3 Cr**

Contact Hours: 3 + 0

Survey of theatre, with focus on artists who contribute to theatrical production viewed within context of historical styles and development.

### **THR 121 Acting I 3 Cr**

Contact Hours: 3 + 0

Instruction in three closely related areas: movement, voice production/speech and basic acting techniques. Study of movement begins with exploratory exercises, study of speech covers voice building and breath control, and how these techniques apply to basic acting.

## **VOCATIONAL SKILLS**

### **VS 100 Beginning Woodworking 2 Cr**

Contact Hours: 1 + 2

Basics of sound wood design, stock selection, hand and machine tools, cutting and shaping, fastening, surface preparation, stains and finishes.

### **VS 131 Construction for the Owner/Builder I 3 Cr**

Contact Hours: 3 + 0

Familiarizes students with standard practice construction and alternatives to that practice. Includes the terms/systems involved in construction. Concepts and systems covered are foundations, floors, walls, roof, alternative energy in structures, alternative structures.

### **VS 132 Construction for the Owner/Builder II 3 Cr**

Contact Hours: 3 + 0

Familiarizes students with standard practice construction and alternatives to that practice. Includes the terms/systems involved in construction. Concepts and systems covered are home wiring, home plumbing, roof and wall coverings, doors and windows, home design, and blueprint reading.

### **VS 200 Advanced Woodworking 2 Cr**

Contact Hours: 1 + 2

Prerequisite: VS 100 or experience in the field

Advanced version of VS 100 with emphasis on complex assembly techniques. Care and use of machines in building items made from wood.

## UPPER DIVISION COURSE OFFERINGS

Matanuska-Susitna College is pleased to offer upper division courses when budgeting allows and instructors are available. Listed below are the upper division courses which were offered during the past few years. Changes in these course identification numbers and/or course titles may have occurred during the 1988 University of Alaska Anchorage curriculum integration. For specific information on any of these courses or on any future offering of upper division courses, please contact the Office of Admissions and Records.

ACCT 302 Intermediate Accounting II  
ART 305 Advanced Drawing  
ART 307 Life Drawing and Composition  
ART 324 Intermediate Photography  
ART 389 Advanced Loom Weaving  
ART 405 Experimental Drawing  
AS 300 Elementary Statistics  
BA 335 Management Principles and Practices  
BA 361 Personnel Management  
CS 300 Assembler Language Programming  
CS 301 Program Development I  
CS 425 Internship in Computing  
ED 332 Tests and Measurements  
ED 417 Language Across the Curriculum  
ED 423 History, Philosophy, Sociology of Ed  
ED 587 Classroom Management Techniques  
ED 593 Cultural Understanding in Schools  
ED 593 Nurturing Creative/Independent Thought

ENGL 312 Advanced Technical Writing  
FS 393 Office Development  
HIST 341 History of Alaska  
HIST 401 The History of Warfare  
JPC 303 Intermediate Photography  
JPC 311 Magazine Writing  
JUST 331 Business Law I  
JUST 360 Justice Processes  
PSY 360 Learning and Behavior  
PSY 368 Personality Theories  
PSY 382 Stress Management  
PSY 425 Techniques of Psychotherapy  
PSY 427 Field Experience in Psychology  
PSY 445 Behavior Modification  
PSY 460 Issues in Human Sexuality  
PSY 480 Psychology of Addictions  
SOC 343 Sociology of Deviant Behavior

# FACULTY AND STAFF DIRECTORY

## ACADEMIC FACULTY REGISTER

---

**BERRY, TED L.**, Associate Professor, Agriculture. Michigan State University, B.S. (1971), M.A. (1978).

**CHANG, PING-TUNG**, Associate Professor, Mathematics. National Taiwan Normal University, Taipei, Taiwan, B.E. (1960); Indiana State University, M.S. (1966); Georgia State University, Ph.D. (1977).

**FALLON, ELIZABETH J.**, Associate Professor, English, Speech. State University of New York, B.A. (1961); University of Alaska, M.A. (1966).

**GONSKI, JAMES T.**, C.P.A., Instructor, Accounting, Business Administration. University of Colorado, Boulder, B.S. (1977).

**HAYES, FORREST L.**, Counselor; Associate Professor, Psychology, Sociology. Anchorage Community College, A.A. (1970); University of Tampa, B.A. (1971); University of Alaska, M.A. (1975); United States International University, Ph.D. (1979).

**KETCHUM, KERMIT L.**, Associate Professor, Computer Science. Park College, B.B.A. (1976).

**KRONQUEST, GARY**, Instructor, Refrigeration & Heating. Matanuska-Susitna College, A.A.S. (1981).

**MADSEN, ELIZABETH K.**, Associate Professor, Anthropology, Communications, Library Science. Western Washington State University, B.A. (1966); University of Hawaii, M.L.S. (1972); Stanford University, M.A. (1985).

**MASSAY, GLENN F., CAMPUS DIRECTOR.** California State College, B.S. (1959); West Virginia University, M.A. (1962), Ph.D. (1970).

**MISHLER, BARBARA**, Associate Professor, Speech, English. Gettysburg College, B.A. (1959); University of Colorado, M.A. (1967).

**MUSSER, RICHARD W.**, Associate Professor, Coordinator, Refrigeration & Heating Technology. Purdue University, A.A.S. (1964), B.S. (1967), M.S. (1968).

**POWELL, WILLIAM**, Associate Professor, Electronics Technology. California University of Pennsylvania, B.S. (1984).

**ROGERS, JOHN**, Associate Professor, Electronics Technology. University of Washington, B.A. (1973).

**VAN LOON, WESTON O.**, Associate Professor, Business Administration, Accounting. University of Minnesota, A.L.A. (1956); University of Texas, B.B.A. (1972), University of Missouri, M.B.A. (1974).



## PART-TIME FACULTY

Matanuska-Susitna College utilizes the academic talents of a wide variety of residents of the Valley and surrounding areas. Listed below are the names of most of those individuals who have served as part-time instructors in recent years.

Agabashian, Janice Rene'  
 Alexander, Susan  
 Anderson, Celia  
 Anderson, Gail  
 Anderson, Wendy  
 Baker, Jess  
 Baldwin, Cathy  
 Barrett, Vance  
 Bedner, Kathy  
 Berberich, Deidre  
 Berberich, Don  
 Bennett, Katie  
 Blumenstein, Rita  
 Borhani, Rahim  
 Boyer, Clyde  
 Bredberg, Judy  
 Bredberg, Wayne  
 Bronson, Judith  
 Brown, Debby  
 Brown, Sildeth  
 Bruce, Richard  
 Butler, William  
 Carson, Nancy  
 Chmielewski, Mike  
 Christianson, Carolyn  
 Cole, Vickie  
 Cook, Ken  
 Corey, Dona  
 Cornett, Zane  
 Covington, Garris  
 Dalby, Ron  
 Dekreon, Julie  
 Derlacki, Don  
 Dobson, Jeffrey  
 Donally, Georgie  
 Erikson, Christine  
 Estelle, Sandra  
 Finlay, Vivian

Fontaine, Mary  
 Frei, Jim  
 Gates, Howard  
 Gwin, Sally  
 Harris, Stanley  
 Haynes, Debbie  
 Hensel, Gloria  
 Hickox, Dean  
 Hickox, Helen  
 Helm, Dot  
 Hitchcock, Jim  
 Hitchcock, Sally  
 Holt, Frank  
 Honeychurch, Joyce  
 Horton, Gerda  
 Hotchkiss, James  
 Hutchinson, Rod  
 Johnson, Harry  
 Jouppe, Patricia  
 Kennerson, Howard  
 Kent, Patricia  
 Keppler, Nancy  
 Kilbourne, Sharon  
 Kolivosky, Melinda  
 Krill, Jack  
 Lacy, Neal  
 Laird, Colleen  
 Lally, Eileen  
 Liggett, Herman  
 Long, Dean  
 Long, Katie  
 Lowery, Howard  
 Lutes, Alma  
 Mark-Anthony, Leo  
 Mastroyanis, George  
 McKee, John  
 McPeck, Hugh  
 Miles, Will

Mitchell, Cheryl  
 Molloy, Patrick  
 Molloy, Elizabeth  
 Noble, Dan  
 Nosek, Hank  
 O'Hara, Pat  
 Ornquist, Dwight  
 Ortner, Walter P.  
 Osborne, Emma S.  
 Osborne, Martin E.  
 Parker, Bill  
 Peek, Sharon  
 Pfeiffer, Nancy  
 Phipps, Dean  
 Pierce, Phil  
 Pollen, Ben  
 Preston, John  
 Probasco, Peter  
 Rennerson, Howard  
 Rezendes, Ken  
 Robinson, Myrna  
 Route, Anne  
 Runser, Margaret  
 Salfer, Vicki  
 Sallee, Nancy  
 Schmidt, Jackie  
 Shryock, Arnold  
 Sindorf, John  
 Stamm, Archie  
 Stanberry, Brenda  
 Stotts, Gene  
 Trotter, Jeff  
 Undt, George  
 Williams, Gerry  
 Windahl, Genny  
 Wood, Franklin  
 Yesner, David  
 Zwink, David

## **SUPPORT STAFF**

Ackerman, Art	Custodian
Blount, Joanna	Clerk Specialist
Bryant-Stefanski, Mindy	Admin. Assistant
Carney, Barbara	Clerk Specialist
Dickey, Debra	Accounts Technician
Head, Martha	Library Assistant
Huck, Sherri	Library Assistant
Jouppi, Patti	Library Assistant
Ketchum, Virginia	Library Assistant
Knowlton, Kristie	Clerk Specialist
Lakey, Deb	Admissions Clerk
Laughlin-Gaiser, Andrea	Accounts Clerk
McAllister, Dee	Information Clerk
McCampbell, Susan	Accounts Clerk
Musgrove, Susan	Business Manager
Muth, Joe	Custodian
Ortner, Walt	Custodial Supv./Maint
Owens, Eva	Clerk Specialist
Pelletier, Joseph	Clerk Specialist
Winter, Sharon	Regional Regis. Clerk

## **PRINCIPAL ADMINISTRATIVE OFFICERS UNIVERSITY OF ALASKA - ANCHORAGE**

Dr. Donald O' Dowd, President U of A Statewide System  
Dr. Donald Behrend, Chancellor  
Dr. Beverly Beeton, Vice Chancellor for Academic Affairs  
Dr. Larry Kingry, Vice Chancellor for Student Services  
Dr. Stan Vaughn, Vice Chancellor for Administrative Services

## **BOARD OF REGENTS**

The Regents of the University of Alaska are appointed by the Governor and are approved by the Legislature.

Ruth E. Burnett, Fairbanks  
Gordon E. Evans, President, Juneau  
Eric Forrer, Juneau  
Mark H. Helmericks, Treasurer, Prudhoe Bay  
Roy M. Huhndorf, Anchorage  
Ann T. Parrish, Anchorage  
Susan A. Stitham, Secretary, Fairbanks  
Morris Thompson, Fairbanks  
Virginia Whitehead Breeze, Anchorage  
Robert F. Williams, Vice President, Kenai  
Vacancy - Student Regent

# INDEX

Academic		
Calendar .....	1	
Petition .....	10	
Regulations .....	10	
Accounting		
AAS Degree .....	17	
Courses .....	21	
Adult Basic Education .....	7	
Advising .....	3	
Agriculture		
AAS Degree .....	17	
Courses .....	22	
Alaska Wilderness Studies Courses .....	27	
American Sign Language Courses .....	26	
Anthropology Courses .....	24	
Art Courses .....	24	
Associate Degree Requirements		
Associate of Arts .....	16	
Associate of Applied Science .....	16	
Auditing a Course .....	3	
Auto Diesel Technology Courses .....	22	
Aviation Technology Courses .....	26	
Biology Courses .....	29	
Business Administration		
Courses .....	27	
Business Computer Info. Systems Courses .....	28	
Campus Resources .....	7	
Career Placement/Job Center .....	6	
Certificates .....	18	
Chemistry Courses .....	30	
CLEP Program .....	14	
Computer Science Courses .....	30	
Correspondence Study .....	11	
Counseling .....	3	
Course Classifications .....	16	
Course Descriptions .....	20	
Credit-By-Examination .....	14	
Dietetics & Nutrition Courses .....	30	
Economics Courses .....	30	
Education Courses .....	31	
Electronics Technology		
AAS Degree .....	17	
Certificate .....	18	
Courses .....	33	
Emergency Medical Technology Courses .....	31	
Emergency Trauma Technician Courses .....	34	
Employment .....	6	
English Courses .....	31	
Faculty .....	46	
Financial Aid .....	5	
Fire Science Courses .....	34	
Fisheries Technology Courses .....	34	
French Courses .....	34	
General College Requirements .....	16	
Geology Courses .....	35	
German Courses .....	35	
Grading .....	12	
Grants .....	6	
History		
Matanuska-Susitna College .....	2	
University .....	2	
Courses .....	35	
Humanities Courses .....	35	
Independent Study .....	13	
Interior Design Courses .....	36	
International Students .....	13	
Japanese Courses .....	36	
Journalism/Public Communication Courses .....	36	
Laws Courses .....	37	
Learning Assistance .....	7	
Library .....	7	
Library Skills Courses .....	37	
Linguistics Courses .....	37	
Loans .....	6	
Mathematics Courses .....	37	
Military Credit .....	11	
Mat-Su College High School Diploma .....	15	
Music Courses .....	38	
Nursing Courses .....	39	
Office Management & Technology		
AAS Degree .....	17	
Certificate .....	18	
Courses .....	39	
Philosophy Courses .....	40	
Physical Education & Recreation Courses .....	40	
Political Science Courses .....	40	
Psychology Courses .....	41	
Refrigeration & Heating		
AAS Degree .....	18	
Certificate .....	19	
Courses .....	41	
Refunds .....	5	
Registration .....	3	
Senior Citizen Tuition Waiver .....	5	
Social Work Course .....	43	
Sociology Courses .....	43	
Speech Courses .....	43	
Staff .....	48	
Student Regulations .....	7	
Theatre Courses .....	44	
Transcripts .....	3	
Tuition & Fees .....	4	
Veterans Assistance .....	7	
Vocational Skills Courses .....	44	



Although this bulletin was prepared on the basis of the best information available at the time, all information (including the instructional calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuitions and fees) is subject to change without notice or obligation. Its contents shall not be construed as a contract between Matanuska-Susitna College and prospective and enrolled students. The information contained herein was true and accurate at the time of printing.

It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, disability, age or veteran status in accordance with Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Vietnam Era Readjustment Assistance Act of 1974, and Title 41, Parts 60-1, 60-2, 60-3, 60-20, and 60-50, Sections 799A and 845 of the Public Health Service Act, where applicable. Inquiries regarding the application of these and other regulations should be directed to the Local Affirmative Action Officer at the University of Alaska.