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1992-93 Course Bulletin

You have a right to succeed . . .

Kenai Peninsula College

*University of Alaska Anchorage
34820 College Drive • Soldotna, Alaska 99669-9798
Call 262-5801 and ask for Student Services*

Course Bulletin 1992-93

Kenai Peninsula College

University of Alaska Anchorage



34820 College Drive
Soldotna, Alaska 99669-9798
(907) 262-5801

Kachemak Bay Branch
533 E. Pioneer Ave.
Homer, Alaska 99603-7624
(907) 235-7743



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1992

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KENAI PENINSULA COLLEGE

1992-93 ACADEMIC CALENDAR

Fall 1992

<i>Kachemak Bay Branch Pre-registration</i>	<i>August 19, 20 and 21</i>
<i>Kachemak Bay Branch General Registration</i>	<i>August 24-28</i>
Pre-registration/Returning Degree/Certificate Students	August 24, 25 and 26
New Student Orientation	August 25 and 26
General Registration	August 27 and 28

First Day of Classes	August 31
Late Registration Begins	August 31
Late Registration Ends	September 15
Last Day to Add	September 15
Last Day to Drop	September 22
Last Day to Apply for Spring Graduation	November 20
Last Day for Student Initiated Withdrawal	November 24
Last Day of Classes	December 19
Grades on File with Support Services	December 23

College Closed for the following holidays:

Independence Day Holiday	July 2 and 3
Labor Day	September 7
No classes	September 7 and 8
Thanksgiving Holiday	November 26 and 27
No classes	November 25-28
Christmas/New Year's Holiday	December 24 - January 3, 1993

Spring 1993

<i>Kachemak Bay Branch Pre-registration</i>	<i>12/14/92-1/3/93</i>
<i>Kachemak Bay Branch General Registration</i>	<i>January 4-8</i>
Pre-registration/Returning Degree/Certificate Students	January 4, 5 and 6
New Student Orientation	January 5 and 6
General Registration	January 7 and 8

First Day of Classes	January 11
Late Registration Begins	January 11
Late Registration Ends	January 22
Last Day to Add	January 22
Last Day to Drop	January 29
Last Day to Apply for December Graduation	February 19
Last Day for Student Initiated Withdrawal	April 9
Last Day of Classes	May 1
Commencement Exercises	May 1
<i>Kachemak Bay Branch Reception</i>	<i>May 2</i>
Grades on File with Support Services	May 7

College Closed for the following holidays:

Spring Recess	March 22 - 27
KPC Holiday	March 26
Memorial Day Holiday	May 31

FACULTY

Associate of Arts

Alan Boraas	Ext 60	Room 206A
Barbara Christian	Ext 47	Room 207F
Jack Davis	Ext 39	Room 207L
Dave Forbes	Ext 41	Room 207A
Gary Freeburg	Ext 40	Room 207K
Beth Graber		KBB/Homer
Marge Hays	Ext 43	Room 207C
Jacek Kostyrko	Ext 38	Room 207J
Sara Reinert		KBB/Homer
Hanna Schott	Ext 42	Room 207B
Boyd Shaffer	Ext 61	Room 138A

Computer Electronics

Bruce Porter	Ext 57	Room 205C
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Instrumentation

Allen Houtz	Ext 52	Room 207H
Scott Jacobs	Ext 35	Room 204F

Mechanical Technology

Drew O'Brien	Ext 72	Room 104D
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Office Management & Technology

Patricia Morris	Ext 51	Room 107A
Patricia Noble	Ext 68	Room 107B

Small Business Administration

Accounting

Dayne Clark	Ext 49	Room 204D
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Business Administration

Scott Jacobs	Ext 35	Room 204F
Raylene Noreen		KBB/Homer
Ray Zagorski	Ext. 25	Room 204E

Computer

Lynda Brazier	Ext 37	Room 204B
Scott Kraxberger	Ext 48	Room 204C

Petroleum Engineering Aide

Dwight Wood	Ext 62	Room 207G
Robert Tupper	Ext 55	Room 207I

Petroleum Technology

Lynda Brazier	Ext 37	Room 204B
Dwight Wood	Ext 62	Room 207G
Robert Tupper	Ext 55	Room 207I

Welding Technology

Fritz Miller	Ext 74	Room 101A
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EQUAL OPPORTUNITY

It is the policy of the University of Alaska to provide equal educational and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, physical handicap, or veteran status.

This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and VII of the Educational Amendment of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans' Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC's Sex Discrimination Guidelines, the Americans with Disabilities Act of 1990, and Alaska Statutes 18.80.220 and 14.18.

Inquiries regarding the application of these and other regulations should be directed either to the Affirmative Action Officer of the University of Alaska Anchorage or to the Office of Civil Rights, Department of Health and Human Services, Washington, D.C., or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, D.C.).

In case the operations of Kenai Peninsula College are adversely affected by war, riot, act of nature, action of civil authority, strike, or other emergency condition, the College reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the College, Kenai Peninsula College's liability shall be limited to (at most) a refund of tuition and fees paid.

This Kenai Peninsula College (University of Alaska Anchorage) publication was produced by the Community Relations Department at a cost of \$2.32 per copy to provide information to the public and was printed in Soldotna, Alaska.

Coordinator: Dennis Simmons

Kenai Peninsula College

University of Alaska Anchorage

34820 College Drive, Soldotna, Alaska 99669
 (907) 262-5801
 533 Pioneer Ave., Homer, Alaska 99603
 (907) 235-7743

Kenai Peninsula College is a campus within the University of Alaska Anchorage. UAA includes the units of Anchorage, Kenai, Kodiak, Matanuska-Susitna and Prince William Sound Community College. As such, five (5) documents (catalog and bulletins) make up the complete catalog for UAA.

It is the responsibility of the individual student to become familiar with the policies and regulations of UAA printed in this bulletin. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this bulletin. However, the Kenai Peninsula College Bulletin is not a contract but rather a guide for the convenience of students. The University reserves the right to change or withdraw courses, to change the fees, rules and calendar for admission, registration, instruction, and graduation, and to change other regulations affecting the student body at any time.

SOURCES OF INFORMATION

COLLEGE DIRECTOR

Ginger Steffy
 Administrative Assistant
 Karen Dorcas X 21

ADMINISTRATIVE OFFICE

Director of Administrative Services
 Marci Zimmerman X 22
 Accounts Receivable/Purchasing
 Curtis Wallace X 23
 Accounts Payable/Property
 Jayne Porter X 71
 Personnel/Payroll
 Deanna Amundson X 24
 Receptionist
 Dolores McGillis X 78
 Budget/Travel/Grants & Contracts
 Karol Weatherby X 26

ADMISSIONS/REGISTRATION

Shelly Love X 27

BOOKSTORE X 28

Nancy DuPaul X 36

COMMUNITY RELATIONS

Dennis Simmons X 20

COUNSELING SERVICES..... X 30

Jim Morrison
 Jean DeVenney

FACILITIES MAINTENANCE..... X 66

Dave Vega X66
 Walter Griglioni X73

FACULTY SECRETARY

Laurie Robinson X 44
 Marilyn Wheelless X 45

FINANCIAL AID X 59

Joanne Phillips X 31

LEARNING CENTER

Diane Taylor X 76

LIBRARY X 50

Ethel Clausen
 Mary Zumwalt

MEDIA CENTER X 58

Dennis Simmons X 20

STUDENT SERVICES X 30

Shelly Wilson-Schoessler

STUDENT UNION X 65

KACHEMAK BAY BRANCH-Homer 235-7743

Carol Swartz, Director
 Elizabeth Jacobik, Student Services
 Jan Peyton, ABE
 MaryJane Murphy, Business Office
 Therese Elkins, Secretary
 Richard Smith, Maintenance

COOPERATIVE EXTENSION

Soldotna 262-5824
 Homer 235-5643

MAPTS 262-2788

Mining and Petroleum Training Service
 155 Smith Way, Suite 104, Soldotna, AK 99669

INTRODUCTION

Accreditation
Campus
Enrollment
Faculty
History and Tradition
Kachemak Bay Branch
Recreation
University of Alaska

Kenai Peninsula College encourages all adults to continue their education throughout their lives. KPC provides students with classes and programs to meet their needs and interests. KPC maintains an Open Enrollment Policy. Anyone 18 years or older will be allowed to enroll in classes for which they have completed prerequisites and will be awarded any credit earned with satisfactory grades. High School seniors must submit a special permission form with their registration form.

Our mission is to:

- 1. Maintain an open door policy which provides education at a number of levels according to the needs of the individual and the community.**
- 2. Offer a comprehensive college program.**
- 3. Assure community service by making facilities and resources available to the community for other than vocational or academic programs.**
- 4. Employ a variety of instructional methods.**
- 5. Consign resources for management to plan, staff, equip, and develop facilities.**
- 6. Document and evaluate major aspects of the college operation.**

ACCREDITATION

Kenai Peninsula College is a division of the University of Alaska Anchorage which is fully accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation by this Association enables the College to offer college level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as to certificates. The College also offers a limited number of upper division undergraduate and graduate courses. Accreditation documentation may be viewed by the public by contacting the Director's Office.

CAMPUS

Kenai Peninsula College, one of the largest extended campuses in the University of Alaska Anchorage system, began as an adult education program in 1963. It has since grown into a comprehensive branch college offering a variety of programs designed to meet vocational, academic, and community needs.

Located on 364 wooded acres between Kenai and Soldotna, the main campus includes a vocational building, academic classrooms, laboratories, a library and media center, a bookstore, and a snack bar and commons area.

ENROLLMENT

Approximately 2,000 students register each semester. Kenai Peninsula College is large enough to provide courses in more than 50 subject areas and to offer complete student services. At the same time, it is small enough so that students always feel important—in the classroom, in the counseling office, or in registering for classes.

FACULTY

Kenai Peninsula College has earned a reputation as a leading extended college in Alaska because of its outstanding faculty and staff. The faculty's first commitment is to excellence in teaching. With an average class size of fewer than 18 students, instructors have time to spend with individuals. Caring about students is what makes Kenai Peninsula College a "people" place. (See complete faculty listing at back of this bulletin.)

HISTORY AND TRADITION

Young, ambitious, innovative... that is the reputation Kenai Peninsula College has earned. Students here are encouraged to determine their own directions, their own unique goals. Modern academic programs, creative teaching concepts, and flexible scheduling accommodate students and help us meet the current needs of the Kenai Peninsula.

Our comprehensive program includes:

- *Transfer courses parallel to the first two years of most university and four-year college work.
- *Vocational degree and certificate programs for training in a variety of job fields.
- *A wide range of continuing education and personal development courses.

A wide variety of individuals makes up the student body.

- 63.1 percent female
- 17.8 percent enrolled full-time
- 13.2 percent participate in non-credit activities
- average age is 35

This diversity is a large part of KPC's unique atmosphere.

KACHEMAK BAY BRANCH

Kenai Peninsula College's Kachemak Bay campus serves as the focus of the College's programs and services on the southern Kenai Peninsula. With an overall enrollment of more than 500, this campus provides area residents with quality education in a friendly environment.

With full-time and adjunct faculty, a full complement of academic courses are offered leading to the Associate of Arts degree and Associate of Applied Science degrees and vocational certificates in Office Management Technology and Small Business Management. A wide range of continuing education courses are also available.

Student Services are designed to assist students in successful completion of their educational goals. Academic advising, transfer information, financial aid, career counseling, and tutoring are among the services provided. Students interested in pursuing a degree or certificate are encouraged to meet with the Student Services Coordinator before class registration. Staff are available to listen and help throughout the semester whenever a concern arises.

The Resource Information Center (RIC) includes computer and business machine labs, a media room, small group study room and our library. Adults wishing to improve basic English and math skills may do so through our Adult Basic Education program. GED tutoring and testing are available as well as English as a Second Language and literacy instruction through this program.

With an emphasis on small classes and individual attention, both recent high school graduates and returning adult students find the Kachemak Bay campus ideal for meeting their educational goals. For more information, stop by our facility on Pioneer Avenue for a visit or call 235-7743.

RECREATION

Kenai Peninsula College and the cities of Kenai, Soldotna, and Homer are located on the beautiful Kenai Peninsula and are bordered by the Kenai National Wildlife Refuge. Despite its northern latitude, the Kenai Peninsula has surprisingly mild winters and cool, comfortable summers.

The Kenai Peninsula offers superb opportunities for outdoor recreation—hiking well-grounded wilderness trails, canoeing the scenic Swanson River, floating and fishing the famous Kenai River, skiing miles of cross country trails, or just viewing the abundant wildlife. The College's location provides students the opportunity to take advantage of Alaska.

Students enjoy concerts, films, lectures, fine arts performances, and various entertainment brought to the area by Student Union, Sunday Showcase Theatre, Kenai Performers, Peninsula Dancers, Kenai Art Guild, and others.

UNIVERSITY OF ALASKA

Today, the University of Alaska Statewide System consists of three major university centers: Juneau, Fairbanks, and Anchorage. Each center includes smaller colleges and extensions which serve the outlying communities within its region. In addition to offering general education programs, each center has special responsibility for programs assigned by the Statewide System as best suited to its region.

The present University of Alaska Anchorage has evolved from an urban university, an urban community college, several local colleges, and many extension programs. A formal merger began in 1987. UAA is now a comprehensive institution which preserves and enhances the missions of all the former units in Southcentral Alaska. It offers a wide range of community and continuing education courses, as well as vocational, technical, professional, graduate and academic programs. UAA is the Statewide System headquarters for programs such as health sciences, vocational education, and international business.

STUDENT SERVICES

Advising
Alcohol Policy
Assessment
Career Center
Counseling Services
Dishonesty
Peer Advising
Procedures and Penalties for Dishonesty
Student Complaint Procedures
Student Tutor Program
Student Union
Student Regulations

ALCOHOL POLICY

The mission of the University and Student Services is to promote the education of the whole student. The University 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 University community. The laws of the state shall be observed in all private and public events conducted on the property of the University of Alaska Anchorage. Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions.

The primary objectives of the University's policy and procedures on alcoholic beverages are:

1. to promote responsible behavior and attitudes among all members of the University 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 University activity or function shall include the service of alcoholic beverages to participants without the advance written approval of the Chancellor or the designee of the Chancellor. Approval to serve alcoholic beverages will be granted only for the designated premises and approximate time of private University 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 University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. 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.

For the new student, college can be a confusing maze of offices, instructions, and people. The orientation, assessment, and advising process is designed to reduce that confusion. During new student orientation, the registration process is explained, locations of various offices are provided, and questions are answered. Peer advisors, counselors and faculty will assist new students in designing their own particular college experience. Students should register in advance for new student orientation sessions.

ADVISING

Students are encouraged to meet with faculty members for advising when planning a program of study. Advising provides an opportunity for close faculty/student interaction in the establishment of an appropriate class schedule and academic goals. A list of faculty contacts is available from Student Services. Faculty advisors are assigned at the time of admission into a degree program.

For Kachemak Bay students, the Student Services Coordinator provides academic advising for all new and many continuing students. Some students are then assigned a faculty advisor. Transfer advising and resources are also available.

ASSESSMENT

Assessment (ASSET) testing focuses on the basic skill areas of reading, writing, and math. These tests are not graded; the score is used solely to assist the student in selecting appropriate courses. Admission to a degree or certificate program requires completion of the ASSET test (see page 20 for formal admission procedures).

Student assessment is available prior to and during new student orientation to identify appropriate math, reading, and English levels and to pinpoint other academic areas where special attention or assistance may be helpful. From that assessment, guidance is given on programs which may promote a student's success.

ASSET assessment is required for:

All students entering degree/certificate programs.
All students taking math or English courses for the first time.
All students taking courses with math or English prerequisites.

ASSET testing timeline:

English	25 minutes
Reading	25 minutes
Math	25 minutes

The Learning Center coordinates all ASSET activity on the Soldotna campus. In Homer, Student Services conducts ASSET activities. ASSET Assessment is strongly recommended for all students.

In Homer, the ASSET is provided on several dates prior to each semester. For special administration, see the Student Services Coordinator.

CAREER CENTER

Identifying a career to pursue, selecting a school or training facility to obtain skills, locating a job after training, and settling into a new phase of life are all complicated and sometimes stressful processes which can be made easier through the use of Career Center resources. The Career Center houses materials on colleges and technical schools, apprenticeship training, and computerized career searches on the Alaska Computer Information Service (AKCIS). The self-directed format allows students to pursue career exploration at their own pace.

Numerous computer, video and print materials are available in Homer to assist individuals in determining a career path, exploring occupational information or job hunting. Individual career counseling and group workshops are available as well as assistance in finding a job.

COUNSELING SERVICES

At KPC, counseling services have been developed to meet the varied needs of current and prospective students. Counselors are professionals who work with people of various ages and backgrounds; they are good listeners who want to help. Counselors are frequently the initial college contact for people seeking information or assistance. Individual and group conferences are offered by the counseling staff to help students take responsibility for their self-direction and to develop the attitudes and skills necessary for success in the academic world.

Counselors aid students with career planning, transfer coordination, pre-admission advising, program planning, personal crisis intervention, stress reduction, and other concerns which affect successful program completion. Available both by appointment and on a walk-in basis, these services are free to enrolled and prospective students. Students needing assistance beyond the scope provided at KPC may consult with Student Services staff for referrals to other agencies and community services. In Homer, see the Student Services Coordinator.

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 utilizes a substitute in any academic evaluation.**
- 7. Fabricates 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.**



Diane Taylor, Learning Center Coordinator, shows a little frustration.

STUDENT COMPLAINT PROCEDURES

The purpose of the local student complaint procedure is to assist students who have a complaint arising from conditions, working relationships, practices, decisions, actions, or inactions of the University of Alaska Anchorage and its employees. The local procedure is one of administrative appeal. The procedures are designed to guide students in resolving a complaint. Students are encouraged to resolve complaints informally with the employee directly involved and use the administrative appeal procedures as a last resort. Should it be necessary, the student should process an appeal to the employee's supervisor if not resolved at the initial level.

STUDENT TUTOR PROGRAM

The Student Tutor Education Program (STEP) is a program for students-helping-students.

The goal of this course is to either (1) provide student tutors with skills for successfully working with their fellow students in an academic setting, or (2) to provide skills for successfully working with students in the public schools, or (3) to provide skills for successfully working with ESL students (approval of instructor required). The tutors are available either by appointment or on a schedule basis in the Learning Center.

In order to become a tutor, a student must have average or better speaking, reading, writing, and social skills. He/she must also have earned a B grade or better in the course the student wishes to tutor. Those tutoring in the public schools must have completed ED 201 with at least a B grade. A faculty recommendation is required for each course tutored.

In Homer, students seeking a tutor or those who would like to become tutors, should contact Student Services.

STUDENT UNION

The KPC Student Union is responsible for recognizing, coordinating, and supporting student clubs and organizational activities, and for representing the student body on the local and statewide level. Students wishing to be involved in political action should contact the Student Union for details.

The Kachemak Bay Student Association provides governance, communication, programs and services. Extensive leadership training is available through credited courses or informally through participation. All credit students are members of the Association and are encouraged to become involved.

PEER ADVISING

The peer advising, students-helping-students, program is seen as a viable strategy to provide leadership and work experience for students, to relieve counselors and Student Services personnel of routine responsibilities, and to increase visibility of guidance and counseling services. This program has been an effective means of expanding the outreach efforts of Student Services personnel while allowing the peer advisors themselves the rewarding experience of helping other students become more successful.

Peer Advisors welcome students to stop by with questions or concerns or just to say "hello." Peer advising is a process in which non-certified, trained, and supervised individuals offer listening, support, alternatives, and verbal assistance to students. The College is always watching for talented students interested in serving as Peer Advisors. Interested students should contact the counseling office for more information.

PROCEDURES & PENALTIES FOR ACADEMIC DISHONESTY

In addition to any adverse academic action which may result from engaging in academically dishonest behavior, the University 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.

STUDENT REGULATIONS

RIGHTS, FREEDOMS, AND RESPONSIBILITIES

The role of the University of Alaska Anchorage 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 policies, procedures, and regulations are formulated 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 University 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 University community have a strong responsibility to protect and maintain an academic climate in which all may enjoy the freedom to learn. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the University community.

Violations of student conduct regulations will be handled through the Office of the Vice-Chancellor of Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the University. Each student is responsible for knowing the policies and regulations stated in the Kenai Peninsula College Bulletin, UAA Catalog, and the Student Handbook.

FREEDOM OF EXPRESSION

The rights of free speech and peaceable assembly are fundamental to the democratic process. The University supports the rights of students of the University 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 University community are expected to conduct themselves lawfully and to respect the basic educational goals of the University. Accordingly, the University insists that free expression not violate the rights of others by disrupting the educational processes and functions of the University or by breaking the law.

FREEDOM OF ACCESS

Within the limits of its resources, the University of Alaska Anchorage shall be open to all applicants who meet current admission requirements. The University of Alaska Anchorage 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 policy includes, but is not limited to, admissions, employment, financial aid, educational services, programs, and activities.

FREEDOM OF ASSOCIATION

Students are free to associate to promote their common interests. They have the right to establish organizations through the official procedures so long as the organizations are not in conflict with the educational purposes of the University. 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 the University of Alaska Anchorage. Sexual harassment may be defined as unsolicited nonreciprocal 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/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 in which a student is interrogated by University 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 views 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 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 University catalog, 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.

CODE OF CONDUCT

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

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 University reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the University 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 University.
- 2. Harassment:** Physical or verbal abuse, or sexual harassment of another person, intimidation, or conduct, including but not limited to hazing, which creates an unreasonably hostile or offensive learning, living, or working environment.

- 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 organization except as provided by rules, policies and procedures of the University of Alaska Anchorage. 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, is forbidden.
- 4. Dangerous Chemicals and Devices:** Unauthorized use, possession, or sale of firearms, explosives, dangerous chemicals, or other dangerous weapons on University property except as expressly authorized by campus procedures.
- 5. Other Forms of Misconduct:** Forgery, alteration, or misuse of University documents, records, funds, or identification. Falsification of records or deliberate misrepresentation of facts on University forms and documents. Telephone misuse, theft, or malicious destruction, damage, or misuse of University or private property including computers. Unauthorized use of University 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 University).
- 6. Violation of University Regulations:** Violating published University regulations, including those related to entry and use of University facilities, the rules in this section, and any other rules or regulations which may be enacted by the University. Failure to comply with the lawful directions of University personnel acting in the performance of their duties.
- 7. Hazing:** Student organizations or individuals shall neither engage in or condone any form of hazing. Hazing may include but is not limited to: a) any action taken or situation intentionally created to subject another person to mental or physical discomfort, embarrassment or ridicule; b) verbal or physical harassment or abuse; or c) encouragement, facilitation or participation in public stunts, morally degrading or humiliating behavior or games on or off campus which interfere with academic performance or unreasonably create a hostile or offensive learning environment.

DISCIPLINARY PROCEDURES

A student, faculty, or staff member of the University of Alaska Anchorage 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 Vice Chancellor of Student Services shall receive, investigate, and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Vice Chancellor of Student Services 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 Vice Chancellor of Student Services 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 the receipt of the Vice Chancellor's notice, file a written request in the Office of the Vice Chancellor of Student Services together with a written response to the Vice Chancellor'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 Vice Chancellor of Student Services. See University of Alaska Anchorage Student Grievance Procedures elsewhere in this publication.

The rights of victims, especially in instances involving personal injury and/or sexual assault, are as important as the rights of the accused. An alleged victim of personal injury or sexual assault violations will be provided information regarding the institutional responses in the disciplinary procedures. To the extent possible, the University will upon request, take reasonable measures to prevent unnecessary exposure of sexual assault victims during the adjudicatory and appeals process.

Sanctions: The following are disciplinary measures that may be taken by the Vice Chancellor of Student Services, 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. Specific restriction of privileges should be expected as a condition of probation.**
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 Action: Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes, except when suspended or expelled.

COLLEGE SERVICES

**Bookstore
Campus
Information
Learning Center
Library
Media Center
Smoke Free Environment**

BOOKSTORE

Required textbooks and supplies may be purchased from the Kenai Peninsula College Bookstore located in the McLane Building on the Soldotna campus and at the Kachemak Bay Branch.

CAMPUS PARKING

Students are urged to be aware of areas designated as "handicapped parking spaces." Spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of students with physical impairments. Authorization for use of handicapped parking spaces must be obtained from the Maintenance Office. **If a vehicle is parked in a fire lane, it will be ticketed and impounded at the owner's expense.**

INFORMATION

Additional information, bulletin/catalogs, and applications may be obtained by visiting or writing Kenai Peninsula College at the following addresses:

**Kenai Peninsula College
College Drive and Poppy Lane
34820 College Drive
Soldotna, AK 99669-9798
(907) 262-5801**

**KPC — Kachemak Bay Branch
533 East Pioneer Avenue
Homer, AK 99603-7624
(907) 235-7743**

LEARNING CENTER

The Learning Center (LC) can help students improve and expand skills needed to be successful. The Center provides individualized instruction in developmental reading, English, and math. Other services offered include telecourses, free tutoring, Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL), modular courses to prepare for algebra, information on testing and Elderhostel. In Homer, see the Adult Basic Education Coordinator.

LIBRARY

The Library has a collection of over 23,000 volumes and subscriptions to more than 200 magazines. It contains materials in such forms as pamphlets, maps, phonograph records, slides, tapes, and microfiche. All materials are organized according to the Library of Congress classification system. The card catalog is divided into an author/title and subject catalog. Back issues of periodicals are either bound or maintained on microfiche.

Loan Policy: All materials may be checked out for two weeks at a time with the exception of back issues of magazines which circulate for one week. Renewals may be made on any material not in demand. Current magazines and reference books must be used in the Library.

Fines: Patrons will be fined \$1 for each notification (by telephone or mail) of overdue materials. There is no daily fine.

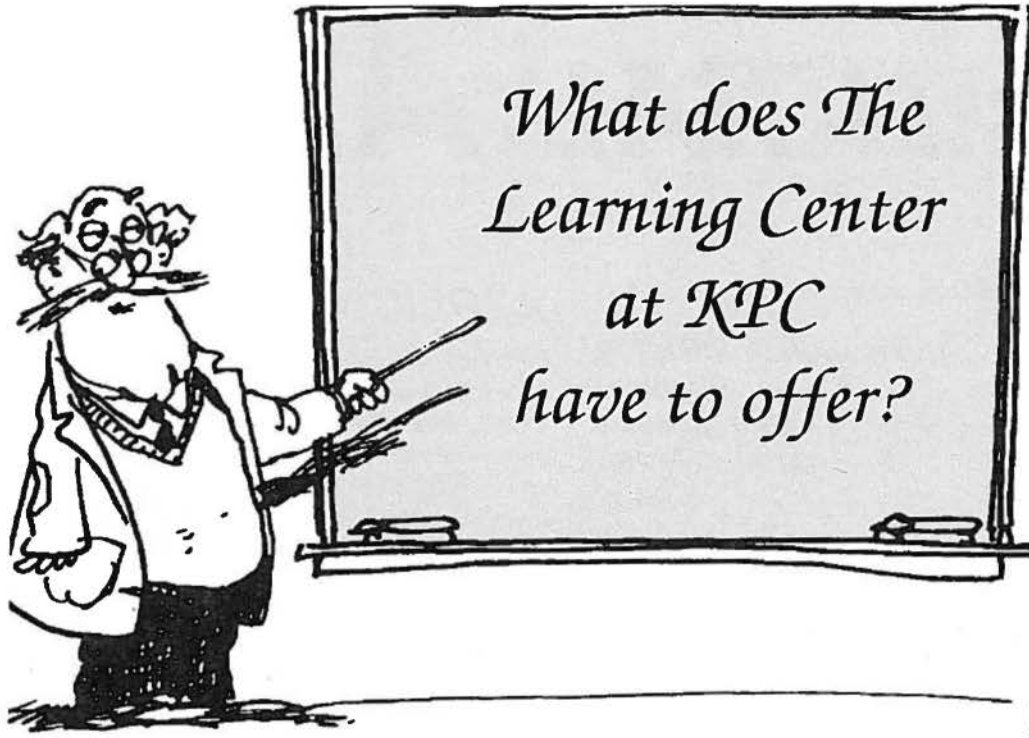
In Homer, students have access to a growing campus library as well as an extensive inter-library loan system with the Homer Public Library, the University libraries and the computerized GNOSIS and Northwest inter-library loan systems.

MEDIA CENTER

The Media Center offers a variety of services to both teachers and students including centralized film ordering for teachers, audio-conferencing for courses, dubbing video and audio tapes, video taping, pickup and delivery of audio-visual equipment for the classroom.

SMOKE FREE ENVIRONMENT

The College endorses the Alaska "No Smoking Law" and asks all concerned to respect the individual rights to health and personal privileges of others. Alaska State statute prohibits smoking in public buildings and classrooms.



***Telecourses**
Tutoring Services
Adult Basic Education (ABE)
Modular Courses to Prepare for Algebra
Individual Instruction in Writing & Reading
Individual & Group Learning Opportunities
General Education Development (GED)
English as a Second Language (ESL)
Information on Testing Services
Elderhostel Information

*When You Want a Place to Start
Come to the Learning Center!*

Call 262-5801, ext. 76 or see Diane Taylor, Room 131

*The Learning Center offers College-level credit courses via television. A typical telecourse lesson requires you to consult a study guide, read a textbook chapter, and view a related television program. You communicate with your instructor by telephone, mail, and discussion groups. Except for discussion groups

and midterm and/or final exams, other classwork can be done off-campus. The telecourses may be presented on Channel 7 (KAKM) and/or on video tape in the learning center. Students are required to pick up a syllabus for each course at the learning center. See schedule for one-time only class orientation time.

FINANCIAL AID

Application Procedures
Eligibility
Employment
Federal Verification
Grants
Loans
Scholarships
Satisfactory Academic Progress
Veterans Assistance

The Financial Aid Program helps students and prospective students obtain the funds necessary to attend KPC. 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. Although many programs have specific deadlines, students are encouraged to apply for some programs throughout the semester.

APPLICATION PROCEDURES

Interested students should contact the Financial Aid Office for information and applications. It is recommended that students submit applications 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 May 15. Applications received after this date will be considered if funds are available. Specific procedures are:

- 1) New students must apply for admission to KPC.
- 2) All interested students must complete the SINGLEFILE form and mail it to United Student Aid Funds in Indianapolis, Indiana.
- 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 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.

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 KPC,
- 3) demonstrate financial need for assistance as determined by the SINGLEFILE form submitted to the United Student Aid Funds,
- 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.)

EMPLOYMENT

The College Work Study Program

The College Work Study Program (CWSP) provides jobs for eligible students as determined through the federal application process. 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.

Student Employment Program

This is a College-funded program available to students who wish to earn a portion of their educational expenses. Jobs are on campus and students may work up to 20 hours per week. For position possibilities, students should check the "Student Jobs" board in the Commons Area near Student Services.

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, and/or
- 7) if military, copies of Leave/Earning Statements for previous tax year (all 12 months).

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 SINGLEFILE form.

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 PELL Grant Family Contribution schedule.

Supplemental Education Opportunity Grant (SEOG)

The Supplemental Education 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 at KPC range from \$200 to \$2,000 per year.

LOANS

Alaska State Student Loan Program (ASSL)

To be eligible for an ASSL, 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.

Perkins Loan (NDSL)

The Perkins National Direct Student Loan program is available to students enrolled at least half-time. An undergraduate student may borrow up to \$9,000 for educational expenses. An undergraduate student with a previous baccalaureate degree is not eligible for a Perkins loan.

Stafford Loan

The Stafford Loan program helps eligible students borrow directly from local lending institutions. The loans are need-based, and eligible students may borrow up to \$2625 per year. The current interest rate is 8 percent. Undergraduate or graduate students enrolled at least half time may apply. Students must complete a FAF Financial Aid Form to determine eligibility.

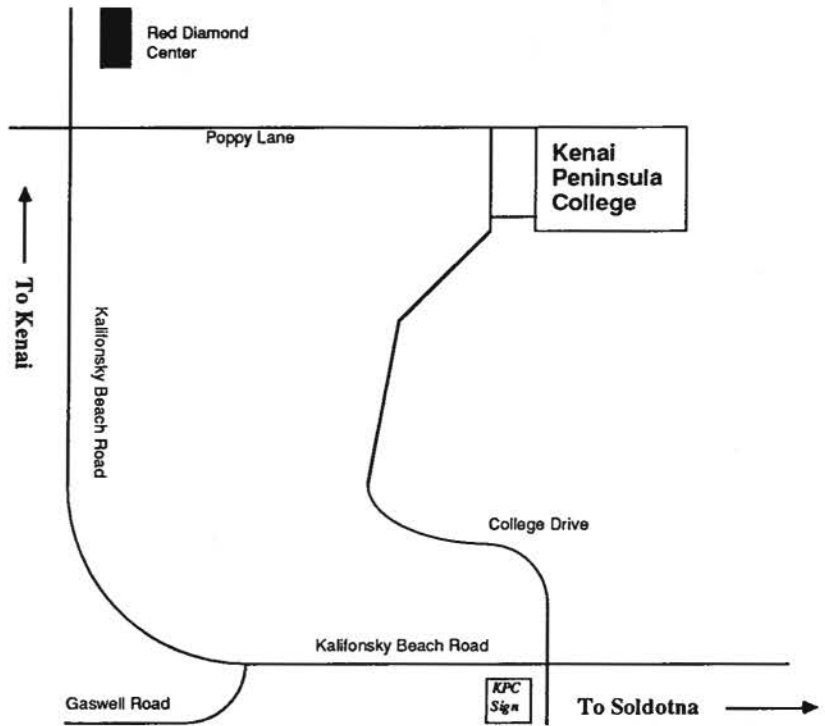
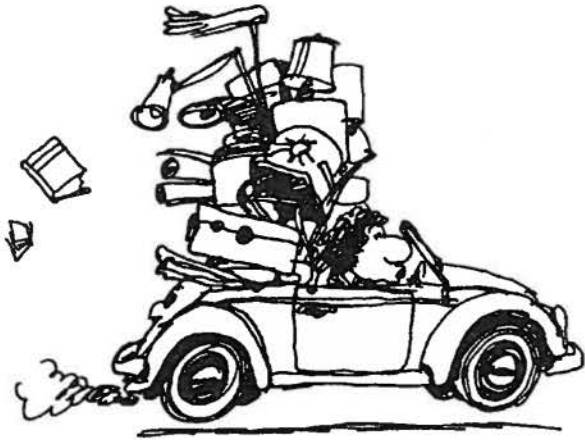
Emergency Loans

Short-term loans are available to qualifying KPC students who have a modest and temporary need. A student may borrow up to \$100 for a 60-day period, depending on the availability of funds.

SCHOLARSHIPS

Scholarships may be awarded based on financial need or academic achievement. Students interested in applying for scholarships should contact the Financial Aid Office in Soldotna or Student Services in Homer for guidelines and applications.

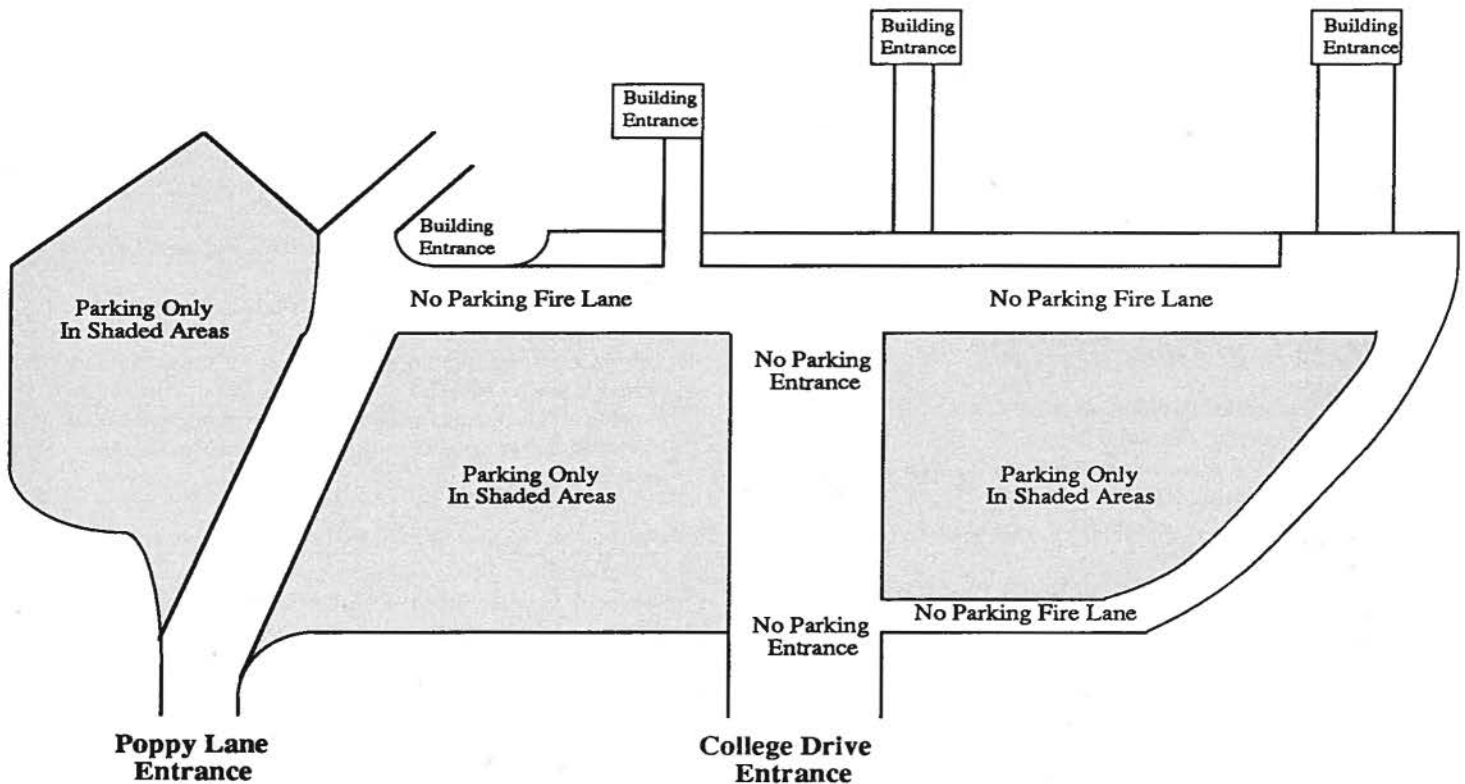
How to Find Us



KPC Parking Lot Areas

Please park only in designated parking areas.

If a vehicle is parked in a handicapped area or fire lane, it may be ticketed and impounded at the owner's expense.



ADMISSIONS

**Assessment and Advising
Correspondence Credit
Formal Admission
International Students
Military Credit
Open Enrollment
Registration
Testing and Placement
Transfer Credit**

ASSESSMENT AND ADVISING

Individuals 18 years of age and over who do not have high school diplomas or GED's may still enroll in classes under Open Enrollment and they may be admitted to most associate programs under KPC's open admission policy once assessment and advising have taken place. Interested persons should contact the advising center at their local campus. An advisor will review the individual's background, provide an opportunity for assessment, and determine the appropriate entry level of instruction.

CORRESPONDENCE CREDIT

Within the University of Alaska system, correspondence study is administered through the University of Alaska Fairbanks (UAF) campus. For a brochure and registration form, contact the Student Services Office.

FORMAL ADMISSION

To be formally admitted to a degree or certificate program, students must complete the following steps:

1. Take the ASSET placement assessment in the Learning Center. An appointment is recommended.
2. Submit a completed Application for Admission form and a \$35 processing fee to the Bookstore.
3. Arrange to have official transcripts from all other colleges and universities that the student previously attended sent to the Kenai Peninsula College Office of Admissions and Records.

A limit of 45 transfer credits from accredited institutions is accepted; however, each student earning a degree from Kenai Peninsula College must meet the following requirements:

1. At least 15 semester hours of the final 30 semester hours for any Associate degree must be resident credit. Resident credit is defined as credit earned in formal classroom instruction, independent study, research, and telecourses offered by the University of Alaska Anchorage. All other courses are defined as non-resident credit, including transfer credit, non-traditional credit, correspondence study, and credit-by-exam.
2. A maximum of 45 semester hours of credit completed by correspondence (and/or USAFI/DANTES) is accepted toward an Associate degree.
3. A maximum of 45 semester credits for formal military service schools (including basic training) is allowed toward an Associate degree. (See section on Military Credit for credits awarded.)

An unofficial transcript can be received from the Office of Admissions and Records for \$1.

INTERNATIONAL STUDENTS

Students who wish to transfer college-level course work from foreign institutions must submit official transcripts and English translations (if necessary) as well as an official statement of educational equivalency from a recommended international credentials evaluation service. Lists of such services may be obtained from the Office of Admissions and Records. Fees depend upon the type and complexity of the evaluation. International students (F-1) who wish to apply for the United States Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do all of the following:

1. Meet University 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 at KPC.
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 Enrollment or Formal Admissions policy.

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). No more than 30 semester credits will be awarded toward a baccalaureate degree, and no more than 15 semester credits will be awarded toward an associate degree. Exceptions are granted only to students enrolled in the SOCAD or SOCNV programs. The Service Members Opportunity Colleges (SOCAD and SOCNV) 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 three (3) semester hours must be taken in residence at KPC in order to graduate.

OPEN ENROLLMENT

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

1. have earned a high school diploma or the equivalent (GED), or;
2. be 18 years of age or older and have participated in KPC's Assessment and Advising process.

Enrollment under KPC's open enrollment policy does not guarantee subsequent formal admission to certificate or degree programs. In addition to meeting the University's open enrollment criteria, applicants for formal admission may need to satisfy other individual program or degree level requirements.

REGISTRATION

Class registration periods are listed in the current academic calendar. Students register for courses according to instructions published each semester in the course schedule. The schedule provides general information on the dates, times, locations, and procedures for registration. To earn college credit or to audit a course, students must pay fees as determined by the College Fee Schedule.

TESTING AND PLACEMENT

Students must have the ASSET placement results prior to registering for mathematics, reading, and/or written composition courses. ASSET placement is required prior to admission into degree and certificate programs. Before applying for these programs, students must take the ASSET placement assessment administered during New Student Orientation and throughout the semester. Students performing below a minimum level in one or more academic areas will be advised to take the equivalent preparatory course to improve performance in the deficient area.

TRANSFER CREDIT

Where possible, transfer credit will be equated with KPC courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement. KPC 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.

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 (2.0) or higher will be considered for transfer.
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 Student Services. The fee depends upon the type and complexity of the evaluation.
4. Transfer credits are not included in the students KPC grade point average (GPA) computation, except to determine eligibility for graduation with honors.

Unaccredited Institutions

As a practice, KPC accepts as transfer credit only those credits earned by students at institutions accredited by regional accrediting agencies. Accreditation by such agencies, recognized by the U.S. Department of Education, demonstrates that the institution operates within commonly accepted standards of instruction. Credits from unaccredited institutions will not normally be accepted. The Director may grant exception to this practice under special and extenuating circumstances. Students who wish to request a review of an unaccredited institution should contact the Office of Admissions and Records.

ACADEMIC REGULATIONS

Academic Appeals
Academic Petition
Access to Student Records
Adding a Course
Advanced Placement
Age Limit of Credits
Auditing a Course
Cancellation of Classes
Change of Address
Change of Grade
Change of Name
Cheating
Class Attendance
Class Standing
Contact Hours
Course Level Expectations
Course Numbering
Credit/No Credit
Dean's List
Full-time/Part-time Status
Grade Point Average Computation
Grading Policies
Independent Study
Instructor Responsibilities
Non-Traditional Credit
Prerequisite Statement
Repeating Courses
Reviewing and Expunging Student Records
Social Security Number
Students' Rights
Study Load
Transcripts
Waiting List Policy
Withdrawal from the College
Withdrawal from a Course

ACADEMIC APPEALS

Students shall have the right to appeal academic actions. A written request for appeal must be made to the dean/director of the appropriate school or college 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 dean/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 dean/director directly if desired before the decision is rendered by the dean/director. Whenever possible, the dean/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 dean/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.

ACADEMIC PETITION

Any deviation from academic requirements or regulations must be approved by academic petition. Petitions will only be accepted for:

1. Waiving specific degree or program requirements.
2. Substitutions for required courses.
3. Permanent record changes allowed: name, grade changes as outlined in the College change of grade policy, and erroneous entries.

Academic petitions are to be routed through a faculty advisor, division chair of the subject area where the course is being petitioned, and the director. Petition forms are obtained from the Student Services Office.

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 about alleged failures by the institution to comply with the Act. KPC may release, without consent, certain directory information (name, major, dates of attendance and credentials awarded). No one outside the institution shall have access to, nor will the institution disclose any other information from a student's educational record, without the written consent of the student, except to personnel within the institution on a need to know basis, 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.

Exceptions to the above policy are as follows:

- 1) Names of students receiving awards or appearing on the KPC Dean's List or UAA Chancellor's List are released to the media unless a written request not to do so has been received in the Student Records Office.
- 2) Names of students and their respective degree/certificate will appear in the commencement program and will be released to various media requesting lists of candidates/graduates unless a written request not to do so has been received by the Student Records Office.
- 3) Names of scholarship recipients are released to the media unless a written request not to do so has been received by the Financial Aid Office.
- 4) Names of students receiving awards of the Chancellor's Scholarship and any other honorary scholarships, i.e. Truman Scholarships and/or appearing in Who's Who Among Students in American Universities and Colleges are released to the media unless a written request not to do so has been received by the Office of Admission and Student Services.

A complete copy of the UAA Policy on the application of FERPA is available in the UAA Office of Admissions and Records, Anchorage. A variety of student records are maintained by KPC and are available to students upon request. Admission and academic records are located in the Office of Admissions and Records, and financial records are located in the Financial Aid and Business Offices.

ADDING A COURSE

After registration, students may add a course during the first two weeks of the semester by submitting an Add/Drop form and paying the appropriate fees. Students may not add a course two weeks after it has started. The add period is prorated for less-than-semester length courses.

ADVANCED PLACEMENT

The College awards credit for satisfactory performance (a grade of "3" or higher) in the College Board Advanced Placement Tests. These tests are normally completed by students during their senior year in high school. In most cases, passing scores and credits awarded for national exams are based on the most current recommendations of the American Council on Education. A student desiring advanced placement credit must request that an official report of scores on the examination be sent to the Admissions and Records Office. Upon enrollment, the student will be awarded appropriate credit. A student may receive credit for more than one Advanced Placement examination. NOTE: Credit is granted only to those students in degree or certificate programs.

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. All credits used to satisfy graduate degree requirements must be earned within a period of seven (7) consecutive years. Contact each department for specific information.

AUDITING A COURSE

Students may audit a course for general information only. Students who audit may be dropped from the course to make room for credit-seeking students. No credit is received for audited courses. The faculty member determines the terms for auditing the course. The faculty member may request that the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading, and participation in lab experiences are at the discretion of the faculty member. Students who audit classes are required to register and pay tuition and/or fees. Students may not request a change of registration status from audit-to-credit after week two (2) of the semester. During weeks three (3) through twelve (12) of the semester, students may change their status from credit-to-audit only with the faculty member's signature. Students may not request a change of registration status from credit-to-audit after week twelve (12). Forms are available from Student Services. 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

KPC reserves the right to cancel; to combine; to change the instructor, time, date, or place of the meeting; and to make other revisions in class offerings which may become necessary, and to do so without incurring obligation. The College may discontinue a class at any time if attendance falls below minimum levels.

CHANGE OF ADDRESS

Currently enrolled students who have changed their address should notify the Office of Admission and Records by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, grade reports, transcripts, registration instructions, and information about graduation requirements.

CHANGE OF GRADE

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 Admissions and Records by the appropriate faculty member, not by the student. Grades cannot be changed to Audit since the "AU" designation is a registration status. Grades cannot be changed to No Credit since the "NC" designation is a registration status. Incompletes, "I" grades, are submitted for work not completed by the student. Work must be completed and the change submitted within one year from the time the "I" was awarded if the "I" is to be changed to a letter grade on the permanent record. If the "I" is not removed during the one-year period, it will remain as an incomplete on the student's permanent record. Incompletes may be changed to letter grades — A, B, C, D, F, P, or NP. They cannot be changed to a W.

CHANGE OF NAME

A student's name on official records at KPC must be the name under which the student applied for admission, unless a Change of Name form has been processed through the Office of Admission and Records. Name change requests must be supported by legal documentation i.e., marriage certificate, dissolution or divorce decree, or a court order.

CHEATING

Cheating is not tolerated at Kenai Peninsula College. It constitutes grounds for dismissal from the University. Cheating is any means by which a student uses unauthorized assistance to prepare materials submitted as his/her own. Refer to the section about Dishonesty on page 9 of this bulletin.

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 at the Peer Desk or in the Office of

Admissions and Records. Faculty-initiated drops/withdrawals are permitted through week 12 of the semester. For classes other than semester length, the faculty option to drop/withdraw a student for non-attendance is prorated. A faculty member is requested to notify a counselor when a student is not attending a course so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to do so. In addition, faculty members may require attendance, and attendance may be reflected in the final grade.

CLASS STANDING

Class standing is determined on the basis of total credits earned.

Students are classified as:

Freshman: 0-29 credits

Sophomore: 30-59 credits

Transfer students will be given class standing on the basis of the number of credits accepted by Kenai Peninsula College.

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. The figure in parentheses following a course title indicates the number of lecture and laboratory contact hours the class must meet each week for one semester. For example, (2+3) indicates that a class has 2 contact hours of lecture and 3 contact hours of laboratory work 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 standards may differ.

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 developmental material and are intended to help prepare students to enter 100-level college courses; 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

Each course offered by the University 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 318 is taken by third-year students. More specifically, course numbers have the following meanings:

- 001-049:** Continuing Education Units (CEU). (Career Development Courses). One (1) CEU is granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction. Also indicates community interest courses not offered for credit.
- 050-099:** Courses applicable to some vocational certificates but not to A.A. or A.A.S. 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 certificate, 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 graduate 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 one semester before requesting permanent course number
- 95: practicums, internships, and cooperative education courses
- 97: independent study
- 98: individual research
- 99: thesis

Section Numbers

- 100: Day classes, 8 a.m. to 4 p.m.
- 110: Seward offerings
- 120: Homer branch offerings
- 200: Late afternoon or evening classes; 4-10 p.m.
- 300: Brokered classes
- 400: Practicum and Independent Study
- 500: Weekend classes
- 600: Learning Center classes

CREDIT/NO CREDIT (CR/NC)

Credit/No Credit (CR/NC) is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of fifteen (15) credits earned by this option may be applied to a degree program. General Education Requirements (GER), school or college requirements and courses in a student's major or minor are not allowed under this option. If students later change their major/minor and the course becomes a requirement, the course may be accepted in the new major/minor at the discretion of the new department.

The CR/NC option is not available for graduate courses and cannot be used on courses repeated for GPA improvement. The instructor grades students using the grading basis approved for the course (A-F or P/NP). Students are awarded credit for the course if their final grade is P or C or higher, and a grade of CR is entered on the student's transcript. If performance falls below that level (D, F, NP) the course is not recorded on the student's transcript or included in GPA calculations. For performance comparison only, a grade of CR (Credit) is considered equivalent to a grade of C or higher. A grade of CR does not carry grade points and is not included in GPA calculations.

Through the end of week two (2) of the semester, students may request the CR/NC grading option by submitting the necessary paperwork, including faculty signature, to the Office of Admissions and Records. Once selected, this grading option may not be changed to regular grading after the end of week two (2) of the semester.

DEAN'S LIST

Kenai Peninsula College recognizes students who maintain high academic standards by bestowing Dean's List honors on a semester basis. To be eligible for the Dean's List, a student must be an undergraduate enrolled in at least 12 credits graded with academic letter grades and must have earned a GPA of at least 3.5 for the semester.

FULL-TIME/PART-TIME STATUS

An undergraduate student enrolled at KPC for 12 or more semester hours of credit will be classified as full-time. An undergraduate who is enrolled at KPC for fewer than 12 credits is classified as part-time. Audited courses and Continuing Education Units (CEU's) are not included in the computation of study load for full-time or part-time status.

GRADE POINT AVERAGE COMPUTATION (KPC GPA)

KPC uses the 4-point system as a measure of scholastic success. The Grade Point Average (GPA) is computed by dividing the total cumulative quality grade points earned (Q pts) at KPC by the total quality hours attempted (Q hrs). Credits accepted in transfer are not used to calculate the student's KPC GPA. Academic letter grades carry the following grade points:
A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.0.

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.) All grades (original and any repeated courses) will be shown on the transcript. Only the last grade achieved for a course will be computed in the grade point average for graduation certification.

GRADING POLICIES

The grades that can appear on a student's transcript are as follows. A grade report for each student is mailed at the end of each semester. For less than semester-length courses, the instructor has five days to send the grades in to the registration clerk.

Academic Letter Grades

These letter grades carry grade points and are used to calculate GPA's.

- A Honor grade; indicates comprehensive mastery of the 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. Must be repeated with a satisfactory grade to receive credit toward graduation.

Non-Academic Grades

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

- 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; grade which indicates additional coursework must be completed to receive final grade.
- P Pass. Indicates passing work.
- NP Indicates work that is not passing.

Other Designations

These designations do not carry grade points and are not used to calculate GPA's.

- AU Audit; indicates enrollment for information only, no credit received.
- W Indicates withdrawal from a course.

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 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.

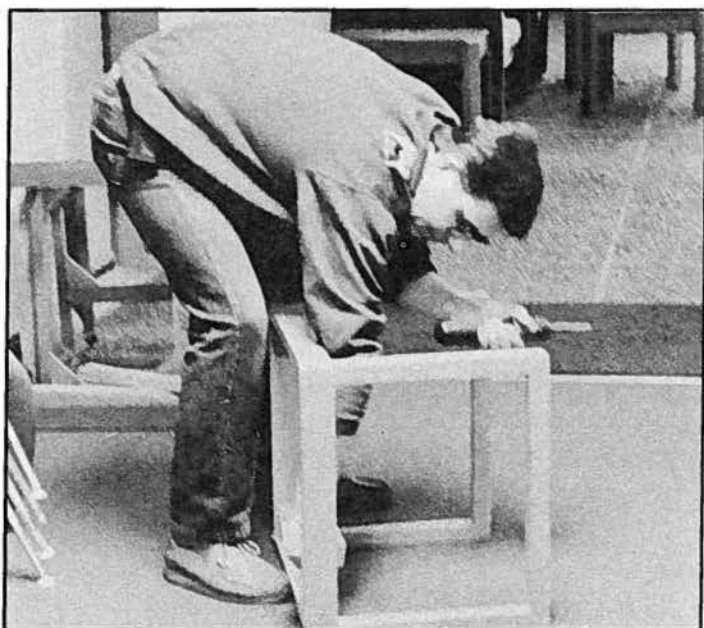
INSTRUCTOR RESPONSIBILITIES

Students in each course at Kenai Peninsula College will be given a written course outline and a list of expectations which will include the following:

1. a general statement about the course and what is covered
2. instructor's expectations as far as participation and attendance are concerned.
3. An outline of written work that will be required.
4. Evaluation techniques that will be used.
5. Explanation of the grading policy in writing; the grading policy should not be changed during the semester. A copy of each faculty member's policy will be maintained in the administration offices.
6. When and how an instructor can be reached for assistance (office hours).
7. Suggested readings and other resource materials, where applicable.

NON-TRADITIONAL CREDIT

Credit may be awarded for a variety of nationally recognized certificates and licenses. 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. For specific information about credit by examination, contact the Learning Center. Only accepted degree-seeking students may receive credit through the credit-by-examination process. An exam must not duplicate a course for which the student has already received credit.



Dave Vega, Maintenance Supervisor, keeps everything in working condition at KPC.

College Level Examination Program (CLEP)

General Exams

Most credits awarded through CLEP general exams are elective credits. (The exception is credits awarded for accounting, economics, math and languages). A maximum of 24 credits may be awarded for CLEP general exams. Any student wishing to take a CLEP exam must make an appointment in the Learning Center. All CLEP candidates must be advised prior to administration of the test. Credit for CLEP general exams and CLEP subject exams may be awarded according to the following standards:

English	No credit awarded
English Composition w/Essay	ENGL 111, 500+ score
Natural Science	6 cr, 500+ score
Humanities	6 cr, 500+ score
Social Sciences/History	6 cr, 500+ score
Mathematics	3 cr, 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.

Subject Exams

Credit awarded for subject exams will be elective credit or, through agreements with departments, will be equated to KPC courses. Students must request that the 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 KPC 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 KPC courses.

ACT or SAT Examinations

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 Admissions and Records.

Test of Standard Written English (TSWE)

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 Admissions and Records.

Challenge Examinations (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 each department or the Learning Center.

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 GPA's.
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-exam process.
9. Students have one (1) year from the date of application to take the local examination.
10. Students who audit a class will not be allowed to challenge that same class until the subsequent academic year.

Certified Experience Credit

This program allows crediting of certified by not accredited institution-sponsored learning. The University may award elective credit or specific course credit by petition or departmental agreement. Contact UAA Admissions for more information.

PREREQUISITE STATEMENT

Students are responsible for checking to make sure that prerequisites have been met. Prerequisites are listed in individual course descriptions in this bulletin. If a student has not taken and passed the necessary prerequisites, but feels confident of performing the course work, the student may request permission from the instructor of the course to enroll in the class. An instructor withdrawal may be initiated for those students who enroll without either prerequisites or instructor permission.

REPEATING COURSES

Some courses may be repeated for additional credits if this option is stated in the course description. All courses may be repeated for student GPA improvement. 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 KPC GPA. The Credit/No Credit grading option cannot be selected when courses are repeated for GPA improvement. Students may not repeat a course by correspondence or through work at another college or university for the purpose of raising their grade point average at KPC. To determine eligibility for graduation with honors, all credits and grades from courses repeated will be included in GPA calculations.

REVIEWING & EXPUNGING STUDENT RECORDS

1. Student records are destroyed when they appear to be of no potential further use. (Transcripts are permanently maintained.)
2. Records will be expunged, corrected, or clarified as required if they are either incorrect or misleading.
3. A record or portion thereof may be expunged upon legitimate request of the affected student if the official responsible for maintaining the record determines that it would be proper to do so.



Members of the Student Union, and others, prepare to fill the candy machine, a source of Student Union income.

SOCIAL SECURITY NUMBER

A student's social security number is used as an identification number for University records. Students who do not wish the University to use their social security number may request assigned student numbers.

STUDENTS' RIGHTS

1. Students have the right to a list of their educational records.
2. Students have the right to inspect and review the content of their records.
3. Students have the right to obtain copies of their educational records at cost. Transcripts are \$4.00.
4. Students have the right to a hearing to challenge the content of their educational records.

STUDY LOAD

Students may register for a maximum of 19 credits during the fall and spring semesters. Students who want to enroll for additional credits must submit a signed petition for overload at registration. The faculty advisor and director must sign overload petitions for degree-seeking students. A student must have a grade point average of 2.75 and be of sophomore standing to be eligible for an overload. For study loads which include non-credit courses, the credit evaluation is based upon credit courses only.

TRANSCRIPTS

An official transcript is available for a \$4.00 charge upon written request using the Transcript Request Form. Students may pick up this form from the Student Services. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission or evaluation of credit become the property of Kenai Peninsula College and are not re-issued or copied.

WITHDRAWAL FROM COLLEGE

Withdrawal from Kenai Peninsula College is the official discontinuance of attendance prior to the end of a semester or session. Students withdrawing from courses must process an Add/Drop form through Student Services. Withdrawal will appear on the student's permanent record as the letter "W," but will be entered without prejudice (having no effect on the student's GPA or any reference to the student's standing in the class). Students withdrawing from all courses at the College are charged a \$3.00 Add/Drop fee. All fines and money due the College must be paid. The official withdrawal is complete when the student has obtained clearance of all debts.

WITHDRAWAL FROM A COURSE

A student may withdraw from a class at any time prior to the beginning of the class without having the class appear on the transcript. After the start of the class, the student may withdraw or change to an audit at any time during the first 4/5's of the class length. The grade of "W" will appear on the transcript.

Withdrawals are subject to all Add/Drop and late fees. A student wishing to withdraw from all courses should follow the procedure for "Withdrawal from the College."

WAITING LIST POLICY

Step-by-step Procedure for Students

If a student attempts to register for a class and is told the class is full, the student is encouraged to do the following:

1. Anytime before the first day of the closed class, call the registration office to find out if anyone has dropped; if so, you can add the class (first come, first served).
2. After the first day of class, call the instructor and request to be put on a wait-list. Be sure to ask what number you are on the wait-list, and give the instructor your contact phone number. Please note that wait-lists are generated after the first day of classes and only with the instructor.
3. Check back with the instructor after each class session for the first two weeks of the semester to see if you can add the class. You will not be able to attend the class until you are officially enrolled. No adds will be allowed after two weeks into the semester.
4. If the instructor informs you that an opening has become available in the class, fill out an "Add/Drop" form adding the class and get the instructor's signature.
5. Take the signed "Add/Drop" slip to the Registrar and register for the class.

Step-by-step Procedure for Faculty

1. After the first day your closed class meets, generate a wait-list based on student contacts that you have received. Get student contact numbers and be sure to tell the student where they are on the wait-list.
2. Each day of class during the add/drop period faculty will check with registration to see if anyone has dropped.
3. If anyone has dropped, faculty will contact students on the wait-list, beginning with the first name on the list; instruct the student on the procedure for adding the class, noting that you, as faculty, will need to sign the "Add/Drop" form.
4. The wait list for your closed class is to be turned into the Director's Office at the end of the add/drop period.

TUITION AND FEES

Credit Charges and Consolidated Tuition
Deferred Payment of Tuition
Fee Explanation
Financial Obligations
Payment Procedures
Refund Policy
Senior Citizen Waiver of Tuition (Gold Card)
Registration Changes

Alaska residents, as well as students from the Yukon and Northwest Territories, are exempt from non-resident tuition. For the purpose of tuition payment, KPC defines an Alaska resident as a person who has been physically present in the state for 12 consecutive months (excepting only vacations or other absence for temporary purpose with the intent to return) and who declares the intention to remain in Alaska indefinitely.

An unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above, will also be considered a resident. Members of the military on active duty and their dependents will be exempt from the payment of non-resident tuition.

Any person who, within the last year, has declared themselves a resident of another state, voted in another state, paid resident tuition in another state, or performed any other act inconsistent with Alaska residency, will be considered a non-resident for the purpose of tuition payment. The non-resident surcharge is waived for three (3) credits or less.

CREDIT CHARGES AND CONSOLIDATED TUITION

Resident students enrolling in 12 credits or less will pay \$55 per credit for lower-division courses. Students enrolling in 13 or more credits will pay the consolidated fee of \$715.

Lower-Division	Resident	Non-Resident
1 hour	\$55	\$55
2 hours	110	110
3 hours	165	165
4 hours	220	696
5 hours	275	870
6 hours	330	1044
7 hours	385	1218
8 hours	440	1392
9 hours	495	1566
10 hours	550	1740
11 hours	605	1914
12 hours	660	2088
13 or more hours	715	2262
Upper-Division (300 and 400 level)	\$58	\$174
Graduate Level (500 level and above)	\$116	\$232

DEFERRED PAYMENT OF TUITION

If a student has difficulty in meeting the current semester charges and has a good credit record at the College, he/she has the alternative of requesting a deferred payment plan. The request should be made in writing prior to the registration process. Provisions for the deferred payment plan are as follows:

1. All fees (lab fees, student activity fees, loan fees, etc.) and fifty percent of tuition must be paid at registration.
2. The balance is due in two equal monthly payments. These payments are due 30 days and 60 days following the date of registration as announced, or at the end date of the course, whichever comes first.
3. A processing fee of \$2 for the initial contract service must be paid at the time of registration.

When fees are to be paid by other persons or agencies after the registration process is completed, the student should coordinate the payment arrangement in advance with the Business Office. Students with scholarships or financial assistance from JTPA, Kenaitze, or Office of Vocational Rehabilitation must contact Kenai Peninsula College's Financial Aid Office prior to enrolling and paying for courses.

FEE EXPLANATION

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Higher Education. The University reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessments are subject to audit and correction, and any adjustments will be made within forty days following the close of late registration or after any change in the student's schedule. Students will be notified by mail of any adjustment.

FEES

Add Fee (per add/drop form)	\$ 3.00
Admission Fee	
Associate Degree (non-refundable)	\$35.00
Certificate (non-refundable)	\$35.00
Audit Fee (See Explanation)	
Credit-by-Exam Fee (per credit)	\$ 5.00
Credit/No Credit Option	\$3.00
Drop Fee (per add/drop form)	\$ 3.00
Lab, Materials, and Other Fees (See Explanation)	
Late Registration (flat fee)	\$ 5.00
Non-Credit Course Fee (Varies, See Explanation)	
Student Activity Fee	
(\$1.50/credit to \$19.50 maximum)	\$1.50 - \$19.50
Transcript Fee	
Official (available through UAA)	\$ 4.00
Unofficial (available at KPC)	\$ 1.00
Independent Study (per credit)	\$55.00

ADD/DROP FEE

A fee of \$3 will be paid for each add/drop form after start of late registration. This fee will not be charged when changes are necessitated by cancellation or rescheduling of courses by Kenai Peninsula College.

ADMISSION APPLICATION FEE

Students pay an application fee of \$35 when submitting an admission form to Kenai Peninsula College. This is a processing fee and is non-refundable.

AUDIT FEES

Fees are the same as for those enrolled for credit.

CREDIT-BY-EXAMINATION FEE

A fee of \$5 per credit hour will be charged for credit-by-examination. Students must complete all application materials.

LABORATORY OR MATERIAL FEES

In addition to the standard course tuition fees, laboratory or material fees may be charged for some courses. These charges are listed in the course schedules.

LATE REGISTRATION FEE

There is a specified cut-off date for registration each semester. If students register after that date, they pay a late registration fee of \$5. This fee is refundable only if all classes for which they registered are canceled. Refer to the semester course schedule for specified cut-off registration dates for each semester.

NON-CREDIT COURSE FEE

Classes numbered 001-049 are non-credit. They do not meet degree requirements; they may have fees other than the regular tuition. Such fees follow the course title in the semester schedule of classes.

STUDENT ACTIVITY FEE

An activity fee of up to \$1.50 per credit hour up to a maximum of \$19.50 per semester is assessed students enrolling in one or more credits to support student-related activities.

CREDIT/NO CREDIT OPTION

A fee of \$3.00 per form will be charged for CR/NC grading option.

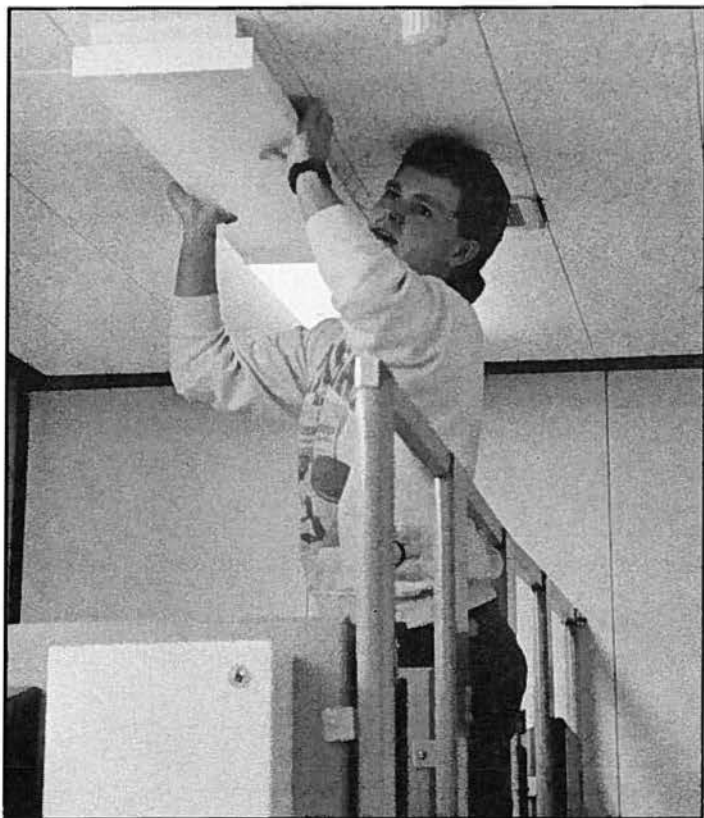
FINANCIAL OBLIGATIONS

Kenai Peninsula College reserves the right to withhold transcripts, diplomas, or final grade reports from students if they have not paid all financial obligations. If a student is delinquent in payment of any amount due the College, his/her registration for succeeding semesters may be withheld. Registration may be canceled at any time for failure to meet financial obligations. If a student fails to attend the courses in which he/she has registered, the student is still financially obligated for any tuition and fees due. An official drop or withdrawal form, signed by the student, must be filed within the refund period to assist in satisfying the financial obligation.

PAYMENT PROCEDURES

All tuition, fee, and other charges for the semester must be paid in full when students register. In addition, any charges unpaid at the end of previous semesters are due and payable prior to re-enrollment at the college. Payment may be made in cash, by check, or by VISA or MasterCard. Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester.

Students are notified of adjustments by mail. No refunds are issued for \$2 or less.



Tim Watkins, student worker and honor student, received the Inspirational Student of the Year Award at the KPC graduation ceremony in May.

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 a drop or withdrawal form, signed and dated by the student, will qualify for a tuition refund. Refunds are processed by the Business Office according to these policies:

- | | |
|---|-----------------------|
| 1. Through first week of semester | 100% tuition and fees |
| 2. Second week through Third week | 50% tuition only |
| 3. After Third week of semester | NO REFUND |
| 4. Less-than-semester length classes (one week or longer but less than 15 weeks): | |
| Prior to second class meeting: | 100% tuition and fees |
| After second class meeting | |
| but prior to third class meeting: | 50% tuition only |

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 form determines eligibility for a refund. Refunds will be processed and mailed within two weeks after the end of the refund period.

Short courses (less than one week in duration), Non-Credit, CEU and Self-Support classes: 100% of all charges is refunded if the student officially drops before the first class. There is no refund after the first class.

Cancelled Classes

If KPC cancels a course, you may add another course of equal tuition value. If you prefer a refund, please process a drop form. The drop fee will not be charged. KPC will refund 100% of tuition and fees.

SENIOR CITIZEN WAIVER OF TUITION (GOLD CARD)

Alaska residents 60 years or older may enroll in any course offered by Kenai Peninsula College for which they are properly qualified without course credit hour charges. Lab fees, other special fees, and non-credit fees are not included in the waiver. All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form which is available through the Bookstore in Soldotna or the Business Office in Homer.

To Qualify: Applicant must be a resident of the State of Alaska for one year and must be 60 years of age or older.

1. Complete Kenai Peninsula College Senior Citizen Status form.
2. Obtain KPC Gold Card from the Business Office.

REGISTRATION CHANGES

Refer to the Academic Calendar published each semester in the Class Schedule for specific deadlines. Add/drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be determined according to the refund policy. Students are expected to register only for course sections which they plan to attend and to complete all courses for which they register.

If a change in a student's class schedule becomes necessary, semester-length courses may be changed as follows:

<u>Desired Change</u>	<u>Week 1 of Semester</u>	<u>Week 2 of Semester</u>	<u>After Week 2 of Semester</u>
ADD	Fee charged. Add form filed with Office of Records.	Faculty signature required. Fee charged. Add form filed with Office of Records.	Not permitted.
	<u>Weeks 1 thru 3 of Semester (DROP)</u>	<u>Weeks 4 - 12 of Semester (WITHDRAWAL)</u>	<u>After week 12 of Semester (WITHDRAWAL)</u>
DROP OR WITHDRAWAL	No faculty signature required. Fee charged. Drop form filed with Office of Records. Course does not appear on student's transcript.	Faculty signature required. Fee charged. Course will appear on student's transcript with a grade of W. Form filed with Office of Records.	Not permitted.
	<u>Weeks 1 and 2 of Semester</u>	<u>Weeks 3 - 12 of Semester</u>	<u>After week 12 of Semester</u>
TOTAL WITHDRAWAL FROM UNIVERSITY	No faculty signature required. Fee charged. Courses will not appear on student's transcript. Drop form filed with Office of Records.	No faculty signature required. Fee charged. Courses will appear on student's transcript with a grade of W. Drop form filed with Office of Records.	Faculty and department notification requested. Courses will appear on student's transcript with a grade of W. Form filed with Office of Records.

CHANGE IN GRADING OPTION

The grading option for a course may be changed as follows:

<u>Desired Change</u>	<u>Weeks 1 and 2 of Semester</u>	<u>Weeks 3 - 12 of Semester</u>	<u>After week 12 of Semester</u>
CREDIT/NO CREDIT	Faculty signature required. Fee charged. Form filed with Office of Records.	Not permitted.	Not permitted.
CREDIT TO AUDIT	Faculty signature and audit contract required. Fee charged. Form filed with Office of Records.	Faculty signature and audit contract required. Fee charged. Form filed with Office of Records.	Not permitted.
AUDIT TO CREDIT	Faculty signature required. Fee charged. Form filed with Office of Records.	Not permitted.	Not permitted.

DEGREE/CERTIFICATE GENERAL REQUIREMENTS

*Application for Graduation
Associate Degree General Requirements
Business Administration Transfer Guide
Certificate General Requirements
Commencement
Course Classifications
General Education Course List
Graduation Requirements
Transfer of Credit For Gen. Ed. Requirement*

APPLICATION FOR GRADUATION

The responsibility for meeting all graduation requirements rests with the student. A student must apply for graduation prior to the expected date of his/her graduation. The application deadline for each semester is announced in the academic calendar. A student should obtain the "Application for Graduation" form from the Student Services Office. In order to make sure a planned degree program can be completed, a student should apply for graduation in the semester prior to the estimated graduation date. This insures that the student knows exactly what courses will be needed to complete his/her program before registering for the last semester.

ASSOCIATE DEGREE GENERAL REQUIREMENTS

An Associate degree is awarded upon successful completion of a prescribed program which requires a minimum of 60 credit hours at the 100 level or above. For many people, this degree is the most advanced formal education experience. For others, it is the first undergraduate degree and a stepping stone to another program.

BUSINESS ADMINISTRATION TRANSFER GUIDE

University of Alaska Anchorage requirements for the AA Degree include 20 credits at the 200+ level and 15 residency credits. Students pursuing a BA/BS at UAA should consult the UAA catalog for the GER classes best suited to the degree they are seeking. (Recommended application for admission to UAA BBA program.)

AA (60 credits)	Requirements
Communication (9)	
Written (6)	ENGL 111 and 211 or 212 or 213
Oral (3)	Speech 111
Humanities (9)	Includes at least 6 credits from the Humanities and 3 credits from Fine Arts sections of General Education List.
	BA 151 Intro to Business
	ECON 201 Principles/Macroeconomics
	ECON 201 Principles/Microeconomics
	or any other GER Social Science class
Social Science (9)	
Math and Natural Science (9)	Includes (1) one science course with a lab from the Natural Science section of the GER and (2) Math 107, 200 and AS 300 required for Business students.
Applied Studies (9)	ACCT 201 Principles/Financial Acct
	ACCT 202 Principles/Managerial Acct
	BCIS 110 Computer Concepts/Business
	Select 5 classes from the following, with the approval of a Business advisor.
Electives (15)	
	BA 104 Real Estate (R/E) Principles & Practices
	BA 155 Personal Investments
	BA 166 Small Business Management
	BA 222 Intro to R/E Investments & Taxation
	BA 231 Fundamentals of Supervision
	BA 241 Business Law I
	BA 242 Business Law II
	BA 260 Marketing Practices
	BA 325 Corporate Finance
	BA 335 Management Principles & Practices
	BA 343 Principles of Marketing
	BA 361 Human Resource Management
	BA 379 Intermediate Marketing
	BA 441 Retailing Management
	ACCT 210 Income Tax Preparation
	ACCT 342 Managerial Cost Accounting

Note:

- 1) The University of Alaska Anchorage Business Administration (BBA) degree has majors in Accounting, Economics, Finance, Management, and Marketing.
- 2) Transferability to UAA's BBA requirements of 100 & 200 level Business Administration electives:

Accounting majors:

BA 241 & BA 242, Business Law I & II will transfer.

Management majors:

No 100 or 200 level business electives will meet requirements of BBA degree.

Marketing majors:

BA 241, Business Law I will transfer.

Economic majors:

No 100 or 200 level business electives will meet requirements of BBA degree.

Finance majors:

No 100 or 200 level business electives will meet requirements of BBA degree.

- 3) All 300 & 400 level classes listed under electives meet specific requirements of the BBA degree, but they are not taught every year.

Suggested Course Sequencing for BBA Degree:

<u>First Semester</u>		<u>Second Semester</u>	
BCIS 110	3	ENG 211, 212, 213	3
MATH 107	3	HUMANITIES/GER	3
ENGL 111	3	MATH 200	3
BA 151	3	ACCT 202	3
ACCT 201	3	BA ELECTIVE	3
 <u>Third Semester</u>		 <u>Fourth Semester</u>	
ECON 201	3	ECON 202	3
Humanities/GER	3	Humanities/GER	3
BA Elective	3	BA Elective	3
SPCH 111	3	BA Elective	3
Natural Science	3	AS 300	
		OR BA Elective	3

CERTIFICATE GENERAL REQUIREMENTS

Certificate programs are designed to meet the needs of students who wish to attain high levels of proficiency in specific occupational skills. Programs vary in length and course requirements, and can enhance employment opportunities of persons not in a position to undertake the two-year degree program or seeking specialized training. Kenai Peninsula College certificate programs should not be confused with individual certificates awarded for completion of certain courses. Certificate programs of 15 or more credits are transcribed on the student's permanent educational record.

CERTIFICATE RESIDENCY REQUIREMENT

When completing the last half of a certificate program, students must earn 50 percent of their credits in residence (e.g., for a 30 credit hour certificate, at least 8 of the last 15 credit hours must be earned in residence). Credit-by-exam does not qualify as residence credit.

GRADE POINT AVERAGE

A minimum grade point average (GPA) of 2.0 (C) is required to complete a certificate program. All grades (original and repeated courses) will be shown in the transcripts, but only the last grade achieved in a course will be computed in the grade point average. For programs graded entirely or partly Pass/No Pass, all requirements must have been completed with a "P." A student may earn more than one certificate provided all course requirements for the additional program(s) are completed.

COMMENCEMENT

KPC issues diplomas in December and May. All students who complete degree or certificate requirements during the academic year are invited to participate in the annual commencement exercises which follow the spring semester.

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 UAA.

A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades and a UAA cumulative GPA of 3.50 or higher to be eligible to graduate with honors. A transfer student who is earning a baccalaureate degree must complete a minimum of 30 resident credits with academic letter grades and a cumulative UAA 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 UAA 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 and baccalaureate degree students with cumulative GPA's as follows:

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

Honors for the commencement exercises will be determined by the student's grade point average through the semester prior to graduation. However, a student's total academic history will be the determinant in including honors on the diploma and official transcript.

COURSE CLASSIFICATIONS

APPLIED STUDIES

Accounting
Agriculture
Alaska Wilderness Studies
Architectural and Engineering Technology
Auto/Diesel Technology
Aviation Technology
Business Administration
Business Statistics
Business Computer Information Systems
Civil Engineering
Dental Assisting
Dental Hygiene
Dental Science
Dietetics and Nutrition
Drafting
Early Childhood Development
Education
Electronic Technology
Emergency Medical Technology
Emergency Trauma Technician
Energy
Engineering Science
Engineering and Science Management
English as a Second Language
Fire Service Administration
Fisheries
Food Service Technology
Forestry Technology
Health
Home Economics
Human Services
Interior Design
Journalism and Public Communications
Justice
Law Science
Library Skills
Medical Assisting
Medical Laboratory Technology
Nursing
Office Management Technology
Petroleum Engineering
Physical Education/Recreation
Social Work
Surveying and Mapping
Wastewater
Welding Technology
Wildlife and Fisheries Technology

HUMANITIES

American Sign Language
Art
Dance
English
History*
Humanities
Foreign Languages
Linguistics
Music
Philosophy
Speech
Theatre

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

MATH AND NATURAL SCIENCE

Applied Statistics
Astronomy
Biological Sciences
Biological Anthropology (ANTH 205 only)
Chemistry
Computer Science
Geology
Mathematics
Natural Sciences
Philosophy (PHIL 101 only)
Physical Geography (GEOG 205 and 205L only)
Physics

SOCIAL SCIENCES

Anthropology
Counseling
Economics
Geography (except GEOG 205 and 205L)
Guidance
History*
Political Science
Psychology
Sociology
***History may be used for either Humanities or Social Sciences credit, but not for both**

NOTE: Applied studies also includes courses that focus on the application of skills and/or methodology of a discipline.

GENERAL EDUCATION COURSE LIST

This list includes courses most frequently offered. Other classes may meet the General Education Requirement. See your advisor.

A. ORAL COMMUNICATIONS

Courses which emphasize the acquisition of English language skills in orally communicating ideas in an organized fashion through instruction accompanied by practice. Sample course includes:

SPCH 111, Fundamentals of Oral Communication

B. WRITTEN COMMUNICATIONS

Courses which emphasize the acquisition of English language skills in organizing and communicating ideas and information through expository writing. Sample courses include:

ENGL 111, Methods of Written Communication
ENGL 211, Intermediate Exposition w/Readings in Lit
ENGL 212, Technical Writing
ENGL 213, Intermediate Exposition w/Non-Fiction

C. QUANTITATIVE SKILLS

Courses that emphasize the development and application of quantitative problem-solving skills as well as skills in the manipulation and/or evaluation of quantitative data. Sample courses include:

MATH 107, College Algebra
MATH 108, Trigonometry
MATH 200, Calculus I
MATH 201, Calculus II
MATH 202, Calculus III

D. HUMANITIES

Courses that introduce the humanistic fields of language, arts, literature, history and philosophy within the context of their traditions. Courses that provide an introduction to the fine arts (visual arts and performing arts) as academic disciplines as opposed to those that emphasize acquisition of skills. (Fine Arts courses that introduce the history, sociology, or aesthetic background of the discipline while including the application of the creative skill may also be acceptable.) Sample courses include:

* ART 160, Art Appreciation
* ART 261, History of World Art I
* ART 262, History of World Art II
ENGL 121, Introduction to Literature
ENGL 201, Masterpieces of World Literature I
ENGL 202, Masterpieces of World Literature II
ENGL 203, Survey of British Literature I
ENGL 204, Survey of British Literature II
HIST 101, Western Civilization I
HIST 102, Western Civilization II
HIST 131, History of United States I
HIST 132, History of United States II

HUM 211, Introduction to Humanities I
HUM 212, Introduction to Humanities II
LING 101, The Nature of Language
* MUS 121, Music Appreciation
* MUS 221, History of Music I
* MUS 222, History of Music II
PHIL 101, Introduction to Logic
PHIL 201, Introduction to Philosophy
PHIL 211, History of Philosophy I
PHIL 212, History of Philosophy II
PHIL 301, Ethics
* THR 111, Introduction to Theatre

* Fine Arts General Education Requirement

FOREIGN LANGUAGES - Any language course at the 100 level and above except foreign language self-study courses.

NOTE: No course may be counted in more than one General Education Category.

E. SOCIAL SCIENCES

Broad survey courses which provide exposure to the theory, methods, and data of the social sciences. Sample courses include:

ANTH 101, Introduction to Anthropology
BA 151, Introduction to Business
ECON 201, Principles of Macroeconomics
ECON 202, Principles of Microeconomics
PS 101, Introduction to American Government
PSY 111, General Psychology
SOC 101, Introduction to Sociology
SOC 201, Social Problems and Solutions

F. NATURAL SCIENCES

Courses that provide a broad exposure to, and include a general introduction to, the theory, methods and disciplines of the natural sciences. Sample courses include:

BIOL 105, Fundamentals of Biology I, Lec/Lab
BIOL 106, Fundamentals of Biology II, Lec/Lab
BIOL 111, Human Anatomy & Physiology I, Lec/Lab
BIOL 112, Human Anatomy & Physiology II, Lec/Lab
CHEM 105, General Chemistry I, Lec/Lab
CHEM 106, General Chemistry II, Lec/Lab
GEOL 111, Physical Geology, Lec/Lab
GEOL 112, Historical Geology, Lec/Lab
PHYS 123, Basic Physics I, Lec/Lab
PHYS 124, Basic Physics II, Lec/Lab

G. APPLIED STUDIES

Courses that focus on business and industry skills as well as courses that focus on the application of skills and/or methodology of a discipline.

Courses: Students should consult their advisor to identify courses which count for Applied Studies.

GRADUATION REQUIREMENTS

The following requirements have been established by the University of Alaska Statewide System for students completing Associate degrees.

1. **Residency Requirement:** At least 15 semester hours of the final 30 semester hours must be earned at UAA.
2. **Credit Hour Requirement:** The minimum number of credits for degree completion, including those accepted by transfer, is 60 semester hours.
3. **Grade Point Average Requirement:** A grade point average of 2.0 (C) or better must be attained in all work as well as in the major.

All grades (original and any repeated courses) will be shown on the student's transcript, but only the last grade achieved for a course will be computed in the grade point average for graduation certification. A student may graduate under the requirements of the general catalog in effect during the year of graduation, or in effect at the time of his/her admission to a degree program, providing there has not been a time lapse of more than five years. If more than five years has elapsed, a student must meet the requirements in effect during the year he/she will graduate.

Second Associate Degree

The Associate of Arts degree is intended to provide students with the education necessary to undertake baccalaureate degree work. Due to its general intent, only one A.A. degree may be earned per student. In order to receive a second Associate of Applied Science degree, a student must complete a minimum of twelve (12) resident credits beyond the first associate degree, as well as all requirements for the second major. As long as the additional twelve (12) credit requirement has been met for each AAS degree, two (2) degrees could be awarded in the same semester.

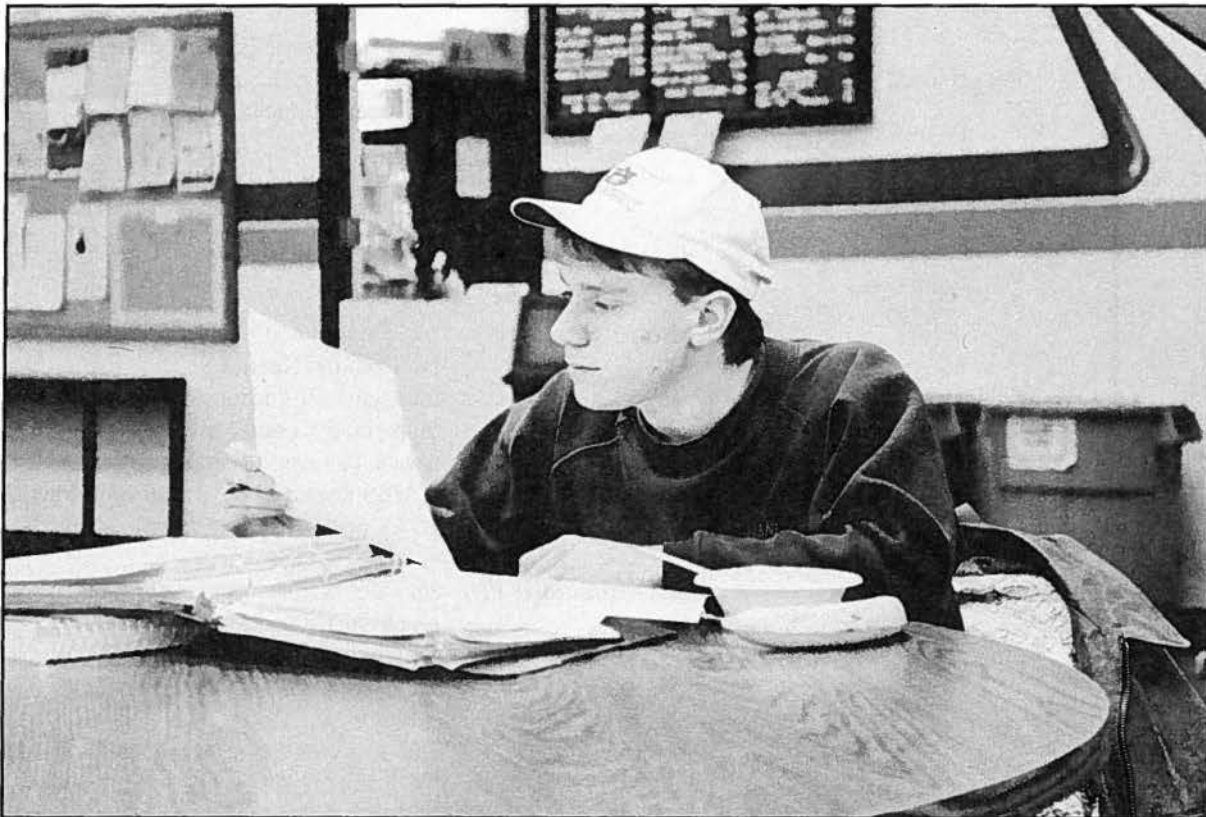
TRANSFER OF CREDIT FOR GEN. ED. REQUIREMENTS

The general education requirements for baccalaureate degrees from the University of Alaska system are required by university regulation to have a common core of coursework totaling a minimum of 34 credits. These include:

<u>Category</u>	<u>Credit Hours</u>
Written Communication Skills	6
Oral Communication Skills	3
Humanities/Social Sciences/Fine Arts	15
Quantitative Skills/Natural Sciences	10
TOTAL	34

Credit for coursework successfully completed at one University of Alaska institution toward fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching coursework at the institution to which the student transfers. It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and transfer students must meet the total requirement at the receiving institution. Transfer of general education beyond the 34 credits described above will be determined on the basis of individual requirements specified by university catalogs.

In its catalog, each University of Alaska institution specifies the courses which meet the general education categories at that institution and which can thus be guaranteed to transfer as described above.



Students have a chance to study and eat in the Commons area between classes.

DEGREE PROGRAMS

Associate of Arts **Associate of Applied Science Degrees**

*Computer Electronics
Forestry Technology
Industrial Process Instrumentation
Office Management and Technology
Petroleum Engineering Aide
Petroleum Technology
Small Business Administration*

ASSOCIATE OF APPLIED SCIENCE DEGREES

1. All courses for an Associate of Applied Science Degree must be at the 100 level or above.
2. Any English courses used to satisfy the Humanities general requirement must be different from the written communication requirement and have a course number higher than ENGL 111.

ASSOCIATE OF ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS

University of Alaska Anchorage requirements for the AA Degree include 20 credits at the 200+ level and 15 residency credits. Students pursuing a BA/BS at UAA should consult the UAA catalog for the GER classes best suited to the degree they are seeking.

AA (60 credits) Requirements

Communication (9)

Written (6) ENGL 111 and 211 or 212 or 213
Oral (3) Speech 111

Humanities (9)

Includes at least 3 credits from the Humanities and Fine Arts sections of General Education List.

Social Science (9)

Includes at least 3 credits from the Social Science section of the General Education List.

Math and

Natural Science (9)

Includes (1) one science course with a lab from the Natural Science section of the General Education List and (b) one mathematics course at 100 level or above. (Students planning to pursue a BA/BS degree at UAA will need Math 107.)

Applied Studies (9)

Includes courses that focus on business and industry skills as well as courses that focus on the application of skills and/or methodology of a discipline.

Electives (15)

Includes courses at 100+ level.

COMPUTER ELECTRONICS

A.A.S.

This two-year degree program trains students in maintenance and repair of digital/computer equipment including computer circuitry, hands-on maintenance, electronic fundamentals and programming. Students are prepared for employment as computer technicians, field service representatives, and other jobs requiring electronic skills.

Admission Requirements:

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in computer electronics prior to registering for computer electronics courses.

A. Communication Requirements	Credits
ENGL 111 Methods of Written Communication	3
ENGL 212 Technical Writing	3
SPCH 111 Fundamentals of Oral Communication	3

B. General Requirements	
MATH 101 Technical Mathematics	3
MATH 105 Intermediate Algebra	3

<u>Natural Science</u>	8
PHYS 123 Basic Physics I (4) AND PHYS 124 Basic Physics II (4)	

<u>OR</u>	
PHYS 115 Physical Science I for Technicians (4) AND PHYS 116 Physical Science II for Technicians (4)	

C. Major Requirements	
BCIS 110 Computer Concepts in Business	3
BCIS 175 Technical Introduction to Microcomputers	3

BCIS 164 Programming in PASCAL (3)	3
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<u>OR</u>	
BCIS 168 Programming in FORTRAN (3)	

<u>OR</u>	
CS 207 C Programming (3)	

ET 101 Basic Electronics: DC Physics	4
ET 102 Basic Electronics: AC Physics	4
ET 126 Principles of Logic and Gating	4
ET 235 Computer Peripheral Devices	3
ET 240 Application Integrated Circuits	3
ET 241 Microcomputer Interfacing	3
ET 245 Basic Electronics	4

D. Electives	3
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TOTAL CREDITS REQUIRED FOR DEGREE 60

Computer Electronics Degree Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
BCIS 168	3*	Elective	3
MATH 101	3	ET 101	4*
ENGL 111	3	ET 126	3*
BCIS 110	3*	BCIS 175	3*
SPCH 111	3	MATH 105	3

<u>Third Semester</u>		<u>Fourth Semester</u>	
ET 102	4*	ET 241	3*
ET 240	3*	ET 235	4*
ET 245	4*	ENGL 212	3*
PHYS 123 or 115	4*	PHYS 124 or 116	4*

* Offered only once each academic year.

FORESTRY TECHNOLOGY

A.A.S.

The Associate of Applied Science Degree in Forestry Technology is a two-year program primarily designed to train students to work in Alaska's forests at the technical level.

This program will equip the graduate for work with federal or state forestry agencies or with forest-owning Native corporations or forest industry. The pre-professional curriculum should include more mathematics and science than are specified for the technician study. Some of the Forest Technician courses will help in obtaining summer jobs and add to the student's professional background. Only some of them, however, are accepted for transfer to a professional forestry school.

This program is offered at the Alaska Vocational Technical Center (AVTEC) in Seward, though the degree is awarded through Kenai Peninsula College in Soldotna. Contact Bob Kesling at AVTEC for more information, (907) 224-3322.

Admission Requirements:

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in petroleum technology prior to registering for petroleum technology courses.

A. Communication Requirements	Credits
ENGL 111 Methods of Written Communication	3
ENGL 212 Technical Writing	3
SPCH 111 Fundamentals of Oral Communication	3

B. General Requirements	
BIOL 105 Fundamentals of Biology I	4
Any other Natural Science course with advisor's approval	3

(continued on next page)

C. Major Requirements	
FSA 151 Wildland Fire Management	3
FORT 105 Introduction to Forestry	3
FORT 110 Land Surveying and Mapping	3
FORT 120 Forest Ecology and Dendrology	3
FORT 125 Forest Regeneration	2
FORT 130 Forest Entomology and Pathology	3
FORT 195 Forest Practicum	3
FORT 205 Cruising and Scaling	2
FORT 215 Forest Growth and Silviculture	3
FORT 220 Wildlife Management	3
FORT 225 Forest Recreation	3
FORT 230 Remote Sensing	3
FORT 235 Timber Harvesting and Sale Admin	4
BA 285 Supervision and Management by Objectives	3
D. Electives	
Select three (3) credits from any area	3
TOTAL CREDITS REQUIRED FOR DEGREE	60

INDUSTRIAL PROCESS INSTRUMENTATION A.A.S.

Industrial Process Instrumentation is a specialized technical degree. Strong math and science skills are emphasized. Students must work closely with advisors to complete this program in two years. A fifth semester of course work may be necessary. Students are prepared for employment as instrument technicians. Instrument technicians are responsible for the repair, maintenance, adjustment, and calibration of automatic controls used in refineries, chemical plants, pipelines, production facilities, and other industries where automatic control is used.

Admission Requirements:

1. ASSET placement at the MATH 100 entry level or above.
2. ASSET placement for reading at ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in instrumentation prior to registering for instrumentation courses.

A. Communications Requirements	Credits
ENGL 111 Methods of Written Communication	3
ENGL 212 Technical Writing	3
SPCH 111 Oral Communication	3

B. General Requirements	
MATH 105 Intermediate Algebra	3
<u>Natural Science</u>	
PHYS 123 Basic Physics I (4) AND CHEM 105 General Chemistry I (4)	8
<u>OR</u>	
PHYS 115 Physical Science I for Technicians (4) AND PHYS 116 Physical Science II for Technicians (4)	
C. Major Requirements	
BCIS 175 Technical Introduction to Microcomputers	3
PETR 106 Petroleum Science II	3
PETR 140 Industrial Process Instrumentation I	3
PETR 144 Industrial Process Instrumentation II	3
PETR 150 Mechanical Drafting/Petro Industry (3)	3
<u>OR</u>	
PETR 155 Blueprint Reading (3)	
PETR 230 Practical Distillation	3
PETR 240 Industrial Process Instrumentation III	3
PETR 244 Industrial Process Instrumentation IV	3
PETR 270 Industrial Mechanical Equipment	3
ET 126 Principles of Logic and Gating	4
ET 240 Application of Integrated Circuits	3
ET 241 Microcomputer Interfacing	3
ET 245 Basic Electronics	4
ET 246 Electronic Industrial Instrumentation	3
ET 101 Basic Electronics: DC Physics (4)	4
<u>OR</u>	
ET 151 Basic Electricity (4)	
TOTAL CREDITS REQUIRED FOR DEGREE	68

Industrial Process Instrumentation Degree

Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
PETR 140	3	PETR 144	3
MATH 105	3	ET 126	4*
ENGL 111	3	ET 101	4*
PETR 105	3**	ENGL 212	3*
PETR 155	3	BCIS 175	3*
SPCH 111	3		

** Recommended but not required.

<u>Third Semester</u>		<u>Fourth Semester</u>	
PETR 240	3*	PETR 244	3*
ET 240	3*	ET 241	3*
ET 245	4*	ET 246	3*
PHYS 115	4*	PETR 230	3
PETR 270	3	PHYS 116	4*
		PETR 106	3

*Offered only once each academic year

OFFICE MANAGEMENT AND TECHNOLOGY A.A.S.

The two-year Associate of Applied Science in Office Management and Technology emphasizes preparation for entry-level employment and/or upgrading for job promotion. Students spend the first year gaining job skills and the second year adding to and refining those skills. This degree is also offered in Homer.

A. Communications Requirements	Credits
SPCH 111 Oral Communications	3
ENGL 111 Methods of Written Communications	3
<u>Select three (3) credits from the following:</u>	3
OMT 220 Written Business Communication (3 cr) (Recommended)	
ENGL 211 Int Exposition w/Rdgs in Literature (3 cr)	
ENGL 212 Technical Writing (3 cr)	
ENGL 213 Int Exposition w/Rdgs in Non-Fiction (3 cr)	
B. General Requirements	6
Choose from one or a combination of the following: Humanities, Math and Natural Sciences, Social Sciences	
C. OMT Core Requirements	(24-28 credits)
<u>Select three (3) credits from the following:</u>	
OMT 118 Bookkeeping for Business (3 cr)	3
ACCT 101 Principles of Financial Accounting I (3 cr)	
ACCT 201 Principles of Financial Accounting (3 cr)	
<u>Select three (3) credits from the following:</u>	3
BCIS 103 Microcomputer Software Packages (3 cr)	
<u>OR</u>	
BCIS 110 Computer Concepts in Business (3 cr)	
OMT 115 Business Math	3
OMT 120 Business English	3
OMT 121 Proofreading	1
OMT 170 Office Procedures	3
OMT 220 Written Business Communications (if not taken to fulfill Communications Requirements)	3
OMT 242 Basic Word/Information Processing Appl	1
OMT 243 Advanced Word/Information Processing Appl	1
OMT 278 Interpersonal Skills in Organizations	3
<u>Select one (1) to three (3) credits from the following:</u>	1-3
OMT 230A Machine Transcription A (1cr)	
OMT 231 Medical Transcription (3 cr)	
OMT 232 Legal Transcription (3 cr)	

D. Secretarial Requirements (16-18 credits)

<u>Select three (3) credits from the following:</u>	3
BCIS 143 Intro to the Macintosh (1 cr)	
OMT 156 Desktop Publishing Fundamentals (1 cr)	
OMT 251 Macintosh Applications Selected Topics (1 cr)	
OMT 255 Computer Applications in the Office (3 cr)	
OMT 338 Desktop Publishing and Design (3 cr)	

BA 151 Intro to Business (3 cr)	3
<u>OR</u>	
BA 166 Small Business Management (3 cr)	

BA 231 Fundamentals of Supervision	3
OMT 176 Filing	1

<u>Select six (6) credits from the following:</u>	6
OMT 101 Keyboarding: Elementary (3 cr)	
OMT 101A Keyboarding A (1 cr)	
OMT 102 Intermediate Keyboarding Applications (3 cr)	
OMT 109 Keyboarding Skillbuilding (1 cr)	
OMT 203 Applied Word Processing (3 cr)	

E. Electives 0-5

<u>Recommended</u>	
OMT 110 Calculators (1 cr)	
BCIS/OMT 151 Computer Literacy for Office Workers (1 cr)	

TOTAL CREDITS REQUIRED FOR DEGREE 60

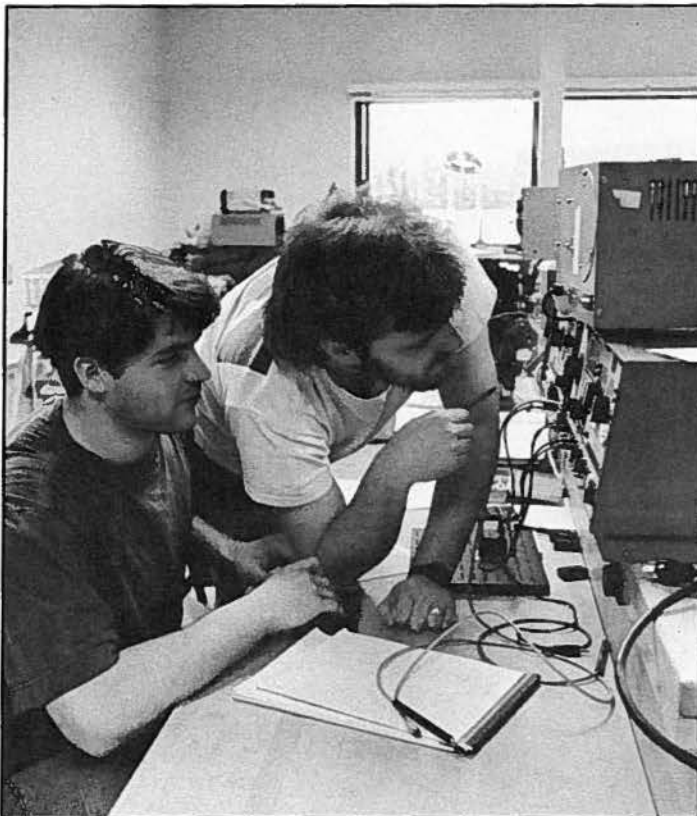
PETROLEUM ENGINEERING AIDE A.A.S.

This program leads to a degree in Petroleum Engineering. Students learn to assist professionals in all phases of oil and gas recovery. Degree graduates are prepared for engineering technician positions while others transfer into four-year engineering programs.

Admission Requirements:

1. Placement at MATH 107 or above by test or courses taken.
2. ASSET placement for reading at ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in petroleum engineering prior to registering for petroleum engineering courses.

A. Communications Requirements	Credits
ENGL 111 Methods of Written Communication	3
ENGL 211 Int Exposition w/Rdgs in Literature	3
<u>OR</u>	
ENGL 212 Technical Writing	
<u>OR</u>	
ENGL 213 Int Exposition w/Rdgs in Non-Fiction	
SPCH 111 Oral Communication	3



Two students put their heads together on a project in the electronics lab.

B. General Requirements	
MATH 200 Calculus I	4
MATH 201 Calculus II	4

C. Major Requirements	
BCIS 168 Programming in FORTRAN	3

Natural Science 16

CHEM 105 General Chemistry I (4) AND
CHEM 106 General Chemistry II (4)

OR

GEOL 111 Physical Geology, Lec/Lab (4) AND
GEOL 112 Historical Geology, Lec/Lab (4)

AND

PHYS 123 Basic Physics I (4) AND
PHYS 124 Basic Physics II (4)

PETR 106 Petroleum Science II	3
PETR 120 Surface Oil Field Equipment I	3
PETR 140 Industrial Process Instrumentation I	3
PETR 228 Petroleum Reservoir Engineering I	3
PETR 229 Production Engineering	3

Select six (6) credits from the following: 6

PETR 144 Industrial Process Instrumentation II (3)	
PETR 227 Logging and Log Analysis (3)	
PETR 230 Practical Distillation (3)	
PETR 240 Industrial Process Instrumentation III (3)	

Select four (4) credits from the following: 4

ET 101 Basic Electronics: DC Physics (4)	
ET 102 Basic Electronics: AC Physics (4)	
ET 151 Basic Electricity (4)	
ET 245 Basic Electronic (4)	

TOTAL CREDITS REQUIRED FOR DEGREE 61

Petroleum Engineering Aide Degree Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	ENGL 212 or 213	3
SPCH 111	3	PETR 106	3
MATH 200	3	MATH 201	3
PETR 120	3	PETR Elective	3
PETR 140	3	PETR Elective	3

<u>Third Semester</u>		<u>Fourth Semester</u>	
Natural Science	4	Natural Science	4
PHYS 123	4	PHYS 124	4
PETR 228	3	PETR 229	3
BCIS 168	3	ET Elective	3

PETROLEUM TECHNOLOGY

A.A.S.

A two-year program leading to an Associate of Applied Science in Petroleum Technology lets students gain an understanding of refinery, chemical plant, oil production, and pipeline operations. Students are prepared for employment as chemical plant operators, pump station operators, production operators, water flood operators, service company technicians, or lab technicians.

Admission Requirements:

1. ASSET placement at the MATH 100 entry level or above.
2. ASSET placement for reading at ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in petroleum technology prior to registering for petroleum technology courses.

A. Communication Requirements	Credits
ENGL 111 Methods of Written Communication	3
ENGL 212 Technical Writing	3
SPCH 111 Fundamentals of Oral Communication	3

B. General Requirements	
MATH 101 Technical Mathematics, OR	3
MATH 105 Intermediate Algebra	

<u>Natural Science</u>	8
PHYS 123 Basic Physics I (4) AND	
CHEM 105 General Chemistry I (4)	

OR	
PHYS 115 Physical Science for Technicians I (4) AND	
CHEM 105 General Chemistry I (4)	

OR	
PHYS 115 Physical Science for Technicians I (4) AND	
PHYS 116 Physical Science for Technicians II (4)	

<u>Business Computer Information Systems</u>	3
(If student has demonstrated computer background, please see advisor about recommended substitute course.)	

BCIS 103 Introduction to Microcomputers (3)	
OR	
BCIS 110 Computer Concepts in Business (3)	

C. Major Requirements	
PETR 105 Petroleum Science I	3
PETR 106 Petroleum Science II	3
PETR 120 Surface Oil Field Equipment I	3
PETR 140 Industrial Process Instrumentation I	3
PETR 144 Industrial Process Instrumentation II	3

PETR 230 Practical Distillation	3
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OR	
PETR 231 Production Plant Operations	

PETR 270 Industrial Mechanical Equipment	3
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Select three (3) courses from the following list: 9-11
 PETR 150 Mechanical Drafting/Petro Industry (3), OR
 PETR 155 Blueprint Reading (3)

ET 101 Basic Electronics: DC Physics (4)

OR

ET 151 Basic Electricity (3)

PETR 230 Practical Distillation (3)

OR

PETR 231 Production Plant Operations (3)

PETR 121 Surface Oil Field Equipment II (3)

PETR 170 Fundamentals of Mechanics (3)

PETR 227 Logging and Log Analysis (3)

PETR 235 Petroleum Lab Standards (3)

PETR 240 Industrial Process Instrumentation III (3)

PETR 244 Industrial Process Instrumentation IV (3)

ET 245 Basic Electronics (4)

D. Electives (Chosen with advisor approval) 5-7

TOTAL CREDITS REQUIRED FOR DEGREE 60

Petroleum Technology Degree Course Sequencing

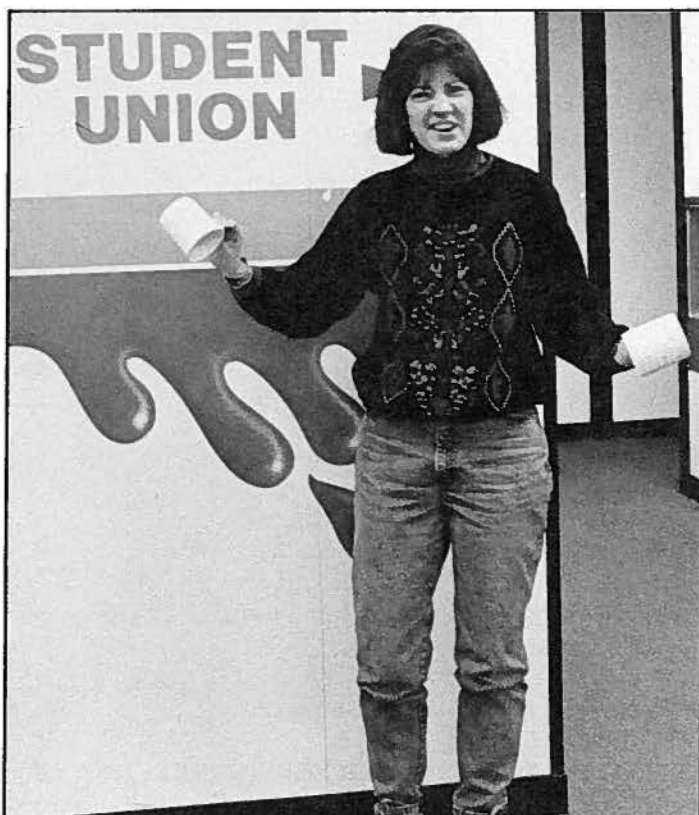
<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	ENGL 212	3
MATH 101 or 105	3	BCIS 103 or 110	3
Natural Science	4	Natural Science	4
PETR 105	3	PETR 106	3
PETR 120	3	PETR 140	3

<u>Third Semester</u>		<u>Fourth Semester</u>	
SPCH 111	3	PETR elective	3
PETR 144	3	PETR elective	3
PETR 230 or 231	3	PETR elective	3
PETR 270	3	PETR elective	3
Elective	3	Elective	3

OR

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	ENGL 212	3
MATH 101 or 105	3	SPCH 111	3
BCIS 103 or 110	3	PETR 106	3
PETR 105	3	PETR 140	3
PETR 120	3	PETR 270	3

<u>Third Semester</u>		<u>Fourth Semester</u>	
Natural Science	4	Natural Science	4
PETR 144	3	PETR elective	3
PETR 230 or 231	3	PETR elective	3
Elective	3	PETR elective	3
PETR elective	3	Elective	3



Carol Fisher, KPC student and peer advisor, expresses a little concern that the coffee seems to have run dry.

SMALL BUSINESS ADMINISTRATION A.A.S.

The two-year Associate of Applied Science in Small Business Administration combines business and management theory with practical knowledge. The graduate will be prepared to gain entry-level employment leading toward a management position. Any students desiring to transfer to a four year degree in business should consult their advisor. This degree is also offered in Homer.

Please note that the purpose of this degree planning is to recommend the sequencing of courses that will best allow a student to meet the requirements of the degree program.

A. Communication Requirements	Credits
<i>a. Oral Communication</i>	3
SPCH 111 Oral Communications, OR	
SPCH 241 Public Speaking	
 <i>b. Written Communication</i>	6
ENGL 111 Methods of Written Communications (3)	
<u>AND</u>	
ENGL 211 Int Exposition w/Rdgs in Literature (3), <u>OR</u>	
ENGL 212 Technical Writing (3), <u>OR</u>	
ENGL 213 Int Exposition w/Rdgs in Non-Fiction (3), <u>OR</u>	
OMT 220 Business Communication (3)	

B. General Requirements	6
ECON 201 and ECON 202 recommended, or may choose from one or a combination of the following General Education Requirements: Math and Natural Sciences, Humanities, Social Sciences	

C. Business Administration Core:	
ACCT 201 Principles of Financial Accounting	3
ACCT 202 Principles of Managerial Accounting	3
BA 241 Business Law I	3
BCIS 110 Computer Concepts in Business	3
 MATH 105 Intermediate Algebra (3)	3
<u>OR</u>	
MATH 107 College Algebra (4)	
<u>OR</u>	
MATH 270 Applied Finite Math/Managerial Sciences (3)	
 BA 151 Introduction to Business	3
BA 166 Small Business Management	3
BA 231 Fundamentals of Supervision	3
BA 233 Fundamentals of Financial Management	3
BA 260 Marketing Practices	3
BA 264 Salesmanship	3

D. Business Electives	12
Elective credits to be selected from: BCIS, BA, ECON, ACCT, and OMT areas	

TOTAL CREDITS REQUIRED FOR DEGREE 60

Business Administration Degree Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
ENGL111	3	OMT 220 or	3
BA 151/166	3	ENGL 212/213	
OMT 118 or	3	BA 151/166	3
ACCT 201		BA 231	3
MATH 105/107	3	BA 264	3
BCIS 110	3	ACCT 202	3
 <u>Third Semester</u>		<u>Fourth Semester</u>	
ECON 201 or	3	BA 241	3
(Gen Requirement)	3	(Gen Requirement)	3
Business Electives	6	Business Electives	6
Speech 111	3	BA 233	3



Students also take time to relax and visit in the Commons area between classes.

CERTIFICATE PROGRAMS

General Clerical
Mechanical Technology
Petroleum Technology
Small Business Management
Welding Technology
Word Processing/Information Processing

GENERAL CLERICAL CERTIFICATE

This one-year certificate provides job skills for office employment in the local job market and retrains people who are re-entering the job market. (See also Word Processing/Information Processing Certificate.) This degree is also offered in Homer.

General Clerical Certificate

	Credits
A. Communication Requirements	
OMT 120 Business English	3

B. Major Requirements (19 credits)

OMT 115 Business Math	3
OMT 121 Proofreading	1
OMT 170 Office Procedures	3
OMT 176 Filing	1
OMT 230A Machine Transcription A	1
OMT 242 and/or OMT 243 Basic/Advanced Word/Information Processing Applications	1
OMT 278 Interpersonal Skills in Office	3

Complete six (6) credits from the following: 6

OMT 101 Keyboarding: Elementary (3)	
OMT 102 Intermediate Keyboarding Applications (3)	
OMT 203 Applied Word Processing (3)	

C. Electives selected from the following: 6

OMT 110 Calculators (1)	
BCIS/OMT 143 Intro to the Macintosh (1)	
BCIS/OMT 151 Computer Literacy for Office Workers (1)	
OMT 242 Basic Word/Information Processing Appl (1)	
OMT 243 Advanced Word/Information Processin Appl (1)	

Select three (3) credits from the following:

BCIS 103 Microcomputer Software Packages (3)	
BCIS 110 Computer Concepts in Business (3)	
OMT 255 Computer Applications in the Office (3)	

Select three (3) credits from the following:

OMT 118 Bookkeeping for Business (3)	
ACCT 101 Principles of Financial Accounting I (3)	
ACCT 201 Principles of Financial Accounting (3)	

TOTAL CREDITS REQUIRED FOR CERTIFICATE 28

MECHANICAL TECHNOLOGY CERTIFICATE

The one-year certificate in Mechanical Technology provides the student with experience in the maintenance of most major types of rotating equipment and the operation of common machine tools. This program prepares students for employment as entry level mechanics or millwrights in all types of industrial plants. This degree may take more than two semesters to complete due to staggered course offerings.

A. Certificate Requirements	Credits
MATH 101 Technical Mathematics	3
MECH 101 Introduction to Machine Shop	4
WELD 101 Gas and Arc Welding	4
PETR 155 Blueprint Reading	3
*PETR 270 Industrial Mechanical Equipment	3
B. Electives (Choose 14 credits from the following)	
MECH 102 Intermediate Machine Shop	4
MECH 115 Gasoline Engine Rebuilding	3
MECH 201 Advanced Machine Shop	4
ET 151 Basic Electricity	4
ET 207 Rotating Machinery	3
WELD 108 Wire Welding	4
WELD 109 TIG Welding	4
EDD 288 Computer Aided Drafting	4

TOTAL CREDITS REQUIRED FOR CERTIFICATE 31-33

Mechanical Technology Certificate Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
MATH 101	3	MECH 102	4
MECH 101	4	MECH 201	3
MECH 115	3	ET 151	4
PETR 155	3	ET 207	3
WELD 101	4	PETR 270	3

*PETR should include general introduction to bearings, seals, and drives. The students entering should have to take a hands-on test and should be required to take PETR 170 if the score is below an acceptable level.

PETROLEUM TECHNOLOGY CERTIFICATE

This one-year certificate in Petroleum Technology provides specific training in petro/chemical plant operations or instrumentation. The instrumentation option will require students to take Instrumentation III the third semester.

Petroleum Technology Certificate/Operations Option

A. Major Requirements	Credits
MATH 101 Technical Mathematics	3
ENGL 111 Methods of Written Communication	3
PETR 105 Petroleum Science I	3
PETR 106 Petroleum Science II (3)	3
<u>OR</u>	
PETR 155 Blueprint Reading (3)	
PETR 120 Surface Oil Field Equipment I	3
PETR 140 Industrial Process Instrumentation I	3
PETR 144 Industrial Process Instrumentation II	3
PETR 230 Practical Distillation	3
PETR 231 Production Plant Operations	3
PETR 270 Industrial Mechanical Equipment	3

TOTAL CREDITS REQUIRED FOR CERTIFICATE 30

Petroleum Technology Operations Option Certificate

Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
MATH 101	3	PETR 270	3
ENGL 111	3	PETR 144	3
PETR 120	3	PETR 230	3
PETR 140	3	PETR 231	3
PETR 105	3	PETR 106 or 155	3

Petroleum Technology Certificate/Instrumentation Option

A. Major Requirements	Credits
MATH 101 Technical Mathematics	3
ENGL 111 Methods of Written Communication	3
PETR 140 Industrial Process Instrumentation I	3
PETR 144 Industrial Process Instrumentation II	3
PETR 240 Industrial Process Instrumentation III	3
ET 151 Basic Electricity	4
PETR 230 Practical Distillation	3
ET 245 Basic Electronics	4
PETR 155 Blueprint Reading	3
ET 246 Electronic Industrial Instrumentation (3)	3
<u>OR</u>	
PETR 244 Industrial Process Instrumentation IV (3)	

TOTAL CREDITS REQUIRED FOR CERTIFICATE 32

Petroleum Technology Instrumentation Option Certificate

Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
MATH 101	3	ET 246 or PETR 244	3
ENGL 111	3	ET 245	4
PETR 140	3	PETR 144	3
ET 151	4	PETR 155	3
PETR 230	3		

SMALL BUSINESS MANAGEMENT CERTIFICATE

The one-year Small Business Management certificate enables the student to explore business career options and gives entry-level job skills and/or upgrade skills for employment advancement. It also serves as the first year of training towards the two-year Associate of Applied Science in Business. This degree is also offered in Homer.

A. Communications Requirements	Credits
ENGL 111 Methods of Written Communication	3
<i>Select three (3) credits from the following:</i>	
OMT 220 Written Business Communications (3)	3
ENGL 212 Technical Writing (3)	
ENGL 213 Int Exposition w/Rdgs in Non-Fiction (3)	
B. Major Requirements	
<i>Select 3 credits from the following:</i>	
OMT 118 Bookkeeping for Business (3)	3
ACCT 101 Fundamentals of Financial Accounting I (3)	
ACCT 201 Principles of Financial Accounting (3)	
<i>Select three (3) credits from the following:</i>	
ACCT 102 Fundamentals of Financial Accounting II (3)	3
ACCT 202 Principles of Managerial Accounting (3)	
ACCT 222 Introduction to Computers and Accounting (3)	
<i>Students taking ACCT 101 and ACCT 102 cannot use ACCT 201 for credit for Small Business Management Certificate.</i>	
BA 166 Small Business Management	3
BA 231 Fundamentals of Supervision	3
<i>Select 6 credits from the following areas:</i>	
BCIS (Business Computer Information Systems)	6
BA (Business Administration)	
ACCT (Accounting)	
OMT (Office Management and Technology)	
ECON (Economics)	
C. Electives (selected with advisor approval)	
Business Math, MATH 100 level or above suggested	3-5

TOTAL CREDITS REQUIRED FOR CERTIFICATE 27-29

Small Business Management Certificate Course Sequencing

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	OMT 220 or	3
BA 166	3	ENGL 212 or 213	3
OMT 118 or ACCT 201	3	BA 231	3
OMT 115	3	ACCT 202 or 222	3
BCIS Electives	3	BCIS Electives	5-6

OR

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 108	3	ENGL 111	3
BA 166	3	OMT 220	3
OMT 118 or ACCT 201	3	BA 231	3
OMT 115	3	ACCT 106	3
BCIS Elective	3	Business Elective	3

WELDING TECHNOLOGY CERTIFICATE

The one-year certificate in welding technology provides a student with specific training for structural and pipe welding certification. Students gain a well-rounded education in the use of the latest welding technology, blueprint reading, layout, and fabrication. Graduates of this program will be prepared for employment as structural or pipe welders, and will have a solid welding background for many mechanical trades.

A. Major Requirements	Credits
WELD 102 Gas Welding	2
WELD 103 Arc Welding	4
WELD 104 Arc Welding: Low-Hydrogen Electrodes	4
WELD 105 Pipe Welding	4
WELD 106 Pipe Certification	4
WELD 110 Blueprint Reading for Pipe Welders	3
MATH 101 Technical Mathematics	3

Select 3-4 credits from the following: 3-4

WELD 108 Wire Welding (4)	
WELD 109 TIG Welding (4)	
WELD 131 Metallurgy for Welders & Mechanics (3)	

NOTE: All students must pass structural and pipe certification tests before being granted a certificate in Welding Technology.

TOTAL CREDITS REQUIRED FOR CERTIFICATE 27-28

NOTE: Experienced welders have the option of bypassing the first semester courses by completing written and practical examinations on first semester work. This will allow experienced welders to enter the program at an appropriate level.

WORD PROCESSING/ INFORMATION PROCESSING CERTIFICATE

This one-year certificate emphasizes training on both IBM and Macintosh computers using a wide variety of software applications. This degree is also offered in Homer.

A. Communication Requirements	Credits
OMT 120 Business English	3
OMT 220 Written Business Communications	3
B. Major Requirements	
OMT 170 Office Procedures	3
OMT 278 Interpersonal Skills in Organizations	3
<u>Select six (6) credits from the following:</u>	6
BCIS 103 Microcomputer Software Packages (3)	
<u>OR</u>	
BCIS 110 Computer Concepts in Business (3)	
OMT 255 Computer Applications in the Office (3)	
<u>Select one (1) to three (3) credits from the following:</u>	1-3
OMT 230A Machine Transcription A (1)	
OMT 231 Medical Transcription (3)	
OMT 232 Legal Transcription (1-3)	
<u>Select six (6) credits from the following:</u>	6
OMT 101 Keyboarding: Elementary (3)	
OMT 102 Intermediate Keyboard Applications (3)	
OMT 203 Applied Word Processing (3)	
OMT 242 Basic Word/Information Processing Appl (1)	
OMT 243 Advanced Word/Information Processing Appl (1)	
C. Electives selected from the following:	3-5
OMT 110 Calculators (1)	
OMT 121 Proofreading (1)	
BCIS/OMT 143 Intro to the Macintosh (1)	
OMT 156 Desktop Publishing Fundamentals (1)	
OMT 251 Macintosh Applications—Selected Topics (1)	
OMT 338 Desktop Publishing and Design (3)	
BCIS 111 Intro to Lotus 1-2-3 (1)	
BCIS 116 Intro to dBase III (1)	
BCIS 118A Intro to Spreadsheet/Macintosh Excel (1)	
BCIS 122 Intro to Database/Mac/Filemaker II (1)	
BCIS 140 Intro to MS-DOS (1)	

TOTAL CREDITS REQUIRED FOR CERTIFICATE 30-32

COURSE DESCRIPTIONS

Adult Basic Education
Accounting
Anthropology
Applied Statistics
Art
Aviation Technology
Biology
Business Administration
Business Computer Information Systems
Chemistry
Dance
Early Childhood Development
Economics
Education
Electronics Technology
Engineering Design Drafting
English
Fisheries Technology
Foreign Languages
Forestry Technology
Geography
Geology
Guidance
Health Science
History
Home Economics
Humanities
Library Skills
Linguistics
Marine Technology
Mathematics
Mechanical Technology
Music
Office Management and Technology
Petroleum Technology
Philosophy
Physical Education
Physical Education and Recreation
Physics
Political Science
Psychology
Sociology
Social Work
Speech
Theatre
Vocational Skills
Welding

Adult Basic Education

ABE 001 **Adult Basic Education** **0.0** **CR**
Adult Basic Education is a program of individualized instruction in mathematics, English, and reading comprehension as well as English as a second language. This instruction also can prepare the student for the GED High School Equivalency test. Upon successful completion of the GED test, students receive a High School Equivalency Diploma from the State Department of Education. All ABE classes are non-graded. Class exercises are scored only to provide students and teachers with information on progress and areas of difficulty.

Accounting

ACCT 201 **Principles of Financial Accounting** **3.0** **CR**
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. Special Notes: ACCT 101 and ACCT 102 will satisfy requirement for ACCT 201. AAS accounting majors must take ACCT 101 and ACCT 102.

ACCT 202 **Principles of Managerial Accounting** **3.0** **CR**
Prerequisite: ACCT 101 and ACCT 102 or ACCT 201; plus BCIS 110 or equivalent. Lab Fees. 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** **3.0** **CR**
Prerequisite: 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** **3.0** **CR**
Prerequisite: ACCT 101 and ACCT 102, or ACCT 201; plus BCIS 110 or faculty permission. Lab Fees. 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 240 **Introduction to Cost Accounting** **3.0** **CR**
Prerequisite: ACCT 202 or faculty permission. Covers fundamentals of cost accounting and practical problems in the analysis of material, labor, and overhead costs. Emphasis on job cost system, the process cost system, and standard cost accounting. Offered at Kenai Peninsula College only.

ACCT 270 **Introduction to Governmental Accounting** **3.0** **CR**
Prerequisite: ACCT 101 and 102, or ACCT 201. Introduction to governmental accounting, including fund accounting. Emphasizes the differences between the purposes of financial and governmental accounting. Special Notes: This course is not a prerequisite nor substitute for ACCT 402.

Anthropology

ANTH 101 **Introduction to Anthropology** **3.0** **CR**
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. Special Notes: Recommended for majors and non-majors.

ANTH 200	Natives of Alaska	3.0 CR
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	3.0 CR
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 205	Biological Anthropology	3.0 CR
Introduction to human behavior, genetics, classification and evolution with comparisons to other primates. Examines distribution, morphological and physiological adaptations of human populations. SPECIAL NOTES: meets AA Degree Social Science category elective.		
ANTH 210	Introduction to Anthropological Linguistics	3.0 CR
Introduction to concepts in anthropological linguistics. This course examines approaches to representing structures of the language of the world and such topics as folk taxonomies, typologies, kinship, communicative interaction, and language change and variation, all in relation to cultures and societies. SPECIAL NOTES: meets AA Degree Social Science category elective.		
ANTH 211	Fundamentals of Archaeology	3.0 CR
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 325	Cook Inlet Anthropology	3.0 CR
Study of the peoples and cultures of the Native, Russian and American periods of the Cook Inlet region. Includes original archaeological studies and ethnohistoric documents.		

Applied Statistics

AS 300	Elementary Statistics	3.0 CR
Prerequisite: MATH 105 or two years of high school algebra or Math Placement Test. Measurement, sampling, measures of central tendency, dispersion, and position, frequency distributions, regression and correlation, probability, binomial and normal distributions, estimation, hypothesis testing, t, chi-square, and F-distributions. Special Notes: A student may apply no more than 3 credits from AS 300, AS 307 and BA 273 toward the graduation requirements for a baccalaureate degree.		

Art

ART 100	Introduction to Studio Art Activities	1.0-3.0 CR
Fees. Individual studio projects, lectures, and field trips to introduce possible areas for concentrated study. Recommended for students seeking initial exposure to arts such as design, printmaking, weaving, and sculpture. Special Notes: Does not satisfy BA in Art or BFA degree requirements.		
ART 105	Beginning Drawing	3.0 CR
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.		
ART 111	Two-Dimensional Design	3.0 CR
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	3.0 CR
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	3.0 CR
Exploration of three-dimensional design, employing such materials as paper, card, wood, sheet metal, plastic and wire using simple hand and machine techniques. Analysis and discussion of three-dimensional perception will be directed by projects that develop awareness. Seeks to stimulate discussion and analysis of three-dimensional perception.		
ART 160	Art Appreciation	3.0 CR
Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts. Special Notes: Course meets general degree requirement except for Art majors.		
ART 180A	Beginning Stained Glass	3.0 CR
Introduction to stained glass techniques including pattern designing, cutting, and lead came. SPECIAL NOTES: Does not satisfy bachelor's degree requirements. Meets Humanities Category Elective. Community interest course.		

ART 181A	Beginning Calligraphy	3.0 CR
The art of lettering. Writing and practicing the Roman alphabet and formal Italic, emphasis on writing position, order of pen strokes, spacing, practice, suggestion, and exercises. Introduction to various tools, including pens, inks, papers, and watercolors. Students learn the following alphabet: Bookhand, Italic and/or Uncial and cover numbering, color usage and design. Special Notes: Does not satisfy BA in Art or BFA degree requirements.		
ART 187A	Oil Painting for Pleasure	3.0 CR
Fees. Designed for beginning and intermediate painters. Emphasizes individual growth. Subject matter includes Alaskan scenes as well as other selections. Special Notes: Does not satisfy BA in Art or BFA degree requirements.		
ART 187B	Wildlife Painting	3.0 CR
Prerequisite: ART 105. Emphasizes accurate rendition of wildlife and close attention to the proper habitat scenes. Students will illustrate native and foreign mammals and birds in their natural habitats. Special Notes: Does not satisfy BA in Art or BFA degree requirements.		
ART 201	Beginning Handbuilt Ceramics	3.0 CR
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Introduction to ceramic materials and process. Emphasis on handbuilding forming methods. Includes clays, clay bodies, slips, glazes, and the firing process. Exposure to idea development and creative problem solving. Special Notes: May be repeated once for credit.		
ART 202	Beginning Wheelthrown Ceramics	3.0 CR
Prerequisite: ART 201. Fees. Introduction to ceramic materials and process. Emphasis on wheelthrowing techniques. Includes clays, clay bodies, slips, glazes and the firing process. Exposure to the history and aesthetics of the pottery tradition. Special Notes: May be repeated once for credit.		
ART 205	Intermediate Drawing	3.0 CR
Prerequisite: ART 105. Fees. Drawing in class from live models. Emphasizes expanding visual awareness through drawing.		
ART 211	Beginning Sculpture	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Exploration of fundamental elements of form, mass, volume, scale, material and surface. Acquaints student with the tools, techniques and materials available to the sculptor. Special Notes: May be repeated once for credit.		
ART 213	Beginning Painting	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Introduction to basic materials and techniques in oil or acrylic painting. Emphasizes understanding form in space and light, and the interaction of form with color, value, and texture in paint. Special Notes: May be repeated once for credit.		
ART 215	Beginning Printmaking (Intaglio)	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Intaglio, collograph and relief techniques. Encourages creativity and craftsmanship in the development of plates and their printing, augmented by an awareness of traditional and contemporary methods and skills.		
ART 224	Beginning Photography	3.0 CR
Fees. Cross-Listed: JPC 224. Basic principles including 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	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included. Special Notes: May be repeated once for credit.		
ART 258	Illustration I	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Development of commercial portfolio. Includes limited color illustrations in wet and dry media and mechanical overlays.		
ART 259	Illustration II	3.0 CR
Prerequisite: ART 258. Fees. Illustration through use of full color media and techniques. Includes the use of inks, gouache, acrylic, and colored pencils.		
ART 261	History of World Art I	3.0 CR
Origins and development of painting, sculpture, and architecture. Covers history of art from Prehistory through the Medieval Period emphasizing art of the Western World. Special Notes: May be used for general degree requirements.		
ART 262	History of World Art II	3.0 CR
Origins and development of painting, sculpture, and architecture. Covers history of art from the Renaissance through the Modern Period emphasizing art of the Western World. Special Notes: May be used for general degree requirements.		
ART 305	Advanced Drawing	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Development and refinement of individual problems in drawing. Special Notes: May be repeated once for credit.		
ART 307	Life Drawing and Composition	3.0 CR
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Drawing from live models to explore possibilities in design composition. Emphasizes form and space using charcoal, pen, brush, and other media. Special Notes: May be repeated once for credit.		

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ART 313 Intermediate Painting 3.0 CR
Prerequisite: ART 213. Fees. Continued and intensified development of expressive skills in painting. Reviews techniques and refines materials usage with the emphasis on individual approaches to pictorial and conceptual problems in oil and acrylic. Special Notes: May be repeated for credit.

ART 323 Color Photography 3.0 CR
Prerequisite: ART/JPC 224. Fees. Cross-Listed: JPC 323. Advanced techniques in color transparencies, color negatives, and color printing. Special Notes: May be repeated for credit.

ART 324 Intermediate Photography 3.0 CR
Prerequisite: ART/JPC 224. Fees. Cross-Listed: JPC 324. Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "fine print."

ART 358 Children's Book Illustration 3.0 CR
Prerequisite: ART 256. Fees. Techniques and materials. Course work includes conceptualization and composition of visuals for individual pages, book layout, discussion of market presentation and portfolio organization. Special Notes: May be repeated once for credit.

ART 363 History of Modern Art 3.0 CR
Prerequisite: ART 262 or faculty permission. Development of mid to late 19th century and 20th century art. Various visual arts are placed within the social and cultural contexts of this period.

ART 418 Methods: Art in the Elementary School 3.0 CR
Prerequisite: ED 332. Admission to School of Education. Fees. Cross-Listed: ED 418. Methods of teaching art principles, procedures and materials for the elementary school level. Explores a wide variety of art media basic to elementary art curricula. Develops and evaluates curriculum activities.

ART 424 Advanced Photography 3.0 CR
Prerequisite: ART/JPC 324. Fees. Cross-Listed: JPC 424. Development of images that reflect individual expression. Provides for individual portfolio development. Special Notes: May be repeated for credit.

Aviation Technology

AT 100 Private Pilot Ground School 4.0 CR
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 200 Instrument Ground School 4.0 CR
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.

Biological Sciences

BIOL 105 Fundamentals of Biology I 4.0 CR
Prerequisite: High school biology or faculty permission. Fees. An introduction to the basic principles of biology as science; simple biological chemistry; cell biology; energy transformation; cellular reproduction; and genetics. Special Notes: One 3-hour lab per week. BIOL 105, 106 are core courses in biology and are prerequisites to further courses in the biological sciences. Required for BIOL 106.

BIOL 106 Fundamentals of Biology II 4.0 CR
Prerequisite: BIOL 105 or faculty permission. Fees. A continuation of an introduction to the basic principles of biology for the science major. Anatomy, physiology, and behavior of plants and lower kingdoms. Overview of ecology. Special Notes: One 3-hour lab per week. BIOL 105 and 106 are core courses in biology and are prerequisites to further courses in the biological sciences. BIOL 105 and 106 are required for BIOL 219.

BIOL 111 Human Anatomy and Physiology I 4.0 CR
Fees. An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine 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. One 3-hour lab per week.

BIOL 112 Human Anatomy and Physiology II 4.0 CR
Prerequisite: BIOL 111 or faculty permission. Fees. 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 programs. One 3-hour lab per week.

BA 104 Real Estate Principles and Practice 3.0 CR
Fundamental course in real estate. Includes property rights, ownership, financing, brokerage, planning, investing, and home buying and selling. Offered at Kenai Peninsula College only.

BA 105 Principles of Banking 3.0 CR
Designed for new personnel at any level. Foundation for most subsequent American institute of banking courses. Provides updated, broad perspective of banking industry and bank functions. Includes check processing, teller functions, deposits, trust services, bank bookkeeping, bank loans, and investments. Discussion of bank's role in community.

BA 112 Tourism Principles and Practices 3.0 CR
Survey of tourism fundamentals; why tourists travel, components of tourism, economic and social impacts of tourism, destination development, and travel market research. Offered at Kachemak Bay Branch only.

BA 116 Travel Agency Planning and Sales 3.0 CR
Designed for beginning travel agents. Sale of airline tickets, design and tabulation of route costs, time changes, group and individual rates. Includes transfers, schedule outlines, use of airline rate and time schedules, reservations, interviewing, and sales techniques. Offered at Kachemak Bay Branch only.

BA 131 Personal Finance 3.0 CR
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 151 Introduction to Business 3.0 CR
Lab Fees. 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 155 Personal Investments 3.0 CR
An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking, annuities, insurance, real estate, estate planning, and taxes.

BA 166 Small Business Management 3.0 CR
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 204 Introduction to Money and Banking 3.0 CR
Presents basic economic principles most closely related to money, banking, and other topics of interest to bank management. Stresses practical application of theories to individual banks. Covers commercial banking systems, cash assets and liquidity management, bank investments, federal reserve system and treasury Dept. operations, and international monetary system. Special Notes: Designed for persons with entry level to five years experience.

BA 206 Analyzing Financial Statements 3.0 CR
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 asset utilization.

BA 222 Introduction to Real Estate Investment/Tax 3.0 CR
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 3.0 CR
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 3.0 CR
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 232 Fundamentals of Organizational Management 3.0 CR
Prerequisite: BA 231 or faculty permission. Leadership styles of managers and skills necessary to effectively lead in organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.

BA 233	Fundamentals of Financial Management	3.0	CR
Prerequisite: Either ACCT 101 or ACCT 201, and MATH 105. Helps students to develop decision making viewpoints of managers. Includes financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.			
BA 241	Business Law I	3.0	CR
Cross-Listed: JUST 241. Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.			
BA 256	Financial Planning and Control	3.0	CR
Prerequisite: BA 151 or 166. The overall plan stated in terms of costs and revenue. Foundations for effective budgeting, management tool prerequisites, goals, objectives, programming, structure, of budgeting systems, processes and budget cycle formulation, development, preparation, review, approval, implementation, and control.			
BA 260	Marketing Practices	3.0	CR
Prerequisite: BA 151 or faculty permission. Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.			
BA 264	Salesmanship	3.0	CR
Designed for people with or 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 285	Supervision/Management by Objectives	3.0	CR
Covers small group leadership and management so the student can function effectively as a foreman, fire crew boss, or unit supervisor. Emphasizes goal accomplishment, including identification of goals, planning and evaluation.			

Business Computer Information Systems

BCIS 100A	Introduction to Computers	1.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Overview of computers and their applications. Small business and personal computers are emphasized.			
BCIS 100B	Introduction to Microcomputer Applications	2.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Overview of 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 101	Introduction to Data Processing with BASIC	3.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Fees. Computer literacy course. Covers computer hardware, software, information processing and computer programming in BASIC.			
BCIS 103	Microcomputer Software Packages	3.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Fees. Covers in-depth use of 3 major microcomputer software packages for word processing, electronic spreadsheets, and data base applications. Approximately 15 hours of instruction on each application. Designed for students who want to learn to use a microcomputer. Special Notes: Schedule will indicate the specific packages that will be covered.			
BCIS 110	Computer Concepts In Business	3.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Fees. 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	1.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Fees. Grading Policy: Pass/No Pass. 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 116	Introduction to dBASE III	1.0	CR
Prerequisite: Keyboarding skill of at least 30 WPM recommended. Grading Policy: Pass/No Pass. Fees. Introduction to design and use of electronic spreadsheets. Covers the basic dBASE III commands and functions needed to create, manipulate, and print spreadsheets. SPECIAL NOTES: Schedule will indicate the package(s) that will be covered.			
BCIS 118A	Introduction to Spread Sheets/Mac Excel	1.0	CR
Fees. Introduction to design and use of electronic spreadsheet. Covers the basic commands and functions needed to create, manipulate, and print spreadsheets. SPECIAL NOTES: Schedule will indicate the package(s) that will be covered.			
BCIS 122	Introduction to dBASE/Mac/Filemaker II	1.0	CR
Prerequisite: BCIS 143 or equivalent. Fees. Designed to teach use of the application through a series of structured activities demonstrating the "power" of the application resulting in the creation of a substantial file useful to the participant. SPECIAL NOTES: Schedule will indicate the package(s) that will be covered.			

BCIS 140	Introduction to MS-DOS	1.0	CR
Fees. Overview of MS-DOS commands. Standard internal functions and utilities. Directories and hard-disk management.			
BCIS 143	Introduction to the Macintosh	1.0	CR
Cross-Listed: OMT 143. Prerequisite: Keyboarding skill of at least 30 WPM recommended. Fees. Grading Policy: Pass/No Pass. A beginning-level, hands-on course designed for home and business use. Topics include desktop/file management, word processing, spreadsheets, databases, and graphics. Instruction is on Macintosh only. Special Notes: Take OMT 151/BCIS 151 for instruction of DOS machines.			
BCIS 150	Apple For Teachers	1.0	CR
Cross-listed: ED 150. Fees. 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 161	Programming in BASIC	3.0	CR
Prerequisite: One year of high school algebra or MATH 055. Training and practice in writing programs in BASIC.			
BCIS 164	Programming in Pascal	3.0	CR
Prerequisite: Two years of high school algebra or MATH 105. Training and practice in writing programs in Pascal.			
BCIS 168	Programming in FORTRAN	3.0	CR
Prerequisite: Two years of high school algebra or MATH 105. Training and practice in writing programs in FORTRAN.			
BCIS 175	Technical Introduction to Microcomputers	3.0	CR
Prerequisite: BCIS 103 or faculty permission. Provides the student with a survey of the field of microcomputers from a technical viewpoint. Covers terminology, number systems, basic microcomputer architecture, assembly language programming, the S-100 bus system, CP/M operating system, and an introduction to the BASIC programming language.			

Chemistry

CHEM 103	Survey of Chemistry	4.0	CR
Prerequisite: High school chemistry or permission; MATH 055 or equivalent. Fees. Introductory chemistry for health science. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids bases, and buffers. Introduction to organic chemistry including units covering alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides. One 3-hour lab per week. SPECIAL NOTES: Meets AA Degree Natural Science General Education Requirements.			
CHEM 105	General Chemistry I	4.0	CR
Prerequisite: High school chemistry or CHEM 055 or CHEM 101, and MATH 105. Fees. An introduction to inorganic chemistry for science majors which includes atomic and molecular structure, chemical equations and calculations, states of matter, solutions, acids and bases, kinetics, oxidation-reduction reactions, and thermodynamics. Prior knowledge of nomenclature and basic calculations (metric and SI system, mole) will be assumed.			
CHEM 106	General Chemistry II	4.0	CR
Prerequisite: CHEM 105 and MATH 107. Fees. The second semester in the general chemistry sequence for science majors. Topics discussed include solution equilibrium, electrochemistry, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.			

Dance

DNCE 100	Introduction to Dance	1.0	CR
Fees. Introduction to the art and discipline of dance movement. Classes are geared to the level of the participants. Enhanced physical agility and knowledge of basic dance vocabulary are goals. Three short sections offered in ballet, modern and jazz.			
DNCE 101	Fundamentals of Ballet I	2.0	CR
Fees. Beginning ballet technique introduced through barre and center floor work. Correct alignment and injury prevention stressed. Exploration of dance aesthetics and ballet philosophy as well as social and historical influences. Special Notes: May be repeated three times for credit.			
DNCE 102	Fundamentals of Ballet II	2.0	CR
Prerequisite: Dance 101 or equivalent or faculty permission. Fees. Technical, verbal, and theoretical knowledge of ballet enhanced by acquisition of new skills for control and movement. Concepts of dance aesthetics and style plus interrelationships between music and dance. Emphasis on correct anatomical alignment and science of movement. Special Notes: May be repeated three times for credit.			

DNCE 131 Fundamentals of Jazz I 2.0 CR
Fees. Basic jazz techniques including body isolations and syncopation. Correct alignment and injury prevention stressed. Warm-up exercises, locomotor movements and short combinations introduce skills necessary for jazz style. Exploration of dance aesthetics and jazz philosophy as well as social and historical influences. Special Notes: May be repeated three times for credit.

DNCE 132 Fundamentals of Jazz II 2.0 CR
Prerequisite: DNCE 131 or equivalent or faculty permission. Fees. Enhances technical, verbal, and theoretical knowledge of jazz. Warm-up exercises to promote strength and flexibility. Locomotor movements and dance combinations to challenge existing jazz style with multi-rhythms and isolations. Concepts of dance aesthetics and jazz cultural style applied to interrelationships between music and dance. Historical and social influences in jazz. Emphasis on correct alignment and injury prevention. Special Notes: May be repeated three times for credit.

DNCE 151 Beginning Tap Dance I 1.0 CR
Fees. Learning and practicing basic tap dance steps and combinations. Begins with warm-up exercises at barre and across floor. Covers basic steps such as shuffle, flap, ball-change, front and back flaps. Special Notes: May be repeated three times for credit.

DNCE 231 Intermediate Jazz Dance I 2.0 CR
Prerequisite: DNCE 132 or equivalent or faculty permission. Fees. Increases student skill level and movement vocabulary in intermediate jazz dance technique. Jazz dance principles of poly-rhythms, syncopation and body isolations explored with emphasis on extended phrases and musicality. Correct alignment stressed throughout. Serious course requiring regular attendance. Special Notes: May be repeated three times for credit.

DNCE 232 Intermediate Jazz Dance II 2.0 CR
Prerequisite: DNCE 231 or equivalent or faculty permission. Fees. Augmentation of skill level and movement vocabulary acquired in Intermediate Jazz I. Complex movement phrases with emphasis on musicality and performance style explored. Correct alignment and injury prevention stressed throughout. Special Notes: May be repeated three times for credit.

DNCE 233 Advanced Jazz Dance I 2.0 CR
Prerequisite: DNCE 232 or faculty permission. Fees. Performance oriented jazz dance emphasizing continued technical development. Special Notes: May be repeated three times for credit.

DNCE 251 Intermediate Tap Dance I 1.0 CR
Prerequisite: DNCE 151 or faculty permission. Introduces intermediate level tap dance technique and vocabulary. Develop more intricate rhythmic sequences and complete full length dances.

DNCE 252 Intermediate Tap Dance II 1.0 CR
Prerequisite: DNCE 151 or faculty permission. Increases skill level in intermediate tap dance techniques and vocabulary. Develops more intricate rhythmic sequences and complete full length dances. Emphasizes performance and mastery of musical understanding.

ECD 124 Creative Activities for Young Children 1.0 CR
Experiences, activities, and media that stimulate children to explore and express their creative abilities.

ECD 125 Safe and Healthy Learning Environments 1.0 CR
Stresses competencies which enable students to provide measures necessary to reduce and prevent accidents. Prepares students to provide learning environments which are free of factors contributing to or causing illness.

ECD 126 Learning Environment/Physical Activities 1.0 CR
Emphasizes learning as appropriate to developmental levels and learning levels and learning styles of children. Includes planning and scheduling activities, selecting equipment and materials to promote physical development of children.

ECD 127 Social/Sense of Self Development 1.0 CR
Emphasizes providing physical/emotional security for children, helping each child to accept and take pride in his/herself, and to develop a sense of independence.

ECD 131 Guidance and Discipline 1.0 CR
Information and activities used in providing environments where young children learn and practice appropriate behaviors individually and in groups. Includes influences on behavior promoting self-control, inappropriate practices, and parent involvement.

ECD 132 Social Development 1.0 CR
Emphasis on social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discussed is the development of cooperation among children and between children and adults.

ECD 211 Development of a Sense of Self 1.0 CR
Presents information and activities to help young children know, accept, and take pride in themselves, and to develop independence. Includes fostering children's self-knowledge and sense of pride, experiences of success, acceptance by others, and realization of own effectiveness.

ECD 221 Families 1.0 CR
Emphasis on the importance of positive and productive relationships between families and child development programs. Also discussed is coordination of child-rearing efforts of both family and program.

ECD 222 Program Management 1.0 CR
Information and activities teaching students to use available resources to ensure effective operation of children's programs. Emphasis on competent organization, planning, and record-keeping.

ECD 224 Professionalism 1.0 CR
Promotes professional and personal growth among caregivers of young children. Topics include developing philosophical basis for caregiving, goal ethics, networking, and continuing self-actualization.

ECD 225 Professionalism and Program Management 1.0 CR
Emphasizes being a competent organizer, planner, record keeper, communicator, and a cooperative coworker. Stresses making decisions based on knowledge of early childhood theories and practices, promoting quality in child care services, and taking advantage of opportunities to improve competence, both for personal and professional growth and for the benefit of children and families.

ECD 226 Guidance/Discipline and Families 1.0 CR
Learning to maintain an open, friendly, and cooperative relationship with each child's family, encouraging their involvement in the program and supporting the child's relationship with his or her family. Stresses providing a supportive environment in which children can begin to learn and practice appropriate and acceptable behaviors as individuals and as a group.

Early Childhood Development

PREREQUISITE NOTICE:

Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.

ECD 111 Safe Learning Environments 1.0 CR
Stresses importance of safe learning environments and competencies which enable students to provide such environments for young children. Emphasis on measures necessary to reduce and prevent accidents.

ECD 112 Healthy Learning Environments 1.0 CR
Prepares students to provide learning environments for young children which are free of factors contributing to or causing illness.

ECD 113 Learning Environments 1.0 CR
Emphasizes arrangement of environments conducive to learning and appropriate to developmental levels and learning styles of children. Includes selection of materials and equipment, room arrangements, and scheduling.

ECD 121 Physical Activities for Young Children 1.0 CR
Stresses essentials of planning centers which provide space, materials, equipment, and activities to promote physical development of children. Includes planning and scheduling activities, selecting equipment and materials.

ECD 122 Cognitive Activities for Young Children 1.0 CR
Activities and experiences which encourage questioning, probing, and problem-solving skills appropriate for different developmental levels and various learning styles of young children.

ECD 123 Communication 1.0 CR
Activities that help children acquire and use language to communicate their thoughts and feelings. Includes nonverbal communication and understanding others.

Economics

ECON 101 Introduction to Current Economic Problems (Topics Vary) 3.0 CR
A one semester course designed primarily for the student who plans no further work in economics. Utilizes a less rigorous approach than is customary in traditional economics courses and focuses on current economic problems. Special Notes: Not recommended for persons who have taken ECON 201 and/or ECON 202.

ECON 201 Principles of Macroeconomics 3.0 CR
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 3.0 CR
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 1.0 CR
Cross-Listed: 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. SPECIAL NOTES: Applied Studies credit.

ED 200 Student Paraprofessional Seminar 1.0 CR
Cross-Listed: GUID 200. Prerequisite: Admittance and participation in KPC Peer Advisor, Student Tutor or Student Government programs. Training and support activity for KPC students to provide a variety of helping services to the campus community. Learn the roles and responsibilities of other student helper groups, become acquainted with the college structure for referral purposes, and refine basic student helper skills such as listening and communication.

ED 200A Student Tutor Education I 1.0 CR
Prerequisite: Average or better speaking, reading, writing, and social skills. Transcript copy showing at least a grade of B in any course the student wishes to tutor; must be provided along with a faculty recommendation for each course. The goal of this course is to provide student tutors with skills for successfully working with their fellow students in an academic setting. Seven steps for tutoring are reviewed, and helpful tips for tutoring in different subject areas are discussed. Special Notes: Practical experience for ED 200A is provided by concurrent enrollment in ED 200B.

ED 200B Student Tutor Education Practicum 1.0 CR
Prerequisite: ED 200A. The goal of this course is to successfully tutor students in an academic setting. Special Notes: ED 200B serves as the practical experience for ED 200A

ED 200C Student Tutor Education II 1.0 CR
Prerequisite: ED 200B. Continues and expands the practical tutoring experience of ED 200B. Tutors meet students' academic needs through successful individual and group tutoring.

ED 202A Introduction to Tutoring Level I Lab 1.0-3.0 CR
Prerequisite: Must be concurrently enrolled in ED 200 or GUID 200. Provides the student in ED 200 with an opportunity to either 1) successfully tutor fellow students in an academic setting at KPC, or 2) successfully tutor students in a public school setting (elementary or secondary schools) or 3) successfully tutor ESL and/or ABE students.

ED 202B Advanced Tutoring 1.0-3.0 CR
Prerequisite: Successful completion of ED 200 or GUID 200 and ED 202A, and a Level I Certification from CRLA. Successfully tutor students in an academic setting.

ED 202C Master Tutoring 1.0-3.0 CR
Prerequisite: Successful Completion of ED 200B and a Level I Certification From CRLA. Successfully tutor students in an academic setting.

ED 210 American Schools 2.0 CR
Examines the sociopolitical environment and various client groups served by the nation's school system, including a brief overview of the historical development of the nation's schools. Looks at the diverse characteristics of the emerging population of students who now constitute the nation's "student body," the working environment of a teacher, and the emerging definition of excellent teaching practices.

ED 211 Observation of Learning 1.0 CR
Grading Policy: Pass/No Pass. Teaches prospective educators, parents and other interested students how to observe a learning setting, including observer access and etiquette, and how to identify critical aspects of learner and teacher behavior. Individualized, self-paced, open entry/exit course. All pre-education majors must pass this course in order to take other courses in education. Students attend an orientation session, then hours by appointment. May be repeated as many times as necessary to pass.

ED 212 Human Development and Learning 2.0 CR
Grading Policy: Pass/No Pass. Overview of human development, pre-natal to aging, as this impacts learning. Theories of learning, and how learning is studied. Learning style and how it is identified. Characteristics of diversity in learners, as this evolves through development.

ED 313 Designing Instruction 2.0 CR
Corequisite: ED 212. Overview of basic instructional strategies and possible models. Components of a "lesson" or pre-planned learning activity. How to design lessons which accommodate diverse learners in the same setting.

ED 314 Creating Effective Learning Environments 2.0 CR
Corequisite: ED 212. Survey of the types of possible learning environments. Teaches how to design a manageable learning environment to meet individual and multiple needs, given organizational, physical, political, social and individual learner constraints. Includes special emphasis on designing environments for diverse and exceptional learners.

ED 332 Diagnosis and Assessment of Learning 1.0 CR
Corequisite: ED 313. Overview of how to diagnose the learner's current functioning in relation to a learning objective; types of assessment; how to select and use appropriate models of assessment. Utilizing the results of assessment to improve instruction. Special Notes: Education pre-majors sign up for ED 332 and two credits selected from either ED 333, 334, or 335.

ED 333 Diagnosis and Assessment of Early Childhood and Primary Learning 1.0 CR
Corequisite: ED 332. Specific application of diagnostic and assessment techniques to very young children, including children with diverse and special needs.

ED 334 Diagnosis and Assessment of Intermediate and Transescent Learning 1.0 CR
Corequisite: ED 332. Specific application of diagnostic and assessment techniques to intermediate and transescent children, including children with diverse and special needs.

ED 335 Diagnosis and Assessment of Adolescent Learning 1.0 CR
Corequisite: ED 332. Specific application of diagnostic and assessment techniques to older adolescent children, including children with diverse and special needs.

ED 336 Classroom Management 1.0 CR
Prerequisite: ED 313 and 314; and Co-requisite: ED 332. Theories and relationship of classroom management to instructional design and assessment methodology. Techniques for creating a positive preventative discipline environment. Special emphasis on classroom management strategies for diverse and special needs children. Education pre-majors must sign up for ED 336 and two credits from either ED 337, 338, or 339.

ED 337 Classroom Management in Early Childhood and Primary Settings 1.0 CR
Corequisite: ED 336. Application of principles and strategies of classroom management to early childhood education and primary settings, with special emphasis on application for diverse and special needs children.

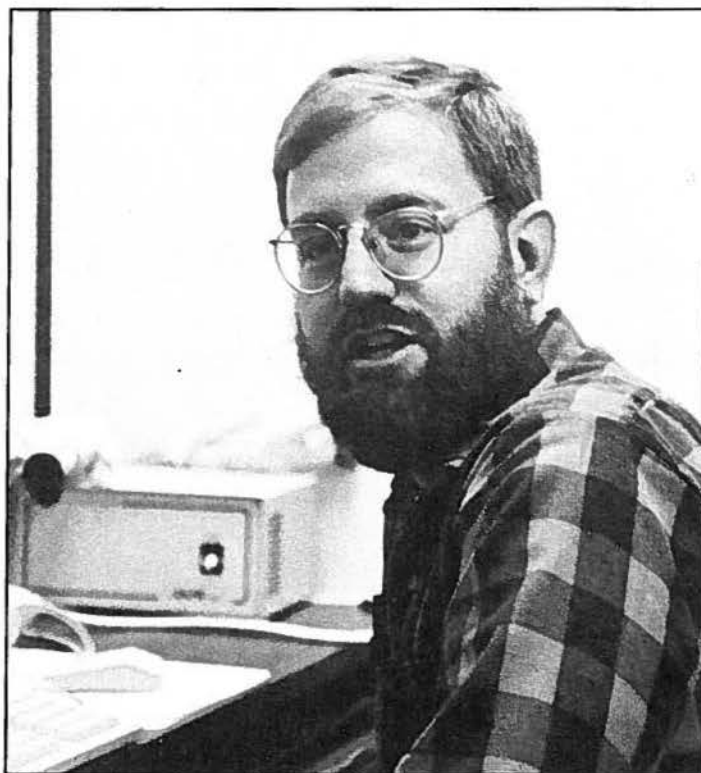
ED 338 Classroom Management in Intermediate and Transescent Settings 1.0 CR
Corequisite: ED 336. Application of principles and strategies of classroom management to intermediate and transescent settings, with special emphasis on application for diverse and special needs children.

ED 339 Classroom Management in Older Adolescent Settings 1.0 CR
Corequisite: ED 336. Application of principles and strategies of classroom management to older adolescent settings, with special emphasis on application for diverse and special needs children.

ED 418 Methods: Art in the Elementary School 3.0 CR
Cross-Listed: ART 418. Prerequisite: ED 332. Admission to School of Education. Material Fees. Methods of teaching art principles, procedures and materials for the elementary school level. Students will explore a wide variety of art media basic to elementary art curricula. Students will be responsible for developing, conducting, and evaluating curriculum activities.

ED 419 Exceptionalities: Culture and Learning 3.0 CR
Prerequisite: ED 212. Examination of special education and multicultural considerations for undergraduate elementary and secondary education majors who are preparing to be teachers. Includes instructional strategies to enhance the general education program of the exceptional population including culturally and linguistically diverse students and those with handicapping conditions.

ED 423 Philosophical Foundations of Education 3.0 CR
Prerequisite: Both ED 210 and 211. Philosophical assumptions underlying the American concept of schooling, including an overview of the historical antecedents of modern educational philosophy. How a philosophy guides choices about schooling. Development of a coherent personal educational philosophy.



Jack Davis, assistant professor of biology, begins his third year at KPC.

Electronics Technology

English

ET 101 Basic Electronics: DC Physics 4.0 CR

Prerequisite: MATH 055 or equivalent. Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are basic physics of electricity, direct current and practices, magnetism, and use of test equipment. Two hours lab per week.

ET 102 Basic Electronics: AC Physics 4.0 CR

Prerequisite: ET 101. Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits, transformers, and network analysis. Two hours lab per week.

ET 126 Principles of Logic and Gating 4.0 CR

Prerequisite: ET 104 and 105 recommended. Lab Fees. 4-hours lecture per week. Lab projects are assigned to be completed outside of class. Lecture covers number systems, basic logic circuits, digital switches, arithmetic circuits, registers, timing and counter circuits, displays, multiplexing and demultiplexing, D/A and A/D, and basic semiconductor memory circuits.

ET 151 Basic Electricity 4.0 CR

Prerequisite: MATH 055 or equivalent. A first course in electricity for the non-electronics major. Covers basic DC and AC theory including series, parallel, and series-parallel circuits, reactance, impedance and selected circuit analysis techniques. This lab will emphasize practical measurement with meters and oscilloscopes.

ET 200 Residential Wiring 3.0 CR

Designed for those who want to wire their own homes or just understand more about electrical wiring. AC and DC theory, practical wiring including feeder and branch circuits, low-voltage wiring and alarm systems.

ET 207 Rotating Machinery 3.0 CR

Prerequisite: ET 102. Theory of operation of DC motors and generators, AC singlephase motors and generators, and AC polyphase motors. Course includes operating characteristics of the devices and stresses application.

ET 210 Communication Techniques 3.0 CR

Prerequisite: ET 245 or faculty permission. Basic communication theory as applied to AM, FM, and SSB receivers, and transmitters including television. Designed for students interested in obtaining an FCC license.

ET 235 Computer Peripheral Devices 4.0 CR

Prerequisite: ET 240. Instruction in the maintenance and calibration of computer peripherals including floppy disk drives, printers, hard disk drives and terminals. Use of specialized test equipment will be covered.

ET 240 Application of Integrated Circuits 3.0 CR

Prerequisite: ET 126. Coverage includes characteristics and interfacing information on DTL, TTL, and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing conversion will be covered.

ET 241 Microcomputer Interfacing 3.0 CR

Prerequisite: ET 175 and ET 240. Deals with the problems of communication between the computer operating system environment and the real-time, outside world. Topics specifically covered include serial communication, analog/digital and digital/analog conversions, discrete input/output multiplexing, and bus architecture.

ET 245 Basic Electronics 4.0 CR

Prerequisite: ET 101 or ET 151. Gives the student a broad background in semiconductor devices. Coverage includes diodes, transistors, FETs and operational amplifiers. The lab will emphasize troubleshooting techniques of practical semiconductor circuits.

ET 246 Electronic Industrial Instrumentation 3.0 CR

Prerequisite: ET 245. Corequisite of MATH 101/105. Explains the methods of analog electronic signal transmission. In addition, discusses the details of several actual pieces of equipment in-depth providing practice in establishing correct interconnectors. Basic concepts used in troubleshooting this type of equipment are also introduced.

ET 290 Electrical Code 3.0 CR

Prerequisite: ET 151. Introduces the student to the arrangement and application of the National Electrical Code. Feeder, distillation, and branch circuit calculations are covered. Wiring methods for hazardous locations are discussed and transformer and motor circuits are considered.

ENGL 063 Writing Fundamentals 1.0-3.0 CR

Prerequisite: Appropriate score on English Placement Test. Fees. Grading Policy: Pass/No Pass. Specific practice to increase student's ability to use the writing system of the English language. Individualized instruction based on student's present skill level. Special Notes: May be taken for up to six credits.

ENGL 078 Reading Fundamentals 1.0-3.0 CR

Prerequisite: Appropriate score on Reading Placement Test. Fees. Grading Policy: Pass/No Pass. Basic reading course covering word-attack skills, vocabulary, and comprehension. Individualized instruction based on student's present skill level. Special Notes: May be taken for up to six credits.

ENGL 105 Reading Strategies 1.0-3.0 CR

Prerequisite: Appropriate score on Reading Placement Test. Fees. Open-entry course covering comprehension, vocabulary, and textbook strategies. Encourages wide reading and development of skills necessary for success in freshman courses. Designed to fit with ENGL 106. Special Notes: May be taken for up to six credits.

ENGL 106 Basic Composition I 3.0 CR

Prerequisite: Appropriate score on English Placement Test. Fees. 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.

ENGL 107 How to Succeed in College 3.0 CR

Prerequisite: Appropriate score on Reading Placement Test. Fees. Intermediate course in study skills and study reading required for college work. Includes time management, memory, concentration, note taking, and vocabulary practice. Also covers improving thinking ability and overview of speed reading. Written projects focus on individual needs.

ENGL 108 Basic Composition II 3.0 CR

Prerequisite: ENGL 106 or appropriate score on English Placement Test. Fees. Practice in using different forms of paragraph development for specific purposes. Combining paragraphs into short essays. Includes intensive practice in formal punctuation.

ENGL 111 Methods of Written Communication 3.0 CR

Prerequisite: Appropriate score on English Placement Test, SAT Test of Standard Written English, or ACT English Usage Test. Fees. Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Special Notes: Applies toward written communication requirement.

ENGL 121 Introduction to Literature 3.0 CR

Course for non-majors. Introduction to analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

ENGL 122 Introduction to Shakespeare 3.0 CR

Representative selection of Shakespeare's plays, with reference to their historical backgrounds and theatrical environment of Elizabethan Age.

ENGL 133 Women's Autobiography 3.0 CR

Uses autobiographies by 20th century American women to help students read nonfiction with skill and enjoyment, and to help them prepare their own autobiographies. Includes use of library and personal resources, and methods of organizing materials (from family documents to professional vitae). Choice of reading or writing emphasis.

ENGL 201 Masterpieces of World Literature I 3.0 CR

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.

ENGL 202 Masterpieces of World Literature II 3.0 CR

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.

ENGL 203 Survey of British Literature I 3.0 CR

Prerequisite: ENGL 111. Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics.

ENGL 204 Survey of British Literature II 3.0 CR

Prerequisite: ENGL 111. Analysis and interpretation of selected English writings from the Romantics to the present.

ENGL 207 American Prizewinners 3.0 CR

Interpretation and discussion of selections by American writers who have been honored nationally or internationally.

ENGL 211 Intermediate Exposition with Readings in Literature 3.0 CR

Prerequisite: ENGL 111. Fees. Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required. Special Notes: Applies toward written communication requirement.

ENGL 212 **Technical Writing** **3.0 CR**
Prerequisite: ENGL 111 and experience in business, technical, or scientific field. Lab Fees. Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required. Special Notes: Applies toward written communication requirement.

ENGL 213 **Intermediate Exposition with Readings in Nonfiction** **3.0 CR**
Prerequisite: ENGL 111. Fees. Instruction in writing based on close analysis of nonfiction expository prose. Develops a broad range of college and career writing skills. Research paper required. Special Notes: Applies toward written communication requirement.

ENGL 259 **Introduction to Creative Writing** **1.0 CR**
Fees. Introduction to one type of creative writing conducted in short workshops. Special Notes: Repeatable course.

ENGL 260A **Introduction to Creative Writing** **3.0 CR**
Fees. Introduction to two or more types of creative writing and close analysis of each student's work. Special Notes: Repeatable course.

ENGL 260B **Introduction to Creative Writing: Poetry** **3.0 CR**
Fees. Introduction to various poetic writing techniques and close analysis of each student's work. Special Notes: Repeatable course.

ENGL 260C **Introduction to Creative Writing: Fiction** **3.0 CR**
Fees. Introduction to various fictional writing techniques and close analysis of each student's work. Special Notes: Repeatable course.

ENGL 260D **Introduction to Creative Writing: Drama** **3.0 CR**
Fees. Introduction to various dramatic writing techniques and close analysis of each student's work. Special Notes: Repeatable course.

ENGL 260E **Introduction to Creative Writing: Nonfiction** **3.0 CR**
Fees. Introduction to various prose nonfiction writing techniques and close analysis of each student's work. Special Notes: Repeatable course.

ENGL 260F **Introduction to Creative Writing: Children's Stories** **3.0 CR**
Fees. Introduction to various approaches to writing children's stories and close analysis of each student's work. Special Notes: Repeatable course.

Fire Service Administration

FSA 151 **Wild Land Fire Control I** **3.0 CR**
For employed firefighters and fire science majors. Covers fundamental factors affecting wild land fire prevention, fire behavior, and control techniques.

Fisheries Technology

FT 102 **Net Mending** **1.0 CR**
Methods of repairing, gillnets, seines, and trawls. Materials used in construction of webbing, twine types, trimming holes, mending holes, and inserting patches will be covered. Emphasis on proper knots and techniques. Offered at Kachemak Bay Branch only.

FT 103 **Outboard Maintenance and Repair** **1.0 CR**
Fees. Preventive maintenance and troubleshooting of basic outboard motors. Special Notes: Student supplies used outboard motor. Offered at Kachemak Bay Branch only.

FT 113 **Coastal Piloting and Navigation** **3.0 CR**
Fees. Development of navigation techniques and familiarity with local water. Includes chart reading, compass, piloting, aids to navigation, and rules of the road. Offered at Kachemak Bay Branch only.

Foreign Languages

German

GER 101 **Elementary German I** **4.0 CR**
Fees. Basic language course for beginners with little or no knowledge of German. Emphasis on everyday vocabulary, structure and current topics. Special Notes: Use of language lab required outside of class time.

GER 102 **Elementary German II** **4.0 CR**
Prerequisite: GER 101 or equivalent. Fees. Continuation of GER 101 for students with some knowledge of German. Emphasis on everyday vocabulary, structure and current topics. Special Notes: Use of language lab required outside of class time.

Japanese

JPN 101E **Elementary Japanese I** **3.0 CR**
Fees. Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar, and oral composition.

JPN 102E **Elementary Japanese II** **3.0 CR**
Prerequisite: JPN 101E. Fees. Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written "hiragana" communication.

Russian

RUSS 100 **Introduction to Russian Language and Culture** **4.0 CR**
An introduction to the Russian language (Cyrillic alphabet, sounds, basic vocabulary, structure) and to culture and people of the USSR. The course is designed primarily for people who intend to travel to the Soviet Union or who host Soviet visitors and want to be able to exchange very basic information with them. Special Notes: Will be taught on a self-support basis.

RUSS 101 **Elementary Russian I** **4.0 CR**
Fees. Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in USSR. Emphasizes conversation. Special Notes: Requires use of language lab outside of class time.

RUSS 102 **Elementary Russian II** **4.0 CR**
Prerequisite: RUSS 101 or equivalent. Fees. Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Soviet newspapers, magazines and atlases to enhance reading skills. Special Notes: Requires use of language lab outside of class time.

Spanish

SPAN 101 **Elementary Spanish I** **4.0 CR**
Fees. Foundations of Spanish: alphabet, proper pronunciation, basic vocabulary and sentence structure. Grammar covers articles, gender of nouns, adjectives, pronouns, and regular/irregular verb patterns through preterite tenses. Emphasizes speaking and understanding Spanish through frequent classroom practice and lab exercises. Special Notes: Use of language lab is required outside of class time.

SPAN 102 **Elementary Spanish II** **4.0 CR**
Prerequisite: SPAN 101 or equivalent. Fees. Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Imperfect, future and conditional tenses, including their compound forms, will be studied along with other verbal patterns. Special Note: Use of language lab is required outside of class time.

Forestry Technology

FORT 105 **Introduction to Forestry** **3.0 CR**
Introduction to forestry and identification of the different specialties and opportunities that exist in the profession. Instruction in the concepts of multiple use, the many products available from forest areas, and the role of the forestry technician as a specialist in each of several areas.

FORT 110 **Land Surveying/Mapping** **2.0 CR**
Fees. Teaches proficiency in mapping, boundary location, and the use of maps for field orientation. The major instruments used will be chain tape, clinometer, calculator, and mapping compass. Includes survey problems which will require drafting maps or plats.

FORT 120 Forest Ecology and Dendrology 3.0 CR

Prerequisites: FSA 151 and FORT 105. A field oriented course. Identification of all common trees and shrubs in the summer work locality, their ecological group associations, successional stages, and habitat. The influence of soil and climate upon survival and growth will be stressed.

FORT 125 Forest Regeneration 2.0 CR

Prerequisite: FORT 195 or FORT 120. Emphasis on techniques available to the technician to insure forest regeneration on areas burned or logged.

FORT 130 Forest Entomology and Pathology 3.0 CR

Prerequisite: FORT 195 or FORT 120. Instruction in identifying many Alaskan forest insects and diseases. Common diseases and insects will be identified by observation of their injury symptoms on forest trees.

FORT 195 Forestry Practicum 3.0 CR

Prerequisites: FSA 151 and FORT 105. Provides 17 weeks of guided educational experiences in the forests of Alaska allowing a realistic picture of future career opportunities by becoming familiar with agency expectations. Association with a variety of professional specialists broadens the training experiences.

FORT 205 Cruising and Scaling 2.0 CR

Prerequisite: FORT 195 or FORT 120. Instruction in the methods of measuring forest products in the forest, as standing timber, and on the ground as logs or pulpwood. Make trial inventories of selected stands and measure and grade decked logs. Review in both fixed plot and variable plot cruising techniques.

FORT 215 Forest Growth and Silviculture 3.0 CR

Prerequisite: FORT 195 or FORT 120. Explores the life of forest stands in terms of growth and survival, and the way growth can be controlled to produce desired forest products. Learn how to risk rate and measure the age, site index, density, and form class of forest stands. Explanation of the common means of improving growth or product quality.

FORT 220 Wildlife Management 3.0 CR

Prerequisite: FORT 205. Describes habitat requirements, and methods that can be used to increase particular species. Includes methods of population inventories, control of excess animals, and techniques for determining carrying capacity. Review of stream protection and enhancement.

FORT 225 Forest Recreation 3.0 CR

Prerequisite: FORT 205. Instruction in both theory and management of wildland recreation. Learn the problems created in the forest by various recreational users and common methods used to reduce these problems, improve recreational quality, and eliminate user conflicts. Review of construction and maintenance of recreational facilities and trails.

FORT 230 Remote Sensing 3.0 CR

Prerequisite: FORT 220. Designed for making measurements and gathering information from aerial photographs. Emphasizes use of stereoscope and measuring instruments. Instruction in linear, area, and height measurements, scale conversions, and determination of scale. Identification of common objects and timber types will be practiced in sessions combining field and lab analysis.

FORT 235 Timber Harvest and Sale Administration 4.0 CR

Prerequisite: FORT 220. Teaches how to maximize profits for a company or agency while reducing environmental damage and providing for sustained yield of future forest harvests. Examination of ongoing timber sales and contracts. Explains the use and application of various forms of harvesting equipment.

Geography

GEOG 200 Alaskan Geography 3.0 CR

Introductory geographical survey of Alaska. Emphasis will be on the high latitude Alaskan lands and their potential for future development.

Geology

GEOG 111 Physical Geology, Lec/Lab 4.0 CR

Lab Fees. 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.

GEOG 112 Historical Geology 4.0 CR

Prerequisite: GEOG 111 or faculty permission. Lab Fees. 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 the 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.

GEOG 210 Mining Geology 3.0 CR

Prerequisite: GEOG 111 or 112. A survey of topics that lead to an understanding of the concepts of geology related to minerals, mining and marketing. Major topics include basic geological concepts, mineral identification, general mining techniques and mineral markets.

Guidance

GUID 101 Introduction to Peer Advising 3.0 CR

Prerequisite: Peer advising program. Introduction to the peer advising model with emphasis on the information dissemination and paraprofessional counseling aspects. This course is the training class for the peer advising program.

GUID 104 Student Assoc Leadership I 2-3.0 CR

Survey of student leadership topics including techniques of organizational planning, management, program planning, budgeting, group dynamics, communication and leadership theories and techniques. Application of techniques through program/service projects utilizing the Kachemak Bay Student Association as a laboratory. Offered at Kachemak Bay Branch only.

GUID 150 Survival Skills for College Students 3.0 CR

Prerequisite: Placement. Contact department. Designed to increase student skills needed to reach educational objectives. Includes memory techniques, time management, library skills, lecture notes, goal setting and test taking. Techniques, skills, hints, aids, resources, ideas, methods and suggestions for student survival in college.

GUID 200 Student Paraprofessional Helper Seminar 1.0 CR

Cross-Listed: ED 200. Prerequisite: Admittance and participation in KPC peer advisor, student tutor or student government programs. Training and support activity for KPC students to provide a variety of helping services to the campus community. Learn the roles and responsibilities of other student helper groups, become acquainted with the college structure for referral purposes, and refine basic student helper skills such as listening and communication.

GUID 201 Peer Advising Practicum 2.0 CR

Prerequisite: GUID 101 and counselor recommendation. Peer advising practicum is designed to provide advanced helping skills for student paraprofessionals involved in the peer advisor program. Students will participate in training, experiential learning activities and personal growth experiences designed to enhance their functioning as student helpers.

GUID 204 Student Assoc Leadership II 2-3.0 CR

In-depth study of student leadership including organizational planning, management, program planning, budgeting, group dynamics, communication, and leadership theories and techniques as applied to the Kachemak Bay Student Association. Emphasis on identification of student's leadership qualities and development of strategies to enhance leadership skills. Application of skills utilizing the student association as a laboratory. Offered at Kachemak Bay Branch only.



When you need to know, see Shelly Schoessler in Student Services. Shelly works part-time at KPC and takes classes part-time, too.

Health Science

HS 203 Normal Nutrition 3.0 CR
Cross-Reference: DN 203. Prerequisite: BIOL 111 and 112, or CHEM 103 and 104, or faculty permission (courses may be taken concurrently). The study of nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers.

History

HIST 101 Western Civilization I 3.0 CR
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 3.0 CR
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 115 Alaska: Land and Its People 3.0 CR
A survey of Alaska from earliest days to present: its peoples, problems, and prospects.

HIST 131 History of United States I 3.0 CR
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 3.0 CR
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 257A A Gold Rush Era: Alaska and the Yukon 3.0 CR
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.

Home Economics: Textiles and Clothing

HETC 121 Basic Clothing Construction 3.0 CR
For beginning students as well as those wishing to update techniques in quality and efficient garment construction. Experience in use of sewing machines and other equipment. Selection of patterns, fabrics, and notions, and construction of at least four garments. Stresses fundamental sewing techniques and unit construction. Special Notes: Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements.

Humanities

HUM 211 Introduction to Humanities I 3.0 CR
Prerequisite: ENGL 111. Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

HUM 212 Introduction to Humanities II 3.0 CR
Prerequisite: ENGL 111. A study of a given historical period or periods with reference to art, literature, philosophy, and music.

HUM 220 Film as/and Literature 3.0 CR
An exploration of what makes good literature and good film, and the relationship between the two genres. This course focuses on how literary and cinematic expression differs, and how—or if—the former translates into the latter. Students learn to read novels, plays, and short stories critically and to watch films critically. Two critical essays required; readings are numerous.

HUM 250 Myths and Contemporary Culture 3.0 CR
A broad survey of the origin, function, and history of myths which affect contemporary culture. From the earliest Sumerian Epic to Joseph Campbell's *The Hero With a Thousand Faces*, myths will be traced through their transformations in literature, sculpture, music, painting, and folk tales. SPECIAL NOTES: Humanities Category Elective.

Library Science

LS 101 Library Skills 1.0 CR
Grading Policy: Pass/No Pass. Independent study in college library skills and resources common to libraries in general, with particular reference to the UAA library. Special Notes: No class sessions are held. Course to be completed within semester with individual assignments completed according to schedule set by student and approved by faculty.

Linguistics

LING 101 The Nature of Language 3.0 CR
A beginning course in study of language. Introduction to systematic analysis of human language and description of its grammatical structure, distribution, and diversity.

Marine Technology

MT 122 Small Engine Maintenance and Repair 3.0 CR
Maintenance and operation of small gasoline engines. Application of these engines to pumps, chain saws, and outboard motors.

MT 123 LORAN Navigation 1.0 CR
Development of an understanding of LORAN and its practical applications and use in navigation, inactive interference problems on vessels, installation, interpretation of radar images.

MT 230 Boat Operator License Prep 2.0 CR
Covers weather, first aid, seamanship, pollution control, navigation, rules of the road, etc, all of which a basic understanding is necessary to pass the USCG examination to operate a marine vessel for hire.

MT 231 Vessel Commercial License Prep 2.0 CR
Grading Policy: Pass/No Pass. Preparation for passing the USCG license exam for motor boat operator of uninspected passenger vessels, and Master, Inland and Near Coastal.

MT 232 Practical Navigation/Small Craft 2.0 CR
Course covers tides and currents, compass use, weather and chart reading, finding position, military dock, plotting, and LORAN navigation.

MT 233 Master License Prep/Under 100 Gross Ton 2.0 CR
Prerequisite: MT 230 or boat operator license. Grading Policy: Pass/No Pass. Covers topics to prepare a person to pass the USCG examination for the boat master license under 100 gross ton. Includes rules of the road, CFR and UPV regulations, seamanship, fire fighting, aids to navigation, LORAN, compass, gyro and lifesaving.

Mathematics

MATH 050 Math Modules (050A-J) 3.0 CR
Three-credit course divided into modules which may either be taken together as a block or separately. Together, these modules cover arithmetic skills as a prelude to elementary algebra (MATH 055). Special Notes: Equivalent to MATH 054. Credit will not be given for both MATH 054 and 050. If a student registers and satisfactorily passes all modules, a total of 3 credits will be earned.

MATH 050A Whole Numbers .3 CR
Provides basic instruction in addition, subtraction, multiplication, and division of whole numbers.

MATH 050B Fractions .3 CR
Develops skill in addition, subtraction, multiplication and division of fractions, and reviews the use of reciprocals, least common denominators, and mixed numerals.

MATH 050C Decimals .3 CR
Designed to improve skills in addition, subtraction, multiplication, and division of decimals, and reviews converting fractions to decimals.

MATH 050D Ratio and Proportion/Percent .3 CR
Introduction to ratios, proportions and formulas, applications of percent, and converting percent to fractional and decimal notation.

MATH 050E Geometry/Measurement Systems .3 CR
Covers both English and metric systems of units and conversions between the two. Also includes geometry of angles, perimeters, area, volumes, and similar triangles with emphasis on use of these formulas to solve problems.

MATH 050F Preparing for Algebra .3 CR
Introduces use of signed numbers and covers operations of addition, subtraction, multiplication, and division of signed numbers. Covers the commutative and associative properties and their uses, and powers of signed numbers.

MATH 050G Variable Expressions and Polynomial Simplification .3 CR
Study of operations with polynomial expressions including addition, subtraction, multiplication, and division of polynomials in one and several variables. Covers distributive rule, evaluating expressions, and evaluating formulas.

MATH 050H Exponents and Radicals .3 CR
Study of rules of exponents including negative and zero exponents. Also covers square roots and radicals, and the basic operations using them.

MATH 050I Solving Equations .3 CR
Study of steps involved in solving single variable linear equations using field properties and arithmetic of real numbers. Includes equations of one, two, and three steps, equations containing parentheses, and translation of sentences into equations.

MATH 050J Word Problems .3 CR
Applications of algebra to real-life situations. Includes problems in rate, time and distance, mixture, levers, and finance.

MATH 054 Pre-Algebra 3.0 CR
Fees. Basic concepts of pre-algebra mathematics. Includes 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 3.0 CR
Prerequisite: MATH 054 with grade of C or higher or Math Placement Test. Fees. Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing.

MATH 101 Technical Mathematics 3.0 CR
Prerequisite: MATH 050 or MATH 054 with grade of C or higher or Math Placement Test. Provides mathematical skills for students enrolled in technical and vocational programs. Includes basic arithmetic, operations with signed numbers, solving equations with one and two variables, formula evaluation and rearrangement, introduction to trigonometry, right triangle trigonometry, and solving job-related mathematical problems.

MATH 105 Intermediate Algebra 3.0 CR
Prerequisite: MATH 055 or 060 with grade of C or higher or Math Placement Test. Fees. 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, Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions.

MATH 107 College Algebra 4.0 CR
Prerequisite: MATH 105 or two years of high school algebra with grade of C or higher or Math Placement Test. Fees. 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. Special Notes: A student may apply no more than 7 credits from any combination of MATH 106, 107 and 108 toward the graduation requirements for any baccalaureate degree.

MATH 108 Trigonometry 3.0 CR
Prerequisite: MATH 107 or two years of high school algebra with grade of C or higher or Math Placement Test. Fees. 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. Special Notes: A student may apply no more than 7 credits from any combination of MATH 106, 107 and 108 toward the graduation requirements for any baccalaureate degree.

MATH 200 Calculus I 4.0 CR
Prerequisite: Either 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 4.0 CR
Prerequisite: MATH 200 with grade of C or higher. Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar co-ordinates, techniques of integration, and infinite series.

MATH 202 Calculus III 4.0 CR
Prerequisite: MATH 201 with grade of C or higher. Vectors, partial differentiation and multiple integration.

MATH 205 Mathematics for Elementary School Teachers I 3.0 CR
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. Includes use of appropriate materials for teaching these topics.

Mechanical Technology

MECH 101 Introduction to Machine Shop 4.0 CR
The fundamentals of safe machine shop practice including the operation of the lathe, vertical mill, band saw, drill press, grinders, cut-off saw, and radial drill. Precision measurement, single point threading and off-hand drill sharpening are taught with emphasis on repair work.

MECH 102 Intermediate Machine Shop 4.0 CR
Prerequisite: MECH 101 or faculty permission. A continuation of safe shop fundamentals to include metallurgy, gears, fits, broaching, tapers, indexing and dividing, rotary table, multiple lead threads, carbide tools, and finishes. The use of machinery as required for machine repair. More complex projects will be completed by the student.

MECH 110 Reciprocating Engines 3.0 CR
Prerequisite: MECH 101. Theory and application of reciprocating engines and their auxiliary systems. Disassembly and reassembly of engines. Regular maintenance routines. Primarily oriented toward large diesel and natural gas stationary engines.

MECH 115 Gasoline Engine Rebuilding 3.0 CR
Discusses in detail the operating principles of aspirated, non-computerized automotive engines. Includes hands-on practice in rebuilding procedures including valve grinding, bearing fitting, and cylinder boring.

MECH 120 Pumps 3.0 CR
Prerequisite: MATH 101, MECH 101. Operations, maintenance, commissioning and troubleshooting of centrifugal and positive displacement pumps. Disassembly and reassembly of pumps, bearings, packing and mechanical seals.

MECH 130 Dynamic Compressors 3.0 CR
Prerequisite: MATH 101, MECH 101. Theory of operation, maintenance, and troubleshooting of centrifugal and axial flow compressors and their auxiliary systems.

MECH 131 Positive Displacement Compressors 3.0 CR
Prerequisite: MATH 101, MECH 101. Theory of operation, maintenance, and troubleshooting of reciprocating, screw, lobe, and sliding vane compressors and their auxiliary systems.

MECH 201 Advanced Machine Shop 4.0 CR
Prerequisite: MECH 102 or faculty permission. Advanced projects will be completed by students to include surface grinding, heat treatment of metals, hardness testing, shaft straightenings, and machining couplings. Other topics will be lapping, magna-flux, boring operations, effects of welding on machining, keyed assemblies, collets and torque.

MECH 202 Advanced Machine Shop II 4.0 CR
Prerequisite: MECH 201. Emphasis on repair with imagination. Includes design, sketching, machining, and completing advanced repair projects. Covers original concepts and creative repair methods.

MECH 265 Combustion Gas Turbines 3.0 CR
Prerequisite: MATH 101, MECH 101 and 130. Operations, maintenance and troubleshooting of gas turbine engines and their auxiliary systems. Disassembly and reassembly of engines.

MECH 266 Steam Turbines 3.0 CR
Prerequisite: MATH 101, MECH 101. Operations, maintenance and troubleshooting of single and multiple stage steam turbines and their auxiliary systems.

MECH 272 Vibrations and Balancing 3.0 CR
Prerequisite: MATH 101, ET 151 or MECH 251. Fundamentals of vibration analysis on rotating machinery. Shop and field balancing of rotating elements. Theory and application of balancing machines and instrumentation.

MECH 273 Machine Shop Lab 1.0 CR
Prerequisite: Three semesters of machine shop or faculty permission. Fees. Advanced machine shop practice to include more involved projects, machine tool set-ups, and techniques. Emphasizes student planning, executing, and completing projects at a high level.

Music

MUS 111 Fundamentals of Music 3.0 CR
Rudimentary work in the elements of music and an 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 113 Sight Singing and Dictation I 2.0 CR
Prerequisite: Ability to read treble and bass clef. Develops skills for sight singing (singing melody correctly at first reading without using instrument) and learning pitch and interval recognition so that melody never seen but only heard can be written on paper. Dictation is used to transcribe pop/folk or self-composed tunes. Knowledge of major scales and key signatures is helpful.

MUS 114 Sight Singing and Dictation II 2.0 CR
Prerequisite: MUS 113. Sight singing major and minor melodies containing accidentals, modulations, and syncopated rhythms. Dictation develops recognition of all interval types, major and minor triads, and major, minor, and dominant seventh chords.

MUS 131 Music Theory I 3.0 CR
Prerequisite: Concurrent enrollment in MUS 133 required. Organization of musical materials with emphasis on diatonic functional harmony. Introduction to part writing and keyboard skills.

MUS 132 Music Theory II 3.0 CR
Prerequisite: MUS 131 or faculty permission. Concurrent enrollment in MUS 134 required. Continuation of MUS 131, emphasizing part writing and melody harmonization. Introduction of non-harmonic tones and modulation and development of practical keyboard skills.

MUS 149 Voice Lessons I 1.0-2.0 CR
Fees. Vocal techniques using theatre songs and folk music, designed to improve performing and musical skills.

MUS 150 Piano Class I 1.0 CR
Fees. Fundamentals of piano techniques. Introduces note reading in five-finger positions in the keys of C and G, using folk and classical arrangements in simple meter. Classes conducted in piano lab.

MUS 151 Piano Class II 1.0 CR
Prerequisite: Faculty permission only. Fees. Continuation of MUS 150. Develops proper piano technique, including note reading skills in extended positions in the keys of C, F, and G. Uses folk, classical, and blues arrangements in simple meter, and introduces syncopation. Classes conducted in piano lab.

MUS 161 Private Lessons 1.0-2.0 CR
Prerequisite: Faculty permission. Fees. Private music instruction in brass, guitar, harpsichord, organ, percussion, piano, strings, voice, and woodwinds. Special Notes: Performance majors enroll for 2 credits.

MUS 221 History of Music I 3.0 CR
Music before 1750. Explores stylistic developments and structure through Medieval, Renaissance, and Baroque eras within their historical context.

MUS 222 History of Music II 3.0 CR
Music since 1750. Explores stylistic developments and structure through Classical, Romantic, and Twentieth Century eras within their historical context.

MUS 249 Voice Lessons II 1.0-2.0 CR
Prerequisite: MUS 149 or faculty permission. Fees. Continuation of MUS 149.

Office Management and Technology

OMT 101 Keyboarding: Elementary 3.0 CR
Basic typewriting skills emphasizing correct techniques and development of speed and accuracy. Introduces centering, typing personal and business letters, envelopes, tables, and manuscripts. Requires no previous typing training. Special Notes: Regular and open-entry classes available.

OMT 101A Keyboarding A 1.0 CR
Fees. Introductory keyboarding course covering techniques and mechanics of learning to type by touch.

OMT 102 Intermediate Keyboarding Applications 3.0 CR
Prerequisite: OMT 101 or one year of high school typing or equivalent. Fees. Develops speed and accuracy. Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Special Notes: Open-entry, individualized course.

OMT 109 Keyboarding Skill Building 1.0 CR
Prerequisite: OMT 101 or equivalent. Fees. Grading Policy: Pass/No Pass. Typing drills to improve speed and/or accuracy on straight copy typing. Special Notes: May be repeated up to three times with only one credit in each semester. Open-entry, individualized course.

OMT 110 Calculators 1.0 CR
Fees. Basic operation of electronic calculators and their application in solving business problems. Special Notes: Open-entry, individualized course.

OMT 115 Business Math 3.0 CR
Prerequisite: Qualifying exam and faculty signature for open-entry class only. Fees. Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance. Instruction in solving problems with calculating machines. Special Notes: Students supply own calculators or use school equipment. Regular and open-entry classes available.

OMT 118 Bookkeeping for Business 3.0 CR
Provides an understanding of the fundamentals of accounting and accounting cycles in elementary form. Topics include use of general and special journals, general and subsidiary ledgers, worksheets, financial statements, adjusting and closing entries, and payroll.

OMT 120 Business English 1.0-3.0 CR
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.

OMT 121 Proofreading 1.0 CR
Prerequisite: OMT 101 or equivalent and OMT 120. Lab Fees. Grading Policy: Pass/No Pass. Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage. Special Notes: Open-entry, individualized course.



Two students assist each other with a dissecting project in the biology lab.

OMT 130	Shorthand I: Gregg	4.0 CR
Beginning symbol shorthand. Theory and reading practice for students without training in symbol shorthand.		
OMT 133	Shorthand Skill Building	1.0 CR
Prerequisite: OMT 130 and OMT 101 or equivalent. Lab Fees. Grading Policy: Pass/No Pass. Improves skills in taking and transcribing shorthand. Materials individualized to skill levels of students. Special Notes: May be repeated up to three times with only one credit per semester. Open-entry, individualized course.		
OMT 143	Introduction to the Macintosh	1.0 CR
Cross-Reference: BCIS 143. Prerequisite: Keyboarding skills of at least 30 WPM recommended. Fees. Grading Policy: Pass/No Pass. A beginning-level, hands-on course designed for home and business use. Topics include desktop/file, file management, word processing, and graphics.		
OMT 156	Desktop Publishing Fundamentals	1.0 CR
Prerequisite: OMT 143 or faculty permission. Fees. Grading Policy: Pass/No Pass. Introduction to using a desktop publishing package. Students will produce publications by placing text and graphics created with other applications. Design elements will also be discussed. Special Notes: Macintosh SE computer will be used with Pagemaker 3.0. A student may not apply elective credit toward a certificate or degree from both OMT 156 and OMT 338.		
OMT 170	Office Procedures	3.0 CR
Prerequisite: OMT 101 or faculty permission. Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming.		
OMT 176	Filing	1.0 CR
Fees. Study of filing procedures and basic records management principles. Practice in alphabetic filing rules. Special Notes: Open-entry, individualized course.		
OMT 192	Seminar in Office Management and Technology	1.0 CR
Fees. Specialized topics in Office Management and Technology. Seminars offered include: Business English Review, Letterwriting, Personal Communications in the Office, Job Search Techniques, Better Office Skills and Service, Time Management/ Work Organization, Editing, Proofreading, and Spelling, Managing Stress and Conflict, Professional Development and Career Advancement, Effective Listening and Memory Development, Personal Finance, and Payroll Procedures.		
OMT 203	Applied Word Processing	3.0 CR
Prerequisite: OMT 102, one credit of any OMT 242 course, and keystroking speed of 45 WPM. Fees. Emphasizes problem solving approach to produce high-quality office documents. Word processing program is used to create business letters, legal documents, forms, statistical tabulating, and financial reports. Special Notes: Open-entry, individualized course.		
OMT 220	Written Business Communications	3.0 CR
Prerequisite: OMT 120. Applies techniques of written communications to situations that require problem solving and an 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	1.0 CR
Prerequisite: OMT 102 or ability to type 45 WPM and OMT 120 or written exam. Fees. Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation. Special Notes: Open-entry, individualized course.		
OMT 230B	Machine Transcription B	1.0 CR
Prerequisite: OMT 102 or ability to type 45 WPM, OMT 120 or written exam, and OMT 230A or demonstrated transcription ability. Fees. Machine transcription training emphasizing mailable copies. Requires previous experience in machine transcription. Includes review of language skills and vocabulary. Special Notes: Open-entry, individualized course.		
OMT 231	Medical Transcription	3.0 CR
Prerequisite: OMT 102 or 40 WPM typing speed. Emphasizes accuracy and speed in transcribing medical dictation. Develops ability to produce accurate medical data through a broad knowledge of medical terms, drugs, and instruments, as well as acceptable initials and abbreviations for medical terminology. Also develops familiarity with various types of medical reports and records.		
OMT 232	Legal Transcription	1.0-3.0 CR
Prerequisite: OMT 102 or equivalent. Machine transcription of client and court documents prepared in the law office.		
OMT 242B	Word Processing on a Personal Computer: Wordstar IBM-PC Applications	1.0 CR
Prerequisite: OMT 101; OMT 120 recommended. Fees. Grading Policy: Pass/No Pass. Instruction and practice in use of IBM personal computer and Wordstar software for standard word processing operations.		
OMT 242C	Word Processing on a Personal Computer: Displaywrite IBM-PC Applications	1.0 CR
Prerequisite: OMT 101; OMT 120 recommended. Fees. Grading Policy: Pass/No Pass. Instruction and practice in use of IBM personal computer and Displaywrite software for standard word processing operations.		
OMT 242D	Word Processing on a Personal Computer: Multimate IBM-PC Applications	1.0 CR
Prerequisite: OMT 101; OMT 120 recommended. Fees. Grading Policy: Pass/No Pass. Instruction and practice in use of IBM personal computer and Multimate software for standard word processing operations.		
OMT 242F	Word Processing on a Personal Computer: WordPerfect IBM-PC Applications	1.0 CR
Prerequisite: OMT 101; OMT 120 recommended. Fees. Grading Policy: Pass/No Pass. Instruction and practice in use of IBM personal computer and WordPerfect software for standard word processing operations.		
OMT 242G	Word Processing on a Personal Computer: Microsoft Word IBM-PC Applications	1.0 CR
Prerequisite: OMT 101; OMT 120 recommended. Fees. Grading Policy: Pass/No Pass. Instruction and practice in use of IBM personal computer and Microsoft Word software for standard word processing operations.		
OMT 243C	Advanced Word Processing on a Personal Computer: Displaywrite on IBM-PC	1.0 CR
Prerequisite: OMT 242C; OMT 120 recommended. Fees. Continuation of OMT 242C. Includes software applications in advanced areas such as repetitive letters, tables, reports, footnotes, and merging. Requires ability to solve problems, interpret work orders, and type from rough draft copy.		
OMT 243F	Advanced Word Processing on a Personal Computer: WordPerfect on IBM-PC	1.0 CR
Prerequisite: OMT 242F; OMT 120 recommended. Fees. Continuation of OMT 242F. Includes software applications in advanced areas such as repetitive letters, tables, reports, footnotes, and merging. Requires ability to solve problems, interpret work orders, and type from rough draft copy.		
OMT 255	Computer Applications in the Office	3.0 CR
Prerequisite: OMT 150 or OMT/BCIS 143. Fees. 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 278	Interpersonal Skills in Organizations	3.0 CR
Orientation to human problems encountered and personal adjustments needed to succeed in business careers.		
OMT 338	Desktop Publishing and Design	3.0 CR
Prerequisite: BCIS 143/OMT 143 or equivalent. Fees. The use of desktop publishing software to design, layout, edit and refine high-quality printed communications in an office setting. Students produce flyers, brochures, newsletters, and other publications with the quality of printed typesetting and design. A student may not apply elective credit toward a certificate or degree from both OMT 156 and OMT 338.		

Petroleum Technology

PETR 105	Petroleum Science I	3.0 CR
Prerequisite: MATH 055 or faculty permission. Surveys physical and chemical properties of hydrocarbon gases and liquids. Introduces fluid flow processing including head, friction, and fluid power. Introduces basic unit processes such as two-phase and three-phase separation.		
PETR 106	Petroleum Science II	3.0 CR
Prerequisite: PETR 105 or faculty permission. Basic heat and material as balances encountered in surface processing operations. Applies hydrocarbon properties to specific process material balances. Operation of gas-oil separators, gas dehydration equipment, fired heaters and boilers, and cryogenic natural gas processing.		
PETR 120	Surface Oil Field Equipment I	3.0 CR
Specializes in oil field equipment and terminology for drilling-related activities.		
PETR 121	Surface Oil Field Equipment II	3.0 CR
Prerequisite: PETR 120 or faculty permission. Continuation of PETR 120. Emphasizes post-drilling operations such as well stimulation fundamentals, well logging and wireline procedures, knowledge of water flood and gas lift procedures and equipment. Introduces fishing and directional drilling.		

PETR 140 Industrial Process Instrumentation I 3.0 CR

Prerequisite: Math and Reading Placement Tests. Covers physics of pressure, temperature, level and flow; mechanical and electrical aspects of instruments used to control dynamics of processes. Also covers dynamics of automatic control including proportional control, automatic reset, derivative action and integral timing.

PETR 142 Process Instrumentation for Engineers 3.0 CR

Prerequisite: Faculty permission. Process instrumentation for the mechanical or chemical engineer who desires exposure to the functions of automatic control systems in the modern dynamic process plant. A familiarization in today's industry.

PETR 144 Industrial Process Instrumentation II 3.0 CR

Prerequisite: PETR 140 with C grade or better. Continuation of PETR 140, but places emphasis on repair, maintenance, and calibration, as well as hands-on physical training on a wide variety of process instruments. Completion of many remaining chapters from PETR 140 textbook pertinent to related classes.

PETR 150 Mechanical Drafting for the Petroleum Industry 3.0 CR

Introduces sketching, and mechanical and process piping drafting. Emphasizes process piping symbols and flow systems used in petrochemical industry.

PETR 155 Blueprint Reading 3.0 CR

Covers basics of reading machine, welding, architectural, instrumentation, hydraulic, and process flow drawings. Includes freehand sketching of simple mechanical and flow diagrams.

PETR 170 Fundamentals of Mechanics 3.0 CR

Introduces basic mechanical maintenance skills. Includes general knowledge with shop practice of bearings, drive components, lubrication, rigging, and internal combustion engines.

PETR 227 Logging and Log Analysis 3.0 CR

Prerequisite: Faculty permission. Provides job skills in the area of well logging and log analysis. Includes logging tools, methods, and procedures for running tools, the basic physics of logging tools, and data acquisition. Covers elementary analysis of both open and cased hole logs.

PETR 228 Petroleum Reservoir Engineering I 3.0 CR

Prerequisite: PETR 106, PETR 120, and faculty permission. Introduces properties of petroleum reservoirs, associated rock structure, traps, fluid migrations, porosity, permeability, fluid saturations, draw-downs, recovery schemes, reservoir drives, completion calculations, recovery predictions, abandonments, mapping, and deviation surveys.

PETR 229 Production Engineering 3.0 CR

Prerequisite: Faculty permission. Continuation of PETR 228. Covers analysis and remedial work performed throughout life of hydrocarbon reservoirs, artificial pressure maintenance, and water flood.

PETR 230 Practical Distillation 3.0 CR

Prerequisite: PETR 105 and PETR 140. Practical approach to operation of grass roots distillation operation patterned after a small refinery; includes tower operation and process of fractionating crude oil.

PETR 231 Production Plant Operations 3.0 CR

Prerequisite: PETR 105 and PETR 140. Introduces operating equipment, and start-up and shut-down procedures using process simulation. Requires interpretation of typical flow sheets.

PETR 235 Petroleum Laboratory Standards 3.0 CR

Prerequisite: PETR 105 or faculty permission. Students will perform standard water analysis according to API RP-45, and associated standards, specific water flood analysis for water quality and scale formation, physical petroleum analysis relating to quality control for sales purposes, environmental parameter monitoring and recording, and instrumental analysis as time permits.

PETR 240 Industrial Process Instrumentation III 3.0 CR

Prerequisite: PETR 144 with grade of C or better. Study of methods, installation, and identification of proper instruments for use with particular industrial processes, and operation of instrumentation under live load conditions through use of sophisticated process simulators.

PETR 242 Process Instrumentation for Engineers 3.0 CR

Prerequisite: High school algebra II, two years of process industry experience or faculty permission. Process instrumentation for the mechanical or chemical engineer desiring exposure to the functions of automatic control systems in the modern dynamic plant. A familiarization with instrument practices in today's industry.

PETR 244 Industrial Process Instrumentation IV 3.0 CR

Prerequisite: PETR 240 with grade of C or better. Explores techniques used in designing and developing control loops. Control loop engineering and developments of loops for maximum efficiency and energy control. Program will develop basic engineering skills.

PETR 270 Industrial Mechanical Equipment 3.0 CR

Introduces basics of piping systems and components, pump design and alignment, compressors and pneumatic motors, steam generation and steam turbines, hydraulic components and circuits, and gas combustion turbines. Includes hands-on disassembly and assembly of pumps, valves, compressors, and turbines. Also assembling of hydraulic circuits and associated problems.

Philosophy

PHIL 101 Introduction to Logic 3.0 CR

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

PHIL 201 Introduction to Philosophy 3.0 CR

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

PHIL 211 History of Philosophy I 3.0 CR

Introduction to the great thinkers of the 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 3.0 CR

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.

PHIL 213A Eastern Philosophy and Religion 1.0 CR

Survey of philosophical-religious traditions of the Far East: Confucian, Taoist, Buddhist (including Zen), and Hindu. Special Notes: One credit requires regular attendance and minimal weekly assignments (Pass/No Pass grading). Does not satisfy the Humanities GER.

PHIL 213B Eastern Philosophy and Religion 2.0- 3.0 CR

Survey of philosophical-religious traditions of the Far East: Confucian, Taoist, Buddhist, (including Zen), and Hindu. Special Notes: Two credits requires two major examinations (letter grade awarded). Three credits requires third examination or term paper (letter grade awarded). Students taking this course to satisfy the Humanities GER must complete it for 3 credits.

PHIL 301 Ethics 3.0 CR

An introduction to the great moral thinkers of western civilization and the use of their ethical systems in an attempt to resolve contemporary issues such as abortion, euthanasia, equal rights, civil disobedience, and professional ethics.

Physical Education

PE 100 Physical Activities and Instruction 1.0 CR

Instruction, practice, and activity in variety of physical activities, sports and dance in separate sections.

Physical Education and Recreation

PER 101 Survey of Team Sports 1.0 CR

Fees. PEF Fees. Survey a variety of team sports to improve athletic proficiency and cardiovascular fitness. PER sports activities may include water polo, volleyball, basketball, walleyball, broomball, badminton, pickleball, softball, and/or racquetball. Special Notes: May be repeated for credit.

PER 108 Wallyball 1.0 CR

Fees. PEF Fees. Basic rules and fundamentals of game including strategy, serve and hit techniques, positioning, and general skill development through drills and matches. Special Notes: May be repeated for credit.

PER 119 Beginning Karate 1.0-3.0 CR

Fees. Introduces main techniques of karate. Covers three main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills. Special Notes: May be repeated for credit.

Physics

PHYS 115 Physical Science I for Technicians 4.0 CR

Prerequisite: MATH 055 or equivalent. Fees. Exposes students to basic concepts in physics. Presents general knowledge of science rather than an in-depth study of any one field.

PHYS 116 Physical Science II for Technicians 4.0 CR

Prerequisite: MATH 055 or equivalent. Fees. Exposes students to basic concepts in chemistry, astronomy, meteorology, and geology. Presents general knowledge of science rather than an in-depth study of any one field. Material presented to show interrelatedness and interdependence of these scientific fields.

PHYS 123 Basic Physics I 4.0 CR

Prerequisite: Intermediate algebra and high school trigonometry or equivalent. Fees. Non-calculus introduction to mechanics, fluids, and thermodynamics. Emphasizes motion, forces, gravitation, fluid motion, and laws of thermodynamics. Limited emphasis on historical development of physics.

PHYS 124 Basic Physics II 4.0 CR

Prerequisite: PHYS 123 or equivalent. Fees. Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.

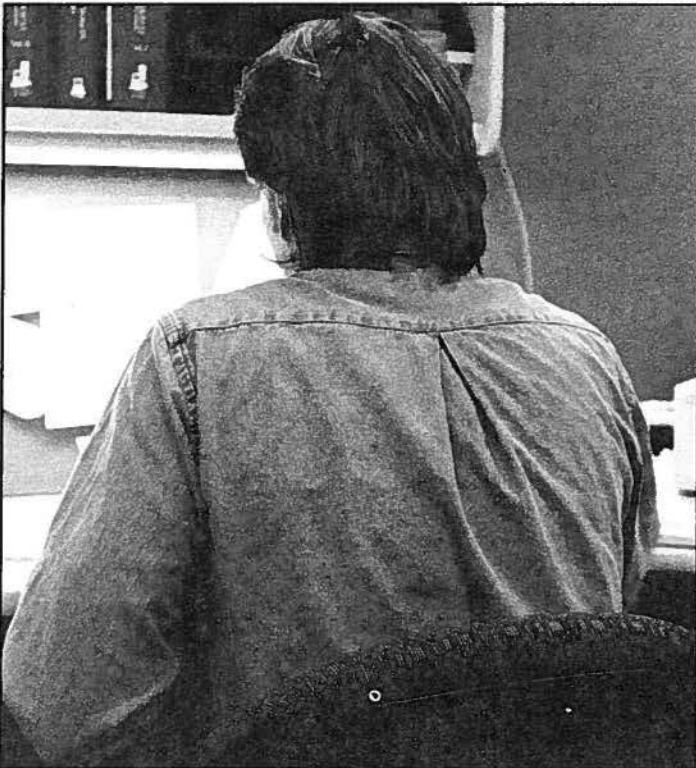
Political Science

PS 101 Introduction to American Government 3.0 CR

An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social and foreign issues and policies.

PS 203 Topics In Alaska Politics 3.0 CR

A topic of contemporary interest in Alaska politics, treated at an introductory level.



Someone seems to be burning the midnight oil. It must be near the end.

Psychology

PSY 111 General Psychology 3.0 CR

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

PSY 143 Death and Dying 1.0 CR

Intense introduction to knowledgeable acceptance and recognition of role of death in our lives. Deals with death in every context—social, historical, philosophical, psychological, medical, and personal. Includes group tour, films, and guest speakers.

PSY 150 Human Development 3.0 CR

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 3.0 CR

Cross-Reference: HUMS 153. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

PSY 154 Human Relations in Business 1.0 CR

Increases constructive communication skills within the working relationship and develops greater understanding of causes of interpersonal conflict. Opportunities given to explore and practice skills for resolving conflict.

PSY 223 Introduction to Paraprofessional Counseling I 3.0 CR

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 3.0 CR

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 245 Child Development 3.0 CR

Prerequisite: One social science course. Study of physical, emotional, cognitive, and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

PSY 265 Psychology of Abnormal Behavior 3.0 CR

Prerequisite: PSY 111 or faculty permission. Identifies continuum from normality through everyday upsets and emotional crisis to extremely deviant behavior. Current DSM nomenclature is used.

PSY 313 Psychology of Women 3.0 CR

Prerequisite: Junior level standing, or 6 credits of psychology, or faculty permission. Examines how women behave, think, and feel. Major topics are sex-role development, the effects of sexism, pornography, and violence against women, gender differences, female sexuality and health issues, love relationships, femininity, masculinity, and androgyny, and adjustment and mental disorders.

PSY 372 Community Psychology 3.0 CR

Prerequisite: PSY 111 and one other psychology course. An examination of interaction theories and research applied to communications, dynamics of power, confrontation and conflict, and creative problem solving.

Sociology

SOC 101 Introduction to Sociology 3.0 CR

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 201 Social Problems and Solutions 3.0 CR

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, the causes of problems, and the dynamics involved in arriving at policies and solutions.

SOC 275 Social Psychology 3.0 CR

Prerequisite: SOC 101 and/or PSY 111. Examination of the 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.

Social Work

SWK 106 **Introduction to Social Welfare** **3.0 CR**

Cross-Reference: SOC/HUMS 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.

Speech

SPCH 111 **Fundamentals of Oral Communication** **3.0 CR**

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 241 **Public Speaking** **3.0 CR**

Theories and practices of setting forth facts and ideas as well as persuasion in the platform speaking situation. Training in effective selection, organization and presentation of material to large audiences in various speaking situations.

Theatre

THR 101 **Theatre Practicum: Performance** **1.0-3.0 CR**

Participation in main stage productions as an actor, director, or assistant director.

THR 111 **Introduction to the Theatre** **3.0 CR**

Survey of theatre with focus on artists who contribute to theatrical production viewed within the context of historical styles and development.

THR 121 **Acting I** **3.0 CR**

An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.

THR 131 **Theatrical Production Techniques** **3.0 CR**

Introduction to mechanics of stage production. Emphasizes safe and practical use of tools, equipment and materials employed in scene shop, lighting, backstage and costume work. Students master basic practices and techniques required for effective production work in each area.

THR 141 **Stagecraft I** **3.0 CR**

Beginning course in technical theatre. Covers elements of theatrical production and scenic construction.

THR 201 **Theatre Practicum: Technical** **1.0-3.0 CR**

Participation in main stage productions as member of technical staff. Credit for scene crew, light crew, props, costume crew, make-up crew, stage management, and publicity.

THR 221 **Acting II** **3.0 CR**

Prerequisite: THR 121 or faculty permission. Intermediate study of acting with emphasis on expression through movement. Work includes analysis and developmental physical skills.

THR 243 **Scene Design** **3.0 CR**

Fundamental principles of design for the stage, including drafting, rendering, theory, analysis, and practice.

Vocational Skills

VS 125 **Woodworking I** **3.0 CR**

Fees. Basic course designed to familiarize the student with the safe use of a variety of modern hand and power tools. Completion of the course may result in the construction of items of personal choice. Offered at Kachemak Bay Branch only.

VS 126 **Woodworking II** **3.0 CR**

Prerequisite: VS 1125. Fees. Continuation of VS 125 with emphasis on more advanced projects and greater individual initiative. Offered at Kachemak Bay Branch only.

Welding Technology

WELD 101 **Gas and Arc Welding** **4.0 CR**

Fees. Introduces beginning students to welding. First half of course covers oxyacetylene welding, brazing, silver solder, and cast iron welding. Second half covers arc welding. Designed for home and shop welders.

WELD 102 **Gas Welding** **2.0 CR**

Fees. First course for students in the welding block. Covers oxyacetylene welding, brazing, silver solder, and cast iron welding. Special Notes: Can be taken as part of WELD 102, 103, and 104 block or as individual class. The block fees cover the material cost for concurrent enrollment in WELD 102, 103, and 104.

WELD 103 **Arc Welding** **4.0 CR**

Fees. Emphasizes welder certification on open root welding of plate. Open to beginner as well as experienced welder. Students certify on .375 inch plate, open root or with backing, to ASME or AWS code standards. Special Notes: Can be taken as part of WELD 102, 103, and 104 block or as individual class. The block fees cover the material cost for concurrent enrollment in WELD 102, 103, and 104.

WELD 104 **Arc Welding: Low-Hydrogen Electrodes** **4.0 CR**

Fees. Emphasis on welder certification with low-hydrogen electrodes. Students certify on .500 inch plate with backing to AWS code standards. Special Notes: Can be taken as part of WELD 102, 103, and 104 block or as individual class. The block fees cover the material cost for concurrent enrollment in WELD 102, 103, and 104.

WELD 105 **Pipe Welding** **4.0 CR**

Prerequisite: Current certification of plate, open root, vertically upward, or pre-test given during registration. Fees. Covers welding of pipe in all positions, open root, uphill and downhill. Pipe sizes of 4-6 inch schedule 40. Special Notes: The fees cover material cost for concurrent enrollment in WELD 105, 106, and 107.

WELD 106 **Pipe Certification** **4.0 CR**

Prerequisite: WELD 105 or faculty permission. Fees. Involves welding of pipe in all positions, open root, uphill and downhill. Pipe size: 6-inch schedule 80. Students certify on 6-inch schedule 80 uphill procedure to ANSI B31.3 code standard. Special Notes: The fees cover material cost for concurrent enrollment in WELD 105, 106, and 107.

WELD 108 **Wire Welding** **4.0 CR**

Fees. Basic welding of mild steel, stainless steel and aluminum with wire processes. Students use all wires on the current market in class.

WELD 109 **TIG Welding** **4.0 CR**

Prerequisite: WELD 101 or 102 or faculty permission. Fees. Covers welding of aluminum, zinc alloys, copper, magnesium, mild steel and stainless steel. Special Notes: Qualified students may continue on the welding of pipe by independent study (WELD 197).

WELD 110 **Blueprint Reading for Pipe Welders** **3.0 CR**

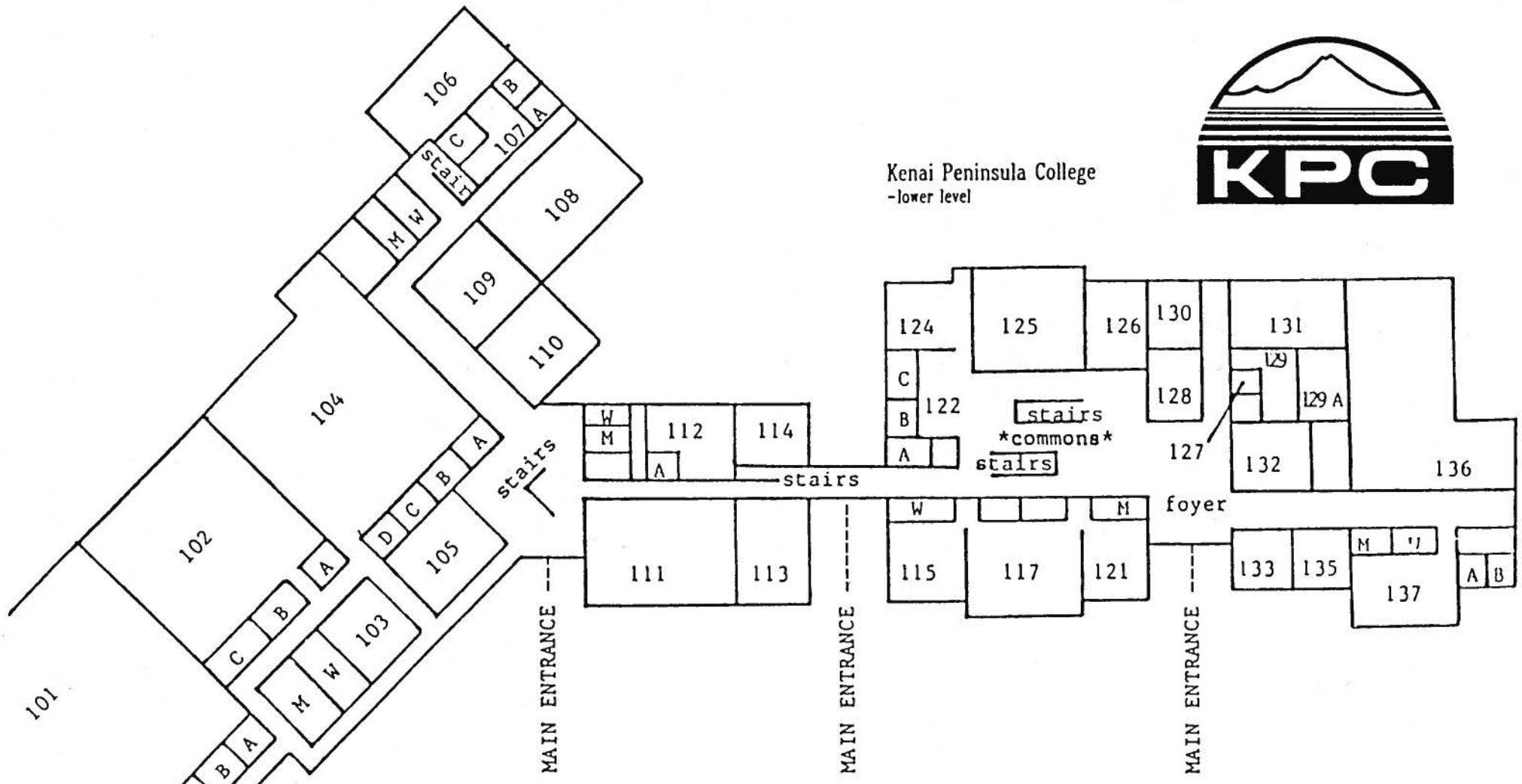
Basic course covering structural, piping, and fabricated components to be welded. Stresses sketching, material lists, welding symbols, and piping isometrics.

WELD 131 **Metallurgy for Welders and Mechanics** **3.0 CR**

Prerequisite: MATH 055 or MATH 101 or faculty permission. Introduction to metallurgy for the welder, mechanic, machinist, or millwright. Covers metal structure, classification, heat treatment, and effects of machining and welding metal. Emphasizes lab work using metallurgical equipment.



Kenai Peninsula College
-lower level

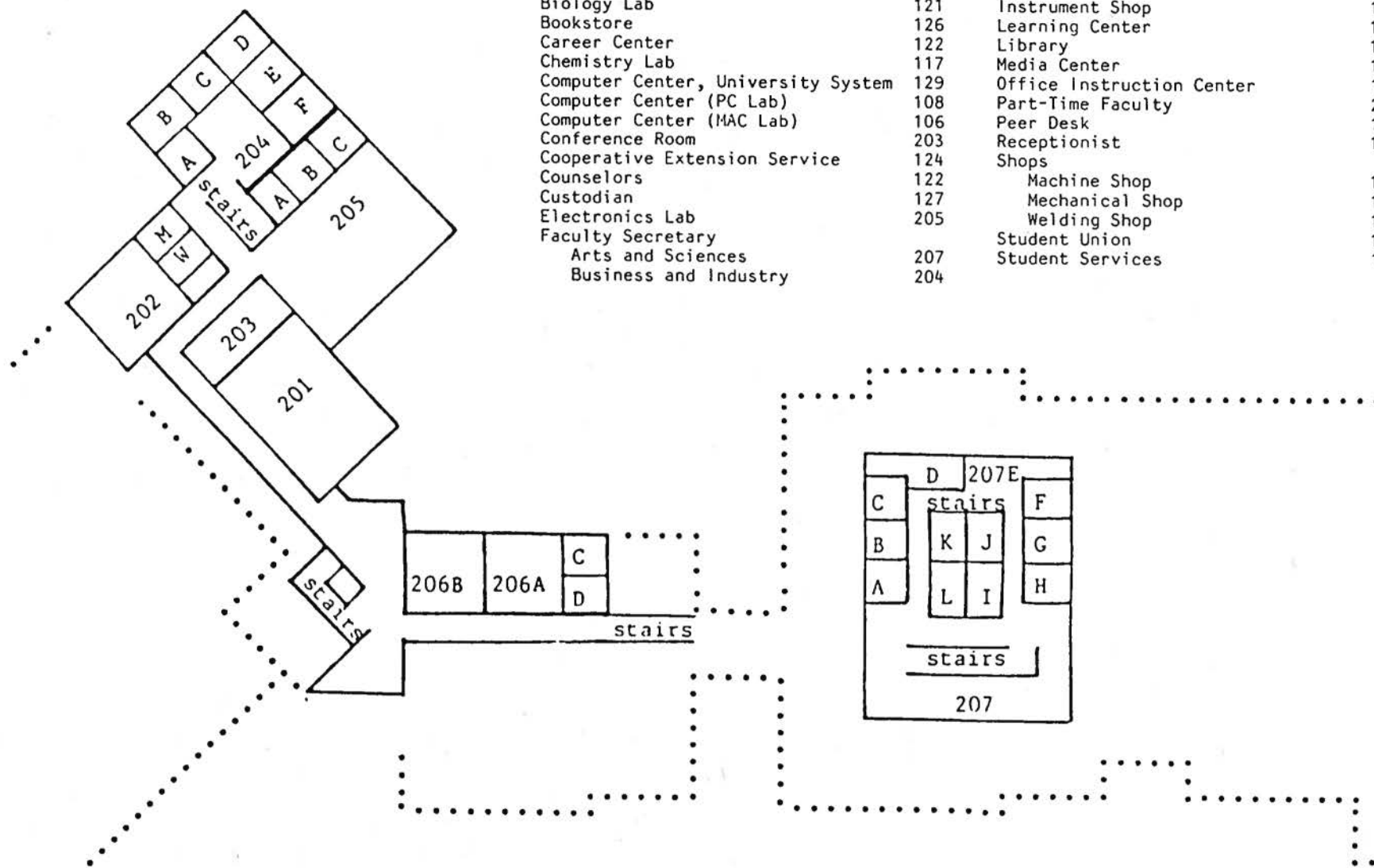


FULL-TIME FACULTY AND STAFF

Deanna Amundson	125	Allen Houtz	207H	Shelly Schoessler	122
Alan Boraas	206C	Scott Jacobs	204F	Hanna Schott	207B
Lynda Brazier	204B	Jacek Kostyrko	207J	Boyd Shaffer	137A
Barbara Christian	207F	Scotty Kraxberger	204C	Dennis Simmons	129A
Dayne Clark	204D	Shelly Love	125	Ginger Steffy	128
Ethel Clausen	136	Dolores McGillis	125	Diane Taylor	131
Jonathan Davis	207L	Fritz Miller	101A	Robert Tupper	207I
Frankie DeRossitt	117	Patricia Morris	107B	Dave Vega	127
Jean DeVenney	122C	Jim Morrison	122B	Curt Wallace	125
Karen Dorcas	128	Patricia Noble	107A	Karol Weatherby	125
Nancy DuPaul	125	Drew O'Brien	104D	Marilyn Wheelless	207E
Dave Forbes	207A	Joanne Phillips	122A	Dwight Wood	207G
Gary Freeburg	207K	Bruce Porter	205C	Ray Zagorski	204E
Wally Griglione	102B	Jayne Porter	125	Marci Zimmerman	125
Marge Hays	207C	Laurie Robinson	204	Mary Zumwalt	136

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Business and Industry	204		



Kenai Peninsula College
-upper level

REGISTER

**Full-Time Faculty
KPC Council
KPC Administration
UAA Administration
University of Alaska Statewide Administration
UA Board of Regents**

Other faculty within the University of Alaska Anchorage will also be teaching classes on site at Kenai Peninsula College.

FULL-TIME FACULTY

- BORAAS, ALAN** - Anthropology
Ph.D., Oregon State University
M.A., University of Toronto
B.A., University of Minnesota
- BRAZIER, LYNDA** - Petroleum
B.S., University of Texas, Permian Basin
- CHRISTIAN, BARBARA** - English, Communication
M.A., St. Cloud State University
B.S., St. Cloud State College
- CLARK, DAYNE** - Business Administration
M.B.A., Boise State University
B.A., The College of Idaho
- CLAUSEN, MARY ETHEL** - Librarian
M.L.S., University of Washington
M.A., Roosevelt University
B.A., Baldwin-Wallace College
- DAVIS, JONATHAN** - Biology
Ph.D., University of Nebraska, Lincoln
M.S., University of Texas, El Paso
M.A., Western State College
B.S., Stephen F. Austin State University
- DEVENNEY, JEAN** - Counselor
M.S., Portland State University
B.S., Southern Oregon State College
- FORBES, DAVID W.** - English, Humanities
M.Ed., University of Alaska Anchorage
B.A., Alaska Methodist University
Division Chair, Arts and Sciences
- FREEBURG, GARY L.** - Art
M.F.A., University of Iowa
M.A., Mankato State University
B.F.A., Mankato State University
- GRABER-TICE, BETH** - English, Communication
M.A.T. in Adult & Community Education, APU
Fifth Year Teaching Program, Oregon College of Education
B.A. in Secondary English Education, Oregon State
- HAYS, MARJORIE** - Psychology, Sociology
Ph.D., Walden University
M.A., Miami University
B.A., Sterling College
- HOUTZ, ALLEN** - Petroleum Technology
B.S., Washington State University
- JACOBS, SCOTT R.** - Business Administration
M.A., University of Minnesota
B.A., University of Illinois
B.S., University of Minnesota
Division Chair, Business and Industry
- KOSTYRKO, JACEK** - Physics
M.S. in Physics, University of Warsaw
- KRAXBERGER, SCOTT** - BCIS
M.B.A., Northern Arizona University
B.S., Computer Engineering, Northern Arizona University
A.S., Computer Electronic, Kenai Peninsula College
- MILLER, FRITZ** - Welding Technology
B.S., Oregon State University
Journeyman Welder
Certified Welding Inspector - AWS
- MORRIS, PATRICIA K.** - Office Management and Technology
M.S., Oregon State University
B.A., Linfield College
A.A., Compton College
- MORRISON, JAMES H.** - Counselor
M.A., Alaska Methodist University
B.A., Mt. Angel Seminary College
- NOBLE, PATRICIA A.** - Office Management and Technology
B.A., California State College
A.A., Long Beach City College
- NOREEN, RAYLENE** - Business Administration
M.A., Central Michigan University
B.S., University of Maryland
- O'BRIEN, DREW** - Mechanics Technology
A.A.S., Nashville Auto-Diesel-Welding
A.A.S., Boise Junior College
Journeyman Machinist
-
-

PORTER, BRUCE - Electronics Technology
B.S., University of Akron
A.A., University of Akron

REINHART, SARA - Mathematics/BCIS
M.A.T., Alaska Pacific University
B.A. and B.S., Washburn University

SCHOTT, HANNA - Mathematics
M.A.T., Central Washington University
B.A., Central Washington State College

SHAFFER, BOYD - Art, Biology
The Sorbonne

TUPPER, Robert - Petroleum Technology
B.S., University of Alaska Fairbanks
A.A.S., Kenai Peninsula College

WOOD, DWIGHT - Petroleum Technology
B.A., Incarnate Word College

ZAGORSKI, RAYMOND - Business Administration
M.B.A., Wayne State University
B.S., Wayne State University

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Sharon Moock
Betty Obendorf
Mike Tauriainen
Elsie Whitmore
Diana Zirul
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Carol Swartz, Kachemak Bay Branch Director
Dennis Simmons, Community Relations

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Dr. Beverly Beeton, Provost & Vice Chancellor/Academic Affairs
F.S. "Stan" Vaughn, Vice Chancellor for Administrative Services
Dr. Larry K. Kingry, Vice Chancellor for Student Services

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Brian Rogers, Vice President for Finance
Robert D. Warren, Vice President for Human Resources
Wendy Redman, Vice President for University Relations
William R. Kaufman, Vice President and General Counsel

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Fairbanks, AK 99775

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