

# Kenai Peninsula College

## 1994-95 Course Bulletin



University of Alaska Anchorage

# Kenai Peninsula College

1994 - 95  
Course Bulletin ~~1993~~-94

34820 College Drive  
Soldotna, Alaska 99669-9798  
(907) 262-0300



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



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**1994**

S M T W T F S

**AUGUST**

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**1995****JANUARY**

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# ACADEMIC CALENDAR

**FALL SEMESTER 1994**

Kachemak Bay Branch Early Registration .....	August 17-22
Kachemak Bay Branch General Registration .....	August 23-25
Pre-registration/Returning Degree/Certificate Students .....	August 22, 23 and 24
New Student Orientation .....	August 23 and 24
General Registration .....	August 25 and 26
First Day of Classes .....	August 29
Late Registration Begins .....	August 29
Late Registration Ends .....	September 13
Last Day to Add .....	September 13
Last Day to Drop .....	September 20
Last Day to Apply for Spring Graduation .....	November 22
Last Day for Student Initiated Withdrawal .....	November 22
Spring Pre-registration for Returning Degree/Certificate Students .....	December 9
Kachemak Bay Branch Early Registration .....	December 9-23
Last Day of Classes .....	December 17
Grades on File with Support Services .....	December 20

**College Closed for the following holidays:**

Independence Day Holiday .....	July 4 and 5
Labor Day .....	September 5
No classes .....	September 5 and 6
Thanksgiving Holiday .....	November 24 and 25
No classes .....	November 23-26
Christmas/New Year's Holiday .....	December 24 - January 3, 1995

**SPRING SEMESTER 1995**

Kachemak Bay Branch General Registration .....	January 4-6
New Student Orientation .....	January 4
General Registration .....	January 5 and 6
First Day of Classes .....	January 9
Late Registration Begins .....	January 9
Late Registration Ends .....	January 20
Last Day to Add .....	January 20
Last Day to Drop .....	January 27
Last Day to Apply for December Graduation .....	February 17
Last Day for Student Initiated Withdrawal .....	April 7
Last Day of Classes .....	April 29
Commencement Exercises .....	April 29
Kachemak Bay Branch Graduation .....	April 30
Grades on File with Support Services .....	May 5

**College Closed for the following holidays:**

Spring Recess .....	March 20 - 25
KPC Holiday .....	March 24
Memorial Day Holiday .....	May 29

# CAMPUS DIRECTORY

**REGISTRATION INFORMATION ..... 262-0330**
**COLLEGE DIRECTOR ..... 262-0317**

Ginger Steffy (Rm. 128)  
Administrative Assistant  
Karen Dorcas (Rm. 128)

**ADMINISTRATIVE OFFICE ..... 262-0300**

Director Administrative Services  
Marci Zimmerman, 262-0304 (Rm. 125A)  
Accounts Receivable/Travel/Property  
Jayne Porter, 262-0308 (Rm. 125B)  
Accounts Payable  
Darlene Carr, 262-0305 (Rm. 125E)  
Personnel/Payroll  
Deanna Amundson, 262-0307 (Rm. 125F)  
Purchasing/Grants & Contracts  
Curt Wallace, 262-0309 (Rm. 125D)  
Purchasing/Receptionist  
Mary West, 262-0310 (Rm. 125G)  
Receptionist/Council Secretary  
Dolores McGillis, 262-0300 (Rm. 125H)

**ADMISSIONS/REGISTRATION ..... 262-0300**

Shelly Love (Rm. 125I)

**BOOKSTORE ..... 262-0312**

Susan Shumway, 262-0306 (Rm. 125C)

**COMMUNITY RELATIONS ..... 262-0320**

Dennis Simmons (Rm. 129A)

**COUNSELING SERVICES ..... 262-0330**

Jim Morrison (Rm. 122B)  
Jean DeVenney (Rm. 122C)

**FACILITIES MAINTENANCE ..... 262-0325**

Dave Vega, 262-0325 (Rm. 127)  
Walter Griglione, 262-0326 (Rm. 102B)

**FACULTY SECRETARY**

Laurie Robinson, 262-0344 (Rm. 204)  
Marilyn Wheelless, 262-0359 (Rm. 207E)

**FINANCIAL AID ..... 262-0332**

Joanne Phillips, 262-0331 (Rm. 122A)

**LEARNING CENTER ..... 262-0327**

Diane Taylor, 262-0328 (Rm. 131)

**LIBRARY ..... 262-0385**

Ethel Clausen (Rm. 136)  
Sandy Hershberger (Rm. 136A)

**MEDIA CENTER ..... 262-0321**
**STUDENT SERVICES ..... 262-0330**

Shelly Wilson-Schoessler, 262-0336 (Rm. 122)

**STUDENT UNION ..... 262-0339**
**ASSOCIATE OF ARTS FACULTY**

Michael Baran	262-0375	Room 207J
Alan Boraas	262-0360	Room 206A
Barbara Christian	262-0364	Room 207F
Dave Forbes	262-0374	Room 207A
Gary Freeburg	262-0370	Room 206D
Marge Hays	262-0367	Room 207C
Jacek Kostyrko	262-0366	Room 207L
Mallory Lee	262-0377	Room 207I
Lance Petersen	262-0376	Room 207K
Hanna Schott	262-0368	Room 207G
Boyd Shaffer	262-0361	Room 137A

**COMPUTER ELECTRONICS FACULTY**

Bruce Porter	262-0357	Room 205C
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**INDUSTRIAL PROCESS INSTRUMENTATION FACULTY**

Allen Houtz	262-0363	Room 207H
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**MECHANICAL TECHNOLOGY FACULTY**

Drew O'Brien	262-0353	Room 104D
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**COMPUTER INFORMATION & OFFICE SYSTEMS FACULTY**

Patricia Noble	262-0355	Room 107A
Lynda Brazier	262-0347	Room 204B

**SMALL BUSINESS ADMINISTRATION FACULTY**
Accounting

Dayne Clark	262-0349	Room 204D
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Business Administration

Scott Jacobs	262-0346	Room 204F
Ray Zagorski	262-0348	Room 204E

Computer

Lynda Brazier	262-0347	Room 204B
Scott Kraxberger	262-0354	Room 107B

**PETROLEUM TECHNOLOGY/ENGINEERING FACULTY**

Dwight Wood	262-0362	Room 204C
Robert Tupper	262-0365	Room 207B

**WELDING TECHNOLOGY FACULTY**

FRITZ MILLER	262-0356	Room 101A
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**KACHEMAK BAY BRANCH - HOMER ..... 235-7743**

Carol Swartz, Director  
Elizabeth Jacobik, Student Services  
Jan Peyton, ABE  
Jane Beck, ABE  
MaryJane Murphy, Business Office  
Therese Elkins, Secretary  
Patricia Pearson, Computer Lab  
Rebecca Myhill, Receptionist  
Larry Staehle, Maintenance  
Beth Graber, Faculty  
Sara Reinert, Faculty  
Raylene Noreen, Faculty  
Susan Coble, Faculty

## 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.).

**Inquiries regarding the application of these and other regulations should be directed to Ginger Steffy (262-0317) 34820 College Drive, Soldotna, Alaska 99669. This office is in the McLane Building on the Soldotna Campus.**

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.



## DISCLAIMER

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.

This Kenai Peninsula College (University of Alaska Anchorage) publication was produced by the Community Relations Department at a cost of \$2.46 per copy to provide information to the public and was printed in Soldotna, Alaska.  
Coordinator: Dennis Simmons

The artwork showing the KPC campus on the front cover, inside front cover, and page one is from an original watercolor by KPC instructor Boyd Shaffer.

# WELCOME TO KPC

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## NEED MORE INFORMATION? UNDECIDED ABOUT COLLEGE?

LOCATION OF CAMPUS  
DIVERSITY OF STUDENTS  
CAMPUS LIFE  
RECREATIONAL  
OPPORTUNITIES  
FACULTY  
MISSION STATEMENT  
ACCREDITATION  
ADMISSION  
KACHEMAK BAY BRANCH  
UNIVERSITY OF ALASKA

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## NEED MORE 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) 262-0300

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

## UNDECIDED ABOUT COLLEGE?

Please examine the following list of considerations that our students felt were important in selecting KPC. If most of these considerations are important to you, a closer look at KPC would be to your advantage:

- a smooth transition from high school to college . . .
- an academic experience that will lay the foundation for your future . . .
- small classes . . .
- getting to know your instructors . . .
- working and studying with people who are open and friendly . . .
- professional assistance in deciding your career . . .
- a better academic foundation before transferring to another college . . .
- low cost . . .

The first two years of College are devoted primarily to giving the student a broad learning experience in the sciences, humanities, arts, and social sciences. Therefore, it is not necessary to decide on a major immediately. The small classes, the close student-faculty relationships, the academic advising and the Career Center all contribute to helping students find the program that fits their interests, their needs, and their academic strengths.

Students who have applied for admission into a degree or certificate program are assigned an advisor by the Admissions office. Each faculty advisor works with approximately 15 new students each year providing personalized assistance toward designing a program for the student's individual interests and needs, which may include transferring to a four-year college. The advising program at KPC also includes career planning, vocational interest testing, resume writing and other job seeking skills.

## LOCATION OF CAMPUS

KPC and the cities of Kenai, Soldotna, and Homer are located on the beautiful Kenai Peninsula in southcentral Alaska and are bordered by the Kenai National Wildlife Refuge and Kachemak Bay. Despite its northern latitude, the Kenai Peninsula has surprisingly mild winters and cool, comfortable summers. Located on 364 wooded acres between Kenai and Soldotna, the main campus includes a vocational building, classrooms, library, laboratories, media center, bookstore, a snack bar and commons area.

## DIVERSITY OF STUDENTS

There are no "typical" students at KPC. All ages and educational backgrounds are represented. They come from all segments of the population and from all around the area. Our students include high school graduates, adults pursuing a second career, and individuals seeking personal development.

To encourage this broad mix of student groups at KPC, we have consistently provided excellent programs at a low cost. In fact, we're probably the best bargain in higher education today, especially when you consider the cost of out-of-state tuition. Approximately 2,000 students register each semester. Large enough to provide more than 200 courses each semester in more than 44 disciplines, KPC is small enough so that students always feel important.

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.

## CAMPUS LIFE

Because of its small size, KPC offers you a feeling of friendliness; you will find that a real sense of community dominates both campuses. Students have an opportunity to plan activities, participate in Student Union programs, and gain valuable experience.

The Learning Center offers several individualized learning programs, workshops, and tutoring. Students find help with time management, exam methods, study techniques, note taking, organization of information and other study skills. Help in specific areas such as mathematics, vocabulary, research writing, and foreign language is also available. Students work at their own pace to supplement their classroom instruction.

The KPC library offers an outstanding collection of nearly 25,000 books, as well as maps, microfiche, and more than 175 magazine subscriptions. All materials are organized according to the Library of Congress classification system. GNOSIS serves as the online catalog and circulation system.

## RECREATIONAL OPPORTUNITIES

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

The Kenai Peninsula offers superb opportunities for outdoor recreation — hiking wilderness trails, canoeing the scenic Swanson River, floating or fishing the world-famous Kenai River, skiing miles of cross country trails, exploring Kachemak Bay State Park, or just viewing the abundant wildlife. Alyeska, Alaska's largest ski resort, is located just an hour and a half away. Less than two hours from Soldotna, Seward serves as the gateway to the scenic Kenai Fjords National Park and Exit Glacier.

## FACULTY

KPC 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 KPC a "people" place.

## MISSION STATEMENT

KPC encourages all adults to continue their education throughout their lives and provides students with classes and programs to meet their needs and interests. 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

KPC 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.

## ADMISSION

KPC's open enrollment policy allows students to register for courses in which they have adequate background. Students who do not have a high school diploma or the equivalent, or who cannot meet other general admission requirements, may be admitted if they are able to demonstrate "the ability to benefit" from College instruction. However, registration for classes does not imply formal admission to a degree or certificate program. Admission to a certificate or degree program requires the following:

1. A completed admissions application.
2. A non-refundable \$35 application fee.
3. ASSET scores.

## KACHEMAK BAY BRANCH

KPC'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 600, this campus provides area residents with quality education in a friendly environment. With full-time and adjunct faculty, transfer courses parallel to the first two years of four-year college work are offered as well as courses leading to vocational certificates and degrees. Academic advising, transfer information, financial aid, career counseling, and tutoring are provided. Students interested in pursuing a degree or certificate are encouraged to meet with the Student Services Coordinator before class registration. The campus includes a computer lab and a small library with access to LaserCat and GNOSIS computer library networks. 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.

## 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.

# CAMPUS SERVICES

**SMOKE FREE ENVIRONMENT**  
**BOOKSTORE**  
**MEDIA CENTER**  
**CAMPUS PARKING**  
**LEARNING CENTER**  
**LIBRARY**  
**CAREER CENTER**  
**COMPUTER AND VAX**  
**SERVICES**

## 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.

## BOOKSTORE

Required textbooks and supplies may be purchased from the KPC Bookstore located in the McLane Building on the Soldotna campus and at the Kachemak Bay Branch. The bookstore is open during the hours of registration and during the first two weeks of classes from 8:30 a.m. to 7 p.m. Monday through Thursday and on Friday from 8:30 a.m. to 4:30 p.m. Thereafter, through the remainder of the semester, hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. At the end of each semester, KPC offers an on-campus textbook buyback service for selected used textbooks. Notices will be posted giving the dates and times of buybacks.

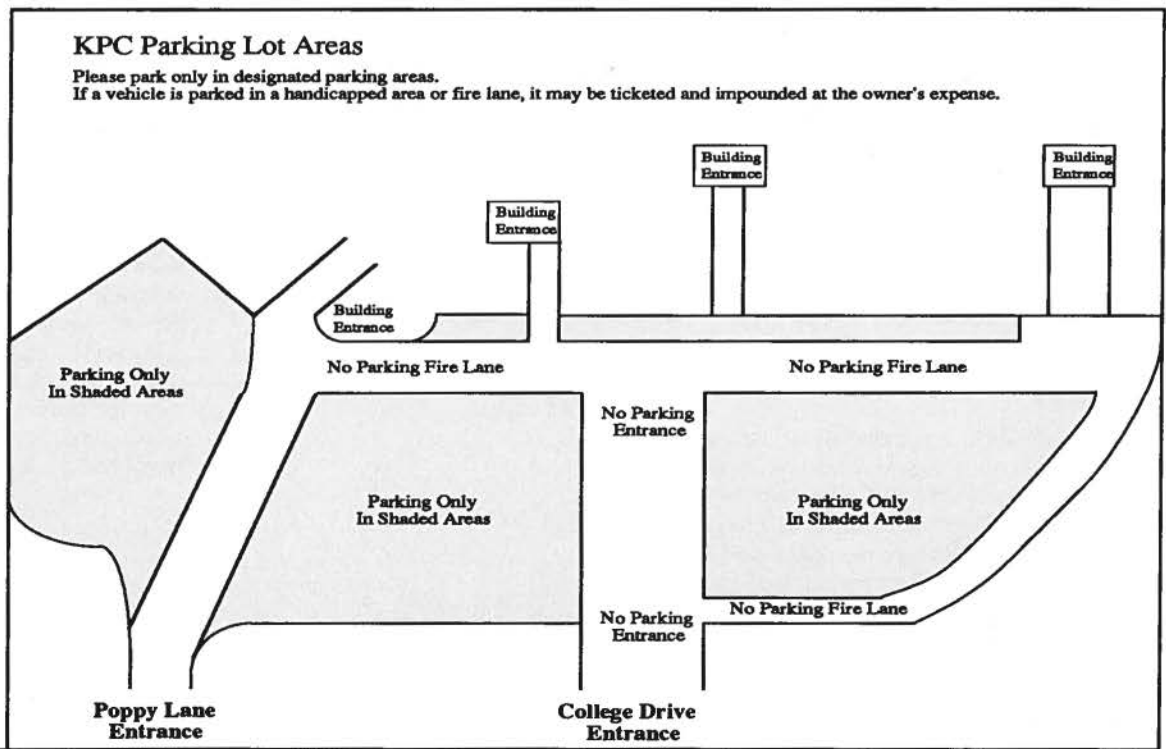
## MEDIA CENTER

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.

## 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.** For more on parking restrictions, see map below.



## 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.

### ADULT BASIC EDUCATION (ABE)

These courses are free, and participants can register anytime. Options include individualized instruction to develop math and English skills (students may be scheduled for Math 054, English 063 and English 078 courses based on ASSET scores).

### MACINTOSH COMPUTERS

For student and faculty use on a first come, first served basis.

### ELDERHOSTEL

Elderhostel is an educational program for older adults who want to continue to develop new interests and enthusiasms. More than 1,000 different colleges and universities offer programs all over the world.

### ENGLISH AS A SECOND LANGUAGE

These courses are free, and participants can register anytime.

### GENERAL EDUCATION DEVELOPMENT

Free instruction and testing are provided for students who wish to earn a high school equivalency diploma from the Alaska State Department of Education.

### PEER TUTORING

Tutoring is free for KPC students (and student tutors may earn college credit).

### TELECOURSES AND CORRESPONDENCE

Information available upon request.

### TESTING

Students can make arrangements to take the ASSET, the Graduate Record Exam (GRE), the College Level Examination Program (CLEP), make-up exams for KPC courses, or testing for correspondence courses.

## LIBRARY

The Library collection consists of more than 24,000 volumes, 175 magazine subscriptions, and offers materials in a diversity of formats—pamphlets, maps, phonograph records, audio/video tapes, and microfiche. All materials are organized according to the Library of Congress Classification System. The online catalog, GNOSIS, contains the library's holdings as well as the holdings of all university libraries statewide. Additional research support is found on two CD-ROM databases: Info Trac and LaserCat. InfoTrac gives current subject access to magazine and journal articles. Through LaserCat and Interlibrary Loan, patrons have access to approximately four million items held by libraries spanning Alaska and the Pacific Northwest. SLED, the Statewide Library Electronic Doorway opens up the world by offering selected databases and connections to the Internet.

**Loan Policy:** Patrons must present a GNOSIS card (issued free of charge) to check out materials. Items circulate for a period of four weeks, with the exception of back-issue magazines which circulate for one week. Renewals may be made on any material not in demand. Current issue magazines and reference works may not be checked out, and are for library use only.

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

## 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.

## COMPUTING AND VAX SERVICES

KPC students, staff and faculty are eligible to use microcomputer and VAX computing resources on campus. In order to have access to the VAX system, users must obtain a VAX username.

Username applications forms can be obtained in the VAX lab located in Room 129. Current students need to show a registration receipt indicated that they have paid their tuition for the semester and some form of picture ID. Faculty and staff need to show a current piece of ID with their SSN on it to obtain a VAX computer username.

Software available on the VAX includes: UACN Mail, VMS Mail and DEC MailWorks electronic mail systems, BASIC, FORTRAN, COBOL, Pascal, C, and APL programming languages, LISREL, SPSS, BMDP, SAS, AND Minitab statistical software, DISSPLA, TELLAGRAF, and CUECHART graphics software, EDT and TPU editors, MACSYMA, TeX, TSP, and computer aided instruction programs.

Other software can be accessed via the SETUP command. For more information on SETUP type HELP SETUP at the \$ prompt on the VAX. The BITNET, USENET and Internet computer networks may be accessed through the UAA VAX.

# ENROLLMENT SERVICES

**DEAN'S LIST**  
**NEW STUDENT ORIENTATION**  
**ASSESSMENT**  
**REGISTRATION**  
**STUDENTS' RIGHTS**  
**FORMAL ADMISSION**  
**COUNSELING SERVICES**  
**ADVISING**  
**PEER ADVISING**  
**STUDENT TUTOR PROGRAM**  
**STUDENT INSURANCE**  
**STUDENT UNION**  
**SOCIAL SECURITY NUMBER**  
**TRANSCRIPTS**  
**CHANGE OF NAME**  
**CHANGE OF ADDRESS**  
**COURSE SYLLABUS**  
**FULL-TIME/PART-TIME STATUS**  
**CLASS STANDING**  
**STUDYLOAD**  
**INTERNATIONAL STUDENTS**  
**UNACCREDITED INSTITUTIONS**  
**ACCREDITED COLLEGES/**  
**UNIVERSITIES**  
**NON-TRADITIONAL CREDIT**  
**DIRECTED STUDY**  
**INDEPENDENT STUDY**  
**CORRESPONDENCE CREDIT**  
**TRANSFER CREDIT**  
**MILITARY CREDIT**  
**ADVANCED PLACEMENT**

## 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.

## NEW STUDENT ORIENTATION

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.

## 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).

Students must have the ASSET placement results prior to registering for mathematics, reading, and/or written composition courses.

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.

## 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.

## 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.

## 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.

## 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.

## 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. 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.

## 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.

## STUDENT TUTOR PROGRAM

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

The goal of this program is to (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 scheduled 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 210 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 INSURANCE

A group accident and illness plan is available for students enrolled in six (6) or more credits during a semester. The plan provides extensive benefits at a reasonable cost to students. For an additional premium, dependents and major medical expenses may be covered. Students can obtain information and enrollment forms from 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.

## 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.

## 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.

## 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.

## 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.

## COURSE SYLLABUS

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.

## 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.

## 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.

## STUDYLOAD

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.



*Instructor Boyd Shaffer (front and center) leads students through a lesson in his popular Alaska flora class. (Photo by R. Vinzant)*

## 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.

## 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.



*A member of the Kenaitze Nation tribal dance troupe performs in the commons during the Alaskan Native American Heritage Day. Organized by the Guidance 204 Student Association Leadership class in cooperation with local native associations, the day was a celebration of Native American history and culture of the Kenai Peninsula. (Photo by R. Vinzant)*

## 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.

## 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.

### 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 Learn-



*Mike Morgan, adjunct faculty, leads a discussion of interested students during a mock trial in the commons. (Photo by R. Vinzant)*

ing 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 with 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**

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 division 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.

## DIRECTED STUDY -96

A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. It provides the opportunity for the student to take a permanent course on an individual basis when the course is not offered that semester. The policies are as follows:

1. Retroactive registration not permitted.
2. Forms not correctly completed will not be processed.
3. Deadline for directed study registration will close for that semester with the end of the fourth week of the semester.
4. There can be no change in the basic content of the course. In particular, this means the number, level, prefix, description, title, grading policy (A-F, P/NP), credits, and course content cannot differ from the permanent course.
5. Only permanent or term faculty are allowed to supervise or to be the Instructor of Record for Directed Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are: a) see that the grades are turned into the Director of Records; b) see that the material is presented in full in a timely manner; c) approve the course of study; e) agree to assume responsibility if problems arise.
6. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.
7. The initiation of directed studies must come from the discipline in charge of the prefix.

## INDEPENDENT STUDY -97

Course numbers ending with 97 are reserved for independent study courses. An Independent Study course consists of topics or problems chosen by the student with the approval of the department concerned, with the supervision of an instructor, and final approval by the dean. These courses are not duplications of and must differ significantly from the catalog course. The independent study provides the opportunity for students who have completed most of the required courses in their program to study topics which are not offered. The policies are as follows:

1. Retroactive registration not permitted.
2. Independent study courses cannot be used to fulfill GER (not petitionable).
3. Forms not correctly completed will not be processed.
4. Deadlines for independent study registration for a particular semester coincide with the withdrawal deadline.
5. Only permanent or term faculty are allowed to be the Instructor of Record for the Independent Study courses. Deans and Directors may function as Instructor of Record when no permanent or term faculty are available to fulfill that function. The responsibilities of the Instructor of Record are to: a) see that the grades are turned in to the Director of Records; b) see that the material is presented in full in a timely manner; c) approve the course study; d) approve the credentials of other faculty involved; e) agree to assume responsibility if problems arise.
6. The initiation of independent study courses must come from the discipline in charge of the prefix.

## 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.

## TRANSFER CREDIT

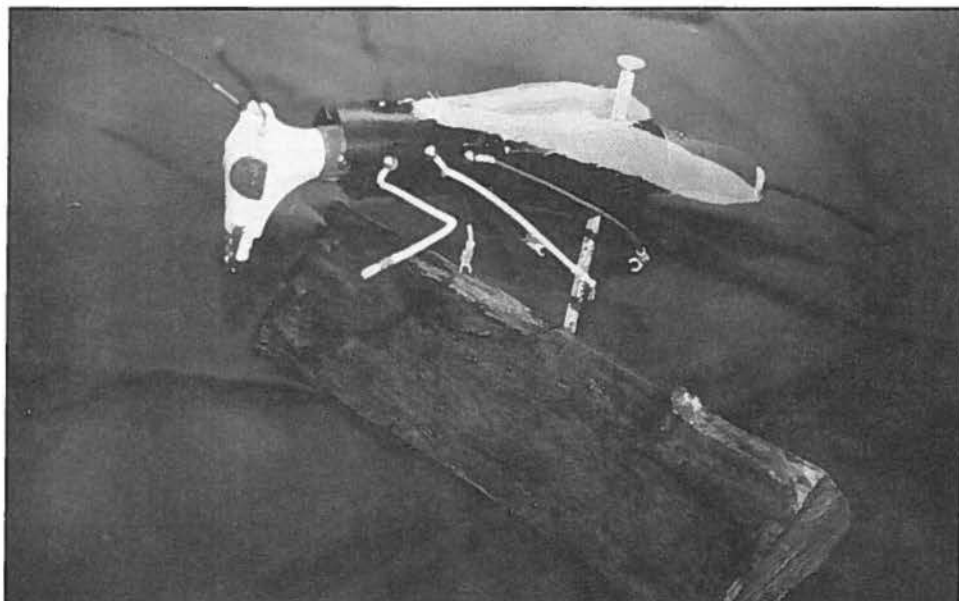
Where possible, transfer credit will be equated with KPC courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education Requirement. KPC reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit will be completed after a student has been accepted to degree-seeking status.

## 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.

## 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.



*One of several "sculptures" presented by students in Celia Anderson's three-dimensional design class. (Photo by R. Vinzant).*

# POLICIES AND PROCEDURES

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## 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.

## 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.

## 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.

## WAITING LIST POLICY

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. Check with the registration clerk to see if there is a wait list for the class. If there is, contact the faculty secretary to have your name placed next on the list. Ask what number you are on the wait list and give the secretary your phone number. If there is not a wait list, contact the registration clerk to find out if anyone has dropped; you can then add the class (first come, first served).
2. If you are on the wait list, call the instructor (or faculty secretary) on the first day of class to see if you can add the class.
3. Check with the instructor after each class during the first two weeks to see if you can add the class. You will not be able to attend the class until you are officially enrolled, but you can get the assignments from the instructor. No adds will be allowed after two weeks.
4. If the instructor informs you that there is an opening in the class, complete an "Add/Drop" form and get the instructor's signature.
5. Take the signed "Add/Drop" slip to the Bookstore and register for the class.

## 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.

## GPA COMPUTATION

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

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

### 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. An incomplete may be used at the discretion of the faculty member and may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is a grade of "C" or better.
- 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.

## 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.

## 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.

## CREDIT/NO CREDIT

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.

## 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.



*KPC student Jerry Books takes his turn at the table selling "goodies" for the Psychology Club bake sale. Jerry received his bachelor of arts degree in psychology last semester. (Photo by R. Vinzant)*

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.

## CONTACT HOURS

UAA academic policy has established the following minimum contact times: Most lecture/discussion courses require a minimum of 750 minutes of contact time and a minimum of 1500 minutes completed outside the classroom to award one (1) credit. Some courses require more than 750 minutes of contact time and more than 1500 minutes completed outside the classroom. Other types of classes require 1500 minutes of contact time, 2250 minutes of contact time, or more in order to award one (1) credit. One (1) contact hour is defined as 50 minutes of contact time.

Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week. One (1) continuing education unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction. Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but standards may differ.

## 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.

In general, the first number 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 graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree.

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

- 90: selected topics
- 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
- 96: directed study
- 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

## 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.

## 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."

## 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.

## 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.



*A view of the McLane Building from the parking lot. A KPC flag, designed last semester, now flies on the third pole. (Photo by R. Vinzant)*

## 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.

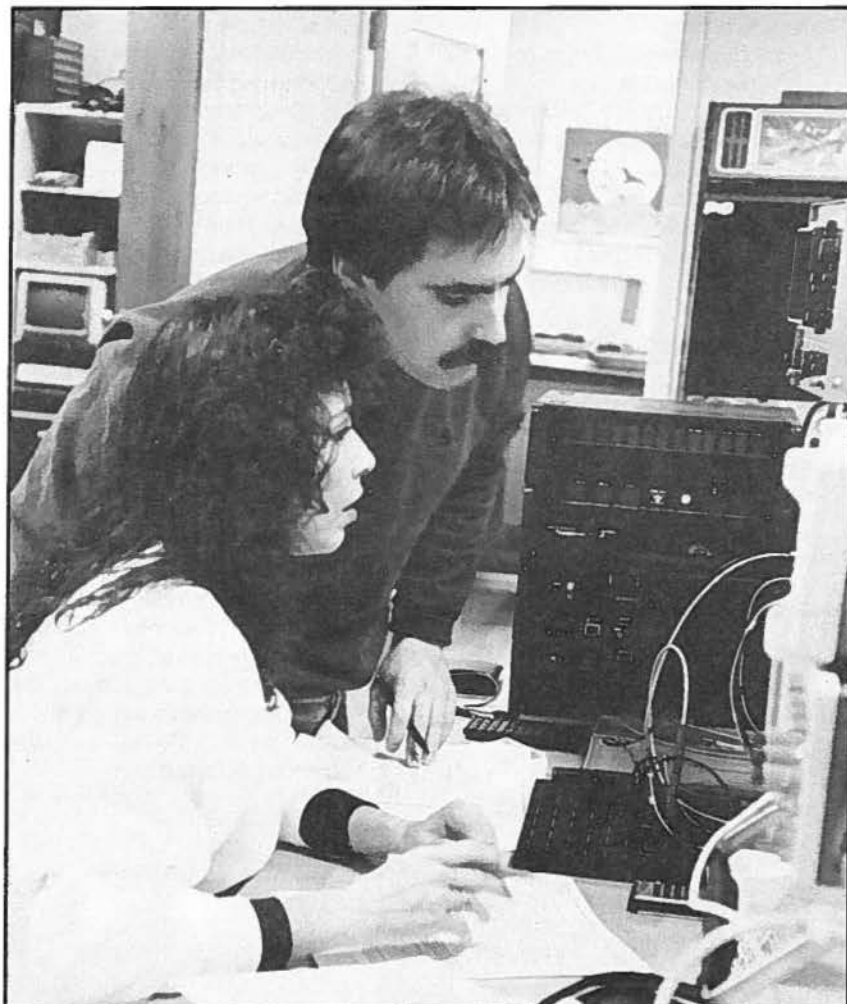
## ACCESS TO RECORDS

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 Business 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 Business 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 Enrollment Services, 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.



*Students run a test on the equipment in the electronics lab. (KPC photo)*

## EXPUNGING 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.

## 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.

## PENALTIES FOR 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.

## SEX OFFENSES ON CAMPUS

It is the policy of KPC that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community: students, faculty and staff.

The term sexual assault, as used by KPC encompasses the legal definitions of sexual assault contained in Alaska state statutes. It includes, but is not limited to: rape, acquaintance or date rape, as well as rape by a stranger. Sexual assault is against the law and is defined as sexual misconduct that is forced or coerced against the will of the victim. The same definition applies regardless of whether the assailant is a stranger or an acquaintance (date, friend, or someone known casually.) This type of threat may involve physical violence, coercion, or the threat of harm.

A person who has been the victim of sexual assault should report the crime to the Director's Office or the local police. Student Services may provide initial support services for students on the KPC campus. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial, and counseling services.

In the event an accused person is found in violation of this policy, the entire range of sanctions outlined in the Student Code of Conduct may be considered including, but not limited to, disciplinary probation, suspension, or expulsion from the College. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

In an effort to educate the campus community about sexual assault, acquaintance rape, and other sex offenses, campus sponsored prevention programs are offered on an ongoing basis throughout the year. Additional information about the above policy, and programs offered can be obtained from Student Services.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the UA Board of Regents' policy (4.08.02), sexual harassment involves unwelcome sexual advances or requests for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to, or rejection of such conduct will have an impact on employment or academic decisions affecting the victim.

Sexual harassment includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or study by creating an intimidating, hostile, or offensive environment in which to work, live, or learn. The Director's Office or Student Services can provide information and referral on issues of sexual harassment.

## 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.



## 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

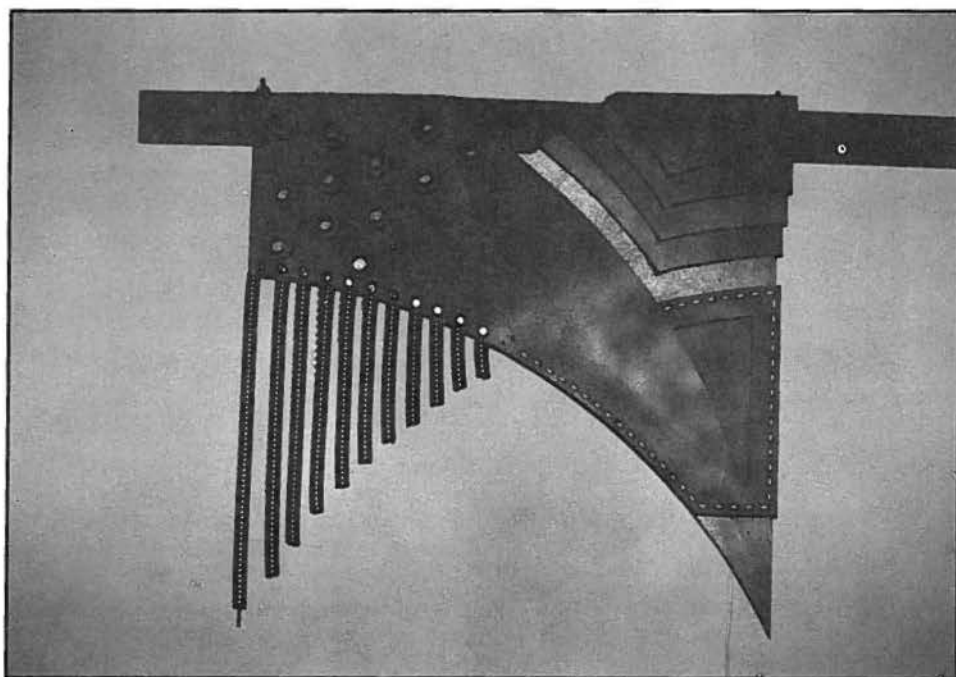
The University has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, 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 of 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 obstructs or disrupts teaching, research, administration, disciplinary proceedings, other University activities, or other authorized on-campus non-University activities.
2. Harassment: Physical or verbal abuse, or sexual harassment of another person, intimidation, or other conduct, including but not limited to hazing, which creates an unreasonably hostile or offensive learning, living, or working environment.
3. Endangerment: Conduct, including but not limited to physical abuse, sexual assault, terroristic threats, hazing and/or coercion, which endangers or unreasonably threatens the health and/or safety of any person or group of persons, or which causes actual harm to a person or persons.
4. 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.
5. Dangerous Chemicals and Devices: Unauthorized use, possession, or sale of fire-arms, explosives, dangerous chemicals, or other dangerous weapons on University property except as expressly authorized by campus procedures.
6. 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).
7. 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.



Artwork displayed in the KPC Gallery during one of the several exhibits throughout the year. (Photo by R. Vinzant)

## 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 adjudication and appeals process.

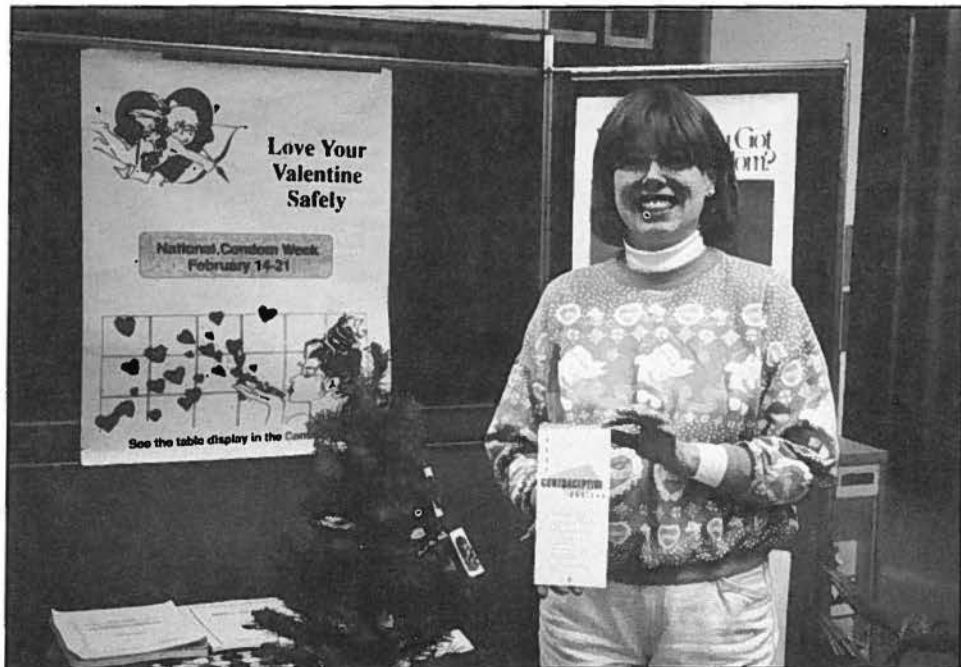
**Sanctions:** The following are disciplinary measures that may be taken by the Vice Chancellor of Student Services, and/or the Chancellor and/or President of the University of Alaska.

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.

## 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.



*KPC student Alix Sgambati poses in front of her display in the commons during National Condom Week. The display was a project for her Human Services practicum. (Photo by R. Vinzant)*

## 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 listed on page 29. 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 required. Fee charged. Form filed with Office of Records.	Faculty signature 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.

# FINANCIAL AID INFORMATION

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## APPLICATION PROCEDURES SATISFACTORY ACADEMIC PROGRESS ELIGIBILITY EMPLOYMENT SCHOLARSHIPS GRANTS LOANS VETERANS ASSISTANCE FEDERAL VERIFICATION

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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 April 1. 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 Free Application for Federal Student Aid form and mail it to Federal Student Aid Program in Iowa City, Iowa.
- 3) All students must sign and submit the Student Aid Report (SAR) from the Federal PELL Grant Program to the Financial Aid Office.
- 4) Students applying for Federal assistance who have attended other postsecondary institutions must submit a Financial Aid Transcript for each institution.
- 5) 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.
- 6) Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications.

## SATISFACTORY ACADEMIC PROGRESS

To remain in satisfactory academic standing for federal assistance or state loans, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain the minimum grade point average (GPA) of 2.0 required by their financial aid program. On the student's grade report, AU, DF, F, NC, NP, I, W, and CEU indicate unsatisfactory completion.

## 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 Free Application for Federal Student Aid form submitted to the Federal Student Aid Programs,
- 4) submit an Alaska Student Loan Application for the state loan program and,
- 5) maintain satisfactory academic progress as defined for each program. (See individual program regulations.)

## EMPLOYMENT

The Federal College Work Study Program (FCWSP) 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 FCWSP 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. 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.

## 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.

## 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. For further information, contact the local BIA area office or your Native Regional Corporation.

### **FEDERAL PELL GRANT**

The Federal PELL Grant makes funds available to eligible students with financial need. To be eligible, students must be working toward their first baccalaureate degree. Grants range from \$250 to \$2,300.

### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)**

The Federal Supplemental Education Opportunity Grant program is similar to the Federal PELL Grant program and can provide additional assistance to students with financial need. Only undergraduates are eligible. FSEOG 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. Full-time and part-time loans are available. Undergraduate students may borrow up to \$5,500 a year for educational expenses.

### **FEDERAL 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 Federal Stafford Loan program enables students to borrow directly from banks or credit unions in order to finance education expenses. These loans are insured by United States Aid Funds, Inc. You are eligible to apply if you are enrolled at least half-time (6 credits) in a degree or certificate program. As of July 1, 1993, the maximum you may borrow is \$2,625 for first year students, \$3,500 for second year students and \$5,500 for undergraduate students who have completed 2 years of college. \$23,000 is the maximum total amount that can be borrowed for undergraduate work. Students must complete a Free Application for Federal Student 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.

## VETERANS ASSISTANCE

KPC provides training to veterans, eligible dependents, and service personnel using Veterans Administration educational benefits (G.I. Bill). Qualified persons who plan to use the G.I. Bill must contact the Financial Aid Office. Before registering for courses, students using the G.I. Bill must apply for formal admission and declare a degree and/or major program. In addition, Federal law requires that schools approved for veterans report attendance and progress of all students who receive benefits. The following requirements must be met by all students receiving benefits from the Veterans Administration:

### **SATISFACTORY ACADEMIC PROGRESS**

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

## MONTHLY ENROLLMENT

### **VERIFICATION**

At the end of each month, all veterans will be responsible for having individual instructors sign an attendance and progress form to assure the College that the individual is attending classes and making satisfactory progress. Failure to submit this form will result in termination of any further benefits. Forms are available in the Financial Aid Office.

### **ADDS, DROPS, AND OTHER CHANGES**

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

Students with previous college or university experience must have official transcripts on file with the Office of Admissions and Records. Each student must request these transcripts when applying for admission to KPC. Institution approval documentation may be viewed in the Financial Aid Office by appointment only.

## 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 Free Application for Federal Student Aid form.

# TUITION AND FEES

## RESIDENCY FINANCIAL OBLIGATIONS DEFERRED TUITION PAYMENT CREDIT CHARGES AND CONSOLIDATED TUITION PAYMENT PROCEDURES FEES FEE EXPLANATION REFUND POLICY SENIOR CITIZEN WAIVER

### RESIDENCY

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.

### 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.

### DEFERRED TUITION PAYMENT

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.

### CREDIT CHARGES AND CONSOLIDATED TUITION

Resident students enrolling in 12 credits or less will pay \$67 per credit for lower-division courses. Students enrolling in 13 or more credits will pay the consolidated fee of \$871.

<u>Undergraduate</u>	<u>Resident</u>	<u>Non-Resident</u>
1 hour*	\$67	\$67
2 hours*	134	134
3 hours*	201	201
4 hours	268	804
5 hours	335	1005
6 hours	402	1206
7 hours	469	1407
8 hours	536	1608
9 hours	603	1809
10 hours	670	2010
11 hours	737	2211
12 hours	804	2412
13 or more hours	871	2613

#### Graduate Level

1 hour*	\$134	\$134
2 hours*	268	268
3 hours*	402	402
4 hours	536	1072
5 hours	670	1340
6 hours	804	1608
7 hours	938	1876
8 hours	1072	2144
9 hours	1206	2412

For tuition purposes, any course numbered above 499 is considered graduate credit.

**\* Nonresident students who restrict their enrollment to no more than three credits each semester are charged only resident tuition.**

## PAYMENT PROCEDURES

All tuition, fees, 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.

## 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)	\$ 15.00
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)	\$67.00

## 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.

### ADD/DROP

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

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 are the same as for those enrolled for credit.

### CREDIT-BY-EXAMINATION

A fee of \$15 per credit hour will be charged for credit-by-examination. Students must complete all application materials.

### LABORATORY OR MATERIALS

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

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

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

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.

## 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:

- Through first week of semester:  
**100% tuition and fees**
- Second week through Third week:  
**50% tuition only**
- After Third week of semester:  
**NO REFUND**
- 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**

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.

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.

### CANCELLED CLASSES

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

## SENIOR CITIZEN WAIVER

Alaska residents 60 years or older may enroll in any course offered by KPC 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.

# DEGREE/CERTIFICATE GENERAL REQUIREMENTS

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**ASSOCIATE  
DEGREE REQUIREMENTS  
CERTIFICATE REQUIREMENTS  
GRADUATION REQUIREMENTS  
GRADUATION WITH HONORS  
GRADUATION APPLICATION  
GENERAL EDUCATION  
REQUIREMENTS COURSE LIST  
COURSE CLASSIFICATIONS  
TRANSFER OF CREDIT  
FOR GEN. ED. REQUIREMENTS  
DEGREE TRANSFER GUIDE  
FOR ASSOCIATE OF ARTS**

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## **ASSOCIATE DEGREE 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.

## **CERTIFICATE REQUIREMENTS**

Certificate programs are designed to meet the needs of students who wish to attain high levels of proficiency in specific occupational skills. KPC 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. 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.

## **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.

## GRADUATION WITH HONORS

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.

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.

## GRADUATION APPLICATION

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.

## GENERAL EDUCATION

### REQUIREMENTS COURSE LIST

This list includes courses most frequently offered. Other classes may meet the General Education Requirements. 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, Fund. 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 Com  
ENGL 211, Inter. Exposition w/Readings in Lit  
ENGL 212, Technical Writing  
ENGL 213, Inter. 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 270, Applied Finite Math  
for Managerial Sciences  
MATH 272, Calculus for Managerial Sciences  
AS 300, Elementary Statistics  
AS 307, Probability & Statistics

#### D. HUMANITIES/FINE ARTS

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  
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 250, Myths and Contemporary Culture  
LING 101, The Nature of Language  
MUS 121, Music Appreciation  
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, Intro to Anthropology  
ANTH 200, Natives of Alaska  
ANTH 202, Cultural Anthropology  
ANTH 250, The Rise of Civilization  
BA 151, Intro to Business  
ECON 201, Principles of Macroeconomics  
ECON 202, Principles of Microeconomics  
HUMS 106, Intro to Social Welfare  
PARL 101, Intro to Law  
PS 101, Intro to American Government  
PS 102, Intro to Political Science  
PSY 111, General Psychology  
PSY 150, Human Development  
SOC 101, Intro to Sociology  
SOC 201, Social Problems and Solutions  
SWK 106, Intro to Social Welfare

#### 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 102, Intro Biology  
BIOL 103, Intro Biology Lab  
BIOL 105, Fund. of Biology I, Lec/Lab  
BIOL 106, Fund. of Biology II, Lec/Lab  
BIOL 111, Hum. Anatomy & Phys. I, Lec/Lab  
BIOL 112, Hum. Anatomy & Phys. II, Lec/Lab  
BIOL 113, Lectures in Hum. Anatomy & Phys I  
BIOL 114, Lectures in Hum. Anatomy & Phys II  
CHEM 103, Survey of Chemistry I, Lec/Lab  
CHEM 104, Survey of Chemistry II, Lec/Lab  
CHEM 105, General Chemistry I, Lec/Lab  
CHEM 106, General Chemistry II, Lec/Lab  
GEOG 205, Elements of Physical Geography, 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

## 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 SCIENCE

Anthropology  
Business Administration (BA 151 only)  
Counseling  
Economics  
Geography (except GEOG 205 and 205L)  
Guidance  
History\*  
Paralegal Studies (PARL 101 only)  
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. Students should consult their advisor to identify courses which count for Applied Studies.

## 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:

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

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.

## Associate of Arts Degree Transfer Guide

### BACHELOR OF ARTS

Students pursuing a Bachelor of Arts at UAA may check the following recommendations for courses that are available in the AA degree and required in the Bachelor's of Arts Degree at UAA.

- I. The AA Degree Communications General Education Requirements will apply to any Bachelor's degree program.
 

Oral	3 cr	Spch 111
Written	6 cr	Engl 111, 211, 212, or 213
- II. The AA Degree Humanities category can be used to meet the BA Degree GER and CAS requirements as follows:
 

Knowing	3 cr	Engl 120, Phil 101
Literature	3 cr	Engl 121, 203, 204
- III. The AA Degree Social Science category can be used to meet the BA degree GER and CAS reqs as follows:
 

Soc. Sci.	9 cr	Anth 250, Hist 101, 102
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- IV. The AA Degree Math/Natural Science Category can be used to meet the BA degree GER requirements as follows:
 

Qua. Sks.	3 cr	Math 106, 107, 108, 200, AS 300, 307
Nat. Sci.	4 cr	Biol 102, 103, 104, 105, 106, 112, 113, 114; Chem 101, 102, 103, 104, 105, 106; Geog 105 & 106; Geol 111, 112, 115 & 115L; Phys 123, 124, 211, 212
- V. The AA Degree Electives Category can be used to meet the BA degree GER & CAS requirements as follows:
 

Am. Cult.	3 cr	Hist 131, 132, PS 101
For. Lang.	6 cr	any 2 sem. sequence (or) 2 semester sequence of 6 cr Art 261 & 262; Mus 221 & 222 Engl 201 & 202; Phil 211 & 212

### BACHELOR OF SCIENCE

Students pursuing a Bachelor of Science at UAA may check the following recommendations for courses that are available in the AA degree and required in the Bachelor's of Science Degree at UAA.

- I. The AA Degree Communications GER will apply to any Bachelor's degree program.
 

Oral	3 cr	Spch 111
Written	6 cr	Eng 111, & Eng 211, 212 or 213
- II. AA Degree Humanities category can be used to meet the BS Degree GER & CAS reqs. as follows:
 

Lang.	6 cr	Fren., Ger., Jpn., or Russ. or 1 of the 6 cr sequences in humanities as listed in the electives below
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- III. The AA Degree Soc. Science category can be used to meet BS degree GER & CAS reqs as follows:
 

Soc Sc	9 cr	Anth 202, 205, 210, 211, 260
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- IV. The AA Degree Math/Nat. Science Category can be used to meet BS degree GER reqs as follows:
 

Qua. Sks	3 cr	Math 106, 107, 108, 200, AS 300, 307
Nat. Sci.	4 cr	Biol 102, 103, 104, 105, 106, 112, 113, 114; Chem 101, 102, 103, 104, 105, 106; Geog 105 & 106; Geol 111, 112, 115 & 115L; Phys 123, 124, 211, 212

- V. The AA Degree Applied Studies Category can be used to meet the BS Degree CAS reqs as follows:
 

Qua. Sks	3 cr	CS 105, 107, 109, 201, 202, or ES 201
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- VI. AA Degree Elective Category can be used to meet BS degree GER & CAS reqs as follows:

Hum Seq	6 cr	Art 261 & 262; Engl 201 & 202 Mus 221 & 222; Phil 211 & 212; (+ GER)
Nat. Sci.	9 cr	Biol 102, 103, 105, 106, 111, 112, 113, 114; Chem 103, 104; Chem 105, 106; Geol 111, 112; Phys 123, 124, 211, 212

### BUSINESS ADMINISTRATION

Students pursuing a Bachelor of Business Administration at UAA may check the following recommendations for courses that are available in the AA degree and required in the BBA Degree at UAA.

- I. The AA Degree Communications General Education Requirements will apply to any Bachelor's degree program.
 

Oral	3 cr	Spch 111
Written	6 cr	Engl 111, 211, 212, or 213
- II. The AA Degree Humanities category can be used to meet the BBA Degree GER requirements as follows:
 

Hum.	6 cr	Any course on Hum. GER
Fine Arts	3 cr	Any course on Arts GER
- III. The AA Degree Social Science category can be used to meet the BBA degree GER requirements as follows:
 

Soc. Sci.	9 cr	BA 151, Econ 201, 202
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- IV. The AA Degree Math/Natural Science Category can be used to meet the BBA degree GER as follows:
 

Qua. Sks	3 cr	Math 107, 200, AS 300
Nat. Sci.	4 cr	Biol 102, 103, 104, 105, 106, 112, 113, 114; Chem 101, 102, 103, 104, 105, 106; Geog 105 & 106; Geol 111, 112, 115 & 115L; Phys 123, 124, 211, 212
- V. The AA Degree Applied Studies Category can be used to meet the BBA Degree requirements as follows:
 

	9 cr	Acct 201, 202, BCIS 110
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- VI. The AA Degree Electives Category can be used to meet the BA degree GER & CAS requirements by selecting 5 courses from the following list with the approval of a Business Advisor:
 

15 cr	BA 104, 155, 166, 222, 231, 241, 242, 260, 264, 325, 335, 343, 361, 379, 441 Acct 210, 342
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### VII. NOTES:

- 1) The UAA Business Administration Degree (BBA) has majors in Accounting, Management, Marketing, Economics, and Finance
- 2) Applicability to UAA's BBA requirements of 100 & 200 level Business Administration electives:

Accounting majors: BA 241 & 242 will apply

Management Majors: No 100 or 200 level business electives will meet requirements of BBA degree

Marketing majors: BA 241 and BA 264 will apply

Economics 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 will meet requirements of the BBA degree, but they are not offered every year.

# DEGREE PROGRAMS

## ASSOCIATE DEGREES

### ASSOCIATE OF ARTS DEGREE

ASSOCIATE OF ARTS AND BACCALAUREATE DEGREE

GENERAL EDUCATION REQUIREMENTS LINK

### ASSOCIATE OF APPLIED SCIENCE

#### DEGREE REQUIREMENTS

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

## ASSOCIATE OF ARTS DEGREE

### CREDITS

<b>A. ORAL COMMUNICATIONS</b>	3
SPCH 111, Fundamentals of Oral Communication	
<b>B. WRITTEN COMMUNICATIONS</b>	6
ENGL 111, Methods of Written Communication and one of the following: ENGL 211, Intermediate Exposition with Readings in Literature ENGL 212, Technical Writing ENGL 213, Intermediate Exposition with Readings in Non-Fiction	
<b>C. APPLIED STUDIES</b>	9
<b>D. HUMANITIES</b>	9
<b>E. MATH AND NATURAL SCIENCES</b>	9
One math course and one science course.	
<b>F. SOCIAL SCIENCES</b>	9
<b>G. ELECTIVES</b>	15
<b>TOTAL CREDITS REQUIRED FOR DEGREE</b>	<b>60</b>

## ASSOCIATE DEGREES

The Associate of Arts degree is intended to provide general education. Therefore, it includes no major specialty, and students may earn only one AA degree. The Associate of Applied Science degree is intended to provide specialized education. Therefore, it does include a major specialty, and students may earn more than one AAS degree. The following requirements must be met for associate degrees:

1. Students must earn a minimum of 60 credits for either an AA or an AAS degree.
2. Students must complete at least 15 of the last 30 credits in residence.
3. Students must earn a cumulative GPA of at least 2.0 (C) at KPC. Some associate degree programs require higher GPA's.
4. Students may elect to graduate under the requirements of the catalog in effect at the time of formal admission to a degree program or the catalog in effect at the time of graduation. However, if the requirements for an associate degree as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.
5. For an Associate of Arts degree, students must complete a minimum of 60 credits at the 100-level or above, including at least 20 credits at the 200-level or above.
6. All courses for an Associate of Applied Science degree must be at the 100-level or above.
7. Any English courses used to satisfy the AAS Humanities general requirements must be different from the written communication requirements and have a course number higher than English 111.

### ASSOCIATE OF ARTS AND BACCALAUREATE DEGREE GENERAL EDUCATION REQUIREMENTS LINK

#### COMMUNICATIONS

ENGL 111 (3 cr.)  
ENGL 211, 212, 213 (3 cr.)  
SPCH 111 (3 cr.)

#### HUMANITIES

Includes at least 6 credits from Humanities and  
3 credits from Fine Arts section of the GER list. (p. 31)

#### SOCIAL SCIENCES

Includes at least 6 credits from the  
Social Sciences section of the GER list (p. 31)

#### MATH & NATURAL SCIENCES

Includes one science course with a lab from the  
Natural Science section of the GER list (p. 31),  
and one math course at a 100 level or above.  
(Students planning to pursue a bachelor's program  
at UAA may need Math 107.)

**BUSINESS ADMINISTRATION/****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****a. Oral Communication 3**

SPCH 111 Fundamentals of Oral Communications, OR  
SPCH 241 Public Speaking

**b. Written Communication 6**

CIOS 262 Written Business Communication (3)  
ENGL 111 Methods of Written Communication (3)

**AND**

ENGL 211 Int Exposition w/Rdgs in Literature (3), OR  
ENGL 212 Technical Writing (3), OR  
ENGL 213 Int Exposition w/Rdgs in Nonfiction (3), OR

**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 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 241 Business Law I 3  
BA 260 Marketing Practices 3  
BA 264 Personal Selling 3  
CIOS 110 Computer Concepts in Business 3

MATH 105 Intermediate Algebra (3) 3

**OR**

MATH 107 College Algebra (4)

**OR**

MATH 270 Applied Finite Math/Managerial Sciences (3)

**D. BUSINESS ELECTIVES 12**

Elective credits to be selected from:  
ACCT, BA, CIOS, or ECON areas

**TOTAL CREDITS REQUIRED FOR DEGREE 60**

**SUGGESTED COURSE SEQUENCING**

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	CIOS 262 or	3
BA 151	3	ENGL 211, 212 or 213	
ACCT 201	3	BA 166	3
MATH 105, 107 or 207	3	BA 231	3
CIOS 110	3	BA 264	3
		ACCT 202	3
<u>Third Semester</u>		<u>Fourth Semester</u>	
ECON 201 or 202	3	BA 241	3
Gen Requirement	3	Gen Requirement	3
Business Electives	6	Business Electives	6
Speech 111 or 241	3	BA 233	3
BA 260	3		

**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

**Natural Science**

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

**OR**

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

**C. MAJOR REQUIREMENTS**

CIOS 110 Computer Concepts in Business 3

CS 105 FORTRAN Programming (3) 3

OR

CS 107 PASCAL Programming (3)

OR

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 175 Technical Introduction to Microcomputers 3

ET 240 Application Integrated Circuits 3

ET 241 Microcomputer Interfacing 3

ET 242 Computer Peripheral Devices 4

ET 245 Basic Electronics 4

**D. ELECTIVES** 2**TOTAL CREDITS REQUIRED FOR DEGREE** 60**SUGGESTED COURSE SEQUENCING**

<u>First Semester</u>		<u>Second Semester</u>	
CS 105, 107, or 207	3*	Elective	3
MATH 101	3	ENGL 111	3
ET 101	4*	ET 126	4*
CIOS 110	3*	ET 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 242	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 forestry technology prior to registering for forestry technology courses.

<b>A. COMMUNICATION REQUIREMENTS</b>	<b>CREDITS</b>
ENGL 111 Methods of Written Communication	3
ENGL 212 Technical Writing	3
SPCH 111 Fundamentals of Oral Communication	3

**B. GENERAL REQUIREMENTS**

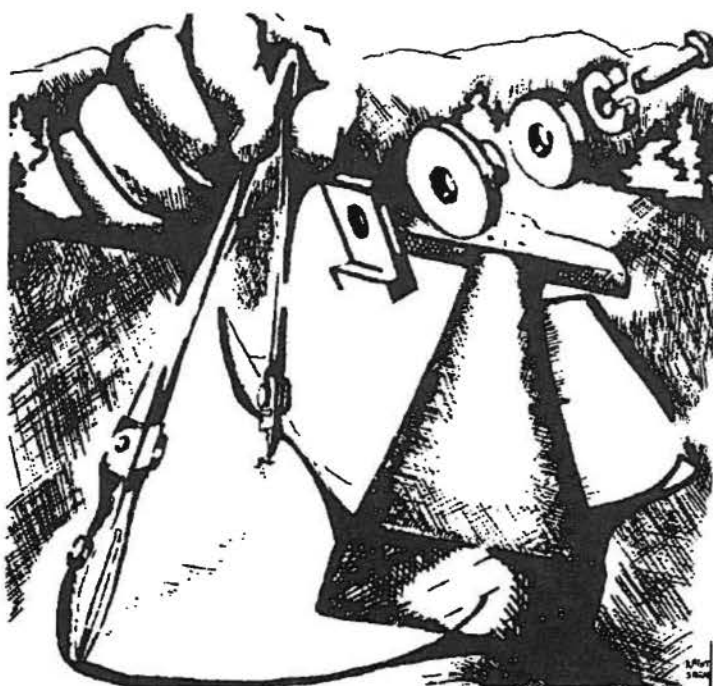
BIOL 105 Fundamentals of Biology I	4
Any other Natural Science course with advisor's approval	3

**C. MAJOR REQUIREMENTS**

BA 285 Supervision/Management by Objectives	3
FORT 105 Introduction to Forestry	3
FORT 110 Land Surveying/Mapping	3
FORT 120 Forest Ecology and Dendrology	3
FORT 125 Forest Regeneration	2
FORT 130 Forest Entomology and Pathology	3
FORT 195 Forestry 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 Administration	4
FSA 151 Wild Land Fire Control I	3

**D. ELECTIVES**

Select three (3) credits from any area	3
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**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 Fundamentals of Oral Communication	3

### B. GENERAL REQUIREMENTS

MATH 105 Intermediate Algebra	3
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#### Natural Science

PHYS 123 Basic Physics I (4) AND	8
CHEM 105 General Chemistry I (4)	

#### OR

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

### C. MAJOR REQUIREMENTS

ET 101 Basic Electronics: DC Physics (4)	4
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#### OR

ET 151 Basic Electricity (4)	
------------------------------	--

ET 126 Principles of Logic and Gating	4
ET 175 Technical Introduction to Microcomputers	3
ET 240 Application of Integrated Circuits	3
ET 241 Microcomputer Interfacing	3
ET 245 Basic Electronics	4
ET 246 Electronic Industrial Instrumentation	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
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#### OR

PETR 155 Blueprint Reading (3)	
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PETR 230 Practical Distillation	3
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#### OR

PETRO 231 Production Plant Operation	
--------------------------------------	--

PETR 240 Industrial Process Instrumentation III	3
PETR 244 Industrial Process Instrumentation IV	3
PETR 270 Industrial Mechanical Equipment	3

**TOTAL CREDITS REQUIRED FOR DEGREE 68**

## SUGGESTED COURSE SEQUENCING

### First Semester

PETR 140	3	PETR 144	3
MATH 105	3	ET 126	4*
ENGL 111	3	ET 151 or ET 101	4
PETR 105	3**	ENGL 212	3*
PETR 155 or PETR 150	3	ET 175	3*
SPCH 111	3		

\*\* Recommended but not required.

### Third Semester

PETR 240	3*	PETR 244	3*
ET 240	3*	ET 241	3*
ET 245	4*	ET 246	3*
PHYS 115 or PETR 123	4*	PETR 230	3
PETR 270	3	PHYS 116 or CHEM 105	4*
		PETR 106	3

\*Offered only once each academic year

### Fourth Semester

## 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 Fundamentals of Oral Communication	3
ENGL 111 Methods of Written Communication	3

#### Select three (3) credits from the following:

CIO 262 Written Business Communications (3 cr)	3
(Recommended)	
ENGL 211 Int Exposition w/Rdgs in Literature (3 cr)	
ENGL 212 Technical Writing (3 cr)	
ENGL 213 Int Exposition w/Rdgs in Nonfiction (3 cr)	

### B. GENERAL REQUIREMENTS 6

Choose from one or a combination of the following:  
Humanities, Math and Natural Sciences, Social Sciences

### C. SECRETARIAL EMPHASIS (41-45 CREDITS)

CIO 105 Intro to PC Computers and Appl (3 cr), <u>OR</u>	3
CIO 110 Computer Concepts in Business (3 cr)	
CIO 160 Business English	3
CIO 161 Business Math	3
CIO 165 Office Procedures	3
CIO 167 Proofreading	1
CIO 262 Written Business Communications	3
(if not taken to fulfill Communications Requirements)	
CIO 264 Interpersonal Skills in Organizations	3

Select six (6) credits from the following:

- 6
- CIOS 100 Keyboarding I (3 cr)  
 CIOS 100A\* Keyboarding I: A (1 cr)  
 CIOS 100B\* Keyboarding I: B (1 cr)  
 CIOS 100C\* Keyboarding I: C (1 cr)  
 CIOS 102 Keyboarding Skill Building (1 cr)  
 CIOS 260 Keyboarding II: Intermediate (3 cr)  
 CIOS 261 Keyboarding III: Advanced (3 cr)  
 \*NOTE: Credit will not be counted for Both CIOS 100 and CIOS 100A, 100B, and 100C.

Select one (1) to three (3) credits from the following:

- 1-3
- CIOS 250A Machine Transcription A (1cr)  
 CIOS 250B Machine Transcription B (1cr)  
 CIOS 251 Medical Transcription (3 cr)  
 CIOS 252 Legal Transcription (1-3 cr)

Select one (1) to three (3) credits from the following:

- 1-3
- CIOS 115 Selected Intro Word Processing Appl (1)  
 CIOS 215 Selected Advanced Word Processing Appl (1)

Select three (3) credits from the following:

- 3
- ACCT 120 Booking for Business I (3 cr)  
 ACCT 201 Principles of Financial Accounting (3 cr)

Select three (3) credits from the following:

- 3
- CIOS 107 Macintosh Computer and Applications (3 cr)  
 CIOS 107A Intro to Macintosh Computers (1 cr)  
 CIOS 113C Intro to Macintosh Operating System (1 cr)  
 CIOS 116A Desktop Publishing Fundamentals/MAC (1 cr), OR  
 CIOS 116B Intro to Desktop Publishing on IBM (1 cr)

Select seven to nine (7-9) credits from the following:

- 7-9
- CIOS 166 Filing (1 cr) OR  
 CIOS 276 Records Management (3 cr)

- CIOS 263 Professional Secretarial Procedures (3 cr) OR  
 BA 231 Fundamentals of Supervision

- BA 151 Intro to Business (3 cr) OR  
 BA 166 Small Business Management (3 cr)

**D. ELECTIVES**

0-5

- CIOS 168 Shorthand (3 cr)  
 CIOS 170 Calculators (1 cr)  
 CIOS 192 Seminars in Office Management & Technology (1cr)

**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 cr) | 3 |
| OR  |   |
| ENGL 212 Technical Writing (3 cr)                   |   |
| OR  |   |
| ENGL 213 Int Exposition w/Rdgs in Nonfiction (3 cr) |   |
| SPCH 111 Fundamentals of Oral Communication         | 3 |

**B. GENERAL REQUIREMENTS**

- |                      |   |
|----------------------|---|
| MATH 200 Calculus I  | 4 |
| MATH 201 Calculus II | 4 |

**C. MAJOR REQUIREMENTS**

- |                                      |    |
|--------------------------------------|----|
| CS 105 FORTRAN Programming           | 3  |
| <u>Natural Sciences</u>              | 16 |
| CHEM 105 General Chemistry I (4) AND |    |
| CHEM 106 General Chemistry II (4)    |    |
| OR                                   |    |
| GEOL 111 Physical Geology (4) AND    |    |
| GEOL 112 Historical Geology (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 Electronics (4)

**TOTAL CREDITS REQUIRED FOR DEGREE****61**

**SUGGESTED COURSE SEQUENCING**

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	ENGL 211, 212 or 213	3
SPCH 111	3	PETR 106	3
MATH 200	4	MATH 201	4
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
ET Elective	4	CS 105	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.

<b>A. COMMUNICATION REQUIREMENTS</b>	<b>CREDITS</b>
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 cr), OR	3
MATH 105 Intermediate Algebra (3 cr)	

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

CHEM 105 General Chemistry I (4)

**OR**

PHYS 115 Physical Science I for Technicians (4) AND

CHEM 105 General Chemistry I (4)

**OR**

PHYS 115 Physical Science I for Technicians (4) AND

PHYS 116 Physical Science II for Technicians (4)

<u>Computer Information and Office Systems</u>	3
--	---

(If student has demonstrated computer background, please see advisor about recommended substitute course.)

CIOS 105 Intro to PC Computers and Applications (3)

**OR**

CIOS 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
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PETR 230 Practical Distillation (3 cr)	3
--	---

**OR**

PETR 231 Production Plant Operations (3 cr)	
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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 (4)

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

**SUGGESTED COURSE SEQUENCING**

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	ENGL 212	3
MATH 101 or 105	3	CIOS 105 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/ET elective	3
PETR 144	3	PETR/ET elective	3
PETR 230 or 231	3	PETR/ET elective	3
PETR 270	3	PETR/ET 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
CIOS 105 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/ET elective	3
PETR 230 or 231	3	PETR/ET elective	3
Elective	3	PETR/ET elective	3
PETR/ET elective	3	Elective	3

# CERTIFICATE PROGRAMS

## CERTIFICATES

**BUSINESS ADMINISTRATION/  
SMALL BUSINESS MANAGEMENT  
GENERAL CLERICAL  
MECHANICAL TECHNOLOGY  
PETROLEUM TECHNOLOGY  
WELDING TECHNOLOGY  
WORD/INFORMATION PROCESSING**

## BUSINESS ADMINISTRATION/

### SMALL BUSINESS MANAGEMENT

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 Small Business Administration. This certificate is also offered in Homer.

#### A. COMMUNICATIONS REQUIREMENTS CREDITS

ENGL 111 Methods of Written Communication 3

Select three (3) credits from the following: 3

CIOS 262 Written Business Communications (3)

ENGL 211 Int Exposition w/Rdgs in Literature (3)

ENGL 212 Technical Writing (3)

ENGL 213 Int Exposition w/Rdgs in Nonfiction (3)

#### B. MAJOR REQUIREMENTS

Select 3 credits from the following: 3

ACCT 101 Principles of Financial Accounting I (3)

ACCT 120 Bookkeeping for Business I (3)

ACCT 201 Principles of Financial Accounting (3)

Select three (3) credits from the following: 3

ACCT 102 Principles of Financial Accounting II (3)

ACCT 202 Principles of Managerial Accounting (3)

ACCT 222 Introduction to Computers and Accounting (3)

Students taking ACCT 101 and ACCT 102 cannot use ACCT 201 for credit for the Small Business Management Certificate.

BA 166 Small Business Management 3

BA 231 Fundamentals of Supervision 3

Select 6 credits from the following areas: 6

ACCT ( Accounting)

BA ( Business Administration)

CIOS (Computer Information and Office Systems)

ECON ( Economics)

#### C. ELECTIVES (SELECTED WITH ADVISOR APPROVAL) 3-5

Business Math, MATH 105 level or above suggested

**TOTAL CREDITS REQUIRED FOR CERTIFICATE 27-29**

## CERTIFICATES

Students may earn more than one (1) certificate by completing all requirements for each additional program. The following requirements must also be met:

1. When completing the last half of a certificate program, students must earn at least 50 percent of the credits in residence. For example, in a 30-credit certificate program, at least 8 of the last 15 must be resident credits.
2. Students must earn a cumulative GPA of at least 2.0 (C) at KPC. Some certificate programs require higher GPA's.
3. Students must earn a minimum of 15 credits for an official transcribed certificate.
4. Students may elect to graduate under the requirements of the catalog in effect at the time of formal admission to a certificate program or the catalog in effect at the time of graduation. However, if the requirements for a certificate as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, the student must meet the requirements in effect at the time of graduation.

**SUGGESTED COURSE SEQUENCING**

<u>First Semester</u>		<u>Second Semester</u>	
ENGL 111	3	CIO 262 or	3
BA 166	3	ENGL 211, 212 or 213	
ACCT 101, 120 or 201	3	BA 231	3
Business Electives	3	ACCT 102, 202 or 222	3
Elective	3	CIO Electives	3-5

**GENERAL CLERICAL**

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

<b>A. COMMUNICATION REQUIREMENTS</b>	<b>CREDITS</b>
CIO 160 Business English	3

**B. MAJOR REQUIREMENTS (13-15 CREDITS)**

CIO 115 Selected Intro Word Processing Appl	1
CIO 161 Business Math	3
CIO 165 Office Procedures	3
CIO 166 Filing (1 cr), OR	1-3
CIO 276 Records Management (3 cr)	

CIO 167 Proofreading	1
CIO 250A Machine Transcription A	1
CIO 264 Interpersonal Skills in Organizations	3

Complete five or six (5-6) credits from the following: 5-6

CIO 100 Keyboarding I (3)

OR

CIO 100A\* Keyboarding I: A (1 cr)

CIO 100B\* Keyboarding I: B (1 cr)

CIO 100C\* Keyboarding I: C (1 cr)

CIO 260 Keyboarding II: Intermediate (3)

CIO 261 Keyboarding II: Advanced (3)

\*NOTE: Credit will not be counted for Both CIO 100 and CIO 100A, 100B, and 100C.

**C. ELECTIVES SELECTED FROM THE FOLLOWING: 4-7**

- ACCT 120 Bookkeeping for Business (3), OR
- ACCT 201 Principles of Financial Accounting (3)
- CIO 105 Intro to PC Computers and Applications (3)
- CIO 107 Macintosh Computers and Applications (3)
- CIO 107A Intro to Macintosh Computers (1)
- CIO 110 Computer Concepts in Business (3)
- CIO 113C Intro to Mac Operating System (1 cr)
- CIO 115 Selected Intro Word Processing Appl (1)
- CIO 170 Calculators (1)
- CIO 215 Selected Advanced Word Processing Appl (1)

**TOTAL CREDITS REQUIRED FOR CERTIFICATE 28**

**MECHANICAL TECHNOLOGY**

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 certificate may take more than two semesters to complete due to staggered course offerings.

<b>A. CERTIFICATE REQUIREMENTS</b>	<b>CREDITS</b>
MATH 101 Technical Mathematics	3
MECH 101 Introduction to Machine Shop	4
PETR 155 Blueprint Reading	3
*PETR 270 Industrial Mechanical Equipment	3
WELD 101 Gas and Arc Welding	4

<b>B. ELECTIVES (CHOOSE 14 CREDITS FROM THE FOLLOWING)</b>	<b>14</b>
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- EDD 288 Computer Aided Drafting (4)
- ET 151 Basic Electricity (4)
- ET 207 Rotating Machinery (3)
- MECH 102 Intermediate Machine Shop (4)
- MECH 115 Gasoline Engine Rebuilding (3)
- MECH 201 Advanced Machine Shop (4)
- WELD 108 Wire Welding (4)
- WELD 109 TIG Welding (4)

**TOTAL CREDITS REQUIRED FOR CERTIFICATE 31**

**SUGGESTED 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

\*The students entering may have to take a hands-on test and may be required to take PETR 170 if the score is below an acceptable level.

## PETROLEUM TECHNOLOGY

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 PETR 240, Instrumentation III, the third semester.

### OPERATIONS OPTION

#### A. MAJOR REQUIREMENTS

	CREDITS
ENGL 111 Methods of Written Communication	3
MATH 101 Technical Mathematics	3
PETR 105 Petroleum Science I	3
PETR 106 Petroleum Science II (3)	3
OR	
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

### SUGGESTED COURSE SEQUENCING FOR OPERATIONS OPTION

First Semester		Second Semester	
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

### INSTRUMENTATION OPTION

#### A. MAJOR REQUIREMENTS

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE** 32

### SUGGESTED COURSE SEQUENCING FOR INSTRUMENTATION OPTION

First Semester		Second Semester	
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	PETR 240	3

## WELDING TECHNOLOGY

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
MATH 101 Technical Mathematics	3
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

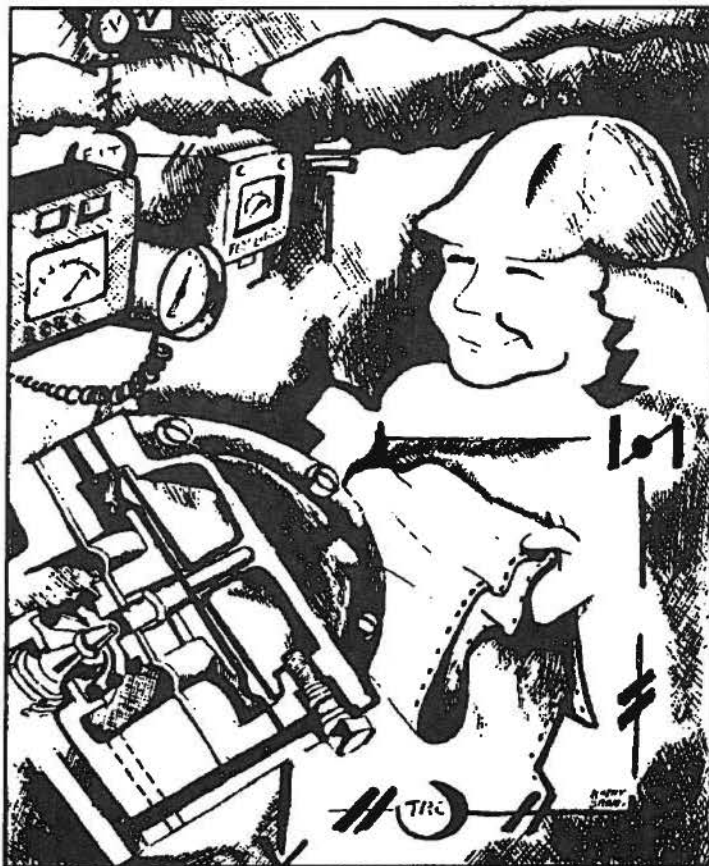
Select 3-4 credits from the following:

WELD 108 Wire Welding (4)	4
WELD 109 TIG Welding (4)	

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

**TOTAL CREDITS REQUIRED FOR CERTIFICATE** 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/INFORMATION PROCESSING

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

<b>A. COMMUNICATION REQUIREMENTS</b>	<b>CREDITS</b>
CIOS 160 Business English	3
CIOS 165 Office Procedures	3
CIOS 262 Written Business Communications	3
CIOS 264 Interpersonal Skills in Organizations	3
<b>B. MAJOR REQUIREMENTS</b>	
<u>Select five or six (5-6) credits from the following:</u>	5-6
CIOS 100 Keyboarding I (3)	
<u>OR</u>	
CIOS 100A* Keyboarding I: A (1 cr)	
CIOS 100B* Keyboarding I: B (1 cr)	
CIOS 100C* Keyboarding I: C (1 cr)	
CIOS 260 Keyboard I: Intermediate (3)	
CIOS 261 Keyboard II: Advanced(3)	
*NOTE: Credit will not be counted for Both CIOS 100 and CIOS 100A, 100B, and 100C.	
<u>Select one (1) to three (3) credits from the following:</u>	1-3
CIOS 250A Machine Transcription A (1)	
CIOS 251 Medical Transcription (3)	
CIOS 252 Legal Transcription (1-3)	
<u>Select six (6) credits from the following:</u>	6
CIOS 105 Intro to PC Computers and Applications (3)	
<u>OR</u>	
CIOS 110 Computer Concepts in Business (3)	
CIOS 107 Macintosh Computer and Applications (3)	
<u>Select three (3) credits from the following:</u>	3
CIOS 115 Selected Intro Word Processing Appls (1)	
CIOS 215 Selected Advanced Word Processing Appls (1)	
<b>C. ELECTIVES SELECTED FROM THE FOLLOWING:</b>	3
CIOS 107A Intro to Macintosh Computers (1)	
CIOS 111A Intro to Lotus - DOS (1)	
CIOS 111B Intro to Excel - MAC (1)	
CIOS 112A Intro to dBase III (1)	
CIOS 112C Intro to Filemaker - MAC (1)	
CIOS 113A Intro to MS-DOS (1)	
CIOS 113B Intro to Windows	
CIOS 113C Intro to Macintosh Operating Systems	
CIOS 116A Desktop Publishing Fundamentals/MAC (1)	
<u>OR</u>	
CIOS 116B Intro to Desktop Publishing on Mac (1)	
CIOS 167 Proofreading (1)	
CIOS 170 Calculators (1)	
CIOS 216A Advanced Desktop Publishing/MAC (1)	
<b>TOTAL CREDITS REQUIRED FOR CERTIFICATE</b>	<b>30</b>

# COURSE DESCRIPTIONS

Accounting  
Adult Basic Education  
Anthropology  
Applied Statistics  
Art  
Aviation Technology  
Biological Sciences  
Business Administration  
Chemistry  
Community Education  
Computer Information and Office Systems  
Computer Science  
Dance  
Early Childhood Development  
Economics  
Education  
Electronics Technology  
Engineering Design and Drafting  
English  
English-as-a-Second-Language  
Fisheries Technology  
Foreign Languages  
Forestry Technology  
Geography  
Geology  
Guidance  
Health  
History  
Humanities  
Human Services  
Library Science  
Linguistics  
Marine Technology  
Mathematics  
Mechanical Technology  
Music  
Occupational Certification Training  
Petroleum Technology  
Philosophy  
Physics  
Political Science  
Psychology  
Social Work  
Sociology  
Speech  
Theatre  
Vocational Skills  
Welding Technology

## Accounting

**ACCT 120 Bookkeeping for Business I 3.0 CR**  
Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems. Special Notes: May be offered as either classroom or open-entry, individualized course.

**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 CLOS 110 or equivalent. Studies the uses of accounting data internally by managers in directing the affairs of business and nonbusiness activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis.

**ACCT 210 Income Tax Preparation 3.0 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 CLOS 110 or faculty permission. Identifies necessary accounting controls in a computerized environment; illustrates conversion of manual to computerized accounting system; demonstrates processing of accounting data on a computer.

**ACCT 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.

**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.

## 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.

## 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 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.

**ANTH 250 The Rise of Civilization 3.0 CR**  
A survey of the emergence of civilization in human cultural development. Covers development of domestication, urbanization, trade, and state formation in a comparative framework. Emphasizes non-western civilizations: China, India, Southeast Asia, Mesoamerica, South America and Africa.

**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.

**ANTH 335 Native North Americans 3.0 CR**  
Prerequisite: ANTH 202 recommended. Traditional cultures of Native North Americans, effects of contact with Europeans and contemporary adaptations.

**ANTH 371 Selected Topics 1.0-3.0 CR**  
Topic varies. Special Notes: May be repeated for credit.

## Applied Statistics

**AS 251 Applied Statistics 3.0 CR**  
Prerequisite: MATH 105 or faculty permission. Survey course designed primarily for students who need to utilize statistics in their own fields. Includes basic theory and applications of statistics and probability; measures of central tendency and variability; basic concepts of statistical inference and hypotheses testing; chi-square, correlations and regression; and binomial and normal distributions.

**AS 252 Elementary Statistics 3.0 CR**  
Prerequisite: MATH 105 or two years of high school algebra with a grade of C or higher or Math Placement Test. Measurement, sampling, measures of central tendency, dispersion, 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 252 or BA 273 toward the graduation requirements for a baccalaureate degree.

## Art

**ART 100 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 but not limited to ceramics, photography, design, printmaking, weaving, sculpture, and painting. Special Notes: Does not satisfy BA in Art or BFA degree requirements. May be repeated for credit.

**ART 105 Beginning Drawing 3.0 CR**  
Fees. 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**  
Fees. 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 113 Three-Dimensional Design 3.0 CR**  
Fees. 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 183A Beginning Woodcarving 3.0 CR**  
Introduction to the tools and basic methods used in woodcarving. Use of knives and gouges. Selection of patterns. Proper tool sharpening. Emphasis on relief carvings but also covers carving in the round and other areas of interest. Special Notes: Does not satisfy BA in Art or BFA degree requirements.

**ART 183B Intermediate Woodcarving 3.0 CR**  
Prerequisite: ART 183A. Continuation of ART 183A using knives and gouges, selection of patterns, proper tool sharpening. Emphasis on carving in the round and relief carving. 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 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 212 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 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 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 256 Drawing for Illustration I 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. Outside class projects will include development of illustrations in varied wet and dry media for the advertising/graphic design student. 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. Illustration through use of full color media and techniques. Includes the use of inks, gouache, acrylic and colored pencils. Special Notes: May be stacked with ART 258.

**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 271 Beginning Surface Design 3.0 CR**  
Prerequisites: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Introduction to resist dyeing processes using directly applied resists (wax, rice paste) in designing the art fabric surface.

**ART 272 Beginning Fiber Structures 3.0 CR**  
Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Introduction to hand-constructed textiles, adapting traditional methodology to the production of contemporary art.

**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.

## COURSE DESCRIPTIONS

**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 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 371 Intermediate Surface Design 3.0 CR**  
Prerequisite: ART 271. Fees. Continued examination of resist dyeing as a culture-rooted art and its place in the contemporary fiber movement. Bound resists: shibori, fold dyeing, plangi and titik are utilized as the basis for individual expression and design resolution.

**ART 372 Intermediate Fiber Structures 3.0 CR**  
Prerequisite: ART 272. Fees. Explores traditional percussion textiles such as paper and felt making as interpreted in a contemporary context.

**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. Special Notes: Two hours of flight simulator required at Anchorage.

## Biological Sciences

**BIOL 102 Introductory Biology 3.0 CR**  
One semester freshman level course for students with little or no biology background. Includes basic organization of cells, organs, organisms, populations, evolution and functional relationships relevant to modern living. Special Notes: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

**BIOL 103 Introductory Biology Laboratory 1.0 CR**  
Prerequisite: BIOL 102 or concurrent enrollment required. Fees. Laboratory part of BIOL 102. Exercises are designed to illustrate principles and concepts developed in BIOL 102. Special Notes: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

**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.

**BIOL 113 Lectures in Human Anatomy and Physiology I 3.0 CR**  
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered. Special Notes: Accepted for biology majors only by petition. BIOL 113 is the lecture part of BIOL 111 only. It does not have a lab session and does not satisfy the course requirements for nursing science majors. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate degree programs.

**BIOL 114 Lectures in Human Anatomy and Physiology II 3.0 CR**  
Prerequisite: One of BIOL 111 or 113. A continuation of BIOL 113. The circulatory, respiratory, digestive, excretory, reproductive, and immune systems are considered. Special Notes: Accepted for biology majors only by petition. BIOL 113 is the lecture part of BIOL 111 only. It does not have a lab session and does not satisfy the course requirements for nursing science majors. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate degree programs.

**BIOL 124 Biota of Alaska: Selected Topics 1.0-4.0 CR**  
Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology, and behavior. Special Notes: Community interest course.

**BIOL 126 Birds in Field and Laboratory 2.0 CR**  
Fees. Field trips, study projects, lectures and laboratories form a beginning course in bird study. General biology, ecology and behavior of birds. Emphasis on characteristics, observation, and recording information about birds in Alaska and other areas. Special Notes: Community interest course.

**BIOL 150 Introduction to Marine Biology 4.0 CR**  
Fees. An elementary course in marine natural history with emphasis on intertidal invertebrates and algae. Other topics will include seabirds, marine mammals, fish, bottom organisms, and plankton. Special Notes: Community Service Course.

**BIOL 201 Field Id of Alaskan Flora 3.0 CR**  
Field plant biology outlining the methods of identification based on leaf shape, fruit and flower form, bark and habitat. Covers all species that can be identified in the field including the lichens, mosses and liverworts, soft water algae and fleshy fungi. Special Notes: Community interest course.

**BIOL 240 Introductory Microbiology for Health Sciences 4.0 CR**  
Prerequisite: Concurrent enrollment in BIOL 112, or 8 hours in biology or chemistry, or faculty permission. Fees. General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology. Special Notes: Recommended for associate and baccalaureate health science programs. Laboratory exercises generally require students to return to the lab to record experimental results after 24 hours, throughout the semester. Accepted for biology major credit only by petition.

**BIOL 241 Lectures in Introductory Microbiology for Health Sciences 3.0 CR**  
Prerequisite: Concurrent enrollment in BIOL 112, or 8 hours in biology or chemistry, or faculty permission. Lectures in general introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology. Special Notes: BIOL 241 is the lecture part of BIOL 240 only; it does not have a lab session. Recommended for students who have previous received credit for a microbiology course and who need to update their understanding of health science-related microbiology. Not open to students who have completed BIOL 240 or BIOL 340 during the previous five years.

**BIOL 292 Plant Lore of Kachemak Bay 1.0 CR**  
Grading Policy: Pass/No Pass. Identification of plants in biotic systems ranging from spruce/hardwood forests and marine bogs. Emphasis on traditional medicinal plants of Native and non-Native cultures.

## Business Administration

- BA 104 Real Estate Principles and Practices 3.0 CR**  
Fundamental course in real estate. Includes property rights, ownership, financing, brokerage, planning, investing, and home buying and selling.
- 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.
- BA 115 Hotel/Motel Management 3.0 CR**  
Survey of food and beverage management fundamentals: styles of food service, menu planning, equipment, principles of design and layout, purchasing, receiving, storage, cost control, and sanitation.
- 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.
- 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**  
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 Department operations, and the international monetary system. Special Notes: Designed for persons with entry level to five years experience.
- 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 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 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 Personal Selling 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.

## Chemistry

- CHEM 055 Contemporary Chemistry 4.0 CR**  
Prerequisite: MATH 055 or equivalent. Fees. Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving.
- CHEM 103 Introduction to General and Organic Chemistry 4.0 CR**  
Prerequisite: Grades of C or higher in MATH 055 or MATH 060; and high school chemistry or CHEM 055. Fees. 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.
- CHEM 104 Introduction to Organic Chemistry and Biochemistry 4.0 CR**  
Prerequisite: CHEM 103. Fees. Includes a survey of organic chemistry and biochemistry. Subjects covered include aldehydes, ketones, carboxylic acids, esters, amines, amides, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolic pathways, biosynthetic pathways, nucleic acids, protein synthesis, and selected topics in physiology.
- CHEM 105 General Chemistry I 4.0 CR**  
Prerequisite: Grades of C or higher in high school chemistry or CHEM 055, 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: Grades of C or higher in CHEM 105; and MATH 106 or 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.



## Community Education

### CED 110 Employment Development Planning 1.0 CR

Grading Policy: Pass/No Pass. Fees. Designed to encourage and prepare single parents/displaced homemakers to pursue an education and/or employment by establishing goals and utilizing available resources. Includes communication skills, resume writing, interviewing techniques, self-image and problem solving techniques. Emphasis in goal setting and career planning.

### CED 118 Women and Career Planning 1.0 CR

Grading Policy: Pass/No Pass. Fees. Designed to encourage and prepare single parents/displaced homemakers to pursue an education and/or employment by establishing goals and utilizing available resources. Topics include self-image, attitudes, resource management, time and money, decision-making, job and family, and problem solving.

### CED 130 Crisis Intervention 2.0 CR

Grading Policy: Pass/No Pass. Fees. General study of crisis intervention techniques with specific focus on domestic violence. Designed to help students understand and apply effective skills when dealing with victims in crisis.

### CED 130L Crisis Intervention Lab Work 1.0 CR

Prerequisite: CED 130. Grading Policy: Pass/No Pass. Fees. 30 hours providing active crisis intervention in the community as a Crisis Advocate or Safe Home provided in Seward Life Action Council's Domestic Violence and Sexual Assault Program.

### CED 139 IBM PC/XT Computer Repair Seminar 1.0 CR

Grading Policy: Pass/No Pass. Directed toward computer users operating microcomputers in the IBM PC/XT/AT family and other close compatible machines. No familiarity with electronics is assumed, but participants are expected to be familiar with routine operations with PC-DOS/MS DOS. Provides an introduction to the system hardware and its relationship to the operating system. Hardware troubleshooting techniques are introduced, and some typical hardware expansion problems are addressed.

### CED 210 Crime Scene Investigation 2.0 CR

Covers the fundamentals of investigation. Includes crime scene search and recording, collection and presentation of physical evidence, scientific aids, modus operandi, sources of information, interview and interrogations, follow-up and case preparation.

### CED 245 Success for All 1.0 CR

Explores how general education teachers can learn from special education strategies, tactics, and practices to assist all children in being successful learners in the mainstreamed classroom.

### CED 247 Current Trends in Educational Technology 1.0 CR

Explores how technology in education can prepare students for work and lifelong learning in the Information Age. Participants will develop a plan for the integration of technology as a tool into their educational setting.

## Computer Information and Office Systems

### CIOS 100 Keyboarding I 3.0 CR

Basic keyboarding 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: May be offered as either classroom or open-entry, individualized course.

### CIOS 100A Keyboarding I: A 1.0 CR

Introductory keyboarding covering techniques and mechanics of learning to type by touch. Special Notes: Open-entry, individualized course. CIOS 100A, 100B, and 100 C are equivalent to CIOS 100.

### CIOS 102 Keyboarding Skill Building 1.0 CR

Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM. Grading Policy: Pass/No Pass. Drills to improve speed/accuracy on straight copy typing. Special Notes: Open-entry, individualized course. May be repeated for a maximum of 3 credits with only 1 credit in each semester.

### CIOS 105 Introduction to PC Computers and Applications 3.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM. A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software.

### CIOS 107 Macintosh Computer and Applications 3.0 CR

Prerequisite: CIOS 100; keyboarding skill of at least 30 WPM. Introduction to Macintosh computer hardware and software, including word processing, spreadsheets, data management, communications, and graphics.

### CIOS 107A Introduction to Macintosh Computers 1.0 CR

Prerequisite: Keyboarding skills of at least 30 WPM recommended. Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics.

### CIOS 107B Introduction to Macintosh Applications 2.0 CR

Prerequisite: Keyboarding skills of at least 30 WPM recommended. A hands-on course designed for home and business use. Topics include desktop/file management, word processing, spreadsheets, databases, and graphics.

### CIOS 110 Computer Concepts in Business 3.0 CR

Prerequisite: MATH 105 and keyboarding skill of at least 30 WPM recommended. 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 spreadsheet applications.

### CIOS 111A Introduction to Lotus in DOS 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM recommended. Introduction to design and use of electronic spreadsheets. Covers the basic Lotus 1-2-3 commands and functions needed to create, manipulate, and print spreadsheets. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 111B Introduction to Excel on Mac 1.0 CR

Design and use of electronic spreadsheets. Covers basic commands and functions needed to create, manipulate, and print spreadsheets. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 111D Introduction to Excel in Windows 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM recommended. Introduction to design and use of electronic spreadsheets in a Windows environment. Covers the basic Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets.

### CIOS 112C Introduction to Filemaker on Mac 1.0 CR

Prerequisite: CIOS 107A. 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.

### CIOS 112D Introduction to Hypercard on Mac 1.0 CR

Prerequisite: CIOS 107A. Introduction to Hypercard concepts. Students will create stacks and use and customize existing stacks using hypercards. Students will also create individualized slide shows.

### CIOS 113A Introduction to MS-DOS 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM recommended. Overview of common MS-DOS commands. Creating directories and managing hard-disks are stressed. Standard resident and nonresident commands are introduced. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 113B Introduction to Windows 1.0 CR

Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.

### CIOS 115D Introduction to WordPerfect in DOS 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills. Instruction and practice in use of IBM personal computer and WordPerfect software for standard word processing operations. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 115E Introduction to Microsoft Word in DOS 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills. Instruction and practice in use of IBM personal computer and Microsoft Word software for standard word processing operations. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 115F Introduction to Microsoft Word on Mac 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills. Instruction and practice in use of Macintosh personal computer and Microsoft Word software for standard word processing operations. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 115G Introduction to Microsoft Word in Windows 1.0 CR

Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills. Explores some of the characteristics of a Window-based application covering basic Windows operations focusing on Microsoft Word for Windows. Special Notes: May be offered as either classroom or open-entry, individualized course.

### CIOS 116A Introduction to Desktop Publishing on Mac 1.0 CR

Prerequisite: CIOS 107A. 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: A student may not apply elective credit toward a certificate or degree from both CIOS 116A and CIOS 338.

<b>CIOS 160</b>	<b>Business English</b>	<b>3.0 CR</b>
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.		
<b>CIOS 161</b>	<b>Business Math</b>	<b>3.0 CR</b>
Prerequisite: Qualifying exam and faculty signature for open-entry class only. 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. May be offered as either classroom or open-entry, individualized course.		
<b>CIOS 165</b>	<b>Office Procedures</b>	<b>3.0 CR</b>
Prerequisite: CIOS 100. Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming.		
<b>CIOS 166</b>	<b>Filing</b>	<b>1.0 CR</b>
Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems. Special Notes: Open-entry, individualized course.		
<b>CIOS 167</b>	<b>Proofreading</b>	<b>1.0 CR</b>
Prerequisite: CIOS 100 and CIOS 160. 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: May be offered as either classroom or open-entry, individualized course.		
<b>CIOS 170</b>	<b>Calculators</b>	<b>1.0 CR</b>
Basic operation of electronic calculators with application in solving business problems. Special Notes: Open-entry, individualized course.		
<b>CIOS 215D</b>	<b>Advanced WordPerfect in DOS</b>	<b>1.0 CR</b>
Prerequisite: CIOS 115D. Continuation of CIOS 115D. 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.		
<b>CIOS 215J</b>	<b>Advanced WordPerfect on Mac</b>	<b>1.0 CR</b>
Prerequisite: CIOS 115J. Continuation of CIOS 115J. 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.		
<b>CIOS 216A</b>	<b>Advanced Desktop Publishing on Mac</b>	<b>1.0 CR</b>
Prerequisite: CIOS 116A. Continuation of desktop publishing fundamentals, features, and operations on the Macintosh computer system. All aspects of the publishing field are touched upon. Students will generate various graphics, charts and documents incorporating advanced drawing and graphing programs. Special Notes: A student may not apply elective credit toward a certificate or degree from both CIOS 216A and CIOS 338.		
<b>CIOS 250A</b>	<b>Machine Transcription A</b>	<b>1.0 CR</b>
Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM; and CIOS 160 or ENGL 111 or pass CIOS written exam; and 1 credit of any CIOS 115 course. Introduces machine transcription for students with no previous experience. Includes review of English grammar and punctuation. Special Notes: Open-entry, individualized course.		
<b>CIOS 250B</b>	<b>Machine Transcription B</b>	<b>1.0 CR</b>
Prerequisite: CIOS 250A or demonstrated transcript ability. Emphasizes mailable copies, review of language skills and vocabulary. Special Notes: Open-entry, individualized course.		
<b>CIOS 251</b>	<b>Medical Transcription</b>	<b>3.0 CR</b>
Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM. 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.		
<b>CIOS 252</b>	<b>Legal Transcription</b>	<b>1.0-3.0 CR</b>
Prerequisite: CIOS 260 or keyboarding skill of at least 40 WPM. Machine transcription of client and court documents prepared in the law office.		
<b>CIOS 260</b>	<b>Keyboarding II</b>	<b>3.0 CR</b>
Prerequisite: CIOS 100 (or CIOS 100A, 100B, and 100C) or keyboarding skill of at least 30 WPM and 1 credit of any CIOS 115 course. Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy. Special Notes: May be offered as either classroom or open-entry, individualized course.		

<b>CIOS 261</b>	<b>Keyboarding III</b>	<b>3.0 CR</b>
Prerequisite: CIOS 260, 1 credit of any CIOS 115 course, and keyboarding skill of 45 WPM. 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. Includes speed and accuracy skill building. Special Notes: Open-entry, individualized course. Word processing software is selected by department.		

<b>CIOS 262</b>	<b>Written Business Communications</b>	<b>3.0 CR</b>
Prerequisite: CIOS 160. 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.		

<b>CIOS 264</b>	<b>Interpersonal Skills in Organizations</b>	<b>3.0 CR</b>
Prerequisite: CIOS 165 and/or office experience with faculty permission. Examination of theories and principles of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills which enhance the ability to function successfully with others in an organization.		

## Computer Science

<b>CS 107</b>	<b>Pascal Programming</b>	<b>3.0 CR</b>
Prerequisite: MATH 107 or MATH 270 or faculty permission. Training and practice in writing programs in the Pascal language. Emphasis on problem solving with a computer: analysis, flowcharting, testing/debugging, and documentation. Special Notes: A student may apply no more than 3 credits from CS 107 and CS 201 toward graduation requirements for a baccalaureate degree.		

## Dance

<b>DNCE 100</b>	<b>Introduction to Dance</b>	<b>1.0 CR</b>
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.		

<b>DNCE 101</b>	<b>Fundamentals of Ballet I</b>	<b>2.0 CR</b>
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.		

<b>DNCE 102</b>	<b>Fundamentals of Ballet II</b>	<b>2.0 CR</b>
Prerequisite: DNCE 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.		

<b>DNCE 131</b>	<b>Fundamentals of Jazz I</b>	<b>2.0 CR</b>
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.		

<b>DNCE 132</b>	<b>Fundamentals of Jazz II</b>	<b>2.0 CR</b>
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.		

<b>DNCE 151</b>	<b>Beginning Tap Dance I</b>	<b>1.0 CR</b>
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.		

<b>DNCE 152</b>	<b>Beginning Tap Dance II</b>	<b>1.0 CR</b>
Prerequisite: DNCE 151. Fees. Increases the student skill level in basic tap dance technique and augments tap vocabulary acquired in DNCE 151. Basic steps will be developed into longer combinations and dance routines.		

<b>DNCE 201</b>	<b>Intermediate Ballet I</b>	<b>2.0 CR</b>
Prerequisite: DNCE 102 or equivalent or faculty permission. Fees. Elaboration of ballet techniques through barre and center practice with emphasis on body placement, flexibility, and strength. Correct alignment and injury prevention stressed. Serious ballet course requiring regular attendance. Special Notes: May be repeated three times for credit.		

## COURSE DESCRIPTIONS

### **DNCE 202 Intermediate Ballet II 2.0 CR**

Prerequisite: DNCE 201 or equivalent or faculty permission. Fees. Concentration on specific techniques fundamental to expertise in classical ballet. Emphasis on development of balance and endurance, and on building a strong knowledge of steps in combinations. Performance style and correct alignment and injury prevention stressed. Serious ballet course requiring regular attendance. 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 DNCE 231. 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.

### **DNCE 265 Dance Repertory and Performance 2.0 CR**

Prerequisite: One to two semester previous work in either jazz, modern or ballet and by audition or faculty permission. Fees. Application of performing skills through repertory. Taught by various professionals and faculty focusing on learning and refining a shortwork of choreography in both the jazz and contemporary dance idiom. Culminates in a student performance with possibilities for other performances during semester. Special Notes: Requires serious attendance and additional rehearsals as required. May be repeated three times for credit.

## Early Childhood Development

Prerequisite Notice: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc. Special Note: Courses enable students to meet requirements for CDA assessment. Parents and others interested in quality child care are welcome.

### **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.

### **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 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 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.

## Economics

### **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**

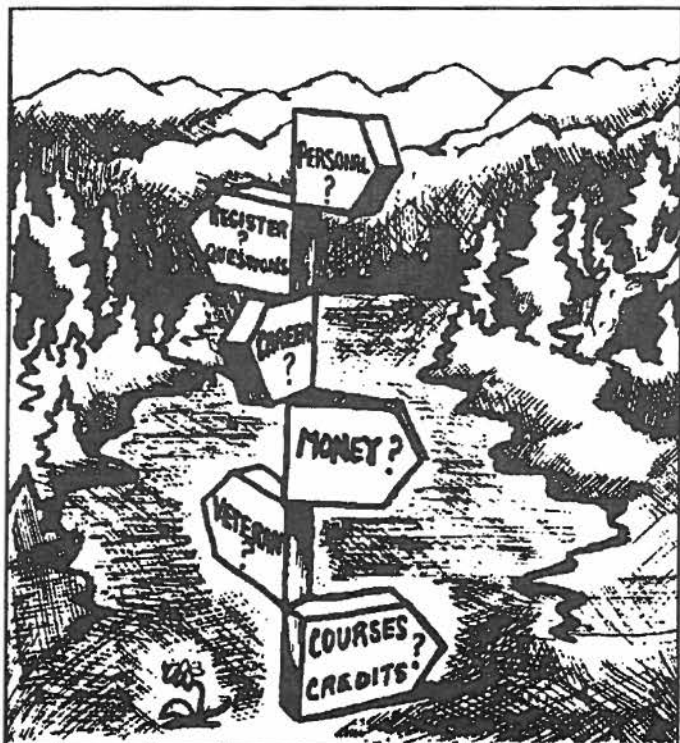
Fees. Grading Policy: Pass/No Pass. Introduction to using apple and apple-compatible computers for teachers and others wishing to use microcomputers with children. Includes operating instructions, care and use of diskettes, choosing and evaluating software, and incorporating the computer into classroom activities.

### **ED 200 Tutor Lab 1.0-3.0 CR**

Prerequisite: Passing grade in ED 200A or concurrent enrollment. The goal of this course is to successfully tutor students. Introduction to tutoring lab serves as the practical experience for ED 200A, ED 200B, and ED 200C.

### **ED 200A Beginning Tutor Training Seminar 1.0 CR**

Prerequisite: Faculty permission. Students new to the tutor program develop skills for successfully helping students with their course work. Tutors learn and practice techniques for handling a variety of situations before tutoring begins. The framework for each semester tutor program is established during this course.



**ED 200B Advanced Tutor Training Seminar 1.0 CR**

Prerequisite: Completion of ED 200A and one credit of ED 200 or the equivalent and faculty permission. Advanced tutors will hone their skills through seminars, workshops and projects. Tutors may qualify for assisting their peers in academic courses, adult basic education, and English-As-A-Second-Language, or in public schools.

**ED 200C Master Tutor Training Seminar 1.0 CR**

Prerequisite: Completion of 200A, and 200B, plus two credits of ED 200 or the equivalent and faculty permission. Master tutors will hone their skills through seminars, workshops, and projects. Tutors may qualify for assisting their peers in academic courses, adult basic education, and English-As-A-Second-Language, or in public schools.

**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. Special Note: Must be taken concurrently with ED 211.

**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. Special Notes: All pre-education majors must pass this course in order to take other courses in education. Must be taken concurrently with ED 210.

**ED 212 Human Development and Learning 2.0 CR**

Prerequisite: ED 211. 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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: Both of: ED 313 and 314; and Corequisite: 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. Special Notes: 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**

Prerequisite: 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**

Prerequisite: 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**

Prerequisite: 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 401 Social Studies for Elementary Teachers 3.0 CR**

Prerequisite: ED 201, ED 313, ED 332. Successful completion of the humanities and social science requirements and admission to School of Education. Methodology and materials in the modern elementary social studies curriculum. Current trends in content and instructional techniques including unit planning and development, and inquiry techniques. Field experience in a classroom is required.

**ED 404 Teaching Science in Elementary Schools 3.0 CR**

Prerequisite: ED 201, ED 313, ED 332. Successful completion of natural science requirement and admission to School of Education. A process oriented approach to teaching science. Modern concepts, methods and materials with emphasis on active involvement of the learner. Participation in science activities for all grade levels (K-6) required.

**ED 407 Teaching of Elementary Mathematics 3.0 CR**

Prerequisite: ED 201 and ED 313. Admission to School of Education. MATH 205 and successful completion of quantitative skills requirement. Math topics and their relationship to the methods used in teaching elementary children, includes: sets; patterning; place value; operations with whole numbers and errors with them; operations with fractions and errors with them; evaluation of books and materials; gaming; geometry; metric measurement; mapping; problem solving; computers; calculators; diagnostic and prescriptive testing; education theories; scope and sequence; and grouping and organization for math in the elementary classroom.

**ED 408 Elementary School Physical and Health Education 3.0 CR**

Cross-Listed: PE 408. Prerequisite: ED 210, ED 336 and all corequisites thereto; all general education degree requirements and admission to School of Education. Philosophy, source materials, group activities and program planning; participation required to gain skills and techniques of teaching health education and physical activities for elementary grade children.

**ED 418 Methods: Art in the Elementary School 3.0 CR**

Prerequisite: ED 210, ED 336 and all corequisites thereto, all general education degree requirements and admission to School of Education. Fees. Cross-Listed: ART 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. Students will be responsible for developing 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 of: 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.

**ED 452E Student Teaching—Elementary 12.0 CR**

Prerequisite: See requirements for admission to student teaching. Grading Policy: Pass/No Pass. Elementary student teaching consists of a 16 week semester of full days in the classroom of the elementary schools approved by the School of Education. Experiences include: observations; teaming with host teacher and/or other team members; planning and conducting individualized instruction; organizing plans for grouping to meet varying needs of children; daily critique of performance by host teacher; weekly supervision and post-conference with university supervisor; and weekly seminar meetings of all student teachers with university faculty members. The classroom experience in the elementary school is designed to progress through the full range of teaching and classroom management responsibilities of an elementary teacher in a typical school situation.

**ED 452S Student Teaching—Secondary 12.0 CR**

Prerequisite: See requirements for admission to student teaching. Grading Policy: Pass/No Pass. Supervised teaching in secondary schools approved by the School of Education. The School of Education may limit registration, determine assignments, prescribe the number of teaching hours required, and cancel the registration of students doing unsatisfactory work.

## COURSE DESCRIPTIONS

**ED 471 Elementary Music Methods 3.0 CR**  
Cross-Listed: MUS 471. Prerequisite: ED 313. Admission to School of Education. Principles, procedures, and materials for teaching music to children at the elementary level.

## Electronics Technology

**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. Three 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. Three hours lab per week.

**ET 126 Principles of Logic and Gating 4.0 CR**  
Prerequisite: ET 101 and 151 recommended. 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. The lab will emphasize practical measurement with meters and oscilloscopes.

**ET 175 Technical Introduction to Microcomputers 3.0 CR**  
Provides the student with a survey of the field of microcomputers from a technical viewpoint. Coverage includes terminology, number systems, basic microcomputer architecture, assembly language programming, and MS/DOS operating system.

**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 single-phase motors and generators, and AC poly-phase motors. Course includes operating characteristics of the devices and stresses application.

**ET 240 Application of Integrated Circuits 3.0 CR**  
Prerequisite: ET 126. Coverage includes characteristics and interfacing information on TTL and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing will be covered.

**ET 241 Microcomputer Interfacing 3.0 CR**  
Prerequisite: BCIS 175 and ET 240. Deals with the problems of communication between the computer operating system environment and the real-time, outside world. Specifically includes serial communication, analog/digital and digital/analog conversions, discrete input/output multiplexing, and bus architecture.

**ET 242 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 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, distribution, and branch circuit calculations are covered. Wiring methods for hazardous locations are discussed and transformer and motor circuits are considered.

## Engineering Design and Drafting

**EDD 288 Computer Aided Drafting 4.0 CR**  
Prerequisite: Completion of a high school or college drafting course. Introduction to computer aided drafting, instruction, and hands-on application using auto cad menu driven systems for data manipulation. Drawing production and drawing plotting.

## English

**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 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. Lab 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 120 Critical/Creative Thinking 3.0 CR**  
Prerequisite: Average reading skills recommended. Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies.

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

**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. 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 261 Art/Literary Magazine Production 3.0 CR**

Fees. Students edit and prepare manuscripts for publication, layout magazine pages for the printer, and learn about other aspects of magazine production. Students solicit, evaluate and select material appropriate for a literary magazine: short stories, poetry, essays, artwork, etc. Also covers publicity, marketing and distribution of the finished publication.

**ENGL 306 American Literature I 3.0 CR**

Prerequisite: ENGL 201 and 202 or faculty permission. The study of major American writers primarily of the 19th century, including such writers as Cooper, Emerson, Poe, Hawthorne, Melville, Douglass, and Stowe.

**ENGL 307 American Literature II 3.0 CR**

Prerequisite: ENGL 201 and 202 or faculty permission. The study of major American writers primarily of the 20th century, including such writers as Dreiser, Wharton, Hemingway, Faulkner, Wright and Flannery O'Connor.

**English-as-a-Second Language****ESL 061 Intermediate ESL 3.0 CR**

Prerequisite: Satisfactory score on ESL Placement Test and interview. For students at the intermediate level of English knowledge. Review the basic grammatical components of English, learn and practice listening skills, add words and idiomatic expressions to their vocabularies, learn and practice spelling rules. Covers writing as a process, gain phone skills and receive practice in using the library.

**ESL 066 ESL through Newspapers 1.0-4.0 CR**

Prerequisite: Faculty permission. Fees. For ESL students of varied skill levels. Using newspapers to practice listening, speaking, reading, writing, and other skills. Some individual instruction. Special Notes: May be taken for up to 4 credits in one semester and for up to 12 credits altogether.

**ESL 070 ESL Reading and Composition I 1.0-4.0 CR**

Prerequisite: ESL 062 or satisfactory score on ESL Placement Test. Fees. For intermediate ESL students. Reading, discussion, and vocabulary on topics of current interest. Learning to write paragraph-length compositions. Required homework and language lab work. Special Notes: May be taken for up to 4 credits in one semester and for up to 8 credits altogether.

**ESL 071 Pronunciation I 1.0-3.0 CR**

Prerequisite: Satisfactory score on ESL Interview Level III. Fees. For intermediate ESL students. Practice of vowel and consonant sounds in casual and formal English. Emphasis on natural pronunciation, stress, phrase, and intonation patterns. Required homework and language lab work. Special Notes: May be taken for up to 3 credits in one semester and for up to 6 credits altogether.

**ESL 072 ESL Reading and Composition II 1.0-4.0 CR**

Prerequisite: ESL 070 or satisfactory score on ESL Placement Test. Fees. For advanced ESL students. Longer, more difficult reading, discussion and vocabulary on topics of current interest. Learning to write short essays. Required homework and language lab work. Special Notes: May be taken for up to 4 credits in one semester and for up to 8 credits altogether.

**Fisheries Technology****FT 102 Net Mending 1.0 CR**

Grading Policy: Pass/No Pass. 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.

**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.

**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.

**Foreign Languages****German****GER 101E Elementary German I 3.0 CR**

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 102E Elementary German II 3.0 CR**

Prerequisite: GER 101E or equivalent. Continuation of GER 101E 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 101(E) Elementary Japanese I 4.0(3.0) CR**

Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar, and oral composition.

**JPN 102(E) Elementary Japanese II 4.0(3.0) CR**

Prerequisite: JPN 101(E). Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written "hiragana" communication.

**Russian****RUSS 101(E) Elementary Russian I 4.0(3.0) CR**

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 the Russian-speaking countries. Emphasizes conversation. Special Notes: Requires use of language lab outside of class time.

**RUSS 102(E) Elementary Russian II 4.0(3.0) CR**

Prerequisite: RUSS 101(E). Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian newspapers, magazines and atlases to enhance reading skills. Special Notes: Requires use of language lab outside of class time.

**RUSS 105 Russian Language and Culture I 2.0 CR**

Prerequisite: RUSS 101 or equivalent. Individualized Russian language projects involving aspects of Russian-speaking cultures developed from Russian language materials. Uses all four language skills: reading, writing, listening, and speaking.

**Spanish****SPAN 101(E) Elementary Spanish I 4.0(3.0) CR**

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(E) Elementary Spanish II 4.0(3.0) CR**

Prerequisite: SPAN 101 or equivalent. 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.

**SPAN 213 Conversacion y Cultura 2.0 CR**

Prerequisite: One year of college Spanish or faculty permission. Second year Spanish conversation class. Presents reading materials and activities to increase a student knowledge of Spanish and Latin American cultures. Special Notes: May be repeated once for credit.

## Forestry Technology

*This program is offered in cooperation with the Alaska Vocational Technical Center in Seward. All forestry courses must be taken at AVTEC in Seward. For further information contact: Bob Kesling at AVTEC, 224-3322.*

**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 3.0 CR**  
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**  
Prerequisite: 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. Entomology and pathology are combined here to reduce field time and increase diagnostic efficiency. 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**  
Prerequisite: 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 conversations, and determination of scale. Identification of common objects and timber types will be practiced in sessions combining field and lab analysis.

**FORT 235 Timber Harvesting and Sale Administration 4.0 CR**  
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 205 Elements of Physical Geography 3.0 CR**  
Prerequisite: None. GEOG 101 or 103 recommended, but not required. Analysis of the processes that form the physical environment and the resulting physical patterns. Study of landforms, climate, soils, water resources, vegetation, and their world and regional patterns. Optional laboratory of one additional credit.

**GEOG 205L Elements of Physical Geography Laboratory 1.0 CR**  
Fees. Optional laboratory of one additional credit.

## Geology

**GEOL 111 Physical Geology 4.0 CR**  
Prerequisite: MATH 055. Fees. The earth, its materials, and processes affecting changes on and within it. Laboratory training is included in this course covering such topics as use of topographic maps, and recognition of common rocks and minerals.

**GEOL 112 Historical Geology 4.0 CR**  
Prerequisite: GEOL 111 or faculty permission. 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.

**GEOL 115 Environmental Geology 3.0 CR**  
Prerequisite: MATH 055. An introduction to the study of applied geology. Environmental issues, focusing on geologic hazards, water and air quality, water supply, waste, energy, global systems, and planning utilizing technical, social, and political approaches to problem management.

**GEOL 115L Laboratory in Environmental Geology 1.0-2.0 CR**  
Prerequisite: GEOL 100 or 111 or 115 or concurrent enrollment in GEOL 115. Fees. Investigation of problems in environmental geology related to hydrology, acid rain, pollution, and geologic hazards with emphasis on the local area. Independent study format includes reading, measurements, use of computer programs, and field trips.

## Guidance

**GUID 101 Introduction to Peer Advising 3.0 CR**  
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 Association Leadership I 3.0 CR**  
Prerequisite: Faculty permission. 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 Student Association as a laboratory.

**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 201 Peer Advising Practicum 2.0 CR**  
Prerequisite: GUID 101 and counselor recommendation. Designed to provide advanced helping skills for student paraprofessionals involved in the peer advisor program. Participation in training, experiential learning activities and personal growth experiences enhances functioning as student helpers.

**GUID 204 Student Association Leadership II 3.0 CR**  
Prerequisite: Faculty permission. 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 Student Association. Emphasis on identification of students' leadership qualities and development of strategies to enhance leadership skills. Application of skills utilizing the Student Association as a laboratory.

## Health

**HLTH 165 Wellness I 1.0 CR**  
Emphasizes the role of self-responsibility in shifting to the process of wellness and the components of nutritional awareness, physical fitness, stress awareness/management, and environmental sensitivity.

## 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 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 225 Ancient History 3.0 CR**  
Prerequisite: None; HIST 101 recommended. A survey of the origins and development of Western civilization from beginnings in Ancient Near East through end of the Roman Empire. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements in various cultures.

**HIST 226 Medieval History 3.0 CR**  
Prerequisite: None; HIST 101 recommended. A survey of the evolution of Western civilization from end of the Roman Empire to beginnings of Renaissance. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements.

## 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 250 Myths and Contemporary Culture 3.0 CR**  
Prerequisite: ENGL 111 or SPCH 111 or faculty permission. College level discussions and writing skills required. A broad survey of the origin, function, and history of myths which affect contemporary culture. From Gilgamesh in the earliest Sumerian epic to Luke Skywalker in *Star Wars*, myths are traced through their transformations in literature, sculpture, music, painting, and folk tales.

## Human Services

**HUMS 101 Introduction to Human Services 3.0 CR**  
Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.

**HUMS 106 Introduction to Social Welfare 3.0 CR**  
Cross-Listed: SOC/SWK 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 their solutions.

## Library Science

**LS 101 Library Skills 1.0 CR**  
Grading Policy: Pass/No Pass. Self-paced 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 and Radar Navigation 1.0 CR**  
Grading Policy: Pass/No Pass. Development of an understanding of LORAN and radar and their practical applications and use in navigation. Includes interference problems on vessels, installation and interpretation of radar images. Special Notes: Students are encouraged to bring their own LORAN to class. Offered at Kachemak Bay Branch only.

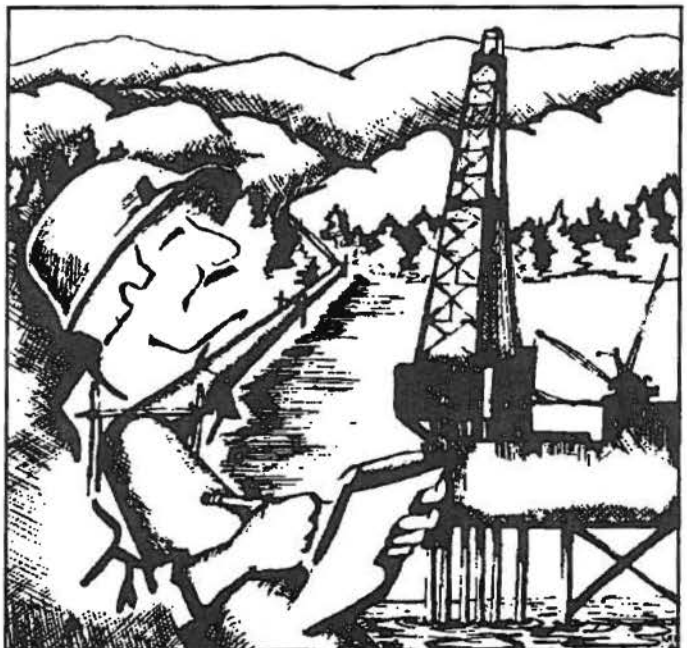
**MT 230 Boat Operator License Prep 2.0 CR**  
Covers weather, first aid, seamanship, pollution control, navigation, rules of the road, etc., all of which a basic understanding is necessary to pass the USCG examination to operate a marine vessel for hire.

**MT 231 Vessel Commercial License Preparation 3.0 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**  
Grading Policy: Pass/No Pass. Covers topics such as tides and currents, compass use, weather and chart reading, finding position, military clock, 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 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. Fees. 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. Fees. Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar co-ordinates, techniques of integration, and infinite series.

### 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

Fees. 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

Fees. 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 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 201 Advanced Machine Shop 4.0 CR

Fees. 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

Fees. 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 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 101A College Community Chorus 2.0 CR**  
Grading Policy: Pass/No Pass. Performance-oriented class for community choral singing.

**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 121 Music Appreciation 3.0 CR**  
Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary. Special Notes: May not be counted towards the degree requirements for music majors pursuing either a BA or BM degree.

**MUS 124 History of Jazz 3.0 CR**  
History and development of jazz from its early heritage to the present, emphasizing representative styles and individual or group contributors. Recordings, guest artists, and possible field trips enhance regular classroom activities.

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

**MUS 221 History of Music I 1.0-2.0 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 1.0-2.0 CR**  
Music before 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. Continuation of MUS 149.

## Occupational Certification Training

**OCT 101 Cert Nursing Assist Program 4.0 CR**  
Prerequisite: ASSET test. This class is designed to prepare the student to be a Certified Nursing Assistant. Class will include CPR training, medical terminology, basic anatomy, first aid, skill labs. Some on-site training at Heritage Place, the long-term health facility in Soldotna. An additional fee of \$30 will be sent to the state for certification. State tests will be taken in class.

## 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 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 measurement; 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 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 146 Process Control Loop Tuning 1.0 CR**  
Prerequisite: Two years of industrial experience. Provides hands-on training for operators and technicians in the matching of controller performance to process behavior.

**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 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**  
Prerequisite: PETR 170 or faculty permission. 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 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.

## 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: MATH 105 and high school trigonometry. 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. 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.

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

## PSY 223 Introduction to Paraprofessional Counseling I 3.0 CR

Cross-Listed: 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 260 Statistics for Psychology 3.0 CR**  
Prerequisite: Both of: PSY 111 and MATH 105. Recommended Corequisite PSY 261. Presents basic descriptive and inferential statistical techniques used in psychology. Covers measures of central tendency, variation, correlation, regression, hypothesis testing, parametric and nonparametric tests for independent and dependent groups, one and two way analysis of variance. Special Notes: Does not satisfy the general education quantitative requirement.

- PSY 261 Introduction to Experimental Psychology 4.0 CR**  
Prerequisite: PSY 111. Recommended Corequisite PSY 260. Fees. Introduces and applies the scientific approach to understanding behavior. Explores the foundations of behavioral research, with emphasis on experimental methodology. The laboratory component provides actual examples of data collection, analysis and interpretation.

- 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 368 Personality Theories 3.0 CR**  
Prerequisite: PSY 261 and either PSY 260 or AS 252. A survey of theories of personality with contemporary relevance. Emphasizes relevant research findings. Develops student competencies in the understanding and prediction of human behavior, thought and feeling.

- 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.

- PSY 375 Psychology of Social Behavior 3.0 CR**  
Prerequisite: PSY 261 and either PSY 260 or AS 252. Focuses on the behavior of individuals in social situations and examines why individuals behave, think, and feel as they do in the presence of others. Includes social perceptions and inferences, prejudice, interpersonal conflict, self-awareness, attitudes, conformity, group processes, and environmental influences on social behavior.

## Social Work

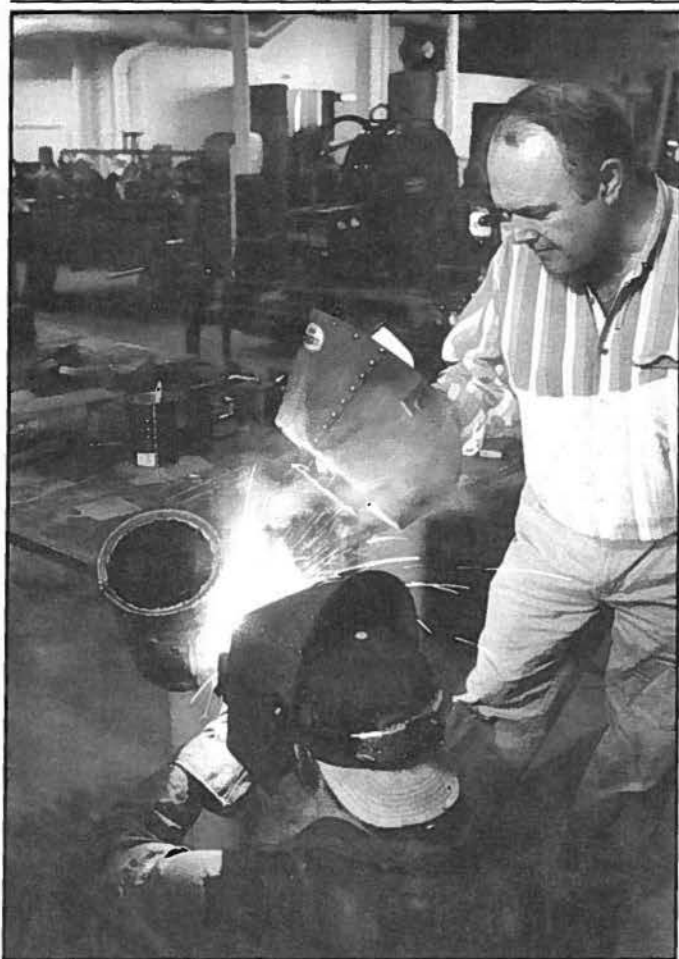
- SWK 106 Introduction to Social Welfare 3.0 CR**  
Cross-Listed: SOC/HUMS 106. Prerequisite: SOC 101. Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social, and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and solutions.

- SWK 206 Introduction to Social Work 3.0 CR**  
Prerequisite: SWK/SOC 106. Introduces client-centered social work practice and contemporary profession of social work including knowledge and skill base for effective practice. Covers theory and practice in conducting social work interviews along with principles of problem identification, goal setting, and contracting services. Identifies diverse influences such as culture, gender, and ethnicity.

## 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 106 Introduction to Social Welfare 3.0 CR**  
Cross-Listed: HUMS/SWK 106. Prerequisite: SOC 101. Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.



*Assistant Professor Fritz Miller observes the welding technique of a student welder. (Photo by Roy Shapley, KPC Student)*

## 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.

## 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 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 Movement for the Actor 3.0 CR**  
Prerequisite: THR 111 and THR 121. Intermediate study of acting with emphasis on expression through movement. Work includes analysis and developmental physical skills.

## Vocational Skills

**VS 100 Beginning Woodworking 3.0 CR**  
Fees. Basics of sound wood design, stock selection, hand and machine tools, cutting and shaping, fastening, surface preparation, stains and finishes.

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

**VS 200 Advanced Woodworking 3.0 CR**  
Prerequisite: VS 100 or experience in the field. Fees. Advanced version of VS 100 with emphasis on complex assembly techniques. Covers care and use of machines in building items made from wood.

## 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.

**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.

**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.

**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.

**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.

**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.

# Faculty and Staff Register

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**Full-Time Faculty**  
**Kenai Peninsula College Council**  
**Kenai Peninsula College Administration**  
**University of Alaska Anchorage Administration**  
**University of Alaska Statewide Administration**  
**University of Alaska Board of Regents**

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

## Full-time Faculty

### BARAN, MICHAEL

Visiting Assistant Professor, History, College of Arts and Sciences. Manhattan College, B.A.; University of Washington, M.B.A.; University Michigan, M.A., Ph.D.

### BORAAS, ALAN

Associate Professor, Anthropology, College of Arts and Sciences. University of Minnesota, B.A. (1969); University of Toronto, M.A. (1971); Oregon State University, Ph.D. (1983).

### BRAZIER, LYNDIA

Associate Professor, Computer Information and Office Systems, School of Business. University of Texas, Permian Basin, B.S. (1976).

### CHRISTIAN, BARBARA

Associate Professor, English, Communication, College of Arts and Sciences. St. Cloud State College, B.S. (1970), M.A. (1984). Division Chair.

### CLARK, DAYNE

Associate Professor, Business Administration, School of Business. The College of Idaho, B.A. (1969); Boise State University, M.B.A. (1973).

### CLAUSEN, MARY ETHEL

Librarian, Associate Professor, College of Arts and Sciences. Baldwin-Wallace College, B.A. (1945); Roosevelt University, M.A. (1969); University of Washington, M.L.S. (1974).

### COBLE, SUSAN

Assistant Professor, Psychology, Sociology, College of Arts and Sciences (KBB). Indiana University, B.A., Ph.D.

### DEVENNEY, JEAN

Assistant Professor, Counseling, College of Arts and Sciences. Southern Oregon State College, B.S. (1973); Portland State University, M.S. (1989).

### FORBES, DAVID W.

Associate Professor, English, Humanities, College of Arts and Sciences. Alaska Methodist University, B.A. (1969); University of Alaska Anchorage, M.Ed. (1978).

### FREEBURG, GARY L.

Associate Professor, Art, College of Arts and Sciences. Mankato State University, B.F.A. (1974), M.A.; University of Iowa, M.F.A. (1978).

### GRABER, ELIZABETH

Assistant Professor, English, Communication, College of Arts and Sciences (KBB). Oregon State, B.A. (1972); Oregon College of Education, Fifth Year Teaching Program (1981); Alaska Pacific University, M.A.T. (1989).

### HAYS, MARJORIE

Professor, Psychology, College of Arts and Sciences. Sterling College, B.A. (1955); Miami University, M.A. (1970); Walden University, Ph.D. (1982).

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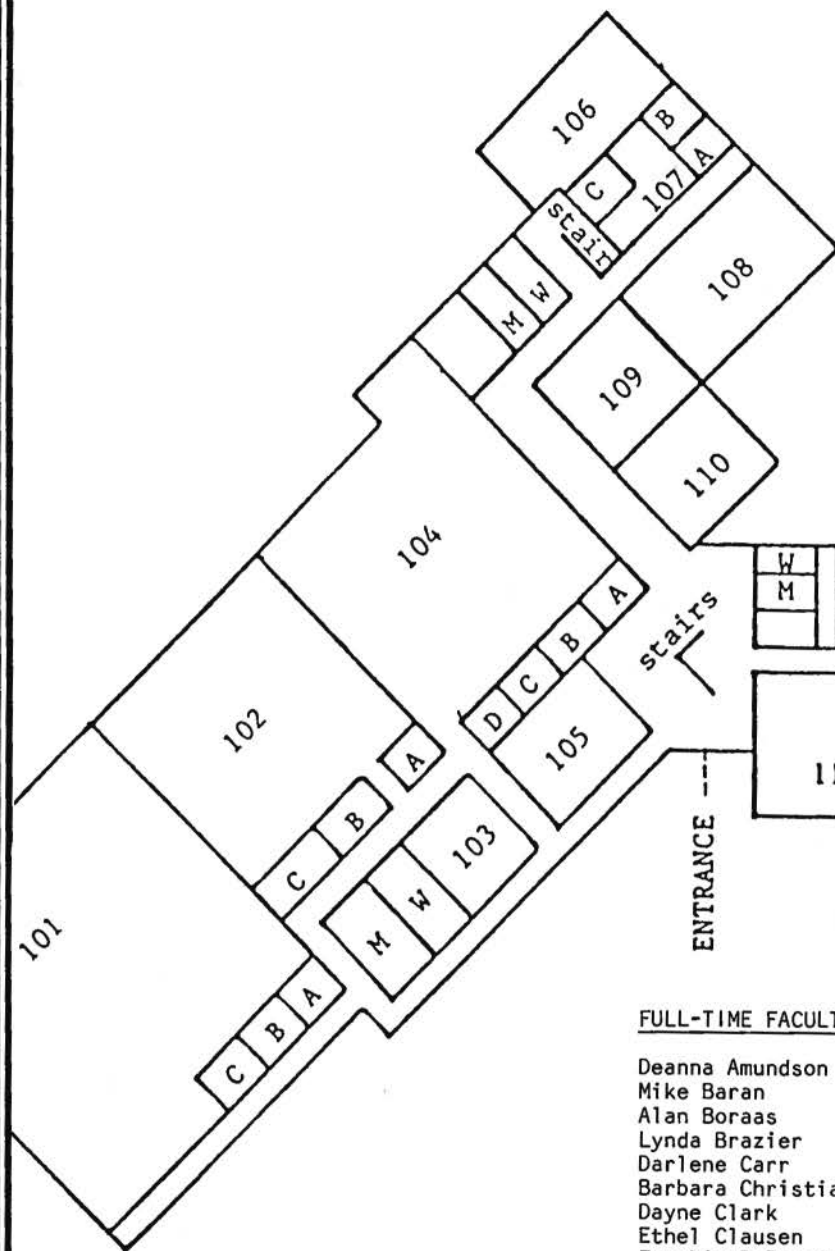
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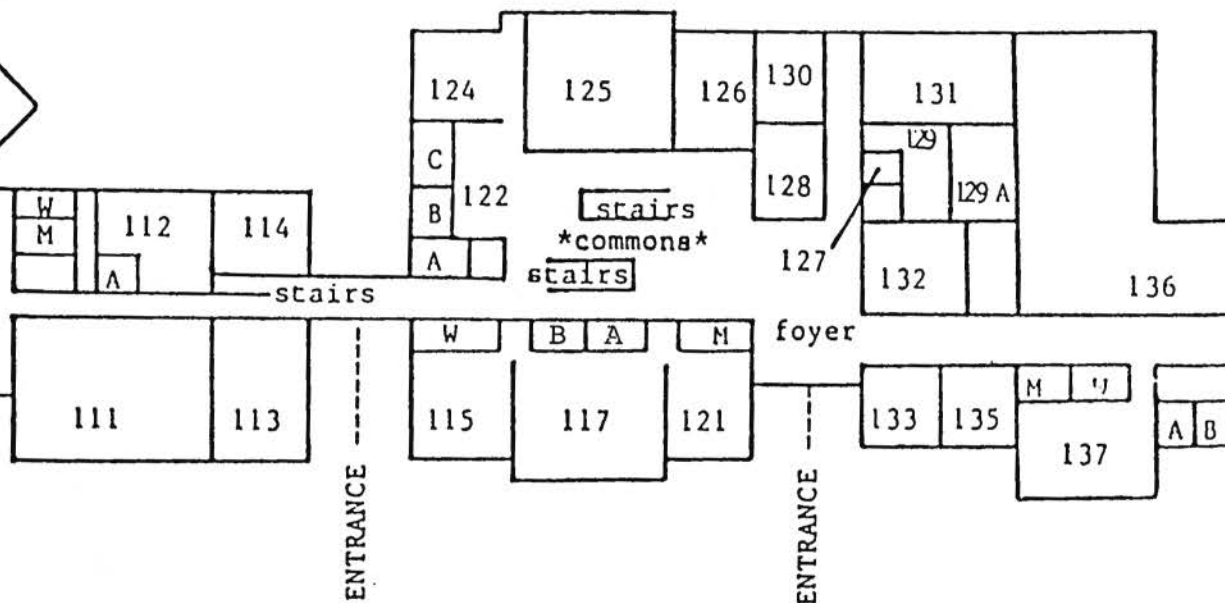
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Mike Baran	207J
Alan Boraas	206A
Lynda Brazier	204B
Darlene Carr	125
Barbara Christian	207F
Dayne Clark	204D
Ethel Clausen	136
Frankie DeRossitt	117
Jean DeVenney	122C
Karen Dorcas	128
Nancy DuPaul	125
Dave Forbes	207A
Gary Freeburg	206D
Wally Griglione	102B
Marge Hays	207C
Sandy Hersherger	136

Allen Houtz	207H
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Mark Jensen	204A
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Jim Morrison	122B
Patricia Noble	107A
Drew O'Brien	104D
Lance Petersen	207K
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Bruce Porter	205C
Jayne Porter	125
Laurie Robinson	204

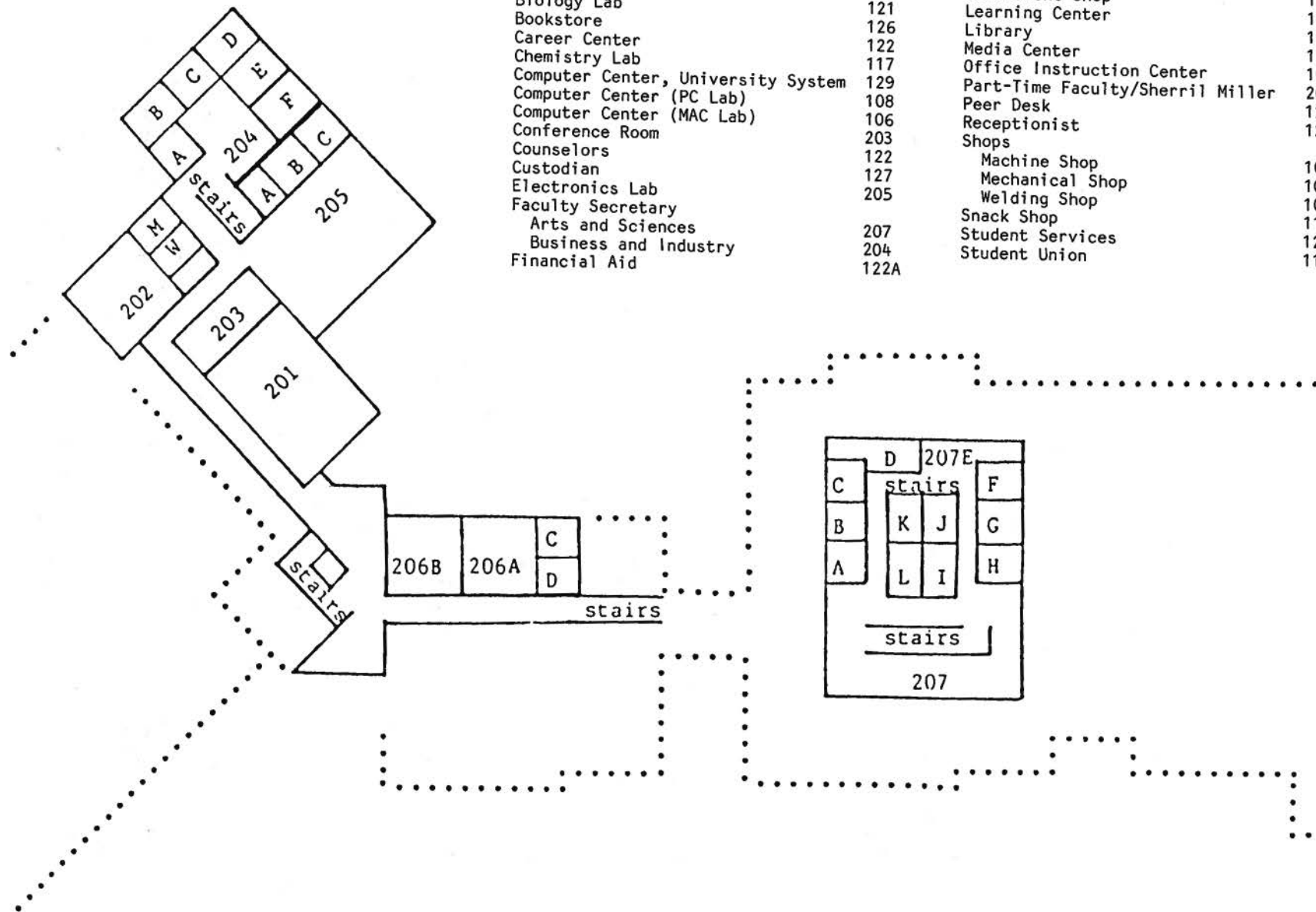
Shelly Schoessler	122
Hanna Schott	207G
Kathy Schwartz	207L
Boyd Shaffer	137A
Susan Shumway	125
Dennis Simmons	129A
Ginger Steffy	128
Diane Taylor	131
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Mary West	125
Marilyn Wheeler	207E
Dwight Wood	204C
Ray Zagorski	204E
Marci Zimmerman	125

Kenai Peninsula College  
-lower level



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-upper level

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