

40

YEARS



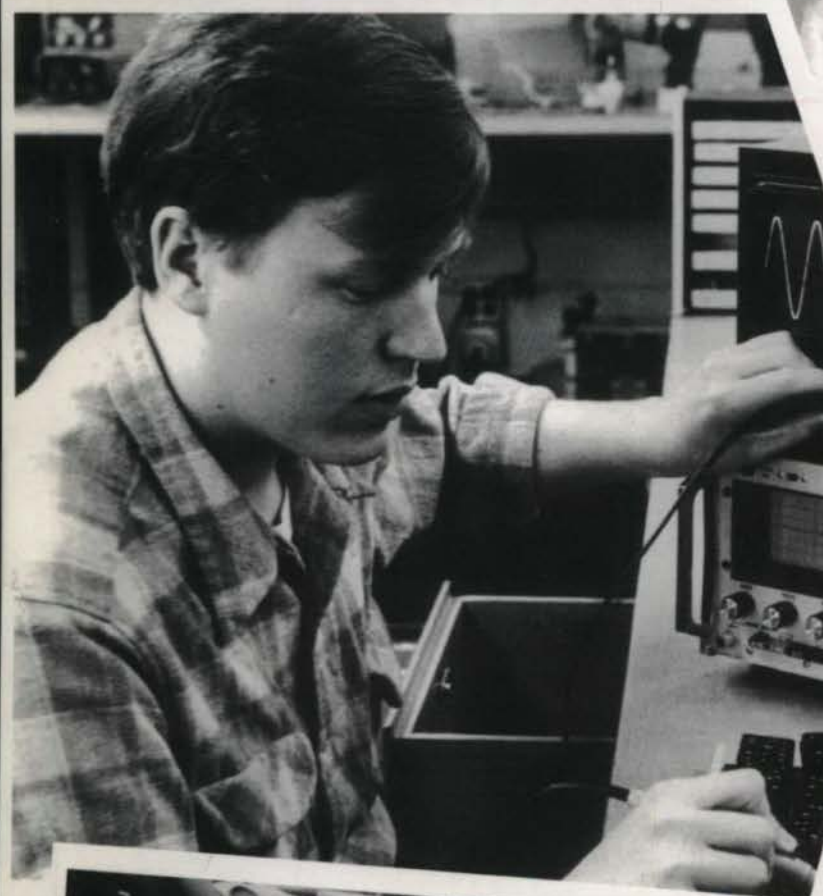
Kenai Peninsula College
UNIVERSITY of ALASKA ANCHORAGE



THIS 160 ACRE PARCEL WAS
DONATED TO THE UNIVERSITY
OF ALASKA BY CLARENCE AND
ANNA GOODRICH IN MEMORY
OF THEIR DAUGHTER, FRANCES
HELEN DAMON, AND GRANDSON,
LAWRENCE E. DAMON, WHO WERE
KILLED IN THE 1964 TIDAL WAVE
RESULTING FROM THE GOOD FRIDAY
EARTHQUAKE AT WHITTIER, ALASKA



2004-2006
Bulletin





Course Bulletin

2004-2006

Kenai Peninsula College

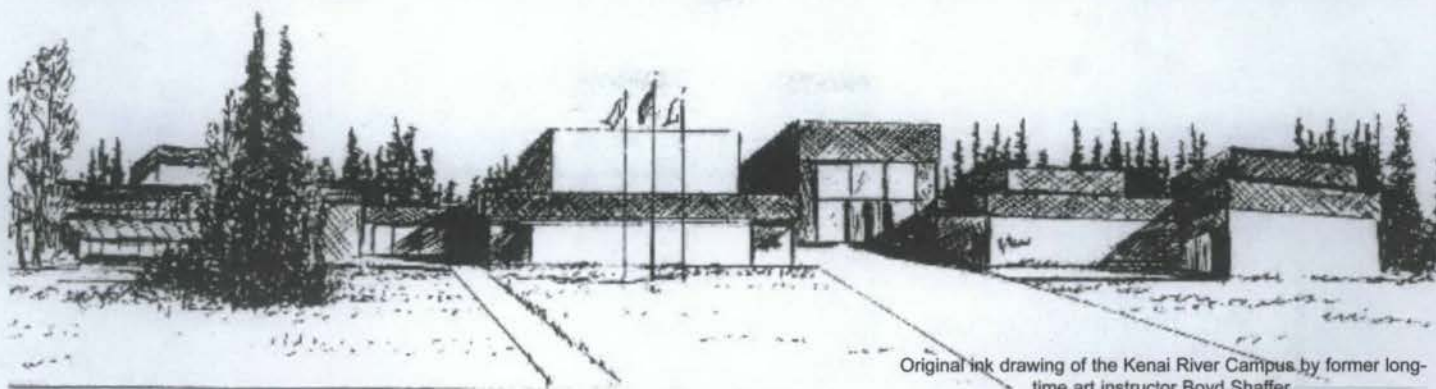
UNIVERSITY *of* ALASKA ANCHORAGE

Serving Alaska's Kenai Peninsula at three locations:

Kenai River Campus
34820 College Drive
Soldotna, Alaska 99669
(907) 262-0300
toll free (1-877) 262-0330
www.kpc.alaska.edu

Kachemak Bay Campus
533 E. Pioneer Ave.
Homer, Alaska 99603
(907) 235-7743
www.kpc.alaska.edu

Resurrection Bay
Extension Site
P.O. Box 1049
Seward, Alaska 99664
(907) 224-2285
www.kpc.alaska.edu



Original ink drawing of the Kenai River Campus by former long-time art instructor Boyd Shaffer.

Welcome.

You'll find your place at Kenai Peninsula College.

That's a promise.

Welcome to Kenai Peninsula College! As you review this bulletin, you'll be pleasantly surprised at the number of programs and classes available to you. Everyone at KPC will do as much as they can to ensure you have a pleasant, rewarding experience at our Kenai River campus in Soldotna, Kachemak Bay campus in Homer or our Resurrection Bay Extension Site in Seward.

We strive to provide the best educational value for your dollar anywhere. Our student population is as diverse as our course offerings, and we're always adjusting our courses to meet the needs of the Kenai Peninsula community.

Our faculty and staff is top notch, student-oriented professionals who will do their utmost to make your educational experience a rewarding one. At KPC, you are not a number. We pride ourselves on small classes, outstanding student service, personal attention from our faculty and staff, and a warm family-like atmosphere. You won't get lost in the crowd here, unless you get caught up in a school of salmon or herd of caribou.

As part of the community campus system of the University of Alaska Anchorage, we aspire to become a frontier of learning, creativity and discovery-a university of first choice in Alaska and the Pacific Northwest.

To those of you who have yet to visit our campus, we encourage you to check us out and take a class or two. For those who are not strangers to our classrooms, welcome back. We're really glad to see you!

My door is always open and I look forward to meeting each one of you.

Gary J. Turner
Director
Kenai Peninsula College

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Degrees

- Associate (2-year)
- Associate of Applied Science (2-year)
- Bachelor (4-year)

Certificates

- Transcripted (1-year)
- Non-transcripted (1-year)

Certificate Programs (*usually one-year*)

- Computer Information and Office Systems p. 66
- Mechanical Technology p. 72
- Petroleum Technology p. 71
- Small Business Management p. 62
- Welding Technology p. 72
- Non-transcripted Certificates of Completion
 - Computer Information and Office Systems p. 65-66
 - Office Technology p. 65
 - Bookkeeping p. 65
 - Web Foundations p. 66
 - Desktop Publishing & Graphics p. 66

Associate Degrees (*two-year degrees*)

- Associate of Arts (with and without transfer option) p. 56
- Computer Electronics A.A.S. p. 69
- Computer Information and Office Systems, A.A.S. p. 67
- Computer Systems Technology, A.A.S. p. 69
- Digital Arts, A.A.S. p. 68
- Early Childhood Development, A.A.S. p. 61
- Industrial Process Instrumentation A.A.S. p. 71
- Process Technology A.A.S. p. 70
- Small Business Administration A.A.S. p. 62

Bachelor Degrees (*four-year degrees*)

- Bachelor of Arts, Elementary Education p. 58-59
 - Elementary Education-Post Baccalaureate Certification p. 60-61
- Bachelor of Liberal Studies p. 57

- General Education Requirements (GER) p. 53-54
- Transfer of Credit For GER p. 53
- Course Classifications p. 55
- Business Administration Transfer Guide p. 64

More Degrees Offered at KPC

KPC offers courses that lead to completion or near completion of several degrees offered by other campuses of the University of Alaska. As a campus of UAA, KPC is able to support these program offerings based on student interest and adequate enrollment. It is very important to consult with an advisor to plan your program. A brief description and advisor contact information regarding these degrees can be found on **pages 33-34** of this bulletin.

- *Masters of Public Administration*
- *Bachelor of Arts, Anthropology*
- *Bachelor of Arts, Art*
- *Bachelor of Arts, Psychology*
- *Bachelor of Science, Psychology*
- *Bachelor of Business Administration*
- *Bachelor of Arts, Human Services*
- *Bachelor of Social Work*
- *Associate of Applied Science, Accounting*
- *Associate of Applied Science, Human Services*
- *Associate of Applied Science, Information Technology Specialist*
- *Partial Programs*
 - English Minor*
 - History Minor*
 - Women's Studies Minor*

Academic Calendar (refer to the KPC website for the Fall 2005 Calendar)

Fall 2004

GENERAL CALENDAR DATES

Faculty Contract Begins
Adjunct Faculty Orientation in Soldotna
KRC/KBC Faculty/Staff Orientation in Soldotna
KRC "Welcome Back BBQ" (Public Invited) in Soldotna
FIRST DAY OF CLASSES
LAST DAY OF CLASSES
Grades Received by Support Services

KRC Fall 04 (Soldotna)

August 16
August 17
August 18 (10:00 am)
August 26 (4-7 pm)
August 30
December 18
December 21

KBC Fall 04 (Homer)

August 16 (12:30 pm)
August 19 (5:00 pm)

August 30
December 18
December 20

REGISTRATION DATES

Admitted Degree/Cert Students - Web
Admitted Degree/Cert Students - Walk-In
New Student Orientation/Registration
New Student Orientation/Registration
General Public - Web
General Public - Walk-In
Underage Student -- NSO
Late Registration

(*Registration after 9/10 requires instructor signature on registration form.)

July 12-August 27
August 24-25 (10 am-4:30 pm)
August 17 (noon & 3:00 pm)
August 25 (noon & 6:00 pm)
August 16-27
August 26-27 (10 am-7 pm)
August 26 (6:00 pm)
August 30-September 3

August 3-27
August 3-27

August 18-27
August 18-27

August 30-Sept. 3

DEADLINES -- (LAST DAY TO:)

Payment Deadline for Tuition/Fees (except for late registration)
Last Day for 100% Refund of Tuition/Fees
Last Day to Add/Drop
Last Day Audit-to-Credit Change
Last Day Credit/No Credit Change
Last Day for 50% Refund of Tuition
Last Day for Student Initiated Withdraw
Last Day Credit-to-Audit Change
Last Day to Apply for Spring Graduation

August 27
September 3
September 14
September 14
September 14
September 14
November 24
November 24
November 24

August 27
September 3
September 14
September 14
September 14
September 14
November 24
November 24
November 24

HOLIDAYS - NO CLASSES

KPC CLOSED/UAA Independence Day Holiday
KPC CLOSED/UAA Labor Day Holiday
No Classes Held (Labor Day)
KPC CLOSED/UAA Thanksgiving Holiday
No Classes Held (Thanksgiving)
KPC/UAA CAMPUSES CLOSURE

July 1-2
September 6
September 6-7
November 25-28
November 24-28
December 24-Jan. 3, 2005

July 1-2
September 6
September 6-7
November 25-28
November 24-28
Dec. 24-Jan. 3, 2005

Academic Calendar

(refer to the KPC website for the Spring 2006 Calendar)

Spring 2005**GENERAL CALENDAR DATES**

Faculty/Staff Spring Orientation in Soldotna
 Adjunct Faculty Orientation in Soldotna
 Kenai River Campus OPEN HOUSE in Soldotna
 FIRST DAY OF CLASSES
 LAST DAY OF CLASSES
 Grades Received by Support Services
 Commencement

KRC Spring 05 (Soldotna)

January 5, 2005 (10am-1pm)
 January 5 (6:00 pm)
 January 6 (10 am-7 pm)
 January 10, 2005
 May 2, 2005
 May 9
 May 3 (7:00 pm)

KBC Spring 05 (Homer)

Jan. 5 (via IV to Homer)
 January 7 (5:00 pm)

 January 10, 2005
 May 2, 2005
 May 6
 May 4

REGISTRATION DATES

Admitted Degree/Cert Students - Website ONLY
 Admitted Degree/Cert Students - Walk-In
 New Student Orientation/Registration
 Underage Student NSO
 General Public - Website
 General Public - Walk-In
 Late Registration
 (*Registration after 1/14 requires instructor signature on registration form.)
 Early Registration (Admitted Students ONLY) for Fall 2005

Nov. 22, 2004 -Jan.7, 2005
 Jan. 4 (10 am-4:30 pm) & Jan. 5 (1-5 pm)
 January 5 (3:00 pm & 6:00 pm)
 January 6 (6:00 pm)
 Dec. 13, 2004-Jan. 7, 2005
 Jan. 6 . & Jan. 7 (10 am-7 pm)
 January 10-14

Nov. 29-Jan. 7
 Nov. 29-Jan. 7

 Dec. 14-Jan. 7
 Dec. 14-Jan. 7
 January 10 -14

April 19 & 20 (2 pm - 7 pm)

DEADLINES -- (LAST DAY TO:)

Payment Deadline for Tuition/Fees
 Last Day for 100% Refund of Tuition/Fees
 Last Day to Add/Drop
 Last Day Audit-to-Credit Change
 Last Day Credit/No Credit Change
 Last Day for 50% Refund of Tuition
 Last Day to Apply for Fall Graduation
 Last Day for Student Initiated Withdraw
 Last Day Credit-to-Audit Change

January 7
 January 14
 January 24
 January 24
 January 24
 January 24
 January 24
 April 12
 April 12
 April 12

January 7
 January 14
 January 24
 January 24
 January 24
 January 24
 January 24
 April 12
 April 12
 April 12

HOLIDAYS - NO CLASSES

KPC CLOSED/UAA AK Civil Rights Day
 No Classes Held (KPC/KPBSD Spring Recess)
 KPC CLOSED/KPC Spring Recess Holiday
 KPC CLOSED/UAA Memorial Day Holiday

January 17, 2005
 March 21- 27 [ANC: 3/27-4/02]
 March 25, 2005
 May 30, 2005

January 17, 2005
 March 21 - 27, 2005
 March 25, 2005
 May 30, 2005

Kenai Peninsula College Directory

Kenai Peninsula College -Kenai River Campus 262-0300 Outside Local Area (toll free) 1-877-262-0330

Admissions/Records	262-0311
Administrative Services	262-0300
Bookstore	262-0312
Career Center	262-0337
Community Relations	262-0320
Counseling Services	262-0330
Director	262-0315
Director's Assistant	262-0317
Education Coordinator	262-0367
Evening Coordinator (cell phone: 398-4216)	262-0346
Facilities Maintenance	262-0325
Faculty Secretary: Arts & Sciences:	262-0359
Faculty Secretary: Business & Industry	262-0344
Financial Aid	262-0332
Learning Center	262-0327
Library/Media Center	262-0384
Network Services	262-0350
Student Services	262-0330
Student Union	262-0339

Kenai River Campus Directory

Atcheson, Dave	262-0346	(indaa@uaa.alaska.edu)	Night Coordinator
Burford, Carrie	262-0331	(incmb@uaa.alaska.edu)	Financial Aid Coordinator
Broderson, Mary	262-0344	(immjb@uaa.alaska.edu)	Faculty Secretary
Dorcas, Karen	262-0317	(inkrd@uaa.alaska.edu)	Director's Assistant
Dyer, Teena	262-0310	(intld@uaa.alaska.edu)	Purchasing/Accts. Rec.
Dullum, Jane	262-0326	(injed@uaa.alaska.edu)	Maintenance
Faeo, Laura	262-0326	(inlfl@uaa.alaska.edu)	Maintenance
Finwall, Cindy	262-0318	(incml@uaa.alaska.edu)	Director's office Clerk
Fuerstenau, Jane	262-0385	(ifjef@uaa.alaska.edu)	Librarian
Gere, Gwen	262-0306	(ingg@uaa.alaska.edu)	Bookstore Manager
Hagen, Melanie	262-0307	(inmah@uaa.alaska.edu)	Personnel/Payroll
Hill, Jacque	262-0359	(injah@uaa.alaska.edu)	Faculty Secretary
Howell, Bill	262-0314	(inwh@uaa.alaska.edu)	Director Student Services
Jensen, Mark	262-0350	(iyhelp@uaa.alaska.edu)	Network Services
Kendrick, Suzie	262-0320	(inskl@uaa.alaska.edu)	Communications Coordinator
Kipp, Bettina	262-0334	(ifbrk@uaa.alaska.edu)	Counselor
Love, Shelly	262-0311	(insrl@uaa.alaska.edu)	Admissions/Registration
Miller, Phillip	262-0325	(impjm1@uaa.alaska.edu)	Maintenance Supervisor
Miller, Sherril	262-0390	(ifsam@uaa.alaska.edu)	Educational Coordinator
Mugrove, Thelma	262-0327	(intjm@uaa.alaska.edu)	Learning Center Assistant
Stang, Dave	262-0326	(indws@uaa.alaska.edu)	Maintenance
Steik, Victoria	262-0308	(inlvs@uaa.alaska.edu)	Accts Payable/Property/Travel
Taylor, Diane	262-0328	(ifdtt@uaa.alaska.edu)	Learning Center Coordinator
Timlin, Krista	262-0337	(inklt@uaa.alaska.edu)	Career Center Coordinator
Turner, Gary J.	262-0315	(ingit@uaa.alaska.edu)	Director
Wallace, Curt	262-0309	(incdw@uaa.alaska.edu)	Purchasing Agent/Supervisor
STAFF	262-0305	(xxxxx@uaa.alaska.edu)	Budget/Grants/Contracts
Wilson, Lynette	262-0318	(inlaw@uaa.alaska.edu)	Clerk, Director's Office
Zimmerman, Marci	262-0304	(inmcz@uaa.alaska.edu)	Director Admin. Services
Zimpelmann, Meagan	262-0384	(inmaz@uaa.alaska.edu)	Library Assistant

Arts and Sciences Faculty: Department Chair: Barbara Christian

Anderson, Celia	262-0361	(ifcra@uaa.alaska.edu)	Rm 137A	Art
Boraas, Alan	262-0360	(ifasb@uaa.alaska.edu)	Rm 206A	Anthropology
Christian, Barbara	262-0364	(ifbmc@uaa.alaska.edu)	Rm 207F	English
Gehrett, Christine	262-0367	(ifckg@uaa.alaska.edu)	Rm 207B	Education
High, Janice	262-0321	(ifjmh@uaa.alaska.edu)	Rm 207L	English
Jones, Jayne	262-0374	(ifmj@uaa.alaska.edu)	Rm 207B	Photography
Kipp, Bettina	262-0334	(ifbrk@uaa.alaska.edu)	Rm 120C	Counseling
Pearce, Cathryn	262-0375	(ifcjp@uaa.alaska.edu)		History
Schott, Hanna	262-0368	(ifhls@uaa.alaska.edu)	Rm 207G	Math
Theno, Shelley	262-0390	(ifsat@uaa.alaska.edu)	Rm 207K	Psychology
Veh, Andy	262-0366	(ifafv@uaa.alaska.edu)	Rm 207A	Physics
Wallace, Bettie	262-0379	(ifbgw@uaa.alaska.edu)	Rm 207C	Math
Wartinbee, David	262-0377	(ifdcw@uaa.alaska.edu)	Rm 207J	Biology

Business & Industry Faculty Department Chair: Scott Kraxberger

Barabash, Wolly	262-0357	(ifwib@uaa.alaska.edu)	Rm 205C	Computer Electronics
Brazier, Lynda	262-0347	(iflgb@uaa.alaska.edu)	Rm 204B	Computer & Office Syst.
Clark, Dayne	262-0349	(ifdlc@uaa.alaska.edu)	Rm 204D	Accounting
Houtz, Allen	262-0363	(ifadh@uaa.alaska.edu)	Rm 207H	Process Instrument.
Kraxberger, Scott	262-0354	(ifslk@uaa.alaska.edu)	Rm 204F	Computer Technology
Miller, Fritz	262-0356	(iffwm@uaa.alaska.edu)	Rm 101A	Welding Technology
O'Brien, Drew	262-0353	(ifdo@uaa.alaska.edu)	Rm 104D	Mechanical Technology
Sonberg, Debbie	262-0355	(ifdgs@uaa.alaska.edu)	Rm 107A	Office Mgmt. & Tech.
Spann, David	262-0365	(ifdds@uaa.alaska.edu)	Rm 204C	Process Tech/Engineering
Zagorski, Ray	262-0348	(ifrz@uaa.alaska.edu)	Rm 204E	Business Administration

Kachemak Bay Campus Directory- Homer, 235-7743

Boyan, Robert	235-1601	(inrab@uaa.alaska.edu)	Custodian
Brache, Lolita	235-3975	(inlgb@uaa.alaska.edu)	ABE/ Literacy
Castimore, Dan	235-1660	(indjc@uaa.alaska.edu)	Computing Services
Coble, Susan	235-1604	(ifsf@uaa.alaska.edu)	Psychology Faculty
Dirks, Therese	235-1652	(intrl@uaa.alaska.edu)	Administrative Assistant
Downing, Liz	235-1655	(inead@uaa.alaska.edu)	Student Services/Career Cntr
Gillon, Steve	235-1612	(ifsjg@uaa.alaska.edu)	Business Faculty
Graber, Beth	235-1605	(ifefg@uaa.alaska.edu)	English Faculty
Handrich, Pam	235-1657	(inpih@uaa.alaska.edu)	Library Assistant
Hartman, Mary Jo	235-1607	(ifmjh2@uaa.alaska.edu)	Biology Faculty
Jacobsen, Debbie	235-1601	(indcj@uaa.alaska.edu)	Science Lab
Kougl, Jacqueline	235-1601	(injak@uaa.alaska.edu)	Administrative Assistant
Moriarty, Denise	235-3975	(indsm@uaa.alaska.edu)	Family Literacy
Petersen, Lance	235-1611	(iflwp@uaa.alaska.edu)	Humanities Faculty
Peyton, Jan	235-1602	(injjp@uaa.alaska.edu)	Adult Basic Education
Reinert, Sara	235-1603	(inslr@uaa.alaska.edu)	Math Faculty
Roedl, Rhoda	235-1651	(inrlr@uaa.alaska.edu)	Registration & Information
Scharf, Lauren	235-1606	(inlvs@uaa.alaska.edu)	Adult Basic Education
Swartz, Carol	235-1656	(incis@uaa.alaska.edu)	Director
Wohlgemuth, Sue	235-1654	(insjw@uaa.alaska.edu)	Administrative Assistant

Resurrection Bay Extension Site- Seward, 224-2285

Marshall, Jackie	224-2285	(jmarshall@kpbsd.k12.ak.us)	Site Coordinator
------------------	----------	-----------------------------	------------------

Kenai Peninsula College Faculty

ANDERSON, CELIA : Assistant Professor

Art, College of Arts and Science. Syracuse University, M.F.A. Illustration (1991); Oregon College of Education, M.A. Fine Arts and Art Education (1980); Oregon State University, B.A. Art, Honors (1973).

BARABASH, WOLODYMYR (WOLLY) : Term Assistant Professor

Computer Electronics, Career and Technical College. Lakehead University, Thunder Bay, ON, B.Eng. (1991); Northern Alberta Institute of Technology, Edmonton, AB, Electronics Engineering Technology Diploma (1981); University of Victoria, Victoria, BC, B.S. (Honors, 1979).

BORAAS, ALAN : Professor

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

BRAZIER, LYNDIA : Assistant Professor

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

CHRISTIAN, BARBARA : Professor

English, Communication, College of Arts and Sciences. Indiana University of Pennsylvania, Ph.D. Literature and Criticism (2000) St. Cloud State College, M.A. (1984), B.S. (1970).

CLARK, DAYNE : Professor

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

COBLE, SUSAN : Associate Professor (KBC)

Psychology, Sociology, College of Arts and Sciences. Indiana University, Ph.D. (1989), B.A. (1984).

FUERSTENAU, JANE : Assistant Professor

Library Science, Kenai Peninsula College. University of South Carolina, M.L.I.S. (1997); University of Maine, B.A. (1992).

GEHRETT, CHRISTINE : Assistant Professor

Teacher Education; College of Arts and Sciences. Iberoamerican University, Ph.D. Philosophy for Children (1997); University of Hawaii and Montclair State University, M.A. Equivalent, Philosophy for Children (1994); University of Washington, B.A. English Literature (1970).

GILLON, STEPHEN : Assistant Professor (KBC)

Business Administration, School of Business. Boston University, Doctor of Education (1997); California State University, M.B.A. (1984) and M.S. Accounting (1989); West Point Military Academy, B.S. (1972).

GRABER, ELIZABETH : Professor (KBC)

English, Communication, College of Arts and Sciences. Indiana University of Pennsylvania, Ph.D. Rhetoric and Linguistics (2002); Alaska Pacific University, M.A.T. (1989); Oregon College of Education, Fifth Year Teaching Program (1981); Oregon State, B.A. (1972).

HARTMAN, MARY JO : Term Professor (KBC)

Biology, College of Arts and Sciences. University of South Carolina, Ph.D. Marine Science (2003); Western Washington University, M.S. (1994); University of Iowa, B.S., Biology and Science Education. (1986).

HIGH, JANICE : Assistant Professor

English, Communication; College of Arts and Sciences. Louisiana State University, M.A. Journalism (1992); Mankato State University, B.S. English and Education (1973); Hibbing Community College, A.A. (1971).

HOUTZ, ALLEN : Professor

Petroleum Technology, College of Career and Vocational Education. University of Connecticut, M.S. (1991); Washington State University, B.S. (1968).

JONES, JAYNE : Assistant Professor

Art, Photography; College of Arts and Sciences. East Tennessee State University, M.F.A. Photography (2001); University of Tennessee, B.F.A. Studio Art / Photography (1977); Parsons School of Design, Apprentice (1976).

KIPP, BETTINA : Assistant Professor

Counseling, College of Arts and Sciences. Alaska Pacific University, M.S. (1997); University of Alaska Anchorage B.A. (1990).

KRAXBERGER, SCOTT : Associate Professor

Computer Information and Office Systems, School of Business. Northern Arizona University, B.S. (1988), M.B.A. (1992); Kenai Peninsula College, A.A.S. (1986).

MILLER, FRITZ : Associate Professor

Welding Technology, College of Career and Vocational Education. Oregon State University, B.S. (1974); Journeyman Welder; Certified Welding Inspector, AWS.

O'BRIEN, DREW : Assistant Professor

Mechanical Technology, College of Career/Vocational Education. Boise Junior College, A.A.S.; Nashville Auto/Diesel/Welding, A.A.S.; Journeyman Machinist.

PEARCE, CATHRYN : Associate Professor

History, College of Arts and Sciences. University of Victoria, British Columbia, M.A. (1993); University of Alaska Fairbanks, B.A. (1985); M.Ed. (1987); Anchorage Community College, A.A. (1982).

PETERSEN, LANCE : Associate Professor (KBC)

Humanities, College of Arts and Sciences. Alaska Pacific University, M.L.A. (1994); Alaska Methodist University, B.A. (1964).

REINERT, SARA : Associate Professor (KBC)

Mathematical Sciences, College of Arts and Sciences. Alaska Pacific University, M.A.T. (1991); Washburn University, B.S. (1986), B.A. (1976).

SCHOTT, HANNA : Professor

Mathematics, College of Arts and Sciences. Central Washington University, M.A.T. (1983); Central Washington State College, B.A. (1963).

SONBERG, DEBORAH : Term Assistant Professor

Office Management Technology, Kenai Peninsula College. University of Alaska Anchorage, M.S. (1993); University of Alaska Fairbanks, B.A. (1976).

SPANN, DAVE : Term Instructor

Petroleum Technology, College of Career and Vocational Education.

THENO, SHELLEY : Assistant Professor

Psychology; College of Arts and Sciences. University of Alaska Anchorage, Postdoctoral Fellow, Social and Behavioral Sciences (1997-98); University of Kansas, Ph.D. Social Psychology (1996); University of Kansas, M.A. Social Psychology (1992); University of Alaska Anchorage, B.S. Psychology (1990); University of Alaska Anchorage, A.A. (1987).

VEH, ANDREAS : Assistant Professor

Physics, College of Arts and Science. Chadron State College, M.A. Mathematics (2001); Minnesota State University (Mankato SU), M.S. Physics (1994); Technical University Berlin, Germany, B.S. (1990).

WALLACE, BETTIE : Assistant Professor

Mathematics, College of Arts and Science. Mississippi State University, M.S. Mathematics (1965); Mississippi State University, B.S. (1960).

WARTINBEE, DAVID : Associate Professor

Biology, College of Arts and Sciences. T.M. Cooley Law School, J.D. (1993); University of Pittsburg, Ph.D. (1975); Clarion University, M.S. (1972), B.A. (1969).

ZAGORSKI, RAYMOND : Associate Professor

Business Administration, School of Business. Wayne State University, M.B.A. (1970), B.S. (1969).

Kenai River Campus & Resurrection Bay Extension Site Part-time Faculty

Contact through the faculty secretaries at 262-0344 or 262-0359

Aaronson, Dustin	Jensen, Josh
Allison, Maria	Klameser, Carol
Amundsen, Robert	Kucern, Jim
Bailey, Chuck	Lambourn, Rebecca
Bailey, Ted	Leaders, Scott
Bauer, Jonathan	Lehtinen, Yasuko
Berg, Ed	Lokey, Charles
Brockel, Jean	Lord, Nancy
Burck, Liz	Marina, Ann
Canedo, Eva	Means, Lane
Carey, David	Miller, Frank
Castimore, Jack	Miller, Sarah
Chiappone, Richard	Morgan, Mike
Corr, Tom	Murray, William
Cusak-McVeith, Holly	O'Brien, Linda
Dammeyer, Matt	O'Neill, Megan
Davis, Cheryl	Perry, Dennis
DeRossitt, Frankie	Perry, Tiffani
DeVito, Judy	Peterson, Russell
DeVold, Shona	Pokryfki, Dianne
Dunn, Mike	Rife, Bruce
Falls, Joy	Rolph, Cathy
Galic, Bill	Roper, Maryna
Galloway, Bruce	Sanders, Mo
Gleason, Janet	Sennette, Lynn
Gordon, Doug	Sobocinski, June
Gormanous, Michelle	Sobocinski, Mike
Gray, Dorothy	Soderquist, Eric
Gradff, Gretchen	Stein, George
Griffin, Gordon	Steinbrecher, Roger
Hamby, Ray	Stringham, Steve
Harrison, Mark	Swiderski, Susan
Haupt, Diane	Tauriainen, Ray
Haupt, Glenn	Tinker, Vicki
Hawfield, Mike	Vadla, Penny
Hays, Marge	Vining, Ray
Hershberger, Melinda	Wilson, Ann
Hilbrink, Becky	Weissenberg, Grigori
Houtz, Janice	Withrow, Tracey

Kenai Peninsula College Council

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James Duncan	Denise Newbould
Charles Franz	Pete Sprague
Sharon Gherman	Gary J. Turner, Ex-Officio Member
Bonnie Heimbuch	Student Representative
Joseph Kashi	Sandra Wassilie
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Silverio Mattero	

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Mary Epperson	Richard W. Robinson
John Fenske	Carol Swartz, Ex-Officio Member
George Meeker	Student Representative

Emeritus

Ginger Steffy, Director Emeritus 2002

Kachemak Bay Campus Part-time Faculty

Contact at 235-7743

Anderson, Deland	Larson, Florence
Bailey, Palmer	Lokey, Charles
Baldwin, Kathie	Lord, Nancy
Berg, Ed	Lund, Judith
Bice, Carl	Marina, Ann
Blake, Kelly	Middleton, Jane
Brooks, Susan	Miller, Frank
Castimore, Jack	Moon, Dale
Chiappone, Rich	Murphy, Ed
deSouza, Willa	O'Meara, Janet
Dickey, Paula	Person, Julia
Dunne, William	Racicot, Kurt
Evensen, Kimber	Roff, Lynne
Field, Carmen	Ronda, Don
Freeman, Asia	Rourke, Paul
Freeman, Karla	Saulitas, Eva
Haunschild, Paula	Scharf, Lauren
Haufield, Mike	Sheilds, Pat
Keal, Kristin	Sutton-Garmach, John
Klamsen, Carol	Wessel, Karen
Lambourn, Rebecca	



**Kenai Peninsula College
Kenai River Campus**



University of Alaska Statewide Administration

Mark Hamilton, President
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 Joe Beedle, Finance & Planning (Vice President)
 Wendy Redman, University Relations (Vice President)
 James Parish, General Counsel
 Craig Dorman, Academic Affairs, Vice President
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 Theodore L. Kassier, Provost
 Renée Carter-Chapman, Vice Provost
 Gebeyehu Ejigu, Vice Chancellor - Admin. Services
 Susan Ruddy, Vice Chancellor- UAA Advancement
 Linda Lazzell, Dean of Students



Kenai Peninsula College Administration

Gary Turner, Director
 Carol Swartz, Kachemak Bay Campus Director
 Marci Zimmerman, Administrative Services Director
 Bill Howell, Student Services Director
 Phillip Miller, Maintenance Supervisor
 Suzie Kendrick, Marketing & Communications Coordinator

University of Alaska Board of Regents

Brian D. Rogers, Chair (1999-2007)

Brian.Rogers@alaska.edu
 212 Front Street, Suite 100, Fairbanks, AK 99701
 907-450-2450 (work) 907-450-2470 (fax)

Elsa Froehlich Demeksa, Vice Chair (1997-2005)

Elsa.Demeksa@alaska.edu
 1785 Evergreen Avenue, Juneau, AK 99801
 586-2806 (home) 586-6048 (fax)

Frances H. Rose, Secretary (1999-2007)

Frances.Rose@alaska.edu
 Alaska Permanent Capital Management Company
 900 W. 5th Avenue, Suite 601, Anchorage, AK 99501
 907-272-7575 (wk) 907-272-7574 (fax)

Joseph E. Usibelli, Jr., Treasurer (1999-2007)

joe@usibelli.com
 Usibelli Coal Mine Inc., P. O. Box 1000, Healy, AK 99743
 907-683-2226 (work) 907-683-2253 (fax)

Michael J. Burns (1997-2005)

SYMJB@alaska.edu
 7081 Crooked Tree, Anchorage, AK 99507
 907-346-3276 (home) 907-346-1836 (fax)

James C. Hayes (2003-2011)

pastor@lilyofthevalley.org
 2601 Chief Alexander Drive, Fairbanks, AK 99709
 907-456-7698 (home) 907-452-5184 (fax)

Cynthia Henry (2003-2011)

hops@gci.net
 3216 Riverview Drive, Fairbanks, AK 99709
 907-474-0034 (home) 907-452-8526 (fax)

Mary K. Hughes (2002-2009)

mkhughes@acsalaska.net
 1592 Coffey Lane, Anchorage, AK 99501
 907-274-6290 (voice and fax)

Kevin O. Meyers, (2000-2007)

kevin.o.meyers@conocophillips.com
 Phillips Alaska Inc.
 700 G Street, ATO 2100, Anchorage, AK 99501
 907-265-6512 (work) 907-265-6922 (fax)

David J. Parks (2003-2005)

David.J.Parks@alaska.edu
 P.O. Box 1683, Palmer, AK 99645
 907-350-0144(cell) 907-786-1208(fax)

Michael Snowden (2003-2009)

rainy@ptialaska.net
 P. O. Box 257, Sitka, AK 99835
 747-3276 (work) 747-8877 (fax)

Board of Regents' Office

SYBOR@ALASKA.EDU 907-474-7908/fax 907-474-6342
 Jeannie D. Phillips, Board of Regents Officer
 University of Alaska, P.O. Box 755300, Fairbanks 99775

Welcome to KPC!

University of Alaska

The University of Alaska 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 best suited to its region.

The University of Alaska Anchorage is the state's largest, most comprehensive university, serving more than 20,000 students. It is dedicated to fulfilling its mission by serving the people of Alaska through instruction, research and public service. As part of the University of Alaska public system of higher education, UAA has four primary campuses and offers instruction at numerous other sites in southcentral Alaska and the Aleutian Chain. In addition to the state's largest campus located in Anchorage, the campuses of Kenai Peninsula College, Kodiak College and Matanuska-Susitna College are an integral part of UAA, which also has a special relationship with Prince William Sound Community College in Valdez.

Course Bulletin Clarification

This publication identifies the academic programs specific to Kenai Peninsula College. It is the responsibility of the individual student to become familiar with the policies and regulations of KPC and UAA printed in this bulletin and the UAA catalog. 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 KPC bulletin and the University of Alaska Anchorage catalog 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. The University of Alaska Anchorage includes the units of Anchorage, Kenai, Kodiak, and Matanuska-Susitna.

Location of Campuses

Kenai Peninsula College

KPC and the cities of Kenai, Soldotna, Seward and Homer are located on the beautiful Kenai Peninsula in southcentral Alaska and are bordered by the Kenai National Wildlife Refuge and Resurrection and Kachemak Bays. Despite its northern latitude, the Kenai Peninsula has surprisingly mild winters and cool, comfortable summers. At both campuses, full-time and adjunct faculty teach courses parallel to the first two years of four-year college work as well as courses leading to vocational cer-

tificates and degrees. Some course work leading to baccalaureate degrees is also available. A wide variety of continuing education courses is offered. 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 an advisor before class registration. 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.

Kenai River Campus Campus- KRC

Located on more than 300 wooded acres between Kenai and Soldotna, the main campus includes a vocational building, classrooms, library, laboratories, media center, bookstore, snack bar and commons area. With an enrollment of about 1400 students each semester, you will find that a real sense of community dominates the campus. Students have an opportunity to plan activities, participate in Student Union programs, and gain valuable leadership experience.

Kachemak Bay Campus- KBC

The Kachemak Bay campus encompasses three locations in Homer. Enrollment, administrative and registration offices, classrooms, student services, bookstore, library, study area, distance education, career center and the computer lab are all located at the East Campus, 533 E. Pioneer Ave. Classrooms, the Learning Center, Adult Basic Education/GED Program, science lab, peer tutoring services, testing and student activities are located at the West Campus, 360 W. Pioneer Ave. The Family Literacy Program is located at East End Road. Classes are also held at Homer High School.

Resurrection Bay Extension Site- RBES

The Resurrection Bay Extension site is directed from an office located in Seward High School. A local coordinator manages KPC course offerings on the eastern Peninsula and classes are held at various locations including Seward High and the Alaska Sealife Center.

Kenai Peninsula College will strive to continue increasing course offerings at the RBES to ensure post-secondary educational opportunities to the residents on the eastern Kenai Peninsula.

Mission Statement

Kenai Peninsula College is committed to excellence in academic, vocational, and life-long learning. Our collective mission is to enhance individual and cultural potential as enlightened participants in the world community.

Accreditation

KPC, as a college of the University of Alaska Anchorage, 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.

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 over the world. 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 that you always feel important.

Recreational Opportunities

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 two hours away. Less than two hours from Soldotna, Seward serves as the gateway to the scenic Kenai Fjords National Park and Exit Glacier.

Equal Opportunity

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, age, sex, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy, or parenthood. 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 Title VII 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, and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University's Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC) or to KPC Director Gary Turner, 34820 College Dr., Soldotna, AK. 99669. This office is located in the McLane Building on the Kenai River Campus.

Important Note:

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.

Photo & Videotape Policy:

KPC, along with various representatives of the media, take photos and videotapes of students and visitors throughout the year. These photographs often include students and visitors in classrooms, study areas, the library, commons areas, outside the buildings, and at special events. KPC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at KPC and people who visit the campus do so with the understanding that these photographs might be used in college publications, both printed and electronic, and for publicity purposes.

Need More Information?

Additional information, bulletin/catalogs, and applications may be obtained by visiting KPC's campuses, request in writing or email. You can also visit the KPC web site at:

www.kpc.alaska.edu

KPC-Kenai River Campus
College Drive and Poppy Lane
34820 College Drive
Soldotna, AK 99669-9798
(907) 262-0300
Toll Free: (1-877) 262-0330

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

KPC- Resurrection Bay Extension Site
P.O. Box 1049
Seward, AK 99664
(907) 224-2285

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Student Services

KRC, 262-0330; KBC, 235-1655

Student Services provides information and support for students including academic advising, counseling, career planning, financial aid and new student orientation. Student Services is the starting place for many students entering college. Services are available by appointment or on a drop-in basis.

Counseling Services and Advising

Students who have not yet decided on an academic program are encouraged to meet with the KPC counselors for pre-admission and academic advising. Advising will provide an opportunity to discuss an individual's background, interests and possible college program. Students admitted into a degree program will be assigned an advisor. Once students have been admitted into a degree program, he or she will be assigned a faculty advisor in that field of interest. Note: evening appointments are available by calling Student Services.

KPC counselors are available to assist students of all ages and backgrounds. Individual and group sessions are available to help students be successful in the college environment, determine their self-direction and in overcoming obstacles that may prevent their academic success. Counselors aid students with program planning, transfer coordination, personal crisis intervention, stress reduction and other concerns related to their college experience. Referral to other community services is also available for students needing assistance beyond the scope provided at KPC. All services are free to enrolled and prospective students on a drop-in or appointment basis. Note: evening appointments are available by calling Student Services.

Peer Advising

Peer Advisors are student employees who assist Student Services personnel with routine responsibilities, provide outreach, and increase visibility of Student Services through New Student Orientation, special workshops and communication with other departments on campus.

Career Center

KRC, 262-0337; KBC, 235-1655

The Career Center provides a number of services and resources for students, alumni and members of the community.

On the Kenai River Campus, the Career Center Resources Room houses many books, catalogs, handouts and internet resources to assist with career exploration



and job searches. Some of the resources available include: more than 25,000 college, technical school and distance education programs, extensive information on résumé and job search letter writing, guides for interview and entrance examination preparation, tips for career advancement, and access to the web-based AKCIS—a self-directed website designed for exploring career, financial and educational information. The Resources Room also houses two computers and one typewriter—which may be used to do career, college and job market research, as well as to prepare résumés, job search letters and apply for jobs and internships. The self-service Career Center Resources Room may be used during walk-in hours, Monday through Friday, or by appointment.

Career Counseling: The Career Center Coordinator is available (Monday through Friday, by appointment) to provide career counseling, résumé and job search letter writing and interview preparation assistance, as well as to administer various career interest and personality assessment instruments to individuals. Career development workshops, campus and community presentations, and mock interviews may also be arranged.

Employment and Volunteer Opportunities:

Employers and various resource organizations contact the Career Center to post a range of part-time and full-time job, internship and volunteer opportunities. Additionally, the Career Center coordinates a **Cooperative Internship Program (CIP)**. Through the CIP, qualified students have the opportunity to earn academic credit in their major while acquiring practical skills. With guidance from KPC faculty and the Career Center, students may integrate academic study with a planned, supervised work experience in the community—allowing them to test classroom skills in a professional setting and explore career opportunities.

To obtain more information about Career Center resources and services, or to schedule an appointment, call 262-0337, email: inklt@uaa.alaska.edu, or visit www.kpc.alaska.edu/student/career.html.

Insurance for Students

KRC, 262-0330; KBC, 235-7743

The University of Alaska Statewide System has endorsed an accident and sickness insurance plan for students attending the University of Alaska Anchorage & extended site campuses. The annual student rate for the coverage is \$668. You may enroll in the program by filling out an Enrollment packet, available from the Admissions Department, and mailing it directly to the insurance company with the premium payment. Be sure to retain the end stub as your insurance identification. Spouse and children may also be enrolled for an additional premium. Please consult the application packets available at Student Services for a complete description of the plan.

Students on F1 and J1 visas need to contact their international student advisor for insurance requirements and applications by calling the UAA campus at 907-786-1573.

Library/Media Center

The collection in the KRC library consists of more than 23,000 volumes and 100 magazine holdings. Also available are audio and video tapes, local and national newspapers and maps. Most materials are organized according to the Library of Congress Classification System. The online catalog contains KPC and UAA Library holdings as well as the holdings of The Anchorage Municipal Library. Through Interlibrary Loan, patrons have access to items held by libraries in Alaska and nationwide. CD-ROM and Internet databases are also available to support student research.

Hours:

Kenai River Campus
M-Th, 8:30 a.m. - 7:30 p.m.
Friday, 8 a.m. to 5 p.m.
Closed mid-June to mid-August

Kachemak Bay Campus
M-F, 9 a.m. - 5:30 p.m.
Th, 9 a.m. - 7 p.m.



Circulation Policy: Patrons must present a UAA I.D. card (issued free of charge) to check out materials. Books circulate for a period of four weeks, back-issue magazines and videos circulate for one week. Materials may be renewed if not in demand; renewals may be made by phone on items that are not already overdue. Current issue magazines and reference works may not be checked out and are for library use only.

Fine Policy:

- \$0.25 per book per day;
- \$10 maximum fine per book;
- circulation will be blocked when fines reach \$5;
- fines begin accruing immediately when book is overdue;
- \$52 replacement fee if book or video is lost or damaged.

The Media Center is located in the KPC Library, and consists of a variety of A-V equipment for classroom use. Equipment reservations must be made in advance that library staff may pick-up and deliver equipment to classrooms on schedule.

In Homer, students have access to a growing library and extensive interlibrary loan (ILL) system. Students can place online direct requests for materials within the UAA/AML library system. Items take up to two weeks to arrive. Students are responsible for mailing back ILL materials and paying the postage.

Learning Center

KRC, Rm. 131, 262-0327

Students are encouraged to use the relaxed and friendly atmosphere in the Learning Center to study for classes or receive supplemental assistance in academic courses and college survival skills. The LC offers the following free support services:

- Group Study Area
- Student use computers and typewriter
- Testing room for make-up or alternative testing
- Audio-visual academic support materials
- Tutoring in academic subjects
- Coffee, tea, daily newspaper and welcoming staff

Services provided by the Learning Center are associated with the

ProLiteracy
Worldwide,
Foster

PROLITERACY
Worldwide



Grandparent Program, the Alaska Adult Education Association, Volunteers In Service To America (VISTA), AmeriCorps National Service Program and the College Learning and Reading Association. Participants may enroll at anytime. All services and courses are free of charge, except where indicated. The Homer Learning Center is a gathering place for group study, peer tutoring, learning resources, telecourse viewing and limited computer use.

Adult Basic Education & Testing

KRC, 262-0327; KBC, 235-7743

Basic skills refresher courses are free and participants can register anytime. Our sites include Soldotna, Kenai, Homer, Voznesenka, Nikolaevsk, Ninilchik, Anchor Point, Nanwalek, Port Graham, Seldovia and Tyonek. Students can upgrade skills for personal or employment needs. Traditional subjects include math, reading, writing, social studies, and science, and life-coping skills.

The ASSET (placement test), CLEP (College Level Examination Program), make-up exams for KPC courses, testing for distance education exams are all given both Learning Centers. The Learning Centers are the sites for tests including GRE (Graduate Record Exam) and various specialized exams for certifications and licensure. Proctoring exams for distance education courses is also provided. Contact KRC's Learning Center and KBC's West Campus for exam dates and arrangements.

Disability Support Services

KRC, 262-0327; KBC, 235-7743

KPC students with documented temporary or permanent disabilities, including learning and physical disabilities, receive specialized support services which can include: notetakers, test accommodations, readers, adaptive equipment, sign language interpreters, mobility aids and specialized tutoring. If you are in need of any of these

services, please contact Diane Taylor in the KRC Learning Center. At KBC, contact Liz Downing. Referrals can be made through local agencies, Student Services or by self referral.

International Student Services

KRC, 262-0327; KBC, 235-7743

KPC welcomes students from other countries to come to college. Support for foreign students is offered to ensure they have a positive learning experience while studying at KPC.

Family Reading Center

KRC, 262-0327

Established to promote family literacy, the center sponsors projects throughout the community, including "Read to Your Baby" and literacy programs at local elementary schools.

Family Literacy Program

KBC, 235-7743

This year-round program provides comprehensive and collaborating services to low-income families through adult basic education classes and tutoring, early childhood development activities, home visits, and support in public schools.

English as a Second Language (ESL)

KRC, 262-0327; KBC, 235-7743

Instruction is for both non-speakers of English and for those who do not speak English well. Students learn English for daily communication and work. Reading skills are not a requirement for these classes. These courses are free, and participants can register anytime.

GED - General Education Development

KRC, 262-0327; KBC, 235-7743

Free instruction and testing are provided for students who wish to earn a high school equivalency diploma from the AK Department of Labor & Workforce Development. Individual, group and computerized instruction are available. Students may prepare for the test by individual tutoring, joining a study group, borrowing study material, or by computerized or classroom instruction.

Multicultural Consortium

KRC, 262-0327

KPC recognizes and celebrates cultural diversity on campus and within the community. Programs and special events sponsored by the Consortium provide forum for discussions regarding cultural diversity. The mission is to promote respect and understanding among people of different racial, ethnic, and cultural backgrounds.

Elderhostel

KBC, 235-7743

Elderhostel is an international program hosted by KBC in August. It is an educational and travel program for people, age 55 and over, and their spouses or companions, age 50 and over. Domestic and international program catalogs are available at the campus or online @ www.elderhostel.org

Computing Resources

KRC Help Desk, 262-0350; KBC Help Desk, 235-1660

University of Alaska students, staff, and faculty are eligible to use computing resources at all University of Alaska Anchorage campuses. UAA Information and Technology Services (ITS) provide local campus network services, student email accounts, computer labs, and customer support on each campus.

Through the computer system, students will have access to the global resources of the internet on the campus network and wireless network. Handouts on UAA computing resources can be found online at:

<http://www.kpc.alaska.edu/online/index.html> - KRC
<http://www.homer.alaska.edu/online/index.html> - KBC

UAA Computer Help Desk

ITS also operates a telephone Help Line, which can be reached at (907) 786-4646, from 8-5, Monday through Friday, with longer hours during the Spring and Fall semesters. Students, faculty, and staff may call the ITS Help Desk for assistance with usernames, password problems, system status questions, email, and Blackboard questions.

KPC Computer Labs

KPC students, staff, and faculty are eligible to use campus computer labs. Networked software includes word processing, database, spreadsheet, graphics, desktop publishing, programming languages, and web page design software. All computer labs have full access to the internet and email.

Internet Accounts & Wireless Access

Off-campus telephone modem access (dial-up) has been available to students in the past, but the program is being phased out and new dial-up accounts are no longer being issued at KPC. Existing student dial-up accounts will run through December 2004, but will be inactivated at that time. At press time, decisions regarding how students will access email and Blackboard accounts are still being formulated.

For current information regarding these issues, review the new policy at the KPC website or contact Mark Jensen, KRC Network Services coordinator, at 262-0350 or email iyhelp@uaa.alaska.edu.

Wireless internet access is now available at KRC. This

wireless connection is available in the vicinity of the KRC Learning Center, Foyer, Commons, Biology and Chemistry labs, Campus Services Offices and the Arts and Sciences faculty offices.

Wireless cards for personal computers are available for purchase at the KRC Bookstore for \$61 and the purchase includes a free gift: KPC's I.T. Services will install the card in student computers and will provide the following checks at no charge:

- identify spyware
- current virus definition
- and status of Windows Update

I.T. Services asks that students make an appointment (262-0350 or iyhelp@uaa.alaska.edu) to have their wireless cards installed in their laptops.

For instructions to access the wireless network, see the KPC website at www.kpc.alaska.edu.

Bookstore

KRC, 262-0327; KBC, 235-7743

The Bookstore stocks required and recommended textbooks, course materials, study aids, and reference books. There are also general school supplies, gift items, calculators, greeting cards, and clothing featuring the college name and logo. Students are encouraged to save their bookstore receipts and to not write in the books they purchase until they are certain they have the correct texts for their courses. 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. For hours in Homer, see the receptionist. At the end of each semester, KPC offers an on-campus textbook buyback service. Notices will be posted giving the dates and times of buybacks.

Parking (Handicap Availability)

KRC, 262-0325

Campus parking areas have space for more than 300 vehicles. However, motorists attempting to park during preferred class times may have to park in the north parking area and walk the additional distance. All campus lots are paved and lighted.

Students are urged to be aware of areas designated as "handicapped parking spaces." Nine spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of students with physical challenges and who receive permission to park in these spaces from the Alaska DMV. **Motorists who park illegally in these spaces will be ticketed; vehicles may also be impounded at owner expense. If a vehicle is parked in a fire lane, it will be ticketed and impounded at the owner's expense.**

Campus Life

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Campus Commons, Kenai River Campus

The Campus Commons is the center of the Kenai River Campus college community. It is here that students congregate for socializing, eating, and informal tutoring. Students often find music being played, a chess tournament going on, or a video being shown. The "heart" of the campus is located along a wall of windows overlooking the world famous Kenai River, adjacent to Campus Services, the KPC Bookstore, and Joe's Cafe.

Check out the commons at KRC by logging onto the KPC website at www.kpc.alaska.edu and clicking on "Web Cam Inside." There is also a "Web Cam Outside" that is pointed towards the Brockel Building entrance that sometimes captures a passing moose or an eagle flying by. Students use the commons webcam to "wave to" family and friends and show them they really are in college!



Student Lounge, Kachemak Bay Campus

Students on each Homer campus gather in the Student Lounges for informal study, refreshments, and shared conversation. A new student commons with outdoor deck overlooking Kachemak Bay is being built as part of a 9,400 sq. ft addition at KBC which is scheduled to be completed in January 2005.

G.L. Freeburg Art Gallery, KRC, 262-0361

The G.L. Freeburg Art Gallery is the centerpiece of the visual arts at KRC. It is a meeting place of the visual artist and the college community. The gallery, created by former art faculty Gary L. Freeburg, has been in existence since 1985 and has an established reputation in Alaska for being a quality exhibition space. The gallery was officially dedicated in the name of former KPC art professor and professional photographer Gary Freeburg in 2003. The gallery presents original works of art by dedicated local and regional artists in a wide range of mediums and expressions. Exhibitions in the gallery contribute to a quality educational experience at KRC through gallery sponsored artist lectures, events and independent viewer participation.

Student Art Shows

At the end of each academic year, both KRC and KBC display students' best art work. The KRC displays the Student Art Show in the G.L. Freeburg Art Gallery. KBC students exhibit their art at a local gallery in Homer. Both shows feature an opening reception for the artists and are available for public viewing.

Driftwood Literary & Art Journal KRC, 262-0364

KPC periodically publishes a magazine of poetry, fiction, essays, and full-color artwork from across the state of Alaska. Students may submit written work for consideration at any time. Artwork is included at the invitation of the KPC Art Department. For information, contact Dr. Barbara Christian (262-0364.)

Kenai Fishing Academy

KRC, 262-0346 <http://kenaifishing.kpc.alaska.edu/>

The Kenai Fishing Academy (KFA), located at the KRC, is a fishing experience unlike any other offered in the state of Alaska. What sets it apart? KFA teaches students how to be better anglers. In one week sessions during the summer, students spend 20 hours in a classroom learning fishing techniques from experts. Then Alaskan guides and instructors take students to some of the top fishing spots on the Kenai Peninsula, including the world famous Kenai River, to practice what they have learned in class.

KRC Student Union, 262-0339**KBC Student Association, 235-7743**

The KRC Student Union and the KBC Student Association coordinate student activities and clubs, support special events, and represent the students to the college administration and the state legislature. They are responsible for issuing student I.D. cards, arranging student discounts with community businesses, and supporting the KPC graduation commencements. Opportunities are available to students to serve as officers or as student representatives. Some positions are paid student employment. Activities of the student union and student association are supported by student activity fees, and all students are encouraged to get involved.

Campus Clubs

Club involvement can be an important part of student life. Clubs sponsor field trips, speakers and coordination of course offerings to support the member's major. The formation and activity of clubs depends on student interest. Clubs can be initiated by applying for official status through the Student Union or Student Association. See these student government offices for currently active clubs on the respective campuses.

Honor Society

KRC Advisor: Diane Taylor, 262-0328

KBC Advisor: Dr. Sue Coble, 235-1604

Phi Theta Kappa is the nationally recognized fraternal organization recognizing academic excellence on two-year campuses that offer associate degree programs. Members must have a GPA of at least 3.5, have at least 12 credits completed toward an associate degree. The local chapter encourages participation in regional and national recognition awards programs and supports development of leadership skills. Each year PTK sponsors educational programs, provides scholarships, and a variety of services to the college.

KPC Showcase

It is the goal of the KPC Showcase to increase both the college and the public's exposure to a wide range of music, art, and entertainment. The Showcase has featured a variety of speakers and performers from around the community, the state, and from around the world. Acts have included an eight-member marimba band from Homer, a performance artist from Fairbanks, folk musicians from Ireland, and comedians from New York. Most events take place in the Brockel Building or the KRC commons and are open to the public. For more information, contact the KPC Showcase coordinator Dave Atcheson at 262-0346.

Visiting Writers Series

KBC, 235-7743

The KBC sponsors the Visiting Writers Series with readings and workshops featuring well known state and national writers. Readings are usually held at a local coffee house or restaurant, providing a relaxed and enjoyable experience. Annually, the four day Kachemak Bay Writer's Conference is held in June. Information regarding this prestigious event can be accessed at:

<<http://www.chinook.kpc.alaska.edu/~conference/>>

Foreign Film Series

KBC, 235-7743

KBC sponsors the Foreign Film Series with regular weekly foreign films available to students and the general public.

Campus Room Use

KRC, 262-0317; KBC, 235-7743

State, federal, and non-profit groups may use KPC space for educational purposes at no charge, unless an admission fee is being charged. Other groups may rent space on a half-day or full-day basis. The classrooms are multipurpose and often used for special college and community activities.

SAT and ACT Testing

KRC, 262-0330; KBC, 235-1655

These college entrance exams are given on campus on a regular schedule throughout the academic year. Individuals interested in taking these tests may call or stop by for registration and test dates.

Alaska Cooperative Extension

262-5824 or 1-800-478-5824 (34824 K-Beach Rd., Soldotna, AK 99669)

ACE provides educational outreach and information on horticulture, agriculture, home economics, and 4-H programs.

MAPTS (Mining & Petroleum Training Service: 262-2788)

(155 Smith Way Ste. 101, Soldotna, AK. 99669- office scheduled to move to KRC)

Call the MAPTS office for a schedule of their specialized courses related to mining and petroleum. These courses can be taken for college credit.

Joe's Cafe: KRC, 262-0323

Offering a diverse menu, Joe's Cafe is open during peak student hours, 9:30 a.m. to 6:45 p.m., Monday through Thursday, and Fridays from 10 a.m. to 2:30 p.m. Freshly made soups, daily specials, Mexican and Italian dishes, sandwiches, salads, snacks and grilled items are featured. Joe's Cafe menu is available at the KPC website at: <www.kpc.alaska.edu>

Admissions & Registration

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Admissions

All students, except Jumpstart and underage students, intending to register for one or more courses must apply for admission. Applications for admission are available online at <www.kpc.alaska.edu> or <www.curric.uaa.alaska.edu/admissions> or from the KPC Student Services Admissions Office.

KPC offers three admission options for students:

1. Certificate and associate degree programs emphasize technical or job-related skills in demand in the workplace and/or can be used as preparation for a bachelor program.
2. Baccalaureate (Bachelor) degree programs provide a comprehensive general education along with scholarship in a major specialty.
3. General interest and non-degree seeking options offer students the opportunity to take classes for either personal or professional interests.

All KPC students, except Jumpstart and underage students, (who are not already admitted) will need to apply for admission **either** as a degree seeking or as a non-degree seeking student effective Fall 2004 semester.

All non-degree seeking students will need to apply for admission before they will be eligible to register, even if they are continuing students from the prior semester.

An application for admission for non-degree seeking status, which replaces the "Wolfline Registration Access Form," is available at online at <www.kpc.alaska.edu> or <www.curric.uaa.alaska.edu/admissions>

Students who remain enrolled without a two year break will remain eligible to register without reapplying for admission to non-degree seeking status.

A student must be over 18 to use this application type and have earned a high school diploma or equivalent (GED.) Some associate degree programs have additional admission requirements, selective admission criteria or limited space. 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.

Students will be eligible to register within 3 working days of submitting the application.

Students who have previously been admitted to a degree seeking program should **NOT** use the admission short form to access registration.

If the student is currently admitted to a degree program but they did not attend the prior semester, they must complete an admission update form to gain access to the registration system.

If a student is admitted but wants to change degree programs at the same level, i.e. Associate to Associate or Bachelor to Bachelor, they must complete a change of major form and not re-apply for admission.

Formal Admission

First-time degree-seeking freshman and those degree-seeking applicants with fewer than 30 college-level semester credits must submit high school transcripts (or GED scores) and ASSET test scores along with the application for admission and a \$40 processing fee. In addition, students that have earned credits at other regionally accredited colleges or universities must submit official transcripts, mailed directly to KPC from all institutions previously attended. Students may be required to take additional placement tests to register for specific courses.

Admission to the **current semester, for KPC students**, must be completed by the **last day of instruction**. Completion requires receipt of all transcripts and test scores.

ASSET Placement Assessment

ASSET assessment should be completed either prior to New Student Orientation (see Registration section) or by arrangement in the Learning Center, (KRC, 262-0327 or KBC, 235-7743.) The ASSET is not graded, but the placement score is used to assist you in selecting appropriate courses and pinpoint areas where special attention or assistance may be helpful to your success. ASSET is required for students applying for admission to a degree or certificate program; students registering for math, English composition, or communication courses for the first time; and for students taking courses with math or English prerequisites. Time required for taking ASSET:

English.....	25 minutes
Reading.....	25 minutes
Math.....	25 minutes

If you have military experience or other types of non-traditional credits that you wish to apply toward a degree, please look under "Military Credit" in the Academic Information section.

Exceptions for Associate Degree and Certificate Seeking Students

Returning adult students who have been out of high school for 10 years or more may elect not to submit high school transcripts if they wish to attend as associate or certificate seeking students; however, they must complete the Ability to Benefit process through Student Services. After successful completion of 30 semester credits, students may apply, at no additional charge, for a change of admission status from the associate or certificate level to the baccalaureate level. Students will be subject to the baccalaureate degree admission requirements, as well as specific program admission requirements.

New Student Orientation

KRC, 262,0330; KBC, 235-7743

All new students are encouraged to participate in a New Student Orientation session held at the beginning of each semester. A special Underage New Student Orientation is also held that outlines the procedures that these students must follow to attend KPC.

Registration

Priority registration is given to current KPC/UAA degree seeking students and to those attending New Student Orientation. KPC's open enrollment policy allows students to register for courses in which they have adequate background. However, registration for classes does not imply formal admission to a degree or certificate program.

Students can register online at the KPC website at www.kpc.alaska.edu and choosing "WolfLink" and following the online instructions. Walk-in registration is also available prior to classes starting each semester at KRC, KBC and the RBES.

Current semester registration dates are listed in the Academic Calendar section in the front of this bulletin.

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.

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.

Course Level

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.

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.

Study Load

Students may register for a maximum of 19 credits each semester. 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.

Waiting List Policy

KPC has no official wait list policy and no wait list is maintained by Registration and Records. Students may contact the course instructor or check with the KPC KRC Bookstore to see if there are any openings in a course.

Class Attendance

Regular attendance and active participation are expected in all classes. Students are responsible for class work even if there are legitimate reasons for their absence. Students who decide to withdraw from the class, must submit a add/drop form. **Failure to officially withdrawal from a class will result in a failing grade.** Forms are available at Student Services.

Student drops/withdrawals are permitted through week 12 of the semester. For classes other than semester length, the option to drop/withdraw is prorated.

Adding a Course

Students may add courses (no fee for adding courses) during the first two weeks of the semester by submitting an Add/Drop form. Students may not add a course two weeks after it has started. Students follow the same procedure for dropping classes; however, a fee is charges for each class dropped.

Withdrawal from a Course

Students 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, students 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 drop and late fees. Students wishing to withdraw from all courses should follow the procedure for "Withdrawal from the College."

Withdrawal from College

Withdrawal from KPC 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 drop fee for each class dropped. All fines and money due the college must be paid. The official withdrawal is complete when the student has obtained clearance of all debts.

Auditing a Course

Students may audit a course for general information only. Students who audit may be dropped from the course to make room for credit-seeking students. No credit is received for audited courses. The faculty member determines the terms for auditing the course. The faculty member may request that the course be removed from the student's transcript if the student fails to comply with the agreed-upon terms. Submission of papers for correction and grading, and participation in lab experiences are at the discretion of the faculty member.

Students who audit classes are required to register and pay tuition and/or fees. Students may not request a change of registration status from audit-to-credit after week two (2) of the semester. During weeks three (3) through twelve (12) of the semester, students may change their status from credit-to-audit only with the faculty member's signature. Students may not request a change of registration status from credit-to-audit after week twelve (12). Forms are available from Student Services. Audited courses are not included in the computation of study load for full-time, part-time, or overload status. In addition, students may not request local credit-by-exam for an audited course until the following academic year.

Directed Study

A directed study course is delivered 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;
 - d) 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

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. The deadline for independent study registration is the end of the ninth week of the fall and spring semesters.
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.

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.

Repeating Courses

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. All grades/credits from repeated courses will be included in GPA calculations to determine eligibility for graduation with honors.

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.

Students can access the cancelled class hotline at 262-0302 or by going online at the KPC KRC website at <www.kpc.alaska.edu> and clicking on "Cancelled classes." Postings are made to these venues as soon as cancellation information is received.

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 International Student Advisor in Enrollment Services on the UAA campus in Anchorage, 907-786-1573, or contact Diane Taylor in the Learning Center at KRC at 262-0328. 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 (paper based) or computer based score of 133.)
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 Admissions and Records office 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. **Health insurance is mandatory for international students on student visas.**

Distance Education

KRC, 262-0354 or 262-0328; KBC 235-7743

Various distance delivery courses, satellite, online, audio conference, and live interactive video are supported at KRC, KBC and RBES. Using distance delivery instruction, a student can take courses that are not taught at the local campus. Most distance delivery courses are applicable to a degree program if they are provided through an accredited institution. An academic advisor should be consulted.

Correspondence courses are college level courses taken through the mail. Numerous courses are offered through the University of Alaska Fairbanks and colleges around the world. The Career Center stocks correspondence catalogs for many schools and can provide additional information. Registration for these courses is done through the mail, directly with the sponsoring school.

All UAA Distance Education telecourses, teleclasses and web-based classes are self-support and are a part of Academic Technology Services. A separate refund policy applies. Please refer to the UAA Semester Class Schedule for refund information.

Prerequisites may apply. Please see the UAA Course Catalog or Class Schedule for information regarding course descriptions and prerequisites. For further information call 1-877-633-3888 or online at:
<www.uaaonline.alaska.edu>

Telecourses are broadcast on Prime Cable of Alaska, Anchorage TeleCampus Channel 42 and/or Channel 7, KAKM. Programs will also be available on videotape for use by registered students. Please contact the Learning Centers of KRC or KBC, for more information about reserving videotapes. Telecourse lessons require students to follow a study guide, read textbook material and view related television programs. Students communicate with their instructor by telephone, mail, email and discussion groups. Students may mail, fax (907-786-4485), or hand deliver their assignments. Midterm exams and final exams are taken in the Learning Center at KRC and at the West Campus of the KBC.

Tuition Waiver for Senior Citizens

Student Services, 262-0330 or 235-7743 in Homer

Alaska residents 60 years of age or older may enroll in most KPC classes and have the full tuition waived. Enrollment is permitted during general and late registration on a space available basis. Tuition is not waived for non-credit, CEU, or self-support classes. Senior citizens must pay all additional course fees. Tuition waiver forms are available at Student Services at both campuses and must be presented at the time of registration with proof of age.

Underage Students

Underage students must apply for a waiver to university policy to attend KPC. Underage students are restricted to a maximum of seven credits per semester and course selection is restricted to 100 or 200 level courses only. To apply for an Underage Waiver (Q-20) or to enroll in the JUMPSTART Program (high school seniors only), students must:

- Take the ASSET placement test in the Learning Center (KRC 262-0327 or KBC 235-7743)
- Restrict course selection to courses indicated by ASSET scores, if applicable
- Fill out the appropriate forms for the Underage program selected (Jumpstart or Q-20 & Q-20A)
- Bring the forms to KPC with the desired classes indicated, with the student code of conduct page read and signed, and with **all required signatures completed**, and a copy of your ASSET results, to the Underage New Student Orientation, offered during the week of on-campus registration for each semester (see the course schedule for dates), and register for classes at this orientation
- Contact the KPC counseling faculty for questions, or if you need additional help with this process (262-0330; ask to speak with a counselor)

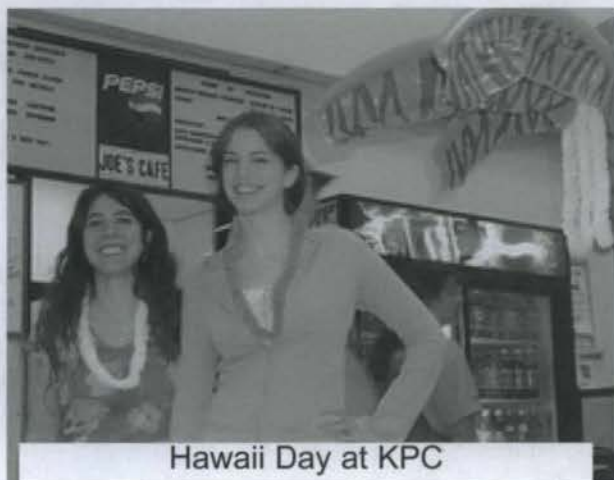
JUMPSTART!

Underage students that have high school senior standing may apply for the JUMPSTART Program. Students in home school programs must show evidence of senior standing to be eligible for this program. High school seniors are allowed to take 6 credits at \$25 per credit, plus any fees and textbooks. Students enrolling in a 4 credit class may take an additional 3 credit course for a maximum of 7 credits. Regular charges for tuition apply to the additional credit. Students should obtain the JUMPSTART form from their high school counselor and follow the required steps outlined under the underage students section. A KPC counselor will be the last signature required and the counselors **will not** sign the waiver form unless all other signatures are present.

Underage Waiver (Q-20)

Underage students in the 11th grade and below **are not** eligible for Jumpstart. They must obtain the appropriate forms (Q-20 and Q-20A) from their high school counselor or Student Services and complete all of the above steps. The Q-20A form is an evaluation form that must be completed by a person with knowledge of the underage student's performance in academic work. In addition to the ASSET results and signed form, the KPC Director may also require a high school transcript and/or additional documentation of academic ability, and may request to meet with a parent.





Hawaii Day at KPC

Resident and Non-Resident Tuition

Students eligible for Alaska resident tuition include:

- Alaska residents as defined below
- Members of the United States military on active duty (stationed in Alaska) and members of the Alaska National Guard, their spouses and dependent children
- Residents of British Columbia, the Yukon, Northwest or Nunavut Territories
- Students from other states or provinces whose public universities waive non-resident charges for Alaska residents and students from foreign cities and provinces that have partnerships with Alaska or specific Alaska communities (lists of approved programs are published online in University of Alaska Board of Regents regulations) Exchange students attending the University of Alaska as part of an approved exchange program
- Students participating in the UA Scholars Program
- Students participating in the University of Alaska College Savings Program who meet eligibility criteria as established by the Education Trust of Alaska

For purposes of tuition assessment, a "resident" is any person who, prior to the published first day of instruction at his or her home campus:

- Has been physically present in Alaska for two years (apart from documented absences due to illness, vacations, attending another educational institution while maintaining Alaska residency, or other absences not exceeding a total of 120 days in the two-year period)
- And declares the intention to remain in Alaska indefinitely.

A dependent child (one who is unmarried, younger than age 24, and financially dependent on his or her parent or guardian) will be considered a resident if he or she has a parent or guardian that qualifies as an Alaska resident as defined above. Dependent children of alumni who have received an associate, baccalaureate, or graduate degree from the University of Alaska also qualify for resident tuition.

A student will be considered non-resident if within two years prior to applying for residency he or she:

- Carried out any act inconsistent with Alaska residency
- Was claimed as a dependent child of a non-resident of Alaska for federal income tax purposes during the most recent tax year
- Paid resident tuition at an educational institution in another state during the past two years

Students having non-immigrant visa status are not eligible for Alaska residency.

A student who has initially registered as a non-resident may apply for resident status after residing in the state for one year under the University's "bona fide resident" provision. Bona fide resident status can be based on either:

- Eligibility to receive the Alaska Permanent Fund Dividend

Or satisfying five (5) of the following conditions:

- Voter registration in Alaska
- Vehicle registration in Alaska for at least nine months
- Motor vehicle operator's license in Alaska for at least nine months
- Evidence of one or more years of physical presence in Alaska within the past three years -- you may not have enrolled in more than six credit hours at a college or university during the three-year time frame
- Ownership of real property in Alaska
- Active checking or saving accounts in Alaska
- Other evidence of residence deemed satisfactory by the University's chief enrollment officer or designee

Students who want to apply for resident status should file an application for residency with required documentation at the appropriate university office prior to the published first day of instruction at their home campus.

For additional information and applications, students should contact the Admissions office.

Tuition and Fees

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Kenai Peninsula College Fees Fall Semester 2004

Admission Fee

Associate Degree (non-refundable).....	\$40
Certificate (non-refundable).....	\$40
Non-degree seeking.....	\$0

Audit Fee (See Explanation)

Credit-by-Exam Fee (per credit).....\$15

Credit/No Credit Option.....\$3

Drop Fee (per each class dropped).....\$3

Independent Study (per credit)...

lower division.....	\$99
upper division.....	\$112

Lab, Materials, and Other Fees

(See Explanation)

Late Registration (flat fee).....\$5

Non-Credit Course Fee

(Varies, See Explanation)

Student Activity Fee.....\$2.50-\$30

(\$2.50/credit, capped at 12 credits)

Technology Fee.....\$2-24

(\$2/credit, \$24max)

Transcript Fee

Official (available through UAA).....\$5

(Tuition and fees are subject to change)

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 option of requesting a deferred payment plan. Application forms are available through Student Services and must be submitted prior to registration. 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.

Tuition Summary

Note: Please refer to the current semester class schedule for any changes in tuition and fees.

Undergraduate: Lower-division (050-299)

	<u>Resident</u>	<u>*Non-Resident</u>
Per credit.....	\$99	\$330

Upper-division (300-499)

Per credit.....	\$112	\$343
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Professional Development (500-599)

Per credit.....	Varies
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Graduate Level (600-699)

Per credit.....	\$222	\$453
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**Non-resident students who restrict enrollment to no more than four credits each semester are charged resident tuition.*

**Non-resident students are assessed non-resident fees on all academic credits including self-support.*

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 Discover, VISA, or MasterCard. A \$25 NSF fee is charged on all returned checks. 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.

Refund Policy

Credit Courses

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

1. Through 1st week of semester: **100% tuition and fees**
2. Through 2nd week of semester: **50% tuition only**
3. After 2nd week of semester: **NO REFUND**
4. Less-than-semester length classes (one week or longer but less than 15 weeks):
 - Prior to 2nd class meeting: **100% tuition and fees**
 - (after 2nd class meeting but prior to third class meeting): **50% tuition only**
5. Short courses (less than one week in duration), non-credit, CEU and self-support classes: **100% of all charges are 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 must process a drop form; the drop fee will not be charged, and KPC will refund 100% of tuition and fees.

Fee Explanation

All fees and tuition rates are approved by the Board of Regents of the University of Alaska. Fees are charges students must pay either in addition to or in place of tuition. The University reserves the right to change tuition rates or fees at any time. Fee assessments are subject to audit and correction, and any adjustments will be made before the end of the semester. Students will be notified by mail of any adjustment.

Degree seeking Admission Application Fee

Degree seeking students pay an admission application fee of \$40 prior to registration. This is a processing fee and is non-refundable.

Audit Fee

Fees are the same as for those enrolled for credit.

Credit-by-examination Fee

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

Credit/No Credit Option Fee

A fee of \$3.00 per form will be charged for change in grading option.

Drop Fee

A fee of \$3 will be paid for each class dropped 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.

Laboratory or Materials Fees

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

Late Registration Fee

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

Non-credit Course Fee

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

Student Activity Fee

An activity fee of up to \$2.50 per credit hour (up to a maximum of 12 credits per semester) is assessed students enrolling in one or more credits to support student-related activities.

Technology Fee

A fee to provide up-to-date equipment, software, maintenance, training and support for student use.

Financial Aid Information

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Student Financial Aid

Grants, Loans, Scholarships, & Student Employment

The Financial Aid Office (FAO) assists students and prospective students in applying for state and federal aid programs. 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. Types and amounts of financial aid vary according to State and Federal guidelines, student needs, and availability of funds.

Application Procedures

Interested students should contact the FAO for information and applications. Students should submit applications at least 6 months before the beginning of the semester for which they are applying. For the upcoming Fall semester, the FAO should have received completed applications and additional requested documentation by June 1, at the latest. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must first apply for formal admission to KPC or UAA and pay the fee attached by the appropriate deadline. Forms are available at Campus Services.

2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the U.S. Department of Education. List UAA's Title IV code on FAFSA (011462). We recommend you apply on-line at: www.fafsa.ed.gov. Application from the website is faster and more accurate!
3. Students who wish to apply for other assistance, such as an Alaska State Student Loan or a specific scholarship, may find applications at the FAO.
4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their regional native corporation for applications and deadlines. The FAO can assist you in locating appropriate phone #'s or addresses.
5. Students applying for Federal assistance who have attended other post-secondary institutions may be required to submit a Financial Aid Transcript from each institution previously attended.

Eligibility

To be considered for financial aid a student must:

1. Have a high school diploma or its equivalent
2. Be accepted for admission with no conditions
3. Demonstrate financial need for Federal assistance as determined by the Federal Student Aid Report (SAR.)
4. Meet satisfactory academic progress as defined by the University of Alaska policy described later in this section.

FEDERAL VERIFICATION

The U.S. Department of Education selects 30% of financial aid applications for the verification process. The FAO verifies information on selected applications prior to students receiving financial aid awards. Copies of the following documents may be requested:

1. Income tax returns
2. Verification of household size
3. Child support payments received or paid out
4. Statements of un-taxed income
5. Verification of number of family members in college
6. If military, copies of Leave/Earnings Statements for previous tax year (all 12 months)
7. Verification of U.S. Citizenship or eligible non-citizen status
8. Selective Service registration

Students selected for verification must submit the requested documents if applying for federal financial aid. If documentation is not received, federal financial aid cannot be awarded.

SATISFACTORY ACADEMIC PROGRESS

In order to receive financial aid from any of the Federal aid programs, the State of Alaska loan programs or from institutional funds, a student must be fully admitted to a degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal as defined below:

1. A student must be admitted to an undergraduate (or teacher certification program), University certificate program, or graduate program, without any conditions (missing transcripts, missing test scores, etc.)
 - a. Full-time undergraduate students (students enrolling for 12 or more credits) must successfully complete at least 12 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - b. Three-quarter time undergraduate students (students enrolling for 9, 10 or 11 credit) must successfully complete at least 9 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - c. Half-time undergraduate students (students enrolling for 6, 7 or 8 credit) must successfully complete at least 6 credits each term with a minimum cumulative GPA of 2.0. See Probation.
 - d. Full-time graduate students (students enrolling for 9 or more graduate credits) must successfully complete at least 9 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
 - e. Half-time graduate students (students enrolling in 6, 7 or 8 graduate credit) must successfully complete at least 6 graduate credits each term with a minimum cumulative GPA of 3.0. See Probation.
 - f. All students who are attending less than half-time during any term must successfully complete the number of credits attempted that term with a minimum cumulative GPA of 2.00. See Probation.
2. Academic progress will be reviewed at the end of each term to that ensure the student has maintained the minimum cumulative GPA and to ensure that the student has completed the required minimum number of credits.
3. **Probation:** Students in section A who complete at least 9 credits in a term with a minimum cumulative GPA of 2.00 will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. These students will receive a letter notifying them of their probationary status. Students in section B who complete at least 6 credits in a term with a minimum cumulative GPA of 2.00 and students in section D who complete at least 6 graduate credits in a term with a minimum cumulative GPA of 3.0 will be placed on probation for their next term and will be eligible to receive financial aid during their term of probation. These students will receive a letter notifying them of their probationary status. There is no probation for half time students taking 6, 7 or 8 credits or for students attending less than half time (students in sections C, E and F). Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.
4. Grades of AU, DF, F, I, W, NB, NC and NP indicate unsatisfactory completion of courses for financial aid purposes. DF grades assigned for thesis work in progress will be allowed as satisfactory for one term only. Failure of a student to satisfactorily complete the required number of credits during the academic year will result in the suspension of most types of financial aid.
5. First-time freshmen and transfer students with no prior academic history within the University of Alaska system are considered to be making satisfactory academic progress for the first semester of enrollment.
6. The maximum number of credits for which a student may receive financial aid is 150% of the published credit requirements of his/her educational program. Usually 180 credits for a bachelor's degree and 90 credits for an associate's degree comprise 150% of the basic graduation requirements. The clock starts from the very first credit attempted, regardless of whether or not the student received financial aid. Transfer credits are included in this calculation.
7. **Satisfactory academic progress must be maintained even during terms in which aid is not received.**

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester, and all repeated coursework will be counted toward the cumulative maximum number of credits (150% of degree requirements) for which a student can receive aid (see #4).

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid. *Note: Some remedial coursework is not considered to be at least secondary level and is not fundable by any of the federal aid programs. Consult the financial aid office for specific information.*

Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. *NOTE: Students are still required to complete these classes within the term that they enroll (year long correspondence courses are not eligible for financial aid.)*

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and could be liable for refunds and/or return of Title IV funds (refer to the **Financial Aid** section of the campus course catalog for information on refunds and return of Title IV funds.)

Institutional Funds: Students receiving scholarships, grants, or tuition waivers from UA are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt: requirements for scholarships will be stipulated in the UA scholarship information packet.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of UA unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

Financial Aid Suspension: Financial aid suspension will result from **failure to:**

1. Complete of the minimum required number of credits required during the term.

2. Maintain a cumulative GPA of at least 2.00 for undergraduates and 3.00 **for graduates.**
3. Graduate prior to exceeding the maximum number of credits allowed for the student's program (see # 4 above).
4. Meet the requirements of an appeal approval.

Reinstatement:

1. Appeals: A student whose financial aid has been suspended may appeal that decision. Appeals should be directed to the Financial Aid Office. Appeal forms are available in the Financial Aid Office or under the "Forms" section on each campus's web page. Written documentation is required for appeals for financial aid reinstatement. The Financial Aid Office will review all appeals to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status within the probation semester will result in the suspension of future financial aid. Consult your Financial Aid Office for specific information on the appeal process.
2. Makeup: A student who does not wish to appeal or whose appeal has been denied may attend course(s) during a subsequent term, at the student's expense, to make up credits and/or improve her/his GPA. A student must complete the number of credits for which s/he received aid. This process must take no more than two consecutive semesters. It is the student's responsibility to notify the Financial Aid Office when makeup is complete.

Disbursements: Funds cannot be disbursed for prior semesters if a student failed to maintain satisfactory academic progress. Approval of appeals is for the semester of the appeal only and not for a preceding term.

LOANS

EMERGENCY LOAN Program

Sixty day loans are available when school is in session to assist students with books. An admitted full-time student making satisfactory progress may borrow a maximum of \$250 for up to 60 days. A \$2 administrative fee is charged. Students may receive one Emergency per semester, subject to Financial Aid Office approval. Application contains current policy and procedure.

LOANS (continued)

Federal Stafford Loan Program

The Stafford Loan Program enables students to borrow directly from participating lending institutions after they have qualified by completing the Free Application for Federal Student Aid (FAFSA). Any undergraduate or graduate student enrolled at least half-time may apply for a Stafford Student Loan. There is a separate application following the FAFSA that will need to be submitted. Electronic application forms and information on each loan type or participating lender is available for student research at www.uaa.alaska.edu/finaid

Alaska Supplemental Loan for Students

This program enables students to borrow from the Alaska Commission on Post-secondary Education AFTER they have qualified by completing the Free Application for Federal Student Aid (FAFSA). Credit-worthy undergraduate/graduate students enrolled at least half-time may apply for an Alaska Supplemental Loan. There is a separate application following the FAFSA that will need to be submitted. Electronic application forms and information on the current interest rate is available for student research at www.uaa.alaska.edu/finaid

SCHOLARSHIPS

Scholarships are usually awarded for academic achievement or talent. There are many different scholarship opportunities awarded by a large variety of local, state, and federal sources. All students should inquire about available scholarships. Students interested in applying for scholarships may stop by the Financial Aid Office to view scholarship listings and obtain applications. Additional scholarship information may be obtained from the following website: www.uaa.alaska.edu/finaid/

FEDERAL WORK-STUDY PROGRAM (FWSP)

The Financial Aid Office awards FWSP to the eligible student. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Financial Aid (FAFSA). The student accepts work-study by securing a student employment position on campus.

STUDENT EMPLOYMENT

The Financial Aid Office posts available positions from job descriptions supplied by each department seeking student employees. Interested students may apply for a position by filling out and returning a University application packet, available in the Financial Aid Office.

VETERANS ASSISTANCE

The University of Alaska Anchorage and Kenai Peninsula College are approved to provide training to veterans, service members, and eligible dependents of veterans whose death or permanent and total disability is service connected.

Department of Veterans Affairs (DVA) benefits approved for UAA/KPC include the Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependents Educational Assistance Program, and Vocational Rehabilitation. Qualified persons who plan to use the Department of Veterans Affairs Educational benefits must contact the KPC Financial Aid Office (preferably) 60 to 90 days before the term begins.

Students using DVA educational benefits must apply for and be officially admitted in a degree or certificate program at UAA/KPC. In accordance with federal regulations, KPC must report this information to the VA, along with information regarding students' enrollment, grades, and academic progress.

ADDS, DROPS, AND OTHER CHANGES

Veteran students must inform the Financial Aid Office whenever an adjustment is made to their semester schedule. Examples of adjustments include: add/drop courses, drop/swap courses, withdrawal from all courses, change address or number of dependents, or degree program.

Students who drop courses or withdraw may be required to reimburse the Department of Veterans Affairs.

ADMISSION TO UAA/KPC

All veteran students receiving DVA benefits must be officially admitted in a degree program, with no conditions. Contact Campus Services to make an appointment with a Counselor, (907) 262-0330.

SATISFACTORY ACADEMIC PROGRESS

Veteran students must maintain satisfactory academic progress according to University policy while they are receiving benefits. Failure to do so is reported to the Department of Veterans Affairs and may suspend educational benefits.

Program benefits will only apply to courses necessary to complete the degree on file with the Dept. of Veterans Affairs. Non-essential courses will not be reported to VA, therefore it is mandatory for Veteran students to meet with an Advisor prior to enrollment EVERY semester. Essential courses are listed on the degree planning sheet or are petitioned for course replacement.

TRANSCRIPTS FROM PRIOR COLLEGE/ UNIVERSITY OR MILITARY TRAINING

Veteran students with previous college or university experience must have official transcripts on file with the University. A student must request these transcripts from each prior institution when applying for admission to UAA/KPC. The Department of Veterans Affairs may withhold benefits until this requirement is satisfied.

Veterans may also receive University of Alaska Anchorage credit for training received while in the military. In order to participate in this option a student must fill out the Request for Military Transcript Evaluation form available at either the Financial Aid Office or for your convenience at the "Forms for Students" link: <http://www.uaa.alaska.edu/students/>

UAA, UAF, & UAS Degree Programs Offered at KPC

KPC offers courses that lead to completion or near completion of several degrees offered by the University of Alaska Anchorage, the University of Alaska Fairbanks, and the University of Alaska Southeast. Professors from UAA, UAF, UAS and KPC contribute to the instruction and coordination of these courses. As a campus of UAA, KPC is able to support these program offerings based on student interest and adequate student enrollment via a variety of distance technologies. These degrees include:

- **Masters of Public Administration**
- **Bachelor of Arts, Anthropology**
- **Bachelor of Arts, Art**
- **Bachelor of Business Administration**
- **Bachelor of Arts, Psychology**
- **Bachelor of Science, Psychology**
- **Bachelor of Arts, Human Services**
- **Bachelor of Social Work**
- **Associate of Applied Science, Accounting**
- **Associate of Applied Science, Human Services**
- **Associate of Applied Science, Information Technology Specialist**
- **Partial Programs**
 - English Minor
 - History Minor
 - Women's Studies Minor

Public Administration (MPA)

The Masters of Public Administration degree, a UAS program, is available through real-time (live) satellite TV classes, and other distance delivered courses via the web at KPC. The MPA is the professional degree for people who want a public service career in management. The program seeks to help students develop the skills and techniques used by leaders and managers to implement policies, projects, and programs that resolve important societal problems while addressing organizational, human resource, and budgetary challenges. Graduates work in a wide variety of public service fields and in all levels of government, in non-profits, in organizations, in the international arena, and in the private sector. For more information, contact Scott Kraxberger at KRC (262-0354.)

Anthropology (BA)

The Bachelor of Arts in Anthropology prepares students for occupations in government, Native organizations, contract anthropology, and the private sector. It also prepares students for advanced degree programs leading to careers in higher education, museum curation, or cultural resource management. Students can complete much of their coursework at KPC and should consult the UAA catalog for complete degree information. For more information, contact Dr. Alan Boraas at KRC (262-0360.)

Arts (BA)

The KPC art program offers upper division courses in the mediums of drawing, painting, fibers, photography, and sculpture. Art students have the opportunity to work toward their Bachelor of Arts or Bachelor of Fine Arts degree in Art by taking the majority of their courses at KPC. For additional information about a BA or BFA degree in Art or selecting Art as a minor area of study, contact Celia Anderson at KRC (262-0361) or Liz Downing at KBC (235-1655.)

Business Administration (BBA)

Courses leading to a Bachelor of Business Administration (B.B.A.) with a Management major are now available through real-time (live) satellite TV classes broadcast from the University of Alaska Southeast in Juneau. Students can view these classes at specific times in Room 127A at KPC or Room 121 at the Homer Campus. Lower division credits will be obtained through KPC and upper division credits through the Juneau campus via satellite. For enrollment forms and specific degree requirements, at KRC contact Scott Kraxberger (262-0346) or Dayne Clark (262-0349) or Steve Gillon at KBC (235-1612.)

Psychology (BA or BS)

The Bachelor of Arts and the Bachelor of Science programs in psychology offer students a solid foundation for understanding the complexity of human behavior. The baccalaureate program serves those with a general interest in human behavior, interest in careers in mental-health, for personal and professional enrichment, and pursuit of admission to higher levels of education. Early and frequent consultation with an advisor facilitates progress through the program. For more information about a major or minor in psychology, contact Dr. Shelley Theno at KRC (262-0394) or Dr. Sue Coble at KBC (235-1604.)



UAA, UAF, & UAS Degree Programs Offered at KPC (cont.)

Social Work (BSW)

The educational purpose of the UAA Bachelor of Social Work (BSW) degree is to prepare graduates for beginning professional social work practice. Preparation for professional practice builds on a broad based liberal arts education that engages the student in carefully planned experiences to achieve the knowledge, skills, and attitudes necessary for beginning professional competence. Students can complete *much* of their coursework at KPC and should consult the UAA catalog for complete degree information. For further information about this degree program, contact Bettina Kipp at KRC at (262-0334) or Dr. Sue Coble at KBC at (235-1604.)

Accounting (AAS)

The A.A.S. in Accounting is a UAA/Anchorage campus degree program being supported on the KPC campus. It prepares students for entry-level employment in the field of accounting. Additional credits are needed for B.A. articulation and careful advising is recommended to choose course options which meet both degree requirements. For more information about the Associate of Applied Studies in Accounting, contact Dayne Clark at KRC (262-0349) or Steve Gillon at KBC (235-1612.)

Human Services (AAS)

The A.A.S. in Human Services is a UAA/Anchorage campus degree program being supported on the KPC campus to prepare students for entry-level employment with human service agencies. Students acquire knowledge of human behavior and relationships; knowledge of social problem areas; skills in helping approaches; and problem solving skills. This degree, with its extensive practicum and course work in counseling, can be a terminal degree or used as a foundation to articulate into the B.A. in Psychology. For more information, contact Bettina Kipp at KRC(262-0334) or Dr. Sue Coble at KBC at (235-1604.)

Early Childhood Development (AAS)

The A.A.S. in Early Childhood Development is a UAA/Anchorage campus degree program being offered at KRC. This degree blends theory and practice in the preparation of early childhood educators who can deliver quality care and education for young children from birth through age eight. The program is developed to meet the National Association for the Education of Young Children's guidelines for personnel preparation, and it prepares students for employment in day care and preschool settings. For more information, contact Sherril Miller at KRC (262-0390.)

Information Technology Specialist Program (AAS)

The ITS degree, awarded through UAF, is a statewide program that gives students entry-level skills required to provide microcomputer support in a variety of educational, governmental, and corporate environments, or to begin their own enterprises in microcomputer support. Students enrolled in this program learn applications skills, networking skills, hardware and software configuration and troubleshooting, independent thinking and research skills, and human relations and support skills. For more information, contact Scott Kraxberger at KRC (262-0354) or Liz Downing at KBC (235-1655.)

English Minor

The English Minor with Literature Emphasis includes six courses. Five of the classes are also the core requirement for either of the Bachelor of Arts degrees in English. The remaining course is an upper-division free elective in English. For more information, contact Dr. Barbara Christian at KRC (262-0364.)

History Minor

The history Minor includes six courses. Of the six, one is a free elective in history, and three are upper-division free electives in history. For more information, contact Cathryn Pearce at KRC (262-0375.)

Women's Studies Minor

The interdisciplinary Women's Studies Minor allows students to select courses from a variety of academic disciplines. These courses seek to foster vigorous inquiry about women, to challenge curricula in which women are absent or marginalized, and to question cultural assumptions in light of new information. The Minor requires a total of 18 credits, 9 of which must be upper division. For further information, contact Dr. Shelley Theno at KRC (262-0394.)



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Get Your Grades . . . online at

www.kpc.alaska.edu and click on WolfLink.

Account balances may also be accessed online using WolfLink at <www.kpc.alaska.edu>.

Please note: Grades will not be mailed to students.

Transcripts

An official transcript is available for a \$5.00 charge upon written request to UAA using the Transcript Request Form. Requests online at: www.uaa.alaska.edu/enroll/transcript.html can be made by following the directions at the site. After entering your information, you will print out the form as indicated. If you want to use a credit card, you will need to sign in the box provided on the form you have printed. Fax or mail the form with the payment or credit card information to the address shown on the top of the form you have printed. Unofficial transcripts are available online at www.kpc.alaska.edu at no charge. Students may also pick up the 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 KPC and are not re-issued or copied. These must be sent **directly** from the institution to: KPC Admissions, Kenai River Campus, 34820 College Drive, Soldotna, AK 99669.

Course Syllabus

Students in each course 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 (office hours) and how an instructor can be reached for assistance.
7. Suggested readings and other resource materials, where applicable.

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.

Grading

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

Academic Letter Grades

Letter grades carry grade points used to calculate GPAs.

- 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.

Grade Change

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.

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 (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.

Director's List

To be eligible for the Director's List, a student must be an admitted undergraduate degree/certificate seeking student 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. Temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Director's List until all course work has been completed and the "I" or "DF" has been replaced with a final grade.

Class Standing

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

Students are classified as:

Freshman:	0-29 credits
Sophomore:	30-59 credits

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

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:

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

Section Numbers

- I10: Day classes, 8 a.m. to 4 p.m.
- I20: Late afternoon or evening classes; 4-10 p.m.
- I30: Short term classes
- I40: Practicum / Independent & Directed Study
- I50: Weekend classes
- I60: Learning Center
- I99: Brokered classes
- JD-1: Distance Delivery
- S10 or S20: RBES (Seward) offerings
- R10 or R20: KBC (Homer) offerings
- IWD or RWD or SWD: Workforce Development

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 Student Services.

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.

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 & Schools
 - New England Association of Schools & Colleges
 - North Central Association of Colleges & Schools
 - Northwest Association of Schools & Colleges
 - Southern Association of Colleges & Schools
 - Western Association of Schools & Colleges
2. Only courses completed with grades equal to C (2.0) or higher will be considered for transfer.
3. Students who plan to transfer credits from foreign institutions must provide an official statement of education equivalency from a recommended credentials evaluation service. Addresses are available from Student Services. The fee depends upon the type and complexity of the evaluation.
4. Transfer credits are not included in the students KPC grade point average (GPA) computation, except to determine eligibility for graduation with honors.

Unaccredited Institutions

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

Age Limit of Credits

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

NON-TRADITIONAL CREDIT

Non-traditional credit evaluations are available for accepted degree-seeking UAA/KPC students. Documenting military or occupational training, taking local or national examinations, are some of the methods used. The specific processes are listed below.

LANGUAGE CREDIT BY PLACEMENT

An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course (A102-A302) with a grade of B or better is eligible to receive credit for the two immediately preceding courses, if any, up to a total of 8 credits. This policy does not apply to credit earned through the College Board Advanced Placement Examination Program, nor to Special Topics (_93), Independent Study (_97), Language Self Study (LANG prefix), or Department of Languages literature or culture courses. In order to receive credit the student must complete the appropriate form from Enrollment Services and pay an administrative fee.

CERTIFIED EXPERIENCE CREDIT

This program allows crediting of certified, but not accredited, institution-sponsored learning. With documentation, the University may award elective credit or specific course credit.

1. National/State/Local Certificates: Persons who have met certain standards and/or passed certain tests may be awarded academic credit. Credit agreements are currently in effect for the following:
 - Federal Aviation Administration
 - Anchorage Police Department
 - Alaska State Troopers
 - Alaska Emergency Medical Services
 - Federal Wildland Fire Management Training
 - U.S. Department of Labor Bureau: Apprenticeship/Training
 - Certified Professional Secretary Exam
 - Certified Professional Legal Secretary Exam
 - Child Development Certificate
 - National Occupational Competency Testing Exam
 - Apprenticeship Technologies
 - U.S. Paramedic Licensure
 - National Council Licensure Exam
2. Business or Industry Credit: Recommendations for business or industry credit equivalents are found in the American Council on Education's National Guide. They cover courses or formal instruction offered by businesses, government agencies, labor unions, and professional or voluntary associations.

LOCAL CREDIT BY EXAMINATION

Accepted, degree- or certificate-seeking students may be awarded credit through locally developed comprehensive examinations on specific subjects. However, credit by examination is not available for all courses. Applications for and information on specific courses available through local credit by examination may be obtained from departments or the local UAA Advising and Counseling Center. There is a fee charged for local credit by exam.

General criteria for local credit by examination includes:

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 is not awarded for a course that duplicates one for which credit has already been granted.
6. Students are awarded credit and a grade of P (Pass) if they successfully pass the local exam. If the exam is not passed, the course is not recorded on the student's transcript. Grades for courses taken through local credit by examination do not carry grade points used in calculating student GPAs.
7. Credit awarded through local credit by examination is considered non-resident credit.
8. There is no limit to the number of credits which may be acquired through the local credit by examination process.
9. Students have one year from the date of application to take the local examination.
10. Students may not request local credit-by-exam for an audited course until the following academic year.

MILITARY CREDIT

Up to 8 elective credits may be awarded to students who have completed one calendar year of active duty military service.

In addition, credits may be granted for formal service schools and the primary MOS/Rating as recommended in the Guide to the Evaluation of Education Experiences in the Armed Services prepared by the American Council on Education.

No more than 15 semester credits may be applied toward an associate degree and no more than 30 semester credits may be applied toward a baccalaureate degree.

Exceptions are granted only to students enrolled in the SOC programs.

The Servicemembers Opportunity Colleges (SOCAD, SOCMAR, SCCOAST, and SOCNAV) program allows active-duty personnel to finish approved associate and baccalaureate degree programs without losing credits as they transfer during their military careers.

Eligibility for entrance to these programs requires 3 semester credits to be completed in residence at UAA for the associate program and 6 semester credits in residence at UAA for the baccalaureate program. These credits must be 100-level or above with grade(s) of C or higher.

To graduate from these programs, the residency requirement is 3 semester credits for the two-year programs and 24 semester credits for the four-year program and an overall GPA of 2.0.

Please contact Student Services at the KRC and the KBC regarding required documentation and forms.

NATIONAL CREDIT BY EXAMINATION

UAA awards credit for satisfactory performance on most national examinations. In most cases, passing scores and credits awarded for the following national exams are based on the most current American Council on Education recommendations or departmental approved scores.

A student desiring credit for a national exam must request that an official report of exam scores be sent to Enrollment Services at UAA. Credit may be received for more than one national exam.

ADVANCED PLACEMENT PROGRAM

UAA awards credit for satisfactory performance (a score of 3 or higher) on the College Board Advanced Placement Examinations.

These exams are normally completed by students during their senior year in high school. A student may receive credit for more than one Advanced Placement Exam.

<u>Advanced Placement Exam</u>	<u>UAA Equivalent</u>
Art	
Studio Art.....	4 credits lower-division art elective
History of Art	ART A261/A262
Biology	BIOL A102/A103 plus
	4 credit lower-division biology elective
Chemistry	CHEM A105/A105L
Computer Science	CS A201 plus
	3 credits lower division CS elective
Environmental Science	ENVI A202 plus
	1 credit GER-Natural Science Lab
Economics	
Macroeconomics.....	ECON A201
Microeconomics.....	ECON A202
English	
Language and Composition.....	ENGL A111
Literature and Composition.....	ENGL A121

French

Level 3: French Language.....	FREN A101/A102
Level 3: French Literature.....	FREN A201/A202

German

Level 3: German Language.....	8 credits lower-division German elective
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Government and Politics

American Government and Politics.....	PS A101
Comparative Government and Politics.....	PS A102

History

American History.....	HIST A131/A132
European History.....	HIST A102
World History.....	HIST A101/A102

Latin

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

Mathematics

Calculus AB.....	MATH A107/A108/A200
Calculus BC.....	MATH A107/A108/A200/A201

Music

Music Theory.....	MUS A111
Music Listening and Literature.....	MUS A121

Physics

Physics B.....	PHYS A123/A123L
Physics C.....	PHYS A211/A211L
Psychology.....	PSY A111

Spanish

Level 3: Spanish Language.....	SPAN A101/A102
Level 3: Spanish Literature.....	SPAN A201/A202

Statistics.....	AS A252
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COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

An Official CLEP Transcript must be submitted to the office of Admissions and Records. Any student wishing to take a CLEP exam must make an appointment in the Learning Center and receive advising prior to administration of the exam.

1. General Exams

UAA awards up to 24 credits for CLEP general exams to students who earn a score of 500 or higher for paper based test and 58 or higher for a computer based test. Credit for CLEP general exams are awarded according to the following standards:

English Comp. No Essay.....	0 Credits No Credit awarded
English Composition with Essay.....	3 Credits ENGL 111 - GER

Mathematics.....	3 Credits Lower Division Elective, Non-GER
Natural Sciences.....	6 Credits BIOL 102 - GER and Lower Division Elective, Non-GER
Humanities.....	6 Credits Humanities and/or Fine Arts - GER Social Sciences
Social Sciences.....	6 Credits Humanities - GER or Social Sciences - GER

Students must request that an official report of exam scores be sent to the office of Admissions and Records. Examinations may not be repeated for a minimum of 6 months.

2. Subject Exams

Credit awarded for subject exams is elective credit or, through agreements with departments, is equated to KPC/UAA courses. Students must request that an official report of exam scores be sent to the office of Admissions and Records. Examinations may not be repeated for a minimum of 6 months.

DANTES/USAFI EXAMINATIONS

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/UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to the office of Admissions and Records.

EXCELSIOR COLLEGE EXAM

Credit may be awarded for successful completion of the Excelsior College Exam. Credit for exams is elective credit. DANTES/USAFI transcript must be submitted to Enrollment Services.

INTERNATIONAL BACCALAUREATE

UAA awards credit for satisfactory performance (a score of 3 or higher), on the International Baccalaureate Examinations.

New! Student Identification Numbers:

The University of Alaska has begun the process of establishing student ID numbers and moving away from the practice of using social security numbers as default ID numbers. This project is in response to student requests and will establish a practice that helps reduce the risk of identity theft and fraud for students. The tentative date for the conversion of social security numbers to random generated student IDs was June, 2004. Please note: The University is still required to collect a valid social security number from each student for tax, employment, and Federal financial aid purposes. After the conversion is made, you will be able to access your new student ID number when you sign on to UAOnline. Information regarding the progress of the project, FAQs and further information may be found at: www.alaska.edu/its/projects/ssn.

Name Change

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.

Address Change

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, transcripts, registration instructions, and information about graduation requirements.

Graduation Application

The responsibility for meeting all KPC 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.

UAA Graduation Application

UAA issues diplomas three times a year: in January following the fall semester, in May following the spring semester and in September following the summer session. The student must submit an Application for Graduation by the following deadlines:

Fall, 2004May 1
Spring, 2005September 15
Summer, 2005March 1

There is a required \$25 fee to be paid to UAA Enrollment with the Application for Graduation. For further UAA graduation application requirements see the UAA course catalog.

Graduation with Honors

To be eligible to graduate with honors, an undergraduate student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at KPC/UAA. A transfer student who is earning an associate degree must complete a minimum of 15 resident credits with academic letter grades 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 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.

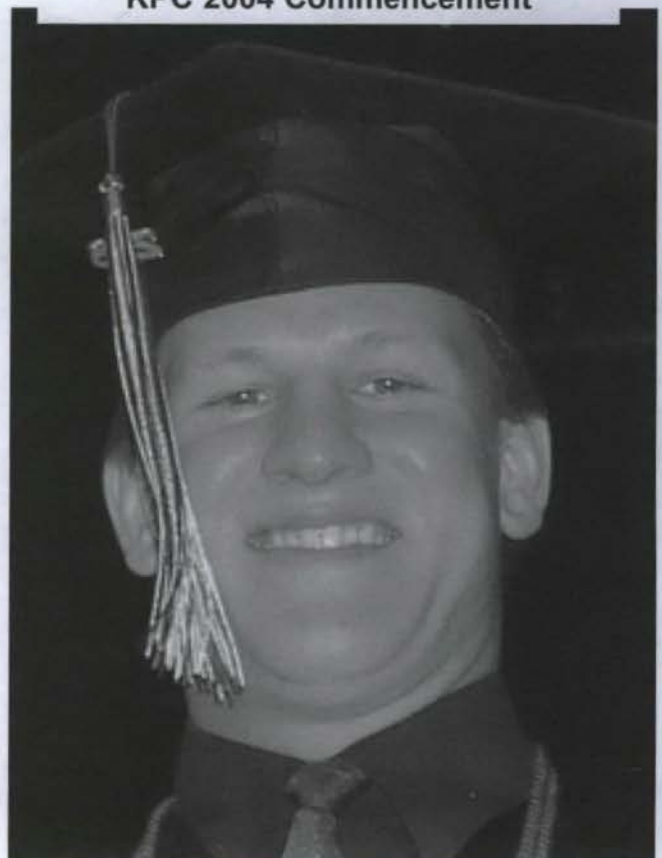
Honors for the commencement exercises will be determined by the student's grade point average through the semester prior to graduation. However, a student's total academic history will determine honors on the diploma and official transcript.

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



Happy Graduates at the
KPC 2004 Commencement



Policies and Procedures

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Student Code of Conduct - p. 44

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Student Complaint Resolution Process

University students have a variety of procedures available to them to process complaints about actions or inaction by members of the University community, which adversely affect them. What process to use will depend on the nature of the complaint. Refer to the specific sections in this catalog that address the issues in question.

For complaints about grades and other actions affecting academic standing, refer to the "Academic Dispute Resolution Procedure;" for complaints about the conduct of another student, refer to the "Student Code of Conduct" and the "Student Judicial Review Procedures;" for complaints of sexual harassment and sexual misconduct, refer to the "Sexual Offenses Policy;" for challenges to the content of your student record, refer to "Access to Student Records."

For complaints of other types of unlawful discrimination based on race, color, religion, national origin, gender, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood, contact the Office of Campus Diversity and Compliance.

For complaints about employee misconduct not covered in the procedures described above, contact the employee's supervisor. Upon receipt of a written complaint, the employee's supervisor will investigate the complaint, take such action as deemed appropriate to correct the situation, and respond to the complainant in writing.

For complaints not covered in this section, file a written complaint with the employee who made the determination, then utilize the administrative appeals process, as appropriate.

Academic Dispute Resolution Procedure

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to this procedure which implements the UA Board of Regents Policy 09.03.02 and its University Regulation on Resolution of Disputes Regarding Academic Decisions or Actions. Appropriate issues for this procedure include such things as alleged arbitrary and capricious dismissal from or denial of admission to an academic program based upon academic considerations or alleged grading error or arbitrary and capricious grading for a final grade assignment. Grades assigned prior to the final grade received in a course are not subject to review under this procedure. Only the course instructor or an academic decision review committee may authorize a change in the assignment of a final grade.

Definitions

1. Academic Decision Review Committee: An academic decision review committee is an ad hoc committee to formally review a contested final grade assignment or other academic decision. The committee will be composed of faculty, a non-voting committee chair who may be a faculty, and a non-voting student representative. The campus director or designee will appoint faculty or staff committee members. The campus student government president will appoint the student representative, from a list of students recommended by the campus director or designee. To be eligible, the student must be cur-



rently enrolled in at least three credits, in good disciplinary standing, with a cumulative grade point average of 3.0 or higher.

2. **Arbitrary and Capricious Grading:** Arbitrary and capricious grading means the assignment of a final course grade on a basis other than performance in the course; the use of standards different from those applied to other students in the same course; or substantial, unreasonable and/or unannounced departure from the course instructor's previously articulated standards or criteria (see also—Grading Error).
3. **Class Day:** As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.
4. **Final Grade:** The final grade is the grade assigned for a course upon its completion.
5. **Grading Error:** A grading error is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade (see also—Arbitrary and Capricious grading).
6. **Next Regular Semester:** The next regular semester is the fall or spring semester following the semester in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

Procedures for Resolving Disputes Regarding Final Grade Assignment

Students may challenge a final grade assignment on the basis of alleged grading error or arbitrary and capricious grading. Because grades can affect such things as a student's eligibility for continued financial aid, students must learn their final grades and initiate a review, where desired, as soon as possible. The time schedule outlined in this procedure stipulates maximum time periods within which to complete stages of the review. However, permission for extensions of time may be granted, in writing, by the campus director or designee.

Informal Procedure for Academic Disputes Regarding Final Grade Assignment

Where possible, students will be expected to first request an informal resolution of the final grade assignment with the course instructor or department chair/academic leader. The process must be initiated by the 15th class day of the next regular semester of KPC. The instructor or department chair must respond to the request within 5 class days of receipt.

If the course instructor's decision is to change the final grade, the instructor must promptly initiate the process. If the instructor does not change the grade and the student's concerns remain unresolved, the student may notify the department chair/academic leader responsible for the course. Within 5 class days of such notification, the department chair/academic leader must either

effect resolution of the issue with the instructor or inform the student of the process for formally appealing the final grade assignment. If the course instructor is no longer an employee of the University or is otherwise unavailable, the student must notify the department chair/academic leader by the 15th class day of the next regular semester. Within 5 class days of notification by the student, the department chair/academic leader must either effect resolution of the issue through contact with the course instructor or inform the student of the process for formally appealing the final grade assignment.

Formal Procedure for Academic Disputes Regarding Final Grade Assignment

A student formally requesting a review of a final grade assignment must provide the dean/campus director or designee a signed, written request for a formal review, indicating the basis for requesting a change of grade.

The request must be filed by the 20th class day of the next regular semester or within 5 class days of receipt of notification of the process for filing a formal review by the department chair/academic leader after completion of any informal review. The dean/campus director or designee will convene an academic decision review committee.

The written request for a formal review from the student will be forwarded to the academic decision review committee by the dean/campus director or designee. The committee chair will convene the committee within 10 class days of receipt of the student's written request for review. The committee will first consider whether the facts submitted by the student warrant a formal hearing and, if so, conduct the hearing. The student and the course instructor must be notified in writing at least 3 class days in advance of the time and place the request will be considered and of the process to be followed.

If on initial review the academic decision review committee determines that the facts as presented would not constitute arbitrary or capricious grading or a grading error, the committee will dismiss the case without a formal hearing. This decision will constitute the final decision of the University. The committee's decision will be provided in writing by the committee chair to the student, the course instructor, the department chair and the campus director.

Academic Decision Review Committee Hearings

If the academic decision review committee determines that the facts as presented might constitute arbitrary or capricious grading or a grading error, the committee will proceed to a formal hearing. The committee will consider information provided by the student, the course instructor if available, and others as it sees fit.

Academic dispute hearings will normally be closed. Requests for an open proceeding must be made in writing by a party prior to the start of the hearing to the committee chair. Such requests will be granted to the extent allowed by law unless the committee chair determines that all or part of a proceeding should be closed based upon considerations of fairness, justice, and other relevant factors. A party may choose an advisor to be present at all times during the proceedings. However, the advisor may not speak on behalf of the party.

The committee may direct that witnesses, but not the parties or their advisors, be excluded from hearing except during their testimony. The deliberations of the committee will be closed to the public, the parties, and their advisors.

Academic Decision Review Committee Decisions

The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

1. the request for a grade change is denied;
2. the request for a grade change is upheld and the committee requests the course instructor to change the grade and the course instructor changes the grade; or
3. the request for a grade change is upheld and the course instructor is either unavailable to change the grade or refuses to do so. The committee directs the campus director or designee to initiate the process to change the grade to that specified by the review committee.

The decision of the academic decision review committee constitutes the final decision of the University, and will be provided in writing to the student, the course instructor, the department chair and the campus director. The committee chair will be responsible for the preparation of a record of the hearing. Unless an extension has been granted by the campus director or designee, disputes concerning final grades must be completed by the end of the next regular semester following the assignment of the grade.

Procedures for Resolving Disputes Regarding Denial of Admission to or Dismissal from a Program of Study for Academic Reasons

A student formally requesting a review of a denial of admission to or dismissal from a program for academic reasons must provide the campus director or designee a signed, written request for a formal review, indicating the basis for requesting a review.

The request must be filed by the 20th class day of the next regular semester, or within 5 class days of receipt of notification of the process for filing a formal review by the department chair after completion of any informal review. The only exception will be when written permission for an extension of time is granted by the campus director or designee.

Formal reviews and hearings of academic decisions regarding denial of admission to or dismissal from a program for academic reasons will be conducted by an academic decision review committee according to the same timelines and procedures for academic disputes regarding arbitrary and capricious grading or a grading error with the following exceptions:

1. The academic decision review committee proceedings will result in the preparation of written findings and recommendations to the campus director or designee and the student. The committee chair will be responsible for the preparation of a record of the hearing.
2. The student will be given an opportunity to comment on the findings and recommendations of the committee. Written comments must be submitted to the campus director or designee within seven days of the committee findings and recommendations are sent to the student.
3. The campus director or designee will review the written findings and recommendations of the academic decision review committee, the record of the hearing and any written comments submitted by the student and make a decision. The campus director or designee's decision will constitute the final decision of the University on the matter and will be provided, in writing, to the student, the department chair and the committee.
4. The provost will make the final decision of the

University on the matter if the campus director or designee is the person who made the academic decision under review. Unless an extension has been granted by the campus director or designee, final decisions must be completed by the end of the next regular semester following the date of the denial admission to or dismissal from a program for academic reasons.

Other Academic Decisions

Review procedures for all other academic decisions may be obtained from the department chair/academic leader, the dean/campus director or the UAA course catalog. Disputes regarding decisions associated with appropriate academic adjustments and programmatic accommodation for students with disabilities will be reviewed according to procedures set forth in University Regulation 09.06.00 Services for Students with Disabilities.

Eligibility for Services Pending Final Decision in the Review Process

During the review of an academic action or decision by the University, the action or decision being contested will remain in effect until the dispute is resolved. Should an academic action or decision affect the student's eligibility for financial aid, housing, or other University service, the student will be informed of the steps to be taken that may maintain or reinstate the affected service. The student will be responsible for initiating any necessary actions or procedures.

Student Code of Conduct

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University or at activities authorized by the University.

Violations of the Code which occur on property owned or controlled by the University, or at activities authorized by the University, are subject to University judicial review and disciplinary action by the University. Student behavior which, were it to occur on property owned or controlled by the University or at activities authorized by the University, would constitute a Code violation is subject to disciplinary sanction when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs. Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process may be prohibited from re-enrolling in the University until the charges are resolved to the satisfaction of the University. Disciplinary action may be initiated by the University and disciplinary sanctions

imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

1. Cheating, Plagiarism, & Other Forms of Academic Dishonesty:

- using material sources not authorized by the faculty member during an examination or assignment;
- utilizing devices that are not authorized by the faculty member during an examination or assignment;
- providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- knowingly permitting their works to be submitted by another person without the faculty member's permission;
- acting as a substitute or utilizing a substitute in any examination or assignment;
- fabricating data in support of laboratory or field work;
- possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- altering grade records of their own or another student's work;
- offering a monetary payment or other remuneration in exchange for a grade.

2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:

- forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
- misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
- falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or
- trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

3. Damage or Destruction of Property:

- damage or destruction to property owned or controlled by the University; or
- damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the University; the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or the property not owned or controlled by the University was located on University property.

4. Theft of Property or Services:

- theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or

- theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

5. Harassment:

- physical or verbal abuse;
- sexual harassment; intimidation; or
- other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

6. Endangerment, Assault, or Infliction of Physical Harm:

- physical assault;
- sexual misconduct and assault;
- terrorist threats;
- hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
- conduct which causes personal injury.

7. Disruptive or Obstructive Actions:

- obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;
- interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
- taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:

- unauthorized use, possession, or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or MAU rules and procedures.

9. Failure to Comply with University Directives:

- failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
- failure to identify oneself to University officials when requested; or
- failure to comply with disciplinary sanctions imposed by University.

10. Misuse of Alcohol or Other Intoxicants or Drugs:

- use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures; or
- use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University Regulation, or UAA rules and procedures.

11. Violation of Regents' Policy, University Regulation, or UAA Rules and Procedures.

12. Any Other Actions That Result in Unreasonable Interference with the Learning Environment or the Rights of Others.

University Judicial Review Procedures

1. Definition of terms:

- A judicial procedure is a review undertaken by the University to establish whether there is substantial information to determine whether it is more likely than not that a student violated the Code.
- Major sanctions are defined as suspension, expulsion, and revocation of a degree.
- Minor sanctions are defined as those other than ones specified as major sanctions.

2. After an allegation of misconduct is made, judicial procedures will commence with a preliminary investigation, at the conclusion of which the designated judicial officer will:

- determine whether to dismiss the charges;
- whether the allegations, if true, would likely result in imposition of minor sanctions, in which case the matter continues with an administrative review; or
- whether the allegations, if true, would likely result in imposition of a major sanction, in which case the student is provided the opportunity to choose between a judicial board hearing or an administrative review.

3. A judicial board hearing is only available to students deemed subject to imposition of a major sanction. In a judicial board hearing the matter is reviewed by a panel of students, faculty, and staff. In a judicial board hearing the students are afforded the opportunity to be represented by legal counsel.

4. An administrative review is conducted by a designated judicial officer and is intended to be an expedited process for examination of information and decision making. An administrative review is the only review process for matters involving imposition of a minor sanction. A student charged with infractions of the Code which would be subject to a major sanction may choose to have the matter investigated by an administrative review, but in so doing will be required to waive certain processes otherwise available under the judicial board hearing.

5. An imposition of a minor sanction following a judicial board hearing or administrative review may be appealed to the dean of students or designated appeal reviewer, whose decision on the matter constitutes the final decision for the University.

6. Findings, conclusions, and recommendations from either the judicial board or administrative review process to impose suspension, expulsion, and revocation of a degree proceed to the chancellor after review by the dean of students. Opportunity will be provided to the student to comment on the administrative review or judicial board hearing. The decision of the chancellor is the final decision for the University.

Rights Afforded Students in Judicial Proceedings

1. The University will afford each student, subject to judicial proceedings, due process and the opportunity to appeal appropriate to the alleged violation and the magnitude of the potential sanction.
2. If an accused student chooses to remain silent or does not participate in a judicial proceeding, decisions will be based on available information.
3. A student may be accompanied by an advisor, who may be an attorney, during judicial proceedings. The advisor's role will be determined by the rules governing the proceedings.
4. Students may have copies of the records of their judicial proceedings at their own expense.

Rights Afforded Injured Parties During the Judicial Process

1. The University will consider the needs and circumstances of injured parties, especially victims of personal injury and/or sexual assault. The University will take such measures as it deems reasonable to prevent the unnecessary exposure of victims of personal injury and/or sexual assault.
2. An alleged victim of personal injury or sexual assault will be provided such information regarding the judicial process and the University's responses as is required by law.

Initiation of a Judicial Review

1. Any University student, faculty or staff member may initiate a disciplinary action against a student for violation of the Code. Allegations of Code violations must be in writing, signed by the complaining party, and submitted to the Office of Student Affairs.
2. The designated judicial officer will review the allegations and conduct an appropriate preliminary investigation to determine:
 - whether to dismiss the matter because insufficient information exists to support the accusation; or
 - whether sufficient information exists to warrant further judicial proceeding, and, if so,
 - whether the charges, if substantiated, will subject the student to a major or a minor sanction.
3. The designated judicial officer will send the student written notification of:
 - the allegations of misconduct and the provisions of the Code which allegedly have been violated;
 - the designated judicial officer's name, telephone number, and office location; and the time period in which to schedule a meeting to review the charges;
 - whether a major or minor sanction is likely to be imposed, should the charges be substantiated, and if a minor sanction is likely, that the matter will be pursued with an administrative review; or if a major sanction is likely, that the student has a choice between an administrative review or a judicial board hearing; and
 - should the student fail to schedule a meeting, the meeting will be scheduled by the designated judicial officer.
4. Should a student fail to schedule a meeting within the time period specified in the notification of charges, the designated judicial officer will schedule the meeting and notify the student in writing at least three class days in advance of the scheduled meeting that, should the student fail to respond or appear, the designated judicial officer will conduct an administrative review and that the student will have waived the opportunity for review by a judicial board hearing.

5. A student under review for matters which could result in the imposition of a major sanction will be provided a written explanation of the differences between an administrative review and a judicial board hearing. The student's choice of procedure must be stated in writing.
 - If the student chooses an administrative review, the student must also waive, in writing, rights to procedures in the judicial board hearing which are not included in an administrative review.
 - If the student chooses a judicial board hearing, the student will be notified in writing that:
 - (1) the names of witnesses, copies of any witnesses' written statements, or other documents on which the University will rely will be made available to the student for review at least three class days prior to the hearing;
 - (2) the student must submit to the designated judicial officer at least three class days prior to the hearing the names of witnesses, copies of any witnesses' written statements, or other documents on which the student will rely; and
 - (3) the student is to have no contact with any judicial board members or alleged victims involved in the matter, and, where appropriate, limited contact with other individuals involved with the hearing.

General Rules and Procedures for Administrative Reviews and Judicial Board Hearings

1. The University judicial system is not a court of law and is not held to standards applied in criminal proceedings. Formal rules of evidence will not apply. Testimony containing hearsay may be heard, taking into account the reliability of the information. Findings and conclusions will be based upon information presented during the review or hearing.
2. Reviews and hearings will ordinarily be scheduled between three and fifteen class days after written notice has been sent to the student, at times determined by the designated judicial officer.
3. A designated judicial officer will conduct an administrative review or chair a review by the judicial board.
4. Should a student fail to appear for an administrative review or judicial board hearing, the designated judicial officer may determine to proceed with the review or hearing without the student.
5. Reviews or hearings may be conducted by audio conference or at an off-campus location, if directed by the designated judicial officer.
6. The designated judicial officer will establish reasonable rules for the conduct of the review or hearing, and will make them available to all parties.
7. Students may select an advisor for assistance during the proceedings. Should the student choose an attorney for an advisor, the student is responsible for the attorney's fees and legal costs regardless of the outcome of the review or hearing.
8. An administrative review or judicial board hearing will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:

- charges are dismissed;
- a minor sanction is imposed. If a minor sanction is imposed, the designated judicial officer will send the student written notification of the decision and appeal rights within ten class days of the conclusion of an administrative review or judicial board hearing; or
- a major sanction is recommended. If a major sanction is recommended, the designated judicial officer will, within ten class days of the conclusion of an administrative review or judicial board hearing:
 - (1) send the student written notification of the decision and of the right to provide comment to the campus director or designee; and
 - (2) forward the record of the administrative review or judicial board hearing to the campus director or designee.

Administrative Review

1. At the scheduled meeting, the review officer will review the allegations and available information regarding the matter. The student, if present, will be given the opportunity to present information, explanations, and/or mitigating factors for the alleged violation.
2. Administrative reviews will be closed proceedings and attendance at the review will be limited to the designated judicial officer and the accused student, unless otherwise authorized by the designated judicial officer.
3. An advisor for the student may also be present during the review, but may not represent the student in the proceedings, nor speak nor ask questions on the student's behalf unless authorized by the designated judicial officer.
4. If, during an administrative review for a charge originally determined to be subject to imposition of a minor sanction, new information is presented that could make the student subject to a major sanction, the student must be offered, in writing, the opportunity for review by a hearing board or for continuing with the administrative review. The student's choice must be indicated in writing. If the student chooses to continue with the administrative review, the student must also waive, in writing, rights to the processes in the judicial board hearing which are not included in an administrative review.

Judicial Board Hearing

1. The Judicial Board will be composed of two currently enrolled students in good academic and disciplinary standing and three University faculty and/or staff members. The members of the board must be unbiased and may be selected from another campus or site. Student appointments and alternates will be made by the USUAA president. Faculty/staff appointments and alternates will be made by the dean of students.
2. The accused student will be notified, in writing, at least five class days prior to the judicial board hearing of the names of potential judicial board members. The student may object to a member on the basis of bias, provided the student notifies the designated judicial officer, in writing, at least three class days prior to the scheduled hearing and states reasons for believing the board member is biased. The designated judicial officer will have the discretion to either uphold the appointment or have the board member replaced.

3. The accused student may choose between an open or closed hearing to the extent that such choices are permitted by state and federal laws. A hearing will be closed unless the student makes a written request at least one day in advance of the hearing to the designated judicial officer for an open hearing. In order to protect privacy or other rights of individuals involved in a proceeding, however, the designated judicial officer may determine that all or portions of the hearing will be closed. Witnesses may attend the hearing only during their testimony.
4. An advisor for a student may be present and may represent the student during the hearing.
5. The accused student will have the opportunity to question and hear all witnesses relied upon by the University.
6. The accused student will have the opportunity to present a defense, including introduction of relevant exhibits, affidavits, or witnesses, in addition to any information, explanations, and/or mitigating factors presented during the preliminary investigation of charges. Admission of and restrictions on exhibits and other evidence will be at the discretion of the designated judicial officer.
7. The judicial board will deliberate in closed session and make its determination within five class days of the conclusion of the hearing, unless an extension is provided by the designated judicial officer.

Appeal Procedure for Minor Sanctions

An accused student may appeal a decision to impose a minor sanction to the dean of students or designated appeal reviewer.

1. Appeals may be made on the basis that:
 - a material procedural error was made during the process which would have changed the outcome of the matter;
 - the sanction imposed was clearly excessive for the violation committed;
 - newly discovered information exists which the student could not reasonably have been expected to know of or discover through diligence prior to the conclusion of the matter and which information, if known, would clearly have affected the outcome of the matter; or
 - the decision is not supported by substantial information.
2. Appeals must be submitted, in writing, within seven class days of the day the decision is sent to the student to the Office of Student Affairs.
3. The campus director or designated appeal reviewer will conduct a review of the record and will ordinarily render a decision within seven class days of receipt of the appeal. The campus director or designated appeal reviewer may:
 - affirm a decision and/or sanction;
 - dismiss the case;
 - lessen a sanction;
 - refer the matter back for further review;
 - authorize a new administrative review or judicial board hearing; or
 - take such other action as the dean of students or designated appeal reviewer deems appropriate.
4. The decision of the campus director or designated appeal reviewer constitutes the University's final decision on the mat

ter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

Review Procedures for Major Sanctions

Review or judicial board hearing is automatically forwarded to the campus director or designee for review.

1. The accused student will be given an opportunity to comment upon the findings, conclusions, and recommendation of the administrative review or judicial board hearing. Comments must be submitted, in writing, to the Office of Student Affairs within seven class days of the day the findings, conclusions, and recommendation are sent to the student.
2. The campus director or designee will conduct a review of the record within fourteen class days and may:
 - affirm or modify the recommendation for a major sanction and forward the recommendation to the chancellor;
 - dismiss the case;
 - lessen the sanction;
 - refer the matter back for further review;
 - authorize a new administrative review or judicial board hearing; or
 - take such other action as the campus director or designee deems appropriate.
3. If the campus director or designee has recommended a major sanction, the chancellor will review the record and, ordinarily, render a decision within seven class days of receipt of the recommendation. The chancellor may dismiss the charges, impose a major or minor sanction, or take such other action as the chancellor deems appropriate.
4. The decision of the chancellor constitutes the University's final decision on the matter. Notification to the student must be made in writing and in accordance with Regents' Policy and University Regulation.

Summary Restrictions

Summary restrictions may be issued in writing by the chancellor, the dean of students or designee for the purpose of investigating the events in which the student was allegedly involved and/or for the protection of persons or property pending the final outcome of the University judicial process.

Sexual Offenses Policy

It is the policy of the University of Alaska Anchorage 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 the University of Alaska Anchorage, 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 local police. The Advising and Counseling office may provide initial support services for students on KPC campuses. 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 university. Should the alleged sexual assault involve an employee, sanctions will be determined under applicable employment contracts and agreements.

Sexual assault may also be considered a violation of the University of Alaska's policy against sexual harassment. According to the University of Alaska, 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 Office of Campus Diversity and Compliance, the campus director's offices can provide information and referral on issues of sexual harassment. 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 on-going basis throughout the year. Additional information about the above policy and programs offered can be obtained from the Advising and Counseling office. The university catalog, class schedules, and the student handbook contain additional resource information.

Access to Student Records (FERPA)

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

- Names of students receiving awards or appearing on the KPC/UAA Dean's List and Chancellor's List will be released to the media; also, names and addresses of the above honored students will be provided to the National Dean's List Publication unless a written request not to do so has been received by the Admissions and Records office.
- Names of students receiving degrees/certificates will appear in the commencement program and will be released to the media unless a written request not to do so has been received by the Admissions and Records office.
- Names of scholarship recipients will be released to the media unless a written request not to do so has been received by the

Financial Aid Office.

- Names of students receiving awards for the Chancellor's Scholarship and any other honorary scholarships, i.e. Truman Scholarship and/or appearing in Who's Who Among Students in American Universities and Colleges will be released to the media; also, names and addresses of the above honored students will be provided unless a written request not to do so has been received by the Admissions and Records office.
- Name, address, telephone, date and place of birth, level of education academic major, degrees received and the educational institution most recently enrolled will be released to Military Recruiting and Reserved Officer Training Corps Program personnel unless a written request not to do so has been received by the Admissions and Records office.

A complete copy of the KPC/UAA Policy on the application of FERPA, including procedures for challenging the content of one's records, is available in the Admissions and Records office.

Student 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 responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the University community.

Violations of student conduct regulations are handled through the campus director's office. 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 KPC/UAA policies, procedures and deadlines. Policies and regulations may be found in the University catalog, the UAA student handbook, and in the director's office.

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 responsibly, according to law, and to respect the basic educational goals of the University. Accordingly, the University insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the University, or violation of law, would constitute such a violation.

Freedom of Access

Within the limits of its resources, the University of Alaska Anchorage shall be open to all applicants who are qualified according to current enrollment and admission requirements. The University of Alaska Anchorage does not discriminate on the basis of race, color, religion, national origin, gender, age, Vietnam era or disabled veteran status, physical or mental disability, changes in marital status, pregnancy or parenthood in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association

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

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 and/or arrested by University police officers, that student has 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 high quality education in keeping with its financial resources; students have protection through campus-specific procedures against arbitrary 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.

Disciplinary Sanctions

In determining appropriate sanctions, a student's present and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the prohibited behavior, and other factors relevant to the matter will be considered. The following list of sanctions is illustrative rather than exhaustive. The University reserves the right to create other reasonable sanctions or combine sanctions as it deems appropriate.

1. Warning - A written notice that the student is violating or has violated the Code, and that further misconduct may result in more severe disciplinary action.
2. Probation - A written warning which includes the probability of more severe disciplinary sanctions if the student is found to be violating the Code during a specified the probationary period.
3. Denial of Benefits - Specific benefits may be denied a student for a designated period of time.
4. Restitution - A student may be required to reimburse the University or other victims related to the misconduct for damage to or misappropriation of property, or for reasonable expenses incurred.
5. Discretionary Sanction - Discretionary sanctions include community service work or other uncompensated labor, educational classes, counseling, or other sanctions that may be seen as appropriate to the circumstances of a given matter. Costs incurred by the student in fulfilling a discretionary sanction will be the responsibility of the student.
6. Restricted Access - A student may be restricted from entering certain designated areas and/or facilities or from using specific equipment for a specified period of time.
7. Suspension - The separation of the student from the University for a specified period of time, after which the student may be eligible to return. Conditions under which the suspension may be removed and for re-enrollment will be included in the notification of suspension. During the period of suspension, the student may be prohibited from participation in any activity authorized by the University and may be barred from all property owned or controlled by the University, except as stated on the notification.
8. Expulsion - Expulsion is considered to be the permanent separation of the student from the University. The student may be prohibited from participation in any activity authorized by the University and may be barred from property owned or controlled by the University except as stated on the notice of expulsion.
9. Revocation of a Degree - Any degree previously conferred by the University may be revoked if the student is found to have committed academic misconduct in pursuit of that degree.

Group Sanctions

Student groups or organizations found to have violated provisions of the Code may be put on probation or sanctioned, which may include loss of University-related benefits and access to University facilities and University-held funds.

Reinstatement of University Benefits

The conditions, if any, for re-enrollment and reinstatement of University benefits lost through imposition of a sanction will depend upon the disciplinary sanctions imposed and will be specified in the notification of sanction. Before a University benefit lost by sanction at one University of Alaska institution may be reinstated at another, the senior student services officer at the former University of Alaska institution must be consulted. Students seeking reinstatement following suspension or expulsion must submit their requests and supporting documentation to the Office of Student Affairs. After review and recommendation by the campus director, the chancellor will consider students' requests for reinstatement. Any student who is reinstated will be on University disciplinary probation for one year from the date of re-enrollment.

Academic Dishonesty

Academic integrity is a basic principle, which requires that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work which is based on sources prohibited by the faculty member. Academic dishonesty is further defined in the "Student Code of Conduct".

Procedures & 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 judicial review procedures outlined in this catalog. Academic actions are reviewable under the Academic Dispute Resolution Procedure contained in this bulletin.

Alcohol Policy

The mission of the University 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 University has the duty to exercise the degree of care that a reasonable person would to ensure that private and public events are conducted in accordance with state law. 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 UAA's policy and procedures on alcoholic beverages are; (a) to promote responsible behavior and attitudes among all members of the University community, (b) to educate the university community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, (c) to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the designee has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time. The sale of alcoholic beverages at University-sanctioned events on campus may not be approved by the Chancellor. 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.

Drug & Alcohol Counseling Resources

The National Institute on Drug Abuse Hotline (1-800-662-HELP) directs callers to treatment centers in the local community. Additional information and policies, health risks, counseling resources, and State of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools statement available at UAA web site: www.uaa.alaska.edu/dos/safety or in hard copy from the UAA Office of Student Affairs, 3211 Providence Drive, Anchorage, Alaska, 99508.

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.

Degree & Certificate Programs

KPC Degrees and Certificates

Certificate Programs (usually one-year)

•Mechanical Technology	p. 72
•Computer Information and Office Systems	p. 66
•Petroleum Technology	p. 71
•Small Business Management	p. 62
•Welding Technology	p. 72
•Non-transcripted Certificates of Completion	
Computer Information and Office Systems	p. 65-66
-Office Technology	p. 65
-Bookkeeping	p. 65
-Web Foundations	p. 66
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Associate Degrees (two-year degrees)

•Associate of Arts (with and without transfer option)	p. 56
•Computer Electronics A.A.S.	p. 69
•Computer Information and Office Systems, A.A.S.	p. 67
•Computer Systems Technology, A.A.S.	p. 69
•Digital Arts, A.A.S.	p. 68
•Early Childhood Development, A.A.S.	p. 61
•Industrial Process Instrumentation A.A.S.	p. 71
•Process Technology A.A.S.	p. 70
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Bachelor Degrees (four-year degrees)

• Bachelor of Arts, Elementary Education	p. 58-59
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More Degrees Offered at KPC

KPC offers courses that lead to completion or near completion of several degrees offered by other campuses of the University of Alaska. As a campus of UAA, KPC is able to support these program offerings based on student interest and adequate enrollment. It is very important to consult with an advisor to plan your program. A brief description and advisor contact information regarding these degrees can be found on **pages 33-34** of this bulletin.

• Masters of Public Administration
• Bachelor of Arts, Anthropology
• Bachelor of Arts, Art
• Bachelor of Arts, Psychology
• Bachelor of Science, Psychology
• Bachelor of Business Administration
• Bachelor of Arts, Human Services
• Bachelor of Social Work
• Associate of Applied Science, Accounting
• Associate of Applied Science, Human Services
• Associate of Applied Science, Information Technology Specialist
• Partial Programs
-English Minor -History Minor -Women's Studies Minor

Associate Degrees

The Associate of Arts degree is intended to provide the general education necessary to undertake baccalaureate degree work; 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. In order to receive a second AAS, 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) AAS degrees could be awarded in the same semester.

The following requirements have been established by the University for students completing 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 at a UAA campus through formal classroom instruction, independent study, research, and/or telecourses.
3. Students must earn a cumulative GPA of at least 2.0 (C) at KPC. Some associate degree programs require higher GPA's. 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.
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.

Certificates

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. Students may earn more than one 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 half of the credits at a UAA campus through formal classroom instruction, independent study, research, and/or telecourses.
2. Students must earn a cumulative GPA of at least 2.0 (C) at KPC. Some certificate programs require higher GPA's. 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."
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.

Transfer of Credit for General Education Requirements

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

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

Credit for coursework successfully completed at one University of Alaska institution toward fulfillment of the general education requirements at that institution shall transfer towards fulfillment of the same categories at all other University of Alaska institutions. This applies even if there is no directly matching coursework at the institution to which the student transfers.

It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and transfer students must meet the total requirement at the receiving institution. Transfer of general education credits 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 be guaranteed to transfer as described above.

General Education Requirements (GER)

This list includes courses most frequently offered. Other classes may meet the General Education Requirements. (Note: HISTORY and WOMENS STUDIES courses may be applied to Humanities or Social Sciences, but not both.) **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 courses include:

COMM A111, Fund. of Oral Communication
COMM A235, Small Group Communication
COMM A237, Interpersonal Communication
COMM A241, Public Speaking

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 A111, Methods of Written Communication
ENGL A211, Academic Writing About Literature
ENGL A212, Technical Writing
ENGL A213, Writing in the Social & Natural Sciences
ENGL A214, Persuasive Writing

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:

AS A252, Elementary Statistics
AS A307, Probability & Statistics
MATH A107, College Algebra
MATH A108, Trigonometry
MATH A109, Precalculus
MATH A200, Calculus I
MATH A201, Calculus II
MATH A270, Applied Finite Math for Managerial Sciences
MATH A272, Calculus for Managerial Sciences

D. Humanities

Courses that introduce the humanistic fields of language, arts, literature, history and philosophy within the context of their traditions.

Sample courses include:

ART A261, History of World Art I
ART A262, History of World Art II
ART A367, History of Photography
ASL A101, Elem. American Sign Language I
ASL A102, Elem. American Sign Language II
ENGL A121, Introduction to Literature

ENGL A201, Masterpieces of World Literature I
 ENGL A202, Masterpieces of World Literature II
 ENGL A306, Literature of the United States I
 ENGL A307, Literature of the United States II
 HIST A101, Western Civilization I
 HIST A102, Western Civilization II
 HIST A131, History of United States I
 HIST A132, History of United States II
 HIST A341, History of Alaska
 HUM A211, Introduction to Humanities I
 HUM A212, Introduction to Humanities II
 HUM A250, Myths and Contemporary Culture
 JPN A101, Elementary Japanese I
 JPN A102, Elementary Japanese II
 JPN A201, Intermediate Japanese I
 JPN A202, Intermediate Japanese II
 PHIL A101, Introduction to Logic
 PHIL A201, Introduction to Philosophy
 PHIL A211, History of Philosophy I
 PHIL A212, History of Philosophy II
 PHIL A301, Ethics
 RUSS A101, Elementary Russian I
 RUSS A102, Elementary Russian II
 RUSS A201, Intermediate Russian I
 RUSS A202, Intermediate Russian II
 SPAN A101, Elementary Spanish I
 SPAN A102, Elementary Spanish II
 SPAN A201, Intermediate Spanish I
 SPAN A202, Intermediate Spanish II
 THR A311, Representative Plays I
 THR A312, Representative Plays II
 WS A200, Women's Studies

E. Fine Arts

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.

(*NOTE: Music majors must select courses outside the major.)

Sample courses include:

ART A160, Art Appreciation
 ART A261, History of World Art I
 ART A262, History of World Art II
 MUS A121, Music Appreciation*
 MUS A221, History of Music I*
 MUS A222, History of Music II*
 THR A111, Introduction to Theatre
 THR A311, Representative Plays I
 THR A312, Representative Plays II

F. Social Sciences

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

Sample courses include:

ANTH A101, Intro to Anthropology
 ANTH A200, Natives of Alaska
 ANTH A202, Cultural Anthropology
 ANTH A250, The Rise of Civilization
 BA A151, Intro to Business
 ECON A201, Principles of Macroeconomics
 ECON A202, Principles of Microeconomics
 HIST A101, Western Civilization I
 HIST A102, Western Civilization II
 HIST A131, History of United States I
 HIST A132, History of United States II
 HUMS A106, Intro to Social Welfare
 JPC A101, Intro to Mass Communication
 PARL A101, Intro to Law
 PS A101, Intro to American Government
 PS A102, Intro to Political Science
 PSY A111, General Psychology
 PSY A150, Human Development
 SOC A101, Intro to Sociology
 SOC A201, Social Problems and Solutions
 SWK A106, Intro to Social Welfare
 WS A200, Women's Studies

G. 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 A102, Intro Biology
 BIOL A103, Intro Biology Lab
 BIOL A111, Hum. Anatomy & Phys. I, Lec/Lab
 BIOL A112, Hum. Anatomy & Phys. II, Lec/Lab
 BIOL A115, Fund. of Biology I, Lec/Lab
 BIOL A116, Fund. of Biology II, Lec/Lab
 CHEM A103, Survey of Chemistry I, Lec/Lab
 CHEM A104, Survey of Chemistry II, Lec/Lab
 CHEM A105, General Chemistry I, Lec/Lab
 CHEM A106, General Chemistry II, Lec/Lab
 GEOL A111, Physical Geology, Lec/Lab
 GEOL A112, Historical Geology, Lec/Lab
 GEOL A115, Environmental Geology
 LSIS A101, Discoveries in Sciences
 LSIS A102, Origins: Earth-Solar System-Life
 LSIS A201, Life on Earth
 LSIS A202, Concepts and Processes: Natural Sciences
 PHYS A123, Basic Physics I, Lec/Lab
 PHYS A124, Basic Physics II, Lec/Lab

ASSOCIATE DEGREE COURSE CLASSIFICATIONS

Students in associate degree programs should use the following table to determine which courses meet their requirements.

Applied Studies

NOTE: Applied studies also includes courses that focus on the application of skills and/or methodology of a discipline. Students should consult an advisor to identify courses which count for Applied Studies.

Accounting
Agriculture
Alaska Wilderness Studies
Architectural/Engineering Technology
Auto/Diesel Technology
Aviation Technology
Business Administration
Civil Engineering
Counseling
Dental Assisting
Dental Hygiene
Dental Science
Dietetics and Nutrition
Early Childhood Development
Education
Electronic Technology
Emergency Medical Technology
Emergency Trauma Technician
Engineering Design Drafting
Engineering Science
Engineering and Science Management
English as a Second Language
Fashion Merchandising
Fire Service Administration
Fisheries Technology
Foods and Nutrition
Foodservice Technology
Forestry Technology
Health
Human Services
Housing and Home Interior Design
Journalism and Public Communications
Justice
Library Skills
Marine Technology
Mechanical Technology
Medical Assisting
Medical Laboratory Technology
Nursing
Office Management Technology
Paralegal Studies
Petroleum Engineering
Petroleum Technology
Physical Education/Recreation
Refrigeration and Heating
Social Work
Surveying and Mapping
Textiles and Clothing
Wastewater Treatment
Welding Technology

Humanities

American Sign Language
Art
Creative Writing and Literary Arts
Communications
Dance
English**
Foreign Languages
History*
Humanities
Linguistics
Music
Philosophy
Theatre
Women's Studies*

****NOTE:** Any English course used to satisfy the Humanities general requirement (applies only to the Associate of Applied Science degree, not the Associate of Arts) must be different from the written communications requirement and have a course number higher than ENGL A111.

*History & Women's Studies may be used for either Humanities or Social Sciences credit, but not for both.

Math and Natural Science

Applied Statistics
Astronomy
Biological Sciences
Biological Anth (ANTH A205 only)
Chemistry
Computer Science
Geology
Mathematics
Philosophy (PHIL A101 only)
Physical Geography (GEOG A205 and A205L only)
Physics

Social Science

Anthropology
Business Administration (BA A151 only)
Counseling
Economics
Geography (except GEOG A205 and A205L)
Guidance
Health Sciences (HS A220 only)
History*
Human Services (HUMS A106 only)
International Studies
Journalism and Public Communication (JPC A101 only)
Justice (JUST A110 and A330 only)
Paralegal Studies (PARL A101 only)
Political Science
Psychology
Social Work (SWK A106 only)
Sociology
Women's Studies*

*History & Women's Studies may be used for either Humanities or Social Sciences credit, but not for both.

Associate of Arts Degree (A.A.)

This two-year degree gives students the opportunity to fulfill lower division requirements of the college or university where they may transfer. It can be considered a "transfer" degree OR it can stand alone as a two-year level of academic achievement. Students pursuing a bachelor's degree should consult the catalog of the particular college or university and a KPC advisor for the general education requirements best suited to the degree they are seeking.

Associate of Arts Degree

Without Link to Bachelor's Degree

CREDITS

1. Oral Communications 3
Choose one 3 credit class from the following:
COMM A111, Fund. of Oral Communication
COMM A235, Small Group Communication
COMM A237, Interpersonal Communication
COMM A241, Public Speaking
2. Written Communications(6 credits) 3
ENGL A111, Methods of Written Communication

Plus one 3 credit class from the following: 3
ENGL A211, Academic Writing About Literature
ENGL A212, Technical Writing
ENGL A213, Writing in the Social & Natural Sciences
ENGL A214, Persuasive Writing
3. Applied Studies 9
Any Applied Science courses
100-level or above
4. Humanities 9
Any Humanities courses
100-level or above
5. Math and Natural Sciences 9
Includes one 3 credit math
course at or above the A105
level and one science course
6. Social Sciences 9
Any Social Sciences courses
100-level or above
7. Electives 15
Any courses
100-level or above

Total Credits Required for A.A. Degree 60



Consult with an advisor for suggested course sequencing and to be sure all requirements are being met.

Associate of Arts Degree

With Link to Bachelor's Degree

Students intending to complete a bachelor's degree at UAA should include the following courses in their A.A. degree plan:

CREDITS

1. Oral Communications 3
Choose one 3 credit class from the following:
COMM A111, Fund. of Oral Communication
COMM A235, Small Group Communication
COMM A237, Interpersonal Communication
COMM A241, Public Speaking
2. Written Communications 3
ENGL A111, Methods of Written Communication

Plus one 3 credit class from the following: 3
ENGL A211, Academic Writing About Literature
ENGL A212, Technical Writing
ENGL A213, Writing in the Social & Natural Sciences
ENGL A214, Persuasive Writing
3. Applied Studies 9
Any Applied Science courses
100-level or above
4. Humanities 9
Includes at least 6 credits from
Humanities and 3 credits from
Fine Arts section of the GER list
5. Math and Natural Sciences 9
Includes one science course with
a lab from the Natural Science
section of the GER list, and one
3 credit math course at the A103
level or above. (Students planning
to pursue a bachelor's program at
UAA may need Math A107)
6. Social Sciences 9
Includes at least 6 credits from
the Social Sciences section of
the GER list.
7. Electives 15
Any courses
100-level or above

Total Credits Required for A.A. Degree

60

Bachelor of Liberal Studies (BLS)

The Bachelor of Liberal Studies (BLS) degree is an interdisciplinary program that provides significant breadth across a variety of fields, meaningful depth in a single field, and the interconnections and integration among fields that allow a fuller comprehension of the modern world. It is intended for those students who prefer a broad liberal arts and sciences degree rather than a Bachelor of Arts or Bachelor of Science degree in a single discipline. This may include students with particularly wide or still uncertain personal or career interests. Other students selecting the BLS may, with proper advising, wish to pursue professional graduate education in Law or other fields. While with the proper discipline area concentration a BLS graduate may pursue graduate study in a particular discipline area, students who plan to attend graduate school in a specific area are generally advised to take a disciplinary major.

Admission Requirements: Complete the Baccalaureate Degree Programs Admission Requirements. See an advisor for planning.

Graduation Requirements:

Students must complete the following graduation requirements:

A. General University Requirements

Complete the General University Requirements for Baccalaureate Degrees.

B. Major Requirements

Courses marked with an asterisk (*) fulfill UAA General Education Requirements. Students must complete the following program requirements:

CREDITS

1. Communications and Writing Skills (9 credits)

COMM A111* Fund. of Oral Communication(BLS section)	3
ENGL A111* Fund. of Written Communication(BLS section)	3
ENGL A214* Persuasive Writing (BLS section)	3
2. Liberal Studies Integrated Sciences (LSIS) Core (16 credits)

LSIS A101, Discoveries in Sciences	4
LSIS A102, Origins: Earth-Solar System-Life	4
LSIS A201, Life on Earth	4
LSIS A202, Concepts and Processes: Natural Sciences	4
3. Mathematical Skills (6-8 credits)

Choose one from the following:

MATH A107, College Algebra (3 credits)	3
MATH A108, Trigonometry (3 credits)	3
MATH A109, Precalculus (3 credits)	3
MATH A200, Calculus I (3 credits)	3
MATH A201, Calculus II (4 credits)	4
MATH A270, Applied Finite Math for Managerial Sciences (3 credits)	3
MATH A272*, Calculus for Managerial Sciences (3 credits)	3

Plus one from the following:

AS A252, Elementary Statistics (3 credits)	3
AS A253*, Applied Statistics for the Sciences (3 credits)	3

4. Liberal Studies Social Sciences (LSSS) Core (21 credits)

AKNS A411/PS A411, Tribes, Nations, and Peoples	3
LSSS A111, Cultural Foundations of Human Behavior	3
ANTH A250*, The Rise of Civilization	3
HIST A355, Major Themes in U.S. History	3
LSSS A311, People, Places, and Ecosystems	3
LSSS A312, Individuals, Groups, and Institutions	3

Plus one 3 credit course from the following:

- | | |
|------------------------------|---|
| PSY A111, General Psychology | 3 |
| PSY A150, Human Development | 3 |

5. Liberal Studies Humanities Core (24-26 credits)

- | | |
|---|---|
| HUM A211*, Introduction to Humanities I | 3 |
| HUM A212*, Introduction to Humanities II | 3 |
| ENGL A202*, Masterpieces of World Literature II | 3 |

Plus one 3 credit course from the following:

- | | |
|--|---|
| Studio Art | 3 |
| Performing Art | 3 |
| Creative Writing (from an approved list) | 3 |

Plus one 3 credit course from Fine Arts GER list*

Two semester sequence (6-8 credits) of a Language, American Sign Language, or Alaska Native Studies Language course (same language both semesters)*

Literature Elective (3 credit course)

(from list of approved upper-division courses in English or Languages Departments)

6. Liberal Studies Integrative Core (19 credits)

- | | |
|--|---|
| LSIC A231, Truth, Beauty, and Goodness | 3 |
| LSIC A331, Power, Authority, and Governance | 3 |
| LSIC A332, Science, Technology, and Culture | 3 |
| LSIC A488 A Capstone I, Design and Research | 3 |
| LSIC A488 B Capstone II, Analysis and Presentation | 3 |
| LSIC A192 Seminar I | 1 |
| LSIC A292 Seminar II | 1 |
| LSIC A392 Seminar III | 1 |
| LSIC A492 Seminar IV | 1 |

7. Discipline Area Concentration 18

12 additional credits in one discipline, 9 credits of which must be at the upper-division level, in either the Natural Sciences, Mathematical Sciences, Social Sciences, or Humanities/Fine Arts disciplinary areas and 6 credits in another discipline from a different disciplinary area, 3 credits of which must be at the upper-division level (e.g., 12 credits in Political Science and 6 credits in English.)

8. Electives 7

Total Credits Required: Bachelor of Liberal Studies 120-124

☒ **Consult regularly with an advisor** to be sure all requirements are being met. For more information, contact Sherril Miller at KRC at 262-0390.

Bachelor of Arts, Elementary Education

A student interested in undergraduate elementary teacher preparation may obtain either a B.A. in Elementary Education (BAEE) with elementary teacher certification or an Elementary Teacher Certification Only. At this time, the entire program is available at KPC's Kenai River Campus either on campus or through distance delivery. See an advisor if you are interested.

The BAEE is a professional degree. Unique features of the program include a strong liberal studies emphasis, integration of educational technology, and a year-long internship that follows the local school district's calendar rather than the Kenai River Campus calendar. Students are encouraged to take ED A101, Introduction to Education (3 credits), to learn more about the profession before declaring the major. Admission to the program occurs in two stages (see below) and admission to the internship is competitive. Criteria considered for admission to the internship include academic achievement, written and oral communication skills, and community involvement. The deadline for internship placement consideration for the following semester is February 20.

Practica, internships, and other field placements are made only in cooperation with participating school districts. The school districts that work in cooperation with the College of Education reserve the right to request additional information and/or preparation from university students, per the district's established policies and practices. Cooperating districts also determine the number of available spaces and placements for university students. Placements may become competitive if the number of applicants exceeds the number of spaces. Districts also reserve the right to refuse or terminate students who do not meet an acceptable standard of performance. Thus, while the University makes every effort to find appropriate field placements for students, admission to a degree/certificate/endorsement program does not guarantee acceptance by cooperating school districts.

For more information on the BAEE or the Post-Baccalaureate Certificate Only option, contact Christine Gehrett on the Kenai River Campus at 262-0367.

ADMISSION REQUIREMENTS FOR BAEE

1. Admission to the University of Alaska Anchorage:

Elementary Education Major: Complete the UAA

Undergraduate Application for Admission and the baccalaureate degree programs admission requirements. Application forms are available on the UAA website at <http://www.uaa.alaska.edu/enroll>

2. Admission to the Department of Teaching and Learning, College of Education: Elementary Education Major:

Admission to the Department of Teaching and Learning is a prerequisite for all education course work with the exception of ED A101 <Introduction to Education> and ED A300 <Philosophical and Social Context of American Education.> In order to be admitted to the Department, students must:

- a) Complete an application to the Department of Teaching and Learning by one of the following dates: March 1, August 1, or November 1.
- b) Complete a minimum of 60 liberal studies credits, including all General Education Requirements, required for the degree (transfer credits may be used.)

c) Have a cumulative GPA of 3.0

d) Successfully complete the Praxis I exam. With the exception of ED A101 and ED A300, students may not enroll in education courses without passing this exam at the level established by the College of Education. Contact the College of Education for current passing scores.

e) Current negative TB skin test.

NOTE: Admission to the Department of Teaching and Learning is competitive. Qualified applicants are accepted on a space-available basis. Admission to the University as an Elementary Education major does not guarantee admission to the Department.

3. Admission to Elementary Internship: The College of Education Admission Committee has the responsibility of determining a student's readiness to enroll in and continue progress in methods and the internship. The student must realize that standards set forth below constitute minimum preparation, and it may be the judgment of the Committee that the candidate needs further work to develop content, methodology, or classroom experience.

- a) Meet all the requirements for and be admitted to the Department of Teaching and Learning, College of Education, as an Elementary Education major.
- b) Submit an application form for admission to methods and internship by February 20.
- c) Submit one letter of recommendation from someone who can speak to the student's potential as future elementary teacher.
- d) Demonstrate general content knowledge competency through successful completion of all liberal studies course work and a passing score on Praxis II: Elementary Content Knowledge. Contact the College of Education for details.
- e) Provide evidence of successful experiences working with children.
- f) Interview (if Admission Committee decides it is necessary.)
- g) Initiate fingerprinting and criminal background check.
- h) Provide evidence of a current physical exam and negative TB skin test.
- i) Maintain student health insurance throughout internship. Contact college of education for details.

ACADEMIC PROGRESS

All Elementary Education major courses must be completed with a grade of "C" or higher in order to obtain an institutional recommendation for elementary teacher certification. In addition, those seeking the special education endorsement must complete the emphasis courses with a grade of "C" or higher to obtain an institutional recommendation for special education.

Bachelor of Arts, Elementary Education (continued)

A. General University Requirements

Complete the UAA General University Requirements for Baccalaureate Degrees.

B. General Education Requirements (GER)

Complete the UAA General Education Requirements. **Consult with an advisor to be sure requirements are met.**

C. Liberal Studies Area

Some of the liberal studies courses may also be used to meet General Education Requirements. Courses marked with an asterisk (*) fulfill UAA General Education Requirements.

CREDITS

1. Oral and Written Communication (9 credits)

*ENGL A111, Methods of Written Communication 3

Choose one 3 credit class from the following: 3

*COMM A111, Fund. of Oral Communication

*COMM A235, Small Group Communication

*COMM A237, Interpersonal Communication

*COMM A241, Public Speaking

Plus one 3 credit class from the following: 3

*ENGL A211, Academic Writing About Literature

*ENGL A212, Technical Writing

*ENGL A213, Writing in the Social & Natural Sciences

*ENGL A214, Persuasive Writing

2. Lifetime Wellness

PE A145, Principles of Health & Physical Activity 2

3. Liberal Studies Integrative Core (9 credits)

PHIL/LSIC A231, Truth, Beauty & Goodness 3

LSIC A331, Power, Authority, and Governance 3

LSIC A332, Science, Technology, and Culture 3

4. Liberal Studies Integrated Sciences Core (16 credits)

*LSIS A101, Discoveries in Sciences 4

*LSIS A102, Origins: Earth-Solar System-Life 4

*LSIS A201, Life on Earth 4

*LSIS A202, Concepts and Processes: Natural Sciences 4

5. Mathematical Skills (9-10 credits)

MATH A205, Communicating Mathematical Ideas 3

Plus one 3 credit class from the following: 3

AS A252, Elementary Statistics

AS A253, Applied Statistics for the Sciences

Plus one 3 credit class from the following: 3

*MATH A107, College Algebra

*MATH A108, Trigonometry

*MATH A200, Calculus I

*MATH A201, Calculus II

6. Liberal Studies Humanities Core (12-20 credits)

*HUM A211, Introduction to Humanities I 3

*HUM A212, Introduction to Humanities II 3

CREDITS

Plus one 3 credit from the following: 3

*ENGL A 201, Masterpieces of World Literature I

*ENGL A202, Masterpieces of World Literature II

Plus one 3 credit class from the following: 3

*ART A160, Art Appreciation

*ART A261, History of World Art I

*ART A262, History of World Art II

*ART A367, History of Photography

Complete a two semester sequence of one language. Note: Any language other than English (may be waived if fluency in a language other than English can be demonstrated, contact College of Education, or if grades of "C" or higher were received in 4 years of one language in high school.) 8

7. Liberal Studies Social Sciences Core (22 credits)

* ANTH A250, The Rise of Civilization 3

HIST A355, Major Themes in U.S. History 3

LSSS A111, Cultural Foundations of Human Behavior 3

LSSS A311, People, Places, and Ecosystems 3

LSSS A312, Individuals, Groups, and Institutions 3

PSY A245, Child Development 3

PSY A245L, Child Development Laboratory 1

Plus one 3 credit class from the following: 3

*HIST A341, History of Alaska

*ANTH 200, Natives of Alaska

D. Major Requirements

It is recommended that students complete ED A101 prior to enrolling in the following major courses.

1. Complete the following Core courses: (12-14 credits)

ED A300, Philosophical & Social Context of U.S. Education 3

ED A301, Foundations of Literacy & Language Development 3

ED A303, Foundations of Teaching and Learning 3

EDSE A482, Inclusive Classrooms for All Children 3

Plus either the following 2 credit course or option:

ED A302, Foundations of Educational Technology

or national educational technology assessment

(Contact the College of Education for details).

2. Complete the following methods courses (19 credits)

Concurrent enrollment in an internship required.

ED A425, Teaching Reading in Elementary Schools 4

ED A426, Teaching Mathematics in Elementary Schools 3

ED A427, Teaching Social Studies in Elementary Schools 2

ED A428, Teaching Science in Elementary Schools 2

ED A429, Teaching Health Education in Elementary Schools 2

ED A430, Teaching Language Arts in Elementary Schools 3

ED A431, Creative Expression: Music, Art & Drama for Elem. Teachers 3

ED A432, Physical Education for Elem. Classroom Teachers 1

3. Complete the following internships.(9 credits)

ED A495A, Internship I 3

ED A495B, Internship II 6

Total Credits Required for BAEE

120-134

Requirements for Institutional Recommendation:

Elementary Teacher Certification (K-6)

- Major requirements completed with a "C" grade or higher
- Cumulative GPA of 3.0
- Cumulative GPA of 3.0 in all major requirements
- Passing scores on the Praxis I & II exams
- College of Education's educational technology assessment satisfactorily completed
- Internships satisfactorily completed.
- Baccalaureate degree conferred.

Certificate, Elementary Education — Post-Baccalaureate

Those students who already have a baccalaureate degree may obtain Elementary Teacher Certification Only by completing the following requirements. Students may also complete the requirements for the Special Education Emphasis in conjunction with this program.

ADMISSION REQUIREMENTS FOR ELEMENTARY EDUCATION CERTIFICATE, POST-BACCALAUREATE

1. *Admission to the University of Alaska Anchorage: Elementary Education Certificate:* Complete the UAA Undergraduate Application for Admission. Application forms are available on the UAA website at <http://www.uaa.alaska.edu/enroll>.

2. *Admission to the Department of Teaching and Learning, College of Education: Elementary Education :* Admission to the Department of Teaching and Learning is a prerequisite for all education course work with the exception of ED A101 <Introduction to Education> and ED A300 <Philosophical and Social Context of American Education.> In order to be admitted to the Department of Teaching and Learning as an Elementary Education Certificate candidate, students must meet the following requirements.

- Complete an application to the Department of Teaching and Learning by one of the following dates: March 1, August 1, or November 1.
- Have a cumulative grade point average of 3.0 for the baccalaureate degree.
- Successfully complete the Praxis I exam and Praxis II: Elementary Content Knowledge exam. With the exception of ED A101 and ED A300, students may not enroll in education courses without passing these exams at the level established by the College of Education. Contact the College of Education for current passing scores.
- Current negative TB skin test. Free tests are available at the UAA Student Health Center for current-UAA students.

NOTE: Admission to the Department of Teaching and Learning is competitive. Qualified applicants are accepted on a space-available basis.

3. *Admission to Internship: Elementary Methods and Internship* The College of Education Admission Committee has the responsibility of determining a student's readiness to enroll in and continue progress in methods and the internship. The student must

realize that standards set forth below constitute minimum preparation, and it may be the judgment of the Committee that the candidate needs further work to develop content, methodology, or classroom experience.

- Meet all the requirements for and be admitted to the Department of Teaching and Learning, College of Education, as an Elementary Education certificate candidate.
- Submit an application form for admission to methods and internship by February 20.
- Submit one letter of recommendation from someone who can speak to the student's potential as future elementary teacher.
- Demonstrate general content knowledge competency through successful completion of all liberal studies course work and a passing score on Praxis II: Elementary Content Knowledge. Contact the College of Education for details.
- Provide evidence of successful experiences working with children.
- Interview (if Admission Committee decides it is necessary.)
- Initiate fingerprinting and criminal background check.
- Provide evidence of a current physical exam and negative TB skin test.
- Maintain health insurance throughout internship. Students may purchase this insurance through UAA. Contact the College of Education for details.

NOTE: Qualified applicants are accepted on a space-available basis. Admission to the Department of Teaching and Learning does not guarantee admission to the internship.

ACADEMIC PROGRESS

All Elementary Education Certificate courses must be completed with a grade of "C" or higher in order to obtain an institutional recommendation for elementary teacher certification. In addition, those seeking the special education endorsement must complete the emphasis courses with a grade of "C" or higher to obtain an institutional recommendation for special education.

Requirements for Institutional Recommendation:

Elementary Teacher Certification (K-6)

- Certification courses completed with a grade of "C" or higher.
- Cumulative GPA of 3.0 in the Elementary Education Certificate courses.
- Passing scores on the Praxis I and II exams.
- College of Education's educational technology assessment satisfactorily completed.
- Internships satisfactorily completed.

Certificate, Elementary Education — Post-Baccalaureate (continued)

ELEMENTARY EDUCATION CERTIFICATION ONLY:

COURSE REQUIREMENTS: CREDITS

1. Complete the following prerequisite course work :(7 credits)

PSY A245, Child Development	3
PSY A245L, Child Development Laboratory	1
MATH A205, Communicating Mathematical Ideas	3
2. Complete the following Core courses:(12-14 credits)

ED A300, Philosophical & Social Context of U.S. Education	3
ED A301, Foundations of Literacy & Language Development	3
ED A303, Foundations of Teaching and Learning	3
EDSE A482, Inclusive Classrooms for All Children	3

Plus either the following 2 credit course or option: 2

ED A302, Foundations of Educational Technology
or national educational technology assessment
(Contact the College of Education for details).
3. Complete the following Method courses. (19 credits)
Concurrent enrollment in an internship required.

ED A425, Teaching Reading in Elementary Schools	4
ED A426, Teaching Mathematics in Elementary Schools	3
ED A427, Teaching Social Studies in Elementary Schools	2
ED A428, Teaching Science in Elementary Schools	2
ED A429, Teaching Health Education in Elementary Schools	2
ED A430, Teaching Language Arts in Elementary Schools	3
ED A431, Creative Expression: Music, Art, & Drama for Elem. Teachers	3
ED A432, Physical Education for Elem. Classroom Teachers	1
4. Complete the following internships.(9 credits)

ED A495A, Internship I	3
ED A495B, Internship II	6

**Total Credits Required: Elementary Education
Post-Baccalaureate Certification 47-49**

☒ Consult regularly with an advisor to be sure all requirements are being met. For additional information, contact Dr. Christine Gehrett at 262-0367 (at KRC).

Early Childhood Development, A.A.S.

The Early Childhood Program blends theory and practice in the preparation of early childhood educators who can deliver quality care and education for young children from birth through age eight years. The Associate of Applied Science in Early Childhood Development Program prepares professionals to work in early care and education settings including as assistants in the public school system. For more information, call Sherril Miller on the Kenai River Campus at 262-0390.

Admission Requirements:

- I. Complete an application to UAA to the Associate of Applied Science Early Childhood Development Program

- II. To be admitted to the Early Childhood Development practicum courses, students must meet all requirements for and be admitted by an advisor into the practicum courses and have earned a grade of "C" or above in all ECD courses.

CREDITS

1. Communications Requirements (9 credits)

ENGL A111, Methods of Written Communication	3
---	---

Plus one 3 credit class from the following: 3

ENGL A211, Academic Writing About Literature	
ENGL A212, Technical Writing	
ENGL A213, Writing in the Social & Natural Sciences	
CIOA A260A, Business Communications	

Plus one 3 credit class from the following: 3

COMM A111, Fund. of Oral Communication	
COMM A235, Small Group Communication	
COMM A237, Interpersonal Communication	
COMM A241, Public Speaking	
2. General Requirements 6

A combination of courses from Humanities, Math, Natural Sciences, or Social Sciences. Courses must be at the 100 level or above. Courses may not be selected from Applied Sciences.
3. Program Major Requirements (31 credits)

ECD A105, Introduction to the Field of Early Childhood	3
ECD A 111, Safe Learning Environments	1
ECD A 112, Healthy Learning Environments	1
ECD A 113, Learning Environments	1
ECD A 121, Physical Activities for Young Children	1
ECD A122, Cognitive Activities for Young Children	1
ECD A123, Communication	1
ECD A124, Creative Activities for Young Children	1
ECD A131, Guidance and Discipline	1
ECD A132, Social Development	1
ECD A211, Development of a Sense of Self	1
ECD A221, Families	1
ECD A222, Program Management	1
ECD A223, Exploring & Developing Personal Capabilities in Teaching	1
ECD A224, Professionalism	1
ECD A231, Screening	1
ECD A232, Assessment/Recording	1
ECD A233, Mainstreaming Preschool Childrenw/ Special Needs	1
ECD A295A, Practicum I	3
ECD A295B, Practicum II	3
DN A145, Child Nutrition	2
PSY A245, Child Development	3
4. Complete additional 15 credits of electives; 15

12 credits are to be selected from any of the Bachelors degree GER course list. 3 credits may be from any area.

**Total Credits Required
Early Childhood Development A.A.S. 61**

☒ Consult with an advisor for suggested course sequencing and to be sure all requirements are being met.

Early Childhood Development, AAS

Business Administration Related Degrees & Certificates

Small Business Management Certificate

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

CREDITS

1. Communications Requirements (6 credits)
- | | |
|---|---|
| ENGL A111, Methods of Written Communication | 3 |
|---|---|

Plus one 3 credit class from the following list: 3

- (Recommended) CIOS A260A, Business Communications
 ENGL A211, Academic Writing About Literature
 ENGL A212, Technical Writing
 ENGL A213, Writing in the Social & Natural Sciences

2. Major Requirements (24 credits)
- | | |
|--------------------------------------|---|
| BA A166, Small Business Management | 3 |
| BA A231, Fundamentals of Supervision | 3 |

NOTE: Students taking ACCT A101 and ACCT A102 cannot use ACCT A201 for credit for the Small Business Management Certificate.

Plus one 3 credit class from the following: 3

ACCT A101, Principles of Financial Accounting I
 ACCT A120, Bookkeeping for Business I
 ACCT A201, Principles of Financial Accounting

Plus one 3 credit class from the following: 3

ACCT A102, Principles of Financial Accounting II
 ACCT A202, Principles of Managerial Accounting
 ACCT A222, Introduction to Computers and Accounting

Choose 6 credits from the following areas: 6

Accounting, Business Administration,
 Computer Information and Office Systems,
 and Economics.

3. Electives (selected with advisor approval) 3-5
- CIOS A161, Proofreading
 MATH A105, Intermediate Algebra (suggested)

Total Credits Required:

Small Business Management, Certificate 27-29

Suggested Course Sequencing: Consult with an advisor!

First Semester

ENGL A111.....	3
BA A166.....	3
ACCT A101, A120 or A201....	3
Electives.....	6
	15

Second Semester

CIOS A260A.....	3
or ENGL A211, A212, A213	
BA 231.....	3
ACCT A102, A202 or A222....	3
Electives.....	3-5
	12-14

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. Students desiring to transfer to a four year degree in business should read the Business Administration Transfer Guide on page 58 and consult their advisor. This degree is also offered at KBC. 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 program.

CREDITS

1. Communication Requirements (9 credits)
- | | |
|---|---|
| ENGL A111, Methods of Written Communication | 3 |
|---|---|

Plus one 3 credit class from the following: 3

COMM A111, Fundamentals of Oral Communication
 COMM A241, Public Speaking

Plus one 3 credit class from the following: 3

ENGL A211, Academic Writing About Literature
 ENGL A212, Technical Writing
 ENGL A213, Writing in the Social & Natural Sciences
 CIOS A260A, Business Communications

2. General Requirements

Recommended:

- | | |
|---|---|
| ECON A201, Principles of Macroeconomics | 3 |
| ECON A202, Principles of Microeconomics | 3 |

Or students may choose 6 credits from one or a combination of the following General Education Requirements: Math and Natural Sciences, Humanities, Social Sciences.

3. Business Administration Core (12-16 credits)

- a) Complete the required support courses
- | | |
|---|---|
| ACCT A101, Principles of Financial Accounting I | 3 |
| ACCT A202, Principles of Managerial Accounting | 3 |
| CIS A110, Computer Concepts in Business | 3 |

Plus one 3 credit class from the following: 3

ACCT A102, Principles of Financial Accounting II
 ACCT A201, Principles of Financial Accounting

Plus one 3 credit class from the following: 3

*MATH A105, Intermediate Algebra
 MATH A107, College Algebra
 MATH A270, Applied Finite Mathematics for the Managerial Sciences

*Note: MATH A105 will **not** satisfy the Quantitative Skills General Education Requirement for the baccalaureate degree.

(cont.)

Small Business Administration, A.A.S., (cont.)CREDITS

- b) Complete the required Business Administration Core (21 credits)
- | | |
|--|---|
| BA A151, Introduction to Business | 3 |
| BA A166, Small Business Management | 3 |
| BA A231, Fundamentals of Supervision | 3 |
| BA A233, Fundamental of Financial Management | 3 |
| BA/JUST A241, Business Law I | 3 |
| BA A260, Marketing Practices | 3 |
| BA A264, Personal Selling | 3 |
4. Business Electives (12 credits) 12
- Elective credits to be selected from:
Accounting, Business Administration,
Computer Information and Office Systems,
and Economics areas.

Total Credits Required:**Small Business Administration, AAS 60****Suggested Course Sequencing: (Consult with an advisor!)**First Semester

ENGL A111.....	3
BA A151.....	3
ACCT A101.....	3
MATH A105, A107(4).....	3(4)
CIOA A110.....	3
	15-16

Second Semester

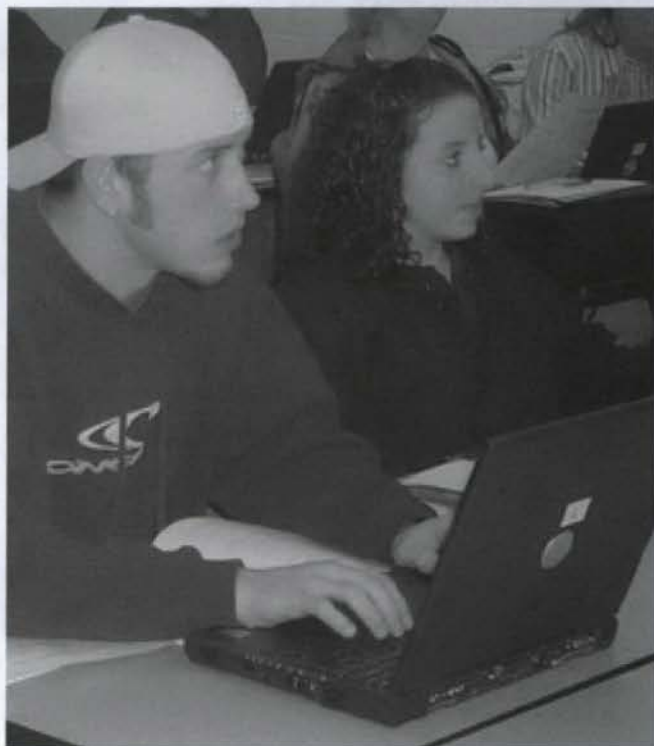
CIOA A262 or.....	3
ENGL A211, A212 or A213	
BA A166.....	3
BA A231.....	3
BA A264.....	3
ACCT A102.....	3
	15

Third Semester

ECON A201 or A202.....	3
Gen Requirement.....	3
Business Electives.....	3
COMM A111 or A241.....	3
BA A260.....	3
	15

Fourth Semester

BA A241.....	3
Gen Requirement.....	3
Business Electives.....	6
BA A233.....	3
	15

**KPC Business student
circa 1970****KPC Business students
circa 2004**

Business Administration Transfer Guide

University of Alaska Anchorage requirements for the Associate of Applied Science Degree in Small Business Administration include 20 credits at the A200+ level and 15 residency credits. Students pursuing a BA/BS degree at UAA should consult the UAA catalog for the GER classes best suited to the degree they are seeking. It is recommended that students complete an application for admission to UAA BBA program.

CREDITS

1. Communication Requirements 9
 ENGL A111, Methods of Written Communication
 COMM A111, Fundamentals of Oral Communication

 Choose one from the following:
 ENGL A211, Academic Writing About Literature
 ENGL A212, Technical Writing (Recommended)
 ENGL A213, Writing in the Social & Natural Sciences
2. Humanities Requirements 9
 Includes at least 6 credits from the Humanities and 3 credits from the Fine Arts sections of General Education Requirements list.
3. Social Science Requirements 9
 Choose three of the following classes
or choose nine credits from the from the Social Science sections of General Education Requirements list.
 BA A151, Introduction to Business
 ECON A201, Principles of Macroeconomics
 ECON A202, Principles of Microeconomics
 PSY A111, General Psychology
 SOC A101, Introduction to Sociology
4. Math / Natural Science Requirements 9
 Choose one science course with a lab from the Natural Science sections of the General Education Requirements list.

 Choose two from the following:
 AS A252, Elementary Statistics (required for Business students)
 MATH A107, College Algebra
 MATH A200, Calculus I
5. Applied Studies Requirements 9
 ACCT A101, Principles of Financial Accounting I
 ACCT A102, Principles of Financial Accounting II
 ACCT A202, Principles of Managerial Accounting
6. Electives 15
 Select five classes from the following list, with advisor approval; courses with an asterisk(*) are recommended:
 CIS A110*, Computer Concepts in Business
 BA A155, Personal Investments
 BA A166*, Small Business Management
 BA A231, Fundamental of Supervision
 BA A241*, Business Law I
 BA A260, Marketing Practices
 BA A264*, Personal Selling
 BA A300, Organizational Theory and Behavior
 BA A325, Corporate Finance
 BA A343*, Principles of Marketing
 ACCT A310, Income Tax
 ACCT A342, Managerial Cost Accounting

Important Notes:

- A) The University of Alaska Anchorage Business Administration (BBA) degree has majors in Accounting, Economics, Finance, Logistics, Management, and Marketing.
- B) Transferability to UAA's BBA requirements of A100 and A200 level Business Administration electives:
 - Accounting majors:**
No business electives at the A100 or A200 level will meet requirements for the BBA degree, except BA A241 and BA A166.
 - Management majors:**
No A100 or A200 level business electives will meet requirements of BBA degree, except BA A241.
 - Marketing majors:**
BA A264, Personal Selling will transfer.
 - Economic majors:**
No business electives at the A100 or A200 level will meet requirements for the BBA degree, except BA A241 and BA A166.
 - Finance majors:**
No business electives at the A100 or A200 level will meet requirements for the BBA degree, except BA A241 and BA A166.
- C) All A300 and A400 level classes listed under electives meet specific requirements of the BBA degree, but they are not taught every year.

Suggested Course Sequencing for BBA Degree: (ALWAYS Consult with an advisor!)

First Semester		Second Semester	
CIS A110	3	ENGL A211, A212 or A213	3
MATH A107	3	Humanities/GER	3
ENGL A111	3	MATH A200	3
ACCT A101	3	ACCT A102	3
BA A151	3	BA Elective	3
	15		15
Third Semester		Fourth Semester	
ECON A201	3	ECON A202	3
Humanities/GER	3	Humanities/GER	3
BA Elective	3	BA Elective	3
COMM A111	3	BA Elective	3
Natural Science	3	AS A252 or BA elective	3
w/ lab	4		15
	16		

Total Credits Required: 60
Small Business Administration AAS degree

Computer Information and Office Systems, Non-transcripted Departmental Certificates, Certificates, A.A.S.

The Computer Information and Office System (CIOS) program provides career education leading to a Certificate or an Associate of Applied Science degree. It also offers non-transcripted departmental certificates of completion and job enrichment courses. The CIOS program will provide the student the opportunity to develop the skills and qualities required to succeed in a world of technology and rapid change.

Office professionals are at the information center of every office. For years the office professional's title was confined to secretary, receptionist, and such specialized titles as legal and medical secretaries. Today, titles reflect the shifting role that is reflected in the increased responsibilities of the office professional. A few of these titles include administrative assistant, executive assistant, technical assistant, payroll assistant, information/data-base specialist, desktop publishing/graphics specialist, help-desk technician, web designer.

The CIOS program prepares students for career entry or advancement and also offers skills preparation for personal use. Courses meet the needs of beginning, experienced, or re-entry office workers. While graduating students are prepared for entry-level positions in a wide variety of businesses, the professional and technical skills students acquire will allow rapid progress to more advanced career opportunities. Microsoft Office Specialist (MOS) and Certified Administrative Professional (CAP) courses are also available to aid students in qualifying for these industry certification examinations.

The following programs are available:

Non-transcripted Departmental Certificates of Completion:

Office Technology
Bookkeeping
Web Foundations
Desktop Publishing and Graphics

Certificate

Computer Information and Office Systems

Associate of Applied Science Degree

Computer Information and Office Systems

Computer Information and Office Systems, Non-transcripted Departmental Certificates

Admission Requirements :

- I. ASSET placement in math.
- II. ASSET placement in reading.
- III. Apply for non-degree seeking admission, pay fees, and provide high school / GED / college transcripts.

CIOS Office Technology Certificate of Completion:

1. Basic Computer Skills Core	CREDITS
CIOS A101A*, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1

2. Program Requirements

Choose a total of 3 credits from the following list: 3

Credit will not be counted for both CIOS A100 and CIOS A100A, A100B, and A100C.	CIOS A101, Keyboarding (3 Cr)
	CIOS A101B*, Keyboarding B (1 Cr)
	CIOS A101C*, Keyboarding C (1 Cr)
	CIOS A102, Keyboarding Skill Building (1-3 Cr)

Complete the following:

CIOS A125A, Electronic Communications I: MS Outlook	1
CIOS A160, Business English	3
CIOS A161A, Proofreading	1
CIOS A164, Filing	1
CIOS A165, Office Procedures	3
CIOS A230A, Word Processing II: MS Word	2
CIOS A235A, Spreadsheets II: MS Excel	2
CIOS A259, Preparing Electronic Documents: Adobe Acrobat	1
CNT A165, Customer Service Fundamentals	1

Choose a total of 2 credits from the following: 2

CIOS A282, Office Internship (1-2 Cr)
CIOS Advisor-approved Electives (1-2 Cr)

Total Credits Required:

CIOS Office Technology —

Non-transcripted Certificate of Completion 20-25

CIOS Bookkeeping Certificate of Completion:

1. Basic Computer Skills Core CREDITS

CIOS A101A, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1

2. Program Requirements

Choose one 3 credit class from the following list: 3

ACCT A101, Principles of Financial Accounting I
ACCT A201, Principles of Financial Accounting

Complete the following:

CIOS A115, Business Calculators	1
CIOS A118, Payroll Procedures	2
CIOS A120A, Bookkeeping Software Apps I: QuickBooks	1
CIOS A125A, Electronic Communications I: MS Outlook	1
CIOS A140A, Databases I: MS Access	1
CIOS A160, Business English	3
CIOS A165, Office Procedures	3
CIOS A220A, Bookkeeping Software Apps II: QuickBooks	2
CIOS A235A, Spreadsheets II: MS Excel	2
CNT A165, Customer Service Fundamentals	1

Total Credits Required:

CIOS Bookkeeping —

Non-transcripted Certificate of Completion 20-25

☒ **Consult with an advisor for suggested course sequencing and to be sure all requirements are being met.**

**Computer Information and Office Systems—
Non-transcripted Departmental Certificates**

(continued)

CIOS Web Foundations Certificate of Completion:

1. Basic Computer Skills Core	CREDITS
CIOS A101A, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1
2. Program Requirements	
CIOS A108, Graphic Design Fundamentals for Computer Apps.	3
CIOS A117, Logic Concepts for Computer Technology	1
CIOS A140A, Databases I: MS Access	1
CIOS A152A, Digital Imaging Concepts and Applications: Photoshop	3
CIOS A153B, Web Site Design: Dreamweaver	3
CIOS A156A, Web Graphics: Fireworks	1
CIOS A246, Internet Concepts and Applications II	2
3. CIOS Advisor-approved Electives	6
(Recommended: Programming Fundamentals, WebScripting, and Information Security)	

Total Credits Required:**CIOS Web Foundations —****Non-transcripted Certificate of Completion 20-25****CIOS Desktop Publishing & Graphics Certificate of Completion:**

1. Basic Computer Skills Core	CREDITS
CIOS A101A, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1
2. Program Requirements	
CIOS A108, Graphic Design Fundamentals for Computer Apps.	3
CIOS A152A, Digital Imaging Concepts and Applications: Photoshop	3
CIOS A154A, Desktop Publishing I: PageMaker	1
CIOS A160, Business English	3
CIOS A230A, Word Processing II: MS Word	2
CIOS A251A, Desktop Publishing Concepts & Apps: InDesign	3
CIOS A259, Preparing Electronic Documents: Adobe Acrobat	1
3. CIOS Advisor-approved Electives	4
(Recommended: CIOS A260, Business Communications)	

Total Credits Required:**CIOS Desktop Publishing & Graphics —****Non-transcripted Certificate of Completion 20-25****Computer Information and Office Systems—
Certificate****Admission Requirements :**

- I. ASSET placement in math.
- II. ASSET placement in reading.
- III. Apply for admission, pay fees, and provide high school/ GED/college transcripts.

1. Basic Computer Skills Core	CREDITS
CIOS A101A, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1
2. General and Program Requirements	
ENGL A111, Methods of Written Communication	3
CIOS A262A, Professional Development	3
Plus one 3 credit class from the following:	3
CIOS A261A, Interpersonal Skills in Organizations (recommended)	
PSY A153, Human Relations	
Plus one 3 credit class from the following:	3
CIOS A116, Business Calculations	
MATH A102, Business Math	

3. Complete one of the following emphasis areas: 20-25
(See program requirements of the non-transcripted certificates in each of these emphasis areas for required courses for completion of the CIOS Certificate)
 - Office Technology
 - Bookkeeping
 - Web Foundations
 - Desktop Publishing and Graphics

Total Credits Required:**CIOS Certificate****32-37**

Consult with an advisor for suggested course sequencing and to be sure all requirements are being met.

Computer Information and Office Systems, A.A.S.**Admission Requirements:**

- I. ASSET placement at the MATH A101 entry level or above.
- II. ASSET placement for reading at GUID A150 level or above.
- III. 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.

	<u>CREDITS</u>
1. Basic Computer Skills Core	
CIOS A101A, Keyboarding A (25 wpm minimum)	1
CIOS A113, Operating Systems: MS Windows	1
CIOS A130A, Word Processing I: MS Word	1
CIOS A135A, Spreadsheets I: MS Excel	1
CIOS A146, Internet Concepts and Applications	1
2. Communications Requirements	
ENGL A111, Methods of Written Communication	3
Plus one 3 credit class from the following:	3
CIOS A260A, Business Communications	
ENGL A211, Academic Writing About Literature	
ENGL A212, Technical Writing (Recommended)	
ENGL A213, Writing in the Social & Natural Sciences	
Plus one 3 credit class from the following:	3
COMM A111, Fund. of Oral Communication	
COMM A235, Small Group Communication	
COMM A237, Interpersonal Communication	
COMM A241, Public Speaking	
3. General Requirements	6
Choose 6 credits from Humanities, Math, Natural Sciences, or Social Sciences courses. Preference is for BA GERs and PSY A153. Check with an Advisor!	
4. Complete two of the following emphasis areas: 40-50	
(See program requirements of the non-transcripted certificates in each of these emphasis areas for required courses for completion of the CIOS A.A.S.)	
-Office Technology	
-Bookkeeping	
-Web Foundations	
-Desktop Publishing and Graphics	

Total Credits Required:**CIOS, A.A.S.****61-86**

☒ Consult with an advisor for suggested course sequencing and to be sure all requirements are being met.



**KPC Computer student
circa 1980**



**KPC Computer students
circa 2000**

Digital Arts, A.A.S.

NOTE: This KPC degree program is in the approval process at UAA. Please contact the KPC art department for further information as to the status of this degree.

Graduates of this two-year program will be knowledgeable in the area of digital camera operation and imaging software, quality printing techniques and available industry services. They will be aware of ways to experiment with concepts and manipulate materials to produce original art work. The program will build skills that are applicable to either the digital arts industry or the creation of fine art. The graduate of the 2 year digital arts degree may choose to advance to a 4 year degree. Options would include a Fine Arts BA or BFA through the UAA system (most credits will transfer toward the degree) or a more specialized degree at another University. Students should note that there is no guarantee for the transfer of credits from this degree program to institutions outside the UAA system. Each university and college makes their decision autonomously. The student should have a strong portfolio and be knowledgeable in their areas of concentration. Digital Arts Degree graduates will be prepared for assistant-level positions in the photographic and graphic arts industry.

The Associate of Applied Science Digital Arts degree has three options for specialty areas of concentration:

1. Digital Photography
2. Chemical/Digital Photography
3. 3-D Visualization

There are general degree requirements and requirements for each of the specialty areas of concentration. Be sure to meet with an advisor to be certain the requirements are met. For more information contact Jayne Jones at 262-0374.

GENERAL DEGREE REQUIREMENTS

CREDITS

1. Communications Requirements

ENGL A111, Methods of Written Communication 3

Plus one 3 credit class from the following list: 3

ENGL A211, Academic Writing About Literature
ENGL A212, Technical Writing (Recommended)
ENGL A213, Writing in the Social & Natural Sciences

Plus one 3 credit class from the following list: 3

COMM A111, Fund. of Oral Communication
COMM A235, Small Group Communication
COMM A237, Interpersonal Communication
COMM A241, Public Speaking

2. General Degree Requirements 6

Choose 6 credits from Humanities*, Math, Natural Sciences, or Social Sciences courses. Courses chosen must be at the 100-level or above and NOT in an Art discipline, Journalism, or Communications course.

(*Any English course used to satisfy the Humanities general requirement must be different from the written communications requirement and have a course number higher than ENGL A111.)

3. Program Requirements (Art Core: 24 credits)

ART A105 Beginning Drawing 3
ART A111 Two-Dimensional Design 3
ART A112 Color Design 3
ART A213 Beginning Painting 3
ART A257 Digital Art and Design I 3
ART A205 Intermediate Drawing 3
ART A261 History of World Art I 3
ART A262 History of World Art II 3

CREDITS

4. Digital Photography Concentration (18 credits)

Additional Requirements

*A 225, Beginning Digital Photography 3
A 294, Visual Literacy (NOTE: temporary course #) 3
A 323, Color Photography 3
*A 325, Digital Media for Photographers 3
*A tba, Professional Application(course # not assigned) 3
A 367, History of Photography 3

Plus **at least** one 3 credit elective from the following: 3

A 211, Beginning Sculpture
A 213, Beginning Painting
A 215, Beginning Printmaking
A 224, Beginning Photography
A 271, Beginning Surface Design
*A tba, Photography Internship (course # not assigned)

5. Chemical / Digital Photography Concentration (21 credits) (linked to BA / BFA in Fine Art)

Additional Requirements

A 224, Beginning Photography 3
A 294, Visual Literacy (NOTE: temporary course #) 3
A 323, Color Photography 3
A 324, Intermediate Photography 3
*A 325, Digital Media for Photographers 3
*A tba, Professional Application(course # not assigned) 3
A 367, History of Photography 3

Plus **at least** one 3 credit elective from the following: 3

A 211, Beginning Sculpture
A 213, Beginning Painting
A 215, Beginning Printmaking
*A 225, Beginning Digital Photography
A 271, Beginning Surface Design
*A 355, Photography Internship (1-6 CR)
A 424, Advanced Photography

6. 3-D Visualization Concentration (18 credits) (Proposed for Fall 2005)

A 211, Beginning Sculpture 3
A 294, Visual Literacy (NOTE: temporary course #) 3
*A tba 3-D Modeling (course number not assigned) 3
A 311, Intermediate Sculpture 3
*A tba, 3-D Environments (course number not assigned) 3
*A tba, Professional Application(course # not assigned) 3

Plus **at least** one 3 credit elective from the following 3

A 201, Beginning Handbuilt Ceramics
A 202, Beginning Wheelthrown Ceramics
A 215, Beginning Printmaking
A 224, Beginning Photography
*A 225, Beginning Digital Photography
A 272, Beginning Fiber Structures

Total Credits Required:

Digital Photography Concentration, AAS 60

3-D Visualization, AAS 60

Chemical / Digital Concentration, AAS 63

* KPC only / Can not be applied to BA or BFA

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. For more information, contact Scott Kraxberger at 262-0345.

Admission Requirements:

- I. ASSET placement at the MATH A101 entry level or above.
- II. ASSET placement for reading at GUID A150 level or above.
- III. 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.

CREDITS

1. Oral and Written Communication

ENGL A111, Methods of Written Communication	3
ENGL A212, Technical Writing	3

 Plus one 3 credit class from the following: 3

COMM A111, Fund. of Oral Communication	
COMM A235, Small Group Communication	
COMM A241, Public Speaking	
2. Math 6-7
 Choose two 3 credit classes from the following:

MATH A101, Technical Mathematics	
MATH A105, Intermediate Algebra	
MATH A107, College Algebra	
3. Physical Science 4
 Choose one 4 credit class with lab from the following:

PHYS A115/L, Physical Science I for Technicians	
PHYS A123/L, Basic Physics I	
4. Natural Science 4
 Choose one 4 credit class with lab from the following:

PHYS A116/L, Physical Science II for Technicians	
PHYS A124/L, Basic Physics I	
CHEM A103/L, Survey of Chemistry	
CHEM A105/L, General Chemistry I	
5. Program Requirements

CIS A110, Computer Concepts in Business	3
CNT A170, CISCO Academy Network Fundamentals	3
ET A101/L, Basic Electronics, DC Physics	4
ET A102/L, Basic Electronics, AC Physics	4
ET A126/L, Principles of Logic and Gating	4
ET A175, Technical Introduction to Microcomputers	3
ET A240, Application of Integrated Circuits	3
ET A241, Microcomputer Interfacing	3

 Plus one from the following:

CS A105, FORTRAN Programming	3
CS A107, Pascal Programming	3
CS A207, C Programming	3
6. Approved Applied Technology Electives 3-5
 Advisor approved technical elective chosen from Computer Science, Computer Network Technology or Electronics.
7. Electives 1-4

Total Credits Required:**Computer Electronics A.A.S.****60****Computer Systems Technology, A.A.S.**

NOTE: This KPC degree program is in the approval process at UAA. Please contact the computer department for further information as to the status of this degree.

This two-year degree program provides students skills and education in the fields of network and systems administration and teaches both the business and IT-related concepts needed to enter the workforce as a systems administrator and technician. Graduates can be employed as systems administrators and in a wide variety of other positions in the Information Technology field from the latest version of the Windows operating system to routing and switching technology using Cisco equipment. It is important to meet with an advisor to be sure all the requirements of the program are met. For more information, contact Scott Kraxberger at 262-0345.

Admission Requirements:

- I. ASSET placement at the MATH A101 entry level or above.
- II. ASSET placement for reading at GUID A150 level or above.
- III. 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.
- IV. CIS A105, or equivalent knowledge prior to entering the program is required.

CREDITS

1. Oral and Written Communication

ENGL A111, Methods of Written Communication	3
ENGL A212, Technical Writing	3

 Plus one 3 credit class from the following: 3

COMM A111, Fund. of Oral Communication	
COMM A235, Small Group Communication	
COMM A241, Public Speaking	
2. Math 3
 Choose one 3 credit class from the following:

MATH A105, Intermediate Algebra	
MATH A107, College Algebra	
3. Major Requirements

BA A231, Fundamentals of Supervision	3
BA A151, Introduction to Business	3
CNT A160, P.C. Operating Systems	3
CNT A165, Customer Service Fundamentals	3
CNT A210, PC Technician Fundamentals	3
CNT A212, Network Technician Fundamentals	3
CNT A240, Windows 2000 System Essentials	3
CNT A241, Administering & Supporting Windows 2000 Professional & Server	3
CNT A242, Windows 2000 Network Infrastructure Administration	3
CNT A243, Windows 2000 Directory Services Administration	3
CNT A244, Designing Secure Windows 2000 Networks	3
CNT A245, Windows 2000 Directory Services Design	2
CNT A246, Windows 2000 Network Infrastructure Design	2
CNT A261, CISCO Router Fundamentals	3
CNT A270, CISCO Academy LAN Management	3
CNT A271, CISCO Academy WAN Management	3

 Plus one 3 credit class from the following: 3

CNT A276, Independent Project	
CNT A282, Work Study	
4. Students are required to meet a two credit project management component. 2
 (e.g. CIOS A207, Machine Transcription)

Total Credits Required:**Computer Systems Technology A.A.S.****63-64****Computer Related AAS Degrees****69**

Process Technology A.A.S.

This degree is designed to provide education/training that will enable individuals to obtain employment in the industries that use and control mechanical, physical, or chemical processes to produce a product. In Alaska, this includes the process industries of oil and gas production, chemical manufacturing, petroleum refining, power generation and utilities, water and wastewater treatment, and seafood and other food processing. The Associate of Applied Science degree in Process Technology is coordinated by Kenai Peninsula College and is delivered collaboratively through UAA and UAF.

It is very important to consult with an advisor for suggested course sequencing and to be sure all requirements are being met. For more information, contact David Spann at 262-0365 or Scott Kraxberger at 262-0354.

Admission Requirements:

- I. ASSET placement at the MATH A101 entry level or above.
- II. ASSET placement for reading at the PRPE A107 level or above.
- III. Interview with a Process Technology Faculty Advisor.

CREDITS

1. Communication Requirements
 - ENGL A111, Methods of Written Communication 3
 - Plus one 3 credit class from the following: 3
 - ENGL A211, Academic Writing About Literature
 - ENGL A212, Technical Writing (Recommended)
 - ENGL A213, Writing in the Social & Natural Sciences
 - Plus one 3 credit class from the following: 3
 - COMM A111, Fund. of Oral Communication
 - COMM A235, Small Group Communication
 - COMM A237, Interpersonal Communication
 - COMM A241, Public Speaking
2. General Requirements
 - Choose one 3 credit class from the following: 3
 - MATH A105, Intermediate Algebra
 - MATH A107, College Algebra
 - Plus one "set of two" from the following list: 8
 - "PHYS A115/L, Physical Science I for Technicians
PHYS A116/L, Physical Science II for Technicians "
 - "PHYS A123/L, Basic Physics I
CHEM A103/L, Survey of Chemistry "
 - "PHYS A115/L, Physical Science I for Technicians
CHEM A103/L, Survey of Chemistry "
 - Plus one 3 credit class from the following: 3
 - CIS A105, Introduction to Personal Computers & App. Software
 - CIS A110, Computer Concepts in Business
 - Pass a computer literacy test
 - Plus one 3 credit Social Science Elective 3
3. Major Requirements (27 credits)
 - PRT A101, Introduction to Process Technology 3
 - PRT A110, Intro to Occupational Safety, Health, & Environmental Awareness 3
 - PRT A130, Process Technology I: Equipment 4
 - PRT/PETR A140, Industrial Process Instrumentation I 3
 - PRT/PETR A144, Industrial Process Instrumentation II 3
 - PRT A230, Process Technology II: Systems 4
 - PRT A231, Process Technology III: Operations 4
 - PRT A250, Process Troubleshooting 3
 - PRT A255, Quality Concepts for the Process Industry 1

4. Approved Applied Technology Electives

CREDITS

9

All nine credits must be chosen with advisor approval. For example, they may be chosen from:

Technology Internship
Process Technology
Industrial Process Instrumentation
Power Generation
Occupational Safety and Health
Mining Technology
Petroleum Technology
Electronics
Environmental Technology (Wastewater)
Refrigeration

**Total Credits Required:
Process Technology, A.A.S.**
60-64

**KPC Process Technology students
on a field trip to the North Slope**



**KPC Process Technology students
on a field trip to the Steelhead Platform
in Cook Inlet**

Industrial Process Instrumentation, A.A.S.

The Industrial Process Instrumentation A.A.S. 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 required for students entering the program with incomplete preparation in mathematics, English, and computer usage. 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, oil and gas production facilities, food processing facilities, and other industries where automatic control is used.

CREDITS**1. Communications Requirements**

ENGL A111, Methods of Written Communication	3
ENGL A212, Technical Writing	3

Plus one 3 credit class from the following: 3

COMM A111, Fund. of Oral Communication	
COMM A235, Small Group Communication	
COMM A241, Public Speaking	

2. General Requirements

MATH A105, Intermediate Algebra (or higher level)	3-4
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Plus one 4 credit class from the following: 4

PHYS A115/L, Physical Science I for Technicians	
PHYS A123/L, Basic Physics I	

Plus one 4 credit class from the following: 4

CHEM A103/L, Survey of Chemistry	
CHEM A105/L, General Chemistry I	
PHYS A116/L, Physical Science II for Technicians	

3. Major Requirements

ET A10, Basic Electronics: DC Physics	4
ET A102/L, Basic Electronics, AC Physics	4
ET A126/L, Principles of Logic and Gating	4
ET A175, Technical Introduction to Microcomputers	3
ET A240, Application of Integrated Circuits	3
ET A24, Microcomputer Interfacing	3
ET A245, Basic Electronics	4
ET A246, Electronic Industrial Instrumentation	3
PETR A106, Petroleum Science	3
PETR A140, Industrial Process Instrumentation I	3
PETR A144, Industrial Process Instrumentation II	3
PETR A240, Industrial Process Instrumentation III	3
PETR A244, Industrial Process Instrumentation IV	3
PRT A130/L, Process Technology I: Equipment	3

Plus one from the following: 3-4

PETR A155, Blue Print Reading	
EDD A288, Computer Aided Drafting	

Plus one 4 credit class from the following: 4

ET A101, Basic Electronics: DC Physics	
ET A151, Basic Electricity	

4. Technical Elective 3-4

Choose one from the following list:

CNT A170, CISCO Academy Network Fundamentals	3
CS A109, Computer Programming (Languages vary)	3
ET A243, Programmable Logic Controllers	3
PRT A250, Process Troubleshooting	3
PRT A230, Process Technology II: Systems	4

Total Credits Required:**Industrial Process Instrumentation A.A.S.****67-69****Petroleum Technology Certificate**

This one-year certificate in Petroleum Technology provides specific training in petro/chemical plant operations or instrumentation. The instrumentation option will require students to take PETR A240, Instrumentation III, the third semester.

Operations Option: (30 credits)**CREDITS****1. Major Requirements**

ENGL A111, Methods of Written Communication	3
MATH A101, Technical Mathematics	3
PRT A101, Introduction to Process Technology	3
PRT A160, Oil & Gas Exploration & Production I	3
PETR A140, Industrial Process Instrumentation I	3
PETR A144, Industrial Process Instrumentation II	3
PETR A155, Blue Print Reading	3
PRT A130, Process Technology I: Equipment	4
PRT A230, Process Technology II: Systems	4
PRT A231, Process Technology III: Operations	4

Total Credits Required:**Petroleum Technology Certificate (Operations Option) 30****Suggested Course Sequencing for Operations Option:
(Consult with an advisor!)****First Semester****Second Semester**

MATH A101.....3	PETR A270.....3
ENGL A111.....3	PETR A144.....3
PRT A160.....3	PRT A 230.....3
PETR A140.....3	PETR A231.....3
PRT A101.....3	PETR A106 or A155.....3
<u>15</u>	<u>15</u>

Instrumentation Option: (32Credits)**CREDITS****1. Major Requirements**

ENGL A111, Methods of Written Communication	3
ET A151, Basic Electricity	4
ET A245, Basic Electronics	4
MATH A101, Technical Mathematics	3
PETR A140, Industrial Process Instrumentation I	3
PETR A144, Industrial Process Instrumentation II	3
PETR A240, Industrial Process Instrumentation III	3
PRT A230, Process Technology II: Systems	4

Choose one from the following list:

ET A246, Electronic Industrial Instrumentation	3
PETR A244, Industrial Process Instrumentation IV	3

Total Credits Required:**Petroleum Technology Certificate (Instrumentation Option) 32****Suggested Course Sequencing for Instrumentation Option:
(Consult with an advisor!)****First Semester****Second Semester**

MATH A101.....3	ET A246 or PETR A244.....3
ENGL A111.....3	ET A245.....4
PETR A140.....3	PETR A144.....3
ET A151.....4	PETR A155.....3
PRT A230.....3	PETR A240.....3
<u>16</u>	<u>16</u>

Mechanical Technology Certificate

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

CREDITS

1. Certificate Requirements

MATH A101, Technical Mathematics	3
MECH A101, Introduction to Machine Shop	4
PETR A155, Blue Print Reading	3
PRT A130, Process Technology I: Equipment	4
WELD A101, Gas and Arc Welding	4
2. Electives 14
 Choose 14 credits from the following:

EDD A288, Computer Aided Drafting (4 Cr)	
ET A151, Basic Electricity (4 Cr)	
MECH A102, Intermediate Machine Shop (4 Cr)	
MECH A115, Gasoline Engine Rebuilding (3 Cr)	
MECH A201, Advanced Machine Shop (4 Cr)	
WELD A108, Wire Welding (4 Cr)	
WELD A109, TIG Welding (4 Cr)	

Total Credits Required:

Mechanical Technology Certificate

31

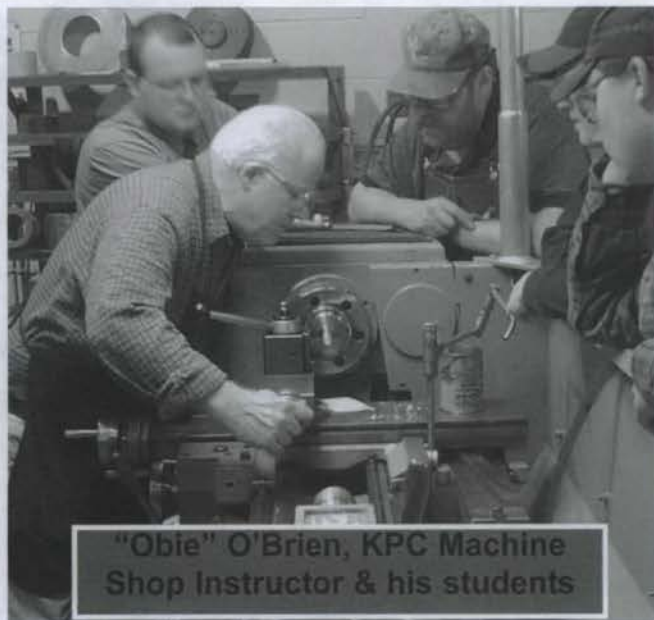
Suggested Course Sequencing: (Consult with an advisor!)

First Semester

MATH A101.....3
 MECH A101.....4
 MECH A115.....3
 PETR A155.....3
 WELD A101.....4
 17

Second Semester

MECH A102.....4
 MECH A201.....3
 ET A1514
 PRT A130.....3
 14



"Obie" O'Brien, KPC Machine Shop Instructor & his students

Welding Technology Certificate

The one-year certificate in welding technology provides a student with specific training for structural and pipe welding certification. Students gain a well-rounded education in the use of the latest welding technology, blueprint reading. 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.

CREDITS

1. Major Requirements (31 Credits)

MATH A101, Gas and Arc Welding	4
WELD A102, Gas Welding	2
WELD A103, Arc Welding	4
WELD A104, Arc Welding: Low Hydrogen Electrodes	4
WELD A105, Pipe Welding	4
WELD A106, Pipe Certification	4
WELD A110, Blue Print Reading for Pipe Welders	3
- Plus one 3 credit class from the following: 3

ENGL A111, Methods of Written Communication	
COMM111, Fundamentals of Oral Communication	
- Plus one 4 credit class from the following: 4

WELD A108, Wire Welding	
WELD A109, TIG Welding	

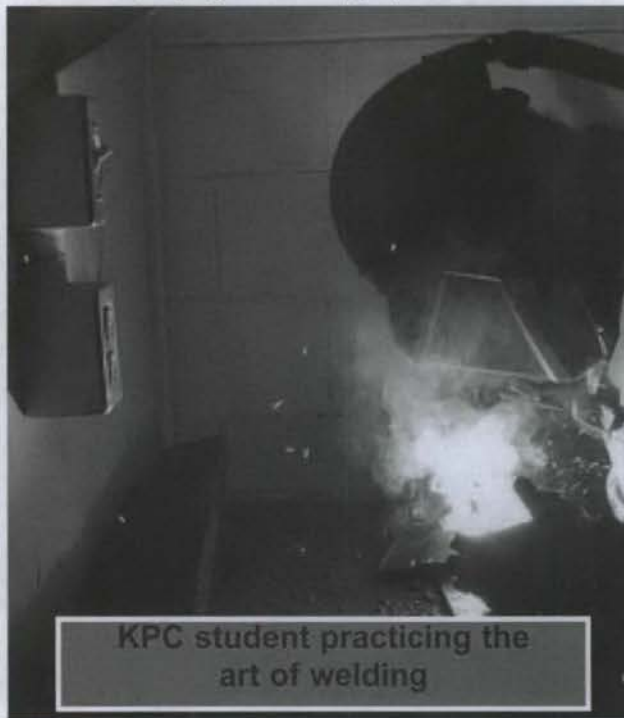
NOTE: All students must pass structural and pipe certification tests before receiving a certificate in Welding Technology.

Total Credits Required:

Welding Technology Certificate

31

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.



KPC student practicing the art of welding

Course Descriptions

Accounting	p.70	Human Services	p.88
Adult Basic Education	p.74	Journalism & Public Communication	p.88
Anthropology	p.74	Japanese	p.88
Applied Statistics	p.75	Liberal Studies Integrated Core (LSIC)	p.89
Art	p.75-77	Liberal Studies & Integrated Sciences (LSIS)	p.89
American Sign Language	p.77	Liberal Studies Social Sciences (LSSS)	p.89
Aviation Technology	p.77	Library Science	p.90
Biological Sciences	p.77	Marine Technology	p.90
Business Administration	p.78	Mathematics	p.90
Chemistry	p.78	Mechanical Technology	p.90-91
Communication	p.78	Music	p.91
Community Education	p.79	Occupational Certified Training	p.91
Computer Information & Office Systems	p.79-81	Paralegal Studies	p.91
Computer Network Technology	p.81-82	Petroleum Tech	p.91
Computer Science	p.82	Philosophy	p.92
Creative Writing & Literary Arts	p.82	Physics	p.92
Dance	p.82-83	Political Science	p.92
Early Childhood Development	p.83	Process Tech	p.92
Economics	p.84	Psychology	p.93
Education	p.84-85	Russian	p.94
Electronic Technology	p.85	Sociology	p.94
Engineering Design and Drafting	p.85	Social Work	p.94
English	p.85	Spanish	p.94
English as a Second Language	p.86	Speech (See Communication, p.78)	p.95
Fisheries Technology	p.86	Theatre	p.95
Geology	p.87	Vocational Skills	p.95
Guidance	p.87	Welding Tech	p.95
History	p.87	Women's Studies	p.95
Humanities	p.88		

Accounting

ACCT A101 Principles of Financial Accounting I 3.0 CR

Registration restrictions: MATH A055 with minimum grade of C or equivalent Math Placement Test. First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

ACCT A102 Principles of Financial Accounting II 3.0 CR

Prerequisites: ACCT A101. Second semester principles of accounting. Includes long-term debts and investments, analysis and preparation of cash flow statement. Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

ACCT A201 Principles of Financial Accounting 3.0 CR

Prerequisite: MATH A105 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 A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

ACCT A202 Principles of Managerial Accounting 3.0 CR

Prerequisite: ACCT A101 and ACCT A102, or ACCT A201; plus CIOS A110 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 A210 Income Tax Preparation 3.0 CR

Prerequisite: ACCT A101 and A102; or ACCT A201. Elements of federal income taxation applied with an individual emphasis, including preparation of forms. Special Notes: ACCT A210 is not a prerequisite for ACCT A310 nor is it a substitute for ACCT A310.

ACCT A222 Introduction to Computers & Accounting 3.0 CR

Prerequisite: ACCT A101 and ACCT A102, or ACCT A201; plus CIOS A110 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 A225 Accounting for Payroll, Receivables & Payables 3.0 CR

Prerequisite: ACCT A101 and ACCT A102, or ACCT A201 and CIOS A110. Considers in detail, special accounting problems associated with processing and reporting payroll, receivables and payables cycles. Covers manual and computerized applications.

ACCT A230 Financial Statement Preparation & Presentation 3.0 CR

Prerequisite: ACCT A101 and ACCT A102, or ACCT A201. Emphasizes preparation and analysis of work papers to support year-end corporate financial statements. Includes an in-depth analysis of major balance sheet accounts and a study of financial statement presentation formats and requirements.

ACCT A270 Introduction to Governmental Accounting 3.0 CR

Prerequisite: ACCT A101 and A102, or ACCT A201. 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 A402.

ACCT A310 Income Tax 3.0 CR

Prerequisite: ACCT A202. Registration restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. The federal income tax law as it applies to individuals, sole proprietors, property transactions. Emphasizes research, theory and tax planning.

ACCT A342 Managerial Cost Accounting 3.0 CR

Prerequisite: ACCT A202. Registration restrictions: College of Business & Public Policy majors must be admitted to upper-division standing. Accounting as a planning and control device is studied by applying the concepts of cost flow, job order and process costing, flexible budgeting, standard cost analysis and relevant costing models.

Adult Basic Education

ABE A001 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 Labor and Workforce Development. 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 A101 Introduction to Anthropology 3.0 CR

GER Social Sciences Requirement. 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. This course is offered at KPC within a two-year period.

ANTH A200 Natives of Alaska 3.0 CR

GER Social Sciences Requirement. 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. This course is offered at KPC within a two-year period.

ANTH A202 Cultural Anthropology 3.0 CR

GER Social Sciences Requirement. 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. This course is offered at KPC within a two-year period.

ANTH A205 Biological Anthropology 3.0 CR

Introduction to human behavior, genetics, classification and evolution with comparisons to other primates. Examines distribution, morphological and physiological adaptations of human populations. This course is offered at KPC within a two-year period.

ANTH A210 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. This course is offered at KPC within a two-year period.

ANTH A211 Fundamentals of Archaeology 3.0 CR

Introduction to basic concepts, theories, and methods of archaeology with overview of historical development and major findings. Prepares students for summer field schools and more specialized courses. This course is offered at KPC within a two-year period.

ANTH A250 The Rise of Civilization 3.0 CR

GER Social Sciences Requirement. 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. This course is offered at KPC within a two-year period.

ANTH A324 Culture and Personality 3.0 CR

Registration restrictions: ANTH A202 or SOC A101 recommended. Examination of the relationship between culture, social institutions, and psychological variables on a cross-cultural basis. This course is offered at KPC within a two-year period.

ANTH A325 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. This course is offered at KPC within a two-year period.

ANTH A335 Native North Americans 3.0 CR

Prerequisite: ANTH A202 recommended. Traditional cultures of Native North Americans, effects of contact with Europeans and contemporary adaptations. This course is offered at KPC within a two-year period.

ANTH A354 Culture and Ecology 3.0 CR

Prerequisite: ANTH A202. Anthropological approaches to the relationships between cultural and ecological systems. The notion of culture as an adaptive system and the role of various cultural subsystems in different adaptations. Intensive study of selected cases provides empirical grounding for theoretical formulations. This course is offered at KPC within a two-year period.

ANTH A371 Selected Topics 1.0-3.0 CR

Topic varies. Special Notes: May be repeated for credit.

ANTH A400 Anthropology of Religion 3.0 CR

Registration restrictions: ANTH A202 recommended. Descriptive and comparative study of religious phenomena in traditional societies including myth, ritual, magic, witchcraft, and shamanism.

ANTH A410 History of Anthropology 3.0 CR

Prerequisite: ANTH A202. Development of the science of anthropology, stressing the leaders in the field and the theories developed. This course is offered at KPC within a two-year period.

ANTH A426 Arctic Ethnology 3.0 CR

Prerequisite: ANTH A200 or ANTH A202. Survey of the traditional cultures of the Native peoples of the circumpolar north from Siberia to Greenland in their environmental and historical contexts. This course is offered at KPC within a two-year period.

ANTH A427 Ethnohistory of Alaska Natives 3.0 CR

Registration restrictions: ANTH A200 and HIST A341 strongly recommended. Examines major changes in Alaskan Native societies from contact through 1940 including initial contacts, disease, trade, warfare, education, missionization, economic development, and political mobilization. Integrates different sources of information including oral traditions, historical narratives, government documents, and archeological evidence.

ANTH A430 Research Methods in Cultural Anthropology 3.0 CR

Prerequisite: ANTH A202. Modes of scientific data gathering, analysis, and interpretation related to sociocultural systems. Includes the logic of scientific inquiry, research design, data recording, data manipulation, field work strategies, ethnographic and report writing, ethics in social science research, and grant proposal preparation.

ANTH A431 Field Methods in Archaeology 1-8.0 CR

Registration restrictions: Faculty permission and ANTH A211 recommended. Fees. Introduction to basic techniques of archaeological data recovery and recording, laboratory processing, and preliminary analysis of archaeological materials. Special Note: May be repeated once for credit.

ANTH A435 Northwest Coast Cultures 3.0 CR

Prerequisite: ANTH A202. An intensive appraisal of peoples of the Northwest coast, emphasizing various interpretations of cultural history, cultural variation and cultural contact.

ANTH A439 Athapaskan Adaptations 3.0 CR

Prerequisite: ANTH A200. An analysis of traditional and contemporary cultures and history of the northern Athapaskan speakers of the boreal forest of interior Alaska and northwestern Canada. Emphasizes environmental adaptations, commonalities and variations in cultural patterning, the impact of interactions with neighboring peoples including Europeans, and culture change over time. This course is offered at KPC within a two-year period.

Applied Statistics

AS A252 Elementary Statistics 3.0 CR

Prerequisite: MATH A105 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 A252 or BA A273 toward the graduation requirements for a baccalaureate degree.

AS A253 Applied Statistics for the Sciences 4.0 CR

Prerequisites: MATH A107 or MATH A109. Note: May not be used to satisfy the University Quantitative Skills General Education Requirement. Intensive survey course covering discrete data analysis, probability, random variables, sampling distributions, confidence intervals, hypothesis testing, one way and two way analysis of variance, simple regression, and other topics as time permits. A major statistical package is introduced and used for problem solving.

Art

ART A100 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 A101 The Art of Furniture Making: Beg. Level I 3.0 CR

Fees. Introduction to the Art of furniture making: Emphasis on form, space, and function in furniture design. Characteristics of wood: intrinsic qualities, identification, strengths, weaknesses. Construction methods will focus on developing hand joinery skills and basic fabrication, basic machine use and safety.

ART A101 The Art of Furniture Making: Beg. Level II 3.0 CR

Fees. Prerequisite: ART A101. Continuing investigation into the art of furniture making, basic machine use and safety. Methods will focus on improving hand joinery skills, basic fabrication, with an introduction to lamination and bending techniques.

ART A103 Introduction to the Art of Digital Photography 1.0 CR

Fees. Introduces digital tools and technology for the creation of photographic art.

ART A105 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 A111 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 A112 Color Design 3.0 CR

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

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ART A113 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 A160 Art Appreciation 3.0 CR

GER Fine Arts Requirement. 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 A201 Beginning Handbuilt Ceramics 3.0 CR

Prerequisite: ART A105, ART A111, ART A113, ART A205, ART A261, and ART A262. Introduction to ceramic materials and process. Emphasis on handbuilding forming methods. Includes clays, clay bodies, slips, glazes, and the firing process. Exposure to idea development and creative problem solving. Special Notes: May be repeated once for credit.

ART A202 Beginning Wheelthrown Ceramics 3.0 CR

Prerequisite: ART A201. Introduction to ceramic materials and process. Emphasis on wheelthrown techniques. Includes clays, clay bodies, slips, glazes, and the firing process. Exposure to the history and aesthetics of the pottery tradition. Special Notes: May be repeated once for credit.

ART A205 Intermediate Drawing 3.0 CR

Prerequisite: ART A105. Fees. Drawing in class from live models. Emphasizes expanding visual awareness through drawing.

ART A211 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 A212 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 A213 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 A215 Beginning Printmaking 3.0 CR

Fees. Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Note: Two processes will be focused on each semester. May be repeated once for credit. Beginning lithography, serigraphy, intaglio and relief history and techniques are investigated. Encourages creativity and craftsmanship in the development and printing of multiples, augmented with an awareness of traditional and contemporary methods and skills.

ART A224 Beginning Photography 3.0 CR

Fees. Cross-Listed: JPC A224. 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 A261 History of World Art I 3.0 CR

GER Fine Arts Requirement. GER Humanities Requirement. 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 A262 History of World Art II 3.0 CR

GER Fine Arts Requirement. GER Humanities Requirement. 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 A271 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 A272 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 A305 Advanced Drawing 3.0 CR

Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Fees. Development and refinement of individual problems in drawing. Special Notes: May be repeated once for credit.

ART A307 Life Drawing and Composition 3.0 CR

Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Drawing from live models to explore possibilities in design composition. Emphasizes form and space using charcoal, pen, brush, and other media. Special Notes: May be repeated once for credit.

ART A311 Intermediate Sculpture 3.0 CR

Prerequisite: ART A211. Fees. Note: May be repeated for credit. Further exploration of sculptural concepts and processes with emphasis given to the aesthetics and history of modern sculpture. Continued development of construction skills with access to more advanced machine tools and processes.

ART A312 Intermediate Watercolor Painting 3.0 CR

Prerequisite: ART A212. Continued and intensified development of expressive skills in watercolor painting. Reviews techniques and refines material usage with the emphasis on individual approaches to pictorial and conceptual problems in watercolor. Special Notes: May be repeated for credit.

ART A313 Intermediate Painting 3.0 CR

Prerequisite: ART A213. 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 A323 Color Photography 3.0 CR

Prerequisites: ART A224. Fees. Special Note: May be repeated for credit. Advanced techniques in color transparencies, color negatives, and color printing.

ART A324 Intermediate Photography 3.0 CR

Prerequisite: ART/JPC A224. Fees. Cross-Listed: JPC A324. Further development of photographic skills. Includes photographic perception of awareness, ideas and concepts, and the "fine print."

ART A331 Experimental Photography 3.0 CR

Prerequisite: ART A324. Exploration of various special effects and techniques. Emphasizes creativity using various photographic process. Special Notes: May be repeated for credit.

ART A367 History of Photography 3.0 CR

GER Fine Arts or Humanities Requirement. Fees. Evolution of photography; 1816 to the present. This course surveys style, approach, content and form of the major trends in Europe and America.

ART A371 Intermediate Surface Design 3.0 CR

Prerequisite: ART A271. 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 tritik are utilized as the basis for individual expression and design resolution.

ART A372 Intermediate Fiber Structures 3.0 CR

Prerequisite: ART A272. Fees. Explores traditional percussion textiles such as paper and felt making as interpreted in a contemporary context.

ART A405 Experimental Drawing 3.0 CR

Prerequisite: ART A305. Investigate the development of ideas through experimentation with contemporary techniques and materials in drawing. Special Notes: May be repeated once for credit.

ART A411 Advanced Sculpture 3.0 CR

Prerequisites: ART A311. Fees. Special Note: May be repeated for credit. Advanced exploration of sculptural concepts and processes with emphasis given to the aesthetics and history of contemporary sculpture. Continued development of construction skills with access to more advanced machine tools and processes including welding.

ART A412 Advanced Watercolor Painting 3.0 CR

Prerequisite: ART A312. Individual ideas, experimentation, and techniques in watercolor painting. Emphasizes stylistic consideration, and individual expression; exhibition procedures are included. Special Notes: May be repeated for credit.

ART A413 Advanced Painting 3.0 CR

Prerequisites: ART A313. Fees. Special Note: May be repeated once for credit. Individual ideas, experimentation, and techniques in painting.

ART A424 Advanced Photography 3.0 CR

Prerequisite: ART/JPC A324. Fees. Cross-Listed: JPC A424. Development of images that reflect individual expression. Provides for individual portfolio development. Special Notes: May be repeated for credit.

ART A471 Advanced Surface Design 3.0 CR

Prerequisites: ART A371. Note: May be repeated for credit. Development and refinement of individual problems in resist dyeing techniques.

ART A472 Advanced Fiber Structure 3.0 CR

Prerequisites: ART A372. Note: May be repeated for credit. Development and refinement of individual problems in fiber structures with an emphasis on personalized imagery and techniques.

American Sign Language

ASL A101 Elementary American Sign Language I 3.0 CR

GER Humanities Requirement. Introduction to American Sign Language for beginners with no such prior knowledge. This course emphasizes receptive comprehension, sign production, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, and to the deaf community and culture.

ASL A102 Elementary American Sign Language II 3.0 CR

Prerequisite: ASL A101. GER Humanities Requirement. Continuation of ASL A101, designed for students able to comprehend and initiate very basic conversations on everyday topics. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary and knowledge of grammatical and sentence structures, and deepen their understanding of deaf community and culture.

Aviation Technology

AT A100 Private Pilot Ground School 3.0 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 A111 Human Anatomy and Physiology I 4.0 CR

GER Natural Sciences with Lab Requirement. Fees. Corequisite: BIOL A111L. 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 A112 Human Anatomy and Physiology II 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: BIOL A111 or faculty permission. Fees. A continuation of BIOL A111. Corequisite: BIOL A112L. 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 A115 Fundamentals of Biology I 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisites: CHEM A105 or concurrent enrollment and CHEM A105L or concurrent enrollment. Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system. Corequisite: BIOL A115L. Special Note: One 3-hour lab per week. BIOL A115 and 116 are core courses in biology and are prerequisites to further courses in biological sciences. A survey of molecular biology, genetics, and homeostasis in the context of evolution.

BIOL A116 Fundamentals of Biology II 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisites: BIOL A115 and CHEM A105 or concurrent enrollment and CHEM A105L or concurrent enrollment and CHEM A106 or concurrent enrollment and CHEM A106L or concurrent enrollment. Registration Restrictions: One year of high school biology, one year of high school chemistry, and working knowledge of the metric system. Corequisite: BIOL A116L. Special Note: One 3-hour lab per week. BIOL A115 and 116 are core courses in biology and are prerequisites to further courses in biological sciences. Continuation of topics addressed in BIOL A115, with emphasis on biodiversity, ecology, origin of life, cells structures and function in the context of evolution.

BIOL A124 Bears and Bear Safety 3.0 CR

Investigates the environment, adaptations to humans and survival needs of bears. Highlights safety procedures for human-bear encounters. Designed for both science and non-science majors.

BIOL A124 Big Game and Fur-bearing Animals of Alaska 3.0 CR

Surveys the environment, survival needs, and management or stewardship of Alaska's mammals, with emphasis on big game and furbearer species.

BIOL A124 Natural History & Ecology of the Kenai Peninsula 3.0 CR

Examines the physical environment paleoecology, flora, fauna, and ecological processes on the Kenai Peninsula.

BIOL A240 Introductory Microbiology for Health Sciences 4.0 CR

Prerequisite: Concurrent enrollment in BIOL A112, or 8 hours in biology or chemistry, or faculty permission. Corequisite: BIOL A240L. 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.

Business Administration

- BA A131 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 A151 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 A155 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 A166 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 A231 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 A233 Fundamentals of Financial Management 3.0 CR**
Prerequisite: Either ACCT A101 or ACCT A201, and MATH A105. 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 A241 Business Law I 3.0 CR**
Cross-Listed: JUST A241. 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 A260 Marketing Practices 3.0 CR**
Prerequisite: BA A151 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 A264 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.
- BA A343 Principles of Marketing 3.0 CR**
Prerequisites: ACCT A201, ACCT A202, ECON A201, and ECON A202. Registration restrictions: College of Business and Public Policy majors must be admitted to upper-division standing. Role of marketing in society and economy. The business firm as a marketing system, and management of the firm's marketing effort.

Chemistry

- CHEM A103 Survey of Chemistry 4.0 CR**
GER Natural Sciences with Lab Requirement. Prerequisite: MATH A055 or MATH A060 with grade of C or higher; and high school chemistry or higher or instructor permission. 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 A104 Introduction to Organic Chemistry & Biochemistry 4.0 CR**
GER Natural Sciences with Lab Requirement. Prerequisite: CHEM A103. 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 A105 General Chemistry I 4.0 CR**
GER Natural Sciences with Lab Requirement. Prerequisite: MATH A105 and high school chemistry or CHEM A055 or CHEM A103. 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 A106 General Chemistry II 4.0 CR**
GER Natural Sciences with Lab Requirement. Prerequisite: Grades of C or higher in CHEM A105; and MATH A106 or MATH A107. Fees. The second semester in the general chemistry sequence for science majors. Topics discussed include solution equilibrium, electrochemistry, kinetics, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.

Communication

- COMM A111 Fundamentals of Oral Communication 3.0 CR**
GER Oral Communications Requirements. Fees. A survey of communication principles, theories, and skills including interpersonal communication, small group communication, and public speaking. Students develop oral communication skills through practice in a variety of individual activities, group activities, and individual and group presentations.
- COMM A235 Small Group Communication 3.0 CR**
GER Oral Communications Requirements. The study of theories and skills related to small group communication. Emphasis is on the communicative skills involved in group relationships and group decision making processes. Students will develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations.
- COMM A237 Interpersonal Communication 3.0 CR**
GER Oral Communications Requirements. The study of theories and skills related to dyadic communication and the variables which affect it, including conflict, culture, gender, rules, and context. Students will develop oral communication skills designed to improve communication in relationships by engaging in a variety of individual exercises, individual presentations, and group presentations.
- COMM A241 Public Speaking 3.0 CR**
GER Oral Communications Requirements. The study of theories and skills applicable to informative, persuasive, and special occasion platform speaking. Emphasis is on effective selection, organization, and presentation of material to diverse audiences across diverse settings. Students will develop oral communication skills by engaging in a variety of exercises and individual presentations.

Community Education

CED A110 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 A119 Community Awareness Workshop on Domestic Violence & Sexual Assault (CAW) 4.0 CR

Grading Policy: Pass/No Pass. Introduces students to Women's Resource and Crisis Center services, domestic violence and sexual assault issues, and basic skills necessary for victim advocacy. Special Note: Classes will be held over 4 consecutive days (43 hours class time.) In addition, students will be required to participate in a 2-hour law enforcement ride along. Students wishing to volunteer at the WRCC after completion of the class will be required to commit to 30 hours of volunteer work in order to receive the credit.

CED A133 Beginning Fly Fishing 1.0 CR

Grade Mode: Pass/No Pass. Introduces the basics of fly fishing, including selection of equipment, types of line, flies, and techniques geared toward local lakes and streams.

CED A171 Log Cabin Construction 2.0 CR

Applies techniques and skills of log cabin construction. Covers planning and organization, estimating cost, and major phases of log building construction including foundation, floor, walls, roof, windows, doors and trim.

CED A180 Oil Painting Workshop 3.0 CR

Community interest painting course emphasizing materials and techniques. Subject matter includes Alaskan scenes and other selections.

CED A181 Drawing and Painting Wildlife 3.0 CR

Community interest course emphasizing material and techniques in drawing and painting animals. Subject matter includes Alaskan wildlife, their habitats and other selections.

CED A210 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.

FCS A124 Sewing Topics: Quilting I 3.0 CR

Introduction to materials, tools, techniques of producing quilted products. Covers fabric choices, piecing and applique, color and texture, and hand and machine quilting methods.

FCS A124 Sewing Topics: Quilting II 3.0 CR

Prerequisite: FCS A120 or equivalent experience. Advanced quilting construction techniques and layout designs for producing quilting projects. Covers 3-D, watercolor, and curved piecing methods, medley setting; shaped-edge and decorative binding; and hand and decorative quilting.

Computer Information and Office Systems

CIOS A101 Keyboarding I 3.0 CR

Special Notes: Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1); course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Keyboarding-Introduces keyboarding skills and emphasizes correct techniques and development of speed, accuracy, and proofreading. Introduces word processing concepts to produce personal and business letters, tables, and reports.

CIOS A101A Keyboarding A 1.0 CR

Special Notes: Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1); course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces the keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

CIOS A101B Keyboarding B 1.0 CR

Special Notes: Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1); course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS A101C Keyboarding C 1.0 CR

Special Notes: Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1); course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces keyboarding of simple reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.

CIOS A102 Keyboarding Skill Building 1.0 CR

Prerequisite: CIOS A101A or equivalent. Special Notes: May be repeated with only 1 credit in each semester; course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Emphasizes development of keyboarding speed and accuracy.

CIOS A103 Introduction to Personal Computers 1.0 CR

Introduces personal computers to novice users. Includes basics of start-up, Windows commands and commonly used software programs in order for student to be able to use the computer for personal use.

CIOS A108 Graphic Design Fundamentals for Computer Applications 3.0 CR

Prerequisite: CIOS A113 or equivalent; CIOS A101A or equivalent. Introduces the fundamentals of graphic design and art as they relate to media production.

CIOS A113 Operating Systems 1.0 CR

MS Windows-Introduces the Windows environment. Includes file and disk management, the control panel, desktop, utilities, Windows setup and maintenance.

CIOS A115 Business Calculators 1.0 CR

Introduces the touch method of keyboarding on a 10-key electronic business calculator while developing speed and accuracy in solving basic business mathematical problems. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting.

CIOS A116 Business Calculations 1.0 CR

Prerequisite: MATH A054 with a minimum grade of C or ASSET Math score of 43 or above. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces business calculations and use of calculators by touch to solve problems in bank records, payroll, trade and cash discounts, markup and markdown, interest, consumer, credit, depreciation, inventory, financial statements, insurance, and taxes.

CIOS A117 Logic Concepts for Computer Technology 1.0 CR

Introduces how computers deal with numbers, calculations, and logic. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting.

CIOS A118 Payroll Procedures 1.0 CR

Introduces payroll procedures including calculating various types of payroll, keeping payroll records, federal laws, and reporting procedures. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting.

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CiOS A120A Bookkeeping Software Apps I: QuickBooks 1.0 CR

Prerequisite: CİOS A113 or equivalent; CİOS A101A or equivalent. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces QuickBooks Pro accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax. Students are strongly encouraged to complete CİOS A220A to gain a fuller understanding of this topic.

CİOS A125A Electronic Communications: MS Outlook 1.0 CR

Prerequisite: CİOS A113 or equivalent CİOS A101A or equivalent. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces features of Microsoft Outlook electronic communication software. MS Outlook is a full-featured electronic program that offers e-mail, contact, time, and task management features.

CİOS A130A Word Processing I: MS Word 1.0 CR

Prerequisite: CİOS A101A or equivalent - can be taken concurrently. Students are strongly encouraged to complete CİOS A230A to gain a fuller understanding of this topic. Introduces fundamentals, concepts, and applications of word processing. Students learn basic commands needed to create, format, edit, and print documents.

CİOS A135A Spreadsheets I: MS Excel 1.0 CR

Prerequisites: CİOS A113 or equivalent; CİOS A101A or equivalent. Students are strongly encouraged to complete CİOS A235A to gain a fuller understanding of this topic. Introduces fundamental concepts in the design and use of spreadsheets. Includes basic commands, formulas and functions, and inserting of charts, objects, and hyperlinks.

CİOS A140A Databases I: MS Access 1.0 CR

Prerequisites: CİOS A113 or equivalent; CİOS A101A or equivalent. Students are strongly encouraged to complete CİOS A240A to gain a fuller understanding of this topic. Introduces the fundamentals and concepts of a database. Includes tables, fields, sorting, keys, and relational database concepts.

CİOS A146 Internet Concepts and Applications I 1.0 CR

Prerequisites: CİOS A113 or equivalent; CİOS A101A or equivalent. Students are strongly encouraged to complete CİOS A246 to gain a fuller understanding of this topic. Introduces basic concepts, tools, and uses of the Internet. Explores using electronic mail and browsing for research, academic, and personal use.

CİOS A150A Presentations I: MS PowerPoint 1.0 CR

Prerequisites: CİOS A113 or equivalent; CİOS A101A or equivalent. Special Note: Students are encouraged to complete CİOS A250A to gain a fuller understanding of this topic. Students are strongly encouraged to complete CİOS A151A to gain a fuller understanding of this topic. Introduces fundamentals and concepts of presentation software and design techniques for development of graphic slides, including embedded graphs, tables, and visuals.

CİOS A151A Presentations II: MS PowerPoint 1.0 CR

Prerequisite: CİOS A150A or instructor permission. Applies advanced skills in designing and presenting computer presentations.

CİOSA152A Digital Imaging Concepts & Application :Photoshop 1.0 CR

Prerequisites: CİOS A130; CİOS A146; CİOS A108. (may be taken concurrently); or permission of the instructor. Introduces the fundamentals, concepts, and applications of digital imaging techniques including basic color theory, manipulating images, adding images to documents, using digital images in animation and web documents.

CİOS A153A Web Site Design: HTML 1.0 CR

Prerequisite: CİOS A113 or equivalent. Introduces designing Web pages and documents using Hypertext Markup Language (HTML) the source language for every page/document formatted for the World Wide Web (WWW). Sound design principles will be emphasized. No programming experience required.

CİOS A153B Web Site Design: Dreamweaver 1.0 CR

Prerequisites: CİOS A130; CİOS A146; CİOS A152A (may be taken concurrently); CİOS A156A (may be taken concurrently); or permission of the instructor. Introduces the concepts and skills used to create web pages and web sites using HTML and web editors. Emphasis is given on good page layout from the perspective of commercial web site design. Dreamweaver software is introduced for students to utilize HTML code and web page design.

CİOS A154B Desktop Publishing I: MS Publisher 1.0 CR

Prerequisite: CİOS A113 or equivalent. Students are strongly encouraged to complete CİOS A254A to gain a fuller understanding of this topic. Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.

CİOS 156 Web Graphics: Fireworks 1.0 CR

Prerequisites: CİOS A146 or equivalent competencies; CİOS A153 or equivalent competencies; CİOS A130 or equivalent competencies recommended; or permission of the instructor. Introduces the concepts and skills used to create web graphics such as animated GIFs, slices, and image maps. Teaches proper optimization of graphics and gives general guidance on proper use of graphics in a web site.

CİOS A160 Business English 1.0 CR

Prerequisite: PRPE A086 with a minimum grade of C or ASSET writing score of 40 or above. Provides intensive study of grammar, punctuation, capitalization, spelling, word usage and sentence structure as used in business with practice editing sentences and short business compositions.

CİOS A161A Proofreading 1.0 CR

Prerequisites: CİOS A101 or equivalent; CİOS A160. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces basic proofreading techniques. Includes instruction and practice in proofreading for content and usage. Reviews grammar, punctuation, and spelling rules.

CİOS A164 Filing 1.0 CR

Students re strongly encouraged to complete CİOS A264A to gain a fuller understanding of this topic. Special Notes: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Introduces terminology, filing techniques, and ARMA (American Records Management Association) filing rules as they apply to alphabetic, numeric, subject, and geographic filing systems.

CİOS A165 Office Procedures 1.0 CR

Prerequisite: CİOS A113 or equivalent; CİOS A101A or equivalent. Introduces students to the duties and responsibilities of office employees in the following areas: mail, records management, office communications, reprographics, public relations, travel, meetings, conferences, and employment procedures.

CİOS A201A Document Processing 1.0 CR

Prerequisite: CİOS A113 or equivalent; CİOS A101A or equivalent. Applies keyboarding and word processing skills to letters, mail merges, tabulations, reports, business forms, and other office documents while building speed and accuracy.

CİOS A207 Machine Transcription 1.0 CR

Prerequisites: CİOS A201A or demonstrated document processing skill and speed of 45 wpm; CİOS A160 or equivalent or instructor permission. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies word processing and business English skills to create quality documents using transcription equipment. Class is designed for students with no previous transcription experience.

CİOS A208 Medical Transcription 1.0 CR

Prerequisite: CİOS A201A or demonstrated document processing skill and speed of 45 wpm; CİOS 160 or equivalent or instructor permission. Special Note: Course applies word processing and business English skills to machine transcription of medical dictation to produce accurate, quality documents. Class is designed for students with no previous transcription experience. Students will learn needed medical terminology in the course.

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May be offered as a traditional structured class or in an open-entry, self-paced instructional setting.

CIOS A220A Bookkeeping Software Applications II: QuickBooks 1.0 CR

Prerequisite: CIOS A120A. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies skills learned in CIOS A120A Bookkeeping Software Applications I: QuickBooks to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.

CIOS A230A Word Processing II: MS Word 1.0 CR

Prerequisite: CIOS A130A or instructor permission. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies skills acquired in CIOS A130A to learn intermediate and advanced word processing and desktop publishing features, including styles, graphics, merging documents, object linking and embedding, publishing as a web page, working with master documents, indexes, tables of contents, on-screen business forms and macros.

CIOS A235A Spreadsheets II: MS Excel 1.0 CR

Prerequisite: CIOS A135A or instructor permission. Applies skills learned in CIOS A135A to designing more complex spreadsheets. Includes concepts and techniques for problem-solving and the decision-making process. Topics include design and construction of spreadsheets and templates, macros, data exchange, database features, enhancing charts, and other advanced functions.

CIOS A240A Databases II: MS Access 1.0 CR

Prerequisite: CIOS A140A or instructor permission. Applies skills learned in CIOS A140A to more complex databases. Includes database concepts and techniques, queries, forms, filters, relationships, and integration with other applications.

CIOS A241 Integrated Applications 1.0 CR

Prerequisites: CIOS A230A or CIOS A230B; CIOS A235A; CIOS A240A; CIOS A151A. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies the powerful integration capabilities of word processing, spreadsheet, database, and other applications including the world wide web. Builds skill in application integration through a variety of projects that include using critical thinking, work organization, time management, and teamwork skills.

CIOS A246 Internet Concepts and Applications II 1.0 CR

Prerequisite: CIOS A146. Applies Internet concepts, utilities, and tools. Includes study of security and ethics issues, search strategies, communication tools, basic HTML, and new Internet technologies.

CIOS A254B Desktop Publishing II: MS Publisher 1.0 CR

Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies skills learned in CIOS A154B to more advanced desktop publishing concepts and techniques. Presents design techniques and the use of desktop publishing software to generate sophisticated publications. Topics include scanning, graphic formats, typography, and integration with other applications.

CIOS A255 Multimedia Applications 1.0 CR

Prerequisites: CIOS A130A or CIOS A130B; CIOS A135A; CIOS A150A. Applies computer skills to learn how to manipulate sound, digital video, and digital photography to create a multimedia presentation.

CIOS A259 Preparing Electronic Documents: Adobe Acrobat 1.0 CR

Prerequisite: CIOS A130; CIOS A146. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Prepares students in the use of software for the formation and transformation of universal exchange documents. Covers publishing documents in portable document format, designing and creating forms and documents that can be emailed, uploaded, and accessed on the World Wide Web, placed on intranet file systems, or permanently stored on any media storage device.

CIOS A260A Business Communications 1.0 CR

Prerequisites: ENGL A111; keyboarding and word processing skills, knowledge of document formats. Applies techniques of communications to business situations requiring problem solving and an understanding of human relations.

Topics include communication principles, written communications (letters, memorandums, and reports), oral presentations, and technology used to enhance written and oral communications.

CIOS A261A Interpersonal Skills in Organizations 1.0 CR

Prerequisite: CIOS A165. Examines theories and practices of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills that enhance the ability to function successfully with others in an organization.

CIOS A262A Professional Development 1.0 CR

Prerequisite: Instructor permission required. Focuses on the knowledge and attitudes necessary to develop critical job survival skills, increase productivity, and improve job satisfaction and success. Each student will assess individual talents and goals and create a career portfolio.

CIOS A264A Records Management 1.0 CR

Prerequisite: CIOS A164 or instructor permission. Special Note: Course may be offered as a traditional structured class or in an open-entry, self-paced instructional setting. Applies principles learned in CIOS 164 to management of information and records. Covers the field of records management, legal and ethical issues, and controls and technology related to creation, use, maintenance, protection, retrieval, and disposition of paper and electronic records.

CIOS A276A Independent Project 1.0 CR

Registration Restriction: 12 credits CIOS courses AND instructor permission. Learns a new microcomputer application to create a project applying the application to significant problems and demonstrating the results to other computer users.

CIOS A282 Office Internship 1.0 CR

Prerequisite: CIOS A165 or MA A120. Registration Restriction: Minimum of 12 CIOS credits AND instructor permission. Places students in business offices related to their educational programs and occupational objectives. Includes seminar with faculty coordinator. Assumes student has basic skills sufficient to perform office assignments.

CIOS A590 Certification Review 1.0 CR

Restriction: Foundation courses or advanced experience in the tested subject area. Prepares students for specialized exam certification testing. Registration

Computer and Network Technology

CNT A170 CISCO Academy Network Fundamentals 3.0 CR

Special Fees. Covers networking fundamentals and develops basic skills in designing, installing, and troubleshooting local area networks. Topics include cabling, cabling closets, management devices, protocols, sub-netting, network device selection, installation, and troubleshooting.

CNT A210 PC Technician Fundamentals 3.0 CR

Prerequisites: CIS A105. Introduction to the principles of personal computer hardware/software maintenance and troubleshooting. The course is designed to give the student equivalent experience of a PC technician that has been working for six months.

CNT A240 Windows 2000 System Essentials 2.0 CR

Prerequisites: CNT A210. Special Fees. Provides an introduction to networking concepts, features, and capabilities and their implementation within the Windows 2000 environment.

CNT A241 Administering and Supporting Windows 2000 Professional and Server 3.0 CR

Prerequisites: CNT A240. Special Fees. Presents concepts and skills to install and configure Windows 2000 Professional and Server on stand-alone computers and on client computers that are part of a workgroup or domain. This course will also prepare students to take Microsoft exams 70-210 and 70-215: Implementing, Configuring, and Administering Microsoft Windows 2000 Professional and Server.

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CNT A242 Windows 2000 Network Infrastructure Administration 3.0 CR

Prerequisites: CNT A241. Provides students with the knowledge and skills to implement and manage the network infrastructure associated with a Windows 2000 domain. This course will also prepare students to take Microsoft exam 70-216: Implementing and Administering a Microsoft Windows 2000 Network Infrastructure.

CNT A243 Windows 2000 Directory Services Administration 3.0 CR

Prerequisites: CNT A242. Provides students with the skills and knowledge to install, configure, and administer the Windows 2000 Active Directory Service for a Windows 2000 domain. This course also prepares students to take Microsoft exam 70-217: Windows 2000 Directory Services Administration.

CNT A244 Designing Secure Windows 2000 Networks 3.0 CR

Prerequisites: CNT A242. Provides students with the knowledge and skills to design a security framework for small, medium, and enterprise networks using Microsoft & Windows 2000 technologies. This course also prepares students to take Microsoft exam 70-220: Designing Security for a Microsoft Windows 2000 Network.

CNT A245 Windows 2000 Directory Services Design 2.0 CR

Prerequisites: CNT A243. Provides students with the knowledge and skills to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network. This course also prepares students to take Microsoft exam 70-219: Designing a Windows 2000 Directory Services Infrastructure.

CNT A246 Windows 2000 Network Infrastructure Design 2.0 CR

Prerequisites: CNT A244. Provides students with the knowledge and skills to design a Microsoft Windows 2000 networking services infrastructure design that supports the network applications required for the needs of an organization. This course also prepares students to take Microsoft exam 70-221: Designing a Microsoft Windows 2000 Network Infrastructure.

CNT A261 CISCO Router Fundamentals 3.0 CR

Special Fees. Provides details of CISCO routers and router interfaces including, router configuration, software controls, user modes, IP addressing, and routing protocols.

CNT A270 CISCO Academy LAN Management 3.0 CR

Prerequisites: CNT A261. Special Fees. Covers local area network management and provides skill development in managing traffic and network devices to ensure optimal throughput. Topics include router and switch configuration, IPX configuration and filtering, and identifying and resolving network congestion problems.

CNT A271 CISCO Academy WAN Management 3.0 CR

Prerequisites: CNT A270. Special Fees. Covers wide area networking services, design, and management. Topics include area network technology, devices, link options, frame encapsulation formats, designs, protocols and configurations, group decision making processes. Students will develop oral communication skills by engaging in practice in a variety of individual exercises and presentations, and group presentations.

Computer Science

CS A107 Pascal Programming 3.0 CR

Prerequisite: MATH A107 or MATH A270 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 A107 and CS A201 toward graduation requirements for a baccalaureate degree.

CS A109 Computer Programming: (Languages Vary) 3.0 CR

Prerequisite: Two years of high school algebra or faculty permission. Special Note: May be repeated for credit with a change in language. Problem analysis and solution using a selected programming language.

CS A207 C Programming 3.0 CR

Prerequisites: CS A105, CS A107 or CS A201 or faculty permission. Training and practice in writing programs in the C language.

Creative Writing and Literary Arts

CWLA A259 Short Format Introduction to Creative Writing 1.0 CR

Special Note: May be repeated up to six times for credit. Introduction to one type of creative writing in short one credit workshops.

CWLA A260A Introduction to Creative Writing: Multiple Forms 3.0 CR

Special Note: May be repeated twice for credit. Introduction to two or more types of creative writing with close analysis of each student's work.

CWLA A260B Introduction to Creative Writing: Poetry 3.0 CR

Special Fees. Special Note: This course may be taken twice for credit. Introduction to techniques of writing poetry, with close analysis of each student's work.

CWLA A260C Introduction to Creative Writing: Fiction 3.0 CR

Special Fees. Special Note: May be taken twice for credit. Introduction to techniques of writing fiction, with close analysis of each student's work.

CWLA A260E Introduction to Creative Writing: Nonfiction 3.0 CR

Special Fees. Special Note: This course may be taken twice for credit. Introduction to techniques of writing nonfiction, with close analysis of each student's work.

CWLA A260G Introduction to Creative Writing: Women's Writing Workshop 3.0 CR

Special Fees. Special Note: May be taken twice for credit. Practice in two or more types of creative writing, with close analysis of each student's work. Participants examine the roles and challenges of women writers in society and explore narrative possibilities unique to writing by women.

CWLA A261 Art/Literary Magazine Production 3.0 CR

Edit and prepare manuscripts for publication, layout magazine pages for the printer, and learn about other aspects of magazine production. Students solicit, evaluate, and select material appropriate for a literary magazine: short stories, poetry, essays, artwork, etc. The course will also cover publicity, marketing, and distribution of the finished publication.

CWLAA362 Undergraduate Writer's Workshop: Fiction 3.0 CR

Registration Restrictions: One undergraduate writing workshop (200- or 300-level) and permission of instructor. Special Fees. Special Note: May be repeated for credit. Practice in writing fiction, with close analysis of each student's work.

Dance

DNCE A101 Fundamentals of Ballet I 2.0 CR

Special Fees. Special Note: May be repeated three times for credit. 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.

DNCE A121 Fundamentals of Modern Dance I 2.0 CR

Special Fees. Special Note: May be repeated three times for credit. Beginning modern dance techniques. Correct alignment and injury prevention stressed. Introduces basic dance skills through warm-up exercises, locomotor movements and simple combinations. Exploration of dance aesthetics and modern dance philosophy, and historical and social influences.

DNCE A151 Beginning Tap Dance I 1.0 CR

Special Fees. Special Note: May be repeated three times for credit. 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.

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DNCE A205 Fundamentals of Ballet II 2.0 CR

Prerequisites: DNCE 101 with minimum grade of C. Special Fees. Special Note: May be repeated three times for credit. 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.

DNCE A223 Fundamentals of Modern II 2.0 CR

Prerequisites: DNCE A121 with minimum grade of C. Special Fees. Special Note: May be repeated three times for credit. Modern dance techniques and vocabulary expanded by additional dance skills. Introduction of long warm-ups and movement combinations to increase body strength and flexibility. Exploration of modern dance history, philosophy, and aesthetics. Qualities of dance movement and music/dance relationships explored. Correct alignment and injury prevention stressed.

DNCE A253 Beginning Tap II 1.0 CR

Prerequisites: DNCE A151 with minimum grade of C. Special Fees. Special Note: May be repeated three times for credit. This course increases the student's skill level in basic tap dance technique and augments tap vocabulary acquired in Beginning Tap Dance I. Students are introduced to more complex steps and rhythms. Historical and social importance of tap discussed.

DNCE A301 Intermediate Ballet I 2.0 CR

Prerequisites: DNCE A205 with minimum grade of C. Special Note: May be repeated three times for credit. Elaboration of ballet technique through barre and center practice with an emphasis on body placement, flexibility, and strength. A serious ballet course requiring regular attendance.

DNCE A302 Intermediate Ballet II 2.0 CR

Prerequisites: DNCE A301 with minimum grade of C. Special Note: May be repeated three times for credit. 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.

Early Childhood Development

ECD A105 Introduction to the Field of Early Childhood 3.0 CR

Survey of historical, social, and philosophical foundations of the field. Discusses ethics, developmentally appropriate practices, survey of types of early childhood settings, and personal skills and professional competencies for the early childhood practitioner.

ECD A111 Safe Learning Environments 1.0 CR

Stresses importance of safe learning environments and competencies which enable students to provide such environments for young children. Emphasis on measures necessary to reduce and prevent accidents.

ECD A112 Healthy Learning Environments 1.0 CR

Prepares students to provide learning environments for young children which are free of factors contributing to or causing illness.

ECD A113 Learning Environments 1.0 CR

Emphasizes arrangement of environments conducive to learning styles of children. Includes selection of learning styles of children. Includes selection of materials and equipment, room arrangements, and scheduling.

ECD A121 Physical Activities for Young Children 1.0 CR

Stresses essentials of planning centers which provide space, materials, equipment, and activities to promote physical development of children. Includes planning and scheduling activities, selecting equipment and materials.

ECD A122 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 A123 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 A124 Creative Activities for Young Children 1.0 CR

Experiences, activities, and media that stimulate children to explore and express their creative abilities

ECD A131 Guidance and Discipline 1.0 CR

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

ECD A 132 Social Development 1.0 CR

Emphasis on social development of young children by the encouragement of empathy and mutual respect among children and adults. Also discussed is the development of cooperation among children and between children and adults.

ECD A211 Development of a Sense of Self 1.0 CR

Presents information and activities to help young children know, accept, and take pride in themselves, and to develop independence. Includes fostering children's self-knowledge and sense of pride, experiences of success, acceptance by others, and realization of their own effectiveness.

ECD A221 Families 1.0 CR

Emphasis on the importance of positive and productive relationships between families and child development programs. Also discussed is coordination of childrearing efforts of both family and program.

ECD A222 Program Management 1.0 CR

Information and activities teaching students to use available resources to ensure effective operation of children's programs. Emphasis on competent organization, planning, and record keeping.

ECD A223 Exploring & Developing Personal Capabilities in Teaching 1.0 CR

Stresses awareness of personal qualities, feeling, and values that affect teaching atmosphere, relationships with children, and individual teaching style.

ECD A224 Professionalism 1.0 CR

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

ECD A231 Screening 1.0 CR

Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.

ECD A232 Assessment/Recording 1.0 CR

Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures.

ECD A233 Mainstreaming Preschool Children with Special Needs 1.0 CR

Stresses activities to help teachers understand concepts and purposes of mainstreaming special needs preschool children into regular classroom. Emphasis on rights of special needs children to services and necessary procedures of providing those services under P.L. 94-142.

ECD A295A Practicum I 3.0 CR

Prerequisites: ECD A105, ECD A223, ECD A224, DN A145, PSY A245, ECD A231, ECD A232, ECD A233. Special Note: Faculty permission required. Supervised field experience in an instructor approved early childhood setting. Emphasis is on planning and conducting children's activities in various program areas and on assisting a lead teacher. Experience includes an initial assessment in all areas of professional competencies. An individual plan for the semester will be developed.

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ECD A295B Practicum II 3.0 CR
Prerequisites: ECD A 295A. Special Note: Faculty permission required. Supervised experience in an instructor approved early childhood setting. Emphasis is on an increasing level of responsibility for planning/supervising all program areas. Experience includes an initial assessment in all areas of professional competencies. An individual plan for the semester will be developed.

IMPORTANT NOTE: These additional courses are required for the AAS in Early Childhood Development.

PSY 245 Child Development 3.0 CR
Study of physical, emotional, cognitive, and social aspects of a child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

DN 145 Child Nutrition 2.0 CR
Introduction to the nutritional needs of infants, preschool, and school-age children and how these needs translate into healthy and appealing meals/snacks. Covers common childhood eating problems and child nutrition programs for reimbursable food costs.

Economics

ECON A201 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 A202 Principles of Microeconomics 3.0 CR
Prerequisite: ECON A201. Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

Education

ED A101 Introduction to Education 3.0 CR
Special Fees. Introductory course for students exploring education as a possible career choice. Covers the history of American education, an examination of contemporary issues in education, and basic classroom observational techniques. Students self-assess personal profile against characteristics of effective teachers. Field experience required.

ED A200 Tutor Lab 1.0-3.0 CR
Prerequisite: Passing grade in ED A200A or concurrent enrollment. The goal of this course is to successfully tutor students. Introduction to tutoring lab serves as the practical experience for ED A200A, ED A200B, and ED A200C.

ED A200A 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 A200B Advanced Tutor Training Seminar 1.0 CR
Prerequisite: Completion of ED A200A and one credit of ED A200 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 A200C Master Tutor Training Seminar 1.0 CR
Prerequisite: Completion of A200A, and A200B, plus two credits of ED A200 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 A300 Philosophical and Social Context of American Education 3.0 CR
Registration Restrictions: None. Special Fees. Explores significant educational movements, assumptions, theories, and research in the areas of educational philosophy and history in order to develop a framework for professional, educational practice. Course emphasizes the importance of developing a coherent philosophy to guide teaching practice in a culturally diverse and inclusive classroom.

ED A301 Foundations of Literacy and Language Development 3.0 CR
Prerequisites: PSY A245. Registration Restrictions: Departmental Approval Required; Admission to the Department of Teaching and Learning. Special Fees. Explores how children learn language, similarities, and difference between first and second language acquisition, how culture influences language and literacy development, and how language is taught. Course tracks language acquisition from birth through the school years. Field experience required.

ED A302 Foundations of Educational Technology 2.0 CR
Prerequisites: PSY A245. Registration Restrictions: Departmental Approval Required; Admission to the Department of Teaching and Learning. Grade Mode: Pass/No Pass. Special Fees. Provides prospective teachers with the general skills needed to integrate technology into their teaching and learning. It presents an overview of the issues, pedagogies, and skills needed to guide the effective use and assessment of technology in elementary school classrooms. Technologies used in schools as educational tools will be introduced.

ED A303 Foundations of Teaching and Learning 3.0 CR
Prerequisites: ED A301 and PSY A245. Registration Restrictions: Departmental Approval Required; Admission to the Department of Teaching and Learning. Special Fees. Extends understanding of cognitive, affective, and communicative development of children and youth and connects these to current theoretical and practical research in teaching and learning. Emphasis will be on models of teaching, curriculum planning, and assessment of learning as the foundation for a developmentally appropriate teaching practice for the inclusive classrooms. Field experience required.

ED A425 Teaching Reading in Elementary Schools 4.0 CR
Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495A. Special Fees. Offered Fall Semesters. Survey of current issues and practices in teaching K-6 reading. Focuses on the teaching of developmental and content reading, and provides informal assessment techniques and materials for reading. Concurrent enrollment in internship required.

ED A426 Teaching Mathematics in Elementary Schools 3.0 CR
Prerequisites: ED A300 and ED A303 and EDSE A482 and MATH A205. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495A. Special Fees. Offered Fall Semesters. Methodology and materials used in the elementary mathematics classroom. Focus is on the mathematics topics typically taught in elementary schools and research-based methods for teaching. Concurrent enrollment in internship required.

ED A427 Teaching Social Studies in Elementary Schools 2.0 CR
Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495A. Special Fees. Offered Fall Semesters. Methodology and materials used in the modern elementary school social studies classroom. Students will be exposed to current research regarding K-6 student learning and conceptual development in history and social studies, and corresponding pedagogy, such as inquiry and issues-based learning. Includes issues in content selection and curriculum development and standards-based curriculum design. Concurrent enrollment in internship required.

ED A428 Teaching Science in Elementary Schools 2.0 CR
Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495A. Special Fees. Offered Spring Semesters. An

inquiry based approach to teaching science. The course explores standards-based teaching and learning of science in K-6 classrooms. Concurrent enrollment in internship required.

ED A429 Teaching Health Education in Elementary Schools 2.0 CR

Prerequisites: ED A300 and ED A303 and EDSE A482 and PE A145. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495A. Special Fees. Offered Spring Semesters. Methodology and materials used in the elementary health classroom. Students will be exposed to the current research, issues, curriculum, and standards. Concurrent enrollment in internship required.

ED A430 Teaching Language Arts in Elementary Schools 3.0 CR

Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495B. Offered Fall Semesters. Students focus on theory and process of language arts: reading, writing, speaking, listening, viewing, and visually representing. Reflects a constructivist approach to teaching and learning and research-based practice. Concurrent enrollment in internship required.

ED A431 Creative Expression: Music, Art, and Drama for Elementary Teachers 3.0 CR

Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495B. Offered Spring Semesters. Principles, methods, and materials of teaching music, art, and drama at the elementary school level. A wide variety of creative activities that are basic to elementary curricula are explored. Includes the use of music, art, and drama in standards-based curriculum planning and assessment for the diverse student population in elementary classrooms. Concurrent enrollment in internship required.

ED A432 Physical Education for Elementary Classroom Teachers 1.0 CR

Prerequisites: ED A300 and ED A303 and EDSE A482 and PE A145. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A495B. Offered Fall Semesters. Examines the methodology and materials for implementing physical education in the elementary classroom. Focuses on movement education, integration, and developmentally appropriate activities. Concurrent enrollment in internship required.

ED A495A Internship I 3.0 CR

Prerequisites: ED A300 and ED A303 and EDSE A482. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A425, ED A426, ED A427, ED A428 and ED A429. Grade Mode: Pass/No Pass. Special Fees. Offered Fall Semesters. Supervised internship in an educational facility. Interns work with mentor teachers and demonstrate development of their teaching proficiency. Weekly internship seminar required. Course begins in accordance with the K-12 school year calendar, not the university academic year calendar.

ED A495B Internship II 6.0 CR

Prerequisites: ED A495A. Registration Restrictions: Departmental Approval Required; Admission to Internship. Corequisite: ED A430, ED A431 and ED A432. Grade Mode: Pass/No Pass. Offered Spring Semesters. Supervised internship in an educational facility. Internship II will continue the experiences begun in Internship I, students continuing to work with their mentor teachers and demonstrating continued development of their teaching proficiency. All students will teach an extended unit during this course and will be expected to assume complete responsibility for the classroom for an extended period. Weekly internship seminar is required. Course begins in accordance with the K-12 school year calendar, not the university academic year calendar.

EDSE A482 Inclusive Classrooms for All Children 3.0 CR

Prerequisites: PSY A245. Registration Restrictions: Department approval required; Admission to the Department of Teaching and Learning. Special Fees. Provides an in-depth understanding of concepts, strategies, and issues that surround supporting the needs of students who experience disabilities in the general education classroom. Field experience required.

Electronics Technology

ET A101 Basic Electronics: DC Physics 4.0 CR

Prerequisite: MATH A055 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 A102 Basic Electronics: AC Physics 4.0 CR

Prerequisite: ET A101. 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 A126 Principles of Logic and Gating 4.0 CR

Prerequisite: ET A101 or A151 recommended. Fees. 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. Three-hour lab per week. Special Note: Offered Spring Semesters.

ET A175 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. Special Note: Offered Spring Semesters.

ET A200 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. Special Note: Offered on demand with sufficient enrollment.

ET A240 Application of Integrated Circuits 3.0 CR

Prerequisite: ET A126. Coverage includes characteristics and interfacing information on TTL and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing will be covered. Special Note: Offered Fall Semesters.

ET A241 Microcomputer Interfacing 3.0 CR

Prerequisite: ET A175 and ET A240. 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. Special Note: Offered Spring Semesters.

ET A243 Programmable Logic Controllers 3.0 CR

Prerequisite: ET A126 or permission of instructor. Introduction of discrete input/output logic control including ladder diagrams and electromechanical relays. The use of programmable logic controllers to monitor and control discrete devices is the primary focus.

ET A246 Electronic Industrial Instrumentation 3.0 CR

Prerequisite: ET A245. Corequisite of MATH A101/A105. 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. Special Note: Offered Spring Semesters.

Engineering Design and Drafting

EDD A288 Computer Aided Drafting 4.0 CR

Recommended: 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

PRPE A074 Vocabulary Skill Building 1-3 CR

Prerequisite: ASSET Reading Placement score of 30. Corequisite: Concurrent enrollment in ABE. Provides tools for vocabulary growth. Includes word recognition drills, practice exercises, writings, word roots, prefixes, and origins, use of the dictionary, and word searches on the computer.

PRPE A076 Reading Strategies 3.0 CR

Prerequisite: ASSET Reading Placement score of 34. Corequisite: Concurrent enrollment in ABE. Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.

PRPE A084 Grammar and Sentence Skills 3.0 CR

Prerequisite: ASSET Reading Placement score of 30 or higher. Corequisite: Concurrent enrollment in ABE. Special Note: May be repeated for a maximum of 6 credits. Reviews the basics of effective sentences in Standard American English for college writing.

PRPE A086 Writing Strategies 3.0 CR

Prerequisites: [ASSET Writing Skills with score of 35 and ASSET Reading Skills with score of 34] or PRPE A084 with minimum grade of C. Registration Restrictions: Minimum score on an English placement test or prerequisite. Introduces composition of paragraphs and short essays that conform to Standard American English for college writing. Emphasizes basic reading skills to enhance students' writing. Reviews the basics of grammar, effective sentences, and sentence combining.

PRPE A108 Introduction to College Writing 3.0 CR

Prerequisite: ASSET Reading Placement score of 40-46 or C or better in PRPE A086. Teaches students to write sentences, paragraphs and multi-paragraph themes that conform to Standard American English. Continues intensive practice in grammar and punctuation.

ENGL A111 Methods of Written Communication 3.0 CR

GER Written Communication Requirement. Prerequisite: Appropriate score on English Placement Test, SAT Test of Standard Written English, or ACT English Usage Test. Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required.

ENGL A201 Masterpieces of World Literature I 3.0 CR

GER Humanities Requirement. Prerequisite: ENGL A111. 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 A202 Masterpieces of World Literature II 3.0 CR

GER Humanities Requirement. Prerequisites: ENGL A111. Special Note: 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 A211 Academic Writing About Literature 3.0 CR

GER Written Communication Requirement. Prerequisite: ENGL A111. Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required.

ENGL A212 Technical Writing 3.0 CR

GER Written Communication Requirement. Prerequisite: ENGL A111 and experience in business, technical, or scientific field. Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required.

ENGL A213 Writing in the Social and Natural Sciences 3.0 CR

GER Written Communication Requirement. Prerequisites: ENGL A111 with minimum grade of C. Special Fees. Offered Fall and Spring Semesters. Instruction in academic writing based on close analysis of readings in various disciplines, primarily the social and natural sciences. Develops a broad range of expository writing skills, including composition of the empirical report. Research paper required.

ENGL A214 Persuasive Writing 3.0 CR

GER Written Communication Requirement. Prerequisites: ENGL A111 with minimum grade of C. Special Fees. Instruction in writing based on theories of persuasion and argument practiced in disciplines across the curriculum. Focuses on the rhetorical issues of audience, invention, evidence, and style. Develops a broad range of analytical, descriptive, and persuasive skills, with special attention to their application in a variety of academic environments. Research-supported papers required. Selection of readings may be coordinated with another discipline.

ENGL A306 Literature of the U.S. I 3.0 CR

GER Humanities Requirement. Prerequisites: ENGL A211, ENGL A212, or ENGL A213 with minimum grade of C or faculty permission. Offered Fall Semesters. Study of significant writers of the United States, focusing primarily on the 19th century and including literature that reflects important cultural, historical, political, and aesthetic forces.

ENGL A340 The Victorian Period 3.0 CR

Prerequisites: ENGL A201 and ENGL A202 or faculty permission. Studies in poetry and prose written by various English authors between 1830 and 1900, including such writers as Tennyson, Carlyle, Dickens, Browning, and Arnold.

ENGL A351 Poetry 3.0 CR

Prerequisite: ENGL A201 and A202 or faculty permission. An intensive study of the forms and techniques used by poets.

ENGL A404 Topics in Women's Literature 3.0 CR

Prerequisites: ENGL A211, ENGL A212, or ENGL A213 with minimum grade of C or faculty permission. Study of particular topics in literature by women writers.

ENGL A424 Shakespeare 3.0 CR

Prerequisite: ENGL A201 and A202 or faculty permission. Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester. Special Note: May be repeated once for credit with faculty permission.

English-as-a-Second Language

ESL A066 ESL through Newspapers 1.0-4.0 CR

Prerequisite: Faculty permission. Corequisite: Concurrent enrollment in ABE. 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 A103 Oral Fluency I 1.0-4.0 CR

Special Fees. Special Note: Required language lab work. For intermediate to advanced students. Instruction in pronunciation, listening comprehension, and speaking strategies for academic and career settings. Emphasis on self-monitoring. Includes special practice in group discussion techniques.

Fisheries Technology

FT A102 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 A103 Outboard Maintenance and Repair 1.0 CR

Fees. Preventive maintenance and troubleshooting of basic outboard motors. Special Notes: Student supplies used outboard motor.

FT A113 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.

Geology

GEOL A111 Physical Geology 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: MATH A055. Fees. Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals.

GEOL A112 Historical Geology 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: GEOL A111. 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 A115 Environmental Geology 3.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: MATH A055. 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 A115L Laboratory in Environmental Geology 1.0-2.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: GEOL A111 or A115 or concurrent enrollment in GEOL A115. 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.

GEOL A172 Dinosaur Renaissance 2.0 CR

Examines the latest research and theories on dinosaur evolution, taxonomy, morphology, physiology, behavior, and causes of extinction. Covers dinosaur contemporaries, dinosaur relationships to birds, evidence for warm bloodedness, and Alaskan and other polar dinosaurs.

GEOL A172 Cycles of Nature 1.0 CR

Fees. This course examines basic natural cycles in such phenomena as ocean tides, sunspots, climate, geologic sediments, shellfish growth, spruce bark beetles, voles, snowshoe hares, and lynx populations. A day-long fieldtrip to the south side of Kachemak Bay will explore examples of cyclic processes in action.

GEOL A172 Geology of Kachemak Bay 1.0 CR

Introduces students to the geological history of the southern Kenai Peninsula. Cover basic plate tectonics, paleobotany and climatology, alpine glaciation, volcanoes, and the effects of the 1964 earthquake. Field trips include a hike to Grewing Glacier and a hike from McNeil Canyon to Fritz Creek along Kachemak Bay. Special Notes: One field trip requires transportation fee.

Guidance

GUID A101 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 A104 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 A150 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 A201 Peer Advising Practicum 2.0 CR

Prerequisite: GUID A101 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 A204 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.

History

HIST A101 Western Civilization I 3.0 CR

GER Social Sciences or Humanities Requirement. 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. Note: ENGL A111 recommended.

HIST A102 Western Civilization II 3.0 CR

GER Social Sciences or Humanities Requirement. 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. Special Note: ENGL A111 recommended.

HIST A131 History of United States I 3.0 CR

GER Social Sciences or Humanities Requirement. 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. Special Note: ENGL A111 recommended.

HIST A132 History of United States II 3.0 CR

GER Social Sciences or Humanities Requirement. 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. Special Note: ENGL A111 recommended.

HIST A257A Gold Rush Era: Alaska and the Yukon 3.0 CR

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

HIST A312 Early Modern Europe: 1600-1789 3.0 CR

Prerequisites: HIST A102. Examines the key political, social, economic, and cultural developments in Early Modern European history. Special emphasis will be placed on religious warfare and the military revolution; absolutism and constitutionalism; colonies and empires; commercial and agricultural enlightenment; witchcraft; social estates and daily life; and the Ancien Regime on the eve of revolution. Special Note: College level reading and writing skills required.

HIST A314 Nineteenth Century Europe 3.0 CR

Prerequisites: HIST A102. Examines the key political, social, economic and cultural developments in 19th century Europe. Special emphasis will be placed on the French and Napoleonic Revolution; restoration and reaction; industrialization and urbanization; romanticism, liberalism and socialism; nationalism and national unification; imperialism; fin de siècle culture; and daily life. Special Note: College level reading and writing skills required.

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HIST A341 History of Alaska 3.0 CR
GER Social Sciences or Humanities Requirement. Registration restrictions: Junior standing. Introduction to background of Alaska and its relationship to America and the world, including anthropological aspects of Native groups, land bridge theory, Russian discovery, occupation and management, orthodoxy, purchase, American organization and development, gold rushes, congressional definition and federalism, Native Claims history, statehood, oil and the disposition of Alaska lands. Special Note: College level reading and writing skills required.

Humanities

HUM A211 Introduction to Humanities I 3.0 CR
GER Humanities Requirement. Prerequisite: ENGL A111. Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

HUM A212 Introduction to Humanities II 3.0 CR
GER Humanities Requirement. Prerequisite: ENGL A111. A study of a given historical period or periods with reference to art, literature, philosophy, and music.

HUM A220 Film as/and Literature 3.0 CR
An exploration of what makes good literature and good film, and the relationship between the two genres. Focuses on how literary and cinematic expression differs, and how—or if—the former translates into the latter. Students learn to read novels, plays, and short stories critically and to watch films critically. Two critical essays required; readings are numerous.

HUM A250 Myths and Contemporary Culture 3.0 CR
GER Humanities Requirement. Prerequisite: ENGL A111 or COMM A111 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 A101 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 A106 Introduction to Social Welfare 3.0 CR
GER Social Sciences Requirement. Cross-Listed: SOC/SWK A106. Prerequisite: SOC A101. 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.

HUMS A223 Introduction to Paraprofessional Counseling I 3.0 CR
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.

HUMS A295A Human Services Practicum I 3.0 CR
Prerequisites: HUMS A101 and HUMS A223. Registration Restrictions: Faculty recommendation. Special Fees. Students will be placed in a community Human Services Agency, where they will examine agency structure and functioning, observe professional relationships, and discover interagency networks. Students will then begin to apply their knowledge to entry level helping skills with agency clientele. Concurrently, students participate in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A295B Human Services Practicum II 3.0 CR
Prerequisites: HUMS A295A. Special Fees. Continuation of HUMS A295A with emphasis on increasing responsibilities for providing direct client services, assessing problems, and planning interventions within the placement agency. Concurrently, students participate in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A264 Human Services Practicum III 3.0-4.0 CR
Prerequisite: HUMS A263 and faculty permission. Emphasizes high level of responsibility for direct client services or special projects conducted within agency. Designed to increase professional skills or add new roles or specialized skills. Optional weekly in-class seminar.

HUMS A324 Intro to Paraprofessional Counseling II 3.0 CR
Prerequisite: PSY/HUMS A223. Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

Journalism & Public Communications

JPC A101 Introduction to Mass Communication 3.0 CR
Course Attributes: GER Social Sciences Requirement. A survey of the media of mass communication and their functions in modern society: newspapers, magazines, books, movies, radio, television, and the advertising and public relations industries.

JPC A201 Writing for the Media 3.0 CR
Prerequisites: JPC A101 and [ENGL A211 or ENGL A212 or ENGL A213 or ENGL A311.] Registration Restrictions: Keyboarding ability. Basic writing structures in a variety of media, including print, broadcast (radio and television), public relations and advertising. Basic skills are taught in information gathering, evaluation, and writing for delivery to a mass audience.

JPC A215 History of Mass Communication 3.0 CR
GER Humanities Requirement. Development of the print, film, and broadcast communication media from their beginnings to the present, and their roles as institutions in American society.

Japanese

JPN A101 Elementary Japanese I 4.0 CR
GER Humanities Requirement. Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar, and oral composition.

JPN A102 Elementary Japanese II 4.0 CR
GER Humanities Requirement. Prerequisite: JPN A101. Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written "Hiragana" communication.

JPN A201 Intermediate Japanese I 4.0 CR
GER Humanities Requirement. Prerequisites: JPN A102. Special Fees. Continuing study of basic grammar and practice in speaking, listening, reading, and writing. More Kanji, vocabulary, and expressions are to be studied. Students will move toward a higher level of all skills of language comprehension, production, and cultural understanding. Continued efforts to develop oral and written fluency in formal and informal situations.

JPN A202 Intermediate Japanese II 4.0 CR
GER Humanities Requirement. Prerequisites: JPN A201. Special Fees. Completion and reinforcement of the fundamentals of the Japanese language introduced in the introductory level. Develops the functional ability to communicate in Japanese beyond survival level. More Kanji, vocabulary, and expressions are introduced. Continued efforts to develop oral and written proficiency in informal and formal situations.

Liberal Studies Integrated Core (LSIC)

LSIC A192 Seminar I 1.0 CR

Prerequisites: (ENGL A111 or concurrent enrollment) and (COMM A111 or concurrent enrollment). Stacked with: LSIC 492, LSIC A392, and LSIC 292. An introductory Learning Community approach to the study of issues in the natural sciences, social sciences, humanities, and performing and fine arts, using readings, lectures, in-depth small group discussion and activities outside of class. Class will have different focus each year. A writing and speaking intensive course.

LSIC A231 Truth, Beauty, and Goodness 3.0 CR

Prerequisites: (ENGL A111 or concurrent enrollment). Crosslisted with: PHIL A231. Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

LSIC A292 Seminar II 1.0 CR

Prerequisites: LSIC A192. Stacked with: LSIC A492, LSIC A392, and LSIC A192. An intermediate Learning Community approach to the study of issues in the natural sciences, social sciences, humanities, and performing and fine arts, using readings, lectures, in-depth small group discussion and activities outside of class. Class will have different focus each year. A writing and speaking intensive course.

LSIC A331 Power, Authority, and Governance 3.0 CR

An interdisciplinary examination of the origins, nature, and structures of power, authority, and governance; the nature of sovereignty; and the processes of reform and revolution. Various disciplinary perspectives are employed in three to four major case studies. Examples may include the Russian Revolution, the American Civil War, the French Revolution, Globalization and Democracy, the Taiping Revolt, the Meiji Restoration, the American Civil Rights Movement, and the Alaska Native Sovereignty Movement.

LSIC A332 Science, Technology, and Culture 3.0 CR

Explores the interplay of scientific discovery, technological advancement, and the transformation of human societies. It does so by examining key ethical, social, economic, cultural, and policy issues associated with modern science and technology. A speaking intensive course.

LSIC A392 Seminar III 1.0 CR

Prerequisites: LSIC A292. Stacked with: LSIC 492, LSIC A292, and LSIC 192. An advanced Learning Community approach to the study of issues in the natural sciences, social sciences, humanities, and performing and fine arts, using readings, lectures, in-depth small group discussion and activities outside of class. Class will have different focus each year. A writing and speaking intensive course.

LSIC A488A Capstone Project I: Design and Research 3.0 CR

Prerequisites: LSSS A311 and LSSS A312 and LSIC A331 and LSIC A332. The design and research phase of a substantial year-long capstone research or creative project. Students will work under the guidance of a faculty or community professional mentor, typically in small groups, to prepare and present a research or creative project proposal and to begin data collection or project implementation. Requires weekly meetings with mentors and extensive independent effort.

LSIC A488B Capstone Project II: Analysis & Presentation 3.0 CR

Prerequisites: LSIC A488A with minimum grade of C. The analysis and presentation phase of a substantial year-long capstone research or creative project. Students will continue working under the direction of a faculty or community professional mentor, typically in small groups, to complete and present a research or creative project. Requires bi-weekly colloquia with fellow students, mentors, and instructor, and public presentation of final research or creative project.

LSIC A492 Seminar IV 1.0 CR

Prerequisites: LSIC A392. Stacked with: LSIC A392, LSIC A292, and LSIC A192. An advanced comprehensive Learning Community approach to the study of issues in the natural sciences, social sciences, humanities, and performing and fine arts, using mathematics, using readings, lectures, in-depth small group discussion and activities outside of class. Class will have different focus each year. A writing and speaking intensive course.

Liberal Studies Integrated Sciences (LSIS)

LSIS A101 Discoveries in Science 1.0 CR

GER Natural Sciences Requirement. Lecture series covering famous scientists and their discoveries. Historical and societal factors that laid the framework for each discovery and how these discoveries were accepted in their time. How the discoveries affect modern science and society. Scientists from different disciplines will present lectures and lead discussions.

LSIS A102 Origins: Earth-Solar System-Life 5.0 CR

GER Natural Sciences with Lab Requirement. Prerequisites: MATH A105 Fees. Origins of earth including its formation, its place in the universe, and the life on this planet. Processes that shape the earth, reasons that earth contains life, and the varieties of past and present forms of life.

LSIS A201 Life on Earth 5.0 CR

GER Natural Sciences with Lab Requirement. Fees. Examines the biodiversity of life on earth, in the context of chemistry, cell biology, genetics, physiology, ecology, and evolution. Laboratory sessions are designed to increase the student's understanding of the process of science, hypothesis testing, experimental design, classification, and content knowledge. A writing and speaking intensive course.

LSIS A202 Concepts and Processes: Natural Sciences 5.0 CR

GER Natural Sciences with Lab Requirement. Special Fees. Fundamental concepts in physics and chemistry. Emphasizes logical connections between quantum mechanical view of matter and major themes of modern chemistry and biochemistry. A writing and speaking intensive course.

Liberal Studies Social Science (LSSS)

LSSS A111 Cultural Foundations of Human Behavior 3.0 CR

Culture as a concept and phenomenon, including its origins, variety, utility, subtlety, and complexity. Identify cultural aspects of human lives from various social science perspectives such as anthropology, sociology, and psychology. Apply methods to comprehend cultural differences and develop approaches to improving communication and understanding in cross-cultural circumstances. Examples of cultures from around the world, through time.

LSSS A311 People, Places, and Ecosystems 3.0 CR

Examines historical and current relationships between humans and their surrounding environments, both natural and constructed. Considers the coevolution of human societies and the biosphere, the idea of place, and the challenges of living in today's human-dominated ecosystems. Uses workshops and short field trips to collect and examine data about human-environment relationships from several social science perspectives. Requires extensive writing and multidisciplinary analysis.

LSSS A312 Individuals, Groups, and Institutions 3.0 CR

The study of how individuals influence and are influenced by groups and institutions. Emphasis on individuals' roles in groups and institutional activities, group and institutional influence on people's lives, and dynamics in the formation and change of institutions.

Library Science

LS A101 Library Resources and Information Retrieval 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 Campus library. Special Notes: No class sessions. Course to be completed within semester with individual assignments completed according to schedule set by student and approved by faculty.

LS A111 Methods and Materials for Library Research 2.0 CR
Comprehensive course in college library research. Familiarizes the student with reference materials found in most academic library collections. Covers use of the catalog, indexes and basic reference materials, and provides guidance in selecting and researching a topic.

Marine Technology

MT A122 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 A231 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.

Mathematics

MATH A054 Pre-Algebra 3.0 CR
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 A050. Credit will not be given for both MATH A050 and MATH A054. Math Placement Test not required.

MATH A055 Elementary Algebra 3.0 CR
Prerequisite: MATH A054 with grade of C or higher or Math Placement Test. 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 A101 Technical Mathematics 3.0 CR
Prerequisite: MATH A050 or MATH A054 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. Note: Will not satisfy math requirement for AA degree.

MATH A105 Intermediate Algebra 3.0 CR
Prerequisite: MATH A055 or A060 with grade of C or higher or Math Placement Test. Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions.

MATH A107 College Algebra 4.0 CR
GER Quantitative Skills Requirement. Prerequisite: MATH A105 or two years of high school algebra with grade of C or higher or Math Placement Test. Review and extension of topics from MATH A105. 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 A107, A108 and A109 toward the graduation requirements for any baccalaureate degree.

MATH A108 Trigonometry 3.0 CR
GER Quantitative Skills Requirement. Prerequisite: MATH A107 or two years of high school algebra with grade of C or higher or Math Placement Test. Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses. Special Notes: A student may apply no more than 7 credits from any combination of MATH A107, A108 and A109 toward the graduation requirements for any baccalaureate degree.

MATH A200 Calculus I 4.0 CR
GER Quantitative Skills Requirement. Prerequisite: Either MATH A109 or MATH A107 and MATH A108 with grade of C or higher or Math Placement Test. Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration.

MATH A201 Calculus II 4.0 CR
GER Quantitative Skills Requirement. Prerequisite: MATH A200 with grade of C or higher. Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.

MATH A205 Communicating Mathematical Ideas 3.0 CR
Prerequisites: PSY A245 with minimum grade of C. Registration restrictions: Department Approval. Minimum grade of C in GER Quantitative Skills course. Special Fees. Special Note: MATH A205 with a minimum grade of C is required to meet State of Alaska Teacher Certification standards. MATH A205 does not satisfy the General Education Quantitative Skills requirement. Elementary set theory, numeration systems, basic number theory and divisibility, problem-solving strategies, topics from geometry, including the properties of two- and three-dimensional geometric objects. Field experience in the classroom may be required.

Mechanical Technology

MECH A101 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 A102 Intermediate Machine Shop 4.0 CR
Fees. Prerequisite: MECH A101 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 A115 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 A201 Advanced Machine Shop 4.0 CR
 Fees. Prerequisite: MECH A101 or faculty permission. Advanced projects will be completed by students to include surface grinding, heat treatment of metals, hardness testing, shaft straightening, and machining couplings. Other topics will be lapping, magna-flux, boring operations, effects of welding on machining, keyed assemblies, collets and torque.

MECH A202 Advanced Machine Shop II 4.0 CR
 Fees. Prerequisite: MECH A101. Emphasis on repair with imagination. Includes design, sketching, machining, and completing advanced repair projects. Covers original concepts and creative repair methods.

MECH A220 Computer Numerical Control Mill 4.0 CR
 Fees. Prerequisite: MECH A101 or faculty permission. Programming, operating and producing mill parts on the 3-axis computer numerical control mill. Includes the history of computer numerical control mill, programming conventions, standards, format, cutting tools, tool changing, tool offsets, feedback systems, adaptive control, computer to machine interface, and mill practice.

Music

MUS A101A/EAH A045E College Community Chorus 2.0 CR
 Grading Policy: Pass/No Pass. Fees. Performance-oriented class for community choral singing.

MUS A111 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 A112 Practical Theory 3.0 CR
 Prerequisites: MUS A111. Registration Restrictions: Ability to read music in treble and bass clef in all keys. Elementary study of harmony and melody; formation of scales, modes, intervals, chords, inversions, and simple harmonic progressions. Writing and harmonizing of melodic lines.

MUS A121 Music Appreciation 3.0 CR
 GER Fine Arts Requirement. 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 A131 Music Theory I 3.0 CR
 Organization of musical materials with emphasis on diatonic functional harmony. Introduction to part writing and keyboard skills.

MUS A132 Music Theory II 3.0 CR
 Prerequisites: MUS A131. Continuation of MUS A131, emphasizing part writing and melody harmonization. Introduction of non-harmonic tones and modulation and development of practical keyboard skills.

MUS A140 Fingerstyle Guitar I 2.0 CR
 Special Fees. Special Note: Student must furnish own 6-string acoustic guitar. Beginning course for those who do not read music or have limited experience with the guitar. Students develop repertoire of traditional, folk, and contemporary music using 13 basic chord shapes, alternating bass technique, simple note-reading skills, and six basic fingerstyle guitar patterns.

MUS A141 Fingerstyle Guitar II 2.0 CR
 Registration Restrictions: MUS A140 or the ability to note-read melodies on the guitar in the key of C; acquaintance with fingerstyle technique and the concept of alternating bass. Audition required for students who have not completed MUS A140. Special Fees. Continuation of MUS A140. Introduces barre chords, bass runs, ornamentation, and major and minor scale studies. Beginning solo skills using examples from contemporary and classical literature and fingerstyle accompaniment patterns in simple and compound time.

MUS A221 History of Music I 3.0 CR
 GER Fine Arts or GER Humanities Requirement. Prerequisites: MUS A121 or MUS A131. Music before 1750. Explores stylistic developments and structure through Medieval, Renaissance, and Baroque eras within their historical context. Also covers World Music topics, with attention to the Music of the North (Alaska Native).

MUS A222 History of Music II 3.0 CR
 GER Fine Arts or GER Humanities Requirement. Prerequisites: MUS A121 or MUS A131. Special Note: BA music majors may not use this course towards their GER-Fine Arts or CAS Humanities sequence requirements. Western Art music since 1750. Stylistic developments and structure through Classical, Romantic, and 20th Century eras within their historical context.

MUS A240 Fingerstyle Guitar III 2.0 CR
 Prerequisites: MUS A141 and MUS A142. Registration Restrictions: Faculty permission. Special Fees. Continuation of MUS A141. Intermediate skills including ornamentation, notereading in the second position, and moving bass lines. Development of solo technique with repertoire selected from classical and contemporary composers. Fingerstyle syncopated rhythms and blues and flamenco studies.

Occupational Certification Training

OCT A101 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, and skill labs. Some on-site training at Heritage Place, the long-term health facility in Soldotna. Those students who successfully complete this class and want to be licensed as a Certified Nursing Assistant in the state of Alaska will be required to undergo a criminal background check and be fingerprinted per Alaska statute 12AAC 44.700. **Note: The state of Alaska collects a \$269 fee for background check and certification testing.**

Paralegal Studies

PARL A101 Introduction to Law 3.0 CR
 Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

Petroleum Technology

PETR A140 Industrial Process Instrumentation I 3.0 CR
 Prerequisite: Math A055 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. Special Note: Offered Fall Semester.

PETR A144 Industrial Process Instrumentation II 3.0 CR
 Prerequisite: PETR A140 with C grade or better. Continuation of PETR A140, 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 A140 textbook pertinent to related classes. Special Note: Offered Spring Semester.

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PETR A155 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. NOTE: Welding Certification accepts this course as a substitute for WELD A110 Blueprint Reading for Pipe Welders.

PETR A240 Industrial Process Instrumentation III 3.0 CR

Prerequisite: PETR A144 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 A244 Industrial Process Instrumentation IV 3.0 CR

Prerequisite: PETR A240 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.

Philosophy

PHIL A101 Introduction to Logic 3.0 CR

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

PHIL A201 Introduction to Philosophy 3.0 CR

GER Humanities Requirement. 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 A211 History of Philosophy I: Classical 3.0 CR

GER Humanities Requirement. 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 A212 History of Philosophy II: Modern 3.0 CR

GER Humanities Requirement. 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 A231 Truth, Beauty, and Goodness 3.0 CR

Prerequisites: (ENGL A111 or concurrent enrollment). Crosslisted with: LSIC A231. Integrated approach to the study of critical and normative thinking, including: standards of truth in logic, mathematics, and science; standards of ethical goodness, and standards for the critical appraisal of art and the beautiful.

PHIL A301 Ethics 3.0 CR

GER Humanities Requirement. 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.

PHIL A303 Environmental Ethics 3.0 CR

Crosslisted with: ENVI A303. Historical and comparative analysis of Western, non-Western, indigenous and Native American philosophies, concerning the intrinsic, aesthetic and use values of nature and the land. Contemporary environmental ethics, including deep ecology, the land ethic, ecofeminism, and animal rights theories will be examined in detail.

PHIL A401 Aesthetics 3.0 CR

An investigation into the nature of art and the creative process from both an historical and theoretical perspective, utilizing especially the philosophy of the ancient Greeks, the Romantic thinkers and contemporary semiotics.

Physics

PHYS A115 Physical Science I for Technicians 4.0 CR

Prerequisite: MATH A055 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 A123 Basic Physics I 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: MATH A105 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 A124 Basic Physics II 4.0 CR

GER Natural Sciences with Lab Requirement. Prerequisite: PHYS A123. 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 A101 Introduction to American Government 3.0 CR

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

PS A102 Introduction to Political Science 3.0 CR

GER Social Sciences Requirement. An introduction to the discipline of political science focusing on the whole realm of political science concepts, political activities, and political processes, worldwide.

Process Technology

PRT A101 Introduction to Process Technology 3.0 CR

Introduction to process operations in industry through an overview of general information, processes, procedures, and equipment.

PRT A110 Introduction to Occupational Safety, Health, and Environmental Awareness 3.0 CR

Introduction to the field of safety, health, and environment within the process industry. Covers various types of plant hazards, safety and environmental systems equipment, and applicable government regulations, and industry standards.

PRT A130 Process Technology I: Equipment 4.0 CR

Prerequisites: PRT A101. In-depth treatment of selected process equipment including rotating machinery and process units. Equipment components, construction, preventive maintenance, and safety will be emphasized.

PRT A140 Industrial Process Instrumentation I 3.0 CR

Prerequisites: MATH A055. Crosslisted with: PETR A140. 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.

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PRT A144 Industrial Process Instrumentation II 3.0 CR

Prerequisites: PETR A140 with minimum grade of C or PRT A140 with minimum grade of C. Crosslisted with: PETR A144.

PRT A160 Industrial Process Instrumentation II 3.0 CR

Surveys oil & gas exploration and production issues including marketing, geology, reservoir economics, legal aspects of resource ownership, drilling & production technologies, product separation, safety and environmental issues.

PRT A230 Process Technology II: Systems 4.0 CR

Prerequisites: PRT A130. Covers how the individual components interact as part of a system and how each system works within an entire processing facility. Special attention is given to the common systems found in each Alaskan process industry. Some topics include upstream oil and gas production, petrochemicals and refinery processes, refrigeration, power generation, milling, boilers and heaters, coolers, and heat exchangers.

PRT A231 Process Technology III: Operations 4.0 CR

Prerequisites: PRT A230. Analyzes duties and responsibilities of the process, operator on the job. Includes normal operation, upset conditions, emergency action plans, startups, shutdowns, operating modes, turn-arounds, and routine maintenance activities.

PRT A250 Process Troubleshooting 3.0 CR

Prerequisites: PRT A231. Analyzes the troubleshooting process and studies the use of indicators, variables, and controllers to troubleshoot problems current to the process industries.

PRT A255 Quality Concepts for the Process Industry 1.0 CR

Prerequisites: PRT A231. Introduction and application of current quality concepts used by the process technician. Discusses the role of statistical processes used by the operator in achieving quality.

Psychology

PSY A111 General Psychology 3.0 CR

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

PSY A112 Psychology Short Courses 1.0 CR

Special Note: May be repeated for a maximum of 3 credits. Presents topics in general psychology. Specific topics to be announced.

PSY A143 Death and Dying 3.0 CR

Special Fees. An examination of the event of death and the process of dying in contemporary society. Psychological aspects of loss, grieving, and acceptance of one's own mortality are presented along with an exploration of helping services available in the local community. Social issues involving death are discussed.

PSY A150 Life Span Development 3.0 CR

GER Social Sciences Requirement. Reviews physical, cognitive, and socioemotional aspects of human growth, maturation, and development across the life span. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

PSY A153 Human Relations 3.0 CR

Cross-Listed: HUMS A153. Special Fees. A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

PSY A168 Human Sexuality 3.0 CR

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

PSY A245 Child Development 3.0 CR

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

PSY A245L Child Development Laboratory 1.0 CR

Prerequisites: (PSY A245 or concurrent enrollment). Special Fees. Laboratory experience that extends the understanding of cognitive, affective, social, and physical development of children gained from PSY A245, Child Development. Includes field observations of and interactions with children in settings such as daycare centers, schools, and community-based service organizations.

PSY A260 Statistics for Psychology 3.0 CR

Prerequisite: PSY A111 and MATH A105. Presents basic descriptive and inferential statistical techniques used in psychology. Covers scales of measurement, central tendency, variation, normal distributions, standard scores, correlation, regression, hypothesis testing, parametric and non-parametric tests for independent and dependent groups, one and two-way analysis of variance. Notes: Does not satisfy the GER Quantitative Skills Requirement.

PSY A261 Research Methods in Psychology 4.0 CR

Prerequisite: PSY A111. Recommended prerequisite PSY A260. Special 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 A313 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 A316 Motivation and Emotion 3.0 CR

Prerequisites: PSY A111. Special Fees. Examines the basic theories and phenomena associated with motivational states and emotional experiences. Human motives are described and related to various forms of behavior. Characteristics of emotional states are identified.

PSY A345 Abnormal Psychology 3.0 CR

Prerequisite: PSY A111. Introduces the psychology of abnormal behavior through research and clinical applications using a biopsychosocial model. Psychological disorders are presented within their multicultural, gender, and developmental contexts. Topics also include history, assessment, suicide, psychopharmacology, mental institutions, psychotherapy, and prevention as well as contemporary legal issues.

PSY A355 Learning and Cognition 4.0 CR

Prerequisite: PSY A260 and PSY A261. Special Fees. Special Note: Laboratory work requires that students be familiar with research designs and statistical calculations. Overview of major learning principles including classical conditioning and operant conditioning. Also includes a contemporary review of the memory system, the representation of knowledge, skill acquisition, memory retrieval, forgetting, and aspects of language processing.

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PSY A368 Personality Theories 3.0 CR

Prerequisite: PSY A111 or PSY A150. Survey of contemporary and modern theories of personality, emphasizing relevant research findings. Develops student competencies in the understanding and prediction of human behavior, thought, and feeling.

PSY A370 Biological Psychology 3.0 CR

Prerequisite: PSY A261 and either PSY A260, AS A252, or A253. Structures and functions of the central nervous system and how these may explain behavior phenomena.

PSY A372 Community Psychology 3.0 CR

Prerequisite: PSY A111. Registration Restrictions: One other three (3) credit psychology course. Focus on the impact of social and environmental factors on behaviors. Emphasis on interaction theories and research and the application to communications, dynamics of power, confrontation and conflict, and creative problem solving.

PSY A375 Social Psychology 3.0 CR

Prerequisite: PSY A111 or PSY A150. Focuses on individuals in social situations and the scientific study of how individuals think about, influence, and relate to one another. Includes theory and research on subjective beliefs about the self and the social world; attitudes and behaviors; genes and culture; conformity; persuasion; group dynamics; prejudice; aggression; attraction; and altruism.

PSY A412 Foundations of Modern Psychology 3.0 CR

Prerequisites: PSY A260 and PSY A261. Special Note: Course meets the capstone requirement for the psychology major. Recommended for seniors. Seminar format. Provides an overview of psychology's history that leads up to a discussion of the most significant issues in contemporary psychology. The course provides a historical perspective that is used to understand key issues in current psychological theory and research.

PSY A473 Psychological Testing 3.0 CR

Prerequisites: PSY A111 and [PSY A260 or AS A252.] Special Fees. Provides an understanding of psychological measurement and test development. Topics include the history of testing, ethical testing practices, standardization, sources of bias, reliability, and validity. Common psychological tests are introduced.

PSY A492 Senior Seminar: Contemporary Issues in Psychology 3.0 CR

Registration Restrictions: Declared psychology major or minor and completion of four psychology courses. Special Fees. Special Note: Check schedules for specific titles being offered. Seminar for senior students who are pursuing a major or minor in psychology to discuss issues in contemporary psychology.

Russian

RUSS A101 Elementary Russian I 4.0 CR

GER Humanities Requirement. 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 A102 Elementary Russian II 4.0 CR

GER Humanities Requirement. Prerequisite: RUSS A101. 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 A201 Intermediate Russian I 4.0 CR

GER Humanities Requirement. Prerequisite: RUSS A102. Continuing study of rudimentary Russian grammar. Emphasizes vocabulary expansion, along with enhancement of speaking skills in real-life situations.

RUSS A202 Intermediate Russian II 4.0 CR

GER Humanities Requirement. Prerequisite: RUSS A201. Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

Sociology

SOC A101 Introduction to Sociology 3.0 CR

GER Social Sciences Requirement. Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC A106 Introduction to Social Welfare 3.0 CR

Cross-Listed: HUMS/SWK A106. Prerequisite: SOC A101. 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.

Social Work

SWK A106 Introduction to Social Welfare 3.0 CR

GER Social Sciences Requirement. Cross-Listed: SOC/HUMS A106. Prerequisite: SOC A101. 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 A306 Introduction to Social Work 3.0 CR

Prerequisite: SWK/SOC A106. 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.

Spanish

SPAN A101 Elementary Spanish I 4.0 CR

GER Humanities Requirement. 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.

SPAN A102 Elementary Spanish II 4.0 CR

GER Humanities Requirement. Prerequisite: SPAN A101 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.

SPAN A201 Intermediate Spanish I 4.0 CR

GER Humanities Requirement. Prerequisites: SPAN A102. Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with normal sound and usage of the language by taking dictation, reading and writing short compositions. Enhances essentials of conversational fluency through study of thematic vocabularies and idiomatic expressions.

SPAN A202 Intermediate Spanish II 4.0 CR
 GER Humanities Requirement. Prerequisites: SPAN A201. Continuation of SPAN 201. Includes review of grammar and study of new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently.

Speech- See Communication

Theatre

THR A111 Introduction to the Theatre 3.0 CR
 GER Fine Arts Requirement. Survey of theatre with focus on artists who contribute to theatrical production viewed within the context of historical styles and development.

THR A121 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 A221 Movement for the Actor 3.0CR
 Prerequisite: THR A111 and THR A121. Intermediate study of acting with emphasis on expression through movement. Work includes analysis and developmental physical skills.

THR A311 Representative Plays I 3.0 CR
 GER Fine Arts or Humanities Requirement. Prerequisite: ENGL A111 and junior standing. A survey course of dramatic literature from Greek drama to 1800. Emphasis is placed upon the playwrights' work and relationship to the production of these plays in their own time and in today's theater.

THR A312 Representative Plays II 3.0 CR
 GER Fine Arts or Humanities Requirement. A survey of dramatic literature from 1800 to the present. Emphasis is placed upon the playwright's work and relationship to the production of these plays in their own time and in today's theatre.

Vocational Skills

VS A125 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 A126 Woodworking 3.0 CR
 Prerequisite: VS A125. Fees. Continuation of VS A125 with emphasis on more advanced projects and greater individual initiative. Offered at Kachemak Bay Branch only.

Welding Technology

WELD A101 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 A102 Gas Welding 2.0 CR
 Covers oxyacetylene welding, brazing, silver solder, and cast iron welding.

WELD A103 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.

WELD A104 Arc Welding: Low-Hydrogen Electrodes 4.0 CR
 Fees. Emphasis on welder certification with low-hydrogen electrodes. Students certify on 0.375 inch plate with backing to AWS code standards.

WELD A105 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 A106 Pipe Certification 4.0 CR
 Prerequisite: WELD A105 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 A108 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 A109 TIG Welding 4.0 CR
 Prerequisite: WELD A101 or A102 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 A197).

Women's Studies

WS A200 Introduction to Women's Studies 3.0 CR
 GER Humanities or Social Sciences Requirement. An interdisciplinary, team-taught course which aims to increase awareness of the experience of women in contemporary society. Issues analyzed include women's work (paid and unpaid), biological definitions of woman, stereotypes of femininity, women and political power, and media images of women.

WS A400 Feminist Theory 3.0 CR
 Registration Restrictions: WS A200. Interdisciplinary examination of historical and contemporary feminist and gender theories. Students engage in media images of critical analysis, discussion, and research.

WS A401 Seminar in Women's Studies 1-3 CR
 Prerequisites: WS A200. Special Note: WS 401 may be repeated once for credit with a change of subtitle. Discusses issues related to women's studies. Content varies every semester.

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