

Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE

2007-2008 Bulletin



"Alaskan Autumn" by Karen Mattson



Matanuska-Susitna College
UNIVERSITY *of* ALASKA ANCHORAGE

2007 - 2008 Bulletin

www.matsu.alaska.edu



About the Artist . . .

Karen Mattson has lived in Alaska since 1968, painting Alaskan scenes, florals and still life in watercolor, oils and acrylics. She has received numerous awards and her work is in collections throughout the country. She is a signature member of the Alaska Watercolor Society, a member of the Valley Fine Arts Association, Talkeetna Artist's Guild, Girdwood Center for Visual Arts and AWC Paint Pusher's. One of her larger works now hangs in the new Mat-Su Regional Medical Center in Palmer, Alaska, and an oil painting of a Bald Eagle was selected as one-of-fifty finalists for the state of Alaska in the Paint America 100 Competition in 2006.

About this Bulletin . . .

This bulletin offers you a complete guide to studying at Matanuska-Susitna College. It includes information on admission and graduation requirements as well as program and course listings for certificate and associate degree students. You should refer to this catalog for clarification on what is required of you as a MSC student and for specific information about what is offered at MSC. If you are a current or enrolling student, you should also refer to the Course Schedule which lists the dates, times and locations of available courses for each semester. Schedules are available a few weeks before registration begins for the upcoming semester. If you need more information, refer to the directory on page 5 for a list of MSC offices and phone numbers.

It is the responsibility of the individual student to become familiar with the policies and regulations of MSC/UAA printed in this bulletin. The responsibility for meeting all graduation requirements rests with the student. Every effort is made to ensure the accuracy of the information contained in this bulletin. However, the Matanuska-Susitna College Bulletin is not a contract but rather a guide for the convenience of students. The College 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.

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 of Alaska Anchorage's Director of Campus Diversity and Compliance, the Office of Civil Rights (Department of Education, Washington, DC), or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

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ACADEMIC CALENDAR

All dates are subject to change. All registration dates pertain to semester-length classes. Please refer to the current semester Course Schedule or the MSC website for the latest Academic Calendar.

FALL 2007 SEMESTER

Web Registration Begins
April 9
On-site Registration Begins
July 9
Instruction Begins
August 27
Late Registration (Add/Drop Period)
August 27-September 10
Web Registration Ends
August 31
End of 100% Refund Period
August 31
Labor Day Holiday
September 3 & 4
Payment Deadline
September 10
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
September 10
Graduation Application Deadline/December Graduates
September 10
Late Payment Fee Assessed (\$75)
September 11
Directed/Independent Study Deadline
October 29
Open-Entry Registration Deadline
October 29
Withdrawal, Credit-to-Audit Deadline
November 19
Late Payment Fee Assessed (\$100)
November 20
Thanksgiving Holiday
November 21-24
Total Withdrawal Deadline
December 7
Semester Ends
December 15
Grades Available on UA Online
December 20

SPRING 2008 SEMESTER (TENTATIVE)

Web Registration
November 12
On-site Registration Begins
December 3
Instruction Begins
January 14
Late Registration (Add/Drop Period)
January 14
Web Registration Ends
January 18
End of 100% Refund Period
January 18
Alaska Civil Rights Day (campus closed)
January 21
Payment Deadline
January 28
Add/Drop, Audit-to-Credit, Credit/No Credit Deadline
January 28
Graduation Application Deadline/May Graduates
January 28
Spring Break-MSC
March 10-15
(campus closed March 14)
Directed/Independent Study Deadline
March 24
Open-Entry Registration Deadline
March 24
Withdrawal, Credit-to-Audit Deadline
April 14
Total Withdrawal Deadline
April 25
Semester Ends
May 5
Grades Available on UA Online
May 8
Commencement
May 9

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SOURCES OF INFORMATION

For general information, voice mail menu, or cancellations due to weather call 745-9774.

ADMINISTRATION	College Director's Office	745-9726 or 9779
	FAX	745-9769
	Academic Affairs Office	745-9754
	FAX	746-9303
BUSINESS OFFICE	Business Manager	745-9723
	Accounts Payable/Payroll/Personnel/Purchasing	745-9705
	FAX	745-9711
CAMPUS CACHE	Student Accounts/Financial Aid Disbursements/Refunds	745-9739
	Supplies & Apparel	745-9739
	FAX	745-9700
	Online Textbook Ordering - http://direct.mbsbooks.com/matsu.htm - (800) 325-3252	
COMPUTING & TECHNOLOGY SERVICES	Computing Technology/Computer Labs	745-9738
	FAX	745-9711
LIBRARY	Circulation Desk	745-9740 or 9714
	FAX	745-9777
PHYSICAL PLANT	Building & Grounds Maintenance/Security	745-9750
	FAX	745-9711
STUDENT SERVICES	Admissions/Registration/Records/Graduation	745-9746
	Academic Advising/Financial Aid/Testing/Veterans	745-9762
	FAX	745-9747
ADDITIONAL NUMBERS	Art Department	745-9755
	CIOS Skill Center	745-9763
	Learning Resource Center	745-9706
	Student Government Office	745-9759
	TTY	745-9751

DEFINITIONS

ACADEMIC RECORD TRANSCRIPT: The official, permanently maintained records of credits and grades earned from courses, exams, etc., as well as awards, certificates, degrees, etc. received.

ACADEMIC YEAR: An academic year at MSC includes the fall semester (late August through mid-December), the spring semester (early January through mid-May), and summer semester (mid-May through mid-August).

ACCREDITATION & CREDIT TRANSFERS: As an extended college of the University of Alaska Anchorage, Matanuska-Susitna College is fully accredited by the Northwest Accreditation Association for Schools and Colleges and credits are transferable to other post-secondary institutions. Specific course work is the same between the University of Alaska Anchorage and Matanuska-Susitna College campuses.

ADDING CLASSES: Students will be allowed to add semester-length courses up to the end of the second week of instruction. Instructor signatures are required after the first week of instruction for all add activity. Add forms are available in Student Services.

ADJUNCT FACULTY: A temporary, part-time faculty member hired to teach a class in his/her designated discipline.

ADMISSION: At MSC, the formal application process in which the student states his/her intention to work either toward a specific degree or certificate or to attend as a non-degree-seeking student.

ADVISOR: A college faculty or staff member whose responsibility is to help the student choose and follow a particular course of study. Advisors may also act as a sounding board for handling school-related problems.

APPLIED STUDIES: Area of study designed to teach the student how to perform specific skills. Examples: accounting, human services, computer systems technology.

ASSESSMENT: Assessment testing is offered to new students for general advising and to place them in appropriate classes.

ASSOCIATE DEGREE: Associate of Arts (AA) and Associate of Applied Science (AAS) degrees are commonly referred to as two-year degrees, since it would take two years to earn an associate degree if one completed 15 credits for each of four consecutive semesters.

AUDITING CLASSES: To take a course for general information only. No credit received. Tuition and fees are the same as taking the course for credit. Course appears with a grade of "AU" on your transcript. Audit registrations are on a space-available basis.

CANCELLED CLASSES: MSC reserves the right to cancel any class. Classes with low enrollment are subject to cancellation; tuition and fees will be refunded automatically.

CERTIFICATE: The certificate is an award of accomplishment representing the completion of 15 or more credits (depending on the field of study) in a specific area. A certificate can be earned in as little as one or two semesters.

CONCURRENT/COREQUISITE ENROLLMENT: A student is required to register for and attend both courses in the same semester.

CONTACT HOUR: An instructional measure of time representing 50 minutes. A one-credit lecture class requires 750 contact minutes.

COURSE CONTENT GUIDE: The official course plan kept on file by administration.

COURSE SYLLABUS: A syllabus is a detailed description of a college course. It includes such important items as attendance policy, assignments, grade policy, course objectives, instructor contact information, and course outline. You should receive a syllabus for each course you take.

CREDIT COURSES: Courses for which you receive college credit. The number of credits for a course is predetermined based on the number of contact and/or clock hours of instruction for the course. All credit courses will be shown on transcripts.

CREDIT HOUR: A unit of measure representing a specific number of contact hours of instruction and/or clock hours of outside study. A breakdown of the different lecture and lab hour combinations which equal one credit hour is provided in Chapter 9, "Course Descriptions" section of this bulletin.

CROSS-LISTED COURSES: Identical courses approved under separate prefixes. For example, HUMS A153/PSY A153 is cross-listed in Human Services and Psychology. Students may enroll under either prefix but not both.

CURRICULUM: An organized program of study; the whole body of courses required for a program or degree.

DIRECTED STUDY: A Directed Study course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. All forms must be submitted to Student Services.

DROP: Except for those shorter than one week, all courses have a brief period during which the student may drop and receive a refund. This is a trial period during which time one may decide, with little financial penalty, whether or not to take a particular course.

DROPPING CLASSES: Any semester length course dropped by the end of the second week of instruction will not appear on the student's transcript.

ELECTIVES: Courses that the student may "elect" (choose freely) to take for credit towards an intended degree - as distinguished from courses the student is required to take, or those which one may choose to take but which do not count toward a degree.

ENROLLMENT: (1) The act of registering; (2) the total number of different students enrolled.

FACULTY SIGNATURE: Some course descriptions include "permission of faculty" as a prerequisite. Students must obtain the signature of the faculty member on the registration form prior to registering.

GRADE POINT AVERAGE (GPA): The average of all the course grades earned. Each course is worth a certain number of credits, and each grade is worth a certain number of points.

INDEPENDENT STUDY: 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 with final approval by the College Director. All forms must be submitted to Student Services.

INSTRUCTOR OF RECORD: The instructor listed in the schedule at the time of printing may be subject to change due to unforeseen circumstances. It is the responsibility of the student to check the schedule addendum for any change in instructor or other pertinent information.

LECTURE and LAB: These terms refer to the type of instruction received. Lecture is classroom instruction in which the teacher orally delivers course content to the class. A lab is a setting for the application of theory, under the supervision and guidance of the teacher.

LOWER DIVISION: Lower division courses are numbered 100 to 299, generally considered to be those courses taken during the freshman and sophomore years of college.

NON-DEGREE-SEEKING: A student who wishes to take classes for general interest or personal/professional development and who does not wish to earn a certificate or degree from MSC may apply for admission as a non-degree-seeking student.

OCCUPATIONAL ENDORSEMENT CERTIFICATES: Certificates that require 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.

PETITION: A written request to change or waive any regulation as it applies to the student.

PLACEMENT/ASSESSMENT TESTING: Students registering for English and math for the first time must take placement tests. Individual departments and disciplines may require additional testing or assessment. Diagnostic placement tests are also required prior to enrollment in some courses and programs. These tests measure competency in math, reading, and/or written composition. A \$10 assessment test fee will be charged for each testing session. Students will need to bring a picture ID with them.

PRACTICUM or FIELD WORK: A class which involves the application of learned skills in real situations.

PREREQUISITE: One or more requirements that must be met by the student before one is eligible to enroll in a specific class. For example: before a student can take English A211, he/she must successfully complete English A111.

REGISTRATION: The procedure by which students are registered in a class. Registration includes assessment and collection of fees. The terms registration and enrollment are generally interchangeable.

REGISTRATION BY PROXY: Students unable to register in person may have a proxy register for them if they provide the proxy with a signed Registration by Proxy form. These forms are available in Student Services or in the back of the Course Schedule. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student.

SCHEDULE ADDENDUM: Any changes to the printed schedule are reported on a computer generated printout referred to as the schedule addendum. Addendums are posted in Student Services.

SELF-SUPPORT CLASS: A self-support class is supported by participant fees and is calculated and refunded separately from regular tuition. Tuition waivers cannot be used.

SEMESTER-LENGTH COURSES and SHORT COURSES: Normal semester length for each fall and spring semester is approximately 15 weeks. "Semester-length courses" refers to those classes that start at the beginning of the semester and finish at the end of the semester. Courses which begin later in the semester and/or end earlier in the semester are referred to as "short courses."

STACKED COURSES: Courses with the same prefix approved at different levels and offered at the same time and location. Only one level of the course may be taken at a time.

TRANSCRIPT: The official, permanently maintained records of credits and grades earned from courses, exams, etc., as well as awards, certificates, degrees, etc. received.

UNDERAGE REGISTRATION (Secondary School Students): An underage student is under 18 years of age and does not otherwise meet the requirements for open registration and admission. Special permission is required prior to registering.

UNDERGRADUATE: Pertaining to the programs of study in a college or university which lead to certificates and/or associate or bachelor's degrees.

UPPER DIVISION: Upper division courses are numbered 300 to 499, and generally considered to be those courses taken during the junior and senior years of college.

WAIVER: A waiver of an academic or degree requirement means that the student does not have to meet that requirement. When fees are waived, the student does not have to pay those fees.

WITHDRAWAL: When the student drops after the refund period, it is considered to be a withdrawal. Students are not eligible for any refund when withdrawing. Withdrawals will be recorded on transcripts with a "W" but will not affect the GPA. Faculty members may also initiate a withdrawal under certain circumstances.

MATANUSKA-SUSITNA COLLEGE

CERTIFICATES AND DEGREES

Occupational Endorsement Certificates

Architectural & Engineering Technology

- CAD for Building Construction

CISCO

- CISCO-Certified Network Associate (CCNA)

Computer Information & Office Systems

- Office Technology
- Bookkeeping
- Medical Office Support
- Web Foundations
- Desktop Publishing & Graphics
- Administrative Office Support
- Legal Office Support

Human Services

- Conflict Resolution

Logistics

- Logistics

Refrigeration & Heating Technology

- Residential and Light Commercial Heating & Ventilation
- Commercial HVAC Systems
- Residential and Light Commercial Air-Conditioning & Refrigeration
- Commercial Refrigeration Systems

Certificates

Architectural & Engineering Technology

- Architectural Drafting
- Civil Drafting
- Mechanical & Electrical Drafting
- Structural Drafting

Computer Information & Office Systems

- Office Technology
- Bookkeeping
- Web Foundations
- Desktop Publishing & Graphics
- Medical Office Support
- Administrative Office Support
- Legal Office Support

Refrigeration & Heating Technology

Telecommunications, Electronics & Computer Technology

- Computer & Networking Technology

Associate Degrees

Associate of Arts – General Program

Associate of Applied Science Degrees

Accounting

Architectural & Engineering Technology

Computer Information & Office Systems

- Office Technology
- Bookkeeping
- Web Foundations
- Desktop Publishing & Graphics
- Medical Office Support
- Administrative Office Support
- Legal Office Support

Computer Systems Technology

Fire & Emergency Service Technology

Human Services

- General Emphasis
- Substance Abuse Emphasis
- Family and Youth Emphasis
- Disabilities Emphasis

Refrigeration & Heating Technology

Small Business Administration

Telecommunications, Electronics & Computer Technology

- Computer and Networking Track

Cooperative Degrees with other UA Campuses

UAA/MSc

UAA Conferred degrees available at MSC include:

AAS Early Childhood Development
AAS Nursing
Bachelor of Human Services

Students pursuing a degree program conferred through UAA's Anchorage campus are welcome to attend Matanuska-Susitna College as degree-seeking students. Please refer to the UAA Catalog, available online at <http://www.uaa.alaska.edu/enrollmentservices/> for degree requirements, program specifics, and admission and graduation application deadlines.

UAF/MSc

University of Alaska Fairbanks Statewide
 Certificate and Associate of Applied Science Degree
Information Technology Specialist

University of Alaska Fairbanks
 Palmer Research Center
Bachelor of Science
Natural Resources Management

CHAPTER ONE

Welcome to Matanuska-Susitna College

About MSC

Accreditation

Mission

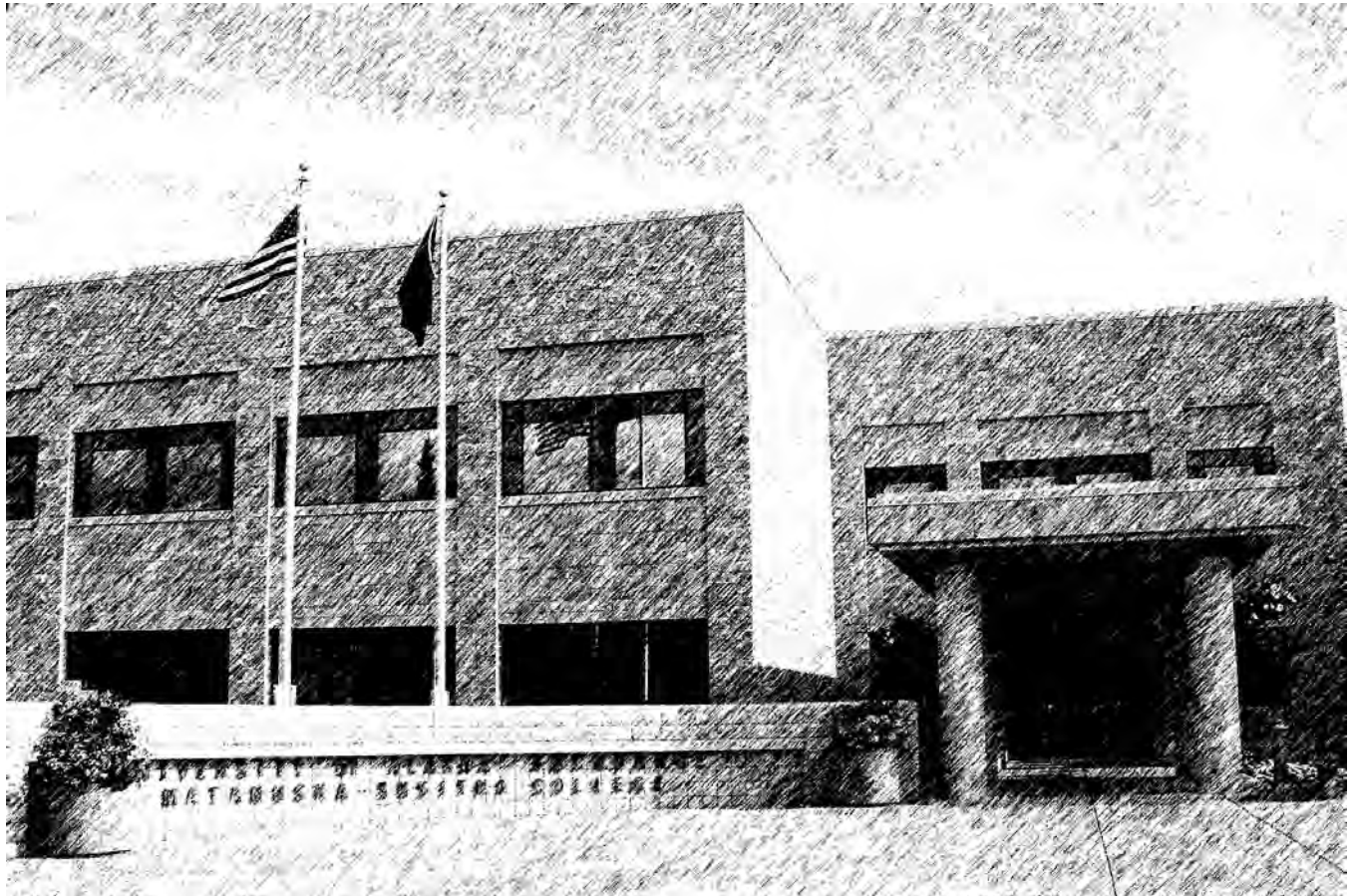
History of the University of Alaska

Campus Diversity and Compliance

Free Speech and Academic Inquiry

Harassment

Enrollment Statistics



ABOUT MAT-SU COLLEGE

Matanuska-Susitna College (MSC) is an extended college of the University of Alaska Anchorage (UAA). MSC was changed from its previous designation as a community college by University System restructuring in 1987. MSC was known originally as Palmer Community College, and provided its first course offerings to residents of the Matanuska and Susitna Valleys in 1958. In 1963, when the Borough government was formed, the name of the College was changed to correspond to the boundaries of the Matanuska-Susitna Borough. The college now serves approximately 1,800 students per semester.

The Mat-Su College campus is located on a 940 acre site on Trunk Road about halfway between Palmer and Wasilla. A modern 102,676 square foot facility houses a library, computer labs, a student advising center, a learning resource center, science and vocational labs, modern classrooms, a campus store, an art gallery for student and faculty shows, and a cafeteria/snack bar.

MSC offers a general program leading to the Associate of Arts. The curriculum provides a strong foundation for the pursuit of a baccalaureate degree. In addition, the College offers courses leading to Associate of Applied Science degrees in Accounting, Architectural & Engineering Technology, Fire & Emergency Services Technology, Computer Information & Office Systems, Computer Systems Technology, Human Services, Refrigeration & Heating Technology, Small Business Administration, Telecommunications, Electronics & Computer Technology and the Information Technology Specialist through University of Alaska Fairbanks (UAF).

Vocational programs are offered providing certificates in Architectural & Engineering Technology, Computer Information & Office Systems, Computer & Networking Technology, Refrigeration & Heating Technology, and the Information Technology Specialist through UAF. Non-credit vocational and personal enrichment courses, continuing education courses, and selected upper division courses are also offered as demand warrants.

Mat-Su College offers professional development courses and provides selected college level classes to area high school students through Tech Prep, Academic Concurrent Enrollment, and District-wide course agreements with the Matanuska-Susitna Borough School District. The college provides a variety of services to surrounding communities, including meeting facilities for organizations and for special events.

ACCREDITATION

Accreditation is a process of recognizing educational institutions for performance, integrity, and quality that entitles them to the confidence of the educational community and the public. The dedication of UAA to the continuation of that performance, integrity, and quality is displayed in the credentials and accomplishments of the faculty, the breadth, depth, and substance of the academic programs, and in the availability and quality of services to the students and the community.

Matanuska-Susitna College is accredited through the University of Alaska Anchorage and the Northwest Commission on Colleges and Universities (NWCCU) one of six Regional Institutions of Higher Education Regional Accrediting Associations recognized by the U.S. Department of Education. The Alaska State Approving Agency for veteran's educational benefits approves many programs of study at Mat-Su College. See the UAA Catalog for specific program accreditation.

MISSION OF MATANUSKA-SUSITNA COLLEGE

Matanuska-Susitna College, an extended college of University of Alaska Anchorage, has two primary missions: first, the college serves the geographically and culturally diverse region of the Matanuska-Susitna Valley, and second, as a college within the largest university in Alaska, it serves the people of the state and the nation. The mission of the college reflects a desire to build on the strengths of the history of the state, its diverse languages and cultures, and the individual experiences of our students. It is our goal to reflect the past and to shape future directions of the cultural and academic life of the valley and the state of Alaska through an informed and academically rigorous curriculum that requires well-developed general education components, allows students to pursue individual interests, and offers a meaningful variety of certificate, associate, and baccalaureate degree programs. The college is dedicated to providing an atmosphere conducive to the free exchange of ideas. We are committed to the tenets of academic freedom.

The college seeks to graduate students who welcome the challenges of living within a diversity of world views and creative expressions; who think critically and act responsibly within these environments; who are prepared for the world of work, and who value the close relationships between the college, their local communities, the state of Alaska, and the nation.

Matanuska-Susitna College is dedicated to providing excellent, life-long learning opportunities for all adults. The college's instructional method is dedicated to a variety of learning styles, and a broad range of student services are essential to its dual mission.

The college strives to produce students who recognize the role of information technology in the modern world, the special role of technology in education and creativity, and its potential to enhance dialogues among diverse groups of people. To these ends, the college offers a wide range of information technology classes, integrates technology across the curriculum, and continually assesses and revises its opportunities for extended learning.

HISTORY OF THE UNIVERSITY OF ALASKA

The University of Alaska dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land near Fairbanks that was set aside by Congress for the support of a land-grant college. The Territorial Legislature accepted the land-grant on May 3, 1916, and created "The Alaska Agricultural College and School of Mines," defined its duties, and provided for a Board of Trustees consisting of eight members. The College opened for instruction on September 18, 1922, with the Honorable Charles E. Bunnell as President. The College became the University of Alaska by act of the Territorial Legislature on July 1, 1935; the Board of Trustees became the Board of Regents.

Today, the University's statewide system includes the Major Academic Units (MAUs) at Fairbanks, Anchorage and Juneau. The University of Alaska Anchorage (UAA) has three extended colleges: Kenai Peninsula College in Kenai-Soldotna, Kodiak College in Kodiak, and Matanuska-Susitna College in Palmer, and an affiliate college, Prince William Sound Community College in Valdez. UAA also offers military education services at

Eielson Air Force Base, Elmendorf Air Force Base, Fort Richardson Army Base, and Fort Wainwright Army Base.

CAMPUS DIVERSITY AND COMPLIANCE

Through the institution's Affirmative Action Plan, the University of Alaska Anchorage and Matanuska-Susitna College recognizes its responsibility to provide education and employment opportunities for all qualified individuals. UAA also operates an Office of Campus Diversity and Compliance which monitors civil rights, Federal and state laws, orders, and decisions to ensure that access, inclusion, and equity are practiced at UAA.

Students and prospective students are afforded educational services such as admission decisions, financial aid, access to academic programs, and health and counseling services, 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, except as necessary and permitted by law. A student or prospective student who feels that he or she is being discriminated against has the right to contact the appropriate supervisor for assistance.

The student or prospective student may also contact the MSC Affirmative Action Officer in the MSC Business Office (907-745-9705), the UAA Office of Campus Diversity and Compliance (907-786-4680), the Human Resource Services Department (907-786-4608), the AHA/INA Student Programs Office (907-786-4070), the Office of Student Affairs (907-786-1214), Disability Support Services (907-786-4530) or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska) for advice on discrimination complaints.

DIVERSITY STATEMENT: With freedom of speech being at our core, UAA strives to create an inclusive, respectful campus community that promotes and embraces our individual differences. We are united in our belief that diversity includes understanding and respecting differences in ideas, religion, gender, ethnicity, race, sexual orientation, disability, age, and socioeconomic status. We celebrate diversity in all of our educational and employment endeavors.

FREE SPEECH AND ACADEMIC INQUIRY

In the pursuit of knowledge, any member of the university community shall be free to investigate and question any fact, context, action, purpose or belief that is encountered in any discipline. Any member shall be free to articulate discoveries, opinions and judgments that are found or formed in the process. MSC enables and encourages this activity and creates a culture of inquiry that is open to the expression and debate of ideas, whether or not they are popular, judicious, or refined.

HARASSMENT

Mat-Su College is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust; it requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind has no place in the University. Anyone who believes he or she has been a victim of harassment should contact the appropriate Dean/Director office(s), the UAA Office of Student Affairs, the UAA Office of Campus Diversity and Compliance, or the U.S. Department of Labor (Office of Federal Contract Compliance Programs, Federal Building, Anchorage, Alaska).

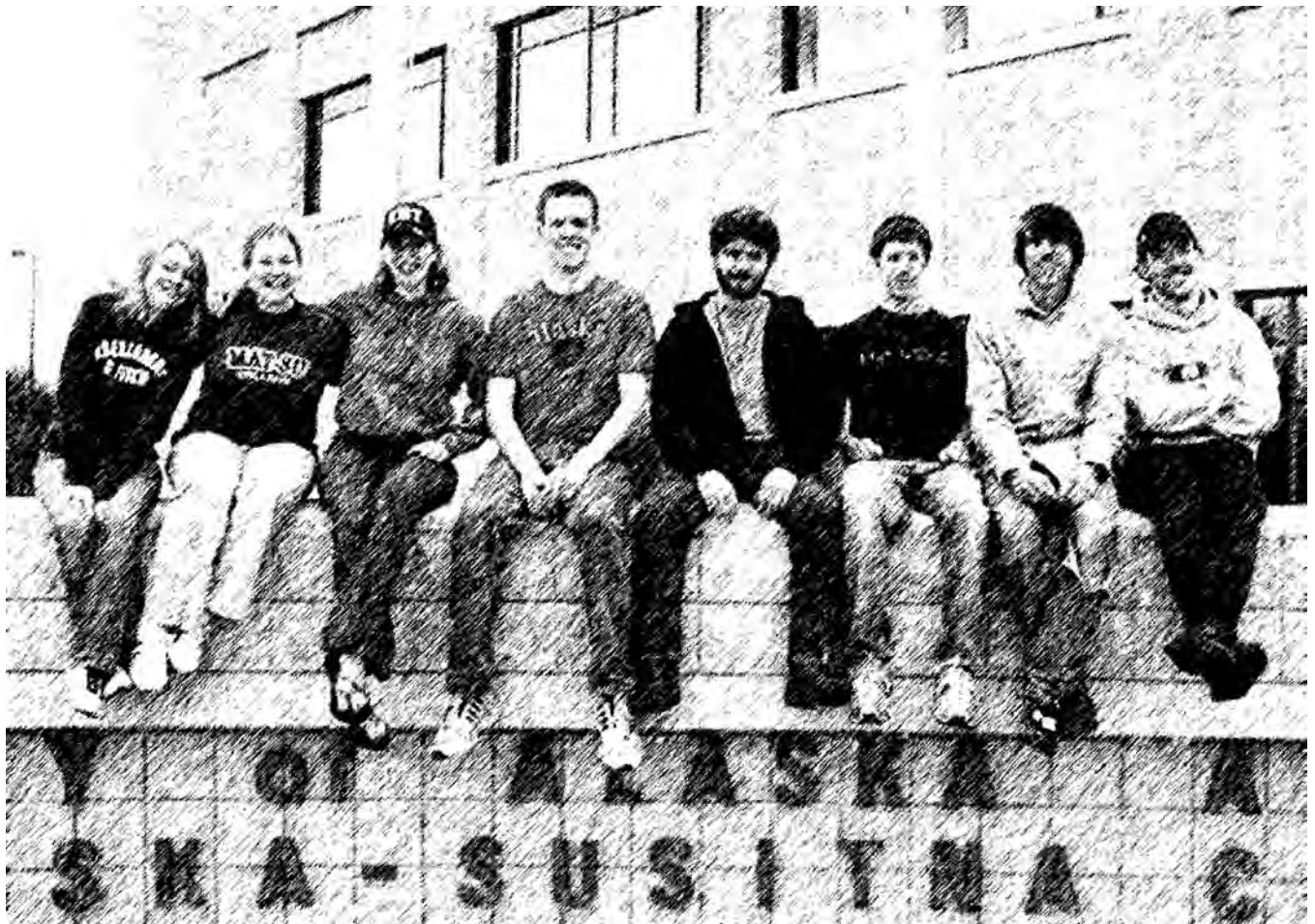
ENROLLMENT STATISTICS

Enrollment Fall 2006		Ethnicity of Student Enrollment		Age Distribution	
Total headcount	1,577	Amer. Indian	21	<20	403
Fall FTE	714	AK. Native	79	20-24	414
Student CR Hours	10,705	Asian	28	25-29	169
Resident	1,504	Black	24	30-39	232
Non-resident	68	Hispanic	40	40-49	193
Women	67%	White	1,289	50+	166
Men	33%	Not Reported	96		
Minority	192	TOTAL	1,577	Median Age	24
Full-time	330			Average Age	29.4
Part-time	1,247				

CHAPTER TWO

Student Life

Activities
Student Employment
Student Government
Food Service
Campus Cache
Computing & Technology Services
Student Insurance
Alcohol Policy
Tobacco-Free Environment
Safety
Wildlife / Animals on Campus
Parking / Handicap Parking
Lost & Found
Children on Campus
Photo & Videotape Policy



ACTIVITIES

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, and receptions, banquets, and dances. Several times a year, students may attend theater productions, music programs, and operas. Many student clubs are active on campus: Art Club, Math Club, and Photo Club.

STUDENT EMPLOYMENT

<http://www.matsu.alaska.edu/campusResources/businessOffice/employmentOpportunities.htm>

The Business Office advertises full-time, part-time, regular, term and temporary positions at MSC. Positions are posted on the bulletin board outside the Business Office (JKB 106). For more information call 745-9705.

Students may not participate in co-curricular activities or student employment if their cumulative GPA falls below 2.0 ("C"). Students are advised to keep their participation in activities outside the classroom within limits that will allow them to achieve satisfactory academic performance.

STUDENT GOVERNMENT

<http://www.matsu.alaska.edu/students/currentStudents/studentGovernment/index.htm>

Student Government promotes the educational and general welfare of students through direct student participation in the governance process at Mat-Su College. Student representatives provide input into college policies and procedures, act as student voices on campus and in the community, and broaden the educational experiences and opportunities within the campus environment. Students who pay the student activity fee and carry at least three credits per semester are eligible to serve on the Student Government Council. For information, please call 745-9759.

FOOD SERVICE

Food service is available during fall and spring semesters in the campus cafeteria. Food and/or drinks are not allowed in the classrooms, library or computer labs.

CAMPUS CACHE

<http://www.matsu.alaska.edu/campusResources/bookstore/>

The Mat-Su College store, the Campus Cache, offers a variety of services for both students and the general public, including all cashiering, financial aid disbursements, receipt of tuition and fees payments, initiation of Tuition Management Services (TMS) payments, and refund processing. The Campus Cache carries some supplies along with MSC apparel and mementos. For current hours and additional information call 745-9739.

■ Textbooks

All textbooks for Mat-Su College courses are available through MBS Direct (Missouri Book Service), an online book company. Log on to <http://bookstore.mbsdirect.net/matsu.htm> 3 to 4 weeks prior to the start of the semester to view a complete list of required and recommended textbooks for Mat-Su College courses along with instructions and information on ordering. Books are not sold on campus. Students are expected to obtain their own books and supplies for their courses. For on-campus assistance, contact the Campus Cache at 745-9739.

COMPUTING & TECHNOLOGY SERVICES

<http://www.matsu.alaska.edu/campusResources/computerServices/>

■ Campus General Access Computer Labs

Students paying an MSC Computer Use Fee may use the MSC General Access Computer Lab in OLB 115 for academic projects. Internet browsers, Microsoft Office, and other applications are available on IBM computers in the lab. Laser printers in the lab can be used for one final copy of academic projects. Student Lab Aides provide computer orientation and assist with interpreting error and system messages. Lab Aides may answer questions, but they are not tutors. Student use copy machine is available. Lab hours are posted.

■ E-Mail Services

E-mail accounts are available to all students, staff, and faculty. Usernames and passwords are assigned automatically. For student account information please contact the UAA Call Center at 877-633-3888. Students can access their webmail account from the general access lab in OLB 115 or from any Internet connected computer. Handouts with more information are available in the lab or from www.matsu.alaska.edu/campusResources/computerServices/emailAccounts.htm or UAA Technology <http://technology.uaa.alaska.edu/>.

■ Blackboard

Blackboard is an Internet-based course management tool used by many instructors to offer additional classroom resources, such as lecture notes, handouts, class discussions, and quizzes. It is often used to teach distance education courses. If you are enrolled in a web-based course, Blackboard is probably the forum in which you will do most of your course work. Blackboard username and password - read through the instructions in the course schedule or on the web and if you have any problems logging in, you may call the ITS Call Center (at UAA) 907-786-4646 or 1-877-633-3888 (toll free) for assistance. Blackboard uses your username and password, which are assigned to you by UAA IT Services. Your username is the first part of your MSC/UAA email address, i.e. psrrd12. After logging in your course will be listed in the box entitled MY COURSES. For more login information go to: www.matsu.alaska.edu/documents/Blackboard_Instructions_SP07.pdf.

Students accessing any University computer or any portion of the University computer system must follow policies and procedures posted on the UAA Technology website: <http://technology.uaa.alaska.edu/admin/PoliciesAndProcedures/>

STUDENT INSURANCE

Students are responsible for their own insurance needs.

■ Student Health Insurance

<http://studenthealth.uaa.alaska.edu/hci.html>

A group student health insurance plan is available for purchase to currently registered UAA/MSU students. For an additional premium, dependents and major medical expenses may be covered. For more information, contact Student Services in FSM 101 or FSM 102. Health insurance is mandatory for international students on student visas.

■ Accident and Travel Insurance

Supplemental accident insurance for field trips, fieldwork, laboratory, practica, internships, and special UAA/MSU events is available for purchase. Depending on departmental policy, either the student or the department assumes the cost of this insurance. This insurance is in excess of other insurance covering the student and is made available to students through the Statewide Risk Management office. It is the student's responsibility to contact departments for further information. www.alaska.edu/swrisk

■ Auto Insurance

Under Alaska state law, all owners and drivers of vehicles must maintain adequate insurance coverage. Students are responsible for arranging their own auto insurance. Student vehicles are not covered under UAA's auto insurance plan. Personal property insurance is also the responsibility of each student.

ALCOHOL POLICY

The University is concerned about ways in which alcohol use and abuse affect the primary academic mission of the institution, its overall atmosphere and the personal well-being of the college community. MSU 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.

■ Campus Alcohol Policy

The primary objectives of MSU/UAA's policies and procedures on alcoholic beverages are to ensure responsible behavior and attitudes among all members of the college community, to educate the college community concerning the use and effects of alcoholic beverages in order to promote responsible decision-making and to help individuals experiencing difficulties associated with the use of alcohol. The Chancellor or the Vice Chancellor for Student Affairs 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 may be granted on designated premises for private College-sanctioned events. The sale of alcoholic beverages at College-sanctioned events on campus is not permissible and is not approved by the Chancellor. Personal consumption, possession, or display of beer, wine or other alcoholic beverages is prohibited in College public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the Chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the College will be subject to disciplinary and/or legal action. Students may refer to the "Student Rights and Responsibilities" section in this bulletin.

■ Alcoholics Anonymous

Individuals with alcohol problems may contact Alcoholics Anonymous. There is no charge for this service; just call for help 24 hours a day at the AA Hotline 376-4777. One of the Alcoholics Anonymous meeting halls is located in the Alano Club at 901 Snohomish, Wasilla or call 376-8669.

■ Drug and Alcohol Counseling Resources

Additional University 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 which is available at the UAA web site www.uaa.alaska.edu/Studentaffairs/safety or in hard copy from the UAA Office of Student Affairs, Campus Center 233, 321 I Providence Drive, Anchorage, Alaska, 99508.

The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community.

TOBACCO-FREE ENVIRONMENT

Smoking is not permitted in University facilities. All UAA facilities are covered by this policy (Anchorage, Kenai Peninsula College, Kodiak College, and Mat-Su College). Coverage includes facilities owned, leased, or rented by the University or under control of the University, as well as all University vehicles. Violation of the smoke-free environment policy by staff, faculty, or students is subject to disciplinary action. Campus buildings are posted with NO SMOKING signs, notifying all visitors of the smoke-free policy. When using tobacco outdoors on MSU property, remember to use it only in designated areas and to keep the campus clean.

SAFETY

We care about your safety on campus. While relatively safe, our campus is not a sanctuary from crime, and accidents still occur no matter how hard we try to prevent them. You are encouraged to be responsible for your own safety and to bring safety concerns to the attention of MSU faculty or staff, or to contact Campus Safety/Security at 745-9750 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exits and emergency telephones when you are in campus buildings. For more safety information and the most recent campus crime report visit <http://www.uaa.alaska.edu/students/campusafety.cfm>.

Regarding fire safety, if you hear the fire alarm, please exit the building and stay with your class group until the alarm stops. If you observe a criminal act or fire please call 911 immediately, and then call 745-9789.

WILDLIFE/ANIMALS ON CAMPUS

The campus of Matanuska-Susitna College is situated in a 950 acre wooded site. Wildlife is sometimes seen wandering on campus and on the Nature Trail. People must remember that wild animals are dangerous and unpredictable. Maintain a safe distance from all wildlife and notify MSC Security of their presence. Feeding and/or harassment of any wildlife is a violation of the University Student Code of Conduct and the state law.

Anyone wishing to bring a pet onto campus must first contact MSC Security. Pets are not permitted in any of the campus buildings without prior permission. Any animals outside of the buildings must be on a leash, in a cage, or under some form of restraint. Students experiencing disabilities need to contact Disability Support Services (DSS) for the approval process to bring service animals into classrooms.

PARKING/HANDICAP PARKING

Individuals experiencing disabilities will find designated parking spaces available on campus. These parking spaces display distinctive blue-and-white logos. The appropriate handicap permit issued by the State of Alaska Department of Motor Vehicles must be displayed to legally park in these designated spaces. All other motorists may be ticketed. Illegally parked vehicles may be impounded at owner expense.

LOST & FOUND

The college has a centralized lost and found area in Student Services in FSM 101.

CHILDREN ON CAMPUS

Children are not permitted in classes/labs offered to adults (except enrolled underage students) and may not be left unattended anywhere on campus including the library, hallways, cafeteria, and parking lots. This policy applies to students, staff and faculty members.

PHOTO & VIDEOTAPE POLICY

Matanuska-Susitna College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, library, lounge areas and at special events. MSC reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at MSC do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity purposes.

CHAPTER THREE

Tuition, Fees & Financial Aid

Residency for Tuition Purposes

- Residents
- Non-Residents
- Bona Fide Residents
- Exchange Programs (WUE)

Tuition

Fees

Financial Obligations

Payment Procedure

Refund Policy

- Cancelled Classes
- Withdrawal from Classes
- Non-credit, CEU, and Self-Support Classes
- Regular Tuition, Credit Courses
- Refund Policy Complaint Procedures

Petition for Exception to University Policy on Refund of Tuition & Fees

Senior Citizen Tuition Waiver

Financial Aid

- Application Procedures
- Eligibility
- Federal Verification
- Satisfactory Academic Progress
- Financial Aid Appeal Policy
- Return of Federal Financial Aid Policy

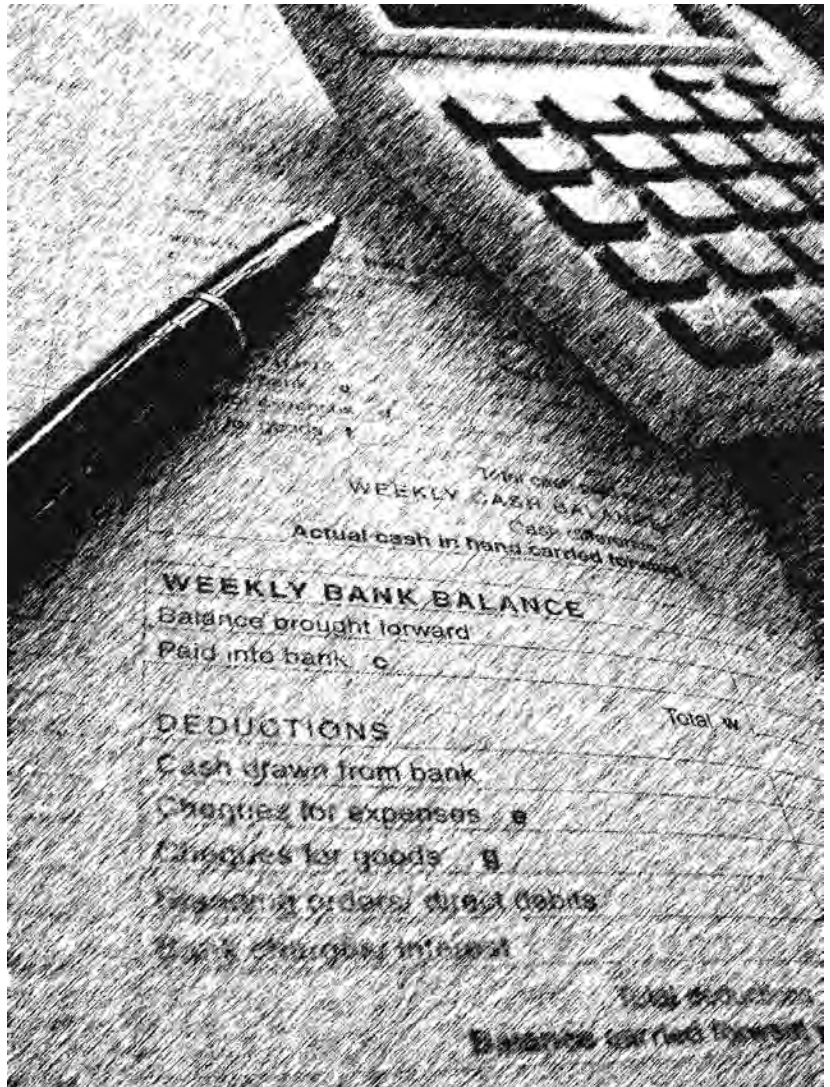
Types of Financial Aid

- Grants
- Loans
- Scholarships

Student Employment

- Federal Workstudy Program
- MSC Student Employment

Veterans Assistance



RESIDENCY FOR TUITION PURPOSES

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.
- Dependent children of alumni who have received an associate, baccalaureate, or graduate degree from the University of Alaska.
- Students enrolled in four (4) or fewer credit hours during a semester.
- 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 the University of Alaska Board of Regents' regulations: www.alaska.edu/bor).
- 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.

RESIDENTS

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.

NON-RESIDENTS

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. An international student in F-1 status or any other non-immigrant visa status cannot be considered a resident for tuition purposes. Non-immigrant visa status is inconsistent with Alaska residency. An international student who is a legal permanent resident or who is refugee status or another status which permits an indefinite stay in the United States may qualify as a resident for tuition purposes provided they meet the other conditions of residency.

BONA FIDE RESIDENTS

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 contact Student Services.

EXCHANGE PROGRAMS: Western Undergraduate Exchange (WUE)

MSC/UAA participates in the WUE program of the Western Interstate Commission for Higher Education (WICHE) and other western states. Through WUE, certain students who are not Alaska residents may enroll in designated UAA programs. They pay resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). WUE students do not pay the higher non-resident student tuition. Because UAA participates in WUE, residents of Alaska may enroll under the same terms in designated institutions and programs in other states. Information about WUE programs at UAA/MSC may be obtained from Student Services. Alaska residents may obtain information about WUE programs in the states from either of the following two addresses:

WICHE Student Exchange Program
PO Box 9752 - Boulder, CO 80301-9752
Phone: (303)541-0270 or (303)497-0210
Web: <http://wue.wiche.edu>

Certifying Officer for Alaska
Commission on Postsecondary Education
3030 Vintage Blvd. - Juneau, AK 99800
Phone: (907)465-6526 or (800)441-2962

TUITION

Tuition is determined by the number of credit hours enrolled, the level of the course, and the residency status of the student. The following fee schedule is for resident and non-resident tuition. All Mat-Su College fees are approved by the University of Alaska Board of Regents and are subject to change.

Preparatory and Lower-Division–Undergraduate (course numbers 050 - 299)

Resident	\$128.00 per credit hour
*Non-resident	\$427.00 per credit hour

Upper-division–Undergraduate (course numbers 300 - 499)

Resident	\$144.00 per credit hour
*Non-Resident	\$443.00 per credit hour

Graduate (course numbers 600 - 699)

Resident	\$287.00 per credit hour
*Non-resident	\$586.00 per credit hour

See current semester Course Schedule for tuition updates.

* A non-resident student who restricts his/her enrollment to no more than four (4) credits each semester is charged resident tuition. Any credits beyond the four credit limit will cause all credits to be assessed at the non-resident tuition rate.

* A non-resident student is assessed non-resident fees on all academic credits including self-support classes.

FEES

In addition to tuition, any course may use materials, supplies or services which necessitate an additional fee. Fees may also be charged for administrative and/or instructional services. All resident and non-resident tuition rates and student activity fees are approved by the Board of Regents of the University of Alaska. The University of Alaska reserves the right to change tuition rates or fees at any time. Fees are charges students must pay either in addition to or in place of tuition.

Administrative Test

A \$20 administrative test/proctoring fee will be charged for each DSST/DANTES or CLEP exam given.

Application for Admission

A non-refundable \$40 fee will be charged for each undergraduate Application for Admission submitted.

Assessment Test (COMPASS)

A \$10 assessment testing fee will be charged for each testing session.

Audit

A student auditing courses pays the same tuition and fees as a student registering for credit.

Career Exploration Test

A \$10 testing fee will be charged for each testing session for non-students.

Computer Lab

A \$25 fee is charged each semester for a student (registered in any discipline) who wishes to use the MSC computer lab. A student is required to pay a computer lab and supply fee to cover supplies and staffing. A student will be required to display his/her appropriately marked MSC I.D. card when using the computer lab.

Continuing Education Unit (CEU)

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

Credit-By-Exam

A non-refundable \$40 per credit fee is charged to challenge a course.

Distance Education

A Distance Education fee is charged for each distance education course. The fee varies.

Emergency Book Loan

A \$10 fee is charged for each emergency book loan processed.

Graduation Application

A non-refundable \$20 fee must be submitted with each Application for Graduation.

Laboratory, Material, and Other

A fee is sometimes charged in addition to tuition. The semester Course Schedule identifies courses for which fees are charged and their purposes: lab fee, special fee, or materials fee. Fee amounts vary and may be added at any time.

Language Credit by Placement Fee

\$20 per course. An accepted, degree-seeking UAA student who has completed in residence a Department of Languages UAA catalog course with a grade of "B" or better is eligible to receive credit for the two immediately preceding language courses.

Late Payment Fee

A \$75 fee will be assessed on all accounts which are not paid by the payment deadline. A \$100 fee will be assessed on all accounts which are not paid by the withdrawal deadline. Students who pay for or drop their courses prior to the published payment deadline will NOT be required to pay the fee.

Learning Resource Center (LRC)

A \$5 fee is charged each semester for use of all Learning Resource Center facilities and workshops.

Library Card

The first card is free. A \$5 fee is charged for a replacement.

Network Charge (2%)

The network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide infrastructure. The two (2) percent network charge will be applied on a course-by-course basis to tuition, non-resident surcharges if applicable, and fees in lieu of tuition, for credit and non-credit courses. Courses with applicable fees in lieu of tuition less than the lower division credit hour tuition rate will be exempt from the charge. All calculated fees will be rounded to the nearest dollar. The minimum network charge per course will be \$3.

Non-Credit Course

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

Non-sufficient Funds (NSF) Fee

A \$30 fee is charged for each NSF check received by the college.

Practicum Insurance Fee

A \$6 fee is charged for each practicum course. For example, HUMS A495.

Process/Administration

A fee charged by MSC to process course credit in lieu of tuition. There may be other fees assessed for the course such as lab or material fees in addition to the administrative fee. There is usually an additional fee the student pays directly to the instructor.

Proctor

A \$20 processing fee (per testing session) is charged for proctoring any test from an institution outside of the University of Alaska. The fee is capped at \$60 per semester for students who have a series of tests.

Self Support

A fee charged for a course that is funded entirely through the revenues collected when students register for that specific course. Costs vary by course and may include salaries, supplies, advertising, facilities, and travel. Separate refund policy applies.

Special Course and Laboratory Fees

Special fees are assessed to pay for travel, equipment, or facilities out of the ordinary. The typical fees listed normally cover College charges for course registration. Some courses, however, have extraordinary expenses associated with them, and in such cases the College may charge additional fees in amounts that approximate the added instructional or laboratory costs. If other costs are required for the course, they will be listed in the semester Course Schedule.

Student Activity

An activity fee of \$10 is assessed to a student enrolling for 6 or more credits and \$5 for 3-5 credits each semester to support student-related activities. The fee is waived for senior citizens.

Student I.D.

The first I.D. is free. A \$15 fee is charged for student I.D. card replacement.

Technology Fee

A fee to provide up-to-date equipment, software, maintenance, training, and support for student use. \$5 per credit hour to a maximum of \$60 per campus.

Tech Prep Course Fee

A non-refundable per credit fee is charged for Tech Prep courses approved through articulation. \$25 per credit.

Transcript

A per copy fee is charged for routine or rush processing and must be paid in advance. Unofficial transcripts are available at MSC Student Services or online at no charge.

All fees are subject to change. Please refer to the current semester Course Schedule.

FINANCIAL OBLIGATIONS

Mat-Su College/UAA reserves the right to withhold final grades, transcripts, or diplomas from a student who has not fulfilled all financial obligations to the institution. Permission to register or add/drop will be denied, or a student's current registration may be cancelled. A student is held financially responsible for all courses for which they register. A student must take the initiative to officially drop a course prior to published deadlines to avoid financial penalties. Interest, late fees, or collection costs will be added to a student's account. Past due accounts will be sent to a collection agency and reported to the credit bureau. MSC/UAA may garnish a student's Permanent Fund Dividend under Alaska Statutes 14.40.251 and 43.23.073.

PAYMENT PROCEDURES

All tuition, fees, and other charges for the semester must be paid by the applicable deadline or at the time of registration. Payment may be made in cash, by check, by Visa or MasterCard. A student requiring a payment plan may enroll with Tuition Management Systems (1-800-722-4867).

Tuition and fee charges may be audited, corrected, and adjusted before the end of the current semester. A student is notified of adjustments by mail. No refunds are issued for \$5.00 or less. MSC reserves the right to change its tuition or fees at any time. A student with verifiable financial aid may inquire at the Financial Aid Office for possible deferment.

REFUND POLICY

Refund processing is automatic for a student who officially drops courses or withdraws from the College by the refund deadlines published in the current Course Schedule. A student is responsible for thoroughly reading the Course Schedule and being aware of the published refund deadlines for their particular classes. The date of official drop or withdrawal activity determines eligibility for a refund.

A student who drops or withdraws or is administratively dropped or withdrawn from courses as a result of College/University disciplinary action forfeits all rights to any refund.

If there is a refund due to the student and the tuition was paid by credit card online the credit card account will be credited. If the tuition was paid by credit card in the MSC Campus Cache a refund check will be mailed to the student's address of record. If tuition was paid by cash or check, a refund check will be mailed to the student's address of record. Refunds will not be issued for amounts of less than \$5. A \$15 fee is charged for all checks reissued due to a stop payment request by the student.

A student with an outstanding balance will have his/her refund applied towards his/her account balance first (this includes the TMS payment plan). All refunds are processed by the Accounting Supervisor according to the following policies. This process takes from 4 to 6 weeks.

CANCELLED CLASSES

If MSC cancels a class, a student may add another class of equal cost at no additional tuition charge. If a replacement class is not added, a 100% refund of tuition and course fees is automatically processed.

WITHDRAWAL FROM CLASSES

No tuition refund or exchange will be allowed for withdrawal after the drop deadline.

NON-CREDIT, CEU, AND SELF-SUPPORT CLASSES

100% of all tuition charged is refunded if the student officially drops at least two business days before the first class begins. There is no refund after this time.

REGULAR TUITION, CREDIT COURSES (full semester)

1. 100% of both tuition and course fees is automatically refunded when official drop/withdrawal activity is completed prior to the end of the 7th calendar day of the semester.
2. 50% of tuition only is automatically refunded when official drop/withdrawal activity is completed between the eighth through the twelfth calendar days of the semester. Course/Student fees are not refunded on or after the eighth calendar day of the semester.
3. No refund is issued for a drop/withdrawal made on or after the thirteenth calendar day of the semester.
4. Refund deadlines for less-than-semester-length classes are prorated.

Please refer to the current semester's Course Schedule for additional information.

REFUND POLICY COMPLAINT PROCEDURES

If a student has a complaint concerning a refund that cannot be resolved informally, he/she may obtain a Petition for Refund form from Student Services and return the completed form to the Accounting Supervisor in the Campus Cache.

PETITION FOR EXCEPTION TO UNIVERSITY POLICY ON REFUND OF TUITION AND FEES

A student, or person with legal authority to act on behalf of a student, may petition for an exception to University policy on refunds of tuition and fees. Petitions are not automatically granted but will be considered in light of the criteria set out below and individual circumstances as demonstrated in the documentation provided.

1. The petitioner must submit to the Exception to University Policy Committee a signed petition and consent to release of information form, which is provided for this purpose. The form must be submitted to an academic counselor in Student Services, P.O. Box 2889, Palmer, Alaska 99645.
2. A petition for exception must be received no later than the last day of the semester following the semester or session in which the course was offered. Petitions that are not received within this time frame may not be considered. For example:

- Fall course - no later than the end of the following Spring semester
Spring course - no later than the end of the following Fall semester
Summer course - no later than the end of the following Fall semester
3. At the time the petition is filed the student must already have dropped or withdrawn from the course(s) involved. Refunds will not be considered for courses in which a student is still registered, or for which a grade exists, i.e., "F", "I", "DF", "AU."
 4. Written documentation from instructors, physicians, or other appropriate persons verifying and supporting the request must accompany the petition. It is the responsibility of the student or a person authorized to act on behalf of the student to submit supporting documentation along with the petition. Petitions submitted without documentation may be returned and not considered.
 5. A petition will only be approved if the petitioner can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose after the withdrawal deadlines in MSC's published schedule and that caused the student to drop the course(s).
 6. Work related issues, financial hardship, and failure to read MSC's published documents generally do not present justifiable reasons to support a refund request.
 7. Petitions for refunds for self-support classes are generally not allowed and must have approval of the Director.
 8. Mandatory Student Fees are not refundable, unless a student drops all courses during the 100% refund period.
 9. If the petition for refund is approved, refunds will be issued to the original funding source, e.g., credit card (if paid online, refund will be applied to your credit card account, if paid at MSC Campus Cache a refund check will be issued), financial aid, granting agency, lending agency, etc.
 10. Petitions will be reviewed periodically and the number of petitions being reviewed will determine the time for response. A minimum of 6-8 weeks should be allowed for review.
 11. Appeals of an adverse decision of the Committee must be in writing, must state the basis for the appeal, and must be received by the College Director within ten working days of the day the decision is mailed or otherwise distributed to the student. Appeals will be reviewed by MSC College Director, whose decision is final within the College. Appeals may be faxed, delivered in person or mailed to: College Director, P.O. Box 2889, Palmer, Alaska 99645 or faxed to: (907) 745-9769.
 12. If a petitioner wishes to seek judicial review of the College Director's final decision, the appeal must be filed with the Superior Court of the State of Alaska within 30 days of the date the final decision is mailed or otherwise distributed to the petitioner, in accordance with Alaska Appellate Rule 602(a)(2).

Complaints about dissatisfaction with academic courses, methods of course delivery or instructor performance are not considered under this process. Depending on the nature of the complaint, these matters are considered according to the Student Dispute/Complaint Resolution Process or the Academic Dispute Resolution Procedure, which can be found in the UAA Fact Finder student handbook at www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm.

SENIOR CITIZEN TUITION WAIVER

Regular tuition shall be waived for Alaska residents who are otherwise age eligible to receive full social security retirement benefits, and who register on a space available basis; that is when courses can accommodate such students in addition to other enrolled students.

The UA Board of Regents action of September 21, 2005, included a provision that grandfathered in all Alaska residents who were age 60 years or older on or before September 21, 2005. These individuals (i.e. Alaska Residents born on or before September 21, 1945) remain eligible for the Senior Citizen Tuition Waiver.

Use of the waiver is governed accordingly:

1. Senior citizens must pay all additional course fees. To waive tuition, senior citizens must register and present a completed tuition waiver with proof of age during the late registration period. Tuition waiver forms are available at Student Services, the Campus Cache, and the college website: www.matsu.alaska.edu/students/forms.htm.
2. Registration using a senior citizen tuition waiver for payment is permitted only during late registration and must be completed by the add deadline.
3. Senior citizens may elect to register before the late registration period; however, they must pay full tuition and fees (use of senior citizen tuition waiver will not be accepted). Senior citizens electing to register and pay tuition are subject to all payment deadlines. Refunds will NOT be available to senior citizens who drop courses and then re-register in the same courses using a tuition waiver during late registration.
4. The Student Activity Fee is waived for senior citizens.

Note: Senior citizen tuition waivers will not be available during the summer semester.

More information on the Senior Citizen Tuition Waiver is available at www.alaska.edu/student-services/sctw/index.xml

FINANCIAL AID

<http://www.matsu.alaska.edu/students/financialAid/>

The Financial Aid Office 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, and estimated costs of attending college. Types and amount of financial aid vary according to state and federal guidelines, student need, and availability of funds.

APPLICATION PROCEDURES

Interested students should contact the Financial Aid Office for information and applications. Students should submit applications at least six (6) months before the beginning of the semester for which they are applying. For the upcoming fall semester, the Financial Aid Office should have received completed applications and required additional forms by June 1 at the latest. The deadline for preferred processing at UAA is April 15. Applications received after this date will be considered if funds are available. Specific procedures are as follows:

1. New students must apply for admission as a degree-seeking student through MSC or UAA. Admission deadlines may apply and may differ by campus. Students who were admitted previously and have had a break in attendance may be eligible to update rather than reapply for admission.
2. All interested students must complete a Free Application for Federal Student Aid (FAFSA) and submit the application to the Department of Education. List MSC/UAA's Title IV code on the FAFSA – **011462**. We recommend you apply online at www.fafsa.ed.gov. It is faster and more accurate. The FAFSA is an annual application and must be resubmitted each academic year.
3. Students who wish to apply for a specific scholarship may complete special applications available at the Financial Aid Office or online at: www.matsu.alaska.edu/students/financialAid/scholarships.htm. Information leading to other scholarship links can be found online.
4. Students who wish to apply for Bureau of Indian Affairs grants or scholarships should contact the BIA or their Native Regional Corporation for applications. Be sure to contact village corporations, tribal and traditional councils as well to find additional funds.

ELIGIBILITY

To be considered for financial aid, a student must:

1. Have a high school diploma, GED, or Ability to Benefit.
2. Apply for admission and be accepted 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 Student Financial Aid regulations. The policy is available online at: www.uaa.alaska.edu/financialaid/policies.cfm.

FEDERAL VERIFICATION

The U.S. Department of Education selects approximately 30% of financial aid applications for the verification process. The Financial Aid Office 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
4. Statements of untaxed income
5. Verification of number of family members in college
6. If military, copies of Leave/Earning Statements for previous tax year (all 12 months).
7. Verification form
8. Low income explanation
9. Proof of U.S. citizenship

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

To remain in good standing for federal assistance, students must complete the number of credits upon which the semester's aid was based. In addition, they must maintain a minimum grade point average (GPA) of 2.0 for undergraduates and 3.0 for graduate students.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

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 an eligible degree or certificate program. In addition, the student must maintain satisfactory academic progress toward his/her educational goal. A complete copy of the Satisfactory Academic Progress Policy may be obtained online at: www.uaa.alaska.edu/financialaid/policies.cfm

FINANCIAL AID APPEAL POLICY

Students who wish to appeal for reinstatement of their financial aid must provide sufficient evidence to support their assertion that unusual circumstances prevented them from maintaining satisfactory academic progress. Please see the guidelines for financial aid appeal policy online at: www.uaa.alaska.edu/financialaid/policies.cfm

RETURN OF FEDERAL FINANCIAL AID POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an

enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who totally withdraws after completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Financial Aid Office encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid. www.uaa.alaska.edu/financialaid/policies.cfm

TYPES OF FINANCIAL AID

GRANTS

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

BUREAU OF INDIAN AFFAIRS (BIA)

<http://www.doi.gov/bureau-indian-affairs.html>

The Bureau of Indian Affairs makes grants available to eligible full-time students. Applicants must be at least one-quarter Alaska Native or American Indian. For more information, contact the local BIA area office or your Native village or regional corporation, tribal and traditional councils.

FEDERAL PELL GRANT

The Federal Pell Grant makes funds available to eligible students with financial need. To be eligible for a Pell Grant, a student must be working toward their first baccalaureate degree.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Federal Supplemental Educational Opportunity Grant program is similar to the Pell Grant program and can provide additional assistance to students with financial need and who received a Pell. Only undergraduates working towards their first baccalaureate degree are eligible.

LOANS

Unlike grants or scholarships, loans must be repaid. In most cases, repayment begins six months after the student finishes his/her studies or ceases being at least a half-time student (6 credits).

ALASKA SUPPLEMENTAL EDUCATION LOAN

Current information is available at: <http://alaskaadvantage.state.ak.us>

EMERGENCY BOOK LOAN

Loans for books are available when school is in session to a student whose financial aid has not been received or to a student whose financial need is modest and temporary. A student may borrow a maximum of \$300 for up to 60 days and a \$10 administrative fee is charged. A student may receive one EBL per semester, subject to Financial Aid approval. For more information ask for the Mary Lou Marsh Memorial Emergency Book Fund form in Student Services.

FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)

A. Federal Stafford Loan Program

The Stafford Student Loan program enables a student to borrow directly from 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. This is a separate application process. Students who are offered and accept loans may complete online promissory notes. The Financial Aid Office has information for students' consideration.

I. Federal Subsidized Stafford Student Loan

Dependent and independent students who are eligible and have been determined to have need according to the Federal methodology can borrow up to:

- \$3,500 as a first year undergraduate student.
- \$4,500 as a second year undergraduate student.
- \$5,500 as a third, fourth and fifth year undergraduate student in a baccalaureate degree.
- \$8,500 as a graduate student.

The aggregate subsidized loan amount for undergraduate study is \$23,000; the aggregate subsidized loan amount for graduate study is \$65,500 minus any amount previously borrowed for undergraduate study.

The subsidized Stafford Loan means the Federal government pays the interest while the student is attending postsecondary education at least half-time and for six months after graduation or after the student has left their postsecondary educational experience.

2. Federal Unsubsidized Stafford Student Loan

This loan is considered a non-need based loan. A student is responsible for paying the interest on this loan immediately upon the inception of the signing of the promissory note. Independent freshmen and sophomore undergraduate students can borrow up to \$4,000 annually in addition to the amount borrowed on the subsidized Stafford. Independent juniors and seniors can borrow up to the limits of the subsidized loan and up to \$5,000 annually in addition to the amount

borrowed on the subsidized loan. Graduate students can borrow up to \$10,000 annually in addition to the amount they are eligible for on the subsidized loan. Undergraduate students can borrow up to a maximum loan limit of \$23,000 on unsubsidized loan borrowing. Graduate students can borrow up to a maximum of \$73,000 on the unsubsidized loan program, including the amount borrowed as an undergraduate student.

B. Federal Parents' Loans for Undergraduate Student (PLUS)

A parent can borrow for his/her dependent student's educational costs. A parent can borrow up to the cost of education attendance minus any other financial aid for which the student is eligible. MSC/UAA requires a student to submit the FAFSA to determine eligibility of their parents' PLUS loan. The interest on the PLUS loan begins to incur with the parental signature on the promissory note. Payments usually begin 60 days after the loan is fully disbursed.

SCHOLARSHIPS

A Mat-Su College student has access to a variety of scholarship opportunities including UA Foundation Scholarships, UAA Scholarships, the UA Scholars Program, and scholarships offered through private organizations, civic groups and native or village corporations, tribal or traditional councils. Recipients are usually selected for academic achievement, talent, community or civic involvement, leadership, and volunteerism. A student interested in applying for scholarships may stop by the Financial Aid Office in FSM 102 to view scholarship listings and obtain applications or visit the website: <http://www.matsu.alaska.edu/students/financialAid/scholarships.htm>.

Since specific requirements, application procedures, and deadlines vary; a student should begin locating scholarships in January preceding fall registration and continue taking advantage of opportunities throughout the year.

■ UAA website: www.uaa.alaska.edu/financialaid/

■ UA Scholars Program website: www.alaska.edu/scholars/

Mat-Su College Scholarships:

The **Snodgrass Scholarship** is a UA Foundation award set up specifically for Mat-Su College students pursuing Associate of Applied Science degrees. Qualifications include formal admittance to any Mat-Su College A.A.S. degree program, a minimum of 20 credits earned by the time the award is given, and a class rank in the top third of his/her class (usually a 3.0 GPA). Applications are available in the Financial Aid Office.

The purpose of the **Molly Ann Mishler Memorial Scholarship** is to offer financial assistance for tuition and other educational expenses to students who are enrolled in Early Childhood Development courses at Matanuska-Susitna College. Applicant must be at least a part-time student at UAA/MSC with a minimum cumulative grade point average of 2.0. Applicant must be enrolled in Early Childhood Development courses or have already completed 6 credits in ECD courses. Preference will be given to those applicants formally admitted into the Early Childhood Development program.

The purpose of the **Dr. Betty J. Boyd-Beu & Edwin G. Beu, Jr. Scholarship** is to offer financial assistance for tuition and other educational expenses to non-traditional students who are seeking degree completion or retraining at Mat-Su College. Applicant must be a formally admitted part-time student. Applicant must be a non-traditional student and should have graduated high school at least two years prior to applying for the scholarship. Applicant must have worked prior to enrolling or returning to college, thereby re-entering college to complete a degree or enrolling to re-train for another position in the workplace.

The purpose of the **NAPMW (National Association of Professional Mortgage Women) Mat-Su Valley Alaska Scholarship** is to offer financial assistance for tuition and other educational expenses to students who are formally admitted into a Business degree-seeking program and attending the Matanuska-Susitna College. Applicant must be in good academic standing with a minimum cumulative grade point average of 2.5. Applicant must be formally admitted into an undergraduate Business degree-seeking program at the University of Alaska Anchorage (Anchorage campus, Kenai Peninsula College, Kodiak College, Matanuska-Susitna College, and/or Prince William Sound Community College). Applicant must plan on attending at least half-time (six credits) at the **Matanuska-Susitna College**. Applicant may be an incoming or continuing student. Preference will be given to students who demonstrate the desire to work in the mortgage field. Preference will be given to applicants who plan on residing and working in the Mat-Su Valley after graduation.

The **Guy A. Woodings Scholarship** is a UA Foundation award. Applicant must be majoring in Natural Resource Management and be one of the following in order of preference: 1) a Mat-Su Borough resident attending Mat-Su College; 2) a Mat-Su Borough resident attending any UA campus; 3) a resident of Alaska attending a campus of the UA system. Applicant must have been enrolled for at least 2 years pursuing a 4-year degree with preference given to a student having an emphasis on Planning and Land Use within the field of Natural Resource Management. Note: Applicant must submit an essay discussing how they envision the growth and development of the state over the next five years and what part they envision themselves playing in that growth and development.

STUDENT EMPLOYMENT

FEDERAL WORK-STUDY PROGRAM

The Financial Aid Office awards Work-Study to eligible students. It is based on financial need, which is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA). The student accepts work-study by securing a job on campus. A student must be enrolled in at least six credits and may work up to twenty (20) hours per week during the semester. Wages depend on the job responsibilities and the student's qualifications.

MSC STUDENT EMPLOYMENT

MSC provides employment opportunities for qualified students. Student employment will normally not exceed 20 hours per week during a semester. For information on eligibility criteria for student employment refer to the University of Alaska Board of Regents Policy and Regulations at: www.alaska.edu/bor.

The MSC Business Office advertises full-time, part-time, regular, term, and temporary positions at MSC. A listing of temporary student positions is available at this office located in JKB 106 or on the website at: www.matsu.alaska.edu/Employment/default.htm. Applicants needing reasonable accommodations to participate in the application or interview process should contact the personnel technician in the Business Office.

A student may not participate in co-curricular activities or student employment if his/her cumulative GPA falls below 2.0 (C). A student is advised to keep his/her participation in activities outside the classroom within limits that will allow him/her to achieve satisfactory academic performance.

VETERANS ASSISTANCE

<http://www.matsu.alaska.edu/students/veteranAssistance.htm>

Matanuska-Susitna College is approved to provide education and 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 MSC include the Montgomery G.I. Bill, Veterans Educational Assistance Program, Dependents Educational Assistance Program, Reserve Educational Assistance Program, and Vocational Rehabilitation. A qualified person who plans to use the Department of Veterans Affairs Educational benefits must contact the MSC Financial Aid Officer (located in Student Services FSM 102), preferably 60 to 90 days before the term begins. They can provide necessary forms and current benefit information.

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

Adds, Drops, and Other Changes

A veteran student must inform the MSC Veterans Assistance whenever he/she adds or drops courses, withdraws from the College, changes address or dependents, or makes other status changes. A student who drops or withdraws may be required to reimburse the DVA.

Admission to MSC

All veteran students receiving DVA educational benefits must be officially admitted to an MSC certificate or degree program. In accordance with federal regulations, MSC must report this information to the VA, along with information regarding a student's enrollment, grades, and academic progress. Contact Student Services in FSM 102 for information on requirements.

Certification of Enrollment

New and continuing veteran students must submit a Request for Certification of Enrollment each semester after registering for classes. Contact Student Services in FSM 102 for assistance.

Satisfactory Academic Progress

A veteran student must maintain satisfactory academic progress according to University policy while he/she is receiving benefits. Failure to do so is reported to the DVA and may end educational benefits.

Transcripts

A veteran student with previous college or university experience must have official transcripts on file with the College. Each student must request these transcripts from each previous institution when applying for admission to MSC. The DVA may withhold benefits until this requirement is satisfied. For further information, please call (907)745-9762. VA students may access a toll-free telephone number: 1-888-GI-BILL-1 (or 1-888-442-4551). This number gives education claimants access, 24-hours a day, 7 days a week, to an automated system that provides a wide range of information about education benefits and specific information about individual student benefits accounts. Or visit www.gibill.va.gov for more information.

CHAPTER FOUR

Student Rights & Responsibilities

Student Freedoms, Rights, and Responsibilities

- Freedom of Expression
- Freedom of Access
- Freedom of Association
- Freedom from Unreasonable Search/Seizure
- Student Participation in Institutional Government
- Access to Student Records/University Student Educational Records (FERPA) Policy

Academic Rights of Students

- Academic Integrity
- Student Code of Conduct
- University Student Judicial Review and Procedure
- Sex Offense Policy
- Student Dispute/Complaint Resolution Process
- Academic Dispute Resolution Procedure
- Copyright & Intellectual Property
- Computer Use & Software Copyright Policy
- Communications Via E-Mail



STUDENT FREEDOMS, RIGHTS, AND RESPONSIBILITIES

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

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens. At the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the college community have a responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the 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 College. Each student is responsible for knowing the MSC/UAA policies, procedures and deadlines. These policies and regulations may be found in the MSC College Bulletin, the UAA Catalog, and in Student Services. Students may also obtain a copy of University of Alaska Board of Regents Policies and University Regulations online at: www.alaska.edu/bor.

Freedom of Expression

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

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

Freedom of Access

Within the limits of its resources, Matanuska-Susitna College shall be open to all applicants who are qualified according to current enrollment and admission requirements. The College does not discriminate on the basis of race, color, religion, national origin, sex, 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 Matanuska-Susitna College. 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 interviewed 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.

Access to Student Records / University Student Educational Records (FERPA) Policy

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. FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit a written (letter or fax) request to Student Services that identifies the record(s) they wish to inspect. Student Services will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by Student Services, Student Services designated staff will refer the student to the appropriate personnel or office to access the record.
2. The right to request the amendment of a record that they believe is inaccurate or misleading. Students may ask the University to amend the student's education records if he/she believes they are inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If the University denies the amendment request after the hearing, the student is given the right to insert a statement in the education record.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. UAA/MSC may release, without consent, certain directory information. No one outside the University shall have access to, nor will the University disclose any other information from a student's

educational record, without the written consent of the student, except to University officials with legitimate educational interests, 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 FERPA.

A University official with legitimate educational interests is a person employed by the University as an administrator, supervisor, instructor, or administrative staff member; a person or company with whom the institution has contracted to perform a special task (such as an auditor or attorney); a member of the Board of Regents; a governmental entity or any other entity with which a student is placed as part of his or her education; or a student serving on an official committee (such as a judicial or academic review committee or scholarship committee), or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

The following information is designated as directory information and may be released to the public by UAA/MSC:

- Names of students
- Dates of attendance at UAA/MSC
- Program of study
- Degrees and certificates received including dates
- Participation in officially recognized University activities
- Academic and co-curricular awards, honors, and scholarships received and dates received
- Weight and height of students in athletic teams
- Electronic mail addresses
- Hometown, city, and state

In addition, UAA/MSC is required by federal law (The Solomon Amendment) to provide student directory information (name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, the educational institution in which the student most recently was enrolled) to United States Military Recruiting and Reserve Officer Training Corps personnel upon their request unless the student has submitted a non-disclosure request according to UAA/MSC procedures.

A student may inform Student Services that he/she does not give permission for the University to release his/her directory information. A written and signed request made by the student to not release his/her directory information must be given to the Registrar within two weeks of the start of the academic term. The requests for non-disclosure are valid until a subsequent written request to release directory information is received.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

A complete copy of the UAA procedures on the application of FERPA, including procedures for challenging the content of one's records, is available at UAA Enrollment Services. Links to the University of Alaska Board of Regents' Policy and University Regulation (09.04.00) regarding education records are on the web site: www.alaska.edu/bor/contents/pt9.xml.

ACADEMIC RIGHTS OF STUDENTS

Matanuska-Susitna College 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 College Bulletin, and for maintaining an acceptable grade point 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.

ACADEMIC INTEGRITY

Academic integrity is a basic principle which requires that students only take credit 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 that is based on sources prohibited by the faculty member. Substantial portions of academic work that a student has submitted for a course may not be resubmitted for credit in another course without the knowledge and advance permission of the instructor. Academic dishonesty is further defined below in the "Student Code of Conduct." 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 the *UAA Fact Finder/Student Handbook*. Disputes regarding academic actions are reviewed under the Academic Dispute Resolution Procedure contained in the *UAA Fact Finder/Student Handbook*.

STUDENT CODE OF CONDUCT

As with all members of the college community, the College 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

STUDENT RIGHTS & RESPONSIBILITIES

ensuring that they and their guests comply with the Code while on property owned or controlled by the College or at activities authorized by the College.

Violations of the Code which occur on property owned or controlled by the College, or at activities authorized by the College, are subject to College/University judicial review and disciplinary action by the College/University. Student behavior which, were it to occur on property owned or controlled by the College or at activities authorized by the College, would constitute a Code violation is subject to disciplinary sanction when the College determines that the behavior would likely have an adverse impact on the health or safety of members of the College 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 College if the offenses are also violations of the Code.

College judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. College 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, or who fails to complete disciplinary sanctions as assigned by the University, may be prohibited from re-enrolling in the College/University until the charges or disciplinary sanctions are resolved to the satisfaction of the College/University.

Disciplinary action may be initiated by the College 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.

- I. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:
 - a. using material sources not authorized by the faculty member during an examination or assignment;
 - b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
 - c. 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;
 - d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
 - e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
 - f. acting as a substitute or utilizing a substitute in any examination or assignment;
 - g. fabricating data in support of laboratory or field work;
 - h. 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;
 - i. altering grade records of their own or another student's work; or
 - j. offering a monetary payment or other remuneration in exchange for a grade.
2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:
 - a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on College/University forms and documents or to any College/University official or before a College/University judicial hearing board;
 - b. misuse or unauthorized use of College/University identification cards, keys, funds, property, equipment, supplies or resources;
 - c. falsely representing oneself as an agent of the College/University, incurring debts or entering into contracts on behalf of the College/University; or
 - d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the College/University.
3. Damage or Destruction of Property:
 - a. damage or destruction to property owned or controlled by the College/University; or
 - b. damage or destruction of property not owned or controlled by the College/University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the College/University; the student was a representative of the College/University, such as an athlete, and the action occurred while traveling to or from an event authorized by the College/University; or the property not owned or controlled by the College/University was located on College/University property.
4. Theft of Property or Services:
 - a. theft or unauthorized possession or removal of College/University property or the property of any College/University member or guest that is located on property owned or controlled by the College/University; or
 - b. theft or unauthorized use of College/University services or unauthorized presence at College/University activities without appropriate payment for admission.
5. Harassment:
 - a. physical or verbal abuse;
 - b. sexual harassment; intimidation; or
 - c. 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:
 - a. physical assault;
 - b. sexual misconduct and assault;
 - c. terrorist threats;
 - d. hazing or coercion that endangers or threatens the health or safety of any person, including oneself; or
 - e. conduct which causes personal injury.
7. Disruptive or Obstructive Actions:

- a. obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the College/University;
- b. interfering with the freedom of movement of any member or guest of the College/University to enter, use or leave any College/University facility, service or activity; or
- c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the College/University.
- 8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:
 - a. unauthorized use, possession, or sale of these items on property owned or controlled by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or UAA rules and procedures.
- 9. Failure to Comply with College/University Directives:
 - a. failure to comply with the directions of law enforcement officers or College/University officials acting in the performance of their duties;
 - b. failure to identify oneself to College/University officials when requested; or
 - c. failure to comply with disciplinary sanctions imposed by the College/University.
- 10. Misuse of Alcohol or Other Intoxicants or Drugs:
 - a. use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the College/University or at activities authorized by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or UAA rules and procedures; or
 - b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the College/University or at activities authorized by the College/University, except as expressly permitted by law, Regents' Policy, College/University Regulation, or UAA rules and procedures.
- 11. Violation of Regents' Policy, College/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 STUDENT JUDICIAL REVIEW AND PROCEDURE

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. A complete copy of the University Student Judicial Review Procedures can be found in the *UAA Fact Finder/Student Handbook*. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

SEX OFFENSE POLICY

It is the policy of MSC/UAA 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. A complete copy of the Sex Offense Policy can be found in the *UAA Fact Finder/Student Handbook*. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

STUDENT DISPUTE/COMPLAINT RESOLUTION PROCESS

MSC students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the College community which adversely affect them. The process used will depend on the nature of the complaint. A complete copy of the Student Dispute/Complaint Resolution Process can be found in the *UAA Fact Finder/Student Handbook*. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

ACADEMIC DISPUTE RESOLUTION PROCEDURE

Challenges to academic decisions or actions of the faculty or academic administration will be reviewed according to the procedure that 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 the procedure include such things as considerations of 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. A complete copy of the Academic Dispute Resolution Procedure can be found in the *UAA Fact Finder/Student Handbook*. www.uaa.alaska.edu/studentaffairs/Fact-Finder.cfm

COPYRIGHT AND INTELLECTUAL PROPERTY

The University of Alaska provides network and computing infrastructure to promote the basic missions of the University in learning, research, and service by facilitating communications, collaboration, and access to information resources. Users of this infrastructure must be mindful of and respect ownership of intellectual property and copyrighted information to which this infrastructure can provide access.

Copyright and intellectual property rights may attach to files of any media type including software, texts, databases, images, video, music, and other audio files. Abuse of computing or network technologies to copy or distribute materials in violation of copyright, license, or intellectual property rights undermines the free exchange of ideas and access to information resources central to the University's mission and is expressly forbidden by university policy and regulation.

The University of Alaska aggressively investigates specific claims of such abuse including abuses using personally owned computers connected to the University's network. Verified abuses may lead to immediate suspension of access to University networks and/or computing resources, subject violators to possible University disciplinary actions, and expose them to fines, other civil penalties, and criminal prosecution by copyright owners. <http://info.alaska.edu/active/level2/copyright.html>

COMPUTER USE AND SOFTWARE COPYRIGHT POLICY

All faculty, staff, and students who use any computer at the University are responsible for using computer resources in an ethical and legal manner. For detailed information see the Acceptable Use Policy on the UAA ITS website at: <http://technology.uaa.alaska.edu>

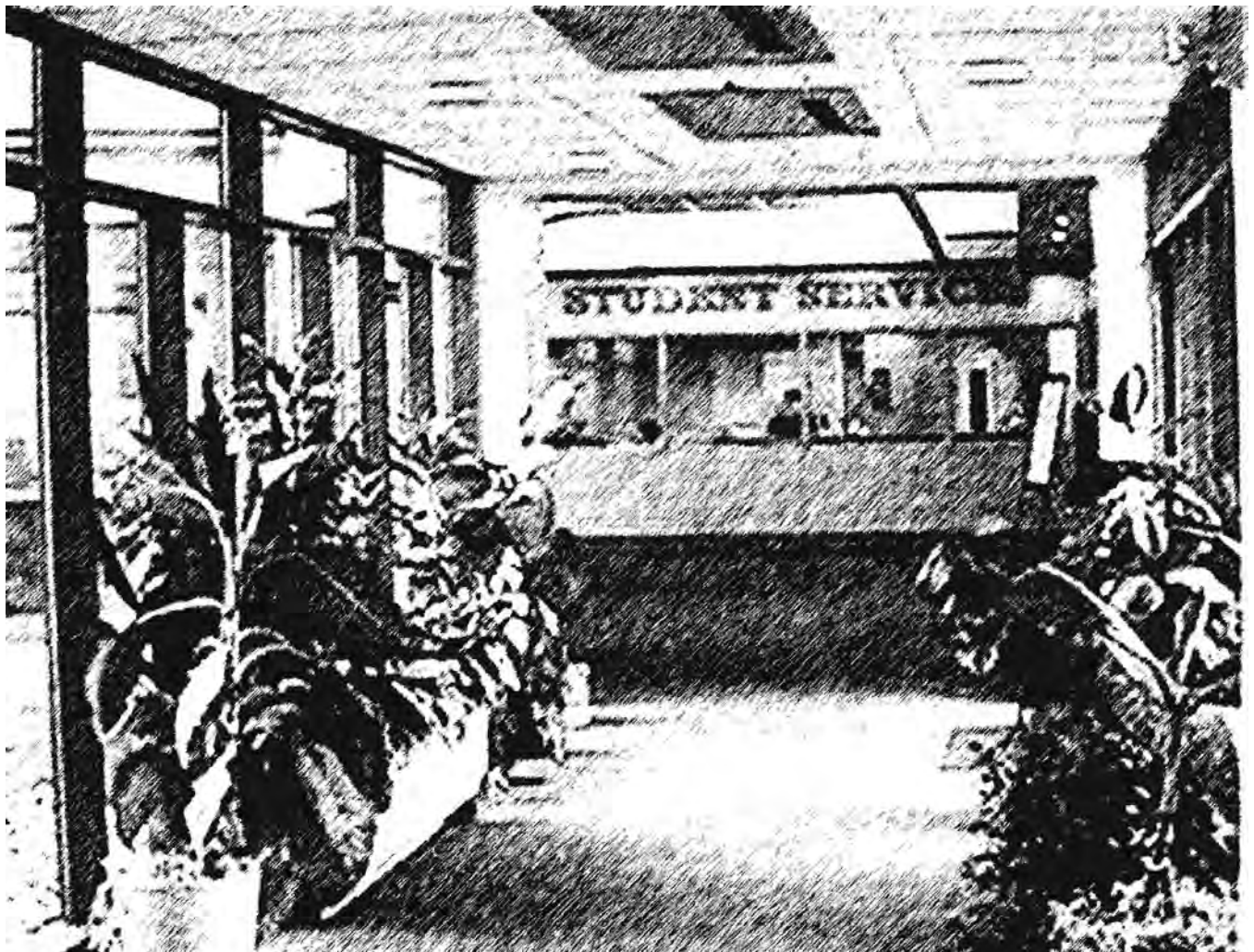
COMMUNICATIONS VIA E-MAIL

UAA now uses e-mail and the MyUA web portal to communicate with students on many important matters. The University automatically assigns each student an official UAA e-mail account at the time of admission to the University for certificate/degree seeking students and at the time of registration for all other students. Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UAA e-mail accounts. To receive university communication at a different e-mail address, students may forward e-mail from their assigned UAA accounts to any valid third party e-mail address of their choice that accepts forwarded email. Go to UAA's Identity Manager (<http://username.uaa.alaska.edu>), log in and set your forwarding e-mail address under the "Change Other Account Attributes" link. Contact the UAA IT Call Center for assistance by telephone at (907) 786-4646 or Toll Free (877) 633-3888 or by e-mail at callcenter@uaa.alaska.edu if you need assistance.

CHAPTER FIVE

Advising & Academic Support

Academic Advising
Disability Support Services
Early Alert
Learning Resource Center
Library
New Student Orientation
Prospective Student Session
Testing



ACADEMIC ADVISING

Each student is encouraged to meet with an academic counselor prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection. Appropriate course placement is an essential component of academic success. Academic counselors can guide the student on University policies and procedures and on general and degree requirements.

Academic counselors can usually be seen either by appointment or on a walk-in basis. For further information, phone 745-9762 or stop by Student Services/Advising & Assessment in FSM 102.

DISABILITY SUPPORT SERVICES (DSS)

At MSC, providing equal opportunities for students who experience disabilities is a campus-wide responsibility and commitment. The campus Disability Support Services (DSS) specialist is housed in the Student Services department, FSM 102. Accommodations are made within the ADA guidelines and academic requirements of each class. They are based on current documentation in conjunction with the student's individual needs. Early contact with the DSS specialist helps to secure a positive educational experience.

To access support services, a student first contacts DSS and provides current disability documentation which supports the requested services. Services include American Sign Language interpreters, note-taking assistance, textbooks in alternate formats, testing accommodations, and access to adaptive computer technology.

If you experience a disability and would like information on support services, please contact Student Services/DSS IN FSM 102 or call 745-9762 (voice) or 745-9751 (TTY) or e-mail at: info@matsu.alaska.edu.

EARLY ALERT

Early Alert provides a safety net for students who may experience academic difficulty early in the semester. Faculty are asked to review progress beginning in the third week of the semester and notify students who are falling behind due to performance or attendance issues. Faculty may refer students to Student Services for further contact or academic counseling. Students are notified of the referral and encouraged to take positive steps toward improving their academic performance. Additional information about Early Alert is available in Student Services, FSM 102.

LEARNING RESOURCE CENTER (LRC)

<http://www.matsu.alaska.edu/campusResources/learningResourceCenter.htm>

The Elizabeth J. Fallon Learning Resource Center (LRC), located in Snodgrass Hall, room 120, consists of two centers -- the Writing Center and the Math Center. Each center is staffed by faculty members and offers tutorial services, workshops, individualized one credit remedial courses, and proctored exams for all MSC students. The Center also will proctor exams for students taking courses through UA Distributed Education during the fall and spring semesters.

The Writing Center offers individual tutorials for all English and Spanish classes, and in writing for all other disciplines. The Math Center offers tutoring for all math and business classes. The MSC Math Club offers additional peer tutoring for students enrolled in lower division math and chemistry courses. A schedule of hours and individual tutors' schedules is posted in the LRC and on various campus bulletin boards during the first week of each semester.

The LRC also offers computer use and a variety of learning materials. Throughout the semester, the LRC offers noon workshops on various subjects to help students with specific math, writing or study skills topics. Notices of the workshops are posted on the LRC bulletin board.

A one time fee of \$5 per semester is assessed for use of all LRC facilities and workshops. These fees are attached to Preparatory courses, 100 and 200 level composition courses, 100 and 200 level math courses, and some 100 and 200 level social science classes.

LIBRARY

<http://www.matsu.alaska.edu/campusResources/library/>

The Alvin S. Okeson Library, located in the Okeson Library Building, contains more than 45,000 books, 80 periodicals, 1,500 videos and 3,000 non-print items. Electronic collections include access to over 180 databases and 3,000 periodicals. The Okeson Library shares a catalog with all of the University of Alaska Anchorage libraries, the Anchorage Municipal Libraries, Valdez Public Library, ARLIS, and the Anchorage Museum. Patrons may search and borrow material from these locations as well. Students may also request material from libraries around the world through interlibrary loan.

The library houses two group study rooms, a computer lab, dedicated computers for students who experience disabilities, and the college's collection of audio/visual equipment. For current hours and additional information, call 745-9740.

NEW STUDENT ORIENTATION

<http://www.matsu.alaska.edu/students/prospectiveStudents/newStudentOrientation.htm>

The New Student Orientation Program hosts organized, purposeful, and positive introduction sessions for all new Matanuska-Susitna College students and their parents to help them become familiar with services and programs vital to their successful transition as full and active members of the MSC community. Partnering collaboratively with other college offices and departments, these sessions are designed to help students gain the skills, information and meaningful relationships important to successful long term academic and personal outcomes.

Mat-Su College's New Student Orientation program is an opportunity to get your questions answered and get started navigating the logistics associated with starting college or transferring from one school to another.

All students are highly encouraged to attend New Student Orientation. It is your first step towards a successful college career. Take advantage of this experience where you will meet other new students and develop new friendships. New Student Orientation takes place prior to the beginning of the fall and spring semesters. Call 745-9762 for more information.

PROSPECTIVE STUDENT SESSIONS

<http://www.matsu.alaska.edu/students/prospectiveStudents/prospectiveStudentSessions.htm>

Mat-Su College offers free sessions for prospective students who are thinking about college and are not sure how to navigate the admissions, registration and financial aid process. The Prospective Student Sessions are offered throughout the year. Call 745-9762 for information on dates and times.

TESTING

Assessment: A student registering for English and/or math for the first time must take an assessment test, or have appropriate SAT or ACT scores. Diagnostic assessment tests are also required prior to enrollment in certain other courses and programs. These tests generally measure competency in math, reading, and/or written composition and enable an academic counselor to determine the appropriate entry level of instruction. Individual departments and disciplines may require additional testing or assessment. There is a fee charged for the assessment testing and a picture ID must be presented at time of testing.

Other: Testing services, such as proctoring correspondence and other exams, are also available.

CHAPTER SIX

Academic Standards & Regulations

Admissions

- General Admission Information
- Home School Applicants
- Transcripts and Test Scores
- Ability to Benefit
- Advising Requirements

University Admission Requirements

- Admission to Occupational Endorsement Certificates
- Admission to Certificate and Associate Degree Programs
- Related Undergraduate Admission Policies
- General Interest & Non-Degree-Seeking Options
- International Students, Non-Degree-Seeking
- Secondary School Students
- Related Non-Degree Seeking Admission Policies

Academic Planning

- Program Selection
- Course Selection
- Registration
- Course Placement
- Contact Hours
- Course Numbering System
- Special Courses
- Registering for Classes
- Full Time / Part Time Status
- Course Load
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- Residency and Resident Credit
- Catalog Year
- Age Limit of Credits
- Transfer Credits
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Registration

- Registration by Proxy
- Fax Transmission
- Biographic/Demographic Information
- Registration Changes
- Faculty Signature
- Auditing Classes
- Cancellation of Classes
- Transcripts
- Add/drop, Withdrawal, CR/NO CR, and Audit Chart

Course Performance

- Class Attendance
- Student Initiated Drop or Withdrawal
- Faculty Initiated Withdrawals
- Participation and Preparation
- Course Materials
- Assignments and Testing
- Syllabus and Course Procedures

Course Completion

- Grading
- Grade Changes
- Grade Point Average Computation (GPA)
- Academic Standing
- Academic Eligibility for Student Activities
- Honors Lists

Program Completion

- Graduation Application
- Graduation with Honors
- Commencement

Exception to University Policy for Records and Registration



ADMISSIONS

All students intending to register for one or more courses must apply for admission. Applications for admission are available online at <http://www.matsu.alaska.edu/students/admissions/> or from Student Services. Mat-Su College offers the following admission options for students:

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's program.

The non-degree-seeking option offers students the opportunity to take classes for either personal or professional interests.

GENERAL ADMISSION INFORMATION

This chapter covers university admission requirements that apply to all undergraduate programs and students and to all non-degree-seeking students. See Chapter 8, "Undergraduate Programs" for specific program requirements.

HOME SCHOOL APPLICANTS

High school transcripts will be accepted from applicants attending home schools registered with the State of Alaska or affiliated with a diploma-granting educational organization whose accreditation is recognized by the U.S. Department of Education. Applications for admission for other home school graduates will be reviewed if the home school graduate:

- Takes the "ability to benefit" test offered at a UAA campus testing center; or
- Takes and submits a score for the General Educational Development (GED) Test; or
- Achieves and submits an official SAT I combined score (reading/verbal and math) of 1210 or an ACT composite score of 27; or
- Submits to the Director of Enrollment Services (or campus designee) an official SAT I or ACT test score, home school transcripts, a three-page essay on postsecondary educational goals, and a letter requesting admission to a specific certificate or degree program.

TRANSCRIPTS AND TEST SCORES

Associate or baccalaureate degree-seeking students, and students seeking undergraduate certificates of 30 credits or more must submit transcripts (and in some cases test scores) documenting their academic history and readiness for the desired level of study. Students seeking Occupational Endorsement Certificates and non-degree-seeking students are not required to submit transcripts or test scores except as required for placement in certain courses or programs.

All required transcripts and test scores must be official documents submitted directly from the issuing high school, college, university, or testing agency to Student Services. Students may hand carry documents only if they are in original sealed envelopes from issuing institutions. The University cannot accept student copies of transcripts or test scores.

Transcripts from private high schools are recognized in the same manner as transcripts from state supported high schools. Transcripts are acceptable only if the school is accredited through a regional accrediting agency, affiliated with an accredited high school or registered with the state. Otherwise, the student must go through the Ability to Benefit process for admission.

Degree-seeking students who have attended institutions outside the United States or Canada may be required to submit an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Student Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation. Students are expected to provide records in English for transfer credit evaluation.

All transcripts, test scores, and other supporting documents submitted for admission or transfer credit evaluation become the property of the University and are only released or copied for use within the University of Alaska system. They cannot be reissued, copied, or returned to the student.

A student may consult the following websites for more information on obtaining transcripts.

- Department of Education: Directories for State of Alaska Schools: www.educ.state.ak.us/Alaskan_Schools/public/home.html
- High School Transcripts: Use an Internet search engine such as Google to find your school on the Web.
- GED Transcripts: www.acenet.edu/AM
- Transcripts from other colleges: www.collegenet.com

ABILITY TO BENEFIT

A degree-seeking student who is at least 18 years old but has not earned a high school diploma, GED, or at least 60 college-level semester credits, must demonstrate his/her ability to benefit from higher education by achieving federally determined scores on an approved test administered by Student Services.

After taking the exam, students must meet with an advisor to review the test results and determine an appropriate entry level of instruction. The advisor must sign and return the Ability to Benefit form to Student Services before admission can be completed. Interested individuals should contact Student Services to make an appointment.

ADVISING REQUIREMENTS

All students should meet with a faculty or academic counselor prior to each semester's registration. Advising helps students clarify their goals, make suitable course selections, and understand academic expectations. Some students may be required to meet with an advisor prior to registration. (See Chapter 5, "Advising and Academic Support," for further information on advising.)

UNIVERSITY ADMISSION REQUIREMENTS

UNDERGRADUATE PROGRAMS

Mat-Su College admission leads to Occupational Endorsement Certificates, undergraduate certificates, or associate degrees.

ADMISSION TO OCCUPATIONAL ENDORSEMENT CERTIFICATES

To qualify for admission to an occupational endorsement certificate program a student must either:

1. Have earned a high school diploma, GED, or at least 60 college-level semester credits; or
2. Be 18 years of age or older and have participated in MSC's Ability to Benefit process as described in this chapter.

Some Occupational Endorsement programs have additional admission requirements, selective admission criteria or limited space. (See Chapter 8, "Undergraduate Programs," for specific information.)

Occupational Endorsement Certificate-seeking students must submit an MSC application for admission indicating their intended educational program and their level of academic preparation. Additional admission requirements will depend on the intended program.

ADMISSION TO UNDERGRADUATE CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS

To qualify for admission to certificate or associate degree programs a student must either:

1. Have earned a high school diploma, GED, or at least 60 college-level semester credits; or
2. Be 18 years of age or older and have participated in MSC's Ability to Benefit process as described in this chapter.

Some associate degree programs have additional admission requirements, selective admission criteria or limited space. (See Chapter 8, "Undergraduate Programs," for specific information.)

FRESHMEN (Students with Fewer than 30 College-level Semester Credits)

Certificate or associate degree-seeking freshmen must submit:

1. Final official high school transcripts showing graduation date or official GED scores. Students still attending high school must submit both a partial transcript at the time of application and a final transcript after graduation that confirms the graduation date.
2. Official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

TRANSFER STUDENTS (Undergraduates with at Least 30 College-level Semester Credits)

Undergraduate degree-seeking applicants with 30 or more college-level semester credits or 45 quarter credits must submit official transcripts from all regionally accredited colleges and universities and all institutions attended outside the United States. (Exception: Students do not need to request transcripts from any University of Alaska campus.)

Students who wish to transfer college-level course work from institutions outside the United States or Canada must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service. A list of evaluation services may be obtained from Student Services. Fees depend upon the agency performing the evaluation. The evaluation service will require a separate transcript and copy of the English translation.

INTERNATIONAL UNDERGRADUATE STUDENTS

International students who intend to reside in the U.S. for the purpose of pursuing a certificate or degree as F-1 visa students and need a Form I-20 Certificate of Eligibility for Nonimmigrant F-1 Student Status must meet University and degree program admission requirements. In addition to being admitted to an undergraduate program, international students must submit the following:

1. An official TOEFL (Test of English as a Foreign Language) score of at least 450 for the paper-based test or 133 for the computer-based test.
2. A statement of financial support for the anticipated period of study and evidence of availability of funds such as a bank statement.
3. English translations of all required documents.

International students in F-1 visa status must be formally admitted, full-time degree-seeking students. Health insurance is also mandatory. Contact Student Services for details.

RELATED UNDERGRADUATE ADMISSION POLICIES

CATALOG YEAR

A student who wishes to earn an undergraduate certificate or degree must meet the requirements specified in the catalog/bulletin in effect at the time of admission to the certificate or degree program, or the catalog/bulletin in effect at the time of graduation. A certificate and associate student has five (5) years to complete his/her certificate or degree requirements under the terms of the catalog/bulletin in effect at the time of admission.

A student's catalog year is established when the student is first admitted into a certificate or degree program as a major or pre-major. A student's catalog year is adjusted if the student formally postpones admission (see Postponed Admission) or executes a change of major (See Change of Major or Degree).

CHANGE OF ADMISSION LEVEL

To change from a certificate/associate program to a baccalaureate program or vice versa a student must reapply for admission and meet all the requirements for the new admission level.

CHANGE OF MAJOR OR DEGREE

Once formally admitted and in attendance, a student may request a change of major or degree program to another program at the same level (i.e. associate to associate, or baccalaureate to baccalaureate) through the Change of Major/Degree process. A student must meet the specific admission requirements of the desired program and must be formally accepted by signature of the Director, his/her designee, or Program Coordinator. No fee is required with a change of major or degree at the same level.

A student who changes his/her major or degree program must meet the bulletin/catalog requirements in effect at the time of the change or the bulletin/catalog in effect at the time of graduation.

CONCURRENT DEGREES

A student may pursue concurrent degrees as long as he/she has formally applied and been accepted to each program through Student Services. (See Chapter 8, "Undergraduate Programs," for further information.)

PRE-MAJORS OR UNDECLARED

Students applying to programs with selective admission criteria or limited space may initially be admitted to a pre-major or undeclared status. Admission to pre-major or undeclared status does not guarantee subsequent admission to the major. Students are advised to contact their program advisor at the earliest opportunity for further information about the program's special requirements and for guidance in selecting appropriate preparatory classes.

Students admitted to pre-major status must satisfy all requirements for formal admission to the major and then complete the Change of Major process. Such changes will not affect a student's degree requirements or catalog year.

TRANSFER EVALUATIONS

Transfer evaluations will be completed for all undergraduate degree-seeking students who have attended other regionally accredited colleges and universities. Once the student has been admitted to a degree program, transcripts will be evaluated. Only transcripts from regionally accredited institutions declared at the time of admission are considered for transfer evaluation.

A student may view most courses that have been previously evaluated by UAA by visiting the transfer credit web site at www.uaonline.alaska.edu. For more information see Transfer Credits in this chapter.

APPLICATION AND ADMISSION STATUS FOR UNDERGRADUATE DEGREE-SEEKING STUDENTS:

Applications must be submitted prior to the application deadline and all necessary documents must be submitted prior to the end of the semester in order to be admitted. Applications for a particular semester received after the application deadline will be moved to the following semester.

Students attending MSC but applying to a degree program conferred through the Anchorage campus are welcome to attend either campus as degree-seeking students, but are subject to UAA application deadlines.

International students must apply by the application deadline in effect at the Anchorage campus in order to be admitted and attend MSC.

All admission applications still incomplete at the end of the semester will be withdrawn (see definitions listed below).

Semester	MSC Application Deadline	UAA Application Deadline
Fall	November 1	July 1
Spring	April 1	November 1
Summer	July 1	May 1

TERMS AND DEFINITIONS**APPLICATION STATUS****Incomplete Application**

An incomplete application is one that is not accompanied by all required documents or admission fee; generally, an application is considered incomplete until all required official transcripts and test scores have been received.

Pending Application

A pending application has met University requirements and is awaiting departmental recommendation for admission.

Postponed Application

Students may postpone their applications for up to one year by notifying Student Services prior to the end of the semester for which they originally applied.

Withdrawn Before Admission

Students must complete or postpone their admission by the end of the semester for which they have applied. At the end of each semester, all applications still incomplete and not postponed will be withdrawn (inactivated). Students whose applications have been withdrawn must reapply for admission if they later choose to attend MSC.

ADMISSION STATUS**Complete Admission**

All required documents have been received and all admission standards met.

Incomplete Admission

In-progress transcripts have been received, but final high school or college transcripts are still missing. All admissions still incomplete at the end of the semester will be withdrawn (inactivated). Please note: financial aid will not be released on an incomplete admission.

Provisional Admission

University admission requirements have been met, but the student still needs to complete one or more department-specified provisions.

Postponed Admission

Students may postpone their admission for up to one (1) year by notifying Student Services prior to the end of the semester for which they originally applied.

Withdrawn After Admission

Admission will be withdrawn (inactivated) when students do not attend classes during or postpone their admission by the end of their admission semester. Students whose admissions have been withdrawn must reapply for admission and pay the admission fee if they later choose to attend MSC.

Returning Students – No Attendance outside the UA System

Undergraduate degree-seeking students who have had a break in their MSC/UAA attendance but have not attended another institution outside the UA system and who wish to retain their original admission bulletin may update their admission status. Individual departments reserve the right to refuse students readmission to their programs.

Returning Students – With Attendance outside the UA System

Undergraduate degree-seeking students who attend another institution outside the University of Alaska system following their MSC admission must reapply for admission unless one or more of the following criteria have been met:

- Prior department approval via petition to take classes at another institution(s).
- Enrollment at outside institution was concurrent with MSC enrollment.
- Enrollment at outside institution occurred during summer semester.
- Enrollment was in correspondence courses.
- Student participated in a National or International Student Exchange.
- Student is participating in the Servicemembers Opportunity Colleges (SOC)-approved military programs.
- Outside institution was unaccredited at time of attendance.
- Outside institution was Community College of the Air Force or Excelsior (formerly Regents) College.

GENERAL INTEREST AND NON-DEGREE-SEEKING OPTIONS

A student who wishes to take classes for general interest or personal/professional development and who does not wish to earn a certificate or degree from MSC may apply for admission as a non-degree-seeking student.

A non-degree-seeking student may take noncredit, professional development, and regular credit courses for which they have the prerequisite skills and experience. They are not required to submit transcripts or test scores for admission, but still must meet placement requirements and prerequisites for individual courses. Students with little or no previous college experience are strongly encouraged to complete an approved exam and meet with an academic counselor to determine appropriate entry levels of instruction. A student who wishes to register for graduate courses must have the Department Chair's or faculty member's signature, and are strongly advised to contact the department at the earliest opportunity.

To qualify for non-degree-seeking admission, a student must meet one of the following requirements:

1. Have earned a high school diploma or GED; or
2. Be at least 18 years of age; or
3. Have completed MSC's Secondary School Student Enrollment process as described in this chapter.

Admission as a non-degree-seeking student does not guarantee future admission to a degree program. Credits earned as a non-degree-seeking student may be applied to degree programs only as specified in admission to the individual degree-seeking programs.

A non-degree-seeking student does not qualify for federal or state financial aid benefits, nor do they qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status.

INTERNATIONAL STUDENTS, NON-DEGREE-SEEKING

A non-degree-seeking student does not qualify to receive a Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Those with certain other types of visas including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Contact Student Services for further details. An individual with permanent resident status may be admitted to any program according to the procedures and requirements.

SECONDARY SCHOOL STUDENTS

A secondary school student is under the age of 18 and in the 9th, 10th, 11th, or 12th grade and has not yet already earned his/her high school diploma or completed a GED. For more information see the Secondary School Student Enrollment Policy as described in this chapter.

RELATED NON-DEGREE-SEEKING ADMISSION POLICIES**TRANSFER CREDITS**

Non-degree-seeking students are not eligible to have transfer credits evaluated. Transferring credit is an option for degree-seeking students only. A student who wishes to get an unofficial estimation of how his/her credits might transfer can visit

www.uaonline.alaska.edu (Select Transfer Credit Resource Site).

CHANGE OF MAJOR OR DEGREE

No majors or degrees are offered in the general interest and non-degree-seeking options. A student initially admitted as non-degree-seeking who later decides to pursue MSC certificates or degrees must submit a new application and all required documents and meet admission requirements for the corresponding degree program and level.

ACADEMIC PLANNING

Proper academic planning allows a student to complete his/her chosen course, program, or degree successfully and efficiently. A student is advised to consider his/her personal circumstances (e.g., job schedules, financial aid, family situations, childcare) as well as short (1-2 semesters), medium (1-2 years), and long-term educational goals when planning their academic programs. The MSC Student Services/Advising & Assessment office offers general academic advising and testing and assessment services as well as orientations and special workshops for all MSC students.

Each academic program has clearly defined student outcomes that describe the knowledge, skills, and capabilities that students acquire in the program.

PROGRAM SELECTION

A student's selection of a program of study is usually based upon academic interests, vocational objectives, and personal goals. MSC offers many programs at the certificate and 2-year levels. While all programs have differences, students generally must complete:

- *Admission Requirements*, which are set by the individual program. For example, a program may require prior course work, specific entrance exam scores, or particular job-related competencies.
- *General University Requirements (GURs)*, *General Education Requirements (GERs)*, and *College Requirements*, which establish policies that must be followed but which allow students to select from a restricted offering of courses.
- *Specific Program Requirements*, which vary according to the program. Programs may also call for specific GUR, GER, or prerequisite courses to fulfill specific program needs. The program may also be divided into two or more categories, often as follows:
- *Core Courses* that are required of every student in the program.
- *Program selective courses* (sometimes called options, tracks, concentrations, emphases, or specialties) that allow students to pursue their own interests within the program
- *Elective Courses*, which can be taken from a number of departments (depending upon the program) to fill the remaining credits in the degree or program. Additionally, in a number of programs, students also have the option to complete a minor field of study.

Because requirements vary greatly among certificate and degree programs, a student is strongly encouraged to meet with an academic counselor prior to entering a program or declaring a major, both to ensure that they understand the program requirements prior to registering for classes and to enable proper academic planning.

COURSE SELECTION

Proper course selection is essential to the efficient completion of a program and must take into account the specific requirements for the major, the offerings available each year, the timing of offerings within each semester, and the order in which courses must be completed.

After a student has met with an academic counselor and developed an academic plan detailing which courses they must take for their program and the order in which they must be taken based upon the program requirements, a student is prepared to select their courses each semester and to plan for coming semesters.

While general academic advising is available through Student Services, the planning, selection, registration, and completion of courses, programs, and degrees are ultimately the responsibility of the student.

REGISTRATION

Students may attend classes in a course offered at MSC only after they have properly completed the registration process for that course.

A student has three opportunities to register for the classes they select: Early registration (during the prior semester), Registration (immediately before the semester begins), and Add/Drop (after the semester has begun). The specific dates of each are specified in the MSC Bulletin and Course Schedule. A student can consult the online or printed Course Schedule to select their courses for the coming semester and register either in person, via proxy, or via UAOnline. (See Registration later in this chapter for details).

Students select courses that meet their educational needs and that fit into their semester schedule. Registration in multiple sections of the same course is not allowed since that reduces the availability of those classes for other students. MSC policy states: For any given semester, a student may not be concurrently registered in two or more sections of the same course that have the same or overlapping starting and ending dates. MSC reserves the right to drop/withdraw a student from any or ALL sections for which they have multiple registrations. This administrative drop may be done at any time without prior or subsequent notice to the student.

COURSE PLACEMENT

Appropriate course placement is an essential component of academic success. Students are strongly encouraged to meet with academic advisors prior to registration to discuss educational goals, placement scores, and course prerequisites for appropriate course selection.

If registering for the first time in English or mathematics courses, students must show evidence of appropriate placement. For English and mathematics course placement purposes, ACT and SAT I are valid for two years from the date taken. COMPASS test scores are valid for one year from the date taken. Students may be required to provide proof of their placement scores on the first day of class. Refer to this bulletin and the Course Schedule for specific course prerequisites.

English, mathematics, and reading placement tests are administered through Student Services in FSM 102. Call 745-9762 for information on testing appointments and how to access student guides with sample questions.

English Course Placement – COMPASS Scores

e-Write 4-5 and Reading 50+	PRPE A080
e-Write 6-7 and Reading 62+	PRPE A086
e-Write 8-9 and Reading 75+	PRPE A108 or ENGL A109
e-Write 10-12 and Reading 75+	ENGL A111

English Course Placement – ACT & SAT Scores

English (ENGL) and Preparatory English (PRPE) courses require appropriate placement scores for course registration. Test scores reflect national norms and are subject to change. Students who have not earned appropriate scores on the ACT English or SAT I Writing tests are required to take the COMPASS English placement test prior to registering in an English or Preparatory English courses (see course description for requirements). A student who has earned an appropriate ACT English or SAT I Writing score is eligible to register in the following English courses:

<u>ACT (English) Score</u>	<u>SAT I Verbal Score</u>	<u>English Course</u>
22-29	530-619	ENGL A111
30+	620+	ENGL A211 *
30+	620+	ENGL A212 *
30+	620+	ENGL A213 *
30+	620+	ENGL A214 *

* If a student has earned 30+ on the ACT English test or 620+ on the SAT I Writing test, ENGL A111 is waived as a prerequisite to higher-level composition courses. With the appropriate score, a student may register directly in ENGL A211, A212, A213 or A214. A student choosing this option is required to choose an additional three credits from the General Education Requirements (GER) Written Communications Skills list, for a total of six credits.

Math Course Placement – COMPASS Scores

Pre-Algebra	0 - 24	see advisor
	25 - 39	MATH A054
	40 - 100	MATH A055
Algebra	0 - 22	MATH A054
	23 - 45	MATH A055
	46 - 65	MATH A105
	66 - 100	MATH A107 or STAT A252
College Algebra	0 - 45	MATH A105
	46 - 65	MATH A107 or STAT A252
	66 - 100	MATH A108
Geometry	0 - 39	see advisor
	40 - 64	see advisor
	65 - 100	see advisor
Trigonometry	0 - 45	MATH A107
	46 - 65	MATH A108
	66 - 100	MATH A200

Math Course Placement – ACT & SAT Scores

A student who has completed the course prerequisites is eligible to enroll in Math courses. A student who has not completed the course prerequisites but has completed courses with similar content and has earned an appropriate ACT or SAT I score is eligible to register in the following Math courses:

<u>ACT (Math)</u>	<u>SAT I (Math)</u>	<u>Math Course</u>
---	400-479	MATH A055
18-21	480-519	MATH A105
22-25	520-589	MATH A107
26+ **	590+ **	MATH A200

** Must also take trigonometry or precalculus course before registering in MATH A200.

CONTACT HOURS

MSC/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 1,500 minutes of course related work completed outside the classroom to award one (1) credit. Some courses require more than 750 minutes of contact time and more than 1,500 minutes of course related work completed outside the classroom.

- One contact hour is defined as 50 minutes of contact time.
- Courses may not be offered for more than 1 credit each week.
- One (1) Continuing Education Unit (CEU) may be granted for satisfactory completion of 10 contact hours of classroom instruction or for 20 contact hours of laboratory or clinical instruction.
- Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may differ.

Contact hours are expressed in the course descriptions of individual courses by the expression "x + y" where x equals the course's lecture contact hours per week and y equals the course's lab contact hours per week. Contact hours are calculated based on a fifteen week semester. All courses must meet for $15x + 15y$ regardless of the amount of weeks in which the course is offered.

COURSE NUMBERING SYSTEM

Each course offered by the University is defined by the department designator, a campus designator, and a three-digit course number. The designator commonly abbreviates the name of the discipline or department (for example, ENGL for English). In general, the first numeral of the three-digit course number indicates the year in which the course is ordinarily taken. For example, ENGL A111 is ordinarily taken by first-year students, and ENGL A313 is taken by third-year students. Course numbers are preceded by an "A" for all UAA campuses and extended sites.

Advances in course level (lower, upper, and graduate) correlate with sophistication of academic work. It should be noted that some students find introductory courses more demanding than advanced, specialized courses. In such courses, a more comprehensive approach and the first exposure to new ways of thinking may be harder for some individuals than covering a smaller, more familiar, area in much greater detail.

The following definitions describe the types of courses that can be expected at each level:

NON-CREDIT COURSES

A001-A049: Non-credit courses. Offered as career development, continuing education or community interest instruction. Not applicable to any degree or certificate requirements (even by petition). They have no regular tuition fees but do have other special fees.

AC001-AC049: Continuing Education Unit (CEU) courses: CEUs are awarded upon completion of a course of study that is intended for career development or personal enrichment. CEU courses may not be used in degree or certificate programs or be converted to academic credit. The number of CEUs awarded is related to the amount of time required to master the material presented, with one CEU typically awarded for 10 hours of active participation in a directed learning environment with an instructor available, or for 20 hours of laboratory or experiential learning where the student's investigation and discovery is largely independent. The number of CEUs awarded is determined by the chief academic officer (dean or director) of the offering unit. Fractional CEUs may be awarded.

A050-A099: Courses with these numbers provide basic or supplemental preparation for introductory college courses. They are not applicable to transcribed certificates or associate, baccalaureate, or graduate degrees, even by petition.

ACADEMIC CREDIT COURSES

Courses with these numbers count toward undergraduate and graduate degrees and certificates as described below. Each course includes a component for evaluation of student performance. Student effort is indicated by credit hours. One credit hour represents three hours of student work per week for a 15-week semester (e.g., one class-hour of lecture and two hours of study or three class-hours of laboratory) for a minimum of 750 minutes of total student engagement, which may include exam periods. Equivalencies to this standard may be approved by the chief academic officer of the university or community college. Academic credit courses are numbered as follows.

The numbering sequence signifies increasing sophistication in a student's ability to extract, summarize, evaluate and apply relevant class material. Students are expected to demonstrate learning skills commensurate with the appropriate course level, and to meet, prior to registration, prerequisites for all courses as listed with the course descriptions.

LOWER DIVISION COURSES

Lower division courses are usually taken by freshmen and sophomores.

A100-A199: Freshman-level, lower division courses. Introduce a field of knowledge and/or develop basic skills. These are usually foundation or survey courses. Applicable to certificates, associate, and baccalaureate degrees in accordance with certificate and degree requirements.

A200-A299: Sophomore-level, lower division courses provide more depth than 100-level courses and/or build upon 100-level courses. These courses may connect foundation or survey courses with advanced work in a given field, require previous college experiences, or develop advanced skills. Applicable to certificates, associate, and baccalaureate degrees.

UPPER DIVISION COURSES

Upper division courses are usually taken by juniors and seniors. Upper-division courses require a background in the discipline

recognized through course prerequisites, junior/senior standing, or competency requirements. These courses demand well-developed writing skills, research capabilities, and/or mastery of tools and methods of the discipline.

A300-A399: Junior-level, upper-division courses build upon previous course work and require familiarity with the concepts, methods, and vocabulary of a discipline. They are applicable to baccalaureate degrees and may be applicable to associate degrees, in accordance with degree requirements. These courses are not applicable to graduate degree requirements.

A400-A499: Senior-level, upper-division courses with these numbers require the ability to analyze, synthesize, compare and contrast, research, create, innovate, develop, elaborate, transform, and/or apply course material to solving complex problems, and generally require a substantial background of study in lower-level courses. These courses are applicable to baccalaureate degrees, in accordance with degree requirements. These courses may be applied to graduate requirements for some master's degrees with prior approval of the student's graduate study committee. However, a student may not apply a course to both a baccalaureate and a master's degree.

GRADUATE LEVEL COURSES

A600-A699: Graduate-level courses require a background in the discipline, and an ability to contribute to written and oral discourse on advanced topics in the field at a level beyond that required by a bachelor's degree.

These courses demand rigorous analysis, synthesis, and research skills and require the ability to read, interpret and evaluate primary literature in the field. Students analyze raw data, evaluate models used in research and draw independent conclusions. Preparation includes demonstrated accomplishment in a specific course or discipline, or completion of a significant and related program of study. Student activities are often self-directed and aimed not only at the formation of supportable conclusions, but also at a clear understanding of the process used in those formations.

These courses are applicable to graduate and post-baccalaureate certificates and to masters and doctoral degrees, in accordance with degree requirements. With prior approval of the major department they may be used to meet degree or graduation requirements for some baccalaureate degrees, but a student may not apply a course to both a baccalaureate and a graduate degree.

PROFESSIONAL DEVELOPMENT COURSES

A500-A599: Courses with these numbers are designed to provide continuing education for professionals at a post-baccalaureate level. These courses are not applicable to university degree or certificate program requirements, are not interchangeable with credit courses, even by petition, and may not be delivered simultaneously (stacked) with credit courses of similar content.

These courses may be graded Pass/No pass or, if the course includes an evaluation component, by letter grading. The measurement of student effort is indicated by professional development credits. Each professional development credit awarded requires at least 12.5 hours of student engagement in a directed learning environment under the supervision of a qualified instructor. These courses are provided on a self-support basis.

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

- 90 selected topics
- 92 seminars and workshops
- 93 special topics courses, to be offered only once
- 94 trial (experimental) courses intended to become permanent
- 95 internships, practica, community-based learning, or cooperative education
- 97 independent studies
- 98 individual research
- 99 thesis

PREREQUISITES

A student is expected to meet prerequisites for all courses prior to registering. Prerequisites are listed with the course descriptions and indicate the preparation and/or background necessary to undertake academic study. If a student has not met the necessary prerequisites, the student may request permission from the instructor of the course to register in the class. A faculty member may withdraw students who register without either prerequisites or faculty permission.

CO-REQUISITES

Co-requisites are courses that must be taken concurrently. Students are responsible for registering and attending all co-requisite courses in the same semester. Co-requisites are listed in the individual course descriptions. A faculty member may withdraw students who do not register for the appropriate co-requisites.

REPEATABLE COURSES

Some courses (such as Special Topics) may be taken more than once for additional credit. Only those courses for which repeatability for additional credit is explicitly noted in the course description qualify for this option.

RETAKING COURSES

Any course for which a student has received a transcribed grade may be retaken at the student's option, if the course is available and if permitted by the Program offering the course. The student's transcript will reflect all grades earned by the student in each semester in which the course is taken. Only the credits and chronologically last grade earned are applied toward graduation requirements, prerequisite fulfillment, and cumulative MSC/UAA GPA calculation.

The Credit/No Credit grading option cannot be selected when courses are to be retaken for GPA improvement. Students may not retake a course through credit-by exam, correspondence, or through work at another college or university for the purpose of raising their grade point average at MSC/UAA. To determine eligibility for graduation with honors, all credits and grades from retaken courses are included in GPA calculations.

REGISTRATION RESTRICTIONS

In addition to prerequisites, registration restrictions are conditions a student must meet before enrolling in a course. Examples include, but are not limited to, admission requirements, special approval, level requirements, special licenses or credentials.

SPECIAL NOTES

In addition to prerequisites and registration restrictions, special notes may describe other qualities and expectations about the course that may impact student success. Special notes include, but are not limited to, additional information about academic environment, degree planning, or repeatability options.

SPECIAL COURSES

DIRECTED STUDY

A Directed Study Course is a permanent catalog course delivered on an individual basis when the course is not offered that semester. The policies are as follows:

1. Retroactive registration is not permitted.
2. Forms incorrectly completed will not be processed.
3. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
4. For fall and spring semesters, the deadline for directed study registration is the end of the 9th week.
5. For the summer semester, the deadline for directed study registration is prorated according to the length of the session.
6. 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.
7. Only regular (tenure track or term) faculty members are allowed to supervise or to be the Instructor of Record for Directed Study courses. The College Director may function as Instructor of Record when no regular faculty member is available to fulfill that function.
The responsibilities of the Instructor of Record are to:
 - a. approve the course of study;
 - b. approve the credentials of other faculty members involved;
 - c. see that the material is presented in a full and timely manner;
 - d. evaluate student's progress in achieving student outcomes;
 - e. generate course grade and see that the grades are turned in to Student Services; and
 - f. assume responsibility for academic issues that arise in the course.
8. The faculty member teaching the course must have taught the permanent course or a related course prior to teaching a directed study.
9. The initiation of directed studies must come from the faculty member in the discipline and must be approved by the College Director.

INDEPENDENT STUDY

An Independent Study course is a course consisting 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/Director. These courses are not duplications of and must differ significantly from any 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 is not permitted.
2. Independent study courses cannot be used to fulfill GER. This policy is not petitionable.
3. Forms incorrectly completed will not be processed.
4. Courses scheduled for less than a full semester may not be offered for more than one (1) credit each week.
5. For fall and spring semesters, the deadline for independent study registration is the end of the ninth week.
6. For the summer semester, the deadline for independent study registration is prorated according to the length of the session.
7. Only regular or term faculty are allowed to be the Instructor of Record for the Independent Study courses. The College Director may function as Instructor of Record when no regular or term faculty are available to fulfill that function.
The responsibilities of the Instructor of Record are to:
 - a. approve the course of study;
 - b. approve the credentials of other faculty involved;
 - c. see that the material is presented in a full and timely manner;
 - d. evaluate student's progress in achieving student outcomes;
 - e. generate course grade and see that the grades are turned in to Student Services; and
 - f. assume responsibility for academic issues that arise in the course.
8. The initiation of independent study courses must come from faculty in the discipline and must be approved by the College Director.

STACKED COURSES

Two or more courses from the same discipline (prefix) covering common course content, but at different course levels, may be taught together. These courses are stacked, and students may register for the course level that meets their objectives, and for which they meet the prerequisites. A student registered in stacked courses either meets at the same time and location or receives instruction by the same delivery mode. Expectations for student performance and achievement reflect course level. Catalog/bulletin descriptions of these courses include the phrase "may be stacked with." The semester Course Schedule indicates if a class is being offered in stacked format.

CROSS-LISTED COURSES

A course that contains content related to two or more disciplines may be offered under the prefixes that identify those disciplines. These courses are termed "cross-listed." A student may register in cross-listed courses under the discipline and prefix of his/her choice. Catalog/bulletin descriptions of these courses include the phrase "Cross-listed with." The semester Course Schedule will indicate if a class is being offered in crosslisted format.

INTERNSHIP

An internship is a student work experience in which the employer or agency is the student's immediate supervisor, is active in planning the expected outcomes, and is involved in the evaluation of the student's achievements. A faculty member must act as instructor and approve the work activities, the student learning outcomes, and the evaluation method. The instructor reviews all of the final documents upon completion of the assignment and assigns the final grade. Internships require that the student completes a minimum of 45 hours of work with the employer for each credit earned. Final course grades are generally based on hours worked, outcomes achieved, employer and instructor ratings of work performance, and evaluation of required journals or reports.

PRACTICUM

A practicum is a student work experience, for which the academic department establishes the objectives and outcomes. The instructor facilitates, monitors, and evaluates student accomplishments, and assigns the final grade.

INTERDISCIPLINARY/MULTIDISCIPLINARY COURSES

Courses that explore the broader meaning and significance of concepts, principles, or research techniques common to several disciplines are called interdisciplinary. Courses that examine a common topic or problem by drawing upon the perspectives of many disciplines are called multidisciplinary.

FLEXIBLE FORMAT COURSES

Certain courses are offered in flexible formats. They include:

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

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

Open Entry/Open Exit: These courses permit a student to enter and exit at any time during the semester prior to the Open Entry Deadline. A student generally works at his/her own pace to complete the required course content.

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

Short: Short courses offer the content of a full semester course in a shorter time frame.

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

Distance Education at MSC: The distance educational courses offered at MSC are based on the same instructional outcomes and objectives as traditional on-campus courses and will require approximately 6-9 hours per week during the semester to complete the work. These courses require as much commitment as any class offered on campus. You need to be computer literate and a bit Web-savvy.

Blended Courses: Blended courses require both class attendance and access to a computer. Part of the class is taught online and part in a traditional classroom setting. Students who are reluctant to take an online course might choose a blended course to become familiar with the procedures and technology used in online instruction.

Web Based/Online Courses: In an online course, you do not attend any regularly scheduled classes. Your entire contact with other students and the instructor is conducted over the Internet. The majority of the coursework is transmitted to and from you via the Internet/BlackBoard.

FULL-TIME/PART-TIME STATUS

An undergraduate student who is registered at MSC/UAA for 12 or more credits is classified as full-time. An undergraduate student who is registered at MSC/UAA for fewer than 12 credits is classified as part-time and must be registered in at least six credits to be considered half-time. Audited courses, credit-by-exam courses, and Continuing Education Units (CEUs), and Professional Development courses (500-level) are not included in the computation of study load for full-time or part-time status.

COURSE LOAD

A student may register for a maximum of 19 credits during the fall and spring semesters, and a lighter load is recommended for summer session although a student may register for a maximum of 15 credits. A student who wants to register for additional credits must submit an approved Request for Credit Overload Form at registration. An Academic Counselor must sign overload requests.

A student should consider his/her graduation time line when planning his/her study load. The minimum number of required credits is 60 for an associate degree and 120 for a baccalaureate degree. To complete an associate degree in two years or a baccalaureate degree in four years (excluding summers), a full-time student should plan to take a minimum of 15 credits each semester. Many degrees require more than the minimum number of credits. A student should be aware that the need for preparatory work (for example, in English or mathematics) in preparation for University-wide general education required courses may further extend the time required to complete his/her program. When planning course load, a student should also keep non-school demands on available time, such as employment and/or family responsibilities, firmly in mind.

SPECIAL STUDENTS

Additional policies apply to the following categories of students:

SECONDARY SCHOOL STUDENT ENROLLMENT POLICY

Group orientation sessions are held prior to the fall and spring semesters to help students who are currently attending high school and are interested in taking a college class. Contact Student Services for dates and times.

Mat-Su College welcomes all students who meet the University admissions requirements for certificate, degree, or non-degree seeking status set forth in this bulletin. The following policy applies to all applicants under the age of 18 who are in the 9th, 10th, 11th or 12th grade and have not already earned their high school diplomas or GEDs. In order to promote academic success and to facilitate a smooth transition to postsecondary education, the following procedures have been established.

ADMISSION PROCESS: Secondary school applicants may be admitted on a semester-by-semester basis to non-degree-seeking status only. Secondary school students are not eligible for admission to certificate or degree programs until they earn a high school diploma or GED or otherwise meet university admission requirements for degree-seeking students. (See the Admission section of this chapter for more information.)

REGISTRATION PROCESS: To complete the registration process, secondary students must:

1. Meet with an academic counselor to discuss course selection, enrollment procedures, and appropriate placement. Placement testing may be required.
2. Obtain signed approvals on the Secondary School Student Signature Form from the local area School District designees. The designees will assess the student's social and academic maturity and readiness for success and safety in the courses requested. If the student is home schooled, the home-school organization director will serve as the local area School District designee;
3. Obtain signed approval of the course instructor on the Secondary School Student Signature Form for registration in a course. The course instructor's approval is based on the instructor's judgment that the student meets factors 1 through 4 in the University Determination section of this policy. Course instructors may require copies of high school transcripts and SAT, ACT, or an approved test to determine appropriate course placement;
4. Obtain signed approval of the parent/guardian on the Secondary School Student Signature Form;
5. Complete a Proxy for Registration Form if someone other than the student is processing the request. This needs to be signed by the student and his/her proxy;
6. Submit forms named above to MSC Student Services for review and final approval. The campus designee will review the student packet for completeness and assess the student's social and academic maturity and readiness for success and safety in the courses requested;
7. Register on a space available basis, as priority is given to degree seeking students. Enrollment guidelines for qualified secondary school students are as follows:
 - a. Enrollment may not exceed seven credits per semester;
 - b. Prerequisites for the courses requested must be met;
 - c. Courses must be at the 200-level or lower (MATH A054, MATH A055, PRPE A076, PRPE A084, PRPE A086, PRPE A107, PRPE A108, ENGL A109 are considered remedial and are not available to secondary school students.) Exceptions must be approved by the course instructor, department chair, and Dean, College Director, or designee;
8. Pay all tuition, course, and student fees;
9. Adhere to MSC policies and procedures found in the bulletin;
10. Attain a grade of at least "C" (2.00 on a 4.00 scale) from each MSC course to receive permission to register for future semesters; and
11. Meet other program requirements established for secondary school students at the community campuses.

STUDENT AND PARENT/GUARDIAN AGREEMENT

The registration process at MSC requires all secondary school student applicants and their parents/guardians to complete a Secondary School Student and Parent/Guardian Statement of Understanding. Signing the Secondary School Student Signature Form signifies understanding of, and agreement with all of the following:

1. University work is much more rigorous and much less guided than secondary education course work;
2. The courses taken will establish an official transcript that will follow the student throughout the student's college and/or university career;
3. Adult themes and diverse perspectives are essential to University materials and discourse;
4. Underage students must register for classes at the 100/200 level. No Preparatory English classes may be taken. Special conditions apply to English/Communication classes.
5. English/Communication Departmental Restrictions: Secondary school students may not register for Preparatory English courses or any English course below English A111. Only high school juniors and seniors are eligible to register for English and Communication classes. Before registering for an English or communication course, the student must obtain an appropriate score on a placement test and submit a writing sample in the Elizabeth Fallon Learning Resource Center (LRC). The student will be given a topic and will have one and one-half hours to complete an essay. The student may use a dictionary and an LRC computer to complete this writing sample. An English faculty member will determine if the student is eligible to register. An eligible student may not register before the first day of class in any English and communication course. Registration is still contingent on faculty permission and is on a space available basis.
6. A secondary school student who registers in University courses is responsible for maintaining at least a "C" (2.00 on a 4.00 scale) cumulative high school grade point average in order to register for college level credit;
7. A secondary school student who registers in University courses is responsible for maintaining at least a "C" (2.00 on a 4.00 scale) grade point average in selected college classes in order to register for additional college level credit;

8. The University will not act in a parental or supervisory role;
9. A parent or guardian may not attend a course in which their secondary school student is registered unless the parent or guardian is also officially registered for the course;
10. A secondary school student who registers in University courses is fully responsible for complying with all policies and procedures of the University. This includes being aware of and adhering to the University Student Code of Conduct.
11. A permanent University disciplinary record is established for all students who violate the Code of Conduct.

The Family Educational Rights and Privacy Act (FERPA) and University policy prevent the university from giving out any information about a minor student to parents or guardians without the written consent of the student.

A permanent University disciplinary record is established for all students who are found responsible for violating the Code of Conduct.

UNIVERSITY DETERMINATION

The University reserves the right to deny or discontinue the enrollment of a student in a course or courses if the University determines that the student lacks the maturity, the legal or intellectual ability or the academic preparedness to participate on an equal footing with other students, or if it is otherwise not in the legitimate interest of the University for the student to participate. Factors that may be considered in such a determination include, but are not limited to, the following:

1. Whether the parents (including guardians) of the student support the student's enrollment in the course;
2. Whether, in the judgment of the faculty member, the student:
 - a. possesses the intellectual and academic resources to participate meaningfully on an equal footing with other students,
 - b. has the emotional maturity to absorb and appreciate the significance of material covered in the course,
 - c. has the potential to behave appropriately so as to not disrupt the class or distract the faculty member or other students in the course,
 - d. is independent and will not require undue care, attention, or monitoring by the faculty member, and
 - e. possesses the physical ability to perform physical functions in the course without undue risk;
3. Whether the course involves high risk activities for which the University requires a release of claims of all students, in light of the fact that such a release is not enforceable as to a student under the age of 18; and
4. Whether the student can lawfully participate in the course.

SPECIAL PROGRAMS

Exceptions to the above admission and registration procedures may be made for special academic programs at the department, school, college or campus level. Contact Student Services for information regarding the availability of these special programs.

HIGH SCHOOL CONCURRENT ENROLLMENT / DUAL CREDIT

The Academic Concurrent Enrollment Program is a cooperative educational program of Matanuska-Susitna College (MSC) and the Matanuska-Susitna Borough School District (MSBSD). The program allows a student to take entry level college courses while he/she is still enrolled in high school, earning dual credit (both high school and college credit for the same course). Concurrent enrollment is designed for a student who plans to attend college, and 1) recognizes his/her need for advanced courses or 2) is identified by faculty as needing advanced courses not offered by MSBSD.

Concurrent enrollment has numerous benefits:

- A student can engage in intellectually rigorous courses within a supportive environment.
- A student can fulfill a number of General Education Requirements (courses required for all college degrees), thus accelerating his/her college studies.
- A student planning to attend the University of Alaska can transfer these college credits to any campus.
- A student can accrue up to 18 hours of college credit for the cost of administrative fees.

Concurrent enrollment eligibility:

- A student may be recommended to the program by a teacher, principal or counselor, or may choose to enroll with approval from the teacher.
- A student should have a 3.0 grade point average. (Exceptions will be dealt with on an individual basis.)
- A student may enroll for 12 credits per semester (usually 3 or 4 courses), and may take 18 concurrent enrollment credits in total. (An underage student may enroll in a maximum of seven (7) credits per semester.)

Special note: Some courses may require prerequisite test scores for admission to class or require an exit exam to receive credit in a course. For example, a student must test into English A111 and must take an exit exam for credit in English A111 and Psychology A111. See your high school counselor and/or MSC Academic Advisor for further details.

TECH PREP PROGRAM

The Tech Prep Program is a partnership between MSC, secondary school districts, Alaska Vocational Technical Center, Job Corps, and other partnership institutions. It is a program that recognizes technical and related academic preparation and, where possible, work-based learning in a specific career field. It partners secondary education, post-secondary education, labor and business in a sequential course of study without duplication of course work that will lead a student to a certificate, credential, apprenticeship, associate degree or baccalaureate degree.

The purpose of the Tech Prep Program is to offer secondary-school students and other individuals in a technical field of study an

opportunity to receive lower-division college credit toward a MSC certificate or undergraduate degree. Students may receive MSC credit by successfully completing specific courses that have been approved for articulation by MSC. Tech Prep Program articulation agreements use the university's curriculum standards and measures for articulating course work from secondary school districts and other partnerships into MSC credit. Motivated, able learners will greatly benefit from this outcomes based program.

TECH PREP CREDITS

- There is no limit on the total number of MSC credits a student may receive through the Tech Prep Program.
- MSC credit received through the Tech Prep Program will be considered resident credit. Credit will not be awarded for a course that duplicates one for which MSC credit was already received.
- Credit through the MSC Tech Prep Program is generally not included in the computation of study load for MSC full-time or part-time status.
- If the Tech Prep Program is delivered collaboratively with UAF and/or UAS, credit from each participating institution will be counted toward fulfillment of residency requirements.
- Credit for partnership courses articulated as MSC elective credit will be awarded through the non-traditional transfer credit process.
- Students may take advantage of the Tech Prep Program while attending the partnership institution or they may request non-concurrent credit from MSC, through the non-traditional transfer credit process, up to two years after completing the partnership course, providing the courses were articulated and approved at the time of completion.

TECH PREP GRADES

Recommended criteria for acceptance in the MSC Tech Prep Program is a 2.00 or higher GPA at the partnership institution, and a 2.00 or higher cumulative GPA for any courses taken at MSC.

Some MSC courses are graded pass/no pass (P/NP) rather than academic letter grades (A-F). Grades received in the partnership course will be converted to the appropriate grading basis of the MSC course. For performance comparison only, a grade of "P" (Pass) is considered equivalent to a grade of "C" or higher.

The final grade received in the partnership course, taken through the Tech Prep Program, will be posted on the student's MSC transcript as the final grade in the concurrently registered course.

Academic letter grades (A-F) will be included in the student's MSC grade point average computation (GPA).

TECH PREP REGISTRATION

Registration is governed by the following guidelines: Students will not be officially registered in the Tech Prep Program or at MSC until all forms are received and fees paid. Students are held academically and financially responsible for their MSC registration. A non-refundable administrative fee will be charged. The University reserves the right to cancel courses or change its fees at any time.

If, after registering at MSC, a student changes plans or is unable to complete the partnership course, the student must officially withdraw from the concurrent MSC course(s) prior to the end of the course. A student who does not complete the partnership course and does not withdraw from the concurrent MSC course will receive a final grade of "F" or "NP," depending on the grading basis of the MSC course.

Students registered through the Tech Prep program in one (1) or more MSC credits may elect to pay the non-refundable Student Activities Fee for access to available activities and facilities. Students registered in six (6) or more MSC credits may elect to pay the non-refundable Student Health Center Fee for access to UAA campus health services and programs.

Students must provide the partnership institution and MSC with a signed Authorization to Discuss/Release Educational Information form in order for them to discuss/release information and supply official transcripts reflecting the Tech Prep registration and course completion.

Students need to be aware of and comply with both the partnership institution and MSC academic policies, regulations, procedures and deadlines associated with the Tech Prep Program as well as those reflected in the current MSC Bulletin (www.matsu.alaska.edu/students), pertaining to open enrollment, formal admission, registration, academic action and certificate or degree completion.

NOTE: Registration in the Tech Prep Program does not guarantee subsequent formal admission to a MSC certificate or degree program.

TECH PREP PROGRAM CREDIT (NON-CONCURRENT)

Most students receiving Tech Prep credit are concurrently enrolled in MSC and the partnership institution. Students who did not concurrently enroll and are requesting Tech Prep credit (up to two years after completion of the partnership course), through the non-traditional transfer credit process, must first apply and be accepted as a certificate or degree-seeking student at MSC, must complete the Tech Prep Request for Non-Traditional Transfer Credit, provide MSC with an official partnership transcript reflecting course completion and final grades received in the articulated course, and pay an administrative fee. MSC reserves the right to reject credit or to require an examination before awarding non-traditional transfer credit.

Only Tech Prep courses completed with a grade of C (2.00) or higher will be considered for nontraditional transfer credit.

Credit awarded through the non-traditional transfer credit process will not be reflected as a concurrent registration in a MSC

course and will not be included in the student's MSC grade point average (GPA).

Credit will not be awarded for a course that duplicates one for which MSC credit was already received.

There is no limit on the total number of MSC credits a student may receive through the nontraditional transfer credit process. However, there may be limits to the number of those credits that may apply toward a specific degree. Where possible, partnership courses in the Tech Prep Program will be articulated and equated to specific MSC lower division courses (100 or 200 level). However, some courses may be articulated to MSC lower division elective credit.

ARTICULATION OF TECH PREP COURSES

Articulation is governed by the following guidelines: Tech Prep courses are those specifically identified and approved through the articulation process to be in alignment with MSC courses. However, some partnership courses may be articulated to MSC lower division elective credit.

There must be a clearly defined articulation agreement for each articulated course, based on a set of competencies that will be determined by relevant MSC and partnership faculty. Although teaching and testing methods may differ, each course will be subject to the instructional objectives and outcomes of comparable, traditionally taught courses.

Each articulation agreement is unique and will be subject to reconsideration or change each academic year. A comprehensive review will be conducted each year or at the request of either party, to be sure industry and performance standards are being met and that any curriculum changes are incorporated into the articulation agreement.

Some MSC departments may require students to meet specific standards such as an entrance GPA, course prerequisites, a particular final grade, or completion of a qualification test. Other criteria such as an interview, or a letter of recommendation may be required. Specific standards and/or criteria will be reflected in the course articulation agreement.

Tech Prep is designed to recognize quality technical training. Both MSC and the partnership institution will continuously maintain high course standards.

Where possible, partnership courses articulated through the Tech Prep Program will be equated to specific MSC lower division courses (100 or 200 level). However, some courses may be articulated to MSC lower division elective credit.

The Partnership Institution must provide current course syllabi and course content guides that clearly identify what objectives the instructor intends to accomplish in the course, what the student should know and/or be able to do as a result of completing the course, and what evaluation methods are appropriate for determining how well the goals and outcomes have been met.

NOTE: Not all MSC courses are available for articulation through the Tech Prep Program.

INTERNATIONAL STUDENTS

International students with Permanent Residency or Immigrant visas may be admitted to either degree-seeking programs or non degree-seeking options. Those with visa types including B-1 or B-2 visitor visas, F-2 visas and those on the visa waiver program may only take English as a Second Language (ESL) or recreational/vocational courses. Individuals seeking the Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status must be formally admitted to degree-seeking status. Individuals with other visa types are advised to contact the International Student Advisor at the UAA Enrollment Services (786-1573) for information or contact Student Services at MSC (745-9746). See the Admission section of this bulletin for more information.

SENIOR CITIZENS

Regular tuition shall be waived for Alaska residents who are otherwise age eligible to receive full social security retirement benefits, and who register on a space available basis; that is when courses can accommodate such students in addition to other enrolled students. (See Chapter 3, "Tuition, Fees, and Financial Aid," for further information.)

VETERANS, SERVICE MEMBERS, AND ELIGIBLE DEPENDENTS OF VETERANS

Individuals in this category may qualify for tuition and special fee consideration. (See Chapter 3, "Tuition, Fees, and Financial Aid," for further information.)

NON-HIGH SCHOOL GRADUATES

Individuals 18 and over who do not have a high school diploma or GED may still register for classes. See the Admission section of this bulletin for information.

NON-DEGREE-SEEKING STUDENTS

Individuals in this category are not currently seeking a MSC certificate or degree. See the Admission section of this bulletin for information.

RESIDENCY AND RESIDENT CREDIT

RESIDENCY: See Chapter 3, "Tuition, Fees, and Financial Aid," for information.

RESIDENT CREDIT

Resident credit at MSC/UAA is credit that is earned in formal classroom instruction, correspondence study, distance-delivered courses, directed study, independent study or research through any unit of MSC/UAA. Credit from a regionally accredited

domestic institution or equivalent institution for which there is an approved affiliation or exchange agreement is also considered resident credit.

In general, credit earned at UAF or UAS is not considered resident credit at MSC/UAA. However, if a program is delivered collaboratively with UAF and/or UAS, collaborative program credit from each participating institution is counted towards fulfillment of residency requirements.

Transfer credit, advanced placement credit, credit for prior learning, military service credit, and credit granted through nationally prepared examinations are not considered resident credit, nor are local credit by examination credits earned through locally prepared tests.

15 resident credits are required to graduate with an associate degree, and 30 resident credits are required to graduate with a baccalaureate degree. Students should refer to program descriptions in the catalog for additional requirements.

CATALOG YEAR

CERTIFICATE AND ASSOCIATE DEGREES

Each student's catalog year is established when the student is first admitted into a certificate or degree program as a major or premajor. A student's catalog year is adjusted if the student formally postpones admission (see Postponed Admission) or executes a change of major (See Change of Major or Degree).

Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or associate degree or the catalog in effect at the time of graduation.

If the requirements for a certificate or associate degree as specified in the entry-level catalog are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the current admission and graduation requirements in effect at the time of readmission or graduation.

AGE LIMIT OF CREDITS

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

TRANSFER CREDITS

Where possible, transfer credit is equated with UAA courses by matching the content, level of instruction, course activities and student outcomes. Only course work that clearly and demonstrably satisfies the intent of a UAA General Education, College or major requirement can be accepted as a substitute. When this is not possible, evaluators may grant discipline-specific elective credit at the appropriate level. UAA reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit is completed after a student has been admitted as a degree-seeking student.

CRITERIA FOR ACCEPTANCE OF TRANSFER CREDIT

1. Transfer credits from United States institutions are accepted only if those institutions are accredited by one of the following regional accrediting associations:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
2. Only undergraduate college-level (100 to 499) courses completed with grades equal to "C" (2.00) or higher are considered for transfer. Grades conferring point value less than 2.00 on a 4.0 scale will not be accepted.
3. Credits transferred for application to graduate certificates or degrees are subject to additional requirements noted in the chapter on Graduate Programs.
4. Students who plan to transfer credits from outside the United States must provide an official statement of educational equivalence from a recommended credentials evaluation service. Addresses are available from Enrollment Services. The student is responsible to pay evaluation fees which depend upon the type and complexity of the evaluation.
5. Transfer credits are not included in the student's UAA grade point average (GPA) computation, except to determine eligibility for graduation with honors.
6. Challenge exams and credit by exams posted on another university's transcript will not be considered for transfer credit (see National Credit by Examination).
7. UAF and/or UAS resident credit posted on an official transcript is transferred to UAA subject to applicability toward degree requirements.
8. Credits from institutions that are not accredited by one of the regional associations listed above are only accepted under special arrangements that may be initiated upon student request. Students wishing to pursue such transfers must clearly establish equivalency to UAA courses using evidence obtained from course descriptions, syllabi, texts, assignments, exams and direct communication between the faculties at UAA and at the originating institution.

Transfer credit equivalents vary among semester, unit and quarter universities. Courses equated to MSC/UAA courses that are 1.00 credit or less meet MSC/UAA course requirements without requiring a petition. To complete credit requirements greater than 1.00 credits, a student can either take another MSC class or request an Academic Petition from an academic counselor. A student is

ultimately responsible for ensuring that they complete the total number of credits for their degrees.

TRANSFER OF GENERAL EDUCATION REQUIREMENT CREDITS WITHIN THE UNIVERSITY OF ALASKA SYSTEM

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

<u>Category</u>	<u>Credit Hours</u>
Written Communication Skills	6 credits minimum
Oral Communication Skills	3 credits minimum
Humanities/Social Sciences/Fine Arts	15 credits minimum
At least 3 credits in the arts	
At least 3 credits in the general humanities	
At least 6 credits in the social sciences from 2 different disciplines	
Quantitative Skills/Natural Sciences	10 credits minimum
At least 3 credits in mathematics	
At least 4 credits in the natural sciences including a Lab	
Total	34 credits minimum

Credit for course work successfully completed at one University of Alaska institution towards 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 course work at the institution to which the student transfers. It should be noted that the 34 credit common core is a minimum requirement for general education. An institution may require more than 34 general education credits for its baccalaureate degrees, and transfer students must meet the total requirement at the receiving institution. Transfer of general education beyond the 34 credits described above will be determined on the basis of individual requirements specified by university catalogs.

In its catalog and bulletins, each University of Alaska institution specifies the courses which meet the general education categories at that institution and which can thus be guaranteed to transfer as described above. Students who have received a baccalaureate degree from UAS or UAF will be considered as having met UAA's General Education Requirements.

CLASS STANDING

Class standing is an administrative classification and does not necessarily reflect progress toward completion of a degree. Class standing is based on total credits earned. Undergraduate degree-seeking students are classified as follows:

Freshman/1st Year	Sophomore/2nd Year	Junior	Senior
0-29 Credits	30-59 Credits	60-89 Credits	90+ Credits

A transfer student will be assigned class standing based on the number of credits accepted in transfer by the College/University. A non-degree-seeking student is not assigned a class standing.

ACADEMIC PETITION

Deviations from academic policies or requirements must be approved by academic petition. Petition forms may be obtained from Student Services. All petitions requesting that transferred elective credit be accepted for degree requirements must be accompanied by catalog copy of the course description(s) from the institution of origin. Petitioned courses, other than those from UAF/UAS, must meet Transfer Credit Criteria for Acceptance prior to final approval.

Final authority to deny or approve petitions pertaining to school or college requirements rests with the College Director. Petitions pertaining to general education requirements and/or general university requirements must, in addition, be processed through the College Director, with final authority to deny or approve resting with the UAA Provost. The student will be notified of the decision.

Changes in course level, grading, or number of credits awarded can not be petitioned. **UAA courses not on the approved baccalaureate General Education Requirements (GERs) list may not be petitioned to meet a GER.**

REGISTRATION

Registration is the process of signing up and paying for classes for a particular semester. A student may attend classes in a course offered at MSC only after they have properly completed the registration process for that course. Class offerings, dates, times, deadlines and other important registration details specific to each semester are published in that semester's Course Schedule. Not every course listed in this bulletin is offered each semester.

A student may register in person or use the web registration system (UAOnline) during the dates published in that semester's Course Schedule. Noncredit, Continuing Education Unit (CEU), and Professional Development (500-level) courses have special registrations; interested students are advised to contact Student Services.

For fall and spring semesters, a two-week late registration and add/drop period begins on the first day of the semester. Registration for semester-length classes is not permitted the tenth class day of the semester. Even if a student has been attending class from the beginning of the course, their registration will not be accepted after the late registration deadline. A student is not officially registered until all forms are filed and all tuition and fees are paid.

The College/University holds a student academically and financially responsible for his/her registration. A student who changes plans or becomes unable to attend must officially drop or withdraw from his/her courses within published deadlines in order to avoid a final grade of "F" for nonattendance. The course(s) must be dropped within the 100% refund period to avoid tuition and fee assessment. Refer to the Academic Calendar published each semester in the Course Schedule and on the college website for specific deadlines.

Deadlines will be prorated for courses with dates other than the full semester length. Calculate course prorate dates at www.curric.uaa.alaska.edu/registration/prorate.

A student may adjust his/her schedules and add or drop courses throughout the late registration and add/drop period. Some courses may require instructor approval for this activity. **Caution: Dropping or auditing courses may affect eligibility for current and future financial aid.** A student receiving financial aid should check with the Financial Aid Office before dropping or auditing a course. (See Chapter 3, "Tuition, Fees and Financial Aid," for further information.)

All students should meet with an academic counselor prior to registering each semester. Advising can help students clarify their goals, make suitable course selections, and understand academic expectations. However, the student is ultimately responsible for meeting university requirements.

REGISTRATION BY PROXY

A student unable to register in person may choose to have a proxy register for them if they provide the proxy with a signed Registration by Proxy Form. These forms are available in the semester Course Schedule, Student Services (FSM 101), or online at www.matsu.alaska.edu/students/forms.htm. The proxy must follow the policies and calendar governing registration. Proxy registrations are not accepted without written permission from the student. A proxy must present current identification.

FACSIMILE (FAX) TRANSMISSION

Because the original source of a document received through a FAX transmission cannot always be accurately determined, official documents received by facsimile transmissions are considered only as working documents pending the receipt of the original, authenticated documents. Student Services will accept faxed signed requests for registration processing. Documents sent via fax are held to the same dates and deadlines and are processed after original documents. Documents received after 5 p.m. are considered as being received by the following business day. Faxes are not guaranteed nor will they be confirmed. Students and departments are encouraged to retain the record of transmission.

BIOGRAPHIC & DEMOGRAPHIC INFORMATION

Matanuska-Susitna College must comply with state and federal reporting requirements and therefore requires a student to provide specific biographic or demographic information on registration or admission forms. MSC uses the information for statistical purposes and as an identifier for University records. This information is relevant to the College's admissions and enrollment policies. The University does not discriminate on the basis of this information.

Change of Name: A student's name on official records at MSC must be the student's full legal name. A Change of Name form may be processed through Student Services and must be supported by legal documentation, i.e., social security card, driver's license, marriage certificate, dissolution or divorce decree, or a court order. Employees of MSC/UAA must present their social security number.

Change of Address: Currently enrolled students who have changed their address should notify Student Services through UAOnline or by completing the appropriate form. Official notification of change of address is necessary for accurate mailing of correspondence, transcripts, registration instructions, registration billing, and information about graduation requirements.

Social Security Number: The University of Alaska has established student identification numbers and moved away from the practice of using social security numbers as default ID numbers. The University is still required to collect a valid social security number from each student for IRS, employment, and Federal financial aid purposes. The social security number will be included on official transcripts for identification matching purposes.

REGISTRATION CHANGES

It is the responsibility of the student to become familiar with MSC policies, procedures and deadlines. Refer to the Academic Calendar published each semester in the Course Schedule and on our website for specific deadlines. Add, drop, withdrawal, credit/no credit, and audit deadlines for courses other than semester-length will be prorated according to the length of the class. A student is expected to register only for course sections which they plan to attend and to complete all courses for which they register. (See the Table for Add/Drop, Withdrawal, Credit/No Credit and Audit for more information.)

FACULTY SIGNATURE

Some course descriptions include "Instructor Permission" as a prerequisite. A student must obtain the signature of the faculty member instructing the course section, or their designee, or appropriate approval before registering.

AUDITING CLASSES

Audit registrations are on a space-available basis. Auditors may be dropped from a class to make room for a credit-seeking student. No credit is received for audited courses. Requirements for auditing the course are determined by the faculty. Faculty may withdraw a student if they fail to comply with the agreed-upon terms.

A student who audits classes is required to meet prerequisites, register and pay the same tuition and fees as those who take the classes for credit. During weeks 1 and 2 of the semester, audit-to-credit requires faculty signature. **Audit-to-credit** changes are not allowed after week 2 of the semester. During weeks 3 through 12 of the semester, credit-to-audit changes require faculty signature. **Credit-to-audit** changes are not allowed after week 12 of the semester. Forms are available in Student Services.

Audited courses are not included in the computation of study load for full-time or part-time status. In addition, a student may not request local credit-by-exam for an audited course until the following academic year.

CANCELLATION OF CLASSES

Matanuska-Susitna College reserves the right to cancel or combine classes, to change the time, dates, or place of meeting; or to make other necessary revisions in class offerings. The College may discontinue a class at any time if enrollment falls below expected levels. Students may not be notified, so it is advised they check their schedule regularly.

Statement of Liability: In the event that the operations of Mat-Su College are adversely affected by war, riot, act of God, action of civil authority, strike, or other emergency or 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 University, the College's liability shall be limited to (at most) a refund of tuition and other fees paid.

TRANSCRIPTS

Transfer credit equivalents vary among semester, unit and quarter universities. Courses that differ from equivalent UAA courses by less than one credit are equated to UAA courses and meet UAA course requirements without requiring a petition. To complete credit requirements where transfer course credits differ from UAA credits by more than 1.00 credit, students can either take another UAA class or request an Academic Petition from the academic advisor. Refer to the Certificate of Admission for academic advisor contact information. It is ultimately the responsibility of students to ensure that they complete the total number of credits required for their degrees.

The following registration activity deadlines pertain to semester-length courses (15 weeks). Deadlines for courses more or less than semester-length are pro-rated according to the length of the course. Students are not permitted to drop or withdraw from a course after it has ended.

ADD/DROP, WITHDRAWAL, CREDIT/NO CREDIT, AND AUDIT (semester length courses):

Desired Change	Week 1 of Semester	Week 2 of Semester	After Week 2 of Semester
ADD OR LATE REGISTRATION	Faculty signature required if course closed. Form filed with Student Services.	Faculty signature required. Form filed with Student Services.	Not permitted.

Desired Change	Begin 7th calendar day of Semester through Week 2 of Semester DROP	Weeks 3 through 12 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates and late fees.</u>	After Week 12 of Semester
FACULTY INITIATED DROP OR WITHDRAWAL (OPTIONAL)	Form filed by faculty member with Student Services. Course will not appear on student transcript.	Form filed by faculty member with Student Services. Course will appear on student transcript with a grade of W.	Not Permitted.

Desired Change	Weeks 1 through 2 of Semester DROP	Weeks 3 through 12 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates and late fees.</u>	After Week 12 of Semester
DROP OR WITHDRAWAL	No faculty signature required. Form filed with Student Services. Course will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.	No faculty signature required. Form filed with Student Services. Courses will appear on student transcript with a grade of W.	Not Permitted.

Desired Change	Weeks 1 through 2 of Semester DROP	Begin Week 3 of Semester WITHDRAWAL <u>Please see Course Schedule for specific dates.</u>	After Last Day of Semester
TOTAL WITHDRAWAL FROM MAT-SU COLLEGE	No faculty signature required. Form filed with Student Services. Courses will not appear on student transcript. Students are not permitted to drop or withdraw from a course after it has ended.	No faculty signature required. Form filed with Student Services. Courses will appear on student transcript with a grade of W.	Not Permitted.

CHANGE IN GRADING OPTION. The grading option for a course may be changed as follows:

<i>Desired Change</i>	<i>Weeks 1 through 2 of Semester</i>	<i>Weeks 3 through 12 of Semester</i>	<i>After Week 12 of Semester</i>
CREDIT/ NO CREDIT	Form filed with Student Services.	Not Permitted.	Not Permitted.
CREDIT TO AUDIT		Faculty signature required. Form filed with Student Services.	Not Permitted.
AUDIT TO CREDIT	Faculty signature required. Form filed with Student Services.	Not Permitted.	Not Permitted.
The above deadlines are subject to change. Check current semester Course Schedule for latest deadlines.			

COURSE PERFORMANCE

Successful performance in individual courses contributes to overall satisfaction with the educational experience at MSC and ultimately will provide for successful completion of a course of study or degree.

Faculty members design course activities that assist students to acquire, comprehend, and apply knowledge and skills in a variety of subject areas. The course syllabus is designed to provide information about the structure of the course and methods of determining successful course completion.

In order to evaluate student learning, grades are assigned by faculty to individual students that indicate achievement of course objectives. Student behaviors such as class attendance, class participation, completion of all assignments, and achievement of passing marks on all graded activities are the foundation for success of the student.

CLASS ATTENDANCE

Regular attendance and active participation are expected in all classes. A student is responsible for classwork even if there are legitimate reasons for his/her absence. Unexcused absences may result in a student being withdrawn from the class or receiving a failing grade. Unreasonable refusal to accommodate an emergency absence or an official college absence as described below may be appealable under the Academic Appeals Process.

Official College Absences: A student participating in official intercollegiate activities on behalf of MSC/UAA is responsible for making advance arrangements with faculty members to enable him/her to meet course requirements. Faculty members are encouraged to make reasonable accommodations for such a student. In some cases accommodation may not be possible.

STUDENT-INITIATED DROP OR WITHDRAWAL

A student may drop a class according to the information found in the published Course Schedule each semester. Deadlines are determined by the start date of the class and usually occur within the first two weeks of class (for Fall and Spring semesters), prorated for courses other than the full semester. No grade will be issued for classes dropped by the deadlines.

After the last deadline for dropping a class, a student may withdraw from the class through the twelfth week of class (for Fall and Spring semesters), prorated for courses other than the full semester. This will produce a designation "W" for the course on the cumulative transcript. After such a withdrawal, an academic grade for the course may only be obtained by retaking the course. No tuition or fees are returned to students who withdraw from a class.

FACULTY INITIATED DROP OR WITHDRAWAL

A faculty member may initiate a drop or withdrawal from a class a student who fails to meet published individual course requirements (see next paragraph). A student who fails to attend class within the first seven (7) calendar days of the semester is also eligible for this action. The deadlines for faculty-initiated drop or withdrawal are the same as for student-initiated drop or withdrawal.

The requirements which a student must meet include all catalog/bulletin pre- or co-requisites for the course, as well as other registration restrictions, and attendance requirements established for the class. Faculty may initiate a withdrawal for a student in audit status for a class according to criteria for audit status distributed in the class syllabus.

Faculty are not obligated to initiate drops or withdrawal for any reason. A student who needs to be excused from first-week attendance must contact the faculty member(s) and receive permission before the first class meeting of the semester.

PARTICIPATION AND PREPARATION

Preparation for a class begins by having the necessary prerequisites for the class and obtaining appropriate advising and counseling regarding registration in a class. Active participation in the class necessitates a willingness to prepare for classes by reading materials assigned for the class in either print or electronic format, participating in classroom discussion and asking questions of the instructor about material presented. Participation includes a willingness to evaluate the class in a constructive manner at the completion of the course.

COURSE MATERIALS

Having access to the materials assigned for the course improves success in a course. Therefore, it is the student's responsibility to have available all the materials, books, and notes for the course. If materials are in an electronic format, students are responsible for accessing them through personal computers or in the computer labs on campus.

ASSIGNMENTS AND TESTING

A student should be aware of specific assignments, the scope of the assignments, due dates, grading criteria, and the application of the assignment to the course grade. A student should clarify these points with the faculty member prior to submitting the assignment for grading.

A student should be aware of testing policies as written in the course syllabus. A student is responsible for arranging alternate testing times and arrangements with faculty members, if they are allowed these options, prior to the test date. This includes needs for Disability Support Services and absences on the day of the exam for illness or family issues. A student should clarify how to address alternate testing with the individual faculty prior to the first exam.

SYLLABUS AND COURSE PROCEDURES

The course syllabus is the student guide to the course. A student should receive a syllabus at the beginning of each course that describes the course, policies within the course, and procedures that govern the delivery of the course.

A student is responsible for obtaining the syllabus, or for having access to it electronically, and understanding the course policies in the syllabus. Any questions regarding information in the syllabus should be directed to the instructor for clarification.

COURSE COMPLETION

GRADING

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

ACADEMIC LETTER GRADES

With the exception of letter grades assigned to 500-level professional development courses, these letter grades carry grade points and are used to calculate GPAs.

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

NON-ACADEMIC GRADES

These grades do not carry grade points and are not used to calculate GPAs. 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; temporary grade that indicates additional work must be completed to receive a final grade.
- P** Indicates passing work.
- NP** Indicates work that is not passing (no credit received).

OTHER DESIGNATIONS

These designations do not carry grade points and are not used to calculate GPAs.

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

CREDIT/NO CREDIT (CR/NC)

Credit/No Credit is a grading option that encourages students to explore areas of interest. Undesignated electives may be completed under this option. A maximum of 15 credits earned by this option may be applied to an associate or baccalaureate degree.

This option may not be used in courses that meet General Education Requirements (GER), or major or minor requirements in a student's program. If a student later changes his/her 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, nor can this option be used on courses repeated for GPA improvement.

The instructor grades a student using the grading basis approved for the course (A-F or P/NP). A student is awarded credit for the course if his/her final grade is "P" or "C" or higher. A grade of "CR" is entered on the student's transcript. If performance falls

below that level ("D", "F", "NP") the student will automatically be withdrawn from the course.

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 2 of the semester, a student may request the CR/NC grading option by submitting the necessary paperwork to the Student Services. Once selected, this grading option may not be changed to regular grading after the end of week 2 of the semester.

DEFERRED GRADE (DF)

A deferred grade (DF) is used when the student is making satisfactory progress, but completion of the course project (such as thesis, project, research courses, internships, etc.) typically requires more than a semester. Credit is withheld, without academic penalty, until the course requirements are met. If course work is not completed prior to fulfilling graduation requirements or if the student fails to maintain enrollment for one (1) year, the DF will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

INCOMPLETE GRADE (I)

An incomplete grade (I) is assigned only at the discretion of the instructor. It is used to indicate that a student has made satisfactory progress in the majority of the work in a course, but for unavoidable absences or other conditions beyond the control of the student, has not been able to complete the course. The Incomplete Grade Contract, a contract form between the student and the faculty member that stipulates the assignment(s) required to finish the course, is required and must be completed and filed with Academic Affairs before an I grade is assigned. Course work must be completed by a date specified in the contract, not to exceed one (1) year. Upon completion of the required course work, the faculty member must submit a change of grade form to Student Services. If course work is not completed within one (1) year or if the terms specified on the Incomplete Contract are not met, the student may be assigned a failing grade (F or NP, depending on the grading basis of the course). If course work is not completed within one (1) year and the faculty member does not submit a change of grade at that time, the I will become a permanent grade and it will be necessary for the student to re-register to obtain credit for the course.

Incomplete Grade Request Procedure

Student Responsibility:

1. The student must request an Incomplete grade and contact the instructor for each course for which the Incomplete is requested.
2. The student must provide documentation of extenuating circumstances (extenuating circumstances are unavoidable situations or conditions beyond the student's control) as soon as the extenuating circumstances arises.
Examples include:
 - a. Medical reasons-medical condition or hospitalization for a week or more resulting in the impairment of the student's ability to complete course requirements-must acquire physician's written documentation
 - b. Employment reasons-transfer to a remote location or major change in employment conditions-must acquire a voucher from employer
 - c. Military reasons-military service/deployment not within State of Alaska-must acquire documentation from a military official
 - d. Jury duty-must acquire a statement from the Court
3. The student must sign and date Incomplete Grade Contract form.
4. The student must follow through on assignment completion in the manner in which it is agreed upon in the contract.

Faculty Member Responsibility:

1. Verify the passing grade of "C" or better in the course with a minimum of 70% of course completion.
2. Obtain and complete the Incomplete Grade Contract. Attach the course syllabus, assignments to be completed, grading criteria, and statement of extenuating circumstances to the Contract form.
3. Sign and date the Incomplete Grade Contract form.
4. Submit to Assistant Director for Academic Affairs within one week prior to date course grades are due.
5. Complete Change of Grade form when contract conditions are fulfilled and submit to Student Services.

****Submission of Incomplete Grade Contract and supporting documentation does NOT approve the Incomplete. For approval, the Assistant Director for Academic Affairs must sign, date, and submit the Incomplete Grade Contract to Student Services. Student Services will provide written notification of approval to the faculty member and student.**

NO GRADE (NG)

Indicates no grade such as a lab where grade is calculated with lecture.

PASS/NO PASS (P/NP)

In some courses students are graded "P/NP" (Pass/No Pass). This grading system is established at the time the course is approved and must apply to the class as a whole. Pass/No Pass grading is not a student option. When a course is graded Pass/No Pass, the faculty member must clearly explain this fact to the students at the beginning of the class. For performance comparison only, a grade of "P" (Pass) is considered equivalent to a grade of "C" or higher in undergraduate courses and a grade of "B" or higher in graduate courses. Pass/No Pass grades are used to determine satisfactory academic progress. However, P/NP grades do not carry grade points and are not used in GPA calculations.

HOW TO ACQUIRE YOUR GRADES

A student may use the web to access his/her academic record for the semester. As soon as grades are received in Student Services and entered into academic history, they will be available via University of Alaska's website at: www.uaonline.alaska.edu. A student may request a printed copy of semester grades from Student Services in FSM 101.

GRADE CHANGES

Grades submitted by the faculty, other than incomplete "I" or deferred "DF", are assumed to be final grades. A grade may not be changed unless a grading error, such as a mathematical miscalculation or inaccurate recording has been made on the part of the faculty member. **Corrections of grading errors must be made by the 15th class day of the next regular semester following the one in which the grade was originally assigned.** A Change of Grade form must be submitted to Student Services by the appropriate faculty member. Change of Grade forms will not be accepted if submitted to Student Services by the student.

GRADE POINT AVERAGE COMPUTATION (GPA)

MSC/UAA uses the 4-point system as a measure of scholastic success. Academic letter grades carry the following values:

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

A quality hour (Q Hrs) is defined as one (1) credit hour for a course graded A-F. For each course the student takes with quality hours, that number of quality hours for the course is multiplied by the point value of the grade to give the total grade points (Q Pts) for that course. The sum of the total grade points for all courses is then divided by the total number of quality hours to compute the grade point average (GPA).

For example, a student who took three (3) courses and earned an A for a three-credit course, a C for a one-credit course, and a P (Pass) for a two-credit course would have a total of four (4) quality hours. The total grade points for the first course would be 12 points and for the second would be two (2) points. The GPA would be calculated by dividing the sum of 12 and 2 by 4, the number of quality hours, to determine a grade point average of 3.50.

Non-academic grades do not carry grade points and are not used in calculating the GPA: CR, NC, DF, I, P, NP, and letter grades assigned to 500 level courses. In addition, AU and W are not grades and are not used in GPA calculations.

Credits accepted in transfer are not used to calculate the student's MSC/UAA GPA. They are, however, used to calculate the student's overall GPA for graduating with honors. Grades and credits earned from all retaken courses are also included in calculating the student's GPA for graduating with honors.

ACADEMIC STANDING**GOOD STANDING**

An undergraduate student is in good standing when he/she has a cumulative GPA of 2.0 or higher and a semester GPA of 2.0 or higher for the most recently completed semester. Individual departments may establish additional criteria for good standing. A student is presumed to be in good standing during his/her first semester at MSC/UAA. A student in good standing is academically eligible to re-enroll at MSC/UAA.

ACADEMIC ACTION

An admitted certificate, associate, or baccalaureate degree-seeking student who fails to earn a MSC/UAA semester and/or cumulative GPA of 2.0 will be subject to academic action. Academic action may result in warning, probation, continuing probation, or loss of certificate or undergraduate degree-seeking status. Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program.

Warning: Academic Warning is the status assigned to a student whose semester GPA falls below 2.0 but whose cumulative GPA is 2.0 or higher.

Probation: Placed on Probation is the status assigned to a student whose semester and cumulative GPA falls below 2.0.

Continuing Probation: Continued on Probation is the status assigned to a student who begins a semester on probation and during that semester earns a semester GPA of 2.0 or higher without raising his/her cumulative GPA to 2.0. This status may be continued until a student raises his/her cumulative GPA to 2.0 or loses his/her certificate or undergraduate degree-seeking status.

Academic Disqualification: Academic Disqualification is the status assigned to those students who begin a semester on probation or continuing probation and fail to earn a semester GPA of 2.00. Those students' admission status will be changed to Non-Degree-Seeking. Students who have lost Certificate or Undergraduate Degree-Seeking status may continue to attend MSC/UAA as Non-Degree-Seeking students. However, those students do not qualify for financial aid and international students will lose their immigration status. Students must apply for reinstatement to MSC/UAA (see reinstatement policy).

Reinstatement: A student who has lost certificate or undergraduate degree-seeking status may continue to attend as a non-degree-seeking student. After completing a minimum of 12 credits at MSC/UAA and/or another regionally accredited post-secondary institution in 100-level or higher courses with a cumulative GPA of 2.0 or higher, a student may apply for reinstatement to MSC/UAA. If approved, a reinstated student must then reapply for admission to a certificate or

undergraduate degree program. A reinstated student whose MSC/UAA cumulative GPA is less than 2.0 (C) will begin the semester on probation. Application for Reinstatement forms are available from Student Services in FSM 101.

Departmental Probation or Removal from a Major Program: Individual departments may establish additional criteria for departmental academic action. Failure to meet or maintain these criteria may result in departmental probation or removal from a major program. Those students' major program will be changed to Undeclared. Students will remain in a certificate or undergraduate degree-seeking status as long as the University's minimum academic standards are met. Undeclared students must use the Change of Major/Degree form and process to request re-admission or admission to a new program. Forms are available from Student Services.

ACADEMIC ELIGIBILITY FOR STUDENT ACTIVITIES

A student with satisfactory academic performance is eligible for participation in intercollegiate competition or co-curricular activities. A student may not participate in intercollegiate competition or co-curricular activities or student employment if their cumulative GPA falls below 2.0 ("C"). Additional and higher academic standards may be required by certain specific activities. A student is advised to keep his/her participation in activities outside the classroom within limits that will allow him/her to achieve satisfactory academic performance.

HONORS LIST

An admitted undergraduate degree/certificate-seeking student maintaining exceptional academic achievement is recognized after the Fall, Spring and Summer semesters on the Chancellor's List and the Dean's List. Names of students appearing on these MSC/UAA lists are released to the media; also, names and addresses of honor students are provided to the National Dean's List Publication unless a written request not to do so has been received by Student Services.

Chancellor's List: To be eligible for the Chancellor's List, a student must be an admitted undergraduate degree/certificate seeking student registered in at least 12 MSC/UAA credits graded with academic letter grades and must have earned a GPA of 4.0 for the semester. Regardless of the number of credits a student is registered in, temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Chancellor's List until course work has been completed and the "I" or "DF" is replaced by a final grade.

Dean's List: To be eligible for the Dean's List, a student must be an admitted undergraduate degree/certificate seeking student registered in at least 12 MSC/UAA credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. Regardless of the number of credits a student is enrolled in, temporary grades of "I" (incomplete) or "DF" (deferred) will prevent a student from being eligible for the Dean's List until course work has been completed and the "I" or "DF" is replaced by a final grade.

PROGRAM COMPLETION

GRADUATION APPLICATION

MSC issues diplomas three times a year: in January following the Fall semester, in June following the Spring semester, and in September following the Summer session. To be eligible for graduation at the end of a given semester, a student must:

Be formally admitted to the degree or certificate program during the previous semester. Submit an Application for Graduation signed by an academic counselor and pay the appropriate fee by the deadline published in the Course Schedule. Upon receipt of the student's Application for Graduation, a review is completed by Student Services. If the student meets all requirements by the end of the semester, the certificate or degree is awarded after completion of the semester. The student is held responsible for meeting all academic regulations and degree/certificate requirements.

Occupational Endorsement Certificates are awarded by the offering academic unit, rather than at commencement. Students should check with their advisors to determine what arrangements are followed.

Names of students receiving undergraduate certificates and degrees appear in the commencement program and are released to the media. A student who does not want his/her name to be released may so indicate on the Application for Graduation form. A student who applies for graduation and who does not complete his/her degree or certificate requirements by the end of the semester in which they have been approved to graduate must re-apply for graduation and pay another application fee.

GRADUATION WITH HONORS

To be eligible to graduate with honors, an undergraduate degree-seeking student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at MSC/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 must have a cumulative GPA of 3.50 or higher in all college work attempted both at MSC/UAA and at all other accredited institutions attended and for all courses used to fulfill the degree program in order to graduate with honors.

At MSC/UAA, graduation with honors represents your entire academic history. All grades and credits earned will be included in determining eligibility to graduate with honors (D's, F's, repeated courses, courses lost in academic bankruptcy, etc).

Honors will be awarded to associate degree students with cumulative GPAs as follows:

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

Leadership Honors

Individual leadership is publicly recognized at MSC/UAA with Leadership Honors awarded to eligible graduates. Academic excellence is demonstrated by maintaining a minimum cumulative 3.0 GPA. Other criteria include leadership involvement for four semesters if receiving a bachelor's degree and two semesters if receiving other certificates and degrees. Each student receiving Leadership Honors is recognized by a crimson honor cord at graduation and notation in the commencement program and on transcripts. For more information and applications, please contact the MSC Student Government Office at 745-9759.

COMMENCEMENT

A student who completes certificate or degree requirements and who meets the application for graduation deadline during an academic year (Fall and Spring Semesters) is invited to participate in the annual commencement ceremonies in May. A student who completes certificate or degree requirements and meets the application for graduation deadline during the summer session is invited to participate in the commencement ceremonies the following May.

A student who has applied for graduation from another University of Alaska campus may participate in commencement ceremonies at Mat-Su College. UA encourages a student enrolled in a distance delivered program to participate in the commencement ceremony that is most accessible and convenient. In order to reserve a space in the commencement ceremony, an additional application for graduation must be submitted to MSC Student Services at least 3 weeks prior to commencement.

EXCEPTION TO UNIVERSITY POLICY FOR RECORDS AND REGISTRATION

A student, or person with legal authority to act on behalf of a student, may petition for an exception to University policy for records and registration. Petitions are not automatically granted, but will be considered in light of the criteria set out below and individual circumstances, as demonstrated in the documentation provided.

1. The petitioner must submit a signed Petition for Exception and consent to release of information form, which is provided for this purpose. The petition must be submitted to the Student Services Manager, Mat-Su College, PO Box 2889, Palmer, AK 99645.
2. Only petitions submitted by the student or by a person with legal authority to act on behalf of the student will be considered.
3. A Petition for Exception must be received no later than the last day of the semester following the semester or session in which the course was offered. Petitions that are not received within this time frame may not be considered.
 - Fall course: No later than the end of the following spring semester.
 - Spring course: No later than the end of the following fall semester.
 - Summer course: No later than the end of the following fall semester.
4. Written documentation from instructors, physicians, or other appropriate persons verifying and supporting the request must accompany the petition. It is the responsibility of the student or a person authorized to act on behalf of the student to submit supporting documentation along with the petition. Petitions submitted without documentation may be returned and not considered.
5. A petition will only be approved if the petitioner can demonstrate unanticipated and unavoidable circumstances beyond the student's control that arose or came to light after published deadlines in MSC's printed schedule. Work-related issues, financial hardship, and failure to read MSC's published documents generally do not present justifiable reasons to support an exception request.
6. Granting of an exception to policy for withdrawal or dropping of courses does not necessarily mean a refund of tuition; a student may need to file a separate Petition for Refund.
7. Petitions will be reviewed periodically and the number of petitions being reviewed will determine the time for response. A minimum of six to eight (6-8) weeks should be allowed for review.
8. Appeals of an adverse decision by the Committee must be in writing, must state the basis for the appeal, and must be received by the Registrar within ten working days of the day the decision is mailed or otherwise distributed to the student. Appeals may be faxed, delivered in person, or mailed to: Student Services Manager, Mat-Su College, PO Box 2889, Palmer, AK 99645.

CHAPTER SEVEN

Educational Delivery Methods & Non-Traditional Credit

Educational Media Services (eMedia)

Distance Education

Proctoring Services

Center for Distance Education and Independent Learning

Non-Traditional Credit

Language Credit by Placement

Certified Experience Credit

Local Credit by Examination

Military Credit

National Credit by Exam

Advanced Placement Program

College-Level Examination Program (CLEP)

DANTES/DSST/USAFI Examinations

Excelsior College Exam

International Baccalaureate

Tech Prep After High School Eligibility



EDUCATIONAL MEDIA SERVICES (eMEDIA)

www.uaa.alaska.edu/distanceeducation or e-mail: distance@uaa.alaska.edu

Phone (907) 786-4466 - Toll Free (888) 553-2760 - Fax (907) 786-4485

Educational Media Services supports both distance learning and technology-enhanced learning for the UAA campus community. eMedia's mission is to stimulate learning in and facilitate the use of technology in the pursuit of teaching and learning at UAA.

eMedia supports the specific needs of instructors and students involved in UAA distance education. UAA has particular interest in expanding the use of distance-delivered courses to better meet the changing needs of today's students. Distance education courses are offered throughout the year during fall, spring, and summer semesters.

DISTANCE EDUCATION SERVICES at UAA

www.uaa.alaska.edu/distanceeducation or e-mail: distance@uaa.alaska.edu

A goal of UAA is to become a student-centered university. Distance Education Services supports this by offering courses that are convenient for college students with busy schedules. Distance education courses often provide flexibility and access for students who live in geographically remote areas and are unable to attend classes on campus.

Distance courses can be applied toward UAA degree programs in the same way as on-campus courses. No distinction is made on a student's transcripts between distance and on-campus courses. Most distance courses are delivered along the same semester timeline as on-campus courses.

Students must possess high motivation and self-discipline in order to successfully complete distance courses. Every UAA distance education course requires that you have a computer and a reliable Internet connection. Some courses have a television, audio conferencing, or DVD component to them, so it is important to check the technological requirements of a distance course before registering. All courses have a computer component to them.

Many different technologies are used to deliver distance education. Most courses use a combination of the following:

- Audio Conferencing
- Streaming Media
- Web-Based Instruction
- CD/DVD Instruction
- Instructional TV
- Video/Audio Tapes

PROCTORING SERVICES

Student quizzes, tests, and exams are administered at remote testing sites such as public schools, libraries, or community centers.

Students are required to contact an assigned location with an approved proctor before taking an exam.

CENTER FOR DISTANCE EDUCATION AND INDEPENDENT LEARNING

P. O. Box 756700 - Fairbanks, Alaska 99775-6700

Phone: (907) 474-5353 or (800)277-8060

Fax: (907) 474-5402

Web: www.distance.uaf.edu/

E-mail: distance@uaf.edu

Within the University of Alaska system, correspondence study is administered through the University of Alaska Fairbanks campus. Student Services has brochures and registration forms for this program and can proctor exams.

The Center for Distance Education and Independent Learning is part of the College of Rural Alaska. The Independent Learning Program (IL) is the oldest distance delivery program at the University of Alaska and has offered correspondence courses for more than forty years. There are more than 100 courses available, though the variety of courses is not designed to meet the requirements of any specific degree program. Some required courses for various degree programs, however, are included in the IL offerings.

NON-TRADITIONAL CREDIT

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

LANGUAGE CREDIT BY PLACEMENT

An admitted, degree-seeking MSC/UAA student who has completed in residence a MSC/UAA foreign language 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 eight (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 UAA Department of Languages literature or culture courses. In order to receive credit, the student must complete the appropriate form from Student 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.

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:

- Alaska Emergency Medical Services
- Alaska State Troopers
- Anchorage Police Department
- Apprenticeship Technologies
- Certified Dental Assistant (CDA) by Dental Assisting National Board Examination (DANB)
- Certified Professional Legal Secretary (CPLS) Examination
- Certified Professional Secretary (CPS) Examination
- Child Development Certificate
- Federal Aviation Administration
- Federal Wildland Fire Management Training Program
- Firefighter Certifications
- National Council Licensure Exam (NCLEX)
- National Occupational Competency Testing Institute (NOCTI) Examination
- Southcentral Foundation Dental Assisting Training Program
- U.S. Department of Labor Bureau of Apprenticeship and Training
- U.S. Paramedic Licensure

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

An accepted, degree or certificate-seeking student 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 Student Services. There is a fee charged for local credit by exam. General criteria for local credit by examination include:

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

MILITARY CREDIT

Up to eight elective credits may be awarded to a student who has completed at least one calendar year of active duty military service.

In addition, credits may be granted for formal service schools and the primary MOS/Ratings 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 are applied toward an associate degree and no more than 30 semester credits are applied toward a baccalaureate degree. Exceptions are granted only to a student 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 three semester credits to be completed in residence at MSC/UAA for the associate program and six semester credits in residence at MSC/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 three semester credits for the two-year programs and 24 semester credits for the four-year program with an overall GPA of 2.0. Please contact Student Services for further information regarding required documentation and forms.

NATIONAL CREDIT BY EXAMINATION

MSC/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 an official report of exam scores be sent to Student Services at MSC. Credit may be received for more than one national examination.

ADVANCED PLACEMENT PROGRAM

MSC/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>MSC/UAA Equivalent</u>
Art	
Studio Art	4 credits lower-division art elective
History of Art	ART A261/A262
Biology	
Biology	BIOL A102/A103 + 4 credits lower-division biology elective
Chemistry	
Chemistry	CHEM A105/A105L
Computer Science	CS A201/3 credits lower division CS elective
Environmental Science	ENVI A202 + 1 credit GER-Natural Science Lab
Economics	
Macroeconomics	ECON A201
Microeconomics	ECON A202
English	
Language and Composition	ENGL A111
Literature and Composition	ENGL A121
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
Languages	
Level 3: French Language	FREN A101/A102
Level 3: French Literature	FREN A201/A202
Level 3: German Language	8 credits lower- division German elective
Virgil	4 credits lower- division Latin elective
Catullus-Horace	4 credits lower- division Latin elective
Level 3: Spanish Language	SPAN A101/A102
Level 3: Spanish Literature	SPAN A201/A202
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	
Psychology	PSY A111
Statistics	
Statistics	STAT A252

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

An Official CLEP Transcript must be submitted to Student Services.

General Exams: MSC/UAA awards up to 24 credits for CLEP general exams to a student who earns a score of 500 or higher for paper-based test and 58 or higher for a computer based test. Credit for CLEP general exams is awarded according to the following standards:

English Comp. No Essay	0 Credits	Natural Science	6 Credits
No credit awarded		BIOL A102 - GER and Lower Division Elective, non-GER	
English Composition with essay	3 Credits	Humanities	6 Credits
ENGL A111 - GER		Humanities and/or Fine Arts - GER	
Mathematics	3 Credits	Social Sciences	6 Credits
Lower Division Elective, non-GER		Humanities - GER or Social Sciences - GER	

A student must request that an official report of exam scores be sent to Student Services. Examinations may not be repeated for a minimum of 6 months.

Subject Exams

Credit awarded for subject exams is elective credit or, through agreements with departments, equated to MSC/UAA courses. A student must request that an official report of exam scores be sent to Student Services. Examinations may not be repeated for a minimum of 6 months.

DANTES/DSST/USAFI EXAMINATIONS

Credit may be awarded for successful completion of the Defense Activity for Non-Traditional Education Support (DANTES) or DSST (DANTES Subject Standardized Tests) examinations. Credit for exams will be elective credit or, through agreements with departments, will be equated to MSC/UAA courses. An official copy of the DANTES/USAFI transcript must be submitted to Student Services.

EXCELSIOR COLLEGE EXAM

Credit may be awarded for successful completion of the Excelsior College Exam. Credit for exams is elective credit or, through agreements with departments, is equated to UAA courses. An official copy of the student's exam scores must be sent to Student Services.

INTERNATIONAL BACCALAUREATE

UAA awards credit for satisfactory performance (a score of 5 or higher), on the International Baccalaureate Examinations. An official copy of the students higher level exam scores must be sent to Student Services.

TECH PREP AFTER HIGH SCHOOL ELIGIBILITY

A student may choose not to concurrently enroll in Tech Prep courses while in high school, but he/she still has the opportunity to transfer high school credits to college credits up to two years after completion of the course. After high school, an eligible student is one who has:

- successfully completed the Tech Prep courses with a "B" or better ("A" for Accounting courses) and,
- enrolled in an associates degree program at MSC.

TECH PREP: For more information on MSC's Tech Prep Program see Chapter 6 "Academic Standards & Regulations."

CHAPTER EIGHT

Undergraduate Programs

The Curriculum

Academic Programs

Certificates

Associate Degrees

General University Requirements for Undergraduate Certificates,

Occupational Endorsement Certificates, and Associate Degree Programs

Undergraduate Certificates

Occupational Endorsement Certificates

Associate of Arts Degree

Associate of Applied Science Degrees

Multiple Associate Degree or Concurrent Majors

Double Majors for AAS Programs

Transfer Students

Associate of Arts Degree

General University Requirements (GUR) for UAA Baccalaureate Degrees

General Education Requirements (GER) for UAA Baccalaureate Degrees

GER Student Outcomes

Petitions for General Education and/or University Requirement

General Education Classification List

Associate of Applied Science Degree

General Requirement Course Classification List for Associate of Applied Science Degrees

Associate of Applied Science and Certificate Program Listings

Accounting

Architectural & Engineering Technology

Computer Information & Office Systems

Computer Systems Technology

Fire & Emergency Service Technology

Human Services

Logistics

Refrigeration & Heating Technology

Small Business Administration

Telecommunications, Electronics & Computer Technology

Cooperative Degrees with other UA Campuses

Early Childhood, Nursing

Information Technology

Natural Resources Management



THE CURRICULUM

Matanuska-Susitna College provides curricula that offer its students the opportunity to acquire the intellectual skills, habits of mind, and ethical sensibilities necessary to develop into individuals who make informed judgments and interpretations about their community and the broader world, who take full responsibility for their beliefs and actions, who recognize the connection between knowing and acting, and who commit themselves to lifelong learning. The MSC curricula emphasizes that while the acquisition of knowledge is an end in itself, each MSC graduate must enter the world beyond the College fully equipped to live resiliently in a changing world and be willing to apply theories and methodologies to examine and resolve the problems of their own communities, and those of an increasingly diverse and interdependent world.

The College does not prescribe specific courses for all students. It is the responsibility of each student to determine an appropriate program of courses within the framework of their academic program in consultation with an academic counselor. (See Chapter 5, "Advising and Academic Support," for further information.) The requirements for each degree include completion of a minimum number of courses, resident credits, fulfillment of the General University Requirements and the General Education Requirements, and completion of program requirements.

ACADEMIC PROGRAMS

CERTIFICATES

The college offers two types of certificates at the undergraduate level:

- Undergraduate Certificates of 30 credits or more offer focused instruction in a concentrated area. They include an equivalent of at least six (6) credits of related instruction at the collegiate level in communications, computation and human relations. These certificates provide knowledge and skill development in broad enough areas to prepare students for entry into a variety of career fields. They are particularly appropriate in scientific or technical areas such as health care, computer systems, transportation or industrial technology.
- Occupational Endorsements are certificates requiring 29 or fewer credits to complete. These certificates provide the specialized knowledge and skills needed in specific employment sectors.

Both of these certificate types are noted on transcripts. Coursework used to complete each type may also apply to associate and baccalaureate degrees that the student may pursue.

ASSOCIATE DEGREES

Mat-Su College offers two types of associate degrees, both of which require the completion of 60 credits or more:

- Associate of Arts (AA) degrees combine broad studies in the general education areas of written communication, oral communication, humanities, mathematics, natural sciences, and social sciences, with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines and learning experiences, and provides a solid foundation for further study at the baccalaureate level.
- Associate of Applied Science degrees provide applied or specialized studies that are used to satisfy a student's specific educational needs. Many AAS programs prepare students for work in a particular field of employment. Some AAS degrees are designed to provide a foundation for a specific related baccalaureate degree.
- Students in these degree programs build knowledge and skills needed to carry out specific tasks while they develop abilities in the essential elements of communications, computation, and human relations.

GENERAL UNIVERSITY REQUIREMENTS FOR UNDERGRADUATE CERTIFICATES, OCCUPATIONAL ENDORSEMENT CERTIFICATES, AND ASSOCIATE DEGREE PROGRAMS

General University Requirements have been established for all certificate and degree programs at MSC/UAA.

UNDERGRADUATE CERTIFICATES

1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
2. When completing the last half of a certificate program, students must earn at least 50 percent of the credits in residence. For example, in a 30-credit certificate program, at least eight (8) of the last 15 must be resident credits. Additional residency credit requirements, to meet discipline or accreditation standards, may be established.
3. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. Some certificate programs require higher GPAs.
4. Students must earn a minimum of 30 credits for an Undergraduate Certificate.
5. Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
6. If the requirements for a certificate are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
7. Students may earn more than one (1) certificate by completing all requirements for each additional program.
8. Undergraduate Certificates that share a common core must differ by at least six (6) credits.

OCCUPATIONAL ENDORSEMENT CERTIFICATES

1. Students must be admitted to the program and must complete the certificate program requirements listed in the program section of this chapter.
2. Students must complete at least 30% of the program in residence at UAA. Additional residency credit requirements, to meet

- discipline or accreditation standards, may be established.
3. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. Some certificate programs require higher GPAs.
4. Students must earn a minimum of nine (9) credits for an Occupational Endorsement Certificate.
5. Students may elect to complete under the requirements of the catalog in effect at the time of formal acceptance to a certificate program or the catalog in effect at the time of graduation.
6. If the requirements for a certificate are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance. Program requirements may require completion in less than five (5) years.
7. Students may earn more than one (1) certificate by completing all requirements for each additional program.
8. Occupational Endorsement Certificates must differ by three (3) or more credits.

Note: Not all Occupational Endorsement Certificates are eligible for federal financial aid.

ASSOCIATE OF ARTS DEGREE

The following requirements must be met for associate degrees to which students have been admitted:

1. Students must be admitted to the program and must complete the General Education and Degree requirements listed in this chapter.
2. Students must earn a minimum of 60 credits for an Associate of Arts degree.
3. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA.
5. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate degree program or the catalog in effect at the time of graduation.
6. If the requirements for an associate degree are not met within five years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
7. 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.
8. No more than 15 military credits can be applied to an Associate of Arts degree.

ASSOCIATE OF APPLIED SCIENCE DEGREES

The following requirements must be met for Associate of Applied Science degrees:

1. Students must be admitted to the degree program and complete the General Course Requirements that follow this section.
2. Students must complete the major degree requirements listed in the program section of this chapter.
3. Students must earn a minimum of 60 credits for an AAS degree.
4. Students must complete at least 15 credits in residence. Additional residency credit requirements, to meet program accreditation standards, may be established.
5. Students must earn a cumulative GPA of at least 2.00 (C) at MSC/UAA. They must also earn a cumulative GPA of at least 2.00 in all courses required for each major. Some associate degree programs may require higher GPAs.
6. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to an associate degree program or the catalog in effect at the time of graduation.
7. If the requirements for an associate degree are not met within five (5) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
8. All courses for an AAS degree must be at the 100-level or above.
9. No more than 15 military credits can be applied to an Associate of Applied Science degree.

MULTIPLE ASSOCIATE DEGREES OR CONCURRENT MAJORS

The Associate of Arts degree (AA) is intended to provide general education. Therefore, it includes no major specialty, and students may earn only one AA degree.

Associate degree-seeking students may graduate (during the same semester) with two degrees provided they have applied to and been accepted in both degree programs. (An Associate of Applied Science and Associate of Arts is an example.)

Students must submit a separate application for admission for each degree they expect to receive. Admission forms are available from Student Services.

Students seeking a second Associate degree must be admitted to the program and must complete the General University Requirements, the General Course Requirements for their primary program, the General Education Requirements (for the AA degree), the major or degree requirements for both programs, and at least 12 resident credits beyond the total number of credits required for the primary degree.

Students must satisfy the bulletin requirements in effect at the time of acceptance into the degree program(s) or the catalog requirements in effect at the time of graduation.

DOUBLE MAJORS FOR AAS PROGRAMS

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

Associate of Applied Science degree-seeking students may apply to graduate (during the same semester) with two majors. For example, a student may select two areas from the approved majors within the Associate of Applied Science degree program (such as Accounting

UNDERGRADUATE PROGRAMS

and Small Business Administration).

Students must apply and be accepted into each major program. Students may request a double major at the time of initial admission to UAA or add a major at a later date through the Change of Major degree process. Forms are available from Student Services.

Students must satisfy the General University Requirements, the General Course Requirements, and both sets of major requirements.

Students must satisfy the catalog/bulletin requirements in effect at the time of acceptance into the major(s) or the catalog/bulletin requirements in effect at the time of graduation.

A double major is not applicable to the Associate of Arts Degree.

TRANSFER STUDENTS

Students who have received a baccalaureate degree from another regionally accredited college or university and who want to obtain an associate degree from UAA/MSU must:

1. Meet program admission requirements.
2. Complete the General University Requirements but not the General Education or General Course Requirements.
3. Complete the Major Program Requirements.

ASSOCIATE OF ARTS (AA)

The Associate of Arts (AA) degree combines studies in the general education areas of written communication, oral communication, mathematics, natural sciences, social sciences, humanities, and fine arts with elective coursework selected by the student. The degree provides broad exposure to systems of thought and inquiry, allows exploration of a variety of disciplines, and provides a solid foundation for further study at the baccalaureate level.

STUDENT LEARNING OUTCOMES

Oral Communication

Student will:

1. Demonstrate an understanding of the communication process and communication components involved in the process
 - Barriers to communication on the sender's part
 - Barriers to communication on the receiver's part
 - Feedback and dynamic nature of the communication process
 - Types of communication
 - Methods of communication
2. Effectively adapt a message to an audience (individual, group, or public)
 - Constructing, organizing, and connecting a message
 - Supporting the message through pathos, logos, and ethos
 - Adapting nonverbal message forms such as voice, posture, volume, eye contact, space, touch
 - Listening and responding to feedback
 - Meeting the audience's needs
 - Assessing other external factors

Written Communication

Student will:

1. Use Standard Written English correctly and effectively
 - Write sentences that follow grammatical rules (adjectives, adverbs, nouns, pronouns, and verbs)
 - Write sentences that follow rules for sentence mechanics (capitalization and punctuation)
 - Write sentences that follow rules for sentence structure (comparison, coordination, correlation, negation, parallelism, and subordination)
2. Respond appropriately and effectively to writing assignments
 - Use an appropriate genre
 - Adhere to genre expectations and conventions for content, development, and structure
 - Respond to audience needs
 - Focus on a purpose
 - Adopt appropriate voice, tone, and level of formality
 - Use appropriate technical, professional, or academic language and style
 - Provide appropriate and effective rhetorical and structural cues
3. Use research responsibly and effectively
 - Locate or produce appropriate research for writing assignments
 - Integrate research effectively
 - Use research effectively
 - Avoid plagiarism by knowing how, when, and where to document sources

Mathematics and Natural Sciences

Mathematics student will:

1. Use appropriate mathematical language and symbols to develop and communicate solutions
 - Use appropriate arithmetic symbols and language
 - Use appropriate algebraic symbols and language
 - Use appropriate geometric symbols and language
2. Demonstrate quantitative and analytical skills and knowledge
 - Use properties of real numbers, exponents, and radicals to simplify expressions
 - Solve linear, quadratic, absolute value, and rational equations and inequalities
 - Perform fundamental operations to simplify rational expressions and polynomial functions
 - Use various techniques to graph linear equations, quadratic equations, conics, and inequalities
 - Use various methods to solve systems of equations
 - Use fundamental properties and relationships to solve logarithmic and exponential equations

- Use various algebraic techniques and strategies to solve applied problems

Natural Sciences student will:

1. Appropriately apply the scientific method
 - Formulating questions or problems
 - Proposing hypothetical answers or solutions
 - Testing hypotheses
 - Reaching supportable conclusions
2. Demonstrate an understanding of the fundamentals of one or more scientific disciplines
 - Show knowledge of discoveries and advances in the disciplines
 - Understand the impact of discoveries and advances within the disciplines
 - Understand the historical changes in technology and method within the discipline
3. Successfully work with laboratory tools and follow appropriate processes
 - Critically observe materials, events, or processes
 - Accurately record and analyze observations

Humanities and Fine Arts

Humanities

1. Student completing a content-oriented course will :
 - Identify texts or objects
 - Place texts or objects into the historical context of the discipline
 - Articulate the central problems the items address
 - Provide reasoned assessments of the items' significance
2. Students completing a skills-oriented course in logic should be able to:
 - Identify the premises and conclusions of written arguments
 - Evaluate the soundness or cogency of written arguments
 - Recognize common fallacies in written arguments
 - Use a formal method of determining the validity of deductive arguments
 - Evaluate the adequacy of evidence of inductive arguments
3. Students completing a skill-oriented course in a language should be able to:
 - Demonstrate proficiency in listening, speaking and writing

Fine Arts

Student completing the Fine Arts requirement will:

1. Identify and describe works of art by
 - Referencing the media used
 - Acknowledging the historical context and style
 - Understanding structural principles of design and composition
2. Interpret the meaning or intent of works of art and assess the stylistic and cultural importance of works of art by
 - Referencing their historical significance
 - Understanding their relationship to earlier works and artists
 - Recognizing their impact on subsequent artistic works

Social Sciences

Student will:

1. Possess broad perspectives on the diversity of human behavior
2. Be able to distinguish between empirical and non-empirical claims to truth
 - Understand how social phenomena is tested
 - Know how social science theories are either verified or rejected
3. Have an introductory knowledge of social science thinking through
 - Observation
 - Empirical data analysis
 - Theoretical models
 - Quantitative reasoning
 - Application of such thinking to contemporary life
4. Demonstrate knowledge of social science approaches and to apply that knowledge in a particular content area

ASSOCIATE OF ARTS

Admission Requirements

Complete the Admission to Certificate and Associate Degree Programs Requirements located in Chapter 6, "Academic Standards and Regulations."

General University Requirements

Complete the General University Requirements for Associate of Arts Degrees located at the beginning of this chapter.

General Education Requirements

Complete the General Education Requirements for Associate of Arts Degrees outlined on this page.

Degree Requirements

All courses must be at the 100-level or above. At least 20 credits of the required 60 credits must be at the 200-level. If a student intends to complete the Associate of Arts degree and then continue on to a baccalaureate degree, consult the Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree on the following page.

General Education Requirements

1. Oral Communication Skills 3
 COMM A111 Fund. of Oral Communication (3)
 COMM A235 Small Group Communication (3)
 COMM A237 Interpersonal Communication (3)
 COMM A241 Public Speaking (3)
2. Written Communication Skills 6
 ENGL A111 Methods of Written Comm. (3)
and one of the following:
 CLOS A260A Business Communications* (3)
 ENGL A211 Academic Writing About Literature (3)
 ENGL A212 Technical Writing (3)
 ENGL A213 Writing in the Social/Ntrl Sciences (3)
 ENGL A214 Persuasive Writing (3)
3. Humanities and Fine Arts 9
 Three courses from the GER Classification List. At least one course each from the Humanities and Fine Arts areas.
4. Mathematical and Natural Sciences 9
 MATH A105 Intermediate Algebra* (3)
Or one course from the Quantitative Skills area of GER Classification List
 Two Natural Science courses from the Natural Sciences area of GER Classification List. (6)
5. Social Sciences 6
 Two Social Science courses (from two different disciplines) from the Social Sciences area of GER Classification List.

Degree Completion Requirements

6. Electives 27
7. Total Minimum Credits 60

* Note: CLOS A260A and MATH A105 do not meet the General Education Requirements for the baccalaureate degree.

Advising Note for AA Students Who Plan to Pursue a Baccalaureate Degree:

AA students who plan to pursue a baccalaureate degree must take care in planning their curriculum. Please see an advisor and take note of the following:

- UAA baccalaureate students are required to complete 12 credits of Basic College-Level Skills from the Oral Communication, Written Communication, and Quantitative Skills areas of the General Education Classification List prior to completing 60 total degree applicable credits.
- Students with 60 credits or more who have not completed the Baccalaureate 12 credit Basic College-Level Skills requirement will have one full academic year to fulfill this requirement, after which they will be allowed to take additional courses as degree-seeking students. MATH A105 and CLOS A260A do not count toward completing the baccalaureate GER requirements.
- Students who plan to apply AA credits to a UAA baccalaureate (4-year) degree, and who know the program or major they are going to transfer into, should consult the General Education Requirements for their specific program or major. Programs often require specific GER courses for their majors. Students planning to transfer should use AA electives to fulfill prerequisites and requirements for their anticipated major.
- Students who plan to apply AA credits to a UAA baccalaureate (4-year) degree, and who do not know which program or major they wish to pursue, should plan as follows:

Classification Credits

1. Oral Communication Skills 3
 COMM A111 Fund. of Oral Communication
 COMM A235 Small Group Communication
 COMM A237 Interpersonal Communication
 COMM A241 Public Speaking
2. Written Communication Skills 6
 ENGL A111 Methods of Written Communication
and one of the following:
 ENGL A211 Academic Writing About Literature
 ENGL A212 Technical Writing
 ENGL A213 Writing in the Social/Natural Sciences
 ENGL A214 Persuasive Writing
3. Humanities and Fine Arts 9
 One course from the Fine Arts area of the GER Classification List (3)
 Two courses from the Humanities area of the GER Classification List (6)
4. Mathematical and Natural Sciences 10
 One MATH/STAT course from the Quantitative Skills area of GER Classification List (3)
 Two Natural Science courses from the Natural Sciences area of GER Classification List, including a lab course (7)
5. Social Sciences 6
 Two Social Science courses (from two different disciplines) from the Social Sciences area of GER Classification List.

Since the AA degree requirements are different from the 4-year degree requirements, AA students who pursue a baccalaureate degree may be required to take additional courses to satisfy the General Education Requirements for the 4-year degree after declaring their major.

GENERAL UNIVERSITY REQUIREMENTS (GURs) FOR UAA BACCALAUREATE DEGREES

For complete information refer to the current UAA Catalog. To receive a baccalaureate degree from UAA, a student must satisfy: General University Requirements, General Education Requirements, school/college requirements, if applicable, and Major Program Requirements. General University Requirements for all baccalaureate degrees are as follows:

1. Total Credits: Students must earn at least 120 credits at the 100 level and above. Some degree programs require completion of additional credits.
2. Upper Division Credits: Students must earn at least 42 upper division credits, including 24 upper-division credits in residence. Some degree programs require completion of additional upper division credits.
3. Resident Credit: Students must earn at least 30 credits in residence. In addition, transfer students must earn in residence at least 12 credits in each major field and, where applicable, at least three (3) credits in each minor field. Additional residency credit requirements, to meet program accreditation standards, may be established.
4. Minimum GPA: Students must earn a cumulative GPA of at least 2.00 (C) at UAA. They must also earn a cumulative GPA of at least 2.00 (C) in all courses required for each major and each minor. Some degree programs may require higher GPAs.
5. Controlling Catalog:
 - a. Students may elect to graduate under the requirements of the catalog in effect at the time of formal acceptance to a baccalaureate degree program or the catalog in effect at the time of graduation.
 - b. If the requirements for a baccalaureate degree, as specified in the entry-level catalog, are not met within seven (7) years of formal acceptance into the program, admission expires and the student must reapply for admission and meet the admission and graduation requirements in effect at the time of formal acceptance.
 - c. Students must follow established UAA procedures for declaring a major and for changing a major or degree. Students who change their major or degree must satisfy the catalog requirements for the new major or degree in effect at the time of the change.
6. Military Credits: No more than 30 military credits can be applied to a baccalaureate degree.

GENERAL EDUCATION REQUIREMENTS (GERs) FOR UAA BACCALAUREATE DEGREES

PREAMBLE

The GER provides students with a common educational experience in order to (1) provide a foundation for further study and (2) broaden the educational experience of every degree-seeking student. It is designed to promote an elevation of the student's level in basic college-level skills (Tier 1), a breadth of exposure to traditional academic disciplines (Tier 2), and experience in applying his/her education in understanding and responding to the evolving state of knowledge and the world in the 21st Century (Tier 3).

Tier 1: Basic College-Level Skills 12 credits

The UAA GER begins with Basic College-Level Skills enhancement in written communication, oral communication, and quantitative skills:

- Courses in Written Communication and Oral Communication develop the critical reading, thinking, and communication skills (writing, speaking, and listening) necessary for personal and professional success.
- Courses in Quantitative Skills foster the analytical and mathematical abilities necessary for success in undergraduate study and professional life. Baccalaureate students are required to complete the 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits. Students may select approved Basic College-Level Skills, which may also fulfill requirements in their intended major. Faculty in English, Communication, and Mathematics provide placement criteria (which may require the completion of preparatory coursework).

Tier 2: Disciplinary Areas 22 credits

The GER continues with courses in four required disciplinary areas categorized by course content and academic discipline that are designed to guarantee a breadth of academic experience. These are Fine Arts, Humanities, Natural Science, and Social Science:

- Courses in the Fine Arts examine the historical, aesthetic, critical, and creative aspects of art.
- Courses in the Humanities consider the cultural, historical, literary, aesthetic, ethical, and spiritual traditions shaping the contemporary world.
- Courses in Natural Science present theoretical and descriptive approaches to understanding the natural and physical worlds. Lab courses in the Natural Sciences emphasize gathering data and analyzing hypotheses according to the scientific method.
- Courses in the Social Sciences explore insights about individuals, groups, and cultures derived from empirical methodologies.

Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs.

Tier 3: Integrative Capstone 3 credits

For Baccalaureate students, the GER culminates with an Integrative Capstone, which includes courses from across the university that require student to integrate knowledge of GER basic college-level skills (Tier 1) and/or disciplinary areas (Tier 2) as part of their course design.

Tier 3 (Integrative Capstone) courses may be taken only after the student has completed all Tier 1 (Basic College-Level Skills) requirements.

GER Advising Note: All students should consult a faculty or academic advisor for appropriate course selections.

- Baccalaureate students are required to complete 12 credits of Basic College-Level Skills (Oral, Written, and Quantitative) before completing 60 total degree applicable credits.
- Each of the eight General Education Classifications has a list of approved courses (see the General Education Classification List). Only courses from the GER Classification List may be used to satisfy a distribution area requirement.
- Courses used to satisfy distribution area requirements in General Education may also be used to satisfy School/College requirements

UNDERGRADUATE PROGRAMS

and/or Degree/Program requirements, but no course may be counted in more than one General Education category.

- Courses ending with numbers _93 or _94 cannot satisfy a GER, and UAA courses not on the approved GER Classification List cannot be petitioned to meet a GER.

Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs.

GENERAL EDUCATION REQUIREMENT STUDENT OUTCOMES

After completing the General Education Requirement, UAA students shall be able to:

1. Communicate effectively in a variety of contexts and formats.
2. Reason mathematically, and analyze quantitative and qualitative data competently to reach sound conclusions.
3. Relate knowledge to the historical context in which it developed and the human problems it addresses.
4. Interpret different systems of aesthetic representation and understand their historical and cultural contexts.
5. Investigate the complexity of human institutions and behavior to better understand interpersonal, group, and cultural dynamics.
6. Identify ways in which science has advanced the understanding of important natural processes.
7. Locate and use relevant information to make appropriate personal and professional decisions.
8. Adopt critical perspectives for understanding the forces of globalization and diversity; and
9. Integrate knowledge and employ skills gained to synthesize creative thinking, critical judgment, and personal experience in a meaningful and coherent manner.

PETITIONS FOR GENERAL EDUCATION AND/OR UNIVERSITY REQUIREMENTS

Petitions pertaining to general education requirements and/or general university requirements must be processed through the Office of Academic Affairs, with final authority to deny or approve resting with the Provost. After the petition has received final approval or denial, a copy reflecting that decision will be returned to the student and advisor. Changes in course level, grading, or number of credits awarded are not petitionable. UAA courses not on the approved baccalaureate General Education Requirements (GER) list cannot be petitioned to meet a GER. For more information, see Academic Petition section in chapter 6 of this bulletin.

GENERAL EDUCATION CLASSIFICATION LIST

Courses listed here as satisfying General Education Requirements are also identified in the course description area of this bulletin.

TIER 1: BASIC COLLEGE-LEVEL SKILLS

Classification

Credits

1. Oral Communication Skills 3 CR

Oral Communication skills courses increase the abilities of students to interact appropriately and effectively in a variety of contexts, including interpersonal, small group, and public speaking settings. In these courses, students develop both their message creation and message interpretation skills in order to be more successful communicators. In doing so, students develop an awareness of the role of communication in a variety of human relationships. Students develop and implement effective and appropriate communication skills, including the ability to develop, organize, present, and critically evaluate messages; analyze audiences; and adapt to a variety of in-person communication settings.

Courses completed at MSC/UAA must be selected from the following courses:

COMM A111	Fundamentals of Oral Comm.
COMM A235	Small Group Communication
COMM A237	Interpersonal Communication
COMM A241	Public Speaking

2. Quantitative Skills 3 CR

Quantitative skills courses increase the mathematical abilities of students in order to make them more adept and competent producers and wiser consumers of the mathematical, statistical and computational analyses which will dominate 21st century decision-making. In these courses, all baccalaureate students develop their algebraic, analytic and numeric skills, use them to solve applied problems, and correctly explain their mathematical reasoning.

Courses completed at MSC/UAA must be selected from the following courses:

MATH A107	College Algebra
MATH A108	Trigonometry
MATH A109	Precalculus
MATH A172	Applied Finite Mathematics
MATH A200	Calculus I
MATH A201	Calculus II

MATH A272	Applied Calculus
STAT A252	Elementary Statistics
STAT A253	Applied Stats for the Sciences
STAT A307	Probability

3. Written Communication Skills 6 CR

Written communication courses emphasize that writing is a recursive and frequently collaborative process of invention, drafting, and revising as well as a primary element of active learning in literate cultures. Students practice methods for establishing credibility, reasoning critically, and appealing to the emotions and values of their audience. They write for a variety of purposes and audiences by employing methods of rhetorical and cultural analysis. They develop the tools to read, think, and write analytically about print and non-print texts and to generate texts that engage their own perceptions while synthesizing the ideas of texts and scholars. Students demonstrate their ability to communicate effectively by selecting form and content that fits the situation; adhering to genre conventions; adapting their voice, tone, and level of formality to that situation; and controlling stylistic features such as sentence variety, syntax, grammar, usage, punctuation, and spelling.

Courses completed at MSC/UAA must be selected from the following courses:

ENGL A111	Methods of Written Comm.
ENGL A211	Academic Writing About Literature
ENGL A212	Technical Writing
ENGL A213	Writing in the Social/Ntrl Sciences
ENGL A214	Persuasive Writing
ENGL A311	Advanced Composition
ENGL A312	Advanced Technical Writing
ENGL A414	Research Writing

TIER 2: DISCIPLINARY AREAS

Classification

Credits

4. Fine Arts** 3 CR

The Fine Arts (visual and performing arts) focus on the historical, aesthetic, critical, and creative approaches to understanding the context and production of art as academic and creative disciplines as

opposed to those that emphasize acquisition of skills. Students who complete the Fine Arts requirement should be able to identify and describe works of art by reference to media employed, historical context and style, and structural principles of design and composition. They should be able to interpret the meaning or intent of works of art and assess their stylistic and cultural importance by reference to their historical significance, their relationship to earlier works and artists and their overall impact of subsequent artistic work.

****Note:** Music Majors must select courses outside the major.

Courses completed at MSC/UAA must be selected from the following courses:

AKNS/	Music of Alaska Native & Indigenous
MUS A215	Peoples of Northern Regions
ART A160	Art Appreciation
ART A261	History of World Art I
ART A262	History of World Art II
ART A360A	History of Non-Western Art I
ART A360B	History of Non-Western Art II
DNCE A170	Dance Appreciation
MUS A121	Music Appreciation *
MUS A124	History of Jazz
MUS A221	History of Music I *
MUS A222	History of Music II *
THR A111	Introduction to the Theatre
THR A311	Representative Plays I
THR A312	Representative Plays II
THR A411	History of the Theatre I
THR A412	History of the Theatre II

5. Humanities* 6 CR (outside the major)

The humanities examine the characteristic of reality, the purpose of human existence, the properties of knowledge, and the qualities of sound reasoning, eloquent communication, and creative expression. They study the problems of right conduct in personal, social, and political life. They also consider the qualities of the divine, the sacred, and the mysterious. In these tasks the humanities reflect upon the world's heritage of the arts, history, languages, literature, religion, and philosophy. Students who complete a content-oriented course in the humanities should be able to identify texts or objects, to place them in the historical context of the discipline, to articulate the central problems they address, and to provide reasoned assessments of their significance. Students who complete a skills-oriented humanities course in logic should be able to identify the premises and conclusions of brief written arguments, to evaluate their soundness or cogency, and to recognize common fallacies. They should also be able to use a formal technique to determine the validity of simple deductive arguments and to evaluate the adequacy of evidence according to appropriate inductive standards. Students who complete a skill-oriented humanities course in a language should demonstrate proficiency in listening, speaking and writing.

Courses completed at MSC/UAA must be selected from the following courses:

AKNS A101	Alaska Native Languages I
AKNS A102	Alaska Native Languages II
AKNS A201	Native Perspectives
ART A261	History of World Art I
ART A262	History of World Art II
ART A360A	History of Non-Western Art I
ART A360B	History of Non-Western Art II
ASL A101	Elementary American Sign Lang. I
ASL A102	Elementary American Sign Lang. II
ASL A201	Intermediate American Sign Lang. I
ASL A202	Intermediate American Sign Lang. II
CHIN A101	Elementary Chinese I
CHIN A102	Elementary Chinese II
ENGL A121	Introduction to Literature
ENGL A201	Masterpieces of World Literature I
ENGL A202	Masterpieces of World Literature II
ENGL A301	Literature of Britain I
ENGL A302	Literature of Britain II
ENGL A305	Topics in National Literatures
ENGL A306	Literature of the United States I

ENGL A307	Literature of the United States II
ENGL A310	Ancient Literature
ENGL A383	Film Interpretation
ENGL A445	Alaska Native Literatures
FREN A101	Elementary French I
FREN A102	Elementary French II
FREN A201	Intermediate French I
FREN A202	Intermediate French II
GER A101	Elementary German I
GER A102	Elementary German II
GER A201	Intermediate German I
GER A202	Intermediate German II
HIST A101	Western Civilization I
HIST A102	Western Civilization II
HIST A121	East Asian Civilization I
HIST A122	East Asian 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
ITAL A101	Elementary Italian I
JPN A101	Elementary Japanese I
JPN A102	Elementary Japanese II
JPN A201	Intermediate Japanese I
JPN A202	Intermediate Japanese II
KOR A101	Elementary Korean I
LAT A101	Elementary Latin I
LAT A102	Elementary Latin II
LING A101	The Nature of Language
MUS A221	History of Music I
MUS A222	History of Music 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
PHIL A313B	Eastern Philosophy and Religion
PHIL A314	Western Religion
PS A331	Political Philosophy
PS A332	History of Political Philosophy I: Classical
PS A333	History of Political Philosophy II: Modern
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
THR A411	History of the Theatre I
THR A412	History of the Theatre II

6. Natural Sciences 7 CR (must include a laboratory course)

The natural sciences focus on gaining an understanding of the matter, events and processes that form and sustain our universe. Methods of scientific inquiry are diverse, but all aim to formulate general principles that explain observations and predict future events or behaviors within their disciplines. Laboratory courses illustrate how scientists develop, test, and challenge scientific theories, providing an appreciation for the process and problems involved in the advancement of scientific knowledge. Students completing their natural sciences requirement will be able to apply the scientific method by formulating questions or problems, proposing hypothetical answers or solutions, testing those hypotheses, and reaching supportable conclusions. They will also demonstrate an understanding of the fundamentals of one or more scientific disciplines, a knowledge of the discoveries and advances made within that discipline and the impact of scientific information in sculpting thought and in providing the foundations for the technology in use at various times in history. Students completing the laboratory class will demonstrate the ability to work with the tools and in the settings encountered by professionals in the discipline, will critically

UNDERGRADUATE PROGRAMS

observe materials, events or processes, and will accurately record and analyze their observations.

Courses completed at MSC/UAA must be selected from the following courses:

ASTR A103/L	Introductory Astronomy I
ASTR A104/L	Introductory Astronomy II
BIOL A102	Introductory Biology
BIOL A103	Introductory Biology Laboratory
BIOL A111	Human Anatomy and Physiology I
BIOL A112	Human Anatomy and Physiology II
BIOL A115	Fundamentals of Biology I
BIOL A116	Fundamentals of Biology II
BIOL A178	Fundamentals of Oceanography
BIOL A179	Fund. of Oceanography Lab
BIOL/CPLX A200	Intro to Complexity
CHEM A103/L	Survey of Chemistry
CHEM A104/L	Intro Organic Chem/Biochemistry
CHEM A105/L	General Chemistry I
CHEM A106/L	General Chemistry II
ENVI A202	Earth as an Ecosystem: Intro to Environ. Science
GEOG A205/L	Elements of Physical Geography
GEOL A111	Physical Geology
GEOL A115/L	Environmental Geology
GEOL A178	Fundamentals of Oceanography
GEOL A179	Fund. of Oceanography Lab
GEOL A221	Historical Geology
LSIS A101	Discoveries in Science
LSIS A102	Earth-Solar Systems-Life
LSIS A201	Life on Earth
LSIS A202	Concepts & Processes: Natural Sciences
PHYS A101	Physics for Poets
PHYS A123/L	Basic Physics I
PHYS A124/L	Basic Physics II
PHYS A211/L	General Physics I
PHYS A212/L	General Physics II

7. Social Sciences 6 CR (outside the major; from 2 different disciplines)

The social sciences focus on the acquisition, analysis, and interpretation of empirical data relevant to the human experience. Disciplines differ in their focus on collective as opposed to individual behavior, biological as opposed to social or cultural factors, the present as opposed to the past, and quantitative as opposed to qualitative data. Students who complete a general education social sciences course should be motivated to reflect on the workings of the society of which they are apart and should possess a broad perspective on the diversity of human behavior. They should be able to distinguish between empirical and non-empirical truth claims. They should be aware of the limits of human objectivity and understand the rudiments of how ideas about social phenomena may be tested and verified or rejected. They should have an introductory knowledge of social science thinking which includes observation, empirical data analysis, theoretical models, quantitative reasoning, and application to social aspects of contemporary life. A student who has met the social science general education requirement is expected to be able to demonstrate knowledge of social science approaches and to apply that knowledge in a particular content area.

Courses completed at MSC/UAA must be selected from the following courses:

ANTH A101	Introduction to Anthropology
ANTH A200	Natives of Alaska
ANTH A202	Cultural Anthropology
ANTH A250	The Rise of Civilization
BA A151	Introduction to Business
ECON A201	Principles of Macroeconomics
ECON A202	Principles of Microeconomics
ENVI A201	Living on Earth: Intro to Environmental Studies
GEOG A101	Local Places: Global Regions /Intro to Geography
HS A220	Core Concepts in the Health Sciences
HUMS A106	Introduction to Social Welfare
INTL A101	Local Places: Global Regions /Intro to Geography
JPC A101	Intro to Mass Communication
JUST A110	Introduction to Justice

JUST A330	Justice and Society
PARL A101	Introduction to Law
PS A101	Intro to American Government
PS A102	Introduction to Political Science
PS A311	Comparative Politics
PS A351	Political Sociology
PSY A111	General Psychology
PSY A150	Life Span Development
SOC A101	Introduction to Sociology
SOC A110	Intro to Gerontology: Multidisciplinary Approach
SOC A201	Social Problems and Solutions
SOC A202	The Social Organization of Society
SOC A222	Small and Rural Communities
SOC A342	Sexual, Marital/ Family Lifestyles
SOC A351	Political Sociology
SWK A106	Introduction to Social Welfare
SWK A243	Cultural Diversity/Community Svcs
WS A200	Introduction to Women's Studies

TIER 3: INTEGRATIVE CAPSTONE

Classification

Credits

8. Integrative Capstone *** 3

The GER experience culminates with the Integrative Capstone, which includes courses from across the university that require students to synthesize across GER domains. Integrative Capstone courses include knowledge integration of GER Basic College-Level skills (Tier 1) and/or Disciplinary Areas (Tier 2) as part of their course design. Integrative Capstone courses should focus on practice, study, and critical evaluation, and include in their student outcomes an emphasis on the evolving realities of the 21st century. Students completing the Integrative Capstone requirement must demonstrate the ability to integrate knowledge by accessing, judging and comparing knowledge gained from diverse fields and by critically evaluating their own views in relation to those fields.

Courses completed at MSC/UAA must be selected from the following Integrative Capstone courses:

ANTH A345	Culture and Ecology
ART A491	Senior Seminar
BIOL/CHEM/	
PHYS A456	Nonlinear Dynamics and Chaos
BIOL452	Human Genome
CAA495	Hospitality Internship
CEL A450	Civic Engagement Capstone
CHEM A441	Principles of Biochemistry I
CIS A376	Management Information Systems
CM A422	Sustainability in Construction
CM A450	Construction Management Professional Practices
CS A470	Applied Software Development Project
ECON A488	Seminar in Economic Research
EDFN A300	Philosophical & Social Context of American Educ
GEOL A456	Geoarcheology
HIST/INTL/	
PS A325	Northeast Asia in 21st Century
HIST A390A	Themes in World History
HIST A427	Post-Soviet Culture and Society
HNRS A490	Senior Honors Seminar
INTL A315	Canada: Nation and Identity
MATH A420	History of Mathematics
MEDT A302	Clinical Laboratory Education and Management
NS A411	Health II: Nursing Therapeutics
PEP A384	Cultural/Psychological Aspects of Health/Physical Activity
PHIL A400	Ethics, Community, and Society
PS A492	Senior Seminar in Politics
PSY A370	Biological Psychology
RUSS A427	Post-Soviet Culture and Society
SOC A488	Capstone Seminar
STAT A308	Intermediate Statistics for the Sciences
SWK A431	Social Work Practice IV
TECH A453	Capstone Project

See Class Schedule for additional Integrative Capstone courses.

*** Note: The 37-credit General Education Requirement, including the 3-credit Integrative Capstone, is required for graduation after September 2008 for baccalaureate students who were admitted to major or pre-major status under the 2005-2006 UAA Catalog or later catalogs. (For specifics on catalog year requirements, see Chapter 7, Academic Standards and Regulations, Related Undergraduate Admissions Policies in the UAA Catalog).

ASSOCIATE OF APPLIED SCIENCE (AAS)

REQUIREMENTS

In order to receive an Associate of Applied Science Degree, students must be admitted to the program and must satisfy:

1. General University Requirements for Associate of Applied Science Degrees;
2. General Course Requirements for Associate of Applied Science degrees in Oral and Written Communications (nine credits total, see below);
 - A. Oral Communication Skills 3
 COMM A111 Fund. of Oral Communication
 COMM A235 Small Group Communication
 COMM A237 Interpersonal Communication
 COMM A241 Public Speaking
 - B. Written Communication Skills 6
 ENGL A111 Methods of Written Communication
 and one of the following:
 CLOS A260A Business Communications
 ENGL A211 Academic Writing About Literature
 ENGL A212 Technical Writing
 ENGL A213 Writing in the Social/Ntrl Sciences
 ENGL A214 Persuasive Writing

3. General Course Requirements in designated 6
 disciplines. Choose Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Course Requirement Classification List for Associate of Applied Science Degrees (see below.) Courses chosen must be at or above the 100-level.

**Any English course used to satisfy the Humanities general requirement must be different from the Written Communications Skills requirement and have a course number higher than ENGL A111.*

4. Degree-Specific Requirements Varies
 (See Degree Programs in this chapter.)

5. Electives Varies

Total Minimum Credits 60

All courses must be at the 100-level or above.

Advising note for AAS students who plan to pursue a four-year degree: AAS students who intend to pursue a baccalaureate degree should consult an academic advisor for appropriate course selections.

GENERAL COURSE REQUIREMENT CLASSIFICATION LIST FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

These general course requirements are designed to ensure that all students graduating with AAS degrees have demonstrated fundamental written and oral communication skills and have successfully performed at the collegiate level in at least one of the listed discipline areas (Humanities, Natural Science, Mathematics or Social Science). The design of AAS degrees, like that of Undergraduate Certificates, ensures further that students gain some proficiency in essential skills of communication, computation and human relations. In the absence of specific required courses in these areas, the degrees address these topics in the major requirements and measure student performance in those classes.

HUMANITIES

Alaska Native Studies
 American Sign Language
 Art
 Chinese
 Communication
 Creative Writing & Literary Arts
 Dance
 English *
 French
 German
 History
 Humanities
 Italian
 Japanese
 Korean
 Languages
 Latin
 Liberal Studies Integrated Core
 Linguistics
 Music
 Philosophy
 Political Science (PS A331, 332, & 333 only)
 Russian
 Spanish
 Theatre

MATH AND NATURAL SCIENCES

Anthropology (ANTH A205 only)
 Astronomy
 Biological Sciences
 Chemistry
 Computer Science
 Environmental Studies (ENVI A202 only)
 Geography (GEOG A205 and A205L only)
 Geology
 Liberal Studies Integrated Science
 Mathematics
 Philosophy (PHIL A101 only)
 Physics
 Statistics

SOCIAL SCIENCES

Anthropology
 Business Administration (BA A151 only)
 Counseling
 Economics
 Environmental Studies (ENVI A201 only)
 Geography (except GEOG A205 and A205L)
 Guidance
 Health Sciences (HS A220 only)
 Human Services (HUMS A106 only)
 International Studies
 Journalism & Public Communications (JPC A101 only)
 Justice (JUST A110 and A330 only)
 Liberal Studies Social Sciences
 Paralegal Studies (PARL A101 only)
 Political Science
 Psychology
 Social Work (SWK A106 and SWK A243)
 Sociology
 Women's Studies

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

ACCOUNTING

Matanuska-Susitna College offers an Associate of Applied Science (AAS) in Accounting. The program is designed to prepare a student for a career in business, government, or other types of organizations. An AAS graduate will be qualified for vocationally oriented accounting positions. The program also lays the groundwork for the student who wishes to pursue a BBA in Accounting. MSC is committed to enhancing the lifelong learning opportunities for responsible citizenship and personal satisfaction where accounting and business dimensions are critical ingredients.

STUDENT LEARNING OUTCOMES

1. Demonstrate and utilize the major components of the accounting information system, recording transactions into various journals and ledgers, and prepare the primary financial statements for a sole proprietorship, partnership, or mail corporation including the Income Statement, Statement of Owner's Equity (or Stockholder's Equity), Balance Sheet, and Statement of Cash Flows.
2. Identify and analyze control problems and make recommendations for safeguarding the assets of a business.
3. Apply economic theory to decision-making and the analysis of a variety of private and public policy concerns using basic economic concepts and analytical tools.
4. Collect, summarize, disburse, and use various forms of information to aid in the running of a business.
5. Identify and apply elements of contract, tort, agency, property law, partnerships, corporations, UCC sales and secured transactions, banking and professional liability law.
6. Use word processing, spreadsheet, database, presentation, graphics and the internet browser software to solve complex accounting and business issues and report and display these solutions in a manner consistent with good business practice.
7. Communicate effectively and function on multidisciplinary teams and act with professionalism, integrity, and ethical behavior.
8. Identify, formulate, and solve organizational problems using appropriate accounting and business methodology.

ASSOCIATE OF APPLIED SCIENCE Accounting

ADMISSION REQUIREMENTS

See Admission to Certificate and Associate Degree Programs Requirements on page 38.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits). To provide maximum transferability to the BBA in Accounting, it is recommended that a student consider the Bachelor of Business Administration General Education Requirements and business core requirements (refer to the current UAA Catalog) when selecting courses to fulfill the Associate of Applied Science general requirements and business electives. For example CIOS A260A does not satisfy the general education requirement for a baccalaureate degree.

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills	3
COMM A111 Fund. of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	
Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
CIOS A260A Business Communication (3)	
ENGL A211 Academic Writing About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social/Ntrl Sciences (3)	
ENGL A214 Persuasive Writing (3)	

General Requirements 6
Choose Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Requirement Course Classification List for AAS Degrees. Courses chosen must be at the 100-level or above.

* Any English course used to satisfy the Humanities general requirement must be different from the Written Communications Skills requirement and have a course number higher than ENGL A111.

MAJOR REQUIREMENTS

1. Complete the following required courses (36 credits):

ACCT A101	Principles of Financial Acctg I (3)
ACCT A102	Principles of Financial Acctg II (3)
ACCT A202	Principles of Managerial Acctg (3)
ACCT A210	Income Tax Preparation (3)
ACCT A222	Intro to Computerized Acctg (3)
ACCT A225	Acctg for Payroll, Recv & Pay (3)
ACCT A230	Fin Stmt Prep & Presentation (3)
BA A151	Introduction to Business (3)
BA/JUST A241	Business Law I (3)
CIS A110	Computer Concepts in Business (3)
ECON A201	Principles of Macroeconomics (3)
MATH A105	Intermediate Algebra (3)
2. Complete 9 credits of electives.
Students may choose any course at the 100-level or above in ACCT, BA, CIOS, CIS, ECON, or LOG but may not use more than 6 credits from one discipline.
3. A total of 60 credits is required for the degree.

ARCHITECTURAL & ENGINEERING TECHNOLOGY

The Architectural and Engineering Technology (AET) program provides entry-level skills, continuing education, and advanced technical skills in several specialized fields, including computer aided design and drafting (CADD), 3-D modeling, and rendering. The AET program offers four Undergraduate Certificates in the specialized areas of Architectural Drafting, Civil Drafting, Mechanical & Electrical Drafting, and Structural Drafting, and an Associate of Applied Science (AAS) degree in Architectural and Engineering Technology which encompasses all of these fields.

Students are trained to become skilled workers on architectural and engineering design teams. AET certificate and degree graduates are employed as drafters or technicians and work in private industry as well as municipal, state, or federal agencies. Drafters and technicians work in support of professional architects and engineers to produce the technical drawings used by construction workers to build everything from roads and bridges, to homes and office buildings, to oil and gas pipelines. Their drawings provide the visual guidelines that show the technical details of the products and structures to be constructed. These drawings specify dimensions, materials to be used, and procedures to be followed. Drafters and technicians fill in technical details by using drawings, rough sketches, specifications, codes, and calculations previously made by engineers, surveyors, or architects. They use technical handbooks, tables, calculators, and computers to do this. Because many drafters and technicians may assist in design work, creativity is desirable. Good communication skills and the ability to work well with others is also important as they are part of a team of architects, engineers, and other technicians.

Although courses taken may apply to the first two years of the four year degree program (i.e., BS in Technology), the AET AAS degree should not be considered preparatory or a substitute for professional degree programs in architecture or engineering. Students pursuing a four-year degree in engineering should contact the Engineering Department at UAA. Those students pursuing a degree in architecture should contact the AET faculty for academic counseling prior to registration.

Students should expect to spend at least one hour on outside work for each hour in class. Lab facilities are available for student use and hours are posted. Course offerings vary between fall and spring semesters with occasional courses offered during the summer.

In addition to tuition and fees, students should expect to purchase books and equipment required for each course. However, other than required textbooks, supplies should not be purchased before the first class. Students are encouraged to use any resource to acquire texts before any class.

The AET Associate of Applied Science (AAS) degree at Mat-Su College requires a minimum of three years to complete. AET Certificates require 2 years to complete.

PROGRAM OUTCOMES

Graduates of the AET certificate and degree programs are able to:

- Demonstrate an understanding of the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
- Demonstrate an understanding of the elements of the construction document set and the role of construction documents as communication tools for the construction contract.
- Demonstrate an understanding of the construction process from the transformation of an idea or need into a completed project.
- Demonstrate communication skills to be successful in employment environment.
- Demonstrate critical thinking and problem solving skills in the employment environment.

STUDENT LEARNING OUTCOMES

1. Demonstrate skill and proficiency in computer-aided drafting and design.
2. Demonstrate knowledge of drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to the design profession.
3. Visualize and translate drawing information to actual physical objects and completed construction components.
4. Understand the role and purpose of building codes and standards as they pertain to the life, health, and safety of the public.
5. Understand the elements of the construction document set and the role of construction documents as communication tools for the construction contract.
6. Understand the construction process from the transformation of an idea or need into a completed project.
7. Understand the role, duties, and responsibilities of the members of the design team, including the working relationship between technicians and professionals.
8. Demonstrate communication skills to be successful in the employment environment.
9. Demonstrate critical thinking and problem solving skills in the

employment environment.

A student must complete four speciality areas and the General Education Requirements (GERs) to earn an Associate of Applied Science Degree in Architectural & Engineering Technology. This will require a minimum of three years of continuous study.

A student must enroll in required CAD classes as they are offered or they will not complete the AAS degree/certificates in a timely manner at Mat-Su College.

A tentative long-range schedule is available to help you plan your classes. If you have any questions about the class schedule, please contact Student Services.

ADVISING

All students should to meet with an academic advisor prior to their first semester and each subsequent semester for the purpose of reviewing their academic status and planning future courses. Attention should be specifically directed to the proof of eligibility for placement in MATH A105 and ENGL A111 as a non-coded registration restriction, checked during the first day of class, for the introductory classes within the programs. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

Students are encouraged to consult the faculty in the AET program for assistance in designing their course of study to ensure all prerequisites have been met and that university and major degree requirements are understood and followed.

Students should expect to spend at least 1 hour on outside work for each hour in the class. Computer lab facilities are available for students' use. Course offerings vary between fall and spring semesters with occasional short courses offered during the summer. Certain courses require prerequisites or faculty permission.

RECOMMENDED COURSE SEQUENCE

Not all AET courses are offered every semester. Students should consult the faculty in the AET program for assistance in designing their course of study to ensure that university and major degree requirements are understood and followed.

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATE, CAD FOR BUILDING CONSTRUCTION

Attention should be specifically directed to the proof of eligibility for placement in MATH A105 and ENGL A111 as a non-coded registration restriction, checked during the first day of class, for the introductory classes within the programs.

OCCUPATIONAL ENDORSEMENT CERTIFICATE OUTCOMES

At the completion of this program students are able to demonstrate:

1. Proficiency in the use of computer-aided design and drafting software in the creation and modification of construction documentation.
2. Proficiency in the management of the computer-aided design and drafting software environment for the accurate application and integration of industry standards.

ADMISSION REQUIREMENTS

See Occupational Endorsement Certificate admissions in chapter 6 of this bulletin.

OCCUPATIONAL ENDORSEMENT CERTIFICATE REQUIREMENTS

In order to receive the occupational endorsement certificate offered by the Architectural and Engineering Technology program, students must achieve a grade of C or better in all courses required for the Occupational Endorsement Certificate.

1. Complete the following courses:
AET A101 Fundamentals of CADD for Building Construction 4
AET A181 Intermediate CADD for Building Construction 4
and one of the following: 3-4
AET A282 Advanced CADD Techniques (4)
or
AET A283 CADD Software Customization (3)
2. A minimum of 11 credits are required for the Occupational Endorsement Certificate.

The choice of AET A282 Advanced CADD Techniques is for students who wish to pursue skills for advanced rendering and animation within the software environment, while the AET A283 CADD Software Customization is for students who wish to pursue skills for developing and managing unique software environments, tools, and solutions outside of the default capabilities of the software.

● UNDERGRADUATE CERTIFICATES Architectural & Engineering Technology

The AET program offers four Undergraduate Certificates in the specialized areas of Architectural Drafting, Civil Drafting, Mechanical & Electrical Drafting, and Structural Drafting. While the introductory course work for all certificates is the same to establish a common theoretical foundation, the majority of the course work is specific and focused for standards and professional practice of each industry.

ADMISSION REQUIREMENTS

Satisfy the Admission Requirements for Certificate and Associate Degree Programs Requirements on page 38.

GRADUATION REQUIREMENTS

In order to receive a certificate offered by the AET Department, students must achieve a grade of "C" or better in all courses required for the certificate.

● ARCHITECTURAL DRAFTING CERTIFICATE REQUIREMENTS

1. Complete the following required courses:
AET A101 Fund of CADD for Bldg Constr (4)
AET A102 Methods of Building Constr (3)
AET A121 Architectural Drafting (3)
AET A123 Codes and Standards (3)
AET A181 Intermediate CADD for Bldg Constr (4)
AET A286 Design Project (4)
ENGL A111 Methods of Written Communication (3)
Oral communication Course (3) Choose from one of the following:
COMM A111, COMM A235, COMM A237, or COMM A241
MATH A105 Intermediate Algebra (3)
2. A total of 30 credits is required for the certificate.

● CIVIL DRAFTING CERTIFICATE REQUIREMENTS

1. Complete the following required courses:
AET A101 Fund of CADD for Bldg Constr (4)
AET A102 Methods of Building Constr (3)
AET A111 Civil Drafting (3)
AET A181 Intermediate CADD for Bldg Constr (4)
AET A213 Civil Technology (4)
AET A286 Design Project (4)
ENGL A111 Methods of Written Communication (3)
Oral communication Course (3) Choose from one of the following:
COMM A111, COMM A235, COMM A237, or COMM A241
MATH A105 Intermediate Algebra (3)
2. A total of 31 credits is required for the certificate.

● MECHANICAL & ELECTRICAL DRAFTING CERTIFICATE REQUIREMENTS

1. Complete the following required courses:
AET A101 Fund of CADD for Bldg Constr (4)
AET A102 Methods of Building Construction (3)
AET A142 Mechanical and Electrical Tech (4)
AET A143 Mechanical and Electrical Drafting (3)
AET A181 Intermediate CADD for Bldg Constr (4)
AET A286 Design Project (4)
ENGL A111 Methods of Written Comm (3)
Oral communication Course (3) Choose from one of the following:
COMM A111, COMM A235, COMM A237, or COMM A241
MATH A105 Intermediate Algebra (3)
2. A total of 31 credits is required for the certificate.

● STRUCTURAL DRAFTING CERTIFICATE REQUIREMENTS

1. Complete the following required courses:
AET A101 Fund of CADD for Bldg Constr (4)
AET A102 Methods of Building Constr (3)
AET A131 Structural Drafting (3)
AET A181 Intermediate CADD for Bldg Constr (4)
AET A231 Structural Technology (4)
AET A286 Design Project (4)
ENGL A111 Methods of Written Comm (3)
Oral communication Course (3) Choose from one of the following:
COMM A111, COMM A235, COMM A237, or COMM A241
MATH A105 Intermediate Algebra (3)
2. A total of 31 credits is required for the certificate.

■ ASSOCIATE OF APPLIED SCIENCE Architectural & Engineering Technology

ADMISSION REQUIREMENTS

Satisfy the Admission to Undergraduate Certificate and Associate Degree Programs requirements in Chapter 6, page 38.

ADVISING

Certain courses require prerequisites or faculty permission. Contact 745-9762 for further information.

GRADUATION REQUIREMENTS

In order to receive the AAS degree offered by the AET Department, students must achieve a grade of "C" or better in all courses required for the AAS degree.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees on page 70.
2. Complete General Degree Requirements for AAS degrees (15 credits).
Oral Communication Skills 3
COMM A111 Fund. of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)
Written Communication Skills 6
ENGL A111 Methods of Written Comm.(3)
and one of the following:

UNDERGRADUATE PROGRAMS

CIOS A260A	Business Communication (3)
ENGL A211	Academic Writing About Lit (3)
ENGL A212	Technical Writing (3)
ENGL A213	Writing in the Social/Ntrl Sci (3)
ENGL A214	Persuasive Writing (3)

General Requirements 6

MATH A105 (3 credits counted under Major Requirements) and choose 3 credits from Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Course Requirement Classification List for AAS Degrees. Courses chosen must be at the 100-level or above. GEOL A111 is recommended.

** Any English course used to satisfy the Humanities general requirement must be different from the Written Communications Skills requirement and have a course number higher than ENGL A111.*

MAJOR REQUIREMENTS

1. Complete the following required courses

AET A101	Fund of CADD for Bldg Constr	4
AET A102	Methods of Building Constr	3
AET A111	Civil Drafting	3
AET A121	Architectural Drafting	3
AET A123	Codes and Standards	3
AET A131	Structural Drafting	3
AET A142	Mechanical and Electrical Tech	4
AET A143	Mechanical and Electrical Drafting	3
AET A181	Intermediate CADD for Bldg Constr	4
AET A213	Civil Technology	4
AET A231	Structural Technology	4
AET A286	Design Project	4
MATH A105	Intermediate Algebra *	3
2. Electives 3
AET A295 is strongly recommended.

3. A total of **60** credits is required for the degree.

* This course satisfies the General Course Requirements.

COMPUTER INFORMATION AND OFFICE SYSTEMS

Administrative professionals are at the information center of every office and their titles reflect the shifting role they play and the increased responsibilities they have assumed. A few of these titles include administrative assistant, executive assistant, technical assistant, receptionist or information clerk, payroll assistant, information/database specialist, help-desk technician, and desktop or website publishing specialist.

The Computer Information and Office Systems (CIOS) program prepares entry-level, experienced, or workforce re-entry level office workers to successfully engage in business office environments where communication, technical, organizational, interpersonal, and teamwork skills are essential to business success. CIOS courses also cover topics that help prepare students for the Microsoft Office Specialist (MOS) certification exams and the Certified Administrative Professional (CAP) and Certified Professional Secretary (CPS) certification exams.

The CIOS program provides career education leading to a Certificate or an Associate of Applied Science degree that prepares students for career entry or advancement while developing and refining lifelong learning skills, fostering flexible career path options and building confidence to adapt to new technological demands in the workplace.

In addition to structured classes, the CIOS Skill Center provides an open entry/open exit enrollment for a student to learn a variety of skills on a self-paced basis.

The following programs are available:

Occupational Endorsement Certificates

Administrative Office Support
Bookkeeping
Desktop Publishing and Graphics
Legal Office Support
Medical Office Support
Office Technology
Web Foundations

Undergraduate Certificate

Computer Information and Office Systems

Associate of Applied Science Degree

Computer Information and Office Systems

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATES

Occupational Endorsement Certificates are awarded by the Computer Information and Office Systems Department in Office Technology, Bookkeeping, Medical Office Support, Web Foundations, Desktop Publishing and Graphics, Administrative Office Support, and Legal Office Support. These certificates are designed to give students intensive training in a specific occupational field and to indicate competence in technical and professional skills. The Occupational Endorsement Certificate areas are articulated with the Undergraduate Certificate in Computer Information and Office Systems and the A.A.S. in Computer Information and Office Systems. Students must receive a satisfactory grade (C or higher, or P) in all CIOS courses required in order to be awarded an Occupational Endorsement Certificate.

At the completion of a CIOS Occupational Endorsement Certificate program, students are able to demonstrate:

1. Proficiency in using appropriate software to obtain, organize, analyze, evaluate, and manage information.
2. Entry-level employability skills in one of the following areas: Office Technology, Bookkeeping, Medical Office Support, Web Foundations, Desktop Publishing and Graphics, Desktop Publishing and Graphics, Legal Office Support, and Administrative Office Support.

ADMISSION REQUIREMENTS

See Occupational Endorsement Certificate admissions in Chapter 6 of this catalog.

ADVISING

Students should contact the CIOS faculty for assistance with course planning toward Occupational Endorsement Certificates.

OCCUPATIONAL ENDORSEMENT CERTIFICATE REQUIREMENTS

GENERAL UNIVERSITY REQUIREMENTS: See general university requirements for Occupational Endorsement Certificates at the beginning of this chapter.

▲ Administrative Office Support

The Administrative Office Support Occupational Endorsement Certificate provides a solid foundation of administrative, business, and communication skills necessary for employment in the business world.

Must complete the 27 credit Office Technology Certificate or equivalent prior to admission to this program.

1. Complete 3 credits from the following:
ACCT A101 Prin. of Financial Accounting I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Principles of Financial Acct (3)
2. Complete the following 15 credits:
CIOS A140A Databases I: MS Access (1)
CIOS A150A Presentations I: MS PowerPoint (2)
CIOS A240A Databases II: MS Access (2)
CIOS A241 Integrated Applications (3)
CIOS A264A Records Management (2)
CIOS A265 Office Management (3)
CIOS A270 Project Mgmt Fundamentals (2)
3. Complete 3 credits from the following:
CIOS A282 Office Internship (1-3)
CIOS Advisor-approved Electives (1-3)
Recommended: CIOS 260 Business Comm. (3)
4. A total of **21** credits is required for the Occupational Endorsement Certificate.

▲ Bookkeeping

The Bookkeeping Occupational Endorsement Certificate provides essential skills to handle financial transactions and recordkeeping.

1. Basic Computer Skills Core: (0-6 credits)
All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
CIOS A101A Keyboarding A I [25 wpm min. req.]
CIOS A113 Operating Sys: MS Windows (1)
CIOS A130A Word Processing I: MS Word (1)
CIOS A135A Spreadsheets I: MS Excel (1)
CIOS A146 Internet Concepts/Apps (2)
2. Complete 3 credits from the following:
ACCT A101 Principles of Financial Acctg I (3)
ACCT A120 Bookkeeping for Business I (3)

UNDERGRADUATE PROGRAMS

- ACCT A201 Principles of Financial Acctg (3)
3. Complete the following 18 credits:
- CIOA A115 10-Key for Business Calculations (2)
 - CIOA A118 Payroll Procedures (2)
 - CIOA A120A Bookkeeping Software Applications I: QuickBooks (1)
 - CIOA A125A Electronic Comm. I: MS Outlook (1)
 - CIOA A140A Databases I: MS Access (1)
 - CIOA A160 Business English (3)
 - CIOA A165 Office Procedures (3)
 - CIOA A220A Bookkeeping Software Apps II: QuickBooks (2)
 - CIOA A235A Spreadsheets II: MS Excel (2)
 - CNT A165 Customer Service Fund (1)
4. A total of **21-27** credits is required for the Occupational Endorsement Certificate.

▲ Desktop Publishing and Graphics

The Desktop Publishing and Graphics Occupational Endorsement Certificate provides students entry level skills in a variety of digital software programs in order to produce professional-quality print documents and visual presentations.

1. Basic Computer Skills Core (0-6 credits):
All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOA A113 Operating Systems: MS Windows as the first course.
- CIOA A101A Keyboarding A (1) [25 wpm min. req.]
 - CIOA A113 Operating Sys: MS Windows (1)
 - CIOA A130A Word Processing I: MS Word (1)
 - CIOA A135A Spreadsheets I: MS Excel (1)
 - CIOA A146 Internet Concepts/Apps (2)
2. Complete the following 20 credits:
- CIOA A108 Graphic Design Fundamentals for Computer Applications (3)
 - CIOA A152A Digital Imaging Concepts and Applications: Photoshop (3)
 - CIOA A154A Desktop Publ I: PageMaker (1)
 - CIOA A160 Business English (3)
 - CIOA A230A Word Processing II: MS Word (2)
 - CIOA A251A Desktop Publishing Concepts and Applications: InDesign (3)
 - CIOA A254A Desktop Publ II: PageMaker (2)
 - CIOA A259 Preparing Electronic Documents: Adobe Acrobat (1)
 - CIOA Advisor-approved Electives (2)
 - Recommended: CIOA 260 Business Comm (3)
3. A total of **20-26** credits is required for the Occupational Endorsement Certificate.

▲ Legal Office Support

The Legal Office Support Occupational Endorsement Certificate offers concentrated study in the legal office support career area.

Must complete the 27 credit Office Technology Certificate or equivalent prior to admission to this program.

1. Complete 6 credits from the following:
- CIOA A120A Bookkeeping Software Apps I: QuickBooks (1)
 - CIOA A140A Databases I: MS Access (1)
 - CIOA A150A Presentations I: MS PowerPoint (1)
 - CIOA A207 Machine Transcription (1)
 - CIOA A240A Databases II: MS Access (2)
 - CIOA A241 Integrated Applications (3)
 - CIOA A260A Business Communications (3)
 - CIOA A270 Project Mgt Fundamentals (2)
2. Complete 3 credits from the following:
- CIOA A265 Office Management (3)
 - CIOA A267 Law Office Procedures: Client Documents (3)
3. Complete 3 credits from the following:
- CIOA A266 Law Office Procedures: Litigation Docs (3)
 - BA A241 Business Law I (3)
 - PARL A101 Introduction to Law (3)

4. Complete 3 credits from the following:
- CIOA A201A Document Processing (3)
 - CIOA A209A Legal Transcription (3)
5. Complete the following 5 credits:
- CIOA A269 Alaska Rules of Civil Procedure (3)
 - CIOA A282 Office Internship (2)
 - Recommended: Law Office Experience
6. A total of **20** credits is required for the Occupational Endorsement Certificate.

▲ Medical Office Support

The Medical Office Support Occupational Endorsement Certificate provides a solid groundwork for individuals seeking a support position in a medical office.

1. Basic Computer Skills Core (0-6 credits):
All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOA A113 Operating Systems: MS Windows as the first course.
- CIOA A101A* Keyboarding A (1) [25 wpm min. req.]
 - CIOA A113 Operating Sys: MS Windows (1)
 - CIOA A130A Word Processing I: MS Word (1)
 - CIOA A135A Spreadsheets I: MS Excel (1)
 - CIOA A146 Internet Concepts/Apps (2)
2. Complete 3 credits from the following:
- CIOA A101* Keyboarding (3)
 - CIOA A101B* Keyboarding B (1)
 - CIOA A101C* Keyboarding C (1)
 - CIOA A102 Keyboarding Skill Building (1-3)
 - CIOA A201A Document Processing (3)
- * Credit will not be counted for BOTH CIOA A101 (3) and CIOA A101A (1), A101B (1), and A101C (1).
3. Complete the following 7 credits:
- CIOA A164 Filing (1)
 - CIOA A160 Business English (3)
 - CIOA A264A Records Management (2)
 - CIOA A282 Office Internship (1)
4. Complete the following 10 credits:
- MA A101 Medical Terminology (3)
 - MA A120 Medical Office Procedures I (4)
 - MA A140 Medical Transcription (3)
- or
- CIOA A208 Medical Transcription (3)
5. A total of **20-26** credits is required for the Occupational Endorsement Certificate.

▲ Office Technology

The Office Technology Occupational Endorsement Certificate offers concentrated study in skills required for the administrative office professional.

1. Basic Computer Skills Core: (0-6 credits)
All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOA A113 Operating Systems: MS Windows as the first course.
- CIOA A101A* Keyboarding A (1) [25 wpm min. req.]
 - CIOA A113 Operating Sys: MS Windows (1)
 - CIOA A130A Word Processing I: MS Word (1)
 - CIOA A135A Spreadsheets I: MS Excel (1)
 - CIOA A146 Internet Concepts/Apps (2)
2. Complete 3 credits from the following:
- CIOA A101* Keyboarding (3)
 - CIOA A101B* Keyboarding B (1)
 - CIOA A101C* Keyboarding C (1)
 - CIOA A102 Keyboarding Skill Building (1-3)
 - CIOA A201A Document Processing (3)
- *Credit will not be counted for BOTH CIOA A101 (3) and CIOA

- A101A (1), A101B (1), and A101C (1).
- Complete the following 16 credits:
 CIOS A125A Electronic Comm. I: MS Outlook (1)
 CIOS A160 Business English (3)
 CIOS A161A Proofreading (2)
 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 Fund (1)
 - Complete 2 credits from the following:
 CIOS A282 Office Internship (1-2)
 CIOS Advisor-approved Electives (1-2)
 - A total of **21-27** credits is required for the Occupational Endorsement Certificate.

▲ Web Foundations

The Web Foundations Occupational Endorsement Certificate concentrates on effective information delivery on the Internet. This program is designed to provide students entry level skills in creating or maintaining an organization's website.

- Basic Computer Skills Core (0-6 credits):
 All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
 CIOS A101A Keyboarding A (1) [25 wpm min. req.]
 CIOS A113 Operating Sys: MS Windows (1)
 CIOS A130A Word Processing I: MS Word (1)
 CIOS A135A Spreadsheets I: MS Excel (1)
 CIOS A146 Internet Concepts/Apps (2)
- Complete the following 18 credits:
 CIOS A108 Graphic Design Fundamentals for Computer Applications (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 A156 Web Graphics: Fireworks (1)
 CIOS Advisor-approved Electives (6)
 Recommended: Programming Fundamentals
 Web Scripting
 Information Security
- A total of **18-24** credits is required for the Occupational Endorsement Certificate.

COMPUTER INFORMATION AND OFFICE SYSTEMS CERTIFICATE & ASSOCIATE OF APPLIED SCIENCE STUDENT LEARNING OUTCOMES

- Use appropriate computer-based technology to get the job done most efficiently.
- Communicate ideas in various venues including written and oral, using a variety of media.
- Work as part of a team to develop and achieve mutual goals and objectives.
- Apply critical thinking skills to make effective decisions and solve business problems creatively.
- Exhibit professional ethics and integrity.
- Obtain, organize, analyze, evaluate, and manage information.
- Develop life-long learning skills.
- Demonstrate punctuality and responsibility suitable to workplace employment.
- Demonstrate ability to apply knowledge of office systems to at least two of the following areas:
 - Office Technology
 - Bookkeeping

- Legal Office Support
- Medical Office Support
- Web Foundations
- Desktop Publishing and Graphics

The one-year certificate program has the same objectives, but only requires one emphasis area from the list above.

● UNDERGRADUATE CERTIFICATE, Computer Information and Office Systems

This Undergraduate Certificate program prepares students for career entry or career advancement and also offers skills preparation for personal use. It provides students with the technical, administrative, and human relations skills required of office professionals. At the completion of this Undergraduate Certificate program, students will be able to demonstrate:

- Written and oral communication skills using a variety of media.
- Proficiency in using appropriate software to solve problems, manage information, and enhance document production.
- Entry-level employability skills in at least two of the following areas: Office Technology, Bookkeeping, Medical Office Support, Web Foundations, Desktop Publishing and Graphics, Legal Office Support, and Administrative Office Support.
- Ability to function on a team.

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

ADVISING

Students should contact the CIOS faculty for course planning toward Undergraduate Certificates.

ACADEMIC PROGRESS

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the Undergraduate Certificate.

UNDERGRADUATE CERTIFICATE REQUIREMENTS

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University Requirements for Undergraduate Certificates listed on page 70.

MAJOR REQUIREMENTS

- Basic Computer Skills Core (0-6 credits):
 All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
 CIOS A101A* Keyboarding A (1) [25 wpm min. req.]
 CIOS A113 Operating Sys: MS Windows (1)
 CIOS A130A Word Processing I: MS Word (1)
 CIOS A135A Spreadsheets I: MS Excel (1)
 CIOS A146 Internet Concepts/Apps (2)
- Complete the following requirements for the Certificate in Computer Information and Office Systems (12 credits). These requirements include:
 Complete the following 3 credits:
 ENGL A111 Methods of Written Comm. (3)
 Complete 3 credits from the following:
 CIOS A261A Interpersonal Skills in Orgs (3) (recommended)
 PSY A153 Human Relations (3)
 Complete 3 credits from the following:
 CIOS A116 Business Calculations (3)
 MATH A102 Business Math (3)
 Complete the following 3 credits:
 CIOS A262A Professional Development (3)
- Complete one (1) of the following emphasis areas (20-48 credits):
 - Administrative Office Support (21-48)
 - Must complete the Office Technology emphasis or equivalent before completing the following 21-27 credits.

UNDERGRADUATE PROGRAMS

- b. Complete 3 credits from the following:
ACCT A101 Prin of Financial Acct I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Prin of Financial Acct (3)
- c. Complete the following 15 credits:
CIOS A140A Databases I: MS Access (1)
CIOS A150A Presentations: PowerPoint (2)
CIOS A240A Databases II: MS Access (2)
CIOS A241 Integrated Applications (3)
CIOS A264A Records Management (2)
CIOS A265 Office Management (3)
CIOS A270 Project Mgt Fund (2)
- d. Complete 3 credits from the following:
CIOS A282 Office Internship (1-3)
CIOS Advisor-approved Electives (1-3)
Recommended: CIOS 260 Business Comm (3)

A total of **42-48** credits is required for the certificate.

● Bookkeeping (21)

- a. Complete 3 credits from the following:
ACCT A101 Prin of Financial Acct I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Prin of Financial Acct (3)
- b. Complete the following 18 credits:
CIOS A115 10-Key for Business Calculations (2)
CIOS A118 Payroll Procedures (2)
CIOS A120A Bookkeeping Software Applications 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 Applications II:
QuickBooks (2)
CIOS A235A Spreadsheets II: MS Excel (2)
CNT A165 Customer Service Fund (1)

A total of **33-39** credits is required for the certificate.

● Desktop Publishing & Graphics (20)

- a. Complete the following 20 credits:
CIOS A108 Graphic Design Fundamentals for Computer
Applications (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 Proc II: MS Word (2)
CIOS A251A Desktop Publishing Concepts and Applications:
InDesign (3)
CIOS A254A Desktop Publishing II: PageMaker (2)
CIOS A259 Preparing Electronic Docs:
Adobe Acrobat (1)
CIOS Advisor-approved Electives (2)
Recommended: CIOS 260 Business Comm. (3)

A total of **32-38** credits is required for the certificate.

● Legal Office Support (20-40)

- a. Must complete the Office Technology emphasis or equivalent before completing the following 21-27 credits.
- b. Complete 6 credits from the following:
CIOS A120A Bookkeeping Software Apps I: QuickBooks (1)
CIOS A140A Databases I: MS Access (1)
CIOS A150A Presentations I: PowerPoint (1)
CIOS A207 Machine Transcription (1)
CIOS A240A Databases II: MS Access (2)
CIOS A241 Integrated Applications (3)
CIOS A260A Business Communications (3)
CIOS A270 Project Mgt Fundamentals (2)

- c. Complete 3 credits from the following:
CIOS A265 Office Management (3)
CIOS A267 Law Office Procedures: Client Documents (3)
- d. Complete 3 credits from the following:
CIOS A266 Law Office Procedures:
Litigation Documents (3)
BA A241 Business Law I (3)
PARL A101 Introduction to Law (3)
- e. Complete 3 credits from the following:
CIOS A201A Document Processing (3)
CIOS A209A Legal Transcription (3)
- f. Complete the following 5 credits:
CIOS A269 AK Rules/Civil Procedure (3)
CIOS A282 Office Internship (2)
Recommended: Law Office Experience

A total of **32-38** credits is required for the undergraduate certificate.

● Medical Office Support (20)

- a. Complete 3 credits from the following:
CIOS A101* Keyboarding (3)
CIOS A101B* Keyboarding B (1)
CIOS A101C* Keyboarding C (1)
CIOS A102 Keyboarding Skill Bldg (1-3)
CIOS A201A Document Processing (3)
* Credit will not be counted for both CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).
- b. Complete the following 7 credits:
CIOS A160 Business English (3)
CIOS A164 Filing (1)
CIOS A264A Records Management (2)
CIOS A282 Office Internship (1)
- c. Complete the following 10 credits:
MA A101 Medical Terminology (3)
MA A120 Medical Office Procedures I (4)
MA A140 Medical Transcription (3)
—or—
CIOS A208 Medical Transcription (3)

A total of **32-38** credits is required for the certificate.

● Office Technology (21)

- a. Complete 3 credits from the following:
CIOS A101* Keyboarding (3)
CIOS A101B* Keyboarding B (1)
CIOS A101C* Keyboarding C (1)
CIOS A102 Keyboarding Skill Bldg (1-3)
CIOS A201A Document Processing (3)
* Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).
- b. Complete the following 16 credits:
CIOS A125A Electronic Communications: MS Outlook (1)
CIOS A160 Business English (3)
CIOS A161A Proofreading (2)
CIOS A164 Filing (1)
CIOS A165 Office Procedures (3)
CIOS A230A Word Process II: MS Word (2)
CIOS A235A Spreadsheets II: MS Excel (2)
CIOS A259 Preparing Electronic Documents: Adobe
Acrobat (1)
CNT A165 Customer Service Fund. (1)

- c. Complete 2 credits from the following:
CIOS A282 Office Internship (1-2)
CIOS Advisor-approved Electives (1-2)

A total of **33-39** credits is required for the certificate.

● Web Foundations (18)

- a. Complete the following 18 credits:
CIOS A108 Graphic Design Fund for Computer Appls (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 A156	Web Graphics: Fireworks (1)
CIOS	Advisor-approved Electives (6)
Recommended: Programming Fundamentals	
	Web Scripting
	Information Security

A total of **30-36** credits is required for the certificate.

■ ASSOCIATE OF APPLIED SCIENCE Computer Information and Office Systems

This Associate of Applied Science Degree program prepares students for career entry or career advancement and also offers skills preparation for personal use. It provides students with the technical, administrative, and human relations skills required of office professionals. At the completion of this Associate of Applied Science program, students will be able to demonstrate:

1. Adept written and oral communication skills using a variety of media.
2. Proficiency in using appropriate software to solve problems, manage information, and enhance document production.
3. Advanced employability skills in at least two of the following areas: Office Technology, Bookkeeping, Medical Office Support, Web Foundations, Desktop Publishing and Graphics, Legal Office Support, and Administrative Office Support.
4. Ability to function on a team.
5. Administrative and interpersonal skills.
6. Application of critical thinking skills to make effective decisions and solve problems.

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

ADVISING

Students should contact the CIOS faculty for course planning toward the Associate of Applied Science Degree.

Advising note: Students must complete at least the required number of credits for each emphasis area. Duplicate requirements can be counted only once. See an advisor to choose additional approved electives in CIOS to complete each emphasis.

ACADEMIC PROGRESS

Students must earn a satisfactory grade (C or higher, or P) in all CIOS courses required for the degree.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits). CIOS A260A, ENGL A212, and PSY A153 recommended.

AAS DEGREE REQUIREMENTS (15 CREDITS):

Oral Communication Skills	3
COMM A111 Fund. of Oral Communication (3)	
COMM A235 Small Group Communication (3)	
COMM A237 Interpersonal Communication (3)	
COMM A241 Public Speaking (3)	
Written Communication Skills	6
ENGL A111 Methods of Written Communication (3)	
and one of the following:	
CIOS A260A Business Communication (3)	
ENGL A211 Academic Writing About Literature (3)	
ENGL A212 Technical Writing (3)	
ENGL A213 Writing in the Social/Ntrl Sciences (3)	
ENGL A214 Persuasive Writing (3)	

General Requirements	6
Choose Humanities*, Math, Natural Sciences, or Social Sciences courses from the General Requirement Course Classification List for AAS Degrees. Courses chosen must be at the 100-level or above.	

* Any English course used to satisfy the Humanities general requirement must be different from the Written Communications Skills requirement and have a course number higher than ENGL A111.

Note: Students should consider courses from the Baccalaureate Degree General Education Requirements List to prepare for possible future Baccalaureate degree work.

MAJOR REQUIREMENTS

1. Basic Computer Skills Core (0-6 credits):
All students are required to take the following Basic Computer Skills Core courses or possess equivalent knowledge. Students may take challenge exams or placement tests to prove proficiency in these areas. Beginning computer users are encouraged to take CIOS A113 Operating Systems: MS Windows as the first course.
CIOS A101A* Keyboarding A (1) [25 wpm min. req.]
CIOS A113 Operating Sys: MS Windows (1)
CIOS A130A Word Processing I: MS Word (1)
CIOS A135A Spreadsheets I: MS Excel (1)
CIOS A146 Internet Concepts/Apps (2)
2. Complete 3 credits from the following:
CIOS A116 Business Calculations (3)
MATH A102 Business Math (3)
3. Complete the following 3 credits:
CIOS A262A Professional Development (3)
4. Complete two (2) of the following emphasis areas:
40-62 credits

■ Administrative Office Support (21-41)

- a. Must complete the Office Technology emphasis or equivalent before completing the following 21-27 credits.
- b. Complete 3 credits from the following:
ACCT A101 Prin of Financial Acct I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Principles of Financial Acct (3)
- c. Complete the following 15 credits:
CIOS A140A Databases I: MS Access (1)
CIOS A150A Presentations: PowerPoint (2)
CIOS A240A Databases II: MS Access (2)
CIOS A241 Integrated Applications (3)
CIOS A264A Records Management (2)
CIOS A265 Office Management (3)
CIOS A270 Project Mgt Fundamentals (2)
- d. Complete 3 credits from the following:
CIOS A282 Office Internship (1-3)
CIOS Advisor-approved Electives (1-3)
Recommend CIOS A260A Business Comm (3)

■ Bookkeeping (21)

- a. Complete 3 credits from the following:
ACCT A101 Prin of Financial Acct I (3)
ACCT A120 Bookkeeping for Business I (3)
ACCT A201 Principles of Financial Acct (3)
- b. Complete the following 18 credits:
CIOS A115 10-Key for Business Calculations (2)
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 Fund. (1)

UNDERGRADUATE PROGRAMS

■ Desktop Publishing and Graphics (20)

- a. Complete the following:
CIOS A108 Graphic Design Fund for Computer Appls (3)
CIOS A152A Digital Imaging Concepts/Apps: 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 A254A Desktop Publishing II: PageMaker (2)
CIOS A259 Preparing Electronic Documents: Adobe Acrobat (1)
CIOS Advisor-approved Electives (2)
Recommended: CIOS 260 Business Comm. (3)

■ Legal Office Support (21-41)

- a. Must complete the Office Technology emphasis or equivalent before completing the following 21-27 credits.
- b. Complete 6 credits from the following:
CIOS A120A Bookkeeping Software Apps I: QuickBooks (1)
CIOS A140A Databases I: MS Access (1)
CIOS A150A Presentations: PowerPoint (2)
CIOS A207 Machine Transcription (1)
CIOS A240A Databases II: MS Access (2)
CIOS A241 Integrated Applications (3)
CIOS A260A Business Communications (3)
CIOS A270 Project Mgt Fundamentals (2)
- c. Complete 3 credits from the following:
CIOS A265 Office Management (3)
CIOS A267 Law Office Procedures: Client Documents (3)
- d. Complete 3 credits from the following:
CIOS A266 Law Office Procedures: Litigation Docs (3)
BA A241 Business Law I (3)
PARL A101 Introduction to Law (3)
- e. Complete 3 credits from the following:
CIOS A201A Document Processing (3)
CIOS A209A Legal Transcription (3)
- f. Complete the following 5 credits:
CIOS A269 AK Rules of Civil Procedure (3)
CIOS A282 Office Internship (2)
Recommended: Law Office Experience
5. A total of **62-86** credits is required for the degree.

■ Medical Office Support (20)

- a. Complete 3 credits from the following:
CIOS A101* Keyboarding (3)
CIOS A101B* Keyboarding B (1)
CIOS A101C* Keyboarding C (1)
CIOS A102 Keyboarding Skill Bldg (1-3)
CIOS A201 Document Processing (3)
* Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).
- b. Complete the following 7 credits:
CIOS A164 Filing (1)
CIOS A160 Business English (3)
CIOS A264A Records Management (2)
CIOS A282 Office Internship (1)
- c. Complete the following 10 credits:
MA A101 Medical Terminology (3)
MA A120 Medical Office Procedures I (4)
MA A140 Medical Transcription (3)
or
CIOS A208 Medical Transcription (3)

■ Office Technology (21)

- a. Complete 3 credits from the following:
CIOS A101* Keyboarding (3)
CIOS A101B* Keyboarding B (1)
CIOS A101C* Keyboarding C (1)
CIOS A102 Keyboarding Skill Bldg (1-3)
CIOS A201A Document Processing (3)
* Credit will not be counted for BOTH CIOS A101 (3) and CIOS A101A (1), A101B (1), and A101C (1).
- b. Complete the following 16 credits:
CIOS A125A Electronic Communications: MS Outlook (1)
CIOS A160 Business English (3)
CIOS A161A Proofreading (2)
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 Docs: Adobe Acrobat (1)
CNT A165 Customer Service Fund (1)
- c. Complete 2 credits from the following:
CIOS A282 Office Internship (1-2)
CIOS Advisor-approved Electives (1-2)

■ Web Foundations (18)

- a. Complete the following:
CIOS A108 Graphic Design Fund Computer Apps (3)
CIOS A117 Logic Concepts/Comp Tech (1)
CIOS A140A Databases I: MS Access (1)
CIOS A152A Digital Imaging Concepts/Apps: Photoshop (3)
CIOS A153B Web Site Design: Dreamweaver (3)
CIOS A156 Web Graphics: Fireworks (1)
CIOS Advisor-approved Electives (6)
Recommended: Programming Fundamentals
Web Scripting
Information Security

Advising note: Students must complete at least the required number of credits for each emphasis area. Duplicate requirements can be counted only once. See an advisor to choose additional approved electives in CIOS to complete each emphasis.

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COMPUTER SYSTEMS TECHNOLOGY

An Associate of Applied Science in Computer Systems Technology provides skills and education for qualified workers in the field of Network and Systems Administration. The degree is designed to teach students both the business and IT-related concepts needed to enter the workforce as a Systems Administrator and Technician. Four full-time semesters are required to complete the degree program. An AAS in CST can be earned by completing a series of specific technical, business, and general education courses.

Graduates with an AAS in Computer Systems Technology can be employed as systems administrators and in a wide variety of other positions in the Information Technology field. Graduates of this program will have a firm understanding of a wide variety of technical concepts, from the latest version of the Windows Operating System to routing and switching technology using Cisco equipment. Graduates will also have a wide body of knowledge in vendor neutral and theoretical concepts and practices.

Both the Matanuska-Susitna and Kodiak campuses offer the degree program.

The program objective is the development of a well trained workforce for the State of Alaska. Since many jobs in the computer technology sector are predicted to grow at high rates in the coming decade, this degree program was designed to train essential employees for that sector.

STUDENT LEARNING OUTCOMES

1. Demonstrate proficiency in operating system and utility software installation and configuration, in computer hardware and software management, and in network management.
2. Exhibit mastery of necessary tools to create and manage Windows based network.
3. Exhibit oral and written communication skills consistent with a career in Computer Science.
4. Demonstrate abilities in critical thinking, problem solving and analysis skills and software design.
5. Demonstrate basic coverage of core concepts in Computer Science, including algorithms, data structures, concepts of programming languages, operating systems, and computer organization and architecture.
6. Demonstrate basic understanding of theoretical foundations of Computer Science including discrete mathematics, algorithm analysis, and computability.

ASSOCIATE OF APPLIED SCIENCE Computer Systems Technology

ADMISSION REQUIREMENTS

See Certificate and Associate Degree Programs Admission Requirements in the current MSC Bulletin. Additionally, all students are required to take CIS A105 or possess equivalent knowledge prior to entering this degree program.

ACADEMIC PROGRESS

In order to receive an Associate Degree in Computer Systems Technology, students must achieve a grade of "C" or higher in all courses undertaken and applied to the degree.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed in the MSC Bulletin.
2. Complete the Associate of Applied Science General Degree Requirements (including Oral Communications and ENGL A111) listed in the MSC Bulletin.

AAS DEGREE REQUIREMENTS

Oral Communication Skills (3 credits):

- | | |
|-----------|---------------------------------|
| COMM A111 | Fundamentals of Oral Comm (3) |
| COMM A235 | Small Group Communication (3) |
| COMM A237 | Interpersonal Communication (3) |
| COMM A241 | Public Speaking (3) |

Written Communication Skills (6 credits):

- | | |
|-----------|------------------------------|
| ENGL A111 | Methods of Written Comm. (3) |
| ENGL A212 | Technical Writing (3) |

General Requirements (6 credits):

Satisfied under Major Requirements.

MAJOR REQUIREMENTS

1. Complete the following required courses:

BA A151	Introduction to Business (3)
BA A231	Fundamentals of Supervision (3)
CNT A276	Individual Technical Project (3)
-or-	
CNT A282	Work Study (3)
CNT A210	PC Technician Fundamentals (3)
CNT A212	Network Technician Fund (3)
CNT A165	Customer Service Fund (1)
CNT A160	PC Operating Systems (3)
CNT A240	Windows System Essentials (2)
CNT A241	Administering & Supporting Windows Workstations/Servers (3)
CNT A242	Windows Network Infrastructure Administration (3)
CNT A243	Windows Directory Services Administration (3)
CNT A244	Designing Secure Windows Networks (3)
CNT A245	Windows Directory Services Design (2)
CNT A246	Windows Network Infrastructure Design (2)
CNT A170	Cisco Academy Network Fundamentals (3)
CNT A261	Cisco Router Fundamentals (3)
CNT A270	Cisco Academy LAN Management (3)
CNT A271	Cisco Academy WAN Mgt (3)
MATH A105	Intermediate Algebra (3)
-or-	
MATH A107	College Algebra (4)
-or-	
MATH A172	Applied Finite Math (3)
2. Students are required to meet a two (2) credit Project Management requirement. See advisor for more information. CIOA A270 is recommended.
3. A total of **63-64** credits is required for the degree.

FIRE & EMERGENCY SERVICES TECHNOLOGY

The Fire and Emergency Services Technology program provides entry-level knowledge and skills for students planning a career in emergency services as well as knowledge and skill for the career firefighter.

PROGRAM OUTCOMES

Graduates of the Fire and Emergency Services Technology program are prepared to:

- Obtain employment and advance in the fire/EMS field.
- Perform as part of a team to effectively mitigate an emergency situation.
- Relate how emergency services have evolved and identify the drivers and essential components of modern emergency services.
- Provide guidance and leadership in the arena of fire prevention.

The Associate of Applied Science Degree has a technical core which follows the National Fire Academy's Fire and Emergency Service Higher Education's model core curriculum for two year degree programs. The technical core consists of courses in Principles of Emergency Services, Building Construction, Fire Prevention, Fire Hydraulics, Protection Systems, and Fire Behavior and Combustion. Each student must complete the technical core as well as Math A105 or higher, a natural science with lab, and remaining AAS general education requirements. The student also has (4) four options from which to choose: Fire Suppression, Fire Administration, Emergency Medical Services, or Wildland Firefighting. It may take more than 2 years to complete the degree. This program articulates with Western Oregon University (WOU), available through the Western Oregon State College Open Learning Fire Service Program for a baccalaureate degree in Fire Service Administration. For further info about the WOU program go to www.wou.edu/fsa or call (503) 838-8697.

ADVISING

All student are encouraged to meet with their academic counselor each semester for the purpose of reviewing their academic progress and planning future courses. It is particularly important for students to meet with their advisor whenever academic difficulties arise.

ASSOCIATE OF APPLIED SCIENCE, Fire & Emergency Services Technology

ADMISSION REQUIREMENTS

Satisfy the Admission to Certificate and Associate Degree Programs Requirement in Chapter 6, "Academic Standards and Regulations." Although it is not required, it is highly recommended that students be a member of a paid or volunteer fire department prior to or shortly after being admitted to the program.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits) located at the beginning of this chapter. See Major Requirements for additional General Education Requirements.

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills (3 credits):

- COMM A111 Fundamentals of Oral Comm (3)
- COMM A235 Small Group Communication (3)
- COMM A237 Interpersonal Communication (3)
- COMM A241 Public Speaking (3)

Written Communication Skills (6 credits):

- ENGL A111 Methods of Written Comm. (3)
- ENGL A212 Technical Writing (3)

General Requirements (6 credits):

Satisfied under Major Requirements.

* Any English course used to satisfy the Humanities general requirement must be different from the Written Communications Skills requirement and have a course number higher than ENGL A111.

MAJOR REQUIREMENTS

1. Complete the following required courses
 - FIRE A101 Principles of Emergency Services (3)
 - FIRE A105 Fire Prevention (3)
 - FIRE A121 Fire Behavior and Combustion (3)
 - FIRE A202 Fire Protect Hydraulics/Water Spplly (3)
 - FIRE A206 Bldg Construction for Fire Protect (3)
 - FIRE A214 Fire Protection Systems (3)
 - MATH 105 or Higher (3)
 - Natural Science w/Lab (Recommend CHEM 103/L) (4)
 - Social Science (PS, PSY, or SOC) (3)
 - (MATH, NAT SCI, and SOC SCI may also meet General AAS Degree Requirements)
2. Complete 12 credits in one of the following options
 - Fire Suppression
 - FIRE A107 Strategy and Tactics 3
 - FIRE A117 Rescue I (3)
 - FIRE A203 Hazardous Materials Chemistry I (3)
 - FIRE A123 Fire Investigation I (3)
 - Fire Administration
 - FIRE A111 Fire Administration I (3)
 - FIRE A170 Occupational Safety/Health for Fire Service (3)
 - FIRE A220 Legal Aspects of the Fire Service (3)
 - FIRE A230 Fire Dept. Org. Theory/Behavior (3)
 - Emergency Medical Services
 - EMT A 130 EMT I (6)
 - EMT A 230 EMT II (3)
 - EMT A 231 EMT III (3)
 - Wildland Firefighting
 - FIRE A151 Wildland Fire Control I (3)
 - FIRE A155 Wildland Fire Behavior (3)
 - FIRE A157 Wildland Fire Air Operations/Safety (3)
 - FIRE A159 Wildland Fire Operations Functions (3)
3. Complete an additional 11 credits from any FIRE, FSA, or EMT course or from the general education list that will lead towards a baccalaureate degree. (Advisor approval required for general education courses)
4. A total of **60** credits are required for the degree.

Admission to the Fire & Emergency Services Technology program is limited and coordinated through the Mat-Su Borough Department of Emergency Service. Check with an academic counselor for information before applying.

HUMAN SERVICES

The Human Services program leads to an Associate of Applied Science degree and prepares a student to work effectively in any paraprofessional counseling and human service practice. The MSC Associate of Applied Science in Human Services is articulated with the UAA Baccalaureate Degree in Human Services in two plus two sequence. Employing a multidisciplinary approach, the degree objective is to provide a student with a conceptual and skill foundation suitable for successful Human Service practice in both urban and rural settings. Human Service practice requires multicultural understanding and respect of clients through a collaborative relationship founded upon a developmental model. Specific skill courses combined with practica are strengthened through conceptual course work in Human Services, Social Work, Sociology, and Psychology. The program also offers specialized areas in substance abuse, disabilities, or family and youth. These are coordinated with practicum placements to give a student first-hand experience in his/her desired specialty.

An important part of the program is Human Services advising. Prospective students should contact an academic counselor before entering the program. Entrance into the Human Services Practicum requires admission to the degree, successful completion of specified courses and recommendation of the Human Services Department. Contact the Human Services Department at 745-9757 for an appointment with faculty.

Both the Human Services AAS and BHS are accredited by the Council for Standards in Human Services Education.

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATE Conflict Resolution

The Human Services Occupational Endorsement Certificate in Conflict Resolution provides students the opportunity to acquire skills used in various conflict resolution methods used in human service agencies. The 18 credit program provides a balanced education in the study of Family Mediation, Alternative Dispute Resolution, Paraprofessional Counseling and Group Facilitation. Instruction is delivered through classroom lectures, demonstrations, case studies and role plays.

Outcomes

Students completing this certificate are prepared to:

- Understand the nature of conflict through theory and collaborative practices.
- Demonstrate enhanced communication skills and interpersonal skills to include negotiation.
- Incorporate conflict management skills in Human Service practice.
- Integrate concepts of diversity into various collaborative practices.

ADMISSION REQUIREMENTS

1. Satisfy the admission requirements for Occupational Endorsements found in Chapter 6.

CERTIFICATE REQUIREMENTS

1. Complete the General University Requirements for Occupational Endorsement Certificates found at the beginning of this chapter.
2. Complete the following required courses:

HUMS A223	Introduction to Paraprofessional Counseling I (3)
HUMS A224	Conflict and Collaborative Sys (3)
HUMS A324	Introduction to Paraprofessional Counseling II (3)
HUMS A333	Alternative Dispute Resolution (3)
HUMS A334	Family Mediation (3)
HUMS A434	Group Facilitation/Hum Serv Professional (3)
3. A total of 18 credits are required for the Occupational Endorsement Certificate.

ASSOCIATE OF APPLIED SCIENCE STUDENT LEARNING OUTCOMES

1. Demonstrate skills and knowledge that makes them eligible to work in community based agencies and settings. Skills will include such areas as interviewing and assessment, problem solving, client service planning and delivery, as well as core counseling competencies.
2. Demonstrate an understanding of multiple human services delivery systems and community resources.
3. Will be qualified to obtain entry-level employment in a variety of community settings.
4. Develop, integrate and apply their acquired skills in assessment, interviewing, treatment planning and delivery, and counseling in an agency based, supervised, field practicum experience, demonstrating professional behavior.

■ ASSOCIATE OF APPLIED SCIENCE Human Services

Graduates of this program are able to:

- Analyze and navigate community based human services agencies, service delivery systems and secure a variety of community resources.
- Utilize a strengths-based approach to working with people and their problems in living.
- Effectively use intervention, and core paraprofessional counseling skills.
- Apply their acquired human services skills in a service agency, to include assessment, interviewing, treatment planning, service delivery, and paraprofessional counseling.
- Demonstrate consolidation of knowledge through three areas of learning including:
 - understanding of an agency, its target population and services delivered, and interaction with their community partners
 - development of their professional selves and identities with appropriate use of supervision
 - application of client/community intervention skills
- Qualify for employment in the human services workforce.
- Build on their human services degrees as a foundation for further education.

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for the Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits):

Oral Communication Skills (3 credits):

COMM A111	Fund of Oral Communication (3)
COMM A235	Small Group Communication (3)
COMM A237	Interpersonal Comm (3)
COMM A241	Public Speaking (3)

Written Communication Skills (6 credits):

ENGL A111	Methods of Written Comm (3)
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and one of the following:

CIOS A260A	Business Communications (3)
ENGL A211	Academic Writing About Lit (3)
ENGL A212	Technical Writing (3)
ENGL A213	Writing in the Social/Natural Sci (3)
ENGL A214	Persuasive Writing (3)

General Requirements (6 credits)

Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 80.) Courses chosen must be at the 100-level or above.

* 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.

UNDERGRADUATE PROGRAMS

MAJOR REQUIREMENTS

1. Complete the following required courses:

(27 credits):

ANTH A200 Natives of Alaska (3)
or ANTH A202 Cultural Anthropology (3)
HUMS A101 Introduction to Human Services (3)
HUMS/SWK A106 Introduction to Social Welfare (3)
HUMS A223 Intro to Parapro Couns I (3)
HUMS A295A Human Services Practicum I (3)
HUMS A295B Human Services Practicum II (3)
HUMS A324 Intro to Paraprofess Couns II (3)
PSY A111 General Psychology (3)
PSY A150 Life Span Development (3)

2. Complete 6 credits from one of the emphasis areas.

Note: Each Human Services degree requires a 6 credit emphasis area.

Selected courses may only be used in one emphasis area.

■ General Human Services Emphasis

Complete 6 credits from the following:

HUMS/PSY A153 Human Relations (3)
HUMS A256 Groups and Organizations (3)
HUMS A350 Men and Masculinity (3)
PSY A245 Child Development (3)
PSY A261 Research Methods in Psy (4)
PSY A345 Abnormal Psychology (3)
SOC A202 Social Organization of Society (3)
SOC A242 Intro Marriage/Family/Intmt Rel (3)
SOC A246 Adolescence (3)
SOC/PSY A453 Appl of Stats to Soc Sciences (3)

■ Substance Abuse Emphasis

Complete 6 credits from the following:

HUMS A122 Substance Abuse/Contemporary Problem (3)
HUMS A123 Public Educ & Prevention in Substance Abuse (3)
HUMS A124 Intro to Physiology/Pharmacology of Substance Abuse (3)
HUMS A226 Intervention Continuum/Substance Abuse Counseling (3)
HUMS A416 Substance Abuse and the Older Adult (3)
HS A350 Drugs & Drug-Taking Behavior (3)
HS A381 Substance Abuse Treatment (3)
SWK A471 Addictions and Social Work (3)

■ Family and Youth Emphasis

Complete 6 credits from the following:

HUMS A350 Men and Masculinity (3)
HUMS A416 Substance Abuse and the Older Adult (3)
PSY A245 Child Development (3)
SOC A242 Intro Marriage/Family/Intmt Rel (3)
SOC A246 Adolescence (3)

■ Disabilities Emphasis

Complete 6 credits from the following:

ASL A101 Elem American Sign Language I (3)
ASL A102 Elem American Sign Lang. II (3)
ASL A201 Int American Sign Language I (3)
PSY A445 Strategies of Behavior Change (3)
PSY A455 Mental Health Services in Alaska. (3)

3. Choose 12 credits of electives in consultation with faculty advisor or academic counselor.

4. A total of **60** credits is required for the degree.

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LOGISTICS

Mat-Su College offers the Occupational Endorsement Certificate in Logistics Operations. The Undergraduate Certificate in Logistics, the Associate of Applied Science in Logistics Operations, and a major in Global Logistics Management for the Bachelor of Business Administration are offered at UAA. Logistics refers to the complex systems of the movement of material, component parts, and information within a business firm; and the distribution of final products to customers. Logistics is an essential function that adds value to the final product. The goal of logistics management is timely delivery, competitive pricing, mobility and flexibility, together with innovative transportation services. Today competitive advantages in global markets exceed the realm of manufacturing. Companies that master information technology and logistics are setting global standards for overall performance. Firms with a virtual world-wide logistics system view that carries out dynamic and continuous distribution are gaining the competitive edge.

Every organization is engaged in logistics if it has a purchasing function and/or a delivery process. Prospective employers include business firms, nonprofit organizations, and government agencies. Anchorage and Alaska are strategically located relative to the great markets of Europe, Asia, and the mainland United States. More freight in tonnage passes through the Ted Stevens Anchorage International Airport on a daily basis than in any other airport in the United States. Truck and marine transportation is crucial to supplying Alaska with goods. The State owns a railroad, and pipelines move oil and other fuels. The military establishment of Alaska is located here largely because of the logistical advantages obtained from Alaska's strategic location. Effective development of the logistics sector depends on the availability of a labor force that understands and can manage logistics systems.

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATE, LOGISTICS

The Occupational Endorsement Certificate in Logistics Operations, which is awarded by the Logistics Department, is designed to provide a comprehensive foundation for students who want to initiate or develop a career path in logistics without having to commit to lengthier educational programs. All 15 credits earned toward the Occupational Endorsement Certificate are transferable to both the Undergraduate Certificate in Logistics and the Associate of Applied Science degree in Logistics Operations.

At the completion of a Logistics Operations Occupational Endorsement Certificate, students are able to demonstrate:

1. Proficiency in adapting to a variety of logistics employment settings with an understanding of the common terminology, equipment, regulations, and information systems used.
2. Entry-level employability skills in the following areas: logistics operations, logistics customer service, purchasing, supply management, warehouse operations, inventory control, transportation services, and transport operations management.

ADMISSION REQUIREMENTS

See Occupational Endorsement Certificate admissions in Chapter 6 of this bulletin.

GRADUATION REQUIREMENTS

Students must achieve a grade of C or better in all courses required for the certificate.

MAJOR REQUIREMENTS

1. See general university requirements for Occupational Endorsement Certificates at the beginning of this chapter.
2. Complete the following courses:

LGOP A110	Logistics, Info Systems & Customer Service (3)
LGOP A120	Warehouse and Inventory Control System (3)
LGOP A125	Transportation Services (3)
LGOP A160	Purchasing and Supply Management (3)
LGOP A235	Transport Operations Management (3)
3. A total of 15 credits is required for the Occupational Endorsement Certificate.

REFRIGERATION & HEATING TECHNOLOGY

The Refrigeration and Heating Technology program is offered only through Matanuska-Susitna College.

Four Occupational Endorsement Certificates, one Undergraduate Certificate, and an Associate of Applied Science degree in Refrigeration and Heating are available. Satisfactory completion of the four specialty certificates will qualify a student for the Undergraduate Certificate in Refrigeration and Heating Technology. The A.A.S. degree may be earned by obtaining the Undergraduate Certificate in Refrigeration and Heating Technology and successfully completing the General Course Requirements for an Associate degree. A student satisfactorily completing the requirements for a certificate or the degree will possess a background in heating, air-conditioning, applied physics, mathematics, electricity, and the technical skills required to diagnose and repair modern commercial and residential heating, refrigeration, air-conditioning, and ventilation systems.

All students enrolling in the R&H program must take a standardized placement test in reading, writing, and mathematics. The faculty place heavy emphasis on student preparation for job entry-level skills.

Professional tests related to the industry are administered as part of this program. If possible, additional training may take place on the job to provide a student with work related experience. Students must successfully pass all of the classes listed in the Core Requirements module before attempting any of the specialty certificate courses.

STUDENT LEARNING OUTCOMES

The curriculum of the Matanuska-Susitna College Refrigeration and Heating Program is designed to produce graduates able to:

1. Apply the fundamental laws of physics related to the Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R) industry.
2. Use mathematical skills required to succeed in HVAC/R trades.
3. Understand and describe the function of individual components that make up HVAC/R systems.
4. Work safely with tools, torches, electricity, refrigerants, heating fuels, and other equipment and material associated with HVAC/R work.
5. Follow work practices that are environmentally responsible.
6. Obtain employment as an entry level HVAC/R technician and be able to advance professionally.
7. Work effectively with customers, employers, and co-workers.
8. Systematically troubleshoot HVAC/R systems.
9. Apply municipal, state, and national mechanical codes to decisions involving the design, installation, operation and maintenance of HVAC/R systems.

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATES

ADMISSION

Satisfy the admissions requirements for Occupational Endorsement Certificates in Chapter 6 of this bulletin.

Students must achieve an acceptable score on placement tests in Reading, Writing and Mathematics.

ADVISING

Students are urged to meet with a faculty advisor prior to enrollment in RH classes.

ACADEMIC PROGRESS

Prerequisites: Certain courses require prerequisites or faculty permission.

Students must pass all courses listed in Core Requirements before attempting any of the specialty courses.

CERTIFICATE REQUIREMENTS

Students seeking an R&H certificate must complete the following core requirements.

Occupational Endorsement Certificate Core Requirements (12 credits):

- RH A103 Technical Math/Industrial Trades (3)
- RH A105 Electrical Circuits for R&H I (3)
- RH A109 Principles of Thermodynamics (3)
- RH A209 Codes for HVAC/R (2)
- RH A211 Customer Relations & Job Etiquette (1)

▲ Residential and Light Commercial Heating & Ventilation

1. Complete the Core Requirements
2. Complete the following certificate requirements (11 credits):
 - RH A203 HVAC/R Basic Controls (3)
 - RH A225 Heating Fund./Forced Air Heat (4)
 - RH A228 Advanced Hydronic Heat Systems (4)
3. A total of **23** credits is required for the Occupational Endorsement Certificate.

▲ Commercial HVAC Systems

1. Complete the Core Requirements
2. Complete the following certificate requirements (10 credits):
 - RH A226 Commercial HVAC/R Systems (4)
 - RH A229 HVAC/R Control Systems (3)
 - RH A232 HVAC/R Sheet Metal (3)
3. A total of **22** credits is required for the Occupational Endorsement Certificate.

▲ Residential and Light Commercial Air-Conditioning and Refrigeration

1. Complete the Core Requirements
2. Complete the following certificate requirements (10 credits):
 - RH A101 Refrigeration/Air-Conditioning Fund (4)
 - RH A126 Electrical Circuits for R&H II (3)
 - RH A132 Troubleshooting HVAC/R Systems (3)
3. A total of **22** credits is required for the Occupational Endorsement Certificate.

▲ Commercial Refrigeration Systems

1. Complete the Core Requirements
2. Complete the following certificate requirements (12 credits):
 - RH A101 Refrigeration/Air Conditioning Fund (4)
 - RH A122 Refrigeration & Air Conditioning (4)
 - RH A201 Commercial & Ammonia Refrig. (4)
3. A total of **24** credits is required for the Occupational Endorsement Certificate.

● UNDERGRADUATE CERTIFICATE Refrigeration & Heating Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

ADVISING

Students are urged to meet with a faculty advisor prior to enrolling in RH courses.

ACADEMIC PROGRESS

Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the certificate.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University Requirements for Certificates listed on page 70.

1. Complete the following required courses: (51 credits)

First Year, First Semester (Fall)

- RH A101 Refrigeration/Air Conditioning Fund (4)
- RH A103 Technical Math/Industrial Trades (3)
- RH A105 Electrical Circuits for R & H I (3)
- RH A109 Principles of Thermodynamics (3)

First Year, Second Semester (Spring)

- RH A122 Refrigeration & Air Conditioning (4)
- RH A126 Electrical Circuits for R & H II (3)
- RH A132 Troubleshooting HVAC/R Systems (3)

Second Year, First Semester (Fall)

- RH A201 Commercial/Ammonia Refrigeration (4)
- RH A203 HVAC/R Basic Controls (3)
- RH A209 Codes for HVAC/R (2)
- RH A211 Customer Relations & Job Etiquette (1)
- RH A225 Heating Fund & Forced Air Heat (4)

Second Year, Second Semester (Spring)

- RH A226 Commercial HVAC/R Systems (4)
- RH A228 Advanced Hydronic Heat Systems (4)
- RH A229 HVAC/R Control Systems (3)
- RH A232 HVAC/R Sheet Metal (3)

2. A total of **51** credits is required for the certificate.

First Year, Second Semester (Spring)

- RH A122 Refrigeration & Air Conditioning (4)
- RH A126 Electrical Circuits for R & H II (3)
- RH A132 Troubleshooting HVAC/R Systems (3)

Second Year, First Semester (Fall)

- RH A201 Commercial/Ammonia Refrigeration (4)
- RH A203 HVAC/R Basic Controls (3)
- RH A209 Codes for HVAC/R (2)
- RH A211 Customer Relations & Job Etiquette (1)
- RH A225 Heating Fund & Forced Air Heat (4)

Second Year, Second Semester (Spring)

- RH A226 Commercial HVAC/R Systems (4)
- RH A228 Advanced Hydronic Heat Systems (4)
- RH A229 HVAC/R Control Systems (3)
- RH A232 HVAC/R Sheet Metal (3)

2. A total of **66** credits is required for the degree.

■ ASSOCIATE OF APPLIED SCIENCE Refrigeration & Heating Technology

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38. **ADVISING**

Students are urged to meet with a faculty advisor prior to enrolling in RH courses.

ACADEMIC PROGRESS

Earn a cumulative GPA of 2.0 (C) or higher in required R&H courses to receive the AAS.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science general degree requirements (15 credits).

Oral Communication Skills (3 credits):

- COMM A111 Fund of Oral Communication (3)
- COMM A235 Small Group Communication (3)
- COMM A237 Interpersonal Communication (3)
- COMM A241 Public Speaking (3)

Written Communication Skills (6 credits):

- ENGL A111 Methods of Written Comm (3)

and one of the following:

- CIOA A260A Business Communication(3)
- ENGL A211 Academic Writing About Lit (3)
- ENGL A212 Technical Writing (3)
- ENGL A213 Writing in the Social/Natural Sci (3)
- ENGL A214 Persuasive Writing (3)

General Requirements (6 credits):

Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 80.) Courses chosen must be at the 100-level or above.

** 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.*

MAJOR REQUIREMENTS

1. Complete the following required courses: (51 credits)

First Year, First Semester (Fall)

- RH A101 Refrigeration/Air Conditioning Fund (4)
- RH A103 Technical Math/Industrial Trades (3)
- RH A105 Electrical Circuits for R & H I (3)
- RH A109 Principles of Thermodynamics (3)

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FACULTY

Dan Mielke, Assistant Professor
(907)745-9715
dmielke@matsu.alaska.edu

SMALL BUSINESS ADMINISTRATION

Matanuska-Susitna College offers an Associate of Applied Science degree in Small Business Administration. This is a professional program designed to meet the challenges of a dynamic and changing business environment.

STUDENT LEARNING OUTCOMES

1. Define and demonstrate an understanding of the foundations of contemporary business.
2. Demonstrate the principles of profit in business, issues of social responsibility, and forms of business ownership.
3. Describe roles of management in the specialized fields of human resources, finance, production and marketing.
4. Describe entrepreneurship, the steps in starting a small business, basic management concepts, fundamentals of selling, marketing, financial and internal controls, and legal/governmental controls.
5. Demonstrate an understanding of the supervisor's role and the development of planning, organizing, motivating, and controlling.
6. Demonstrate an elementary understanding of business law and the ability to identify and apply elements of contract, tort, agency, and property law.
7. Understand the fundamental concepts underlying the preparation of primary financial statements, financial statement analysis, cash flow planning, capital assets, budgeting and long term debt financing.
8. Demonstrate an understanding of market planning strategy and marketing concepts to include the nature of marketing and its environment, selecting target markets and developing a market mix: product, price promotion and distribution.
9. Demonstrate skills to sell themselves, products, services and ideas by using the steps of the selling process, buyer behavior, communication, and the market mix.

ASSOCIATE OF APPLIED SCIENCE

Small Business Administration

ADMISSION REQUIREMENTS

See Admission to Undergraduate Programs on page 38.

GENERAL UNIVERSITY REQUIREMENTS

1. Complete the General University Requirements for Associate Degrees listed on page 70.
2. Complete the Associate of Applied Science General Degree Requirements (15 credits). To provide maximum transferability, it is recommended that students consider the Bachelor of Business Administration General Education Requirements and business core requirements (refer to the current UAA Catalog) when selecting courses to fulfill the Associate of Applied Science general requirements.

Oral Communication Skills (3 credits):

- COMM A111 Fundamentals of Oral Comm (3)
- COMM A235 Small Group Communication (3)
- COMM A237 Interpersonal Communication (3)
- COMM A241 Public Speaking (3)

Written Communication Skills (6 credits):

- ENGL A111 Methods of Written Comm (3)
- and one of the following:
- CIOS A260A Business Communication (3)
- ENGL A211 Academic Writing About Lit (3)
- ENGL A212 Technical Writing (3)
- ENGL A213 Writing in the Social/Natural Sci (3)
- ENGL A214 Persuasive Writing (3)

General Requirements (6 credits):

Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 80.) Courses chosen must be at the 100-level or above.

* 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.

MAJOR REQUIREMENTS (45 credits):

1. Complete the required support courses (12-16 credits):
 - ACCT A101 Principles of Financial Accounting I (3)
 - and ACCT A102 Prin of Financial Acct II (3)
 - or ACCT A201 Prin of Financial Acct (3)
 - ACCT A202 Principles of Managerial Accounting (3)
 - CIS A110 Computer Concepts in Business (3)
 - MATH A105 Intermediate Algebra (3)
 - or MATH A107 College Algebra (4)
 - or MATH A172 Applied Finite Math (3)

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

2. Complete the required BA core courses (21 credits):
 - BA A151 Introduction to Business (3)
 - BA A166 Small Business Management (3)
 - BA A231 Fundamentals of Supervision (3)
 - BA A233 Fund of Financial Management (3)
 - BA/JUST A241 Business Law I (3)
 - BA A260 Marketing Practices (3)
 - BA A264 Personal Selling (3)
3. Complete 9-12 credits of electives from the following:
 - BA A131 Personal Finance (3)
 - BA A232 Fundamentals of Organizational Management (3)
 - BA/JUST A242 Business Law II (3)
 - BA A273 Introduction to Statistics for Business/Economics (3)
 - LGOP A110 Logistics, Information, and Customer Service (3)
 - LGOP A120 Warehouse and Inventory Control Operations (3)
 - LGOP A160 Purchasing and Supply Management (3)or any 300-level business course provided the prerequisites have been met. All ACCT, BA, CIS, ECON, LGOP, and LOG are considered business courses.*

*Students who may decide to pursue a Bachelor of Business Administration degree can maximize transferability of their credits by taking MATH A107 or MATH A172, BA A273, and any 300-level business course as long as prerequisites have been completed.

4. A total of **60** credits is required for the degree.

Note: Students planning to go on to a BBA Accounting degree must have a grade of C or better in all business courses.

TELECOMMUNICATIONS, ELECTRONICS and COMPUTER TECHNOLOGY

The Telecommunications, Electronics and Computer Technology (TECT) program provides entry-level skills and career education to meet the demand for well-trained technicians in the computer electronics, telecommunications and electronics industries. The TECT program offers an Occupational Endorsement Certificate in CISCO Certified Network Associate (CCNA) and two undergraduate certificates in the specialized areas of Telecommunications and Electronics Systems (TES), and Computer and Networking Technology (CNT). Both certificates require more than 2 semesters to complete. An Associate of Applied Science degree in Telecommunications, Electronics and Computer Technology can be earned by completing additional required technical and general education courses.

Graduates from the TECT program can be employed as skilled technical support workers in fields including communications, microchip manufacturing, and computer support and repair in private industry as well as municipal, state and federal agencies.

Both the Anchorage campus and the Mat-Su campus offer the TECT A.A.S. degree and are collaborative sites for the Fairbanks-based, statewide Information Technology Specialist (ITS), which offers a certificate and an associate degree. The Anchorage campus offers the full program with the CNT and TES certificates and degree tracks, and the Matanuska-Susitna College offers the CNT certificate and degree track. Students should consult an academic counselor for assistance with curriculum planning toward certifications such as A+, Net+, CCNA, and other industry-recognized standards.

Admission to the AAS in TECT and the Certificate in CNT is currently suspended at Mat-Su College. Contact a counselor in Student Services for further information.

▲ OCCUPATIONAL ENDORSEMENT CERTIFICATE Cisco Certified Network Associate (CCNA)

CERTIFICATE DESCRIPTION AND OUTCOMES

At the completion of this certificate program students are able to demonstrate:

1. Proficiency in Cisco router installation and configuration in multi-protocol internetworks using LAN and WAN switches.
2. Proficiency in Cisco switch and VLAN installation and configuration.
3. Competence in entry-level tasks of planning, design, installation, operation and troubleshooting Ethernet and TCP/IP networks.

ADMISSION REQUIREMENTS

See Occupational Endorsement Certificate admissions in Chapter 6 of this catalog.

ADVISING

Students should consult an academic advisor for assistance with curriculum planning toward certifications.

GENERAL UNIVERSITY REQUIREMENTS

See general university requirements for Occupational Endorsement Certificates at the beginning of this chapter.

MAJOR REQUIREMENTS

1. Complete the following courses:

CNT A170	Cisco Academy Network Fund (4)
CNT A261	Cisco Academy Router Fund (4)
CNT A270	Cisco Academy Intermediate Routing & Switching (4)
CNT A271	Cisco Academy WAN Management (3)
2. A total of **15** credits is required for the Occupational Endorsement Certificate.

● UNDERGRADUATE CERTIFICATE TECT - Computer and Networking Technology

CERTIFICATE DESCRIPTION AND OUTCOMES

This certificate program prepares students to install, configure, operate and repair networks used to connect computing and digital communications systems of various types. At the completion of the program students are able to demonstrate:

1. Proficiency in PC troubleshooting and repair.
2. Proficiency in network setup and troubleshooting.
3. Computer literacy in PC applications and operating systems.
4. Entry-level employability skills for computer and network technicians.
5. Job upgrade skills for technicians and professionals.
6. Good customer service skills.

ADMISSION REQUIREMENTS

See Undergraduate Certificate Admissions in Chapter 6 of this bulletin.

ADVISING

Students should consult the TECT faculty for assistance with curriculum planning toward certifications.

GENERAL UNIVERSITY REQUIREMENTS

See general university requirements for Undergraduate Certificates at the beginning of this chapter.

MAJOR REQUIREMENTS

1. Complete the following requirements (29 credits):

CNT A160	PC Operating Systems (3)
CNT A162	PC Building, Upgrading/Architecture (3)
CNT A165	Customer Service Fundamentals (1)
CNT A170	Cisco Academy Network Fund. (4)
CNT A180	PC Interfacing/Peripherals/Strg & A+ (4)
CNT A183	Local Area Networks & Net+ (3)
CNT A261	Cisco Academy Router Fund. (4)
CNT A270	Cisco Acad Int. Routing/Switching (4)
CNT A271	Cisco Academy WAN Management (3)
2. Complete six (6) credits from the following courses:

CNT A262	Computer Technical Support (2)
CNT A264	Introduction to Information Security (3)
CNT A272	Cisco Wireless Networking (3)
CNT A290	Selected Topics in Information Technology (1-3)
3. Complete five (5) credits from the following courses:

CNT A240	Windows System Essentials (2)
CNT A241	Adminstrating And Supporting Windows Workstations & Servers (3)
CNT A280	Server Operating Systems (3)
4. Complete three (3) credits form the following courses:

CIOS A113	Operating Systems: MS Windows (1)
CIOS A117	Logic Concepts for Computer Technology (1)
CIOS A120A	Bookkeeping Software Application I: QuickBooks (1)
CIOS A130A	Word Processing I: MS Word (1)
CIOS A130B	Word Processing I: WordPerfect (1)
CIOS A135A	Spreadsheets I: MS Excel (1)
CIOS A146	Internet Concepts & Applications (2)

UNDERGRADUATE PROGRAMS

- CIOA A150A Presentations: MS PowerPoint (2)
CIS A105 Introduction to Personal Computers and Applications Software (3)
CIS A110 Computer Concepts in Business (3)
CNT A290 Selected Topics in Information Technology (1-3)
5. Complete three (3) credits from the following courses:
PRPE A108 Introduction to College Writing (3)
ENGL A109 Introduction to Writing in Academic Contexts (3)
OR
Written Communications GER (3)
(Note: English A111 is required for the AAS degree.)
6. A total of **46** credits is required for the certificate.

■ ASSOCIATE OF APPLIED SCIENCE TECT - Computer and Networking Track

DEGREE DESCRIPTION AND OUTCOMES

The Computer and Networking Technology track of this associate degree program prepares students to demonstrate:

1. Computer literacy in PC applications and operating systems.
2. Entry-level employability skills for computer and network technicians.
3. Proficiency in Cisco router installation and configuration in multiprotocol internetworks.
4. Proficiency in Cisco switch and VLAN installation and configuration.
5. Competence in entry-level tasks of planning, design, installation, operation and troubleshooting Ethernet and TCP/IP networks.
6. Proficiency in PC troubleshooting and repair.
7. Competence in installation configuration and troubleshooting Microsoft operating systems.
8. Competence in configuration and maintaining network and computer system security.
9. Good customer service skills.

ADMISSION REQUIREMENTS

See Associate Degree Admission Requirements in Chapter 6 of this bulletin.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University and General Course Requirements for Associate of Applied Science Degrees listed at the beginning of this chapter. (15 Credits)

GENERAL COURSE REQUIREMENTS

Complete the General Course Requirements for AAS degrees listed at the beginning of this chapter.

AAS DEGREE REQUIREMENTS (15 credits):

Oral Communication Skills (3 credits):
COMM A111 Fund of Oral Communication (3)
COMM A235 Small Group Communication (3)
COMM A237 Interpersonal Communication (3)
COMM A241 Public Speaking (3)

Written Communication Skills (6 credits):
ENGL A111 Methods of Written Comm (3)

and one of the following:

CIOA A260A Business Communication (3)
ENGL A211 Academic Writing About Lit (3)
ENGL A212 Technical Writing (3)
ENGL A213 Writing in the Social/Natural Sci (3)
ENGL A214 Persuasive Writing (3)

General Requirements (6 credits):

Choose one or a combination of Humanities*, Math, Natural Sciences, or Social Sciences courses. (See Associate Degree Course Classifications list on page 80.) Courses chosen must be at the 100-level or above.

* 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.

MAJOR REQUIREMENTS

Complete one of the following tracks:

COMPUTER AND NETWORKING TRACK (52 credits)

1. Complete the following requirements (29 credits):
CNT A160 PC Operating System (3)
CNT A162 PC Building/Upgrading/Architecture (3)
CNT A165 Customer Service Fundamentals (1)
CNT A170 Cisco Academy Network Fund. (4)
CNT A180 PC Interfacing, Peripherals, Storage & A+ (4)
CNT A183 Local Area Networks & Net+ (3)
CNT A261 Cisco Academy Router Fund. (4)
CNT A270 Cisco Academy Intermediate Routing/Switching (4)
CNT A271 Cisco Academy WAN Management (3)
2. Complete nine (9) credits from the following courses:
CNT A262 Computer Technical Support (2)
CNT A264 Introduction to Information Security (3)
CNT A272 Cisco Wireless Networking (3)
CNT A276 Independent Project (3)
CNT A282 Work Study (3)
CNT A290 Selected Topics in Information Technology (1-3)
3. Complete eight (8) credits from the following courses:
CNT A240 Windows System Essentials (2)
CNT A241 Administrating and Supporting Windows Workstations and Servers (3)
CNT A242 Windows Network Infrastructure Administration (3)
CNT A280 Server Operating Systems (3)
4. Complete three (3) credits from the following courses:
CIS A185 Intro to Programming Business Applications (3)
CS A101 Introduction to Computer Science (3)
CS A109 Computer Programming (3)
CS A110 Java Programming (3)
CS A111 Visual Basic.NET (3)
5. Complete three (3) credits from the following courses:
CIOA A113 Operating Systems: MS Windows (1)
CIOA A117 Logic Concepts for Computer Tech (1)
CIOA A120A Bookkeeping Software Application I: QuickBooks (1)
CIOA A130A Word Processing I: MS Word (1)
CIOA A130B Word Processing I: WordPerfect (1)
CIOA A135A Spreadsheets I: MS Excel (1)
CIOA A146 Internet Concepts & Applications (2)
CIOA A150A Presentations: MS PowerPoint (2)
CIS A105 Introduction to Personal Computers and Applications Software (3)
CIS A110 Computer Concepts in Business (3)
CNT A290 Selected Topics in Information Technology (1-3)



Cooperative Degrees with other UA Campuses

Students pursuing a degree program conferred through UAA's Anchorage campus are welcome to attend Matanuska-Susitna College as degree-seeking students. The following pages give partial information and major requirements for the degrees listed above. For program specifics, requirements, and admission and graduation applications deadlines see the full catalog for the campus offering the degree or certificate.



UNIVERSITY
of ALASKA
ANCHORAGE

UAA Conferred degrees available at MSC include:

AAS Early Childhood Development
AAS Nursing
Bachelor of Human Services

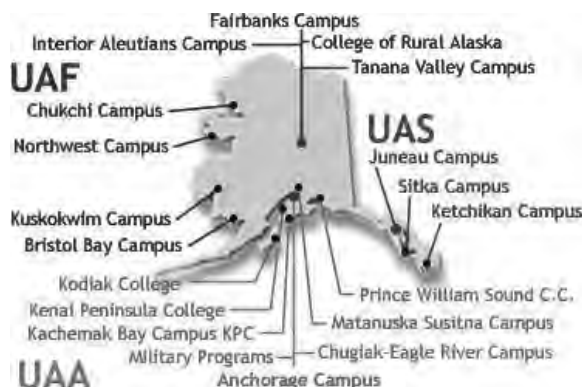
<http://www.uaa.alaska.edu/records/catalogs/index.cfm>



**The University of
Alaska Fairbanks**

Statewide Certificate and Associate of Applied Science Degree
Information Technology Specialist
UAF Palmer Research Center
B.S., Natural Resources Management

<http://www.uaf.edu/catalog/index.html>



University of Alaska Anchorage - EARLY CHILDHOOD

Professional Studies Building (PSB), Suite 220, (907) 786-4481, <http://edit.coe.uaa.alaska.edu/programs/teaching/childhood/index.cfm>

The Early Childhood Program at UAA 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. Within the Early Childhood Program there are four options:

- Early Childhood Development Certificate
- Bachelor of Arts in Early Childhood Education
- Associate of Applied Science in Early Childhood Development
- Post-Baccalaureate in Early Childhood Pre-K-Third Grade

PROGRAM DESCRIPTION AND OUTCOMES

The Early Childhood Development Certificate Program and the Associate of Applied Science in Early Childhood Development Program prepare paraeducators and other professionals to work in early care and education settings, including the public school system. The Bachelor of Arts in Early Childhood prepares professionals to work with young children from birth through age eight. The Post-Baccalaureate Certificate in Early Childhood Pre-K-Third Grade prepares professionals who already have baccalaureate degrees to work with young children from birth through eight years in preschool/primary school settings. All programs are developed to meet the National Association for the Education of Young Children guidelines for personnel preparation. The four early childhood programs address the following five National Association for the Education of Young Children (NAEYC) teacher education standards:

1. Promoting child development and learning
2. Building family and community relationships
3. Observing, documenting, and assessing to support young children and families
4. Teaching and learning
5. Becoming a professional

Student outcomes differentiate the mastery levels of each program. Students who complete the Undergraduate Certificate and AAS in Early Childhood will be proficient entry level child care workers, have knowledge of child development, and demonstrate basic abilities in child care paraprofessional skills. Students who complete the Bachelor of Arts in Early Childhood Education or the equivalent Post-Baccalaureate Certificate, will demonstrate advanced integrated knowledge and skills in preparation for careers in teaching primary grades (K-3) as well as in preschool educational programs.

UNDERGRADUATE CERTIFICATE, EARLY CHILDHOOD DEVELOPMENT

ADMISSION REQUIREMENTS

Applicants must satisfy the Admission to Certificate and Associate Degree Programs Requirements in Chapter 7 (UAA Catalog), Academic Standards and Regulations. In order to be admitted to the Early Childhood Development Program, applicants must complete an application to the Early Childhood Development Certification Program. Applications may be obtained from the Department of Teaching and Learning. To be admitted to the Early Childhood Development practicum course (EDEC A295), applicants must meet all requirements for and be admitted by an advisor into the practicum course and have earned a grade of C or above in all EDEC courses.

ACADEMIC PROGRESS

All candidates in the Early Childhood Development Certificate Program must maintain a cumulative GPA of 2.00 or above in all EDEC courses.

CERTIFICATE REQUIREMENTS

1. Complete the following required courses:

EDEC A105	Introduction to the Field of Early Childhood 3
EDEC A106	Creativity and the Arts in Early Childhood 3
EDEC A201	Early Childhood Practitioner Roles and Responsibilities 2
EDEC A206	Integrated Curriculum for Young Children 3
EDEC A210	Guiding Young Children 3
EDEC A241	Infant and Toddler Development 3
EDEC A242	Family and Community Partnerships 3
EDEC A303	Young Children in Inclusive Settings 3
DN A145	Child Nutrition 3
PSY A245	Child Development (3) 4
and	
PSY A245L	Child Development Lab (1)
or	
EDSE A212	Human Development and Learning(3)
and	
EDSE A212L	Human Development and Learning Lab (1)
EDEC A295	Practicum 3
EDEC A292	Early Childhood Seminar 1
2. A total of 34 credits is required for the certificate.

ASSOCIATE OF APPLIED SCIENCE, EARLY CHILDHOOD DEVELOPMENT

ADMISSION REQUIREMENTS

Applicants must satisfy the Admission to Certificate and Associate Degree Programs Requirements in Chapter 7 (UAA Catalog), Academic Standards and Regulations. In order to be admitted to the Early Childhood Development Program, applicants must complete an application to the Associate of Applied Science Early Childhood Development Program. Applications may be obtained from the Department of Teaching and Learning. To be admitted to the Early Childhood Development practicum course (EDEC A295), applicants must meet all requirements for and be admitted by an advisor into the practicum course and have earned a grade of C or above in all EDEC courses.

ACADEMIC PROGRESS

All candidates in the Associate of Applied Science Early Childhood Development Program must maintain a cumulative GPA of 2.00 or above in all EDEC courses.

GENERAL UNIVERSITY REQUIREMENTS

Complete the General University Requirements for Associate Degrees located at the beginning of this chapter.

COMMUNICATION AND GENERAL REQUIREMENTS

1. Oral Communication Requirements: 3

COMM A111	Fundamentals of Oral Communication (3)
or	
COMM A235	Small Group Communication (3)
or	
COMM A237	Interpersonal Communication (3)
or	
COMM A241	Public Speaking (3)
2. Written Communication Requirements: 6

ENGL A111	Methods of Written Communication (3)
and one of the following:	
ENGL A211	Academic Writing About Literature (3)
ENGL A213	Writing in the Social and Natural Science (3)
ENGL A214	Persuasive Writing (3)
3. General Requirements: 6

MATH A105	Intermediate Algebra (or higher) (3)
and	
Choose 3 credits from Humanities, Natural Sciences, or Social Sciences courses from the General Course Requirement Classification List located at the beginning of this chapter.	

MAJOR REQUIREMENTS

1. Complete the following required courses:

EDEC A105	Introduction to the Field of Early Childhood 3
EDEC A106	Creativity and the Arts in Early Childhood 3
EDEC A201	Early Childhood Practitioner Roles and Responsibilities 2
EDEC A206	Integrated Curriculum for Young Children 3
EDEC A210	Guiding Young Children 3
EDEC A241	Infant and Toddler Development 3
EDEC A242	Family and Community Partnerships 3
EDEC A303	Young Children in Inclusive Settings 3
DN A145	Child Nutrition 3
PSY A245	Child Development (3) 4
and	
PSY A245L	Child Development Lab (1)
or	
EDSE A212	Human Development and Learning(3)
and	
EDSE A212L	Human Development and Learning Lab (1)
EDEC A295	Practicum 3
EDEC A292	Early Childhood Seminar 1
2. Complete 12 credits of advisor approved electives
EDEC A100 Fundamentals in Early Childhood is strongly recommended.
3. A total of 61 credits is required for the degree.

University of Alaska Anchorage - SCHOOL OF NURSING

Professional Studies Building (PSB), Suite 103, (800) 577-1770 or (907) 786-4550, Advising & orientation sessions (907) 796-4560
<http://nursing.uaa.alaska.edu>

The mission of the Nursing program is to educate students for productive citizenship, personal growth, and professional nursing practice. The department offers potential students interested in becoming qualified to practice as a Registered Nurse two options: the Associate of Applied Science degree in Nursing and the Bachelor of Science degree in Nursing Science. The programs are designed to reflect Alaska's needs and health care delivery systems, although graduates are prepared for beginning practice positions in other geographic areas as well. A baccalaureate completion program is available for individuals who already hold the RN license in Alaska.

The nursing programs are approved by the Alaska Board of Nursing and accredited by the National League for Nursing Accreditation Commission (61 Broadway, New York, NY 10006: (212) 363-5555 ext 153). Graduates of the programs are eligible to write the National Council Licensing Examination (NCLEX) for licensure as a Registered Professional Nurse in Alaska and other nursing jurisdictions. The baccalaureate program also provides students with the academic base for graduate study in nursing.

UNDERGRADUATE CERTIFICATE, PRACTICAL NURSING

Graduates of the Practical Nursing Certificate Program are prepared to provide basic nursing care in structured care settings under the supervision of a registered nurse or other authorized licensed health provider. Students acquire theoretical concepts by completing a series of computer based lessons, coupled with weekly class discussions; simultaneously, clinical learning experiences under the direct supervision of faculty, reinforce theoretical learning and facilitate development of clinical skills relevant to the legal scope of practice of the practical nurse. Graduates are eligible to sit for the national practical nurse licensing examination (NCLEX-PN) and are prepared for initial employment in hospitals, clinics, and long-term care settings.

ASSOCIATE OF APPLIED SCIENCE, NURSING

Graduates of the Associate of Applied Science, Nursing program are prepared to use the nursing process to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics, and community agencies.

ASSOCIATE OF APPLIED SCIENCE, NURSING LICENSED PRACTICAL NURSE OPTION

Licensed Practical Nurses may complete the AAS Nursing Program in three semesters. Admission to the clinical sequence is selective and determined by a ranking process. Students are encouraged to complete co-requisite courses while waiting to qualify for admission to the clinical sequence.

BACHELOR OF SCIENCE, NURSING SCIENCE

Students pursuing the baccalaureate degree in nursing science are provided both the theory and clinical base to enable them to assess plan, implement, and evaluate health care to meet the needs of individuals, families, groups, and communities whose health status varies qualitatively and quantitatively. Students working on a degree in Nursing Science may choose from two options: the Basic Student Option and the Registered Nurse Option.

REGISTERED NURSE OPTION

For students who hold current licensure as a Registered Professional Nurse in the State of Alaska, the School offers "RN-only" courses and sections within the nursing major designed to build upon the RN's basic preparation and experience and to facilitate progress in meeting program objectives. Previous college credits are evaluated for comparability to established requirements within the program and may be accepted for transfer; in addition, credit by examination is available to satisfy some General Education Requirements. Additional information is available upon request.

Mat-Su College offers the following classes that are required for nursing program.

BIOL A111	CHEM A103
BIOL A112	CHEM A104
BIOL A240	ENGL A111
DN A203	ENGL A213
PSY A150	ENGL A120, or PHIL
STAT A252	A101 or PHIL A201

University of Alaska Fairbanks - INFORMATION TECHNOLOGY SPECIALIST (ITS)

College of Rural Alaska • Tanana Valley Campus • University of Alaska - Statewide Degree

Refer to the ITS web site for more info: www.tvc.uaf.edu/programs/infotech/index.html

Explore Your Opportunities in Computers and Information Technology. As computer complexity increases, more employers are looking for workers with specific training in computers and information technology systems. The ITS program teaches students how to use, support, implement, and troubleshoot computer and information technology systems.

Undergraduate Certificate

The ITS certificate program teaches students the essential skills required to effectively use and troubleshoot computers and computer applications. Students completing the certificate program can also choose to continue their education in the Information Technology Specialist A.A.S. or the Applied Business A.A.S. degree program.

Associate of Applied Science (A.A.S.) Degree

The ITS A.A.S. program is designed to prepare individuals to implement, support, and troubleshoot computer and information technology systems. Graduates of the A.A.S. degree program will be prepared to obtain employment as IT professionals.

General University Requirements

1. See a Mat-Su College Academic Advisor for Admission Requirements (FSM 102 or call 745-9762).
2. Complete the General University Requirements
3. Certificate seeking students must earn a cumulative GPA of at least 2.0 (C) in all work and major.
4. AAS seeking students must earn a cumulative GPA of at least 2.0 (C) in all work and a "C" grade or better in all major course requirements.



Note Deadline: The admission process is handled by the UAF admission office and all admission paperwork must be submitted to UAF. The UAF deadline for applying for admission is August 1 for the fall semester and December 1 for the spring semester. Admitted students receive a standard letter of acceptance that includes information not relevant to students who do not attend classes at UAF.

Note Financial Aid: UAF services the students admitted to the ITS Certificate or Degree. Check with a Financial Aid Advisor for more information. UAF's federal financial aid code: 001063

University of Alaska Fairbanks - NATURAL RESOURCES MANAGEMENT

This is a University of Alaska Fairbanks (UAF) Bachelor of Science degree offered by the School of Natural Resources and Agricultural Sciences (SNRAS) Palmer Research Center in cooperation with the Mat-Su College and UAA.

Contact information: Telephone: (907) 746-9450 – E-mail: fnplc@uaf.edu – <http://www.uaf.edu/snras/students/pass.html>

The degree program offered at Palmer is the Plant, Animal, and Soil Science option of the UAF Bachelor of Science degree in Natural Resources Management. Students may enroll in courses at Mat-Su College, UAA, and UAF's Palmer Research Center to fulfill the requirements for this degree. Natural resources management degree curriculum focuses on making and implementing decisions to develop, maintain or protect ecosystems to meet human needs and values. The core curriculum provides students with a broad education in the various natural resources and their related applied fields. Programs may be tailored to enhance a student's depth or breadth in a given field of interest. The program is designed for students desiring careers in resources management or in other fields requiring knowledge of resources management, forestry, and agriculture students planning advanced study, as well as those wishing to be better informed citizens.

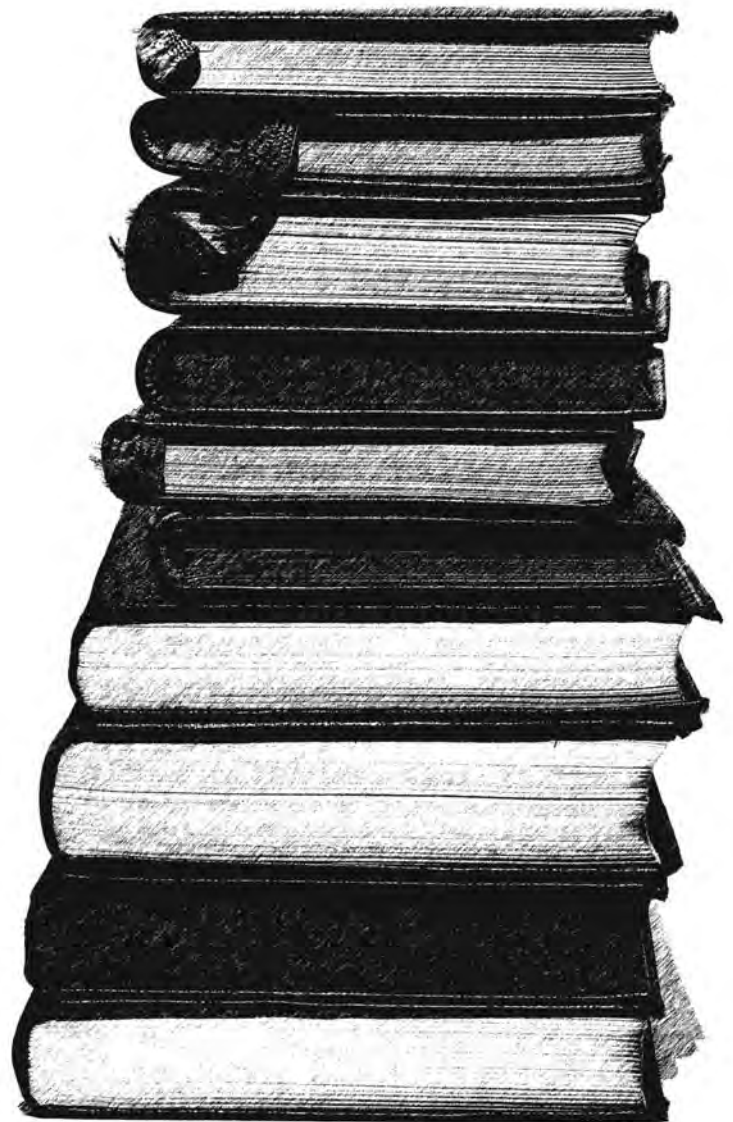
Plant, Animal, & Soil Sciences (PASS) Option

The PASS option offers studies in the management of plants, animals, and soils and in their interactions with the environment in managed and disturbed ecosystems, an exciting topic with numerous professional career opportunities. Students choosing the PASS option can focus on specific areas, choosing emphases ranging from soil science to horticulture to domestic animal production. As a student you will have the opportunity to work with scientists, either as a student employee, volunteer, or intern in such areas as field and greenhouse production, domestication and propagation of native plants, revegetation of disturbed lands, domestic and native animal production, and the agricultural and ecological aspects of soil science. You can explore this challenging and varied option using facilities at the Agricultural and Forestry Experiment Station, including the UAF experimental farm with its reindeer research program and the Georgeson Botanical Garden (one of the premier horticultural collections in the far North), and the Delta Junction Field Research Site near the Delta Bison Range. The plant, animal, and soil sciences option is also offered through the Palmer Research and Extension Center, located in southcentral Alaska's Matanuska Valley, where sustainable agriculture, land reclamation, and other environmental issues are explored.

CHAPTER NINE

Course Descriptions

Accounting	ACCT
Agriculture	AGRI
American Sign Language	ASL
Anthropology	ANTH
Architectural & Engineering Technology	AET
Art	ART
Aviation Technology	AT
Biological Sciences	BIOL
Business Administration	BA
Chemistry	CHEM
Communication	COMM
Community Education	CED
Computer Information & Office Systems	CIOS
Computer Information Systems	CIS
Computer & Networking Technology	CNT
Computer Science	CS
Construction Management	CM
Counseling	COUN
Creative Writing & Literary Arts	CWLA
Dietetics & Nutrition	DN
Economics	ECON
Education	ED
Education: Early Childhood	EDEC
Education: Foundations	EDFN
Electronics Technology	ET
Emergency Medical Technology	EMT
English	ENGL
English-as-a-Second Language	ESL
Engineering	ENG
Exploring Arts & Humanities	EAH
Fire Science	FIRE
French	FREN
Geography	GEOG
Geology	GEOL
German	GER
Guidance	GUID
Health Career Development	HCD
History	HIST
Humanities	HUM
Human Services	HUMS
Interior Design	ID
Journalism & Public Communications	JPC
Justice	JUST
Liberal Studies Integrated Core	LSIC
Liberal Studies Integrated Sciences	LSIS
Liberal Studies Social Sciences	LSSS
Library Science	LS
Logistics	LOG
Logistics Operations	LGOP
Mathematics	MATH
Medical Assisting	MA
Music	MUS
Paralegal Studies	PARL
Philosophy	PHIL
Physical Education Professional	PEP
Physics	PHYS
Preparatory English	PRPE
Psychology	PSY
Refrigeration & Heating	RH
Russian	RUSS
Social Work	SWK
Sociology	SOC
Spanish	SPAN
Statistics	STAT
Theatre	THR
Vocational Skills	VS



Accounting

ACCT

ACCT A051 Recordkeeping for Small Business 1 CR

Contact Hours: 1 + 0

Offered only at Matanuska-Susitna College.

Special Note: Does not satisfy any degree requirements even as an elective.

Provides an overview of what bookkeepers do and the role they provide to a small business. Includes basic accounting and bookkeeping practices in reconciliation of bank accounts, payroll, payroll taxes, application for federal identification numbers, state ESC numbers, business licenses, quarterly and annual reports, accounts receivable, depreciation, inventory, financial statements and income taxes.

ACCT A101 Principles of Financial Accounting I 3 CR

Contact Hours: 3 + 0

Registration Restrictions: MATH A055 with minimum grade of C or approved UAA mathematics placement test score.

Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

First semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions. Includes discussion of the following asset categories: cash, accounts receivable, and inventory. Taught from the perspective of the accountant or bookkeeper who is responsible for recording accounting transactions.

ACCT A102 Principles of Financial Accounting II 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A101 with minimum grade of C.

Special Note: ACCT A101 and ACCT A102 will satisfy requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

Second semester introductory financial accounting. Emphasizes procedures for recording, analyzing, and summarizing accounting transactions dealing with long-term assets, current and long-term liabilities, as well as stockholder and partnership equity transactions, and the statement of cash flows. Taught from the perspective of the accountant/bookkeeper who is responsible for recording accounting transactions.

ACCT A120 Bookkeeping for Business I 3 CR

Contact Hours: 3 + 0

Special Note: May be offered as either classroom or open-entry, individualized course. Offered Fall Semesters.

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

ACCT A201 Principles of Financial Accounting 3 CR

Contact Hours: 3 + 0

Registration Restrictions: MATH A105 with minimum grade of C or approved UAA mathematics placement test score.

Special Note: ACCT A101 and ACCT A102 will satisfy the requirement for ACCT A201. AAS accounting majors must take ACCT A101 and ACCT A102.

Introduction to financial accounting concepts and principles. Emphasizes the recognition and recording of financial information, the creation and understanding of financial statements, and the role accounting information takes in business and society.

ACCT A202 Principles of Managerial Accounting 3 CR

Contact Hours: 3 + 0

Prerequisites: CIS A110 and [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] or ACCT A201 with minimum grade of C.

Studies the generation and analysis of accounting information and its use by managers as they engage in planning, control, and decision-making activities in business and non-business organizations. Topics include product costing, cost-volume-profit analysis, profit planning, variance analysis, and relevant costs for decision making.

ACCT A210 Income Tax Preparation 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.

Preparation of individual income tax returns, manually and computerized (using the latest in tax preparation software). Tax research and tax planning with emphasis on primary and administrative sources of income tax law. Emphasis is on the sources and interpretation of the tax laws and principles as well as how they apply to individuals.

ACCT A222 Introduction to Computerized Accounting 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.

Introduction to processing accounting information using commercial accounting software. Illustrates conversion from manual to computerized accounting system; includes maintenance of chart of accounts and all master files; processing sales, receivables, and cash receipts, purchases, payables, and cash payments; preparation of financial statements and other reports. Includes only minimal coverage of the payroll function.

ACCT A225 Payroll Accounting 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 and ACCT A102] or ACCT A201 and CIS A110.

Introduces students to the federal and state laws and regulations that affect payroll and employment practices. Topics covered include calculation of wages, withholding taxes, health, retirement, and other voluntary deductions and preparation of payroll tax reports. Also includes recording and posting payroll information to accounting records.

ACCT A230 Workpaper Preparation and Presentation 3 CR

Contact Hours: 3 + 0

Prerequisites: [ACCT A101 with minimum grade of C and ACCT A102 with minimum grade of C] and ACCT A222 with minimum grade of C and CIS A110 with minimum grade of C.

Emphasizes preparation and analysis of workpapers 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 A301 Intermediate Accounting I 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A202 with minimum grade of C and ACCT A216 with minimum grade of C.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

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

ACCT A302 Intermediate Accounting II 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A301 with minimum grade of C.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

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

ACCT A310 Income Tax 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A202 with minimum grade of C.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

A study of the federal income tax law as it applies to individuals, sole proprietors, and property transactions. Emphasis is on research, theory, application, and tax planning.

ACCT A342 Managerial Cost Accounting 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A202 with minimum grade of C.

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.

Agriculture

AGRI

AGRI A115 Basic Horse Behavior and Training I 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Introduces principles necessary for understanding horse behavior and physical development of the riding horse. Presents principles and procedures of communication, and horse training from halter training to mounted work. Includes actual handling and training of horses.

AGRI A136 Introduction to Horticulture 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Reviews plant structure and growth; soils; plant nutrition; plant propagation; potting media; fertilizers; indoor plant care; light management; container gardening; interior landscaping; greenhouse growing and plant forcing.

AGRI A138 Organic Gardening 1-3 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

Introduces organic methods and materials for ecological agriculture covering soil management, crop rotations, weed control, pest management, garden planning, planting, harvesting, storage, French intensive methods, and compost.

AGRI A139 Modern Home Gardening 3 CR

Contact Hours: 3 + 0

Principles of gardening--comprehensive coverage of plants, soils and climates, the basic elements with which the gardener must deal. Practices of gardening--the manipulation of the basic elements; growing of important vegetables, herbs, perennial food plants and flowers.

AGRI A194E Introduction to Veterinary Technology 3 CR

Contact Hours: 3 + 0

Introductory course for those considering a career as a veterinary technician. Introduces patient management, nutrition, anesthesia, pharmacology, surgical and medical animal nursing, and practice management including working safely with animals.

AGRI A194G Introduction to Veterinary Technology Large Animal 3 CR

Contact Hours: 3 + 0

Special Note: Course may include field experience.

An introductory course for those considering a career as a veterinary technician, focusing on large animals. Introduces large animal patient management, nutrition, anesthesia, pharmacology, surgical and medical nursing, and animal behavior, including working safely with large animals, such as horses and livestock.

AGRI A213 Practical Horsemanship II 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

AGRI A215 Basic Horse Behavior and Training II 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Focuses on practical psychology of riding, and introduces basic principles and methods of training the performance horse from mounting of the horse to training skills under saddle. Includes the actual starting and training of green horses.

AGRI A227 Landscape Design: A Home Owner's Approach 1 CR

Contact Hours: 1 + 0

Registration Restrictions: AGRI A136 or AGRI A139 recommended.

Grade Mode: Pass/No Pass.

Designed for the beginning home landscaper. Covers the first phases of landscape design including site inventory, site analysis, conceptual design, and preliminary design. Construction phasing, final design components, and additional resources will be discussed briefly.

AGRI A240 Greenhouse Operation and Management 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

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

AGRI A245 Master Gardener 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Experienced gardeners in Alaska, plus a commitment to volunteer 40 hours to CES in gardening subject areas.

Offered only at Kenai Peninsula College.

Course will teach volunteers (master gardeners) to extend the gardening information and resources of cooperative extension service to area gardeners.

American Sign Language

ASL

ASL A101 Elementary American Sign Language I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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 CR

Contact Hours: 3 + 0

Prerequisites: ASL A101.

Course Attributes: UAA 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.

ASL A201 Intermediate American Sign Language I 3 CR

Contact Hours: 3 + 0

Prerequisites: ASL A102.

Course Attributes: UAA GER Humanities Requirement.

Development of receptive and expressive proficiency, with continued emphasis on purposeful communication. Students gain greater confidence in producing signed discourse, become more adept at creating with the language, and begin to sustain extended conversation. Grammatical structures are examined more in-depth, and a wider range of current topics is introduced.

ASL A202 Intermediate American Sign Language II 3 CR

Contact Hours: 3 + 0

Prerequisites: ASL A201.

Course Attributes: UAA GER Humanities Requirement.

For students able to communicate in American Sign Language on a variety of everyday topics. Continued learning of vocabulary-building techniques, and strengthening and developing facility with grammatical structures. Cultural understanding will be explored through examination of societal perceptions of deafness.

Anthropology ANTH

ANTH A101 Introduction to Anthropology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Req.

Special Note: Recommended for majors and non-majors. Offered Fall and Spring Semesters.

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

ANTH A200 Natives of Alaska 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Req.

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

ANTH A202 Cultural Anthropology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Req.

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

ANTH A211 Fundamentals of Archaeology 3 CR

Contact Hours: 3 + 0

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

ANTH A250 The Rise of Civilization 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Req.

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

ANTH A371 Selected Topics in Anthropology 1-3 CR

Contact Hours: 1-3 + 0

Special Note: May be repeated for credit.

Topic varies.

ANTH A397 Independent Study 1-4 CR

Contact Hours: 0 + 0

Grade Mode: Pass/No Pass.

ANTH A431 Field Methods in Archaeology 1-8 CR

Contact Hours: 0 + 3-24

Registration Restrictions: Faculty permission and ANTH A211 recommended.

Stacked with: ANTH A631.

Special Fees.

Special Note: May be repeated once for credit.

Introduction to basic techniques of archaeological data recovery and recording, laboratory processing, and preliminary analysis of archaeological materials.

Architectural & Engineering Technology AET

AET A100 Fundamentals of Drafting 3 CR

Contact Hours: 1 + 2

Offered only at Matanuska-Susitna College.

Special Note: For non-majors only.

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

AET A101 Fundamentals of CADD for Building Construction 4 CR

Contact Hours: 2 + 4

Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.

Crosslisted with: CM A101.

Special Fees.

Introduces basic CADD (computer aided drafting and design) skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between design and construction professionals and drafters/technicians.

AET A102 Methods of Building Construction 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.

Crosslisted with: CM A102.

Introduces basic knowledge of building materials, technical specifications, techniques, and systems. Outlines structural systems, construction processes, and assemblies. Includes a field project involving student team research of current Alaskan building type.

AET A111 Civil Drafting 3 CR

Contact Hours: 2 + 3

Prerequisites: AET A102 and AET A181.

Special Fees.

Introduces technical skills needed by drafters and technicians to work with civil engineers and surveyors. Includes office practices, staff relationships, and civil drawing production. Develops computer-aided drafting skills for mapping used in site development.

AET A121 Architectural Drafting 3 CR

Contact Hours: 2 + 3

Prerequisites: AET A102 and AET A181.

Special Fees.

Introduces technical skills needed by architectural drafters and technicians to work with architects. Includes office practices, staff relationships, and architectural drawing production. Develops computer-aided drafting skills in architectural drawing symbols, conventions, dimensioning systems, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings.

AET A123 Codes and Standards 3 CR

Contact Hours: 3 + 0

Prerequisites: AET A101 and AET A102.

Crosslisted with: CM A123.

Special Fees.

Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of the buildings, and community development.

AET A131 Structural Drafting 3 CR

Contact Hours: 2 + 3

Prerequisites: AET A102 and AET A181.

Special Fees.

Introduces technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural drawing production. Develops computer-aided drafting skills in symbols, conventions, dimensioning systems, sheet organizations, code analysis and research methods for steel, wood, and reinforced concrete buildings.

AET A142	Mechanical and Electrical Technology	4 CR	AET A283	CADD Software Customization	3 CR
Contact Hours: 3 + 2 Prerequisites: AET A101 and AET A102. Crosslisted with: CM A142. Special Fees. Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of occupants. Emphasizes design criteria, code requirements, and interpretation of construction drawings.			Contact Hours: 2 + 3 Prerequisites: AET A181. Special Fees. Presents the skills and knowledge necessary to modify and customize the CADD user interface, create customized CADD features for diverse domains, and manage CADD standards and projects in professional environments.		
AET A143	Mechanical and Electrical Drafting	3 CR	AET A286	Design Project	4 CR
Contact Hours: 2 + 3 Prerequisites: AET A102 and AET A181. Special Fees. Introduces technical analysis, theory, code requirements, CADD techniques, and construction drawing methodology to produce construction drawings for mechanical and electrical building systems. Includes drafting conventions, drawing symbols, terminology, and research methods for residential and commercial building mechanical and electrical systems and equipment.			Contact Hours: 2 + 4 Prerequisites: AET A181 and [AET A111 or AET A121 or AET A131 or AET A143]. Special Fees. Provides a culminating problem-solving situation for students from the various certificate programs. The problem will be taken from community-generated enterprise and solved in a project-based learning environment.		
AET A161	Blueprint Reading for the Construction Industry	1 CR	AET A290	Architectural and Engineering Technology Selected Topics	I-6 CR
Contact Hours: 1 + 2 Registration Restrictions: High school reading and writing skills and math including addition and subtraction of fractions and decimals. Special Fees. Special Note: Does not meet AET certificate or degree requirements. Introduction to skills and techniques needed to correctly interpret working drawings used in construction field.			Contact Hours: 0-6 + 0-12 Registration Restrictions: Department Permission required. Grade Mode: Pass/No Pass. Special Note: May be repeated for credit under different topic. Provides theoretical and/or experiential learning in selected areas of Architectural and Engineering Technology. Provides technical information on current industry trends.		
AET A171	Building Your Own Home	3 CR	AET A295	Architectural and Engineering Technology Internship	I-3 CR
Contact Hours: 1 + 1 Registration Restrictions: Basic high school English and math skills recommended. Special Fees. Special Note: Does not meet AET certificate or degree requirements. Introduces practical techniques and methods for planning, designing, constructing and remodeling owner-built single-family houses.			Contact Hours: 0 + 15 Registration Restrictions: Sophomore standing and faculty permission. Grade Mode: Pass/No Pass. Special Fees. Places students in generalized and specialized architectural, engineering or building construction offices related to student educational program and occupational objectives. Direct supervision by architect, engineer, or contractor professional, program faculty, and Cooperative Education Director.		
AET A181	Intermediate CADD for Building Construction	4 CR	Art ART		
Contact Hours: 2 + 4 Prerequisites: AET A101 or CM A101. Special Fees. Develops intermediate level CADD (computer-aided design and drafting) skills for architectural, civil, structural, mechanical and electrical drawings used in building construction. Includes 3-D space coordinate systems, surface modeling, and solid modeling.			ART A100	Two-Dimensional Activities (Topics in Drawing, Design, or Painting)	I-3 CR
AET A213	Civil Technology	4 CR	Contact Hours: 0 + 2-6 Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in drawing, painting, or design may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.		
Contact Hours: 2 + 4 Prerequisites: AET A101 and AET A102. Crosslisted with: CM A213. Special Fees. Outlines elements of civil design, including soils and soil mechanics, foundations, roads, utilities using local, state, and federal regulations. Students will also be introduced to elements of construction surveying.			ART A101	Three Dimensional Activities (3-D Materials and Techniques)	I-3 CR
AET A231	Structural Technology	4 CR	Contact Hours: 0 + 2-6 Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in sculpture, ceramics, or metalsmithing may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.		
Contact Hours: 2 + 4 Prerequisites: AET A101 and AET A102. Crosslisted with: CM A231. Special Fees. Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against the natural forces of gravity, wind, snow, and earthquakes. Covers connection detailing and code requirements for wood, steel, and reinforced concrete.			ART A102	Fiber and Basketry Activities (Topics in Fibers, Basketry, Weaving or Papermaking)	I-3 CR
AET A282	Advanced CADD Techniques	4 CR	Contact Hours: 0 + 2-6 Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in fibers, basketry, weaving, or papermaking may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.		
Contact Hours: 2 + 4 Prerequisites: AET A181. Special Fees. Continues skill development in CADD (computer-aided design and drafting) at an advanced level for the production of architectural, civil, structural, mechanical, and electrical drawings used in construction. Includes 3-D space, shading, rendering, and animation techniques.					

COURSE DESCRIPTIONS

ART A103	Replicative Arts (Topics in Printmaking, Photography, & Digital Arts)	1-3 CR	ART A211	Beginning Sculpture	3 CR
Contact Hours: 0 + 2-6 Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics in printmaking, photography, and digital arts may be offered to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.			Contact Hours: 0 + 6 Prerequisites: ART A105 and ART A113. Stacked with: ART A311 and A411. Special Fees. Exploration of fundamental elements of sculpture: form, mass, volume, scale, material, and surface. Introduction to aesthetics and history of modern sculpture. Includes tools, techniques, and materials available to the sculptor.		
ART A104	Multi-Media Activities	1-3 CR	ART A212	Beginning Watercolor	3 CR
Contact Hours: 0 + 2-6 Special Fees. Special Note: Does not satisfy BA or BFA degree requirements. May be repeated 3 times for credit in different topic areas. Art studio topics combining two or more disciplines in multi-media art processes to introduce possible areas for future concentrated study. Recommended for students seeking initial exposure to studio arts.			Contact Hours: 0 + 6 Stacked with: ART A312 and A412. Special Fees. Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.		
ART A105	Beginning Drawing	3 CR	ART A213	Beginning Painting	3 CR
Contact Hours: 0 + 6 Stacked with: ART A205, A305, and A405. Special Fees. Introduction to elements of drawing based on development of skill using wet and dry media such as pencil, charcoal, conte, ink, and brush. Class and homework assignments in drawing and composition of objects, still lifes, perspective effects, and the human figure.			Contact Hours: 0 + 6 Stacked with: ART A313, A413, and A414. Special Fees. Introduction to materials and traditional techniques as applied to painting as a fine art. Focus on visual awareness, technical ability and conceptual input with investigation of intuitive and creative approaches. Subject matter drawn from still life, landscape/nature, interior spaces and the human form.		
ART A111	Two-Dimensional Design	3 CR	ART A215	Beginning Printmaking	3 CR
Contact Hours: 0 + 6 Special Fees. Study of the organization, structure, and composition of form through the use of the basic design elements including color. Emphasis on development of design as related to two-dimensional art.			Contact Hours: 0 + 6 Prerequisites: ART A105 and ART A113. Stacked with: ART A314, A315, and A415. Special Fees. Introduces basic skills and concepts of printmaking process. Focuses on creativity and craftsmanship including traditional and contemporary printmaking methods and skills.		
ART A112	Color Design	3 CR	ART A224	Beginning Photography	3 CR
Contact Hours: 0 + 6 Special Fees. Study of fundamentals of color and two-dimensional visual perception. Projects will emphasize evaluation and mixing of color.			Contact Hours: 0 + 6 Special Fees. Basic principles including camera functions for artistic expression through the processing and printing of black and white film.		
ART A113	Three-Dimensional Design	3 CR	ART A252	Beginning Graphic Design and Illustration	3 CR
Contact Hours: 0 + 6 Special Fees. Exploration of three-dimensional design. Focus on terminology, exploration of materials, and appropriate use of hand and power tools. Development of problem-solving skills and methods of self-evaluation.			Contact Hours: 0 + 6 Prerequisites: ART A105 and ART A111 and ART A113 and ART A205 and ART A261 and ART A262. Special Fees. Special Note: May be repeated for credit. Idea development and problem solving skills for the commercial market. Introduction to client identity, printing, and production process. Survey of industry history.		
ART A160	Art Appreciation	3 CR	ART A261	History of Western Art I	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA GER Fine Arts Requirement. Special Fees. Special Note: Course meets General Education Requirement except for Art majors. Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.			Contact Hours: 3 + 0 Prerequisites: ENGL A111. Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement. Special Fees. Origins and development of painting, sculpture, and architecture. Covers the history of art from prehistory through the Medieval Period of the Western World.		
ART A205	Intermediate Drawing	3 CR	ART A262	History of Western Art II	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A105. Stacked with: ART A105, A305, and A405. Special Fees. Expands visual awareness, technical ability and creative/conceptual input. Complex technical and intuitive/creative approaches to drawing will be investigated. Class and homework assignments in drawing objects, still life, perspective effects, and human forms.			Contact Hours: 3 + 0 Prerequisites: ENGL A111. Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement. Special Fees. Origins and development of painting, sculpture, and architecture. Covers the history of art from the Renaissance through the modern period with an emphasis on the art of the Western World.		
ART A209	Beginning Metalsmithing and Jewelry	3 CR	ART A271	Beginning Surface Design	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A105. Stacked with: ART A309 and A409. Special Fees. Introduction to the basic techniques, tools, and materials, and application of design principles. Includes historical considerations.			Contact Hours: 0 + 6 Stacked with: ART A371 and A471. Special Fees. Introduction to resist-dyeing processes using directly applied resists (wax, rice paste) in designing and patterning the art fabric surface.		

ART A272	Beginning Fiber-Sculpture	3 CR	ART A313	Intermediate Painting	3 CR
Contact Hours: 0 + 6 Stacked with: ART A372 and A472. Special Fees. Introduction to hand-constructed textiles, adapting traditional methodology to the production of contemporary art.			Contact Hours: 0 + 6 Prerequisites: ART A213. Registration Restrictions: Instructor permission. Stacked with: ART A213, A413, and A414. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of expressive skills in painting. Reviews beginning painting techniques and refines material uses with emphasis on individual approaches to pictorial and conceptual problems.		
ART A273	Beginning Woven Forms	3 CR	ART A324	Intermediate Photography	3 CR
Contact Hours: 0 + 6 Stacked with: ART A373 and A473. Special Note: May be repeated once for credit with substantive change in media or emphasis. Special Fees. Introduction to European floor loom. Various on-loom techniques are utilized in the production of the art fabric.			Contact Hours: 0 + 6 Prerequisites: ART A224. Registration Restrictions: Instructor permission. Special Fees. Investigates intermediate level techniques and conceptual approaches to photography. Encourages exploration of diverse attitudes and approaches in black and white photography for artistic expression, shooting, processing, and printing of black and white film.		
ART A305	Advanced Drawing	3 CR	ART A357	Digital Art and Design II	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A205. Registration Restrictions: Instructor permission. Stacked with: ART A105, A205, and A405. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Refinement of advanced drawing and conceptual skills by examining contemporary techniques and materials.			Contact Hours: 0 + 6 Prerequisites: ART A257. Registration Restrictions: Instructor permission. Special Fees. Special Note: May be repeated once for credit with substantive change in emphasis with faculty approval. Exploration of 2-D digital tools and techniques for creative expression, emphasizing production of hard copy.		
ART A307	Life Drawing and Composition I	3 CR	ART A363	History of Contemporary Art	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A205. Registration Restrictions: Instructor permission. Stacked with: ART A407. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Drawing from live models to explore possibilities in design, composition and media. Emphasis on form and space using wet and dry media including charcoal, graphite, pen, and brush.			Contact Hours: 3 + 0 Prerequisites: ART A262. Registration Restrictions: Instructor permission. Special Fees. Analysis of the work and thought of major artists in painting, sculpture, architecture, performance and installation art from post-World War II to the present. Examines the relationship of visual art to social and cultural trends during this period.		
ART A309	Intermediate Metalsmithing and Jewelry	3 CR	ART A364	Italian Renaissance Art	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A209. Registration Restrictions: Instructor permission. Stacked with: ART A209 and A409. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Continued investigation of techniques, tools, and materials used in metalsmithing and jewelry.			Contact Hours: 3 + 0 Prerequisites: ART A262. Registration Restrictions: Instructor permission. Special Fees. Renaissance art from early Florentine beginnings to the High Renaissance of Venice and Mannerist developments.		
ART A311	Intermediate Sculpture	3 CR	ART A371	Intermediate Surface Design	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A211. Registration Restrictions: Instructor permission. May be stacked with: ART A211 and A411. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Exploration of sculptural concepts and processes with emphasizing aesthetics and history of modern sculpture. Focus on development of construction skills with access to advanced machines and tools and their applications.			Contact Hours: 0 + 6 Prerequisites: ART A271. Registration Restrictions: Instructor permission. Stacked with: ART A271 and A471. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. 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 Tritic) are utilized as the basis for individual expression and design purposes.		
ART A312	Intermediate Watercolor Painting	3 CR	ART A372	Intermediate Fiber-Sculpture	3 CR
Contact Hours: 0 + 6 Prerequisites: ART A212. Registration Restrictions: Instructor permission. Stacked with: ART A212 and A412. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Intensified development of expressive skills including watercolor painting techniques and refines material uses with the emphasis on individual approaches to traditional and non-traditional pictorial and conceptual problems.			Contact Hours: 0 + 6 Prerequisites: ART A272. Registration Restrictions: Instructor permission. Stacked with: ART A272 and A472. Special Fees. Special Note: May be repeated once for credit with substantive change in media or emphasis. Explores hand-constructed textiles and traditional percussion textiles including paper and felt making as interpreted in a contemporary context.		

COURSE DESCRIPTIONS

ART A373 Intermediate Woven Forms 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A273.

Registration Restrictions: Instructor permission.

Stacked with: ART A273 and A473.

Special Fees.

Special Note: May be repeated once for credit with substantive change in media or emphasis.

Continued exploration of floor loom techniques and their use with off-loom processes for the production of contemporary art.

ART A392 Selected Topics in Art Education I-3 CR

Contact Hours: 1-3 + 0

Registration Restrictions: Instructor permission. Prerequisites will vary depending upon topic.

Special Fees.

Special Note: May be repeated for credit in different topics for a maximum of 12 credits.

Topics in selected areas of art education.

ART A405 Experimental Drawing 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A305.

Registration Restrictions: Instructor permission.

Stacked with: ART A105, A205, and A305.

Special Fees.

Special Note: May be repeated once for credit.

Integrates the development of ideas and personal iconography through experimentation with contemporary techniques and materials in drawing.

ART A409 Advanced Metalsmithing and Jewelry 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A309.

Registration Restrictions: Instructor permission.

Stacked with: ART A209 and A309.

Special Fees.

Special Note: May be repeated once for credit.

Further investigation of advanced techniques, tools, and materials and more advanced design principles. Special emphasis on hollowware and forging and understanding of these traditional techniques in a historical context.

ART A412 Advanced Watercolor Painting 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A312.

Registration Restrictions: Instructor permission.

Stacked with: ART A212 and A312.

Special Fees.

Special Note: May be repeated once for credit.

Continued investigation of more advanced watercolor techniques and approaches regarding conceptual/pictorial constructions. Encourages experimentation, research and technical approaches.

ART A413 Advanced Painting 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A313.

Registration Restrictions: Instructor permission.

Stacked with: ART A213, A313, and A414.

Special Fees.

Special Note: May be repeated once for credit.

Development of advanced painting techniques. Focus on complex concepts and pictorial constructions including research and experimentation in various media.

ART A424 Advanced Photography 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A324.

Registration Restrictions: Instructor permission.

Special Fees.

Special Note: May be repeated once for credit.

Investigates advanced level techniques and conceptual approaches to traditional and digital photography. Encourages exploration of diverse approaches in photography.

ART A471 Advanced Surface Design 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A371.

Registration Restrictions: Instructor permission.

Stacked with: ART A271 and A371.

Special Fees.

Special Note: May be repeated once for credit.

Development and refinement of individual problems in resist-dyeing using fluid, bound and print/transfer techniques.

ART A472 Advanced Fiber-Sculpture 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A372.

Registration Restrictions: Instructor permission.

Stacked with: ART A272 and ART A372.

Special Fees.

Special Note: May be repeated once for credit.

Refinement of fiber processes with an emphasis on structural forms, materials, approaches, scale relationships and installations.

ART A473 Advanced Woven Forms 3 CR

Contact Hours: 0 + 6

Prerequisites: ART A373.

Registration Restrictions: Instructor permission.

Stacked with: ART A273 and A373.

Special Fees.

Special Note: May be repeated once for credit with substantive change in media or emphasis.

Further development of advanced loom weaving techniques and refinement of personal imagery and problems related to contemporary approaches to fiber art.

Aviation Technology AT

AT A100 Private Pilot Ground School 3 CR

Contact Hours: 3 + 0

MSC Special Note: Does not meet the UAA Aviation Technology degree requirement.

Prepares students for FAA Private Pilot Knowledge Test. Includes basic aerodynamics, aircraft engine operation and flight instruments, navigation, weather information, and dissemination services. Covers FAA regulations, the Aeronautical Information Manual, radio communication, and navigation are also covered.

AT A116 Instrument Ground School 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Private Pilot Certificate or AT A100.

MSC Special Note: Does not meet the UAA Aviation Technology degree requirement.

Preparation for FAA Instrument Pilot Knowledge Test. Includes attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR en route charts, approach plates, airspace, and airway route system.

Biological Sciences

BIOL

BIOL A102 Introductory Biology 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Natural Sciences Req.

Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements.

Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment.

BIOL A103 Introductory Biology Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (BIOL A102 or concurrent enrollment).

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Special Note: Primarily for non-science majors. Satisfies CAS B.S. degree requirements.

Selected introductory biological concepts including the chemical basis of life, cell structure, energetics, physiology, genetics, biotechnology, evolution, ecology and scientific methodology. This course will provide the non-biologist with a working knowledge of life science that will be useful in making informed decisions on health and the environment. Laboratory supplement of BIOL A102. Exercises are designed to illustrate principles and concepts developed in BIOL A102.

BIOL A104 Natural History of Alaska 3 CR

Contact Hours: 3 + 0

Crosslisted with: GEOL A104.

Special Note: Acceptable as elective credit only.

Surveys important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and people. Local area will be emphasized.

BIOL A111 Human Anatomy and Physiology I 4 CR

Contact Hours: 3 + 3

Corequisite: BIOL A111L.

Course Attributes: UAA GER Natural Science w/ Lab.

Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week.

An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered.

BIOL A111L Human Anatomy and Physiology I Laboratory 0 CR

Contact Hours: 0 + 0

Corequisite: BIOL A111.

Grade Mode: Non-Graded.

Special Fees.

BIOL A112 Human Anatomy and Physiology II 4 CR

Contact Hours: 3 + 3

Prerequisites: BIOL A111.

Corequisite: BIOL A112L.

Course Attributes: UAA GER Natural Science w/ Lab.

Special Note: Does not apply for Biology major credit. Satisfies CAS B.S. requirements. One 3-hour lab per week.

A continuation of BIOL A111. The circulatory, lymphatic, immune, respiratory, digestive, urinary and reproductive systems are considered.

BIOL A112L Human Anatomy and Physiology II Laboratory 0 CR

Contact Hours: 0 + 0

Corequisite: BIOL A112.

Grade Mode: Non-Graded.

Special Fees.

BIOL A113 Lectures in Human Anatomy and Physiology I 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.

BIOL A113 is the lecture portion of BIOL A111 without the laboratory.

BIOL A114 Lectures in Human Anatomy and Physiology II 3 CR

Contact Hours: 3 + 0

Prerequisites: BIOL A111 or BIOL A113.

Registration Restrictions: Current Alaska registered nurse license and permission of both the associate dean of nursing and the course instructor.

A continuation of BIOL A113. BIOL A114 is the lecture portion of BIOL A112 without the laboratory.

BIOL A115 Fundamentals of Biology I 4 CR

Contact Hours: 3 + 3

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.

Course Attributes: UAA GER Natural Science w/ Lab.

Special Note: One 3-hour lab per week. BIOL A115 and A116 are core courses in biology and are prerequisites to further course in biological sciences.

A survey of molecular biology, genetics, and homeostasis in the context of evolution.

BIOL A115L Fundamentals of Biology I Lab 0 CR

Contact Hours: 0 + 3

Corequisite: BIOL A115.

Grade Mode: Non-Graded.

Special Fees.

BIOL A116 Fundamentals of Biology II 4 CR

Contact Hours: 3 + 3

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.

Course Attributes: UAA GER Natural Science w/ Lab.

Special Note: One 3-hour lab per week. BIOL A115 and A116 are core courses in biology and are prerequisites to further course 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 A116L Fundamentals of Biology II Lab 0 CR

Contact Hours: 0 + 3

Corequisite: BIOL A116.

Grade Mode: Non-Graded.

Special Fees.

BIOL A124 Biota of Alaska: Selected Topics 1-4 CR

Contact Hours: 1-4 + 0

Special Fees.

Special Note: Community service course.

Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology and behavior.

BIOL A200 Introduction to Complexity 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A107 or MATH A172.

Crosslisted with: CPLX A200.

Course Attributes: UAA GER Natural Sciences Req.

An introduction to the science of complexity, currently used to predict system behavior in the physical, life, and social sciences.

BIOL A240 Introductory Microbiology for Health Sciences 4 CR

Contact Hours: 3 + 3

Registration Restrictions: Concurrent enrollment in BIOL A112 or 8 hours in biology or chemistry.

Corequisite: BIOL A240L.

Special Note: 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.

General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology.

COURSE DESCRIPTIONS

BIOL A240L	Introductory Microbiology for Health Sciences Laboratory	0 CR
Contact Hours: 0 + 0 Corequisite: BIOL A240. Grade Mode: Non-Graded. Special Fees.		
BIOL A242	Fundamentals of Cell Biology	4 CR
Contact Hours: 3 + 3 Prerequisites: BIOL A116 and CHEM A106 and CHEM A106L. Corequisite: BIOL A242L. Special Note: Core course for Biology majors. One 3 hour lab per week. Examination of the structure, including ultrastructure, and function of cells. Isolation, composition, and biochemical properties of cell components.		
BIOL A242L	Fundamentals of Cell Biology Lab	0 CR
Contact Hours: 0 + 0 Corequisite: BIOL A242. Grade Mode: Non-Graded. Special Fees. Laboratory part of BIOL A242. Exercises are designed to illustrate principles and concepts developed in BIOL A242.		
BIOL A252	Principles of Genetics	4 CR
Contact Hours: 3 + 3 Prerequisites: BIOL A242 and [CHEM A106 and CHEM A106L] and MATH A107. Corequisite: BIOL A252L. Special Note: Core course for biology majors. One 3-hour lab per week. Principles of inheritance in prokaryotes and eukaryotes and physicochemical properties of genetic systems.		
BIOL A252L	Principles of Genetics Laboratory	0 CR
Contact Hours: 0 + 0 Corequisite: BIOL A252. Grade Mode: Non-Graded. Special Fees.		
Business Administration		BA
BA A101	Introduction to Management	3 CR
Contact Hours: 3 + 0 Entry level survey of development of management theory. Techniques associated with core managerial functions such as planning, organizing, actuating, and controlling. Selected management concepts and models viewed within organizational settings.		
BA A131	Personal Finance	3 CR
Contact Hours: 3 + 0 Introduction to consumer finance. Surveys topics such as family budgeting, income tax fundamentals, consumer credit, home buying and financing, auto financing, insurance, investment fundamentals, estate planning, and retirement planning.		
BA A151	Introduction to Business	3 CR
Contact Hours: 3 + 0 Course Attributes: UAA GER Social Sciences Req. Introduces students to the fundamentals of business. Explores strategies that allow companies to compete in today's interactive, global marketplace. Covers each of the functional areas of business: management, marketing, finance, and accounting. Students gain some valuable critical-thinking, problem-solving, team-building, and communication skills required in modern business environments.		
BA A155	Personal Investments	3 CR
Contact Hours: 3 + 0 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 CR
Contact Hours: 3 + 0 Business planning as key to successful small business management. Examines practical aspects of management for starting and operating a small businesses. Assists students in furthering their understanding of personal finance, business planning, marketing, production, and business finance.		

BA A194C	Marketing a Small Business	1 CR
Contact Hours: 1 + 0 Prerequisites: BA A194A. Provides general marketing principles and practices. Includes development of marketing skills and understanding marketing's role within the business plan framework and the business organization. Topics include printing services, public relations, distribution channels, investing in your product, staging events, and controlling production costs.		
BA A231	Fundamentals of Supervision	3 CR
Contact Hours: 3 + 0 For students with or without supervisory experience. Introduction to effective supervisor's role. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision making approach to condemnatory situations facing supervisors.		
BA A232	Fundamentals of Organizational Management	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A231. Discusses leadership styles of managers and skills necessary to effectively lead organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies.		
BA A233	Survey of Finance	3 CR
Contact Hours: 3 + 0 Prerequisites: [ACCT A101 or ACCT A201] and MATH A105. Surveys the discipline of finance. Topics covered are: financial markets, financial institutions, financial statements analysis, time value of money, capital budgeting, and methods of short-term and long-term financing.		
BA A241	Business Law I	3 CR
Contact Hours: 3 + 0 Crosslisted with: 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 A242	Business Law II	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A241 or JUST A241. Crosslisted with: JUST A242. Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.		
BA A260	Marketing Practices	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A151. Examines the tools, techniques, and principles of marketing and how to apply them. Identifies the significance of connecting with customers. Examines and identifies market factors which create the greatest customer satisfaction possible in the highly competitive environments of the 21st century.		
BA A263	Practices in Consumer Behavior	3 CR
Contact Hours: 3 + 0 Prerequisites: BA A260. Provides students with usable understanding of consumer behavior; based on the belief that knowledge of factors influencing consumer behavior can be used to develop sound marketing strategy. Explores motivation, personality, lifestyle, decision making, and the impact of cross-cultural variations on consumer buying behavior.		
BA A264	Personal Selling	3 CR
Contact Hours: 3 + 0 Designed for people with or without sales experience. Explores skills all individuals use to sell themselves, products, services, and ideas. Offers opportunities for students to practice selling skills that will help them become better communicators throughout life.		

BA A273 Introduction to Statistics for Business and Economics 3 CR

Contact Hours: 3 + 0

Prerequisites: CIS A110 and [MATH A107 or MATH A172].

Special Note: A student may apply no more than 3 credits from STAT A252 or BA A273 toward graduation requirements for a baccalaureate degree.

Introduces statistics and probability with emphasis on the analysis of business and economic data. Includes descriptive statistics for univariate and bivariate data; elementary probability and sampling distributions; and estimation of means, proportions, and simple regression coefficients. Students will be introduced to one or more computer packages for statistical data analysis.

BA A300 Organizational Theory and Behavior 3 CR

Contact Hours: 3 + 0

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Discusses literature of organizational theory; emphasizes theoretical concepts, organizational design, dynamics of formal and informal groups, communication in leadership, organizational development, organizational effectiveness, and social science research techniques.

BA A325 Corporate Finance 3 CR

Contact Hours: 3 + 0

Prerequisites: ACCT A202 and BA A273 and ECON A202.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Surveys the practice of corporate finance. Topics covered are: financial statements analysis, valuation of securities, capital budgeting, risk and return, cost of capital, capital structure, and working capital management.

BA A343 Principles of Marketing 3 CR

Contact Hours: 3 + 0

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Examines the present role and evolving scope of marketing in organizations and the global economy. Provides a comprehensive delineation of the key marketing terms, concepts, and decision paradigms; offers an overview of the requisite steps, strategic considerations, and essential elements involved in planning, implementing, and evaluating marketing activities and campaigns.

BA A361 Human Resource Management 3 CR

Contact Hours: 3 + 0

Prerequisites: BA A300.

Registration Restrictions: College of Business & Public Policy majors must be admitted to upper-division standing.

Human resource practice in industry and the analysis of human resource structures, problems and trends. Includes recruiting, selecting, performance appraisal, training, compensation, labor and civil rights laws, interviewing, and testing.

Chemistry

CHEM

CHEM A055 Contemporary Chemistry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055.

Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving.

CHEM A055L Contemporary Chemistry Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (CHEM A055 or concurrent enrollment).

Special Fees.

Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A103 Survey of Chemistry 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.

Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.

Course Attributes: UAA GER Natural Sciences Req.

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 A103L Survey of Chemistry Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (CHEM A103 or concurrent enrollment).

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Introductory laboratory to teach the basics of laboratory equipment, data gathering, analysis, and reporting.

CHEM A104 Introduction to Organic Chemistry and Biochemistry 3 CR

Contact Hours: 3 + 0

Prerequisites: CHEM A103.

Course Attributes: UAA GER Natural Sciences Req.

Special Note: CHEM A104 is a lecture class only. The course sequence CHEM A103/A104 satisfies the GER lab science requirement.

Includes a survey of organic chemistry and biochemistry. Covers 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 A104L Introduction to Organic Chemistry and Biochemistry Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: CHEM A103 and (CHEM A104 or concurrent enrollment).

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Laboratory sequence based on the concepts presented in CHEM 104.

CHEM A105 General Chemistry I 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C.

Registration Restrictions: CHEM A055 with minimum grade of C or high school chemistry.

Course Attributes: UAA GER Natural Sciences Req.

Introduction to inorganic chemistry for science majors which includes atomic and molecular structure, chemical equations and calculations, states of matter, solutions, acids and bases, oxidation-reduction reactions, and thermodynamics. Assumes prior knowledge of nomenclature and basic calculations (metric and SI system, mole).

CHEM A105L General Chemistry I Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (CHEM A105 or concurrent enrollment).

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

CHEM A106 General Chemistry II 3 CR

Contact Hours: 3 + 0

Prerequisites: CHEM A105 with minimum grade of C and [MATH A105 with minimum grade of C or MATH A107 with minimum grade of C].

Course Attributes: UAA GER Natural Sciences Req.

The second semester in the general chemistry sequence for science majors. Discusses solution equilibrium, electrochemistry, kinetics, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.

CHEM A106L General Chemistry II Laboratory 1 CR

Contact Hours: 0 + 3

Prerequisites: (CHEM A106 or concurrent enrollment) and CHEM A105L.

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Laboratory designed to teach the fundamentals of working with laboratory equipment, data gathering, analysis, and reporting.

COURSE DESCRIPTIONS

CHEM A212 **Quantitative Analysis** **5 CR**
Contact Hours: 3 + 6
Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C.
Special Fees.

General principles of chemical analysis, including introduction to volumetric, gravimetric, and instrumental methods, theory, problems, and laboratory.

CHEM A212L **Quantitative Analysis Laboratory** **0 CR**
Contact Hours: 0 + 0
Grade Mode: Non-Graded.
Special Fees.

CHEM A321 **Organic Chemistry I** **3 CR**
Contact Hours: 3 + 0
Prerequisites: CHEM A106 with minimum grade of C and CHEM A106L with minimum grade of C.

Investigates the chemistry of carbon compounds including alkanes, alkenes, alkynes, alkyl halides, and arenes. Discusses physical properties, nomenclature, synthesis, reactions, reaction mechanisms, and stereochemistry of these compounds.

CHEM A322 **Organic Chemistry II** **3 CR**
Contact Hours: 3 + 0
Prerequisites: CHEM A321 with minimum grade of C.

Continuation of CHEM A321 which will include the study of spectroscopic techniques for structure determination, and the chemistry of alcohols, ethers, epoxides, thiols, sulfides, carbonyl compounds, amines, carbohydrates, and amino acids. Emphasizes nomenclature, physical properties, synthetic methods, and reaction mechanisms.

CHEM A323L **Organic Chemistry Laboratory** **2 CR**
Contact Hours: 0 + 6
Prerequisites: CHEM A321 with minimum grade of C and (CHEM A322 with minimum grade of C or concurrent enrollment).
Special Fees.
Special Note: Concurrent enrollment in CHEM A322 is required unless completed with a minimum grade of C.

A practical implementation of the theory learned in CHEM A321 and A322. Purification techniques, spectroscopic methods, and synthetic methods of organic compounds will be taught.

Communication COMM

COMM A111 **Fundamentals of Oral Communication** **3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication Req.

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 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication Req.

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 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication Req.

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 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Oral Communication Req.

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 presentation.

COMM A340 **Nonverbal Communication** **3 CR**
Contact Hours: 3 + 0
Prerequisites: COMM A101 or COMM A111 or COMM A235 or COMM A237 or COMM A241.

Covers theoretical and research literature pertinent to nonverbal communication behavior. Focuses on the persuasive role that movement plays in the formal and informal communication process.

COMM A380 **Theories of Human Communication** **3 CR**
Contact Hours: 3 + 0
Prerequisites: COMM A101 or COMM A111 or COMM A235 or COMM A237 or COMM A241.

Covers major communication theories, principles, and research paradigms in interpersonal, group, organizational, and public contexts.

Community Education CED

CED A049 **Community Education
Selected Topics** **0 CR**

Contact Hours: 0 + 0
Grade Mode: Non-Graded.
Special Fees.

Workshops presented by local resource people on a variety of topics.

CED A140 **Calculator Workshop** **1 CR**
Contact Hours: 1 + 0
Grade Mode: Pass/No Pass.

Familiarize students with the operation of a graphics calculator. Specific uses of the calculator appropriate to arithmetic, algebra, trigonometry, a calculus will be presented.

CED A171 **Log Cabin Construction** **1-3 CR**
Contact Hours: 1 + 1-6

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 A231 **Grant Proposal Writing** **1 CR**
Contact Hours: 1 + 0
Grade Mode: Pass/No Pass.
Special Fees.

Presents an overview of funding sources and references, and provides an in-depth description of the components of a grant proposal.

CED A294M **Applied Grant Proposal Writing** **1 CR**
Contact Hours: 1 + 0
Registration Restrictions: CED A231 recommended
Grade Mode: Pass/No Pass.
Special Fees.

Presents an in-depth description of components of a grant proposal and provides an introduction to writing a complete and competitive grant proposal.

Computer Information & Office Systems

CIOS

CIOS A101 **Keyboarding** 3 CR

Contact Hours: 0+3 or 0+9

Special Fees.

Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

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 CR

Contact Hours: 0+1 or 0+3

Special Fees.

Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

Introduces the keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

CIOS A101B **Keyboarding B** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: CIOS A101A.

Special Fees.

Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

Introduces keyboarding of memos, personal and business letters, and envelopes in a word processing program and continues to develop keyboarding skill and accuracy.

CIOS A101C **Keyboarding C** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: CIOS A101B.

Special Fees.

Special Note: Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

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 CR

Contact Hours: 0 + 3

Prerequisites: CIOS A101A.

Grade Mode: Pass/No Pass.

Special Fees.

Special Note: May be repeated with only 1 credit in each semester.

Emphasizes development of keyboarding speed and accuracy.

CIOS A108 **Graphic Design Fundamentals for Computer Applications** 3 CR

Contact Hours: 3 + 0

Prerequisites: CIOS A113 and [CIOS A130A or CIOS A130B].

Special Fees.

Introduces the fundamentals of graphic design and art as they relate to media production.

CIOS A113 **Operating Systems: MS Windows** 1 CR

Contact Hours: 0+1 or 0+3

Special Fees.

Introduces the MS Windows operating system. Includes file and disk management, the control panel, desktop, utilities, MS Windows setup, and maintenance.

CIOS A115 **10-Key for Business Calculations** 2 CR

Contact Hours: 0 + 4

Registration Restrictions: Proof of placement into MATH A055.

Special Fees.

Introduces the 10-key touch control method to solve business-related calculations while developing speed and accuracy.

CIOS A116 **Business Calculations** 3 CR

Contact Hours: 0+3 or 0+9

Prerequisites: [MATH A054 with minimum grade of C or ASSET Numerical Skills with score of 43].

Special Fees.

Introduces business calculations and use of calculators by touch to solve problems in bank records, payroll, trade and cash discounts, mark-up and markdown, interest, consumer credit, depreciation, inventory, financial statements, insurance, and taxes.

CIOS A117 **Logic Concepts for Computer Technology** 1 CR

Contact Hours: 0+1 or 0+3

Special Fees.

Introduces how computers deal with numbers, calculations, and logic.

CIOS A118 **Payroll Procedures** 2 CR

Contact Hours: 0+2 or 0+6

Special Fees.

Introduces payroll procedures including calculating various types of payroll, keeping payroll records, federal laws, and reporting procedures.

CIOS A120 **Microcomputer Operating Systems** 3 CR

Contact Hours: 3 + 0

Prerequisites: CIS A105.

Registration Restrictions: If prerequisite is not met, CIOS Placement Exam is required.

Covers use of major features of desktop operating systems: window manipulation, file and hard disk management, and data backup. Topics include installation and customization of operating systems and desktop work environments; disk maintenance; addition and removal of hardware and programs; and advanced file placement.

CIOS A120A **Bookkeeping Software Applications I: QuickBooks** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: CIOS A101A and CIOS A113.

Special Fees.

Special Note: Knowledge of bookkeeping principles is recommended. Students are strongly encouraged to complete CIOS A221A to gain a fuller understanding of this topic.

Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.

CIOS A125A **Electronic Communications I: MS Outlook** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: CIOS A101A and CIOS A113.

Special Fees.

Introduces features of the Microsoft Outlook communication software. MS Outlook is a full-featured program that offers e-mail, contact, time, and task management features.

CIOS A130A **Word Processing I: MS Word** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: (CIOS A101A or concurrent enrollment).

Special Fees.

Special Note: Students are strongly encouraged to complete CIOS 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.

CIOS A130B **Word Processing I: WordPerfect** 1 CR

Contact Hours: 0+1 or 0+3

Prerequisites: (CIOS A101A or concurrent enrollment).

Special Fees.

Special Note: Students strongly encouraged to complete CIOS A230B 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.

COURSE DESCRIPTIONS

CIOS A135A Spreadsheets I: MS Excel I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: CIOS A101A and CIOS A113.
 Special Fees.
 Special Note: Students are strongly encouraged to complete CIOS 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.

CIOS A140A Databases I: MS Access I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: CIOS A101A and CIOS A113.
 Special Fees.
 Special Note: Students are strongly encouraged to complete CIOS A240A to gain a fuller understanding of this topic.
 Introduces the fundamentals and concepts of a database, including tables, fields, sorting, keys, and relational database concepts.

CIOS A146 Internet Concepts and Applications 2 CR
 Contact Hours: 0+1 or 2+4
 Prerequisites: CIOS A101A and CIOS A113.
 Special Fees.
 Introduces and applies Internet concepts, tools, and utilities. Includes use of electronic mail, search strategies for research, academic, and personal use, and study of security and ethics issues, basic HTML, and new Internet technologies.

CIOS A150A Presentations: MS PowerPoint 2 CR
 Contact Hours: 0+1 or 2+4
 Prerequisites: CIOS A101A and CIOS A113.
 Special Fees.
 Covers presentation software and design techniques for creating professional presentations. Incorporates tools for enhancing presentations with various objects.

CIOS A152A Digital Imaging Concepts and Applications: Photoshop 3 CR
 Contact Hours: 3 + 0
 Prerequisites: (CIOS A108 or concurrent enrollment) and [(CIOS A130A or CIOS A130B) and CIOS A146].
 Special Fees.
 Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic color theory, manipulating images, adding images to documents, and using digital images in animation and Web documents.

CIOS A153A Web Site Design: HTML I CR
 Contact Hours: 1 + 0
 Prerequisites: CIOS A146.
 Special Fees.
 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.

CIOS A153B Web Site Design: Dreamweaver 3 CR
 Contact Hours: 3 + 0
 Prerequisites: [(CIOS A130A or CIOS A130B) and CIOS A146 and (CIOS A152A or concurrent enrollment) and (CIOS A156 or concurrent enrollment)].
 Special Fees.
 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.

CIOS A153C Web Site Design: MS FrontPage I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: CIOS A113.
 Introduces planning, designing, and creation of a website. Covers basic Microsoft FrontPage commands and functions.

CIOS A154A Desktop Publishing I: PageMaker I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: CIOS A101A.
 Special Fees.
 Special Note: Students are strongly encouraged to complete CIOS 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.

CIOS A154B Desktop Publishing I: MS Publisher I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: CIOS A101A.
 Special Fees.
 Special Note: Students are strongly encouraged to complete CIOS A254B 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.

CIOS A156 Web Graphics: Fireworks I CR
 Contact Hours: 0+1 or 0+3
 Prerequisites: (CIOS A130A or concurrent enrollment) and (CIOS A146 or concurrent enrollment) and [(CIOS A153A or concurrent enrollment) or (CIOS A153B or concurrent enrollment)].
 Special Fees.
 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.

CIOS A160 Business English 3 CR
 Contact Hours: 3 + 0
 Prerequisites: [PRPE A086 with minimum grade of C or ASSET Writing Skills with score of 40].
 Special Fees.
 Special Note: Recommend CIOS A161A and CIOS A260A.
 Analyzes sentence structure and usage in business communications for application to proofreading and editing documents.

CIOS A161A Proofreading 2 CR
 Contact Hours: 0 + 4
 Registration Restrictions: Proof of placement into ENGL A111; keyboarding skills of 30 wpm or higher.
 Special Fees.
 Introduces proofreading techniques applied to business communication. Develops skills in proofreading for content, usage, grammar, punctuation, and spelling.

CIOS A162A Shorthand 3 CR
 Contact Hours: 0+3 or 0+9
 Prerequisites: CIOS A101.
 Introduces an alphabetic shorthand system designed for fast note taking or dictation.

CIOS A164 Filing I CR
 Contact Hours: 0+1 or 0+3
 Special Note: Students are encouraged to complete CIOS A264A to gain a fuller understanding of this topic.
 Introduces terminology, filing techniques, and ARMA (American Records Management Association) filing rules as they apply to alphabetic, numeric, subject, and geographic filing systems.

CIOS A165 Office Procedures 3 CR
 Contact Hours: 3 + 0
 Prerequisites: CIOS A101 and [(CIOS A130A or CIOS A130B)].
 Special Fees.
 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.

CIOS A194X Digital Imaging Concepts and Applications: Illustrator 3 CR
 Contact Hours: 3 + 0
 Prerequisites: (CIOS A108 or concurrent enrollment) and CIOS A130 and CIOS A146.
 Special Fees.
 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.

CIOS A201A Document Processing 3 CR
 Contact Hours: 0+3 or 0+9
 Prerequisites: CIOS A101A.
 Special Fees.
 Applies keyboarding and word processing skills to letters, mail merges, tabulations, reports, business forms, and other office documents while building speed and accuracy.

CIOS A207	Machine Transcription	1 CR	CIOS A241	Integrated Applications	3 CR
Contact Hours: 0 + 3 Prerequisites: [CIOS A101B or CIOS A101C] and CIOS A161A. Special Fees. Applies word processing and proofreading skills to create quality documents using transcription equipment. Designed for students with no previous transcription experience.			Contact Hours: 0+3 or 0+9 Prerequisites: CIOS A151A and [CIOS A230A or CIOS A230B] and CIOS A235A and CIOS A240A. Special Fees. 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 A208	Medical Transcription	3 CR	CIOS A251A	Desktop Publishing Concepts and Applications: InDesign	3 CR
Contact Hours: 0 + 9 Prerequisites: [CIOS A101B or CIOS A101C] and CIOS A161A. Special Fees. Applies word processing and proofreading skills to machine transcription of medical dictation to produce accurate, quality documents. Designed for students with no previous transcription experience. Students will learn needed medical terminology.			Contact Hours: 0+3 or 0+9 Prerequisites: (CIOS A108 or concurrent enrollment) and [CIOS A130A or CIOS A130B]. Special Fees. Presents design techniques and the utilization of desktop publishing software to generate sophisticated publications. Topics include the mechanics of desktop publishing, graphic design and printing, and planning and implementation of publishing projects.		
CIOS A209A	Legal Transcription	1-3 CR	CIOS A254A	Desktop Publishing II: PageMaker	2 CR
Contact Hours: 0 + 3-9 Prerequisites: CIOS A160 and CIOS A201A. Registration Restrictions: Prerequisite or demonstrated equivalent skill and speed of 45 wpm. Special Fees. Applies word processing and business English skills to machine transcription of legal dictation to produce accurate legal documents. Designed for students with no previous transcription experience.			Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A154A. Special Fees. Applies skills learned in CIOS A154A 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 A220A	Bookkeeping Software Applications II: QuickBooks	2 CR	CIOS A254B	Desktop Publishing II: MS Publisher	2 CR
Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A120A. Special Fees. Applies skills learned in CIOS A120A to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.			Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A154B. Special Fees. 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 A230A	Word Processing II: MS Word	2 CR	CIOS A259	Preparing Electronic Documents: Adobe Acrobat	1 CR
Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A130A. Special Fees. Applies skills acquired in CIOS A130A to learn intermediate and advanced word processing and desktop publishing features. Includes 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.			Contact Hours: 0+1 or 0+3 Prerequisites: [CIOS A130A or CIOS A130B] and CIOS A146. Special Fees. 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 A230B	Word Processing II: WordPerfect	2 CR	CIOS A260A	Business Communications	3 CR
Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A130B. Special Fees. Applies skill acquired in CIOS A130B to learn intermediate and advanced word processing and desktop publishing features. Includes 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.			Contact Hours: 3 + 0 Prerequisites: ENGL A111. Special Fees. 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 A235A	Spreadsheets II: Excel	2 CR	CIOS A261A	Interpersonal Skills in Organizations	3 CR
Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A135A. Special Fees. 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.			Contact Hours: 3 + 0 Prerequisites: CIOS A165. Special Fees. Examines theories and practices of human behavior that deal with the work place. Emphasizes leadership theory; problems in communication and motivation; and interpersonal skills that enhance the ability to function successfully with others in an organization.		
CIOS A240A	Databases II: MS Access	2 CR	CIOS A262A	Professional Development	3 CR
Contact Hours: 0+2 or 0+6 Prerequisites: CIOS A140A. Special Fees. Applies skills learned in CIOS A140A to more complex databases. Includes database concepts and techniques, queries, forms, filters, relationships, and integration with other applications.			Contact Hours: 3 + 0 Registration Restrictions: Instructor permission. Special Fees. Special Note: Must be taken in final semester of program. 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.		

COURSE DESCRIPTIONS

CIOS A264A Records Management 2 CR

Contact Hours: 0+2 or 0+6

Prerequisites: (CIOS A140A or concurrent enrollment) and CIOS A164.
Special Fees.

Applies principles learned in CIOS A164 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 A265 Office Management 3 CR

Contact Hours: 3 + 0

Prerequisites: CIOS A160 and CIOS A165.

Special Fees.

Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues, and changing roles of the administrative professional.

CIOS A266 Law Office Procedures: Litigation Documents 3 CR

Contact Hours: 3 + 0

Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B].

Special Note: Students are encouraged to complete CIOS A267 and CIOS A269.

Applies word processing and computer skills to the preparation of legal documents used in civil litigation with emphasis on accuracy, style, and purpose of documents. Studies the process of a civil action through the court system from the filing of a complaint through an appeal, some applicable civil rules, and legal vocabulary. Other topics include criminal actions and federal court actions.

CIOS A267 Law Office Procedures: Client Documents 3 CR

Contact Hours: 3 + 0

Prerequisites: CIOS A201A and [CIOS A230A or CIOS A230B].

Special Fees.

Special Note: Students are encouraged to complete the complementary course, CIOS A266.

Applies word processing and computer skills to preparation of legal documents in the areas of corporate, family, probate, real estate, and bankruptcy law with emphasis on accuracy, style, and understanding the purpose of the documents. Studies legal procedures and legal vocabulary in these areas and examines law office organization and legal ethics.

CIOS A269 Alaska Rules of Civil Procedures 3 CR

Contact Hours: 3 + 0

Prerequisites: CIOS A266.

Special Fees.

Studies Alaska Rules of Civil Procedure and Alaska Rules of Appellate Procedure in depth as they apply particularly to lawyers' assistants working with litigation documents.

CIOS A270 Project Management Fundamentals 2 CR

Contact Hours: 2 + 0

Special Fees.

Introduces project management fundamentals and develops skills required to contribute as a project team member and leader of small projects that are related to a student's area of technical expertise. Topics include project planning and design, project team skills, project implementation and reporting, and project completion.

CIOS A276A Independent Project 3 CR

Contact Hours: 3 + 0

Registration Restrictions: 12 credits CIOS courses.

Special Fees.

Includes learning a new microcomputer application, applying the application to significant problems, and demonstrating the result to other computer users.

CIOS A282 Office Internship 1-3 CR

Contact Hours: 0 + 3-9

Prerequisites: CIOS A165.

Registration Restrictions: Minimum of 12 CIOS credits and instructor permission.

Grade Mode: Pass/No Pass.

Special Note: Requires 45 hours of work experience for each credit.

Places students in business offices related to their educational programs and occupational objectives. Includes conference with faculty coordinator.

Computer Information Systems CIS

CIS A105 Introduction to Personal Computers and Application Software 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Keyboarding skill of 30 wpm or better is recommended.

Special Fees.

Introduction to computer literacy emphasizing basic hands-on use of personal computers, operating system, and application software to include word processing, spreadsheets, databases, presentation graphics, and Internet.

CIS A110 Computer Concepts in Business 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Recommended: MATH A105, CIS A105, familiarity with personal computers and basic software applications, and keyboarding of at least 30 wpm.

Special Fees.

Introduction to computing concepts and productivity software from an end user's perspective. Course covers hardware, software, the information processing cycle, beginning programming concepts, and personal computer software packages. The course emphasizes solving business problems using spreadsheet and database applications.

CIS A185 Introduction to Programming Business Applications 3 CR

Contact Hours: 3 + 0

Prerequisites: CIS A110 and [MATH A107 or MATH A172].

Registration Restrictions: If prerequisite is not satisfied, approved UAA mathematics placement test score and current programming experience are required.

Special Note: Class requires 6-hour midterm and 8-hour final scheduled by department on weekend. Specific dates announced in class.

Business programming concepts and techniques required to produce business reports, process files, program/code table handling and table look-up routines, and modularized large programs. Emphasizes structured program design, program testing and documentation for production.

Computer & Network Technology CNT

CNT A160 PC Operating Systems 3 CR

Contact Hours: 2 + 3

Special Fees.

Develops basic understanding of command line, desktop, and server operating systems. Includes computer programming, architecture, and hardware necessary to understand the operating system interactions.

CNT A161 PC Architecture 1 CR

Contact Hours: 1 + .5

Special Fees.

Covers basic hardware associated with microcomputer operation, including, but not limited to, memory, motherboards, CPUs, chipsets, buses, expansion slots, and resource allocation.

CNT A162 PC Building, Upgrading, and Architecture 3 CR

Contact Hours: 2 + 2

Special Fees.

Describes how to evaluate, install, and troubleshoot available software and hardware computer equipment. Covers basic hardware associated with microcomputer operation, including, but not limited to, motherboards, CPUs, chipsets, memory, buses, expansion slots and resource allocations. Also demonstrates and practices PC disassembly, assembly, software installations, safety and maintenance.

CNT A163 Introduction to Networking 1 CR

Contact Hours: 1 + .5

Special Fees.

Introduces the concepts of networking protocols, communication techniques, and hardware components of LAN, MAN, and WAN networks.

CNT A164	Network Cabling	1 CR	CNT A212	Network Technician Fundamentals	3 CR
Contact Hours: 1 + .5 Special Fees.			Contact Hours: 1 + 2 Prerequisites: CNT A210. Special Fees.		
Introduces the different physical mediums and their characteristics associated with networking. This will include, but not be limited to, types of copper and fiber optic cables, connections, testing, cabling planning, and layout.			Introduces the principles of developing, installing, maintaining and troubleshooting Peer-to-Peer, Local Area, and Wide Area Networks. Designed to serve the needs of advanced computer end-users interested in mastering broad, vendor-independent networking concepts. Provides students with the knowledge and experience required to pass the CompTIA Network + exam.		
CNT A165	Customer Service Fundamentals	1 CR	CNT A240	Windows System Essentials	2 CR
Contact Hours: 1 + 0 Special Fees.			Contact Hours: 1 + 2 Prerequisites: CNT A210. Special Fees.		
Introduces basic customer service principles, including relationships, perceptions, telephone techniques, quality, ethics, record keeping, interpersonal relationships, and teamwork.			Provides an introduction to networking concepts, features, and capabilities and their implementation within the Windows environment.		
CNT A170	CISCO Academy Network Fundamentals	4 CR	CNT A241	Administering and Supporting Windows Workstations and Server	3 CR
Contact Hours: 3 + 2.5 Special Fees.			Contact Hours: 2 + 2 Prerequisites: CNT A240. Special Fees.		
Covers networking fundamentals and develops basic skills in designing, installing, and troubleshooting local area networks. Topics include cabling, cabling closets, Ethernet technologies, management devices, protocols, sub-netting, network device selection, installation and troubleshooting.			Presents concepts and skills necessary to install and configure Windows Server on stand-alone computers and on client computers that are part of a workgroup or domain.		
CNT A180	PC Interfacing, Peripherals, Storage and A+	4 CR	CNT A242	Windows Network Infrastructure Administration	3 CR
Contact Hours: 3 + 2 Prerequisites: CNT A160 and CNT A162. Special Fees.			Contact Hours: 2 + 2 Prerequisites: CNT A241. Special Fees.		
Covers PC peripheral devices, auxiliary storage devices and the interfaces used to connect them to the personal computer. Also covers the fundamentals topics necessary to prepare for the Core Hardware portion of the CompTIA A+ Certification.			Provides students with the knowledge and skills to implement and manage the network infrastructure associated with a Windows domain.		
CNT A181	PC Auxiliary Storage	1 CR	CNT A243	Windows Directory Services Administration	3 CR
Contact Hours: 1 + .5 Prerequisites: CNT A160 and CNT A161 and CNT A162. Special Fees.			Contact Hours: 2 + 2 Prerequisites: CNT A242. Special Fees.		
Introduces PC storage devices and interfaces, including, but not limited to, magnetic storage, optical storage, disk drives, drive installation, configuration, and file systems.			Provides students with the skills and knowledge to install, configure, and administer the Windows Active Directory Service for a Windows domain.		
CNT A182	PC Peripheral Devices	1 CR	CNT A244	Designing Secure Windows Networks	3 CR
Contact Hours: 1 + .5 Prerequisites: CNT A160 and CNT A161 and CNT A162. Special Fees.			Contact Hours: 2 + 2 Prerequisites: CNT A242. Special Fees.		
Introduces ancillary PC hardware, including keyboards, printers, pointing devices, video displays, video capture, scanners, and digital cameras.			Provides students with the knowledge and skills to design a security framework for small, medium, and enterprise networks using Microsoft Windows technologies.		
CNT A183	Local Area Networks	3 CR	CNT A245	Windows Directory Services Design	2 CR
Contact Hours: 2 + 2 Prerequisites: CNT A160 and CNT A162. Special Fees.			Contact Hours: 1 + 2 Prerequisites: CNT A243. Special Fees.		
Presents the fundamentals of Local Area Networking, including topologies, protocols, computer and delivery hardware, Ethernet, network operating systems, LAN assessment, and other related software. Covers the fundamental networking topics necessary to prepare for the CompTIA Net+ Exam.			Provides students with the knowledge and skills to design a Microsoft Windows directory services infrastructure in an enterprise network.		
CNT A184	Introduction to TCP/IP	1 CR	CNT A246	Windows Network Infrastructure Design	2 CR
Contact Hours: 1 + 1 Prerequisites: CNT A183. Special Fees.			Contact Hours: 1 + 2 Prerequisites: CNT A244. Special Fees.		
Presents transmission control protocol/internet protocol, including structure, addressing, data transfer, software, applications, and troubleshooting.			Provides students with the knowledge and skills to design a Microsoft Windows networking services infrastructure design that supports the network applications required for the needs of an organization.		
CNT A190	Selected Topics in MOUS Certifications	1 CR	CNT A261	CISCO Academy Router Fundamentals	4 CR
Contact Hours: .5 + 1 Prerequisites: CNT A101. Special Fees.			Contact Hours: 3 + 2.5 Prerequisites: CNT A170. Special Fees.		
Special Note: May be repeated for credit with a change of subtitle.			Provides details of CISCO routers and router interfaces, including router configuration, software controls, user modes, IP addressing, and routing protocols.		
Provides advanced Microsoft training leading to MOUS certifications in selected software topics from the Office 2000 suite.					
CNT A210	PC Technician Fundamentals	3 CR			
Contact Hours: 3 + 0 Prerequisites: CIS A105. Special Fees.					
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.					

COURSE DESCRIPTIONS

CNT A262 Computer Technical Support 2 CR

Contact Hours: 1.5 + 2
Prerequisites: CNT A165 and CNT A184.
Special Fees.

Develops skills necessary for evaluating and implementing various technical support functions, including hardware and software needs assessments, training development, preventive maintenance, and effective communication and documentation.

CNT A264 Introduction to Information Security 3 CR

Contact Hours: 3 + 0
Prerequisites: CNT A212 or CNT A261.

Provides students with an understanding of the core concepts that relate to the practice of network security. This course will help prepare students for the CompTIA Security+ exam.

CNT A270 CISCO Academy Switching and Intermediate Routing 4 CR

Contact Hours: 3 + 2.5
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, advanced routing protocols, and identifying and resolving network congestion problems.

CNT A271 CISCO Academy WAN Management 3 CR

Contact Hours: 2 + 3
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.

CNT A272 CISCO Wireless Networking 3 CR

Contact Hours: 2 + 2.5
Prerequisites: CNT A261.
Special Fees.

Provides students with wireless networking fundamentals with focuses on the design, planning, implementation, operation and troubleshooting of wireless LANs. Also offers a comprehensive overview of wireless technologies and security.

CNT A276 Independent Project 3 CR

Contact Hours: 0 + 11
Registration Restrictions: Faculty Permission; and working knowledge of CNT topics.
Special Fees.

Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end product and report.

CNT A280 Server Operating Systems 3 CR

Contact Hours: 2 + 3
Prerequisites: CNT A184.
Special Fees.

Develops Windows 2000 Server operating system basics. Topics will include installation, troubleshooting, creation and administration of users and resources, and remote and internet accounts.

CNT A281 Certification Program 2 CR

Contact Hours: 1 + 2
Prerequisites: CNT A182 and CNT A184.
Special Fees.

Provides advanced computer and network training leading to Comp TIA A+ and Network+ certifications.

CNT A282 Work Study 3 CR

Contact Hours: 0 + 11
Registration Restrictions: Faculty Permission; and successful completion of 12 credits in the CNT program.
Grade Mode: Pass/No Pass.

Provides supervised workplace experience in industry settings. Integrates advanced level knowledge and practice to demonstrate skill competencies.

CNT A290 Selected Topics in Information Technology I-3 CR

Contact Hours: 0-3 + 0-6
Special Fees.
Special Note: Prerequisites will vary with topic.

Provides students with intermediate to advanced knowledge in information technology-related topics.

Computer Science CS

CS A100 Introduction to Computers 3 CR

Contact Hours: 3 + 0
Special Note: Not to be taken for credit by Computer Science majors or minors.
Special Fees.

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

CS A101 Introduction to Computer Science 3 CR

Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.
Special Fees.

Special Note: Students who intend to major in computer science may take this course as preparation for their course of study.

Offers a broad overview of computer science designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. Topics include discrete mathematics, an introduction to programming languages, algorithmic problem solving, basic concepts in hardware, operating systems, networks, graphics, and an overview of the social context of computing. The following basic computer skills are expected: how to use a web browser, send email, edit with a word processor, copy files, open and save documents, and open and close windows.

CS A109 Computer Programming (Languages Vary) 3 CR

Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.
Special Fees.

Special Note: May be repeated twice for credit with a change in language.
Problem analysis and solution using a selected programming language.

CS A110 Java Programming 3 CR

Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA placement test required.
Special Fees.

Introduction to the syntax of the Java language and object-orientation with an emphasis on writing programs to solve problems.

CS A111 Visual Basic .NET Programming 3 CR

Contact Hours: 3 + 0
Prerequisites: MATH A105 with minimum grade of C.
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA placement test required.
Special Fees.

Introduction to the syntax and semantics of the Visual Basic .NET programming language with an emphasis on writing programs to solve problems.

CS A201 Programming Concepts I 3 CR

Contact Hours: 3 + 0
Prerequisites: CS A101 or [MATH A107 or MATH A108 or MATH A109].
Registration Restrictions: Meet prerequisites or placement into MATH A200 or MATH A272.
Special Fees.

An introduction to object-oriented programming techniques and problem solving. This includes basic syntax; sequential, branching, and looping execution; as well as concepts such as inheritance, encapsulation, and polymorphism.

CS A202 **Programming Concepts II** **3 CR**
 Contact Hours: 3 + 0
 Prerequisites: CS A201.
 Special Fees.

Continuation of object-oriented programming. Topics include: inheritance, abstraction, interfaces, references, polymorphism, dynamic binding, class hierarchies, container classes, random access file I/O, serializability, graphical applications, event handling, UML, and object-oriented design.

CS A207 **C Programming** **3 CR**

Contact Hours: 3 + 0

Prerequisites: MATH A105 with minimum grade of C.

Registration Restrictions: If prerequisite is not satisfied, two years of high school algebra with a minimum grade of C or Math Placement Test is required.

Special Fees.

Training and practice in writing programs in the C programming language.

Construction Management **CM**

CM A101 **Fundamentals of CADD for Building Construction** **4 CR**

Contact Hours: 2 + 4

Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.

Crosslisted with: AET A101.

Special Fees.

Introduces basic CADD (computer-aided drafting and design) skills necessary in civil, architectural, structural, mechanical, and electrical drafting within the construction industry. Defines the working relationship between design and construction professionals and drafters/technicians.

CM A102 **Methods of Building Construction** **3 CR**

Contact Hours: 3 + 0

Registration Restrictions: Proof of eligibility for placement into MATH A105 and ENGL A111.

Crosslisted with: AET A102.

Introduces basic knowledge of building materials, technical specifications, techniques, and systems. Outlines structural systems, construction processes, and assemblies. Includes a field project involving student team research of current Alaskan building type.

CM A123 **Codes and Standards** **3 CR**

Contact Hours: 3 + 0

Prerequisites: CM A101 and CM A102.

Crosslisted with: AET A123.

Special Fees.

Provides an introduction and overview of the fundamental provisions of the building codes used for plan review, life-safety evaluation of buildings, and community development.

CM A142 **Mechanical and Electrical Technology** **4 CR**

Contact Hours: 3 + 2

Prerequisites: CM A101 and CM A102.

Crosslisted with: AET A142.

Special Fees.

Introduces the basic mechanical and electrical systems required in all buildings for the safety, health, comfort, and convenience of the occupants. Emphasizes design criteria, code requirements, and interpretation of construction drawings.

CM A213 **Civil Technology** **4 CR**

Contact Hours: 2 + 4

Prerequisites: CM A101 and CM A102.

Crosslisted with: AET A213.

Special Fees.

Outlines elements of civil design, including soils and soil mechanics, foundations, roads, utilities using local, state, and federal regulations. Students will also be introduced to elements of construction surveying.

CM A231 **Structural Technology** **4 CR**

Contact Hours: 2 + 4

Prerequisites: CM A101 and CM A102.

Crosslisted with: AET A231.

Special Fees.

Examines structural theory and the physical principles that underlie structural behavior. Includes the use of materials in a manner to maintain structural stability against the natural forces of gravity, wind, snow, and earthquakes. Covers connection detailing and code requirements for wood, steel, and reinforced concrete.

Counseling **COUN**

COUN A101 **Introduction to Career Exploration** **1 CR**

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

An introduction to career exploration. Includes exploring self-concept, values, interests, skills, aptitudes, work orientation, occupational information and decision making.

COUN A107 **Managing Stress** **1 CR**

Contact Hours: 1 + 0

Examines general causes of stress and effective methods to eliminate or manage stress in your own life.

Creative Writing & Literary Arts **CWLA**

CWLA A260A **Introduction to Creative Writing: Multiple Forms** **3 CR**

Contact Hours: 3 + 0

Special Fees.

Special Note: This course may be taken 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 CR**

Contact Hours: 3 + 0

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 CR**

Contact Hours: 3 + 0

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 CR**

Contact Hours: 3 + 0

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 CR**

Contact Hours: 3 + 0

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.

COURSE DESCRIPTIONS

Dietetics & Nutrition DN

DN A145 Child Nutrition 3 CR

Contact Hours: 3 + 0

Introduces the nutritional needs and dietary recommendations for newborns, infants, toddlers, preschool and school-age children, and adolescents. Covers common childhood and adolescent conditions and corresponding nutrition interventions.

DN A147 Geriatric Nutrition 3 CR

Contact Hours: 3 + 0

Focuses on the nutritional needs of the older person, based on physiological changes in aging, with emphasis on nutritionally related diseases, procuring and preparing food, and assistive care. Designed for those preparing for careers in elderly care and for those interested in learning how to care for themselves in later years.

DN A203 Nutrition for Health Sciences 3 CR

Contact Hours: 3 + 0

Prerequisites: [(BIOL A112 or concurrent enrollment) and (BIOL A112L or concurrent enrollment)] or (CHEM A104 or concurrent enrollment).

Studies nutrition in the life cycle including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function. Reviews disease states, food selection, cultural and contemporary issues of concern to health professionals.

Economics ECON

ECON A201 Principles of Macroeconomics 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A105 or MATH A107 or MATH A172.

Registration Restrictions: If prerequisite is not satisfied, suitable SAT score, ACT score, or UAA-approved Math Placement Test is required.

Course Attributes: UAA GER Social Sciences Req.

Introduction to economics including analysis and theory of national income, money and banking, public finance and taxation, economic growth, and international finance. Primary concentration on the capitalist system and the United States economy.

ECON A202 Principles of Microeconomics 3 CR

Contact Hours: 3 + 0

Prerequisites: ECON A201.

Course Attributes: UAA GER Social Sciences Req.

Theory of prices and markets, industrial organization, public policy, income distribution, contemporary problems of labor and business, and international trade.

Education ED

ED A216 Children's Literature 3 CR

Contact Hours: 3 + 0

Intended for teachers, parents, librarians, or anyone interested in reading many books for preschoolers through 6th grade. Much attention to selection and best use of children's literature.

Education: Early Childhood EDEC

EDEC A105 Introduction to the Field of Early Childhood 3 CR

Contact Hours: 3 + 0

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

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.

EDEC A106 Creativity and the Arts in Early Childhood 3 CR

Contact Hours: 2 + 2

Explores creativity and importance of the arts in early childhood education.

EDEC A111 Safe Learning Environments 1 CR

Contact Hours: 1 + 0

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

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.

EDEC A112 Healthy Learning Environments 1 CR

Contact Hours: 1 + 0

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

Prepares students to provide learning environments for young children which are free of factors contributing to or causing illness.

EDEC A113 Learning Environments 1 CR

Contact Hours: 1 + 0

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

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.

EDEC A121 Physical Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

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.

EDEC A122 Cognitive Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

Activities and experiences which encourage questioning, probing, and problem solving skills appropriate for different developmental levels and various learning styles of young children.

EDEC A123 Communication 1 CR

Contact Hours: 1 + 0

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

Activities that help children acquire and use language to communicate their thoughts and feelings. Includes nonverbal communication and understanding others.

EDEC A124 Creative Activities for Young Children 1 CR

Contact Hours: 1 + 0

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

Experiences, activities, and media that stimulate children to explore and express their creative abilities.

EDEC A131 Guidance and Discipline 1 CR

Contact Hours: 1 + 0

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

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.

EDEC A132	Social Development	1 CR	EDEC A231	Screening	1 CR
Contact Hours: 1 + 0			Contact Hours: 1 + 0		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.			Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.		
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.			Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.		
EDEC A201	Early Childhood Practitioner Roles and Responsibilities	2 CR	EDEC A232	Assessment/Recording	1 CR
Contact Hours: 2 + 0			Contact Hours: 1 + 0		
Focuses on the diverse roles of the early childhood practitioner, with an emphasis on self-analysis, ethical conduct, reflection and ongoing professional growth.			Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.		
			Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures.		
EDEC A210	Guiding Young Children	3 CR	EDEC A233	Mainstreaming Preschool Children with Special Needs	1 CR
Contact Hours: 3 + 0			Contact Hours: 1 + 0		
Prerequisites: EDEC A105.			Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.		
Registration Restrictions: Departmental Approval; Admission to the College of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.			Stresses activities to help teachers understand concepts and purposes of mainstreaming special needs preschool children into regular classrooms. Emphasis on rights of special needs children to services and necessary procedures for providing those services under P.L. 94142.		
Examination of the learning principles relevant to guidance of young children. The course introduces the social, emotional, and intellectual development of young children and the implications for effective child guidance and motivation in the classroom.					
EDEC A211	Development of a Sense of Self	1 CR	EDEC A234	Administration of Early Childhood Programs	3 CR
Contact Hours: 1 + 0			Contact Hours: 3 + 0		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.			Registration Restrictions: Students should have 3 credits of child development, or concurrent enrollment in child development course work and instructor approval.		
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.			Survey course designed for practicing and aspiring administrators of infant/toddler, preschool, or school-age child care programs. Course content includes: organizational leadership and management, financial and legal issues, program development, and community relations.		
EDEC A221	Families	1 CR	EDEC A241	Infant and Toddler Development	3 CR
Contact Hours: 1 + 0			Contact Hours: 3 + 0		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as a child care center, preschool, family day care home, or Head Start, etc.			Prerequisites: EDEC A105.		
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.			Registration Restrictions: Departmental Approval; Admission to the College of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.		
			Examines the development of infants/toddlers, infant/toddler care programs, role of caregivers, and relationships with families. This course will emphasize cognitive, language, emotional, and motor development, and the importance of relationships in the care and education of infants and toddlers.		
EDEC A222	Program Management	1 CR	EDEC A242	Family and Community Partnerships	3 CR
Contact Hours: 1 + 0			Contact Hours: 3 + 0		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.			Prerequisites: EDEC A210 and EDEC A241.		
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.			Registration Restrictions: Departmental approval; Admission to the College of Education, pre-major status or admission to Associate of Applied Science in Early Childhood Development.		
			Examines the importance and complexity of children's families and communities. The course will examine programs that support family-centered principles underlying program planning, implementation, and relationship building.		
EDEC A223	Exploring and Developing Personal Capabilities in Teaching	1 CR	EDEC A292	Early Childhood Practicum Seminar	1 CR
Contact Hours: 1 + 0			Contact Hours: 1 + 0		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.			Registration Restrictions: Department approval		
Stresses awareness of personal qualities, feelings, and values that affect teaching atmosphere, relationships with children, and individual teaching style.			Corequisite: EDEC A295.		
			This seminar accompanies EDEC A295. Provides opportunity for exchange of ideas and experiences, evaluation and reflection concerning developmentally appropriate practice.		
EDEC A224	Professionalism	1 CR	EDEC A295	Early Childhood Practicum	3 CR
Contact Hours: 1 + 0			Contact Hours: 0 + 10		
Registration Restrictions: Student must be employed or be a volunteer in a child development setting such as child care center, preschool, family day care home, or Head Start, etc.			Prerequisites: EDEC A105 and EDEC A210 and EDEC A241 and EDEC A242.		
Promotes professional and personal growth among caregivers of young children. Topics include developing philosophical basis for caregiving, goal ethics, networking, and continuing self-actualization.			Registration Restrictions: Department approval		
			Corequisite: EDEC A292.		
			Grade Mode: Pass/No Pass.		
			Special Fees.		
			Supervised field experience in early childhood classroom. Students develop, implement and evaluate elements of a comprehensive, developmentally appropriate curriculum and learning environment.		

COURSE DESCRIPTIONS

EDEC A295B **Practicum II** **3 CR**
Contact Hours: 1 + 2
Prerequisites: EDEC A295A.
Registration Restrictions: Faculty permission required. Must have faculty permission to take concurrently with EDEC A295A.

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.

EDEC A301 **Observation and Documentation
in Early Childhood** **4 CR**

Contact Hours: 4 + 0
Prerequisites: [EDSE A212 and EDSE A212L] or [PSY A245 and PSY A245L].
Registration Restrictions: Completion of GER Tier I (basic college-level skills) courses.
Special Fees.

Examines the process of observation and documentation as a means to understand and make children's learning visible. The observation and documentation process will be covered as a cycle of inquiry. Formal and informal assessment systems will be covered.

Education: Foundations **EDFN**

EDFN A101 **Introduction to Education** **3 CR**

Contact Hours: 3 + 0
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. Course includes field experience.

Electronics Technology **ET**

ET A165 **Introduction to Digital Devices** **1 CR**

Contact Hours: 1 + .5
Special Fees.

Introduces the principles and practical applications of digital electronics used by computers, communications equipment, and control systems. Topics will include digital logic gates, binary numbers, flip-flops, registers, counters, and shift registers.

ET A166 **Technical Calculations and Applications** **2 CR**

Contact Hours: 2 + 0

Presents applied calculations for students in technical fields. Covers basic arithmetic, conversions, solving equations, logarithms, multinomial equations, graphs and applied basic concepts of geometry, trigonometry, and statistics.

ET A183 **Data Communications** **1 CR**

Contact Hours: 1 + .5

Prerequisites: CNT A164 and ET A165.

Presents basic data communication concepts, including history, data conversion, A/D and D/A protocol, interfacing, direction control, and multiplexing.

ET A276 **Independent Project** **3 CR**

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and working knowledge of TES topics.

Develops, implements, and completes a project based on a relevant technological issue. Student works closely with faculty to produce an end project and report.

ET A282 **Work Study** **3 CR**

Contact Hours: 0 + 11

Registration Restrictions: Faculty Permission; and successful completion of 12 credits in TES program.

Grade Mode: Pass/No Pass.

Provides supervised workplace experience in industry settings. Integrates advanced level knowledge and practices to demonstrate skill competencies.

Emergency Medical Technology **EMT**

The EMT program is currently under revision. Please check with Student Services or the on-line course schedule for semester offerings.

Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

EMT A110 **Emergency Trauma Technician** **3 CR**

Contact Hours: 2 + 2

Special Fees.

Alaska State certified basic emergency medical course beyond advanced first aid. Emphasizes prevention, assessment, and care of injury and illness commonly encountered in both urban and rural settings.

EMT A130 **Emergency Medical Technician I** **6 CR**

Contact Hours: 4 + 4

Registration Restrictions: Provide evidence of professional CPR training and certification that includes adult, child, and infant CPR and airways obstruction relief maneuvers, including two rescuer CPR and barrier devices.

Special Fees.

Special Note: Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Presents skills for proficiency in victim assessment, recognition, and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, or other sites.

EMT A230 **Emergency Medical Technician II** **3 CR**

Contact Hours: 2 + 2

Prerequisites: EMT A130.

Registration Restrictions: Must be certified as a State of Alaska EMT I or Nationally Registered EMT-Basic (comity is required). Current healthcare provider CPR card; Documentation of 10 patient contacts since becoming a certified EMT and a DHSS-approved sponsoring physician.

Special Fees.

Special Note: Students desiring Alaska certification must pass, within one year after completing the education program, the written and practical examination for Emergency Medical Technician II administered by Community Health and Emergency Medical Services (CHEMS). In order to obtain a State of Alaska EMT II certification, the student must obtain a CHEMS-approved physician sponsor.

Provides the EMT I with added skills of advanced airway, specialized tourniquets, and intravenous treatment.

EMT A231 **Emergency Medical Technician III** **3 CR**

Contact Hours: 2 + 2

Prerequisites: EMT A130 and EMT A230.

Registration Restrictions: Currently certified in Alaska as an EMT II, documented 10 patient contacts and 10 intravenous sticks.

Special Fees.

Special Note: Students desiring Alaska certification must pass, within one year after completing the education program, the written and practical examination for Emergency Medical Technician III administered by the Community Health and Emergency Medical Services (CHEMS).

Emphasizes knowledge and skills necessary to apply electrodes and monitor cardiac activity, defibrillate life-threatening arrhythmias, and administer specific pharmacological agents.

Engineering **ENGR**

ENGR A151 **Engineering Practices I** **3 CR**

Contact Hours: 3 + 0

Prerequisites: [MATH A107 and MATH A108] or MATH A109.

Provides an overview of the engineering profession and the fundamental tools for practicing engineering. Presents the basic skills required of engineers including an introduction to engineering mathematics, spreadsheets, analytical problem solving, word processing, communication, presentations, descriptive geometry, and computer graphics.

English

ENGL

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from COMPASS, SAT Verbal or ACT English, or a grade of "C" or better in prerequisite course. Check with the Advising & Assessment in FSM 102 for clarification. Mat-Su College administers and places students with the COMPASS placement test.

Secondary School Students: Individual department and disciplines may require additional testing or assessment.

ENGL A109 Introduction to Writing in Academic Contexts 3 CR

Contact Hours: 3 + 0

Prerequisites: PRPE A086 with minimum grade of C.

Registration Restrictions: Meet Prerequisite or appropriate score on English Placement Test.

Special Fees.

Preparation for ENGL A111 and alternative to PRPE A108. Introduces academic essay writing and technology skills in a computer classroom. Develops practical skills for writing and revising, including review of grammar and punctuation.

ENGL A110 Approaches to Academic Study 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Score on Reading Asset Test of 43 or above.

Special Fees.

Instruction in academic skills and critical thinking demanded in college work. Includes library and on-line research, time management, academic vocabulary development, note taking, text comprehension, and test taking.

ENGL A111 Methods of Written Communication 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A109 with minimum grade of C or PRPE A108 with minimum grade of C.

Registration Restrictions: Appropriate score on English Placement Test, SAT Verbal Section, or ACT English Test will waive the ENGL A109 or PRPE A108 prerequisite.

Course Attributes: UAA GER Written Communication.

Special Fees.

Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Readings in some sections may be coordinated with another discipline.

ENGL A116 Writing Life Stories 3 CR

Contact Hours: 3 + 0

Offered only at Matanuska-Susitna College.

Students will learn to write and record family history from a personal perspective, to preserve newspaper clippings and photos, and create a genealogical chart for their family.

ENGL A120 Critical/Creative Thinking 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Average reading skills recommended.

Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies.

ENGL A121 Introduction to Literature 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement.

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

ENGL A150 Women Writers 3 CR

Contact Hours: 3 + 0

A survey of women authors, with examination of how they portray both women and men in their writings.

ENGL A201 Masterpieces of World Literature I 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111.

Course Attributes: UAA GER Humanities Requirement.

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 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111.

Course Attributes: UAA GER Humanities Requirement.

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 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

Special Fees.

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 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

Special Fees.

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 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

Special Fees.

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 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

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 United States I 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.

Course Attributes: UAA GER Humanities Requirement.

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 A307 Literature of the United States II 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.

Course Attributes: UAA GER Humanities Requirement.

Study of significant writers of the United States, focusing primarily on the 20th century and including literature that reflects important cultural, historical, political, and aesthetic forces.

ENGL A311 Advanced Composition 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

Special Fees.

Advanced instruction in composing and reviewing written texts, with focus on multiple rhetorical situations.

COURSE DESCRIPTIONS

ENGL A312 Advanced Technical Writing 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.

Registration Restrictions: ENGL A212 recommended.

Course Attributes: UAA GER Written Communication.

Special Fees.

Instruction in principles of textual and visual design in order to understand, analyze, evaluate, and design effective technical communication. Practice in standard editing for both print and online documents.

ENGL A351 Poetry 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Special Note: Offered Fall and Spring Semesters.

An intensive study of the forms and techniques used by poets.

ENGL A361 The Novel 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

The development of the novel with primary emphasis on major novelists such as Fielding, Richardson, Smollett, Sterne, Dickens, Zola, Dostoevski, Tolstoy, Joyce, James, Faulkner, and Sartre.

ENGL A403 Topics in Autobiography 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C.

Registration Restrictions: ENGL A201 and A202 strongly recommended.

Special Note: Applies once toward the specialized studies requirement for English literature majors; may be repeated once with a change of subtitle for elective credit. Will be offered as a women's topic every other year.

Study of autobiography and the techniques used and issues raised in this form, with readings focused on a selected theme. Practice writing autobiography.

ENGL A414 Research Writing 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A311 with minimum grade of C or ENGL A312 with minimum grade of C.

Course Attributes: UAA GER Written Communication.

Technical, specialized exposition, documentation, and research.

Concentration on language, style, and audience in scholarly articles. Papers in student's discipline prepared for presentation.

ENGL A424 Shakespeare 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Special Note: May be repeated once for credit with faculty permission.

Offered Fall and Spring Semesters.

Major works and a survey of Shakespearean criticism. Plays covered vary from semester to semester.

ENGL A435 History of Criticism 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A201 and ENGL A202.

Critical theory from its classical origins to the present.

ENGL A444 Topics in Native Literatures 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A211 with minimum grade of C or ENGL A212 with minimum grade of C or ENGL A213 with minimum grade of C or ENGL A214 with minimum grade of C.

Special Note: Applies once towards requirement for English majors; may be repeated once for elective credit with a change of subtitle.

In-depth studies of particular topics in Native literatures. Primary emphasis on American Indian and Alaska Native literatures, but topics may sometimes focus upon other indigenous literatures in the world.

ENGL A487 Standard Written English 3 CR

Contact Hours: 3 + 0

Prerequisites: LING A201.

Analysis of English emphasizing traditional grammar, standard usage, and rhetoric.

English-As-A-Second Language ESL

ESL A104 College Reading and Writing I 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Appropriate score on English Placement Test or TOEFL.

Special Fees.

Special Note: Required language lab work.

For intermediate to advanced students. Extensive practice in reading and composition strategies for academic and career settings. Emphasis on alternatives to translation. Includes special practice in grammar.

Exploring Arts & Humanities EAH

EAH A045C Matanuska-Susitna College Community Chorus 0 CR

Contact Hours: 0 + 0

Registration Restrictions: There is no requirement for pre-audition for this class; however, singers should be able to match pitches and a rudimentary knowledge of music reading is preferable.

Grade Mode: Non-Graded.

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

EAH A045D Matanuska-Susitna College Community Band 0 CR

Contact Hours: 0 + 0

Registration Restrictions: Students should be able to play a concert band instrument or read music well enough to quickly learn one.

Grade Mode: Non-Graded.

Offered only at Matanuska-Susitna College.

This course is for anyone who is interested in playing a musical instrument with a structured, established concert band. The age group in the band ranges from 10 to 80. Experience ranges from basic to professional.

Fire Science FIRE

FIRE A101 Principles of Emergency Services 3 CR

Contact Hours: 3 + 0

Special Fees.

Introduces fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and fire strategy and tactics.

FIRE A105 Fire Prevention 3 CR

Contact Hours: 3 + 0

Special Fees.

Introduces the fundamentals of the history and philosophy of fire prevention, organization, and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

FIRE A107 Strategy and Tactics 3 CR

Contact Hours: 3 + 0

Prerequisites: FIRE A101.

Special Fees.

Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground.

FIRE A111 Fire Administration I 3 CR

Contact Hours: 3 + 0

Prerequisites: FIRE A101.

Special Fees.

Introduces the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer's role in management, leadership, personnel, planning, and communication.

FIRE AI 17	Rescue Practices	3 CR	FIRE AI 37	Firefighter I, Series IV	3 CR
Contact Hours: 2 + 2 Registration Restrictions: Departmental approval Special Fees. Special Note: Students must be physically capable of performing rescue skills and must be currently certified in first aid and healthcare provider CPR. Introduces rescue problems, techniques, and equipment. Includes SCBA use, urban search and rescue, scene safety, motor vehicle crashes, technical rescue, water swift water, and ice rescue, mass casualty incidents, and heavy rescue.			Contact Hours: 3 + 1 Prerequisites: FIRE AI 35. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Provides fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes wildland fire control, classes of fire, vehicle fires, sprinkler systems, salvage, overhaul, fire cause, communications equipment and techniques, fire prevention, and public fire education.		
FIRE AI 21	Fire Behavior and Combustion	3 CR	FIRE AI 51	Wildland Fire Control I	3 CR
Contact Hours: 3 + 0 Special Fees. Presents the theories and fundamentals of how and why fires start, why they spread, and how they are controlled.			Contact Hours: 3 + 0 Special Fees. Special Note: Successful course completion combined with physical fitness requirements may qualify the student for an Interagency Fire Qualification Card (Red Card) with a rating of "Firefighter." Provides entry level and experienced firefighters with fundamental knowledge of wildland fire organization, fire behavior, air operations, suppression methods, safety, ICS, portable pumps, water use and wildfire chainsaw operations.		
FIRE AI 23	Fire Investigation I	3 CR	FIRE AI 55	Wildland Fire Behavior	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE AI 01 and FIRE AI 21. Special Fees. Introduces the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing origin and cause, preservation of evidence and documentation, scene security, motives of the fire-setter, and types of fire causes.			Contact Hours: 3 + 0 Prerequisites: MATH AI 05. Special Fees. Provides the knowledge and skills for fire behavior prediction. Introduces the manual method of fire behavior calculations. Provides an understanding of the determinants of fire behavior through studying input and how to interpret fire behavior output.		
FIRE AI 31	Firefighter I, Series I	3 CR	FIRE AI 57	Wildland Air Operations and Safety	3 CR
Contact Hours: 3 + 0 Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Presents fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes orientation, safety, fire behavior, building construction, protective clothing, and self-contained breathing apparatus (SCBA).			Contact Hours: 3 + 0 Special Fees. Introduces aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. The regulations and policies addressed in this course are primarily those governing federal agency and ICS operations.		
FIRE AI 33	Firefighter I, Series II	3 CR	FIRE AI 59	Wildland Fire Operations Function	3 CR
Contact Hours: 2 + 2 Prerequisites: FIRE AI 31. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Introduces the fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency services processes and methods of their use. Includes portable extinguishers, ropes and knots, building search, victim removal, forcible entry tools, construction, techniques, and ground ladders.			Contact Hours: 3 + 0 Prerequisites: FIRE AI 51. Special Fees. Assists the structure and wildland firefighters in the wildland/urban interface tactical decision making process. Introduces the duties associated with the single resource boss position from initial dispatch through demobilization to the home unit.		
FIRE AI 35	Firefighter I, Series III	3 CR	FIRE AI 70	Occupational Safety and Health for Fire Service	3 CR
Contact Hours: 2 + 2 Prerequisites: FIRE AI 33. Special Fees. Special Note: Successful completion of all four Firefighter I series will qualify/prepare the student to sit for Alaska State Fire Fighter I certification exam. All students are required to wear a complete set of fire department approved protective clothing (turnout gear) during skills training. (Turnout gear provided) Provides fundamental knowledge of fire behavior, fire organizations, types of fire equipment, emergency response services processes, and methods of their use. Includes ventilation, water supply, hose rolling, coupling, loading, carrying, advancing, laying, and water fire streams.			Contact Hours: 3 + 0 Special Fees. Introduces the basic concepts of occupational health and safety as they relate to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue.		
			FIRE A201	Principles of Emergency Management	3 CR
			Contact Hours: 3 + 0 Prerequisites: FIRE AI 01. Special Fees. Examines the history of emergency management. Identifies and determines risk assessments for natural and technological hazards. Identifies and assesses the disciplines of emergency management. Examines international disaster management, emergency management and terrorism, and discusses the future of emergency management.		

COURSE DESCRIPTIONS

FIRE A202	Fire Protection Hydraulics and Water Supply	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A101 and FIRE A121 and (MATH A105 or concurrent enrollment). Special Fees. Introduces the principles of the use of water in fire protection and the application of hydraulic principles to analyze and solve water supply problems.		
FIRE A203	Hazardous Materials Chemistry I	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A101 and FIRE A121 and (MATH A105 or concurrent enrollment). Special Fees. Applies basic fire chemistry relating to the categories of hazardous materials, including problems of recognition, reactivity, and health encountered by firefighters.		
FIRE A206	Building Construction for Fire Protection	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A101 and FIRE A121. Special Fees. Covers the principles of building construction that relate to fire and safety with an emphasis on firefighter safety. Demonstrates how the elements of construction and design are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.		
FIRE A214	Fire Protection Systems	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A101 and FIRE A105 and FIRE A121 and MATH A105. Special Fees. Presents information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.		
FIRE A216	Methods of Instruction for Fire and Emergency Services	3 CR
Contact Hours: 3 + 0 Registration Restrictions: Three years experience with a recognized/organized fire department or an emergency response organization involved in firefighting. Special Fees. Satisfies the State requirements for both basic and advanced methods of instruction (MOI) specifically for firefighter training. Topics include instructional planning, methods and techniques of instruction, concepts of learning, communication, evaluation and testing, use of audiovisual aids and materials, roles and responsibilities of instructors, developing and modifying lesson plans, budgeting, scheduling, teaching in a high hazard environment, and managing other instructors.		
FIRE A220	Legal Aspects of Emergency Services	3 CR
Contact Hours: 3 + 0 Prerequisites: ENGL A111. Special Fees. Introduces the Federal, State, and local laws that regulate emergency services. Identifies national standards influencing emergency services, tort liability, and standard of care. Review of relevant court cases directly related to fire and emergency medical services.		
FIRE A223	Fire Investigation II	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A123. Special Fees. Provides advanced technical knowledge of rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation, and testifying.		
FIRE A230	Fire Department Organizational Theory and Behavior	3 CR
Contact Hours: 3 + 0 Prerequisites: FIRE A101. Special Fees. Exposes the student to fire department organizational theory and behavior. Examines various theories developed to explain and predict employee behavior in an organizational context. Develops analytical thinking capabilities by comparing and contrasting conflicting theories of organizations.		

French

FREN

FREN A101	Elementary French I	4 CR
Contact Hours: 4 + 0 Course Attributes: UAA GER Humanities Requirement. Special Fees. Introduction to the French language. This course presents the alphabet, basic phonetics, and fundamentals of grammar, and goes on to cover the regular and irregular verb conjugation of the present and past tenses. It includes basic vocabulary, cognates and idiomatic expressions. Oral exercises and repetition are emphasized to obtain correct pronunciation.		
FREN A102	Elementary French II	4 CR
Contact Hours: 4 + 0 Prerequisites: FREN A101. Course Attributes: UAA GER Humanities Requirement. Special Fees. Continuing study of grammar and vocabulary. The conjugation of the remaining verbal forms: imperfect, future, conditional and various compound tenses will be studied as well as the imperative and the subjunctive moods. Practice in reading, speaking, and writing on themes of contemporary interest will stress good accent along with style.		
FREN A201	Intermediate French I	4 CR
Contact Hours: 4 + 0 Prerequisites: FREN A102. Course Attributes: UAA GER Humanities Requirement. Special Fees. Review of the more complex grammatical structures and expansion of the vocabulary. This course will emphasize the reading of graded literary excerpts by contemporary French authors. Students will attempt to interpret their content while analyzing the structures and the expression. French pronunciation will be enhanced through classroom practice in reading and discussing materials and topics of current interest. Conducted in French.		
FREN A202	Intermediate French II	4 CR
Contact Hours: 3 + 2 Prerequisites: FREN A201. Course Attributes: UAA GER Humanities Requirement. Special Fees. Completion of the grammar review. The four skills: reading, listening, speaking and writing will be intensified in order to achieve normal speech fluency for understanding and being able to engage in an ordinary conversation. The students will also endeavor to write short prose compositions or poetry to perfect their expression. Conducted in French.		

Geography

GEOG

GEOG A101	Local Places/Global Regions: An Introduction to Geography	3 CR
Contact Hours: 3 + 0 Crosslisted with: INTL A101. Course Attributes: UAA GER Social Sciences Req. Introduction to cultural, political, and environmental diversity in an international context. Focus on key global issues, current events, and geographic approaches to understanding world problems.		
GEOG A205	Elements of Physical Geography	3 CR
Contact Hours: 3 + 0 Registration Restrictions: GEOG A101 or A103 recommended, but not required. Course Attributes: UAA GER Natural Sciences Req. Analysis of the processes that form the physical environment and the resulting physical patterns. Study of landforms, climate, soils, water resources, vegetation, and their world and regional patterns. Optional laboratory of one additional credit.		
GEOG A205L	Elements of Physical Geography Laboratory	1 CR
Contact Hours: 0 + 3 Course Attributes: UAA GER Natural Sci Lab Only. Special Fees. Optional laboratory of one additional credit.		

Geology

GEOL

GEOL A104 Natural History of Alaska 3 CR

Contact Hours: 3 + 0

Crosslisted with: BIOL A104.

Special Note: Acceptable as elective credit only.

Surveys important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and people. Local area will be emphasized.

GEOL A111 Physical Geology 4 CR

Contact Hours: 3 + 3

Prerequisites: MATH A055.

Course Attributes: UAA GER Natural Science w/ Lab.

Special 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 A111L Physical Geology Laboratory 0 CR

Contact Hours: 0 + 0

Grade Mode: Non-Graded.

Special Fees.

GEOL A115 Environmental Geology 3 CR

Contact Hours: 3 + 0

Prerequisites: MATH A055.

Course Attributes: UAA GER Natural Sciences Req.

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 1-2 CR

Contact Hours: 0 + 3-6

Prerequisites: GEOL A100 or GEOL A111 or (GEOL A115 or concurrent enrollment).

Course Attributes: UAA GER Natural Sci Lab Only.

Special Fees.

Investigation of problems in environmental geology related to hydrology, acid rain, pollution, and geologic hazards with emphasis on the Anchorage area. Independent study format includes reading, measurements, use of computer programs, and field trips.

German

GER

GER A101 Elementary German I 4 CR

Contact Hours: 4 + 0

Course Attributes: UAA GER Humanities Requirement.

Introduction for beginners with no prior knowledge of German. With the focus on oral communication, the course emphasizes listening comprehension, pronunciation, and everyday vocabulary. Students are also introduced to basic grammatical and sentence structures, to reading and writing the language, and to the culture of the German-speaking countries.

GER A102 Elementary German II 4 CR

Contact Hours: 4 + 0

Prerequisites: GER A101.

Course Attributes: UAA GER Humanities Requirement.

Continuation of GER 101, designed for students able to comprehend and initiate very basic survival conversations on everyday topics, read short texts and write simple paragraphs. Students gain confidence in asking and answering questions, learn to sustain modest conversations, increase their vocabulary, reading and writing skills, and knowledge of grammatical and sentence structures, and deepen their understanding of the German-speaking cultures.

GER A105 Conversational Skills Maintenance I 1 CR

Contact Hours: 0 + 2

Registration Restrictions: Proficiency as after one semester of college-level or one year of high school study in German.

Grade Mode: Pass/No Pass.

Stacked with: GER A205 and GER A305.

Special Note: May be repeated once for credit.

A maintenance and skills enhancement course at the elementary level, designed primarily to help students of German retain what they have learned. With the focus on oral communication, the course emphasizes speaking, listening comprehension, and vocabulary building.

Guidance

GUID

GUID A150A Survival Skills/College 1 CR

Contact Hours: 1 + 0

Grade Mode: Pass/No Pass.

Participation in a variety of activities including, reading, notetaking and follow-up, large and small group discussions and activities, short written assignments and/or quizzes.

Health Career Development

HCD

HCD AC015 Basic Life Support .8 CEU

Contact Hours: 0 + 0

Grade Mode: Non-Graded.

Special Fees.

Special Note: Upon successful completion of this course, participants will receive a BLS certificate/card which is valid for two years.

Designed for health care professionals and consumers who must respond to cardiac and respiratory emergencies. Includes information on prevention and early recognition of heart disease, CPR, and techniques for managing obstructed airways.

History

HIST

HIST A101 Western Civilization I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER 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.

HIST A102 Western Civilization II 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER 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.

HIST A121 East Asian Civilization I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement.

Provides a broad understanding of the historical, cultural, and social development of Chinese, Japanese, and Korean civilization from their prehistoric origins through approximately 1600 (the decline of the Ming Dynasty in China, the successful unification of Japan under the Tokugawa, and the end of the Japanese invasions of Korea).

HIST A122 East Asian Civilization II 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Humanities Requirement.

Provides a broad understanding of the historical, cultural, and social development of East Asian civilization from approximately 1600 (the rise of the Qing Dynasty in China, the successful unification of Japan under the Tokugawa, and the revival of the Yi Dynasty in Korea) through the twentieth century.

COURSE DESCRIPTIONS

HIST A131 History of United States I 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER 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.

HIST A132 History of United States II 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER 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.

HIST A237 American Civil War 3 CR

Contact Hours: 3 + 0

Study of North-South differences causing American Civil War, war itself in considerable detail, and legacy of that war for today.

HIST A257A A Gold Rush Era: Alaska and the Yukon 3 CR

Contact Hours: 3 + 0

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

HIST A261 Russian History 3 CR

Contact Hours: 3 + 0

Origins of early (Kievan) Russia, Mongol Era, and rise of Moscow. Modern Russia to 20th century.

HIST A306 The Roman Empire 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A101 and HIST A225.

The Roman Empire from the assassination of Julius Caesar to the "fall" of the Empire in AD 476. Its principal focus is upon the political and social history of the Empire.

HIST A314 Nineteenth Century Europe 3 CR

Contact Hours: 3 + 0

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.

HIST A341 History of Alaska 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Junior standing.

Stacked with: HIST A641.

Course Attributes: UAA GER Humanities Requirement.

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.

HIST A355 Major Themes in US History 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Sophomore standing.

Time, continuity, and change in American history from the Colonial period to the 21st Century with an emphasis on case studies. A speaking and writing intensive course.

HIST A401 The History of Warfare 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A101 and HIST A102.

A study of the history of warfare from the classical age to the present. The following topics are examined: the relationship between war and social, political and economic organization; the evolution of weapons systems; the growth of modern professional and mass armies; the "Laws" of war; the development of modern strategic and tactical thought; and the impact of the atomic age.

HIST A418 Tudor and Stuart England 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A101.

The history of England from accession of Henry VII down to the death of Anne. Major topics are the development of modern instruments of government, the English Reformation, and the ensuing religious struggle, the Civil War and Revolution, and the establishment of parliamentary government.

HIST A431 Colonies and Revolution 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132.

Settlement of British America, social, political, economic and ideological development of American colonies, prelude to revolution, the American revolution, drafting of the Constitution, and the Federalist Era.

HIST A434 Early National Period, 1800-1850 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132.

Jeffersonian policies and ideology; struggle with England and the War of 1812; transcontinental treaties and the Monroe Doctrine; The Age of Jackson and Westward Expansion; the Era of Reform; and the Mexican War.

HIST A440 The American West Since 1850 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132.

Study of major themes in Western American history, including economic, social and ideological change, and the historiography of the American West.

HIST A478 Studies in Early American History 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131.

Special Note: May be repeated for credit with a different subtitle.

An examination of selected fundamental topics in early American history. Areas will be studied as student need and faculty expertise indicate. Subtitle varies.

HIST A479 Studies in Modern American History 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A131 and HIST A132.

Special Note: May be repeated for credit with a different subtitle.

This course is intended to provide an intensive examination of selected fundamental topics in American history. Specific areas will be treated as student need and faculty expertise indicate. Subtitle varies.

HIST A486 Studies in Modern Europe 3 CR

Contact Hours: 3 + 0

Prerequisites: HIST A102.

Special Note: May be repeated for credit with a change of subtitle.

This course is a study of selected important topics in modern European history. These include World War I, European Fascism and National Socialism, European Marxism, and World War II. The course will be offered as student need and faculty expertise indicate. Subtitle varies.

Humanities

HUM

HUM A211 Introduction to Humanities I 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111.

Course Attributes: UAA GER Humanities Requirement.

Special Note: Offered as Demand Warrants.

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

HUM A212 Introduction to Humanities II 3 CR

Contact Hours: 3 + 0

Prerequisites: ENGL A111.

Course Attributes: UAA GER Humanities Requirement.

Special Note: Offered as Demand Warrants.

A study of a given historical period or periods with reference to art, literature, philosophy, and music.

Human Services

HUMS

HUMS A101 Introduction to Human Services 3 CR

Contact Hours: 3 + 0

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 CR

Contact Hours: 3 + 0

Prerequisites: SOC A101.

Crosslisted with: SWK A106.

Course Attributes: UAA GER Social Sciences Req.

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.

HUMS A121 Advocating for Victims of Domestic Violence and Sexual Assault 3 CR

Contact Hours: 3 + 0

Crosslisted with: SWK A121.

Offered only at Matanuska-Susitna College.

Focuses on developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering. Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.

HUMS A122 Substance Abuse as a Contemporary Problem 3 CR

Contact Hours: 3 + 0

Introduction to current issues in addictions with emphasis on understanding alcohol and other drug use in historical, social, cultural, legal, and public health/policy contexts.

HUMS A123 Public Education and Prevention in Substance Abuse 3 CR

Contact Hours: 3 + 0

Use of community organization knowledge and skills for development of educational and preventive programs in substance abuse.

HUMS A124 Introduction to Physiology and Pharmacology of Substance Abuse 3 CR

Contact Hours: 3 + 0

Prerequisites: PSY A111.

Introduction to basic knowledge about psychopharmacological properties and effects of psychoactive substances. Focus will be given to understanding the relationship between infectious diseases and substance use/abuse.

HUMS A153 Human Relations 3 CR

Contact Hours: 3 + 0

Crosslisted with: PSY A153.

A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

HUMS A223 Introduction to Paraprofessional Counseling I 3 CR

Contact Hours: 3 + 0

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

HUMS A224 Conflict and Collaborative Systems 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A223 and (HUMS A324 or concurrent enrollment).

Provides a social constructionist framework for understanding interpersonal conflict. Focuses on the human and emotional aspects of conflict and includes the influence of gender and culture. Pragmatic as well as theoretical, this course presents communication and conflict resolution models to help manage and/or resolve conflict.

HUMS A226 Intervention Continuum in Substance Abuse Counseling 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A122 and HUMS A223.

Presents a continuum of interventions used in substance abuse counseling, to include screening and placement criteria, motivational interviewing, aftercare and relapse planning, documentation, and confidentiality.

HUMS A256 Groups and Organizations 3 CR

Contact Hours: 3 + 0

Introduces basic theories, practices and issues of relevance to working in human service agencies and develops skills to work effectively in an organizational setting. As a result of this course, the student should be more effective in observing, and political dynamics of service delivery groups and organizations.

HUMS A295A Human Services Practicum I 3 CR

Contact Hours: 1 + 9

Prerequisites: HUMS A101 and HUMS A223 and (ENGL A111 or concurrent enrollment).

Registration Restrictions: GER Oral Communication

Special Fees.

Students placed in a community Human Services agency will examine agency structure and functioning, professional relationships, and interagency networks to apply their knowledge of entry level helping skills with agency clientele while participating in a weekly class seminar to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A295B Human Services Practicum II 3 CR

Contact Hours: 1 + 9

Prerequisites: HUMS A295A and [(ENGL A211 or concurrent enrollment) or (ENGL A212 or concurrent enrollment) or (ENGL A214 or concurrent enrollment)].

Special Fees.

Emphasizes increasing responsibilities for providing direct client services. Students will access problems and plan interventions within the placement agency, while participating in a weekly class seminar structured to facilitate the integration of human service knowledge and theory with practical field application.

HUMS A321 Diversity Issues in Human Services Practice 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.

Using a framework of self-awareness, this course will focus on the range of human diversity and the historical and current responses to it. It will help students incorporate the relevant needs of diverse groups in their professional practice.

HUMS A322 Service Coordination in Human Services Practice 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.

Introduction to the fundamentals of service coordination across disciplines. Using an empowerment and strengths based framework, course focuses on the functions of service delivery, including assessment, planning, and implementation, utilizing the concepts of collaboration, ethics, and diversity.

HUMS A324 Introduction to Paraprofessional Counseling II 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A223.

Focuses on 11 major paraprofessional counseling skill clusters. Course emphasis will be skill performance in a direct service context.

HUMS A333 Alternative Dispute Resolution 3 CR

Contact Hours: 3 + 0

Prerequisites: [HUMS A223 or PSY A223] and [HUMS A324 or PSY A324].

A conceptual framework in Alternative Dispute Resolution (ADR) with particular emphasis on history, communication skills, and ethics. Uses simulation exercises including negotiation strategy and tactics; mediation process and techniques; and development of arbitration case theory presentation. A comparison of the adversarial and collaborative dispute resolution systems as a theoretical backdrop.

COURSE DESCRIPTIONS

HUMS A334 **Family Mediation** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A224 and HUMS A324 and HUMS A333.

Trains students in advanced mediation skills for resolving family conflict. Different models of mediation are presented, evaluated, and practiced. Current issues in Alaska family mediation are covered.

HUMS A350 **Men and Masculinity** **3 CR**
Contact Hours: 3 + 0
Prerequisites: SOC A101 or PSY A111.

Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.

HUMS A390 **Selected Topics in Human Service Practice** **.5-3 CR**
Contact Hours: .5-3 + 0
Prerequisites: HUMS A101.

Provides the most current education in the area of Human Service practice. Specific topics will vary.

HUMS A412 **Ethical Issues in Human Services Practice** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223.

Overview of ethics in human service practice. Clients' rights and confidentiality, worker responsibility for ethical behavior in the areas of confidentiality, multicultural counseling, professional responsibility, and practitioner competency.

HUMS A414 **Rural Treatment Strategies
for Human Service Professionals** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101.

Focuses upon human service work in rural settings. Development of relevant knowledge and skills in the following areas: cultural issues, the addiction process and their impact on the individual, the family, and the community. Prevention and treatment of substance abuse strategies are presented focusing upon the human service worker as a change agent.

HUMS A416 **Substance Abuse and the Older Adult** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A124 and HUMS A223.

Addresses the issues related to aging adults who misuse alcohol, drugs, prescription medications, and other substances. Emphasis will be placed on identification, assessment, and intervention strategies.

HUMS A417 **Substance Abuse Counseling
for Human Service Professionals** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A122 and HUMS A123 and HUMS A223.

Develops advanced counseling theory and skills specifically required by human service professionals in substance abuse treatment. Includes client assessment, diagnosis, and treatment planning. Substance abuse treatment strategies will be compared and contrasted.

HUMS A424 **Advanced Counseling
for Human Service Professionals** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.

Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.

HUMS A434 **Group Facilitation for
Human Service Professionals** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A223 and HUMS A324.

Advanced facilitation skills appropriate for group work to include goal setting, reciprocity, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

HUMS A461 **Crisis Intervention** **3 CR**
Contact Hours: 3 + 0
Prerequisites: HUMS A101 and HUMS A223 and HUMS A324.

A systematic and social approach to causes and treatment of human crises. Covers characteristics of crises, intervention strategies, and specific techniques for resolving various crisis situations. Students are expected to research, analyze, and compare community crisis support services.

HUMS A495A **Human Services Practicum III** **3 CR**
Contact Hours: 1 + 9
Prerequisites: HUMS A295A with minimum grade of C and HUMS A295B with minimum grade of C.
Registration Restrictions: Admission to Human Services Bachelor Degree Program.
Special Fees.

Placement in an agency will provide students with advancing levels of responsibility in direct client services and/or specialized activities/projects while increasing their professional development. Weekly concurrent classroom seminars required.

HUMS A495B **Human Services Practicum IV** **3 CR**
Contact Hours: 1 + 9
Prerequisites: HUMS A495A with minimum grade of C.
Registration Restrictions: Admission to Bachelor of Human Services Program.
Special Fees.

Building on the HUMS A495A agency placement, students will have advanced levels of responsibility for providing direct client services and/or special projects or activities in the agency, while further developing professional skills and emphasizing an increasing independence. Concurrent weekly classroom seminar is required.

Interior Design ID

ID A141 **Interior Design** **3 CR**
Contact Hours: 3 + 0
Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floor, wall and window coverings, basic lighting, and interior furnishings.

Journalism & Public Communication JPC

JPC A101 **Media and Society** **3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Describes the evolution of newspapers, magazines, photography, film, radio, television, Internet, and development of telecommunications and information technologies in the last 100 years. Emphasis on social, cultural, political, and economic affects of media.

Justice JUST

JUST A110 **Introduction to Justice** **3 CR**
Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Special Note: This course is a prerequisite to most Justice courses.
Survey of philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration--police, courts, and correction organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.

JUST A203 **Juvenile Delinquency** **3 CR**
Contact Hours: 3 + 0
Prerequisites: SOC A101.
Crosslisted with: SOC A203.
A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture with emphasis on the juvenile code and treatment procedure.

JUST A221 Justice Organization and Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.
 Special Note: Offered Fall and Spring Semesters.

Survey of organization and management of police, court, correctional and legal operations, agency roles, goals, structural arrangements and administrative practices; applicability of theory and research; techniques and instruments of organization and management; and principles of change.

JUST A241 Business Law I 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: BA 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.

JUST A242 Business Law II 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A241 or BA A241.
 Crosslisted with: BA A242.

Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

JUST A251 Criminology 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

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

JUST A255 Criminal Investigation 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation.

JUST A320 Crime Prevention 3 CR
 Contact Hours: 3 + 0

Examination of crime prevention strategies and concepts not usually found in law enforcement efforts. The legal, moral and ethical considerations and problems of human and environmental manipulation are explored in an interdisciplinary context. Emphasizes new and innovative approaches to preventing criminal behavior.

JUST A330 Justice and Society 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.
 Course Attributes: UAA GER Social Sciences Req.

The evolutionary influence of ideology, technology and social interests on the justice system. The dynamic impact of long-term emerging concepts such as 'equality' and 'privacy' will be viewed against the background of requirements of political and economic organization.

JUST A354 Criminal Procedure 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110 or PARL A101.
 Crosslisted with: PARL A354.

Emphasis upon legal limitations of police and right of people to be secure from government under protection of federal and Alaska constitutions. Concentration on laws of arrest, search and seizure, wiretapping, electronic surveillance, and exclusionary rule. Interrogations and confessions, lineups and other pretrial identification procedures, right to counsel, trial by jury, entrapment, and double jeopardy. Study of cases decided by U.S. and Alaska Supreme Courts, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.

JUST A360 Justice Processes 3 CR
 Contact Hours: 3 + 0
 Prerequisites: JUST A110.

Study of processes and issues in police, court and correctional agency operations. Definition of goals; organizational design and development, organizing and managing financial, personnel and management processes; budget, union, communication, record; community-based programs; inspection, and program assessment. Contemporary administrative process problems.

JUST A365 Comparative Justice Systems 3 CR
 Contact Hours: 3 + 0

Justice systems are examined on a global basis, in contrast with American justice systems, as a basis for a comparative approach to present-day national and international problems in crime and the administration of justice. Varying approaches--continental, Anglo-American and eastern--to policing, corrections, legal systems and social order are reviewed and evaluated.

Liberal Studies Integrated Core LSIC

LSIC A231 Truth, Beauty, and Goodness 3 CR
 Contact Hours: 3 + 0

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.

Liberal Studies Integrated Sciences LSIS

LSIS A101 Discoveries in Science 1 CR
 Contact Hours: 1 + 0

Course Attributes: UAA GER Natural Sciences Req.

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 CR
 Contact Hours: 3 + 6

Prerequisites: MATH A105 and (LSIS A101 or concurrent enrollment).

Course Attributes: UAA GER Natural Science w/ Lab.

Special 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 CR
 Contact Hours: 3 + 6

Prerequisites: LSIS A102 and (MATH A107 or concurrent enrollment).

Course Attributes: UAA GER Natural Science w/ Lab.

Special 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 CR
 Contact Hours: 3 + 6

Prerequisites: LSIS A201 and (MATH A107 or concurrent enrollment).

Course Attributes: UAA GER Natural Science w/ Lab.

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 Sciences LSSS

LSSS A111 Cultural Foundations of Human Behavior 3 CR
 Contact Hours: 3 + 0

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.

Library Science LS

LSA101 Library Resources and Information Retrieval 1 CR
 Contact Hours: 1 + 0
 An introduction to academic library research with an emphasis on electronic resources.

Logistics LOG

LOG A290 Selected Topics in Logistics 1-3 CR
 Contact Hours: 1-3 + 0
 Explores topics relating to current issues in logistics and supply chain management. Focuses on evaluating the decision tools used in the development, enhancement, and management of logistics and supply chain management systems both in domestic and international settings.

LOG A378 Management of Global Logistics Supply Chains 3 CR
 Contact Hours: 3 + 0
 Prerequisites: (BA A377 or concurrent enrollment).
 Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
 Introduction to logistics supply chain concepts, structures, design, and management. Logistics supply chain processes, costs, and decisions.

LOG A379 Transportation Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: LOG A378.
 Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
 Structure and operating characteristics of the transportation sector. Transportation carrier modes. Procurement and use of transportation services.

LOG A415 Purchasing Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: LOG A378 and LOG A379.
 Registration Restrictions: College of Business and Public Policy majors must be admitted to upper-division standing.
 Purchasing activities and cost management techniques. Acquisition of materials, products, and services.

LOG A416 International Logistics and Transportation Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: LOG A378 and LOG A379.
 Registration Restrictions: College of Business and Public Policy majors must be admitted to the upper-division standing.
 Logistics activities of international firms. Global sourcing, manufacturing, marketing, and transportation. Currency and payment issues, documentation, and the role of government.

LOG A417 Materials Management 3 CR
 Contact Hours: 3 + 0
 Prerequisites: LOG A378 and LOG A379.
 Registration Restrictions: College of Business and Public Policy majors must be admitted to the upper-division standing.
 Warehouse location, design, and operations. Managing material flows. Packing issues.

Logistics Operations LGOP

LGOP A110 Logistics Information Systems and Customer Service 3 CR
 Contact Hours: 3 + 0
 Introduces the principles and concepts of logistics functions covering total product flow from the inbound raw materials to the outbound finished goods. Emphasizes the total logistics system design and development process. Addresses functions and activities required for managing and providing training services for industry.

LGOP A120 Warehouse and Inventory Control Operations 3 CR
 Contact Hours: 3 + 0
 Introduces fundamentals of warehouse and inventory control operational practices, as well as supply functions.

LGOP A125 Transportation Services 3 CR
 Contact Hours: 3 + 0
 Introduces transportation regulations and policies. Focuses on the roles and services provided by carriers in the rail, road, sea, air, pipeline, and water industries at the state, national, and global levels.

LGOP A160 Purchasing and Supply Management 3 CR
 Contact Hours: 3 + 0
 Introduces principles and methods relating to purchasing, inventory management, supplier management, and materials management from the inbound raw materials to the outbound finished goods.

LGOP A235 Transport Operations Management 3 CR
 Contact Hours: 3 + 0
 Introduction to the role and importance of efficient and effective transportation management. Studies transportation management from the perspective of both the shipper and the carrier. Focuses on costing and pricing, carrier strategy, information technology, and shipper transportation management strategy and processes.

Mathematics MATH

MATH A050A Basic Mathematics 1 CR
 Contact Hours: 1 + 0
 Special Fees.
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.
 Includes addition, subtraction, multiplication, and division (the four basic operations) on whole numbers, fractions and decimals, and a discussion of order of operations. Computation involving ratios, proportion, and percent is also included. The topic of math anxiety is dealt with throughout the course.

MATH A050B Review of Mathematical Concepts 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: MATH A050A or Placement Test.
 Special Fees.
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.
 Includes a review of elementary geometry (area, perimeter, and volume calculations), the Pythagorean Theorem, similar and congruent triangles, order of operations, and an introduction to mathematical expressions using variables.

MATH A050C Introduction to Equations 1 CR
 Contact Hours: 1 + 0
 Registration Restrictions: MATH A050B or Placement Test.
 Special Fees.
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.
 Explores mathematical expressions using real numbers, exponents, and radicals. Also included is an overview of properties of equalities, solving equations, inequalities, elementary word problems, and the four operations on polynomials.

MATH A054 Prealgebra 3 CR
 Contact Hours: 3 + 0
 Special Note: MATH A050A, A050B, A050C combined are equivalent to MATH A054.
 Basic concepts of prealgebra mathematics. Includes arithmetic operations and applications, whole numbers, integers, fractions, decimals, ratio and proportion, percent, geometry and measures, exponents, algebraic expressions, polynomials, solution of simple equations, and introduction to graphing and statistics.

MATH A055 Elementary Algebra 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A054 with minimum grade of C.
 Registration Restrictions: If prerequisite is not satisfied, appropriate SAT score or approved UAA Placement Test required.
 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 A102	Business Math	3 CR	MATH A201	Calculus II	4 CR
Contact Hours: 3 + 0			Contact Hours: 4 + 0		
Designed for students with a modest mathematical background who wish to develop skills in applied business mathematics and financial matters. Topics include simple and compound interest, notes, present value, trade and cash discounts, markup/markdown, payrolls, depreciation, casualty insurance, sales and property tax, installment buying and business statistics.			Prerequisites: MATH A200 with minimum grade of C.		
			Course Attributes: UAA GER Quantitative Skill Req.		
			Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series.		
MATH A105	Intermediate Algebra	3 CR	MATH A202	Calculus III	4 CR
Contact Hours: 3 + 0			Contact Hours: 4 + 0		
Prerequisites: MATH A055 with minimum grade of C or MATH A060 with minimum grade of C.			Prerequisites: MATH A201 with minimum grade of C.		
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.			Vectors, partial differentiation and multiple integration. Green's Theorem, Stokes' Theorem and the Divergence Theorem.		
Special Note: Presumes a solid foundation in elementary algebra.					
Covers 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 A205	Communicating Mathematical Ideas	3 CR
			Contact Hours: 3 + 0		
			Prerequisites: EDSE A212 with minimum grade of C or PSY A245 with minimum grade of C.		
			Registration Restrictions: Department Approval. Minimum grade of C in GER Quantitative Skills course.		
			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.		
MATH A107	College Algebra	4 CR	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.		
Contact Hours: 4 + 0					
Prerequisites: MATH A105 with minimum grade of C.			MATH A231	Introduction to Discrete Mathematics	3 CR
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.			Contact Hours: 3 + 0		
Course Attributes: UAA GER Quantitative Skill Req.			Prerequisites: MATH A107.		
Special Note: 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.			Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required.		
Covers equations and inequalities; function theory and applications; solution of equations greater than second degree; determinants and matrices; systems of equations and inequalities, including applications; logarithmic and exponential functions, including applications; graphs and equations of conic sections, including applications; binomial theorem; sequences and series; mathematical induction and combinatoric notation.			Logic in its connections with mathematical proof, set theory, Boolean algebra, and combinatorial circuits; techniques of counting; elements of graph theory. Additional topics related to the mathematics of computing may include graph and tree traversal, finite automata, and the basics of complexity and formal languages.		
			MATH A272	Applied Calculus	3 CR
MATH A108	Trigonometry	3 CR	Contact Hours: 3 + 0		
Contact Hours: 3 + 0			Prerequisites: MATH A107 or MATH A172.		
Prerequisites: MATH A107 with minimum grade of C.			Course Attributes: UAA GER Quantitative Skill Req.		
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.			Functions and graphs, differentiation, exponential and logarithmic functions, antidifferentiation and integration, functions of several variables. Applications of these mathematical concepts.		
Course Attributes: UAA GER Quantitative Skill Req.					
Special Note: 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.					
Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses.					
MATH A172	Applied Finite Mathematics	3 CR			
Contact Hours: 3 + 0					
Prerequisites: MATH A105 with minimum grade of C.					
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT or ACT scores or approved UAA Placement Test required.					
Course Attributes: UAA GER Quantitative Skill Req.					
Linear and quadratic equations and inequalities, algebra of matrices, introductory linear programming, logarithms, and exponential functions. Applications emphasizing the relationships of these mathematical concepts to quantitative decision-making in the managerial and social sciences.					
MATH A200	Calculus I	4 CR			
Contact Hours: 4 + 0					
Prerequisites: [MATH A107 with minimum grade of C and MATH A108 with minimum grade of C] or [MATH A109 with minimum grade of C].					
Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA Placement Test required.					
Course Attributes: UAA GER Quantitative Skill Req.					
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.					

Medical Assisting

MA

MA A101	Medical Terminology I	3 CR
Contact Hours: 3 + 0		
Medical terminology, including analysis of its roots and origins. Anatomical, diagnostic, operative, and laboratory terminology of human body systems and selected medical specialties. Emphasis on spelling and pronunciation.		
MA A120	Medical Office Procedures	4 CR
Contact Hours: 3 + 2		
Special Fees.		
Special Note: MA A120A and MA A120B satisfy the requirement for MA A120.		
Introduces business aspects of medical offices and administrative duties of medical assistants. Includes telephone and reception procedures, appointment scheduling, medical law and ethics, essentials of medical records, professionalism, and financial record keeping for the medical office.		
MA A120A	Medical Office Procedures A: Legal and Ethical Issues in Medical Assisting	2 CR
Contact Hours: 2 + 0		
Special Note: MA A120A and MA A120B satisfy the requirement for MA A120.		
Introduces medical law and ethics for medical office personnel and allied health professionals. Includes medicolegal terminology, confidentiality of medical information, HIPAA regulations, informed consent requirements, and recommendations for prevention of professional liability claims.		

COURSE DESCRIPTIONS

MA A120B Medical Office Procedures B: An Introduction to Administrative Duties 2 CR

Contact Hours: 1 + 2

Special Fees.

Special Note: MA A120A and MA A120B satisfy the requirement for MA A120.

Introduces administrative and business aspects of the medical office and administrative duties of medical assistants. Includes general office duties, telephone and reception procedures, appointment scheduling, essentials of medical records, and financial record keeping for the medical office.

MA A140 Medical Transcription I 2-3 CR

Contact Hours: 1 + 3-6

Prerequisites: (MA A101 with minimum grade of C or concurrent enrollment).

Registration Restrictions: 45 wpm keyboarding in Windows word processing. Special Fees.

Special Note: Two (2) credits of this course are required for the Medical Assisting AAS degree. Students wishing to specialize in medical transcription may wish to register for three (3) credits, which requires the transcribing of additional medical reports.

Provides instruction in the machine transcribing of physicians' medical dictation. Introduces the use of transcription equipment, formatting of various medical reports, and transcription techniques and guidelines. Includes the transcribing of medical reports.

Music

MUS

MUS A102 Concert Chorus I 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Admission by audition only.

Special Note: May be repeated once for credit.

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

MUS A103 Matanuska-Susitna College Community Band 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Play a concert band instrument or read music well enough to quickly learn one.

Grade Mode: Pass/No Pass.

Offered only at Matanuska-Susitna College.

Special Note: Age group ranges from 10-80. Experience ranges from basic to professional.

Structured, established concert band.

MUS A111 Fundamentals of Music 3 CR

Contact Hours: 3 + 0

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 CR

Contact Hours: 3 + 0

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 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Fine Arts Requirement.

Special Note: Music majors may not use this course towards their GER-Fine Arts requirement.

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

MUS A163 Private Lessons (Non-Major) 1-2 CR

Contact Hours: 1-2 + 3-6

Special Fees.

Private lessons in brass, guitar, harpsichord, organ, percussion, piano, strings, voice and woodwinds for non-majors.

MUS A164 Private Lessons (Non-Major) 1-2 CR

Contact Hours: 1-2 + 3-6

Special Fees.

Continuation of MUS A163.

MUS A202 Concert Chorus II 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Admission by audition only.

Special Note: May be repeated once for credit.

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

MUS A221 History of Music I 3 CR

Contact Hours: 3 + 0

Prerequisites: MUS A121 or MUS A131.

Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.

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 CR

Contact Hours: 3 + 0

Prerequisites: MUS A121 or MUS A131.

Course Attributes: UAA GER Fine Arts Requirement UAA GER Humanities Requirement.

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.

Paralegal Studies

PARL

PARL A101 Introduction to Law 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA GER Social Sciences Req.

Survey course introduces legal processes in a democratic society. Emphasis on legal vocabulary, federal and state court systems, and judicial decision making. Study of basic concepts in contracts, torts, family law, criminal law, and property. Includes skills for conducting basic legal analysis.

Philosophy

PHIL

PHIL A101 Introduction to Logic 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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 3 CR

Contact Hours: 3 + 0

Course Attributes: UAA 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 A23 I Truth, Beauty, and Goodness 3 CR
 Contact Hours: 3 + 0
 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 A314 Western Religion 3 CR
 Contact Hours: 3 + 0
 Prerequisites: ENGL A111.
 Course Attributes: UAA GER Humanities Requirement.

Survey and comparative study of the major religious traditions of the West: Judaism, Christianity, and Islam. Concepts of redemption and revelation, the life of worship, and religious transformation will be stressed.

PHIL A40I Aesthetics 3 CR
 Contact Hours: 3 + 0

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.

Physical Education Professional PEP

PEP A112 First Aid and CPR for Professionals 1 CR
 Contact Hours: .5 + 1
 Grade Mode: Pass/No Pass.
 Special Fees.

Provides CPR (infant, child, and adult) and first aid training. Successful completion of performance skills and written test will lead to national certification in first aid and CPR.

PEP A262 Foundations of Adventure and Experiential Leadership 3 CR
 Contact Hours: 3 + 0

Introduces the field and profession of adventure and experiential leadership. Examines philosophical, historical, theoretical, legal, and ethical foundations of the field. Explores career opportunities and options.

Physics PHYS

PHYS A123 Basic Physics I 3 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105.

Registration Restrictions: High school trigonometry.
 Course Attributes: UAA GER Natural Sciences Req.

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 A123L Basic Physics I Laboratory 1 CR

Contact Hours: 0 + 3
 Prerequisites: MATH A105 and (PHYS A123 or concurrent enrollment).
 Registration Restrictions: High school trigonometry.
 Course Attributes: UAA GER Natural Sci Lab Only.
 Special Fees.

Introductory physics laboratory, with experiments in mechanics, fluids, and thermodynamics.

PHYS A124 Basic Physics II 3 CR

Contact Hours: 3 + 0
 Prerequisites: PHYS A123 with minimum grade of C.
 Course Attributes: UAA GER Natural Sciences Req.

Non-calculus introduction to electricity and magnetism, waves, optics, light, some modern and nuclear physics. Limited emphasis on historical development of physics.

PHYS A124L Basic Physics II Laboratory 1 CR

Contact Hours: 0 + 3
 Prerequisites: PHYS A123 with minimum grade of C and PHYS A123L with minimum grade of C and (PHYS A124 or concurrent enrollment).
 Course Attributes: UAA GER Natural Sci Lab Only.
 Special Fees.

Introductory physics laboratory, with experiments in electricity and magnetism, waves, and optics.

Preparatory English PRPE

Students registering in ENGL A109 and ENGL A111 and Preparatory English classes must have appropriate score on English Placement Test from COMPASS, SAT Verbal or ACT English, or a grade of "C" or better in prerequisite course. Check with the Advising & Assessment Center (FSM 102) for clarification. Mat-Su College administers and places students with the COMPASS placement test.

Secondary School Students: Individual departments and disciplines may require additional testing or assessment.

PRPE A070 Basic Reading 2-4 CR

Contact Hours: 2-4 + 0

Registration Restrictions: Appropriate score on English placement test.
 Special Fees.

Special Note: Concurrent enrollment in PRPE A080 is strongly recommended.
 Improves basic reading skills with guided, structured practice in vocabulary, comprehension, and reading flexibility.

PRPE A076 Reading Strategies 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Appropriate score on reading placement test.
 Special Fees.

Provides basic strategies for reading comprehension, vocabulary development, and textbook skills necessary for success in freshman college classes.

PRPE A080 Basic Writing 2-4 CR

Contact Hours: 2-4 + 0

Registration Restrictions: Appropriate score on English placement test.
 Special Fees.

Special Note: Concurrent enrollment in PRPE A070 is strongly recommended.

Improves basic writing skills to develop sentences and paragraphs that conform to Standard American English.

PRPE A082 Refresher Writing Lab 1-3 CR

Contact Hours: .5-1.5 + 1-3

Prerequisites: ASSET Writing Skills with score of 30.

Grade Mode: Pass/No Pass.

Special Fees.

Special Note: May be repeated for a maximum of 6 credits.

Provides individualized instruction in basic writing skills for school, work, personal, or creative development.

PRPE A084 Sentence Skills 1-3 CR

Contact Hours: 1-3 + 0

Registration Restrictions: Appropriate score on English placement test.
 Special Fees.

Supports students in composition courses. Provides tools for improving sentences that conform to Standard American English. Focuses on common sentence errors for accuracy in drafting and editing.

PRPE A086 Writing Strategies 3 CR

Contact Hours: 3 + 0

Registration Restrictions: Appropriate score on English placement test.
 Special Fees.

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 A105 Introduction to College Study Skills 1-3 CR

Contact Hours: 1-3 + 0

Prerequisites: PRPE A076 with minimum grade of C.

Registration Restrictions: If prerequisite is not satisfied, then appropriate score on reading placement test is required.

Special Fees.

Introduces study skills necessary for success in college-level courses. Presents strategies for information processing, lecture and textbook note-taking, and test-taking in academic settings.

COURSE DESCRIPTIONS

PRPE A107 Introduction to College Reading 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PRPE A076 with minimum grade of C.
 Registration Restrictions: If prerequisite is not satisfied, then appropriate score on reading placement test is required.
 Special Fees.

Improves literal and critical reading skills, academic vocabulary, and textbook comprehension and retention. Explores the connection between reading and writing needed for success in college classes.

PRPE A108 Introduction to College Writing 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PRPE A076 with minimum grade of C and PRPE A086 with minimum grade of C.
 Registration Restrictions: If prerequisite is not satisfied, then appropriate scores on reading and writing placement tests required.
 Special Fees.

Preparation for ENGL A111 and alternative to ENGL A109. Introduces composition of multi-paragraph essays that conform to Standard American English for college writing. Includes critical reading skills to enhance students' writing. Continues intensive practice in punctuation, sentence combining, revising, and editing.

Psychology PSY

PSY A111 General Psychology 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA GER Social Sciences Req.

Introduces methods, theories, and research in the psychological sciences. Core topics include psychological research methods, biopsychology, learning, cognition, lifespan development, personality, psychological disorders, and social psychology.

PSY A112 Psychology Short Courses 1 CR
 Contact Hours: 1 + 0
 Special Note: May be repeated for a maximum of 3 credits with a change of subtitle.

Presents topics in general psychology. Specific topics to be announced.

PSY A143 Death and Dying 3 CR
 Contact Hours: 3 + 0

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 Lifespan Development 3 CR
 Contact Hours: 3 + 0
 Course Attributes: UAA GER Social Sciences Req.

Reviews physical, cognitive, and socioemotional aspects of human growth, maturation, and development across the lifespan. Special attention is given to the effects of broader sociocultural influences on development. Classical and contemporary theories relating to development across the lifespan are considered.

PSY A153 Human Relations 3 CR
 Contact Hours: 3 + 0
 Crosslisted with: HUMS A153.

A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

PSY A168 Human Sexuality 3 CR
 Contact Hours: 3 + 0

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

PSY A230 Psychology of Adjustment 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: One social science course.

Study of sources and problems of stress. Examines self-esteem and interpersonal relationships from perspective of personal coping skills. Emphasizes taking control of one's life.

PSY A245 Child Development 3 CR
 Contact Hours: 3 + 0
 Registration Restrictions: One social science course.

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

PSY A245L Child Development Laboratory 1 CR
 Contact Hours: 0 + 3
 Prerequisites: (PSY A245 or concurrent enrollment).

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 CR
 Contact Hours: 3 + 0
 Prerequisites: MATH A105 and PSY A111.
 Corequisite: PSY A260L.

Special Note: Does not satisfy the General Education Quantitative requirement.

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 nonparametric tests for independent and dependent groups, one- and two-way analysis of variance.

PSY A261 Research Methods in Psychology 4 CR
 Contact Hours: 3 + 3
 Prerequisites: ENGL A111 and PSY A111.
 Special Fees.

Introduces a scientific approach to studying behavior; overviews experimental and non-experimental methodologies, ethical principles and practices, data collection and analysis, and APA style writing. The laboratory component provides applied experience with data collection, analysis, and interpretation.

PSY A261L Research Methods in Psychology Laboratory 0 CR
 Contact Hours: 0 + 0
 Grade Mode: Non-Graded.
 Special Fees.

PSY A345 Abnormal Psychology 3 CR
 Contact Hours: 3 + 0
 Prerequisites: 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 A368 Personality 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PSY A111 or PSY A150.
 Special Note: Offered Fall and Spring Semesters.

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 A375 Social Psychology 3 CR
 Contact Hours: 3 + 0
 Prerequisites: 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 A445 Strategies of Behavior Change 3 CR
 Contact Hours: 3 + 0

Focuses on the various principles, concepts, and clinical applications of applied behavior analysis with the human population. Includes methodology to complete a functional behavioral assessment of a target behavior.

PSY A453 Application of Statistics to the Social Sciences 4 CR
 Contact Hours: 3 + 2
 Registration Restrictions: STAT A252 for BA Sociology or STAT A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261.
 Crosslisted with: SOC A453.
 Special Fees.

Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.

PSY A455 Mental Health Services in Alaska 3 CR
 Contact Hours: 3 + 0
 Prerequisites: PSY A345.

Emphasizes behavioral health topics in Alaska such as developmental disabilities, fetal alcohol spectrum disorders, traumatic brain injury, substance abuse, and suicide. The course will present culturally sensitive, community-based services that address these problems throughout the life span.

Refrigeration & Heating RH

RH A101 Refrigeration and Air Conditioning Fundamentals 4 CR
 Contact Hours: 3 + 2
 Special Fees.

Offered only at Matanuska-Susitna College.

Explores compressors, condensers, evaporators, metering devices, and related components. Offers instruction in the proper use of tools and testing devices applicable to the HVAC/R trades, and experimentation with refrigeration system training devices. Provides instruction and experience on piping layout and assembly. Provides students with practice at swaging, flaring, bending, soldering, and brazing. Includes design, construction, service, and repair of household refrigerators and freezers.

RH A103 Technical Mathematics for Industrial Trades 3 CR
 Contact Hours: 3 + 0
 Offered only at Matanuska-Susitna College.

Practical use of mathematics as applied to trade and vocational work, designed to increase skills involving trade and technical problems. Covers fractions, decimals, percentage, powers of numbers, and basic algebraic elements. Also explores geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

RH A105 Electrical Circuits for Refrigeration and Heating I 3 CR
 Contact Hours: 2 + 2
 Special Fees.

Offered only at Matanuska-Susitna College.

Explores the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, inductance, capacitance, resistance, and AC-DC motors. Provides students with the opportunity to apply principles and develop skills by using test instruments and training devices.

RH A109 Principles of Thermodynamics 3 CR
 Contact Hours: 3 + 0
 Corequisite: RH A103.
 Offered only at Matanuska-Susitna College.

Focuses on physical laws applied to refrigeration and heating. Introduces practical aspects of psychrometrics, load calculations, heat quantities, heat transfer, insulation factors and coefficients, gas laws, and heat and water vapor flow through structures.

RH A122 Refrigeration and Air Conditioning 4 CR
 Contact Hours: 3 + 2
 Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.
 Special Fees.

Offered only at Matanuska-Susitna College.

Introduces and analyzes the chemical composition and properties of various refrigerants. Application of this analysis to "Shop-job" situations, using "Live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. Instruction in the safe handling and storage of refrigerants.

RH A126 Electrical Circuits for Refrigeration and Heating II 3 CR
 Contact Hours: 2 + 2
 Prerequisites: RH A101 and RH A103 and RH A105 and RH A107.
 Special Fees.

Offered only at Matanuska-Susitna College.

Explores schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, and three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

RH A130 Blueprint Reading for HVAC/R Systems 3 CR
 Contact Hours: 2 + 2
 Offered only at Matanuska-Susitna College.

Introduces skills and methods for reading and analyzing building plans and blueprints. Correlates architectural, structural and electrical plans with those that are required for mechanical and heating, ventilation, and air conditioning work. Includes Section 15 building specification topics and requirements related to the development of As-Built drawings.

RH A132 Troubleshooting for HVAC/R Systems 3 CR
 Contact Hours: 2 + 2
 Prerequisites: RH A101 and RH A105 and RH A109.
 Special Fees.

Offered only at Matanuska-Susitna College.

Emphasis on systematically analyzing and troubleshooting HVAC/R systems to include mechanical, electrical, piping, and control systems. Heavy emphasis on lab activities and training devices. Actual equipment with component faults is used to strengthen and test troubleshooting skills.

RH A201 Commercial and Ammonia Refrigeration 4 CR
 Contact Hours: 3 + 2
 Prerequisites: RH A122.
 Special Fees.

Offered only at Matanuska-Susitna College.

Provides an understanding of commercial refrigeration systems including hot gas defrosting, lubrication, contaminants, pipe sizing, etc. Introduces ammonia refrigeration including safety start-up and diagnosis of an operational ammonia liquid overfeed system.

RH A203 HVAC/R Basic Controls 3 CR
 Contact Hours: 2 + 2
 Prerequisites: RH A126.
 Special Fees.

Offered only at Matanuska-Susitna College.

Introduces concepts and components of basic residential and commercial heating and cooling control applications. Associated lab exercises are designed to provide an understanding of the operation, troubleshooting, and repair of basic system components. Explores primary burner controls for forced air and hydronic control systems.

RH A209 Codes for HVAC/R 2 CR
 Contact Hours: 2 + 0
 Offered only at Matanuska-Susitna College.

Introduces current mechanical codes as adopted by the State of Alaska and covers sections of the Uniform Mechanical Code and the National Fuel Gas Code related to general heating, ventilation, and air conditioning work.

RH A211 Customer Relations and Job Etiquette 1 CR
 Contact Hours: 1 + 0
 Offered only at Matanuska-Susitna College.

Explores methods, protocols, and techniques to build and maintain positive relationships with customers. Identifies a variety of characteristics and related behaviors required of a successful, productive, heating, ventilation, and air conditioning technician.

RH A225 Heating Fundamentals and Forced Air Heat 4 CR
 Contact Hours: 3 + 2
 Prerequisites: RH A105 and RH A126.
 Special Fees.

Offered only at Matanuska-Susitna College.

Assumes no previous knowledge of heating plants. Introduces knowledge and skills needed for the installation and service of forced air heating systems. Instruction ranges from beginning maintenance and installation to advanced troubleshooting of heating systems.

COURSE DESCRIPTIONS

RH A226 Commercial HVAC/R Systems 4 CR
 Contact Hours: 3 + 2
 Prerequisites: RH A105.
 Special Fees.
 Offered only at Matanuska-Susitna College.

Introduces commercial heating, ventilation, and air conditioning systems by category and application types. Includes both air-side and water-side systems along with humidification, ventilation, and air filtration requirements.

RH A228 Advanced Hydronic Heat Systems 4 CR
 Contact Hours: 3 + 2
 Prerequisites: RH A225.
 Special Fees.

Offered only at Matanuska-Susitna College.

Explores hydronic heating sources and emitters. Covers residential and light commercial boilers and hydronic heating systems. Includes radiant panel heating with a strong emphasis on wiring and troubleshooting of hydronic controls.

RH A229 HVAC/R Control Systems 3 CR
 Contact Hours: 2 + 2
 Prerequisites: RH A126.
 Special Fees.

Offered only at Matanuska-Susitna College.

Provides a survey of heating, ventilation, and air conditioning control systems and control theory. Topics will include pneumatic, electronic, and direct digital control systems. Lab exercises will be performed on training equipment for each of these system types.

RH A232 HVAC/R Sheet Metal 3 CR
 Contact Hours: 2 + 2
 Special Fees.

Offered only at Matanuska-Susitna College.

Introduces the fundamentals of layout, cutting, forming, and fabricating of sheet metal and air conditioning. Blends basic principles with contemporary tools and Sheet Metal and Air Conditioning Contractors National Association (SMACNA) Duct Construction Standards.

RH A290 Selected Topics in Refrigeration and Heating 1-3 CR
 Contact Hours: 0-3 + 0-9
 Special Fees.

Offered only at Matanuska-Susitna College.

Special Note: May be repeated up to 6 credits with change of subtitle.

Topics in heating, ventilating, air conditioning, and refrigeration (HVAC/R); such as theory, problem solving, system operation, economic analysis, specialized applications, performance optimization, or specialized study in an area of the trade.

Russian RUSS

RUSS A101 Elementary Russian I 4 CR
 Contact Hours: 4 + 0
 Course Attributes: UAA 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.

RUSS A102 Elementary Russian II 4 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A101.

Course Attributes: UAA GER Humanities Requirement.

Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills.

RUSS A201 Intermediate Russian I 4 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A102.

Course Attributes: UAA GER Humanities Requirement.

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 CR
 Contact Hours: 4 + 0
 Prerequisites: RUSS A201.

Course Attributes: UAA GER Humanities Requirement.

Introduces intermediate grammar concepts. Students read independently and discuss readings in class. Cultural material incorporated at all times.

RUSS A205 Conversational Skills II 1 CR

Contact Hours: 0 + 2

Registration Restrictions: Proficiency as after two semesters of college-level or two years of high school study in Russian.

Grade Mode: Pass/No Pass.

Stacked with: RUSS A105.

Special Note: May be repeated once for credit.

A maintenance and skills enhancement course for intermediate students of Russian, designed primarily to help them to retain and solidify what they have learned in Elementary Russian. With the focus on oral communication, the course emphasizes speaking, listening comprehension, and vocabulary building.

Social Work SWK

SWK A106 Introduction to Social Welfare 3 CR

Contact Hours: 3 + 0

Prerequisites: SOC A101.

Crosslisted with: HUMS A106.

Course Attributes: UAA GER Social Sciences Req.

Special Note: Offered Fall and Spring Semesters.

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.

SWK A121 Advocating for Victims of Domestic Violence and Sexual Assault 3 CR

Contact Hours: 3 + 0

Crosslisted with: HUMS A121.

Offered only at Matanuska-Susitna College.

Focuses on developing the skills and knowledge needed to be an effective advocate for victims of domestic violence and sexual assault. Provides historical perspective, identifies physical, sexual and emotional abuse that defines battering. Explains cycle of violence, power and control issues and why women stay in abusive relationships. Identifies five stages of living without violence (denial, self-blame, help seeking, ambivalence and living violence free lives). Discusses ways of helping victims become survivors.

SWK A122 Introduction to Hospice: Volunteer Training 2 CR

Contact Hours: 2 + 0

Registration Restrictions: Hospital homecare program staff or volunteer.

Grade Mode: Pass/No Pass.

Offered only at Matanuska-Susitna College.

Includes the philosophy of hospice; physical, psycho-social and spiritual needs of the terminally ill and appropriate interventions; care of the family; therapeutic communications; death and dying; and bereavement follow-up.

SWK A206 Introduction to Social Work 3 CR

Contact Hours: 3 + 0

Prerequisites: HUMS A106 or SWK A106.

Introduces the profession of social work and its place in the social welfare institution. Special emphasis on consumer-centered, generalist social work and the knowledge, skills, abilities, and values necessary for professional practice. Fields of practice are studied in terms of the programs and services provided to consumer systems and social work's role within these fields.

SWK A342 Human Behavior in the Social Environment 3 CR

Contact Hours: 3 + 0
Prerequisites: PSY A150.
Registration Restrictions: Human biology course content equivalent to one 3-credit course.

Identification and analysis of various theoretical frameworks for understanding human behavior with emphasis on interactions between the individual and the environment. A social systems model serves as the organizing framework for addressing the behavior and development of individuals, groups, families, organizations, and communities with emphasis on the reciprocal influences between individuals, societal institutions, and diverse economic, political, and psychological variables which impact and influence behavior, growth, development and change.

SWK A343 Human Behavior: Diversity and Discrimination 3 CR

Contact Hours: 3 + 0
Prerequisites: SWK A342.

Examination of human diversity in relation to ethnic, racial, cultural and other minority group affiliation and membership. Discrimination against various groups will be addressed with focus on individual and group development, opportunity, aspirations and self-concept.

SWK A471 Addictions and Social Work 3 CR

Contact Hours: 3 + 0

Analysis of addictions, particularly alcohol and substance abuse, along with prevention, management, and treatment issues. Differential consequences, theoretical and conceptual frameworks, social attitudes, organizational contexts, family dynamics, historical roots, cultural influences, contemporary research, and professional/personal issues are considered along with principles of intervention.

SWK A481 Case Management in Social Work Practice 3 CR

Contact Hours: 3 + 0
Prerequisites: SWK A330.

Covers the identification of issues, procedures, responsibilities, skills, and processes for effective case management. Client identification and outreach, assessment, service planning, coordination, monitoring, advocacy, and evaluation along with written communication skills for coordinated service delivery are topics to be taught. Issues relevant to various client populations are identified and analyzed.

SWK A490 Selected Topics in Social Work I-3 CR

Contact Hours: I-3 + 0

Registration Restrictions: Junior or Senior level standing.

Focus on current topics related to social work services, diverse client groups and field of practice.

Sociology**SOC****SOC A101 Introduction to Sociology 3 CR**

Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Special Note: Offered Fall and Spring Semesters.

Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting human behavior.

SOC A201 Social Problems and Solutions 3 CR

Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Special Note: Offered Fall and Spring Semesters.

Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, the causes of problems, and the dynamics involved in arriving at policies and solutions.

SOC A202 The Social Organization of Society 3 CR

Contact Hours: 3 + 0
Course Attributes: UAA GER Social Sciences Req.
Special Note: Offered Alternate Fall Semesters.

Examination of various ways in which societies develop social structures such as belief, value, symbol, and normative systems to lend predictability to human interactions. Explores why such structures are needed by human societies and implications of varying structures.

SOC A203 Juvenile Delinquency 3 CR

Contact Hours: 3 + 0
Prerequisites: SOC A101.
Crosslisted with: JUST A203.
Special Note: Offered Fall and Spring Semesters.

Conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture. Emphasis on juvenile code and treatment procedure.

SOC A242 An Introduction to Marriage, Family and Intimate Relationships 3 CR

Contact Hours: 3 + 0
Registration Restrictions: A social science course recommended.

Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors.

SOC A246 Adolescence 3 CR

Contact Hours: 3 + 0
Prerequisites: SOC A101 or PSY A111.
Special Note: Offered Spring Semesters.

Introduction to the world of the adolescent. Examines various patterns of physical, social, intellectual and emotional development during adolescence and effects of social class, ethnicity, race and gender.

SOC A280 Seminar in Contemporary Issues 3 CR

Contact Hours: 3 + 0

Special Note: Subtitle varies; may be repeated for credit with a different subtitle.

Analyzes contemporary issues from a variety of social science perspectives.

SOC A310 Sociology of Aging 3 CR

Contact Hours: 3 + 0
Prerequisites: SOC A101 or SOC A110.
Registration Restrictions: SOC A110 for Gerontology Minors.

A comparative analysis of the social status and role of the aging in various societies with emphasis on problems of aging in contemporary U.S.

SOC A343 Sociology of Deviant Behavior 3 CR

Contact Hours: 3 + 0
Prerequisites: SOC A101.

A study of the social etiology of deviant behavior, both criminal and non-criminal with an emphasis on the nature of group interaction, and an examination of the institutions involved.

SOC A453 Application of Statistics to the Social Sciences 4 CR

Contact Hours: 3 + 2
Registration Restrictions: STAT A252 for BA Sociology or STAT A253 for BS Sociology or PSY A260 for BA/BS Psychology, and SOC A361 or PSY A261.
Crosslisted with: PSY A453.

Demonstrates application of statistics to various types of studies in the social sciences. Students analyze social science journal articles that utilize statistics.

Spanish**SPAN****SPAN A101 Elementary Spanish I 4 CR**

Contact Hours: 4 + 0
Course Attributes: UAA 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 CR

Contact Hours: 4 + 0
Prerequisites: SPAN A101.
Course Attributes: UAA GER Humanities Requirement.
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.

COURSE DESCRIPTIONS

SPAN A201 **Intermediate Spanish I** **4 CR**
 Contact Hours: 4 + 0
 Prerequisites: SPAN A102.
 Course Attributes: UAA GER Humanities Requirement.
 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 CR**
 Contact Hours: 4 + 0
 Prerequisites: SPAN A201.
 Course Attributes: UAA GER Humanities Requirement.
 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.

Statistics STAT

STAT A252 **Elementary Statistics** **3 CR**
 Contact Hours: 3 + 0
 Prerequisites: MATH A105 with minimum grade of C.
 Registration Restrictions: If prerequisite is not satisfied, appropriate SAT, ACT, or AP scores or approved UAA placement test required.
 Course Attributes: UAA GER Quantitative Skill Req.
 Special Fees.
 Special Note: A student may apply no more than 3 credits from STAT A252 or BA A273 toward the graduation requirements for a baccalaureate degree.
 Introduction to statistical reasoning. Emphasis on concepts rather than in-depth coverage of traditional statistical methods. Topics include sampling and experimentation, descriptive statistics, probability, binomial and normal distributions, estimation, single-sample and two-sample hypothesis tests. Additional topics will be selected from descriptive methods in regression and correlation, or contingency table analysis.

STAT A307 **Probability** **3 CR**
 Contact Hours: 3 + 0
 Prerequisites: MATH A200 with minimum grade of C or MATH A272 with minimum grade of C.
 Course Attributes: UAA GER Quantitative Skill Req.
 Probability, applied combinatorics, random variables, multivariate random variables, discrete distributions, continuous distributions, expectations, and estimation.

Theatre THR

THRA111 **Introduction to the Theatre** **3 CR**
 Contact Hours: 3 + 0
 Course Attributes: UAA 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.

THRA121 **Acting I** **3 CR**
 Contact Hours: 2 + 3
 An introduction to basic acting techniques with stress on creativity, concentration, relaxation, physical and vocal awareness, and the Stanislavsky method of acting.

THRA141 **Stagecraft I** **3 CR**
 Contact Hours: 2 + 2
 Beginning course in technical theatre. Covers elements of theatrical production and scenic construction.

THRA141L **Stagecraft I Laboratory** **0 CR**
 Contact Hours: 0 + 0
 Grade Mode: Non-Graded.

Vocational Skills VS

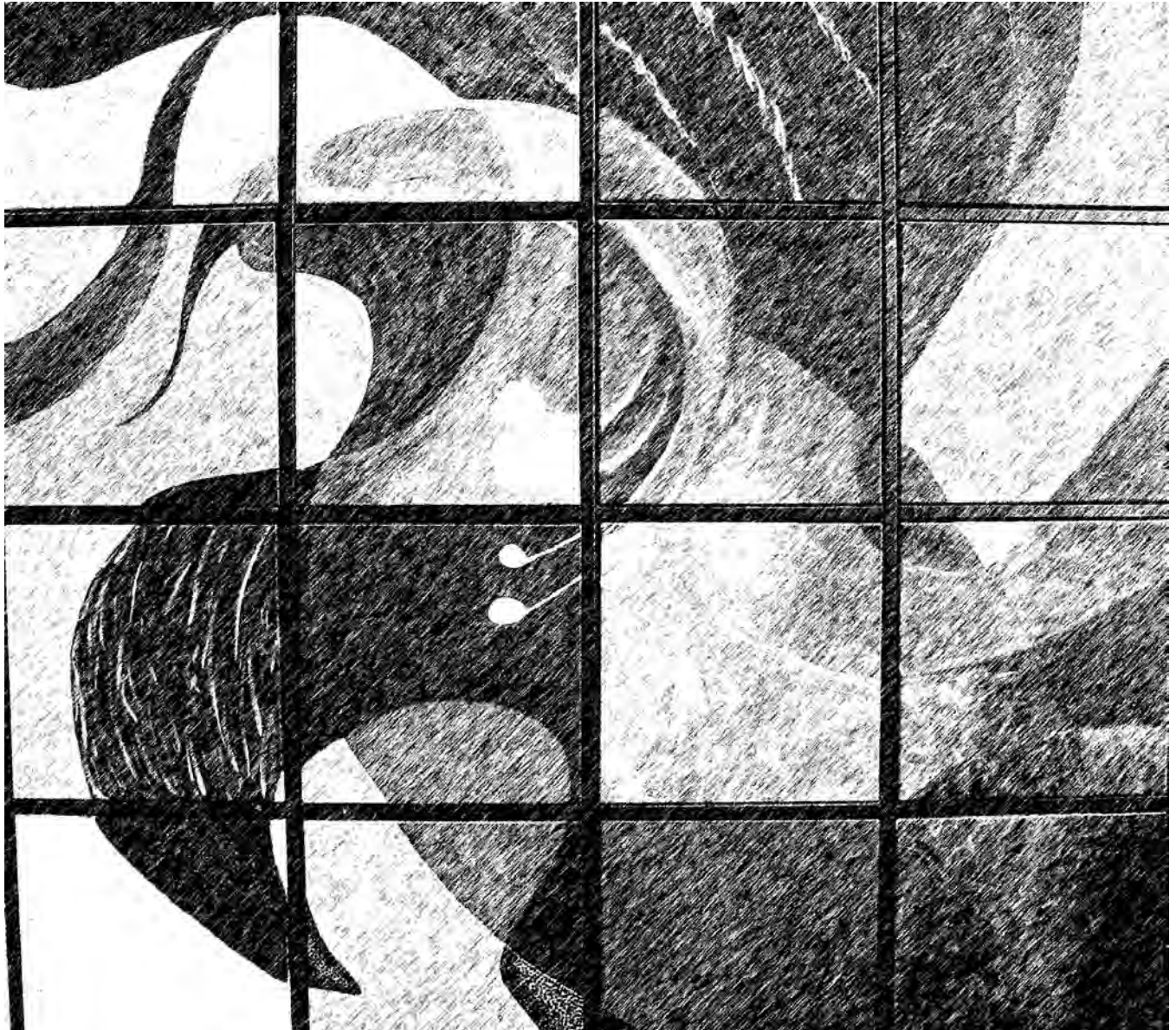
VS A131 **Construction for the Owner/Builder I** **3 CR**
 Contact Hours: 3 + 0
 Familiarizes students with standard practice construction and alternatives to that practice. Includes the terms/systems involved in construction. Concepts and systems covered are foundations, floors, walls, roof, alternative energy in structures, and alternative structures.

VS A152 **Machine Woodworking** **3 CR**
 Contact Hours: 2 + 2
 Grade Mode: Pass/No Pass.
 Offered only at Matanuska-Susitna College.
 Special Note: Each student will design and construct a project that is approved by the instructor.
 Designed to gain skills and knowledge in the use of woodworking machinery. Emphasis is placed on the safe operation of power equipment. Instruction in relating to the technology of woods, cabinet and furniture construction techniques, wood finishing, purchasing materials and maintenance of tools and equipment.

CHAPTER TEN

Directory

University of Alaska Board of Regents
UA Statewide Administration
UAA Administration
UAA Community Campuses
UAA Military Education Services
MSC Administrative & Support Staff
MSC Full-Time Faculty
MSC Adjunct Faculty



**UNIVERSITY OF ALASKA
BOARD OF REGENTS****Board of Regents Office**

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 Barbara Nilsen, Coordinator
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sybor@alaska.edu
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William Andrews, Juneau (2007-2009)
 Timothy C. Brady, Anchorage (2007-2015)
 Fuller Cowell, Anchorage (2007-2015)
 Erik Drygas, Fairbanks, (2007-2011)
 Cynthia Henry, Fairbanks (2003-2011) - Vice Chair
 Mary K. Hughes, Anchorage (2002-2009) - Chair
 Patricia Jacobson, Kodiak (2007-2015)
 Carl Marrs, Anchorage (2005-2013) - Treasurer
 Robert Martin, Juneau (2005-2013)
 Michael Snowden, Sitka (2003-2009) - Secretary
 Kirk Wickersham, Anchorage (2007-2015)

The Regents of the University of Alaska are appointed by the Governor and are approved by the Legislature.

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STATEWIDE ADMINISTRATION****University of Alaska Statewide**

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 James Johnsen, Vice President, Administration
 Dan Julius, Vice President, Academic Affairs & Research
 Pat Pitney, Vice President, Planning & Budget
 Wendy Redman, Vice President, University Relations
 Steve Smith, Chief Information Technology Officer

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www.uaa.alaska.edu/

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 Michael Driscoll, Provost, Academic Affairs
 Bill Spindle, Interim Vice Chancellor, Administrative Services
 Renee Carter-Chapman, Vice Chanc. for Comm. Partnerships
 Linda Lazzell, Vice Chancellor for Student Affairs
 Megan Olson, Interim Vice Chancellor, University Advancement

UAA COMMUNITY CAMPUSES**Chugiak/Eagle River Campus**

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 694-3313 <http://eagle.uaa.alaska.edu/>
 10928 Eagle River Rd. #228 - Eagle River, AK 99577

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Gary Turner, College Director
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 • Kachemak Bay Campus
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Matanuska-Susitna College

Dennis Clark, College Director
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 • Copper Basin Extension Center
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**MATANUSKA-SUSITNA COLLEGE
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DIRECTOR'S OFFICE

Dennis Clark **College Director**
Suzan K. Labby **Administrative Assistant**
Dr. John Stamper **Grant Writing Office**

ACADEMIC AFFAIRS

Maxi Voss **Interim Asst. Director/Academic Affairs**
Robin Burdick **Administrative Assistant**
Carla Chesbro **Coordinator Support**
Zeleen "Zee" Hood **General Programs Specialist**

BUSINESS OFFICE

Debbie Dickey **Business Manager**
Carmela Doney **Lead Cashier**
Kim Hayes **Human Resources Tech II**
Maggie McDaniel **Accounting Supervisor**
Nichole Salyer **Fiscal Tech II**
Helen Sarkissian **Copy Center Clerk**
Patricia Stuart **Fiscal Tech I**

COMPUTING & TECHNOLOGY SERVICES

Vince Yelmen **Network Administrator**
Cory Dodds **IS Net Technician**
Gary Foster **IS Net Technician**

LIBRARY

Craig Ballain **Library Director**
Trula Acena **AV & Circ Services Assistant**
Judy Carlson **Technical Services**
Jo Didiano **Circulation Services**
Virginia Geary **Public Services**
Betsy Korzeniewski **Serials & Media Processing Assist.**

MARKETING

Ken Hintz **Marketing Manager**
Bonnie Wendt **Publications Tech/Webmaster**

PHYSICAL PLANT

Eric Blomskog **Physical Plant Coordinator**
Ken Fennell **Crafts & Trades**
Ted Lang **Maintenance Service Worker**
Donna Massay **Maintenance Service Worker**
Joe Weber **Maintenance Service Worker**

SKILL CENTER

Manisha Govind **Instructional Technician**

STUDENT SERVICES

Sandra Gravley **Student Services Manager**
Jeanni Angus **Financial Aid Officer**
Bette Belanger **Support Serv. Spec.**
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Korry Dunham **Administrative Assistant**
Connie Fuess **Academic Counselor**
Nina Jeffre **CAPRA Coordinator**
Becky Krupa **Transition Coordinator**
Cheryl Page **Administrative Assistant**
Francesca Russell **Admissions Specialist**
Amy Seamans **Enrollment Specialist**

**MATANUSKA-SUSITNA COLLEGE
FULL-TIME FACULTY**

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 B.E., National Taiwan Normal University, 1960

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B.A., Whittier College, 1984

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Ed.S., Ball State University, 2000
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M.A., Ball State University, 1982
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Ph.D., Psychology, Northcentral University, 2007
M.S.W., University of Michigan, 1975
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**MATANUSKA-SUSITNA COLLEGE
EMERITI**

Elizabeth J. Fallon, Professor Emeritus

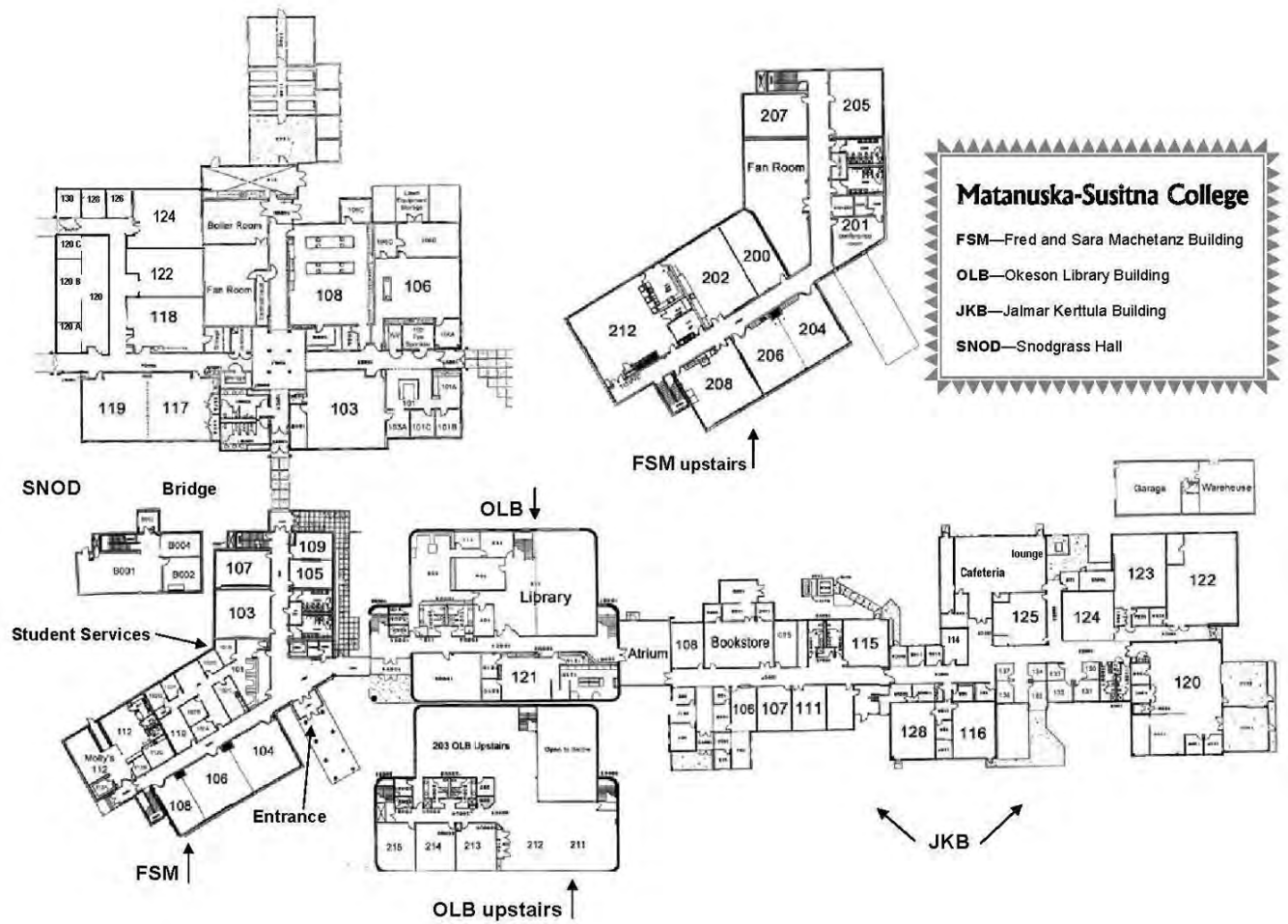
Leza Madsen, Professor Emeritus

Glenn Massay, Director Emeritus

Alvin Okeson, Director Emeritus

**MATANUSKA-SUSITNA COLLEGE
ADJUNCT FACULTY - SPRING & FALL 2007**

Adler, Bea	CED	Iagounina, Olga	ART/HUM
Albee, J.	MATH	Jacobs, Shelly	HUMS/PSY
Anthony, Terri	BIOL	Jardel, Diane	AET
Aube, William	HUMS	Jensen, Carol	ECD
Barton, John	ART	Johnson, Carl	JUST
Bennett, Ed	CIS/CS	Jordan, Jill	ENGL/PRPE
Berberich, Deidre	ACCT	Keeler, Pamela	BA/JUST
Birdsall, Sarah	CWLA/ENGL	Kendrick, Christine	ENGL/PRPE
Borega, Jeanne	MATH	Lance, Bill	CED
Bradshaw, Brad	ACCT	Lee, Dwayne	BA
Brown, Bruce	CNT	Lewellyn, Todd	CNT
Buzek, Ellen	HUMS/SWK	Limmer, Candice	HUMS
Calhoun, Casey	ART	Linden, Daniel	MATH
Cannon, John	HUMS	Lindenfelder, Judith	PSY
Carney, Katrina	ACCT	Lowell, Keren	ART/HUM
Covel, Dennis	AT	Lundin, Laura	AET
Crawford, Ron	GEOG	Lyon, Don	ECON
Cull, Michael	SOC	Michaelson, Gary	CHEM
Cyphert III, Gerald	CHEM	Milligan, Dean	BIOL
Dodds, Cory	CNT	Norton, Lawrence	PSY
Durham, Shirley	ECD	Olson, Grant	THR
Eaddy, Katherine	EAH/MUS	Palenske, Emily	BIOL
Eblen, Jill	HUMS/PSY	Pawloski, Joe	BA
Evans, Rebecca	CIOS	Pifer, Tracy	ASL
Faris, Jeanni	HIST	Porter, Sandra	ENGL
Farris, Sandi	AGRI	Reeder, John	GEOL
Fennell, Katherine	ECD	Rye, Finn	CNT
Fields, Debora	HUMS	Saft, Roger	BIOL/CHEM
Foster, Gary	CNT	Schoming, Micah	AET
Frei, Jim	ART	Schwartz, Susan	MA
Fry, Michael	PHYS	Seiden, Sloan	ART
Fullbright, Lorraine	MA	Shaginoff, Ingrid	DN
Garrison, Larry	PRPE	Sharpe-Levy, Judith	ART
Geary, Virginia	JPC	Shogren, Barbara	COUN
Georg, Renee	PSY	Smith, Lori	EDEC
Gette, Judy	HUMS/PSY/SOC	Stamoolis, Naomi	HUM
Guiley, Nancy	MUS	Trina, Kathryn	PRPE
Haan, Scott	AET	Ugarte, David	SPAN
Hamazaki, Toshihide	STAT	Urroz, Karen	CED
Hamilton, Bernita	HUMS	VandeVisse, Ellen	AGRI
Hessinger, Kasey	BIOL	Vogt, Dawn	EMT
Hitchcock, Jim	CED	Welton, Sarah	COUN/LSSS/PSY
Holen, Davin	ANTH	Whiton, Susan	AGRI
Hoover, Leverette	RH	Williams, Ronna	MATH
Howes III, Richard	CIOS	Wiltsey, Thomas	HIST
Hulbert, Barbara	MATH	Wollert, Edwin	LSIC/PHIL
Hundley, Christine	EMT	Yarbrough-Moore, Deb	CIS/CS
Hunter, Paulette	FREN	ZumBrunnen, David	RH



Fred & Sarah Machetanz Building
FSM



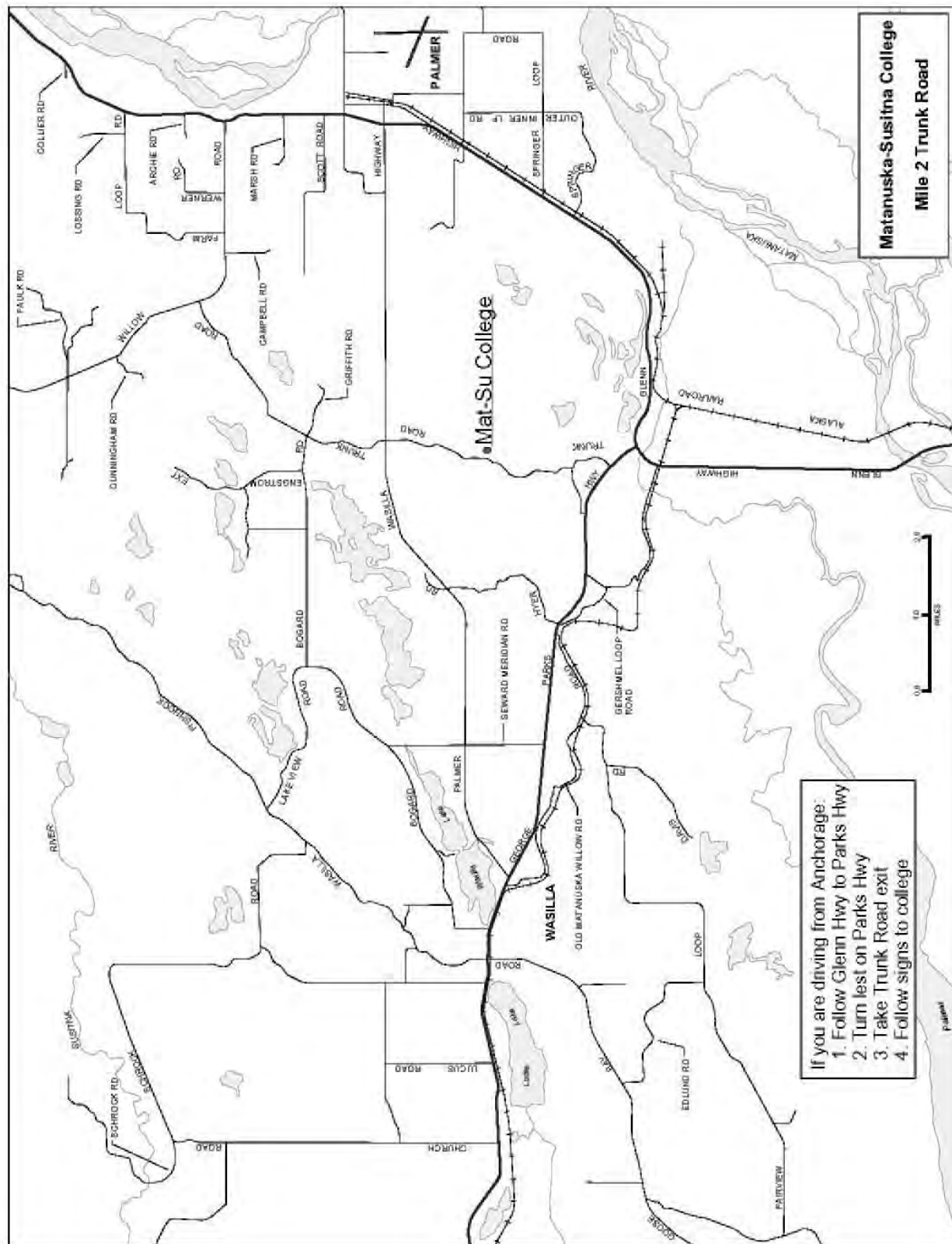
Jalmar Kerttula Building
JKB



Okeson Library Building
OLB



Snodgrass Hall
SNOD



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