Anchorage Community College

Catalog: 1971-1972
Foreword

To the students of Anchorage Community College . . .

Although Anchorage Community College was established in 1954, the college is just beginning its second year of operation at its new campus, located at Providence Avenue and Lake Otis Parkway.

Many new courses have been added to the curriculum over the past year and more courses will be added in the years immediately ahead, to meet the demands of the fast-growing Anchorage area community. While the campus is expanding, it is still relatively small and offers students ample opportunities for personal involvement.

During the year, it is possible that you may be inconvenienced with some phase of construction activities on the campus. We know that you will understand that these activities are necessary to provide additional facilities for the college.

If this catalog does not answer all of your questions, please feel free to take your inquiries to our faculty and staff. Anchorage Community College is an "open door" college which exists to meet the needs of its students.

Welcome to the campus.

EUGENE F. SHORT
Dean
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FALL TERM (1971)

Registration
9:00 a.m. — 9:00 p.m. ........................ September 8 - 9
Instruction Begins ................................ Monday, September 13
Late Registration Fees Begin .................... Monday, September 13
Thanksgiving Vacation .............................. November 25 - 27
Last Day of Classes ................................. Friday, December 17

SPRING TERM (1972)

Registration
9:00 a.m. — 9:00 p.m. ............................. January 19 - 20
Instruction Begins ................................ Monday, January 24
Late Registration Fees Begin .................... Monday, January 24
Easter Vacation ..................................... Friday, Mar. 31, Saturday, April 1
Last Day of Classes ................................. Friday, April 28
Commencement ...................................... May 5

SUMMER TERM (1972)

Registration
9:00 a.m. — 9:00 p.m. ............................. May 24 - 25
Instruction Begins ................................ Monday, June 5
Late Registration Fees Begin .................... Monday, June 5
Independence Day ................................... Tuesday, July 4
Last Day of Classes ................................. Friday, August 25
Introduction

Anchorage Community College is an extension program of the University of Alaska operated in cooperation with the Greater Anchorage Area Borough School District. It is accredited as a part of the University of Alaska, offering academic courses for University credit. On behalf of the Anchorage Borough School District, it offers courses in general education, vocational-technical education, and continuing education for adults in the Greater Anchorage area.
General College Information

Anchorage Community College typifies the rapid growth of community colleges throughout the United States.

The college first opened in February, 1954, with a total of 414 students who attended evening classes at West Anchorage High School.

In 1962, the Alaskan Legislature incorporated all of the community colleges in the state as part of the University of Alaska's higher educational system.

Oldest of the seven community colleges in the state, Anchorage Community College dedicated its present campus, at Providence Avenue and Lake Otis Parkway, on February 8, 1970. The five-building, $3 million complex is located on an 87-acre site, designed to allow for future campus growth, paralleling the rapid growth of the Anchorage area.

Approximately 3,500 attended the college during the 1970-71 scholastic year, either as full-time or as part-time students. The college operates from 8 a.m. to 10:30 p.m. throughout the year and employs a staff of 159 instructors.

In the tradition of open-door community colleges, Anchorage Community College offers lower division courses, leading toward advanced academic degrees, as well as a broad range of vocational courses, and others, designed for general cultural value. The college provides extensive counseling and testing facilities and maintains a site for seminars, conferences, and other community-related services.

Dean Eugene F. Short, a veteran educator and administrator, has directed the college since 1959.

A DEVELOPING CONCEPT

Because a community college is engineered to function in its own geographic, economic, and cultural community, Anchorage Community College was organized as a cooperative effort between the University of Alaska and the then Anchorage Independent School District in January 1954.

The basic purpose of the Anchorage Community College is to provide educational opportunities to people — all people. Courses and programs offered in the Community College are based upon
requirements of individuals and the needs of the community, including local business and industry. Since Anchorage Community College is people-oriented, it operates both day and night, all year, and generally where the need occurs.

The College's purposes are expressed in terms of people and educational objectives and therefore serve:

1. The people who expect to transfer to a senior college or university
2. The people who will achieve their immediate educational goal within a two-year curriculum
3. The people who desire specific training or retraining for a single function or trade
4. The people of the community who wish to continue to broaden their educational background for personal reasons.
5. The people who desire educational counseling
6. The people who wish to involve themselves in creative and cultural affairs which frequently have wide community participation.

People are the most dynamic and changing entities in the universe, consequently the community college must continually adapt and change to serve them better. This institutional flexibility is inherent in the community college concept. It will always be a primary purpose of Anchorage Community College to maintain an attitude that will allow it to find the "better way" to meet the educational needs of its patrons.

LOCATION

Nearly all of the daytime classes are held in the Anchorage Community College facilities at 2533 Providence Avenue. The majority of the evening programs are held in these facilities; however, some classes will continue to meet in various buildings of the Greater Anchorage Area Borough School District or at the Elmendorf-Fort Richardson Unit. The location of classes will be noted in the schedule published each semester.

ACCREDITATION

The academic offerings of the College are fully accredited by the Northwest Association of Secondary and High Schools through its
organizational relationship as part of the University of Alaska. Under the Alaska Enabling Act for community colleges, Anchorage Community College may teach courses normally taught by the University of Alaska. These courses meet the standards of teaching personnel and content of the University of Alaska and are under the administration and supervision of the University.

University of Alaska
Southcentral Regional Center

The Office of the Provost is headquartered in the Southcentral Regional Center. The Provost has under his jurisdiction the Kenai, Kodiak, and Matanuska-Susitna Community Colleges; Anchorage Community College; Anchorage Senior College; and all off-campus extension classes offered by the University of Alaska in the Southcentral area.

The Provost, who is directly responsible to the President of the University, serves on the President's Administrative Council, the University Academic Council, and the Research and Advanced Study Council. The Provost provides liaison between the campus at College and the Southcentral Regional Center operation and provides for broadened public information and public involvement in all locations served by the Center.

Offices of the Southcentral Regional Center are located at 2651 Providence Avenue, Anchorage. The telephone number is 272-1424.
UNIVERSITY OF ALASKA

THE CAMPUS AT COLLEGE

SOUTHCENTRAL REGION

SOUTHEASTERN REGION

ANCHORAGE COMMUNITY COLLEGE

UNIVERSITY OF ALASKA ANCHORAGE

KODIAK COMMUNITY COLLEGE

KENAI COMMUNITY COLLEGE

MATANUSKA-SUSITNA COMMUNITY COLLEGE

OFF-CAMPUS COURSES
ADMISSION REQUIREMENTS

Full-time students whose objective is the Associate in Arts Degree must submit an application for admission form along with the $10 application for admission fee, take the American College Test (ACT) or the Scholarship Aptitude Test (SAT); and submit transcripts from high school and any previous college work. These transcripts should be sent to the College Registrar rather than to the student. Any person who has a high school diploma or is nineteen years of age or over may be admitted. Anchorage Community College uses the ACT or SAT for placement purposes only to insure that each student is taking a program commensurate with his abilities. Students may register for a full-time program prior to taking the test.

Admission of Part-time Students. Any person who has a high school diploma or who is 19 years of age or older may be admitted without filing transcripts of high school or college work completed. Such students are limited to enrolling for 11 credit hours or less. They are subject to the academic regulations of the College, but are not considered degree candidates until regular admission requirements are met and transcripts are filed.

Upper division students. Information concerning upper division admission requirements may be obtained from the University of Alaska's offices located on Elmendorf Air Force Base or the Regional Center, located on the Anchorage Community College campus.

TRANSFER CREDITS

Students may transfer academic credits from any accredited institution, providing a grade C or better was maintained for each course. Up to approximately 3/4 of the total number of credits required for an associate degree may be transferred from other accredited colleges. Transfer credits are not subject to any time limitation.

For transfer students, at least 15 of the total 60 credits must be from the University of Alaska, and a student must have been enrolled at the University during the year preceding graduation.

A grade point average of 2.0 (C) or better must be maintained.

Check with the A.C.C. Counseling Center for Associate degree requirements in specialized fields.
FEES AND EXPENSES

The following fee schedule pertains to all lower division courses offered through Anchorage Community College.

<table>
<thead>
<tr>
<th>Part-time Status</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18/credit</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>$18</td>
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</tr>
<tr>
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Full-Time Status

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</tr>
</thead>
<tbody>
<tr>
<td>12-18</td>
<td>100</td>
<td>250</td>
</tr>
</tbody>
</table>

Vocational/Technical

Vocational/Technical fees vary with individual programs. Check with the A.C.C. Counseling Center for further information.

A student is considered to be a resident after residing within the state for one year.

All semester charges are payable each semester upon registration.

The tuition for courses not involving college credit appears on the schedule of classes each semester. These courses do not have a maximum flat rate, and all fees are payable upon registration.

Fee rates shall apply to students auditing any course in the same manner as for those taking it for credit.
LATE REGISTRATION FEE

Students registering later than the days designated for that purpose shall pay a non-refundable LATE REGISTRATION FEE of $5 for the first day and an additional $2 per day for every day after the first day of late registration.

APPLICATION FOR ADMISSION FEE — A $10 non-refundable application for admission fee is charged the first time a student applies on a full-time basis.

CREDIT BY EXAMINATION — For credit by examination a charge of $15 per course will be levied. There is no limit to the number of credits which can be earned by examination. Petition for credit by examination can be obtained at the A.C.C. Counseling Center. Students must be currently enrolled at the College.

COMMENCEMENT FEE — A $3 commencement fee is payable by March 1. Further information may be obtained from the Registrar.

SCHEDULE CHANGES

A student may drop or add classes during the first week of any semester by completing the necessary forms in the Office of the Registrar. During the second week of the term, a student may add courses only with the written permission of the instructor involved. A student may complete withdrawal forms during the balance of the semester up to the time of, but not including, the final examination. A fee of $2 will be charged for each change of schedule.

REFUND POLICY

Courses are offered for a minimum of 15 students in a class, and official withdrawal from courses is to be done through the Registrar’s Office. Tuition will be refunded according to the following policy:

1. Complete refund of fees will be made when requested in writing by the student in the event withdrawal is made prior to the first day of the term or in the event courses registered for are cancelled.
2. Students withdrawing during the first week of classes are eligible for, and may claim in writing, refund in the amount of 90% of fees. Claims must be made in writing in the Administration Office at the time of withdrawal. The time and date on the withdrawal slip will determine the student's eligibility for refund.

3. Students withdrawing during the second week of classes are eligible for, and may claim in writing, a refund in the amount of 50% of fees. Claims must be made in writing in the Administration Office at the time of withdrawal. The time and date on the withdrawal slip will determine the student's eligibility for a refund.

4. Students withdrawing after the second week of classes are not entitled to any refund.

Refunds for students enrolled in vocational or technical programs will be computed on a pro-rata basis.

Withdrawal date is the date the student comes into the office and completes the "withdrawal notice." It is NOT figured from the last day that the student attends class.
Student Services

STUDENT RESPONSIBILITY

Anchorage Community College is located within a few miles of the city business center and is easily accessible by automobile from all districts of the Greater Anchorage Area. Due to the absence of public transportation, students should be prepared to provide their own. Students will be expected to locate their own housing, as the College does not have a housing bureau. Also, the College does not have a job placement service at this time.

The responsibility for proper registration each semester rests entirely with the student. He is responsible for satisfying graduation requirements at Anchorage Community College and for curriculum coordination with the college to which he expects to transfer. The student is also responsible for awareness of, and compliance with, the various school procedures such as withdrawing from a class, payment of fees, and notification of intent to graduate.

COSTS TO STUDENTS

Full-time students who are residents of the Anchorage area pay student fees amounting to $100 a semester ($250 per semester, if the student is a non-resident). There are other living and incidental fees, however, which the student should anticipate.

There are no student dormitories or residence halls at Anchorage Community College and students must arrange to take care of their own housing expenses within the community. Further, because there is no public transportation available in Anchorage, aside from taxi cabs, students must furnish their own transportation to and from the college, usually by automobile.

While the costs of these services will vary greatly among individual students, the following are some average costs which must be expected by the student.

Books and supplies ................................. $50.00 per semester
Room and Board ................................ $250.00 per month
Transportation (gasoline, oil, etc.) .............. $40.00 per month
Personal expenses (laundry, medical, recreation) . $30.00 per month

No medical facilities are available on the campus and students are advised to carry their own medical insurance policies. A low-cost medical insurance policy is available from a private carrier and
offered to full-time students at the beginning of each semester. The insurance is voluntary and it is up to the student to enroll in the plan if he chooses. The student should inquire about the plan during the first week of registration.

Most students at Anchorage Community College find it necessary to pursue part-time employment to meet these costs, assuming they have no other resources.

**STUDENT FINANCIAL AIDS**

Four types of financial aid are available at Anchorage Community College.

1. Grants (Scholarships)
2. Loan funds
3. Part-time student employment
4. Other (Veteran’s Administration, Tuition Assistance, and Law Enforcement Education Program)

The Educational Opportunity Grants Program of the Department of Health, Education, and Welfare was initiated at Anchorage Community College in 1966. These grants are awarded on the basis of acute financial need and are renewable.

Bureau of Indian Affairs grants are processed and administered through the Assistant Director of the College. Alaska Natives (Eskimos, Indians, Aleuts) apply according to routine financial aid request procedures.

These awards are based primarily on financial need. The amount of the grant is based upon information supplied on the College Scholarship Service Parent’s Confidential Statement form. Entering students seeking financial assistance are required to submit a copy of the above (PCS) form to the College Scholarship Service, designating Anchorage Community College as one of the recipients. The PCS form may be obtained from the College, secondary schools or the College Scholarship Service, P. O. Box 176, Princeton, New Jersey 08540 or P. O. Box 1025, Berkeley, California 94704.

Although need is the primary basis upon which these grants are given, demonstration of academic competence, personal characteristics, and contributions to the College community are evaluated.
Recipients forfeit entire grants which are to become effective in a forthcoming semester if they earn less than a 2.0 grade point (C) average in the current semester. Grants are automatically forfeited by recipients who do not enroll during a semester in which it is in effect or who enroll for less than a full-time program of studies without special arrangement with the scholarship program coordinator.

Questions concerning application forms, specific grants, or selection procedures should be directed to the Office of Financial Aids.

National Defense Education Act loans are available to a limited number of qualified students. Students may borrow up to $500 maximum per semester. Total funds available to a student for his undergraduate work are limited to $5,000. These loans are repayable nine months after a student discontinues or completes his education or finishes his military obligation or service with the Peace Corps. For those who become teachers, one-tenth of the amount borrowed is cancelled each year for five years, representing as much as 50% of the original loan. Interest rate is 3% per annum. Loans must be paid within ten years.

In addition to institutional and federal student aids, the following organizations have contributed monies for student grants and/or loans:

- Alaska State Scholarship Loans and Grants
- Alpha Zeta Chapter, Epsilon Sigma Alpha Sorority
- Pedro Bay Memorial Scholarship
- Spenard Business and Professional Women’s Club
- State of Alaska Patrick Murphy Memorial
- Yukon Territory Scholarship
- The Don Hood Memorial Fund
- The Mellon Foundation

**ARMED SERVICE TUITION ASSISTANCE PROGRAM**

Tuition assistance for members of the Armed Services under Public Law 413 is available in certain subjects. Requests for tuition assistance and registration in the courses under this program must be initiated with the Supervisory Education Officer, Base Education Center, Elmendorf Air Force Base or Post Education Office, Fort Richardson. Members of the Armed Services not desiring tuition assistance may attend Anchorage Community College upon payment of the necessary fees on an individual basis.
VETERAN EDUCATION

Anchorage Community College is approved by the Veterans Administration for veterans desiring to attend college under the "Cold War G.I. Bill." A veteran may obtain the necessary application forms from the Registrar or from the Veterans Administration.

The College also offers Veterans Administration approved counseling and testing for veterans and dependents of disabled or deceased veterans.

Under this bill, the veteran is reimbursed directly from the Veterans Administration on the basis of his dependents and eligibility. It is his responsibility to pay his tuition and textbook costs at the time of registration.

Students receiving educational benefits from the Veterans Administration should check with with the Administration Office concerning policies such as academic or disciplinary dismissal, attendance requirements, and eligibility for attendance in courses or programs not following the calendar published earlier in this catalog.

SELECTIVE SERVICE

Anchorage Community College does not automatically certify enrollment to a Local Selective Service Board. If a student wishes this certification, he must notify the Administration Office each semester. The determination of the student classification is then up to the Local Board not the College. In order to retain the 2-S (Student Classification), the College is asked to certify that the student is making satisfactory progress. Satisfactory progress is defined in two ways. One is scholastic in this case meaning a 2.0 (C) average. The second is that the student is carrying sufficient credits each semester to complete his graduation requirements in the normal time. In the latter case, this means a minimum of 15 credits per semester or 30 per year, including summer school if necessary. Questions regarding general policies of Selective Service may be directed to the College; however, specific questions should be directed to the Local Board of the student.

COUNSELING

It is the philosophy of the College to offer its students emotional as well as intellectual learning experiences that will lead to personal growth. Professional counselors assist the student in
applying this philosophy to his individual situation by providing an opportunity for him to examine and discover his potentialities, traits, values, feelings, and emotions. The focus is upon enlarging and enhancing one's self-understanding. It is hoped that a more realistic and comprehensive self-understanding will permit an individual to perceive himself more accurately and deal with his needs and goals more effectively in terms of personal life, work or education. These goals may be achieved both in individual counseling and in group encounters.

The services offered by the counseling staff are closely interwoven and cover the following general areas:

1. **Personal counseling** promotes self-understanding and emotional growth by effectively dealing with problems and concerns which interfere with the attainment of personal and educational goals. Counselors are bound by the ethics of confidentiality.

2. **Vocational counseling** recognizes that the selection of a vocation is determined by an individual's inner needs, interest, desires, and aptitudes. It is hoped that by examining these factors with a counselor, along with specific test results, an individual will be able to make a realistic vocational choice.

3. **Educational counseling** encompasses the following areas:
   a. Requirements to complete a high school diploma.
   b. Associate degree requirements.
   c. Aptitude testing.
   d. Requirements for various vocational and technical programs.
   e. Counselors are also available to answer questions beyond those covered in the catalog.

4. **Human Relations programs** will be available throughout the year. These group programs aim at helping individuals gain insight into their relationships with other people.

5. **Community Services**: The College is deeply involved with the community. The counseling staff is actively involved in many areas of community service such as the Community Mental Health Association and the Suicide Prevention
Service. Counseling is available without charge to members of the Anchorage area community, even if they are not students at the College.

There are no fees for the counseling services except minimal costs for some tests.

The Counseling Center is open at the College from 9:00 a.m. until 9:00 p.m. Monday through Thursday and 9:00 a.m. until 5:00 p.m. on Friday.

Any interested person is invited to contact the Counseling Center for an appointment at the following number: 279-6622 ext. 133.

TESTING CENTER

In addition to the counseling tests mentioned above, Anchorage Community College administers a number of national test programs as follows:

- Admission Test for Graduate Study in Business
- American College Testing Program
- American Speech and Hearing Association
- Certified Professional Secretary Examination
- Chartered Life Underwriters Examination
- College Entrance Examination Board (SAT)
- Data Processing Management Association
- General Educational Development Tests
- Graduate Record Examination
- Law School Admission Test
- Medical College Admission Test
- Miller Analogies Test
- National Teachers Examination
- Naval ROTC
- Secondary School Admission Test

Registration materials for most of these exams are available at the College. The Center will also proctor special examinations such as for correspondence study at the request of the student or organization.

LIBRARY

Anchorage Community College feels that its library is a vital part of the total educational program. Every student, whether attending on a full-time or part-time basis, is eligible and encouraged to use the College Library.
At present, the library holdings include approximately 38,000 bound volumes, 800 reels of microfilm (including complete back files of the Anchorage Daily Times and Anchorage Daily News), 800 records, and subscriptions to more than 500 periodicals. There is a special collection of materials on Alaska and the Polar regions, and the library is a select depository for U.S. Government publications.

The library also has an extensive choral and orchestral music library. Instrumental and choral groups throughout the state are welcome to borrow this music for a total cost of round-trip postage. Such groups might include Community College orchestra courses, church choirs, and schools.

In the library are individual student carrels for study, conference rooms, a microfilm reading room, a typing room with typewriters available for student use, and copying facilities.

**BOOKSTORE**

The Anchorage Community College bookstore is located in Building "B" on the A.C.C. campus. The purpose of the bookstore is to provide a source for texts, study aids, art supplies, and general school supplies.

In addition to the above mentioned items, the bookstore maintains a large selection of quality paperback books of general interest as well as recommended readings suggested by the faculty.

The bookstore is open throughout the semester as well as during semester breaks.

The bookstore is owned by Anchorage Community College of the University of Alaska and is a non-profit operation.

**AFFILIATED ORGANIZATIONS**

In serving the patrons of the Community College and the community at large, the following organizations have affiliated with the Community College:
Alaska Festival of Music
Anchorage Civic Ballet
Anchorage Civic Opera Association
Anchorage Community Chorus
The Anchorage Symphony Orchestra
Treasures of Sight and Sound (T.O.S.S.)

Each of these outstanding organizations allows the Community College to implement its community function of contributing to and supporting the cultural activities of the area, and it also adds academic stature to many of the endeavors of the participating groups. These affiliates have enabled the Community College to help bring outstanding music, opera, drama, and other arts to Anchorage.

While presented more as a class than an affiliated organization, Anchorage Community College is also able to present the Lyric Opera Theater.

THE ASSOCIATED STUDENTS OF ANCHORAGE COMMUNITY COLLEGE

The student government was formed to act as a vehicle for the expression of student opinion, to coordinate student activities, and to promote an environment conducive to learning. The Articles of Organization have provided the constitutional basis for student government since its inception during the winter semester of 1970. A new constitution was adopted by the students in the fall term of 1970. The student government feels that since students are an integral part of the educational system, they should be involved in the decision making process of this system for the purpose of influencing college curricula, teaching methods, grading-systems, and student-faculty-administration relationships.

GRADING SYSTEM

Only letter grades appear on the student's record and transcript. Attention is called to the following analysis.

A—An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.
B—Indicates outstanding ability and performance definitely above the average.

C—Indicates satisfactory and average response to assignments.

D—The lowest passing grade; indicates work of poor quality and does not entitle the student to the recommendation of the University.

F—Indicates failure.

I—Given only in cases where additional work is necessary for the satisfactory completion of the courses; not given unless the work already performed is grade C or better; may be given for unavoidable absence. The grade for work that is incomplete (I) becomes a failure (F) if the work is not completed by the end of the sixth week of the next semester.

W—W is given when a student withdraws from a course prior to the final examination. A student may withdraw from any course, prior the final examination, without penalty.

AU—Courses may be audited by permission of the instructor. Persons auditing a class are not responsible for work assignments or tests, and they do not receive credit for the course. Fees are the same as for those courses being taken for credit.

**GRADE POINTS**

For the computation of grade points, each credit is multiplied by a grade factor: grade A by 4, grade B by 3, grade C by 2, grade D by 1, and grade F by 0. The record and transcript of the student show all grades received, together with all ruling on special petitions or authorized substitutions.

**TRANSCRIPTS**

Requests for transcripts of classes taken at Anchorage Community College must be made at the Administration Office. One certified transcript is issued free. A charge of $1 will be made for each additional transcript.
HIGH SCHOOL DIPLOMA

Persons who do not yet have a high school diploma and who are interested in obtaining the diploma may do so in one of two ways:

A. THE STATE OF ALASKA DIPLOMA

Adults who have not completed their high school education and who wish to earn a diploma may do so by passing the General Education Development Tests, (G.E.D.) which are administered at the College.

The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commissions, the military, licensing bureaus, and many other institutions, including the Community College.

Individuals interested in taking the GED tests should contact the Counseling Center at 279-6622; ext. 133. The test is administered at the College on Monday, Tuesday and Wednesday evenings at 6:30 p.m.

B. THE ANCHORAGE COMMUNITY COLLEGE
HIGH SCHOOL DIPLOMA

Applicants for the Anchorage Community College high school diploma must be at least 19 years of age and must have been out of school for one semester or longer. Students who do not meet the above requirements but who wish to work toward their diploma should discuss their situation with advisers in the Counseling Center for further information.

A student who successfully completes 16 high school credits, in the manner described below, is eligible to receive a high school diploma through the auspices of Anchorage Community College.

1. Complete a minimum of 16 high school credits with a distribution as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math</td>
<td>1 credit</td>
</tr>
<tr>
<td>Science</td>
<td>1 credit</td>
</tr>
<tr>
<td>Social Studies</td>
<td>2 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>8 credits</td>
</tr>
<tr>
<td></td>
<td>plus one (1) additional credit in either Math or Science</td>
</tr>
</tbody>
</table>
2. Credit toward the ACC High School Diploma can be earned in the following ways:

a. Previous high school credits are accepted. An official high school transcript is required from the last school attended.

b. High school subjects completed through USAFI or accredited correspondence programs are accepted.

c. Each GED test passed at the 50 percentile or higher is equal to two (2) high school credits for that subject area.

d. Courses at the Community College (see No. 3 below).

e. If an applicant has had work experience for which educational credit may be applied, he may earn up to four (4) elective credits by submitting his petition and letters of verification from employers.

3. An applicant must have attended the Community College as a student. The amount of residence required at the College is determined by the number of credits previously earned in the regular high school.

<table>
<thead>
<tr>
<th>High School Credits Completed</th>
<th>ACC Credits Required</th>
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<tbody>
<tr>
<td>7 or less</td>
<td>3</td>
</tr>
<tr>
<td>8 to 11</td>
<td>2</td>
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<tr>
<td>12 or more</td>
<td>1</td>
</tr>
</tbody>
</table>

For further information contact the A.C.C. Counseling Center at 279-6622; ext. 133.

ASSOCIATE DEGREE PROGRAMS

Accounting
Aviation Technology
Behavioral Science
Computer Information Systems
Early Childhood Development
Educational Aide  
Electronics Technology  
Food Service Technology  
Materials Technology (welding)  
Nursing (Associate Degree)  
Police Administration

In many areas of study it is possible to complete a planned program of academic courses leading to a degree. Courses numbered 50-99 are considered “terminal”. They apply only to a two-year degree and cannot be transferred into a Bachelor’s degree program. Courses numbered from 100 and higher can be transferred to four-year degrees.

NON-DEGREE PROGRAMS: VOCATIONAL PREPARATION

Automotive Technology  
Dental Assistant  
Engineering Technician (surveying)  
Medical Assistant  
Medical Office Assistant  
Merchandising  
Office Administration (secretarial)  
Practical Nursing  
Welding

Anchorage Community College offers an extensive program of freshman and sophomore academic courses, all carrying resident University credit, which provide the academic background necessary for enrollment in upper division courses offered by the University of Alaska in Anchorage.

Most two year degree programs follow the general associate degree requirements. Listed below are the associate programs which have specific degree requirements.

SCHOLASTIC REQUIREMENTS FOR GRADUATION

The regulations of the Board of Regents of the University of Alaska provide that the Associate degree be conferred on any student who satisfactorily completes the courses outlined. With counseling
and careful selection, a student will be able to select his lower division work so that it satisfies the requirements for graduation as well as transfer to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.0 or better or a "C" average.

SUBJECT AND COURSE CLASSIFICATION

Natural Sciences
Biological Sciences
Chemistry
Geology
Physics

Social Sciences
Anthropology
Economics
Geography
History
Home Economics
Political Science
Psychology
Sociology

Humanities
Art
English
Foreign Language
Journalism
Linguistics
Music
Philosophy
Speech
Communication
Drama

Other
Any course not classified as a Natural Science, or in the Humanities, such as: Accounting, Business Administration, Education, Engineering, Mathematics.

ASSOCIATE OF ARTS DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>American Government or History</td>
<td>6</td>
</tr>
<tr>
<td>Speech (Fundamentals of Oral Communications)</td>
<td>3</td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>18</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>at least 6 credits from</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 different areas</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Major requirements</td>
<td>20-30</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>60</td>
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</table>
General Requirements for an Associate in Arts Degree

SUBJECT REQUIREMENTS FOR GRADUATION

I  GENERAL EDUCATION REQUIREMENTS

A. Specific Requirements

1. English 6
2. American Government sequence or American History sequence 6
3. Speech 3

B. General Requirements

Select three areas below. Complete six credits in each area. 18

1. Humanities
2. Social Science
3. Natural Science
4. Mathematics
5. Other (Accounting Business Administration, Office Administration, Home Economics, Military Science, Physical Education, etc.)

II  Major Specialty

A. Specific Requirements 20 - 30

Any of 1, 2, 3, 4 or 5 (No course used to meet the general education requirements may be used to meet the requirements of the major.)

B. Electives to total 60

III  A total of 60 credits required for graduation.

IV  At least 15 University of Alaska credits. The graduation requirements are intended to be flexible enough so that transfer students may fulfill the usual lower division requirements. A student desiring to continue into a baccalaurate degree program will be counseled to assure that the courses he takes will be acceptable to the institution of his choice.

29
To receive an Associate Degree, a student must have been enrolled during the year preceding graduation.

COMMENCEMENT

Commencement is held the first Friday in May. Applications must be submitted by March 1. (See section on Fees and Student Responsibility).

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN ACCOUNTING

I GENERAL EDUCATION REQUIREMENTS

A. Specific Requirements

1. English 67 — Elementary Exposition or English 111 — Composition and Modes of Literature
   English 68 — Elementary Exposition or English 102 — Composition and Modes of Literature 6

2. Political Science — 101, 102 — American Government, Introduction to Political Science or History 131, 132 — American History 6


B. General Requirements

   Humanities:
   English 201, 202 — Masterpieces of World Literature or Humanities 211, 212 — Humanities 6
   English 89 — Introduction to Report Writing 3

   Social Sciences:
   Economics 212, 122 — Principles of Economics I, II

   Mathematics:
   Mathematics 61 — Business Mathematics or Mathematics 110 — Mathematics of Finance

   Other
   Business Administration 331, 332 — Business Law 6

II MAJOR SPECIALTY (ACCOUNTING)

   Accounting 101, 102 — Principles of Accounting I, II 6
   Accounting 71 — Introduction to Accounting III or 3
Accounting 301 — Intermediate Accounting (5 credits)
Accounting 83 — Accounting Case Studies 3
Accounting 84 — Accounting for Small Cities and Municipalities 3
Accounting 85 — Tax Accounting or 3
Accounting 210 — Income Tax 3
Accounting 94 — Internship in Accounting 3
Data Processing 51 — Introduction to Business 3
Data Processing 52 — Introduction to Data Processing 3
Office Administration 63 — Adding and Calculating Machines 3

III A total of 69 credits required for graduation

PROFESSIONAL AVIATION WITH A MAJOR IN AVIATION ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PROFESSIONAL AVIATION WITH A MAJOR IN AVIATION ADMINISTRATION</td>
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</tr>
<tr>
<td>I. GENERAL EDUCATION REQUIREMENTS</td>
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<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Public speaking</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 61 Business Mathematics or Math 110 Mathematics of Finance</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 53 Human Relations</td>
<td>3</td>
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<tr>
<td>Psychology or Sociology elective</td>
<td>3</td>
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<tr>
<td>Business Administration 293</td>
<td></td>
</tr>
<tr>
<td>Office Administration 103</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Accounting 101 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 102 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>II. MAJOR SPECIALTY</td>
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</tr>
<tr>
<td>Aviation Technology 102</td>
<td>3</td>
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<tr>
<td>Introduction to Aviation I</td>
<td></td>
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<tr>
<td>Aviation Technology 104</td>
<td>3</td>
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<tr>
<td>Introduction to Aviation II</td>
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<tr>
<td>Aviation Technology 106</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Laws and Regulations</td>
<td>3</td>
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</tbody>
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AVIATION ADMINISTRATION

First Semester

English 67
   Elementary Composition or
English 101
   Composition and Modes of Literature 3
Mathematics 61
   Business Mathematics or
Mathematics 110
   Mathematics of Finance 3
Office Administration 103
   Elementary Typewriting 2
Aviation Technology 102
   Introduction to Aviation I 3
Aviation Technology 114
   Elements of Weather 3
Aviation Technology 134
   Principles of Aviation Administration 3
Total credits 62
Second Semester

English 68  
Elementary Exposition or
English 102  
Composition and Modes of Literature 3
Business Administration 293  
Introduction to Data Processing 3
Aviation Technology 104  
Introduction to Aviation II 3
Aviation Technology 116  
Aviation Weather 3
Aviation Technology 136  
Principles of Aviation Administration II 3

Third Semester

Accounting 101  
Elementary Accounting 3
Psychology or Sociology Elective 3
Aviation Technology 106  
Aviation Laws and Regulations 3
Aviation Technology 138  
Management-Airline and Air Carrier 3
Aviation Technology 144  
Airline Marketing 3

Fourth Semester

Accounting 102  
Elementary Accounting 3
Psychology 53  
Human Relations 3
Speech 111  
Public Speaking I 3
Aviation Technology 140  
Management-Airport or  
Aviation Technology 142  
Management-Fixed Base Operation 3
Aviation Technology 146  
Aviation Industrial Relations 3

Total credits 62

33
### I. GENERAL EDUCATION REQUIREMENTS

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<td>English</td>
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<tr>
<td>Public Speaking</td>
<td>6</td>
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<td>Mathematics 105</td>
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<tr>
<td>Intermediate Algebra</td>
<td>3</td>
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<tr>
<td>Psychology 53</td>
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<tr>
<td>Introduction to Data Processing</td>
<td>3</td>
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<tr>
<td>Business Administration 294</td>
<td>3</td>
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<tr>
<td>Computer Programming Languages</td>
<td>3</td>
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<tr>
<td>Office Administration 103</td>
<td>2</td>
</tr>
<tr>
<td>Elementary Typewriting</td>
<td></td>
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</table>

### II. MAJOR SPECIALTY

| Aviation Technology 102                  | 3       |
| Introduction to Aviation I               |         |
| Aviation Technology 104                  | 3       |
| Introduction to Aviation II              |         |
| Aviation Technology 106                  | 3       |
| Aviation Laws and Regulations            |         |
| Aviation Technology 114                  | 3       |
| Elements of Weather                      |         |
| Aviation Technology 116                  | 3       |
| Aviation Weather                         |         |
| Aviation Technology 120                  | 3       |
| Principles of Air Traffic Control I      |         |
| Aviation Technology 122                  | 3       |
| Principles of Air Traffic Control II     |         |
| Aviation Technology 124                  | 3       |
| The Radar Environment                    |         |
| Aviation Technology 126                  | 3       |
| Air Traffic Control Regulations          |         |
| Aviation Technology 128                  | 3       |
| Air Traffic Control Facilities and Operations I |       |
| Aviation Technology 130                  | 3       |
| Air Traffic Control Facilities and Operations II |     |
Aviation Technology 132
Air Traffic Control Intern Program

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<thead>
<tr>
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<tbody>
<tr>
<td>Total credits</td>
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**AIR TRAFFIC CONTROL**

**First Semester**

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<td></td>
</tr>
<tr>
<td>English 101</td>
<td></td>
</tr>
<tr>
<td>Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 105</td>
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<tr>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 102</td>
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<tr>
<td>Introduction to Aviation I</td>
<td>3</td>
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<tr>
<td>Aviation Technology 114</td>
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<tr>
<td>Elements of Weather</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 120</td>
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<tr>
<td>Principles of Air Traffic Control I</td>
<td>3</td>
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**Second Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</tr>
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<td>English 102</td>
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</tr>
<tr>
<td>Composition and Modes of Literature</td>
<td>3</td>
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<tr>
<td>Psychology 53</td>
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<tr>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>Office Administration 103</td>
<td></td>
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<tr>
<td>Elementary Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Aviation Technology 104</td>
<td></td>
</tr>
<tr>
<td>Introduction to Aviation II</td>
<td>3</td>
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<tr>
<td>Aviation Technology 116</td>
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<tr>
<td>Aviation Weather</td>
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<td>Aviation Technology 122</td>
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<td>Principles of Air Traffic Control II</td>
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**Third Semester**

<table>
<thead>
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<th>Course</th>
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<td>Elementary Public Speaking</td>
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</table>
Psychology or Sociology elective 3
Business Administration 293
  Introduction to Data Processing 3
Aviation Technology 106
Aviation Laws and Regulations 3
Aviation Technology 124
  The Radar Environment 3
Aviation Technology 128
  Air Traffic Control Facilities and Operation I 3

Fourth Semester

Speech 111
  Public Speaking I 3
Business Administration 294
  Computer Programming Languages 3
Aviation Technology 126
  Air Traffic Control Regulations 3
Aviation Technology 130
  Air Traffic Control Facilities & Operations II 3
Aviation Technology 132
  Air Traffic Control Intern Program 1 - 6

Total credits 68

PROFESSIONAL AVIATION WITH A MAJOR IN PILOT TRAINING

Credits

I. GENERAL REQUIREMENTS

English 6
Public Speaking 3
Mathematics 107
  College Algebra 3
Mathematics 108
  Trigonometry 2
Office Administration 103
  Elementary Typewriting 2

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II. MAJOR SPECIALTY

Aviation Technology 100
  Private Pilot Ground School 4
Aviation Technology 102
  Introduction to Aviation I 3
Aviation Technology 104
  Introduction to Aviation II 3
Aviation Technology 106
  Aviation Laws and Regulations 3
Aviation Technology 108
  Aviation Safety 3
Aviation Technology 110
  Survival, Search and Rescue 3
Aviation Technology 112
  Aerophysics 3
Aviation Technology 114
  Elements of Weather 3
Aviation Technology 116
  Aviation Weather 3
Aviation Technology 148
  Private Flying 2
Aviation Technology 150
  Commercial Ground Instruction 4
Aviation Technology 152
  Commercial Flying 3
Aviation Technology 154
  Instrument Ground School 4
Aviation Technology 156
  Instrument Flying 3
Aviation Technology 158
  CFI Ground Instruction 3
Aviation Technology 160
  CFI Flying 2

Total Credits 65

PILOT TRAINING

First Semester

Mathematics 107
  College Algebra 3
<table>
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<td>Private Pilot Ground School</td>
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<td>Aviation Technology 102</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Aviation I</td>
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<td>Aviation Technology 112</td>
<td>3</td>
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<tr>
<td>Aerophysics</td>
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<tr>
<td>Aviation Technology 114</td>
<td>3</td>
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<td>Elements of Weather</td>
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<td>Aviation Technology 148</td>
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<td>Private Flying</td>
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<td>English 67</td>
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<td>English 101</td>
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<td>Composition and Modes of Literature</td>
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<tr>
<td>Mathematics 108</td>
<td>2</td>
</tr>
<tr>
<td>Trigonometry</td>
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<tr>
<td>Aviation Technology 104</td>
<td>3</td>
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<td>Introduction to Aviation II</td>
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<td>Aviation Technology 116</td>
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<td>Aviation Weather</td>
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<td>Aviation Technology 150</td>
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<tr>
<td>Commercial Ground Instruction</td>
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<td>Aviation Technology 152</td>
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<td>Commercial Flying</td>
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<td>English 68</td>
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<td>English 102</td>
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<td>Aviation Laws and Regulations</td>
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<td>Aviation Technology 108</td>
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<td>Aviation Safety</td>
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<td>Instrument Ground Instruction</td>
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<td>Instrument Flying</td>
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### Fourth Semester

<table>
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<th>Course</th>
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<tr>
<td>Office Administration 103</td>
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<tr>
<td>Elementary Typewriting</td>
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<tr>
<td>Speech 111</td>
<td>3</td>
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<td>Public Speaking I</td>
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<td>Aviation Technology 110 Survival, Search and Rescue</td>
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<tr>
<td>Aviation Technology 158 CFI Ground Instruction</td>
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<tr>
<td>Aviation Technology 160 CFI Flying</td>
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**Total Credits**: 65

### PROFESSIONAL AVIATION WITH A MAJOR IN AIRFRAME AND POWERPLANT

#### I. GENERAL REQUIREMENTS

<table>
<thead>
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<th>Course</th>
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<tr>
<td>English 89 Introduction to Report Writing or</td>
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#### II. MAJOR SPECIALTY

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Aviation Technology 102 Introduction to Aviation I</td>
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<tr>
<td>Aviation Technology 104 Introduction to Aviation II</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 106 Aviation Laws and Regulations</td>
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</tr>
<tr>
<td>Aviation Technology 170 Basic Electricity</td>
<td>2</td>
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<tr>
<td>Aviation Technology 172 Aircraft Drawings</td>
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**Total Credits**: 39
Aviation Technology 174
  Weight and Balance 1
Aviation Technology 176
  Fluid Lines and Fittings 1
Aviation Technology 178
  Materials and Processes 2
Aviation Technology 180
  Ground Operation and Servicing 1
Aviation Technology 182
  Cleaning and Corrosion Control 1
Aviation Technology 184
  Maintenance Forms and Records 1
Aviation Technology 186
  Basic Physics 3
Aviation Technology 188
  Maintenance Publications 1
Aviation Technology 190
  Mechanic Privileges and Limitations 1
Aviation Technology 192
  Wood Structures 1
Aviation Technology 194
  Aircraft Covering 1
Aviation Technology 196
  Aircraft Finishes 1
Aviation Technology 198
  Sheet Metal Structures 1
Aviation Technology 200
  Welding 1
Aviation Technology 202
  Assembly and Rigging 1
Aviation Technology 204
  Airframe Inspection 1
Aviation Technology 206
  Aircraft Land Gear Systems 1
Aviation Technology 208
  Hydraulic and Pneumatic Power Systems 1
Aviation Technology 210
  Cabin Atmosphere Control Systems 1
Aviation Technology 212
  Aircraft Instrument Systems 1
Aviation Technology 214
  Communication and Navigation Systems 1

40
<table>
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<tr>
<td>Aviation Technology 216</td>
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<tr>
<td>Aircraft Fuel Systems</td>
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<td>Aviation Technology 218</td>
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<td>Aircraft Electrical Systems</td>
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<td>Aviation Technology 220</td>
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<td>Ice and Rain Control Systems</td>
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<td>Fire Protection Systems</td>
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<td>Reciprocating Engines</td>
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<td>Aviation Technology 228</td>
<td>2</td>
</tr>
<tr>
<td>Turbine Engines</td>
<td></td>
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<tr>
<td>Aviation Technology 230</td>
<td>1</td>
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<tr>
<td>Engine Inspection</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 232</td>
<td>1</td>
</tr>
<tr>
<td>Engine Instrument Systems</td>
<td></td>
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<tr>
<td>Aviation Technology 234</td>
<td>1</td>
</tr>
<tr>
<td>Engine Fire Protection Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 236</td>
<td>1</td>
</tr>
<tr>
<td>Engine Electrical Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 238</td>
<td>1</td>
</tr>
<tr>
<td>Lubrication Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 240</td>
<td>1</td>
</tr>
<tr>
<td>Ignition Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 242</td>
<td>1</td>
</tr>
<tr>
<td>Fuel Metering Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 244</td>
<td>1</td>
</tr>
<tr>
<td>Engine Fuel Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 246</td>
<td>1</td>
</tr>
<tr>
<td>Induction Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 248</td>
<td>1</td>
</tr>
<tr>
<td>Engine Cooling Systems</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 250</td>
<td>1</td>
</tr>
<tr>
<td>Engine Exhaust Systems</td>
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</tbody>
</table>

**Total credits** 70
## AIRFRAME AND POWERPLANT

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Mathematics 105</td>
<td>3</td>
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<tr>
<td>Intermediate Algebra</td>
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</tr>
<tr>
<td>Aviation Technology 102</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Aviation</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 176</td>
<td>1</td>
</tr>
<tr>
<td>Fluid Lines and Fittings</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 178</td>
<td>2</td>
</tr>
<tr>
<td>Materials and Processes</td>
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</tr>
<tr>
<td>Aviation Technology 186</td>
<td>3</td>
</tr>
<tr>
<td>Basic Physics</td>
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<tr>
<td>Aviation Technology 192</td>
<td>1</td>
</tr>
<tr>
<td>Wood Structures</td>
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<tr>
<td>Aviation Technology 194</td>
<td>1</td>
</tr>
<tr>
<td>Aircraft Covering</td>
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</tr>
<tr>
<td>Aviation Technology 196</td>
<td>1</td>
</tr>
<tr>
<td>Aircraft Finishes</td>
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<tr>
<td>Aviation Technology 198</td>
<td>1</td>
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<td>Sheet Metal Structures</td>
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<tr>
<td>Aviation Technology 200</td>
<td>1</td>
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<tr>
<td>Welding</td>
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<tr>
<td>Aviation Technology 202</td>
<td>1</td>
</tr>
<tr>
<td>Assembly and Rigging</td>
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</tr>
<tr>
<td>Aviation Technology 204</td>
<td>1</td>
</tr>
<tr>
<td>Airframe Inspection</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 206</td>
<td>1</td>
</tr>
<tr>
<td>Aircraft Landing Gear Systems</td>
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</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>English 67</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Exposition or</td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td></td>
</tr>
<tr>
<td>Composition and Modes of Literature</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 104</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Aviation</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 170</td>
<td>2</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 172</td>
<td>2</td>
</tr>
<tr>
<td>Aircraft Drawings</td>
<td></td>
</tr>
</tbody>
</table>

42
Aviation Technology 174
  Weight and Balance  1
Aviation Technology 182
  Cleaning and Corrosion Control  1
Aviation Technology 208
  Hydraulic and Pneumatic Power Systems  1
Aviation Technology 210
  Cabin Atmosphere Control Systems  1
Aviation Technology 212
  Aircraft Instrument Systems  1
Aviation Technology 214
  Communication and Navigation Systems  1
Aviation Technology 216
  Aircraft Fuel Systems  1
Aviation Technology 218
  Aircraft Electrical Systems  1
Aviation Technology 220
  Position and Warning Systems  1
Aviation Technology 222
  Ice and Rain Control Systems  1
Aviation Technology 224
  Fire Protection Systems  1

Third Semester

English 68
  Elementary Exposition or

English 102
  Composition and Modes of Literature  3
Aviation Technology 180
  Ground Operation and Servicing  1
Aviation Technology 226
  Reciprocating Engines  2
Aviation Technology 228
  Turbine Engines  2
Aviation Technology 230
  Engine Inspection  1
Aviation Technology 232
  Engine Instrument Systems  1
Aviation Technology 234
  Engine Fire Protection Systems  1
Aviation Technology 236
  Engine Electrical Systems  1
Aviation Technology 238  
Lubrication Systems  

Fourth Semester  

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>English 89</td>
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<tr>
<td>Introduction to Report Writing or</td>
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</tr>
<tr>
<td>Office Administration 231</td>
<td>3</td>
</tr>
<tr>
<td>Business Correspondence</td>
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<tr>
<td>Aviation Technology 106</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Laws and Regulations</td>
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<tr>
<td>Aviation Technology 184</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance Forms and Records</td>
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</tr>
<tr>
<td>Aviation Technology 188</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance Publications</td>
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</tr>
<tr>
<td>Aviation Technology 190</td>
<td>1</td>
</tr>
<tr>
<td>Mechanic Privileges and Limitations</td>
<td></td>
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<tr>
<td>Aviation Technology 240</td>
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</tr>
<tr>
<td>Ignition Systems</td>
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<tr>
<td>Aviation Technology 242</td>
<td>1</td>
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<tr>
<td>Fuel Metering Systems</td>
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</tr>
<tr>
<td>Aviation Technology 244</td>
<td>1</td>
</tr>
<tr>
<td>Engine Fuel Systems</td>
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</tr>
<tr>
<td>Aviation Technology 246</td>
<td>1</td>
</tr>
<tr>
<td>Induction Systems</td>
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<tr>
<td>Aviation Technology 248</td>
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</tr>
<tr>
<td>Engine Cooling Systems</td>
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<tr>
<td>Aviation Technology 250</td>
<td>1</td>
</tr>
<tr>
<td>Engine Exhaust Systems</td>
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</tr>
<tr>
<td>Aviation Technology 252</td>
<td>1</td>
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<tr>
<td>Propellers</td>
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<tr>
<td>Total credits</td>
<td>70</td>
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SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN BEHAVIORAL SCIENCE  

FIRST YEAR  

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English 101  Composition and Modes of Literature or</td>
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</tr>
<tr>
<td>English 67  Elementary Exposition</td>
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</tr>
<tr>
<td>Speech 111  Public Speaking I</td>
<td>3</td>
</tr>
</tbody>
</table>
Psychology 101 Introduction to Psychology 3
Sociology 101 Introduction to Sociology 3
Office Administration 103 Elementary Typing 3
Social Science Elective — History, Economics, or Police Administration 3

Semester II

English 102 Composition and Modes of Literature or 3
English 68 Elementary Exposition 3
Sociology 102 Introduction to Sociology 3
Mathematics 105 Intermediate Algebra 3
Anthropology 201 Cultural Anthropology 3
Social Science Elective — History, Economics, or Police Administration 3

SECOND YEAR

Semester III

Sociology 201 Social Problems 3
Sociology 242 The Family 3
English 213 Advanced Exposition 3
Sociology 215 Race Relations 3
Humanities Elective 3

Semester IV

Behavioral Science 251 Research Principles or 3
Sociology 271 Introductory Statistics for Behavioral Sciences 3
Sociology or Police Administration Elective 3
Psychology 223 Introduction to Counseling 3
Sociology 109 Principles of Case Work 3
Behavioral Science 201 Field Practice 3

Total Credits 62

REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE WITH A MAJOR IN COMPUTER INFORMATION SYSTEMS

I. General Information Requirements

A. Specific:
   English 6
<table>
<thead>
<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>Political Science or American History (in sequence)</td>
<td>6</td>
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<tr>
<td>Speech</td>
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<tr>
<td><strong>B. General Mathematics</strong></td>
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<tr>
<td>Mathematics 107 (College Algebra)</td>
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<tr>
<td>Mathematics 108 (Trigonometry)</td>
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<tr>
<td>Mathematics 110 (Mathematics of Finance)</td>
<td>3</td>
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<tr>
<td>Mathematics 204 (Elementary Probability and Statistics)</td>
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<tr>
<td><strong>Other</strong></td>
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</tr>
<tr>
<td>Accounting 101 (Elementary Accounting)</td>
<td>3</td>
</tr>
<tr>
<td>Accounting 102 (Elementary Accounting)</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 371 (Business Data Processing)</td>
<td>4</td>
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<tr>
<td><strong>II. Major Specialty:</strong></td>
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<tr>
<td>Computer Information Systems 100 (Introduction to FORTRAN)</td>
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<tr>
<td>Computer Information Systems 104 (Operations Management)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 201 (COBOL)</td>
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<tr>
<td>Computer Information Systems 202 (Principles of Programming with Business Applications)</td>
<td>4</td>
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<tr>
<td>Computer Information Systems 210 (Systems Design and Analysis)</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 254 (Business Practicum)</td>
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<tr>
<td>Business Administration 372 (Business Simulation)</td>
<td>3</td>
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<tr>
<td><strong>III. Electives: (Any two courses)</strong></td>
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<tr>
<td>Business Administration 151 (Introduction to Business)</td>
<td>3</td>
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<tr>
<td>Computer Information Systems 103 (Techniques of Organization)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 209 (Introduction to Operating Systems)</td>
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<tr>
<td>Computer Information Systems 220 (Basic Programming Languages)</td>
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<td><strong>Total credits</strong></td>
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CURRICULUM FOR ASSOCIATE OF ARTS DEGREE IN COMPUTER SCIENCES SCIENCE AND ENGINEERING ORIENTATION

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
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<tr>
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<td>Mathematics 109</td>
<td>3</td>
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<td></td>
<td>Computer Science 103</td>
<td>3</td>
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<td></td>
<td>Computer Science 104</td>
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<td></td>
<td>Computer Science 203</td>
<td>4</td>
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<tr>
<td></td>
<td>Computer Science 204</td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Mathematics 204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science 209</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science 211</td>
<td>3</td>
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<td></td>
<td>Computer Science 212</td>
<td>3</td>
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<tr>
<td></td>
<td>Computer Science 215</td>
<td>4</td>
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SECOND YEAR

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>Mathematics 109</td>
<td>3</td>
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<tr>
<td></td>
<td>Computer Science 103</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science 104</td>
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<td></td>
<td>Computer Science 203</td>
<td>4</td>
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<tr>
<td></td>
<td>Computer Science 204</td>
<td>3</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Mathematics 204</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science 209</td>
<td>3</td>
</tr>
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<td></td>
<td>Computer Science 211</td>
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<td>Computer Science 215</td>
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DEGREE REQUIREMENTS FOR AN ASSOCIATE DEGREE IN EARLY CHILDHOOD DEVELOPMENT

GENERAL REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English 111, 211 or 213, or 67, 68</td>
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<tr>
<td>Speech Communication 111</td>
<td>3</td>
</tr>
<tr>
<td>History 131-132 or Political Science 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Psychology 101</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 101 or Anthropology 101</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science Electives</td>
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<tr>
<td>Humanities Electives</td>
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<tr>
<td>Mathematics Electives</td>
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<td>Other Academic Areas (At least 6 credits in any 2 elective areas)</td>
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MAJOR REQUIREMENTS:

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<tr>
<td>Home Economics 105</td>
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<tr>
<td>Survey of Child Development Center Models</td>
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<tr>
<td>Home Economics 120</td>
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<tr>
<td>Child Nutrition and Health</td>
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<tr>
<td>Psychology 244</td>
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<tr>
<td>Early Childhood Development</td>
<td>3</td>
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<tr>
<td>Home Economics 155</td>
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<tr>
<td>Activities for Young Children</td>
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<td>Home Economics 236</td>
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<tr>
<td>Marriage and Family Life or</td>
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<tr>
<td>Sociology 242</td>
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<tr>
<td>The Family</td>
<td>3</td>
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<tr>
<td>Home Economics 250-251</td>
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<tr>
<td>Practicum in Early Childhood Development or Behavioral Science 220</td>
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<tr>
<td>Culture and Learning</td>
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Total Electives                                         60

48
SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN ELECTRONICS TECHNOLOGY

Any person who has a high school diploma or is 19 years of age or older may be admitted to the program.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester I</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>Electronics Technology 51</td>
<td>DC Circuits</td>
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<tr>
<td>Electronics Technology 52</td>
<td>AC Circuits</td>
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<tr>
<td>Electronics Technology 55</td>
<td>Electronic Practices I</td>
<td>3</td>
</tr>
<tr>
<td>Electronics Technology 59</td>
<td>Mathematics for Electronics</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>Electronics Technology 61</td>
<td>Tubes and Semiconductors</td>
<td>4</td>
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<tr>
<td>Electronics Technology 62</td>
<td>Electronic Circuits I</td>
<td>3</td>
</tr>
<tr>
<td>Electronics Technology 63</td>
<td>Electronic Systems I</td>
<td>4</td>
</tr>
<tr>
<td>Electronics Technology 66</td>
<td>Electronic Practices II</td>
<td>3</td>
</tr>
<tr>
<td>English 67</td>
<td>Elementary Exposition I</td>
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**SECOND YEAR**

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<th>Credits</th>
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<tr>
<td>Electronics Technology 71</td>
<td>Electronics Circuit II</td>
<td>5</td>
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<td>Electronics Technology 72</td>
<td>Electronics Circuit III</td>
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<td>Electronics Technology 75</td>
<td>Microwave Electronics</td>
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<tr>
<td>Electronics Technology 78</td>
<td>Solid State Electronics</td>
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<table>
<thead>
<tr>
<th>Semester IV</th>
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<th>Credits</th>
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<tr>
<td>Electronics Technology 85</td>
<td>Navigational Ground Equipment</td>
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</tr>
<tr>
<td>Electronics Technology 86</td>
<td>Basic Aircraft Systems</td>
<td>4</td>
</tr>
<tr>
<td>Electronics Technology 88</td>
<td>Avionics Systems</td>
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<tr>
<td>Political Science 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 165</td>
<td>Business Administration for Technicians</td>
<td>3</td>
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</tbody>
</table>

**Total Credits** 68
**SPECIFIC REQUIREMENTS FOR ASSOCIATE DEGREE IN FOOD SERVICES TECHNOLOGY**

**GENERAL REQUIREMENTS**  
(9 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Political Science 101.</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>U. S. Constitution and its philosophy, evolution of the branches of the government; political process in American Government; and contemporary political issues.</td>
<td></td>
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</tr>
<tr>
<td>Political Science 102.</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>The political process and its examination. Goals, methods, and levels of government.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 53</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Aspects of human behavior that are the basic importance to an understanding of self and others with emphasis upon functional experiences to aid the student in acquiring and improving skills in interpersonal situations, especially employer-employee relations.</td>
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**II. HUMANITIES**  
(6 credits)

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>English 67</td>
<td>Elementary English</td>
<td>3</td>
</tr>
<tr>
<td>English 68</td>
<td>Elementary English</td>
<td>3</td>
</tr>
<tr>
<td>Training in oral and written communication or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td>Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>English 102</td>
<td>Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Intensive instruction in orderly thought, clear expression, and analysis of creative literature.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
An overall view of the industry, its history, its trends, its diversity and its methods of operation is necessary. For without a clear perspective of the whole structure, subjects which follow may appear as examinations of unrelated matter. This introductory course should systemize those operational principles which are universal as well as comment on the variations and inconsistencies which the student may encounter when he enters the industry.

### SPECIFIC REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE FOR INSTRUCTIONAL AIDES

#### I. GENERAL EDUCATION REQUIREMENTS

**A. Specific Requirements**

1. English  
2. Social Studies  
3. Speech  

**B. General Education**

1. Humanities  
2. Social Science  
3. Natural Science  
4. Mathematics  
5. Other  

(At least 6 credits in any 3 areas above)

#### II. MAJOR

**AA. Specific Requirements**

1. Education 201  
2. Education 111  
3. Education 205  
4. Education 206  
5. Art 204
BB. Electives from the following to total 61
1. Anthropology 202
2. Psychology 223
3. Sociology 106
4. Sociology 201
5. Behavioral Science 101
6. Home Economics 113
7. Music 123
8. Physics 51 or 53

SUGGESTED SEQUENCE OF COURSES FOR ASSOCIATE IN ARTS DEGREE FOR INSTRUCTIONAL AIDES

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (A1)</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies (A2)</td>
<td>3</td>
</tr>
<tr>
<td>Speech (A3)</td>
<td>3</td>
</tr>
<tr>
<td>Education 201 (AA1)</td>
<td>3</td>
</tr>
<tr>
<td>Art 204 (AA5)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English (A1)</td>
<td>3</td>
</tr>
<tr>
<td>Social Studies (A2)</td>
<td>3</td>
</tr>
<tr>
<td>Education 111 (AA2)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (B4)</td>
<td>3</td>
</tr>
<tr>
<td>Office Administration 103 (B5)</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 205* (AA3)</td>
<td>4</td>
</tr>
<tr>
<td>Psychology 101 (B2)</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 101 (B2)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics (B4)</td>
<td>3</td>
</tr>
<tr>
<td>Elective (BB)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester IV</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Education 206* (AA4)</td>
<td>4</td>
</tr>
<tr>
<td>Anthropology 202 (BB1)</td>
<td>3</td>
</tr>
<tr>
<td>Office Administration 61 (B5)</td>
<td>3</td>
</tr>
</tbody>
</table>
Elective (BB) 3
Elective (BB) 3

Total credits 61

*These education courses include practicum.

**SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN MATERIALS TECHNOLOGY**

Any person who has a high school diploma or is 19 years of age or older may be admitted. High school algebra with high school physics and chemistry recommended. State Certification in four welding processes required for graduation.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Technology 51</td>
<td>Technical Mathematics</td>
</tr>
<tr>
<td>Materials Technology 71</td>
<td>Principles of Industrial Science</td>
</tr>
<tr>
<td>Materials Technology 57</td>
<td>Technical Blueprints</td>
</tr>
<tr>
<td>Art 53</td>
<td>Freehand Shop Sketching</td>
</tr>
<tr>
<td>Speech 111</td>
<td>Speech 111 or Public Speaking I</td>
</tr>
<tr>
<td>Materials Technology 75</td>
<td>Welding Processes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Technology 52</td>
<td>Technical Mathematics</td>
</tr>
<tr>
<td>Materials Technology 72</td>
<td>Physics for Welding</td>
</tr>
<tr>
<td>Materials Technology 73</td>
<td>Electronic Welding Equipment</td>
</tr>
<tr>
<td>English</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>* Materials Technology 81</td>
<td>Field Training</td>
</tr>
</tbody>
</table>

* Summer field training — 1 hour credit for supervised welding work in industry.

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Technology 88</td>
<td>Automatic Systems</td>
</tr>
<tr>
<td>Materials Technology 85</td>
<td>Materials Science</td>
</tr>
<tr>
<td>Materials Technology 82</td>
<td>Codes and Physical Tests</td>
</tr>
<tr>
<td>Course No.</td>
<td>Descriptive Title</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Speech 111</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>Chemistry 103 or 104</td>
<td>Survey of Chemical Principles</td>
</tr>
<tr>
<td>Biology 111</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>Nursing 150</td>
<td>Nursing Principles in Health Promotion I</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>English 111</td>
<td>Composition and Modes of Literature</td>
</tr>
<tr>
<td>Biology 112</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>Elective *</td>
<td></td>
</tr>
<tr>
<td>Nursing 151</td>
<td>Nursing Principles in Health Promotion II</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>
### SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN POLICE ADMINISTRATION

#### ASSOCIATE OF ARTS DEGREE IN POLICE ADMINISTRATION (65 Hours)

**GENERAL REQUIREMENTS:** (32 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
</tr>
<tr>
<td>Speech</td>
<td>2</td>
</tr>
<tr>
<td>American Government 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Psychology 101</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science or Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Humanities or Other Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

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### Second Year Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 252</td>
<td>8</td>
</tr>
<tr>
<td>English 211</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Nursing</td>
<td>8</td>
</tr>
<tr>
<td>Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
</tr>
</tbody>
</table>

#### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. S. 101 or History 131</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Political Science or American History</td>
<td>3</td>
</tr>
<tr>
<td>Elective *</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 253</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Nursing</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
</tr>
</tbody>
</table>

#### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. S. 101 or History 132</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Political Science or American History</td>
<td>3</td>
</tr>
<tr>
<td>Nursing 254</td>
<td>8</td>
</tr>
<tr>
<td>Maternal-Child Nursing</td>
<td>8</td>
</tr>
<tr>
<td>Nursing 255</td>
<td>3</td>
</tr>
<tr>
<td>Issues in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
</tr>
</tbody>
</table>

* Choose electives from humanities

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SOCIAL SCIENCE MINOR (ELECTIVES): (12 Hours)

Psychology
Sociology
Political Science
Anthropology
Behavioral Science

(Electives may be chosen from any of these fields in Social Science)

CORE COURSES: (12 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Administration 110</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>Police Administration 251</td>
<td>3</td>
</tr>
<tr>
<td>(Prerequisite: Sociology 101)</td>
<td></td>
</tr>
<tr>
<td>Police Administration 252</td>
<td></td>
</tr>
<tr>
<td>Criminal Law (Substantive Law) — Laws of arrest, search &amp; seizure, and criminal evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES IN POLICE ADMINISTRATION:
(9 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Administration 159</td>
<td></td>
</tr>
<tr>
<td>(Line and Staff administration - theoretical &amp; practice)</td>
<td></td>
</tr>
<tr>
<td>Police Administration 255</td>
<td></td>
</tr>
<tr>
<td>Criminal Investigation</td>
<td></td>
</tr>
<tr>
<td>Police Administration 257</td>
<td></td>
</tr>
<tr>
<td>Traffic Safety</td>
<td></td>
</tr>
<tr>
<td>Police Administration 258</td>
<td></td>
</tr>
<tr>
<td>Juveniles and the Law</td>
<td></td>
</tr>
<tr>
<td>Political Science 259</td>
<td></td>
</tr>
<tr>
<td>Administrative Concepts</td>
<td></td>
</tr>
<tr>
<td>(Basic organization, management, and budgeting theory)</td>
<td></td>
</tr>
<tr>
<td>Sociology 210</td>
<td></td>
</tr>
<tr>
<td>Principles of Correction</td>
<td></td>
</tr>
</tbody>
</table>
Evening College

GENERAL INFORMATION

The Community College evening program is designed to serve the total community. Although a large majority of those attending the evening program are adults taking part-time courses, many day-time students also enroll in evening classes to round out their schedules.

Classes are offered in most instructional areas each semester.

A combined catalog and schedule, giving the times, days, classroom locations and course descriptions is printed prior to each semester and is available at the college. The catalog schedule will be mailed upon request.

Registration procedures will be described in the catalog and should be carefully noted.

Requirements for the Associate in Arts degree are listed elsewhere in this catalog. Requirements for the A.A. degree and the certificate programs may be fulfilled through attending the evening college classes.

Description of Courses

The courses offered are described on the following pages and are listed alphabetically by department. Prerequisites are listed with course descriptions. For each class, the number of hours per semester are the same as those of the University of Alaska and are modified to fit the 14-week semester utilized at Anchorage Community College.

College transfer credit courses (numbered 100 and above) are listed according to department, followed by a number which indicates the college year in which the course is normally taken. This is followed by the title of the course and the number of college
credits per semester course. Courses following each other in sequence will be numbered in sequence; i.e., History 101/102, and the first is generally a prerequisite for the second.

Associate degree level courses are those numbered 50-99 and may be used toward the attainment of the Associate Degree.

Non-credit courses will be numbered 0-49 and will not be allowed toward an Associate Degree or be considered transfer credit courses.

UNLISTED COURSES

Many courses will be offered on the campus that are not listed in this catalog.

Some of these are listed as "S.T." courses — special topics courses that have been developed to meet the suggestions of the students, the public and the faculty. Some of these courses will be retained as permanent classes, after they have been reviewed and analyzed by the faculty, students and administration.

Other courses are being added to the curricula as the campus expands. The student is advised to consult the schedule of classes each semester which lists the courses currently being taught on the campus. He is also encouraged to talk with his faculty advisers about courses not listed in this catalog but which are being offered on the campus.

CLASS HOURS AND SCHEDULE

The evening division courses generally meet for one hour and 45 minutes per class twice a week in the case of a three-credit course. Two-credit classes meet for 120-minutes per week. Actual times of class meetings will accompany the schedule put out each semester.

Accounting

Accounting I Bookkeeping  Non-Credit

Fundamental principles of bookkeeping (opening, entry, journal, ledger, worksheet, adjustments, and statements) including accounts payable and receivable, depreciation and payroll record keeping.
Accounting II Advanced Bookkeeping Non-credit

Prerequisite: Accounting I or one year of recent high school bookkeeping.
Study of special journals, special ledgers, voucher system, perpetual inventories, and comparative statements.

Accounting 71 Introduction to Accounting III 3 credits

This course is designed for the accounting major and prepares the student to analyze and interpret the full product of accounting. Emphasis is devoted to current accounting principles and postulates, data processing, and contemporary financial statement practices and forms.

Accounting 83 Accounting — Case Studies 3 credits

Case studies of selected accounting systems and problems — small municipality, non-profit corporation, sole proprietorship, partnership, small corporation.

Accounting 84 Accounting for Small Cities and Municipalities 3 credits

An introductory course for the accounting student concerning the accounting principles involved with municipal and governmental accounting. Budgetary processes, fund accounting, and governmental financial statement presentation are the basic subject matter. In addition, the student is introduced to accounting processes currently in use relating to non-profit organizations such as lodges, churches, and charitable organizations.

Accounting 85 Tax Accounting 3 credits

An introductory course for the accounting major relating to federal and state income taxes as applied to individuals. Social Security, unemployment taxes, and other miscellaneous business taxes are covered relating both to employee and employer.

Accounting 94 Internship in Accounting 3 credits

Placement with appropriate agency or business to familiarize the second-year student with practical experience in the field of accounting.
Accounting 101  Elementary Accounting  3 credits

Prerequisite:  Completion of all required remedial courses.
An introductory course in accounting concepts and procedures for
service businesses and for merchandising businesses owned by a single
proprietor.

Accounting 102  Elementary Accounting  3 credits

Prerequisite:  Accounting 101
A continuation of introductory accounting concepts and procedures
emphasizing the problems of businesses organized as partnerships or
corporations and performing manufacturing operations.

Accounting 210  Income Tax  3 credits

Prerequisite:  Accounting 101.
A study of Federal and State income taxes relating primarily to the
individual citizen of Alaska with emphasis on the preparation of tax
returns, tax planning, and analysis of selected tax problems.

Accounting 252  Introduction to Cost Accounting  3 credits

Prerequisite:  Accounting 101
An introductory course in cost accounting for manufacturing
operations with thorough treatment of job order cost accounting and
process cost accounting.

Adult Basic Education  

Non-Credit

Adult Basic Education provides educational opportunities for
individuals with less than a high school education who wish to
acquire skills which will lead to better jobs and/or training in
vocational-technical programs offered by the state, private
institutions, or Anchorage Community College.

Emphasis is placed on the communication skills of reading, spelling,
writing, speaking, and listening; mathematical computation and
problem solving skills; and increasing an individual's knowledge of
his relationship with our complex society.
Apart from classroom experiences, Adult Basic Education also offers individual study through the use of programmed materials, audio-visual studies, and special films. Individual laboratory work may be done in English, Reading, Spelling, and Mathematics. The program entitled, "The Alaska Laboratory of Adult Basic Skills," (ALABS) is open to those adults with less than a high school education and to those who are enrolled in a college program but who need remedial work.

Qualified instructors are on duty in the laboratory for individual tutoring and small group instruction.

Flexible scheduling permits a student to attend classes either during the day or in the evening.

Anthropology

**Anthropology 101**  The Study of Man  3 credits

Introduction to anthropology, including the physical and cultural aspects of man.

**Anthropology 202**  Cultural Anthropology  3 credits

Basic theories and current concepts of cultural anthropology regarding the social, political, and aesthetic life of primitive societies.

**Anthropology 203**  World Ethnography  3 credits

A descriptive study of peoples of the world: Europe, Asia and Africa.

**Anthropology 204**  World Ethnography  3 credits

A descriptive study of peoples in the world: the New World and the Pacific.

**Anthropology 205**  Physical Anthropology  3 credits

Prerequisite: Biology 105.
An introductory course including the behavior, genetics, classification, and evolution of man and the other primates, as well as the distribution, morphological and physiological adaptations of modern human populations.
Art

Art 2 Commercial Art I  Non-credit
Introduction to commercial art, including layout and design, mechanical and freehand lettering methods, and techniques of production and reproduction.

Art 3 Advanced Commercial Art  Non-Credit
Advanced course in commercial art. Will include silk screen.

Art 6 Arts - Crafts  Non-credit
Demonstration of techniques and experience in practical application for all level students in the following activities: ceramics and pottery, printmaking, lost wax technique of jewelry making, copper enameling, Batik, weaving, wood and wire construction.

Art 10 Batik  Non-Credit
An Indonesian method of hand-printing textiles by coating with wax the parts not to be dyed. All forms of materials from silk to modern fabrics will be used.

Art 101 Beginning Ceramics  3 credits

Art 102 Beginning Ceramics  3 credits
Introduction to the making and firing of clay objects. Study of clay, methods of forming decorations, glazing and firing.

Art 105 Freehand Drawing  2 credits
Art 106 Freehand Drawing  2 credits
Pictorial design, life drawing, landscape drawing, using varied techniques and media.

Art 107 Watercolor  2 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 108</td>
<td>Basic investigation of the materials of watercolor and their use in expressing the student’s ideas and problems in the techniques of watercolor.</td>
<td>2</td>
</tr>
<tr>
<td>Art 161</td>
<td>Design and Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>Art 162</td>
<td>Design and Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>Art 204</td>
<td>New Art Media and Techniques for the Teacher</td>
<td>3</td>
</tr>
<tr>
<td>Art 205</td>
<td>Life Drawing and Composition</td>
<td>2</td>
</tr>
<tr>
<td>Art 206</td>
<td>Life Drawing and Composition</td>
<td>2</td>
</tr>
<tr>
<td>Art 207</td>
<td>Beginning Printmaking</td>
<td>2</td>
</tr>
<tr>
<td>Art 208</td>
<td>Beginning Printmaking</td>
<td>2</td>
</tr>
<tr>
<td>Art 211</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>Art 212</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisite: Art 106 or permission of the instructor. Problems in drawing from life, exploring possibilities in pictorial design and composition, still life, anatomy, and perspective.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 213</td>
<td>Beginning Oil Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 214</td>
<td>Beginning Oil Painting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisite:** Art 106, 162, or permission from the instructor.  
Basic investigation of materials and their use in expressing the students' ideas.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 215</td>
<td>Weaving</td>
<td>2</td>
</tr>
</tbody>
</table>

This course will cover various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.) tapestry weaving, macrame', and spinning and dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 261</td>
<td>History of World Art</td>
<td>3</td>
</tr>
<tr>
<td>Art 262</td>
<td>History of World Art</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisite:** Sophomore standing. Term paper required each semester.  
Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 312</td>
<td>Intermediate Sculpture</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prerequisites:** Art 211 or Art 212, or permission of the instructor.  
Creative studies in welding, plaster casting, concrete casting, sand-casting, clay modeling, wood carving, and stone carving.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 314</td>
<td>Intermediate Oil Painting</td>
<td>2</td>
</tr>
</tbody>
</table>

**Prerequisites:** Art 214 and 313 or permission of the instructor.  
Creating pictorial problems in oil painting techniques, still life, composition, and figure painting.
Automotive Technology

Classes start in September, December and June.

Automotive Technology 17 Introduction to off road and Recreational Vehicles Non-credit

This course deals with problems and techniques of construction and maintenance peculiar to dune buggy and four-wheel drive vehicles. A dune buggy will actually be built during class.

Automotive Technology 18 Automatic Transmission Non-Credit

This course is primarily designed to allow a mechanic to specialize in the field of automatic transmission, overhaul, and service. Enrollment is limited to persons with prior mechanical experience and is subject to approval of the instructor.

This course will cover all of the late model automatic transmissions built by the major manufacturers, and everything from trouble shooting to major overhaul of each model.

Automotive Technology 20 Basic Automotive Technology Non-Credit

This 24-week program is designed to teach basic mechanical skills as applied to the automobile. It is also the first step toward a full mechanical education when followed up with Intermediate and Advanced Automotive Technology. Full-time Monday through Friday 9:00 a.m. to 3:00 p.m.

Automotive Technology 21 Intermediate Automotive Technology Non-Credit

This mechanical course requires more advanced skill training than Basic Automotive Technology, and the prospective student should have had a certain amount of mechanical experience, high school automotive or Basic Automotive Technology. Full-time Monday through Friday, 9:00 a.m. to 3:30 p.m.

Automotive Technology 22 Advanced Automotive Technology Non-Credit

A highly advanced course designed to allow graduates to enter the mechanical profession at the highly advanced apprentice or beginning Journeyman level. Potential applicants must have had considerable previous experience or successfully completed Basic and Intermediate Automotive Technology.
**Automotive Technology 24 Automotive Tune-Up for Journeymen Non-credit**

Prerequisite: Permission of the instructor.  
A very technical and complete course to broaden the working mechanic's knowledge of his trade. Upon completion a person will be fully qualified as a tune-up specialist.

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Accounting 101 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Psychology or Sociology Elective</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 106 Aviation Laws and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 138 Management-Airline and Air Carrier</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 144 Airline Marketing</td>
<td>3</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Accounting 102 Elementary Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Psychology 153 Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Speech Communication 111 Public Speaking I</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 140 Management-Airport or</td>
<td></td>
</tr>
<tr>
<td>Aviation Technology 142 Management-Fixed Base Operation</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 146 Aviation Industrial Relations</td>
<td>3</td>
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</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English 102 Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration 293 Introduction to Aviation II</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
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<td>--------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Aviation Technology 104</td>
<td>Introduction to Aviation II</td>
</tr>
<tr>
<td>Aviation Technology 116</td>
<td>Aviation Weather</td>
</tr>
<tr>
<td>Aviation Technology 136</td>
<td>Principles of Aviation Administration II</td>
</tr>
</tbody>
</table>

**Aviation Technology**

**AVIATION ADMINISTRATION**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English 111</td>
<td>Composition and Modes of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 110</td>
<td>Mathematics of Finance</td>
<td>3</td>
</tr>
<tr>
<td>Office Administration 103</td>
<td>Elementary Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>Aviation Technology 102</td>
<td>Introduction to Aviation I</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 114</td>
<td>Elements of Weather</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 134</td>
<td>Principles of Aviation Administration I</td>
<td>3</td>
</tr>
</tbody>
</table>

**PILOT TRAINING**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics 107</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 100</td>
<td>Private Pilot Ground School</td>
<td>4</td>
</tr>
<tr>
<td>Aviation Technology 102</td>
<td>Introduction to Aviation I</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 112</td>
<td>Aerophysics</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 114</td>
<td>Elements of Weather</td>
<td>3</td>
</tr>
<tr>
<td>Aviation Technology 148</td>
<td>Private Flying</td>
<td>2</td>
</tr>
</tbody>
</table>
Second Semester

English 101  Composition and Modes of Literature  3 credits
Mathematics 108  Trigonometry  2 credits
Aviation Technology 104  Introduction to Aviation II  3 credits
Aviation Technology 116  Aviation Weather  3 credits
Aviation Technology 150  Commercial Ground Instruction  4 credits
Aviation Technology 156  Instrument Flying  3 credits

Third Semester

English 102  Composition and Modes of Literature  3 credits
Aviation Technology 106  Aviation Laws and Regulations  3 credits
Aviation Technology 108  Aviation Safety  3 credits
Aviation Technology 154  Instrument Ground Instruction  4 credits
Aviation Technology 156  Instrument Flying  3 credits

Fourth Semester

Office Administration 103  Elementary Typewriting  2 credits
Speech Communication 111  Public Speaking I  3 credits
Aviation Technology 110  Survival, Search and Rescue  3 credits
Aviation Technology 158  CFI Ground Instruction  3 credits
Aviation Technology 160  CFI Flying  2 credits

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AIRFRAME AND POWERPLANT

English 111  Composition and Modes of Literature  3 credits
English 102  Composition and Modes of Literature  3 credits
Office Administration 231  Business Correspondence  3 credits
Mathematics 105  Intermediate Algebra  3 credits
Aviation Technology 102  Introduction to Aviation I  3 credits
Aviation Technology 104  Introduction to Aviation II  3 credits
Aviation Technology 106  Aviation Laws and Regulations  3 credits

FEDERAL AVIATION ADMINISTRATION

REQUIRED COURSES

General Curriculum  400 hours
Powerplant Curriculum
   Powerplant Theory and Maintenance  315 hours
   Powerplant Systems and Components  435 hours
Airframe Curriculum
   Structures  335 hours
   Aircraft Systems and Components  415 hours
Total  1900 hours

AIR TRAFFIC CONTROL

First Semester

English 111  Composition and Modes of Literature  3 credits
Mathematics 105  Intermediate Algebra  3 credits
Aviation Technology 102  Introduction to Aviation I  3 credits
Aviation Technology 114  Elements of Weather  3 credits
Aviation Technology 120  Principles of Air Traffic Control I  3 credits

Second Semester
English 102  Composition and Modes of Literature  3 credits
Psychology 53  Human Relations  3 credits
Office Administration 103  Elementary Typewriting  2 credits
Aviation Technology 104  Introduction to Aviation II  3 credits
Aviation Technology 116  Aviation Weather  3 credits
Aviation Technology 122  Principles of Air Traffic Control II  3 credits

Third Semester
Speech Communication 68  Elementary Public Speaking  3 credits
Psychology or Sociology Elective  3 credits
Business Administration 293  Introduction to Data Processing  3 credits
Aviation Technology 106  Aviation Laws and Regulations  3 credits
Aviation Technology 124  The Radar Environment  3 credits
Aviation Technology 128  ATC Facilities & Operations I  3 credits

Fourth Semester
Speech Communication 111  Public Speaking I  3 credits
Business Administration 294  Computer Programming Languages  3 credits
Aviation Technology 126 Air Traffic Control Regulations 3 credits
Aviation Technology 130 ATC Facilities & Operations II 3 credits
Aviation Technology 132 Air Traffic Control Intern Program 1 - 6 credits

Behavioral Science

Behavioral Science 101 Field Observation 3 credits
Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed.

Behavioral Science 102 Introduction to Behavioral Science 3 credits
The science of man as a social animal, his social process, experience perception, and behavior with added emphasis upon motivation, learning, sensation, and personality in an attempt to construct an interaction framework in understanding and predicting human behavior.

Behavioral Science 201 Field Practice 3 credits
Practical experience within an agency, under the guidance of field supervisors, collecting and interpreting client information. Ways relating to clients in a therapeutic manner will be developed in the training experience.

Behavioral Science 251 Research Principles 3 credits
Basic principles of scientific methods, its application to Behavioral and Social Science statistics. The implication of systematic assessments, experimentation and survey methods for empirical conclusions concerning social and behavioral functions and causes.
Biology

Biology 101  Biology and Man  3 credits
102  3 credits
A survey of biological principles as applied to the problems of man. A course designed primarily for non-science majors. Fall Semester: Human physiology, genetics, and evolution. Spring Semester: Ecology and an introduction to animal behavior.

Biology 105  Fundamentals of Biology  4 credits
An introductory course open to students in all curricula. Basic principles of living systems: chemical and structural bases; major metabolic mechanisms; reproduction and development; genetics; evolution, and diversity; environmental relationships; and mechanisms for stability of cells, organisms, and populations.

Biology 201  Elements of Vertebrate Anatomy  3 credits
Prerequisites: Biology 105, Chemistry 101 or 104. Anatomy and history of the vertebrate body with emphasis on human and other mammals.

Biology 203  Invertebrate Zoology  4 credits
Prerequisites: Biology 105 with grade of B or better, or Biology 105 and sophomore standing. Structure, function, classification, evolution, and life histories of invertebrate animals. Several all day field trips.

Biology 205  Human Anatomy and Physiology  3 credits
Biology 205 — The study of structure and function of the human body as related to the skeletal, muscular, nervous, and cardiovascular systems. Emphasis on inter-relationship between systems.

Biology 206  Human Anatomy and Physiology  3 credits
Biology 206 — is a continuation of Biology 205 — The study of structure and function of the digestive, urinary, respiratory, reproductive and endocrine systems. Microbiology incorporated.
Biology 210  Physiology  4 credits

Prerequisites: Biology 105 with a grade of B or better, or Biology 105 and sophomore standing; Chemistry 101 or 104.
Physiology of organisms at the molecular, cellular, organ and system levels. Examples will be drawn from both the plant and animal kingdoms.

Biology 239  Plant Form and Function  4 credits

Prerequisites: Biology 105, with a grade of B or better, or Biology 105 and sophomore standing.
Structure, function, ecology, and evolutionary patterns of the major groups of plants.

Business Administration

Business Administration 16  Financial Investments  Non-credit

A general course on investments including stocks and bonds, insurance, mutual funds, and other investments.

Business Administration 166  Business Administration for Technicians  3 credits

Prerequisites: Associate degree or freshman standing except that credit may not be counted toward the four-year degree in business and economics.
A survey of core areas of business administration with particular emphasis upon organization and operation of small and middle-scale businesses. Business law, personal finance, manufacturing, marketing, and finance at the introductory level. An introduction to business enterprise for non-business majors.

Business Administration 223  Real Estate Law  3 credits

A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.
Business Administration 331 Business Law I 3 credits

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Contracts, agency, employment, negotiable instruments, personal property sales.

Business Administration 332 Business Law II 3 credits

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Insurance, suretyship, partnerships, corporations, real property, trusts, wills, bankruptcy, torts, and business crimes.

Chemistry

Chemistry 100 Survey of Chemistry for Nursing Students 4 credits

Chemistry 103 Contemporary Chemistry 4 credits

Chemistry 103B Survey of Chemistry for Nursing Students 4 credits

Prerequisite: One year of high school chemistry or its equivalent, or permission of the instructor.

Chemistry 104 Contemporary Chemistry 4 credits
Descriptive course in chemical science.

Chemistry 104B Descriptive Course in the Environmental Aspects of Chemistry 4 credits

Chemistry 105 General Chemistry 4 credits
General chemistry and introductory qualitative analysis. General principles, chemistry of the non-metals.

Chemistry 106 General Chemistry: Introductory Qualitative Analysis 4 credits
Chemistry of the metals and qualitative analysis.
Chemistry 211  Chemical Principles  4 credits

Prerequisites: High school chemistry or Chemistry 103-104 and satisfactory performance on an advanced placement examination given three weeks into the semester, with Mathematics 200 at least corequisite. Four advanced placement credits may be given upon completion of Chemistry 211 with a grade of C or better.

An intensive, systematic study of the laws and concepts of chemistry, with considerable emphasis on mathematical aspects. Laboratory work will include both qualitative and quantitative procedures.

Computer Information Systems

Requirements for an Associate of Arts Degree in Computer Information Systems

I. General Education Requirements  

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>A. Specific:</td>
</tr>
<tr>
<td>English ......................................................... 6</td>
</tr>
<tr>
<td>Political Science American History (in Sequence) .......... 6</td>
</tr>
<tr>
<td>Speech ......................................................... 3</td>
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<tr>
<td>15</td>
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<tr>
<td>B. General:</td>
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<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Mathematics 107 (College Algebra) ......................... 3</td>
</tr>
<tr>
<td>Mathematics 108 (Trigonometry) .......................... 2</td>
</tr>
<tr>
<td>Mathematics 110 (Mathematics of Finance) ............... 3</td>
</tr>
<tr>
<td>Mathematics 204 (Elementary Probability and Statistics) ......................... 3</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Accounting 101 (Elementary Accounting) ................ 3</td>
</tr>
<tr>
<td>Accounting 102 (Elementary Accounting) ................ 3</td>
</tr>
<tr>
<td>Computer Information Systems 101 (Introduction to Data Processing) ................ 3</td>
</tr>
<tr>
<td>Business Administration 371 (Business Data Processing) ............. 4</td>
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<td>24</td>
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II. Major Speciality:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Computer Information Systems 100 (Introduction to FORTRAN)</td>
<td>2</td>
</tr>
<tr>
<td>Computer Information Systems 104 (Operations Management)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 201 (COBOL)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 202 (Principles of Programming with Business Applications)</td>
<td>4</td>
</tr>
<tr>
<td>Computer Information Systems 210 (Systems Design and Analysis)</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration 254 (Business Practicum)</td>
<td>1</td>
</tr>
<tr>
<td>Business Administration 372 (Business Simulation)</td>
<td>3</td>
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</tbody>
</table>

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III. Electives: (Any two courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Business Administration 151 (Introduction to Business)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 103 (Techniques of Organization)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 209 (Introduction to Operating Systems)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Information Systems 220 (Basic Programming Languages)</td>
<td>3</td>
</tr>
</tbody>
</table>

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TOTAL CREDITS 65

Computer Information Systems 100 Introduction to FORTRAN (1+3) 2 credits

A first course in computer programming emphasizing the process of creating, working and documented computer programs. The FORTRAN language is used and a problem a week will be programmed.

Computer Information Systems 101 Introduction to Data Processing (3+0) 3 credits

A beginning course covering topics in machine organizations,
problem formulation, programming, information flow, management, and applications of automatic data processing systems.

**Computer Information Systems 103**  
*Techniques of Organization*  
3 credits

Programming sequential and random access devices. Methods of organizing, sorting, merging files on cards, tapes, disks, and drums.

**Computer Information Systems 104**  
*Operations Management (3+0)*  
3 credits

**Prerequisite:** Computer Information Services 101.  
Methods of accounting for, organizing, and supervising operations of computing equipment. Personnel relations and company organization.

**Computer Information Systems 201**  
*COBOL Programming*  
3 credits

The rules and syntax of the COBOL language. Programs will be written and debugged after computer tests. The applications covered in these exercises will be representative of those most commonly used in business. Various types of files will be processed, such as sequential and indexed sequential disk files, tape files, and card files.

**Computer Information Systems 202**  
*Principles of Programming with Business Applications (3+0)*  
3 credits

**Prerequisite:** Accounting 102.  
Commonly automated application areas in businesses are examined. Selected problems are programmed in COBOL, and/or regular payroll, inventory control, accounts receivable, general ledger.

**Computer Information Systems 210**  
*Systems Design and Analysis (3+1)*  
4 credits

**Prerequisite:** Data Processing 202.  
Concepts and techniques of designing information systems. Topics include systems theory, data collections, classification, transmission,
and display; data base organization; sequential and random techniques; on-line systems; and computer sorting are related to system design.

**Computer Information Systems 220**
- **Basic Programming Languages (4+1)**
- **5 credits**

**Prerequisite:** Business Administration 101.

Programming in selected computer languages including ASSEMBLER, and machine language.

**Mathematics 204 Statistics with FORTRAN (3+0)**
- **3 credits**

**Prerequisite:** Mathematics 106.

The useful application of statistics utilizing computers and the FORTRAN language.

**Business Administration 372 Business Simulation (3+0)**
- **3 credits**

Survey of management science or operations research computer techniques. Realistic exercises in management decision-making using computer simulated models; PERT, CPM, computer assisted instructions, linear programming.

**Dental Assistant**

**DENTAL ASSISTANT**

Non-credit

The aim of the curriculum is to give training in the basic principles underlying the many duties of a dental assistant. This involves training in three basic areas: at the dental chair; in the laboratory; and at the reception desk.

Subjects covered through the course of this program are: history of dentistry, codes of ethics, chairside duties (sterilization and use of instruments, mixing of dental materials), taking and processing x-rays, general office duties (appointments, collection, bookkeeping, record keeping procedures, etc.), and laboratory assignments and procedures.

Included in the course are approximately two months of job experience on the military bases, at the public health hospital, and in the local dental offices.
The applicant must have a high school diploma or equivalent certificate and be between 25 and 45 years old. Typing is necessary. The dental assistant should possess such personal traits as dependability, poise, self-control, and a pleasant personality. Applicants must arrange for a personal interview with the dental assisting office at Anchorage Community College.

The program is nine months in length on a full-time basis Monday through Friday from 9:00 a.m. to 4:00 p.m. *There is a tuition fee, and students are required to buy their own books and uniforms.

* Classes start in September.

### Economics

**Economics 121 Principles of Economics I**

3 credits

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems.

**Economics 122 Principles of Economics II**

3 credits

Theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities, international economic relations.

**Economics 221 Interpretation of Economic and Business Data**

3 credits

Prerequisite: Mathematics 106 or Mathematics 122.

Problems in economics and business translated into statistical terms. Organizing of data; identifying of populations and their parameters; sample selection and use of sample data; linear correlations; time series analysis; index numbers.

**Economics 232 Economic History of the United States**

3 credits

History of the U. S. economy with special emphasis on the process of economic growth.
Education

Education 111  Audio-Visual Methods for Aids  3 credits

Methods, materials, techniques, and practice utilizing projectors, language labs, bulletin boards, and recording machines.

Education 201  Orientation to Education  3 credits

Designed to acquaint the prospective teacher with the nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in the public schools as teacher's aide. Open to all students. Recommended for students majoring or minoring in education.

Education 205  Science and Mathematics Methods for Aides  4 credits

Methods and materials, techniques and practices in teaching science and math. Special considerations in how to assist in a regular classroom situation. Practicum experience as an aide provided by assignment in the local schools.

Education 206  Language Arts and Reading Methods for Aides  4 credits

Methods and materials, techniques and practices in the learning areas of language arts and reading. Special emphasis on individual and small group techniques as they would apply to assisting a regular classroom teacher. Remedial techniques in reading are to be stressed. Practicum experience as an aide provided by assignment in local schools.

Electronics Technology

Classes start in September, January and June.

Electronics Technology 51  DC Circuits  4 credits

The first course in electricity for electronics technicians. Basic physics, electrical terms and units, meters and their use, resistance,
Ohm's law, simple circuits, magnetic fundamentals, batteries, Kirchoff's laws, DC circuit analysis, inductance, capacitance.

Electronics Technology 52 AC Circuits 4 credits

Principles of alternating current, vectors, phase relationships, inductive and capacitative reactance and impedance, AC circuit analysis, series and parallel resonant circuits, transformers, Thevenin's equivalent circuit.

Electronics Technology 55 Electronics Practice 3 credits

Electronic drawings, soldering, electrical connections, use of hand tools, preparation for license examinations, layout and assembly of audio-frequency equipment, operation transmitters and receivers, troubleshooting, practical aspects of electronics.

Electronics Technology 59 Mathematics for Electronics 5 credits

Prerequisite: High school mathematics.
Review of arithmetic. Selected topics in algebra, trigonometry, slide-rule computation, graphs, analytical geometry, waveform analysis, decibel calculations, applications to electronics.

Electronics Technology 61 Tubes and Semiconductors 4 credits

Prerequisite: Electronics Technology 51, 52, 59.
Vacuum tubes, semiconductors; transistors. Fundamentals, construction, characteristics, parameters, specifications.

Electronics Technology 62 Electronic Circuits I 3 credits

Prerequisite: Electronics Technology 51, 52, 59.
Power supplies, basic amplifiers, loud speakers, microphones and pickups, basic oscillators.

Electronics Technology 63 Electronic Systems I 4 credits

Prerequisite: Electronics Technology 51, 52, 59.
The radio transmitter, transmission, reception, and detection of radio waves, antennas and transmission lines; the radio receiver;
special receiver circuits; frequency modulated transmitters and receiver; transistor applications; single side-band and communications.

**Electronics Technology 66 Electronic Practice II** 3 credits

Prerequisites: Electronics Technology 55.
Layout and assembly of radio-frequency equipment, practical aspects of electronics, alignment and repair procedures, practical experience in electronics, use of test equipment, preparation for license examinations.

**Electronics Technology 71 Electronic Circuits II** 4 credits

**Electronics Technology 72 Electronic Circuits III** 3 credits

**Electronics Technology 75 Microwave Electronics** 3 credits

Prerequisite: Electronics Technology 61, 62, 63.
Nonsinusoidal waveshapes, multivibrators, blocking and shock-excited oscillators, wave-shaping circuits, limiters, lampers, counters, sweep-generator circuits, special power supplies, systems, transistor applications, television transmitters, and receivers. Microwaves: microwave oscillators, transmitters, duplexers, antennas; amplifiers, mixers, receivers, multiplexing.

**Electronics Technology 76 Logic and Gate Circuits** 3 credits

Prerequisites: Electronics Technology 61, 62, 63.
Lecture and laboratory developing basic logic circuits. Includes studies in adders, subtractors, Boolean Algebra and all standard gates.

**Electronics Technology 78 Solid State Electronics** 4 credits

Prerequisite: Electronics Technology 61, 62, 63.
Basic solid state theory and application including laboratory work in the following areas: methods of circuit analysis, circuit aspects of field effects transistors, integrated circuits, and silicon controlled rectifiers.

**Electronics Technology 85 Navigational Ground Equipment** 4 credits

Prerequisites: Electronics Technology 72, 75, 78.
Analysis of ground navigational aids such as ILS, GCA, Tacan, radar
and telemetry. Theory, application and circuitry of transmitters, receivers and antennas.

**Electronics Technology 86 Basic Aircraft Systems II** 4 credits

Prerequisites: Electronics Technology 72, 75, 78.
 Theory, organization, function, and maintenance of large aircraft electrical systems; DC, AC, Power Control and distribution. Control systems: fire detection, de-icing, brakes, and warning systems.

**Electronics Technology 88 Avionics Systems III** 4 credits

Prerequisites: Electronics Technology 72, 75, 78.
 Theory, organization, function and maintenance of aircraft navigational systems: ADF, VOR, DME, Weather and Doppler Radar, autopilot, and flight director systems. Communications systems: LF, HF, VHF, UHF equipment.

**Engineering Science**

**Engineering Science 1 Engineer Refresher (EIT) Non-credit**

The purpose of this course is to enable engineers to pass the State Engineer-in-Training (Fundamental) Examination. Will cover thermodynamics, physics, chemistry, mathematics (calculus), electricity, statics, dynamics, strength of materials, kinematics, and hydraulics; 8 - 10 hours work on assignments weekly.

**Engineering Science 2 Engineer Refresher (PE) Non-credit**

All elements of Civil Engineering will be reviewed, including structures, hydraulics, soil mechanics, sanitation, highways, materials, economics, and ethics.

**Engineering Science 15 Custom Furniture Making Non-credit**

A course designed for individuals wishing to become familiar with basic furniture and cabinet design and construction. How to select and make wood working joints, identification of woods, and the proper use of hand and machine tools. Also an introduction to wood finishing, upholstery, and furniture repair.
Engineering Science 16 Upholstery

Upholstery for the beginner which includes frame construction, stripping old materials, webbing, sewing and typing springs, stuffings, layout of covers, corners, curves, panels, welting, cushioning, foam upholstery and all about tools.

Engineering Science 31 Engineering Technology

Introductory course in the fundamentals of surveying. Includes the use of transits, levels, theodolites, and conventional surveying equipment. Elementary theory of survey measurements is presented. Sixty percent of course is spent on field problems and projects; forty percent is spent on computations. Basic trigonometry and algebra are taught to correlate with surveying computations. Notekeeping is introduced. Full-time, Monday through Friday, 9:00 a.m. to 3:30 p.m.

Engineering Science 32 Engineering Technology

Prerequisites: Engineering Science 31 or the equivalent.
Continuation of Engineering Science 31. Expertise developed with transits, levels, and theodolites. Field repair of instruments. Instruction in advanced survey computations including land partitioning, solar and Polaris observation, stadia reduction, route and construction measurements. Field projects include route, subdivision and topographic surveys. Notekeeping is stressed. Slide rule, natural logarithms and electronic calculations are studied. Vocational certificate upon completion. Full-time, Monday through Friday, 9:00 a.m. to 3:30 p.m.

Engineering Science 33 Surveying Computations

Prerequisites: One semester of trigonometry and one year of surveying or the equivalent.
Designed for surveyors who want to augment their knowledge of land area calculations, route calculations, stadia reductions, solar and Polaris observations, and land law. Two nights per week — three hours each. Fourteen weeks.

Engineering Science 101 Graphics

Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Charts, graphs and diagrams.
Engineering Science 102  Graphics  
Descriptive geometry; graphic solution of three dimensional problems.

Engineering Science 111  Engineering Science  
Prerequisite: Credit or registration in Mathematics 106. 
Engineering problem solving with emphasis on the statics, kinematics, and dynamics of engineering systems. Conservation laws, fluid mechanics, and heat.

Engineering Science 207  Measurements  
Prerequisite: Engineering Science 111.  
Theory of measurement, precision, dispersion, distribution of error; with practice problems taken from various fields of engineering.

English

English  2  Speed Reading  Non-credit  
Acquisition of techniques to increase the student’s reading rate and comprehension. Recommended for all serious college and college bound students.

English  57  Developmental and Oral English  3 credits  

English  58  3 credits  
Individual and group tutoring in oral and written English for foreign students and others with special language problems. May be taken for a total of 6 credits.

English  61  Analytical Reading  2 credits  
Group and individual instruction in techniques for improving reading rate and comprehension. Development of advanced assimilative reading skills and expansion of vocabulary. Practice in critical reading skills demanded by college courses. Attention focused on study habits and library skills.

English  67  Elementary Exposition  3 credits
English  68  Elementary Exposition  3 credits
Training in oral and written communication.
English 89 Introduction to Report Writing 3 credits
Problems of general communication; communicating technical work results; types and functions of technical reports. Basic technical report preparation including organizing and selecting data, determining scope and sequence or organization of report and report style and format.

English 111 Methods of Written Communication 3 credits
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts. Introduction to research techniques.

English 201 Masterpieces of World Literature 3 credits
English 202 Masterpieces of World Literature 3 credits
Prerequisites: English 101 and 102; Starting Fall '71, English 111. Masterworks of literature: studies to acquire a broad background and develop standards of literary judgment.

English 211 Advanced Composition with Modes of Literature 3 credits
Prerequisite: English 101; after Fall '71, English 111. Intensive written expression and close analysis of selected readings in poetry, short stories, novels and drama. Special attention to literary techniques.

NOTE: One section of this course will deal with the works of Black American writers.

English 213 Advanced Exposition 3 credits
Prerequisite: English 101, Starting Fall '71, English 111. Intensive written expression using selected readings in appropriate fields of social and natural sciences.

NOTE: Neither English 211 nor English 213 is to be considered or is to be used as a prerequisite for any other course or for any particular course of study. Because both of these courses will be primarily
courses in writing, either one of them will fulfill the second half of the requirement in written communication for the baccalaureate degree. A student who has taken one of these courses before declaring a major in which the other course may be considered more appropriate, or a student who changes his major to a field in which one of these courses is considered more appropriate than the other, will not be required to take the other course.

**English 103 Intensive Developmental English** 3 credits

English as a second language: an approach to problems of communication in English with special sensitivity to differences in stylistic features characterizing informal, formal, spoken and written usage. The balance among listening, speaking, writing and reading will be determined by the needs of the class.

**Food Service Technology**

**Food Service Technology 52 Foods and Nutrition** 2 credits

A general information course treating the chemical and biological aspects of food combined with the rudiments of nutrition.

**Food Service Technology 54 Quantity Food Production** 4 credits

Basic Preparation: Familiarization with all techniques of handling, combining and finishing of foods. This would include the various methods of cleaning, cutting, shaping, mixing, seasoning and cooking.

**Food Service Technology 55 Sanitation** 2 credits

The techniques of ware and utensil washing; handling and disposal of wastes; housekeeping routines and methods; survey of health codes; elementary microbiology; rodent controls; and public health considerations.

**Food Service Technology 61 Food Standards** 2 credits

A thorough familiarization and qualitative and quantities measurements and other criteria in common use. Indoctrination should include weights and measures and the conversions thereof;
containers and packaging; USDA grading and labeling; adulterants and additives; taste testing; can cutting; applications of color and texture as determinants of quality standards in foods.

Food Service Technology 64 Quantity Food Production 4 credits

Baking: The production of all bakery products.

Food Service Technology 65 Quantity Food Service 2 credits

An examination of and instruction in the many ways food is served to the consumer; e.g. cafeteria, table service, etc. This course would include dining room organization; waiter and waitress service, counter set-up and merchandising, table top topography; and related information.

Food Service Technology 66 Food Service Accounting 1 credit

General accounting principles with specific modifications and adaptations to food service.

Food Service Technology 74 Quantity Food Production 4 credits

Meat analysis: Study of fabrication, cuts and their uses and recognition of cuts and qualities. Beverages: Control, purchasing, glassware, service and legal consideration in the handling of alcoholic beverages. Beverages as foods — coffee, tea, etc. — are considered as part of Basic Preparation.

Food Service Technology 75 Quantity Food Service — Advanced 2 credits

An examination of and instruction in depth in the many ways food is served to the consumer; e.g. cafeterias, table service, etc. This course would include dining room organization; waiter and waitress service, counter set-up and merchandising, table top topography; and related information.

Food Service Technology 78 Food Service Practicum 5 credits

Supervised student participation in food service industries approved by the Anchorage Community College. The student will work in the area of food service 40 hours per week for five consecutive weeks.
Food Service Technology 82 Stewardship 2 credits

An area which includes purchasing and procurement; storeroom operation, organization, and record keeping; food specifications (based on “Standards”); and distribution and security.

Food Service Technology 83 Tools and Methods 1 credit

Instruction in the proper use and maintenance of food service equipment and utensils and a simplified instruction in work methods, time and motion study, and equipment design and placement.

Food Service Technology 84 Quantity Food Production 4 credits

Specialized Preparation: “Short order” and small quantity preparation methods, such as pantry or broiler work.

Food Service Technology 88 Food Service Practicum 5 credits

Supervised student participation in food service industries approved by the Anchorage Community College. The student will work in the area of food service 40 hours per week for five consecutive weeks.

Food Service Technology 94 Quantity Food Production 4 credits

Planning and Management: The method of organizing and scheduling production, estimation of quantities, timing and distribution of work.

Food Service Technology 95 Menu Making 1 credit

A study of the menu, its composition and its format; how it relates to sales, nutrition, diet, production, purchasing and plant layout.

Food Service Technology 96 Leadership 1 credit

The application of management techniques at the supervisory level in the food service organization. Aspects to be considered are personnel selection and instruction; employee motivation, the nature and exercise of cost and quality controls, labor relations — laws, union contracts and procedures; “house” work rules and disciplinary procedures; public relations; work norms and measures of productivity; job specifications; and the roll of supervisor in food service.
Food Service Technology  98  Food Service Practicum  5 credits
Supervised student participation in food service industries approved by the Anchorage Community College. The student will work in the area of food service 40 hours per week for five consecutive weeks.

General electives to total to 75 credits.

French

French 101  Elementary French  5 credits
French 102  Elementary French  5 credits
Prerequisite for 102: French 101.
Designed to teach students to hear, speak, read, and write French. Oral practice is emphasized.

French 201  Intermediate French  3 credits
French 202  Intermediate French  3 credits
Prerequisite: French 102 or two years of high school French.
A continuation of French 102. Increasing emphasis on reading ability and cultural material. Conducted in French.

Geography

Geography 101  Introductory Geography  3 credits
World regions; an analysis of environment.

Geography 201  Elements of Physical Geography  3 credits
Prerequisite: Geography 101.
Description of physical environment and introduction to techniques of geographic analysis.

Geology

Geology 101  General Geology  4 credits
Introduction to physical geology: a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and the recognition of common rocks and minerals.
Geology 102  Historical Geology 4 credits

Prerequisite: Geology 101.
Summary of the history of the earth from the earliest stages to the present; sequence of geologic events and succession of life forms. Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sections.

Geology 104  Elements of Geology 3 credits

A non-laboratory introduction to physical and historical geology; the earth, its origin, processes that affect it, sequence of events in its evolution and succession of life on it; appreciation of the modern landscape. Not acceptable toward a degree in geology or fulfilling a laboratory science requirement.

Geology 106  GEOLOGY: Man's Physical Environment 4 credits

A summary of the evolution of the earth: the sequence of geologic events and the evolution and succession of life. A study of the materials of the earth, the processes affecting changes upon and within it. Emphasis on geologic processes important in today's environment and depositional environments of the past, as an aid to comprehension of extinctions and evolution.

Laboratory and field classes to include recognition of common rocks, minerals, and fossils, and use of topographic and geologic maps.

This is intended for non-geology majors.

Geology 204  Introductory Geomorphology 4 credits

Prerequisite: Geology 102 or by permission of the instructor.
Study of land forms and physical processes of their development. Interpretation of topographic maps.

Geology 212  Introduction to Paleontology 4 credits

Prerequisite: Geology 102.
General introduction to various invertebrates, vertebrates and plants preserved as fossils, with emphasis on invertebrates, their classification, and evolution.
Prerequisites: Mathematics 106, 200. Chemistry 101, 102. Introduction to mineral chemistry, atomic structure, elementary crystallography, and descriptive and determinative mineralogy. Includes introduction to instrumental determinative techniques (x-ray, spectograph), simple qualitative chemical tests.

Eskimo

Eskimo 101 Elementary Eskimo
Eskimo 102

Admission by arrangement. Analysis of living language with native speaker in the classroom. Learning to read and write the language.

German

German 101 Elementary German
German 102 Elementary German

Prerequisite: For German 102, German 101. Designed to teach students to hear, speak, read, and write German.

German 201 Intermediate German
German 202 Intermediate German

Prerequisite: German 102 or two years of high school German. Continuation of German 102. Increasing emphasis on reading ability and cultural material. Conducted in German.

History

History 101 Western Civilization

The origins and major political, economic, social, and intellectual developments of western civilization to 1500.
History 102 Western Civilization 3 credits
Major political, economic, social, and intellectual developments of western civilization since 1500.

History 131 History of the U.S. 3 credits
The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

History 132 History of the U.S. 3 credits
History of the U.S. from the Reconstruction to the present.

History 225 Ancient History 3 credits
Political, social, economic, and cultural development of the ancient Near East, Greece, Rome.

History 235 History of the American Indian 3 credits
A general history of the American Indian, focusing on his social, political and economic reactions to the tide of westward settlement. Emphasis on the history of the Trans-Mississippi West, with some attention to the Alaska Native.

History 240 History of the Afro-American Peoples 3 credits

History 261 Russian History 3 credits

History 341 History of Alaska 3 credits
The Russian background; acquisition, settlement, and development of Alaska as an American territory and the 49th state.

Home Economics

Home Economics 1 Basic Clothing Construction Non-credit
Fundamental techniques such as stay-stitching, directional stitching, understitching, clean finishing, directional pressing, etc. are taught
during the construction of several cotton garments. This should be considered a prerequisite for all other clothing classes.

Home Economics  2  Pattern Alteration  Non-credit

Prerequisite: Basic Clothing Construction.
This class will emphasize pattern alteration and fitting plus improved skill in basic techniques.

Home Economics  3  Basic Tailoring  Non-credit

Techniques taught during the construction of a coat include proper pressing and handling of wool, interfacings, linings, notched collar, slot pocket, bound buttonholes.

Home Economics  4  Dress Making Techniques  Non-credit

Prerequisite: Basic Clothing Construction.
New and review with tricks and trims. Samples are to be made of the many techniques demonstrated.

Home Economics  8  Charm and Poise  Non-credit

Special interest course to women of all ages. This is a self-improvement course offering training in every phase: visual poise, diets, nutrition, personal care, nail, skin, and hair care. It will also include make-up, wardrobe planning, accessories, conversation, etiquette in business, and social use.

Home Economics  43  Food Service  Non-credit

Nutrition, sanitation and food preparation.

Home Economics  44  Food Service  Non-credit

Management, personnel, communication, public relations, and cost control.

Home Economics  113  Clothing Construction and Selection I  3 credits

Humanities

Humanities 211 Humanities 3 credits
Humanities 212 Humanities 3 credits

Prerequisite: English 111 or equivalent, History 101-102 recommended. Sophomore standing.
Integrated introduction to the fundamental principles of literature, music, arts, and philosophy.

Journalism

Journalism 201 Introduction to Journalism 3 credits

Prerequisite: Admission by arrangement. Ability to type is essential.
Structure of news stories, various news leads and feature stories; gathering and evaluating information for simple news stories; writing stories.

Journalism 203 Introductory Photography 3 credits

A study of the basic principles of photography. The course will include laboratory and classroom demonstrations. Portraiture, flash, and composition; general photography such as landscapes, scenery, people, and animals. Special projects of general class interest.

Journalism 204 Journalism Laboratory 1 credit

Prerequisite: English 102 or permission of the instructor.
Credit arranged for students holding editorial or other positions on university publications or obtaining other similarly supervised experience in journalism practices. (May be repeated for maximum of three semesters.)

Journalism 303 Advanced Photography 3 credits

A continuation of Journalism 203.
Mathematics

Mathematics 55  Elementary Algebra  3 credits

A beginning course for students whose background is very weak. This course is designed to introduce the student to the basic concepts of algebra. These concepts include sets and their operation, numerals and number systems and their properties, variables, sentences - open and closed, properties of order, absolute value, linear and quadratic equations and inequations, factors, exponents, radicals, graphs, relations, and functions.

Mathematics 61  Business Mathematics  3 credits

The application of the mathematical processes in the computation of practical financial problems of a business or civil enterprise.

Mathematics 105  Intermediate Algebra  3 credits

Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions.

Mathematics 106  College Algebra and Trigonometry  5 credits

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability, and application; plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions.

Mathematics 107  College Algebra  3 credits

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability and applications.

Mathematics 108  Trigonometry  2 credits

Prerequisite: Mathematics 105 or equivalent.
Plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions.
Mathematics 109  Analytic Geometry  
3 credits
Prerequisite: High school trigonometry or Mathematics 108. 
Rectangular coordinate system, the straight line, conic sections, 
transcendental curves, polar coordinates, parametric equations, and 
solid analytic geometry.

Mathematics 110  Mathematics of Finance  
3 credits
Prerequisite: Mathematics 105 or admission by arrangement.
Simple and compound interest, discount, annuities, amortization, 
sinking funds, depreciation, and capitalization.

Mathematics 121  Elementary Functions and 
Modern Algebra  
4 credits
Sets, logic groups and fields, vectors, analytic geometry, relations and 
functions.

Mathematics 122  Elementary Functions and 
Modern Algebra  
4 credits
Complex numbers, exponential functions, logarithmic functions, 
trigonometry.

Mathematics 200  Calculus  
4 credits
Mathematics 201  Calculus  
4 credits
Mathematics 202  Calculus  
4 credits
Prerequisite: Mathematics 107 and 108. 
Techniques and application of differential and integral calculus, 
vector analysis, partial derivatives, multiple integrals, and infinite 
series.

Materials Technology

Classes start in September, January and June

Materials Technology 11  Introduction to Welding  Non-credit

Characteristics of fuel gases, flames, torches, regulators, and 
blueprint reading. Shop: Torch welding with acetylene and Mapp
Fuel gases. Flame cutting with acetylene, Mapp and propane in all positions. Automatic and shape cutting machines.

Materials Technology 12 Arc Welding Non-credit

Electrode classification, joint designs, heat effects, basic metallurgy of mild and low alloy steels. AWS EXX13, EXX15, EXX18, EXX24, EXX27, EXX28 electrodes, practice on all pre-qualified joints in all positions.

Materials Technology 13 Fabrication Non-credit

Standard grades, shapes of steel, weight and cost calculation, shop blueprints, and construction codes and tests. Shop: Techniques of fabrication of standard shapes and joints, welding to x-ray quality. Plate qualification tests to Anchorage Community College standards.

Materials Technology 14 Welding of Low Alloy Steels Non-credit

Metallurgy of low alloy steel and low alloy steel electrodes. Shop: Welding of low alloy steels and use of low alloy steel electrodes, preheating, and related welding procedures, EXX10, EXX11.

Materials Technology 21 Introduction to Pipe Welding Non-credit

Pipe classification by grade, size and wall thickness, pipe joints and layout. Shop: Welding on strap joints in all positions to certification standards.

Materials Technology 22 Advanced Pipe Welding & Cutting Non-credit

Continuation of pipe layout. Shop: Pipe layout, freehand cutting to commercial standards, pipe welding with stick electrodes.

Materials Technology 23 Pipe Joints and Tests Non-credit

Materials Technology 25 Pipe Welding Non-credit
Alloy pipe classifications, preheat, low hydrogen welding techniques on pipe, vertical up, ASME tests.

Materials Technology 51 Technical Mathematics 3 credits
Survey and application of mathematics up to calculus for conceptual use in welding.

Materials Technology 52 Technical Mathematics 3 credits
Prerequisite: Materials Technology 51.
Continuation of survey and application of mathematics up to calculus for conceptual use in welding.

Materials Technology 53 Art Freehand Shop Sketching 3 credits
Perspective sketching for rapid illustrations of structures and machines.

Materials Technology 55 Basic Metallurgy 1 credit
Simple ferrous metallurgy for weldors and foreman. Physical properties, crystal structures, effects of heating and cooling.

Materials Technology 57 Technical Blueprints 2 credits
Drafting and Blueprint interpretation for weldors.

Materials Technology 61 CO\textsuperscript{2} Dip Transfer Welding 4 credits
Electrical characteristics of power supplies for CO\textsuperscript{2} welding. Wire feeders, inductance, drop transfer rate, arc characteristics of dip transfer mode.

Materials Technology 71 Principles of Industrial Science 4 credits
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Materials Technology 72</td>
<td>Physics for Welding</td>
<td>4</td>
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<tr>
<td>Materials Technology 73</td>
<td>Electric Welding Equipment</td>
<td>3</td>
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<tr>
<td>Study of the proprietary equipment in the use of welding power sources and control systems.</td>
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<tr>
<td>Materials Technology 74</td>
<td>Tig Welding</td>
<td>5</td>
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<tr>
<td>Welding of common non-ferrous alloys by the Tig and plasma needle arc processes. Equipment, metallurgy and shielding gases.</td>
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<tr>
<td>Materials Technology 75</td>
<td>Welding Processes</td>
<td>3</td>
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<tr>
<td>A study of the approximately threescore welding processes in common use. Covers the advantages, limitations, applications, and cost factors for each.</td>
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<tr>
<td>Materials Technology 76</td>
<td>Inert Gas Metal Arc Welding</td>
<td>5</td>
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<tr>
<td>Prerequisite: Materials Technology 61.</td>
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<td></td>
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<tr>
<td>Electrical characteristics of inert gas metal arcs, gas mixtures, Pulsedarc, metallurgy of non-ferrous alloys.</td>
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<tr>
<td>Materials Technology 79</td>
<td>Welding of Plastics</td>
<td>3</td>
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<tr>
<td>Introduction of weldable plastics, producing joints by fusion, adhesives and solvents.</td>
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<tr>
<td>Materials Technology 81</td>
<td>Field Training</td>
<td>1</td>
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<tr>
<td>Responsible supervised welding work in industry in summer or between semesters.</td>
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<tr>
<td>Materials Technology 82</td>
<td>Codes and Physical Tests</td>
<td>2</td>
</tr>
<tr>
<td>Survey of engineering codes for welding, codes and destructive tests, procedure specifications and physical test.</td>
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</tbody>
</table>
Materials Technology 83 Joining Dissimilar Metals, Soldering, and Silver Brazing 3 credits

Study and practice of joining of similar and dissimilar materials by the common varieties of soldering, brazing, and braze welding materials and methods, repair welding cast iron.

Materials Technology 85 Materials Science 3 credits

Nature and properties of crystals, metals, polymers, glasses, ceramics, and intermetallics, bonds, competition of materials. Prerequisite for metallurgy and polymers. Excellent for ceramics students and those interested in synthetic fabrics.

Materials Technology 88 Automatic Welding Systems 4 credits

Principles of automatic welding with dip transfer, metal inert gas arc, tig, submerged arc and tubular wire processes, welding jigs and fixtures. Structuring of linear and rotary holding equipment and manipulators, development of automatic systems.

Materials Technology 89 Welding Metallurgy 4 credits

Constituent diagrams, phases, crystals, discontinuities. Weldability of metals, heat control.

Materials Technology 95 Introduction to Polymers 3 credits

The varieties of plastics, molecular chain, properties, uses, fabrication techniques.

Materials Technology 97 General Non-Destructive Testing 3 credits

Advantages and use of dye penetrants, eddy current, magnetic flux, ultrasonics, and other diagnostic methods for quality assurance on weldments.

Materials Technology 98 Radiography 4 credits

X-ray and radioisotope radiation, safety, films, electronic readouts, exposure techniques, interpretation of radiographic films and image amplifier, presentations.

101
Materials Technology\hspace{1em}99\hspace{1em}Welding Problems\hspace{1em}5 credits

Advanced work in small groups on specific welding problems involving applications research. Seminars with staff and precision laboratory techniques.

Medical Laboratory Assistant\hspace{1em}Non-credit

The program consists of theory courses taught in the medical laboratory area of the Community College and practical courses consisting of training in various hospital laboratories. The subjects covered include an orientation, hematology, urinalysis, clinical chemistry, bacteriology and parasitology, serology, and blood bank operations. Subjects covered through practical experience include those listed above and in addition: venal punctures, histology and EKG, and the Basal Metabolism Test.

Upon graduation, the laboratory assistant is qualified to perform laboratory tests under direct supervision of a doctor or technologist that will aid in the diagnosis and treatment of disease.

The prerequisites for this program are a high school diploma or equivalent, good health, and an interest in medical laboratory technology.

This program is a 12-month Vocational Technical Program taught during the day on a full-time basis. Classes start in May. All those interested in the program should make an appointment with the coordinator at the College prior to registration.

Medical Office Assistant Program

Because of the many and varied duties in a medical office, the educational program of the medical assistant should be broad in scope. The curriculum consists of classes in medical terminology, anatomy and physiology, human relations, medical ethics, office skills and procedures, medical and non-medical records and examination room techniques.

Applicants must be at least 21 years of age and qualifications for enrollment include good physical health, a well-groomed appearance,
good scholastic aptitude and a typing skill of at least 30 words per minute. The medical office assistant should possess such personal traits as dependability, poise and self-control.

The program, starting in September, is nine months in length on a full-time basis Monday through Friday from 8:00 a.m. to 3:00 p.m. There is a tuition fee and students are required to purchase their own books and uniforms.

Applicants must arrange for a personal interview with the coordinator of the program.

Music

Music 51 Music Fundamentals 3 credits
Rudiments of music for students with little or no prior training in music reading.

Music 101 Anchorage Community Chorus 1 credit
Admission by audition.

Music 105 Jazz Singers 1 credit
Admission by audition.

Music 124 Introduction to Music 3 credits

Music 124 Introduction to Music 3 credits
Cultivation of the understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles. Open to all students, including music majors.

Music 131 Basic Theory 3 credits

Music 132 Basic Theory 3 credits
Development of basic music skills including sight singing, ear training, dictation and keyboard harmony. Stylistic analysis of works of eighteenth and nineteenth century composers.
Music 151 Class Lessons 1 credit
Music 152 Class Lessons 1 credit
Music 161 Private Lessons 2 credits
Music 162 Private Lessons 2 credits

Admission by audition.

Music 203 Anchorage Symphony Orchestra 1 credit

Admission by Audition

Music 231 Advanced Theory 3 credits
Music 232 Advanced Theory 3 credits

Prerequisite: Music 131 - 132 or permission of instructor.

Continued study in traditional harmony with emphasis on composition. Development of greater keyboard facility and more advanced harmonic vocabulary. Second semester includes composition and analysis of twentieth century techniques.

Music 251 Intermediate Class Lessons 1 credit
Music 252 Intermediate Class Lessons 1 credit

Nursing Science

Nursing Science 42 Practical Nursing Program Non-credit

This program is 40 weeks (3 trimesters) in length on a full-time basis with class beginning in September, 1971. Classes are held in the daytime. These will be related to the student's closely supervised clinical practice in local hospitals. An average day includes five hours of practice and two hours of class. The courses listed below are included in these 40 weeks of practical nursing education:

Theory Courses:
1. Practical Nursing Skills I, II, III 184 hours
2. Vocational Adjustments I, II 66 hours
3. Diet and Health 24 hours
4. Body in Health and Disease I, II, III, IV 145 hours
5. Family Living I, II 33 hours

Practical Courses:
1. Medical-Surgical Nursing I, II, III 385 hours
2. Obstetrical Nursing 140 hours
3. Nursing of Children 128 hours
4. Psychiatric Nursing 160 hours
5. Geriatrics 60 hours

Practical Nursing is taught on a vocational level and is less than college grade. The graduate practical nurse is prepared to nurse patients in situations relatively free of complexity, with a minimum of on-the-spot supervision. In these situations she is under the general direction of a qualified nurse supervisor or a physician. She is also prepared to assist the professional nurse in nursing situations which are more complex.

This course is accredited by the Alaska Board of Nursing and the National League of Nursing. Graduates are eligible to write the State Board Test Pool Exam. Successful candidates are privileged to practice as practical nurses within Alaska. Interstate licensure may usually be accomplished if the graduate wishes.

Preference is given to applicants who are high school graduates, although occasional exceptions may be made. The state law requires completion of the 10th grade or its equivalent. Other essential personal qualifications include good mental and physical health and an interest in and a desire to help people.

Interested persons are encouraged to write to: Coordinator, Practical Nursing Program, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99504 for application forms and further information. Those desiring personal interviews should call the Community College at 279-6622 for appointments.

Associate In Arts Degree Nursing Program

What is meant by Associate Degree Education for Nurses?

This is nursing education in a two-year college centered program. The curriculum consists of general education and nursing theory classes
correlated with clinical experience. Hospitals and community agencies are utilized. Upon successful completion of the program, an Associate of Arts Degree in Nursing is granted and the graduate is eligible to take the Alaska State Board Examinations to become a licensed Registered Nurse.

What is the Associate Degree Nurse specifically prepared to do?

The Associate Degree Nursing Program prepares men and women to perform patient centered care at the staff nurse level. Since staff nurses give direct care to patients, they must possess a high degree of technical knowledge and skill and have an understanding of the scientific principles of the nursing care they give. Qualified graduates may pursue career interests in a variety of clinical services and specialties.

Accreditation:

The nursing program has tentative approval and accreditation by the Alaska State Board of Nursing.

Admission Requirements:

1. Graduation from high school or the equivalent.
2. Minimal grade average of 2.0 (C) in high school or post high school work.
3. Three years of English, two years of science (one being biology), and two years of mathematics (one being algebra) must be completed successfully in high school.
4. High school chemistry is recommended. A strong background in the sciences and mathematics is desirable.
5. Evidence of physical and emotional stability by medical examination.
6. Completion on the American College Testing Examination (ACT).
7. Personal interview with director or staff.
8. No restrictions to age or sex. Age is considered on an individual basis.
9. Students are selected on the basis of high school record and general suitability for nursing.
Application Procedure:

1. Request application form for admission by writing the Registrar, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska, 99504 or to Director of Associate Degree Nursing Program.

2. Return completed forms to the same address with $10.

3. Request high school transcripts or any other transcripts to be mailed to the same address.

4. Apply to the Counseling Center, Building A, same address as above to take ACT tests, or call 279-6622, ext. 133.

5. Make an appointment with the director of the program for an interview. A second application form used for Associate Degree Nursing Program specifically must be secured.

6. If recommended for admission, physical examination and immunizations.

7. One class per year limited to 25 students.

Transfer Credit — Advanced Placement

Applicants who wish to transfer from another school of nursing or who are graduates of approved schools of vocational nursing must meet the entrance requirements and spend at least one year at Anchorage Community College.

Advanced placement and/or credit by examination and clinical evaluation for the licensed practical nurse or the transfer nursing student will be established and in effect after the completion of the first two years of the curriculum in 1973 and will be determined on an individual basis by the Nursing Staff.

Cost of the Program:

Tuition is $100 a semester. Books, supplies, uniforms, accessories, and travel are additional expense. Total cost for Associate Degree Nursing Program is estimated between $1000 and $1500.

Nursing 150 Nursing Principles in Health Promotion I 5 credits
(3 lec/wk.—8 lab hrs./wk.)

Nursing 150 is a foundation course containing the essential basic principles in beginning nursing practice: communication and
observation skills, principles, and techniques used to promote physical and mental comfort, physiological data, and safety. The nursing process, (assessment, intervention, and evaluation), is introduced and is a unifying thread for subsequent nursing courses. Assessment is approached by knowledge of the normal physiological and psychological values of all age groups — the infant through senescence.

Nutrition, pharmacology, administration of medication are introduced with relevance to health promotion.

Nursing 151 Nursing Principles in Health Promotion II 8 credits
(4 lec hrs./wk. — 16 lab hrs./wk.)
A continuation of the preceding course utilizing the nursing process to give direct patient care to patients with problems related to oxygen, fluid and electrolyte balance, nutrition, and psychosomatic aspects. Individualizing care in terms of priorities is emphasized.

Nursing 252 Clinical Nursing 8 credits
(4 lec hrs./wk. — 16 lab hrs./wk.)
Represents progression to more complex situations which requires greater skill in observation, judgment, and management. Nursing the patient having problems with transporting materials to and from cells and regulating the proliferation and maturation of cells are included.

Nursing 253 Clinical Nursing 8 credits
(4 lec hrs./wk. — 16 lab hrs./wk.)
Designed to increase understanding, skills, and nursing competence by using the nursing process caring for selected patients having problems with disorders in chemical and neural regulation and needing rehabilitation. Psychological problems of these patients and their families are studied. The patient with mental illness is included in the course.

Nursing 254 Maternal- Child Nursing 8 credits
(4 lec hrs./wk. — 16 lab hrs./wk.)
Development of maternal-child care during normal and abnormal prepartal, intrapartal, and postpartal periods. Emphasis on mother
and child as members of a family within a cultural and social environment. Supervised experience includes labor and delivery, pre and postpartum clinics, the newborn and premature nursiers. Diseases peculiar to children considered.

Nursing 255  Issues in Nursing  3 credits
(4 lec hrs./wk. — 16 lab hrs./wk.)

Considers current issues in nursing, legal aspects, opportunities for personal and professional growth and development as well as exploring the team nursing process. Clinical practice included in special study area.

Office Administration

Office Administration 49  Key Punch  Non-credit
Basic card system, card design, operation of key punch, preparation of cards.

Office Administration 61  Clerical Skills  3 credits
Instruction in various duplicating processes, filing, responsibilities and duties of a clerical worker.

Office Administration 63  Adding and Calculating Machines  3 credits
Basic operation of adding and calculating machines.

Office Administration 65  Machine Transcription  3 credits
Transcription from various voice-writing machines with special emphasis on spelling, word choice, and grammar.

Office Administration 66  Machine Transcription  3 credits
Transcription training, with special emphasis on mailable material, efficient office routine, setting up letters.

Office Administration 99  Office Practice  6 credits
Actual office experience. Students are required to work in selected offices on campus for ten hours each week. They also meet two class
hours per week and discuss receptionist duties in an office including business ethics, telephone techniques, meeting callers, taking orders, getting along with fellow employees, subordinates, and superiors. Admission by permission of the instructor.

Office Administration 101 Shorthand 3 credits
Beginning Gregg Shorthand for secretarial students. Theory and reading practice.

Office Administration 102 Shorthand 3 credits
Prerequisite: Office Administration 101.
Beginning Gregg Shorthand for secretarial students. Dictation and transcription practice.

Office Administration 103 Elementary Typewriting 2 credits
Basic typewriting skills, techniques of copy work, introduction to letter writing, simple tabulations. For students who have had no previous typewriting.

Office Administration 105 Intermediate Typewriting 2 credits
Prerequisite: One year of high school typewriting or Office Administration 103.
Speed development and application of typewriting skill to special letter problems, tabulations, and office problems.

Office Administration 106 Advanced Typewriting 2 credits
Prerequisites: Office Administration 105 or equivalent and speed of 40 words per minute.
Letter writing with special problems, reports, business forms, statistical tabulations, and legal documents; emphasis is on speed and office standards.

Office Administration 107 Dictaphone Transcription 3 credits
Transcription training with emphasis on mailability, speed, meeting deadlines, and working under pressure.

Office Administration 201 Intermediate Stenography 3 credits
Prerequisite: Office Administration 102, 106 or equivalent.
High speed shorthand dictation and transcription.
Office Administration 202  Advanced Stenography  3 credits

Office Administration 203  Office Machines  3 credits

Prerequisite: Office Administration 105 or equivalent.
Basic operation of calculating, adding, duplicating, and dictation machines.

Office Administration 208  Specialized Secretarial Skills  3 credits

Principles, practices, and rules for filing. Training and practice in the operation of transcribing machines, responsibilities and duties of the secretary; business ethics.

Office Administration 231  Business Correspondence  3 credits

Prerequisite: English 102, Office Administration 105 or equivalent.
Fundamentals of business writing, emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports.

Office Administration 299  Office Practice  6 credits

Actual office experience. Students are required to work in selected offices on campus for ten hours each week. They also meet two class hours per week and discuss receptionist duties in an office including business ethics, telephone techniques, meeting callers, taking orders, getting along with fellow employees, subordinates, and superiors. Admission by permission of the instructor.

Philosophy

Philosophy 201  Introduction to Philosophy  3 credits

Prerequisites: English 111, sophomore standing, and permission of the instructor.
Terms, concepts, and problems as reflected in writings of great philosophers.

Philosophy 202  Introduction to Eastern Philosophy  3 credits

Prerequisite: Philosophy 201 or permission of the instructor.
Basic assumptions, problems, conclusions of the major philosophical traditions of the Far East.
### Philosophy 204  Introduction to Logic  3 credits

**Prerequisite:** Sophomore standing.  
Principles of deductive and inductive logic, application of these laws in science and other fields; brief introduction to symbolic logic and its applications.

### Physical Education

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Physical Education 1</td>
<td>Ballroom Dance</td>
<td>Non-credit</td>
</tr>
<tr>
<td>Physical Education 3</td>
<td>Recreational and Physical Education</td>
<td>Non-credit</td>
</tr>
<tr>
<td>Physical Education 9</td>
<td>Modern Dance</td>
<td>Non-credit</td>
</tr>
<tr>
<td>Physical Education 213</td>
<td>Fundamentals of Sports Beginning Swimming</td>
<td>1 credit</td>
</tr>
<tr>
<td>Physical Education 213</td>
<td>Fundamentals of Sports Intermediate Swimming</td>
<td>1 credit</td>
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</table>

**Physical Education 1  Ballroom Dance**  
Basic techniques and steps of modern ballroom dance. A class for beginners.

**Physical Education 3  Recreational and Physical Education**  
Course for adult men desiring to keep physically fit by the use of leisure time sports. The course makes available to the student basketball, volleyball, handball, gymnastics, weight lifting, and also includes physical fitness counseling by a certified instructor.

**Physical Education 9  Modern Dance**  
This course will emphasize the learning of dance movements and techniques. These techniques will then be used by the students to express ideas and to create short dance compositions. $25.00.

**Physical Education 213  Fundamentals of Sports**  
Beginning Swimming  
Skills, techniques, terminology of basic strokes; instruction in water safety and accident prevention. For non-swimmers and those who can swim less than one length (20 yards). Lab Fee $15.00.

**Physical Education 213  Fundamentals of Sports**  
Intermediate Swimming  
Prerequisite: Must be able to swim one length (20 yards) stroke, one length back-stroke, skills, techniques, terminology of basic strokes; instruction in water safety and accident prevention. Lab Fee $15.00.
Physical Education 214  Fundamentals of Sports  
Cross-Country Skiing           1 credit

Skills, techniques, terminology of alpine type and cross country skiing. Methods of instruction.

Physics

Physics 103  College Physics           4 credits
Physics 104  College Physics           4 credits

Prerequisites: High school algebra and geometry. Unified classical and modern physics.

Physics 211  General Physics           4 credits
Physics 212  General Physics           4 credits

Mechanical, acoustics, thermodynamics and kinetic theory, electricity and magnetism, waves and optics.

Police Administration Program

Police Administration 110  Introduction to  
Criminal Justice           3 credits

A study of the agencies and processes involved in the Criminal Justice system — the legislature, the police, the prosecutor, the courts, and corrections. An analysis of the role and the problems of law enforcement in a democratic society.

Police Administration 156  Patrol Procedures  
(Correspondence Course)           3 credits

Responsibilities, techniques, and methods of police work; computer orientation.

Police Administration 159  Police Administration           3 credits

Principles of police administration and organization as applied to staff and line units. An analysis of their functions and activities, including record keeping, report writing, and the application of the computer. Offered in alternate years.
Police Administration 251 Criminology 3 credits

The study of the major areas of deviant behavior and its relationship to society, law, and law enforcement, including the theories of crime causation. Offered in alternate years.

Police Administration 252 Criminal Law 3 credits

A study of the elements, purposes, and functions of the substantive criminal law with emphasis upon historical and philosophical concepts. Offered in alternate years.

Police Administration 254 Procedural Law (Criminal Procedure) 3 credits

Emphasis upon the legal limitations of the police and the right of the people to be secure from the government under the protection of the Constitution and the Rules of Evidence. Offered in alternate years.

Police Administration 255 Criminal Investigation 3 credits

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation. Offered in alternate years.

Police Administration 257 Traffic Safety 3 credits

A study of traffic hazards and theoretical and practical aspects of traffic safety programs such as vehicle and highway design, regulation and control, education and enforcement. Offered in alternate years.

Police Administration 258 Juveniles and the Law 3 credits

The role of agencies under the law in regard to the juvenile with special attention to the role of law enforcement. Both theoretical and practical aspects will be studied. Offered in alternate years.

Police Administration 259 Administrative Concepts (Replaces PA 159) 3 credits

Exposition of basic theory, principles and practices of public administration, especially as it applies to municipal agencies. Theoretical aspects of factors such as policy-formation and decision-making in a public agency. Offered in alternate years.
### Political Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Political Science 101</td>
<td>Introduction to American Government</td>
<td>3</td>
</tr>
<tr>
<td>Political Science 102</td>
<td>and Political Science</td>
<td>3</td>
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</tbody>
</table>

U. S. Constitution and its philosophy; evolution of the branches of government; political process, contemporary political issues, goals, methods, and levels of government.

**Political Science 201 Comparative Politics: The Political Process**

Different constitutional molds in which the political process operates; the effect on political processes of modern techniques; emerging political forms.

**Political Science 202 Comparative Politics: Case Studies**

Case studies from selected nations grouped into four classes: Western Democracies, Russian Communism, Chinese Communism, and "emerging" nations.

**Political Science 211 State and Local Government**

Prerequisite: Political Science 101.
Organization and politics of state and local government in the United States; the Alaska Constitution; problems of statehood in Alaska.

**Political Science 251 Administrative Concepts**

An introduction to theory, principles, and basic practices of public administration, especially as applied to municipal agencies. Theoretical aspects of management and organizational factors such as policy-formation and decision-making and power.

### Psychology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Psychology 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
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</table>

Fundamentals of general psychology. Human behavior; genetic, motivation, learning, sensations, perception, personality.
Psychology 110  Group Experience Laboratory 1 credit
Designed for the individual with or without previous group laboratory experience. The group setting offers an opportunity for individuals to evaluate themselves, their feelings, their impact on others, and their ability to communicate effectively. A climate of trust and intimacy permits members to gain insight into their relationships with other people.

Psychology 153  Human Relations 3 credits
An applied approach to the aspects of human behavior that are of basic importance to an understanding of self and others with emphasis upon functional experiences to aid the student in acquiring and improving skills in interpersonal situations.

Psychology 201  Advanced General Psychology 3 credits
Prerequisites: Psychology 101. Psychology 201 is a prerequisite for the majority of upper level psychology courses. The theory and methods of psychology, including the scope and limitations of the science. Major emphasis in the areas of experimental, statistical, physiological, clinical, and social analysis of behavior.

Psychology 202  Psychology of Adjustment 3 credits
Prerequisite: Psychology 101 or by approval of the instructor. Application of psychological principles to the problems of everyday life. Course focus will be an emphasis on the analysis of developmental life style adjustment patterns. Mechanics of adjustment will be demonstrated by various practicum assignments.

Psychology 245  Child Development 3 credits
(Same as Home Economics 245)
Prerequisite: Psychology 201, 45 semester hours, and permission of the instructor. Theory and laboratory of human mental, emotional, social and physical development.

Psychology 246  Psychology of Adolescence 3 credits
(Same as Sociology 246)
Prerequisites: Psychology 201, 45 semester hours, and permission of the instructor. Sociology 101 is recommended. Intellectual, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings, including public schools.
Psychology 251 Introductory Statistics
   for Behavioral Sciences 3 credits
(Same as Sociology 251)

Prerequisite: Psychology 101 and permission of instructor.
Mental, emotional, social, and physical development patterns from
birth to adolescence; laboratory arranged for observations of children
in a variety of settings, including public schools.

Psychology 261 Introduction to
   Experimental Psychology 3 credits

Prerequisite: Psychology 201.
Introduction to and laboratory application of the experimental
methods to some problems of psychology using both human and
animal subjects.

Russian

Russian 101 Elementary Russian 5 credits
Russian 102 Elementary Russian 5 credits

Development of the four skills (listening comprehension, speaking,
reading, and writing) with emphasis on oral work, practice in the
language laboratory, basic grammar, and vocabulary.

Russian 201 Intermediate Russian 3 credits
Russian 202 Intermediate Russian 3 credits

Prerequisite: Russian 102 or two years of high school Russian.
Continuation of Russian 102. Increasing emphasis on reading ability
and cultural materials. Conducted in Russian.

Sociology

Sociology 101 Introduction to Sociology 3 credits

An introduction to the science of man as a social animal,
emphasizing the social processes which give rise to and shape man's
language, experiences, perception, meaning and behavior. An attempt
is made to construct an interaction framework to be used in understanding and predicting human behavior.

**Sociology 102  Introduction to Sociology**  3 credits  
Prerequisite: Sociology 101.  
A continuation of Sociology 101.

**Sociology 106  Social Welfare**  3 credits  
Prerequisite: Sociology 101.  
Functions and development of modern social welfare and the distinctive features of the field, designed primarily to assist in the understanding of social welfare problems and services.

**Sociology 109  Principles of Case Work**  3 credits  
An introductory study of case work and group work theory, techniques of interviewing and recording, and a review and analysis of case history.

**Sociology 201  Social Problems**  3 credits  
Prerequisites: Sociology 101, 102.  
Problems of contemporary society; analysis of factors giving rise to them.

**Sociology 203  Juvenile Delinquency**  3 credits  
Prerequisites: Sociology 101, 102.  
A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture with emphasis on the juvenile code ordinance, and treatment procedure.

**Sociology 205  Group Processes in Modern Society**  3 credits  
Prerequisites: Sociology 101, 102.  
Formation, structure and functioning of groups; group processes and group products; implications of various research techniques.

**Sociology 207  Population**  3 credits  
Prerequisites: Sociology 101, 102.  
Analysis of world populations; growth and decline patterns, migratory trends and ecology; worldwide implications to current population growth; critical review of major theoretical contributions with introduction to demographic methods.
Sociology 210  Principles of Correction  3 credits
An introduction to the basic concepts of Probation and Parole; the use of authority in corrective services; institutional treatment methods, a study of popular and professional concepts in correction.

Sociology 215  Race Relations  3 credits
Prerequisites: Sociology 101, 102.
An analytic approach to variations in subculture norms and values, communication difficulties, and emergent identities and self-images of minority groups in America. Problems of transcultural adjustments, the change of social, economic, and political status of minority groups.

Sociology 222  Community Organization  3 credits
Prerequisites: Sociology 101, 102.
A conceptual approach to group structure and stratification in society; basic patterns of social organization; and relationships of individuals and groups that sustain form, special interest groups, and life styles in a community.

Sociology 242  The Family  3 credits
Prerequisites: Sociology 101, 102.
A study of the contemporary patterns of marriage and family relationships in the U. S. A social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships, and the later years of married life.

Sociology 271  Introductory Statistics for Behavioral Sciences  3 credits
Prerequisite: Sociology 101.
Introduction to the purposes and procedures of statistics; calculating methods for the description of groups (data reduction), and for simple inferences about groups and differences between group means.

Spanish

Spanish 101  Elementary Spanish  5 credits
Spanish 102  Elementary Spanish  5 credits

Prerequisite for Spanish 102 is 101.
Designed to teach students to hear, speak, read, and write Spanish; oral practice is emphasized.

Spanish 201  Intermediate Spanish  3 credits
Spanish 201  Intermediate Spanish  3 credits

Prerequisite: Spanish 102 or two years of high school Spanish.
Continuation of Spanish 102. Increasing emphasis on reading ability and cultural material; conducted in Spanish.

Speech Communication

Speech Communication 111  Fundamentals of Oral Communication  3 credits

Study of communication theory, practice in structuring the message, and practice in verbal delivery.

Speech Communication 201  Debate Practicum  3 credits

Study and practical application of argumentation as it applies to contemporary issues.

Speech Communication 241  Public Speaking I  3 credits

Examination of the definition and scope of public speaking. The study of speeches to include practical experience in criticism and delivery.

Speech Communication 242  Public Speaking II  3 credits

The application of the principles and skills of public speaking by the student in situations not necessarily common to the classroom but similar to those activities in the every-day world that he could conceivably find himself in with special emphasis on the reasoning process and the use of language.
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GERDON, LISA
Library Clerk

OKAZAKI, JUDY
Secretary-Welding

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COLE, PAT
Student Records

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DANNEHY, DELORIS
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DORLAND, LOANA
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JONES, HAYDEN
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KRIDLER, ANN
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Accounting

MARTIN, MARSHA
Secretary-Vocational Technical Program

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Accounting

O'KEEFE, MILDRED
Accounting

OLNEY, SHERRY L.
Clerk-Library

RILEY, JEAN
Accounting

ROBINSON, JAMIE P.
MT/ST Operator

RUMFELT, "SPARKY"
Administrative Assistant - Accounting

SCHILZ, SARAH
Secretary-Registrar

SHELMERDINE, SUSIE M.
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Accounting

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Library

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PBX Operator

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MT/ST Operator (Night)

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Mr. C. Chestnut
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Mr. Frank Peterson
Mr. Jerry Mount

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Mr. Thomas Dooley
Mr. Ben Humphries
Mr. Juel Nielsen

Mr. Harold Soule
Mr. Leroy Southwood
Mr. Marshall Watkins
Mr. Rudy Westley
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Mr. Rod Loescher

Mr. Alvin Moe
Mr. George Smith

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Mr. Ed Byrnes
Mr. Ronald Cooper
Mr. Sam Lambert

Members Representing Labor:
Mr. George Cook
Mr. G. L. Metcalf
Mr. Ivan Solheim
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<tr>
<th>Name</th>
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<tr>
<td>APPEL, DARLENE</td>
<td>Office Administration</td>
<td>Mankato State College</td>
<td>B.S. '56</td>
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<tr>
<td>APPEL, KEITH</td>
<td>Art</td>
<td>Mankato State College</td>
<td>B.S. '59, M.S. '62</td>
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<tr>
<td>AULETTA, VIRGINIA</td>
<td>English</td>
<td>New York State Univ.</td>
<td>B.S. '62, M.S. '68</td>
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<td>BABCOCK, WILLIAM</td>
<td>Sociology</td>
<td>Springfield College</td>
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<td>Columbia Univ.</td>
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<td>BARKER, MARILYN H.</td>
<td>Biology</td>
<td>Miami Univ., A.B. '64</td>
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<td>Washington State Univ.</td>
<td>PhD. '70</td>
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<tr>
<td>BENNETT, EARL M.</td>
<td>Automotive Coordinator</td>
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<tr>
<td>BLEWETT, PETER W.</td>
<td>History, French</td>
<td>Willamette Univ. B.A., '61</td>
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<td>Johns Hopkins Univ., M.A., '64</td>
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<tr>
<td>BUNDE, CONLEY R.</td>
<td>Aviation Speech</td>
<td>Central Wash. St. College, B.A. '67</td>
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<tr>
<td>BURGESS, DWANE</td>
<td>Coordinator - Social Services</td>
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<tr>
<td></td>
<td>Psychology Alaska Methodist</td>
<td>University R.A. '67</td>
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<tr>
<td>CARLSON, LO RAINIE</td>
<td>Coordinator, R.N.</td>
<td>Good Samaritan Hospital</td>
<td>B.A., '48</td>
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<td>St. Louis Univ., M.S.N., '65</td>
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<td>CARTER, DONALD M.</td>
<td>Public Information</td>
<td>Univ. of Calif. (Berkeley), B.A., '50</td>
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<td>San Francisco State College</td>
<td>M.A., '70</td>
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<td>CHEESEMAN, JOSEPH</td>
<td>Welding</td>
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<td>COMBS, ALEX D.</td>
<td>Art</td>
<td>Temple Univ., B.F.A., '49</td>
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<td>B.S. Ed., M.F.A. '52</td>
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<td>Speech</td>
<td>Univ. of Mont., B.A., '66</td>
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<td>M.A. '70</td>
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<td>dol PIAZ, VIRGINIA A.</td>
<td>Instructor - LPN</td>
<td>Texas Woman’s Univ., B.S. '68</td>
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<td>DAVIS, HARRIET C.</td>
<td>Instructor - LPN</td>
<td>Boston Univ., School of Nursing, B.S. '67</td>
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<td>DAVIS, HARRIET C.</td>
<td>Instructor - LPN</td>
<td>Boston Univ., B.S. '67</td>
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</table>
DECKER, DORIS
Office Administration
Husson College, B.S. '59

DOUGLAS, ELVERA
Music
Bethel College, B.A. '46
Northwestern Univ., M.M. Ed. '48

DOUGLAS, ROBERT G.
English
Univ. of Washington, B.A. '56
Univ. of Alaska M.A. '69

EHLING, DEWEY W.
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Bethany College, B.A. '50
Univ. of Alaska M.A. '70

FECZKO, LOIS
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FORGUES, CORINNE
Instructor-Coordinator
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Univ. of Washington - 2 years

GARDENHEIR, NEIL C.
Electronics
AET - ACC

GELARDIN, RICHARD
Counseling
East Central State College, B.A. '60
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GOULD, JAMES V.
Police Administration
Fresno State College, B.A. '65
M.S. '68

GRANT, CAROL
Psychology
Los Angeles State College, B.S. '58
So. Methodist Univ., M.A. '68

GRESHAM, NANCY
Nursing

GROSS, ANN (NANCY)
Adult Basic Education
State College, B.S.Ed. '53
Ed. M. '61

HART, JOHN C.
History
Ursinus College, B.A. '49
Temple Univ., M.Ed. '59

HAYCOX, STEPHEN W.
Seattle Univ., B.A. '66
Univ. of Oregon, M.A. '67
Ph.D. '71

HEASLEY, LESLIE
Chemistry
Univ. of Idaho, B.S. '65
Oregon St. Univ., Ph.D. '69

HEIMBUCH, BONNIE
Mathematics
Nebraska State College, B.A. '48
Univ. of Texas, M.A. '67

HELLE, ROLF
Instructor-Materials Technology

HITCHCOCK, KAY
English
Univ. of Alaska, B.A. '60
M.A. '62

HOKE, DAVID
Mathematics
Manchester College, B.A. '61
Univ. of Arizona, M.S. '64

HUNTER, IDA
Aide - Adult Basic Education

HUSSEY, C. WAYNE
Curriculum Director
Adult Basic Education
West Chester State College, B.S. '59
IRANY, JAMES
Sociology
Wisconsin State College, B.S.C. '53
Univ. of Wisconsin, M.S.W. '56

JANIS, SALLY A.
Office Administration
Michigan St. Univ., B.S. '54

JOHNSON, GENE
Counselor
Montana St. College, B.S. '60
Rutgers, Ed.M. '69

JOHNSON, JANICE M.
Instructor-LPN
Brigham Young Univ., B.S. '69

JOYNER, JOSEPH M.
Political Science
Colorado Univ., B.A. '56
Oklahoma Univ., M.A. '65

KAMINSKY, NORMAN
Coordinator, Data Processing
City College, N.Y., B.S. '58

KEIM, DORCAS
Practical Nursing Coordinator
Univ. of Washington, B.S. '51

KNAPP, DAVID R.
Assistant Director
Univ. of Nebraska, M.Ed. '55

KRAGER, WILLIAM
Director of Physical Plant
Stout State College, B.S. '58

KYNELL, KERMIT S.
Political Science
Stanford Univ., B.A. '52, M.A. '53

LAMBORN, DAVID G.
Mathematics
Univ. of Iowa, B.A. '63
M.S. '66

LEACH, ROBERT F.
Electronics Coordinator

LESH, NANCY L.
Administrative Librarian
Willamette Univ., B.A. '66
Simmons College, M.S. '67

LONG, HOWARD
Coordinator, Materials Technology
Wheaton College, B.S. '40

LONG, STANLEY A.
Materials Technology
Univ. of Washington, B.S.E.E. '65

LOVE, DALE F.
Automotive

LUCAS, TONY
Electronics

LYNCH, EDITH
English
Univ. of Kentucky, B.A. '68
Univ. of Chicago, M.A. '69

MAAS, DAVID C.
Political Science
St. University, Buffalo, N.Y., '68
San Francisco St. College, M.A. '71

MACK, ROBERT
Sociology and Anthropology
Western St. College, B.A. '69
Colorado St. Univ., M.A. '70

MACKEY, BILL
History
Univ. of California (Berkeley), B.A. '62
San Francisco St. College, M.A. '66
Advanced Studies, Univ. of Berlin, '64 - '65

MAUER, BERNARD
Coordinator-Instructor-Merchandising

McDONALD, BEATRICE
Office Administration
State Teachers College, B.S.Ed. '33
Boston Univ., M.Ed. '54
McDONALD, LEE L.  
Psychology  
Univ. of Detroit, B.A. '52  
Wayne State Univ., M.A. '56  
and Advanced Studies

McGRATH, RALPH  
History  
St. Ambrose College, B.A. '62  
Univ. of Iowa, M.A. '67 (History)  
Univ. of Iowa, M.A. '69  
Higher Education

McMULLIN, JANET H.  
Counselor  
Univ. of Washington, B.S. '58  
M. Ed. '69

MILLER, DONALD J.  
Coordinator, Police Administration  
Marquette Univ., B.A. '53,  
J.D., '58

MILLER, EVELYN  
Coordinator, Dental Assistant Program

MILLER, JACQUELINE  
Instructor-Secretarial Science

MISHLER, CRAIG  
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Univ. of Michigan, B.A. '64  
State University, M.A. '67

MOHR, DONALD  
Counselor Aide  
Adult Basic Education

MOSHER, RONALD W.  
Psychology  
San Jose St. College, B.A. '66  
M.A. '70

NICHOLS, JANIS  
Biology  
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M.S. '62  
Univ. of New Mexico, Ph.D. '71

NUNNALLY, CLAY  
English  
Texas Technological College,  
B.A. '65, M.A. '66, Ph.D. '68

WILLIAM J. O’MAHONEY  
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OWENS, DIANE K.  
Adult Basic Education  
Memphis St. Univ., B.A. '65

PARRISH, MORRIS G.  
Physics  
Murray St. Univ., B.A. '68, M.S. '69

PATTERSON, REBECCA  
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Univ. of Colorado, B.A. '67  
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PETERS, JON  
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Univ. of Oregon, B.A. '68, M.A. '70

POND, ROBERTA  
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Pepperdine College, M.A. '61

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Circulation Acquisition Librarian  
Univ. of Alabama, B.S. '69

ROBERTS, JOE H.  
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A.B.A. '62  
Western Michigan Univ., B.A. '66  
Univ. of Oregon, M.S. '68

ROBINSON, CURLE  
Welding  
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ROBINSON, KELLY E.  
Aviation Coordinator  
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B.S. '64
ROSE, FRANCES
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SEARS, ALICE
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SEARS, STANLEY
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Pennsylvania Academy of Fine
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SPARTZ, GEORGE P.
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Vassar, B.A., '60
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Medical Lab Assistant Program
Chicago State College, B.H. '69
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STOWELL, ANNA BUSS
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TAYLOR, LAWRENCE B.
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Southern Oregon College, B.S. '65
Univ. of Oregon, M.A. '70

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Willimette Univ., B.A. '69
Psychology
VANKOOTEN, MARJORIE
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PAR T TIME

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B.S. '64, Math
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AMES, PEGGY B.
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BERKOWITZ, DIANA
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New York Univ., M.A. '65
New York Univ., Ph.D. '70

BERNHARDSON, GARY
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M.S. '67

BLOOM, JOSEPH, Dr.
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BLUE, WALTER
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Hunter College, M.A. '62

BONNEY, MAURICE
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BOWEN, ANITA
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BRANDT, BENJAMIN
Office Administration
Univ. of Alaska, B.Ed. '70

BRITCH, MARGO
Office Administration
Univ. of Alaska, Ed. B.A. '69
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<th>Name</th>
<th>Institution and Degree(s)</th>
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<td>CLAUSEN, BARBARA</td>
<td>Physical Education, Univ. of Colorado, B.S. '65</td>
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<td>COATS, JAMES W.</td>
<td>Psychology, College of Idaho, B.A. '52, Univ. of Utah, M.S. '57</td>
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<td>COBBS, MARY M.</td>
<td>Sociology, West Virginia Univ., A.B. '68, M.A. '71</td>
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<td>CORBRIDGE, CLARK</td>
<td>Mathematics, Colorado College, B.A. '66, Univ. of New Mexico, M.A. '69</td>
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<td>COWALS, DEBORAH</td>
<td>Speech, Northwestern Univ., B.S. '67</td>
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<td>DAVIS, NANCY</td>
<td>Anthropology, Univ. of Chicago, M.A. '65</td>
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<td>DIEMER, EDWARD,</td>
<td>Aviation, St. Louis Univ., B.S. '55, M.S. '60, Ph.D. '65</td>
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<td>EATON, EUGENE D.</td>
<td>Economics, Univ. of Colo., B.A. '65, M.A. '67</td>
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<td>ELLIS, RAYMOND</td>
<td>Accounting, U.C.L.A., B.S. '55, M.B.A. '60</td>
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<td>ERVICE, MARK E.</td>
<td>Art</td>
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<td>EVERETT, GARY D.</td>
<td>Psychology, Texas Tech College, B.S. '66, M.S. '67 Education</td>
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<td>FARRELL, MYRON T.</td>
<td>Adult Basic Education, Valley City State College, B.S. '64</td>
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<td>FLEMING, JOHN C.</td>
<td>History, Western Mich. Univ., B.B.A. '61, Univ. of Alaska, B.Ed. '66, Wayne State Univ., M.Ed. '69</td>
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<td>FRIDLEY, MARY C.</td>
<td>Art, Univ. of Denver, B.A. '38, Alaska Methodist Univ., M.A. '68</td>
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<td>GAUCHAY, CATHERINE</td>
<td>Home Economics, Brigham Young Univ., B.S. '47, M.Ed. '67</td>
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<td>GEIGER, ARNOLD A.</td>
<td>Engineering Sciences, Stout State Univ., B.S. '65</td>
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<td>GILCHRIST, PAT</td>
<td>Adult Basic Education, Univ. of Washington, B.A. '47</td>
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<td>GOELDNER, PETER</td>
<td>Biology, Western Montana College, B.S. '60</td>
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<td>GOLDBERG, BARBARA</td>
<td>Political Science, Univ. of Wisconsin, B.S. '66, M.S. '67 Political Science</td>
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<td>GRUBE, MERRILL E.</td>
<td>Journalism (Photography), Rio Grande College, B.E.Ed. '57, Univ. of Alaska, M.Ed. '70</td>
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<td>GUETSCHOW, PAULA</td>
<td>English, U. of British Columbia, B.A. '67, Univ. of Oregon, M.A. '68</td>
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<td>HALE, MARY</td>
<td>Arts Affiliate Coordinator, Louisiana College, B.A. '40, English, B.A. '40, Music, M.A. '42, English</td>
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<tr>
<td>Name</td>
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<td>HANKE, AMALIA</td>
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<td>HARDWICK, BETTIE</td>
<td>English</td>
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<td>JACQUOT, LOUIS F.</td>
<td>History</td>
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<td>KAMPERT, CAROL</td>
<td>Art</td>
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<td>KAPP, ORA LEE</td>
<td>Music</td>
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<td>KAWAGLEY, OSCAR</td>
<td>Eskimo Language</td>
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<td>KRAGER, BLANCHE</td>
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<td>MAC ALPINE, ELIZABETH</td>
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<td>MAHAFFEY, DIANNE P.</td>
<td>Office Administration</td>
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<td>MILLER, DALE</td>
<td>Data Processing</td>
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<td>MOHWINKEL, ARDEN</td>
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<td>MOORE, DELNO H.</td>
<td>Biology</td>
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<td>OVERHOLSER, WILLIAM</td>
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<td>PANNONE, MICHAEL L.</td>
<td>Aviation Technology</td>
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<td>PLAYER, CORRIE LYNN</td>
<td>English</td>
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<td>PLAYER, GARY F.</td>
<td>Geology</td>
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<td>PRESLER, NOEL D.</td>
<td>GED Test Grader</td>
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<td>PRUITT, JAMES B., JR.</td>
<td>FCC Licensing</td>
</tr>
<tr>
<td>Name</td>
<td>Field</td>
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<td>REASOR, EDWARD J.</td>
<td>Business Administration</td>
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<td>REINHOLZ, HARVEY</td>
<td>Biology</td>
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<td>RICHARDSON, MICHAEL</td>
<td>Economics</td>
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<td>RUDE, PHYLLIS A.</td>
<td>English/Education</td>
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<td>RUSKIN, EVELYN</td>
<td>Adult Basic Education</td>
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<td>SCHROEDER, ARMOND J.</td>
<td>Data Processing</td>
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<tr>
<td>SEILER, BARNEY</td>
<td>Cross-Country Skiing P.E.</td>
</tr>
<tr>
<td>SENDEN, JUDY</td>
<td>Office Administration</td>
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<tr>
<td>SHERWOOD, CLYDE</td>
<td>Accounting</td>
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<tr>
<td>SIDDLE, JAMES R.</td>
<td>Accounting</td>
</tr>
<tr>
<td>SLAMA, BRUCE</td>
<td>Psychology</td>
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<tr>
<td>SMITH, GORDON</td>
<td>Spanish</td>
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<td>SODEN, AL</td>
<td>Aviation Technology</td>
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<tr>
<td>STEEVES, HARRY</td>
<td>Education Sciences</td>
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<td>STEVENS, MILTON</td>
<td>Art</td>
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<td>STEVENSON, MILTON</td>
<td>Art</td>
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<td>TULIN, CHARLES</td>
<td>Business Administration</td>
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<td>VILLESVIK, LINDA ANN</td>
<td>Psychology</td>
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<td>VON KENNEN, RICHARD</td>
<td>Music</td>
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<tr>
<td>WAKEFIELD, TOM</td>
<td>Electronics</td>
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<tr>
<td>WILSON, REBECCA</td>
<td>Spanish</td>
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<tr>
<td>WILTROUT, WILLIAM W.</td>
<td>Physical Education</td>
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<tr>
<td>WINEY, CAROL J.</td>
<td>Home Economics</td>
</tr>
<tr>
<td>WIRCHEM, PATRICIA M.</td>
<td>Bookkeeping</td>
</tr>
</tbody>
</table>
MAINTENANCE

WHEELER, ERWIN
Assistant Director, Physical Plants

ADKINS, ROBERT
Maintenance Coordinator

HANNERS, EDGAR
Maintenance Foreman

LISBY, HERB
Custodial Coordinator

JENSEN, BERT
Custodial Foreman

LASHUE, ORLAFL

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