

Anchorage

Community

College

M. M. Smith
REA / ANC

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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.

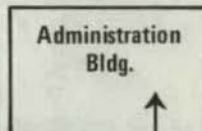
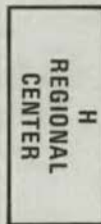
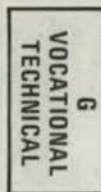
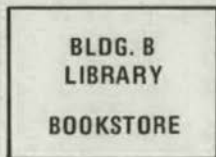
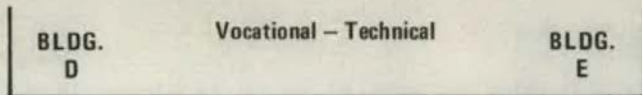
EUGENE F. SHORT
Dean

CAMPUS MAP OF ANCHORAGE
COMMUNITY COLLEGE

LAKE OTIS PARKWAY



PROVIDENCE AVENUE



ANCHORAGE COMMUNITY
COLLEGE
2533 PROVIDENCE AVENUE

ANCHORAGE COMMUNITY COLLEGE

An Extension of the University of Alaska, Anchorage

In Cooperation with

**The Greater Anchorage Area
Borough School District**

2533 Providence Avenue

Anchorage, Alaska 99504

Phone 279-6622

CATALOG

1971 - 1972

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1971-1972 Trimester Calender

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.

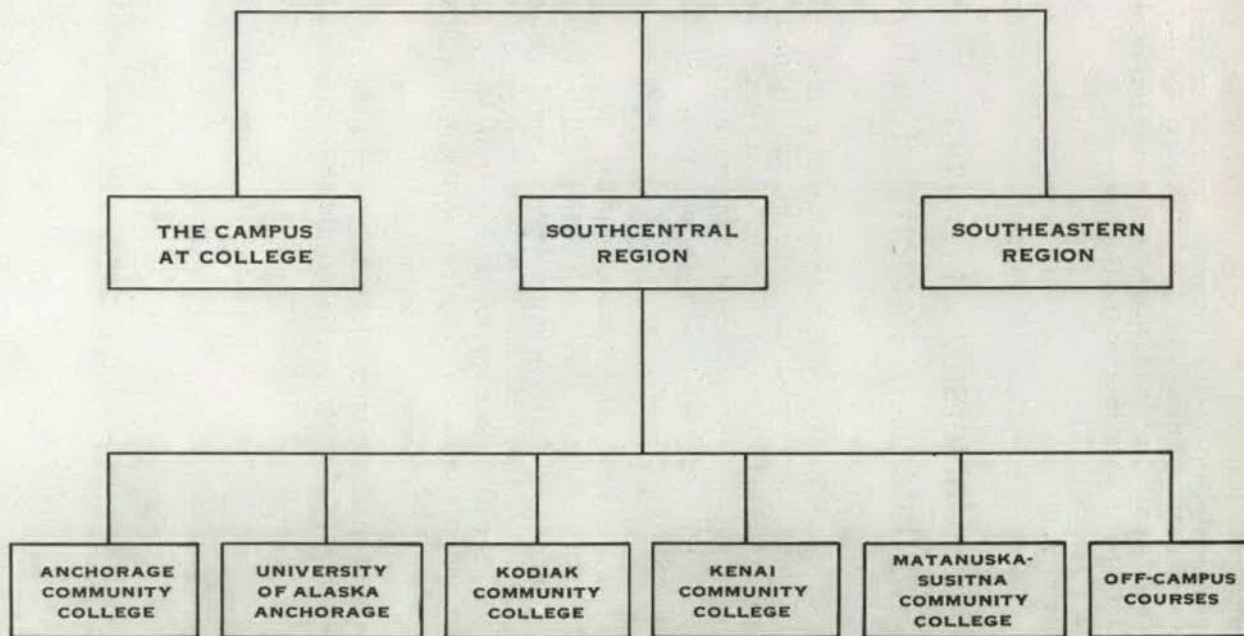
University of Alaska Southcentral Regional Center

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



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.

FEEES AND EXPENSES

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

Part-time Status	Resident	Non-Resident
\$18/credit 1	\$ 18	\$ 18
2	36	36
3	54	54
4	72	72
5	90	90
6	108	108
7	110	135
8	110	160
9	110	185
10	110	210
11	110	235
Full-Time Status		
12-18	100	250

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 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:

English	3 credits	
Math	1 credit)	plus one (1) additional credit in either Math or Science
Science	1 credit)	
Social Studies	2 credits	
Electives	8 credits	

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.

High School Credits Completed	ACC Credits Required
7 or less	3
8 to 11	2
12 or more	1

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	Social Sciences	Humanities
Biological Sciences	Anthropology	Art
Chemistry	Economics	English
Geology	Geography	Foreign Language
Physics	History	Journalism
	Home Economics	Linguistics
	Political Science	Music
	Psychology	Philosophy
	Sociology	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		Credits
English		6
American Government or History		6
Speech (Fundamentals of Oral Communications)		3
General Education		18
Humanities		
Social Sciences	at least 6 credits from	
Mathematics	3 different areas	
Other		
Major requirements		20-30
Electives		
	Total	60



General Requirements for an Associate in Arts Degree

SUBJECT REQUIREMENTS FOR GRADUATION

I GENERAL EDUCATION REQUIREMENTS

A. Specific Requirements	Credits
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
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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 baccalaureate degree program will be counseled to assure that the courses he takes will be acceptable to the institution of his choice.

- V 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 | Credits |
|---|---------|
| 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 |
| 3. Speech 68 — Elementary Public Speaking I or
Speech III — Fundamentals of Oral Communication | 3 |
| 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 | 6 |
| 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

Credits

I. GENERAL EDUCATION REQUIREMENTS

English	6
Public speaking	3
Mathematics 61 Business Mathematics or Math 110 Mathematics of Finance	3
Psychology 53 Human Relations	3
Psychology or Sociology elective	3
Business Administration 293 Introduction to Data Processing	3
Office Administration 103 Elementary Typewriting	2
Accounting 101 Elementary Accounting	3
Accounting 102 Elementary Accounting	3

II. MAJOR SPECIALTY

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 114	
Elements of Weather	3
Aviation Technology 116	
Aviation Weather	3
Aviation Technology 134	
Principles of Aviation Administration I	3
Aviation Technology 136	
Principles of Aviation Administration II	3
Aviation Technology 138	
Management-Airline and Air Carrier	3
Aviation Technology 140	
Management-Airport or	
Aviation Technology 142	
Management-Fixed Base Operation	3
Aviation Technology 144	
Airline Marketing	3
Aviation Technology 146	
Aviation Industrial Relations	3
	Total credits
	62

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





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

**PROFESSIONAL AVIATION WITH A MAJOR IN
AIR TRAFFIC CONTROL**

Credits

I. GENERAL EDUCATION REQUIREMENTS

English	6
Public Speaking	6
Mathematics 105	
Intermediate Algebra	3
Psychology 53	
Human Relations	3
Psychology or Sociology elective	3
Business Administration 293	
Introduction to Data Processing	3
Business Administration 294	
Computer Programming Languages	3
Office Administration 103	
Elementary Typewriting	2

II. MAJOR SPECIALTY

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 114	
Elements of Weather	3
Aviation Technology 116	
Aviation Weather	3
Aviation Technology 120	
Principles of Air Traffic Control I	3
Aviation Technology 122	
Principles of Air Traffic Control II	3
Aviation Technology 124	
The Radar Environment	3
Aviation Technology 126	
Air Traffic Control Regulations	3
Aviation Technology 128	
Air Traffic Control Facilities and Operations I	3
Aviation Technology 130	
Air Traffic Control Facilities and Operations II	3

Aviation Technology 132
Air Traffic Control Intern Program 1 - 6

Total credits 68

AIR TRAFFIC CONTROL

First Semester

English 67
Elementary Exposition or
English 101
Composition and Modes of Literature 3
Mathematics 105
Intermediate Algebra 3
Aviation Technology 102
Introduction to Aviation I 3
Aviation Technology 114
Elements of Weather 3
Aviation Technology 120
Principles of Air Traffic Control I 3

Second Semester

English 68
Elementary Exposition or
English 102
Composition and Modes of Literature 3
Psychology 53
Human Relations 3
Office Administration 103
Elementary Typewriting 2
Aviation Technology 104
Introduction to Aviation II 3
Aviation Technology 116
Aviation Weather 3
Aviation Technology 122
Principles of Air Traffic Control II 3

Third Semester

Speech 68
Elementary Public Speaking 3

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

Credits

First Semester

Mathematics 107	
College Algebra	3

Aviation Technology 100	
Private Pilot Ground School	4
Aviation Technology 102	
Introduction to Aviation I	3
Aviation Technology 112	
Aerophysics	3
Aviation Technology 114	
Elements of Weather	3
Aviation Technology 148	
Private Flying	2

Second Semester

English 67	
Elementary Exposition or	
English 101	
Composition and Modes of Literature	2
Mathematics 108	
Trigonometry	2
Aviation Technology 104	
Introduction to Aviation II	3
Aviation Technology 116	
Aviation Weather	3
Aviation Technology 150	
Commercial Ground Instruction	4
Aviation Technology 152	
Commercial Flying	3

Third Semester

English 68	
Elementary Composition or	
English 102	
Composition and Modes of Literature	3
Aviation Technology 106	
Aviation Laws and Regulations	3
Aviation Technology 108	
Aviation Safety	3
Aviation Technology 154	
Instrument Ground Instruction	4
Aviation Technology 156	
Instrument Flying	3

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

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
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	1
Aviation Technology 240	
Ignition Systems	1
Aviation Technology 242	
Fuel Metering Systems	1
Aviation Technology 244	
Engine Fuel Systems	1
Aviation Technology 246	
Induction Systems	1
Aviation Technology 248	
Engine Cooling Systems	1
Aviation Technology 250	
Engine Exhaust Systems	1

Total credits 70

AIRFRAME AND POWERPLANT

Credits

First Semester

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

Second Semester

English 67	
Elementary Exposition or	
English 101	3
Composition and Modes of Literature	
Aviation Technology 104	3
Introduction to Aviation II	
Aviation Technology 170	2
Basic Electricity	
Aviation Technology 172	2
Aircraft Drawings	

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	1
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Fourth Semester

English 89 Introduction to Report Writing or Office Administration 231 Business Correspondence	3
Aviation Technology 106 Aviation Laws and Regulations	3
Aviation Technology 184 Maintenance Forms and Records	1
Aviation Technology 188 Maintenance Publications	1
Aviation Technology 190 Mechanic Privileges and Limitations	1
Aviation Technology 240 Ignition Systems	1
Aviation Technology 242 Fuel Metering Systems	1
Aviation Technology 244 Engine Fuel Systems	1
Aviation Technology 246 Induction Systems	1
Aviation Technology 248 Engine Cooling Systems	1
Aviation Technology 250 Engine Exhaust Systems	1
Aviation Technology 252 Propellers	1
Total credits	70

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN BEHAVIORAL SCIENCE

FIRST YEAR

	Credits
Semester I	
English 101 Composition and Modes of Literature or English 67 Elementary Exposition	3
Speech 111 Public Speaking I	3

Psychology 101	Introduction to Psychology	3
Sociology 101	Introduction to Sociology	3
Office Administration 103	Elementary Typing	
	Social Science Elective — History	
	Economics, or Police Administration	3

Semester II

English 102	Composition and Modes of Literature or	3
English 68	Elementary Exposition	
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	
	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	Credits
A. Specific:	
English	6

Political Science or		
American History (in sequence)		6
Speech		3
B. General		
Mathematics		
Mathematics 107 (College Algebra)		3
Mathematics 108 (Trigonometry)		2
Mathematics 110 (Mathematics of Finance)		3
Mathematics 204 (Elementary Probability and Statistics)		3
Other		
Accounting 101 (Elementary Accounting)		3
Accounting 102 (Elementary Accounting)		3
Business Administration 371 (Business Data Processing)		4
II. Major Specialty:		
Computer Information Systems 100 (Introduction to FORTRAN)		2
Computer Information Systems 104 (Operations Management)		3
Computer Information Systems 201 (COBOL)		3
Computer Information Systems 202 (Principles of Programming with Business Applications)		4
Computer Information Systems 210 (Systems Design and Analysis)		4
Business Administration 254 (Business Practicum)		1
Business Administration 372 (Business Simulation)		3
III. Electives: (Any two courses)		
Business Administration 151 (Introduction to Business)		3
Computer Information Systems 103 (Techniques of Organization)		3
Computer Information Systems 209 (Introduction to Operating Systems)		3
Computer Information Systems 220 (Basic Programming Languages)		3
	Total credits	65

CURRICULUM FOR ASSOCIATE OF ARTS DEGREE
IN COMPUTER SCIENCES
SCIENCE AND ENGINEERING ORIENTATION

FIRST YEAR

Fall Semester	16 Credits
Mathematics 109	3
Computer Science 103	3
Computer Science 104	3
Computer Science 203	4
Computer Science 204	3
Spring Semester	16 Credits
Mathematics 204	3
Computer Science 209	3
Computer Science 211	3
Computer Science 212	3
Computer Science 215	4

SECOND YEAR

Fall Semester	16 Credits
Mathematics 109	3
Computer Science 103	3
Computer Science 104	3
Computer Science 203	4
Computer Science 204	3
Spring Semester	16 Credits
Mathematics 204	3
Computer Science 209	3
Computer Science 211	3
Computer Science 212	3
Computer Science 215	4

DEGREE REQUIREMENTS FOR AN ASSOCIATE DEGREE IN EARLY CHILDHOOD DEVELOPMENT

GENERAL REQUIREMENTS:

	Credits
English 111, 211 or 213, or 67, 68	6
Speech Communication 111	3
History 131-132 or Political Science 101-102	6
Social Science	
Psychology 101	3
Sociology 101 or Anthropology 101	3
Natural Science Electives	
Humanities Electives	
Mathematics Electives	
Other Academic Areas	
(At least 6 credits in any 2 elective areas)	12

MAJOR REQUIREMENTS:

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

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

	Credits
Semester I	
Electronics Technology 51 DC Circuits	4
Electronics Technology 52 AC Circuits	4
Electronics Technology 55 Electronic Practices I	3
Electronics Technology 59 Mathematics for Electronics	5
Semester II	
Electronics Technology 61 Tubes and Semiconductors	4
Electronics Technology 62 Electronic Circuits I	3
Electronics Technology 63 Electronic Systems I	4
Electronics Technology 66 Electronic Practices II	3
English 67 Elementary Exposition I	3

SECOND YEAR

Semester III	
Electronics Technology 71 Electronics Circuit II	5
Electronics Technology 72 Electronics Circuit III	4
Electronics Technology 75 Microwave Electronics	4
Electronics Technology 78 Solid State Electronics	4
Semester IV	
Electronics Technology 85 Navigational Ground Equipment	4
Electronics Technology 86 Basic Aircraft Systems	4
Electronics Technology 88 Avionics Systems	4
Political Science 101 American Government	3
Business Administration 165 Business Administration for Technicians	3
Total Credits	68

**SPECIFIC REQUIREMENTS FOR
ASSOCIATE DEGREE IN FOOD SERVICES TECHNOLOGY**

GENERAL REQUIREMENTS (9 credits)

	Credits
Political Science 101. American Government	3
U. S. Constitution and its philosophy, evolution of the branches of the government; political process in American Government; and contemporary political issues.	
Political Science 102. Introduction to Political Science	3
The political process and its examination. Goals, methods, and levels of government.	
Psychology 53 Human Relations	3
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.	

II. HUMANITIES (6 credits)

	Credits
English 67 Elementary English	3
English 68 Elementary English	3
Training in oral and written communication	
or	
English 101 Composition and Modes of Literature	3
English 102 Composition and Modes of Literature	3
Intensive instruction in orderly thought, clear expression, and analysis of creative literature.	

III. FOOD SERVICE TECHNOLOGY (52 credits)

Credits

Food Service Technology 51	
Introduction to Food Service	1

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

Credits

I. GENERAL EDUCATION REQUIREMENTS

A. Specific Requirements		15
1. English	6	
2. Social Studies	6	
3. Speech	3	
B. General Education		18
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		17
1. Education 201	3	
2. Education 111	3	
3. Education 205	4	
4. Education 206	4	
5. Art 204	3	

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

Semester I	Credits
English (A1)	3
Social Studies (A2)	3
Speech (A3)	3
Education 201 (AA1)	3
Art 204 (AA5)	3
Semester II	
English (A1)	3
Social Studies (A2)	3
Education 111 (AA2)	3
Mathematics (B4)	3
Office Administration 103 (B5)	2
Semester III	
Education 205* (AA3)	4
Psychology 101 (B2)	3
Sociology 101 (B2)	3
Mathematics (B4)	3
Elective (BB)	3
Semester IV	
Education 206* (AA4)	4
Anthropology 202 (BB1)	3
Office Administration 61 (B5)	3

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

Semester I		Credits
Materials Technology 51	Technical Mathematics	3
Materials Technology 71	Principles of Industrial Science	4
Materials Technology 57	Technical Blueprints	4
Art 53	Freehand Shop Sketching	2
Speech 111	Speech 111 or Public Speaking I	3
Materials Technology 75	Welding Processes	3
Semester II		
Materials Technology 52	Technical Mathematics	3
Materials Technology 72	Physics for Welding	4
Materials Technology 73	Electronic Welding Equipment	3
English		3
Electives		3
* Materials Technology 81	Field Training	1

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

SECOND YEAR

Semester III		
Materials Technology 88	Automatic Systems	4
Materials Technology 85	Materials Science	3
Materials Technology 82	Codes and Physical Tests	2

Materials Technology 89	Welding Metallurgy	4
Social Science		3
Semester IV		
Social Science		3
English 89	Report Writing	3
Materials Technology 95	Introduction to Polymers	3
Materials Technology 97	Non-Destructive Testing	3
Materials Technology 98	X-ray and Radioisotope Radiography	4
Total Credits		66

COURSE OF STUDY
for
Associate Degree Nursing Program

First Year Curriculum

		Fall Semester
Course No.	Descriptive Title	Credits
Speech 111	Fundamentals of Oral Communication	3
Chemistry 103 or 104	Survey of Chemical Principles	4
Biology 111	Human Anatomy and Physiology	3
Nursing 150	Nursing Principles in Health Promotion I	5
Total		15

Spring Semester

English 111	Composition and Modes of Literature	3
Biology 112	Human Anatomy and Physiology	3
Elective *		3
Nursing 151	Nursing Principles in Health Promotion II	8
Total		17

		Summer Session
Nursing 252	Clinical Nursing	8
English 211	Composition and Modes of Literature	3
Total		11

Second Year Curriculum

		Fall Semester
P. S. 101 or History 131	Introduction to Political Science or American History	3
Elective *		3
Nursing 253	Clinical Nursing	8
Total		14

		Spring Semester
P. S. 101 or History 132	Introduction to Political Science or American History	3
Nursing 254	Maternal-Child Nursing	8
Nursing 255	Issues in Nursing	3
Total		14

* Choose electives from humanities

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN POLICE ADMINISTRATION

ASSOCIATE OF ARTS DEGREE IN POLICE ADMINISTRATION (65 Hours)

GENERAL REQUIREMENTS: (32 Hours)

	Credits
English	6
Speech	2
American Government 101-102	6
Psychology 101	3
Sociology 101	3
Natural Science or Mathematics	6
Humanities or Other Electives	6

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)

	Credits
Police Administration 110 Introduction to Criminal Justice	3
Police Administration 251 (Prerequisite: Sociology 101)	3
Police Administration 252 Criminal Law (Substantive Law) — Laws of arrest, search & seizure, and criminal evidence)	3

ELECTIVE COURSES IN POLICE ADMINISTRATION:
(9 Hours)

Police Administration 159
 (Line and Staff administration - theoretical & practice)

Police Administration 255
 Criminal Investigation

Police Administration 257
 Traffic Safety

Police Administration 258
 Juveniles and the Law

Political Science 259
 Administrative Concepts
 (Basic organization, management,
 and budgeting theory)

Sociology 210
 Principles of Correction





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 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**

Art 108 **2 credits**

Basic investigation of the materials of watercolor and their use in expressing the student's ideas and problems in the techniques of watercolor.

Art 161 Design and Color Theory **2 credits**

Art 162 Design and Color Theory **2 credits**

Creative designing and rendering. Emphasis on mass-space relationships and composition, value transitions and hues, colorwheel, color, and intensity movements.

**Art 204 New Art Media and Techniques
for the Teacher** **3 credits**

Techniques of combining art with any subject matter to enhance and enrich these courses. Studio course combined with art history.

Art 205 Life Drawing and Composition **2 credits**

Art 206 Life Drawing and Composition **2 credits**

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.

Art 207 Beginning Printmaking **2 credits**

Art 208 Beginning Printmaking **2 credits**

Prerequisite: Art 106 or permission of the instructor.

Various intaglio and relief printing media, engraving, etching, woodcut, and other graphic media.

Art 211 Beginning Sculpture **3 credits**

Art 212 Beginning Sculpture **3 credits**

Original, creative studies in clay, wood, and stone sculpture. Emphasis on mastery of techniques and material processes.

Art 213 Beginning Oil Painting 3 credits

Art 214 Beginning Oil Painting 3 credits

Prerequisite: Art 106, 162, or permission from the instructor.

Basic investigation of materials and their use in expressing the students' ideas.

Art 215 Weaving 2 credits

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, macreme', and spinning and dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.

Art 261 History of World Art 3 credits

Art 262 History of World Art 3 credits

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.

Art 312 Intermediate Sculpture 3 credits

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.

Art 314 Intermediate Oil Painting 2 credits

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 Journeyman	Non-credit
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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

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

Fourth Semester

Accounting 102	Elementary Accounting	3 credits
Psychology 153	Human Relations	3 credits
Speech Communication 111	Public Speaking I	3 credits
Aviation Technology 140	Management-Airport or	
Aviation Technology 142	Management-Fixed Base Operation	3 credits
Aviation Technology 146	Aviation Industrial Relations	3 credits

Second Semester

English 102	Composition and Modes of Literature	3 credits
Business Administration 293	Introduction to Aviation II	3 credits

Aviation Technology 104	Introduction to Aviation II	3 credits
Aviation Technology 116	Aviation Weather	3 credits
Aviation Technology 136	Principles of Aviation Administration II	3 credits

Aviation Technology

AVIATION ADMINISTRATION

First Semester

English 111	Composition and Modes of Literature	3 credits
Mathematics 110	Mathematics of Finance	3 credits
Office Administration 103	Elementary Typewriting	2 credits
Aviation Technology 102	Introduction to Aviation I	3 credits
Aviation Technology 114	Elements of Weather	3 credits
Aviation Technology 134	Principles of Aviation Administration I	3 credits

PILOT TRAINING

First Semester

Mathematics 107	College Algebra	3 credits
Aviation Technology 100	Private Pilot Ground School	4 credits
Aviation Technology 102	Introduction to Aviation I	3 credits
Aviation Technology 112	Aerophysics	3 credits
Aviation Technology 114	Elements of Weather	3 credits
Aviation Technology 148	Private Flying	2 credits

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

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 Technolgoy	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 Technolgoy	106	Aviation Laws and Regulations	3 credits
Aviation Technology	124	The Radar Environment	3 credits

Aviation Technology	128	ATC Facilities & Operations I	3 credits
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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
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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
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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
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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
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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 mechanism; 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	Credits
A. Specific:	
English	6
Political Science American History (in Sequence)	6
Speech	3
	15
B. General:	
Mathematics	
Mathematics 107 (College Algebra)	3
Mathematics 108 (Trigonometry)	2
Mathematics 110 (Mathematics of Finance)	3
Mathematics 204 (Elementary Probability and Statistics)	3
Other:	
Accounting 101 (Elementary Accounting)	3
Accounting 102 (Elementary Accounting)	3
Computer Information Systems 101 (Introduction to Data Processing)	3
Business Administration 371 (Business Data Processing)	4
	24

II. Major Speciality:

Computer Information Systems 100 (Introduction to FORTRAN)	2
Computer Information Systems 104 (Operations Management)	3
Computer Information Systems 201 (COBOL)	3
Computer Information Systems 202 (Principles of Programming with Business Applications)	4
Computer Information Systems 210 (Systems Design and Analysis)	4
Business Administration 254 (Business Practicum)	1
Business Administration 372 (Business Simulation)	3
	20

III. Electives: (Any two courses)

Business Administration 151 (Introduction to Business)	3
Computer Information Systems 103 (Techniques of Organization)	3
Computer Information Systems 209 (Introduction to Operating Systems)	3
Computer Information Systems 220 (Basic Programming Languages)	3
	12
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,



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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 capacitive 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: Electronic 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

Non-credit

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

2 credits

Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Charts, graphs and diagrams.

- Engineering Science 102 Graphics 2 credits**
 Descriptive geometry; graphic solution of three dimensional problems.
- Engineering Science 111 Engineering Science 3 credits**
 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 3 credits**
 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.

Geology 213 Mineralogy

4 credits

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

5 credits

Eskimo 102

5 credits

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

5 credits

German 102 Elementary German

5 credits

Prerequisite: For German 102, German 101.

Designed to teach students to hear, speak, read, and write German.

German 201 Intermediate German

3 credits

German 202 Intermediate German

3 credits

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

3 credits

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

Origins of Russia. Kievan Russia. The Mongol Era and the Rise of Muscovy. Modern Russia to the twentieth century.

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

Fundamental sewing processes in garment construction, using modern techniques. Clothing selection and wardrobe study, and the psychological and social significance.

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

Welding practices, clamps and fixtures, and x-ray standards. **Shop:** Field welding on pipe in 2G and 5G positions to x-ray standards. Certification to A.P.I. standards, vertical down.

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	CO² Dip Transfer Welding	4 credits
Electrical characteristics of power supplies for CO ² welding. Wire feeders, inductance, drop transfer rate, arc characteristics of dip transfer mode.			
Materials Technology	71	Principles of Industrial Science	4 credits
Concepts of heat flow, electricity and radiation as applied in the welding field. Preparation for Materials Technology 88.			

Materials Technology 72 Physics for Welding 4 credits

Physical properties of solids and modifications encountered in welding. Preparation for Materials Technology 85 and Materials Technology 89.

Materials Technology 73 Electric Welding Equipment 3 credits

Study of the proprietary equipment in the use of welding power sources and control systems.

Materials Technology 74 Tig Welding 5 credits

Welding of common non-ferrous alloys by the Tig and plasma needle arc processes. Equipment, metallurgy and shielding gases.

Materials Technology 75 Welding Processes 3 credits

A study of the approximately threescore welding processes in common use. Covers the advantages, limitations, applications, and cost factors for each.

Materials Technology 76 Inert Gas Metal Arc Welding 5 credits

Prerequisite: Materials Technology 61.

Electrical characteristics of inert gas metal arcs, gas mixtures, Pulsedarc, metallurgy of non-ferrous alloys.

Materials Technology 79 Welding of Plastics 3 credits

Introduction of weldable plastics, producing joints by fusion, adhesives and solvents.

Materials Technology 81 Field Training 1 credit

Responsible supervised welding work in industry in summer or between semesters.

Materials Technology 82 Codes and Physical Tests 2 credits

Survey of engineering codes for welding, codes and destructive tests, procedure specifications and physical test.

**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.

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

Medical Laboratory Assistant

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
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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
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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 specialities.

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

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.

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

Physical Education 1 Ballroom Dance Non-credit

Basic techniques and steps of modern ballroom dance. A class for beginners.

**Physical Education 3 Recreational and
Physical Education Non-credit**

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 Non-credit

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 1 credit**

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 1 credit**

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 3 credits
(Correspondence Course)

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

Political Science 101 Introduction to American Government 3 credits

Political Science 102 and Political Science 3 credits

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 3 credits

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 3 credits

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 3 credits

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 3 credits

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

Psychology 101 Introduction to Psychology 3 credits

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.

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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DAVID R. KNAPP

Eugene Short Dean	Ann Dunn Registrar
David R. Knapp Asst. Director	Gene Johnson Counselor
Ralph McGrath . . . Evening Supervisor	Janet McMullin Counselor
William R. Krager Director	Maya Stanley Counselor
of Physical Plant	Gene R. Smith Counselor
William J. O'Mahoney . . . Vocational-	Richard Gelardin Counselor
Technical Coordinator	

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John Hart Social Sciences	Robert Leach . . . Vocational-Technical

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Secretary-LPN Program

AULABAUGH, CAROL
Front Desk (evenings)

BROTHERTON, MARY
Library

OKAZAKI, JUDY
Secretary-Welding

COLE, PAT
Student Records

DANNEHY, DELORIS
Payroll-Accounting

DIETZ, LINDA
Clerk-Registrar's Office

DORLAND, LOANA
Front Desk

DUMMELLE, MARILYN
Clerk-Electronics

FOWLER, MARGARET
Administrative Secretary

FULLER, DIANE
Clerk-Registrar's Office

GERDON, LISA
Library Clerk

HAERTEL, CAROL
Administrative Secretary — ABE

HASH, BERNICE
Library

JACKOWSKI, JAN
Assistant to Registrar

JACKSON, GARY
Evening Receptionist

JOHNSON, PATRICIA
Accounting

JONES, HAYDEN
Administrative Secretary,
Financial Aids

KRIDLER, ANN
Administrative Assistant-
Counseling

LANTZ, DONNA
Front Desk

LOVE, CYNTHIA
Secretary-Instrument Man

MARTIN, JOYCE
Accounting

MARTIN, MARSHA
Secretary-Vocational
Technical Program

NELSON, SARA
Accounting

O'KEEFE, MILDRED
Accounting

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Clerk-Library

RILEY, JEAN
Accounting

ROBINSON, JAMIE P.
MT/ST Operator

RUMFELT, "SPARKY"
Administrative Assistant -
Accounting

SCHILZ, SARAH
Secretary-Registrar

SHELMERDINE, SUSIE M.
Secretary-Counseling Office

SLAMA, SALLY
Administrative Secretary

SMITH, ANNA MAE
Accounting

SWANK, VICKI
Receptionist

WALKER, JOY
Administration-Personnel

WARD, MARIE
Library

WELLS, NANCY
PBX Operator

WESTOVER, MARILYN
Secretary-Sociology

WOLD, GAIL
Secretary-Vocational
Technical Program

WRIGHT, VIOLET L.
MT/ST Operator (Night)

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The dentists are members of the Education Committee of the Southcentral District Dental Society.

Acting as liaison for the Anchorage Community College program constitutes one of their various duties.

The committee changes annually with each new slate of officers.

ELECTRONICS ADVISORY COMMITTEE

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Leo R. Smith
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Mr. Vincent Durant
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Mr. Glenn Lundell
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Mr. Gayle Sheridan
Mr. Ernest Swalling
Mr. Jerome Tackes
Mr. Robert Whorl

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Jean A. Chapman, M.D.
Thomas J. Harrison, M.D.
James W. Mortensen, M.D.
Wanda Brown

Paul G. Isaak, M.D.
Mary (Lucy) Roberts
Robert G. Ogden
Marion K. Lampman
Phyllis Combs

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Mrs. Sylvia Olmein
Dr. Don Rogers

Dr. P. C. Beck
Dr. M. F. Beirne
Dr. Fred Strauss
Mr. Charles King

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Mr. R. Emery

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Mr. L. Warren
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Mr. Jerry Mount

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Mr. Leroy Southwood
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Mr. Rod Loescher

Mr. Alvin Moe
Mr. George Smith

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Mr. Ronald Cooper
Mr. Sam Lambert

Members Representing Labor:

Mr. George Cook
Mr. G. L. Metcalf
Mr. Ivan Solheim

Faculty - 1971-1972

FULL TIME

APPEL, DARLENE

Office Administration
Mankato State College B.S. '56

APPEL, KEITH

Art
Mankato State College B.S. '59
M.S. '62

AULETTA, VIRGINIA

English
New York State Univ. B.S. '62,
M.S. '68

BABCOCK, WILLIAM

Sociology
Springfield College, B.S. '60
Columbia Univ., M.S.W. '63

BARKER, MARILYN H.

Biology
Miami Univ., A.B. '64
Washington State Univ., PhD. '70

BENNETT, EARL M.

Automotive Coordinator

BLEWETT, PETER W.

History, French
Willamette Univ. B.A., '61
Johns Hopkins Univ., M.A., '64

BUNDE, CONLEY R.

Aviation Speech
Central Wash. St. College, B.A. '67

BURGESS, DWANE

Coordinator - Social Services
Psychology Alaska Methodist
University R.A. '67

CARLSON, LO RAINE

Coordinator, R.N.
Associate Degree in
Nursing Program
Buena Vista College, B.A., '48
Good Samaritan Hospital
School of Nursing, R.N. '61
St. Louis Univ., M.S.N., '65

CARTER, DONALD M.

Public Information
French, Journalism
Univ. of Calif. (Berkeley),
B.A., '50
San Francisco State College
M.A., '70

CHEESEMAN, JOSEPH

Welding

COMBS, ALEX D.

Art
Temple Univ., B.F.A., '49
B.S. Ed., M.F.A. '52

CONNORS, JOSEPH

Speech
Univ. of Mont., B.A., '66
M.A. '70

doI PIAZ, VIRGINIA A.

Instructor - LPN
Texas Woman's Univ., B.S. '68

DAVIS, HARRIET C.

Instructor - LPN
Boston Univ., School
of Nursing, B.S. '67

DAVIS, HARRIET C.

Instructor - LPN
Boston Univ., B.S. '67

- 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.**
Music
Bethany College, B.A. '50
Univ. of Alaska M.A. '70
- FECZKO, LOIS**
Russian/English
Indiana Univ., A.B. '62, M.A. '66
- FORGUES, CORINNE**
Instructor-Coordinator
Medical Office Assistants
Univ. of Washington - 2 years
- GARDENHEIR, NEIL C.**
Electronics
AET - ACC
- GELARDIN, RICHARD**
Counseling
East Central State College, B.A. '60
Univ. of Montana, M.Ed '69
- 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**
Circulum 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.A. '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**
English
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
Colorado St. Univ., B.S. '58
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'MAHOONEY**
Vocational - Technical Coordinator
- 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**
English
Univ. of Colorado, B.A. '67
Colorado St. Univ., M.A. '71
- PETERS, JON**
Economics
Univ. of Oregon, B.A. '68, M.A. '70
- POND, ROBERTA**
Psychology
Abilene Christian College, B.S. '59
Pepperdine College, M.A. '61
- PROCKISH, TONY**
Instructor Automotive Program
- REED, SUE ELLEN**
Circulation Acquisition Librarian
Univ. of Alabama, B.S. '69
- ROBERTS, JOE H.**
Sociology
Muskegon Community College,
A.B.A. '62
Western Michigan Univ., B.A. '66
Univ. of Oregon, M.S. '68
- ROBINSON, CURLE**
Welding
A.M.I. - O.I.I.
- ROBINSON, KELLY E.**
Aviation Coordinator
Glendale College, A.A., '54
U.S. Military Academy, B.S. '58
U.S. Naval Postgraduate School,
B.S. '64

- ROSE, FRANCES**
Adult Basic Education
Queen College, B.A. '59
- ROUSSEAU, CHARLES**
Instructor Electronics Technology
- SCHEER, EUGENE B.**
Electronics
- SCHMIDT, DIANE**
Adult Basic Education
Memphis State Univ., B.S. '65
- SCHMIDT, RUTH**
Geology
New York Univ., A.B. '36
Columbia, M.A. '39, Ph.D. '48
- SCHUSTER, E. J. E.**
Sociology
Alaska Methodist Univ., B.A. '67
Univ. of Oregon, M.A. '68, Ph.D. '7
- SEARS, ALICE**
English
Oregon College of Ed. B.S. '62
M.S. '70 Education
- SEARS, STANLEY**
Instructor-Engineering Technology
- SHORT, EUGENE**
Dean
College of the Pacific, A.B. '41
Stanford Univ., M.A. '58
- SIEMENS, WILLIAM P.**
Reference Librarian
Biola College, B.A. '67
Univ. of Southern California,
M.L.S. '68
- SIEMENS, WILLIAM**
Psychology
Biola College, Th.M. '48
Wheaton College, B.A. '57
Pepperdine College, M.A. '58
Claremont Graduate School,
Ph.D. '68
- SIMONDS, DONALD T.**
Aviation Technology
St. Lawrence Univ., B.A. '65
- SMITH, EUGENE R.**
Counselor
Univ. of Utah, B.S. '52
Trinity Univ. of Texas, M.S. '62
- SOMMER, WASSILY**
Art
Fleischer School, '55
Philadelphia Museum of Art, '56
Pennsylvania Academy of Fine
Arts, '59
- SPARTZ, GEORGE P.**
Sociology
Montana State Univ., B.A. '50
Univ. of Utah, M.S.W. '53
- STANFILL, MARYDEE R.**
English
Vassar, B.A., '60
Univ. of Alaska, M.A. '70
- STANLEY, MAYA D.**
Counselor
Adelphia Univ., B.A. '67
Florida Atlantic Univ. M.Ed. '69
- STEINBACH, CATHERINE A.**
Instructor-Coordinator
Medical Lab Assistant Program
Chicago State College, B.H. '69
Microbiology
- STOWELL, ANNA BUSS**
German, French
Univ. of Minn., B.A. '27, M.A. '28
- TAYLOR, LAWRENCE B.**
Mathematics
Southern Oregon College, B.S. '65
Univ. of Oregon, M.A. '70
- TURNER, MICHAEL**
Counselor-Social Services
Willimette Univ., B.A. '69
Psychology

VAN KOOTEN, MARJORIE
Practical Nursing
St. Joseph's Hospital School of
Nursing, Calvin College, B.A. '59

WARD, JOHN
Instructor - Welding
Washington & Jefferson College
B.A. '62

WRIGHT, CLAUDIA
Adult Basic Education
Univ. of Alaska, B.A. '66

PART TIME

ADKINS, ROBERT E.
Psychology/Sociology
Western Michigan Univ.
B.S. '64, Math
M.A. '64, Guidance and
Counseling

AMES, PEGGY B.
English
Delta State College, B.S.E. '60
Univ. of Arkansas, M.A. '70

ARNOLD, JAMES
Automotive

ASHCRAFT, CHARLES O.
Business Administration
Phillip Univ. B.S. '58, M.E. '65

BAILEY, WILLIAM R.
Instructor/Counseling
Univ. of Puget Sount, B.A. '66
Univ. of Alaska, M.S. '70
Psychology

BAKKE, NORMAN O.
Welding

BARKER, LeROY
Political Science
Univ. of Southern Calif., B.S.'56
Univ. of California, L.L.B. '61

BEIER, BARBARA JEAN
Office Administration
Univ. of Denver, B.S. '65

BERKOWITZ, DIANA
Spanish
Univ. of California, B.A. '64
New York Univ., M.A. '65
New York Univ., Ph.D. '70

BERNHARDSON, GARY
Biology
Mankato State College, B.S. '60,
M.S. '67

BLOOM, JOSEPH, Dr.
Consulting Psychiatrist

BLUE, WALTER
History
Washington St. College, B.A. '39
Hunter College, M.A. '62

BONNEY, MAURICE
Asst. Professor of Music
Juilliard School of Music, '50

BOWEN, ANITA
Adult Basic Education
Western Kentucky Univ., B.S. '67

BRANDT, BENJAMIN
Office Administration
Univ. of Alaska, B.Ed. '70

BRITCH, MARGO
Office Administration
Univ. of Alaska, Ed. B.A. '69

- CLAUSEN, BARBARA**
Physical Education
Univ. of Colorado, B.S. '65
- COATS, JAMES W.**
Psychology
College of Idaho, B.A. '52
Univ. of Utah, M.S. '57
- COBBS, MARY M.**
Sociology
West Virginia Univ. A.B. '68,
M.A. '71
- CORBRIDGE, CLARK**
Mathematics
Colorado College, B.A. '66
Univ. of New Mexico, M.A. '69
- COWALS, DEBORAH**
Speech
Northwestern Univ., B.S. '67
- DAVIS, NANCY**
Anthropology
Univ. of Chicago, M.A. '65
- DIEMER, EDWARD,**
Aviation
St. Louis Univ., B.S. '55
M.S. '60, Ph.D. '65
- EATON, EUGENE D.**
Economics
Univ. of Colo., B.A. '65,
M.A. '67
- ELLIS, RAYMOND**
Accounting
U.C.L.A., B.S. '55, M.B.A. '60
- ERVICE, MARK E.**
Art
- EVERETT, GARY D.**
Psychology
Texas Tech College, B.S. '66
M.S. '67 Education
- FARRELL, MYRON T.**
Adult Basic Education
Valley City State College
B.S. '64
- FLEMING, JOHN C.**
History
Western Mich. Univ., B.B.A. '61
Univ. of Alaska, B.Ed. '66
Wayne State Univ., M.Ed. '69
- FRIDLEY, MARY C.**
Art
Univ. of Denver, B.A. '38
Alaska Methodist Univ., M.A. '68
- GAUCHAY, CATHERINE**
Home Economics
Brigham Young Univ., B.S. '47
M.Ed. '67
- GEIGER, ARNOLD A.**
Engineering Sciences
Stout State Univ., B.S. '65
- GILCHRIST, PAT**
Adult Basic Education
Univ. of Washington, B.A. '47
- GOELDNER, PETER**
Biology
Western Montana College, B.S. '60
- GOLDBERG, BARBARA**
Political Science
Univ. of Wisconsin, B.S. '66
M.S. '67 Political Science
- GRUBE, MERRILL E.**
Journalism (Photography)
Rio Grande College, B.E.Ed. '57
Univ. of Alaska, M.Ed. '70
- GUETSCHOW, PAULA**
English
U. of British Columbia, B.A. '67
Univ. of Oregon, M.A. '68
- HALE, MARY**
Arts Affiliate Coordinator
Louisiana College, B.A. '40,
English, B.A. '40, Music,
M.A. '42, English

- HANKE, AMALIA**
English
Univ. of Texas, M.A. '67
- HARDWICK, BETTIE**
English
East Cent. State College, M.T. '60
B.S. '58
Univ. of California, Ed. D. '70
- JACQUOT, LOUIS F.**
History
Western Univ. State, B.A. '62
M.Ed. '67
- JOHNSTON, JANE E.**
Adult Basic Education
Whitworth College, B.A. '65
- KAMPERT, CAROL**
Art
Univ. of California (Berkeley),
B.A. '64, (Tredenhal, '65)
- KAPP, ORA LEE**
Music
Washington St. Univ., B.A. '63,
M.A. '68
- KAWAGLEY, OSCAR**
Eskimo Language
Univ. of Alaska, B.Ed. '58,
M.Ed. '68
- KRAGER, BLANCHE**
Aviation Technology
Wisconsin State, B.S. '58
- MAC ALPINE, ELIZABETH**
Adult Basic Education
Univ. of Toronto, B.A. '56
Ontario College of Educ. '58
- MAHAFFEY, DIANNE P.**
Office Administration
Colo. State College, B.A. '59
- MASON, WAYNE K.**
Music
- MERRILL, JOSEPH**
Business Administration
Univ. of Utah, B.S. '61,
Accounting
Univ. of Wisconsin, M.B.A. '66,
Ph.D. '67 Accounting
- MILLER, DALE**
Data Processing
Univ. of Texas, B.S. '66
Calif. Inst. of Technology, M.S. '68
- MOHWINKEL, ARDEN**
Aviation Technology
St. Cloud St. College, B.S. '63
- MOORE, DELNO H.**
Biology
Univ. of Idaho, B.S. '50,
M. Nat. Sci. '65
- MUSE, KIRKE**
Music
Univ. of Kentucky, A.B. '63
- OVERHOLSER, WILLIAM**
Aviation Technology
Univ. of Idaho, B.S. '60
- PANNONE, MICHAEL L.**
Aviation Technology
- PLAYER, CORRIE LYNN**
English
Stanford Univ. B.A. '64
M.A. '65
- PLAYER, GARY F.**
Geology
Stanford Univ., B.S. '64
U.C.L.A., M.A. '66
- PRESLER, NOEL D.**
GED Test Grader
So. Oregon College, B.S. '68
- PRUITT, JAMES B., JR.**
FCC Licensing
Monterey Peninsula College A.S. '64

- REASOR, EDWARD J.**
Business Administration
Drake Univ., B.A. '64,
Pol. Science
J.D. '68
- REINHOLZ, HARVEY**
Biology
Lawrence College, B.S. '51
Northwestern Univ., M.S. '56
- RICHARDSON, MICHAEL**
Economics
Wis. State Univ., M.A. '67
- RUDE, PHYLLIS A.**
English/Education
Illinois St. Univ., B.A. '64
Univ. of Chicago, M.A. '67
- RUSKIN, EVELYN**
Adult Basic Education
Univ. of Michigan, B.A. '60
- SCHROEDER, ARMOND J.**
Data Processing
Tulane Univ., B.S. '63
- SEILER, BARNEY**
Cross-Country Skiing P.E.
- SENDEN, JUDY**
Office Administration
Montana State Univ., B.S. '67
- SHERWOOD, CLYDE**
Accounting
Univ. of Washington, B.A. '49
- SIDDLE, JAMES R.**
Accounting
Assoc. of Arts, '62
Golden Gate College, B.A. '64
Business Administration
- SLAMA, BRUCE**
Psychology
A.M.U., B.A. '65
U. of A. M. A. '68
- SMITH, GORDON**
Spanish
Univ. of California, B.A. '63
- SODEN, AL**
Aviation Technology
- STEEVES, HARRY**
Education Sciences
Univ. of Oklahoma, B.S. '57
Montana State, M.S. '61
- STEVENS, MILTON**
Art
Central Wash. State College
B.A. '60, Education
- STRACHAN, JOHN**
Political Science
Bowdoin College, B.A. '60
Univ. of Virginia, L.L.B. '63
- TULIN, CHARLES**
Business Administration
Univ. of Washington, B.S. '51,
L.L.B. '54
- VILLESVIK, LINDA ANN**
Psychology
Univ. of Denver, B.A. '58
Univ. of Alaska, M.S. '69
- VON KENNEN, RICHARD**
Music
Youngstown State Univ. '67
- WAKEFIELD, TOM**
Electronics
- WILSON, REBECCA**
Spanish
Marian College, B.A. '47
Highland Univ., M.A. '59
- WILTROUT, WILLIAM W.**
Physical Education
Western Virginia Univ., B.A. '52,
M.A. '58
- WINEY, CAROL J.**
Home Economics
Iowa State College, B.A. '52
- WIRCHEM, PATRICIA M.**
Bookkeeping
Western Michigan Univ. B.S. '68

MAINTENANCE

WHEELER, ERWIN

Assistant Director, Physical Plants

ADKINS, ROBERT

Maintenance Coordinator

HANNERS, EDGAR

Maintenance Foreman

LISBY, HERB

Custodial Coordinator

JENSEN, BERT

Custodial Foreman

LASHUE, ORLAF

PENIX, RAY

TARR, PERCY

WILSON, CHAD

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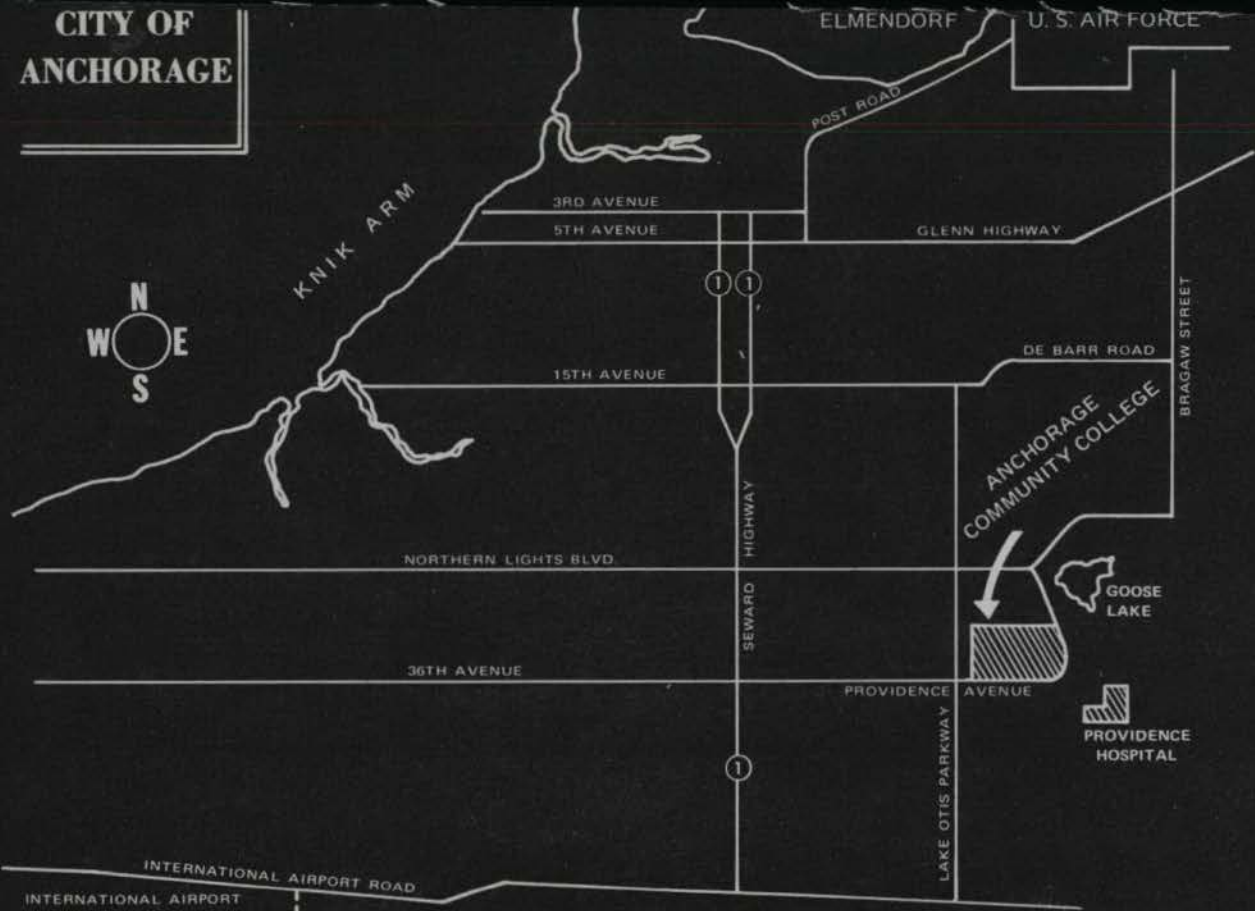
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