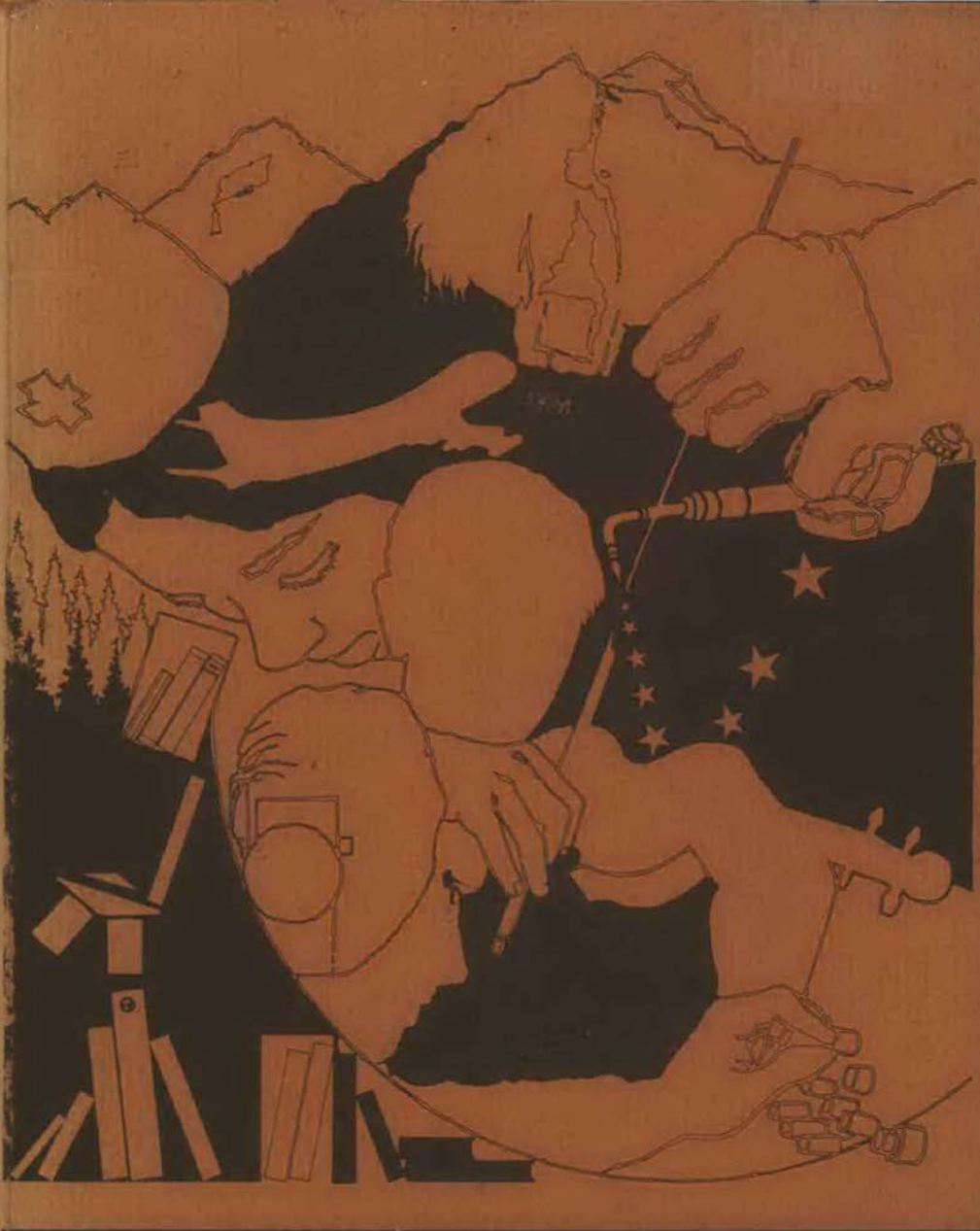


university of alaska, anchorage community college 1972-73 catalog

anchorage community college catalog 1972 – 73

VOLUME XVIII

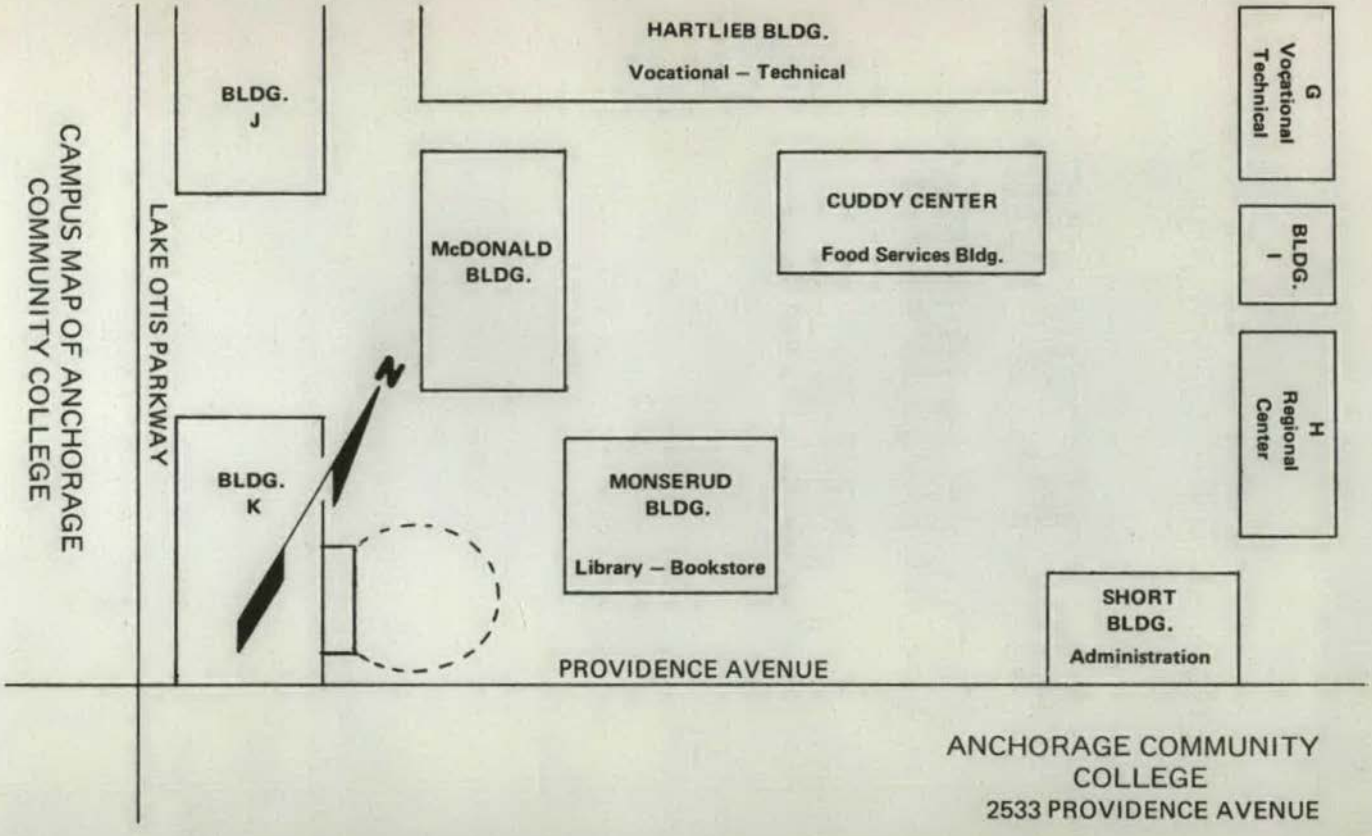
UNIVERSITY OF ALASKA,

ANCHORAGE COMMUNITY COLLEGE

In Cooperation with
The Greater Anchorage Area
Borough School District

2533 Providence Avenue
Anchorage, Alaska 99504
Phone 279-6622

CATALOG
1972-1973



ANCHORAGE COMMUNITY COLLEGE
2533 PROVIDENCE AVENUE

FOREWORD

To the students of Anchorage Community College:

The 1972-73 academic year promises to be another busy one for the students, faculty, and staff at Anchorage Community College.

We have just completed a self study of our activities, in which most of the faculty—and many students and staff—have been involved. In April, a committee, representing the Northwest Association of Secondary and Higher Schools, came to the campus to evaluate our programs and procedures. We wish to thank the members of this committee for the many long hours they have spent, assisting us with their comments and suggestions.

Last February, several of the campus buildings were named by the University of Alaska's Board of Regents. Completion of the Lucy Cuddy Campus Center has been of particular benefit to all of us. In addition to providing facilities for the food service technology program, the Cuddy Building has created a center, a focal point for students, faculty and staff, on the campus.

A statewide study on higher education, carried out at the request of the Alaska Legislature and announced earlier this year, made a number of recommendations which are expected to have a continuing impact on the community college as well as on higher education generally, throughout the State.

Growth continues to be a major problem, and a challenge. In the fall of 1972, we hope to place into service two new buildings, a general classroom building, and another, for vocational-technical programs. These two new facilities are expected to alleviate some overcrowding on the campus, as well as to provide more space for the laboratory sciences and the performing arts.

New courses are being added to the curriculum each year and we urge students to check the Schedule of Classes each semester to be aware of many courses which are being taught on the campus but which may not be listed in this catalog.

Whether you are a full-time student, or a part-time student taking only one or two courses, we want to welcome you to the campus and hope that you will take advantage of the many opportunities available to you here for education and self-achievement.

Eugene Short

Eugene F. Short
Dean

HOW TO USE THIS CATALOG

1. Turn to the college calendar which provides the dates for registration, information on late registration, the beginning and closing dates for instruction, and campus holidays for each semester.

2. The index at the back of this book permits the reader to orient himself quickly to such necessary information as admissions requirements, academic or career programs, descriptions of specific courses, etc.

3. Times will be set aside each semester for student advising. At this time, faculty will assist students in working out an appropriate program geared to their needs and goals.

4. If a student is otherwise unable to work out a program, or if he has specific problems he is unable to solve with the assistance of the regular faculty and staff, the student is urged to seek assistance from the ACC Counseling Office where trained counselors are available.

1972-73 TRIMESTER CALENDAR

FALL TERM (1972)

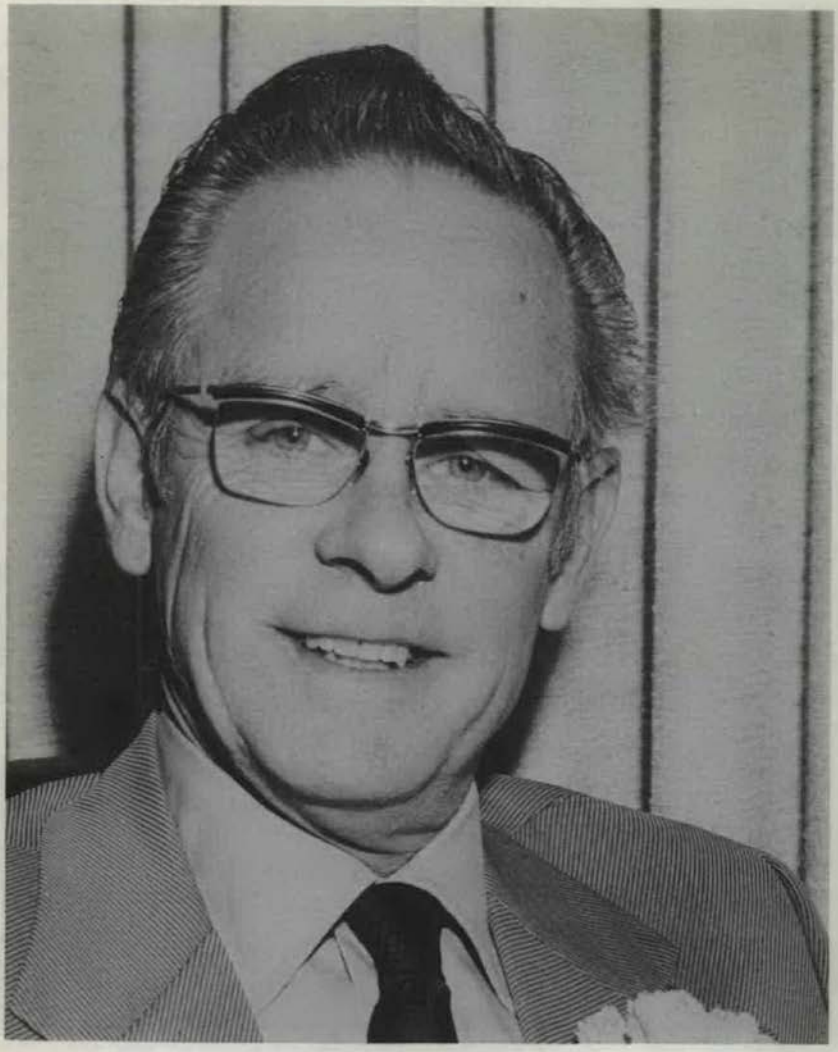
Registration
9:00 a.m. - 9:00 p.m. ..... September 13-14
Instruction Begins ..... Monday, September 18
Late Registration Fees Begin ..... Monday, September 18
Thanksgiving Vacation .....November 23-25
Last Day of Classes ..... Friday, December 22

SPRING TERM (1973)

Registration
9:00 a.m. - 9:00 p.m. ..... January 22-23
Instruction Begins .....Monday, January 29
Late Registration Fees Begin .....Monday, January 29
Easter Vacation .....April 20-21
Last Day of Classes .....Friday, May 4
Commencement .....May 11

SUMMER TERM (1973)

Registration
9:00 a.m. - 9:00 p.m. .....May 23
Instruction Begins ..... Monday, June 4
Late Registration Fees Begin ..... Monday, June 4
Independence Day .....Wednesday, July 4
Last Day of Classes ..... Friday, August 24



EUGENE SHORT, Dean, Anchorage Community College

INTRODUCTION

Anchorage Community College is a unit 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 complex is located on an 87-acre site, designed to allow for future campus growth, paralleling the rapid growth of the Anchorage area.

A total of 4,546 attended the college during the 1971-72 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.

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.

A DEVELOPING CONCEPT

Because a community college is designed 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.

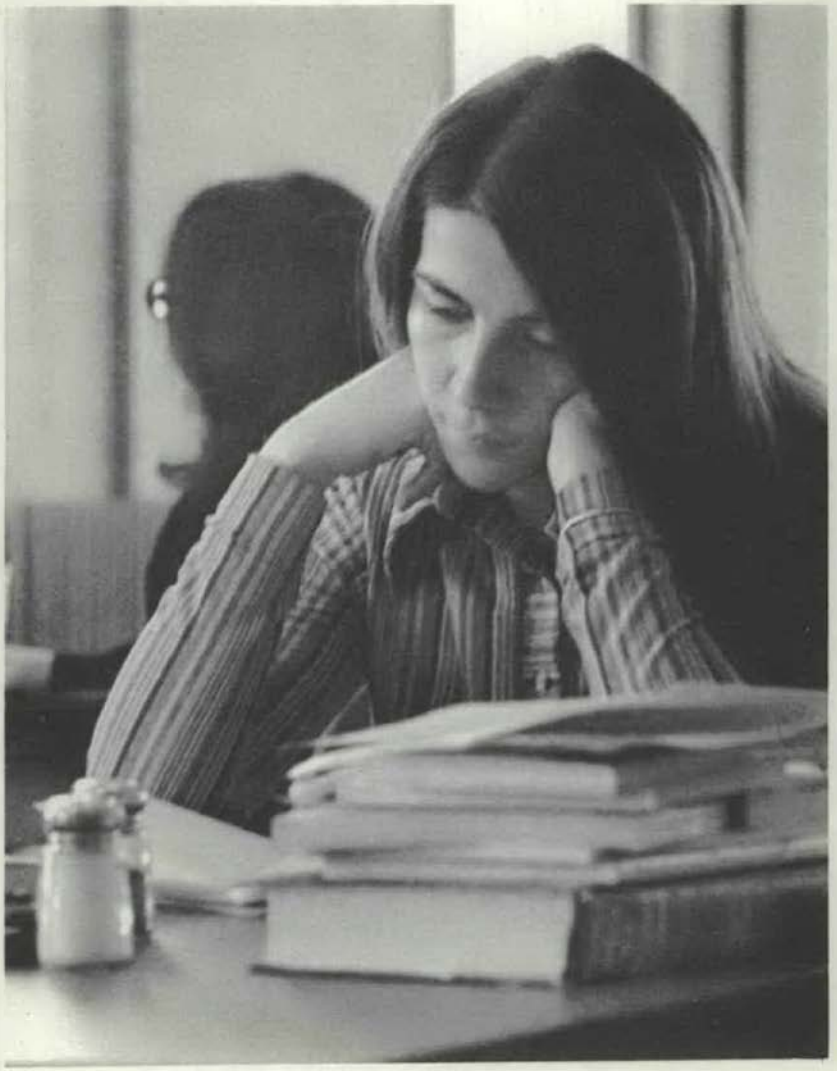
The College's purposes are expressed in terms of people and educational objectives and therefore serve:

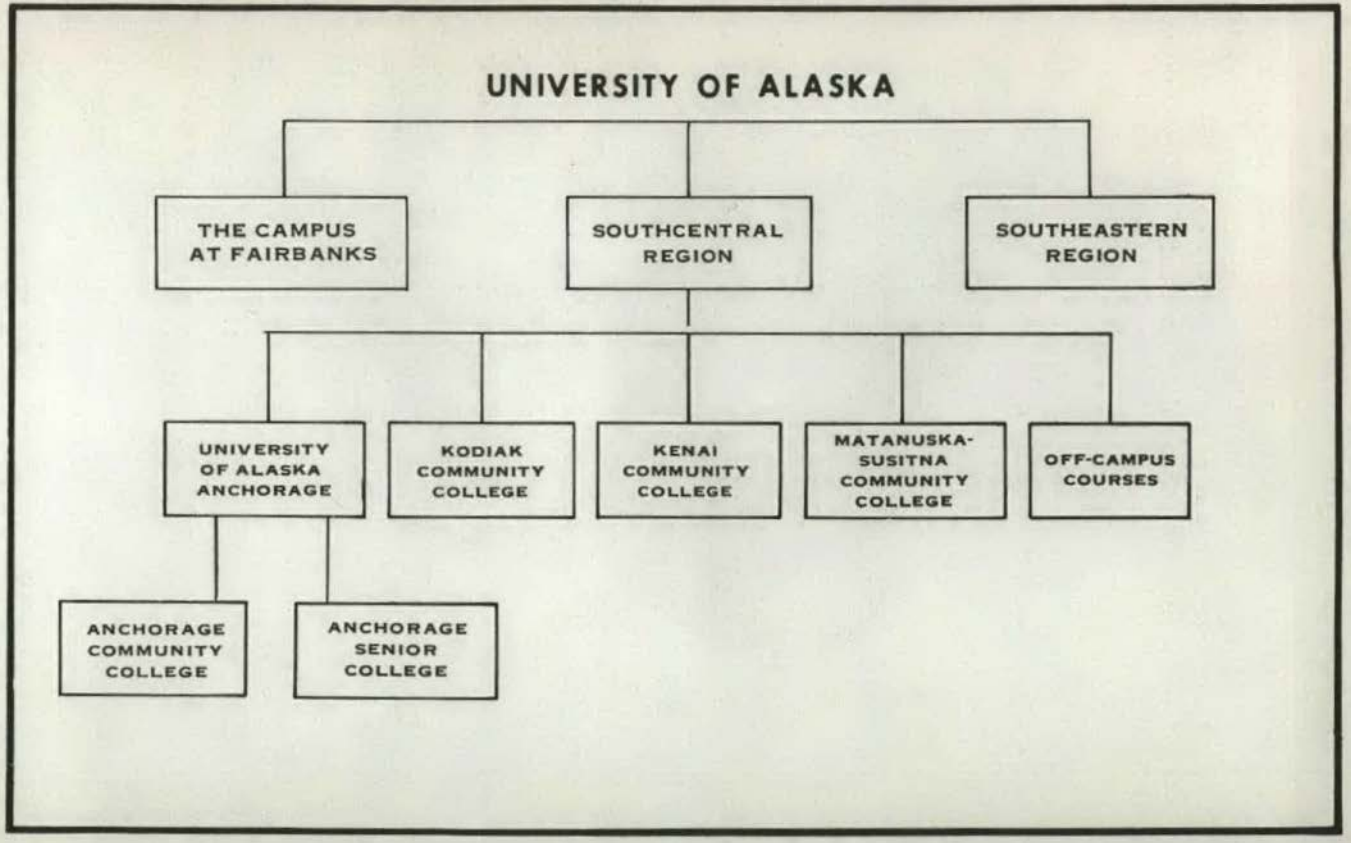
1. The people who expect to transfer to a senior college or university
2. The people who will achieve their immediate educational goal within a two-year curriculum
3. The people who desire specific training or retraining for a single function or trade
4. The people of the community who wish to continue 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.

ACCREDITATION

In 1972, Anchorage Community College was fully accredited by the Northwest Association of Secondary and Higher Schools as a comprehensive community college. Additionally, the college is accredited by the same association as a part of the University of Alaska.




UNIVERSITY OF ALASKA
THE CAMPUS AT FAIRBANKS
SOUTHCENTRAL REGION
SOUTHEASTERN REGION
UNIVERSITY OF ALASKA ANCHORAGE
KODIAK COMMUNITY COLLEGE
KENAI COMMUNITY COLLEGE
MATANUSKA-SUSITNA COMMUNITY COLLEGE
OFF-CAMPUS COURSES
ANCHORAGE COMMUNITY COLLEGE
ANCHORAGE SENIOR COLLEGE

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.

ABOUT ANCHORAGE

Anchorage Community College is located in Anchorage, Alaska's largest city and a fast-growing metropolitan area. The city itself has more than 50,000 inhabitants and the Greater Anchorage Area has a population of about 130,000.

The city is Alaska's chief business, service and transportation center. Because of its location, Anchorage has become a stopover point for most of the large international airlines flying the transpolar routes throughout the world.

Anchorage has developed as a railbelt city and its port maintains year-round shipping.

The city is ringed by the Chugach Mountain Range. Alaskans are outdoor enthusiasts and participate in a variety of both winter and summer sports. The most popular of these is boating, camping, fishing, hunting, hiking, climbing, alpine and cross-country skiing, snowshoeing, dog sled racing and snowmobiling.

Anchorage has a number of good restaurants, nightclubs, little theatre groups, a symphony orchestra, community chorus, and a large contingent of artists.

DEAN EUGENE SHORT and ANCHORAGE MAYOR GEORGE SULLIVAN
Mayor proclaims "A.C.C. Day"

The University of Alaska's Anchorage campus, which includes Anchorage Community College and the Senior College, is located about five miles from downtown Anchorage. At present, there is no public transportation system. Faced with the problems of rapid growth, classes are held both at the campus on Providence Avenue and Lake Otis Road, at nearby schools, and at Elmendorf Air Force Base.

ADMISSION REQUIREMENTS

New students planning to enroll full time in an academic program must submit an application for admission form along with a $10 admission fee. Students must also 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 who is 19 years of age or over, may be admitted.

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 Office of The Director of Admission and Registrar, located on the Anchorage Community College campus, telephone 272-1424.

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 ¾ of the total number of credits required for an associate degree may be transferred from other accredited colleges. Transfer credits are not subject to any time limitation.

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

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

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

FEES AND EXPENSES

The present schedule of fees is currently under review by the Board of Regents of the University of Alaska and may be revised upward. The student should be advised that the fee schedule printed below is subject to change without notice and that the student is advised to inquire at the Office of the Registrar on the campus about recent changes in university fees.

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

Tuition and Fee charges are subject to review and audit and any corrections will be made within fifteen (15) days after the close of late registration.

Some courses which are offered outside of the regular schedule may not be included in the consolidated fee chargeable at regular registration, due to special funding requirements necessary to offer such courses.

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	160
	8	110	210
	9	110	260
	10	110	310
	11	110	360
Full-Time Status			
	12-18	100	400

LABORATORY FEES

In addition to the standard course fees, laboratory fees are charged in some courses. These charges are listed in the class schedules.

Vocational/Technical

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

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.

MISCELLANEOUS FEES

Late Registration

Students registering later than the days designated for that purpose shall pay a nonrefundable 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 nonrefundable 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 nonrefundable charge of $15 per course will be levied. There is no limit to the number of credits which can be earned by examination. Request for credit by examination can be obtained at the A.C.C. Counseling Center. Students must have attended the University of Alaska or be currently enrolled at the College.

Commencement Fee—A $10 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. After the first 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 $1.00 per transaction will be charged. (If a student adds two courses and drops one course, for example, the fee will be $3.00.)

Petitions For Heavy Course Loads—Petitions should be made through the Office of the Dean for students who wish to take more than 18 units during any semester.

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 individual vocational-technical courses, as distinct from programs, will be subject to the College's normal refund policy.

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.

COMMENCEMENT

Commencement is held the first Friday in May. Applications must be submitted by March 1.

COSTS TO STUDENTS

Full-time students who are residents of the Anchorage area pay student fees amounting to $100 a semester ($400 per semester, if the student is a nonresident). 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 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 (Veterans 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 10 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
Alaska Chapter of the 99's (aviation)
Alpha Alpha Chapter, Alpha Eta Rho
(aviation technology scholarship)
Alpha Zeta Chapter, Epsilon Sigma Alpha Sorority
Pedro Bay Memorial Scholarship
Rotary Scholarship for Vocational Students
Spenard Business and Professional Women's Club
State of Alaska Patrick Murphy Memorial Scholarship
(police administration)
Yukon Territory Scholarship
The Don Hood Memorial Fund
The Mellon Foundation
Ed Wayer Memorial Fund (aviation)

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.

SPECIAL SERVICES

An office has been provided in the log cabin on the Anchorage Community College campus for special services, primarily aimed at assisting Alaska Native students on the campus. Many of these students come to Anchorage from rural Alaska where the way of life is far different from the living patterns in metropolitan Anchorage. The Special Services counselor is available to assist students with personal problems, housing, finances, employment and academic tutoring. A Native Students Organization also exists to assist Native students in making an easier adjustment to campus and urban life.




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 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 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 8:30 a.m. until 7:30 p.m. Monday through Thursday and 8:30 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 Level Examination Program
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
Pre-Nursing and Guidance Examination
Secondary School Admission Test

Registration materials for most of these exams are available at the Counseling Center. The Center will also proctor special examinations 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.

A new $6 million Regional Library and Instructional Materials Center, located at 3211 Providence Drive, is expected to be opened in the fall of 1972. The library will be available to students at the University of Alaska, Anchorage, including Anchorage Community College and the Senior College, and Alaska Methodist University.

The library book collection consists of approximately 120,000 volumes as well as non-print media (films, tapes, casettes, etc.), back issues of the Anchorage Daily Times and the Anchorage Daily News, records, and subscriptions to more than 500 periodicals. The library has recordings of both choral and orchestral music and choral groups from throughout the state are welcome to borrow this music for a total cost of round-trip postage.

The library provides a research facility for the Southcentral Region. It has a special collection of materials on Alaska and the Polar Regions, is a select depository for U. S. Government publications and is a complete depository for Alaska State publications.

The library occupies five pods in the new building. One of the outstanding features is the abundance of individual study areas. An all-night study area is open in the reserve book section and weekend library service is available, as are typing rooms and conference rooms.

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.

BOOKSTORE

The Anchorage Community College bookstore is located in the Monserud Building 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 nonprofit 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
Alaska Artists Guild, Ltd.
Anchorage Civic Ballet, Inc.
Anchorage Community Chorus
Lyric Opera Theatre
Anchorage Symphony
Anchorage Symphony Women's League
Theatre I
TOSS (Treasures of Sights and Sounds)
Alaska Festival of Native Arts

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.

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—Is given when a student withdraws from a course prior to the final examination. A student may withdraw from any course, prior to 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.

CR—The Credit-No-Credit option encourages students to explore areas of interest not necessarily related to their academic major. P.E. 100 or one "free" elective may be taken under this option each semester. The instructor will not be informed of the student's status in the course. The student will be given credit toward graduation if he performs at a level of "C" or above. If performance falls below that level, the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from credit-no credit to regular enrollment status or from regular to credit-no credit status during the first two weeks of the semester by informing the Registrar of his desire to change status.

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 Registrar's Office. One certified transcript is issued free.

THE STATE OF ALASKA HIGH SCHOOL EQUIVALENCY 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.).

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.

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 counselors in the Counseling Center.

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
Science	1 credit)	credit in either Math
Social Studies	2 credits	or Science
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.

DIVISION OF COMMUNITY SERVICES

The Division of Community Services is one of the fastest growing divisions of Anchorage Community College. It is also the only division that can expand without expense to the general budget since all of its programs are funded by federal, state, or local governmental bodies. As its name implies, this division was expressly formed to meet the needs of the community in terms of academic and nonacademic programs. Specific offerings of the Division of Community Services may be grouped into five general areas: Associate of Arts Degree programs, Adult Basic Education, Ancillary programs, special training courses and programs, and information and referral services.

WORK READY CENTER

The Anchorage Community College Work Ready Center is funded by the Alaska State Department of Health and Social Services. Its primary purpose is to help people receiving public assistance to become self-supporting through counseling, training, and job placement. Job development specialists with the Center frequently list employment opportunities that cannot be filled by current clients. These jobs are allocated to students registered with the Center. Applications are available at the information desk in the Short Building.

Credit and noncredit seminars are developed by the Center through the Division of Community Services at frequent intervals. They include such topics as personal money management, career planning, employment ethics, and job seeking. The instructors are Work Ready Center staff members and guest speakers from the faculty, staff and business community. Enrollment in these seminars, and general employment counseling, is available to all students on a time and space available basis.

THE ADULT LITERACY LABORATORY

The Adult Literacy Laboratory is a federally-funded program under Section 309b of the Adult Education Act of 1966, as amended. The grant was awarded to the State Department of Education. Anchorage Community College is the delegate agency.

The staff is housed in the Adult Basic Education center at 403 West Northern Lights Boulevard and is a function of the Division of Community Services of the College.

The laboratory provides literacy instruction to rural Alaskans while minimizing the impact of a foreign culture. The objective is to develop a basic literacy system for use by bilingual Eskimo paraprofessionals working with adult students.

Within the system are materials for diagnosis of learning problems, instruction of students, and training of the paraprofessionals in philosophy, methods and materials appropriate for adult education. The material is presently being field-tested in four communities. Next year it will be expanded and made available to many more communities.

Adult Basic Education

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

The basic skills emphasized are those of communication (reading, spelling, writing and English as a Second Language) and mathematical problem solving.

Classes in basic skills and high school diploma preparation are scheduled flexibly so as to best accommodate the student. Both day and night classes are offered at 403 W. Northern Lights Blvd.

In addition to classroom experiences, Adult Basic Education also offers individual study through the use of programmed materials and audio-visual studies. Individual laboratory work may be done in English, reading, spelling, mathematics, and high school diploma preparation. Qualified instructors are on duty for individual tutoring and small group instruction.

Adult Basic Education instruction is open to persons over 16 years of age who have not attained a high school education.

Associate Degree Programs

This Division is instrumental in maintaining the Associate degree in Behavioral Science. At one level, the A.A. degree serves as the first two years required for a B.A. or B.S. degree in Sociology with a concentration in Social Welfare. A more significant function of this degree is to graduate qualified paraprofessionals who may then work in the various public and private social service agencies throughout the State. In addition to traditional classes in the social sciences, this degree program

includes field work experience in agencies and settings in which the student hopes to find future employment. The Division of Community Services has developed three new A.A. degree programs beginning fall 1972. These are: A Paralegal program to train paraprofessionals in all areas of legal services, including presentence investigation, police officer training, probation, parole, corrections, and related fields; an A.A. degree in Early Childhood Development designed to prepare students to serve as paraprofessionals in the guidance and education of young children in a variety of settings, both public and private; and course offerings taught in Bethel so that local residents there may earn A.A. degrees in Behavioral Science.

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 daytime 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.

CLASS HOURS AND SCHEDULE

The evening division courses generally meet for one hour and 30 minutes per class twice a week in the case of a three-credit courses. Two-credit classes meet for 120 minutes per week. Actual times of class meetings will accompany the schedule put out each semester.

ASSOCIATE DEGREE PROGRAMS

Anchorage Community College offers a wide range of two-year, associate degree programs, most of them designed to prepare the student for a specific career or occupation. The associate degree programs include:

Aviation Technology
Behavioral Science
Computer Information Systems
Early Childhood Development
Instructional Aide
Electronics Technology
Food Service Technology
Liberal Arts
Materials Technology (welding)
Nursing (Associate Degree, R.N.)
Police Administration
Secretarial Studies
Speech Communications
Surveying Technology

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

The Community College offers a number of non-degree programs which prepare students for specific occupations which require less than two years of training. These non-degree programs include:

Automotive Technology
Clerical
Dental Assistant
Medical Laboratory Assistant
Medical Office Assistant
Secretarial Studies
Practical Nursing (L.P.N.)
Welding

Anchorage Community College Academic Programs:

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.

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	Humanities Course
	Home Economics	Journalism
	Political Science	Linguistics
	Psychology	Music
	Sociology	Philosophy
		Speech Communication
		Drama

Other

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

GENERAL REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE

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**

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

B. **Electives** to total 60

III A total of 60 credits required for graduation.

IV At least 15 University of Alaska credits. The graduation requirements are intended to be flexible enough so that transfer students may fulfill the usual lower division requirements. A student desiring to continue into a baccalureate 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.

SPECIFIC REQUIREMENTS— ASSOCIATE DEGREES

The specific requirements for the Associate in Arts degree programs are listed in alphabetical order.

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN PROFESSIONAL AVIATION WITH A MAJOR IN AIRFRAME AND POWERPLANT

		Credits
I	**GENERAL REQUIREMENTS**	
	English	6
	English 89	
	Introduction to Report Writing or	
	Secretarial Studies 231	
	Business Correspondence	3
	Mathematics 105	
	Intermediate Algebra	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 170	
	Basic Electricity	2
	Aviation Technology 172	
	Aircraft Drawings	2
	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

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN AIR TRAFFIC CONTROL

I GENERAL EDUCATION REQUIREMENTS	Credits
English	6
Public Speaking	6
Mathematics 105	
Intermediate Algebra	3
Psychology 153	
Human Relations	3
Psychology or Sociology elective	3
Computer Information Systems 101	
Introduction to Data Processing	3
C.I.S. 220	
Computer Programming Languages	3
Secretarial Studies 103	
Elementary Typewriting	2
MAJOR SPECIALTY	
Aviation Technology 102	
Introduction to Aviation I	3
Aviation Technology 104	
Introduction to Aviation II	3
Aviation Technology 106	
Aviation Law 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

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN 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 153 Human Relations	3
	Psychology or Sociology elective	3
	Computer Information Systems 101 Introduction to Data Processing	3
	Secretarial Studies 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

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN PROFESSIONAL AVIATION WITH A MAJOR IN PILOT TRAINING

		Credits
I	**GENERAL REQUIREMENTS**	
	English	6
	Public Speaking	3
	Mathematics 107 College Algebra	3
	Mathematics 108 Trigonometry	2
	Secretarial Studies 103 Elementary Typewriting	2
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

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN BEHAVIORAL SCIENCE

I General Education Requirements	Credits
A. **Specific**	
English 67 Elementary Exposition I or English 111 Composition & Modes of Literature	3
English 68 Elementary Exposition II or English 211 Composition & Modes of Literature	3
Political Science 101, 102 American Government, Introduction to Political Science or History 131, 132 (3 credits each)	6
Public Speaking I or Speech III	3
B. **General**	
Humanities	
2 Electives	6
Behavioral Sciences	
Psychology 101 Introduction to Psychology	3
Sociology 101 Introduction to Sociology	3
Natural Science	
Math	
Other	
Secretarial Studies 103 Elementary Typing	2
Free electives	3

II MAJOR SPECIALTY

A. **Required**

*B.S.	101	Field Observation	3
*B.S.	201	Field Practice	
*B.S.	251	Research Principles	3
Psy.	102	Intro. to Psychology	3
Soc.	102	Intro. to Sociology	3

B. **Electives**

Anthro.	202	Cultural Anthropology	3
*Psy.	223	Intro. to Counseling	3
Soc.	106	Social Welfare	3

*Soc.	109	Principles of Case Work	3
Soc.	201	Social Problems	3
*Soc.	210	Principles of Correction	3
P.A.	154	Administration of Justice	3
P.A.	158	Juvenile Procedures	3
		Total Credits	61

* New Courses

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

		Credits
I	**General Information Requirements**	
	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
	Economics 221 (Elementary Probability and Statistics)	3
	Other	
	Accounting 101 (Elementary Accounting)	3
	Accounting 102 (Elementary Accounting)	3
	Business Administration 371 (Business Data Processing) or	4
	Computer Information Systems 101 (Introduction to Data Processing)	3
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

ASSOCIATE OF ARTS DEGREE IN EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development Program of the Division of Community Services is designed to prepare students to serve as paraprofessionals in the guidance and education of young children in a variety of settings, both private and public.

Day care centers, nursery schools, kindergartens, public schools, child development centers and Head Start programs offer many possibilities for employment.

Major requirements provide students with a knowledge of child growth and development, health and nutrition, setting goals for an early childhood program, effective ways of reaching goals, and helping young children to learn.

The Early Childhood Development Center, located on the Anchorage Community College campus, provides a laboratory school for students to receive practical experience. The lab school offers all-day care for children from 2½ to five years. An observation booth adjoining the center classroom gives oppor-

tunity for students to study children's behavior. During practicum, students work directly with the children under the guidance of experienced staff members. Frequent staff conferences during the practicum facilitate the blending of theory and practical experience.

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN EARLY CHILDHOOD DEVELOPMENT

General Requirements	Credits
English 111, 211 or 213; or	
English 67 or 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
Sociology 102	3
Natural Science Electives	
Humanities Electives	
Mathematics Electives	
Other Academic Areas	6
(At least six credits in any two elective areas)	6
General Total	36

Major Requirements	
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
Behavioral Science 101	
Practicum in Early Childhood Development	3

Behavioral Science 201		
Practicum in Early Childhood Development		3
Behavioral Science 220		
Culture and Learning		3
	Major Total	24
	General Total	36
	Total	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 151	DC Circuits	4
Electronics Technology 152	AC Circuits	4
Electronics Technology 155	Electronic Practices I	3
Electronics Technology 159	Mathematics for Electronics	5
Semester II		
Electronics Technology 161	Tubes and Semiconductors	4
Electronics Technology 162	Electronic Circuits I	3
Electronics Technology 163	Electronic Systems I	4
Electronics Technology 166	Electronic Practices II	3
English 67 or English 111		3

SECOND YEAR

Semester III		
Electronics Technology 271	Electronics Circuit II	4
Electronics Technology 272	Electronics Circuit III	3
Electronics Technology 275	Microwave Electronics	3
Electronics Technology 276	Logic and Gate Circuits	3
Electronics Technology 278	Solid State Electronics	4

Semester IV

Electronics Technology 285	Navigational Ground Equipment	4
Electronics Technology 286	Basic Aircraft Systems	4
Electronics Technology 288	Avionics Systems	4
Political Science 101 or History 131		3
Business Administration 166	Business Administration for Technicians	3
	Total Credits	68

SPECIFIC REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE FOR INSTRUCTIONAL AIDES

			Credits
I	**GENERAL EDUCATION REQUIREMENTS**		
A.	Specific Requirements		15
	1. English	6	
	2. History 131-132 or Political Science 101-102	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 224-225		

3. Sociology 106
4. Sociology 201
5. Behavioral Science 101
6. Home Economics 113
7. Music 123
8. A. T. 114 - A. T. 116

SPECIFIC REQUIREMENTS FOR ASSOCIATE DEGREE IN FOOD SERVICE TECHNOLOGY

GENERAL REQUIREMENTS (15 credits)

	Credits
Political Science 101 American Government	3
Political Science 102 Introduction to Political Science	3
Psychology 153 Human Relations	3
English Taken from English 67, 68, 111, 211, or 213	6

First Semester Students		Credits
FST 51	Introduction to Food Service	1
FST 52	Foods and Nutrition	2
FST 54	Quantity Food Production	4
FST 55	Sanitation	2
FST 64	Quantity Bakery Production	4
Eng 111	Methods of Written Composition	3
or		
Eng 67	Elementary English	3

Second Semester Students		
FST 095	Menu Making	1
FST 61	Food Standards	2
FST 65	Quantity Food Service	2
FST 84	Quantity Food Production	4
FST 78	Food Service Practicum	5
Eng 68	Elementary English	3

Third Semester Students		
FST 74	Quantity Food Production	4
FST 75	Quantity Food Service	2
FST 82	Stewardship (Prerequisite: FST 61)	2
FST 83	Tools and Methods	1
Pol Sci 101	Introduction to American Government and Political Science	3
Psych 153	Human Relations	3
BA 166	Business Administration for Technicians	3

Fourth Semester Students		
FST 94	Quantity Food Production	4
FST 96	Leadership	1
FST 98	Food Service Practicum	5
Pol Sci 102	Introduction to American Government and Political Science (Part II)	3

Winter or Summer Vacation Schedule		
FST 78	Food Service Practicum	5
FST 88	Food Service Practicum	5

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 151 Technical Mathematics	3
Materials Technology 171 Principles of Industrial Science	4
Materials Technology 157 Technical Blueprints	2
Art 153 Freehand Shop Sketching	2
Speech III or Public Speaking I	3
Materials Technology 175 Welding Processes	3
	17

Semester II	Credits
Materials Technology 152 Technical Mathematics	3
Materials Technology 172 Physics for Welding	4
Materials Technology 173 Electronic Welding Equipment	3
English	3
Materials Technology 190 Fine Wire Welding	4
	17

SECOND YEAR

Semester I	
Materials Technology 288 Automatic Systems	4
Materials Technology 285 Materials Science	3
Materials Technology 282 Codes and Physical Tests	2
Materials Technology 298 X-ray and Radioisotope Radiography	4
Social Science	3
	16

Semester II	
Social Science	3
English 189 Report Writing	3
Materials Technology 295 Introduction to Polymers	3
Materials Technology 297 Nondestructive Testing	3
Materials Technology 289 Welding Metallurgy	4
Total Credits	16

COURSE OF STUDY FOR ASSOCIATE DEGREE NURSING PROGRAM

First Year Curriculum

Fall Semester	Credits
Speech 111 Fundamentals of Oral Communication	3
Chemistry 103B Survey of Chemical Principles	4
Biology 111 Human Anatomy and Physiology	3
Nursing 150 A & B Nursing Principles in Health Promotion	6
Total	16

Spring Semester	
English III Composition and Modes of Literature	3
Biology 112 Human Anatomy and Physiology	3
Elective *	3
Nursing 151 Nursing in Physical and Mental Illness I	8
Total	17

Summer Session	
Nursing 252 Nursing in Physical and Mental Illness II	8
English 211 Composition and Modes of Literature	3
Total	11

Second Year Curriculum

Fall Semester	
P. S. 101 Introduction to Political Science or History 131 American History	3
Elective *	3
Nursing 253 Nursing in Physical and Mental Illness III	8
Total	14

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

* Choose electives from Humanities or Social Sciences

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN POLICE ADMINISTRATION

ASSOCIATE OF ARTS DEGREE IN POLICE ADMINISTRATION (66 credits)

GENERAL REQUIREMENTS: (32 Hours)

	Credits
English 67, 68, or 111, 211, or 213	6
Speech III or 236	3
American Government 101-102	6
Psychology 101	3
Sociology 101	3
Complete six credits in two different areas below:	
Natural Science or Mathematics	6
Humanities or Other Electives	6

SOCIAL SCIENCE MINOR (ELECTIVES): (12 Hours)

Psychology
Sociology
Political Science
Anthropology
Behavioral Science

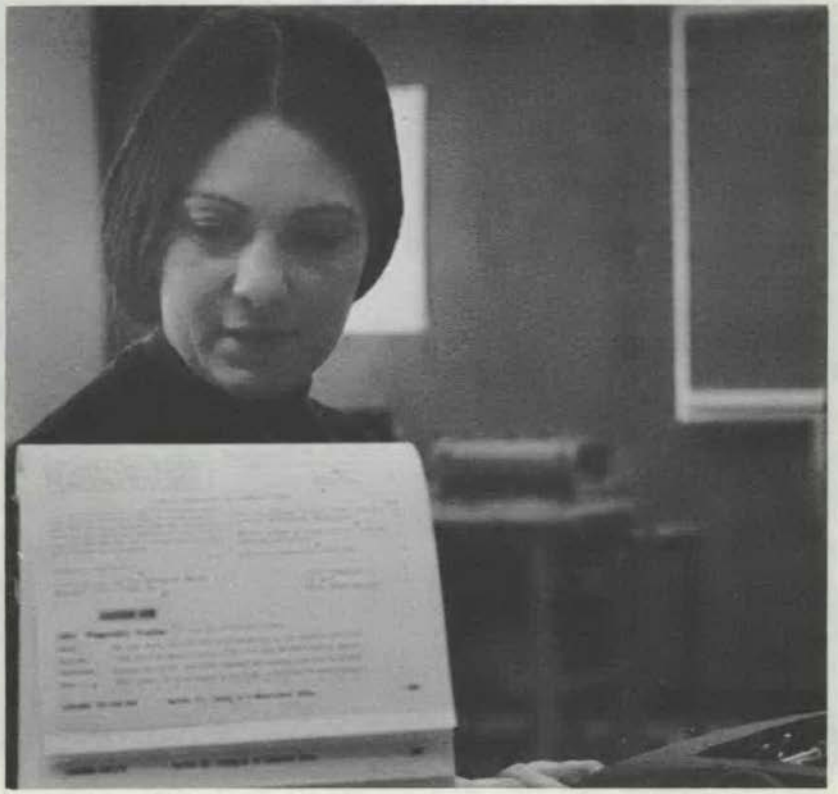
(Electives may be chosen from any of these fields in Social Science)

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) —	3
Police Administration 254 (Criminal Procedure)	3

ELECTIVE COURSES IN POLICE ADMINISTRATION:
(9 Hours)

Police Administration 150
(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



SPECIFIC REQUIREMENTS FOR ASSOCIATE DEGREE IN SECRETARIAL STUDIES

I Complete the following general requirements:

A.	Acc. 101-102	Elementary Accounting	6
	or		
	Acc. 51-52	Introduction to Accounting	6
	Econ. 101	Introduction to Current Economic Problems	3
	or		
	Econ. 121	Principles of Economics I	3
B.	Sp. C. 111	Fundamentals of Oral Commun.	3
C.	Three credits from the following courses:		
	Econ. 122	Prin. of Economics II	3
	P. S. 101	Intro. to Amer. Government	3
	B. A. 331	Business Law	3
D.	Six credits from the following courses:		
	Engl. 67-68	Elementary Exposition	6
	S. S. 131	Comprehensive Business English	3
	Engl. 111	Methods of Written Communic.	3
	Engl. 211	Advanced Composition and Modes of Literature	3
	or		
	Engl. 213	Advanced Exposition	3
E.	Three credits from the following courses:		
	Soc. 101	Intro. to Sociology	3
	Psy. 101	Intro. to Psychology	3
	S. S. 209	Human Relations in Business	3
F.	Mathematics Elective		3

II Complete the following required courses in Secretarial Studies

S. S. 101	Beginning Shorthand	4
S. S. 102	Intermediate Shorthand	4
S. S. 103	Elementary Typewriting	3
S. S. 105	Intermediate Typewriting	3
S. S. 106	Advanced Typewriting	3
S. S. 201*	Advanced Shorthand	3
S. S. 203	Office Machines	3
S. S. 202	Advanced Dictation & Transcription	4

S. S. 210	Office Procedures	3
S. S. 231	Business Correspondence	3

*S. S. 201 Advanced placement to S. S. 202 with permission of instructor.

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE WITH A MAJOR IN SPEECH COMMUNICATIONS

Specific Requirements	Credits
1. English	6
2. American History or American Government	6
3. Speech 111	3

General Requirements

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

1. Humanities
2. Social Science
3. Natural Science
4. Mathematics
5. Other (Accounting, Business Administration, Secretarial Studies, Home Economics, etc.)

Major Specialty

20-30 units from the following courses in speech: 20-30

SpC.	111	Fundamentals of Oral Communication
SpC.	241	Public Speaking I
SpC.	242	Public Speaking II
SpC.	201	Debate Practicum
SpC.	236	Interviewing
SpC.	235	Discussion
SpC.	211	Voice and Diction
SpC.	244	History of Rhetorical Theory
SpC.	245	History of American Public Address
SpC.	246	Contemporary Public Address
SpC.	212	Speech Pathology

SURVEYING TECHNOLOGY

DEGREE — ASSOCIATE IN SURVEYING TECHNOLOGY
MINIMUM REQUIREMENTS FOR DEGREE: A.S.T. — 70 CREDITS

The Surveying Technology program is designed primarily to give students the skills necessary to become competent instrumentmen, party chiefs, or draftsmen. It also provides students who are interested in transferring to schools that offer a Bachelor of Technology with the first two years of technical and academic background required. Evening courses are being implemented to furnish refresher courses in applied surveying for persons currently employed in surveying positions.

Within the Associate Degree program, the first and second semester courses provide basic instrumentation, computation, and drafting skills. The third and fourth semesters emphasize planning and design criteria.

SPECIFIC REQUIREMENTS FOR AN ASSOCIATE DEGREE IN SURVEYING TECHNOLOGY

	Credits
First Semester	
Surv. Tech. 101 Basic Surveying Practices	6
Surv. Tech. 102 Surveying Computations	3
Surv. Tech. 103 Drafting for Surveying Technicians	3
Surv. Tech. 104 Basic Surveying Mathematics	5
Second Semester	
English 111 Methods of Written Communication	3
Surv. Tech. 106 Surveying Geometry	3
Surv. Tech. 107 Route Geometrics	6
Surv. Tech. 108 Boundary and Construction Surveys	4
Surv. Tech. 100 Field Survival	1
Third Semester	
Computer Information System 101 Introduction to Data Processing	3
Surv. Tech. 201 Subdivision Planning and Platting	6
Surv. Tech. 202 Advanced Computation and Design	3
Math. or Sci. Approved Mathematics or Science Elective	3
English 189 Technical Report Writing or English 213 Advanced Exposition	3
Fourth Semester	
Surv. Tech. 206 Geodetic and Electronic Surveys	5
Surv. Tech. 207 Introduction to Photogrammetry	3
Surv. Tech. 208 Practices of Professional Surveying	4
Surv. Tech. 209 Legal Aspects of Surveying	3
Soc. Sci. or Hum. Approved Social Science or Humanities Elective	3
	61

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 subject area, 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.

ACCOUNTING

Accounting 51 Introduction to Accounting I **3 credits**

This course is designed for the general business student for whom it may be the final study in accounting; or, for the accounting major who intends to continue the study of accounting. This course covers the fundamental accounting processes dealing with the bookkeeping and accounting functions for a sole proprietorship. It is an introduction to the theory and principles of accounting as applied to the modern business field.

Accounting 52 Introduction to Accounting II **3 credits**

A continuation of Accounting I. It familiarizes the student with partnership and corporate accounting. Special emphasis is directed to contemporary interest and subject matter including analysis of cash-flow and fund-flow and certain other supplementary financial statement presentations.

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 221 **3 credits**

A one-semester course in accounting designed for students majoring in areas other than accounting, business, or office administration. The emphasis is on the nature of accounting and not on procedures.

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

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

Anthropology
S.T. 293-294 Special Topics

Note: Anthropology 101 or permission of the instructor is a prerequisite for all 200-level courses.

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 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**

Exploration of basic drawing principles—line, value, form, structure, perspective, texture, pictorial design in various media from objects, figures, landscapes, pure forms.

Art 107 Watercolor **2 credits**

Art 108 Watercolor **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 193 S.T. Batik **2 credits**

An Indonesian method of handprinting textiles by coating with wax the parts not to be dyed. All forms of materials from silk to modern fabrics will be used.

Art 201 Intermediate Ceramics **3 credits**

Art 202 Intermediate Ceramics **3 credits**

A continuation of basic ceramics with an emphasis on the potter's wheel and glaze calculations; plaster, as it relates to pottery; and introduction to enameling as a medium for expression; cold glass techniques; basic concrete experiences.
Prerequisite: Art 101 - 102 or permission of the instructor.

Art 203 Ceramic Sculpture **3 credits**

Art 204 Ceramic Sculpture **3 credits**

Use of plastic qualities of clay as a sculptural media. Wheel-thrown sculpture, coil and slab techniques will be explored as well as architectural, three-dimensional mural design.

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.
Exploration of the multiple as an art medium—individual problems in various relief, intaglio, and stencil media; woodcut, engraving, etching, stencil.

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 I **3 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, macrame, and spinning and dying yarns. The emphasis will be on individual creativity and experimentation within these techniques.

Art 220 New Art Media and Techniques **3 credits**

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

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 263 History of Modern Art **3 credits**

The major objective is to give the student an appreciation and understanding of 19th and 20th Century art.

Art 264 Italian Renaissance Art **3 credits**

The development of the Renaissance through a study of the works of its artists (Michelangelo, Da Vinci, Massaccio, Titian, etc.) from early Florentine beginnings to the high Renaissance of Venice.

Materials Technology (Welding) **3 credits**

Note: Some courses in the Materials Technology area may be appropriate for art majors, such as M. T. 285 (Materials Science) and M. T. 295 (Introduction to Polymers), and are open to those majoring in art. See Materials Technology course listings.

Art S.T. 293 Silk-screen Printing **2 credits**

AUTOMOTIVE TECHNOLOGY

Classes start for Automotive Technology in September and March. Classes start for all other Automotive courses in September, December and June.

Automotive Technology 11 Automotive Tune-Up **Non-Credit**

This course covers minor and major tune-ups and related electrical circuits and is designed for those who would like to do their own minor automotive maintenance.

Automotive Technology 12 Small Engine Repair **Non-Credit**

This course is designed to teach how small, two-cycle and four-cycle gas engines are constructed; how they operate, what goes wrong; how to service and repair them.

Automotive Technology 16 Learning to Live with Your Car **Non-Credit**

This course is a very basic general automotive course designed primarily for the ladies. In addition to automotive basics, it covers learning to diagnose automotive problems, dealing with automotive service personnel and basic guidelines on servicing of your automobile.

Note: Automotive Technology 16 is a course designed primarily for women, but women are accepted in all of the automotive courses.

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.

AVIATION TECHNOLOGY

Aviation Technology 100
Private Pilot Ground School **4 Credits**

Preparation for the Federal Aviation Administration private pilot examination. Includes air traffic control, principles of flight, engine operation, weather, navigation, and other related subjects.

Aviation Technology 102
Introduction to Aviation I **3 Credits**

Aviation Technology 104
Introduction to Aviation II **3 Credits**

The development and present status of aviation. Social,-political, economic and cultural spectrum of aerospace. Characteristics, classification, and interrelations of principal segments of the aviation industry. Emphasis on air transportation, federal legislation, and areas where aerospace age careers exist and will be developing.

Aviation Technology 106
Aviation Law and Regulations **3 Credits**

Organization authority, responsibility, and functions of the Department of Transportation, the Federal Aviation Administration, and the Civil Aeronautics Board. Particular emphasis on the Federal Aviation Regulations and their use. Survey of official flight information publications. (Prerequisite: Aviation Technology 104 or permission.)

Aviation Technology 108
Aviation Safety **3 Credits As demand warrants**

An introduction to safety engineering. This course will survey the field of aviation safety with a view toward identifying the primary causes of aviation accidents. Safety programs will be developed and evaluated. Role of the National Transportation Safety Board and other related agencies. Future concepts in aviation safety.

Aviation Technology 110
Survival, Search and Rescue **3 Credits As demand warrants**

An extension of Aviation Technology 108 dealing with the situations that develop from lost or downed aircraft. Principles of survival and a survey of survival in all types of climates. Emphasis on survival in arctic environment. Organization for search and rescue with emphasis on systems and operational methods used in Alaska. (Prerequisite: Aviation Technology 108 or permission.)

Aviation Technology 112
Aerophysics **3 Credits As demand warrants**

A demonstration physics course with emphasis on the physical phenomenon directly applicable to flight. Physical units, work and power, vectors, relative motion, moments, energy, thermodynamics, fluid flow and aerodynamics. (Prerequisites: One year high school algebra and permission of instructor.)

Aviation Technology 114
Elements of Weather **3 Credits**

Definitions of weather elements; methods of measurement; composition of the atmosphere; description of atmospheric process leading to rain, fog, snow, hail, hurricanes, tornadoes, thunderstorms; weather fronts and pressure systems and their movement; general circulation of the atmosphere and its source; wind and secondary circulation; weather forecasts—how they are made and how they can be used; weather satellites—their current and projected use.

Aviation Technology 116
Aviation Weather **3 Credits**

Weather as it affects aircraft operators. Types, sources, and limits of aviation weather forecasts. Canadian and U. S. weather services are included with emphasis on Alaska and Western Canada. (Prerequisite: Aviation Technology 114.)

Aviation Technology 118
Aviation Navigation **3 Credits**

The earth's surface and mapping, aeronautical charts, fundamentals of navigation, navigational calculations. Theory and operation of airborne navigational equipment. Future trends in navigation. (Prerequisite: Aviation Technology 100.)

Aviation Technology 120
Principles of Air Traffic Control I **3 Credits**

Aviation Technology 122
Principles of Air Traffic Control II **3 Credits**

History of the Federal Aviation Administration. Organization for Air Traffic Control and the role it plays in the aviation community. Theory of traffic control and methods used in its implementation. Authority, responsibility, and methods used by air traffic controllers. Military air traffic control procedures. The future of air traffic control.

Aviation Technology 124
The Radar Environment **3 Credits**

Fundamentals of radar and transponder operation, capabilities and limitations, pilot displays, ATC displays, navigation by radar, radar approaches, military applications and security, emergency situations, future developments. Orientation at ARTCC and approach control. (Prerequisite: Aviation Technology 120.)

Aviation Technology 126
Air Traffic Control Regulations **3 Credits**

Detailed analysis of the Federal Aviation Regulations pertaining to air traffic control. Current practices for implementing and enforcing these regulations will be surveyed.

Aviation Technology 128
ATC Facilities & Operations I **3 Credits**

Aviation Technology 130
ATC Facilities & Operations II **3 Credits**

Organization of the Federal Aviation Administration for Air Traffic Control. Detailed analysis of the facilities and operations used by the Air Traffic Service in operating the national airway system. Air route traffic control centers, towers, flight service stations, coordination with other agencies; military operations. (Prerequisite: Aviation Technology 122.)

Aviation Technology 132
Air Traffic Control Intern Program **1-6 Credits**

Students enrolled in the Air Traffic Control course may be afforded the opportunity to function as an intern for a period of indoctrination and work practice at an air traffic control facility. (Prerequisites: Aviation Technology 122 and permission of instructor.)

Aviation Technology 134
Principles of Aviation Administration I **3 Credits**

Aviation Technology 136
Principles of Aviation Administration II **3 Credits**

An introduction to business administration utilizing airlines and air carriers as the vehicles of instruction. Personal finance; business law; real estate; financial management; effect of government regulation; securities; social responsibilities of airlines and air carriers. Future trends in aviation administration.

Aviation Technology 138
Management—Airline and Air Carrier **3 Credits**

An introduction to management using an airline and an air carrier as the vehicles of instruction. Authority, responsibility, leadership, structuring an organization, organization charts, job descriptions, measuring productivity. Discussions of management problems common to aviation. (Prerequisite: Aviation Technology 134 or permission.)

Aviation Technology 140
Management—Airport **3 Credits**

Major functions of airport management; organization, zoning, adequacy, financing, ownership, revenues and expenses, construction, expansion, evaluation techniques, safety, relations with local, state, and federal agencies. The social-economic effect of airports on the community. Future design and trends in airport operations. (Prerequisites: Aviation Technology 138 or permission.)

Aviation Technology 142
Management—Fixed Base Operation **3 Credits**

Functions of a fixed base operator; organization, adequacy, financing, ownership, revenues and expenses, construction, expansion, safety, relations with local business firms, relations with federal, state and local agencies. Analysis of highly successful fixed base operations. Future trends.

Aviation Technology 144
Airline Marketing **3 Credits**

The function of marketing in airline operation; market research, demand analysis, advertising and promotion, sales, traffic, and the theory of price determination; effect of Federal regulations. Dissemination of information and the media involved. Attitudes and their effect on marketing. Survey of current marketing practices and cooperative design of an airline marketing program. (Prerequisite: Aviation Technology 136 or permission.)

Aviation Technology 146
Aviation Industrial Relations **3 Credits**

Personnel practice in the aviation industry; analysis of labor-management problems; methods and administrations of recruiting, selecting, training and compensating employees; labor laws and the applications. (Prerequisite: Aviation Technology 138.)

Aviation Technology 148
Private Flying **2 Credits**

Flight instruction provided by a pilot school approved by the college designed to qualify students for a private pilot certificate.

Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 40 hours of flying. Course completion requires the awarding of a Private Pilot Certificate from a Federal Aviation Administration Flight Inspector. (Prerequisite: Aviation Technology 100 or concurrent enrollment.)

Aviation Technology 150
Commercial Ground Instruction (3+3) **4 Credits**

Advanced work in the topics discussed in Aviation Technology 100 plus: alcohol, drugs and flight effects; aircraft ignition systems; basic radar and transponder; oxygen altitude and the body; oxygen systems; high performance aircraft; emergency procedures; icing; maneuvers. Course completion requires passing the Federal Aviation Administration Commercial Pilot Written Examination. (Prerequisite: Aviation Technology 100 or permission.)

Aviation Technology 152
Commercial Flying (0+9) **3 Credits**

Flight instruction provided by a pilot school approved by the college designed to qualify private pilots for a Commercial Pilot Certificate. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 120 hours of flying. Course completion requires the awarding of a Commercial Pilot Certificate from a Federal Aviation Administration Flight Inspector. (Prerequisites: Aviation Technology 148 and Aviation Technology 150 or concurrent enrollment.)

Aviation Technology 154
Instrument Ground School (3+3) **4 Credits**

Instrument weather; IFR clearance shorthand; IFR flight charts; IFR planning and VOR flight; IFR regulations and procedures; instrument approaches; instruments and systems; physiology of flight; the Federal airways system; IFR publications; simulated flights. Course completion requires passing the Federal Aviation Administration Instrument Pilot Written Examination. (Prerequisite: Aviation Technology 105 or permission.)

Aviation Technology 156
Instrument Flying (1+3) **3 Credits**

Flight instruction provided by a pilot school approved by the college designed to qualify commercial pilots for an instrument rating. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 40 hours of flying. Course completion requires the awarding of an instrument rating by a Federal Aviation Administration flight inspector. (Prerequisites: Aviation Technology 152 and Aviation Technology 154 or concurrent enrollment.)

Aviation Technology 158
CFI Ground Instruction (3+3) **3 Credits**

Certified flight instructor training consisting of: aerodynamics: aeromedical aspects of flight instruction; the integrated method of flight instruction; the flight training syllabus; flight instructor responsibilities; flight training maneuvers and procedures; flight training publication; group projects and practice instructing. Course completion requires passing the Federal Aviation Administration Flight Instructor Airplane Written Examination. (Prerequisite: Aviation Technology 150.)

Aviation Technology 160
CFI Flying (1+2) **2 Credits**

Flight instruction provided by a pilot school approved by the college designed to qualify commercial pilots for certified flight instructor rating. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 30 hours of flying. Course completion requires the awarding of a Certified flight instructor rating from a Federal Aviation Administration flight inspector. (Prerequisites: Aviation Technology 152 and Aviation Technology 158.)

Aviation Technology 162
Multi-Engine Ground Instruction (2+0) **2 Credits**

Classroom presentations and directed study designed to prepare a commercial pilot for the oral examination phase of his Federal

Aviation Administration Multi-Engine Rating Examination. (Prerequisite: Aviation Technology 152.) Offered only at ACC.

Aviation Technology 164
Multi-Engine Flying (1+1) **1 Credit**

Flight instruction designed to prepare the commercial pilot for a Federal Aviation Administration multi-engine rating. Flight instruction provided by a pilot school approved by the college. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 10 hours of flying. Course completion requires the awarding of a multi-engine rating from a Federal Aviation Administration flight inspector. (Prerequisites: Aviation Technology 152 and Aviation Technology 162 or concurrent enrollment.)

Aviation Technology 166
Flight Simulator Operation I (3+3) **4 Credits**
Aviation Technology 168
Flight Simulator Operation II (3+3) **4 Credits**

This course will prepare advanced aviation students to be qualified flight simulator operators. Half the credit will be for classroom work and the other half will be given for practical experience on the college's flight simulators. (Prerequisite: permission.)

Aviation Technology 170
Basic Electricity (3+0) **2 Credits**

Measure and capacitance and inductance. Calculate and measure electrical power. Measure voltage, current, resistance, continuity, and leakage. Determine the relationship of voltage, current, and resistance in electrical circuits. Read and interpret electrical circuit diagrams. Inspection and servicing batteries.

Aviation Technology 172
Aircraft Drawings (3+0) **2 Credits**

Use drawings, symbols, and schematic diagrams. Draw sketches of repairs and alterations. Use blueprint information. Use graphs and charts.

Aviation Technology 174
Weight and Balance (2+0) **1 Credit**

Weigh aircraft. Perform complete weight-and-balance check and record data.

Aviation Technology 176
Fluid Lines and Fittings (2+0) **1 Credit**

Fabrication and installation of rigid and flexible fluid lines and fittings.

Aviation Technology 178
Materials and Processes (3+0) **2 Credits**

Identification and selection of appropriate nondestructive testing methods. Perform penetrant chemical etching, and magnetic particle inspectors. Perform basic heat-treating processes. Identification and selection of aircraft hardware and materials. Inspection and checking welds. Perform precision measurements.

Aviation Technology 180
Ground Operation and Servicing (2+0) **1 Credit**

Start, ground operate, move, service, and secure aircraft. Identification and selection of fuels.

Aviation Technology 182
Cleaning and Corrosion Control (2+0) **1 Credit**

Identification and selection of cleaning materials. Perform aircraft cleaning and corrosion control.

Aviation Technology 184
Maintenance Forms and Records (2+0) **1 Credit**

Write descriptions of aircraft condition and work performed. Complete required maintenance forms, records, and inspection reports.

Aviation Technology 186
Basic Physics (3+1) **3 Credits**

Use the principles of simple machines; sound, fluid and heat dynamics.

Aviation Technology 188
Maintenance Publications (2+0) **1 Credit**

Select and use FAA and manufacturer's aircraft maintenance specifications, data sheets, manuals, and publications, and related Federal Aviation regulations. Reading of technical data.

Aviation Technology 190
Mechanic Privileges and Limitations (2+0) **1 Credit**

Exercise mechanic privileges within the limitations prescribed by Part 65 of this chapter.

Aviation Technology 192
Wood Structures (0+3) **1 Credit**

Service and repair wood structures. Identification of wood defects. Inspection of wood structures.

Aviation Technology 194
Aircraft Covering (0+3) **1 Credit**

Selection and application of fabric and fiberglass covering materials. Inspect, test, and repair fabric and fiberglass.

Aviation Technology 196
Aircraft Finishes (0+3) **1 Credit**

Apply trim, letters, and touchup paint. Identification and selection of aircraft finishing materials. Apply paint and dope. Inspection of finishes and identification of defects.

Aviation Technology 198
Sheet Metal Structures (0+3) **1 Credit**

Install special rivets and fasteners. Inspect bonded structures. Inspect and repair plastics, honeycomb, and laminated structures. Inspect, check, service, and repair windows, doors and interior furnishings. Inspect and repair sheet metal structures. Install conventional rivets. Hand form, lay out, and bend sheet metal.

Aviation Technology 200
Welding (0+3) **1 Credit**

Weld magnesium and titanium. Solder stainless steel. Fabricate tubular structures. Solder, braze, gas-weld, and arc-weld steel. Weld aluminum and stainless steel.

Aviation Technology 202
Assembly and Rigging (0+3) **1 Credit**

Rig rotary-wing aircraft. Rig fixed-wing aircraft. Check alignment of structures. Assemble aircraft. Balance and rig movable surfaces. Jack aircraft.

Aviation Technology 204
Airframe Inspection (0+3) **1 Credit**

Perform airframe conformity and airworthiness inspections.

Aviation Technology 206
Aircraft Landing Gear Systems (0+3) **1 Credit**

Inspect, check, service, and repair landing gear, retraction systems, shock struts, brakes, wheels, tires, and steering systems.

Aviation Technology 208
Hydraulic and Pneumatic Power Systems (0+3) **1 Credit**

Repair hydraulic and pneumatic power systems components. Identification and selection of hydraulic fluids. Inspect, check, service, troubleshoot, and repair hydraulic and pneumatic power systems.

Aviation Technology 210
Cabin Atmosphere Control Systems (0+3) **1 Credit**

Repair heating, cooling, air conditioning, pressurization, and oxygen system components. Inspect, check, troubleshoot, service, and repair heating, cooling, air conditioning, and pressurization systems. Inspect, check, troubleshoot, service and repair oxygen systems.

Aviation Technology 212
Aircraft Instrument Systems (0+3) **1 Credit**

Inspect, check, service, troubleshoot and repair heating, speed, altitude, time, altitude temperature, pressure and position indicating systems. Install instruments.

Aviation Technology 214
Communication and Navigation Systems (0+3) **1 Credit**

Inspect, check, and service auto-pilot and approach control systems. Inspect, check, and service aircraft electronic communication and navigation systems. Inspect and repair antenna and electronic equipment installations.

Aviation Technology 216
Aircraft Fuel Systems (0+3) **1 Credit**

Check and service fuel dump systems. Perform fuel management, transfer, and defueling. Inspect, check, and repair pressure fueling systems. Repair aircraft fuel system components. Inspect and repair fluid quantity indicating systems. Troubleshoot, service, and repair fluid pressure and temperature warning systems. Inspect, check, service, troubleshoot, and repair aircraft fuel systems.

Aviation Technology 218
Aircraft Electrical Systems (0+3) **1 Credit**

Repair aircraft electrical system components. Install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices. Inspect, check, troubleshoot, service and repair alternating current and direct current electrical systems.

Aviation Technology 220
Position and Warning Systems (0+3) **1 Credit**

Inspect, check, and service speed and takeoff-warning systems, electrical brake controls, and antiskid systems. Inspect, check, troubleshoot, service, and repair landing gear position indicating and warning systems.

Aviation Technology 222
Ice and Rain Control Systems (0+3) **1 Credit**

Inspect, check, troubleshoot, service, and repair airframe ice and rain control systems.

Aviation Technology 224
Fire Protection Systems (0+3) **1 Credit**

Inspect, check, and service smoke and carbon monoxide detection systems. Inspect, check, service, troubleshoot, and repair aircraft fire detection and extinguishing systems.

Aviation Technology 226
Reciprocating Engines (0+6) **2 Credits**

Inspect and repair 14-cylinder or larger radial engine. Overhaul reciprocating engine. Inspect, check, service, and repair opposed and radial engines and reciprocating engine installations. Install, troubleshoot, and remove reciprocating engines.

Aviation Technology 228
Turbine Engines (0+6) **2 Credits**

Overhaul turbine engine. Inspect, check, service, and repair turbine engines and turbine engine installations. Install, troubleshoot, and remove turbine engines.

Aviation Technology 230
Engine Inspection (0+3) **1 Credit**

Perform power plant conformity and airworthiness inspections.

Aviation Technology 232
Engine Instrument Systems (0+3) **1 Credit**

Troubleshoot, service, and repair fluid rate-of-flow indicating systems. Inspect, check, service, troubleshoot, and repair engine temperature, pressure, and r.p.m. indicating systems.

Aviation Technology 234
Engine Fire Protection Systems (0+3) **1 Credit**

Inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems.

Aviation Technology 236
Engine Electrical Systems (0+3) **1 Credit**

Repair engine electrical system components. Install, check, and service engine electrical wiring controls, switches, indicators, and protective devices.

Aviation Technology 238
Lubrication Systems (0+3) **1 Credit**

Identification and selection of lubricants. Repair engine lubrication system components. Inspect, check, service, troubleshoot, and repair engine lubrication systems.

Aviation Technology 240
Ignition Systems (0+3) **1 Credit**

Overhaul magneto and ignition harness. Repair engine ignition system components. Inspect, check, service, troubleshoot, and repair reciprocating and turbine engine ignition systems.

Aviation Technology 242
Fuel Metering Systems (0+3) **1 Credit**

Inspect, check, and service water injection systems. Overhaul carburetor. Repair engine fuel metering system components.

Aviation Technology 244
Engine Fuel Systems (0+3) **1 Credit**

Repair engine fuel system components. Inspect, check, service, troubleshoot, and repair engine fuel systems.

Aviation Technology 246
Induction Systems (0+3) **1 Credit**

Inspect, check, troubleshoot, service, and repair engine ice and rain control systems. Inspect, check, service, and repair heat exchangers and superchargers. Inspect, check, service, and repair carburetor air intake and induction manifolds.

Aviation Technology 248
Engine Cooling Systems (0+3) **1 Credit**

Repair engine cooling system components. Inspect, check, troubleshoot, service and repair engine cooling systems.

Aviation Technology 250
Engine Exhaust Systems (0+3) **1 Credit**

Repair engine exhaust system components. Inspect, check, troubleshoot, service, and repair engine exhaust systems.

Aviation Technology 252
Propellers (0+3) **1 Credit**

Inspect, check, service, and repair propeller synchronizing and ice control systems. Identification and selection of propeller lubricants. Balance propellers. Repair propeller control system components. Inspect, check service, and repair fixed-pitch, constant-speed and feathering propellers, and propeller governing systems. Install, troubleshoot, and remove propellers.

BEHAVIORAL SCIENCE

Behavioral Science 101 Field Observation **3 credits**

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

Behavioral Science 102 Introduction to Behavioral Science **3 credits**

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

Behavioral Science 201 Field Practice **3 credits**

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

Behavioral Science 251 Research Principles **3 credits**

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

BIOLOGY

Biology 101 Biology and Man **3 credits**

A survey of biological principles as applied to the problems of man. Human physiology, genetics and evolution. A course designed primarily for nonscience majors.

Biology 102 Ecology and Animal Behavior **3 credits**

Ecology and introduction to animal behavior. (Biology 101 is not a prerequisite to Biology 102.)

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 111 Human Anatomy and Physiology **3 credits**

Biology 111 — The study of structure and function of the human body as related to the skeletal, muscular, nervous, and cardiovascular systems. Emphasis on interrelationship between systems. (For Nursing students only.)

Biology 112 Human Anatomy and Physiology **3 credits**

Biology 112 — is a continuation of Biology 111 — The study of structure and function of the digestive, urinary, respiratory, reproductive and endocrine systems. Microbiology incorporated. (For Nursing students only.)

Biology 201 Mammalian and Human Anatomy **3 credits**

Prerequisite: Biology 105
Mammalian and gross microanatomy, with emphasis on human structure. Dissection of cat and comparison with human.

Biology 208 Organic Evolution **3 credits**

Evidences, mechanisms, and directive forces. (Prerequisite: Biology 105.)

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.

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.

Biology 242 Introduction to Microbiology **3 credits**

Prerequisite: Biology 105
Survey of the morphology and physiology of microorganisms, their role in ecology and their relationship to man.

Biology 252 Principles of Genetics **3 - 4 credits**

Prerequisite: Biology 105
Principles of inheritance in plants and animals; the physico-chemical properties of genetic systems. (Laboratory optional.)

Biology 271 Principles of Ecology **3 credits**

Prerequisite: Biology 105
Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and reaction of organisms. Field trips.

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 151 Introduction to Business **3 credits**

Business organization, nature of major business functions, such as management, finance, accounting, marketing, personnel administration. The opportunities and requirements for professional business careers.

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 nonbusiness 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.

CHEMISTRY

Chemistry 103 Contemporary Chemistry **4 credits**

Chemistry 104 Contemporary Chemistry **4 credits**

Descriptive course in chemical science.

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

Chemistry 105 General Chemistry **4 credits**

General chemistry principles, chemistry of the nonmetals.

Chemistry 106 General Chemistry: Introductory Qualitative Analysis **4 credits**

General chemistry 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.

Chemistry 212 Quantitative Analysis **4 credits**

Prerequisites: Chemistry 106 or equivalent.
General principles of chemical analysis, introduction to volumetric and gravimetric methods, theory, problems, and laboratory.

Chemistry 223 Organic Chemistry **4 credits**

Prerequisite: Chemistry 106
A survey in organic chemistry.

Chemistry 224 Organic Chemistry Laboratory **3 credits**

CLERICAL CLUSTER

A non-credit Clerical Cluster program is available on the Anchorage Community College campus for students who wish to prepare themselves for the secretarial field but who do not wish to enroll in the degree program in secretarial studies.

The students in the Clerical Cluster program spend full time on the campus (9 a.m. to 3:30 p.m.) learning secretarial skills from ACC staff members. Many of these students attend under sponsorship of various manpower training programs, which provide for books, supplies, and tuition. Other students attend the program under private financing.

The Clerical Cluster program ordinarily covers a 50-week training period and is aimed at preparing trainees for the current job market. Students may enter the program the first Monday of each month and progress at their own rate. Anyone interested in enrolling should make an appointment with the coordinator of the Clerical Cluster, prior to registration.

The program includes instruction in the following areas:

Business English
Review of grammar and punctuation, which continues through the length of time the student is enrolled. Composing of simple business letters and rewriting of poorly-constructed sentences are covered.

Spelling
Review of basic spelling rules. Spelling words are slanted towards the vocabulary used in business. Time is spent on vocabulary building, which again emphasizes business vocabulary.

Filing
Alphabetic, geographic, numeric, and subject filing are covered in the class. Different filing systems are discussed. Practical problems are done by the students.

Math
Review of adding, subtracting, multiplying, and dividing of whole numbers, fractions, and decimals. Interest problems are covered. Problems given are of the type used in business.

Bookkeeping
Bookkeeping is elective. Students may take up to one year covering the same material as is covered in the first year bookkeeping course at ACC.

Business Machines
Practice is given to all students on the 10-key adding machine. Other machines covered by most students include the printing calculator, transcribing equipment, executive typewriter, ditto, and mimeograph. We also give training on the MTST for some students.

Office Procedures
Covers the various activities encountered by the secretary on the job. This would include handling the mail, human relations, communications, etc. Field trips, speakers, demonstrations, movies, etc., are used in this area.

Office Practice
Every effort is made to give each student an opportunity to work on campus in an office for a few hours a day. This gives the

students an opportunity to put into practice what they have learned in on-the-job situations. This practice comes near the completion of the course by the student.

Typing
A comprehensive course beginning with basic typewriting skills. Various types of office problems such as letters and reports, tabulation, legal work, etc., are covered as the student progresses. Speed with accuracy is stressed.

Shorthand
All shorthand theory is covered and speed is developed at the rate of the student. Transcription techniques are covered. Shorthand is elective.

On-the-job Training
Every effort is made to provide the student with actual experience, working half-days in a campus office.

COMPUTER INFORMATION SYSTEMS

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 Systems 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 RPG. Regular payroll, inventory control, accounts receivable, general ledger applications, etc.

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; cost considerations; sequential and random techniques; on-line systems; and computer sorting are related to system design.

Computer Information Systems 220
Basic Programming Languages (4+1) **3 credits**

Prerequisite: Computer Information Systems 101 and Computer Information Systems 100, 200, 202.
Programming in basic computer languages including 360 or 1130 ASSEMBLER, and machine language.

Economics 221 Introduction to Statistics for Economics and Business **3 credits**

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.

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 101 Introduction to Current Economic Problems **3 credits**

A one-semester course designed primarily for the student who plans no further work in economics. The course utilizes a less theoretical approach than is customary in introducing economics courses and focuses on such current economic problems as unemployment, inflation, economic growth, balance of payments, industrial strikes, etc.

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 232 Economic History of the United States **3 credits**

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

Economics 291 Seminar in American Capitalism **3 credits**

Prerequisites: Economics 121 and 122 or consent of the instructor.
A general study of the modern American economy, with emphasis on independent research, and writing, and small group discussion.

Economics 293 S.T. Modern Urban Problems **3 credits**

A one-semester course in which students examine the economic implications of urban problems. Unemployment, discrimination, housing, crime, health, transportation and metropolitan finance are some of the topics considered.

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 Aids **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 151 DC Circuits **4 credits**

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

Electronics Technology 152 AC Circuits **4 credits**

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

Electronics Technology 155 Electronics Practices **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 159 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 161 Tubes and Semiconductors **4 credits**

Prerequisite: Electronics Technology 151, 152, 159
Vacuum tubes, semiconductors; transistors. Fundamentals, construction, characteristics, parameters, specifications.

Electronics Technology 162 Electronic Circuits I **3 credits**

Prerequisite: Electronics Technology 151, 152, 159.
Power supplies, basic amplifiers, loud speakers, microphones and pickups, basic oscillators.

Electronics Technology 163 Electronic Systems I **4 credits**

Prerequisite: Electronics Technology 151, 152, 159.
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 166 Electronic Practices II **3 credits**

Prerequisites: Electronic Technology 155.
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 271 Electronic Circuits II **4 credits**

Electronics Technology 272 Electronic Circuits III **3 credits**

Electronics Technology 275 Microwave Electronics **3 credits**

Prerequisite: Electronics Technology 161, 162, 163.
Nonsinusoidal waveshapes, multivibrators, blocking and shock-excited oscillators, wave-shaping circuits, limiters, clampers, 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 276 Logic and Gate Circuits **3 credits**

Prerequisites: Electronics Technology 161, 162, 163.
Lecture and laboratory developing basic logic circuits. Includes studies in adders, subtractors, Booleon Algebra and all standard gates.

Electronics Technology 278 Solid State Electronics **4 credits**

Prerequisite: Electronics Technology 161, 162, 163.
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 285 Navigational Ground Equipment
4 credits

Prerequisites: Electronics Technology 271, 272, 275, 278.
Analysis of ground navigational aids such as ILS, GCA, Tacan, radar and telemetry. Theory, application and circuitry of transmitters, receivers and antennas.

Electronics Technology 286 Basic Aircraft Systems II **4 credits**

Prerequisites: Electronics Technology 271, 272, 275, 278.
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 288 Avionics Systems III **4 credits**

Prerequisites: Electronics Technology 271, 272, 275, 278.
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 Engineering 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, cushing, foam upholstery and all about tools.

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 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 105 Reading Laboratory **2 credits**

Intensive instruction in reading designed to encourage wide reading and vocabulary improvement and to develop the reading skills necessary for successful competition in college courses. Emphasis will be on the kinds of materials encountered by freshmen. Reading clinic help will be available, utilizing various commercial materials and mechanical devices.

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.

NOTE: Students interested in taking English 111 will be required to discuss their plans with an English staff member and write a short essay before registering for the course.

English 131 Introduction to Literature **3 credits**

A basic introduction to fiction, drama, verse; to the terminology of literary study; and to the analysis and appreciation of literature.

NOTE: English 131 is strongly recommended for students considering English as a major or a minor; English 131 is intended to serve as a bridge from English 111 to 200-level English courses.

English 175 Vocabulary Development **3 credits**

Studies to increase the student's acquaintance with and control of words in English.

English 189 Technical Report Writing **3 credits**

Prerequisite: English 111.
Composition of field or laboratory reports characteristic of those required within the student's selected vocation. Formal technical report involving research, data evaluation, compression and reorganization of concepts to support a thesis, graphic representation of ideas, and documentation. Common forms of business correspondence—memoranda, letters of inquiry, application, materials justification, termination, and recommendation. Completion of government reports common to industry and technical professions.

English 201 Masterpieces of World Literature **3 credits**

English 202 Masterpieces of World Literature **3 credits**

Prerequisite: English 111.
Masterworks of literature: studies to acquire a broad background and develop standards of literary judgment.

English 203 A Survey of British Literature **3 credits**

English 204 A Survey of British Literature **3 credits**

A survey of British literature from its beginnings to the present. Included will be Beowulf, Chaucer, Shakespeare, Milton, Pope, Swift, Wordsworth, Coleridge, Tennyson, Browning, Shaw, Eliot, and others. Historical and cultural background will be provided by collateral readings and a few lectures. In the main, however, class periods will be used for informal discussions. Course will include the writing of critical papers on the works read.

English 211 Advanced Composition with Modes of Literature **3 credits**

Prerequisite: 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 evening spring section of this course will deal with the works of Black American writers.

English 213 Advanced Exposition **3 credits**

Prerequisite: English 201-202.
Intensive written expression using selected readings in appropriate fields of social and natural sciences.

NOTE: English 211 and 213 are primarily courses in writing; either one of them will fulfill the second half of the requirement in written communication for the baccalaureate degree. STUDENTS WHO HAVE HAD ENGLISH 102 SHOULD NOT TAKE 211 or 213 UNLESS SPECIFICALLY REQUIRED BY THEIR DEGREE PROGRAMS. English staff members report that more mature students (in terms of age or junior or senior status) have a better chance of completing English 211 or 213 successfully.

English 260 Sophomore Writers' Workshop **3 credits**

Practices in the techniques of writing short stories, one-act plays, sketches and poetry.

ESKIMO

Eskimo 101 Elementary Eskimo **5 credits**

Eskimo 102 Elementary Eskimo **5 credits**

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

FOOD SERVICE TECHNOLOGY (52 credits)

Credits

Food Service Technology 51
Introduction to Food Service **1**

A general overview of the food service industry and the operational principles which the student will encounter in the industry.

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

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**

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

Food Service Technology 55 Sanitation **2**

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

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

Production of rolls, bread, Danish pastry, cakes, icings, pies, and cookies. Lecture class to cover basic recipes and chemical reactions involved in the baking process.

Food Service Technology 65 Quantity Food Service 2

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.

Business Administration 166 3

Business Administration for Technicians

Food Service Technology 74 Quantity Food Production 4

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

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

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

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

Equipment, placement, layout and design.

Food Service Technology 84 Quantity Food Production 4

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

Food Service Technology 88 Food Service Practicum 5

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

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

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

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

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, with emphasis on major culture realms.

Geography 103 World Economic Geography **3 credits**

Study of the world's major economic activities: their physical and cultural bases, spatial growth and distribution patterns, and their significance in inter-regional and international development.

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 nonlaboratory 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 nongeology 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, and plants preserved as fossils, with emphasis on invertebrates, their classification, and evolution.

Geology 213 Mineralogy **4 credits**

Prerequisites: Geology 101, Math 105, and Chemistry 105. (Student may enroll in Chemistry 105 concurrently.)
Introduction to mineral chemistry, and crystal structure. Elements of crystallography, descriptive and determinative mineralogy, mineral association and paragenesis.

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 1650.

History 102 Western Civilization **3 credits**

Major political, economic, social, and intellectual developments of western civilization since 1650

NOTE: A series of micro-courses is being offered which the student may take in lieu of the regular History 101 requirement. Each of the courses will run four weeks in length, study a topic in depth, and provide one unit of course credit for the student. The prospective student should select three, one-unit micro-courses, in lieu of History 101, if he wishes to substitute the micro-course for the regular history course. The micro-courses being offered include (Select one course in each area A, B, C):

MICRO COURSES

History 101-A Rome: Empire in the West **1 credit**

Survey of the political, social and intellectual themes of Roman history from the Samnite Wars to the pontificate of Gregory the Great. Emphasis is placed on the political structure of the Republic and the Empire and on the historiography of the fall of Rome.

History 101-A The Ancient Near East **1 credit**

A general historical study of the cultures of ancient Egypt, Mesopotamia, Asia Minor, and Palestine. The origins, development and interrelationships of the various civilization found in this general area.

History 101-A Ancient Greece:

The Individual and Society **1 credit**

An introduction to the values, politics, economic systems and arts of Ancient Greece from the time of Homer to the age of Aristotle. Special attention is given to the concept of man as seen in Greek literature. An attempt is made to determine the changing relationship of the individual to society and the evolution of Greek economic and political systems. The Greek concept(s) of law as a liberating framework is also considered.

History 101-B Feudalism and Christianity **1 credit**

Survey of the social and intellectual characteristics of Medieval Europe, from the 6th to the 13th century. Emphasis is placed on the basic conception of man and the world dominant during those centuries, a Christian, unitary view of existence and an organic, hierarchical view of society.

History 101-B Byzantium **1 credit**

A general historical study of the Byzantine Empire with particular attention paid to its role as a transmitter of classical culture to the modern world.

History 101-B Islam and the West: Two Cultures **1 credit**

Analysis of the main lines of religious, political, social and cultural development of Islam from its origins to 1699. Special emphasis is placed on relationships with the Judaeo-Christian culture of Western Europe.

History 101-C The Reformation: Reform or Revolt? **1 credit**

Survey of the basic intellectual, political and social aspects of the Reformation of Christianity and society in Europe from 1509 to 1555/1559.

History 101-C Renaissance Man and the Secular Life **1 credit**

A study of the assertion of the role of the individual and the developing appreciation of secular values as seen in Renaissance Italy and Europe from Giotto to Michelangelo.

History 101-C The Wars of Religion **1 credit**

An attempt to place the "Wars of Religion" into their proper historical perspective as the culmination of the dramatic changes brought into being by the Renaissance and Reformation.

History 121 East Asian Civilization **3 credits**

The Great Tradition. Origin and development of the civilizations of China and Japan, from the beginning to 1600, with emphasis on traditional social, political and cultural institutions.

History 122 East Asian Civilization **3 credits**

The Modern Transformation. East Asia from 1600 to the present with emphasis on patterns of social cohesion, transition, and revolutionary change.

History 131 History of the United States **3 credits**

The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

History 132 History of the United States **3 credits**

History of the U. S. from the Reconstruction to the present.

NOTE: A series of micro-courses is being offered which the student may take in lieu of the regular Hist. 131-132 requirement. Each of the courses will run four weeks in length, study a topic in depth, and provide one unit of course credit for the student. The prospective student should select three, one-unit micro-courses, in lieu of Hist. 131-132, if he wishes to substitute the micro-course for the regular history course. The micro-courses being offered include (Select one course in each area A, B, C):

History 131-A Society, Politics and Religion: An Introduction to Colonial America **1 credit**

An introduction to the basic social, religious, and political attitudes of early American society to introduce the student to the first appearance of many basic American beliefs and attitudes about society, and the fact that much of what today is considered America, had its beginning in the colonial period.

History 131-A First Americans **1 credit**

The historical study and analysis of the Indian, African, and white man's experience in encountering the "new" world. The complex interplay between these cultures and consequences as seen in historical perspective.

History 131-A Coming of the American Revolution **1 credit**

A historical study illustrating the growth of revolutionary senti-

ment in the Colonies; the handling of the Western problem (Indians, frontiersmen and public land) by the British Government and the Congress; the crisis of 1774-1776; the peace proposals of 1778; and the constitutional development in state and federal governments.

History 131-B The New Nation **1 credit**

Survey of the application of the political principles which emerged from the revolutionary era in the social and economic context of the new nation; a discussion of the nature of new American Government.

History 131-B Tumult and Reform: America at Mid-19th Century **1 credit**

Reform at midcentury; Petticoats in revolt, temperance crusaders, ecologists, flare-ups of anti-foreignism, utopias, reforming education, and the transcendentalists highlight this study of the mid-century reaction to revolutions in population, communications, transportation and industry.

History 131-B Rise of American Nationalism and Democracy **1 credit**

The historical study of the political trends following the War of 1812, in which the United States turned first to isolationism which gave rise to the growth in nationalism and culminated in Jacksonian Democracy or Democracy for the masses.

History 131-C The Nation in Crisis **1 credit**

Historical review and analysis of the revival of sectionalism and the coming of the irrepressible conflict—the Civil War.

History 131-C American Expansion: Manifest Destiny or National Dishonor? **1 credit**

Historical analysis of the U. S. territorial expansion in three decades preceeding the Civil War. Causes and consequences of land acquisition as evidence in the historical case studies of: Indian Removal Policy—Texan War—Mexican War—Oregon, California, and Cuba.

History 131-C Abolition and Emancipation in pre-Civil War America **1 credit**

An introduction to the various attempts in America in the 18th and the early 19th centuries to emancipate the black slaves, together with some investigation of the attitudes and processes responsible for the beginnings of slavery in America, and the nature of the institution of slavery, and finally, the reasons for the failure of emancipation.

History 132-A Path of Empire: America Unshackled **1 credit**

United States territorial expansion at the turn of the 19th Century. A critique of imperialistic endeavors in Hawaii, Samoa, Cuba, Panama, the Philippines and Mexico. Studies the involvement of commerce, business, the press, public and politicoes in the spirited diplomacy of the 1890-1914 era.

History 132-A Ferment of Reform: Populism and Progressivism **1 credit**

Historical study and analysis of the "social conscience" movements starting in the 1880s with Populism and concluding with Progressivism in the early 20th Century, viewing the causes and consequences of the complex interplay for reform of the new conditions resulting from the Economic Revolution.

History 132-A The Failure of American Liberalism: Big Business in the Gilded Age, 1877-1896. **1 credit**

An introduction to the role of business in the determination of social, political and economic ideals as a result of the industrial age and the absence of governmental or social restraints.

History 132-B The Jazz Mad Twenties **1 credit**

The aftermath of the "Great War" (WW 1) and the generation of Americans who lived in its shadow. Historical studies of the "Big Red Scare", Fundamentalism (Scopes Trial), Bootlegging, KKK, Sacco-Vanzetti and the "lost generation" of writers (F. S. Fitzgerald, E. Hemingway).

History 132-B The Muckrakers **1 credit**

A survey of the impact muckrakers in journalism had on American society beginning at the turn of the 20th Century and ending in 1912 when muckraking as a journalistic movement came to an end. Particular attention will be paid to the impact of the muckrakers in bringing about changes in American Life.

History 132-B The Grapes of Wrath: The Literature & History of the Great Depression. **1 credit**

Introduction to the social attitudes of Americans during the Great Depression, 1930-1940, emphasizing the role of historic forces in the formation of basic cultural attitudes and ideas.

History 132-C McCarthyism: Crisis in Freedom? **1 credit**

The President (Truman), the General (MacArthur), and the Senator (McCarthy), confront Constitutional issues in the wake of the Korean War. Studies center around military-civilian authority and loyalty in the Cold War era.

History 132-C Dream On: America in the 1970s. **1 credit**

A study and analysis of the aspirations of Americans today. Emphasis will be placed on the idealistic dream and the personal dream which create the dilemma of idealist promises on one hand and selfish expectations on the other.

History 132-C The Cold War: An Evaluation of American Foreign Policy, 1945-1970.

Introduction to the formation and changes in American foreign policy toward Europe and Asia from the close of WWII to the later stages of the Viet-Nam conflict in S. E. Asia.

History 200 The Alaska Native **3 credits**

History of the native Alaskan peoples.

History 225 Ancient History **3 credits**

Political, social, economic, and cultural development of the ancient Near East, Greece, Rome.

History 226 Medieval History **3 credits**

The political, social, economic and cultural development of Europe from the fall of the Roman Empire to the beginnings of the Renaissance.

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 241 Afro-American History **3 credits**

History of the Afro-American peoples from colonial times to 1865. A course designed to describe the Afro-American historical experience from the African origins to the end of the Civil War. Social, economic, psychological, religious, and racial aspects of Africa, the slave trade, slavery, slave-trading nations, and the Civil War will be considered. The impact of various racial theories and practices on black/white relations will be examined.

History 242 Afro-American History **3 credits**

Afro-American History 1865 to the present. The impact of technology, changing social and economic conditions, and the international scene on black Americans will be analyzed. Consideration will be given to leaders, organizations, concepts and issues that affect blacks and society at large.

History 261 Russian History **3 credits**

Origins of Russia. Kievan Russia. The Mongol Era and the Rise of Muscovy. Modern Russia to the 20th century.

HOME ECONOMICS

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 7 Cake Decorating **Non-credit**

Basic home cake decoration including 14 basic flowers, sugar molding, marzipan, and petits fours.

Home Economics 20 Self-Improvement **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 makeup, wardrobe planning, accessories, conversation, etiquette in business, and social use.

Home Economics 102 Meal Management (2+3) **3 credits**

Planning, buying, preparing, and serving meals. Emphasis on management, cost and nutrition.

Home Economics 113 Clothing Selection and Construction (2+3)
3 credits

Prerequisites: This course should be considered a prerequisite for all clothing classes.
Fundamental sewing processes in garment construction, using modern techniques. Clothing selection and wardrobe study, and the psychological and social significance.

Home Economics 114 S.T. Intermediate Clothing Construction
3 credits

Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced construction techniques and couture finishes with a review of basic principles.

Home Economics 160 The Art of Skin Sewing (2+3) **3 credits**

Basic techniques of sewing skins including skin selection, preparation, patterns, cutting, stitching, applied designs as sewed by the Natives of the northern regions of Alaska.

Home Economics 245 Child Development **3 credits**
(Same as Psy. 245)

Theory and laboratory of human mental, emotional, social and physical development. (Prerequisite: Psy. 101, 45 semester hours, and permission of the instructor.)

Home Economics 260 Advanced Skin Sewing (3+0) **3 credits**

Advanced techniques and creative projects in skin sewing including parka construction, mukluks, use of power machine; and methods and materials unique to southeast and southwest Alaska.

Home Economics 213 S.T. Tailoring (2+3) **3 credits**

Techniques of making a coat including interfacing, underlining, lining, applying collar, pockets, buttonholes and other tailoring details.

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 111 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.

MATERIALS TECHNOLOGY (WELDING)

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 111 Gas Welding and Cutting 4 credits

Combustion characteristics and heat values of fuel gases, design of gas using equipment, welding blueprints, hazards and safety. Practice in welding with various torches. Cutting with acetylene, Mapp, and Propane in all positions. Automatic and shape-cutting machines.

Materials Technology 112 Shielded Metal Arc Welding 4 credits

History, process, electrodes, and techniques for manual electrode welding. Designing for welding. Metallurgy of low carbon and low alloy steels, practice on all position, welding with typical electrodes on low carbon steel.

Materials Technology 113 Welding Construction 4 credits

Grades of steel available and their preferred uses, standard shapes, weights, use of steel suppliers handbooks, takeoffs from shop blueprints, cost calculations, AWS building construction codes, criteria for welding design, practice in structural welding. Welding procedure qualification tests to code standards.

Materials Technology 114 Welding of High Strength Steels 4 credits

Metallurgy of low alloy high strength steels. Preheating, flame straightening. Includes vertical down welding practice on low hydrogen and on deep penetrating fast-freeze electrodes of the 6010, 7010, and 8010 types.

Materials Technology 121 Introduction to Pipe Welding 4 credits

Pipe classification by grade, size, and wall thickness, pipe joints and layout. Practice with manual electrodes on pipe, vertically down.

Materials Technology 122 Advanced Pipe Welding 4 credits

Continuation of pipe layout welding, vertically up to ASME standards with low hydrogen and XX10 electrodes.

Materials Technology 151 Technical Math **3 credits**

Basic review of arithmetical operations and methods of checking same. Metric conversions, rules of exponents, general algebra applied to welding and welding equipment, problems, factoring, simultaneous equations, quadratic equations.

Materials Technology 152 Technical Math **3 credits**

Continuation of Materials Technology 151 with emphasis on geometric and trigonometric applications. Basic calculus.

Materials Technology 153 Freehand Sketching **3 credits**

Perspective drawing with no tools except pencils to permit persons in industry to make sketches, often in less than a minute, of structures, machines, and animate forms. Planned as an aid to any who may use illustrations, make designs or otherwise need to be able to think with a pencil.

Materials Technology 157 Technical Blueprints **2 credits**

Reading of blueprints oriented toward welding fabrication. Basic lines, dimensioning, symbols, views.

Materials Technology 161 CO_2 Dip Transfer Welding **4 credits**

Introduction first to automatic followed by some semi-automatic carbon dioxide gas, shielded metal arc welding. This is the most useful and fastest growing of the newer welding processes. Covers physics of the arc, metal transfer modes, electrical characteristics of power supplies, wire feeders, and control systems. Filler metal selection. Emphasis on the CO_2 Dip Transfer mode (Mig, Short Arc). Sufficient shop time provided to prepare for certification on mechanized systems.

Materials Technology 171 Principles of Industrial Science **4 credits**

Introduction to the basic concepts of science as applied to welding. Forces. Matter and energy. Principles of heat flow, electricity and magnetism. Radiation. Preparation for X-ray

course, for physics of welding, and metals and plastics courses. (Prerequisite: Credit or concurrent registration in Materials Technology 151.)

Materials Technology 172 Physics for Welding **4 credits**

Physical properties of solids encountered in welding. Study of the periodic chart as an aid to understanding properties of materials. Elementary chemistry as applied to welding. Preparation for materials science, X-ray, and plastic courses. (Prerequisite: Materials Technology 171 or permission of instructor.)

Materials Technology 173 Electric Welding Equipment **3 credits**

Detailed study of selected electric welding equipment (power sources, wire feeders, and special control systems). Analysis and investigation of manufacturers proprietary circuitry. Supervised maintenance and trouble shooting of shop equipment. Machine installation and modification. Student design and building of control panels. (Prequisite: Materials Technology 171 and working knowledge of algebra.)

Materials Technology 174 Basic Tig Welding **2 credits**

Tungsten inert gas (heliarc). Introduction to welding of aluminum steel, stainless, and several unusual metals by high quality argon or helium shielded tungsten arc. Automatic and manual torches. (Prerequisite: Materials Technology 111.)

Materials Technology 175 Welding Processes **3 credits**

A survey of the approximately two score welding processes in common use. Covers the advantages, limitations, applications, and cost factors of each. Shop demonstration. History and development of welding and its importance to civilization.

Materials Technology 181 Field Training **1 credit**

Responsible supervised welding work in industry in summer or between semesters. (Prerequisite: One year of Materials Technology training.)

Materials Technology 183 Joining Dissimilar and Special Metals **3 credits**

Soldering, brazing, braze welding, welding of cast iron by several processes, die castings, study of joint designs, fluxes, filler metal alloys. Techniques and precautions on difficult weld applications. (Prerequisite: Welding 111 and 112 or permission of instructor.)

Materials Technology 190 Fine Wire Welding **4 credits**

Theory and practice of fine wire welding. Dip transfer, spray, and pulsed arc modes of metal transfer with the common shielding gases and mixtures, filler metals, effect of power source, characteristics of welds on mechanized welding of aluminum steel, stainless and other metals. (Prerequisite: Materials Technology 172 and 172 which may be taken concurrently.)

Materials Technology 282 Codes and Physical Tests **2 credits**

Survey of engineering codes for welding. Codes and destructive tests. Procedure specifications and physical tests.

Materials Technology 285 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. (Prerequisite: Materials Technology 172 or permission of instructor.)

Materials Technology 288 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. (Prerequisites: Materials Technology 175 and 195 or permission of instructor.)

Materials Technology 289 Welding Metallurgy **4 credits**

Intensive study of the structure and microstructure of welds in steel alloys, aluminum alloys, and stainless steel. Application of

metallurgical knowledge to problems encountered in welding these metals. Active use of metallograph, microhardness testers, tensile and bend test, and all other lab equipment in independent studies of critical welding problems. (Prerequisite: Materials Technology 185.)

Materials Technology 295 Introduction to Polymers 3 credits

The nature and variety of plastics, molecular chains, cross-linking, properties, uses, fabrication techniques. Each student gets practice in making a variety of plastics items in the laboratory and shop. (Prerequisite: Materials Technology 185.)

Materials Technology 297 General Nondestructive Testing 3 credits

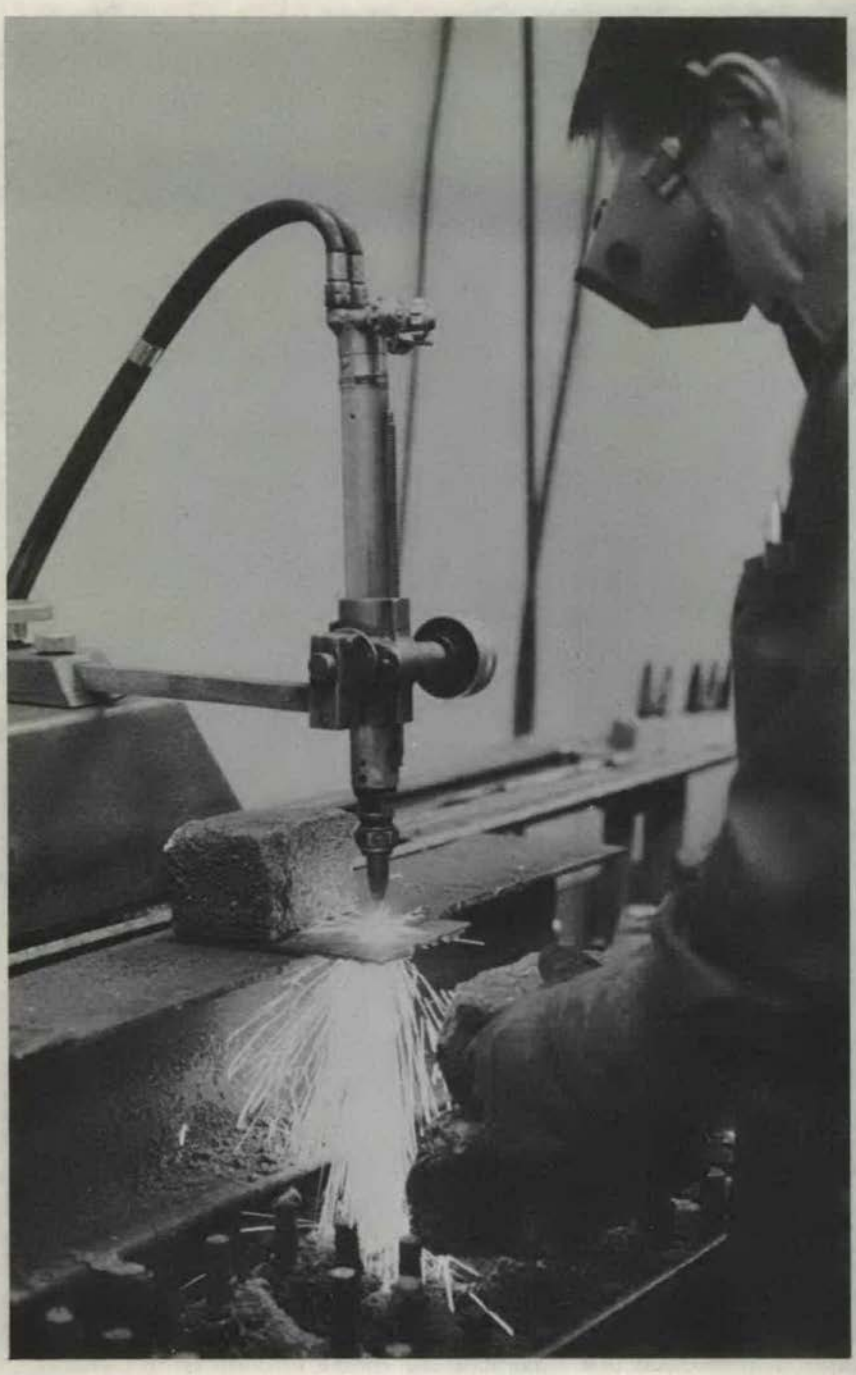
Advantages and use of dye penetrants, eddy current, magnetic particle, ultrasonic, and other diagnostic methods for quality assurance. Emphasis on welded joints. Applications to plastics and composite materials and general structural inspection where appropriate. Extensive lab experience and analysis of causes of defects.

Materials Technology 298 X-Ray and Radioisotopes Radiography 4 credits

X-ray and radioisotope radiation safety, survey instruments, films, exposure techniques, interpretation of radiographic films and image amplifier presentations, electronic readouts, regulations. Training for industrial radiographers, assistants, and management personnel responsible for radiography operations. (Prerequisite: Materials Technology 172 or permission of instructor.)

Materials Technology 299 Problems in Materials Technology 3 credits

Advanced work in small groups on specific welding problems involving applications research. Independent work combined with seminars with staff. Precision laboratory techniques and formal reports. (Prerequisites: Advanced standing and permission.)



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 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.

Mathematics 205 Mathematics for Elementary School Teachers **3 credits**

Prerequisite: Mathematics 105 and/or placement.
Set theory, real number system and subsystems, informal geometry, relations and functions, modular arithmetic, bases, logic.

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 September. All those interested in the program should make an appointment with the coordinator at the College prior to registration.

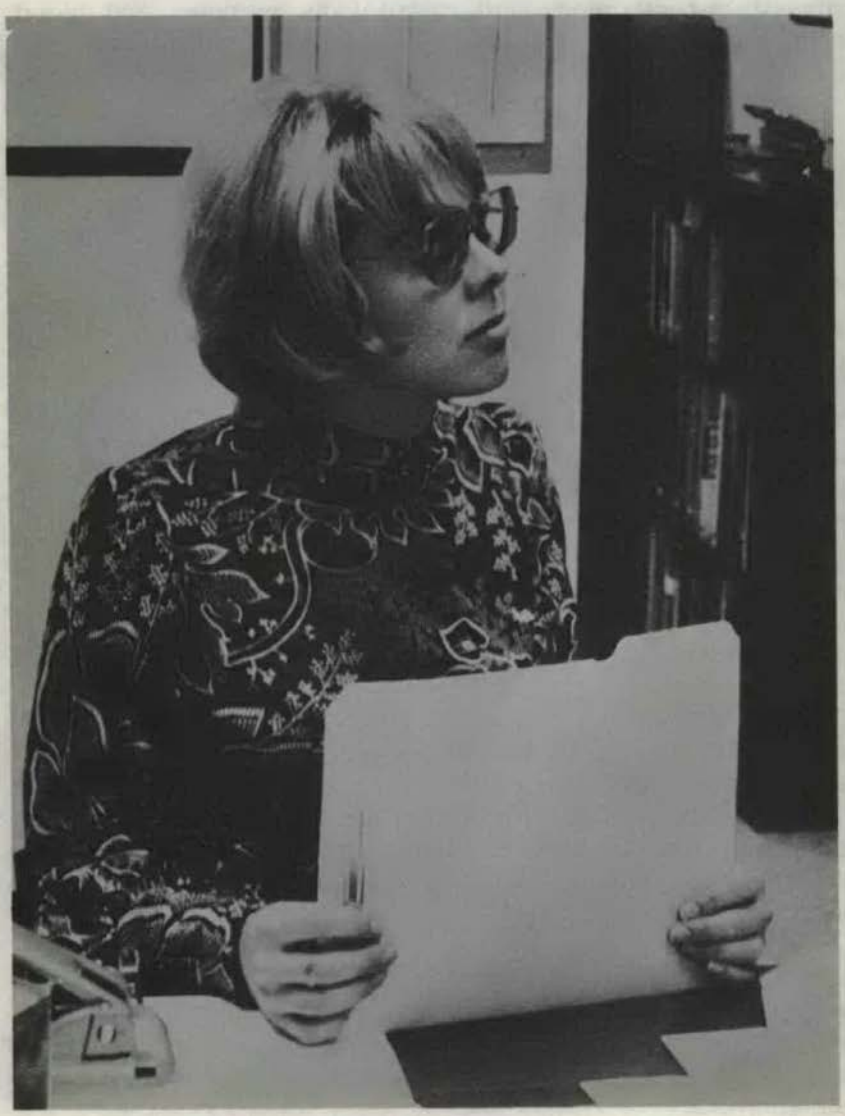
MEDICAL OFFICE ASSISTANT PROGRAM

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 nonmedical records, examination room techniques, laboratory orientation and an eight-week externship in a medical office.

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 101 Anchorage Community Chorus **1 credit**

Admission by audition only, based on ability to read music, secure rhythmic and pitch sense and voice blend.

Music 113 Music Fundamentals **3 credits**

Rudimentary work in the elements of music including introduction to the keyboard, rhythm, major and minor scales, intervals, and musical terms. This course is designed for students with little or no background in music reading. This course is a prerequisite to Basic Theory.

Music 123 Introduction to Music (1st semester) **3 credits**

Music 124 Introduction to Music (2nd semester) **3 credits**

Development of the historical-cultural aspects of music as art in the great style periods with information about the leading figures and the world they inhabited. The course also deals with the materials and structural elements out of which a musical work is fashioned. Open to all students, including music majors.

Music 131 Basic Theory (1st semester) **3 credits**

Music 132 Basic Theory (2nd semester) **3 credits**

Development of musical skills including sight singing, ear training, dictation and keyboard harmony. Also stylistic analysis of compositions of 18th- and 19th-century composers. Prerequisite: Music 113 or permission of instructor.

Music 151-152 Class Lessons (1st semester) **1 credit**

Instrumental Ensemble
Vocal Ensemble
Guitar
Stage Band

Music 252-252 Class Lessons (2nd semester) **1 credit**

Instrumental Ensemble
Vocal Ensemble
Guitar
Stage Band

Music 161 Private Lessons (1st semester) **2 credits**

Music 162 Private Lessons (2nd semester) **2 credits**

Voice
Piano
Organ
French horn
Trumpet
Trombone
Flute
Oboe
Clarinet
Bassoon
Violin
Viola
Cello

Music 203 Anchorage Symphony Orchestra (1st semester) **1 credit**

Admission by audition only, based on performance skill.

Music 231 Advanced Theory (1st semester) **3 credits**

Music 232 Advanced Theory (2nd semester) **3 credits**

Continued study, in depth, of harmony and musical form through analysis of representative works of the standard repertoire and construction of harmony by students. The course also includes the study of 20th-century harmonic styles. (Prerequisites: Music 131-132 or permission of instructor.

Music 261 Private Lessons (1st semester) **2 credits**

Music 262 Private Lessons (2nd semester) **2 credits**

For advanced students who have had private lessons under Music 161-162.

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 of the National League for Nursing. Pre-Nursing Guidance Examination.

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 **6 credits**
(3 lec/wk.—8 lab hrs./wk.)

Nursing 150 is a foundation course containing the essential basic principles in beginning nursing practice: communication and observation skills, principles, and techniques used to promote physical and mental comfort, physiological data, and safety. The nursing process (assessment, intervention, and evaluation), is introduced and is a unifying thread for subsequent nursing courses.

Assessment is approached by knowledge of the normal physiological and psychological values of all age groups—the infant through senescence.

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

Nursing 151 Nursing Care in Physical & Mental Illness, Part I **8 credits**
(4 lec hrs./wk.—12 lab hrs./wk.)

Theoretical content and clinical experience in utilizing the nursing process to give care to patients with problems involving fluid and electrolyte embalance, nutrition, cancer, or surgery. Theory is directly related to clinical experience in health care facilities. The student will adapt previous learnings regarding health and basic nursing techniques to situations involving illness.

Nursing 252 Nursing Care in Physical & Mental Illness, Part II **8 credits**
(4 lec hrs./wk.—12 lab hrs./wk.)

Theoretical content and clinical experience in utilizing the nursing process to give care to patients with problems involving sensory deprivation, mental illness, and mental retardation. Theory is

directly related to clinical experience in health facilities. The student will adapt previous learning to a widening range of physical and mental illnesses.

Nursing 253 Nursing Care in Physical & Mental Illness, Part III **8 credits**
(4 lec hrs./wk.—12 lab hrs./wk.)

Theoretical content and clinical experience in utilizing the nursing process. To give care to patients with problems involving oxygen supply and utilization, neurological deficit, chronic illness and rehabilitation. Theory is directly related to clinical experience in health facilities. The student will apply and plan nursing techniques to a point of skillful competence that involves complex patient care in a widening range of illnesses.

Nursing 254 Maternal-Child Nursing **8 credits**
(4 lec hrs./wk.—16 lab hrs./wk.)

Development of maternal-child care during normal and abnormal prepartal, intrapartal, and postpartal periods. Emphasis on mother and child as members of a family within a cultural and social environment. Supervised experience includes labor and delivery, pre- and postpartum clinics, the newborn and premature nursers. Diseases peculiar to children considered.

Nursing 255 Seminar 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.

NURSING SCIENCE (LICENSED PRACTICAL NURSING LPN)

Nursing Science 42 Practical Nursing Program **Non-credit**

This program is 40 weeks (three trimesters) in length on a full-time basis with class beginning in September 1972. 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	156 hours
2.	Vocational Adjustments I, II	56 hours
3.	Diet and Health	24 hours
4.	Body in Health and Diséase I, II, III, IV	130 hours
5.	Family Living I, II	33 hours

Practical Courses:

1.	Medical-Surgical Nursing I, II, III	228 hours
2.	Obstetrical Nursing	140 hours
3.	Nursing of Children	140 hours
4.	Psychiatric Nursing	144 hours
5.	Geriatrics	44 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.

PHILOSOPHY

Philosophy 201 Introduction to Philosophy **3 credits**

Basic concepts, problems and methods, as reflected in writings of great philosophers of the Western philosophical tradition.

Philosophy 202 Introduction to Eastern Philosophy **3 credits**

Basic assumptions, problems, conclusions of the major philosophical traditions of the Far East.

Philosophy 204 Introduction to Logic **3 credits**

Principles of deductive and inductive logic and informal fallacies.

Philosophy 293 S.T. The Philosophy of Love **3 credits**

Alienation, existential loneliness, various kinds and concepts of love.

PHYSICAL EDUCATION

Physical Education 100 Physical Education Activities and Instruction **1 credit**

Instruction, practice and activity in a variety of physical activities, sports and dance.

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**

Prerequisites: E. S. 111 or Physics 103-104, Math 200.
Mechanics, 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 150 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 156 Patrol Procedures (Correspondence Course) **3 credits**

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

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 194 S.T. Contemporary Political Issues **3 credits**

This course is designed to acquaint the student with the most important political issues of the day on the local, state, and national levels. Outside speakers, panelists, and other knowledgeable individuals will discuss topics in their particular area of expertise and/or interest as will members of the faculty.

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 it applies to municipal agencies. Theoretical aspects of factors such as policy-formation and decision-making in a public agency. Offered in alternate years.

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 244 Early Childhood Development 3 credits

Prerequisite: Psychology 101.
Introduction to the physical, social, affective and cognitive development of young children from birth to six years of age.

Psychology 245 Child Development 3 credits

Theory and laboratory of human mental, emotional, social and physical development. (Prerequisite: Psy. 101, 45 semester hours, and permission of the instructor.)

Psychology 246 Psychology of Adolescence (Same as Sociology 246) **3 credits**

Prerequisites: Psychology 201, 45 semester hours, and permission of the instructor. Sociology 101 is recommended.
Intellectual, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings, including public schools.

Psychology 251 Introductory Statistics for Behavioral Sciences **3 credits**

Prerequisite: Psychology 201.
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.

Psychology 261 Introduction to Experimental Psychology **3 credits**

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

RUSSIAN

Russian 101 Elementary Russian **5 credits**

Russian 102 Elementary Russian **5 credits**

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

Russian 201 Intermediate Russian **3 credits**

Russian 202 Intermediate Russian **3 credits**

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

Russian 194 S.T. Russian Language and Culture **2 credits**

SECRETARIAL STUDIES

Secretarial Studies 101 Beginning Shorthand **4 credits**

Gregg Shorthand, Diamond Jubilee Series. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

Secretarial Studies 102 Intermediate Shorthand **4 credits**

Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. (Prerequisite: Secretarial Studies 101 or equivalent and ability to type.)

Secretarial Studies 103 Elementary Typewriting **3 credits**

Basic typewriting skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering, typing of personal and business letters, envelopes, simple tables and manuscripts. For people with no previous typing training.

Secretarial Studies 105 Intermediate Typewriting **3 credits**

Speed and accuracy development and application of typewriting skill to special letter problems, tabulations, manuscripts, and other office typing problems. (Prerequisite: Secretarial Studies 103 or one year of high school typing or equivalent.)

Secretarial Studies 106 Advanced Typewriting **3 credits**

Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. (Prerequisites: Secretarial Studies 105 or equivalent and speed of 40 words a minute.)

Secretarial Studies 109 Magnetic Tape/Selectric Typewriter **2 credits**

Instruction and practice in the use of the IBM Magnetic Tape/Selectric Typewriter, two-tape station. This machine is an electric typewriter with the capacity to record signals on magnetic tape and play back automatically at a rapid speed.

Secretarial Studies 131 Comprehensive Business English **3 credits**

Develop skills in the mechanics of writing and transcribing business letters that are correct in language, grammar, punctuation, capitalization, etc. Intensive practice is given.

Secretarial Studies 201 Advanced Shorthand **4 credits**

Developing speed and transcribing large quantities of new-matter dictation, graded in difficulty, and problems of transcription. (Prerequisite: Secretarial Studies 102 and Secretarial Studies 106 or equivalent.)

Secretarial Studies 202 Advanced Dictation and Transcription **4 credits**

Speed maintenance, mailable transcripts with emphasis on conference reporting and editing. Comprehensive review is provided. (Prerequisite: Secretarial Studies 105, basic course in English grammar and structure, Secretarial Studies 201 or equivalent, or by permission of the instructor.)

Secretarial Studies 203 Office Machines **3 credits**

Basic operation of adding and calculating machines and an overview of their use in office work. Use of duplicating machines and the IBM Executive typewriter.

Secretarial Studies 207 Machine Transcription **3 credits**

Transcription training with emphasis on mailable copies, speed of transcription, meeting deadlines, and working under pressure. (Prerequisite: Secretarial Studies 105 or ability to type 45 words a minute.)

Secretarial Studies 209 Human Relations in Business **3 credits**

Orienting the student to the human problems encountered and the personal adjustments needed to succeed in a business career.

Secretarial Studies 210 Office Procedures **3 credits**

Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

Secretarial Studies 231 Business Correspondence **3 credits**

Applies the techniques of written communications to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers, and dealers. Included will be interoffice memos, letters and reports. (Prerequisite: Secretarial Studies 131. Ability to type.)

Secretarial Studies 299 Office Practicum **6 credits**

The student is placed in a business office which is related to her educational program and occupational objective for 10 hours a week with two additional hours a week in a seminar with the coordinator.

SOCIOLOGY

Sociology 101 Introduction to Sociology **3 credits**

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

Sociology 102 Introduction to Sociology **3 credits**

Prerequisite: Sociology 101.
A continuation of Sociology 101.

Sociology 105 Contemporary Social Issues **3 credits**

A study of the social and economic dynamics facing twentieth-century society. Readings in the social sciences dealing with these changes. Field trips and community involvement are an integral part of the study.

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 and Ecology **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 246 Adolescence **3 credits**
(Same as Psychology 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.

Sociology 251 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.

Sociology 293 S.T. Alcohol-Related Problems **3 credits**

A general overview of the use and abuse of alcohol in American society with emphasis on: Cross-cultural employment problems, crime problems, religious conflicts, regulations problems, research and treatment. Guest lecturers in each of these fields will be featured.

SPANISH

Spanish 101 Elementary Spanish **5 credits**

Spanish 102 Elementary Spanish **5 credits**

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

Spanish S.T. 194 Spanish Language and Culture **2 credits**

Spanish 201 Intermediate Spanish **3 credits**

Spanish 202 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

An introduction to the processes of interpersonal and group communication patterns, focusing on the affective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.

Speech Communication 201 Debate Practicum 1 - 3 credits

Training in practical debate situations. Participation in debating organization required. May be repeated for a maximum of six credits. Students wishing to take this course and Speech Communication 351, Argumentation and Debate, may enroll in the latter with the consent of the instructor and may not receive more than eight units of credit for any combination of the two courses.

Speech Communication 211 Voice and Diction 3 credits

Development of fluency and clearness in the voice; study and practice to improve speech and eliminate faults of articulation and pronunciation; phrasing, inflection, and emphasis, including individual analysis and tape recordings. Class will use specific exercises for each level of development and concentrate on voice production technique as well as expressiveness in reading aloud. Assignments and in-class drill will give the student tools with which to improve oral expression whether in performance or in daily speech.

Speech Communication 212 Speech Pathology 3 credits

A study of the development of speech and language as well as the various pathologies that may occur. The class will review the physiology and neurology of speech development along with its chronological evolution. Practical application of knowledge will involve as much actual clinical experience as possible.

Speech Communication 235 Discussion **3 credits**

Nature and operation of discussion groups; use of evidence, reasoning, reflective thinking, group psychology, participant, and leader behavior. This course will discover and develop the techniques best suited to effective group discussion, emphasizing the decision-making process and the ability to contribute constructively to it. The class will study group dynamics theory and apply those principles to actual group discussion situations.

Speech Communication 236 Interviewing **3 credits**

The interview is considered a face-to-face interpersonal communication relationship. This course examines the theories and individual responsibilities associated with the informational, employment, and persuasive interviews. Application of student knowledge is examined and individuals are placed in role-playing interview situations.

Speech Communication 241 Public Speaking I **3 credits**

Theory and practice of exposition and persuasion and platform speaking situations. Training in the selection, organization and effective presentation of material to large audiences in a variety of situations.

Speech Communication 242 Public Speaking II **3 credits**

Practice in advanced forms of exposition and persuasion. Students will practice and sharpen their abilities with different types of speeches including the briefing, the eulogy, the soap-box speech, the ghost-written speech, the introduction, the technical report, the critique, the after-dinner speech and the class lecture.

SpC. 244 History of Rhetorical Theory (2+2) **3 credits**

This course is designed to acquaint the students with the ancient beginnings and background, the historical development, and the current status of rhetorical theory.

SpC. 245 History of American Public Address (2+2) 3 credits

This course is designed to acquaint the student with the role of speakers and speaking in the historical development of the United States. It considers public address as a force in history and focuses on particular issues within certain historical periods and important speakers who considered these issues.

Speech Communication 246 Contemporary Public Address 3 credits

This course will concentrate on a study of the addresses of contemporary public speakers and an analysis of the role rhetoric plays in society today. Speakers and materials will be selected from political, governmental, educational, industrial, social, and religious settings.

The following is a Special Topics course that will be taught at the lower level this next academic year.

Speech Communication 195 S.T. Parliamentary Procedure 3 credits

This course examines the history of parliamentary procedure plus fundamental principles; structure; the 40 most used motions; organizational procedures; bylaws, duties of officers; voting, nominations and elections; reports; oral communication; speech and discussion.

SURVEYING TECHNOLOGY

Surveying Technology 101
Basic Surveying Practices (3+9) 6 credits fall

Basic concepts in plane surveying. Theory and use of precise surveying instruments—levels, compasses, and transits—along with the standard surveying equipment such as rods, chains, hand levels, and clinometers. Application of theory to problems in land surveying. Field adjustment of levels and transits. Extensive field work, involving instrumentation and field notekeeping. (Prerequisite: Simultaneous enrollment in Surveying Technology 102 or instructor's permission.)

Surveying Technology 102
Surveying Computations (2+4) **3 credits fall**

Concepts of mathematics as related to surveying theory. Correction of surveying error, calculation of angles, bearings, azimuths, traverse closures, areas of closed traverses, and omitted measurements. Introduction to procedures of the United States system of Rectangular Subdivisions. Subdividing by aliquot parts. (Prerequisite: Simultaneous enrollment in Surveying Technology 101, or instructor's permission.)

Surveying Technology 103
Drafting for Survey Technicians (2+4) **3 credits fall**

Introduction to the use of drafting equipment, engineering lettering, topographical mapping, and plat drafting. Use, preparation, and reproduction of maps in the civil technology field. Reduction of field notes into final map form. (Prerequisite: Simultaneous enrollment in Surveying Technology 102, or instructor's permission.)

Surveying Technology 104
Basic Surveying Mathematics (5+0) **5 credits fall**

Introduction to basic laws and numbering systems in algebra. Algebraic expression, operations with fractional expressions, factoring, linear equations. Emphasis on surveying applications. Introduction to plane trigonometry. Solutions of right and oblique triangles.

Surveying Technology 106
Surveying Geometry (3+0) **3 credits spring**

The study of plane geometry with emphasis on applications to surveying. Use of logarithms and the slide rule. Introduction to analytical geometry with its relationship to surveying. Study of coordinates, slopes, equations of lines, parabolas, and circles. (Prerequisite: Surveying Technology 104.)

Surveying Technology 107
Route Geometrics (3+9) **6 credits spring**

Field work related to the reconnaissance, preliminary, and location surveys for roads. Fundamentals of circular curves, grades, and parabolic curve design. Analysis of special horizontal and vertical curve problems. Basic design criteria of highway routes. Volume estimates. Construction slope staking. Students will draw a plan, profile, and cross section map of major route. (Prequisites: Surveying Tecechnology 101 and 102.)

Surveying Technology 108
Boundary and Construction Surveys (2+6) **4 credits spring**

Introduction to boundary surveys. Emphasis on procedures for topographical surveys using transit-stadia and grid methods. Preparation of site and grading plans. Field layout for buildings and bridges. Grade stakes for storm and sanitary sewers. Practice in estimating quantities and costs. Use of theodolite. (Prerequisites: Surveying Technology 101 and 102.)

Surveying Technology 100
Field Survival (1+2) **1 credit spring**

Knowledge of Arctic clothing and skills needed to survive in the Alaskan bush. First Aid. Student will acquire advanced American Red Cross card. Operation and repair of chain saw, generator, and outboard motor. Two-way radio. Preview of Alaskan geography and its cultures.

Surveying Technology 199
Basic Field Practicum (0+40 hrs. minimum) **3 credits summer**

A three-and-one-half month work/study program in cooperation with the Bureau of Land Management. Development of expertise with survey instruments. Familiarity with Bureau of Land Management procedures. Practice in field computation of one of the following types of surveys: U. S. Rectangular surveys, townsites, homesteads, allotments, or small tracts. Field platting. Completion of standard field reports.

Surveying Technology 201
Subdivision Planning and Platting (3+9) **6 credits fall**

Elements of subdivision design. Federal, state, and borough platting regulations for subdivisions. Preparation of subdivision plats. Utilization and classification of land. Students will design and plat a subdivision project, performing all stages of field and office work. (Prerequisites: Surveying Technology 103. Simultaneous enrollment in Surveying Technology 202.)

Surveying Technology 202
Advanced Computation and Design (2+4) **3 credits fall**

Mathematical theory related to applications of advanced surveying computations. Computations involved in acquiring geodetic distances and positions. Use of Alaska State Plane Coordinate System. Introduction to desk computers, programmers, and problems involving COGO. (Prequisites: Surveying Technology 102. Simultaneous enrollment in Surveying Technology 201 or instructor's permission.)

Surveying Technology 206
Geodetic and Electronic Surveys (3+6) **5 credits spring**

Determination of azimuth and position of station by celestial observation. Precise methods of measurement—both linear and angular. Adjustment of precise level, triangulation, and trilateration nets. Extensive use of theodolites. Introduction to electronic surveying equipment. (Prerequisites: Surveying Technology 202 and prerequisites thereto.)

Surveying Technology 207
Introduction to Photogrammetry (2+4) **3 credits spring**

Introduction to photogrammetric methods of surveying. Photo identification and interpolation. Use of stereoscope. Calculation of photo scale and elevations from aerial photos. Practical use of photos during field work on boundary surveys. (Prerequisite: Surveying Technology 103.)

Surveying Technology 208
Practices of Professional Surveying (2+6) 4 credits spring

Studies in the types of surveys most often performed by the private land surveyor—subdivisions, lots, aliquot parts of sections, restorations of lost corners, topography plans, and grading plans. Ethics. Regulations governing private practice. Writing a metes and bounds description and a surveyor's certificate. (Prerequisites: Surveying Technology 201 and 212.)

Surveying Technology 209
Legal Aspects of Surveying (3+0) 3 credits spring

Survey law as established by federal, state, and borough branches of government. Procedures for recording engineering documents in the public record. Practice in locating survey information from public record systems. (Prerequisites: Simultaneous enrollment in Surveying Technology 208.)

THEATRE ARTS

Theatre 101, 201 Theatre Practicum (Participation) 1-3 credits

Participation in workshops or lab productions as performer or technical staff member. Participation in productions required. May be repeated for a total of six credits.

Theatre 211 Introduction to Theatre 3 credits

History of theatre with emphasis on dramatic form, architecture, and standards of criticism. First semester will cover Greek Drama through the Restoration.

Theatre 241 Basic Stagecraft 3 credits

Materials of scene construction and painting and their use. Fall semester covers Scene Design and Stage Lighting. Through analysis of plays students will learn to design sets, construct scenery, and develop lighting plots. Practical experience is also gained from crew work on ACC productions.

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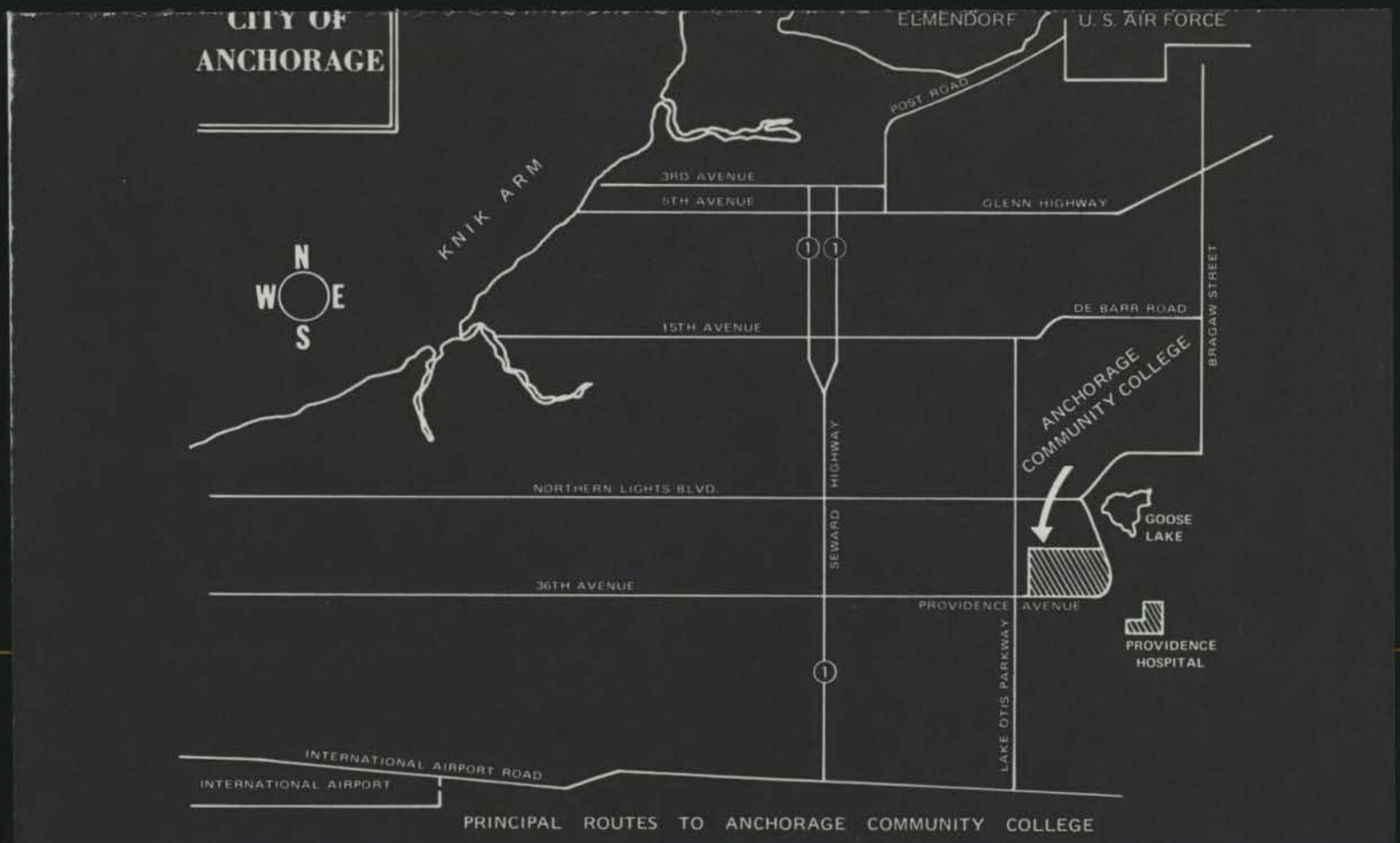

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