

ANCHORAGE
COMMUNITY
COLLEGE

Anchorage Community College

2533 Providence Drive
Anchorage, Alaska 99504

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Anchorage Community College. The College reserves the right to change any provision or requirement at any time during the period in which this catalog is in effect.

Affirmative Action

Anchorage Community College recognizes its responsibilities through the Affirmative Action Plan to provide education and employment opportunities for qualified individuals. Anchorage Community College is firmly committed to: 1) increasing the number of qualified female and minority faculty, staff, and students; 2) assuring that female and minority students are treated equitably in admissions, financial support, use of facilities, and all other areas of education; and 3) assuring that qualified handicapped students are assisted in every reasonable manner possible to acquire an education equal to that acquired by non-handicapped students.

Any student who feels that he or she is being discriminated against because of race, color, creed, national origin, age, sex, handicap, religion, or veteran status has the right to contact the appropriate supervisory or academic official for informal resolution. The student may also contact the cognizant local Affirmative Action Officer or the Statewide EEO/AA Officer for advice and direction.

Academic Calendar 1978-1979

Fall Semester 1978

Registration — Continuous through
Convocations and Meetings

Labor Day (Vacation)
Course Preparation

Instruction Begins
Late Registration Fee — Add/Drop Fees Commence
Last Day of Late Registration
Deadline for Fall Graduation Application
Thanksgiving Vacation

Last Day to Drop Classes
Last Day of Regularly Scheduled Classes
Instruction Completion/Final Examinations Week

Grading Days

Grades Due in Campus President's Office

Spring Semester 1979

Registration through
Course Preparation

Instruction Begins
Late Registration Fee, Add/Drop Fee Begins
Last Day of Late Registration
Deadline for Spring Graduation Applications
Good Friday Holiday
Last to Add/Drop
Last Day of Regularly Scheduled Classes
Instruction Completion/Final Examinations Week

Grading Days

Grades Due in Campus President's Office
Commencement

Summer Session 1979

Registration Dates
Instruction Begins — 12-week session

Friday	September 8
Wednesday	August 30
Thursday	August 31
Friday	September 1
Monday	September 4
Tuesday	September 5
Wednesday	September 6
Thursday	September 7
Friday	September 8
Monday	September 11
Monday	September 11
Monday	September 25
Friday	October 13
Thursday	November 23
Friday	November 24
Saturday	November 25
Friday	December 1
Saturday	December 16
Monday	December 18
through	
Saturday	December 23
Wednesday	December 27
Thursday	December 28
Friday	December 29
Wednesday	January 3
Thursday	January 4
Friday	January 5

Friday	January 19
Wednesday	January 17
Thursday	January 18
Friday	January 19
Monday	January 22
Monday	January 22
Monday	January 29
Friday	February 23
Friday	April 13
Monday	April 16
Saturday	April 28
Monday	April 30
through	
Saturday	May 5
Monday	May 7
Tuesday	May 8
Wednesday	May 9
Thursday	May 10
Friday	May 11
Friday	May 14
Thursday	May 10

To Be Announced	
Tuesday	May 29

4 Anchorage Community College

— 1st 6-week session

Late Registration Fee Commences (for classes starting May 29)

Last Day of Late Registration (for classes starting May 29)

Independence Day Holiday

Second Six-Week Session Begins

Last Day to Drop Classes that Began May 29

Last Day of Instruction

Grading Days

Grades Due in Campus President's Office

Tuesday May 29

Tuesday May 29

Wednesday June 13

Wednesday July 4

Thursday July 5

Monday July 9

Friday July 27

Saturday August 18

Monday August 20

Tuesday August 21

Wednesday August 22

Thursday August 23

Friday August 24

Monday August 27

Academic Calendar 1979-1980

Fall Semester 1979

Registration Through (Dates to be Announced)
Convocations and Meetings

Labor Day (Vacation)
Course Preparation

Instruction Begins
Late Registration and Add/Drop Fees Commence
Last Day of Late Registration
Deadline for Fall Graduation Application
Thanksgiving Vacation

Last Day to Drop Classes
Last Day of Instruction/Examination
Grades Due in Campus President's Office

Friday	September 7
Wednesday	August 29
Thursday	August 30
Friday	August 31
Monday	September 3
Tuesday	September 4
Wednesday	September 5
Thursday	September 6
Friday	September 7
Monday	September 10
Monday	September 10
Monday	September 24
Friday	October 12
Thursday	November 22
Friday	November 23
Saturday	November 24
Friday	November 30
Saturday	December 22
Friday	January 4
	(Thurs. Jan. 31)

Spring Semester 1980

Registration Through (Dates to be Announced)
Course Preparation

Instruction Begins
Late Registration and Add/Drop Fees Commence
Last Day for Late Registration
Deadline for Spring Graduation Applications
Easter Holiday

Last Day to Drop Classes
Last Day of Instruction
Grades Due in Campus President's Office

Friday	January 18
Wednesday	January 16
Thursday	January 17
Friday	January 18
Monday	January 21
Monday	January 21
Monday	February 4
Friday	February 22
Friday	April 4
Saturday	April 5
Friday	April 11
Saturday	May 3
Friday	May 9

Summer Session 1980

Registration
Instruction Begins — 12-week session
First 6-week session
Late Registration and Add/Drop Fees Commence
(For Classes Starting May 27)
Independence Day Holiday

Second Six-Week Session Begins
Last Day to Drop Classes That Began May 27
Last Day of Instruction
Grades Due in Campus President's Office

To Be Announced	
Tuesday	May 27
Tuesday	May 27
Tuesday	May 27
Thursday	July 3
Friday	July 4
Saturday	July 5
Monday	July 7
Friday	July 25
Saturday	August 16
Friday	August 22



GAT-1

GENERAL AVIATION TRAINER

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SINGER

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This is Anchorage Community College

What is Anchorage Community College?

Anchorage Community College is a public, comprehensive COMMUNITY college serving the Greater Anchorage area. Meeting Alaskans' educational needs since territorial days, the college has been in operation since 1954 when ACC opened its doors to 414 evening students at West Anchorage High School.

The College was incorporated into the University of Alaska Statewide System in 1962 and is the largest, most productive single unit of Alaska's public higher education system.

We moved to our present location in September, 1969 and began offering day and evening programs to both part-time and full-time students.

Accreditation

Our college is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges to offer college-level courses and educational programs leading to the Associate of Arts and Associate of Applied Science degrees.

The Students

Our students vary from recent high school graduates, through veterans and workers with several years' experience, to older persons seeking new dimensions in their lives. Bridging several generations, this variety provides valuable learning experiences through social interaction on campus and participation and interaction in the classroom.

The Staff

There are over 400 full and part-time faculty members who are eminently qualified. Their credentials range from Ph.D. with many years of working with the community college student, to the para-professional who brings an expertise in a particular field. A highly qualified support staff provides the students and faculty with these services that best facilitate learning.

The Programs

Anchorage Community College offers you a broad range of courses in both career and transfer curriculums and Community Services programs. At present, you have a choice of over 50 programs leading to certificates, Associate of Arts or Associate of Applied Science degrees, in addition to a wide variety of special interest and self-enrichment courses.

Anchorage Community College Programs and Offerings

Discipline	Courses Only	Certi- ficates	Associate of Arts	Associate of Applied Science
Accounting			X	X
Anthropology			X	
Art			X	
Automotive Technology		X		X
Aviation				
1. Air Traffic Control				X
2. Airframe & Powerplant Tech.		X		X
3. Aviation Ad- ministration			X	X
4. Professional Piloting			X	X
Banking		X		
Biology			X	
Business Ad- ministration			X	X
Chemical			X	
Dependency			X	
Chemistry			X	
Computer Infor- mation Systems			X	
Corrections			X	
Dance	X			
Dental Assisting		X		X
Dental Hygiene				X
Diesel Technology		X		X
Drafting Technology		X		X
Early Child- hood Dev.			X	
Economics	X			
Electronics Technology		X		X
English			X	
Environmental Science			X	
Fire Science Technology				X
Food Service Technology		X		X
French	X			
Geography	X			
Geology			X	
German	X			
History			X	
Home Economics				
1. General			X	
2. Interior Design			X	

3. Clothing Emphasis				X
Humanities			X	
Japanese	X			
Journalism (Including Photography)	X			
Law Science			X	
Library				
Science	X			
Linguistics	X			
Mathematics			X	
Medical Assisting				X
Medical Laboratory Technology				X
Modern Language			X	
Music			X	
Natural Sciences			X	
Nursing				
1. Practical Nursing		X		
2. Registered Nursing Science			X	
Office Occupations		X	X	X
Paramedical Technology				X
Physical Education	X			
Physics	X			
Police Administration			X	
Political Science			X	
Psychology			X	
Russian		X		
Social Sciences			X	
Social Welfare			X	
Sociology			X	
Spanish	X			
Speech			X	
Surveying				
Technology				X
Theatre Arts			X	
Welding Technology		X		X

Community Services Program

Putting COMMUNITY into a college takes more than merely including it in the name of the school. It requires a strong commitment to the idea that the college exists to serve PEOPLE by offering programs and courses responsive to their needs, desires, and purposes.

Anchorage Community College is committed to this concept. We back this commitment by offering a wide variety of non-credit courses in addition to the more traditional academic classes. These courses do not carry credit, and the instructors do not need the same credentials as those teaching credit classes.

As a member of the community, you have the right to help determine what kinds of community service courses Anchorage Community College will offer. You can do this by contacting the Office of Community Education. If there is sufficient demand, and the course is appropriate for the community college, we will attempt to provide an instructor and facility to meet this demand.

We further recognize that some of these courses may be controversial in nature. Anchorage Community College does not necessarily endorse the content of any course, but does recognize the individual's right to free expression and the pursuit of knowledge, and our obligation to guarantee these rights. What may be of no interest and hold little value to one individual may be of great interest and value to another. We do not attempt to make these value judgments. We try to offer a carefully selected, diversified program to meet some of the various interests and needs of the community.

Continuing Education Unit (CEU)

Anchorage Community College has adopted the implementation of the Continuing Education Unit (CEU). The CEU is a nationally accepted standard of measurement to record your participation in non-credit continuing education.

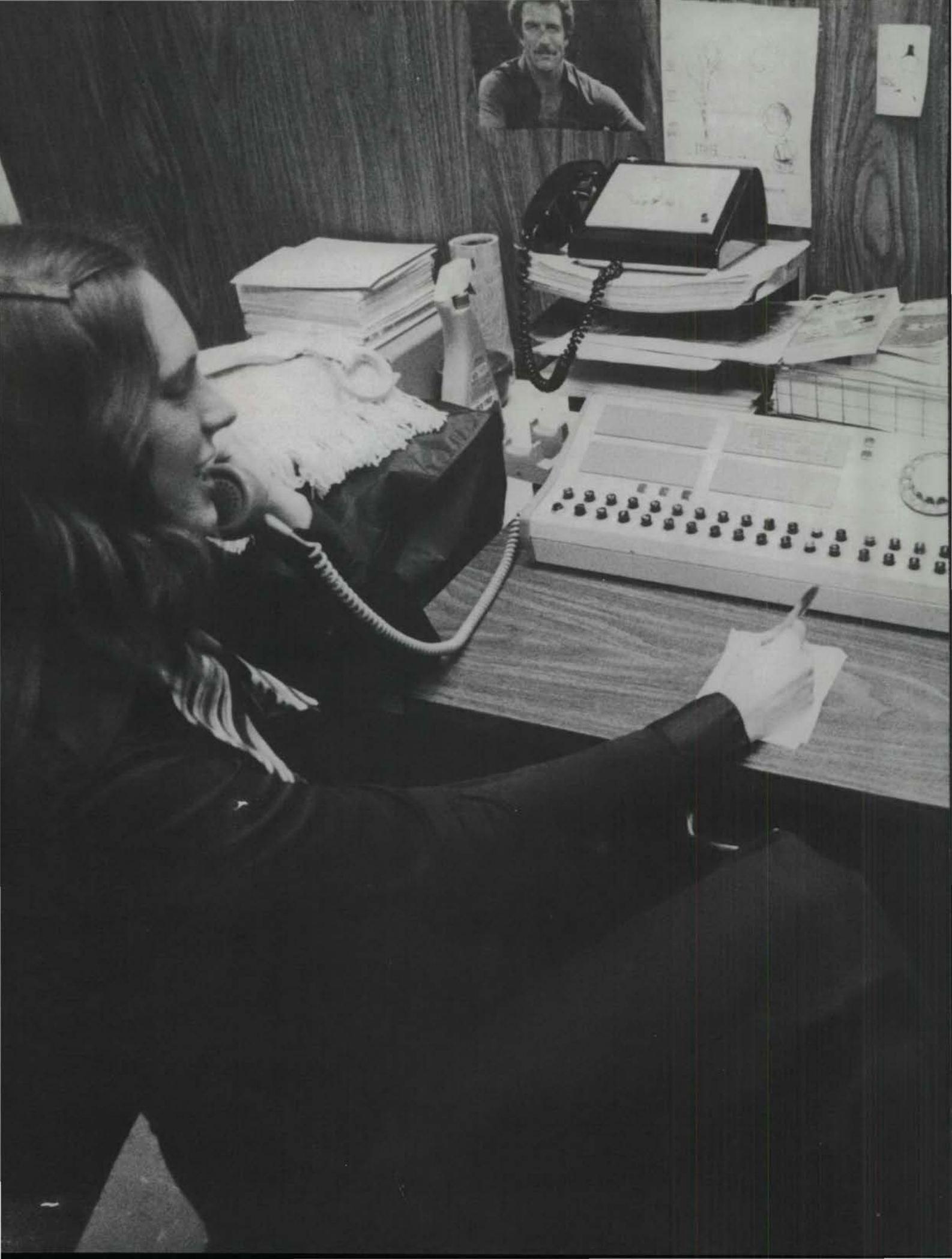
One CEU is equal to 10 contact hours of participation in an organized continuing education experience, under responsible sponsorship and capable direction. Courses can be taught for your business, professional, paraprofessional and/or technical groups in order to update or refresh knowledge. Places, times, and course content are arranged to meet the needs of your group. Contact the Office of Community Education to make your request.

The Facilities

The 87-acre Anchorage Community College Campus is located at Providence Drive and Lake Otis Parkway. Opening its doors in September, 1969, and dedicated in February, 1970, the nine-building campus combines administrative and instructional functions — classrooms, laboratory facilities, and faculty and staff offices.

In addition, the college and its students share several facilities with the University of Alaska, Anchorage (UAA), whose campus is adjacent to Anchorage Community College. These shared facilities include:

- Campus Bookstore
- The Lucy Cuddy Center
- Recreation and P.E. Facility
- The Student Center
- Library System
- UAA/ACC Auditorium



Opportunities At Anchorage Community College

Opportunities Through the Open Door

Anchorage Community College offers learning opportunities for anyone who can profit from the experience. A high school diploma is not necessary. There are no time limits on your education. You may enroll in one course, or in several. You may attend full-time or part-time. You may leave Anchorage Community College for other opportunities, then return for more learning as your needs and interests develop.

Opportunities for Success

You are encouraged to plan your educational goals with trained counselors who believe in you and your abilities. They help you determine your interests, your potential, your educational needs, to recognize your past successes and future opportunities. They help you choose a program in keeping with your goals, interests, and capabilities. Our emphasis is on SUCCESS and LEARNING. If you do not have the skills necessary to complete a particular course, skill development and reinforcement are available. You are limited only by the limits you place on yourself. Opportunities for success are available to each student who comes through ACC's open door.

Opportunities in a Variety of Programs

We offer more than 800 different courses at Anchorage Community College, and new courses and programs are

constantly being developed to meet the diverse needs of our community.

We believe you have a worth and dignity of your own. That is why we try to help you find the place in society which best suits your interests, needs, and abilities, where you can make your own contribution and find success. For this reason, ACC does not emphasize one curriculum over another; no distinctions are made between so-called "academic" and "vocational" courses nor between the students enrolled in these programs.

Opportunities to Learn at Your Own Pace

Recognizing that individuals learn at different rates and in different ways, ACC offers traditional programs as well as programs geared to individualized instruction, programmed learning, small and large group study, and self-paced learning packets. Some programs offer additional help in labs for assistance on class or individual projects.

Opportunities for Additional Assistance

One of ACC's strengths is that faculty members are genuinely concerned about the well-being of the students. The faculty is committed to helping students with program planning, teaching-learning strategies, helping individuals make choices, and providing advice and direction to those who need more specialized assistance. Our skilled counselors are also available to help you solve personal and academic problems. In addition, special counseling is available to help you with reading and study problems and with career development.

Opportunities for Veterans

ACC works with the Veterans Administration and with the Alaska Post-Secondary Education Commission to keep veterans informed of the various educational opportunities available to them under Federal Law and of the regulations which affect their administration. The Office of Veterans Affairs processes applications for V.A. benefits, provides informational service, and orients new veterans to the college. Veterans with questions and problems can receive assistance through the Office of Veterans Affairs. If you are a veteran planning to enroll, you should contact the Office of Veterans Affairs to apply for V.A. benefits.



Philosophy And Function Of Anchorage Community College

The Philosophy of Anchorage Community College

Anchorage Community College belongs to the people. Therefore, we strive to be responsive to the individual and collective needs of our community. To achieve that response, we see the campus extending beyond its present boundaries to include a larger segment of our community. We believe that the community is our campus and the citizenry is our student body.

Our basic purpose at ACC is to offer our students comprehensive programs which help them toward fuller participation in society. We believe we should enrich the lives of all of our citizens and raise their levels of aspiration and accomplishment, to promote the cultural development of all. Therefore, Anchorage Community College serves as a stimulus to learning and a source of service to everyone.

We believe in the worth and dignity of individual students; therefore, we believe that people must be free to develop themselves and realize their potential. We are committed to providing meaningful educational opportunities that encourage youth and adults of the area to enrich their lives and advance their careers.

To implement this philosophy we operate with an open door policy; all who may profit from attendance are encouraged to enroll. We believe all individuals can make a worth-

while contribution to the society in which they live. We believe all individuals have the right to enter the open door and avail themselves of the educational opportunities of the College.

ACC is committed to provide quality instruction, guidance, and opportunities for success. In addition, we believe educational opportunities should always be available to persons, because every person has a right to a new beginning, regardless of former academic record. We believe that individuals respond to different learning situations and that they learn at different rates of comprehension. Therefore, we believe it is our responsibility to find appropriate, effective, educational techniques to help every student determine realistic goals, discover personal abilities and interests, and develop them to the fullest extent.

Because we believe work and study can be mixed effectively throughout a lifetime, we have developed, and will continue to develop, programs which combine academic and "on the job" experiences. We strive to provide fully for the needs of all students with disadvantage to none.

We recognize our responsibility to the community, and we devote ourselves to the people as an educational, recreational, civic, and cultural center.

Function

In keeping with our philosophy, Anchorage Community College offers an educational program which includes:

1. Career-oriented programs leading to a certificate or associate degree designed to prepare you for employment in technical and paraprofessional positions.
2. The freshman and sophomore years of university-paralleled courses leading to an Associate of Arts degree for those of you planning to transfer to a baccalaureate program.
3. Educational opportunities for those of you who have specific needs or interests in higher education, but are not necessarily working for a degree.
4. A community services program offering short-term, non-credit courses, seminars, and workshops designed for your personal, professional, and cultural enrichment.

TRATION

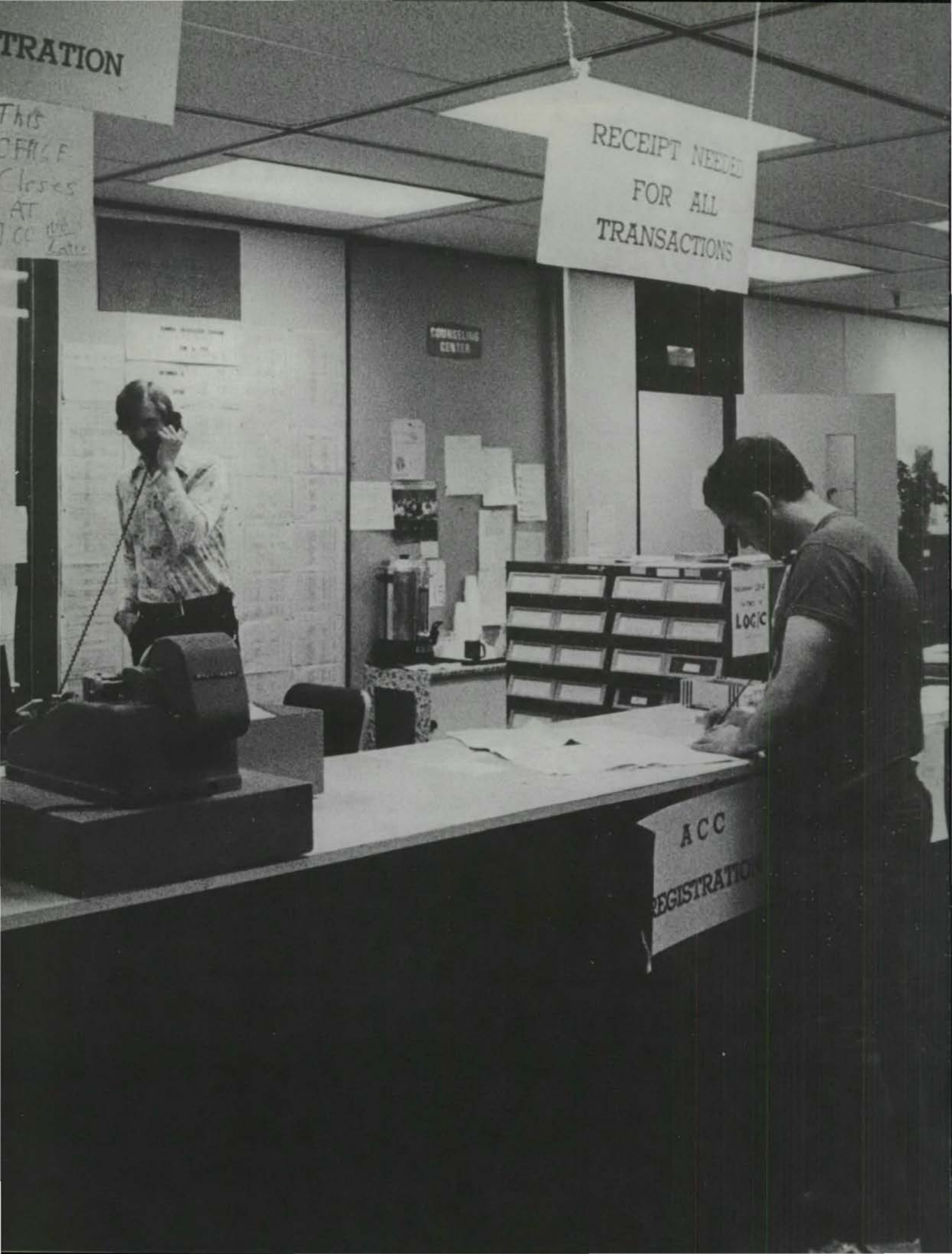
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RECEIPT NEEDED
FOR ALL
TRANSACTIONS

COUNSELLING
CENTER

LOGIC

ACC
REGISTRATION



Admissions

Enrolling at Anchorage Community College

The Open Door

ACC's programs are designed primarily for students who have received their high school diploma or an equivalency certificate (G.E.D.), for seniors in high school who choose to participate in our early admissions program, and for adults not in high school who are 18 years or older. A specific grade point average (G.P.A.) in previous high school or college work is not required.

Placement in Courses

Although Anchorage Community College subscribes to the concept of the "open door," you are expected to meet the necessary prerequisites for your courses. Counselors and faculty members are prepared to assist you in determining the level of work you should attempt.

PLACEMENT TESTS — If you are registering for math or an English composition course for the first time, you are required to take the placement tests for these areas before you register.

Admissions

You are eligible to enroll for classes at Anchorage Community College if you:

1. Have earned a high school diploma or equivalent (GED certificate); or
2. Are 18 years of age or older; or
3. Are a high school student with written permission from your parent/guardian and high school principal/counselor.

A specific grade point average (GPA) in previous high school or college work is not required for the majority of our programs.

If you are planning on completing a certificate or degree program at ACC, and have taken college-level work at other institutions, you must submit official transcripts from the other schools to the Office of Admissions and Records.

Veterans who have had previous college training are required to have transcripts from those schools on file if they are to receive VA educational benefits.

NOTE: Some ACC programs, primarily in Health Occupations, and some vocational programs, have special admissions requirements and screening procedures in addition to the above. If you are interested in these programs, you *must* follow the application procedure included with the program description.

Career Planning

All degree and certificate students who are new to ACC are expected to participate in program planning before registering for classes. Returning students are encouraged to utilize program planning prior to registration. You should contact the Counseling Office for this service.

Admission With Transfer Credit

Anchorage Community College will accept a total of 45 credits toward an associate degree from other accredited institutions. Credits earned at other institutions with a grade of "C" or better will be accepted in transfer.

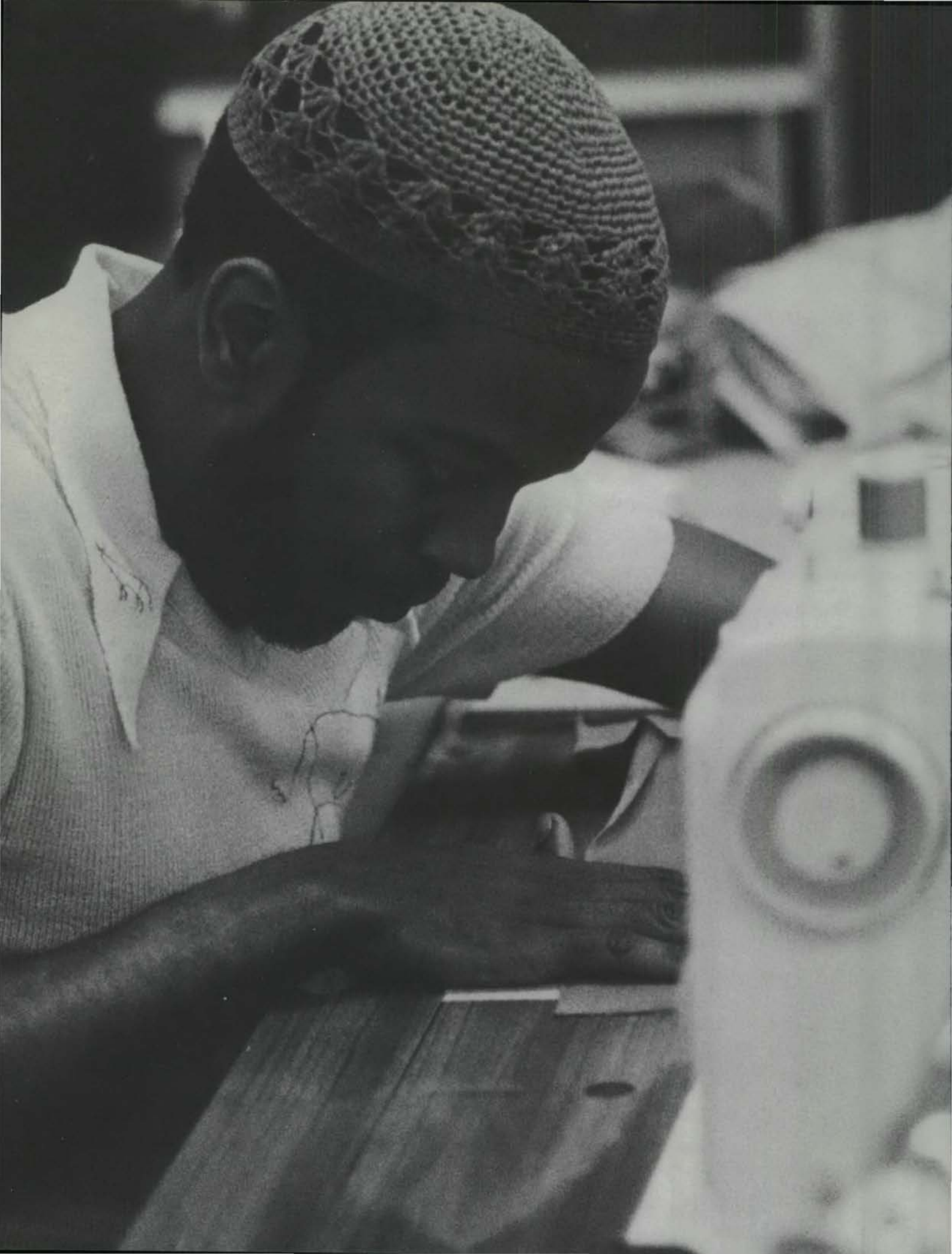
Foreign Students

If you are a foreign student, you are expected to show competence in English by attaining a test score of 450 or higher on the TOEFL Exam (Test of English as a Foreign Language), before your application can be formally accepted. Prior to your acceptance, you must submit a declaration and certification of finances. When you are accepted and while you are a student at Anchorage Community College, you will be required to pay out-of-state tuition.

Information

Additional information, catalogs, and applications may be obtained by visiting or writing the college at the following address:

Anchorage Community College
2533 Providence Drive
Anchorage, Alaska 99504
(907)279-6602



Fees

Fees

Summary of Semester Charges

Fees and Charges

If you are enrolling in 7 credits or less, you will pay \$20 per credit. If you are enrolling in 8 or more credits, you will pay the consolidated fee of \$160.

Total Credits	Basic Fee	Student Activity Fee*	Total Fees
1	\$ 20	\$0	\$ 20
2	40	0	40
3	60	7	67
4	80	7	87
5	100	7	107
6	120	7	127
7	140	7	147
8 or more	160	7	167

*See explanation

Non-Resident Tuition

In addition to the consolidated fee and student activity fee, students who do not meet residency requirements will pay non-resident tuition according to the following schedule:

TOTAL CREDITS	NON-RESIDENT TUITION
1-6	\$ 0
7	50
8	100
9	150
10	200
11	250
12 or more	300

NOTE: Courses which require the use of special materials, supplies, or services may have a material use fee in addition to the normal credit-hour charge.

Tuition for Foreign Students

Foreign students studying under a Student Visa are required to pay Non-Resident Tuition Fees as shown on the chart above.

Other Fees

Admission Fee (remit with application)	\$10
Drop/Add Fee (per transaction)	2
Late Registration Fee:	
First Day	5
Each Succeeding Day	2

Placement File Fee	10
Credit By Examination Fee	15
Request for Transcripts from Other Institutions	2
Continuing Education Unit Fee (per Unit)	20

Residency

Alaska residents, as well as students from Hawaii, the Yukon Territory, and the Northwest Territories, are exempt from non-resident tuition fees. For purposes of nonresident tuition, a resident is any person who has been physically present in Alaska for one year (excepting only vacations or other absences for temporary purposes with INTENT to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself or herself to be a resident of another state, voted in another state, or done any other act inconsistent with Alaska residence shall be deemed a nonresident for purposes of nonresident tuition.

An unemancipated person under the age of 18 who has a parent or guardian who qualifies as an Alaska resident, as defined above, shall be deemed a resident, and otherwise such an unemancipated person under the age of 18 shall be deemed a nonresident for purposes of nonresident tuition.

Fee Explanations

Vocational and Technical Fees

Vocational and technical fees vary with individual programs. Check with the Counseling and Testing Center for further information or the Office of the Dean of Career Education. The tuition rate for courses not involving college credit varies from course to course. Such rates are printed in the class schedule each semester.

Laboratory or Materials Fees

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

Late Registration Fee

There is a specified cut-off date for registration each semester. Students registering after that date shall pay a late registration fee of \$5 for the first day, plus \$2 for each succeeding business day to a maximum of \$25. This fee is refundable only in the event all classes for which the student registered are cancelled.

Music Course Fee

Certain studio courses have special fees. No fees will be waived except for those students receiving financial assistance through authorized ACC tuition waivers, scholarships, etc. Music fees are listed in the class schedules.

Placement File Fee

If a student's credentials are not filed with the College's placement officer before graduation, a \$10 charge is made for filing and one year of placement service. Thereafter \$5 is charged for each year the file is used. Students may use the Placement Office services free of charge prior to graduation.

Student Activity Fee

An activity fee, for students enrolled for three or more credits, of up to \$21 per semester, may be assessed to support student-related activities. The current rate, \$7 per semester, is subject to revision on an annual basis. There is no student activity fee for students enrolled in courses offered on Elmendorf Air Force Base or Fort Richardson Army Post.

Payment of Fees

All charges, deposits and fees for the semester are due at the time of registration. Students should be prepared to pay the full amount of charges for the semester when they register. Tuition and fee charges are subject to review and audit. Any adjustment to an individual student's fee and tuition totals must be made by the College within thirty days following the close of late registration or after any change in the student's schedule. The student will be notified of any such adjustment by mail.

Senior Citizen Waiver of Tuition

Alaska residents 60 years of age or older may enroll in any course offered by the Anchorage Community College for which they are properly qualified, and for which space is available without course credit hour charges. Lab fees, other special fees, and non-credit fees are not included in the waiver.

All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form which is available at the registration desk.

Financial Obligations

The College withholds diplomas of students who are delinquent in paying their debts. Also, the Office of Admissions and Records withholds transcripts and grades until debts to the College have been paid. Students incurring College indebtedness are in a position to have their registration suspended for succeeding semesters.

Cancellation of Classes

Anchorage Community College reserves the right to cancel or combine classes, to change the time, date or place of meeting, or to make other revisions in class offerings which may become necessary, and to do so without incurring obligation. The College may discontinue a class at any time if attendance falls below expected levels.

Fee Explanations

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Public Higher Education. The College reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessments are subject to audit and correction, and any such adjustments will be made within thirty days following the close of late registration or after any change in the student's schedule. Students will be notified by mail of any adjustments.

Non-Credit Course Fees

Classes numbered 001-049 are non-credit. They do not meet degree requirements and they may have fees other than the regular tuition. Such fees follow the course title. No tuition is charged for such courses.

Audit Fee

Fee rates shall apply to students auditing any course in the same manner as they do for those enrolled for credit.

Credit-By-Examination Fee

A non-refundable \$15 fee is charged for each examination. For more than three credits, an additional charge of \$1 per credit hour shall be charged.

Drop/Add Fee

A drop/add fee of \$2 shall be paid for each course dropped or added following the start of classes. The penalty fee will not be levied when charges are necessitated by College cancellation of courses or College rescheduling of classes.

Enrollment at Two or More Branches of the University of Alaska Statewide System

Students who are taking credit courses concurrently at two or more units of the University of Alaska Statewide System (e.g., ACC, UAA, Mat-Su Community College), and whose total credit load is 8 credits or more will not be required to pay more than they would pay if taking all courses at one institution.

Other Costs

There are no residence facilities on campus, and students must arrange to take care of their own housing within the community. The cost of living is generally higher in Alaska than in other states. This is reflected in the fact that many nationally based employers provide a cost-of-living allowance of an average of approximately 25 percent to their employees in the Anchorage area. The cost of living in Anchorage is offset by the fact that employees in Anchorage, including student employees on campus, are paid relatively high wages.

The Anchorage campus needs no medical facilities because of the proximity of hospitals and physicians' offices. Students are advised to carry their own medical insurance.

Students will need extra funds in less predictable amounts to meet personal and social expenses and the cost of textbooks, meals, bus fare, athletic equipment, musical instruments, or specialized classroom supplies.

Refund Policies

Withdrawals and Cancellations of Enrollment

Students withdrawing from courses or students who are cancelling their enrollment altogether must process a withdrawal or an enrollment cancellation notice at the Office of Admissions and Records. Refunds will be made by the Accounting Office according to the policies outlined below. Students must officially drop or withdraw from classes (including those cancelled by the College) in order to qualify for a tuition refund.

Refund Policies for Tuition and Fees

1. Complete refund of both tuition and fees will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the College.

*2. Ninety percent refund of tuition only will be made for withdrawals made after either instruction or the term begins and prior to the eighth day of the term or semester.

*3. Fifty percent refund of tuition only will be made for withdrawals made from the eighth day and prior to the fifteenth day of the term or semester.

*4. No refund will be made for withdrawals made on or after the fifteenth day of the term or semester.

*5. Claim for a refund is processed automatically by the Accounting Office once the appropriate paperwork is completed by the student at the Office of Admissions and Records. The certified date of withdrawal, as indicated on the official withdrawal receipt, will determine the student's eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term to which they apply.

6. Students withdrawing as a result of disciplinary action forfeit all rights to a refund of any portion of their tuition and fees.

7. Vocational and technical course fees will be subject to this refund schedule.

8. Health service, student activity, laboratory, materials and miscellaneous fees are not subject to refund.

9. Personal hardship is not construed by the College as adequate justification for a refund after the refund period has expired.

*Withdrawal transactions must be completed in the Office of Admissions and Records during the normal working day.



Student Services

Student Services

Realizing that education should be more than just attending classes, the Student Services Office at the College provides varied opportunities and supportive services that enable students to derive the greatest benefit possible from their educational experience.

A few of the services which the Office provides include:

1. Orientation activities for new students
2. Academic counseling and vocational testing
3. Personal counseling
4. Financial assistance programs
5. Support of student organizations
6. Student activities program
7. Tutorial assistance program
8. The promotion of high standards of student conduct.

The Office also provides free or low-cost tickets for activities, cultural events at the UAA/ACC Auditorium, the People Mover — Anchorage mass transit system, etc.

Student Participation

Because students are affected by nearly all decisions made about the College, the opportunity for their participation in the decision-making process is provided and encouraged. Students are represented on the Board of Regents, by one statewide student representative who serves a two-year term with all the privileges of the office, on Col-

lege assemblies and committees, and on selection committees for major administrative positions. Information is available through the Office of Student Government.

Student Governance

The combined ACC-UAA student body are represented in the Anchorage Campus student government. The purpose of the United Students organization is to "promote the educational and general welfare of the students, to broaden the educational perspective of the students through a self-governing structure, to act as a unity factor for the student voice, and to formulate with the faculty and administration policies and procedures concerning the overall college life."

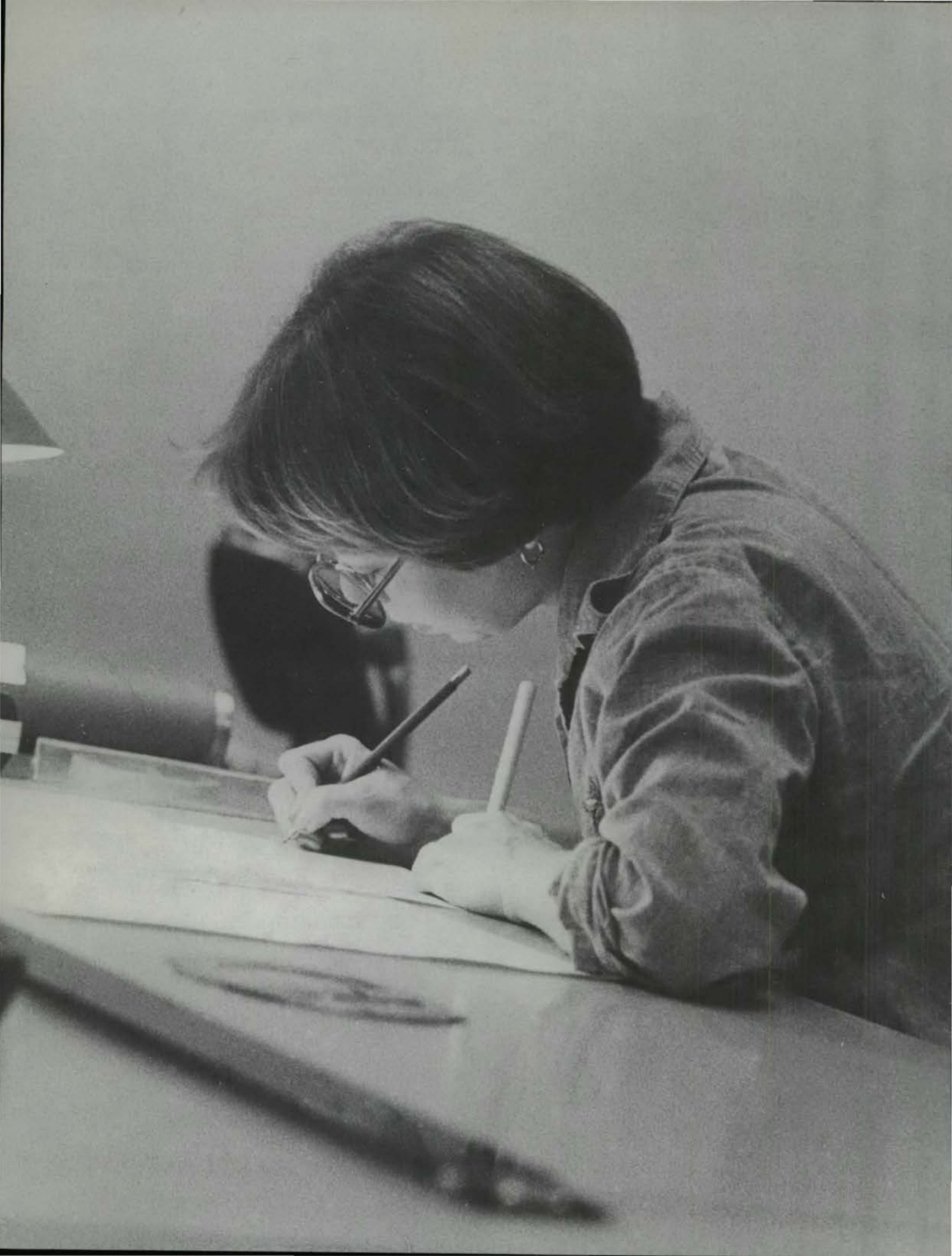
All interested students are encouraged to participate in its programs and services.

Student Rights

Anchorage Community College dedicates itself to insuring the constitutional rights of the citizens and to maintaining an educational environment conducive to learning. To encourage the maximum development of students, the College adheres to these guidelines:

1. All citizens enjoy, under the constitution, the freedom to speak freely, to protest, to organize, and to demonstrate within the limits of State and Federal constitutions and laws.
2. It is the responsibility of each individual to maintain order so that other people's rights and the peace and security of the College will not be impaired.
3. The College must enable each individual to enjoy the rights of the First Amendment, and each individual must cooperate with the College in conducting the educational program.

A due process procedure for the hearing of student grievances is presently being developed.



Financial Assistance

Financial Assistance at Anchorage Community College

A number of options for financial assistance are available to help you meet your educational expenses. They include deferred payment of tuition, community scholarships, loans, federal and state assistance programs, in addition to on-campus and off-campus job opportunities. Guidelines have been developed by the College and the various committees, and by federal and state agencies to govern the awarding of financial assistance. All applicants must demonstrate financial need and academic capability. Applications and additional information for financial aid are available in the Financial Aid Office.

Grants

Basic Educational Opportunity Grant — (BEOG)

The Basic Grant program makes funds available to eligible students carrying at least one-half the normal academic workload (6 credits). Current information and applications are available at the Financial Aid Office.

Supplemental Educational Opportunity Grant — (SEOG)

The SEOG program is for students of exceptional financial need who would be unable to continue their education without the grant. The College must match these grants with other financial aid from other sources.

Law Enforcement Education Program — (LEEP)

LEEP provides assistance to students employed full-time in the area of law enforcement and who are enrolled for at least three (3) credit hours. A special application is required and should be completed at least 30 days prior to registration.

Bureau of Indian Affairs — (BIA)

The Bureau of Indian Affairs make grants available to eligible students attending the College on a full-time basis. To be eligible the student must be at least one-fourth Alaskan Native or American Indian. For further information, contact the local BIA area office or regional corporation.

Loans

National Direct Student Loan — (NDSL)

You may borrow up to \$3000 over a two-year period if you need the loan to meet your educational expenses. The loan terms require: (1) that you carry at least one-half the normal academic workload, (2) repayment begins nine

months after you leave school, (3) a 3% interest rate for the repayment period of two years. Loans are subject to cancellation on a per year basis for certain public services.

Alaska State Student Loan — (ASSL)

Any full-time student who is a two-year resident of the State of Alaska and who has a high school diploma or the equivalent, is eligible to apply for an Alaska State Student Loan of up to \$2500 per year to pay for educational expenses. Applications are available at the Financial Aid Office.

Nursing Student Loans and Scholarships

The Nursing Student Loan and Scholarship programs are available to students enrolled at least half-time in the Associate Degree Nursing curriculum.

Students must demonstrate good standing and demonstrate financial need. Eligible students may receive a scholarship of up to \$2000 per academic year; they may borrow up to \$2500 per year. Repayment begins nine months after leaving school. A student may be allowed up to 10 years to repay the loan with a 3% interest rate on the unpaid balance. Repayment may be deferred while a student pursues a baccalaureate degree as a full-time student and for up to three years for service in the Armed Forces or as a Peace Corps volunteer. Up to 85% of the loan may be cancelled if the borrower is employed full-time in nursing services with a non-profit agency.

Guaranteed Student Loan — (GSL)

The GSL program enables students to borrow directly from local lending institutions to finance educational expenses. These loans are insured by United Student Aid Fund, Inc. (USAFI). As an undergraduate student enrolled at least half-time, you may apply for a USAFI loan up to a maximum of \$2500 per academic year. The interest rate is 7%. In most cases the federal government will pay the interest for you until you must begin repaying the loan. For example:

- a. If your adjusted family income is less than \$25,000, you can automatically qualify for the interest subsidy.
- b. If your adjusted family income is \$25,000 or more, and you wish to apply for the interest subsidy, you must submit a recommendation from the Financial Aid Office to the lender.

Emergency Loan Fund — (ELF)

Short term loans are available to students whose financial need is modest and temporary. You may borrow a maximum of \$100 for up to 30 days if you are enrolled as a full-time student. No interest is charged, but a \$1 service charge is assessed on all loans up to \$50 with a \$2 charge for loans over \$50. Application and repayment are made directly at the Financial Aid Office and loans are usually processed on a same-day basis.

Employment

College Work-Study Program — (CWSP)

The College Work-Study Program provides jobs for students who have great financial need and who wish to earn a part of their educational expenses. You may apply if you are at least a half-time student.

The Work-Study Program arranges jobs on and off campus with public or private non-profit agencies. If you are awarded CWS, you may be employed for as many as 40 hours per week. However, most students work no more than 20 hours per week while classes are in session.

The hourly wage depends on the job and your qualifications. Most salaries are comparable to off-campus part-time employment.

Other Employment

Students not eligible for the College Work-Study Program who desire assistance with locating part-time employment should contact the Placement Office in Room 101, Building K. In addition, the Personnel Office has a listing of part-time and full-time, non-work-study, on-campus positions.

Scholarships

Students interested in applying for scholarships should contact the Financial Aid Office for applications. Following is a list of scholarships available. Information concerning new scholarships and deadlines for applications are posted at the Financial Aid Office.

Accounting

National Society of Public Accountants

Applicants must be accounting majors with at least a 3.0 GPA in their accounting subjects and a 2.0 in the remainder of their subjects. Students must be enrolled full-time in a diploma or degree program. Deadline is February for the following school year. The approximate amount is \$500.

Airframe and Powerplant

David Clay Dahart Memorial Scholarship

Seniors of the high school career center in airframe and powerplant. Tuition and lab fees. Approximate deadline is August for the following year.

Aviation

Alaska Airmen's Association Scholarship

Applicants must be enrolled full-time at ACC preparing for or up-grading credentials for a career position in the field of aviation. Scholarship funds must be used to meet educational expenses. Approximately \$300. Applications are due in February. Award is made for the following school year.

Fitzhugh Memorial Scholarship

Applicants must be enrolled full-time at ACC preparing for or up-grading credentials for a career position in the field of aviation. Scholarship funds must be used to meet educational expenses. Applications are available at the Financial Aid Office.

Don Hood Memorial Scholarship

Applicants must be full-time students preparing for or up-grading credentials for a career position in the field of aviation. Student must be in the flight portion of his training.

Ed Wayre Memorial Scholarship

Applicants must be full-time students preparing for or up-grading credentials for a career position in the field of aviation. Applicants must be in second year of their training.

Art

Muriel Hannah

Applicant must have demonstrated talent in art and be a full-time student at ACC. Alaska natives preferred. Approximately \$500. Applicants due in September for current year.

Dental Hygiene

American Dental Hygienist Association (National)

Applicants must be enrolled in a degree dental hygiene program entering the final year of the curriculum in the fall semester. Must have minimum GPA of 2.5 for the time enrolled in dental hygiene program. Must be a U.S. citizen. Scholarship is based on financial need. Recipient will be selected by the American Dental Hygienists Association. \$300-\$3000. Applications due in April for the following school year.

Ted Miller Memorial Scholarship

Applicants must be full-time students at ACC majoring in Dental Hygiene. \$250 is awarded to a freshman student based on financial need and \$250 is awarded to a sophomore based on academic excellence.

Medical Careers

Alaska State Medical Auxiliary

Applicants must be majoring in medical careers, nursing, dental assisting, dental hygiene, paramedical, medical technology, medical assisting, lab assisting, etc. \$500. Applications due in May for the following school year.

Police Administration

Alaska Peace Officers Association

Applicants should contact Turk Mayfield, Peace Officers Association, P. O. Box 1882, Anchorage, Alaska, for application procedures. Scholarships of approximately \$600 awarded early spring for following academic year.

Secretarial

National Secretaries Association, Billikin Chapter

Applicants must be full-time students in the field of business or secretarial studies (may be used at any accredited institution the student chooses). Two awards of \$1000 and \$500.

Surveying and Mapping

Sidney Henderson Scholarship

Applicants must be majoring in surveying and mapping, be an Alaskan resident and be a full-time student in at least a two-year associate degree program in any branch of the University of Alaska. \$500. Applications due in September.

General

Anchorage Business and Professional Women's Club Scholarship Fund

Mature woman wishing to return to the labor market or one who is up-grading her skills. Must be enrolled as a full-time student in good standing at ACC and be pursuing a program to increase employment potential. Applications due in September for current school year.

Duty Free Shoppers, Ltd.

Scholarships awarded on the basis of academic excellence with preference to Duty Free employees, spouses and dependents. Applicants must be enrolled full-time. Deadline for application is September for current school year.

Soroptimist

Applicants should be preferably female, 30 years or older, and be head of household. Financial need is a factor. Local award is approximately \$200 and recipient is nominated for regional and national awards of \$1000 and \$2500.

University of Alaska Alumni Association Talent Grants

Applicants must show demonstrated talent in areas of study and be enrolling at ACC as a full-time student. Several grants of approximately \$500 are awarded for achievement in sports or academic talent.

Yukon Office Supply

Applicants must be enrolled as a full-time student at ACC. Award is \$1000 based on academic achievement.

Eligibility for Financial Aid

To be eligible for Financial Aid, you must:

1. Be enrolled on at least a half-time basis (minimum six credit hours per semester) in a program leading to a certificate or degree.
2. Have a high school diploma or equivalent
3. Demonstrate *financial need* by completing the Financial Aid Application and submitting it to the Financial Aid Office, Room 106, Building K.

Installment Contract

If you are enrolling full-time and are not receiving financial aid, the Installment Contract can be used to help with the payment of tuition and fees. You can enroll by paying 50% of your tuition and fees plus a \$2 service charge at the time of enrollment and pay the balance in two equal payments at 30 and 60 days.

The application process is simple. Complete your registration and have your fees assessed. Bring your registration materials, including fee slip, to the Financial Aid Office. Fill out an Installment Contract, have your payment and repayment dates authorized by one of the financial aid staff and return to the registration cashier to pay the 50% down payment plus \$2 service charge. The remaining balance is paid at the Accounting Office according to the dates on your contract.

Educational Opportunity Center

The Educational Opportunity Center (EOC) is a federal/state funded program housed on the Anchorage Community College campus. It assists Anchorage residents with counseling for postsecondary training, career planning and counseling, tests and financial aid information — scholarships, loans, and grants. It has a comprehensive tutorial program. The services for EOC are free to all Anchorage residents.

The Educational Opportunity Center conducts workshops for professionals in special needed areas.

Counseling and Testing Center

Counseling Services

The counseling program at Anchorage Community College is designed to assist you in three general ways:

1. Adjusting successfully to the college experience by providing information and developing attitudes, skills, and actions necessary for survival in the academic setting.
2. Planning realistically by identifying a systematic approach to personal, educational and career decision-making and problem solving which places the responsibility of self-directed change with you.
3. Continuing personal growth by broadening awareness of yourself, others, and your world.

Individual conferences with members of the counseling staff or participation in group experiences are ways you may take advantage of these opportunities.

Pre-Admission Counseling

Youth and adults are assisted in determining the appropriateness of the college for their academic pursuits. By being familiar with the college, placement procedures, programs, policies, and financial aids, you can determine how you might best become involved as a part-time student, full-time student, or in the Community Services programs of the College.

Program Planning

In cooperation with teaching and counseling faculty, you will be able to secure assistance in the selection of appropriate and realistic curriculums, as well as individual courses. Included will be short-term and long-range planning, consideration of previous educational experiences, personal interests, level of learning skills, and academic potential.

Transfer Coordination

The College offers individualized counseling services to students considering transfer to four-year institutions or other training/educational opportunities. Assistance is provided in the process of completing application procedures, transfer of credit, determining course requirements and acquisition of financial assistance.

Career Development

Many people lack knowledge of the opportunities available to them; consequently, their lives are directed by others. Career counseling stresses self-evaluation to determine inner needs, interests, desires, and aptitudes so that, in consultation with a counselor and specific test results, you will be able to make a realistic vocational choice.

Personal Counseling

Through individual conferences with the Counseling Center Staff, you may be assisted in developing a greater degree of adequacy in dealing with personal and/or interpersonal concerns.

Testing

The College Testing Center offers both national and individual tests. In cooperation with the counseling staff, the Center administers and interprets a variety of tests aimed at measuring aptitudes, achievement, vocational interests, personality tests, and intelligence for individuals desiring a better understanding of their capabilities.

Registration materials and information on national tests are available at the Center. A partial list of the national tests administered through the Center are:

- Graduate Management Admissions Test (GMAT)
- American College Testing Program (ACT)
- College Entrance Examination Board (SAT)
- College Level Examination Program (CLEP)
- Graduate Record Examination (GRE)
- Law School Admission Test (LSAT)
- Medical College Admissions Test (MCAT)
- Miller Analogies Test (MAT)

The Center will also proctor special examinations at the request of the student or organization.

Community Service Courses

Counseling opportunities are available through educational offerings that are short-term and not designed for college credit, e.g. Meditation, Communication, Movement, Careers, Weight Control, and other popular areas.

Placement Service

The College Placement Service assists graduates in securing employment after graduation. Specific services available through the Placement Service are:

1. Compilation of your placement file including your background, credentials, and letters of reference which can be sent to prospective employers at your request.
2. Up-to-date listings of job openings throughout the Anchorage area and Alaska.
3. Information on job trends, labor market forecasts, and career prospects.
4. Information on job search strategies, e.g. preparation of resumes, application and interview techniques, etc.
5. Monthly, on-campus interviews by prospective employers.

University Community Ministry

University Community Ministry is a means by which segments of the Christian community of Anchorage seek to relate to the city's major post-secondary educational institutions. Through a variety of means including programs, student activities, faculty discussion groups, courses, Bible study, and counseling, UCM seeks to be a religious presence within the institution, and to meet wide-ranging needs and interests of students, faculty, and staff.

UCM also seeks to facilitate co-operation and understanding between participating churches and the educational institutions so that both might function more effectively.

The UCM staff currently consists of one half-time clergy person funded through the Anchorage Fellowship of Churches, a Roman Catholic priest assigned to the campus by the Archdiocese of Anchorage, and a Southern Baptist campus minister placed by the local Southern Baptist Convention. The Southern Baptist staff person directs the Baptist Student Union, which is a group of students and other young adults who meet on a regular basis for Christian growth and outreach activities.

UCM staff may be contacted at their office located in the ACC Counseling Center (K-103N), phone 279-6602, extension 335.

Military Programs

Military personnel — as well as interested dependents and civilians — are served by a number of comprehensive programs both on campus and at nearby Elmendorf Air Force Base and Fort Richardson Army Post. The Community College maintains offices on both bases.

Military students should visit the Base Education Center on Elmendorf AFB or the Education Office on Fort Richardson for advisement, tuition assistance, and other pertinent information.

Active duty personnel using veterans' benefits must first receive approval for enrollment in ACC courses from the Education Services Office. VA forms may be obtained through the Base Education Center on Elmendorf and Ft.

Richardson for processing through the campus Veterans Affairs Office.

Tuition Assistance

Approval, advisement, and eligibility must be determined by the Education Offices before duty personnel may enroll in courses.

Servicemen's Opportunity College (SOC)

Anchorage Community College is a member institution of the SOC network of colleges. This concept of meeting the needs of military personnel in acquiring post-secondary education is demonstrated by ACC involvement with the Elmendorf AFB and Fort Richardson military installation. Classes are offered year around on both bases. SOC institutions subscribe to liberal credit transfer policies, credit for military training, acceptance of DANTE and USAFI examinations, and flexibility in entrance requirements. ACC's role is to better the civilian-military educational relationship and to offer personnel services to the Alaska Military Community.

Veterans Affairs Office

Anchorage Community College is approved as an institution qualified and equipped to provide education to veterans, dependents, and servicemen using their VA educational benefits (G.I. Bill).

If you are planning to obtain benefits from the Veterans Administration, you should contact the Veterans Affairs Office on campus for applications, forms, pamphlets, and current information regarding benefits. Qualified veterans should inquire about various VA supplementary programs such as work-study and tutorial programs. If you are eligible for VA educational benefits and plan to enroll at the College, you are requested to complete the appropriate documents at the campus VA office.

Each veteran is responsible for notifying the campus Veterans Affairs Office of any change in his program, including changes in classes each semester, dropping or adding classes, withdrawing from school, or change of address. Veterans dropping classes or withdrawing from the College may be charged with an overpayment by the Veterans Administration unless he is able to show that mitigating circumstances have dictated the drop or withdrawal.

VA Benefits and Satisfactory Progress

Veterans in either of the following categories will be placed on probation by the campus Veterans Affairs Office in respect to further payment of VA educational benefits.

1. An accumulated total of 12 credits of unsatisfactory grades.
2. Cumulative or semester GPA of less than 2.0.
3. Not in good academic standing or not making satisfactory progress in accordance with the academic regulations of the College.

Veterans placed on probation for the accumulation of more than 12 credit hours of unsatisfactory grades must satisfactorily complete all future courses. Upon receipt of another unsatisfactory grade, the student will be reported to the Veterans Administration as making unsatisfactory progress.

Veterans placed on probation for not being in good academic standing or not making satisfactory progress in accordance with the academic regulations of the College must be removed from probationary status by the successful completion of 30 credit hours. Failure to be removed from probation status will result in the veteran being reported to the Veterans Administration as making unsatisfactory progress.

Previous College Training

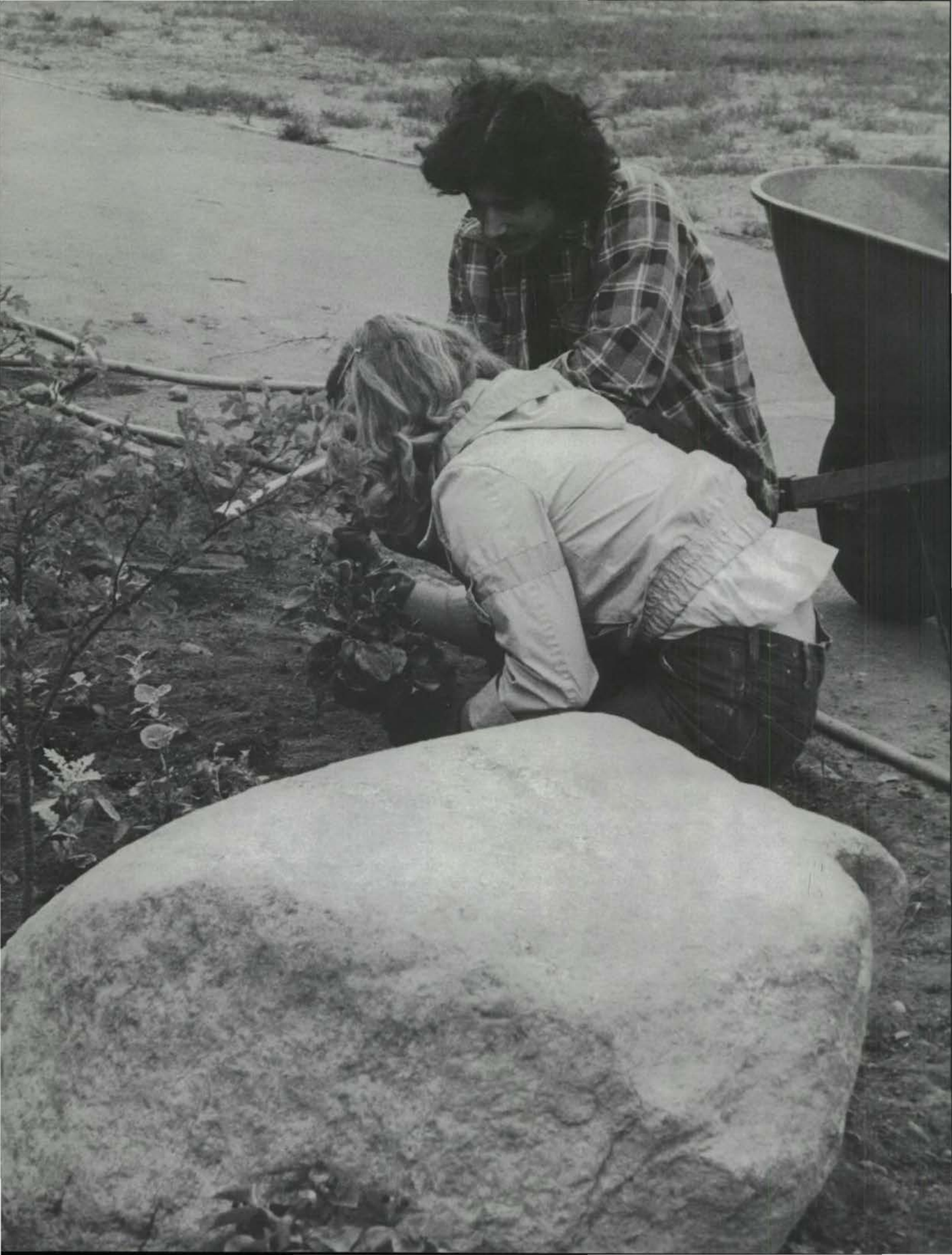
Veterans who have had previous college training are required to have transcripts from those schools on file with the Office of Admissions and Records.

Monthly Enrollment Verification

All enrolled servicemen and veterans receiving VA educational benefits are required to stop at the campus VA office each month to certify their attendance in writing. Failure to certify attendance by the 15th of each month will result in the termination of benefits.

Office Hours

In addition to regular office hours during the work week, the Veterans Affairs Office on campus is open Wednesday and Thursday evenings until 8:00 p.m. the first two weeks of each month.



Public Service

Public Services Office

Community Affiliates Services

The Anchorage Community College Public Services Office is responsible for the coordination of all Community College services provided to non-profit organizations which "affiliate" with the College. Those non-profit groups involved in educational or cultural activities are eligible for affiliation. Services made available to the Community Affiliates include seminars and consultation in non-profit business management; assistance with graphics and duplication, with volunteer recruitment and recognition awards, with fund-raising and with audience development through the annual Anchorage Community College-University of Alaska Arts Fair.

This Arts Fair, held on campus each September, is a festive, informal, inexpensive family celebration for the entire Anchorage community. Everyone has the opportunity to get acquainted with new and exciting arts — both visual and performing — 1. to meet Anchorage artists and craftsmen, watch them perform or demonstrate, buy their wares, and learn from them through participation; 2. to become acquainted with local groups such as the Alaska Humanities Forum, the Center for the Environment, the Black Arts Association, and the Institution of Cultural Affairs, seeing their films and learning about their programs; and 3. to meet administrators, faculty and staff at the College of Arts and Sciences and at Anchorage Community College, to take a look at the entire campus in an "open house" atmosphere, register for classes, and gather information about new opportunities in higher education.

Among the very popular programs of the annual Fair are the International Folk Arts Festival, the Center for Kids, the Craftsmen's Circle, three Performing Arts centers, and those "happy hamburgers" at Cuddy Center!

Continuing Education Programs

Workshops, seminars, non-traditional courses by newspaper and TV, short courses on campus requested by community groups, both for credit and non-credit, innovative courses in the Humanities such as the popular "Fridays — Ten 'til Two" and the Tuesdays, "Ten til Two" — these are some of the exciting Continuing Education activities of the ACC Public Services Office.

The "Fridays, Ten 'til Two" is a series of interdisciplinary programs of lectures and discussions led by faculty and community leaders which run on two eight-week and two four-week cycles. One credit in Humanities is available for the course. Current topics include "All about Eve" Part 11; Literature by and about Alaskans; and Personal Finance. The

"Tuesdays" program is focused on "Getting Acquainted with Alaska" and includes such topics as Alaskan History, Climatology, Geography, Geology, Flora and Fauna, Native Arts and Crafts.

Four summer weekend tours, intra-Alaska and to unusual educational events such as the King Tut Exhibition in Seattle, are available each year, with knowledgeable faculty involved to supply adequate background information.

The coordination of relevant courses and needed support services for women is an exciting new part of this office's services. The ACC Committee on Art and Beautification is also located here, as is the ACC Scholarship Fund-Raising Committee.

Adult Basic Education (ABE)

At ABE you will find both structured classes and individualized instruction. Classes are offered during the morning, afternoon and evening.

The ABE-GED Prep classes are designed to develop the academic skills required for successful completion of the GED tests and at the same time provide the student with some of the learning experiences one would be exposed to in the regular school situation. We do not "teach the test," but attempt to teach the skills one needs to successfully complete the GED tests. Areas covered in the classes include the following: mathematics, reading, writing, social studies, science and literature.

All ABE-GED Prep classes are non-graded. Class exercises are scored only for the purpose of providing the student and the instructor with feedback regarding progress and to identify areas of difficulty.

The Study Lab is designed to fit the needs of students who can't attend the regular classes or who prefer to work individually rather than in a group situation. All work in the lab is self-paced and an instructor is available for aid. Instructional materials in the following areas are available: reading, mathematics, English grammar, spelling, vocabulary, social studies, science and writing.

English as a Second Language

English as a Second Language (ESL) classes are offered for students for whom English is a foreign language. Both written and spoken language is taught with an emphasis on American conversational English. These classes are also non-graded and are offered during the morning, afternoon, and evening. Citizenship classes are also available.

High School Diplomas

The Adult Basic Education program offers students the opportunity to work toward either an A.C.C. High School Diploma or an Alaska State High School Equivalency Diploma (GED).

The Alaska State High School Equivalency Diploma is awarded by the Alaska State Department of Education, to adults who pass the set of five General Educational Development Exams. The tests are in the subject areas of mathematics, English, science, social studies, and literature. The

tests are administered at the Adult Basic Education Center in the evenings. There is a charge of \$10 for the tests.

The Anchorage Community College High School Diploma

The Anchorage Community College High School Diploma is a credit based diploma issued by Anchorage Community College and the Anchorage School District. Applicants for the ACC diploma must be at least 19 years of age or have received permission from the Adult Basic Education Office to work toward this diploma. Students interested in this diploma should have their high school transcripts submitted to the Adult Basic Education Office for evaluation. The applicants must complete 19 credits in the following manner:

English	3 credits
Math	2 credits
Science	2 credits
Social Science	2 credits
Electives	9 credits
Life Skills	1 credit

Every 55 hours of attendance at the ABE Center is equal to one elective credit. Students who transfer in 15 or more credits are required to complete at least one residency credit. A student who has less than 15 credits but more than 10 is required to achieve two residency credits. Students who transfer in 10 credits or less must achieve three residency credits. However, a student must earn at least one residency credit at the Community College. Students who lack credits in specific subject areas must pass a GED test in that area with a grade of 50. Each GED passed is worth two high school credits.

In order to obtain life skills credit the student may:

1. Transfer in credits in courses such as personal finance, family living or other appropriate areas.
2. Attend the ABE life skills program for 55 hours and exhibit acceptable competencies in each of the 5 life skills areas.
3. Challenge competency based life skills exams.
4. Produce verification of competencies achieved through work and life experiences.

For more information on either of the two diplomas contact the Adult Basic Education Program at 403 West Northern Lights Blvd., or call the office at 279-3407.

Cooperative Education

The Cooperative Education program involving employer, student employee, and the College has been instituted to allow the student employee to receive on-the-job training and academic credit for work experience directly related to his or her major or career goal. This program is called Cooperative Education because employers and the College "cooperate" to relate what students learn in the classroom with what they do on the job to achieve a total educational experience. Study and work are integrated making each more relevant, rewarding, and interesting.

Any student who is in good standing and pursuing either a certificate or degree may participate in the program.

Work experience must take place with employers in business, industry, or public service agencies who are willing to enter into a training agreement with the College. Academic credits earned through Cooperative Education are variable and determined by the quality, nature and extent of the approved work plan. The program allows a student to earn up to twelve credits. Interested students should check with the Cooperative Education office to obtain more information about the program and the subject areas in which Cooperative Education credits may be earned.

Cooperative Extension Service

The Anchorage district office of the Cooperative Extension Service is located on the campus as an additional community service provided by the University's statewide system. The Cooperative Extension Service was established by an Act of Congress in 1914 and is a part of the U.S. Department of Agriculture. Its purpose is to develop practical, informal, educational programs and service for persons not enrolled in regular college courses and to make these programs and services available to people wherever they live.

Extension programs are conducted in four major program areas: 1) Marine Advisory and Fisheries, 2) Human development and Home Management (including youth programs), 3) Agriculture and Natural Resources Development, and 4) Community Resource Development. Information from state and federal sources is "extended" to the public through workshops, seminars, special interest meetings, radio and television programs, news articles, newsletters, and personal consultation by telephone or letter.

More than 2,000 educational events are sponsored by the Service statewide and are attended by more than 36,000 people. More than 235,000 newsletters and 366,000 brochures are mailed to state residents each year. Personal contact by extension agents across the state make it possible to answer some 26,000 telephone questions and make 27,000 home visits.

In addition to the Anchorage district office, the Service has field staff district offices throughout the state. State headquarters are at the University of Alaska, Fairbanks.

Marine Advisory Program

A significant part of the Cooperative Extension Service, the Marine Advisory Program maintains an office on the campus. Fisheries short courses, covering various aspects of commercial fishing, are held in commercial fishing centers throughout the state. Courses taught in outlying areas of the state include lectures and demonstrations on fisheries biology, fish spoilage, proper care of fish, netting materials used by fishermen, and maintenance of equipment. Appropriate certificates are awarded to students who satisfactorily complete the courses.

Adult Literacy Laboratory

The ALL project is designed to bring rural Alaskan adults essential information in a form which is intelligible to them. This is done primarily through the development of instructional literature, written in colloquial English understood by rural Alaska Natives. A variety of topics have been

covered such as the Alaska Native Claims Settlement Act, How to Organize the Village Councils, How to Complete Federal Income Tax Forms, and more recreational information such as How to Build Snow Shoes, Dog Sleds, etc. These basic instructional materials have been developed and are being field-tested throughout the state. The project will continue to respond to requests by Native village and

regional corporations for materials they feel are necessary to improve the quality of rural Alaskan life.

In addition, the ALL project has been involved in staff development for ABE and recently completed a television production which allows students to complete their GED through the Public Broadcasting System.



CHECK-OUT DESK

UNIVERSITY LIBRARY

BOOK

DROP

BOOKS THAT HAVE
BEEN CHECKED OUT
FROM THE LIBRARY
ONLY



Smoking
Prohibited
by Law

SUMMER
MON-THU
9A.M.-5
FRI 9A.M.-5
SAT - 9A.M.-5

CLOSED
SAT - 9A.M.-5

EXPLOR
IN AL
CAPTAIN
COMMEMOR
LECTURE S



Campus Facilities

Campus Facilities

In addition to the nine buildings designated as instructional facilities — classrooms, laboratories, and faculty and administrative offices — Anchorage Community College shares several facilities and support services with the University of Alaska, Anchorage. The shared facilities and support services include:

Office of Admissions and Records, Personnel Office, and Administrative Services.

Campus Bookstore

The Bookstore is located in the Sally Monserud Building and serves both ACC and UAA. In addition to carrying textbooks for classroom work, the Bookstore carries a selection of general interest books and magazines, school supplies, study aids, and other items.

Lucy Cuddy Center

The Lucy Cuddy Center provides food service and serves as a gathering place for students and campus personnel. The excellent food service is operated as a part of the ACC Food Service Technology Program. Limited catering is available.

The Student Complex

Scheduled to be open by Fall, 1978, the "megastructure" will include the physical education and recreation building and the student center. Planned as a recreation-activity complex serving Anchorage Community College and the University of Alaska, Anchorage, it will house various student services and provide meeting rooms, student government offices, dining facilities, ice arena, gymnasium, swimming pool, music listening areas, and art gallery. The complex will be open to students, College and University personnel, guests, and community organizations.

Library System

Anchorage Community College feels that its library collection is a vital part of the total educational program. Every student, whether attending on a part-time or full-time basis, is encouraged to use the library.

Serving students of Anchorage Community College and the University of Alaska, Anchorage, the Library System includes the Library, Media Services, and the Learning Resources Center.

Library

Collections include more than 200,000 bound volumes and government documents. Special collections include materials on Alaska and the Arctic region, 40,000 pieces of choral music and a large number of pieces of symphonic music. The music collection is significant to the entire state because it is the only large music collection in Alaska which is available statewide on inter-library loan. Nonprint materials, except for video tapes and 16mm films, are housed in the library. The latter are available from Media Services.

The Library extends loan privileges to residents of Anchorage and to other residents of the state in fulfilling its function as the Southcentral Regional Research Library in the statewide network of Alaska libraries. Users are expected to abide by the Library's regulations.

The traditional services are provided, including reference service, during most hours the library is open. The circulation policy provides for one-month book charges to faculty and students alike, with the privilege of unlimited renewals unless the material is in demand. All fines, except reserve book fines, have been abolished. After a series of overdue notices, unresponsive clients are billed for the material through a collection agency and are assessed for the handling charges.

The Library also serves as an exhibition facility for traveling museum exhibits and art shows.

Media Services

The Media Services department offers support to all phases of the instructional program requiring basic audio-visual services or innovative application of instructional technology.

Materials production is available in almost any medium ranging from cassette-to-cassette high speed duplication, audio tape recording and production, thermal transparency production (overhead) from original materials, and slide-tape presentations to full broadcast television programming. Assistance in designing and developing instructional materials is provided by Media Services personnel.

Audio-visual equipment may be borrowed by faculty and students. In-service programs in equipment operation and software production and utilization are available to faculty and student groups or individuals upon request.

The 16mm film collection is housed at Media Services, and a catalog of current holdings is available for review on request. Scheduling of films can be done by phone or by use of request forms available at Media Services.

Learning Resources Center

Located in the Sally Monserud Building, the Learning Resources Center offers students, staff and faculty self-paced programs in specific academic areas. The Center provides assistance in study reading, listening, note taking, writing, reading rate, time management, vocabulary, spelling, and trigonometry. The facilities include a reading laboratory and a modern language laboratory, as well as a section for reserve materials including library books. The Center's program is open-ended and responsive to individ-

ual needs. Faculty are invited to inquire about the Center's resources when planning courses. Information regarding Media Services is also available at the Learning Resources Center.

ACC/UAA Auditorium

This 900-seat facility includes mainstage, lobby for art work displays, dressing rooms, scene shop, and costume shop. Its purpose is to serve the performance needs of community groups, as well as provide support for the instructional programs in music and theater.



Academic Regulations

Grading System

Only letter grades appear on the student's permanent record. They are as follows:

- A —Excellent achievement;
an honor grade 4 grade points
- B —Above average achievement..... 3 grade points
- C —Average or satisfactory
achievement 2 grade points
- D —Below average; lowest
passing grade 1 grade point
- F —Failing 0 grade points
- P —Passed 0 grade points
- I —Incomplete 0 grade points
- AU —Audit 0 grade points
- W —Withdrawn 0 grade points
- NC —No Credit 0 grade points
- I — Incomplete indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is grade C or better. The grade for work that is Incomplete (I) must be made up within one year from the time the grade was submitted or the incomplete becomes a permanent grade.
- AU — Audit indicates student has enrolled for informational purposes only. This Audit designation is a registration status and is not a grade that can be assigned as a final grade by the instructor.
- NC — No Credit, insufficient student-instructor contact for evaluation to occur.
- P-NC Option — The "P-NC" option encourages students to explore areas of interest not necessarily related to their academic major. If the student performs at a level of "C" or better, the "P" grade will be recorded. If performance falls below this level, "NC" will be recorded. In either case, the course will not be included in grade point calculations.
The student must initiate with the faculty member his intent to use this option before the beginning of the third week of instruction for semester-length courses; for short courses, instructors must be informed of the student's choice to use this option by the end of the first week of instruction.
- W — Withdrawn — Student initiated withdrawals will be permitted through the end of the 12th week of instruction. Faculty-initiated withdrawals for non-attendance will be allowed through the 12th week of instruction. The "W" may be not assigned as a final grade.

Grade-Point Average Computation

Your Grade Point Average (GPA) is determined by multiplying the number of credit hours of a course by the number of grade points received for that course. The grade points for all courses are then added together and divided by the total number of credit hours. Here is an example:

Course	Credit Hours	Grade	Value	Grade Points
ENGL 111.....	3.....	B.....	3.....	9
HIST 131.....	3.....	A.....	4.....	12
BIOL 111.....	4.....	C.....	2.....	8
SOC 246.....	3.....	D.....	1.....	3
*MATH 200.....	(4).....	P.....	0.....	0
	13			32

GPA = 32 divided by 13

GPA = 2.46

*Courses with grade of W, AU, P, NC, and I are not computed in the GPA.

Advanced Placement Credit

The College grants advanced credit for satisfactory performance (3.00 or better) in the College Board Advanced Placement Tests. These tests are normally completed by students during their senior year in high school.

To receive advanced placement credit, you must request that an official report of your examination scores be sent to the Offices of Admissions and Records. If you qualify, the credits will be awarded upon enrollment. You may receive credit for more than one advanced placement examination.

Attendance

Regular attendance is expected in all classes. Unexcused absences may result in your being dropped from classes. You are responsible for the class work even if you have been absent for legitimate reasons.

Audit

An auditor is a student taking a course for no credit. Students may audit courses by specifying this intent at registration and paying the standard credit fee. Course work and examinations are not required, but there are no grades or credits awarded.

Academic Petition

Any deviation from academic requirements and regulations must be approved by academic petition. Petitions may be accepted for:

1. Waive specific degree or program requirements.
2. Substitutions for required courses.
3. Academic matters not restricted by general requirements established by the University of Alaska Statewide System or violating the integrity of the records-keeping function.

The following general University requirements are *not* subject to change or waiver by petition.

1. Residency Requirements — at least 15 of the final 30 credit hours for an Associate Degree must be completed in residence.
2. Credit Hour Requirements — a minimum of 60 credit hours, including those accepted by transfer, are required for an Associate degree.
3. Grade Point Average — a grade point average of 2.00 (c) or higher required for graduation.

Changes on Permanent Record (Transcript) — Except in rare instances, and under extenuating circumstances, petitions requesting changes to the permanent record will *not* be approved. These include requests for:

1. Changing department for cross-referenced courses.
2. Changes in number of credits for courses in which the credits awarded have been increased since the student completed the course.
3. Grade changes except as outlined in "change of grade" policy.
4. Deletions from the permanent record, except for erroneous entries.

Change of Grade Policy

Grades, other than incompletes, submitted by the faculty, are assumed to be the students' final grades. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade. Corrections of grading errors must be made within 45 days after the end of semester grade report is distributed to the faculty. A change of grade to "W" or "I" cannot be made unless the grade was erroneously submitted.

Grades cannot be changed to Audit since the "AU" designation is a registration status and the "AU" is not included in the grades that may be submitted by an instructor.

Incompletes — "I" grade changes — "I" grades, submitted for work not completed, remain on the permanent record until the work is completed by the student. Work must be completed and the change submitted within one year from the time the "I" was awarded if the "I" is to be changed to a letter grade on the permanent record. If the "I" is not removed during the one-year period, it will remain as an incomplete on the student's record.

Incompletes may be changed to letter grades — A, B, C, D, F, P, NC. They cannot be changed to "W."

Change of Name Policy

Students desiring a name change on their academic records should report the change to the Director of Admissions and Records. Reasonable proof of the change should be provided.

Credit by Examination

College Level Examination Program (CLEP)

General Examinations

1. Credit for the CLEP General Examination will be awarded only to currently enrolled students or to those stu-

dents who have previously taken courses at the University of Alaska which resulted in the establishment of an official record at the Office of Admissions and Records.

2. Credit for CLEP General Examinations shall be awarded according to the following schedule:

English	No Credit for any score
Math	3 Credits for 500 score
Natural Science	6 Credits for 500 score
Humanities	6 Credits for 500 score
Social Sciences/History	6 Credits for 500 score
Maximum possible credits — 21.	

3. Examinations can be repeated after an interval of one year, or six months if the student can demonstrate study preparation for the test to the Director of Testing.

4. Minimum passing scores for CLEP Subject Examinations are determined by the appropriate department or division.

CLEP Subject Examinations

Credit may be awarded for CLEP Subject Examinations with approval of the appropriate department.

Dantes Examinations

Credit may be awarded for Defense Activity for Non-Traditional Education Support examinations with appropriate departmental approval. These were formerly known as examinations of the United States Armed Forces Institute (USAFI).

Local Credits-By-Examination

1. Only currently enrolled students are eligible to request credit-by-examination through the Counseling and Testing Center. When the request is granted, the student may pay the fees for the examination at the Accounting Office and present the receipt at the Counseling and Testing Center.

2. Determination as to what courses are challengeable rests with the appropriate departments.

3. A course challenged for credit must not duplicate a course for which credit has already been granted.

4. A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year.

5. Departmental examinations may be graded pass/fail or a regular letter grade at the mutual agreement of the instructor and student.

6. Credits earned by examination are not awarded grade point averages.

Drop/Add Policy

1. Withdrawals enacted during the first two weeks of the semester are not reflected on the student's permanent record, nor will the student's name appear on the subsequent class lists.

2. The drop/add fee — \$2 per transaction — will be assessed for all drop/add activity conducted.

3. Drop/add transactions which are completed within two weeks after the first day of class require no signatures. The following shall be observed:

- a. Adds for closed classes require instructor and unit head signatures up until the deadline for conducting drop/add activity. Adds for classes that have available seats do not generally require an instructor's signature.
- b. Drops may be conducted without instructor's signatures up until the drop deadline.
- c. The deadline for conducting drop/add activity is three weeks after classes begin. No drop/add activity is to be conducted after this date without the written approval of the instructor and unit head.

Students withdrawing from the institution are *not* charged drop fees.

Full-time/Part-time Status

Students registered for 12 or more credits per semester are classified as full-time students.

Study Load

Students normally may register for 18 semester hours of credit (15 semester hours in the summer semester.) Students wishing to enroll for more than 18 semester hours per semester (more than 15 semester hours in the summer semester) must submit an approved overload petition signed by the appropriate division director or dean at registration. Students must have a grade-point average of 2.75 for the previous two full semesters to be eligible for an overload. For study loads which include noncredit courses, the credit valuation is based upon equivalent credits.

Residence Credit

Residence credit is defined as University of Alaska credit that is earned by a student in formal classroom instruction, in correspondence study, or in individual study or research through any unit of the University of Alaska State-wide System. Transfer credit, formal service school credit, military service credit, credit granted through nationally prepared examinations and credit by examination earned through locally prepared tests are not considered residence credit.

Access to Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Further information and request for specific records may be obtained from the following:

Director, Personnel
 Director, Admissions and Records
 Director, Counseling and Testing Center
 Dean, Student Services

Transcripts

An official transcript, containing the seal of the University and the signature of the Director of Admissions and Records, is available without charge upon the written request of the student to the Office of Admissions and Records. Official transcripts of credit earned at other institutions, high school transcripts and other supporting documents which have been presented for admission or evaluation of credit become the property of the University and are not reissued or copied for distribution.

Degree And Graduation Requirements

Degree and Graduation Requirements

The following requirements have been established by the University of Alaska Statewide System for students completing associate degrees:

1. **Residency Requirement** — at least 15 of the final 30 credit hours.
2. **Credit-Hour Requirement** — a minimum of 60 credit hours including those accepted by transfer.
3. **Grade-Point Average** — a grade-point-average of 2.00 (c) or better is required in all work.

You may graduate under the requirements of the catalog in effect during the year of graduation, or the catalog in effect during the year in which you originally enrolled in the program, providing there has not been a time lapse of more than 7 years. If more than 7 years has elapsed, you must meet the requirements, in effect during the year you graduate.

A maximum of 15 credit hours completed by correspondence study will be accepted toward an associate degree.

A student is eligible for one degree per graduation. To be eligible for a second associate degree, you must complete a minimum of 12 credits beyond the first degree and complete the major requirements for the second degree.

Degree Requirements

Associate of Arts

1. Communication	Credits
Written Composition	6
Oral Communication	3
	—
	9
2. General Requirements	
Complete 6 credits from each of 3 of the following areas:	
1. Humanities	
2. Social Sciences	
3. Mathematics and Logic	
4. Natural Sciences	
5. Other	
	—
	18
3. Major Specialty	
See individual program for specific requirements.	
	20-30
4. Electives to total	60

Associate of Applied Science

1. Communication	Credits
Written Composition	6
Oral Communication	3
	—
	9
2. General Requirements	
Complete 6 credits from any of the following areas:	
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
	6
3. Major Specialty	
See individual program for specific requirements.	
	30
4. Electives to total	60

Certificate and Degree Programs

CERTIFICATES

Airframe & Powerplant Technology
Automotive Technology
Banking
Dental Assisting
Diesel Technology
Drafting Technology
Electronics Technology
Food Service Technology
Materials Technology (Welding)
Office Occupations
Practical Nursing

ASSOCIATE OF APPLIED SCIENCE

Accounting
Air Traffic Control
Airframe & Powerplant Technology
Automotive Technology
Aviation Administration
Banking
Business Administration
Dental Assisting
Dental Hygiene
Diesel Technology
Drafting Technology
Electronics Technology
Fire Science Technology
Food Service Technology
Home Economics, Clothing Emphasis
Medical Assisting
Medical Laboratory Technology
Office Occupations
Paramedical Technology
Professional Piloting
Surveying Technology
Welding Technology

ASSOCIATE OF ARTS

Accounting
Anthropology

Art
Aviation Administration
Biology
Business Administration
Chemical Dependency
Chemistry
Computer Information Systems
Corrections
Early Childhood Development
English
Environmental Science
Geology
History
Home Economics, General
Home Economics, Interior Design
Humanities

Law Science
Mathematics
Modern Languages
Music
Natural Sciences
Nursing Science
Office Occupations
Police Administration
Political Science
Professional Piloting
Psychology
Social Sciences
Social Welfare
Sociology
Speech
Theater Arts

Course Classification

Subjects and courses that may be used in satisfying "General Requirements" have been classified as follows:

Humanities

Art
English
Foreign Language
Humanities
Journalism
Linguistics
Music
Philosophy
Speech
Theater

Mathematics & Logic

Mathematics
Philosophy
(204 only)

Natural Sciences

Biology
Chemistry
Geography
(201, 209 only)
Geology
Physics

Social Sciences

Anthropology
Business Administration
(241, 242 only)
Corrections
Early Childhood Development
History
Economics
Geography
(Excluding 201, 209)
Law Science
Police Administration
Psychology
Sociology
Political Science

Other

Accounting
Business Administration
Computer Information Systems
Home Economics
Office Occupations
Physical Education
Military Science

Graduation and Commencement

Degree and certificates are issued three times a year, following the end of each semester. All students who complete degree requirements during the academic year are invited to participate in the annual commencement ceremony which follows the spring semester.

Application for Graduation

The responsibility for meeting all graduation requirements rests with the student. You must apply for graduation prior to the expected date of graduation. The application deadline for each semester is announced in the academic calendar. You should obtain the "application for degree" form from the Office of Admissions and Records,

complete and return it after earning approximately 45 credits toward an associate degree.

Graduation With Honors

Students completing their associate degrees with the following grade point averages, providing they meet the residency requirements, receive honors as follows:

cum laude — 3.5 or better
magna cum laude — 3.8 or better
summa cum laude — 4.0

Candidates for associate degrees who have transferred from other institutions must have completed a minimum of 24 credits at Anchorage Community College to be eligible for graduation with honors. A student's eligibility for graduation with honors is determined by computing all course work attempted, including transfer work. Grades earned from all repeated classes are included in the computation.

Certificate and Degree Programs

Accounting

Courses are offered in Accounting to meet the entire needs of our community. Courses are available for students who are seeking employment in the accounting field and/or working toward either an Associate Degree or a Bachelors Degree in Accounting. Many other courses are offered that are not required in any degree program. These courses may be used as electives by degree seeking students as well as being offered as community oriented classes.

Accounting

Associate of Arts

1. Communication	
Written Composition	6
Oral Communication	3
2. Select 3 areas from the five below and complete 6 credits in each of the three areas:.....	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
ACCT 101, 102—Principles of Accounting I & II	6
ACCT 103—Basic Cost Accounting	3
ACCT 110—Personal Income Tax	3
ACCT 111—Business Income Tax	3
ACCT 230, 231—Intermediate Accounting I & II	6
Complete 12 credits from courses listed below	
BA 241, 242—Business Law I & II	6
Econ 121—Economics	3
OO 155—Business Math w/Machines	3
BA 151—Introduction to Business	3
CIS 101—Introduction to Data Processing	3
OO 103—Typing	3
OO 231—Business Communications	3
TOTAL	60

Accounting

Associate of Applied Science

1. Communication	
Written Composition	6
Oral Communication	3

2. 6 credits from any of the following areas	6
Social Science	
Natural Science	
Humanities	
Mathematics	
3. Major Specialty	
Acct 101, 102—Principles of Accounting I & II	6
Acct 103—Basic Cost Accounting	3
Acct 109—Payroll Accounting	3
Acct 110—Personal Income Tax	3
Acct 111—Business Income Tax	3
Acct 230—Intermediate Accounting I	3
Acct 231—Intermediate Accounting II	3
Complete 12 credits from courses listed below	
BA 241, 242—Business Law I & II	6
Econ 121—Economics	3
OO 155—Business Math w/Machines	3
BA 151—Introduction to Business	3
CIS 101—Introduction to Data Processing	3
OO 103—Typing	3
OO 231—Business Communications	3
TOTAL	60

Anthropology

Anthropology is the study of human diversity on a cross-cultural basis, aimed at achieving both scientific and humanistic educational goals. Anthropology is comprised of major sub-fields: socio-cultural anthropology, biological anthropology, and archaeology.

Archaeology looks into the past in an attempt to understand the systematic relationship between people, environment and cultural behavior.

Socio-cultural anthropology examines cultural systems to discover not only the rich diversity of human adaptation to environments and ways of being human, but also regularities of adaptive strategies and social structures.

Biological anthropology looks at the physical evolution of humans, their relationships to non-human primates, and their contemporary biological variation.

This holistic approach to the study of humans makes anthropology unique among the behavioral sciences.

Anthropology at ACC is in the process of developing and implementing special programs in Alaskan studies with emphasis on Alaska Natives and Cultural Resource Management. In addition, special programs have been developed to provide students with the opportunities to engage in intense field studies in cultural anthropology and archaeology at the undergraduate level.

Anthropology

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6

Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Specialty	
Required Courses:	
ANTH 202—Cultural Anthropology	3
ANTH 205—Biological Anthropology	3
ANTH 214—Fundamentals of Archaeology	3
Four more Anthropology courses are required (Anth 101—Introduction to Anthropology is strongly recommended)	12
4. Electives to Total	60

Art

Provides professional preparation as well as necessary requirements to transfer to senior colleges or universities for students interested in the following areas: fine arts, art education, commercial art, and industrial and consumer design. Art courses at the freshman level include design and drawing. At the sophomore level, art history is required. Students are urged to choose art electives for a variety of media rather than a concentration in one area. Recommended non-art electives include English, history, sociology, psychology, philosophy and a foreign language.

Art

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Specialty	
Complete a minimum of twenty credits from the following:	
ART 100—Art Exploration	3
ART 101-102—Beginning Ceramics	6
ART 103-104—Commercial Art Design	6
ART 105-106—Beginning Drawing	6
ART 123—Watercolor Painting	3
ART 161—Two-Dimensional Design	3
ART 162—Color and Design	3
ART 163—Three-Dimensional Design	3
ART 201-202—Intermediate Ceramics	6
ART 203-204—Ceramic Sculpture	6

ART 205-206—Intermediate Drawing	6
ART 207-208—Beginning Printmaking	6
ART 209-210—Beginning Metalsmithing	6
ART 211-212—Beginning Sculpture	6
ART 213-214—Beginning Painting	6
ART 215-216—Beginning Weaving	6
ART 217-218—Portrait Painting	6
ART 219-220—Life Drawing and Composition	6
ART 221—Introductory Photography	3
ART 222—Experimental Photography	3
ART 223—Watercolor Painting and Composition	3
ART 260—Art Appreciation	3
ART 261-262—History of World Art	6
ART 291—Art Activities	Variable
4. Electives to Total	60

Students are advised to select a broad distribution of courses, such as drawing, design, painting, printmaking, sculpture, and art history, rather than to concentrate on one art area. Some of the courses listed are required of students who plan to continue toward a baccalaureate degree.

Automotive Technology

This program consists of four semesters of concentrated study and lab assignments in all areas of automobile mechanics with the exception of body work and painting. The four semesters are divided into specific interrelated study areas with emphasis on "hands-on" lab experience.

In accordance with the automotive industry, after successful completion of the Automotive Technology Program, the student is considered the equivalent of a second-year apprentice which could lead to employment in the automotive field.

Additional classes in Automatic Transmissions Tuneup, Small Engines, and Powder Puff Mechanics are scheduled during fall and spring semesters. Upon completion of the program and compliance with University requirements, students will receive an Associate in Applied Science degree.

Automotive Technology

Associate of Applied Science

Degree Requirements

1. Communication	
Written Composition	6
Oral Communication	3
2. 6 credits from any of the following areas:	6
Social Science	
Natural Science	
Humanities	
Mathematics	
3. Major Specialty	
FIRST SEMESTER	
AUTO 101—Orientation to Shop	1
AUTO 102—Basic Automotive Math	2
AUTO 103—Engines	5
AUTO 104—Basic DC Electricity	2
AUTO 203—Automotive Physics	2

SECOND SEMESTER

AUTO 105—Lubricating Systems	1
AUTO 123—Automotive Accessories.....	3
AUTO 202—Transmissions (Standard & Auto Theory)	5

THIRD SEMESTER

AUTO 106—Cooling Systems	1
AUTO 220—Frame and Suspension Systems	4
AUTO 221—Brake Systems.....	4
AUTO 222—Front End Alignment.....	3

FOURTH SEMESTER

AUTO 120—Fuels, Carburetor & Injection Systems	3
AUTO 121—Diagnosis and Tune-up.....	5
AUTO 122—Applied Auto Electricity	3
AUTO 223—Automotive Industry Seminar	1
4. Electives to Total	64 credits

Aviation Technology

Air Traffic Control

The Air Traffic Control associate degree program follows a course of study which prepares the student for entry level as an air traffic control trainee with the Federal Aviation Administration. Areas of study include aviation weather, radar environment, and ATC regulations. Simulated flight training with the department's Link Trainer is included in the two year program of study as is the Air Traffic Control Lab, where students put their studies to use in the practice control of airplanes. Students will also visit the several air traffic control facilities in Anchorage, some of which offer intern programs to ACC students.

Aviation Technology**Air Traffic Control****Associate of Applied Science****Degree Requirements**

1. Communication
 - Written Composition
 - Oral Communication
2. 6 credits from any of the following areas:6
 - Social Science
 - Natural Science
 - Humanities
 - Mathematics
3. Major Specialty
 - AT 116—History of Air Transportation
 - AT 117—Aviation Weather
 - AT 118—The Control Environment
 - AT 119—Air Traffic Control Regulations.....
 - AT 120—Operation in the Flight Service Station.....
 - AT 121—Principles of Flight
 - AT 216—Principles of Airport Traffic Control
 - AT 217—Principles of Terminal Air Traffic Control (IFR).....
 - AT 218—Principles of Enroute Air

Traffic Control (IFR).....	3
AT 219—The Radar Environment	3
AT 220—The Air Traffic Control Intern Program	1-6V
AT 221—Air Traffic Control Advanced Laboratory.....	4
4. Electives to Total	64 credits

Airframe and Powerplant Technology

The rapid growth in general and commercial air transportation illustrates the need for professionally trained, licensed airframe and powerplant technicians. The training students receive at the community college will provide them the technical knowledge and skills required to become eligible to join the ground support crews maintaining the state's private and commercial fleets.

The Airframe and Powerplant program covers work in 42 areas to meet standards of training set by the Federal Aviation Administration which licenses aviation technicians. An Associate in Applied Science degree is awarded after the completion of the academic and major course requirements.

Students train on specialized aircraft not normally found in aviation maintenance studies including the H-13 Bell and helicopters: Cessna, Piper and DeHavilland aircraft; modern reciprocating engines; Lycoming, Pratt & Whitney, Franklin and Continental engines. The college maintains close contact with maintenance organizations in the Anchorage area and frequent field trips are made to support the curriculum.

Airframe and Powerplant Technology**Associate of Applied Science****Degree Requirements**

1. Communication
 - Written Composition
 - Oral Communication
2. 6 credits from any of the following areas:6
 - Humanities
 - Social Sciences
 - Mathematics and Logic
 - Natural Sciences
3. Major Specialty
 - AT 146—Basic Electricity.....
 - AT 147—Engine Electrical Systems.....
 - AT 148—Aircraft Drawings.....
 - AT 149—Fluid Lines and Fittings
 - AT 149—Fluid Lines and Fittings
 - AT 150—Materials and Processes.....
 - AT 151—Cleaning and Corrosion Control
 - AT 152—Maintenance Forms and Records.....
 - AT 153—Maintenance Publications.....
 - AT 154—Mechanic Privileges and Limitations.....
 - AT 155—Aircraft Reciprocating Engines
 - AT 156—Aircraft Electrical Systems.....
 - AT 157—Weight and Balance
 - AT 158—Ground Operation and Servicing.....

AT 159—Basic Physics.....	3
AT 160—Turbine Engines.....	2
AT 161—Engine Inspections.....	1
AT 162—Engine Instrument Systems.....	1
AT 163—Engine Fire Protection Systems.....	1
AT 164—Lubricating Systems.....	1
AT 165—Ignition Systems.....	1
AT 246—Fuel Metering Systems.....	1
AT 247—Engine Fuel Systems.....	1
AT 248—Induction Systems.....	1
AT 249—Engine Cooling Systems.....	1
AT 250—Engine Exhaust Systems.....	1
AT 251—Aircraft Fuel Systems.....	1
AT 252—Propellers.....	1
AT 253—Position and Warning Systems.....	1
AT 254—Ice and Rain Control Systems.....	1
AT 255—Fire Protection Systems.....	1
AT 256—Communication and Navigation Systems.....	1
AT 257—Aircraft Instrument Systems.....	1
AT 258—Cabin Atmosphere Control Systems.....	1
AT 259—Hydraulic and Pneumatic Systems.....	1
AT 260—Aircraft Landing Gear Systems.....	1
AT 261—Wood Structures.....	1
AT 262—Aircraft Covering.....	1
AT 263—Aircraft Finishes.....	1
AT 264—Sheet Metal Structures.....	1
AT 265—Welding.....	1
AT 266—Assembly and Rigging.....	1
AT 267—Airframe Inspection.....	1
4. Electives to total.....	64 credits

Aviation Administration

Associate of Arts Degree

Degree Requirements

1. Communication
 - Written Composition.....6
 - Oral Communication.....3
2. General Requirements
 - Complete the following
 - Social Sciences (Econ 121, Psy 153 recommended).....6
 - Mathematics (Math 110 recommended).....3
 - Other (CIS 100; Acct 101 & 102, BA 166, recommended).....12
3. Major Specialty
 - AT 141—Principles of Aviation Administration.....3
 - AT 142—Management—Airport.....3
 - AT 143—Management—Air Service Operators.....3
 - AT 241—Management—Airline.....3
 - AT 242—Aviation Industrial Relations.....3
 - AT 243—Management—Airframe, Engine & Accessory Manufacturers.....3
 - ED 199/299-07 Co-op Ed—Aviation (May be substituted for any AT applicable subjects)
 - AT electives from the following to total a minimum of.....12
 - AT 100—Private Pilot Ground School
 - AT 119—ATC Regulations
 - AT 132—Survey of Aviation

AT 133—Aviation Law & Regulations

AT 233—Aviation Safety

AT 235—Elements of Weather

4. Total credits required..... 60 credits

Aviation Administration

Associate of Applied Science

Degree Requirements

1. Communication
 - Written Composition.....6
 - Oral Communication.....3
2. General Requirements
 - ACCT 101—Elementary Accounting.....3
 - ACCT 103—Elementary Accounting.....3
 - BA 166—Small Business Management.....3
 - CIS 101—Introduction to Data Processing.....3
 - ECON 121—Principles of Economics.....3
 - PSY 153—Human Relations.....3
3. Major Specialty
 - AT 100—Private Pilot Ground School.....4
 - AT 132—Survey of Aviation.....3
 - AT 133—Aviation Law & Regulations.....3
 - AT 141—Principles of Aviation Administration.....3
 - AT 142—Management—Airport.....3
 - AT 143—Management—Air Service Operator.....3
 - AT 233—Aviation Safety.....3
 - AT 235—Elements of Weather.....3
 - AT 241—Management—Airline.....3
 - AT 242—Aviation Industrial Relations.....3
 - AT 243—Management—Airframe, Engine & Accessory Manufacturers.....3
 - ED 199/299-07 Co-op Ed—Aviation (May be substituted for one of the above applicable subjects)
4. Electives to total..... 61 credits

Professional Piloting

The two-year Professional Piloting program is available in combination with the Associate in Arts or the Associate in Applied Science degree requirements. The Associate in Applied Science in Professional Piloting requires greater concentration in the major.

All students will undertake private pilot ground school, commercial ground school and instrument ground school in preparation for the three corresponding FAA licenses. Alaska bush flying; search, survival and rescue; aviation weather and training are available for additional licenses.

To receive credit for any of these, sign up at the regular semester registration and pay the \$20.00 per credit fee. Flying lessons may be taken at any FAA-VA approved flight school in the Anchorage area.

After properly enrolling with the college and selecting a flight school, the student should have his flight school bill ACC \$16.00 times the number of credits for the course in which he is enrolled. This will be paid by ACC to the pilot school where it will be accredited to the student's account,

to be used only towards the individual obtaining the appropriate airman certificate.

When the student completes the course and receives his rating or certificate from the flight school, he brings it to the Aviation Office, and the appropriate credits are then recorded on the student's transcripts in his permanent file.

Professional Piloting

Associate of Arts Degree

Degree Requirements	Credits
1. Communication	
Written Composition (Engl 111, 212).....	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Specialty	
Specific Requirements:	
AT 100—Private Pilot Ground School	4
AT 101—Private Flying	2
AT 102—Commercial Ground School	4
AT 103—Commercial Flying	3
AT 200—Instrument Ground School	4
AT 201—Instrument Flying	3
Aviation Electives (to bring Major Specialty to a minimum of 30)	10
ED 199/299-07 Co-op Ed—Aviation (May be substituted for one of the above applicable subjects)	3-6
General Elective	3
4. Electives to Total	60

Professional Piloting

Associate of Applied Science

Degree Requirements	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Complete the following	
MATH 107—College Algebra (required)	3
PSY 153—Human Relations (or equivalent)	3
3. Major Specialty	
AT 100—Private Pilot Ground School	4
AT 101—Private Flying	2
AT 102—Commercial Ground School	4
AT 103—Commercial Flying	3
AT 132—Survey of Aviation	3
AT 133—Aviation Law & Regulations	3
AT 200—Instrument Ground School	4
AT 201—Instrument Flying	3
AT 202—CFI Ground School	3
AT 203—CFI Flying	2
AT 231—Search, Survival & Rescue	3
AT 233—Aviation Safety	3

AT 235—Elements of Weather	3
AT 241—Management—Airline	3
ED 199/299-07 Co-op Ed—Aviation	3-6
• (May be substituted for one of the above applicable subjects)	
4. Electives to Total	61

Biology

The biology faculty at ACC offer courses which lead to an AA degree in biology and provide extensive preparation for those students who wish to transfer to a B.A. or B.S. degree program in biology. The biology discipline also supports the dental, nursing and other health science areas. In addition to traditional course offerings, summer courses provide an excellent opportunity for students to gain experience in field botany, field zoology and ecological techniques.

Biology

Associate of Arts Degree

Degree Requirements	Credits
1. Communication	
Written Composition (Engl 111 and Engl 212..... recommended)	6
Oral Communication	3
2. Choose one area from the three listed below and complete six credits in that area	6
Humanities	
Social Sciences	
Other	
3. General Requirements:	
Chemistry 105, 106	8
Math 106	6
4. Major Specialty	
Required Courses:	
Biology 105-106	8
Other approved electives in biology (see a biology advisor)	12
5. Electives to Total	60

Business Administration

The programs in Business Administration are designed to assist both individuals who are interested in business as a career choice and those who are interested citizens and consumers.

Participants in the degree programs will be assisted in gaining the general knowledge and skills necessary for responsible citizenship and mature adulthood as well as the more specialized knowledge and skills necessary for business.

In terms of career preparation, the various associate degree programs provide the preparation for entry-level management training, supervisory, and specialized positions. While there are concentration programs in General Busi-

ness, Mid-Management, Real Estate, and Banking for the Applied Science Degree, students with other specialty interests are encouraged to meet with the Business Administration Department to discuss ways to individualize the program to meet their needs.

Business Administration

Associate of Arts

1. Communication
 - Written Composition6
 - Oral Communication3
 2. Select 3 areas from the five below and complete 6 credits in each of the 3 areas:
 - Humanities
 - Social Science
 - Natural Science
 - Mathematics
 - Other
 3. Major Specialty
 - Acct 101, 102—Principles of Accounting I & II6
 - BA 241—Business Law I3
 - Econ 121—Economics3
 - BA 151—Introduction to Business3
 - CIS 101—Introduction to Data Processing3
 4. Complete one additional course in Business3
 5. Electives12
- TOTAL 60

Business Administration

Associate of Applied Science

1. Communication
 - Written Composition6
 - Oral Communication3
 2. 6 credits from any of the following areas:6
 - Social Science
 - Natural Science
 - Humanities
 - Mathematics
 3. Major Specialty
 - ACCT 101, 102—Principles of Accounting I & II **OR**
 - ACCT 051, 052—Elementary Accounting6
 - BA 241—Business Law I3
 - Econ 101—Introduction to Current Economic Prob.3
 - BA 151—Introduction to Business3
 - BA 231—Fundamentals of Supervision3
 - CIS 101—Introduction to Data Processing3
 4. Complete courses for one of the following concentrations:
 - Concentration in General Business (12 credits):
 - BA 242—Business Law II3
 - ACCT 222—Intro. to Computers & Acct. Systems3
 - Any 100-200 level BA courses6
 - Electives12
- TOTAL 60

Concentration in Mid-Management (9 credits):

- BA 232—Fundamentals of Organizational Management3
- BA 233—Fundamentals of Financial Management3
- BA 166—Small Business Management3
- Electives15

TOTAL 60

Concentration in Real Estate (12 credits):

- BA 121—Salesmanship3
- BA 223—Real Estate Law3
- BA 222—Real Estate Taxes3
- BA 221—Real Estate Financing3
- Electives12

TOTAL 60

Concentration in Banking (9 credits):

- BA 105—Principles of Bank Operations3
- BA 204—Money and Banking3
- BA 202—Credit Administration3
- Electives15

Recommended Electives:

- BA 201—Bank Management3
- BA 203—Federal Reserve System3
- BA 205—Bank Public Relations3
- BA 206—Analyzing Financial Statements3
- Psy 101—Psychology3
- Psy 101—Psychology3
- Any Accounting Course above 1023
- Econ 122—Economics3
- BA 223—Real Estate Law3
- BA 242—Business Law II3
- BA 208—Home Mortgage Lending3
- BA 209—Installment Credit Lending3

TOTAL 60

Chemistry

Students at Anchorage Community College can select from the Chemistry curriculum courses required for an Associate Degree in Chemistry, Biology, or the Health Sciences including all lower division courses listed by most institutions for BA or BS degrees in the sciences, engineering, or education.

There are several options available for entering students depending on individual backgrounds. Chem 103 is intended for students with little or no previous Chemistry. Students with either a year of high school Chemistry or Chem 103 should enroll in Chem 105-106. Students with a superior background should elect Chem 211. Most Chemistry or Science majors enroll in Chem 105-106 followed by Chem 212, Quantitative Analysis.

Chemistry

Associate of Arts

Degree Requirements

1. Communication6
Written Composition6
Oral Communication3
2. Select three areas from the five below and complete six credits in each of the three areas18
Humanities
Social Science
Mathematics and Logic
Natural Science
Other
3. Major Specialty
Consult an advisor in the Chemistry discipline for aid in selecting major courses20
4. Electives to total60

Computer Information Systems

The Computer Information Systems Program is designed to prepare students for employment in CIS. A student can choose either a Business or Science/Engineering emphasis.

Computer Information Systems

Associate of Applied Science

Degree Requirements

1. Communication6
Written Composition6
Oral Communication3
2. 6 credits from any of the following areas:6
Humanities
Social Sciences
Mathematics and Logic
Natural Sciences
3. Major Specialty
MATH 106—Algebra/Trigonometry or
MATH 107—Algebra and
MATH 108—Trigonometry6
MATH 110—Mathematics of Finance3
BA 151—Introduction to Business3
A course in Introduction to Statistics3
CIS 101—Introduction to Data Processing3
CIS 103—Techniques of Organization3
CIS 104—Operations Management3
CIS 209—Introduction to Operating Systems3
CIS 210—Systems Design and Analysis3
CIS 211—Introduction to Management Science3
Choose Two of the Following:
CIS 105—FORTRAN3
CIS 102—RPG II3
CIS 201—COBOL3
CIS 220—Assembler3

Course Classifications 55

Choose One of the Following:

- CIS 202—Advanced COBOL with Business
Applications3
CIS 204—Advanced FORTRAN with Scientific
Application3
4. Electives to Total60

Cooperative Education

The Cooperative Education (Work Experience) program involving employer, student-employee, and the Anchorage Community College is instituted to allow the student employee to receive on-the-job training and academic credit for work experience directly related to his major or career goal. It is called Cooperative Education because employers and university "cooperate" in relating what students learn in the classroom with what they do on the job in a total educational experience. Study and work are integrated, making each more relevant, rewarding, and interesting.

Any student may participate in the Cooperative Education (Work Experience) program who is in good standing, is pursuing either a Certificate or Degree Program, while gaining on-the-job training and work experience directly related to his major or career goal. Work experience must take place with employers in business, industry or public service agencies which are willing to enter into a training agreement with the college.

Academic credits earned through Cooperative Education are variable, and determined by the quality, nature and extent of the approved work plan. The program allows a student to earn up to twelve credits. Interested students should check with the Cooperative Education office to obtain more information about the program, and to learn which subject areas have Cooperative Education credits available.

Dance

The discipline includes training at multi-levels in ballet, modern and jazz. Instructors are highly qualified teachers who are also performers. Excellent basic to advanced instruction for those students seriously interested in dance as well as those who use the discipline for body conditioning.

The Denali Program

The Denali Program is a four semester sequence of studies designed to provide an integrated method of obtaining the general education requirements for an associate of arts degree. This program focuses on the Humanities in Alaska. It is scheduled to begin in the fall semester 1978, and is open to any beginning college student.

This program is funded in part by a grant from The National Endowment for the Humanities. Students wishing to enroll in the Denali Program should consult the Counseling Center at Anchorage Community College for further information. Each semester's course listings will be advertised

in the "Humanities" section of the published schedules. The sequence of the program is as follows:

Orientation — One Week

Semester I — The Individual and the Community

Students will enroll in a course entitled "Self and Society" for 3 credits in Humanities and an accompanying course in English composition entitled "Methods of Written Communication" for 3 credits. In addition, they will earn 1 credit for participation in out-of-class activities to be called "The Denali Lifeline".

Semester II — The Environment and Heritage of Alaska

Students will enroll in a course entitled "Alaska — The Land and Its People" for 3 credits in Social Science and would choose, in addition, 1 from each category of one-month-long "micro" courses listed below:

Alaska's Land and Resources

	Micro	A—	Geology of Alaska	1 credit
Choose 1	"	B—	Geography of Alaska	1 credit
	"	C—	Flora and Fauna of Alaska	1 credit

Natural Resources and Energy

	Micro	A—	Resources and Energy	1 credit
Choose 1	"	B—	Alaska's Ecosystems	1 credit
	"	C—	Human Energy	1 credit

Communication Networks

	Micro	A—	Electronic Communication	1 credit
Choose 1	"	B—	Media in Alaska	1 credit
	"	C—	Transportation in Alaska	1 credit

In addition, students will earn 1 credit for participation in "Denali Lifeline" activities to bring the total credits earned for this semester to 7.

An optional program of summer, course-related, outdoor experiences will follow the second semester of study.

Semester III — Alaska's Social Mosaic

Students will earn 5 credits from three groups of courses entitled "Cultural Heritage", "Institutions", and "Biography". In addition, they will earn 1 credit for "Denali Lifeline" activities. This semester will be arranged with an advisor for Social Science or Humanities credit depending on the courses the student elects to take.

Semester IV — Life Awareness

Students will earn 3 credits for an individual project arranged with their advisors. In addition, they will earn 1 credit for "Denali Lifeline" activities. This semester will be arranged for Social Science or Humanities

credit depending upon the nature of the student's project.

Dental Assisting

Within recent years there has been a constantly increasing demand for more and better dental care. This increased demand has been caused primarily by four major factors: 1) greater public awareness, 2) improved treatment techniques, 3) prepaid dental care plans, and 4) increased population.

Although there has been a dramatic increase in the population to be served, there has not been a significant increase in the number of dentists being graduated from dental schools. Because there are not sufficient dentists available or becoming available, it is necessary to find other ways in which to meet the dental needs of the nation.

With effective preventive dentistry, more people will be able to enjoy optimal dental health, yet will require only a minimal amount of dental treatment, thereby reducing the size of the need itself.

A second important means of meeting these increased dental needs is by producing more care per dentist. This is achieved through more effective and extensive utilization of the dental auxiliaries. A dentist effectively utilizing qualified dental assistants, even in what are now considered to be more traditional and restricted roles, could treat up to 75% more patients than could the dentist working alone.

Effective dental assistant utilization is dependent upon an adequate supply of educationally qualified auxiliaries. The qualified dental assistance is able to relieve the dentist of those activities which do not require his professional skill and judgement; however the responsibilities assigned to the dental assistant are limited by the dental practice of the state. Dental assistants may work as generalists, serving in all areas of the practice, or they may perform the more specialized duties of the chairside assistant, secretarial assistant, or expanded functions specialist.

To meet this need in Alaska, Anchorage Community College offers an accredited 12 month certificate program in Dental Assisting. This certificate program will enable graduates to take the national certification examination upon successful completion of the program. In addition, an Associate in Applied Science Degree in Dental Assisting is offered.

The Dental Assisting Program enrolled its first class in 1969. In recent years the curriculum has been revised to meet current standards proposed by the Accreditation Committee of the American Dental Association.

Fifteen students are admitted into the Dental Assisting Program in the fall of each year. Five alternates usually are selected and are admitted if space becomes available through attrition prior to the first day of class.

Dental Assisting

Admission Requirements:

1. High school graduation or equivalent. Biology and typing are desirable.

2. ACT or SAT required. Nelson-Denny Reading Test desired.
3. Admission interview.
4. Medical and dental examination required.

Application Procedure:

1. Apply for admission in writing to the Dental Assisting Program, Anchorage Community College, 2533 Providence Ave., Anchorage, Alaska, 99504.
2. Request high school and college transcripts to be mailed to the Dental Assisting Program.
3. Apply to the Anchorage Community College Counseling Center for the ACT or SAT, and Nelson-Denny Reading Test.
4. Make an appointment for an admission interview.
5. Arrange for a medical and dental examination.

Dental Assisting

A certificate as well as an AAS degree is available in Dental Assisting.

Students enter the 12-month certificate program in the fall and complete three semesters of course requirements as listed below. The AAS degree may be earned by completing the general degree requirements in addition to the three semester sequence.

Certificate/Associate of Applied Science

Degree Requirements

1. Communication

Written Composition	6
Oral Communication	3
2. 6 credits from any of the following areas:6

Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
3. Major Specialty

SEMESTER ONE	
DA 111—Preventive Dental Health Education	3
DA 131—Dental Science and Anatomy I	4
DA 146—Dental Radiography	4
DA 141—Chairside Assisting Techniques I	4
PSY 153—Human Relations	3
SEMESTER TWO	
DA 116—Dental Materials	4
DA 132—Dental Science and Anatomy II	2
DA 151—Dental Specialities	4
DA 142—Chairside Assisting Techniques II	5
DA 106—Off-campus Internship I	2
BIOL 199—Body Systems	2
SEMESTER THREE	
DA 101—Dental Business Office	4
SPCH 111—Fundamentals of Oral Communication	3
DA 107—Off-campus Internship II	6

Dental Hygiene

The study of dental hygiene prepares the student to be a licensed, professional, oral health educator and clinical operator who, as an auxiliary to the dentist, uses preventive, therapeutic, and educational methods for the control of oral disease to aid individuals and groups in attaining and maintaining optimum oral health.

The services of the dental hygienist are utilized in general and specialty dental practices, the armed services, and in programs for research, professional education, public health, school health, industrial health, and institutional care.

The extension of the professional functions of the dental hygienist is evolving rapidly. An added dimension available to the student who studies dental hygiene.

In addition, course credits are applicable toward advanced degrees in Baccalaureate and Master's Degree Dental Hygiene Programs.

The Anchorage Community College Dental Hygiene Program is a fully accredited course of education. This means that the commission on accreditation of Dental and Dental Auxiliary Educational Programs has guaranteed the maintenance of suitable standards of education by the institution so that the profession and the public can be assured that well-educated individuals will be adequately prepared to practice dental hygiene.

The Associate of Applied Science degree in Dental Hygiene prepares the student clinically and academically. In the clinical phase the student is trained to take medical-dental histories, give complete oral examinations, take x-rays, teach patients to care for their teeth and gums, remove deposits from the teeth, polish, and provide fluoride treatments. Graduates will be eligible to take National and State Board licensing examinations to demonstrate their clinical and academic expertise.

Dental Hygiene

Associate of Applied Science

Admission Requirements

1. Graduation from high school or equivalent
2. Successful completion of chemistry at the high school or college level
3. Strong background in biology is desirable
4. Graduation in upper 25% of class desired
5. Red Cross First Aid certificate desired
6. ACT, SAT, and Nelson-Denny reading test are required
7. Dental Hygiene Aptitude Test required
8. Admission interview
9. Medical Examination

Application Procedure

1. Call or write for an application package from the Dental Hygiene Program, Anchorage Community College, 3221 Providence Drive, Anchorage, Alaska 99504; (907) 272-5522, ext. 240.

- Obtain an application for the Dental Hygiene Aptitude Test from the Counseling and Testing Center or the Dental Hygiene Program, or request one from the American Dental Hygienists' Association, 211 East Chicago Avenue, Chicago, Illinois 60611.
- Complete the application for the Dental Hygiene Aptitude Test and return it with a check to the American Dental Hygienists' Association, 211 East Chicago Avenue, Chicago, Illinois 60611. The test is given at Anchorage Community College, Building K, in November, January, and February. Scores from the Dental Hygiene Aptitude Test are required for admission into the Dental Hygiene Program.
- Complete in detail the application for the Dental Hygiene Program and return it to the program by April 1.
- Mail high school and college transcripts to the Office of Admissions and Records, 2533 Providence Avenue, Anchorage Community College, Anchorage, Alaska 99504, requesting that duplicates be sent to the Anchorage Dental Hygiene Program.
- Apply to the University of Alaska, Anchorage Counseling and Testing Center for the ACT, SAT, and Nelson-Denny Reading Test.
- Arrange for a medical examination by your physician.
- Make an appointment for an admission interview.

Dental Hygiene

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition (Engl 111 & 211 Required)	6
Oral Communication (Spch 111 Required)	3
2. General Requirements	
Social Science	
Psy 101, 102	6
Soc 101	3
Natural Science	
Biol 111, 112, 240	11
Chem 105	4
Other	
HE 203	2
3. Major Specialty	
DH 100—Introduction to Preventive Dentistry	2
DH 101—The Oral Structure	4
DH 102—Dental Anatomy	2
DH 103—Dental Radiology	3
DH 110—Advanced Techniques in Preventive Dentistry	2
DH 115—Periodontology	3
DH 150—Clinical Procedures I	3
DH 160—Clinical Procedures II	3
DH 161—Clinical Seminar II	2
DH 201—Dental Materials	3
DH 203—Dental Hygiene as a Profession	3
DH 204—Oral Pathology	4

DH 205—Dental Pharmacology	2
DH 220—Health Resources and Action	3
DH 221—Health Resources and Action—Lab	1
DH 280—Clinical Procedures III	5
DH 281—Clinical Seminar III	2
DH 290—Clinical Procedures IV	5
DH 291—Clinical Seminar IV	1

A grade of "C" or better is required in the Dental Hygiene major specialty courses.

Diesel Technology

Successful graduates of the three-semester Diesel Program should be capable of securing employment in entry levels as apprentice mechanics who are charged with the operation, servicing, maintenance, and light repair of diesel engines. The program is an integration of classroom instruction and shop practices that prepares the student to meet the respective industry entrance level requirements and provides a foundation for future advancement. Upon completion of the program and Community College requirements, students earn an Associate Degree in Applied Science.

Diesel Technology

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. 6 credits from any of the following areas:	6
Social Science	
Natural Science	
Humanities	
Mathematics	
3. Major Specialty	
FIRST SEMESTER	
AUTO 101—Shop Safety & Procedures	1
AUTO 102—Basic Automotive Mathematics	2
AUTO 203—Automotive Physics	2
DESL 100—Basic Diesel Engines	10
SECOND SEMESTER	
DESL 120—Diesel Fuel Systems	5
DESL 121—Woodward Governing Systems	2
DESL 122—Starting Systems	3
DESL 123—Cold Weather Procedures	3
DESL 124—Parts Analysis	3
THIRD SEMESTER	
DESL 201—Theory of Fluid Power	2
DESL 202—Hydraulic Components	2
DESL 203—Hydraulic Pumps	3
DESL 204—Basic Hydraulic Systems and Applications	6
DESL 291—Industrial Seminar	1
4. Electives to Total	61

Drafting Technology

The Drafting Technology program offers an Associate in Applied Science degree as well as certificates in civil engineering and survey drafting, architectural drafting, structural drafting or mechanical and electrical drafting. The program is realistically designed to prepare students for careers in drafting. Student training includes completion of industrial project assignments, observations of actual job-environment situations, learning research techniques, teamwork and the importance of deadlines.

In addition to the AAS degree, drafting technology students can earn certificates in several related fields. Classes in Drafting Technology are conducted in five-week blocks which meet Monday through Friday.

Drafting Technology

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition (Engl 111 & 212 required)	6
Oral Communication	3
2. 6 credits from any of the following areas:	6
Social Science	
Natural Science	
Humanities	
Mathematics and Logic	
Strongly recommended are Math 105 and Geology 111	
3. Major Specialty	
Required Courses:	
DT 100—Fundamentals of Drafting	3
DT 101—Principles of Architectural Drafting I	3
DT 102—Civil Engineering and Survey Drafting I	3
DT 103—Mechanical Drafting I	3
DT 104—Structural Drafting I	3
DT 105—Electrical Drafting I	3
DT 106—Specifications and Materials	4
DT 201—Principles of Architectural Drafting II	4
DT 202—Civil Engineering and Survey Drafting II	4
DT 203—Structural Drafting II	3
**DT 204—Advanced Use of Instruments	3
DT 205—Scribing and Drafting with Overlays	3
**DT 206—Principles of Architectural Drafting III	3
DT 207—Architectural Presentation Techniques	3
**DT 208—Mechanical and Electrical Drafting II	3
Total	63

DT 100 and DT 106 are prerequisites for all other Drafting Technology courses.

**Students may waive these major requirements if courses are not offered during the academic year.

Early Childhood Development

Many people have questions about young children. Some people plan to work professionally with young children, and want to increase their skills in working with children in group settings. Others are parents who have questions about human development in the early years of life and want to know various ways they can foster development in their children.

The Early Childhood Development Associate in Arts Degree Program is designed to acquaint the student with the fundamentals of human life during the first five years of life. It is also designed to increase the student's skill in supporting development in young children whether in a group or family setting. In many of the classes in the Early Childhood Development Program, the student is in direct contact with young children, either observing or actually interacting, so that the knowledge gained is both theoretical and practical.

Early Childhood Development

Associate of Arts Degree

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. 6 credits from three of the following areas	18
Humanities	
Social Science	
Mathematics and Logic	
Natural Sciences	
3. Major Specialty	
ECD/HE 105—Survey of Child Development	
Models	3
HE 120—Child Nutrition and Health	3
ECD/HE 155—Activities for Young Children	3
ECD/HE/PSY 244—Early Childhood Development	3
HE 236—Marriage and Family Life	3
OR	
SOC 242—The Family	3
ECD 220—Culture and Learning	3
ECD/HE 250—Practicum and Early Childhood Learning	3
ECD/HE 251—Practicum in Early Childhood Development	3
4. Electives to Total	60

Economics

Although Anchorage Community College does not offer a major in economics, its curriculum includes several economics courses suited to the needs of both degree and non-degree students. The economics faculty views its role as threefold: (1) to provide issues-oriented courses for members of the general public not pursuing a formal degree; (2) to provide economics courses relevant to students

majoring in other disciplines (e.g., history, sociology, business, accounting, etc.); and (3) to provide lower division courses which prepare students for upper division coursework in economics.

Electronics Technology

The electronics industry continues to be one of the fastest growing industries around the world. Rapid technological changes, sparked by continuing demand for improved communications, provide many opportunities for well-trained and well-motivated technicians. Alaska is expanding its entire communications industry, a move which is being increasingly accelerated by the state's rapid economic growth. Most graduates in electronics have little difficulty in finding employment. Both men and women are admitted to the program and both are welcomed by the industry.

The Electronic Technology program offers a Certificate for those who complete the technical portion and choose not to take the academic requirements. Should a certificated student later decide to complete the academic requirements, the Associate of Applied Science degree will be awarded.

Electronics Technology

Associate of Applied Science

Degree Requirements

1. Communication

Written Composition	6
Oral Communication	3
2. 6 credits from any of the following areas:6

Social Science	
Natural Science	
Humanities	
Mathematics	
3. Major Specialty

FIRST SEMESTER	
ET 136—Electronic Calculations I	4
ET 137—DC Physics	4
ET 138—Intro to Computer Electronics	4
ET 139—Laboratory I	3
SECOND SEMESTER	
ET 142—Electronic Calculations II	4
ET 143—AC Physics	4
ET 144—Computer Systems I	4
ET 145—Laboratory II	3
THIRD SEMESTER	
ET 230—Telecommunications	4
ET 231—Audio	4
ET 232—Applied IC's	4
ET 233—Computer Systems II	3
FOURTH SEMESTER	
ET 250—Transmitters/Receivers	4
ET 251—Adv. Digital/Analog	4
ET 252—Computer Systems III	4
ET 110—FCC License	3

Open Entry Option

Electronics Technology students may start the first and second semester courses on any day of any week during the semester. Class hours are scheduled with consideration of students outside activities, however, schedules requiring more than 15 weeks will require extra tuition. This option is attractive to students who wish to start at times other than regular semester starting dates.

English

The English curriculum includes regularly scheduled courses in language, literature, research techniques, reading, and other specific skills which promote efficient learning in college. Occasional special topic courses are offered for personal enjoyment and enrichment, and there are several classes in English-as-a-second-language.

In addition, there is a variety of composition classes to help students improve their writing while also meeting general degree requirements for many associate degrees. Prior to registering for the standard freshman composition course, English 111, students take the *English Placement Advising Test* (see the English secretary for details).

An Associate of Arts degree in English has been designed for persons seeking employment or career advancement in business, technical, and paraprofessional occupations, as well as for those who plan to enter traditional professions such as teaching or law.

For information on transfer credit evaluation or the procedures for challenging various English courses, please see the English secretary.

English

Associate of Arts Degree

Degree Requirements

- | | Credits |
|--|---------|
| 1. Communication | |
| Written Composition | 6 |
| Oral Communication | 3 |
| 2. Select three areas from the five below and complete six credits in each of the three areas | 18 |
| Humanities | |
| Social Science | |
| Mathematics and Logic | |
| Natural Sciences | |
| Other | |
| 3. Major Specialty | |
| Complete 20 or more credits in English. Students must take at least 3 credits of 100 level work from each of Groups I, II, and III listed below. In addition, students must take at least 6 credits of 200 level work from any of the courses listed below.* | |
| <i>Group I — Language</i> | |
| ENGL 175—Vocabulary Development | |
| ENGL 101—Nature of Language | |
| ENGL 275—Vocabulary Enrichment | |
| ENGL 250—Traditional Grammar | |

Group II — Literature

- ENGL 130—Introduction to Mythology and the Bible
 ENGL 131—Introduction to Literature
 ENGL 132—Introduction to Shakespeare
 ENG 133—Women's Autobiographies
 ENGL 201—Masterpieces of World Literature I
 ENGL 202—Masterpieces of World Literature II
 ENGL 203—Survey of British Literature I
 ENGL 204—Survey of British Literature II
 ENGL 205—Survey of United States Literature I
 ENGL 206—Survey of United States Literature II
 ENGL 207—American Prizewinners
 ENGL 265—Literature of the North
 ENGL 270—Contemporary Native American Literature
 ENGL/PHIL 271—Existentialism
 ENGL/HUM/MUS 280—Literature in Opera

Group III — English Skills

- ENGL 100—College Survival Skills (1 cr.)
 ENGL 101—Spelling and Pronunciation (2 cr.)
 ENGL 103—Orientation to American English
 ENGL 105—Reading Lab (1-3 var cr.)
 ENGL 107—Study Reading for College
 ENGL 109—Speed Reading (2 cr.)
 ENGL 110—Analytical Reading (1 cr.)
 ENGL 115—Term Paper (1-3 var cr.)
 ENGL 200A—How to Read the Sciences (1 cr.)
 ENGL 200B—How to Read the Social Sciences (1 cr.)
 ENGL 200C—Learning While Tutoring (1 cr.)
 ENGL 209—Have You Read a Good Book Lately?
 LS 101—Library Skills (1 cr.)
 SS 131—Comprehensive Business English
 SS 232—Business Communication

Group IV — Composition

Courses taken from Group IV, with the exception of ENGL 260, may be used to fulfill the Written Communications requirement.

- ENGL 111—Methods of Written Communication
 ENGL 211—Intermediate Composition with Modes of Literature

ENGL 212—Technical Report Writing
 ENGL 213—Intermediate Exposition
 ENGL 260—Creative Writers' Workshop
 Composition classes that are used to fulfill the general requirements in Written Communications may not be used to fulfill the specialty requirements.

4. Electives to Total60

*Special Topic classes approved in advance by the ACC English faculty may be accepted to fulfill this requirement.

Environmental Science

ACC offers an Associate in Arts Degree in Environmental Science. The curriculum is designed to provide students with the necessary broad background for a better understanding of: environmental issues, the physical and biological surroundings, and the results of man's interactions with this world.

The program, listed below, will permit the student to obtain work experience in the second year. These courses also satisfy many prerequisites for advanced work in particular areas should the student decide to continue for a major in a specific field. Students who choose to fulfill the requirements for an associate degree in environmental science should work very closely with a faculty advisor.

Environmental Science

Associate of Arts Degree

Degree Requirements

- | | Credits |
|---|---------|
| 1. Communication | |
| Written Communication (Recommended Engl 111, Engl 212*) | 6 |
| Oral Communication (Recommended Spch 111) | 3 |
| 2. Required Courses: | |
| Mathematics 106 | 6 |
| Political Science 101, 102 | 6 |
| Complete six credits in one of two areas: | 6 |
| Humanities | |
| Natural Sciences | |
| 3. Major Specialty | |
| BIOL 260—Man and the Environment..... | 3 |
| CHEM 103—Contemporary Chemistry..... | 4 |
| ECON 101—Introduction to Current Economic Problems..... | 3 |
| GEOL 100—Elements of Geology: Man's Physical Environment, or | |
| GEOL 111—Physical Geology | 4 |
| ENVS 297—Directed Study in Environmental Science: Environmentally Related Work Internship | 1 |
| Choose two of the following four Social Science Courses: | |
| ANTH 101—The Study of Man..... | 3 |
| GEOG 101—Introductory Geography | 3 |
| LAWS 114—Environmental Law | 3 |
| HIST 115—Alaska, Land and Its People | 3 |
| Choose one of the following Alaska Emphasis Courses | |
| GEOL 103—Landscapes and Resources of Alaska | 3-4 |
| ANTH 200—Natives of Alaska..... | 3 |
| Choose 8 or 9 credits from the following list of electives..... | 8 or 9 |
| BIOL 102—Ecology and Animal Behavior..... | 3 |
| BIOL 105, 106—Fundamentals of Biology I & II | 8 |
| BIOL 272—Principles of Ecology | 4 |
| CHEM 105, 106—General Chemistry | 8 |
| PS 201—Comparative Politics: The Political Process | 3 |
| SOC 207—Population and Ecology..... | 3 |
| With the consent of their advisor, students wishing to transfer to a baccalaureate program may elect other electives as required. | |
| *Students planning on a BS degree should substitute ENGL 211 or 213. | |
| 4. Electives to Total | 60 |

Fire Science

The Fire Science program is an Associate in Applied Science program with two major interest areas: Structural Fire Control and Wildland Fire Control. The program is designed to provide a vehicle for the student desiring a career in the fire protection field, either structural or wildland, to obtain the knowledge to make him a desirable candidate for hire, as well as to provide the fire department employee with a career advancement program.

Subjects for study include an introduction to Fire Science, fire prevention (both structural and wildland), wildland fire behavior, fire investigation, air operations management, hazardous materials, and fire hydraulics. There are presently 18 subject areas in each major area of interest.

This is primarily designed as a training program for in-service personnel. For the degree to be awarded, the student must document two years of satisfactory experience in the fire service, or six credits of cooperative education in fire science.

Fire Science

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition (Engl 111 & 212).....	6
Oral Communication.....	3
2. General Requirements	
6 credits from any of the following areas:.....	6
Social Science	
Natural Science	
Humanities	
Mathematics and Logic	
3. Major Specialty	
Choose one area of concentration	
Area 1: Structural Fire Control	
Required courses 21 cr.	
FS 101—Introduction to Fire Science.....	3
FS 105—Fundamentals of Fire Prevention.....	3
FS 107—Fire Tactics and Strategy.....	3
FS 111—Fire Company Organization and Management.....	3
FS 117—Rescue Practice.....	3
FS 202—Fire Hydraulics.....	3
FS 204—Hazardous Materials I.....	3
PMED 120—Emergency Medical Technician (option for FS 117).....	6
Area 1: Electives — Select 3 courses from the following: (9 or 12 cr)	
FS 115—Fire Apparatus and Equipment.....	3
FS 121—Introduction to Fire Industry and Physics.....	3
FS 123—Fire Investigation I.....	3
FS 206—Building Construction for Fire Protection.....	3
FS 208—Fire Service Records and Reports.....	3
FS 210—Hazardous Materials.....	3
FS 212—Related Codes and Ordinances.....	3

FS 214—Fire Protection Equipment and Systems.....	3
PMED 120—Emergency Medical Technician.....	6
Special Topic Courses as available and pertinent	
Area II: Wildland Fire Control: 21 cr	
Required Courses	
FS 117—Rescue Practice.....	3
FS 151—Wildland Fire Control.....	3
FS 153—Fire Organization and Management.....	3
FS 155—Fire Behavior I.....	3
FS 157—Air Operation Management.....	3
FS 252—Wildland Fire Prevention Law Enforcement & Investigation.....	3
FS 254—Wildland Fire Business Management.....	3
PMED 120—Emergency Medical Technician (option for FS 117).....	6
Area II Electives: Select 3 courses from the following: (9 to 12 cr)	
FS 161—Fire Service Functions.....	3
FS 176—Air Attack.....	3
FS 256—Fire Planning and Multiple Use Material.....	3
FS 258—Preferred Burning and Fuels Management.....	3
FS 260—Fire Research and Development.....	3
FS 262—Wildland Fire Control.....	3
FS 264—Fire Behavior II.....	3
FS 266—Wildland Fire Environmental Consideration.....	3
PMED 120—Emergency Medical Technician.....	6
Special Topic Courses as available and pertinent	
4. Electives to Total.....	60

Food Service Technology

Today the food service industry includes many different types of establishments. Some provide only food, while others provide lodging and or recreation.

Food service is one of the nations' fastest growing industries. Recent surveys sponsored by the United States Department of the Agriculture Economic Research Service and the food service industry shows that, "the food service industry may have more total outlets and workers than any other single business."

If you are considering food service as a career, learn all you can about the industry and how it operates.

Food Service Technology

Associate of Applied Science

	Credits
1. Communication	
Written Composition.....	6
Oral Communication.....	3
2. 6 credits from any of these four areas:.....	6
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
3. Major Specialty	
FST 101—Introduction to Food Service*.....	1

FST 102—Foods and Nutrition	2
FST 103—Quantity Food Production (Foods)*	4
FST 104—Sanitation	2
FST 110—Food Standards	2
FST 111—Quantity Food Production (Bakery)*	4
FST 112—Quantity Food Service	2
FST 113—Quantity Food Production (Meats)	4
FST 201—Quantity Food Production (Specialized)**	4
FST 202—Food Service Bakery Practicum**	4
FST 199, 299—(Cooperative Education) Food Service Practicum	6
ACCT 51 or ACCT 101—Elementary Accounting	3
*These courses must be taken as a block, concurrently, and cannot be separated out or singly selected. Stu- dents will spend part time in the kitchen and part time in the bakery.	
**These courses must be taken as a block, concur- rently, and cannot be separated or singled out. Stu- dents who specialize in one field or another still regis- ter for both.	
Complete courses chosen from at least one of the three areas listed below	
<i>Food Production:</i>	
FST 221—Quantity Food Service	2
FST 222—Menu Making	1
FST 223—Advanced Foods	3
<i>Bakery Production:</i>	
FST 231—Intermediate Pastry	4
FST 232—Advanced Pastry and Baking Art	2
<i>Food Service Management:</i>	
FST 210—Stewardship	2
FST 212—Leadership	1
FST 213—Facility Layout and Design	2
<i>Cooperative Education:</i>	
ED 199, 299—(Cooperative Education) Food Service Technology	6
4. Electives to Total	60

Geography

Geography is devoted to the study of man and his relationship to his environment, the planet earth. Although Anchorage Community College does not offer a degree program in geography at this time, several courses in cultural, physical, and economic geography that can be used to satisfy degree requirements in the social and natural sciences are available.

Geology

Anchorage Community College currently offers the only post-secondary geology program in the Anchorage area. Students seeking a career in geology and related fields such as mining, petroleum, and engineering can obtain a firm foundation in introductory courses at Anchorage Community College.

Several options are available. Students may earn an Associate of Arts Degree in geology. In addition, sufficient breadth exists in the geology curriculum to satisfy the minor requirement in geology for the baccalaureate degree at most four-year institutions. Also, secondary education majors at the University of Alaska may be able to satisfy requirements for the integrated major-minor in earth science.

All prospective geology majors interested in the above options should seek guidance from the geology faculty.

Geology

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	6
Written Composition	3
Oral Communication	3
2. Complete six credits from each of three areas selected from:	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Requirements Consult an advisor in the Geology discipline for aid in selecting major courses	20
4. Electives to Total	60

History

History is the record and interpretation of mankind's past. Without it we have no knowledge of who we are or how we came to be. It is the events recorded in history that have generated our ethics, our social values, our ideals. Historical events have created all the basic groupings of mankind — nations, religions, classes, etc. — and all the loyalties that are attached to these. In history lies the drama of actual life. In its written form it is a branch of literature, an entertaining art form whose special appeal is that its material is factual, its characters real.

History

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	6
Written Composition	3
Oral Communication	3
2. Select three areas from the five listed below and com- plete six credits in each	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	

3. Major Specialty
Complete two of the following two-semester sequences12
HIST 101-102—Western Civilization
HIST 121-122—East Asian Civilization
HIST 131-132—History of the United States
Complete any nine additional History credits9
4. Electives to Total60

Home Economics

The Home Economics programs of study leads to both the Associate of Arts and Associate of Applied Science degrees. Programs of study cover various aspects of the field — clothing and textiles; interiors and housing; environmental factors; foods and nutrition; family finance; management and consumer services; and family relations.

The department also serves the needs of students completing majors in other fields who find that certain aspects of Home Economics are important to their professional objectives or personal interest.

Students may select courses for a major or minor in Home Economics. Associate degree courses may be applied toward bachelor degree requirements. Specific career objectives might include:

1. Home Economics in Business. Preparation for representative in interiors and housing, clothing and textiles, family and finance, foods, consumer relations, and journalism. Supporting courses in other departments may be selected to more fully prepare students for their own career objectives.
2. Home Economics in Education. Basic requirements in subject matter work may be indicated. Courses will transfer for baccalaureate degree requirements.
3. Home Economics relating to Community Service. Preparation for opportunities in family foods, community nutrition, health, welfare and community agencies.

Home Economics

Associate of Arts Degree

Degree Requirements

1. Communication
Written Composition6
Oral Communication3
2. 6 credits from three of the following areas18
Humanities
Social Science
Mathematics and Logic
Natural Sciences
3. Major Specialty
HE 102—Creative Cookery3
HE 113—Clothing Construction and
Selection I3
HE 119—Consumer Finances3
HE 211—Textiles3
HE 236—Marriage and Family Life3

- HE 241—Home Management3
HE 245—Child Development (same as PSY 245)3
Choose one of the following two courses:
HE 101—Food Preparation3
HE 103—Nutrition Today2
Choose one of the following two courses:
HE 114—Intermediate Clothing Construction3
HE—Elective in Clothing2 or 3
Choose one of the following two courses:
HE 231—Interior Design3
HE 232—Color and Design—Related Art3
4. Electives to Total60

Home Economics (Interior Design)

Associate of Applied Science

Degree Requirements

- | | Credits |
|--|---------|
| 1. Communication | |
| Written Composition | 6 |
| Oral Communication | 3 |
| 2. 6 credits from any of the following areas | 6 |
| Humanities | |
| Social Sciences | |
| Mathematics and Logic | |
| Natural Sciences | |
| 3. Major Specialty. Suggested Interior Design Core (Home Economics credits to total 30 or more). | |
| HE 211—Textiles | 3 |
| HE 218—Clothing Selection/Career Image Dev. | 2 |
| HE 231—Interior Design | 3 |
| HE 232—Color and Design | 3 |
| HE 233—Backgrounds for Interior Space | 3 |
| HE 234—Elements of Interior Design | 3 |
| HE 235—Contemporary Furnishings | 3 |
| HE 265—Interior Design Lab | 3 |
| HE 266—Interior Design Lab—Special Problems | 2-4 |
| Home Economic Electives. Other electives may be substituted as long as total credits equal 30. | |
| HE 113—Basic Clothing Construction | 3 |
| HE 119—Family Economics | 3 |
| HE 180—Graphics for Interior Designers | 2 |
| HE 182—Interior Houseplanning | 3 |
| HE 184—Landscape Design | 2 |
| HE 185—Intermediate Landscape Techniques | 2 |
| HE 186—Floral Design | 2 |
| HE 188—Light Upholstery | 2 |
| HE 213—Textile Art | 2 |
| HE/ART 215—Weaving | 3 |
| HE 224—Draperies and Window Coverings | 2 |
| HE 241—Home Management | 3 |
| HE 270—Operating Procedures for Interior Designers | 2 |
| HE 272—Beginning Lighting Design | 3 |
| ART 260—Art Appreciation | 3 |
| ART 261, 262—History of World Art | 6 |
| ACCT 051—Introduction to Business | 3 |
| SS 103—Beginning Typing | 3 |
| BA 151—Introduction to Business | 3 |

BA 166—Small Business Management.....	3
DT 100—Fundamentals of Drafting.....	2
DT 101—Principles of Architectural Drafting.....	3
4. Electives to Total.....	60

Home Economics (Clothing Emphasis)

Associate of Applied Science

Degree Requirements

1. Communication	Credits
Written Communication	6
Oral Communication	3
2. 6 credits from any of the following areas:	6
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
3. Major Specialty	
HE 102—Meal Management.....	3
HE 113—Clothing Construction and Selection I.....	3
HE 119—Consumer Finances	3
HE 211—Textiles.....	3
HE 236—Marriage and Family Life	3
HE 241—Home Management.....	3
HE 245—Child Development (same as PSY 245)	3
Choose one of the following two courses	
HE 101—Food Preparation	3
HE 103—Nutrition Today.....	2
Choose one of the following two courses	
HE 114—Intermediate Clothing Construction.....	3
HE —Choose a clothing elective.....	2-3
Choose one of the following two courses	
HE 231—Interior Design	3
HE 232—Color and Design-Related Art	3
Choose four courses from the following list.....	8-12
HE 115—Quilting	2
HE 116—Quilting	2
HE 160—The Art of Skin Sewing.....	3
HE 215—Weaving (same as ART 215)	3
HE 217—Tailoring	3
HE 218—Clothing Selection and Career Image Development.....	2
HE 219—Pattern Alteration.....	3
HE 220—Pattern Drafting.....	2
HE 221—Sewing With Knits.....	3
HE 222—Lingerie	2
HE 224—Draperies and Window Coverings	2
HE 225—Commerical Sewing-Alteration and Repair.....	2
HE 226—Creative Stitchery.....	3
HE 227—Creative Stitchery.....	3
HE 260—Advanced Skin Sewing.....	3
4. Electives to total	60

Humanities

Courses offered through Humanities are concerned with what is distinctively human, with probing human experience. The focus on man's beliefs and values, on the creative insights and forms of expression through which he tries to understand himself and his relation to the world and his fellow man.

The purpose common to all course offerings is to help students understand, appreciate, evaluate, and participate in the forms of man's expression. More specifically, the aims of Humanities are to aid and encourage students to:

1. Perceive man's need to understand and to express himself.
2. Master basic skills of expression.
3. Evaluate critically mankind's communicated ideas whether they be by means of art, writing, or speaking.
4. Respect the intrinsic worth of man, his ideas and artifacts.
5. Form a meaningful and satisfying personal system of values by becoming aware of man's experience in making humanistic judgements.

Humanities

Associate in Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas. Complete 6 credits in each:	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Specialty	
Required Courses:	
HUM 211—Humanities I	3
HUM 212—Humanities II	3
Literature	3
Recommended Courses:	
ENGL 131—Introduction to Literature.....	3
ENGL 202—Masterpieces of World Literature	3
ENGL 203—A Survey of British Literature	3
ENGL 204—A Survey of British Literature	3
Electives: 12 or more credits in any of the following areas:	
Art	Philosophy
English	Speech
Journalism	Drama
Music	
4. Electives to Total	60

Journalism

For students who intend to enter the fields of journalism, broadcasting, and allied professions. The curriculum, while providing the introductory courses essential to the professional program, is broad enough to allow students to explore various areas of journalism and communications. Experience can involve work on the campus publications and through internships. Recommended electives include economics, psychology, history, philosophy, political science and sociology.

Justice-Related Programs

The field of Criminal and Civil Justice is an expansive discipline involving three broad areas: the management and functions of law enforcement, the legal process, and the disposition of offenders. Anchorage Community College has been the Alaskan pioneer in the development and perpetuation of the associate degree in Police Administration. As a consequence of the success of this program and because of the current nationwide trend for paraprofessionalism in the entire justice system, the college also offers students an associate degree in each of the other two areas of the justice system: Corrections and Law Science.

The Associate Degrees in Police Administration, Corrections and Law Science, consist of specialized programs relative to one of the broad areas of the justice system. This specialization is in keeping with the current educational pattern of specialization on the associate level, generalization on the baccalaureate level, and a return to specialization on the graduate level.

In addition to the courses listed under each degree heading, students are encouraged to enroll in special topics courses that may be offered from time to time and to watch for newly developing courses in the area of Forensic Science.

As well as providing the student with an Associate of Arts degree, these courses form the basis for continuing into any nationally recognized Baccalaureate program in the Justice area. Students interested in earning a degree should contact an ACC Criminal Justice Faculty member early in their studies to insure compliance with degree requirements.

Anchorage Community College is proud to offer these programs to the person working in, or the citizen interested in, the Justice System of the United States.

Corrections

Persons completing an associate degree in corrections will find themselves better qualified to meet the increasing demands being put upon the personnel of our correctional system. Persons concerned with the disposition of offenders in our society will find the classes interesting and useful regarding treatment of convicted individuals in the past, present, and future.

Corrections

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
Required Core Courses (Total 12 Credits)	
CORR 110—Introduction to Justice	3
CORR 251—Criminology	3
CORR 252—Substantive Criminal Law	3
CORR 254—Criminal Procedure	3
CORR 250—Development of Law	3
CORR 221—Justice Organization and Management	3
Elective Major Courses (Total 12 Credits)	
CORR 210—Principles of Corrections	3
CORR 226—Correctional Administration	3
CORR 285—Rights of Offenders	3
CORR 116—Pre-sentence Investigation	3
CORR 120—Practicum: Field Observation	3
CORR 203—Juvenile Delinquency	3
CORR 220—Practicum: Field Practice	3
CORR 225—Corrections and Community	3
CORR 227—Law and Corrections	3
CORR 291—Counseling Techniques in	
Corrections	3
CORR 295—Drugs and Alcohol Related	
Problems	3
4. Electives to Total	60

Law Science

The entire legal system is in need of persons trained to function as paraprofessionals in the world of legal documents and court hearings. The Law Science courses are designed to prepare individuals for work in attorney's offices, the court system, and other legal agencies to do the work which does not require the hand of an attorney, but does require a basic working knowledge of the legal system and its processes.

Law Science

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18

Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
Required Courses:	
LawS 101—Introduction to Law (prerequisite to all other LawS courses; may be taken concurrently)	3
LawS 111—Torts	3
LawS 112—Civil Procedure	3
LawS 113—Constitutional Law	3
LawS 115—Contracts	3
Corr/LawS 220—Practicum: Field Practice	3
LawS 224—Legal Research	3
Just 252—Substantive Criminal Law	3
Just 254—Criminal Procedures	3
Suggested Electives:	
LawS 114—Environmental Law	3
Just 153—Evidence	3
PA/LawS 193—Criminal Appellate Procedure	1
LawS 226—Consumer Protection Law	3
LawS 227—Probate	3
LawS 230—Domestic Relations	3
PA/LawS 255—Criminal Investigation	3
PA/LawS 258—Juveniles and the Law	3
BA 233—Real Estate Law	3
4. Electives to Total	66

Police Administration

Designed for the person employed by a law enforcement agency, these courses are of equal interest and importance to the individual interested in a future career in law enforcement or the individual who is concerned with the function of law enforcement in our society.

Police Administration

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
Required Courses: (Total 12 credits)	
PA 110—Introduction to Justice	3
PA 251—Criminology	3
PA 250—Development of Law	3
PA 221—Justice Organization and	

Management	3
PA 252—Substantive Criminal Law	3
PA 254—Criminal Procedure	3
Elective Courses: (Total 12 credits)	
PA 150—Line and Staff Administration	3
PA 153—Evidence	3
PA 220—Practicum: Field Practice	3
PA 225—Criminal Investigation	3
PA 257—Traffic Study	3
PA 258—Juveniles and Law	3
PA 259—Administrative Concepts	3
PA 210—Principles of Corrections	3
PA 262—Police Interrelationships	3
4. Electives to Total	60

Library Science

This study represents orientation to library usage. It combines instruction with practical technique for acquiring information through in-house research as well as inter-library loans. The study is highly recommended for students in research-related disciplines.

Linguistics

Linguistics is the science of language. The study of linguistics, of foreign languages and literature liberates the student from the confines of his own culture, thus making the culture more meaningful to him.

ACC does not at this time offer an associate of arts degree in linguistics, but a beginning course in the study of language is available.

Mathematics

In addition to instruction, the Mathematics Department provides for mathematics placement testing, advisement concerning mathematics courses, a mathematics laboratory where both student tutors and faculty members are available to assist math students, and other instruction-related services.

All students who contemplate taking a mathematics course at ACC are encouraged to discuss their needs with a mathematics faculty member. If a student has expertise in one or more of the areas in which courses are offered, it is possible to modify certain degree requirements to reflect the student's knowledge. In order to avoid taking courses which duplicate material already mastered, new students should be certain to take the mathematics placement test before registering for any math course at ACC.

All students are encouraged to utilize the resources available, i.e. math lab, staff, tutoring as needed, and the math advising system, when planning a course of study and when taking math courses at ACC.

Mathematics

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	
3. Major Specialty	
MATH 200—Calculus I	4
MATH 201—Calculus II	4
MATH 202—Calculus III	4
Other approved math electives	8
4. Elective to Total	60

Medical Assisting Program

The Medical Assisting Program offers an Associate Degree in Applied Science. It provides training for physician's office and medical clinic employees. The graduate will be prepared for employment as a medical secretary and/or clinical assistant. There are many variations in the duties and job titles of medical office employment, and the program will prepare the student to function at an entry level in all areas of medical assisting.

Medical Assistants work directly with patients, and may assist the physician with patient examinations, do book-keeping, maintain medical records, care for the medical supplies and examining rooms or any combination of a wide variety of tasks that are done in the medical office.

Other employment opportunities for Medical Assistants include health insurance companies, hospitals and any company or employer where knowledge of medical terminology and medical records would be required.

MA 208—Medical Office Externship	10
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Admission Requirements:

1. High school diploma or equivalent
2. Good physical health
3. Average spelling and English ability
4. Typing speed of 40 words per minute
5. Personal interview with program coordinator

Medical Assisting Program

Associate of Applied Science

Degree Requirements

1. Communication	
Written Composition	6
Suggested:	
OO 131—Comprehensive Business English	3
OO 231—Business Communications	3

Oral Communication	3
2. 6 credits from any of the following areas:	6
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Suggested Courses:	
PSY 101—Introduction to Psychology	3
OR	
PSY 153—Human Relations	3
ECON 101—Introduction to Economics	3
ACCT 101—Elementary Accounting I	3
HE 103—Nutrition Today	2
3. Major Specialty	
<i>FIRST SEMESTER</i>	
MA 101—Medical Terminology I	4
MA 105—Medical Ethics, Law and Orientation	4
MA 106—Medical Office Management I	4
BIOL 111—Anatomy and Physiology	3
Typing course as needed by student	
<i>SECOND SEMESTER</i>	
MA 104—Medical Terminology II	4
MA 202—Medical Transcription I	3
MA 205—Examining Room Procedures	4
MA 201—Medical Office Management II	3
<i>THIRD SEMESTER</i>	
MA 203—Medical Transcription II	3
MA 206—Laboratory Procedures	4

Medical Laboratory Technology

This program is designed to prepare the two year Associate Degree recipient for employment as a medical laboratory technician. The program is designed for the student to take academic course work including the basic sciences required for completion of the program during the first year, and then to complete a three semester sequence covering the content of the Medical Laboratory Technology Program during the second year. Students completing the program are eligible to take the Technician's Certification Examination offered by the American Association of Clinical Pathologists.

Application Procedure

1. Request application form for admission by writing or calling Medical Laboratory Technician Program, Anchorage Community College, 2533 Providence Drive, Anchorage, Alaska 99504.
2. Return completed form to same address.
3. Request that high school transcripts and/or G.E.D. test scores along with any previous laboratory training or college transcripts be sent to the same address.
4. Arrange to have three letters or reference from previous instructors or employers sent.
5. Make an appointment with the coordinator of the Medical Laboratory Technology program at ACC for a personal interview.

6. Physical examination, TB skin test and immunization may be required following tentative acceptance.
7. Students are selected after completion of the fall semester in the first year.

Medical Laboratory Technology

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. General Requirements	
CHEM 105, 106	8
BIOL 105, 106	8
Optional: BIOL 240	3
SUGGESTED FIRST YEAR	
FALL SEMESTER	
BIOL 105	4
CHEM 105	4
Written Composition	3
Speech	3
SPRING SEMESTER	
BIOL 106	4
CHEM 106	4
Written Composition	3
Elective	3
3. Major Specialty	
MEDT 201—Laboratory Orientation	1
MEDT 202—Clinical Chemistry	13
MEDT 203—Microbiology	13
MEDT 205—Hematology	9
MEDT 206—Immunohematology	4
MEDT 207—Serology	3
MEDT 208—Urinalysis	2
MEDT 292—Current Topics in Medical Technology	1

Modern Languages

The main objectives are to develop competence in the ability to understand, speak, read, and write a foreign language and to provide through the knowledge of foreign languages a deepened understanding and appreciation of the literature and culture of other people. Foreign languages offered include: French, German, Japanese, Russian and Spanish.

Modern Languages

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas below. Complete 6 credits in each ..	18

Humanities
Social Sciences
Natural Sciences
Mathematics
Other

3. Major Requirements Minimum of:20
 - A. Single language. Must complete at least 20 credits in that language. Normally this would be 101, 102, 201, 202, and 291. Students may substitute courses at the upper division level with approval of advisor. Credit by exam work is not acceptable for purposes of obtaining this A.A. degree major.
 - B. Modern Languages A.A. Must complete at least 10 credits in each of two languages above the 100 level.
- Background-Related Requirements**
 - A. Liberal Arts Option:
 1. Linguistics 101
 2. Six credits from the following:6

Philosophy 201, History 101-102 or other major-related history course, Art 261-262, Humanities 211-212
 3. Six credits from the following:6

English 131, 202, 203, 204
 4. Electives to Total

Music or Music Education

Trains musicians and prepares students for continued studies which will lead to a professional career in music, music education or related fields. The following courses are required during all four terms: (a) Music Theory and Sight-singing, (b) Applied Music — Principal Instrument or Voice (private lessons), (c) Applied Music — Secondary Instrument or Techniques (class).

Private Lessons: Offered for 2 credits (one-half hour lessons/week) or 4 credits (one one-hour lesson/week). The cost is \$20/credit hour plus a \$65 Music Fee for 2 credits (Total \$105) and \$130 Music Fee for 4 credits (Total \$210). Students may not register for private lessons until after a counseling session (times in semester schedule) where advice, lesson time and instructor signature may be obtained. Bring registration receipt to first lesson.

Advancement Performance: Required of students who are not music majors in order to go beyond MUS 161 level in private lessons. Student must make at least a *B* on the performance and have instructor approval.

Music

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas. Complete 6 credits in each:	18
Humanities	
Social Sciences	
Mathematics and Logic	

Natural Sciences
Other

3. Major Specialty
 - Ensemble — Anchorage Community Chorus, Stage Band, Chamber Orchestra, Show Choir (per semester) 1 or 2
 - MUS 103—Music Fundamentals I3
 - MUS 104—Music Fundamentals II3
 - MUS 123—Music Appreciation I3
 - MUS 124—Music Appreciation II3
 - MUS 131—Basic Theory I3
 - MUS 132—Basic Theory II3
 - MUS 133—Sightsinging and Ear Training I3
 - MUS 134—Sightsinging and Ear Training II3
 - MUS 161—Private Lessons2 or 4
 - MUS 162—Private Lessons2 or 4
 - MUS 221—History of Music I3
 - MUS 222—History of Music II3
 - MUS 231—Advanced Theory I3
 - MUS 232—Advanced Theory II3
 - MUS 261—Private Lessons2 or 4
 - MUS 262—Private Lessons2 or 4
4. Electives to Total60

Natural Science

In this age of over-specialization, some students may prefer to survey several of the science disciplines. Anchorage Community College has provided for this option by offering an Associate degree program in which an interdisciplinary approach to the sciences is emphasized. Students planning to transfer to a four-year institution should consult with the Natural Science staff for programming assistance.

Natural Science

Associate of Arts Degree

Degree Requirements

- | | |
|---|---------|
| 1. Communications | Credits |
| Written Composition | 6 |
| Oral Communication | 3 |
| 2. Complete six credits from each of three areas selected from the following: | 18 |
| Humanities | |
| Social Sciences | |
| Mathematics and Logic | |
| Natural Sciences | |
| Other | |
| 3. Major Specialty | |
| Complete courses to include at least 20 credits in any combination of biology, chemistry, geology, and physics, of which at least 16 credits must be in courses with laboratories | 20 |
| 4. Electives to Total | 60 |

Nursing Science

This program is a four semester, two year sequence, providing the graduate with an Associate of Arts Degree in Nursing Science. The program graduate is eligible to take the State Board Examination for qualification as a Registered Nurse.

Accreditation

The nursing program has 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 2.00 (C) in high school or post high school work.
3. High school or college chemistry, biology and algebra required with minimal grade of C in each.
4. Evidence of physical and emotional stability by medical examinations.
5. ACT Assessment/or 15 college credits with grade average 2.00 (C).
6. Personal interview with staff.
7. No restrictions to age or sex. Age is considered on an individual basis.

Application Procedure

1. Apply for admission by writing the Coordinator of the Nursing Science Program, 2533 Providence Avenue, Anchorage, Alaska 99504.
2. Request high school transcripts or any other transcripts to be mailed to the same address.
3. Apply to the Counseling Center for ACT Assessment.
4. Arrange for personal interview after file is complete.
5. If recommended for admission, physical examinations and immunizations.
6. Apply early since enrollment is limited.

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. Challenge examinations can be arranged for through the Nursing Science Challenge Committee and the Counseling Department. Human anatomy and physiology must be completed successfully before requesting advancement into second year.

Nursing Science

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
Including	
PSY 150	3
BIOL 111—Human Anatomy and Physiology	4
BIOL 112—Human Anatomy and Physiology	4
BIOL 240—Microbiology	3
HE 100—Nutrition	2
3. Major Specialty	
NS 160—Nursing in Health Promotion	8
NS 161—Nursing in Health Promotion	8
NS 260—Nursing in Physical and Mental Illness	8
NS 261—Nursing in Physical and Mental Illness	8
Optional: Special topic nursing science courses will be offered during the interims	
4. Electives to Total	67

Office Occupations

Certificate

The Clerical Cluster is a program of studies designed to prepare entry-level clerical workers. This daytime program is for full-time students who can devote at least 30 hours per week for a 16-week period. The Cluster is a continuing program with students entering every month.

Certificate Requirements:	Credits
OO 042—Recordkeeping	0
OO 103—Elementary Typing	3
OO 110—Office Procedures	3
OO 131—Comprehensive Business English	3
OO 203—Ten-Key Adding Machine	1

Office Occupations

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. 6 credits from three of the following areas	18
Humanities	
Social Science	
Mathematics and Logic	
Natural Sciences	
Other	

3. Major Specialty	
OO 105—Intermediate Typewriting	3
OO 106—Advanced Typewriting	3
OO 109—MC/ST II	1
OO 131—Comprehensive Business English	3
OO 231—Business Communications	3
OO 110—Office Procedures	3
OO 155—Business Machines/Math	3
OO 207—Machine Transcription	1-3
4. Electives to Total	60

Office Occupations

Associate of Applied Science

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. General Requirements:	
Six credits from the following courses:	
ACCT 51-52—Introduction to Accounting	6
OR	
ACCT 101-102—Elementary Accounting	6
Three credits from the following courses:	
ECON 101—Introduction to Current Economic Problems	3
OR	
ECON 121—Principles of Economics	3
Three credits from the following courses:	
ECON 122—Principles of Economics II	3
PS 101—Introduction to American Government	3
BA 241—Business Law	3
Three credits from the following courses:	
SOC 101—Introduction to Sociology	3
PSY 101—Introduction to Psychology	3
3. Major Specialty	
OO 101—Beginning Shorthand	4
OO 102—Intermediate Shorthand	4
OO 105—Intermediate Typewriting	3
OO 106—Advanced Typewriting	3
OO 131—Comprehensive Business English	3
OO 155—Business Math with Machines	3
OO 202—Advanced Dictation & Transcription	4
OR	
OO 204—Conference Reporting	4
OR	
OO 207—Machine Transcription	3
OO 209—Business Relationships	3
OO 210—Secretarial Procedures	3
OO 231—Business Communications	3
4. Electives to Total	60

**It is recommended that at least one credit of OO 207 be taken.

Paramedical Technology

The Paramedic Program at ACC is designed to prepare personnel for the Emergency Medical Service. The program

consists of two components, one being an academic series of classes offered on campus, and the second, a series of practical experiences arranged through the Anchorage Municipal Emergency Medical Service. The program is offered in alternating years and students are advised to complete academic degree requirements when Paramedic classes are not being offered. Contact the Health Sciences Division for starting dates.

Paramedical Technology

Associate of Applied Science

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. 6 credits from any of the following areas:	6
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
3. Major Specialty	
PMED 101—Paramedic Concepts and Techniques.....	7
PMED 102—Paramedic Laboratory	3
PMED 103—Paramedic Practician.....	12
PMED 104—Paramedic Internship.....	8
4. Electives to Total	60
Prerequisite to the above four courses is PMED 120.	
Upon satisfactory completion of this course a certificate is awarded.	

Admission Requirements

Admission to the Paramedic program is on an individual basis. Some experience or training in emergency care is mandatory; completion of PMED 120 or the equivalent. All applicants must be high school graduates.

Philosophy

The courses in Philosophy are designed to confront the student with the fundamental problems of philosophical heritage. Students are introduced to independent reflection on philosophical issues thus broadening perspectives for specialization in Math, Natural Science, Social Sciences, and Humanities.

Physical Education

The Physical Education Department currently offers a number of activity, recreation, and interest classes. Several of these classes are conducted off campus and several are offered on contractual basis with either private firms or businesses which have instructional facilities.

Physics

At Anchorage Community College physics exists primarily as a support to other programs. Basic freshman and sophomore survey courses are offered. These are designed to service various science and technology majors as well as fulfill general lab science requirements. Because emphasis has been placed on offering courses with a high degree of transferability to other institutions, a traditional format is followed in the survey courses. Currently, Anchorage Community College does not offer an Associate degree in physics.

Special interest courses periodically are offered for members of the community as needed. Typical courses might cover energy, astronomy, meteorology, ballistics, etc. for the non-science major.

Political Science

One of the social sciences, political science includes studies in the organization and operation of government, political decision-making, public policy and political theory. Courses in political science acquaint students with all aspects of the politics of organized societies, including local communities, subnational states, nations and international organizations. Programs in political science are designed to provide a comprehensive body of knowledge in the field, supportive of, and leading to work in public service, education, law and other professional careers.

Anchorage Community College offers political science through:

1. Lower division courses in government and politics which meet the requirements of Associate and Baccalaureate degree programs.
2. Associate of Arts degree in political science.
3. Elective credits through special interest courses relating to subjects of topical interest and current public policy.

Political Science

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Science	
Other	
3. Major Specialty	
PS 101—Introduction to American Government.....	3
PS 102—Introduction to Politics.....	3
PS 201—Comparative Politics: The	
Political Process.....	3

PS 202—Comparative Politics: Contemporary Ideologies.....	3
PS Electives.....	9
4. Electives to Total	60

Practical Nursing

A three semester sequence of instruction, the Practical Nursing Program prepares the individual for employment in the area of primary nursing care. Graduates of the program are generally employed in hospitals and extended care facilities as practical nurses and upon completion of the program, the graduates are eligible to take the State Licensure Examination in Practical Nursing.

Practical Nursing

Certificate

Certificate Requirements

1. Complete the following theory courses:	Credits
PNE 051—Vocational Adjustments I.....	3
PNE 054—Body in Health and Disease I	4
PNE 055—Fundamentals of Nursing I.....	4
PNE 060—Disaster Nursing	1
PNE 064—Body in Health and Disease II	2
PNE 066—Fundamentals of Nursing II.....	3
PNE 072—Vocational Adjustments II.....	2
PNE 073—Administration of Medications	2
PNE 077—Body in Health and Disease III	2
PNE 094—Pharmacology.....	1
NS/HE 100—Science of Nutrition	2
2. Complete the following clinical practice courses:	
PNE 053—Nursing Care of Medical-Surgical Patient I.....	4
PNE 059—Nursing Care of the Emotionally III	4
PNE 061—Gerontology	2
PNE 062—Nursing Care of Children	6
PNE 063—Nursing Care of Mothers and Newborn	6
PNE 075—Nursing Care of Medical-Surgical Patient II	4
3. Total Credit Hours	52

Admission Requirements:

1. Must have completed the 10th grade or its equivalent. High school graduation is preferred.
2. Competency equal to English 100 and Math 103 is desirable.
3. Completion of S.C.A.T., Nelson Denny Reading and CPI tests.
4. Personal interview with coordinator or faculty member.
5. Evidence of physical and emotional stability by medical examination.
6. Must be seventeen years of age. No other restrictions on age or sex.
7. Students are selected on basis of date of application, test results and general stability for nursing. Limited enrollment.

Application Procedure:

1. Apply for admission by writing or phoning the Practical Nursing Program, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99504. 279-6602, extension 231, 226, or 510.
2. Request high school transcript be sent to the same address.
3. Apply to the Counseling Center for completion of screening tests listed above.
4. Make an appointment for personal interview.

Advance Placement:

Applicants who wish to transfer from another practical nursing program into the certificate program must meet the admission requirements. Applicants may challenge portions of the program. Each applicant must spend at least one semester at Anchorage Community College.

Accreditation:

The Practical Nursing Program is accredited by the Alaska State Board of Nursing and the National League for Nursing.

Psychology

The Associate of Arts Degree in Psychology provides the student a foundation in the field of psychology.

It can be used to enhance the student's self understanding and ability to cope with modern-day stresses. This degree will also fill core requirements for upper-division programs. These courses transfer and can apply to B.A. or B.S. degree programs within any university system.

Psychology

Associate of Arts Degree

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
Required Courses:	
PSY 101 and 102—Introduction to Psychology	6
Complete five additional courses from the following:	
PSY 150—Human Development.....	3

PSY 153—Human Relations	3
PSY 169—Human Sexuality	3
PSY 170—Rational Living	3
PSY 202—Psychology of Adjustment	3
PSY 223—Introduction to Counseling for Paraprofessionals	3
PSY 244—Early Childhood Development	3
PSY 245—Child Development	3
PSY 246—Adolescent Psychology	3
PSY 251—Introduction to Statistics for Behavioral Science	3
PSY 261—Introduction to Experimental Psychology	3
4. Electives to Total	60

Social Sciences

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty	
Twenty or more credits taken from the following areas:	
Anthropology	
Economics	
Geography	
History	
Political Science	
Psychology	
Sociology	
Students are strongly urged to limit their major spe- cialty to one area or two related areas.	
4. Electives to Total	60

Sociology

Sociology is the study of social systems — the way they are formed, sustained, and changed. It is concerned with processes which shape man's language, world view and behavior. The curriculum in sociology is meant to provide the student the following: a contribution to liberal education, preparation for further training in sociology, and general preparation for the helping services.

Sociology

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
3. Major Specialty (20 credits minimum)	
Required Courses:	
SOC 101—Introduction to Sociology I	3
SOC 102—Introduction to Sociology II	3
OR	
SOC 202—Social Organization	3
SOC 201—Social Problems	3
Suggested Courses:	
SOC 251—Introduction to Statistics for Behavioral Science	3
SOC 242—The Family	3
SOC 215—Race Relations	3
SOC 207—Population and Ecology	3
4. Electives to Total	60

Sociology — Chemical Dependency

The Chemical Dependency Counselor option will provide the student with a theoretical and practical basis for beginning competence in the field of alcoholism and other substance abuse. In conjunction with the certificate program offered by Addiction Studies, some students may want to go beyond the certificate program. For these students, meeting the General Degree Requirements and completing SOC 291/297 will be required beyond credit for specific degree courses in the option. Former students who have not completed the degree will be advised by teachers in the Chemical Dependency option thus affording them the opportunity to complete degree requirements with minimum loss of credits for work completed prior to revision.

Sociology — Chemical Dependency

Associate of Arts Degree

Degree Requirements

1. Communication	Credits
Written Composition (Engl 111 & 212 recommended)	6
Oral Communication (Spch 111)	3
2. Select three areas from the five below and complete six credits in each of the three areas	18

Humanities
Social Science
Natural Science
Mathematics
Other

3. Major Specialty
Required Courses:
SOC 101—Introduction to Sociology3
SOC 106—Introduction to Social Welfare.....3
Concentration Requirements:
SOC 121—Functional Approach to the Treatment of Chemical Dependency3
SOC 122—Socio-cultural Aspects of Chemical Dependency3
SOC 261—Social Work Methods.....3
OR
PSY 223—Introduction to Counseling for Paraprofessionals3
SOC 264—Chemical Dependency Methods and Practices.....3
SOC 291—Seminar (Chemical Dependency)3
12 credits from the following:
SOC 201—Social Problems3
SOC 203—Juvenile Delinquency3
SOC 242—The Family3
ANTH 200—Natives of Alaska3
PSY 150—Human Development3
PSY 244—Early Childhood Development3
PSY 245—Child Development3
PSY/SOC 246—Adolescent Psychology3
SOC 251—Introduction to Statistics for Behavioral Science.....3
SOC 244—Volunteers—Recruitment, Training, and Management3
*SOC 297—Independent Study (Chemical Dependency)3
4. Electives to total60

Social Services (Social Welfare)

The Associate of Arts degree in Sociology with a Social Services Concentration offered by Anchorage Community College has been developed (1) to provide training in the helping services for persons interested in a paraprofessional career, and (2) to meet lower division requirements for the Bachelor of Social Work degree offered by University of Alaska, Anchorage. The program is designed to assure maximum transferability of courses from the Associate degree to the Baccalaureate degree and thus provides ample opportunity for continuing professional education in social work.

The program offers the student a beginning foundation for building professional knowledge and skills as well as the opportunity to explore a variety of social services fields.

*SOC 291/297 (above) required for Certificate students pursuing the AA degree in Sociology (C.D.)

Classroom learning is integrated with actual practice in a field work practicum.

Social Welfare

Associate of Arts Degree

1. Communication
Written Composition (Eng. 111, 212, recommended)6
Oral Communication (Spch 111)3
2. Select three areas from the five below and complete six credits in each of the three areas18
Humanities
Social Science
Mathematics and Logic
Natural Sciences
Other
3. Major Specialty
Soc. 101—Introduction to Sociology3
Soc. 106—Introduction to Social Welfare.....3
Soc. 261—Introduction to Social Work Practice3
Soc. 201—Social Problems.....3
Soc. 262—Social Work Practice and Methods I6
Two courses from the following:
Soc. 203—Juvenile Delinquency3
Soc. 242—The Family3
Anth 200—Natives of Alaska3
Psy 150—Human Development.....3
Psy 244—Early Childhood Development3
Psy 245—Child Development3
Psy/Soc 246—Adolescence3
Soc 251—Intro to Stat for Beh Sci.....3
Electives to Total60

Speech

Speech communication emphasizes public, small group and interpersonal communication. It is used as an adjunct to other preparations in which interpersonal and public speech communication skills are particularly important.

Surveying Technology

The Surveying Technology Program gives students the technical skills necessary to become competent chainmen, instrumentmen, sub-party chiefs and drafting technicians. The courses in the second year stimulate many students to pursue surveying as a profession, eventually achieving eligibility for becoming registered land surveyors.

The two-year program also provides the technical and academic background required for students who are interested in obtaining their Bachelor of Technology Degree.

Evening classes furnish refresher courses in applied surveying for persons currently employed as surveying technicians.

Your Future in the Great Land

With the economic expansion of Alaska, the need for more surveying technicians is imperative. Opportunities exist in the delineation of boundaries from residential and commercial subdivision to the large acreage in the native land claims, state selection and public domain reserves. Further opportunities exist in the construction of highways, buildings, pipelines, airfields and harbors.

The Alaska Society of Professional Land Surveyors supports the ACC survey student by providing information on surveying opportunities.

Requirements for Entrance:

1. Graduation from high school or the equivalent.
2. One semester of college algebra and trigonometry.
3. Physical capability of carrying loads of up to 40 pounds over rough terrain.

Program Expense:

Students pay the \$160 consolidated tuition and an average of \$15 in equipment maintenance fees each semester. Drafting equipment, books and field supplies cost approximately \$100 for the first year and approximately \$55 for the second year. A trigonometric calculator is required.

Surveying Technology

Associate of Applied Science

Degree Requirements

- | | Credits |
|---|---------|
| 1. Communication | |
| Written Composition | 6 |
| Strongly Recommended: | |
| English 111—Methods of Written Communication | |
| English 212—Technical Report Writing | |
| Oral Communication | 3 |
| 2. At least six credits in one of the following areas | 6 |
| Humanities | |
| Social Sciences | |
| Natural Science | |
| Mathematics | |
| Strongly Recommended: | |
| *Math 106—College Algebra & Trigonometry | |
| Logic (Phil 204) | |
| 3. Major Specialty | |
| SvTec 112—Angles, Bearings & Azimuths | 1 |
| SvTec 114—Surveying Trigonometry | 2 |
| SvTec 115—Introduction to Surveying | |
| Profession | 1 |
| SvTec 116—Taping Techniques | 2 |
| SvTec 117—Level Instrumentation | 2 |
| SvTec 119—Surveying Equipment Maintenance | 1 |
| SvTec 120—Field Traverse Techniques | 5 |
| SvTec 122—Traverse Computations | 1 |
| SvTec 123—Route Computations | 1 |
| SvTec 124—Construction Staking | 2 |

The prerequisite for all 200-level courses is a minimum of four months employment as a survey technician, plus those prerequisites listed for individual courses.

Optional Course: SvTec 150 — Cadastral Survey Practicum (to be held during the summer semester) (6)

SvTec 210—Boundary Surveys	3
SvTec 211—Introduction to Boundary Law	2
SvTec 212—Advanced Cadastral Computations	2
SvTec 213—Introduction to Photogrammetry	2
SvTec 214—Geodetic Computations	1
SvTec 215—Alaska State Plane Coordinates	1
SvTec 216—Surveying Computer Programming	1
SvTec 220—Control Survey Instrumentation	2
SvTec 221—Land Development Design	2
SvTec 222—Legal Principles of Surveying	2
SvTec 223—Celestial Surveying Observations	1
SvTec 224—Professional Urban Surveys	2
SvTec 225—Surveying Contracts and	
Specifications	1
SvTec 226—Field Calibration of	
Instruments	1
DT 110—Civil Engineering & Survey	
Drafting I	4
4. Total Major Credits	45
Total Degree Credits	60

NOTE: The Surveying Technology program is currently under revision. Students should contact the Surveying Technology office for advisement before registering.

Theatre

This program satisfies the prerequisites for advanced courses at senior colleges and universities for students interested in a career in drama. Training is provided in all phases of theatre arts, including acting and directing, and in make-up, costume design and other technical crafts, through classwork and participation in productions presented by the drama discipline.

Theatre

Associate of Arts Degree

Degree Requirements

- | | Credits |
|--|---------|
| 1. Communication | |
| Written Composition | 6 |
| Oral Communication | 3 |
| 2. Select three areas. Complete 6 credits in each: | 18 |
| Humanities | |
| Social Sciences | |
| Mathematics and Logic | |
| Natural Sciences | |
| Other | |
| 3. Major Specialty | |
| THR 101, 102, 201, 202—Theatre Practicum | 1-3V |
| THR 110—Theatre and Man | 3 |
| THR 121—Basic Acting Techniques | 3 |
| THR 141—Basic Stagecraft | 3 |
| THR 221—Acting II | 3 |

THR 243—Scene Design and Lighting.....	3
THR 253—Costume Design and Construction.....	3
4. Electives to Total	60
Recommended Electives:	
HIST 101, 102—Western Civilization	6
ART 261, 262—History of World Art	6

Welding Technology

This program, leading to an Associate in Applied Science degree, grooms the student for entry into the construction trades field as a trained technician. Scope of training includes solving basic problems in the industry and making initial welding design recommendations. The student is trained to qualify in at least four welding procedures and develops a background in testing methods, metallurgy, physics, and many other allied subjects.

Classes in acetylene welding and cutting, shielded metal arc welding, MIG and TIG welding and automatic machines are offered individually or in block training to permit the student a selection of skills most suited to his requirements.

Students should expect special materials fees for most welding courses ranging between \$50 and \$200 per semester. Consult current course schedule for updated fee schedules.

Welding Technology Program

Associate of Arts Degree

Degree Requirements

	Credits
1. Communication	6
Written Composition	6
Oral Communication	3
2. Mathematics (Math 105, Math 107)	6
3. Major Requirements	
<i>FIRST SEMESTER, FIRST YEAR</i>	
WELD 112—Shielded Metal Arc Welding.....	4
WELD 175—Welding Processes.....	3
WELD 157—Technical Blueprints	2
<i>SECOND SEMESTER, FIRST YEAR</i>	
WELD 181—Welding inspection.....	2
WELD 173—Electric Welding Equipment.....	3
WELD 172—Physics for Welding.....	4
WELD 161—Gas Metal Arc Welding (MIG CO ²)	4
<i>FIRST SEMESTER, SECOND YEAR</i>	
WELD 162—Flux Cored Welding	4
WELD 282—Codes and Physical Tests	2
WELD 285—Introduction to Welding Metallurgy	3
WELD 263—X-ray & Radioisotopes Radiography	4
<i>SECOND SEMESTER, SECOND YEAR</i>	
WELD 174—Basic TIG Welding.....	4
WELD 289—Welding Metallurgy	4
WELD 262—General Nondestructive Testing.....	3
WELD 261—Ultrasonic Welding Inspection	3
4. Total	60

The Welding Technology Program is currently under revision. All students are encouraged to contact the Welding Department Office before registering.

Course Descriptions

Accounting

ACCT 051 Introduction to Accounting (3 + 0) 3 Credits

This course is provided primarily as a community service for individuals who desire to learn the basic concept and procedures of practical bookkeeping. This course may also be used as an alternative to Acct. 101 by students seeking an Associate of Applied Science Degree in general business. The course covers the fundamental bookkeeping principles, practices, and procedures necessary in recording and reporting the financial data for a typical service type business and for merchandising businesses. All material covered for both types of businesses are specifically covered as a business owned by one individual (sole proprietorship).

ACCT 052 Introduction to Accounting II (3 + 0) 3 Credits

A continuation of Acct. 051. The accounting necessary for a business formed as a partnership or a corporation is the primary emphasis during this second semester. Other selected subject material is covered at the option of the instructor as indicated by the expressed interest of the student enrolled. Prerequisite: Acct. 051

ACCT 101 Principles of Accounting I (3 + 0) 3 Credits

This is the first semester of college accounting leading to either an Associate of Arts Degree in Accounting, Associate of Applied Science Degree in Accounting, and meets all requirements listed for a Bachelor of Business Administration Degree in any of the areas of emphasis, and specifically for the area of Accounting. Material covered in the course introduces the accounting concepts and procedures for the financial accounting of a sole proprietorship. Emphasis is placed on the accounting cycle, the recording, summarizing, and interpreting of accounting data through the presentation of formal financial statements.

ACCT 102 Principles of Accounting II (3 + 0) 3 Credits

This is the second semester of college accounting and it meets the requirements for the degree programs as outlined in Acct. 101. The course introduces the student to accounting for partnerships and corporations with a general coverage of accounting techniques used in managerial decision making. A study is made covering long term debts and investments. The analysis and preparation of various specialized financial statements such as the cash flow statement, and the statement of changes in financial position are thoroughly covered. Coverage of financial accounting as related to a manufacturing firm along with an introduction to job costing and process costing are also a part of the course of study. Prerequisite: Acct. 101

ACCT 103 Basic Cost Accounting (3 + 0) 3 Credits

The fundamentals of theory and practical problems in the analysis and control of material, labor and overhead cost in manufacturing. Emphasis is given to job cost system and the process system. Prerequisite: Acct. 102 or permission of instructor.

ACCT 109 Payroll Accounting (3 + 0) 3 Credits

A single semester course designed to meet community needs and to be used as an elective for degree oriented students. It is not necessary for students to have prior accounting knowledge in order to successfully complete payroll accounting. Non-accounting as well as accounting students will find this course a worthwhile experience in preparing for practical experience on the job. The material covered in this course includes a study of all state and federal regulations and necessary reports. Each student will individually complete several different payrolls. Included in the various types of payroll will be a pegboard payroll system plus a standard payroll system.

ACCT 110 Personal Income Tax (3 + 0) 3 Credits

This course was designed as a community service to provide an individual an opportunity to learn how to prepare his own personal income taxes. It may also be used as an elective for degree oriented students.

ACCT 111 Business Income Tax (3 + 0) 3 Credits

This course meets the requirements of income tax for an Associate Degree in Accounting and an Associate of Applied Science Degree in Accounting. Basic tax research methods will be introduced and the students will complete all state and federal income tax forms necessary for a business. Prerequisite: Acct. 110

ACCT 221 Fundamentals of Accounting (3 + 0) 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.

ACCT 222 Introduction to Computers and Accounting Systems (3 + 0) 3 Credits

The student will be introduced to the accounting information systems from a conceptual point of view. The organizational relationship between the accounting systems, management information systems and the organizational impact will be discussed. Automated information systems will be covered from the basics up through systems design and implementation with emphasis on the impact upon accounting.

ACCT 230 Intermediate Accounting (3 + 0) 3 Credits

This course applies toward the Associate of Arts Degree in Accounting and an Associate of Applied Science Degree in Accounting. A study of balance sheet accounts with emphasis on working capital, and tangible and intangible assets. Review of accounting principles and introduction to current accounting pronouncements. Study of procedures for analysis of and correction of accounts. Prerequisite: Acct. 102

ACCT 231 Intermediate Accounting II (3 + 0) 3 Credits

A continuation of Acct. 230. Emphasis is upon long term liabilities, stockholders equity and problems in specialized areas of accounting in relation to current pronouncements. Prerequisite: Acct. 230

Anthropology

ANTH 101 Introduction to Anthropology (3 + 0) 3 Credits

The fundamentals of the major sub-fields of Anthropology: archaeology, socio-cultural anthropology, biological anthropology, and anthropological linguistics. Recommended for both majors and non-majors.

ANTH 200 Natives of Alaska (3 + 0) 3 Credits

Ethnohistory of Alaska Natives including environmental setting, linguistic subdivisions, traditional cultural variations, and contact with non-Native groups.

ANTH 201 Field Studies in Rural Alaska (1 + 6) 3 Credits

Practicum in cross-cultural experience. This course includes an intensive orientation and a minimum of 14 days in one or two Alaska villages. Generally offered during interim breaks of Summer semester. Prerequisite: permission of the instructor and Anth 200 strongly recommended.

ANTH 202 Cultural Anthropology (3 + 0) 3 Credits

Introduction to the methods, theories and fundamental concepts of the study of cultural systems. Serves as a foundation for other more specialized courses in cultural anthropology.

ANTH 205 Biological Anthropology (3 + 0) 3 Credits
An introductory course including the behavior, genetics, classification, and evolution of man and other primates as well as the distribution, morphological and physiological adaptations of human populations.

ANTH 214 Fundamentals of Archaeology (3 + 0) 3 Credits
Basic concepts, theories and methods of archaeology and an overview of its historical development. This course will prepare the students for summer field schools and other more specialized courses in archaeology.

ANTH 231 Archaeological Field School 4 Credits
An actual fieldwork experience introducing the student to archaeological data collection and preliminary processing of artifacts and ecofacts. Normally this course is held at wilderness locations requiring field camps. Students normally take this course for the first half of the field school and take Anth 431 for the second half (a total of 8 credits). Duration of the field school is usually 7 weeks. Prerequisites: Anth 214 and permission of the instructor.

ANTH 260 Old World Archaeology (3 + 0) 3 Credits
Tracing human developments in Asia, Africa, and Europe up to the Neolithic period. Prerequisite: Anth 214 recommended.

ANTH 271 Selected Topics in Biological Anthropology 3 Credits

ANTH 272 Selected Topics in Archaeology 3 Credits

***ANTH 272 Mesoamerican Archaeology** 3 Credits
Descriptive and theoretical examination of the origin, rise, and development of prehistoric cultural systems in Mexico and Guatemala. Prerequisite: Anth 214 recommended.

ANTH 273 Selected Topics in Cultural Anthropology 3 Credits

ANTH 273 Eskimo Adaptations (3 + 0) 3 Credits
An intensive study of traditional and post-contact Eskimo cultures circumpolarly including their origins, biological adaptations, prehistory, and cultural adaptations to diverse ecological conditions. The contemporary Eskimo social, economic and political status will also be considered.

ANTH 273 Aleut Adaptations (3 + 0) 3 Credits
An intensive study of traditional and post-contact Aleut culture including their origins, biological adaptations, prehistory, and cultural adaptations. The contemporary Aleut social, economic and political status will also be considered.

Art

ART 100 Art Exploration (2 + 2) 3 Credits
Recommended for the student seeking an initial broad exposure in art or desiring a basic understanding and appreciation of art through actual participation in such subject areas as drawing, sculpture, printmaking, weaving, etc.

ART 101 3 Credits

ART 102 Beginning Ceramics (1 + 4) 3 Credits
Introduction to the making and firing of clay objects. Study of clay methods of forming decorations, glazing, and firing. Beginning drawing or a design course is strongly urged prior to taking this course.

ART 103 3 Credits

ART 104 Commercial Art Design (1 + 4) 3 Credits
Fundamentals of design, materials, and production techniques related to advertising and illustration.

ART 105 3 Credits

ART 106 Beginning Drawing (1 + 4) 3 Credits
Introduction to basic elements in drawing. Emphasis on a variety of techniques and media.

ART 123 Watercolor Painting (1 + 4) 3 Credits

Painting in various transparent and opaque media (watercolor, tempera, polymer, casein). Emphasis on techniques and subjects. Prerequisite: Art 105, 106.

ART 161 Two-Dimensional Design (1 + 4) 3 Credits

Fundamentals of form, which includes principles of composition, organization and structure.

ART 162 Color and Design (1 + 4) 3 Credits

Fundamentals of color and visual perception. Emphasis on two-dimensional design.

ART 163 Three-Dimensional Design (1 + 4) 3 Credits

Work in sheet metal, plaster, plastic, paper, wire, etc., emphasizing the elements of three-dimensional design.

ART/JOUR 200 History of Photography (3 + 0) 3 Credits

This course will examine the evolution of photography from 1816 to the present time. This evolution will be considered in terms of style, approach, content and form and will examine the major trends which have dominated the evolution of photography in Europe and America.

ART 201 3 Credits

ART 202 Intermediate Ceramics (1 + 4) 3 Credits

A continuation of basic ceramics with an emphasis on the potter's wheel, glaze calculations and plaster as it relates to pottery. Prerequisites: Art 101, 102 or permission of instructor.

ART 203 3 Credits

ART 204 Ceramic Sculpture (1 + 4) 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, and three-dimensional mural design. Prerequisite: Art 101 or permission of the instructor.

ART 205 3 Credits

ART 206 Intermediate Drawing (1 + 4) 3 Credits

Exploration of composition and creative interpretation of subjects. Prerequisite: Art 105, 106.

ART 207 3 Credits

ART 208 Beginning Printmaking (1 + 4) 3 Credits

Introduction to the concepts and techniques of printmaking, each semester concentrating on one of the major processes in Intaglio, Relief, or Stencil printing.

ART 209 3 Credits

ART 210 Beginning Metalsmithing (1 + 4) 3 Credits

Introduction to the basic techniques of fine metalsmithing and jewelry.

ART 211 3 Credits

ART 212 Beginning Sculpture (1 + 4) 3 Credits

An introduction to sculpture using wood, stone, metal, plastic, wire, plaster, etc. This course is designed to make the student artist aware of materials and tools required for the execution of sculpture.

ART 213 3 Credits

ART 214 Beginning Painting (1 + 4) 3 Credits

Investigation of basic materials and techniques in oil or acrylic painting. Prerequisite: Art 105, 106 or permission of the instructor.

ART/HE 215 3 Credits

ART/HE 216 Beginning Weaving (1 + 4) 3 Credits

Various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spin-

*All of the selected topics courses listed individually will be offered on a regular basis as part of the standard curriculum in Anthropology.

ning and dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.

ART 217 3 Credits

ART 218 Portrait Painting (1 + 4) 3 Credits
Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oils, and related media. Prerequisites: Art 106 and 214 or permission of instructor. May be repeated for credit with permission of the instructor.

ART 219 3 Credits

ART 220 Life Drawing and Composition (1 + 4) 3 Credits
Drawing, using live models, exploring possibilities in design and composition. Emphasis on form in space using charcoal, pen, brush, and various other media. Prerequisite: Art 105 and 106 or permission of instructor.

ART 221/JOUR 203 3 Credits

ART 222/JOUR 203 Introductory Photography (2 + 3) 3 Credits
Basic principles of photography. How the camera functions and the utilization of these functions for artistic expression. Processing and printing of black and white film. Laboratory and classroom demonstrations. Relationship of photography to other art media.

ART 223 Watercolor Painting and Composition (1 + 4) 3 Credits
Development of individual approach to watercolor media. Prerequisites: Art 105, 106, and 123 or permission of instructor. May be repeated for credits with permission of the instructor.

ART 224/JOUR 213 Intermediate Photography (2 + 3) 3 Credits

Development and refinement of skills in the use of the camera and techniques as a medium of expression. Assignments given to create concepts, discipline and an awareness that the camera is only a tool of creative expression. Lighting for form, texture, and separation through the use of existing and/or studio lighting. Introduction to special darkroom techniques as a tool for further investigation. Prerequisite: Art 221/PC 203.

ART 260 Art Appreciation (3 + 0) 3 Credits

A lecture course designed for the non-art major to stimulate thought and develop an appreciation for all the visual arts. No attempt at chronological study is planned; rather, emphasis is on art in everyday life.

ART 261 3 Credits

ART 262 History of World Art (3 + 0) 3 Credits
Origins of art and its development from the beginning through contemporary painting, sculpture and architecture. Art 261-262 may be taken in reverse order; however, course content is presented in a chronological sequence beginning with fall semester. Prerequisite: sophomore standing. Term paper required each semester.

ART 291 Art Activities 1-6 Credits

Introduction to planning and installing exhibitions, art laboratory and studio practices and related activities. Written permission of the instructor required. May be taken for a maximum of twelve credits.

Automotive Technology

AUTO 016 Powder Puff Mechanics No Credit

This basic, no credit course is designed for women who would like to know more about the mechanics of the automobile. Areas covered range from tires to cooling system.

AUTO 017 Advanced Powder Puff Mechanics No Credit

No credit course is an advanced study of the mechanics of the automobile. Designed for women. Prerequisite: Auto 016.

AUTO 018 Tune-up for the Amateur No Credit

A detailed study and lab starting with the basics of tune-up and moving into areas of emissions and analyzers. No credit.

AUTO 107 Fundamentals of Diesel Engines (2 + 0) 2 Credits

Provide the basic characteristics of diesel engines to include classification construction and designation. Studies to include operation, maintenance and theory of engine component systems and their supporting accessories.

AUTO 108 Small Engine Repair (3 + 0) 3 Credits

Acquaintance with a basic knowledge of theory and operation of small engines principally used in recreation and commercial equipment. Complete overhaul and repair, including use of specialized tools and equipment provided. Performance test, set-up and adjustment procedures are also outlined.

AUTO 224 Automatic Transmissions 4 Credits

This course entails a complete study and lab on all popular makes of automatic transmissions. Includes fluid flow theory and control.

AUTO 101 Orientation to Shop Work (1 + 0) 1 Credit

Basic operations and skills in the use of power tools and equipment. Elementary theory connected with basic shop procedures in the use of the mechanic's tools. Shop safety and safety practices with proper handling of gasoline, oil and combustibles with safety and first aid procedures. Complete first aid instruction required to receive a first aid certificate.

AUTO 102 Basic Automotive Mathematics (2 + 0) 2 Credits

Working knowledge in the area of percentages, area, volume, ratios, decimals, fractions and moments.

AUTO 103 Engines (5 + 0) 5 Credits

Explanation of the theory of internal combustion engines, study of typical engine construction and its internal parts and their function. Disassembly and assembly of actual engines of various types. Observation and operation of various systems within the engine, including the ignition, fuel system, cooling and lubrication systems. Discussions in the importance of manufacturer's specifications, types of friction, bearings, valve mechanisms, their design of form and material preparation for trouble shooting and servicing. Engine dynamometer available for performance evaluation.

AUTO 104 Basic DC Electricity (2 + 0) 2 Credits

The first course in electricity for automotive technicians. Basic physics of electric theory including electrical terms and units. Resistance, Ohm's law, Kirchoff's law, simple DC circuit analysis, inductance and capacitance. Introduction to transistor physics and meter movements.

AUTO 105 Lubricating Systems (1 + 0) 1 Credit

Studies will involve discussions of engine lubricating systems and their components. Further studies will include bearing designs, lubrication and installation within the engine and related vehicle components.

AUTO 106 Cooling Systems (1 + 0) 1 Credit

Discussions and application of the construction and operation of automotive cooling systems. Studies will include all types of cooling systems and their related components. Cooling systems instrumentation and control will also be covered.

AUTO 120 Fuels, Carburetor and Injection Systems (3 + 0) 3 Credits

The origins and characteristics of various automotive-engine fuels, including gasoline, LPG and diesel-engine fuel oil. Study of carburetor and fuel injection fundamentals and actual service procedures.

AUTO 121 Diagnosis and Tune-up (5 + 0) 5 Credits

Trouble shooting and related test procedures and the associated test instruments used for engine testing and diagnosis. Chassis dynamometer available for performance evaluation.

AUTO 122 Applied Automotive Electricity (3 + 0) 3 Credits
Study of the principles of generating electricity, output and control of generated electricity. Study of primary and secondary circuits of the ignition system. Function and purpose of coil, condenser and spark plugs. Prerequisite: Auto 104.

AUTO 123 Automotive Accessories (3 + 0) 3 Credits
Basic studies of automotive electro/mechanical accessories. To include but not limited to power windows, alternators, windshield washers, air conditioners and related controls. Adjustment procedures and set-up of related accessories control systems. Prerequisite: Auto 104.

AUTO 201 Drive Systems (4 + 0) 4 Credits
Propeller shaft construction and function, universal joint application and theory. Differential construction, gear ratios, power requirements and axle application, bearing requirements and types.

AUTO 202 Transmissions (Standard and Auto Theory) (5 + 0) 5 Credits
The basic study of standard 3 and 4 speed transmission theory. Gear ratios as applied to engine speed and torque. Automotive transmission: types and related applications to include design characteristics and internal construction.

AUTO 203 Automotive Physics (2 + 0) 2 Credits
Basic concepts upon which a motor vehicle operates. Molecular theory of matter, effects of atmospheric pressure, potential and kinetic energy. Defining the difference between two and four cycle engines. Factors affecting power output, piston displacement, compression ratios, engine horsepower and thermal efficiency.

AUTO 220 Frame and Suspension Systems (4 + 0) 4 Credits
Discussion and study of various types of springs and suspension systems. Construction and application of various types of steering gear. Study of front end geometry and the principles of wheel alignment and its effects on performance.

AUTO 221 Brake Systems (4 + 0) 4 Credits
Function and types of brakes. Mechanical and Hydraulic air-assist systems, electrical types, disk and drum. To include instruction on brake repair and reconditioning, brake service, vacuum-assisted power brake systems, passenger and truck application, hydraulic theory and material requirements.

AUTO 222 Front End Alignment (3 + 0) 3 Credits
Study of the front end geometry of the automobile, using front end alignment equipment and standards within the industry. Procedures and discussion of all tools and equipment necessary for front-end alignment.

AUTO 223 Automotive Industry Seminar (1 + 0) 1 Credit
Discussion with guest speakers from industry to answer and define general topics relative to the care, operation and repair of the vehicle with an outline of opportunities for employment within the automotive trades. Prerequisite: Fourth Semester Students only.

Aviation Technology

AT 100 Private Pilot Ground School 4 Credits
Preparation for the Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, meteorology to include the national weather information, dissemination services, Federal Aviation Regulations, FAA Airman's Information Manual (AIM), radio communications and radio navigation. Extensive use of appropriate FAA films is made.

AT 101 Private Flying 2 Credits
Flight instruction provided by an approved pilot school 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 an FAA flight inspector. Approximate cost \$1,500.00 plus tuition. Prerequisites: AT 100 (concurrent enrollment allowed) or passing score on FAA Private Pilot Written Exam.

AT 102 Commercial Ground School 4 Credits
Advanced work in the topics discussed in Aviation Technology 100 plus advanced aircraft engines, systems, performance and limitations, the radar environment, introduction to IFR charts, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers. Prerequisites: AT 100 or passing score on the FAA Private Pilot Written Exam or permission, and AT 200 or passing score on the FAA Instrument Pilot Written Exam or permission.

AT 103 Commercial Flying 3 Credits
Flight instruction provided by a pilot school approved by the college designed to qualify Private Pilots for a Commercial Pilot Certificate. Approximate cost \$1,900.00 plus tuition. 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 an FAA flight inspector. Prerequisites: Private Pilot Certificate and AT 102 (concurrent enrollment allowed) or passing score on FAA Commercial Pilot Written Exam.

AT 104 Alaska Bush Flying 3 Credits
Specialized instruction and discussion concerning the unique flying conditions that Alaskan pilots face. Includes basic aerodynamics, mountain flying, skis, floats, wheels, judgment of unimproved landing areas, characteristics of Alaskan weather, external loads, airplane performance and limitations including icing and frost on wings, and survival. Prerequisite: Private Pilot Certificate or higher.

AT 105 Sea Plane Flying 1 Credit
Flight instruction provided by a pilot school, approved by the college designed to qualify pilots for a Sea Plane Rating. Approximate cost \$500.00 plus tuition. 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 Single Engine Sea Rating from a Federal Aviation Administration flight inspector. Prerequisite: Private Pilot Certificate or higher.

AT 106 Annual Safety Clinic 1 Credit
Safety clinics held in cooperation with the FAA and other interested organizations. Includes classes in flying with skis or floats, meteorology, light airplane maintenance, cold weather procedures, survival, mountain flying, terminal procedures, the radar environment, first aid, and other related areas dealing with the safety of flight on the Alaskan scene.

AT 107 Multi-Engine Flying 1 Credit
Flight instruction designed to prepare the 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. Approximate cost \$1,900.00 plus tuition. Course completion requires the awarding of a Multi-Engine Rating from an FAA flight inspector. Prerequisite: Private Pilot Certificate or higher.

AT 109 Glider Flying 1 Credit
Flight instruction provided by a pilot school approved by the college designed to qualify pilots for the Glider Rating. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 10 hours of flying. Approximate cost \$500.00 plus tuition. Course completion requires the awarding of a Glider Rating from a Federal Aviation Administration flight inspector. Prerequisite: Private Pilot Certificate or higher.

AT 116 History of Air Transportation 3 Credits

The FAA role in the development of Air Transportation. Beginning with the early Air Mail service, growth of the Air Traffic Service to the present day. Involves present day areas of responsibility and the internal working of Air Traffic Control facilities.

AT 117 Aviation Weather 3 Credits

Weather and its effects on Air Transport and Air Traffic Control. Aviation weather reports and forecasts. Methods of weather distribution including teletype, voice lines, broadcasts and other systems utilized by the U.S. Government and airway users.

AT 118 The Control Environment 3 Credits

Basic Navigation with emphasis on air navigation. Operation and function of Radio Aids to Navigation (NAVAIDS). Basic airway structure. Use of Air Navigation Charts, Instrument Approach Plates, Standard Instrument Arrival and Departure Routes, and the Airman's Information Manual.

AT 119 Air Traffic Control Regulations 3 Credits

Federal Air Regulations which apply to the Air Traffic Control system. Introduction to regulations which govern the operation of Air Traffic Control Specialists within the federal system.

AT 120 Operation in Flight Service Station 3 Credits

Involves the actual methods of operation in a Flight Service Station. Includes weather observation, teletype operation, pilot briefing techniques, use of air-to-ground radio frequencies, positions of operation and emergency procedures. Prerequisites: AT 116 through AT 119, concurrent enrollment permitted or background in Air Traffic of Weather Service, or hold Private Pilot License or higher certificate.

AT 121 Principles of Flight 3 Credits

Basic aerodynamic principles. Theory of flight. Aircraft characteristics. Operation of an aircraft in the Air Traffic Control system. Includes approximately six hours in Flight Simulator. Lab Fee.

AT 132 Survey of Aviation — 15th Century to Present Day 3 Credits

A detailed tracing of man's attempts to fly with particular emphasis on the development of the heavier-than-air machine. The development and present status of the aviation industry to include the world's airlines.

AT 133 Aviation Law and Regulations 3 Credits

A history of significant acts influencing aviation. Case studies of important aviation litigation. Organization, authority, responsibility and functions of the Department of Transportation, the Federal Aviation Administration and the Civil Aeronautics Board.

AT 141 Principles of Aviation Administration 3 Credits

An introduction to business administration utilizing the airline, general aviation and manufacturing segments of the aviation industry with emphasis on theories of corporate organization and management. Future trends in aviation administration.

AT 142 Management — Airport 3 Credits

Major functions of airport management including organization, zoning, financing, revenues and expenses, construction, expansion, evaluation techniques and safety. The socioeconomic effect of airports on the community. Prerequisite: AT 141 or permission.

AT 143 Management — Air Service Operation 3 Credits

Functions of an Air Service Operation, organization, financing, revenues and expenses, construction, expansion, safety, relations with local agencies to include the airport management. Analysis of successful air service operations. Future trends in air service operations. Prerequisite: AT 141 or permission.

AT 146 Basic Electricity 2 Credits

Measure capacitance and inductance. 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. Nickel cadmium and lead acid batteries.

AT 147 Engine Electrical Systems 1 Credit

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

AT 148 Aircraft Drawings 2 Credits

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

AT 149 Fluid Lines and Fittings 1 Credit

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

AT 150 Materials and Processes 2 Credits

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

AT 151 Cleaning and Corrosion Control 1 Credit

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

AT 152 Maintenance Forms and Records 1 Credit

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

AT 153 Maintenance Publications 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.

AT 154 Mechanic Privileges and Limitations (2 + 0) 1 Credit

Exercise mechanic privileges within the limitations prescribed by Federal Air Regulations Part 65.

AT 155 Reciprocating Engines 1 Credit

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.

AT 156 Aircraft Electrical Systems 2 Credits

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 electrical systems.

AT 157 Weight and Balance 1 Credit

Weigh aircraft. Perform complete weight-and-balance check and record data. Use of slide rule computations.

AT 158 Ground Operation and Servicing 1 Credit

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

AT 159 Basic Physics 3 Credits

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

AT 160 Turbine Engines 2 Credits

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

AT 161 Engine Inspection 1 Credit

Perform power plant conformity and airworthiness inspections.

AT 162 Engine Instrument Systems 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.

AT 163 Engine Fire Protection Systems 1 Credit
Inspect, check, service, troubleshoot, and repair engine fire detection and extinguishing systems.

AT 164 Lubrication Systems 1 Credit
Identification and selection of lubricants. Repair engine lubrication system components. Inspect, check, service, troubleshoot, and repair engine lubrication systems.

AT 165 Ignition Systems 1 Credit
Overhaul magneto and ignition harness. Repair engine ignition system components. Inspect, check, service, troubleshoot, and repair reciprocating and turbine engine ignition systems.

AT 200 Instrument Ground School 4 Credits
Instrument operation in detail, attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR enroute charts, approach plates, airspace and airway route system, ATC operations and procedures, Federal Aviation Regulations, flight planning, medical facts for pilots, meteorology, simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities. Prerequisite: AT 100 or passing score on the FAA Private Pilot Written Exam or permission of instructor. Must complete AT 102 — Commercial Ground School in order to graduate from the ACC FAA-Approved Advanced Ground School.

AT 201 Instrument Flying 3 Credits
Flight instruction provided by an approved pilot school designed to qualify commercial pilots for Instrument Rating. Training will be in accordance with current Federal Aviation flight training directives. Approximately 40 hours of flying. Approximate cost: \$1,600.00 plus tuition. Course completion requires the awarding of an Instrument Rating by an FAA flight inspector. Prerequisite: Private or Commercial Pilot Certificate or AT 200 (concurrent enrollment allowed) or passing score on FAA Private or Commercial pilot written exam or permission.

AT 202 Certified Flight Instructor (CFI) Ground School 3 Credits
Principles of teaching and learning, analysis of motivation of students, the flight training syllabus, the flight instructor's role and responsibilities, important aeromedical information, performance and analysis of flight training maneuvers, advanced aerodynamics, the integrated method of flight instruction, fundamentals of instrument flight, flight training publications, Federal Aviation Regulations, use of pilot information publications, group projects and practice instructing on the college's flight simulator. Prerequisite: Commercial Pilot Certificate or passing score on FAA Commercial written exam.

AT 203 CFI Flying 2 Credits
Flight instruction provided by an approved pilot school designed to qualify commercial pilots for the Certified Flight Instructor Certificate. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 30 hours of flying. Approximate cost: \$1,000.00 plus tuition. Course completion requires the awarding of a Certified Flight Instructor Certificate from an FAA flight inspector. Prerequisites: Commercial Pilot Certificate and AT 202 (concurrent enrollment allowed) or passing score on FAA Flight Instructor exams.

AT 205 Certified Flight Instructor — Instruments (CFII) Flying 2 Credits
Flight instruction provided by an approved pilot school designed to qualify commercial pilots for Certified Flight Instructor-Instruments Certificate. Training will be in accordance with current FAA flight training directives. Approximately 20 hours of flying. Approximate cost: \$1,500.00 plus tuition. Course completion requires the award-

ing of a Certified Flight Instructor-Instruments Certificate from an FAA flight inspector. Prerequisites: Certified Flight Instructor Certificate, Instrument Rating and passing score on FAA CFII Exams.

AT 206 Airline Transport Pilot (ATP) Ground School 3 Credits
Preparation of the FAA ATP written exam and operating multi-engine jet equipment under FAR Part 131. Includes FAR Part 91 review; IFR and TERPS review; ILS review; ATC procedures review; attitude instrument flying review; Airman's Information Manual (AIM); Jepperson CR series computer; cross-country planning; performance charts; weight and balance; weather theory; interpreting high altitude weather charts; domestic and oceanic; forecasts, Area and Terminal; Federal Air Regulations Part 121. Prerequisites: Compliance with FAR 61.151 and 61.155.

AT 207 ATP Flying 2 Credits
Flight instruction provided by an approved pilot school designed to qualify commercial pilots for an Airline Transport Certificate. Training will be in accordance with current FAA flight training directives. Approximately 25 hours of flying. Approximate cost: \$3000.00 plus tuition. Course completion requires the awarding of an Airline Transport Pilot Certificate.

AT 216 Airport Traffic Control 3 Credits
Operation in an Air Traffic Control Tower under Visual conditions. Includes operation of airport lighting systems, proper phraseologies, separation requirements, control technique and operation in emergencies. Lab included. Prerequisites: AT 116 through AT 121; Private Pilot or higher Certificate; permission.

AT 217 Terminal Air Traffic Control (IFR) 3 Credits
Procedures and techniques for the control of air traffic in the terminal situation under instrument weather conditions. Involves use of nonradar separation, instrument arrival and departure procedures and emergency operation. Laboratory. Prerequisites: All lower number ATC courses; Air Traffic Control background; Private Pilot with Instrument rating or higher; Permission of instructor.

AT 218 Enroute Air Traffic Control (IFR) 3 Credits
Procedures and techniques for the control of Air Traffic in the enroute situation under instrument weather conditions. Involves use of nonradar separation, altitude reservations, flow control, special military procedures, and emergency operation. Laboratory. Prerequisites: All lower number ATC courses; Air Traffic Control background; Private pilot with instrument rating or higher; permission of instructor.

AT 219 The Radar Environment 3 Credits
Fundamental radar theory. Operation of basic radar systems in the Air Traffic Control system. Radar separation of air traffic. Future radar development. Laboratory. Prerequisites: AT 217 and AT 218; Air Traffic Control background; Commercial Pilot with instrument rating or higher; instructor permission.

AT 220 Air Traffic Control Intern Program 1-6 Credits
Restricted to students enrolled in the Air Traffic Control courses. Function as an intern for a period of indoctrination and work practice at actual air traffic control facilities. Prerequisites: AT 116 through AT 120; instructor permission.

AT 221 Air Traffic Control Advanced Laboratory 4 Credits
Operation of Air Traffic Control facilities at the Community International Airport. Includes Flight Service Station, Control Tower, Approach Control, and Air Route Traffic Control Center which together control Community International Airport and its associate airspace. Puts into practice lessons learned in previous courses. Actual separation of simulated air traffic and coordination between the various types of air traffic control facilities. Emergency operation. Prerequisites: AT 218 and AT 219.

AT 231 Survival, Search & Rescue**3 Credits**

An extension of AT 233 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 an arctic environment. Organization for search and rescue with emphasis on systems and operational methods used in Alaska. Prerequisite: AT 233 or permission.

AT 232 Aviation Navigation**3 Credits**

The earth's surface and mapping, aeronautical charts, fundamentals of navigation, navigational calculations, and celestial navigation. Theory and operation of ground and airborne navigational equipment, to include Doppler, Loran, Consolan and Inertial Navigation Systems. Future trends in navigation. Prerequisite: AT 100 or Private Pilot Certificate or higher.

AT 233 Aviation Safety**3 Credits**

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. Prerequisite: Some knowledge of aviation or permission.

AT 235 Elements of Weather**3 Credits**

Definitions of weather elements; methods of measurement; composition of the atmosphere; description of atmospheric processes 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.

AT 241 Management — Airline**3 Credits**

A study of airline organization and management. An analysis of classification, management studies, governmental relationships and financial positions will be presented. The function of marketing in airline operation; market research, demand determination; effect of federal regulations. Prerequisite: AT 141 or permission.

AT 242 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 their applications. Prerequisite: AT 141 or permission.

AT 243 Management — Airframe, Engine & Accessory Manufacturers**3 Credits**

A survey of aircraft, engine, instrument, avionics and related accessory manufacturers to include their organizational and management structures. Special emphasis will be given to growth, development and problems of general aviation manufacturers. Prerequisite: AT 141 or permission.

AT 246 Fuel Metering Systems**1 Credit**

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

AT 247 Engine Fuel Systems**1 Credit**

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

AT 248 Induction Systems**1 Credit**

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

AT 249 Engine Cooling Systems**1 Credit**

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

AT 250 Engine Exhaust Systems**1 Credit**

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

AT 251 Aircraft Fuel Systems**1 Credit**

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.

AT 252 Propellers**1 Credit**

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

AT 253 Position and Warning Systems**1 Credit**

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

AT 254 Ice and Rain Control Systems**1 Credit**

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

AT 255 Fire Protection Systems**1 Credit**

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

AT 256 Communication and Navigation Systems**1 Credit**

Inspect, check, and service navigation systems. Inspect, check, and service aircraft electronic communication and navigation systems. Inspect and repair antenna and electronic equipment installations.

AT 257 Aircraft Instrument Systems**1 Credit**

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

AT 258 Cabin Atmosphere Control Systems**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.

AT 259 Hydraulic and Pneumatic Power Systems**1 Credit**

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

AT 260 Aircraft Landing Gear Systems**1 Credit**

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

AT 261 Wood Structures**1 Credit**

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

AT 262 Aircraft Covering**1 Credit**

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

AT 263 Aircraft Finishes**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.

AT 264 Sheet Metal Structures**1 Credit**

Install special rivets and fasteners. Inspect bonded structures. Inspect and repair plastics. Inspect, check, service, and repair win-

dows, doors and interior furnishings. Inspect and repair sheet metal structures. Install conventional rivets. Hand form, lay out, and bend sheet metal.

AT 265 Welding **1 Credit**
Study of magnesium titanium, and stainless steel. Fabricate tubular structures. Solder, braze, gas-weld. Weld aluminum, stainless steel and chromoly.

AT 266 Assembly and Rigging **1 Credit**
Rig rotary-wing aircraft. Rig fixed-wing aircraft. Check alignment of structures. Assemble aircraft. Balance and rig movable surfaces. Jack aircraft.

AT 267 Airframe Inspection **1 Credit**
Perform airframe conformity and airworthiness inspections.

Biology

BIOL 101 Biology and Man (3 + 0) **3 Credits**
A survey of biological principles as applied to the problems of man. Human anatomy, physiology and genetics. A course designed primarily for non-science majors.

BIOL 102 Ecology and Animal Behavior (3 + 0) **3 Credits**
An introduction to ecology and animal behavior. Biol. 101 is not a prerequisite to Biol. 102.

BIOL 105 Fundamentals of Biology I (3 + 3) **4 Credits**
Introduction to basic principles of cell biology, including cell structure, metabolism, genetics, evolution; basic principles of ecology and animal behavior.

BIOL 106 Fundamentals of Biology II (3 + 3) **4 Credits**
Basic principles of anatomy and physiology of plants and animals. Prerequisite: Biol 105.

BIOL 111 Human Anatomy and Physiology I (3 + 3) **4 Credits**
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered. This course is primarily intended for nursing students.

BIOL 112 Human Anatomy and Physiology II (3 + 3) **4 Credits**
A continuation of Biol 111. The circulatory, respiratory, digestive, excretory, and reproductive systems are considered. Prerequisite: Biol 111 or permission of teacher.

BIOL 201 Mammalian and Human Anatomy (2 + 3) **3 Credits**
Gross, micro, and developmental anatomy with emphasis on human structure. Dissection of cat and comparison with human. Prerequisites: Biol 105 and 106.

BIOL 210 Physiology (3 + 3) **4 Credits**
An introduction to physiology. Prerequisites: Biol 105 with a grade of B or better or Biol 105 and 106. Introductory chemistry recommended.

BIOL 239 Plant Form and Function (3 + 3) **4 Credits**
Structure, function, ecology, and evolutionary patterns of the major groups of plants. Prerequisites: Biol 105 with a grade of B or better, or Biol 105 and sophomore standing.

BIOL 240 Introductory Bacteriology (3 + 3) **4 Credits**
Introductory public health and medical bacteriology. General introductory bacteriology with emphasis on those areas that relate to Health Science. Either Biol 240 or Biol 242 is recommended for professional programs in the Health Sciences. Prerequisites: Biol 105, Chem 105, or completion of at least one semester in a health occupations program.

BIOL 242 Introductory Microbiology (2 + 3) **3 Credits**
A survey of the morphology and physiology of microorganisms (viruses, bacteria, fungi, algae and protozoans), including their role in the environment and their relationship to man. Concepts of immunology are introduced. The laboratory stresses aseptic techniques

for handling microorganisms. Recommended for associate professional programs in the Health Sciences; satisfies baccalaureate nursing requirements. Prerequisites: One semester of college biology or completion of at least one semester in a health occupations program.

BIOL 252 Principles of Genetics (3 + 3) **4 Credits**
Principles of inheritance in prokaryotes and eukaryotes; and physiochemical properties of genetic systems. Prerequisites: Biol 105 and 106.

BIOL 260 Man and the Environment (3 + 0) **3 Credits**
Basic ecological concepts are introduced followed by population ecology as it relates to man, especially with respect to man's use of resources and man-caused pollution. The course will conclude by considering the intricate relationship between economics, politics and environment with special emphasis on earthmanship. Prerequisite: One semester of college biology or permission of teacher.

BIOL 272 Principles of Ecology (3 + 3) **4 Credits**
Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and field trips. Prerequisites: Biol 105 and 106.

BIOL 275 Field Biology (3 + 0) **3 Credits**
Actual study in each of Alaska's major nature environments: forest, field, stream, pond, bog, marsh, alpine tundra, seashore. (McKinley Park and Kenai Peninsula). Prerequisites: Biol 106 or permission of teacher.

Business Administration

BA 111 Financial Investment (3 + 0) **3 Credits**
This course serves as an introduction to personal investments and begins with a discussion of personal finance and budgeting as an essential prerequisite to decisions about investments such as stocks and bonds, insurance, and mutual funds.

BA 121 Salesmanship (3 + 0) **3 Credits**
This course is designed for both people with and without sales experience and helps the student explore salesmanship as a skill all individuals use in selling ourselves and our ideas as well as in selling products and services. Topics will include selling as an aspect of marketing, buyer behavior and communication, selling process, and sales management.

BA 151 Introduction to Business (3 + 0) **3 Credits**
This course is designed to assist the student with relatively little business management experience to understand the role of profit and business in society, the issues of social responsibility, forms of business ownership, and finally the role of management in the specialized fields of human resources, finance, production, and marketing. The student will explore, as an aid in career choice, the opportunities and requirements in several business positions as well as make a personal assessment of interests and capabilities.

BA 166 Small Business Management (3 + 0) **3 Credits**
This course examines the practical aspects of management useful in starting and operating small businesses. The student will be assisted in gaining an understanding of personal finance, business regulation, marketing, production, and finance. The use of business planning will be emphasized as a key to successful small business management.

BA 201 Bank Management (3 + 0) **3 Credits**
Based on current trends in management, this course is designed to assist new and experienced bank personnel acquire a practical understanding of bank management.

BA 202 Credit Administration (3 + 0) **3 Credits**
This course assists the banker in understanding credit administration by analyzing the factors influencing loan policy, method of

credit investigation and analysis, credit techniques, and specific credit problems, as well as regular and unusual types of loans.

BA 203 Federal Reserve System (3 + 0) 3 Credits
This course assists the banker in understanding the operations and policies of the Federal Reserve System over the past 60 years. Using a topical approach, bankers will be assisted in comparing and contrasting the policies of the Federal Reserve dealing with similar problems in varying time periods. Of particular emphasis are international monetary affairs and economic developments affecting the American financial system.

BA 204 Money and Banking (3 + 0) 3 Credits
This course covers the practical aspects of the basic monetary theory needed by the banker to supplement the knowledge learned on the job. The banking student is also assisted in understanding economic stability, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments and foreign exchange.

BA 205 Bank Public Relations (3 + 0) 3 Credits
This course helps the banking student to understand the basics of public relations in dealing with people within and outside of the organization. The course will cover both the rationale and the application of public relations efforts.

BA 206 Analyzing Financial Statements (3 + 0) 3 Credits
This course assists the student in understanding both the characteristics and analysis of financial statements. The first serves as a useful review of basic accounting principles, and the second assist the banking student in learning how to analyze financial data from financial statements.

BA 207 Fundamentals of Bank — Data Processing (3 + 0) 3 Credits
Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation, this course serves as a general briefing on the essentials of bank data processing. It is a practical approach to equipment and techniques that have been applied to the automation of banking systems.

BA 208 Home Mortgage Lending (3 + 0) 3 Credits
Analysis of the Home Mortgage Market. Portfolio acquisitions, processing, and service. The obligations of the loan officer and overall management.

BA 209 Installment Credit Lending (3 + 0) 3 Credits
This course assists the student in understanding the process of installment credit lending: establishing credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Other topics discussed are financing special loan programs, business development and advertising, and the relationships important for installment credit.

BA 222 Real Estate Taxes (3 + 0) 3 Credits
This practical course assists the student in exploring many of the tax aspects of real estate transactions, investments, and operations. Emphasis is given to the real estate aspects of tax law, problem recognition and solution, and investment planning.

BA 223 Real Estate Law (3 + 0) 3 Credits
This practical course assists the student in surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other real estate transactions involving law.

BA 231 Fundamentals of Supervision and Personnel Administration (3 + 0) 3 Credits
This course serves as an introduction to the role of an effective supervisor and is designed to assist both students with and without supervisory experience. The emphasis of the course is on the development of the insight and skills necessary to get things done through others by planning, organizing, motivation, and control-

ling. The student will gain practical experience by using a decision-making approach to deal with a contemporary situation facing supervisors.

BA 232 Fundamentals of Organizational Management (3 + 0) 3 Credits
This course focuses attention on the leadership style of managers and helps the student to understand and gain the skills to effectively lead in organizations. The management literature in motivation and leadership is explored for its practical implications, and the student will use this information in analyzing an organizational situation.

BA 233 Fundamentals of Financial Management (3 + 0) 3 Credits
This course assists the student to understand from the decision-making view point of a manager, the topics of financial statement analysis, cashflow planning, capital asset expenditures planning, and methods of short-term and long-term financing.

BA 241 Business Law I (3 + 0) 3 Credits
This introductory course assists the student in understanding the legal aspects of business activities. Emphasis is given to basic principles, institutions, and administration of law in contracts, agency, employment, torts, and business crimes.

BA 242 Business Law II (3 + 0) 3 Credits
This continuation course assists the student in understanding the basic principles, institutions, and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales.

Chemistry

CHEM 103 Contemporary Chemistry (3 + 2) 4 Credits
A refresher course for students whose background is very weak. This course covers units of measurements, matter, the atom, compounds, periodic table, chemical nomenclature, equations, and chemical calculations.

CHEM 105 General Chemistry I (3 + 2) 4 Credits
An introduction to chemistry for science majors including atomic and molecular structure and reactivity, equations, state of matter, chemical calculations, solutions, kinetics, and equilibrium. Lab is used to develop skills in using glassware and handling chemicals. Prerequisite: High school chemistry or Chem 103 or permission of teacher.

CHEM 106 General Chemistry II (3 + 2) 4 Credits
Follows Chem 105 and includes nuclear chemistry, thermochemistry, electro-chemistry, chemistry of selected elements and organic chemistry. Prerequisite: Chem 105 or equivalent.

CHEM 120 Survey of Chemistry (3 + 2) 4 Credits
A course designed to introduce health science students to the chemistry of health. Covers units of measurements, atoms, and molecules, radio-activity, gas laws, oxidation and reduction, acids and bases, as well as various aspects of organic and biochemistry.

CHEM 121 Elementary Biochemistry (3 + 1) 4 Credits
The study of chemistry as it applies to biological systems. Offered for students who complete Chem 103 or Chem 120, and who need additional credits to meet degree requirements. Recommended in combination with 120 for health science degree candidates. Prerequisite: Chem 103 or Chem 120 or permission of teacher.

CHEM 211 Chemical Principles (3 + 2) 4 Credits
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. Prerequisite: Superior performance in high school chemistry or Chem 103.

CHEM 212 Quantitative Analysis (3 + 2) 4 Credits
General principles of chemical analysis, introduction to volumetric and gravimetric methods, theory, problems, and laboratory. Prerequisite: Chem 106 or equivalent.

Computer Information Systems

CIS 101 Introduction to Data Processing (3 + 0) 3 Credits
A beginning course covering topics in machine organization, problem formation, programming, information flow, management, and applications of automatic data processing systems.

CIS 105 FORTRAN Programming (3 + 0) 3 Credits
Training and practice in writing programs in the FORTRAN language. Emphasis on problem solving with a computer: analysis, flowcharting, testing and debugging, documentation. Recommended as first programming language. Recommended previous course: CIS 101.

CIS 102 RPG II Programming (3 + 0) 3 Credits
Training and practice in writing programs in the RPG II language.

CIS 103 Techniques of Organization (3 + 0) 3 Credits
Methods of storing, organizing, sorting, merging files on cards, tapes, and disks. Teleprocessing and data bases are analyzed. Prerequisite: CIS 101 and one programming language.

CIS 104 Operations Management (3 + 0) 3 Credits
Methods of accounting for organizing and supervising operation of computing equipment. Personnel relations and company organization. Prerequisite: CIS 101 and one programming language.

CIS 106 Basic Programming (3 + 0) 3 Credits
Training and practice in working programs in the BASIC language.

CIS 201 COBOL Programming (3 + 0) 3 Credits
Training and practice in writing programs in the COBOL language. Recommended previous course: CIS 105 or CIS 106 or data processing experience.

CIS 202 Advanced COBOL with Business Applications (3 + 0) 3 Credits
Commonly automated application areas in business are examined. Selected problems are programmed. Topics include: Payroll, Inventory Control, Accounts Receivable, Accounts Payable, General Ledger. Prerequisites: Acct 102, BA 151, CIS 103 and CIS 201

CIS 204 Advanced FORTRAN With Scientific Applications (3 + 0) 3 Credits
Commonly programmed scientific and engineering application areas are examined. Selected problems are programmed. Topics include: surveying and mapping, statistical techniques, linear equations, numerical techniques. Prerequisite: CIS 105

CIS 209 Introduction to Operating Systems (3 + 0) 3 Credits
The facilities of operating systems are discussed. Topics include job to job transition, scheduling, system management facilities, IOCS, compilers, and MACROS. Prerequisite: CIS 103

CIS 210 Systems Design and Analysis (3 + 0) 3 Credits
Concepts and techniques of designing information systems. Topics include systems theory, data collection, classification, transmission and display, online systems, and computer software related to system design. Prerequisite: CIS 103

CIS 211 Introduction to Management Science (3 + 0) 3 Credits
Survey of management science or operations research computer techniques. Simulation model building, forecasting, PERT, CPM, computer assisted instruction, Linear Programming. Prerequisite: CIS 101 and one programming language (preferably FORTRAN).

CIS 220 Assembler Programming (3 + 0) 3 Credits
Training and practice in writing programs in an assembly level language.

CIS 225 Industry Seminar (3 + 0) 3 Credits
Site visits to data processing installations and discussions with guest speakers from industry to define the current state of the art and the opportunities for employment within CIS. Prerequisites: CIS 103, CIS 104, two programming language courses, CIS 209, CIS 210

Corrections

(See Justice-Related)

Dance

DNCE 100 Beginning Classical Ballet (0 + 2) 1 Credit

This is a class of basic classical ballet technique: elementary exercises and combinations to develop strong leg work, turn out, strength of torso, tranquility of head and arms. It will be taught as a serious ballet workshop and attendance must be regular. Our first efforts will be directed toward correct alignment in the basic positions. Simple combinations will follow, aimed at clarity and precision of movement.

DNCE 101 I 1 Credit

DNCE 102 II Intermediate Classical Ballet (0 + 2) 1 Credit

This is a continuation of Dance 100. Prerequisite: Dance 100 or permission of instructor.

DNCE 103 I 1 Credit

DNCE 104 II Beginning Modern Dance (0 + 2) 1 Credit

This class will be open to those with little or no dance experience. We will move through a simple stretch and warm-up in the center to energetic and lively movements across the floor. The emphasis will not be particularly on developing technique but rather the exhilaration that comes from simply moving.

DNCE 105 I 1 Credit

DNCE 106 II Beginning Jazz (0 + 2) 1 Credit

Beginning jazz dance will introduce the students to jazz dance movement. Emphasis will be placed on rhythm and loosening the bodies. Classes will include warm-up exercises; head, shoulder, rib cage, and hip isolations; and dance combinations. Music will be used throughout class. Students need not have previous dance experience.

DNCE 201 I 1 Credit

DNCE 202 II Advanced Classical Ballet (0 + 2) 1 Credit

This is a class of more complex ballet steps and technique for students who have previously taken intermediate ballet as well as those interested who have had at least 1 year of recent ballet from a qualified ballet teacher.

DNCE 203 I 1 Credit

DNCE 204 II Intermediate Modern Dance (0 + 2) 1 Credit

This is a continuation of Dance 103/104. Prerequisite: Dance 103/104 or permission of instructor.

DNCE 205 I 1 Credit

DNCE 206 II Intermediate Jazz (0 + 2) 1 Credit

This is a continuation of Dance 105/106. Prerequisite: Dance 105/106 or permission of instructor.

Dental Assisting

DA 101 Dental Business Office 4 Credits

Dental telephone and receptionist techniques, appointment procedures, filing, insurance forms, peg board accounting, payroll, inventory control, collections and letters of resumé.

DA 106 Clinical Experience I (Off-campus Internship) 2 Credits

Clinical dental assisting experience under supervision in dental clinics such as military installations and hospitals.

DA 107 Clinical Experience II (Off-campus Internship) 6 Credits
Continued dental assisting experience with emphasis in private dental practice, including the specialized areas of dentistry.

DA 111 Preventive Dental Health Education 3 Credits
A study of the etiology, prevention and control of dental caries and periodontal disease with emphasis on various oral hygiene skills for effective removal of bacterial plaque in the oral cavity, the use of microscope, patient instruction and motivation. This course includes principles of diet and nutrition, and the effect of sound nutrition on dental health.

DA 116 Dental Materials 4 Credits
A study of the physical and chemical properties, the uses, manipulation and storage of materials used in dental procedures at the chair. This includes restorative materials, cements and impression materials. Students will learn to pour models, take impressions, trim and mount casts and fabricate trays.

DA 131 Dental Science and Anatomy 4 Credits
Tooth morphology, primary and permanent dentition, cavity classification, tooth numbering, systems, physiology of occlusion, head and neck anatomy and physiology.

DA 132 Dental Science and Anatomy 2 Credits
Oral embryology and histology, oral pathology, 9-body systems and pharmacology in dentistry.

DA 141 Chairside Assisting Techniques 4 Credits
Grooming and professional and social conduct of the dental assistant, principles of chairside assisting (chairside technology), functions, care and maintenance of operative instruments and equipment, concepts of microbiology and sterilizing procedures, recording medical histories, patient education.

DA 142 Chairside Assisting Techniques 5 Credits
Exposure of full mouth x-rays, further manipulation of dental materials, rotary instruments, anesthesia, speciality instruments, office emergencies and first aid, rubber dam application, patient education, dental ethics and jurisprudence.

DA 146 Dental Radiography 4 Credits
Principles of oral radiography, laboratory experience and clinical application of procedures involved in exposing, processing, preparation and interpretation of dental radiographs, safety precautions for patient and operator are stressed.

DA 151 Dental Specialties 4 Credits
Study of oral surgery, pedodontics, prosthodontics, endodontics, periodontics, orthodontics. The student learns the assistant's specialized duties, terminology, instruments and techniques for each of these specialties.

Dental Hygiene

DH 100 Introduction to Preventive Dentistry (2 + 0) 2 Credits
An introductory course in the theory and practice of preventive dentistry. Topics such as oral physiotherapy procedures, dental health education techniques, and patient motivation are discussed in detail.

DH 101 The Oral Structure (4 + 0) 4 Credits
An in-depth study of the structures of the head, neck, and oral cavity, including tooth morphology and periodontal anatomy. Emphasis is on the histology, embryological development, physiology, and anatomy of these structures as a basis for understanding the relationship between form and function related to the practice of dental hygiene.

DH 102 Dental Anatomy (2 + 0) 2 Credits
A detailed study of tooth morphology and occlusion. The integration of tooth morphology with periodontal anatomy during occlusion is emphasized.

DH 103 Dental Radiology (3 + 0) 3 Credits
A comprehensive course in exposing, developing, and evaluating dental radiographs for clinical use by the dentist and the dental hygienist.

DH 110 Advanced Techniques in Preventive Dentistry (1 + 2) 2 Credits
A continuation of DH 100 with an in-depth study of advanced oral physiotherapy procedures, utilization of fluoride agents, and nutritional counseling for the attainment and maintenance of dental health.

DH 115 Periodontology (3 + 0) 3 Credits
An in-depth study of the periodontal structures, the common diseases of these structures, and selected treatment procedures.

DH 150 Clinical Procedures I (0 + 9) 3 Credits
A comprehensive course in the clinical application of dental hygiene concepts with emphasis on medical and dental emergencies, the preliminary diagnostic work-up, oral health instruction, instrumentation techniques, the oral prophylaxis, and the topical fluoride application. The structure of the periodontium as it relates to instrumentation procedures is covered.

DH 160 Clinical Procedures II (0 + 9) 3 Credits
A continuation of DH 150 providing the clinical application of dental hygiene concepts including a detailed study of emergency procedures.

DH 161 Clinical Seminar II (2 + 0) 2 Credits
A seminar to discuss specific clinical cases and to develop appropriate plans.

DH 201 Dental Materials 3 Credits
A comprehensive study of the materials used in dentistry as they relate to dental hygiene. Dental auxiliary utilization techniques are introduced.

DH 203 Dental Hygiene as a Profession (3 + 0) 3 Credits
A survey of the elements that constitute the profession of dental hygiene covering national and state organizations, opportunities for graduates, ethical and legal considerations in practice, continuing education responsibility, and activities for instituting change.

DH 204 Oral Pathology 4 Credits
A comprehensive course in the pathogenesis of oral disease including preliminary diagnostic evaluation.

DH 205 Dental Pharmacology (2 + 0) 2 Credits
A comprehensive course covering the various pharmacologic agents used in dentistry and their clinical significance to dental hygiene.

DH 220 Health Resources and Action (3 + 0) 3 Credits
An introductory course in the concepts of epidemiology, biostatistics, public health, and dental care delivery systems. The student will have exposure to selected health delivery systems in Alaska.

DH 221 Health Resources and Action — Lab (0 + 3) 1 Credit
The student will select an independent project involving research, organization, implementation, and evaluation of action that promotes oral health in the community.

DH 280 Clinical Procedures III (0 + 16) 5 Credits
The clinical application of dental hygiene concepts with an emphasis on the composition, use, and selection of dental materials. Utilization of dental auxiliary services is introduced.

DH 281 Clinical Seminar III (2 + 0) 2 Credits
A seminar to discuss specific clinical cases, the problems and practices encountered in the practice of dentistry and of dental hygiene. Proposed treatment procedures are also discussed — techniques learned are refined through study and lab work.

DH 290 Clinical Procedures IV (0 + 16)**5 Credits**

The clinical application of all dental hygiene procedures with special emphasis on the selection and utilization of instruments for special needs.

DH 291 Clinical Seminar IV (1 + 0)**1 Credit**

A seminar to discuss specific clinical cases and treatment procedures.

Diesel Technology**DESL 100 Basic Diesel Engines****10 Credits**

Fundamentals of basic engines is formulated to give the student the basic knowledge of engine design construction and theory, and the operating principles of internal combustion engines, to include coolant, lubrication and fuel systems as applicable to basic diesel engines. Explanation of the theory of air induction filters, intercoolers and additional auxiliary support systems.

DESL 120 Diesel Fuel Systems**5 Credits**

Studies will involve trouble shooting techniques and advanced theory of fuel injection equipment and the aspects of starting/charging systems to include in-depth live engine testing and rebuilding procedures as outlined by industry standards. Prerequisite: Must be Second Semester Student.

DESL 121 Woodward Governing Systems**2 Credits**

A detailed study of governing systems to include Woodward UG-8 and "PSC" units. Also, studies and review of other manufacturers units used in the diesel industry. Prerequisite: Must be Second Semester Student.

DESL 122 Starting Systems**3 Credits**

This unit of instruction will include electrical, air and hydraulic starting systems employed by industry. Review of basic DC electricity as applied to the heavy equipment industry. This will include 12 and 24 volt starting and charging systems. Prerequisite: Must be Second Semester Student.

DESL 123 Cold Weather Procedures**3 Credits**

Cold weather starting procedures and starting aids, including the various types of electrical/mechanical starting aids. Personal cold weather survival techniques will be included in this unit. Prerequisite: Must be Second Semester Student.

DESL 124 Parts Analysis**3 Credits**

This course will provide advanced trouble shooting techniques, parts analysis and practical application, tear down inspection and evaluation of parts for re-usability on all types of engines utilized by industry. Prerequisite: Must be Second Semester Student.

DESL 201 Theory of Fluid Power**2 Credits**

Utilization and application of both liquid and gasses as transmitting media for energy and its application of open center circuits, closed center circuits, accumulators, hydraulic basic laws, formulas and valves, hydraulic oil properties and oil specifications. Prerequisite: Must be Third Semester Student.

DESL 202 Hydraulic Components**2 Credits**

Studies to include application and design of filters, filter systems, hoses and couplings. Types of tubing and associated hardware to include fittings, connectors and quick disconnect couplings. Prerequisite: Must be Third Semester Student.

DESL 203 Hydraulic Pumps, Detailed Studies of**3 Credits**

Pumps, motors and cylinders, hydraulic power mechanical advantage, pump definition, classification, component parts and operating principles of gear, centrifugal, vane and piston pumps. Prerequisite: Must be Third Semester Student.

DESL 204 Hydraulic Systems and Application**6 Credits**

Provide advanced characteristics of basic valves, directional control valves, open and closed center, definition, purpose and design.

Characteristics of directional control valves, flow control valves, relief valves. Prerequisite: Must be Third Semester Student.

DESL 291 Industrial Seminar**1 Credit**

Discussion with guest speakers from industry to answer and define general topics relative to the care, operation and repair of the equipment with an outline of opportunities for employment within the diesel trades. Prerequisite: Must be Third Semester Student.

Drafting Technology**DT 100 Fundamentals of Drafting (1 + 3)****3 Credits**

Basic drafting skills common in survey and civil engineering, architectural, mechanical, structural and electrical drafting.

DT 101 Principles of Architectural Drafting (2 + 4)**3 Credits**

Introduction to the use of drafting principles and tools as they are applied in the field of architecture. Use, preparation and reproduction of working drawings, including techniques in sheet organization, detailing, dimension and reference systems. Prerequisites: DT 100, 106.

DT 102 Civil Engineering and Survey Drafting (2 + 4)**3 Credits**

Introduction to 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: DT 100, 106.

DT 103 Mechanical Drafting (2 + 4)**3 Credits**

An introductory course dealing with the signs, symbols and conventions used on mechanical working drawings to express the heating, air conditioning and plumbing systems in buildings. Prerequisites: DT 100, 106.

DT 104 Structural Drafting (2 + 4)**3 Credits**

An introductory course in drafting, dealing with the signs, symbols and conventions used on structural working drawings to express the structural system of a building. Prerequisites: DT 100, 106.

DT 105 Electrical Drafting (2 + 4)**3 Credits**

An introductory course dealing with the signs, symbols and conventions used on electrical working drawings to express the electrical systems in buildings. Prerequisites: DT 100, 106.

DT 106 Specifications and Materials (3 + 0)**4 Credits**

Course covers the study of building materials as used in modern building construction and how they are represented in working drawings and specifications. Field trips to construction sites, product firms, and guest speakers from industry will be included.

DT 110 Civil Engineering and Survey Drafting**4 Credits**

A combination of DT 100 and 102 with more advanced field note reduction and stressing mapping needs of the prospective surveyors in the Surveying Technology program.

DT 201 Principles of Architectural Drafting II (2 + 5)**4 Credits**

Study of construction methods, materials, and building ordinances and how they affect architectural drafting. Includes the preparation of working drawings for a small house in conventional wood framing. Prerequisites: DT 100, 101, 106.

DT 202 Civil Engineering & Survey Drafting II (2 + 5)**4 Credits**

Elements of subdivision design. Federal, state and municipal platting regulations for subdivisions. Preparation of subdivision plats. Utilization and classification of land. Students will design and plat a subdivision project including all stages of office work. Prerequisites: DT 100, 102.

DT 203 Structural Drafting II (2 + 4)**3 Credits**

A secondary course in structural drafting techniques with emphasis placed on detailed connection drawings and the various types of pier, footing, column and beam schedules found on structural working drawings. Prerequisites: DT 100, 104, 106.

DT 204 Advanced Use of Drafting Instructions (2 + 4) 3 Credits
Practical application of the use of the Pantagraph, planimeter, proportional divider and railroad curves by the student. New drafting aids introduced into each drafting field will be covered by this course. Prerequisites: DT 100, 102, 202.

DT 205 Scribing and Drafting With Overlays (2 + 4) 3 Credits
Techniques in scribing and the use of multi-overlay drafting in mapping of large subdivisions and also the use of overlay sheets in color reproduction of mapping. Prerequisites: DT 100, 102, 202.

DT 206 Principles of Architectural Drafting III (2 + 4) 3 Credits
Additional study of construction methods, materials and building ordinances. Includes the preparation of working drawings for a small commercial building in concrete or steel construction. Prerequisites: DT 100, 101, 106, 201.

DT 207 Architectural Presentation Techniques (2 + 4) 3 Credits
Meets architectural drafting students' needs in special emphasis in economical architectural presentation drawings. Includes introduction of various reproduction processes and art medias for graphic communication of architectural projects. Prerequisites: DT 100, 101, 106, 201.

DT 208 Mechanical and Electrical Drafting II (2 + 4) 3 Credits
Advanced drafting course in both mechanical and electrical drafting techniques with emphasis on mechanical equipment representation and schematic electrical circuits for building. Prerequisites: DT 100, 103, 105, 106.

Early Childhood Development

ECD/BS 102 Child Development for Parents (3 + 0) 3 Credits
This course provides an opportunity for parents to talk about children in an informal atmosphere. Normal child development is discussed, in addition to other topics of interest to the people in the class. The preschool years are emphasized. This course is open to anyone, nonparents included, with an interest in young children.

ECD 103 Basic Development and Development Disabilities (2 + 3) 3 Credits
A field based course designed to introduce the student to the basic causes and signs of abnormal development as contrasted with normal child development. The preschool years are emphasized. Techniques and/or activities appropriate for use with children with disabilities are introduced.

ECD/HE 105 Survey of Childhood Development Models (3 + 0) 3 Credits
This course provides an overview of historical and current approaches to working with young children. Historical models that are presented are Kindergarten (Froebel), British Infant School (Owens), nursery school (the McMillans), Montessori, and the early history of child care. A wide range of current models include Head Start and other early intervention programs, enrichment programs, child care, and primary education. In addition, students are given opportunities for observing, comparing, and contrasting programs in the community.

ECD/HE 155 Activities for Young Children (3 + 0) 3 Credits
This survey course emphasizes the development and use of materials for young children. Emphasis is placed on activities that enhance growth in all areas of development, rather than activities that merely entertain children. Students learn methods for presenting materials and activities effectively and for interacting with and guiding children during an activity. Students are also assisted in becoming aware of their own style of interacting with children.

ECD 220 Culture and Learning (3 + 0) 3 Credits
This course explores the process by which young children learn to behave appropriately in terms of the culture they are raised in. The family's role in socialization is emphasized. Students become famil-

iar with strategies for interacting with young children to support the socialization process.

ECD/HE/PSY 244 Early Childhood Development (3 + 0) 3 Credits

This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor; social/emotional; and linguistic/intellectual. In addition, students are provided with guidelines for observing young children and visit children's programs in the community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults.

ECD/HE 250 Practicum in Early Childhood Learning (0 + 6) 3 Credits

This course provides the students with guided experience in working with a group of young children. The course is designed to familiarize the student with the range of routines and activities in a program for young children. Students learned strategies for interacting with children both individually and in a group. Students also are assisted in becoming aware of their own style of interacting with children. Instructor permission required.

ECD/HE 251 Practicum in Early Childhood Development (0 + 6) 3 Credits

This course provides student guided experience in working with a group of young children, with emphasis on the student's assuming an increasing responsibility for planning and lead teaching. Students also study various aspects of the program they are participating in such as room arrangement, scheduling of activities and routines, complexity of equipment and materials, staffing patterns, etc. Instructor permission required.

Economics

ECON 101 Introduction to Current Economic Problems (3 + 0) 3 Credits

A one-semester course designed primarily for the student who plans no further work in economics. The course utilizes a less rigorous approach than is customary in traditional economics courses and focuses on such current economic problems as unemployment, inflation, economic growth, balance of payments, industrial strikes, etc. **This is not recommended for persons who have taken Econ 121 and/or 122.**

ECON 121 Principles of Economics I (3 + 0) 3 Credits
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems. Primary concentration on the capitalist system and the U.S. economy. Prerequisite: working knowledge of algebra.

ECON 122 Principles of Economics II (3 + 0) 3 Credits
Theory of prices and markets; industrial organization and public policy; income distribution; contemporary problems of labor, agriculture, public utilities, and big business. Prerequisite: Econ 121.

ECON/HIST 232 Economic History of the United States (3 + 0) 3 Credits

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

ECON/HIST 291 Seminar in American Capitalism (3 + 0) 3 Credits

A montage of opinions on the American economy, including conservative, liberal, and radical views. Emphasis is on independent research, writing, and small group discussion. Prerequisites: Econ 121 and 122 or consent of the instructor.

Electronic Technology

ET 136 Electronic Calculations I

4 Credits

Three hours of lecture and two hours of Laboratory. This course teaches the skills of numbering systems and algebraic calculations necessary to succeed in DC Physics. Contents are numeric systems, (Binary, octal, hex), arithmetic, logarithms, and algebraic operations. Three hours of lecture is reinforced by two hours of laboratory work in which the student will be required to practice the calculations taught in the lectures.

ET 137 DC Physics

4 Credits

Three hours of lecture and two hours of Laboratory. This course teaches the basic DC Physics atomic structure theory with an emphasis on network theorems and Kirchhoff's Laws. Contents are atomic structure, Ohm's Law, resistive, magnetic, electrostatic components and basic circuit configurations. Three hours of lecture is reinforced by two hours of laboratory projects designed to reinforce the theory and circuit operations taught in the lecture.

ET 138 Intro to Computer Electronics

4 Credits

Three hours of lecture and two hours of laboratory. The student is introduced to the basic concepts behind the computer systems. Lecture topics cover micro-computer systems, batch process and time sharing. Completion of one or more machine language programs, a Basic program and a Fortran program are to be completed as part of the laboratory assignments.

ET 139 Laboratory I

3 Credits

Six hours of laboratory assignments. This course is to familiarize the student with basic test equipment, soldering techniques, and personal safety. The majority of the student's time will be spent in an open lab where they will complete personalized projects of their own choice.

ET 142 Electronic Calculations II

4 Credits

Three hours of lecture and 2 hours laboratory, lecture contents: Boolean Algebra, trigonometry, graphs, analytic geometry, waveform analysis, and decibel (Db) calculations. Laboratory will consist of calculation practice necessary to master the AC Physics Course. Prerequisites: ET 136, ET 137, ET 138 and ET 139

ET 143 AC Physics

4 Credits

Three hours of lecture and 2 hours of laboratory. Lecture contents: principles of alternating current and voltages through linear amplifiers, magnetics, impedance, transistor circuits, resonance, filters, amplifier parameters and basic power supplies. Laboratory will consist of designing, constructing and measuring circuits to reinforce the theory taught in lectures. Prerequisites: ET 136, ET 137, ET 138, ET 139

ET 144 Computer Systems I

4 Credits

Three hours lecture and 2 hours laboratory. Lecture topics: number systems, (binary arithmetic), digital signal and switches (discrete and integrated), logic circuits, adder and subtractor circuits, registers, timing and counter circuits, and displays. Laboratory will consist of the students being introduced to various types of digital machines and circuits with hands on practice. Prerequisites: ET 136, ET 137, ET 138, ET 139

ET 145 Laboratory II

3 Credits

Six hours of laboratory assignments. This course is open laboratory and will familiarize the student with test equipment associated with AC measurements. The student will also be required to master advance soldering and desoldering techniques and non-thermal cable termination. Prerequisites: ET 136, ET 137, ET 138, ET 139

ET 230 Telecommunications

4 Credits

Three hours lecture: lectures are designed to prepare a student electronic technician to understand the operation, construction, and maintenance of telephone sets, cable, and switching systems. Lecture topics include: systems operation, 500 D telephone set, ca-

ble code distribution, characteristic impedance, decibel, x-y switching system, frequency and time division multiplex, and principles of microwave transmission. Two hours Lab projects on telephone equipment. Prerequisites: ET 142, ET 143, ET 144, ET 145

ET 231 Audio

4 Credits

This course presents circuitry and practical experience in troubleshooting audio home entertainment equipment. Three hours of lecture topics include: audio amplifiers, transducers, tape recorders, phonographs, and electronic regulated power supplies. Two hours of laboratory projects will be assigned using equipment relative to the lecture topics. Prerequisites: ET 142, ET 143, ET 144, ET 145

ET 232 Applied IC's

4 Credits

The ideal operational amplifier will be studied to determine its basic operating characteristics. This knowledge will be applied to circuits where the ideal and non-ideal parameters of operational amplifiers will be studied. Lecture topics are analog amplification, generation of sinusoidal and special application waveforms, active filters, power supply regulation, and circuit timers. Laboratory projects will be assigned using equipment appropriate to the lecture material. Prerequisites: ET 142, ET 143, ET 144, ET 145

ET 233 Computer Systems II

4 Credits

Microcomputer systems will be covered in depth. Topic material for lecture will be pertinent to the 8080. Lecture topics will include MPV structure, interrupts, core memories, auxiliary memory, standard transition codes. Laboratory projects will include troubleshooting and interfacing peripherals. Prerequisites: ET 142, ET 143, ET 144, ET 145

ET 250 Transmitters & Receivers

4 Credits

Methods and techniques used in transmission and reception of AM, SSB & FM signals. Alignment and troubleshooting of equipment. Preparation for the FCC 2nd Class License. Block diagram and schematic interpretation and use in troubleshooting. Prerequisites: ET 230, ET 231, ET 232, ET 233

ET 251 Advanced Digital/Analog

4 Credits

Methods & Techniques used in servicing systems of varying complexity using instruments designed for the system. Introduction to digital and analog broadband systems including transmission, reception and system alignment procedures. Prerequisites: ET 230, ET 231, ET 232, ET 233

ET 252 Computer Systems III

4 Credits

This course reviews microprocessor architecture as related to process controls. Lecture topics include: interrupts, real time clocking, on/off controls, stepping motors, analog to digital and digital to analog. Lab projects will include a complete term project and experiments in process control. Prerequisites: ET 230, ET 231, ET 232, ET 233. May be waived at teachers discretion.

ET 110 FCC License

3 Credits

Three hours of lecture per week covering materials tested for FCC Second Class Licensing Examination. Course requires the student to do outside reading and preparation for class. Prerequisites: A general knowledge of Electronics, \$5.00 materials fee.

English

ENGL 57

3 Credits

ENGL 58 English as a Second Language (3 + 0)

3 Credits

Small group instruction in oral and written English for foreign students and others with non-English language backgrounds. May be taken for a total of 6 credits.

ENGL 63 Writing English as a Second Language (3 + 0)

3 Credits

An introductory course in the writing of American English designed for students who speak English as a second language. Includes a review of "readiness" skills for adult literacy in English as well as

practice in specific sound-symbol relationships and grammatical structures. Emphasis on expanding sentence patterns and vocabulary to prepare students for other college-level instruction. Prerequisite: Engl 57 and/or 58, or instructor permission.

ENGL 67 Elementary Exposition (3 + 0) 3 Credits
Instruction in the basic skills necessary to produce clear written English. Emphasis on sentence structure, grammar, and single-paragraph compositions. Introduction to the use of the University Library and Learning Resources Center.

ENGL 68 Elementary Exposition II (3 + 0) 3 Credits
A continuation of Engl 67 emphasizing the differences between descriptive, narrative and expository writing. Practice in composing short essays.

ENGL 101A College Survival Skills (1 + 0) 1 Credit
For students seeking practical, helpful ways of getting started in college: study methods, ideas for coping with "the system," introduction to campus resources and topics of interest to the class. Credit applies as Humanities elective, but not toward composition requirements. Offered on Audit/Pass/Withdraw basis; no letter grade. USUALLY SCHEDULED DURING THE FIRST 6 WEEKS OF FALL AND SPRING SEMESTERS.

ENGL 101B Spelling and Pronunciation (2 + 0) 2 Credits
For students needing practice in these English skills. Credits apply as Humanities elective but not toward composition requirements. USUALLY SCHEDULED DURING THE LAST 8 WEEKS OF FALL AND SPRING SEMESTERS.

ENGL 103 Introduction to College English (3 + 0) 3 Credits
Intensive practice in the use of American English for college level work, with emphasis on the differences between informal and formal styles of speaking and writing. Primarily designed for Alaska Native students, advanced foreign-born students, and others who find communicating in standard English difficult. Prerequisite: None, although instructor permission is recommended for foreign-born students.

ENGL 105 Reading Lab 1-3V Credits
A basic open-entry reading course covering comprehension and vocabulary. Completely individualized instruction designed to encourage wide reading, vocabulary improvement, and the development of skills necessary for success in freshman college courses.

ENGL 107 Study Reading for College (3 + 0) 3 Credits
An intermediate reading course dealing with study skills, study habits, and study reading demanded in college work. Emphasis on flexibility of reading rate, enrichment of vocabulary and increased comprehension.

ENGL 109 Speed Reading (2 + 0) 2 Credits
An advanced reading course covering new methods for increasing reading rate and for achieving rate flexibility. Emphasizing advanced comprehension. Some vocabulary work.

ENGL 110 Analytical Reading (1 + 0) 1 Credit
Recommended course to follow Speed Reading. A course that emphasizes questioning and evaluation of reading material. Course includes distinguishing fact, opinion and interpretation, author's bias, faulty reasoning, inferences, and others. SCHEDULED TO FOLLOW SPEED READING THE LAST 5 WEEKS OF FALL AND SPRING SEMESTERS.

ENGL 111 Methods of Written Communication (3 + 0) 3 Credits
Instruction in the composition of formal essays with emphasis on different techniques for organization and development. Prerequisite: Before registering for Engl 111, all students must take the English Placement Advising Test.

ENGL 115 Term Paper 1-3V Credits
Individualized study in research paper techniques emphasizing source location, notetaking, logical organization, documentation styles, and resulting production of a seven to ten page research paper. Credits will be assigned based on the number of tasks completed. All students must produce a final paper. Prerequisite: credit for Engl 111, current enrollment in Engl 111, or permission of the instructor.

ENGL 130 Introduction to Mythology and the Bible (3 + 0) 3 Credits
Reading and discussion of selections from the mythologies and literatures of ancient Greece, Rome, Scandinavia, and the Anglo-Saxon tradition; also, selected readings from the Old Testament and the New Testament.

ENGL 131 Introduction to Literature (3 + 0) 3 Credits
Introduction to the analysis and appreciation of fiction, drama, and poetry. Useful for students desiring more background in literature.

ENGL 132 Introduction to Shakespeare (3 + 0) 3 Credits
Introduction to a representative selection of Shakespeare's plays and to the historical and theatrical environment of the Elizabethan Age.

ENGL 133 Women's Autobiography (3 + 0) 3 Credits
Uses important autobiographies by twentieth-century American women in helping students read non-fiction with more skill and enjoyment, and/or as models in preparing students to begin their own autobiographies. Will include methods of using library and personal resources, and methods of organizing various kinds of materials — from family documents to a professional Vita. A student may choose between emphasizing reading or writing. Individual projects encouraged. No prerequisites.

ENGL 175 Vocabulary Development (3 + 0) 3 Credits
Studies to increase awareness and control of words in English. Emphasis on building the student's own vocabulary through familiarity with classical word roots. Other topics: dictionary use and the development of the English vocabulary as a whole. Individual projects encouraged. Intended for students already fluent in English.

ENGL 200A How to Read the Sciences (1 + 0) 1 Credit
Designed specifically for students enrolled in biology, chemistry, health occupations, geology and physics courses. Teacher works closely with science teachers to incorporate lab, lecture and text comprehension, vocabulary and study skills applicable to students' texts and problem areas in the sciences. Prerequisite: Average reading skill level.

ENGL 200B How to Read the Social Sciences (1 + 0) 1 Credit
Designed specifically for students enrolled in anthropology, economics, psychology, sociology, history and political science courses. Teacher works closely with social science teachers to incorporate vocabulary development, reading comprehension and study skills applicable to students' texts and problem areas in the social sciences. Prerequisite: Average reading skill level.

ENGL 200C Learn While Tutoring (1 + 0) 1 Credit
Students will tutor those people enrolled in ACC courses who desire further help in reading and study skills. Course focuses on the tutoring experience with instructor conferences and class instruction. Class instruction will include training in interpersonal relationships, study skills and reading skills. Prerequisite: Average reading skill level.

ENGL 201 3 Credits
ENGL 202 Masterpieces of World Literature I and II (3 + 0) 3 Credits
Analysis and interpretation of selected masterpieces from ancient times through the Renaissance (I) and from the Renaissance to the present (II). Prerequisite: Engl 111.

- ENGL 203** 3 Credits
ENGL 204 Survey of British Literature I and II (3 + 0) 3 Credits
 Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics (I) and from the Romantics to the present (II). Prerequisite: Engl 111.
- ENGL 205** 3 Credits
ENGL 206 Survey of United States Literature I and II (3 + 0) 3 Credits
 Analysis and interpretation of selected writings from the Colonial period through the Civil War (I) and from the Civil War through the present (II). Prerequisite: Engl 111.
- ENGL 207 American Prizewinners (3 + 0)** 3 Credits
 Interpretation and discussion of selections by 20th century American writers who have been honored nationally and internationally. The course features a core of works to be read in common. In addition, students will select readings from a supplementary list.
- ENGL 209 Have You Read a Good Book Lately (3 + 0)** 3 Credits
 Helps people choose what to read — and how to efficiently read a variety of books. Centers around ten different purposes for reading, from escape to intellectual enlightenment to learning new information. Designed to help people widen and deepen personal, life-long reading habits. Will cover elements of speed reading, study-reading, remembering books, and ways to analyze a book. No prerequisites.
- ENGL 211 Intermediate Composition With Modes of Literature (3 + 0)** 3 Credits
 Instruction in writing based on close analysis of literature. Teacher confers regularly with students about their writing assignments. Prerequisite: Engl 111.
- ENGL 212 Technical Report Writing (3 + 0)** 3 Credits
 Instruction in the composition of business correspondence, formal and informal technical reports. The student should be well-versed in a technical field before enrolling. Prerequisite: Engl 111.
- ENGL 213 Intermediate Exposition (3 + 0)** 3 Credits
 Further application of formal composition techniques to comprehensive writing assignments. Introduction to style. Emphasis on non-technical writing. Prerequisite: Engl 111.
- ENGL 250 Traditional Grammar (3 + 0)** 3 Credits
 A survey of traditional English grammar, including such topics as parts of speech and parts and kinds of sentences. Concepts and terminology necessary for a thorough understanding of forms and patterns appropriate to standard written English. For students whose first language is English and/or who plan to take upper division work in English, linguistics, modern languages, or related fields.
- ENGL 260 Sophomore Writers' Workshop (3 + 0)** 3 Credits
 An introduction to the writing of short stories, one-act plays, poetry, and sketches. Includes regularly scheduled conferences with the instructor.
- ENGL 265 Literature of the North (3 + 0)** 3 Credits
 A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union. Prerequisite: Engl 111.
- ENGL 270 Contemporary Native American Literature (3 + 0)** 3 Credits
 An introduction to and analysis of recent works written by North American Indians and Alaska Natives; a survey of genres, styles and motives in the writing of contemporary Native Americans, emphasizing the opinions Native Americans hold toward their past, present and future. Prerequisite: at least one course in written communication. Engl 131 is strongly recommended.
- ENGL/PHIL 271 Existentialism (3 + 0)** 3 Credits
 An in-depth review of the major Philosophical and Literary expressions of the Existentialist movement, which dominates much

of the philosophy, theater, theology, literature and psychotherapy of our time. Figures studied include Kierkegaard, Nietzsche, Dostoevsky, Kafka, Marcel, Buber, Heidegger, Camus, Sartre, and Tillich. Prerequisite: Engl 111 or Phil 201.

ENGL 275 Vocabulary Enrichment (3 + 0) 3 Credits
 Studies to increase the students' command of Latin-based English words, emphasizing awareness of shades of meaning and rapid acquisition. Individual projects encouraged. Intended for students with well-developed reading and study skills.

ENGL/HUM/MUS 280 Literature in Opera (3 + 0) 3 Credits
 A study of drama and fiction in the opera. Original stories are compared to their adaptations in musical form. An examination of how an artist shapes material.

Fire Science

FS 101 Introduction to Fire Science (3 + 0) 3 Credits
 An introduction to the Fire Service and Fire Protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics.

FS 105 Fundamentals of Fire Prevention (3 + 0) 3 Credits
 Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public relations as affected by fire prevention.

FS 107 Fire Tactics and Strategy (3 + 0) 3 Credits
 Principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fireground.

FS 111 Fire Company Organization and Management (3 + 0) 3 Credits
 Review of fire department organization; planning, organizing and supervising to meet the needs of the fire department, with emphasis on the company officer's role.

FS 115 Fire Apparatus and Equipment 3 Credits
 Fire apparatus design, specifications and performance capabilities; effective utilization of apparatus in fire service emergencies.

FS 117 Rescue Practices (3 + 0) 3 Credits
 Rescue problems and techniques; emergency rescue equipment; toxic gases; chemicals and diseases; radiation hazards; care of victims, including emergency childbirth, respiration and resuscitation, extrication, and other emergency conditions.

FS 121 Introduction to Fire Chemistry and Physics (3 + 0) 3 Credits
 A basic introduction to the nomenclature, principles, procedures of chemistry as it relates to fire problems. Supplemented by an introduction to basic mathematics and principles of physics as related to fire science.

FS 123 Fire Investigation I (3 + 0) 3 Credits
 Determining cause of fires (accidental, suspicious and incendiary); types of fires; related laws; introduction to arson and incendiarism; recognizing and preserving evidence; interviewing witnesses and suspects; arrest and detention procedures; court procedures and giving court testimony.

FS 153 Fire Organization and Management (3 + 0) 3 Credits
 A review of fire organization, the steps involved in organizing for suppression, and a study of management functions.

FS 155 Fire Behavior I (3 + 0) 3 Credits
 Course includes fire triangle, ignition temperatures, sources of heat, heat transfer, weather factors, forest fuel factors and topogra-

phy, interplay of fuels, and prediction of fire behavior on our wildland fires.

FS 157 Air Operation Management (3 + 0) 3 Credits
Use of aircraft for suppression of wildland fires and support of air service function-emphasis on air safety.

FS 159 Fire Business Management (3 + 0) 3 Credits
Covers procedures required in identified finance jobs within a wildland fire organization, including financial management of a large complex fire.

FS 161 Fire Service Functions (3 + 0) 3 Credits
Contains basic organization and procedures of the support function. Includes study of the Service Chief position and its subordinate positions.

FS 163 Air Attack (3 + 0) 3 Credits
Proper use and management of aircraft as a tool in fire suppression, specifically the use of helicopters and fixed wing airtankers in air attack.

FS 202 Fire Hydraulics (3 + 0) 3 Credits
Review of applied mathematics; hydraulics laws as applied to the fire service; application of formulas and mental calculation to hydraulics and water supply problems.

FS 204 Hazardous Materials I (3 + 0) 3 Credits
An introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters when dealing with fuels and oxidizers. Elementary fire fighting practices pertaining to hazardous materials in storage and transit.

FS 206 Building Construction for Fire Protection (3 + 0) 3 Credits
Fundamentals of building construction as it relates to fire protection. Classification by occupancy and types of construction with emphasis on fire protection features including; building equipment, facilities, fire resistive materials and high rise considerations.

FS 208 Fire Service Records and Reports (3 + 0) 3 Credits
A course designed for all members of the fire service in the use of typical records and report systems. Involves knowledge and understanding of fire department records systems, principles of report writing, applications in the area of pre-fire survey, post-fire reporting, research and planning.

FS 210 Hazardous Materials II (3 + 0) 3 Credits
A second semester course in Hazardous Materials covering handling, identification, and fire fighting practices involving explosive, toxic and radioactive materials in storage and transit.

FS 212 Related Codes and Ordinances (3 + 0) 3 Credits
Familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention.

FS 214 Fire Protection Equipment and Systems (3 + 0) 3 Credits
A study of portable fire extinguishing equipment, protection systems for special hazards; sprinkler systems, and fire detection and alarm systems.

FS 252 Law Enforcement and Investigation (3 + 0) 3 Credits
Organization and function of fire prevention; objectives and policy, education and enforcement, analysis and inspection techniques, public relations as affected by fire prevention. Course covers wildland fire investigation and basic law enforcement.

FS 254 Fire Management (3 + 0) 3 Credits
Covers procedures required in identified finance jobs of the fire officer's duties, responsibilities within a wildland fire organization, including financial management of a large complex fire.

FS 258 Prescribed Burning and Fuels Management (3 + 0) 3 Credits
Course analyzes different fuels and evaluates benefits and effect of management practices. Includes prescribed fire procedures and objectives.

FS 260 Fire Research and Development (3 + 0) 3 Credits
Research and development in the area of fire prevention, detection, prescribed burns, fire suppression, and post suppression.

FS 262 Wildland Fire Control II (3 + 0) 3 Credits
Course emphasizes problems and responsibilities in all fire suppression functions. Covers fire management, strategy planning, service and support, and fire and business management.

FS 264 Fire Behavior II (3 + 0) 3 Credits
Intensive course in fire behavior designed for instructors and fire behavior officers.

FS 266 Wildland Fire Environmental Considerations (3 + 0) 3 Credits
Course covers Ecosystems, Erosion, Soil Properties and Revegetation, Fire Ecology, Fuel and the Environment, Fire Control Practices, and Smoke Management.

Food Service Technology

FST 101 Introduction to Food Service (1 + 0) 1 Credit
An overall view of the industry, its history, its trends, its diversity and its methods of operations is necessary. This introductory course should systemize those operational principles which are universal as well as comment on the variations and inconsistencies which the student may encounter when he enters the industry. Recognition of tools of the trade. Discussion on the use of spices and herbs. Garnishing and decorating.

FST 102 Foods and Nutrition (2 + 0) 2 Credits
A general information course treating the chemical and biological aspects of food combined with the rudiments of nutrition.

FST 103 Quantity Food Production (a) (0 + 12) 4 Credits
Basic preparation; Familiarization with all techniques of handling, combining and finishing of foods. This would include the various methods of cleaning, cutting, shaping, mixing, seasoning, and cooking.

FST 104 Sanitation (2 + 0) 2 Credits
The techniques of ware and utensil washing; handling and disposal of wastes; housekeeping routines and methods; survey of health codes; elementary microbiology; rodent controls, and public health considerations.

FST 110 Food Standards (1 + 2) 2 Credits
A thorough familiarization with qualitative and quantities measurements and other criteria in common use. Indoctrination should include weights and measures and the adulterants and additives; taste testing; can cutting; applications of color and texture as determinants of quality standards in foods.

FST 111 Quantity Food Production (b) (0 + 12) 4 Credits
Baking: The production of all bakery products.

FST 112 Quantity Food Service (2 + 0) 2 Credits
An examination of and instruction in the many ways food is served to the customer; 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.

FST 113 Quantity Food Production (c and d) (2 + 4) 4 Credits
Meat analysis: Study of fabrication, cuts and their uses, and recognition of cuts and qualities. Beverages; control, purchasing, glass-

ware, service, and legal consideration in handling of alcoholic beverages. Beverages as foods — coffee, tea, etc., are considered as part of basic preparation.

FST 201 Quantity Food Production (e) (0 + 12) 4 Credits
Specialized Preparation: "Short Order" and small quantity preparation methods, such as pantry or broiler work. This includes set up and serving and meat cutting in a buffet.

FST 202 Food Service Bakery Practicum (0 + 12) 4 Credits
Supervised student participation in approved food service industries. The student will work in the area of bakery 40 hours per week for five consecutive weeks.

FST 210 Stewardship (1 + 2) 2 Credits
An area which includes purchasing and procurement; storeroom operation, organization, and record keeping; food specifications (based on "Standards"); and distribution and security.

FST 212 Leadership (1 + 1) 1 Credit
The application of management techniques at the supervisory level in the food service organization. Aspects to be considered are personnel selection and instruction; employee motivation, the nature and exercise of cost and quality controls, labor relations-laws, union contracts and procedures; "house" work rules and disciplinary procedures; public relations; work norms and measures of productivity; job specifications; and the role of supervisor in food service.

FST 213 Facility Layout and Design (2 + 0) 2 Credits
Design of food service facilities to include equipment placement, time and motion studies in dining area, kitchens, serving line areas, scramble and clean-up areas. Attention will also be given to building maintenance requirements for a food service facility.

FST 221 Quantity Food Service (2 + 0) 2 Credits
Banquet sales, service and set up. Types of table service and methods. Presentation and service of brochet, chateaubriand and double New York steaks. Preparation of flaming desserts.

FST 222 Menu Making (1 + 0) 1 Credit
A study of the menu, its composition and its format; how it relates to sales, nutrition, diet, production, purchasing and plant layout.

FST 223 Advanced Foods — Laboratory Course (0 + 9) 3 Credits
Training in the more artistic aspects of the food service industry. The preparation and decoration of meats, poultry and seafood for use in a cold buffet as well as display pieces. Prerequisite: FST 103 and FST 201.

FST 231 Intermediate Pastry (Elective) (0 + 12) 4 Credits
Production of various fancy dessert items, including pastries, puddings, tiered cakes, petit fours, and fancy cookies. Prerequisite: FST 111 and FST 202.

FST 232 Advanced Pastry and Baking Art (0 + 6) 2 Credits
Marzipan modeling, candy making, show pieces, sugar work. Lattice work in chocolate and icings and inlaid sugar designs. Prerequisite: FST 231.

French

All French classes are taught in French. Emphasis is on practical conversation. The ten two-credit classes listed below are the equivalent of the traditional FREN 101, 102, 201, 202. FREN 105 and FREN 205 are enrichment and/or refresher courses.

FREN 103 French Conversation I (2 + 0) 2 Credits
For students with little or no background in French. No writing required. Language laboratory work is needed outside of class time. If possible, take FREN 109 during the same semester.

FREN 109 French Lab I (2 + 0) 2 Credits
For students with little or no background in French. Reading, listening, writing based on the use of short stories, cartoons, contempo-

rary and folk songs, current French magazines. Work can be done outside of scheduled class time in case of conflict. If possible take FREN 103 during the same semester.

FREN 104 French Conversation II (2 + 0) 2 Credits
For students who have taken FREN 103 or one year of high school French or the equivalent. No writing required. Language laboratory work is needed outside of class time. If possible take FREN 110 during the same semester.

FREN 110 French Lab II (2 + 0) 2 Credits
For students who have taken FREN 109 or one year of high school French or equivalent. Reading, listening, writing based on the use of the short stories, cartoons, contemporary and folk songs, current French magazines and slides. Work can be done outside of scheduled class time in case of conflict. If possible, take FREN 104 during the same semester.

FREN 203 French Conversation III (2 + 0) 2 Credits
For students who have taken FREN 103 and 104, or two years of high school French or the equivalent. No writing required. Language laboratory work is needed outside of class time. If possible, take FREN 209 during the same semester.

FREN 209 French Lab III (2 + 0) 2 Credits
For students who have taken FREN 109 and 110, or two years of high school French or the equivalent. Reading, listening, writing based on the use of short stories, cartoons, contemporary and folk songs, current French magazines and slides. Work can be done outside of scheduled class time in case of conflict. If possible, take FREN 203 during the same semester.

FREN 204 French Conversation IV (2 + 0) 2 Credits
For students who have taken FREN 103, 104, and 203, or who need review before going on to upper division classes. No writing required. Language laboratory work is needed outside of class time. If possible, take FREN 210 during the same semester.

FREN 210 French Lab IV (2 + 0) 2 Credits
For students who have taken FREN 109, 110 and 209, or who need some review before going on to upper division classes. Reading, listening, writing based on the use of short stories, cartoons, contemporary and folk songs, current French magazines and slides. Work can be done outside of scheduled class time in case of conflict. If possible, take FREN 204 during the same semester.

FREN 207 French Grammar I (2 + 0) 2 Credits
For students who have taken FREN 103, 104, 109, 110 or two years of high school French or equivalent. A systematic oral and written study of French grammar.

FREN 208 French Grammar II (2 + 0) 2 Credits
For students who have taken FREN 103, 104, 109, 110, or two years of high school French or the equivalent. A systematic oral and written study of French grammar. A continuation of FREN 207. FREN 207 is not a prerequisite.

FREN 105 French Language and Culture (4 + 0) 4 Credits
For students who have taken FREN 103, 104, 109, 110, or two years of high school French or the equivalent. An individualized class for enrichment, or review, based on the use of films, slides, songs, comic books, plays, short stories, current magazines, conversation.

FREN 205 French Language and Culture (4 + 0) 4 Credits
For students who have taken FREN 203, 204, 209, 210, or who need some review before going on to upper division classes. An individualized class for enrichment or review based on the use of films, slides, songs, comic books, plays, short stories, current magazines, conversation.

FREN 291 Seminar in Individualized Instruction 1 Credit
For students with at least one year background in French who wish to do independent supplemental work under the supervision of the

instructor. May include working as a classroom aide. May be repeated for credit when topic varies.

Geology

GEOL 100 Elements of Geology: Man's Physical Environment (3 + 3) 4 Credits

A basic course in geology to provide information about glaciers, volcanos, mineral resources and other topics of interest to Alaskans. A laboratory introduction to the earth, its origin, sequence of events in its evolution and succession of life on it, appreciation of the modern landscape.

GEOL 103 Landscapes & Resources of Alaska (3 + 0) 3 Credits

The geological origins of the mountains and glaciers which make up Alaska's magnificent scenery. This course is designed for those who would like to know more about the state in which they live, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

GEOL 103-A Landscapes & Resources of Alaska — Optional Seminar 1 Credit

When taken in conjunction with Geology 103 this seminar is available for students who wish to do independent library research on an Alaskan landform or natural resource. This is a library project and does not count as a "laboratory science" credit.

GEOL 111 Physical Geology (3 + 3) 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.

GEOL 112 Historical Geology (3 + 3) 4 Credits

Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sections. Prerequisite: GEOL 111.

GEOL 204 Geomorphology (3 + 3) 4 Credits

Study of land forms and physical processes of their development. Interpretation of topographic maps. Prerequisite: GEOL 112 or by permission of the instructor.

GEOL 212 Introduction to Paleontology (3 + 3) 4 Credits

General introduction to various invertebrates, and plants preserved as fossils, with emphasis on invertebrates, their classification, and evolution. Prerequisite: GEOL 112.

GEOL 213 Mineralogy (3 + 3) 4 Credits

Introduction to mineral chemistry, and crystal structure. Elements of crystallography, descriptive and determinative mineralogy, mineral association and paragenesis. Prerequisites: GEOL 111, MATH 105, and CHEM 105. (Student may enroll in CHEM 105 concurrently.

GERMAN

GER 103 3 Credits

GER 104 German Conversation I and II (3 + 0) 3 Credits

A basic language course designed for beginners with little or no prior knowledge of German, with emphasis on everyday vocabulary, basic structures, and current topics. Use of language lab is required outside of class time.

GER 203 3 Credits

GER 204 German Conversation III and IV (3 + 0) 3 Credits

A continuation of German I and II with continued emphasis on developing a useful, contemporary vocabulary, an understanding of the cultures of the major German-speaking countries, and increased competence and confidence in speaking German. Use of language lab is required outside of class time. Prerequisites: German I and II or equivalent.

GER 113 German for Tourists (1-4 + 0) 1-4V Credits

A beginning, simplified language course intended to be complete in itself and designed for those planning to travel abroad. There will be a large cultural component.

History

HIST 101 Western Civilization I (3 + 0) 3 Credits

The origins of western civilization in the ancient Near East and the subsequent development through 1650. The major political, social, economic and intellectual developments will be emphasized.

HIST 102 Western Civilization II (3 + 0) 3 Credits

A survey of the developments in western civilization from 1650 to the present. The major social, political, economic and intellectual characteristics of western society will be stressed.

HIST 115 Alaska, Land and Its People (3 + 0) 3 Credits

A survey of Alaska from earliest days to present, its peoples, problems, and prospects.

HIST 121 East Asian Civilization (3 + 0) 3 Credits

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

HIST 122 East Asian Civilization (3 + 0) 3 Credits

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

HIST 131 History of the U.S. I (3 + 0) 3 Credits

Discovery and exploration, Colonial Period, American Revolution, The Constitution, Federal Period, Jeffersonian-Jacksonian Democracy, The West, Sectionalism, Slavery and Abolitionism, American Culture, and the Civil War.

HIST 132 Hist of the U.S. II (3 + 0) 3 Credits

Reconstruction of the south, the far west, growth of industry and labor, "Gilded Age," Imperialism, Progressivism, World War I, "Roaring Twenties," The Great Depression, Isolationism and World War II, Cold War, modern American Society, Vietnam and after.

HIST 200 History of Alaska Natives 3 Credits

Alaskan history from its origin to the present. Focus on the cultural lifestyle of the original inhabitants (Eskimo, Athabaskan, Tlingit, Haida, Aleut and Tsimshian) and the impact of change brought upon by European contact. The cultural conflict that ensued over the use of the environment, technology, and the role of government are studied.

HIST 225 Ancient History (3 + 0) 3 Credits

A study of the origins of western civilization from its beginnings in the Ancient Near East through the fall of Rome. Emphasis will be placed on the progression and interrelationships of the various cultures.

HIST 226 Medieval History (3 + 0) 3 Credits

The development of Europe from the fall of the Roman Empire to the beginnings of the Renaissance. The political, social, economic, cultural and intellectual developments will be emphasized.

HIST 230 Modern China (3 + 0) 3 Credits

From 1800 to the present, with emphasis on rebellion, reform, revolution and resistance to change.

HIST 231 Modern Japan (3 + 0) 3 Credits

From 1600 to the present with an examination of change within tradition, rise to power, and modern dilemma.

HIST/ECON 232 Economic History of the United States (3 + 0) 3 Credits

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

HIST 235 History of the American Indian (3 + 0) 3 Credits
A survey history of the American Indian, prehistory to the present. Focus on the social, economic and political effects of the tide of westward settlement. Emphasis on major tribes and leaders from the Atlantic to the Pacific.

HIST 245 The Movies — A Mirror on America (3 + 0) 3 Credits
An examination on the development of the American motion picture industry from the "golden age" of the silent cinema to the latest releases of today. Emphasis will be placed upon the motion picture as a cultural "mirror" of American values, tastes, and trends of the twentieth century.

HIST 251 Revolution in the Modern World (3 + 0) 3 Credits
A history of the English Revolution of 1640, the American Revolution of 1776, the French Revolution of 1789, the Russian Revolution of 1917, the Nazi Revolution of 1933, and the Chinese Revolution of 1948. An analysis of the intellectual and social conditions leading to these revolutions as well as the implications of these revolutions for contemporary society.

HIST 257 The Gold Rush Era: Myth and Reality (3 + 0) 3 Credits
A general investigation into the Gold Rush Era of 1880-1905 in Alaska and the Yukon. The major emphasis will be upon the Klondike, but Juneau, Nome and Fairbanks will also be investigated. Both fact and fiction will be utilized to understand the myth and reality of the era.

HIST 261 Russian History (3 + 0) 3 Credits
Origins of Russia, Kievan Russia, The Mongol Era and the Rise of Muscovy. Modern Russia to the 20th century.

HIST 275 History and the Historians (3 + 0) 3 Credits
A course designed primarily for history majors. Topics to be studied include major historians, historical theory, and methods of historical research. Prerequisites: 12 units of 100 level history or permission of the instructor.

HIST/ECON 291 Seminar in American Capitalism (3 + 0) 3 Credits
A general study of the modern American economy, with emphasis on independent research, and writing, and small group discussion. Prerequisites: ECON 121 and 122 or permission of the instructor.

Home Economics

HE/NS 100 The Science of Nutrition (2 + 0) 2 Credits
Fundamentals of nutrition as a science and a practice, with particular emphasis on application to nursing and the health professions. Relation of food to function of various body systems. Economic, social, and political aspects of the food supply; practical applications of food selection and purchase. Introduction to principles of diet therapy. Particular emphasis given to Practical Nursing Program.

HE 101 Food Preparation (2 + 3) 3 Credits
An introductory foods course designed to demonstrate basic scientific principles of food preparation, selection, and processing in a laboratory situation. Areas of study will include milk and cheese; vegetable and fruit; salads and salad dressing; sugar and starch cookery; meat; eggs, batter and dough; gelatin and sugar cookery.

HE 102 Meal Management (2 + 3) 3 Credits
Planning, buying, preparing, and serving meals. Emphasis on management, cost, and nutrition.

HE 103 Nutrition Today (2 + 0) 2 Credits
The importance of food for growth and maintenance of health, dietary needs of the family, and fundamentals of nutrition. Special concerns such as weight control, heart disease, food fads, and nutrition of the future. — GENERAL NUTRITION.

HE 106 Cake Decorating (1 + 2) 2 Credits
Basic home cake decorations including 14 flowers, borders, sugar molding, petit fours, and marzipan. Emphasis on cakes but also including some food decorations.

HE 104 Diet Workshop (2 + 0) 2 Credits
Investigation and exploration of the theory of special diets with emphasis on weight reduction, diabetes, and cardiac problems. Understanding food facts vs. fallacies. Discussion of menus and recipes for special diets and vegetarianism.

HE/ECD 105 Survey of Childhood Development Models (3 + 0) 3 Credits

This course provides an overview of historical and current approaches to working with young children. Historical models that are presented are Kindergarten (Froebel), British Infant School (Owens), nursery school (the McMillans), Montessori, and the early history of child care. A wide range of current models includes Head Start and other early intervention programs, enrichment programs, child care, and primary education. In addition, students are given opportunities for observing, comparing, and contrasting programs in the community. The course is required in the Early Childhood Development program.

HE 107 Roughing It Easy — Outdoor Cooking (1 + 3) 2 Credits
Students will learn about camping, including setting up camp site, making and buying equipment, foods to choose, meal planning, marketing and a wide variety of camp cookery methods: stick, spit, one pot, tin can, barbeque, dutch oven, pit and reflector oven. Students will put their skills to actual camp use.

HE 113 Clothing Construction and Selection (2 + 3) 3 Credits
Fundamental sewing process in garment construction, using modern techniques, machine use and efficient sewing production. Course is designed for beginners as well as students who wish to update techniques. Clothing selection and wardrobe study, and the psychological and social significance.

HE 114 Intermediate Clothing Construction (2 + 3) 3 Credits
Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes with a review of basic principles. Prerequisite: HE 113.

HE 115 2 Credits
HE 116 Quilting (1 + 3) 2 Credits

The art of quilting including designing and constructing patchwork, pieced and appliqued designs, both traditional and contemporary. Students will make several small projects to learn various methods. They will also assemble by tying, hand and machine stitching as well as learn a variety of finishing techniques. Prerequisite: HE 113 or sewing ability.

HE 117 Heritage Needle and String Arts (1 + 3) 2 Credits
An introduction to a variety of string and needlecraft practices. Includes a survey of historical and contemporary designs plus basic techniques and stitches. Some of the medias to be covered include: Knitting, crocheting, tatting, needlelace, braiding and stymography.

HE 118A Sewing Cloth Parkas (1 + 3) 2 Credits
Techniques of making a warm winter cloth parka including selection of fabric and lining and special techniques needed to make parka and lining including hood, ruff, zipper and trim.

HE 118B Snow Parka or Kuspuk (0 + 3) 1 Credit
Students may continue for an additional 1 credit to learn to make summer parkas or kuspukus. Students will learn how to make patterns with additional emphasis on trimming. Prerequisite: HE 113 or sewing ability.

HE 119 Consumer Finance (3 + 0) 3 Credits
The management of family income and expenses in the changing family cycle; including their values, problems, responsibilities and

relationship to the business world; protection and educational programs, credit, and financing.

HE 120 Child Nutrition and Health (3 + 0) 3 Credits
Nutrition, food selection, and meal planning in relation to feeding young children. Common diseases and illnesses of early childhood. Emergency first aid.

HE 125 The Art of Rugmaking (1 + 3) 2 Credits
Exploration and practice of different rugmaking techniques using scrap fabrics, yarn, and canvas. Techniques used will be braiding, shirring, hooked and knotted, needlework and wovenrag.

HE/ECD 155 Activities for Young Children (3 + 1) 3 Credits
This survey course emphasizes the development and use of materials for young children. Emphasis is placed on activities that enhance growth in all areas of development, rather than activities that merely entertain children. Although required in the Early Childhood Development program, this course is appropriate for parents who wish to increase their skill and understanding in providing appropriate learning experiences for young children.

HE 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.

HE 180 Graphics for Interior Designers (1 + 2) 2 Credits
Supervised instruction with lab experience designed for students interested in learning interior presentation techniques. The course includes interior plans and elevations for structures and furnishing, line drawings, lettering and the application of color to presentation plates. Prerequisite: HE 231 or basic rendering techniques.

HE 182 Interior Houseplanning (3 + 0) 3 Credits
A study of the organization of interior space to suite the occupants' activities and interests. The course is designed to enable students to understand the manipulation of limited amounts of interior space, thereby creating multiple options for acceptable living areas. A suggested prerequisite is HE 231.

HE 184 Landscape Design I (1 + 2) 3 Credits
Fundamentals of landscape design for the interested homeowner or gardener. Particular emphasis is placed on obtaining a working knowledge of native plan used for landscaping, developing appropriate textures and colors for a specified site, and the principle of planting and transplanting plants and grasses.

HE 185 Intermediate Landscape Techniques (2 + 0) 2 Credits
Acquisition, planting and maintenance of the plants selected for a landscape design. Concentration on methods of selecting plants, contracting for landscape services, pest identification and lawn establishment and care. Prerequisites: HE 184 or permission of instructor.

HE 186 Floral Design (1 + 2) 2 Credits
A basic floral design course which will include a variety of fresh flower arrangements, dried arrangements, care of plants, etc. including color and design principles, tools and techniques of arranging. NOTE: The lab fee will enable students to make several arrangements at each class and take plant materials home after each class.

HE 188 Light Upholstery (1 + 2) 2 Credits
A course designed for the beginner which will acquaint the student with basic furniture construction, tools, and allow students to remove old covers and padding and recover a chair. An advanced course will be offered at a future date to teach major construction and repair. Prerequisite: HE 113 or sewing ability.

HE 202 Creative Cookery — Foreign Foods (1 + 3) 2 Credits
A study of foods from major areas around the world. Students will plan, buy, prepare and serve meals from Eastern and Western Eu-

rope, Africa, Mediterranean, Latin America, Asia and Balkans. Emphasis will be given to cultural religions and ethnic background, the role of family and foods used by people around the world. A suggested prerequisite is HE 102.

HE/NS 203 Normal Nutrition (2 + 0) 2 Credits
An introduction to basic nutritional needs, and the socio-cultural factors that influence an individual's ability to meet those needs. Strategies to be considered in promoting adequate nutrition are explored. Current trends and cultural implications in food selection and preparation are explored. Designed for 2 yr — 4 yr Nursing Students.

HE 204 Alaskan Foods — Preservation & Preparation (1 + 2) 2 Credits
This course is designed to acquaint students with a wide variety of Alaskan foods such as berries, plants, fish, shellfish and game. Students will learn to prepare and preserve these foods for maximum enjoyment, economy, and nutritive value.

HE 205 3 Credits
HE 305 Nutrition & World Food Crisis (3 + 0) (3 + 0) 3 Credits
Survey and discussion of alternative solutions for the world food crisis and their implications for the future. Emphasis will be on discussions of political alternatives here and abroad based on the sociological and physiological aspects of nutrition.

HE 206 Creative Cookery — Regional Foods (1 + 3) 2 Credits
A study of foods representative of a wide variety of areas of the U.S. Students will plan buy, prepare and serve foods with an emphasis on cultural, religious and ethnic origins as well as foods used by early settlers in New England, South, Midwest, Southwest and Northwest. A suggested prerequisite is HE 102.

HE 211 Textiles (3 + 0) 3 Credits
A survey of natural and man made fibers, yarns, fabric construction, dyes and finishes with fabric. Performance and care from the consumer point of view.

HE 213 Textile Art (1 + 3) 2 Credits
An introduction to a variety of textile art, experiences, including silk screen printing, block printing, tie dying and batik and an application of the principles of design and color to a woven fabric through making several projects.

HE/ART 215 3 Credits
HE/ART 216 Weaving (1 + 4) 3 Credits
The study of various techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spinning and dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.

HE 217 3 Credits
HE 317 Tailoring (2 + 3) (2 + 3) 3 Credits
Techniques of making lined garments including interfacing, underlining, applying collar, pockets, buttonholes, and other tailoring details. Students may use a variety of modern techniques to achieve professional results. Prerequisite: HE 113.

HE/SS 218 Clothing Selection/Career Image Development (2 + 0) 2 Credits
Basic skills working toward presenting the individual successfully in job-interviews, telephone procedures, client relationships and the development of professional rapport.

HE 219 3 Credits
HE 319 Pattern Alteration (2 + 3) (2 + 3) 3 Credits
Advanced techniques of fitting a basic muslin, applying this knowledge to the adjusting of a commercial pattern, and constructing garments from this pattern. Includes fitting slacks and some alterations of ready-made garments. Prerequisite: HE 113.

- HE 220** **3 Credits**
HE 320 Pattern Drafting (1 + 3) **2 Credits**
 The theory of flat pattern design and its application of design methods to understanding commercial patterns and ready-to-wear techniques applied to the design and construction of dress, suit, and pantsuit. Prerequisites: HE 113 & HE 219.
- HE 221** **3 Credits**
HE 321 Knits (2 + 3) (2 + 3) **3 Credits**
 Characteristics of Knits as a class of fabrics; care and handling. Techniques used in construction of a dress, shirt, sweater, and swim wear. Prerequisite: HE 113.
- HE 222** **2 Credits**
HE 322 Lingerie (1 + 3) **2 Credits**
 Construction of all types of personal lingerie with emphasis on special materials and sewing techniques necessary to construct custom-made garments. Prerequisite: HE 113.
- HE 223/323A Men's Wear (1 + 3)** **2 Credits**
 Students will have the opportunity to make several simple men's garments such as shirt or shirt jacket, tie, sweater, or shirt and slacks. For the beginning students.
- HE 223/323B Men's Wear II (1 + 3)** **2 Credits**
 Students will make more complex projects such as dress slacks, dress shirt, jacket, coat, etc. Prerequisite: HE 113.
- HE 224 Draperies & Window Coverings (1 + 2)** **2 Credits**
 Basic principles of planning and construction of draperies, shades, valances and cornices. Actual construction of lines and unlined draperies, roman, roller or austrian shades. Prerequisite: HE 113 or sewing ability.
- HE 225 Commercial Sewing — Alteration and Repair (1 + 3)** **2 Credits**
 Especially designed for the individual who wishes to enter the commercial sewing field. Use of commercial machines and methods used for commercial alteration and repair. Prerequisite: HE 113 or sewing ability.
- HE 226/227 Creative Stitchery (2 + 3)** **3 Credits**
 A study of various stitchery methods to include crewel, basic embroidery stitches, eedlemoint, rya and canvas embroidery, bargello; other pattern stitchery with emphasis on history, techniques, design, construction, and finishing of each.
- HE 326/327 Creative Stitchery (2 + 3)** **3 Credits**
 An advanced course for students to continue stitchery design, construction and finishing techniques. Prerequisite: HE 226.
- HE 228 Living Together — Family Relations (3 + 0)** **3 Credits**
 For people involved in an intimate relationship seeking new ways to communicate and relate to their mate(s), children and themselves in our changing society. To help individuals become sensitive to the needs of family members.
- HE 231 Interior Design (3 + 0)** **3 Credits**
 Beginning interior design survey course. Principles of design and color as related to planning and decorating a home. Particular emphasis is placed on the development of each individual student's style. Color schemes, basic lighting and interior furnishings are also covered.
- HE 232 Color and Design — Related Art (2 + 2)** **3 Credits**
 Applied design experiences in the application of principles of design and theory of color. Appreciation of line, texture, space, form, and the understanding of principles of design as applied to the home.
- HE 233 Backgrounds for Interior Space (3 + 0)** **3 Credits**
 Designed to enable the student to study in-depth, specific background interior modules; wall coverings, window treatments, ceilings, floor coverings and lighting. Prerequisite: HE 231.
- HE 234 Elements of Interior Design (3 + 0)** **3 Credits**
 Designed to enable the student to study in-depth specific interior modules and materials; woods, storage, kitchens, bathrooms and accessories. Prerequisite: HE 231.
- HE 235 Contemporary Furnishings (3 + 0)** **3 Credits**
 Survey course designed to acquaint students with interior furnishings from 1900 to the present. Particular emphasis is placed on obtaining a working knowledge of current contemporary furnishings, including designs, materials and sources. A suggested prerequisite is HE 231.
- HE 236 Marriage and Family Life (3 + 0)** **3 Credits**
 Preparation for marriage and family life; personality development, dating, engagement, morality, childbearing, conflicts, money matters, crises, divorce, religion, parenthood, and other topics.
- HE 241 Home Management (3 + 0)** **3 Credits**
 Work simplification, time, energy, money management, and their application in the home.
- HE/PSY/ECD 244 Early Childhood Development (3 + 0)** **3 Credits**
 This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor; social/emotional and linguistic/intellectual. In addition students visit Early Childhood programs in the community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults. Although this course is required for students in the Early Childhood Development program, it is open to all students wanting a deeper knowledge and understanding of early childhood development.
- HE/ECD 250 Practicum in Early Childhood Development (0 + 6)** **3 Credits**
 Guided experience in working with a group of preschool children. Involved activity assignments designed to expose the student of the various areas and routines of a child development program. Required in the Early Childhood Development program.
- HE/ECD 251 Practicum in Early Childhood Development (0 + 6)** **3 Credits**
 Guided experience in working with a group of preschool children with emphasis on the student's assuming an increasing responsibility for planning and lead teaching. Required in the Early Childhood Development program.
- HE 260 Advanced Skin Sewing (2 + 3)** **3 Credits**
 Advanced techniques and creative projects in skin sewing including parka construction; mukluks; use of power machine; method and materials unique to Southeast and Southwest Alaska. Prerequisite: HE 160 or permission of the instructor.
- HE 265 Interior Design Laboratory (Variable lab as arranged)** **3 Credits**
 Designed to enable the student to continue growth in the application of theory by solving specified problems. Prerequisite: HE 231. HE 232 and 235 are suggested.
- HE 266 Interior Design Laboratory (Special Problems Variable lab as arranged)** **2-4 V Credits**
 Designed to enable the student to continue growth in the application of theory by solving specified problems. Prerequisites: HE 231, 233 and 234. HE 180, 235 and 270 are suggested.
- HE 270 Operating Procedures for Interior Designers (2 + 0)** **2 Credits**
 Basic operational procedures that are used within the interior design profession. Includes product procurement and work orders, work time frames and client-designer relationships. Prerequisites: HE 231, 233 and 234. HE 235 is suggested.

HE 272 Beginning Lighting Design (3 + 0) 3 Credits
A basic lighting course designed to acquaint the student with the fundamentals of designing light for residential structures. Students will explore the areas of light and color, lighting equipment and sources, light control and lighting layouts. Prerequisites: HE 231 or permission of instructor.

HE 299 Individualized Clothing Construction 1-3 V Credits
An individualized course designed for students who wish to contract for construction of a wide variety of garments to meet their own personal needs. Students will learn techniques to advance their own skills. Prerequisite: HE 113 or permission of Instructor.

Humanities

HUM 101 Career Information and Guidance (3 + 0) 3 Credits
Designed to acquaint students with various career families as well as community resources; to equip them with necessary knowledge and attitudes for successful entry into career choice and develop techniques for utilizing community resources.

HUM 102 Alaskan Folklore (3 + 0) 3 Credits
A survey of the oral traditions of Alaskan Eskimos, Aleuts, Indians and Sourdoughs.

HUM 202 Folk Magazine Workshop (3 + 0) 3 Credits
Work in small groups or individually recording folklore, transcribing tapes, editing manuscripts and preparing graphic layout and design.

HUM 203 The Study of Folklore (3 + 0) 3 Credits
A general introduction to the forms and processes of folklore as seen from the perspectives of linguistics, social anthropology, psychology, and film.

HUM 205 Fridays — Ten 'Til Two 1 Credit Optional
Three series of interdisciplinary, humanistic insights and examinations. Fall and Spring series involve eight Fridays. The April series is of 4 weeks' duration. Three series are focused on contemporary issues. Faculty members from different disciplines serve each series.

HUM 211 3 Credits
HUM 212 Humanities I and II (3 + 0) 3 Credits
An integrated introduction to the fundamental principles of literature, music, and the visual arts. A study of a given historical period or periods with reference to philosophy, literature, science, art, and music. May be taught by faculty members in different disciplines. Prerequisite: ENGL 111.

HUM/ENGL/MUS 280 Literature in Opera (3 + 0) 3 Credits
A study of drama and fiction in the opera. The original stories are compared to their adaptations in musical form. An examination of how an artist shapes material.

Japanese

JPN 103 Japanese Conversation I 3 Credits
Introduction to the basic spoken Japanese, pronunciation, intonation, oral composition, grammar, and reading of romanized Japanese.

JPN 104 Japanese Conversation II 3 Credits
Continued drill in speaking, listening and writing expressions of various patterns used in different situations. The first introduction to the basic **kana** writing. Prerequisite: JPN 103 or permission of instructor.

JPN 113 Japanese for Tourists 3 Credits
Essential conversation and introduction to the culture for an enjoyable and meaningful trip to Japan.

JPN 203 Japanese Conversation III 3 Credits
Completion of basic grammar, continued practice in structure and composition. Continued practice in reading and writing **kana** and essential **Kanji**. Prerequisite: JPN 104 or permission of instructor.

JPN 204 Japanese Conversation IV 3 Credits
Continuation of JPN 203.

Journalism

JOUR 201 Introduction to Journalism (3 + 0) 3 Credits
Structure of news stories, various news leads and feature stories; gathering and evaluating information for simple news stories; writing stories. Prerequisite: Typing ability.

JOUR 203/ART 221 Introductory Photography (2 + 3) 3 Credits
Basic principles of photography. How the camera functions and the utilization of these features for artistic expression. Processing and printing of black and white film. Laboratory and classroom demonstrations. Relationship of photography to other art media.

JOUR 204 Journalism Laboratory (0 + 2) 1 Credit
Credit arranged for students holding editorial or other positions on college publications or obtaining other similarly supervised experience in journalism practices. (May be repeated for maximum of three semesters.) Prerequisite: ENGL 111 or permission of the instructor.

JOUR 213/ART 224 Intermediate Photography (2 + 3) 3 Credits
Development and refinement of skills in the use of the camera and techniques as a medium of expression. Assignments given to create concepts, discipline and an awareness that the camera is only a tool of creative expression. Lighting for form, texture, and separation through the use of existing and/or studio lighting. Introduction of special darkroom techniques as a tool for further expression. Prerequisite: JOUR 203/ART 221.

Justice — Related

PA/CORR 110 Introduction to Criminal Justice (3 + 0) 3 Credits
Survey of various philosophies, functions, and methods of social control with emphasis on role of law and those involved in its administration — police, courts and corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society. This is a prerequisite to all justice courses.

CORR 116 Pre-Sentence Investigation (3 + 0) 3 Credits
Discussion and limited practice of the techniques of investigating criminal and civil cases prior to the imposition of sentence by the judge. Practice in writing reports. Court etiquette. Study of courtroom procedure.

CORR 120 Practicum: Field Observation 3 Credits
Offers the student an opportunity to examine various aspects of criminal justice systems in operation, such as group counseling, halfway-house programs, law enforcement, judicial process, and treatment procedure.

PA 150 Line and Staff Administration (3 + 0) 3 Credits
Principles of police administration and organization as applied to staff and line units. As analysis of their functions and activities, including recordkeeping, report writing, and the application of the computer.

PA/LAW 5153 Evidence (3 + 0) 3 Credits
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

SOC/CORR 203 Juvenile Delinquency (3 + 0) 3 Credits
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.

CORR 210 Principles of Correction (3 + 0) 3 Credits
An introduction to the basic concepts of probation and parole; the use of authority in corrective services; institutional methods; a study of popular and professional concepts in correction. Prerequisite: PA/CORR 110.

PA/CORR/LAW S 220 Practicum: Field Observation 3 Credits
A course designed for pre-service personnel interested in first hand familiarization with the functions and operations of criminal justice agencies.

PA/CORR 221 Justice Organization and Management (3 + 0) 3 Credits
Survey of organization and management of police, court, correctional and legal operations; agency roles, goals, structural arrangements and administrative practices; applicability of theory and research; techniques and instruments of organization and management; principles of change.

CORR 225 Corrections and the Community (3 + 0) 3 Credits
Study of the community organizations and resources related to corrections, such as vocational rehabilitation, alcohol detoxification, welfare services, child guidance, mental health clinics, employment services and legal aid. Special emphasis placed on how these services relate to the offender once he has been released.

CORR 226 Correctional Administration (3 + 0) 3 Credits
Study of human management as applied in the field of corrections. Topics to be studied will include personnel, budgeting, inter-agency coordination, supervising and program planning. Each student constructs an organization chart for a model prison and functional charts for various departments within a prison.

CORR 227 Law and Corrections (3 + 0) 3 Credits
Study of Alaskan and national laws that relate to corrections. Brief survey of court procedures as they relate to the offender.

LAW S 112 Civil Procedure (3 + 0) 3 Credits
Study of the subject matter jurisdiction of courts; problems of choice between Federal and State law; venue; personal and in rem jurisdiction; the various types of pleadings in civil actions including the complaint; answer and reply; joinder of parties and claims; class actions; discovery; motion practice; trial and appeal.

LAW S/PA/CORR 254 Procedural Law (Criminal Procedure) (3 + 0) 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 Federal and Alaska State Constitutions. Concentration on the law of arrest, search and seizure, wiretapping, electronic surveillance, the exclusionary rule, interrogations and confessions, line-ups and other pre-trial identification procedures, right to counsel, trial by jury, entrapment and double jeopardy. Study of cases decided by the U.S. Supreme Court and the Alaska Supreme Court along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.

LAW S/PA/CORR 252 Substantive Criminal Law (3 + 0) 3 Credits
A study of the elements, purposes, and functions of the substantive criminal law. Casebook study of the general law of crimes and defenses. Concentration on Alaska cases and statutes in the Alaska Criminal Code.

PA/CORR 250 Development of Law (3 + 0) 3 Credits
Study of underlying philosophy, development and structure of law with emphasis on law system of United States and Alaska. Includes "Civil" precedents of such Constitutional provisions as "due proc-

ess" and "Equal protection" in the United States Bill of Rights, criticisms of law; review of native law ways; procedures for changing law. Prerequisite: PA/CORR/110.

PA/CORR 251 Criminology (3 + 0) 3 Credits
Survey of various philosophies, functions, and methods of social control with emphasis on role of law and those involved in its administration — police, courts, and corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society.

PA/LAW S 255 Criminal Investigation (3 + 0) 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.

PA 257 Traffic Safety (3 + 0) 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.

PA/CORR/LAW S 258 Juveniles and the Law (3 + 0) 3 Credits
The role of agencies under the law in regard to juveniles with special attention to the role of law enforcement. Both theoretical and practical aspects will be studied.

PA 259 Administrative Concepts (3 + 0) 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.

CORR/LAW S 285 Rights of Offenders (3 + 0) 3 Credits
A study of cases in which prisoners' rights have been defended, including parole, post release disabilities, rehabilitation, and jail conditions.

CORR 291 Counseling Techniques in Corrections (3 + 0) 3 Credits
Study of group and individual counseling techniques, contributions and limitations of the paraprofessional, practical application in correctional settings, combating offender attitudes and peer pressures.

PA/CORR/LAW S 293 Special Topics (3 + 0) 3 Credits
Various topics are studied in depth by creating a special course encompassing one specific aspect of law enforcement. The variable credit counts toward elective credit requirements.

CORR 295 Drugs and Alcohol-Related Problems (3 + 0) 3 Credits
Study of the latest legislation on drugs and alcohol as it relates to the offender. Discussion of treatment methods and withdrawal symptoms.

PA 262 Police Interrelationships (3 + 0) 3 Credits
A study of the police vocation as it affects an officer's spouse, family, supervisory relations, and community relations.

LAW S 101 Introduction to Law (3 + 0) 3 Credits
Course is designed to familiarize students with the legal processes in a democratic society and to enable students to conduct basic legal research.

LAW S 111 Torts (3 + 0) 3 Credits
Study of the fundamental principles of the law of torts. Survey of legal pleadings used in commencing tort claims in court actions. Research assignments in which students investigate sample tort claims.

LAW S 113 Constitutional Law (3 + 0) 3 Credits
Study of the powers of the Federal Government, including the judicial, legislative, and executive branches. Study of State and Federal

limitations, constitutional limitations on the exercise of governmental power, first amendment freedoms, equal protection clause, and due process.

LAW S 114 Environmental Law (3 + 0) 3 Credits
Course will familiarize students with concepts in ecology, environmental policy — the courts and legislatures, solid wastes and recycling, air noise, and water pollution, and public rights and remedies.

LAW S 115 Contracts (3 + 0) 3 Credits
Law related to the formation of a contract including the offering, acceptance, and consideration; defenses to the formation and enforcement of contracts, performance of contracts; excuse discharge and damages.

LAW S 220 Practicum: Field Practice (3 + 0) 3 Credits
Practical experience within a specific law agency, under the guidance of a field supervisor. Collecting and interpreting client information. Learning administration procedures within the agencies. Practice in investigative techniques.

LAW S 224 Legal Research (3 + 0) 3 Credits
In-depth investigation into various concepts and theories in connection with individual problem areas in law-related fields.

LAW S 226 Consumer Protection Law (3 + 0) 3 Credits
Survey of the legal aspects of business problems, basic principles, institutions, and administration law. Law of sales as related to the consumer, with particular emphasis on recent legal acts such as the Consumer Protection Act.

LAW S 227 Probate (3 + 0) 3 Credits
The Uniform Probate Code as adopted in Alaska; the Substantive Law; rights of spouse and family; probate procedure; formal testacy; the personal representative and supervised administration; distribution; non-profit transfers.

LAW S 230 Domestic Relations (3 + 0) 3 Credits
The law relating to marriage and divorce, support and property rights, adoption, guardianship, and abortion.

Law Science

(SEE JUSTICE-RELATED)

Library Science

LS 101 Library Skills 1 Credit
An independent study course in college library skills and some resources and facilities common to academic libraries in general and to the University Library in particular. No class sessions are held; the student works at his individual rate and on his own time schedule.

Linguistics

LING 101 The Nature of Language (3 + 0) 3 Credits
A beginning course in the study of language. An introduction to the systematic analysis of human language and the description of its grammatical structure, distribution, and diversity.

Mathematics

MATH 054 Pre-Algebra (3 + 0) 3 Credits
Basic concepts of prealgebra mathematics. Whole numbers and operations on whole numbers, squares, square roots, exponents, fractions and operations on fractions, decimals and operations on decimals, percents, interest, negative numbers, proportions and ratios. Basic skills are stressed to prepare the student for algebra.

MATH 055 Elementary Algebra (3 + 0) 3 Credits
A beginning course, designed to introduce the basic concepts of algebra, for students whose background is very weak. Includes operations with signed numbers, evaluation of literal expressions, simplifying algebraic expressions, solution of equations, identities, word problems, manipulation of exponents, basic operations with polynomials, factoring and special products, basic operations with algebraic fractions, basic Cartesian graphing, manipulation of radicals, solution of quadratic equations and, time permitting, elementary systems of equations, and an introduction to sets. Prerequisites: none.

MATH 103 3 Credits
MATH 104 Concepts of Mathematics (3 + 0) 3 Credits

A cultural sequence for students requiring or desiring a year's sequence in mathematics or a single semester in mathematics. Designed to acquaint students who have a limited mathematical background with mathematical thought and history, it emphasizes mathematical reasoning rather than formal manipulation. This course exposes the non-math student to the diversity of topics in mathematics and, through this exposure, teacher correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, set theory, topology, algebra, and analysis. An ideal course for education majors, particularly elementary education majors. Math 104 may be taken without having taken Math 103. Prerequisites: none.

MATH 105 Intermediate Algebra (3 + 0) 3 Credits

A course which presumes that the student has a solid foundation in elementary algebra, and then extends the student's ability to perform algebraic manipulations. The course is designed to develop the student's algebra skills to the level where they can be used in other disciplines (chemistry, surveying, etc.) and to prepare students to take college algebra. Includes sets, operations with signed numbers, properties of the real numbers, a review of manipulation of exponents and radicals, solution of first degree equations and inequalities, word problems, fundamental operations with polynomials, factoring and special products, basic operations with algebraic fractions, intermediate manipulation of exponents and radicals, functions, Cartesian graphing of equations and inequalities, solution of intermediate-level quadratic equations and inequalities, systems of equations and, if time permits, elementary determinants and Cramer's Rule. Prerequisite: Completion of one year of high school algebra with a grade of "C" or better, or Math 055 or equivalent.

MATH 106 College Algebra and Trigonometry (6 + 0) 6 Credits

The most advanced pre-calculus algebra course, combined with plane trigonometry. The course is designed to develop sophisticated algebra skills for the student who already has a sound algebra background, and to provide the elements of plane trigonometry in such a fashion as to allow both applications to other disciplines and further study in mathematics. (This course is normally the prerequisite for calculus). Includes sets and number systems, fundamental operations on polynomials, manipulation of algebraic fractions, solution of linear and fractional equations and inequalities, manipulation of exponents and radicals, functions and inverse functions, Cartesian graphing of equations and inequalities, angular measure and trigonometric functions, fundamental trigonometric identities, reductions and use of tables, composite angle identities, solution of quadratic equations and inequalities, systems of equations and inequalities, determinants, Cramer's rule, graphs of trigonometric functions, complex numbers and DeMoivre's Theorem, solution of higher-degree equations, manipulation of logarithms, solution of right triangles, solution of oblique triangles, solution of trigonometric equations, inverse trigonometric functions, and, if time permits, lines and conics, matrices, mathematical induction, and the binomial theorem. Prerequisites: Completion of 2

years of high school algebra with a grade of "C" or better, or Math 105 or equivalent.

MATH 107 College Algebra (3 + 0) 3 Credits

The most advanced pre-calculus algebra course. The course is designed to develop sophisticated algebra skills for the student who already has a sound algebra background, allowing applications to other disciplines (physics, chemistry, etc.), and further study in mathematics. Includes sets and number systems, fundamental operations on polynomials, manipulation of algebraic fractions, solution of linear and fractional equations and inequalities, manipulation of exponents and radicals, functions and inverse functions, Cartesian graphing of equations and inequalities, determinants, Cramer's rule, solution of higher-degree equations, manipulation of logarithms, and, if time permits, lines and conics, matrices, mathematical induction, and the Binomial Theorem. Prerequisite: Completion of 2 years of high school algebra with a grade of "C" or better, or Math 105 or equivalent.

MATH 108 Trigonometry (3 + 0) 3 Credits

Introduction to plane trigonometry; the study of triangles and the relations between sides and angles. The course is designed for the student who is thoroughly proficient in algebra; it provides skills useful in other disciplines (physics, surveying, etc.) and the knowledge necessary for further study in mathematics (this course is normally the last one taken before Calculus I). Includes angular measure and trigonometric functions, fundamental trigonometric identities, reductions and use of tables, composite angle identities, graphs of trigonometric functions, complex numbers and De-Moivre's Theorem, solution of right triangles, solution of oblique triangles, solution of trigonometric equations, and inverse trigonometric functions. Prerequisite: Math 107 or equivalent.

NOTE: A student may receive a total of six credits for college algebra and trigonometry. A student who has completed Math 106 can not receive additional credit for Math 107 or for Math 108. A student who has completed either Math 107 or Math 108 can not receive full credit for Math 106. A student who has completed both Math 107 and Math 108 can not receive any credit for Math 106.

MATH 109 Analytic Geometry (3 + 0) 3 Credits

A course which is strongly recommended for students planning to complete the entire three semester sequence in calculus. Designed for the student who is proficient in college algebra and trigonometry, this course should provide a thorough background for the student of calculus. Includes the rectangular (Cartesian) coordinate system, the straight line, conic sections, transcendental curves, polar coordinates, parametric equations, and solid analytic geometry. Prerequisite: Completion of high school trigonometry with a grade of "C" or better, or Math 108 or equivalent.

MATH 110 Mathematics of Finance (3 + 0) 3 Credits

A course which is strongly recommended for student majoring in accounting, business, and related fields. Designed for the student with a modest mathematical background who wishes to develop skills in the application of mathematics to financial matters. Includes simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Prerequisite: Completion of 2 years of high school algebra with a grade of "C" or better, or Math 105 or permission of instructor.

MATH 121 Elementary Functions and Modern Algebra (4 + 0) 4 Credits

A course which explores the theory of mathematics beyond the level achieved in algebra courses. Designed for the student who is thoroughly proficient in algebra, and who wishes to develop additional mathematical expertise in areas other than calculus. Includes sets, logic, groups and fields, vectors, analytic geometry, relations, and functions. Prerequisite: 2 years of high school algebra with a grade of "C" or better, or Math 105.

MATH 200 Calculus I (4 + 0) 4 Credits

An introductory course in the calculus. Designed for the student who is thoroughly proficient in algebra and trigonometry, this course provides skills used in many disciplines (biology, business, physics, etc.). Includes inequalities, absolute value, relations, functions, lines, conics, graphing, techniques (both with and without the use of the derivative), limits, derivatives, continuity, theorems on differentiation, the chain rule, implicit differentiation, Theorem of the Mean, maximum and minimum problems, antiderivatives, integrals of algebraic functions, indefinite integrals, area, the midpoint rule, and, if time permits, velocity, speed, acceleration, limits at infinity, infinite limits, limits of sequences, the differential, related rates, work, fluid pressure, and approximation by differentials. Prerequisite: Completion of high school trigonometry with a grade of "C" or better, or completion of either Math 106 or both Math 107 and Math 108 or equivalent.

MATH 201 Calculus II (4 + 0) 4 Credits

This course deals with more sophisticated aspects of the calculus. It is designed for students with a solid and current background in introductory calculus and trigonometry; it will provide the tools necessary for successful completion of some 200-level courses in physics, engineering, and other disciplines, as well as preparing the student for further studies in mathematics. Includes differentiation and integration of trigonometric functions, logarithms, exponential functions, and inverse trigonometric functions, and applications thereof; derivatives and integrals of parametric equations, arc length, curvature, graphs and equations in parametric form; differentiation and integration in polar coordinates, area in polar coordinates; integration techniques, substitution, trigonometric substitutions, completing the square, integration by parts, techniques with partial fractions, and rationalizing substitutions; volumes of solids of revolution (disk and shell methods), improper integrals, arc length, area; and, if time permits, center of mass and approximate integrations. Prerequisite: Completion of Math 200 or equivalent.

MATH 202 Calculus III (4 + 0) 4 Credits

The final course in the calculus sequence. Designed for students with a complete, current knowledge of integration techniques, it will provide the mathematical tools necessary for all lower-division course work in every discipline, and is the prerequisite for all upper-division study in mathematics. Includes solid analytic geometry, the distance formula, the direction cosine, equation of a line, equation of a plane, angles, distance from a point to a plane, other systems, vectors; scalar product, dot product, cross product, vector functions and derivatives, tangents, arc lengths; infinite series, L'Hospital's rule, tests for convergent series, power series, Taylor series and Taylor series with remainder, operations on series; partial derivatives, implicit differentiation, the chain rule, directional derivatives, the gradient, higher derivatives, maximum and minimum problems; multiple integration, definitions, properties, evaluation, iterated integrals, area, double integrals in polar coordinates, surfaces, volumes, triple integrals; and, if time permits, the total differential, density, mass, moment of inertia and center of mass, and masses of solids, moments of inertia, and centers of mass. Prerequisite: Completion of Math 201 or equivalent.

Medical Assisting

MA 101 Medical Terminology I (3 + 0) 3 Credits

Study of medical terminology, including analysis of its roots, prefixes and suffixes. Anatomical, diagnostic, operative, laboratory and radiology terminology of the human body systems and selected medical specialties are studied, with emphasis on spelling and pronunciation.

MA 104 Medical Terminology II (3 + 0) 3 Credits

A continuation of MA 101.

MA 105 Medical Law and Ethics (3 + 0)**3 Credits**

A study of the ethics of medicine as outlined by the American Medical Association, and the ethical responsibilities of the medical assistant. Medical law and role of the medical assistant in prevention of lawsuits against the physician are studied, along with the related medicolegal and ethical subjects.

MA 106 Medical Office Management I (4 + 0)**4 Credits**

An introduction and orientation to the business aspects of the medical office. This course includes reception and telephone procedures, medical economics, patient psychology, public relations, orientation to the medical profession and financial records.

MA 201 Medical Office Management II (3 + 0)**3 Credits**

A continuation of M.O.M.I., the study of the business aspects of the medical office. This course includes advanced secretarial and administrative subjects. Lab projects will be assigned to enable the student to perform the various business office duties.

MA 202 Medical Transcription I**3 Credits**

A course in the machine transcribing of the physician's medical dictation. The use of dictation equipment, proper format of various medical reports, and proper transcription techniques. Discussion of the terminology and procedures dictated is included.

MA 203 Medical Transcription II (1 + 3)**3 Credits**

A continuation of MA 202, with advanced technical transcribing.

MA 205 Examining Room Procedures (3 + 2)**4 Credits**

A course in the clinical duties of the medical assistant. The care of the patient in the examining room, the use and care of medical supplies and instruments, and assisting the physician with clinical procedures. The student is given lab time to practice, in addition to lecture and theory.

MA 206 Laboratory Procedures I (3 + 2)**4 Credits**

Instruction in basic medical laboratory procedures done in the physician's office. Emphasis is on collection and handling of specimens, accuracy in performing routine tests, and knowledge of the importance of diagnostic laboratory tests.

MA 208 Medical Office Externship**10 Credits**

The student will serve as a medical assistant extern in private medical offices and clinics as final preparation for employment. Duties will be assigned and supervised by physicians and medical assistants in the office. The student will spend three full days weekly in the medical office.

Medical Laboratory Technology**MEDT 132 Introduction to Medical Laboratory Technology****2 Credits**

An introduction to the field of medical technology. Organization of hospital laboratory, certification of personnel and an overview of hematology, urinalysis, immunology and blood banking will be included.

MEDT 201 Clinical Laboratory Orientation (1 + 0)**1 Credit**

Introduction to the clinical laboratory, history and function of the American Society of Clinical Pathologists, medical ethics, laboratory safety, venipunctures, and use and care of the microscope. Prerequisites: grades of C or better in all courses of year one and permission of instructor.

MEDT 202 Clinical Chemistry (9 + 12)**13 Credits**

Laboratory techniques, studies in blood, urine and body fluid chemistries with emphasis on principles of reactions and quality control. Practical application of concentration problems and clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of instructor.

MEDT 203 Clinical Microbiology (10 + 9)**13 Credits**

Handling of specimens, Bacterial and fungal morphology and growth requirements, Media preparation, sterilization, disinfection and asepsis. Isolation, identification and sensitivity testing of pathogenic bacteria and fungi. Clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of instructor.

MEDT 205 Hematology (6 + 9)**9 Credits**

Origin and function of blood cells. Identification of normal and abnormal cells. Blood cell counting and related procedures. Study of leukemias, thalassemias, anemias and other hematologic disorders. Quality control and clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of instructor.

MEDT 206 Immunohematology (3 + 3)**4 Credits**

Organization and function of the blood bank, donor screening, blood grouping, compatibility testing, hemolytic disease of the newborn, and blood storage and shipment. Clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of the instructor.

MEDT 207 Serology (2 + 3)**3 Credits**

Basic principles of serology and immunology, techniques and tests used for the detection of immunological diseases, quality control. Clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of instructor.

MEDT 208 Urinalysis (1 + 3)**2 Credits**

Studies in normal and abnormal renal function. Routine urine chemistry and microscopic determination. Special urine chemistry procedures, quality control and clinical experience. Prerequisites: grade of C or better in MedT 201 and permission of instructor.

MEDT 292 Current Topics in Medical Technology**1 Credit**

Research and other current topics of interest in the rapidly changing field of medical technology.

Music**MUS 101****0-2V Credits****MUS 102 Anchorage Community Chorus (0 + 4)****0-2V Credits**

Performance oriented, large chorus. An established community organization for singers with the ability to read music, demonstration of secure rhythm and pitch, and acceptable vocal production. Admission by audition only.

MUS 101**0-2V Credits****MUS 102 Stage Band (0 + 4)****0-2V Credits**

Reading rehearsal and study of music adapted for the big band sound. Infrequent performance. Admission by audition only.

MUS 101**0-2V Credits****MUS 102 Chamber Orchestra (0 + 4)****0-2V Credits**

Organization geared toward both performance and reading of chamber orchestra literature. Admission open to instrumentalists on the intermediate to advanced levels.

MUS 101**0-2V Credits****MUS 102 Show Choir (0 + 4)****0-2V Credits**

A performance group. Participants must have skills in pitch control, rhythmic distinction, music reading, phrasing, body movement, and vocal production. The literature to be performed will include pop choral and some original works. Admission by audition only. (Ages 16-22 preferred)

MUS 103 Music Fundamentals I (3 + 0)**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.

MUS 104 Music Fundamentals II (3 + 0) 3 Credits

A general study of harmony designed for non-majors or for those not prepared for MUS 131. Formation of scales and intervals; formation of chords and inversions and their use in simple harmonic progressions; some part-writing; writing and harmonizing melodic lines. Prerequisite: MUS 103 or permission of instructor.

MUS 123 Music Appreciation I (3 + 0) 3 Credits

Introduction to the historical-cultural aspects of music as an art form in the various stylistic eras, the leading figures of these eras, 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.

MUS 124 Music Appreciation II (3 + 0) 3 Credits

Continuation of MUS 123.

MUS 131 Basic Theory I (3 + 0) 3 Credits

Development of musical skills through sight-singing, ear training, dictation and keyboard harmony. Stylistic analysis of compositions of eighteenth and nineteenth century composers. Part writing of figured bass exercises and melody harmonizations. Prerequisite: MUS 103 or permission of instructor.

MUS 132 Basic Theory II (3 + 0) 3 Credits

Continuation of MUS 131. Prerequisite: MUS 131.

MUS 133 Sight-singing and Ear Training I (3 + 0) 3 Credits

Designed to develop the notational and hearing skills required for music theory courses. Course content is divided into four sections: intervals, melody, rhythm, and chords. Prerequisite: Knowledge of Music Fundamentals.

MUS 134 Sight-singing and Ear Training II (3 + 0) 3 Credits

Continuation of MUS 133.

MUS 140 Beginning Guitar I (2 + 0) 2 Credits

First semester course for those who do not read music or play a guitar. Covers notereading, a dozen simple chords, and several basic folkstyle fingerpicking patterns. Guitar needed for first lesson; recommend classical guitar with nylon strings.

MUS 141 Beginning Guitar II (2 + 0) 2 Credits

Notereading continued; simple and compound time introduced. Barred chords, bass runs, hammering, and some simple (bass) instrumentals taught. Songs taught from contemporary and traditional folk music. Prerequisite: Beginning Guitar I or ability to read in the keys of C and G and their relative minor keys, to play the basic simple chords with their primary and alternate bass notes, and to play some basic fingerpicking patterns.

MUS 144 Guitar Chord Theory (2 + 0) 2 Credits

One semester theory course designed for guitar but also applicable to any stringed folk instrument where 3 or more strings can be played simultaneously. Transposition, analysis, building, and playing of chords in at least one position. Prerequisite: Must be able to read treble clef music. May be taken concurrently with MUS 141.

MUS 151 Class Lessons (0 + 2) 1 Credit**MUS 152 Class Lessons (0 + 2) 1 Credit**

Continuation of MUS 151.

MUS 154 String Instruction — Group (2 + 0) 2 Credits

Class instruction in the skill of playing classical string instruments (violin, viola, cello, bass). Prerequisite: Audition (intermediate and advanced students only).

MUS 155 Class Piano I (1 + 0) 1 Credit

Designed to teach the beginning student piano technique and music reading. Taught in lab situation.

MUS 156 Class Piano II (1 + 0) 1 Credit

Continuation of MUS 155.

MUS 157 Class Voice I (1 + 0) 1 Credit

Designed to teach basic techniques of singing, and fundamentals of music reading necessary to the singer through simple exercises.

MUS 158 Class Voice II (1 + 0) 1 Credit

Continuation of MUS 157.

MUS 161 Private Lessons 2 or 4 Credits

Students are required to confer with music staff to determine appropriate placements. Voice, Piano, Organ, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, French Horn, Trumpet, Trombone, Tuba, Percussion, Guitar and Saxophone. May be taken indefinitely by non-music majors or as preparatory division for music majors and minors. (Performance majors may enroll for 4 credits.) Private lessons are 1/2 hour in length for 2 credits, or 1 hour in length for 4 credits.

MUS 162 Private Lessons 2 or 4 Credits

Continuation of MUS 161.

MUS 201 0-2V Credits**MUS 202 Anchorage Community Chorus (0 + 4) 0-2V Credits**

Continuation of MUS 101, 102.

MUS 201 0-2V Credits**MUS 202 Stage Band (0 + 4) 0-2V Credits**

Continuation of MUS 101, 102.

MUS 201 0-2V Credits**MUS 202 Chamber Orchestra (0 + 4) 0-2V Credits**

Continuation of MUS 101, 102.

MUS 201 0-2V Credits**MUS 202 Show Choir (0 + 4) 0-2V Credits**

Continuation of MUS 101, 102.

MUS 221 History of Music I (3 + 0) 3 Credits

Music Before 1750. Prerequisite: MUS 131 or permission of instructor.

MUS 222 History of Music II (3 + 0) 3 Credits

Music Since 1750. Prerequisite: MUS 132 or permission of instructor.

MUS 231 Advanced Theory I (3 + 0) 3 Credits

Continued part writing of figured bass exercises and melody harmonizations. Study of all forms of dominant harmony plus beginning counterpoint and form and analysis. Styles of writing other than the chorale style.

MUS 232 Advanced Theory II (3 + 0) 3 Credits

Continuation of MUS 231. Prerequisite: MUS 231.

MUS 245 Intermediate Guitar I (2 + 0) 2 Credits

Develops technique and musicianship. Student is encouraged to work out his own arrangements of songs and to play moving bass line within a song. Contemporary folk songs used to introduce right hand fingerpicking styles used by professional folksingers. Prerequisites: MUS 141 and MUS 144.

MUS 246 Intermediate Guitar II (2 + 0) 2 Credits

Continuation of MUS 245.

MUS 251 Class Lessons (0 + 2) 1 Credit

Continuation of MUS 152.

MUS 252 Class Lessons (0 + 2) 1 Credit

Continuation of MUS 251.

MUS 254 String Instruction — Group (2 + 0) 2 Credits

Continuation of MUS 154.

MUS 261 Private Lessons 2 or 4 Credits

Continuation of MUS 162.

MUS 262 Private Lessons 2 or 4 Credits

Continuation of MUS 261.

MUS 272 Piano Artistry (2 + 0) 2 Credits

A study of piano technique through the use of piano literature encompassing various musical styles. The course will include individual research with some emphasis in the pedagogical aspect of piano technique.

MUS 273 Vocal Artistry (2 + 0) 2 Credits

A study of vocal and performance techniques. Includes investigation and study of vocal literature best suited for individuals at their level of accomplishment vocally. Emphasis on interpretation and diction as well as on vocal technique.

MUS/ENGL/MUS 280 Literature in Opera (3 + 0) 3 Credits

A study of drama and fiction in the opera. The original stories are compared to their adaptations in musical form. An examination of how an artist shapes material.

MUS 292 Alaska Festival of Music Workshop (1 + 0) 1 Credit

Guest artists and lecturers from the Alaska Festival of Music serve as faculty for workshops during the month of June.

Nursing Science

NS 160 Nursing in Health-Illness Continuum I (4 + 12) 8 Credits

A foundation course emphasizing basic principles and psychomotor skills utilizing nursing process. Assessment is emphasized in relation to psychosocial as well as physical status of patients.

NS 161 Nursing in Health-Illness Continuum II (4 + 12) 8 Credits

A continuation of the preceding course with emphasis placed on intervention and evaluation as the nursing process is used to assess physiological and psychological norms of all age groups including newborn, care of mother and concern for total family structure.

NS 260 Nursing in Physical and Mental Illness I (4 + 12) 8 Credits

Theoretical content and clinical experience are designed to integrate the Medical/Surgical, psychosocial and Maternal/Child concepts into nursing care of persons with physical and emotional illness.

NS 261 Nursing in Physical and Mental Illness II (4 + 12) 8 Credits

Utilization of nursing process to care for persons with maladaptive responses to physiological and psychological stress. Students will plan care and apply nursing techniques to a patient with skillful competence that involves complex patient care in a widening range illnesses, including the emotionally ill individual.

Office Occupations

OO 101 Beginning Shorthand (3 + 2) 4 Credits

Beginning symbol shorthand for secretarial students. Theory and reading practice for students who have had no training in symbol shorthand.

OO 102 Intermediate Shorthand (3 + 2) 4 Credits

Reinforces basic symbol shorthand theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: SS 101 or equivalent; SS 131, and typing ability.

OO 103 Typing I — Elementary Typewriting (2 + 2) 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.

OO 104 Typing Skill Building (0 + 2) 1 Credit

Typing drills to improve speed and/or accuracy in straight copy typing. May be repeated up to three times for additional credit. Prerequisite: SS 103 or equivalent.

OO 105 Typing II — Intermediate Typewriting (2 + 2) 3 Credits

Speed and accuracy development and application of typewriting skill to special letter problems. Prerequisite: SS 103 or one year of high school typing or equivalent.

OO 106 Typing III — Advanced Typewriting (2 + 2) 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: SS 105 or equivalent and speed of 45 words per minute.

OO 109 Magnetic Card/Selectric Typewriter (0 + 2) 1 Credit

Instruction and practice in the use of the IBM Magnetic Card Typewriter. This machine is an electric typewriter with the capacity to record signals on magnetic cards and play back automatically at rapid speeds. Prerequisites: SS 105 or equivalent and speed of 45 words per minute.

OO 110 Office Procedures (3 + 0) 3 Credits

Duties and responsibilities of the general office employee in areas such as filing, application of effective procedures and processing mail, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming.

OO 131 Comprehensive Business English (3 + 0) 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.

OO 155 Business Math/Machines (3 + 0) 3 Credits

A course integrating the concepts of business math and instructions for solving these problems with various calculating machines. Business applications include consumer credit, payroll, ratios, discounts, and interest. Student may supply own calculator or use University supplied equipment. Prerequisite: pass a qualifying exam on basic arithmetic principles.

OO 171 Business Letterwriting (1 + 0) 1 Credit

A short course covering practical guides for writing, proofing, and correcting business correspondence. Prerequisite: SS 131 or permission of instructor.

OO 200 Shorthand Skill Building (0 + 2) 1 Credit

Improvement of skill in taking and transcribing shorthand. Materials are individualized to the skill level of the student. May be repeated up to three times for additional credit. Prerequisite: SS 101 and 103 or equivalent.

OO 202 Advanced Dictation and Transcription (3 + 2) 4 Credits

Optimum speed, accuracy, technical applications and transcription are realized with emphasis on production of mailable copy. Comprehensive review is provided. Prerequisites: SS 102, 106 or equivalent.

OO 203-B Calculating Machines (0 + 2) 1 Credit

Basic operation of electronic calculators and their application in solving business problems.

OO 203-C Duplicating Machines and Executive Typewriter (0 + 2) 1 Credit

Basic operation of spirit duplicator and mimeograph processes. Introduction and practical application of the executive typewriter. Prerequisite: Intermediate typewriting or permission of instructor.

OO 204 Conference Reporting (3 + 2) 4 Credits

Speed maintenance. Emphasis on conference reporting, verbatim and summary transcripts, and editing techniques. Comprehensive review is provided. Prerequisites: SS 105, SS 131, SS 102 or equivalent, or by permission of the instructor.

OO 207 Machine Transcription**1-3V Credits**

Transcription training with emphasis on mailable copies, speed of transcription, meeting deadlines, and working under pressure. Prerequisite: SS 105 or ability to type 45 words a minute, and SS 131.

OO 209 Human Relations in the Office (3 + 0)**3 Credits**

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

OO 210 Secretarial Procedures (3 + 0)**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.

OO 231 Business Communications (3 + 0)**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: SS 131. Typing ability.

OO/HE 218 Clothing Selection/Career Image Development (2 + 0)**2 Credits**

Sociological, psychological, economic, and aesthetic aspects of clothing selection; wardrobe planning; and buying guides for the selection of wearing apparel. A personal analysis of figure, posture, social characteristics, color and line. Personality building and grooming.

OO 216 Professional Legal Secretary (3 + 0)**3 Credits**

Civil procedure in the state and federal courts, criminal procedure, appeals, probate, corporate, and real estate. Emphasis on court rules and requirements, legal stylization, and legal vocabulary. Use of Alaska Rules and Alaska Statutes. Prerequisites: SS 215 or legal work experience.

OO 215 Legal Office Procedures (3 + 0)**3 Credits**

Duties and responsibilities of the legal secretary in the law office and in the preparation of client and court documents. Emphasis on stylization of legal papers and legal vocabulary. Prerequisites: SS 105 or equivalent and speed of 45 words per minute.

OO 214 Legal Machine Transcription (0 + 1)**1 Credit**

Machine transcription of client and court documents prepared in the law office. Students who have not had legal office experience should complete this course before enrolling in SS 216. Prerequisite: permission of instructor.

OO 299 Office Practicum**1-6 Credits**

The student is placed in a business office which is related to her educational program and occupational objective for the required number of hours a week. Additional time will be spent in seminar with the coordinator. Prerequisite: permission of instructor.

Paramedical Technology**PMed 101 Paramedic Concepts and Techniques (20 + 0)****7 Credits**

Taught by physicians, this class focuses on the theory of emergency medicine. Cardiology will be stressed as well as full drug involvement in the emergency field situations.

PMed 102 Paramedic Laboratory (0 + 30)**3 Credits**

The lab sessions will be supervised by physicians and nurses in the teaching hospitals and labs. The labs will strengthen the medic's knowledge and start to give him practical experience in the field of para-medicine. The hospitals in the Anchorage area will serve as a teaching environment for the majority of these sessions.

PMed 103 Paramedic Paacticum (0 + 26)**12 Credits**

During the course of this training, a paramedic student will participate in one of the following:

1. As a scheduled observer on the paramedic unit;
2. As a scheduled observer and participant in the emergency room;
3. As an intern on the paramedic unit.

The relationship of observation to participation, of course, changes as the paramedic becomes more experienced. It is during slack hours in the emergency room or on the vehicle when the paramedic student is expected to participate in other activities available to him with the hospital system. The paramedic notes his experiences in his personal experience record and submits it at the end of the course, and it becomes a permanent part of his record.

PMed 104 Paramedic Internship (0 + 18)**8 Credits**

During the formal portion of the course, the paramedic is introduced to a wide range of topics through standard educational modalities. Under careful supervision of experienced paramedics or physicians, the student puts into practice the knowledge and skills acquired in the formal course. He responds in the routine calls of the paramedic unit which provides an opportunity for teaching with relevant case material as well as evaluation under the stress of actual working conditions.

PMed 120 Emergency Medical Techniques (6 + 0)**6 Credits**

This is a National Certified Emergency Medical Technician course. The curriculum consists of practical application of advanced first aid techniques and concepts of basic life support. This course is a prerequisite for the Paramedical Technology Program.

Philosophy**PHIL 201 Introduction to Philosophy (3 + 0)****3 Credits**

Basic concepts, problems and methods, as reflected in writings of great philosophers of the Western philosophical tradition. (BA-H)

PHIL 204 Introduction to Logic (3 + 0)**3 Credits**

Principles of deductive and inductive logic and informal fallacies.

PHIL 210 The Philosophy of Love (3 + 0)**3 Credits**

Alienation, existential loneliness, various kinds and concepts of love. (BA-H)

PHIL 212 Introduction to Chinese Philosophy (3 + 0)**3 Credits**

The course will examine the major philosophical movements of China in historical sequence; their basic assumptions, conclusions, and methodologies.

PHIL 213 Introduction to Hindu-Buddhist**Philosophy (3 + 0)****3 Credits**

The course will examine the major philosophical movement within the Hindi-Buddhist traditions; their basic assumptions, conclusions and methodologies will be discussed.

PHIL 215 Man and Values (3 + 0)**3 Credits**

An introductory survey of the most influential accounts of the human condition and human nature and the value systems which they give rise to in our time such as Christianity, Marxism, Freudianism, Capitalism, Behaviorism. (BA-H)

PHIL/ENGL 271 Existentialism (3 + 0)**3 Credits**

An in-depth review of the major Philosophical and Literary expressions of the Existentialist movement, which dominates much of the philosophy, theatre, theology, literature and psychotherapy of our time. Figures studied include Kierkegaard, Nietzsche, Dostoevsky, Kafka, Marcel, Buber, Heidegger, Camus, Sartre, and Tillich. Prerequisite: Engl 111 or Phil 201.

Physical Education**PE 100 Physical Education Activities and Instruction****1 Credit**

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

PE 105 Outdoor School I**3 Credits**

This course will cover the basic techniques for traveling in the mountains. The course will cover clothing, boots, food and basic essentials to travel safely and warmly in the mountains. This course, in addition, will cover the use of climbing rope, ice axe and other specialized equipment. The course will cover non-technical climbing.

PE 205 Outdoor School II Intermediate**Mountaineering****3 Credits**

It will be assumed that students in this course understand the basics of mountaineering. The students will begin where PE 105 left off. Steep snow slopes will be climbed, the use of the rope to prevent serious falls will be taught. The students will climb on glaciers and learn how to find routes up glaciers safely, how to climb ice slopes, how to camp on a glacier and stay comfortable. The students will receive training in getting out of crevasses and how to use the ice axe to climb steep ice slopes. Snow caves will be built and expedition techniques will be discussed.

PE 210 Water Safety**1 Credit**

The course includes a review of courses the instructor is eligible to teach, teaching methods relative to those courses, general teaching methods, practice teaching and review and practice of the students' swimming and lifesaving skills. The student must be 17 years of age, and possess a current Senior Life Saving or Advanced Life Saving Certificate from the American Red Cross or the equivalent from the YMCA.

PE 247 Basic Survival, Northern Latitude (2 + 3)**3 Credits**

Knowledge of basic survival techniques and acquisition of survival skills needed to survive in northern latitudes (about 50 N). A field trip will be used to gain experience and confidence in survival skills, minimum 3 days and two nights under survival conditions. Student will also acquire a Standard First Aid and Personal Safety Card. A preview of Alaskan geography and identification of plants, trees, and situations specific to Alaskan survival.

Physics**PHYS 103 College Physics I (3 + 3)****4 Credits**

Classical mechanics and thermodynamics. Prerequisites: high school algebra and geometry. Trigonometry useful.

PHYS 104 College Physics II (3 + 3)**4 Credits**

Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: high school algebra and geometry, trigonometry of Phys 103.

PHYS 105 University Physics I (3 + 3)**4 Credits**

Classical mechanics and thermodynamics with some calculus used. Co-requisite: Math 200.

PHYS 106 University Physics II (3 + 3)**4 Credits**

Electricity, magnetism, optics, and an introduction to modern physics with some calculus used. Prerequisites: Math 200 and Phys 105.

PHYS 211 General Physics I (3 + 3)**4 Credits**

Calculus based course covering mainly classical mechanics (statics and dynamics) and some thermodynamics. Prerequisites: Math 200 and one of Phys 103, Phys 105 or ES 111.

PHYS 212 General Physics II (3 + 3)**4 Credits**

Calculus based course emphasizing simple electromagnetic theory, geometrical and simple physical optics, and selected topics in modern physics. Prerequisites: Phys 211 and Math 201 and one of Phys 104, Phys 106, or ES 112.

Police Administration

(SEE JUSTICE-RELATED)

Political Science**PS 101 Introduction to American Government****3 Credits**

A survey of American government and politics which tries to understand how public policy is made. Attention is given to the Constitution, executive, courts, political parties, interest groups and the citizen.

PS 102 Introduction to Politics**3 Credits**

Study of the discipline of political science, its focus, its concept and its methods. Special attention is given to the analysis of how people organize, act and resolve their conflicts.

PS 201 Comparative Politics: The Political Process**3 Credits**

Analysis of the major concepts and approaches to the understanding of other countries. Illustrative case studies will be drawn from a variety of nations.

PS 202 Comparative Politics: Contemporary Ideologies**3 Credits**

Examines contemporary political doctrines and their patterns of political action. Styles of thought presented include Liberalism, Socialism, Fascism, Communism and developmental theory.

PS 211 State and Local Government**3 Credits**

A study of the relationships of national, state and local governments, with special emphasis on Alaska. Subjects covered are topical, e.g., civil rights, violence, environmental issues, economic development, and institutional e.g., executives, city and state legislatures.

PS 221 Introduction to World Politics**3 Credits**

An introduction to the basic factors in international relations, including the territorial state, nationalism, international organizations and their purposes, international law, and the development of national interests and national policy.

PS 231 Introduction to Alaskan Government**3 Credits**

A general survey of the Alaskan political system, including the Alaskan Constitution and its origins, the structure and functions of government in Alaska, political processes, and public policy.

PS 232 Selected Topics in Alaskan Government**3 Credits**

Seminar in topics of current or continuing concern to Alaskans in the areas of political issues or public policies. Prerequisite: PS 231 or permission of instructor.

PS 241 Selected Topics in Contemporary Public Policy**3 Credits**

Seminar in contemporary public policies, selected from local, state, national, and international levels of government.

PS 251 Administrative Concepts**3 Credits**

An introduction to the processes of public administration in the American political system. The course includes principles or organizational dynamics, policy planning and decision making at the federal, state and local levels. Prerequisite: PS 101 or permission of instructor.

Practical Nursing**PNE 051 Vocational Adjustment I (3 + 0)****3 Credits****40 hrs theory**

This course is to introduce students to the discipline of nursing and the student expectations for adopting the practical nurse role. Assistance is provided to identify personal and vocational goals and responsibilities, the communications process, and principles for promoting mental health.

PNE 053 Nursing care of Medical-Surgical Patient I**(2 + 6)****4 Credits****28 hrs theory****84 hrs clinical**

The student provides nursing care for patients in a relatively simple to moderately complex nursing situation. Students plan nursing

care for the daily assignment, beginning with one patient and increasing to two, according to the student's ability and the patient's needs.

**PNE 054 Body in Health and Disease I (4 + 0) 4 Credits
64 hrs theory**

This course contributes to the student's basic understanding of the structure and function of the human body. Basic concepts of chemistry, as they relate to the life processes, and elementary principles of physics are considered. The student is gradually oriented to the clinical setting with a scientific foundation that facilitates an understanding of the rationale underlying care and cure processes.

**PNE 055 Fundamentals of Nursing I (3 + 4) 4 Credits
40 hrs theory
52 hrs lab**

The nursing process is introduced to the student as a problem solving method of patient care in non-complex situations. Nursing care that requires fundamental reason and manual skills are the primary focus. Special attention is given to the practical nurse responsibilities in the assessment and implementation phases of the nursing process.

**PNE 059 Nursing Care of the Emotionally Ill (2 + 5) 4 Credits
24 hrs theory
72 hrs clinical**

This course presents theory and practice in psychiatric nursing to increase the student's ability to establish and use a therapeutic relationship in caring for the ill. The student has the opportunity to apply these concepts and be introduced to institutional care of the emotionally ill. Prerequisite: PNE 051.

**PNE 060 Disaster Nursing (1 + 0) 1 Credit
12 hrs theory**

The areas under study are the gravity and scope of disasters which are classified as natural, war-caused, or personal. The student will gain knowledge in how to function effectively during disastrous situations; develop an understanding of mass disaster and the problems it creates; develop skills in emergency techniques in caring for the injured; and consider patient needs when involved in disasters of a personal nature.

**PNE 061 Gerontology (1 + 2) 2 Credits
16 hrs theory
30 hrs clinical**

Students are introduced to current attitudes and problems associated with the aging process. Various individual coping mechanisms are examined as well as the resources available in the community.

**PNE 62 Nursing Care of Children (4 + 6) 6 Credits
54 hrs theory
90 hrs clinical**

Course content and practical experience pertains to the nursing process in caring for both acute and chronically ill children with a wide variety of medical and surgical conditions. Growth and development, nutrition, immunization and safety factors are included to create an awareness of the necessity of health maintenance.

**PNE 063 Nursing Care of Mothers and Newborn (4 + 6) 6 Credits
54 hrs theory
90 hrs clinical**

Course content and practical experience pertains to the nursing process in caring for mothers during pregnancy, delivery and the post-delivery period; planning for parenthood; and mental hygiene during the pregnancy, confinement and the immediate post-delivery period. The student has limited experience in the labor and delivery room; care for patients in situations preceded by a relatively uncomplicated delivery and cares for newborn and premature infants in the nursery.

**PNE 064 Body in Health and Disease II (2 + 0) 2 Credits
28 hrs theory**

This course is an introduction to conditions of illness as manifested in specific body systems. Nursing care is developed from the problem oriented approach. Prerequisite: PNE 054.

**PNE 066 Fundamentals of Nursing II (3 + 0) 3 Credits
44 hrs theory**

The nursing process is reinforced for the student as a problem solving method for patient care situations of increasing complexity. Nursing care that requires a combination of fundamental skills are the primary focus and the implementation of this care will be possible through the use of nursing process. Special attention is given to the unique role of the practical nurse in the assessment and implementation phases of the nursing process. Prerequisite: PNE 055.

**PNE 072 Vocational Adjustments II (2 + 0) 2 Credits
24 hrs theory**

This course is designed to assist the student practical nurse to prepare for the responsibility of a licensed practical nurse as an effective member of the nursing team. The legal implications and limitations of the LPN are reviewed. An overview of the history of nursing and current trends is included.

**PNE 073 Administration of Medications (1 + 3) 2 Credits
8 hrs theory
42 hrs clinical**

This course provides knowledge basic to the safe and accurate administration of medications. The student is provided with limited experience in drug administration under the direct supervision of an instructor.

**PNE 075 Nursing Care of the Medical-Surgical Patient II (2 + 7) 4 Credits
24 hrs theory
108 hrs clinical**

Students obtain practical experience in utilizing the nursing process in caring for patients who may be acutely but not critically ill with various pathophysiological problems. One week of experience in the postoperative recovery room is included. Prerequisite: PNE 053.

**PNE 077 Body in Health and Disease III (2 + 0) 2 Credits
30 hrs theory**

The course completes the conditions of illness as manifested in specific body systems not included in PNE 064. Prerequisite: PNE 064.

**PNE 094 Pharmacology (1 + 0) 1 Credit
12 hrs theory**

Course content presents data about individual drugs of each major family and the effects of these drugs. Nursing implications and responsibilities are considered.

**PNE/HE 100 Science of Nutrition (2 + 0) 2 Credits
24 hrs theory**

The fundamentals of nutrition as a science and a practice are included with particular emphasis on application to nursing and the health professions. The relationship of food to the function of various body systems, the economic social and political aspects of the food supply and practical application of food selection and purchasing are discussed. An introduction to principles of diet therapy is included in this course.

Psychology

PSY 101 Introduction to Psychology I (3 + 0) 3 Credits

An introduction to the fundamentals of general psychology and human behavior. Topics included are: overview of field, physiology, genetics, learning, memory, language, emotions, motivation, and

personality. THIS IS THE FIRST HALF OF A TWO-SEMESTER SURVEY.

PSY 102 Introduction to Psychology II (3 + 0) 3 Credits

A continuation of the survey of general psychology and human behavior. Topics included are: developmental sensation perception, abnormal behavior, clinical (therapy), social psychology, intelligence and personality testing, and statistics. Prerequisite: Psy 101.

PSY 150 Human Development (3 + 0) 3 Credits

An introductory overview of the various aspects of development and changes which occur throughout a person's life span. Covers prenatal period; infancy; early and middle childhood; adolescence; early, middle and late adulthood.

PSY 153 Human Relations (3 + 0) 3 Credits

An exploration of feelings, attitudes and behaviors affecting interpersonal relationships in all areas of life, with an emphasis upon in-class experience designed to increase self-awareness, build self-esteem and enhance relationship skills.

PSY 169 Human Sexuality (3 + 0) 3 Credits

Introduction to topics concerning human sexual functioning. These include the physiology, psychology, sociology, philosophy, and morality of human sexuality practices and of love.

PSY 170 Rational Living (3 + 0) 3 Credits

Rational-emotive-therapy, general semantics, decision making, communication theory, etc., are studied. Goals are (1) to better understand how a person creates neurotic emotions and blocks effective behavior, and (2) to examine styles of ongoing daily "self-counseling."

PSY 202 Psychology of Adjustment (3 + 0) 3 Credits

Application of psychological principles to the student's everyday life. The student will learn to analyze her-his reactions to stress and life style adjustment patterns, and how to change her/his behavior. Another emphasis of the course will be on the variety of ways people cope with stress, how to lower stress, and what are the most adaptive ways of coping with what life brings. Prerequisites: Psy 101, 102.

PSY 223 Introduction to Counseling for Paraprofessionals (3 + 0) 3 Credits

Introduction to the fundamentals and theoretical constructs of counseling which are applicable to effective interpersonal interactions. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication.

PSY 244 Early Childhood Development (3 + 0) 3 Credits

This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor; social/emotional; and linguistic/intellectual. In addition, students visit Early Childhood programs in the community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults. Although this course is required for students in the Early Childhood Development Program, it is open to all students wanting a deeper knowledge and understanding of Early Childhood Development.

PSY 245 Child Development (3 + 0) 3 Credits

A study of the physical, emotional, cognitive and social aspects of a child's development from the prenatal period to the beginning of adolescence. Theoretical view of development and the effects of genetics, the environment and socialization are included. Prerequisites: Psy 101, 102.

PSY 246 Adolescence 3 Credits

Intellectual, emotional, social and physical development patterns during the adolescent years. Prerequisites: Psy 101, 102.

PSY 251 Introductory Statistics for Behavioral Sciences (3 + 0) 3 Credits

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. Prerequisite: 6 hours of Psychology, Sociology or Behavioral Science.

PSY 261 Introduction to Experimental Psychology (3 + 0) 3 Credits

Introduction to and laboratory application of the experimental methods to some problems of psychology using both human and animal subjects. Prerequisites: Psy 101, 102.

Russian

RUSS 101 Elementary Russian I (5 + 0) 5 Credits

Beginning language intended for students with no knowledge of Russian at all. Nearly all class time is used for conversation. Students learn the alphabet and to speak and write simply in present and past tense on everyday subjects.

Russ 102 Elementary Russian II (5 + 0) 5 Credits

For students who have taken RUSS 101 or 1 year of high school Russian. Students begin to read very short stories. Class time is used for conversation. Students learn to use Russian verb system by speaking and writing about Soviet life.

RUSS 105 3 Credits

RUSS 205 Russian Language and Culture (3 + 0) 3 Credits

Individualized reading, speaking, and listening projects relative to Russian culture. All work is done in the Russian language. Prerequisite: RUSS 102 or permission of instructor.

RUSS 113 Russian for Tourists (3 + 0) 3 Credits

Basic language and culture for students with no background in Russian who are interested in travel abroad.

RUSS 201 Intermediate Russian (4 + 0) 4 Credits

For students who have taken RUSS 102 or 2 years of high school Russian. All time in class is used for conversation. The Russian case system is learned as students continue to read short stories and speak about common Soviet subjects.

RUSS 202 Intermediate Russian (4 + 0) 4 Credits

For students who have taken RUSS 201 or 3 years of high school Russian. Vocabulary is increased and grammar reviewed by reading, speaking, and writing about Soviet life. All in-class time is used for conversation.

Sociology

SOC 101 Introduction to Sociology (3 + 0) 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.

SOC 102 Introduction to Sociology (3 + 0) 3 Credits

Expansion of sociological concepts introduced in SOC 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: SOC 101 or permission of instructor.

SOC/SWK 106 Introduction to Social Welfare (3 + 0) 3 Credits

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. Prerequisite: SOC 101.

SOC 121 Functional Approach to the Treatment of Alcoholism**3 Credits**

Covers the many types of basic knowledge and skills required of the individual entering the field of alcoholism and other addictions. Designed to give the student an understanding of the many phases of alcoholism and other addictions and will deal with specifics such as counseling, referral, vocational guidance, and problems in sobriety.

SOC 122 Socio-Cultural Aspects of Chemical Dependency (3 + 0)**3 Credits**

Deals with the social and cultural aspects of chemical dependence — alcohol and other drugs. The unique problems peculiar to Alaska and the diverse racial and ethnic groups will be considered.

SOC 201 Social Problems (3 + 0)**3 Credits**

Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies. Prerequisite: SOC 101.

SOC 202 Social Organization (3 + 0)**3 Credits**

An examination of attempts by human societies to regulate and organize behavior; a study of the variety and nature of organizational forms.

SOC 203 Juvenile Delinquency (3 + 0)**3 Credits**

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. Prerequisites: SOC 101, 102.

SOC 207 Population and Ecology (3 + 0)**3 Credits**

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. Prerequisites: SOC 101, 102.

SOC 215 Race Relations (3 + 0)**3 Credits**

An analytic approach to variations in subculture norms and values, communication difficulties, and emergent identities and selfimages of minority groups in America. Problems of transcultural adjustments, the change of social, economic, and political status of minority groups. Prerequisites: SOC 101, 102.

SOC 242 The Family (3 + 0)**3 Credits**

A study of the contemporary patterns of marriage and family relationships in the US. 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. Prerequisite: SOC 101 recommended.

SOC 244 Volunteers — Recruitment, Training and Management**3 Credits**

Will provide knowledge relevant to role of volunteers and agency — how to recruit, select, train and use volunteers and evaluation and recognition of volunteers and volunteers to agency staff will be considered.

SOC/PSY 246 Adolescence (3 + 0)**3 Credits**

Intellectual, emotional, social and physical development patterns during the adolescent years. Prerequisites: PSY 101, 102.

SOC 251 Introductory Statistics for Behavioral Sciences (3 + 0)**3 Credits**

Introduction to the basic concepts, purposes, and procedures of statistics. Areas of study include: data reduction; descriptive measures for group data; inferential measures for single groups and between group means; probability; measures of association; and correlation and regression analysis.

SOC 252 Introduction to Social Research (3 + 0)**3 Credits**

Introductory research methods, including definition of research problems, development of hypotheses, experimental and non-experimental research design, sampling, data collection and analysis. Students are expected to participate in various field exercises and to develop critical capacities for evaluating research studies. Prerequisite: SOC 101.

SOC 261 Introduction to Social Work Practices (3 + 0)**3 Credits**

Identification and development of basic personal and interpersonal skills required by social workers; skills and techniques of observing, recording and reporting; basic principles of interviewing; professional social work values and ethics. Prerequisite: SOC 106 or permission of instructor.

SOC 262 Social Work Methods and Practice (3 + 8)**6 Credits**

Builds on skills, principles and techniques in SOC 261 and introduces student to basic social work methods; social casework, social group work and community organization; field experience in community social agencies takes place concurrently with classroom work. Prerequisite: SOC 261 or permission of instructor.

SOC 264 Chemical Dependency Practice and Methods (3 + 8)**6 Credits**

Builds on skills, principles and techniques in SOC 261 and introduces student to basic social work methods; social casework, social group work and community organization; field experience in community social agencies takes place concurrently with classroom work. Prerequisite: SOC 261 or permission of instructor.

Spanish

All Spanish classes are taught in Spanish. Practical conversation is stressed. Grammar is learned and practiced orally.

SPAN 101 First Semester Spanish**5 Credits**

For students with no background in Spanish. Students will learn to speak in the present tense and to read and write simple paragraphs. Use of language laboratory is required outside of class time.

SPAN 102 Second Semester Spanish**5 Credits**

For students who have taken Span 101 or one year of high school Spanish, or have lived abroad enough to learn to speak simply in the present tense. In this class students will learn to speak in the past tense. There will be simple one or two page readings on current topics of interest. Use of language laboratory is required outside of class time.

SPAN 113 Spanish for Tourists**3 Credits**

For students with no background in Spanish who wish to learn some useful phrases and basic language. Cultural and travel information on Spain and Latin America is presented.

SPAN 201 Third Semester Spanish**4 Credits**

For students who have taken Span 101 and 102, or two years of high school Spanish, or who can speak a fair amount of Spanish in the present and past tense. In this class students will learn the remaining tenses (future, conditional, subjunctive) and will read, discuss and write more complex material about current issues. Use of language laboratory is required outside of class time.

SPAN 202 Fourth Semester Spanish**4 Credits**

For students who have taken Spanish 201, or three years of high school Spanish, or who can speak Spanish comfortably though not perfectly. Students will learn the finer points of language such as using the subjunctive, passive constructions and command forms, as well as how to read and discuss short stories and factual material. Use of language laboratory is required outside of class time.

SPAN 291 Seminar in Individualized Instruction**1 Credit**

For students with at least one year background in Spanish who wish to do independent supplemental work under the supervision

of the instructor. May include working as a classroom aide. May be repeated for credit when topic varies.

Speech

SPCH 101 Business Communications 3 Credits

An examination of barriers to spoken and written communication, the art of listening, outlining and arranging material, and body and voice usage in communications.

Includes an examination of verbal responsibilities dealing with the information exchange and the group type communication experience.

Also includes an examination of the three essential steps in obtaining a job: The resume, the letter of application, the job interview.

SPCH 111 Fundamentals of Oral Communication 3 Credit

This class is a study of talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing and arranging ideas, exchanging thoughts, opinions and information, along with understanding and using the English language will be stressed. Each student will have opportunities to practice speaking/listening skills through participating in group activities and by giving individual speeches.

SPCH 120 Debate and Deliberation 3 Credits

Learning to understand and to discuss controversial topics is the basis for this course. Students will find facts and organize ideas which relate to and support one-side of a current controversial topic. Classroom experience will include presenting before a classroom audience and making decisions based on factual presentations and logic.

SPCH 201 Debate Practicum 1-3 Credits

Organizing issues and further training for practical debate situations will be pursued. Participation in an organization using debate principles is required. Students wishing to take this course along with Spch 351 may enroll in the latter with permission of the instructor and may not receive more than eight units of credit for any combination of the two courses. Debate Practicum may be repeated for a maximum of six credits.

SPCH 211 Voice and Diction (Improving Your Voice) 3 Credits

Improving the tone, pitch and smoothness of your voice to develop clear speech will be practiced. Pronunciation, sound stresses and phrasing will be individually analyzed. Students will use exercises for each level of development, along with tape recording and reading aloud. Assignments and in-class drill will give the student tools with which to improve oral expression in daily speech or performances.

SPCH 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.

SPCH 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.

SPCH 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 ex-

amined and individuals are placed in role-playing interview situations.

SPCH 237 Games People Play (3 + 0) 3 Credits

Personal and group interaction demonstrating communication techniques which will include both verbal and non-verbal experiences. This course is aimed at allowing the student to become more aware of his communicative relationships with others.

SPCH 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.

Surveying Technology

SVTEC 112 Angles, Bearings & Azimuths (2 + 2) 1 Credit

Introduction to reference lines, planes, and points of the earth. Determination of bearings and azimuths. Conversion of magnetic bearings to true bearings. Determination of angular errors and adjustment of angles. Prerequisite: None.

SVTEC 114 Surveying Trigonometry (6 + 0) 3 Credits

Introduction to plane trigonometry as it relates to surveying. Graphs of trigonometry functions. Solutions of right and oblique triangles, ratio and means. Rectangular coordinate system. Emphasis on mathematical solutions to problems encountered in surveying. Prerequisite: May be taken concurrently or previous enrollment in Math 55 or higher.

SVTEC 115 Introduction to Surveying Profession (2 + 4) 1 Credit

Introduction to various aspects of surveying as a profession, including its historical development, levels of proficiency, requirements for registrations, and professional ethics. The types of equipment the surveyor uses, field and office procedures he employs, and relationships he maintains with community agencies will be discussed. Field trips to surveying/engineering firms. Prerequisite: None.

SVTEC 116 Taping Techniques (3 + 9) 2 Credits

Introduction to methods and units of measurement used in surveying. Field applications of taping methods including corrections for calibration, temperatures, sag, tension and slope, methods of recording field measurements. Prerequisite: None.

SVTEC 117 Level Instrumentation (3 + 9) 2 Credits

Basic concepts in the use of the engineer's level and automatic level including rodding and notekeeping. Mathematical application to efforts of closure in level work. Field work involving differential leveling projects. Prerequisite: None.

SVTEC 119 Surveying Equipment Maintenance (2 + 2) 1 Credit

Proper handling, maintenance and repairing of survey equipment, cutting tools, two-way radio, small outboards and generator engines. Knowledge of practical skills involved in bush living. Prerequisite: None.

SVTEC 120 Field Traverse Techniques (3 + 9) 5 Credits

Basic concepts in the use of the engineer's transit and theodolite. Mathematical application to errors made in horizontal and vertical angles. Application of linear and angular measurement techniques to traverse problems. Use of compasses, transits, theodolites, steel tapes and electronic distance measuring devices to obtain surveys with specific limits of accuracy. A course designed for refinement of measuring techniques. Introduction to the U.S. Rectangular System of survey. Prerequisites: SVTEC 122 (to be taken concurrently or previous enrollment) SVTEC 116.

SVTEC 122 Traverse Computations (2 + 1) 1 Credit

A study of latitudes and departures. Adjustment of traverses by compass and transit rule. Areas by D.M.D.'s and coordinate meas-

urements. Prerequisites: SVTEC 112, SVTEC 114 or permission of the instructor.

SVTEC 123 Route Computations (2 + 1) 1 Credit
Fundamentals of computations for circular curves, vertical curves, and grades. Basic design criteria for route survey curves: Calculation of route areas and volumes. Prerequisite: SvTec 114 or permission from the instructor.

SVTEC 124 Construction Staking (2 + 6) 2 Credits
Field staking techniques for horizontal alignment and vertical control of highways, transmission lines, pipeline routes, underground utilities and building layouts. Slope staking, blue topping, grade staking, notekeeping, field computing and blueprint reading. Prerequisites: SvTec 123 (to be taken concurrently or previous enrollment), SvTEC 120 (to be taken concurrently or previous enrollment).

SVTEC 150 Cadastral Survey Practicum (0 + 4 minimum) 6 Credits
Employed four months as a survey work/study technician with a cadastral survey firm. Develop expertise with survey equipment. Familiarity with land surveying procedures. Practice in field computations in one of the following: U.S. Rectangular Surveys and their break-down into aliquot parts, retracements — rural and urban, townships — lot and block divisions, small tracts, or professional urban surveys. Field platting. Completion of standard survey report. Prerequisite: Completion of required first year courses in the Surveying Technology Program with a grade point average of 2.5 or above.

SVTEC 210 Boundary Surveys (3 + 9) 3 Credits
A study of the technical standards and procedures for accomplishment of a boundary survey. The performance and compilation of a non-rectangular boundary survey. Prerequisites: SvTec 120, 122, 211 (to be taken concurrently or previous enrollment)

SVTEC 211 Introduction to Boundary Law (3 + 0) 2 Credits
An introduction to United States Boundary Law and descriptions of real property. The history and development of boundary law in the United States with an emphasis on the U.S. Rectangular System and surveys within the Public Domain. Writing and interpreting aliquot part descriptions, and descriptions of real property by reference to a plat. Subdivision of townships and sections, and restoration of re-establishment of lost and obliterated corners. Prerequisite: Permission from the instructor.

SVTEC 212 Advanced Cadastral Computations (3 + 0) 2 Credits
Mathematical theory related to applications of advanced land surveying computations. Review and expansion of traverse adjustments. Partitioning of land. Line-line, line-art and arc-arc intersection computations. Prerequisites: SvTec 122, 123 or permission from the instructor.

SVTEC 213 Introduction to Photogrammetry (3 + 0) 2 Credits
Introduction to photogrammetric methods of surveying. Importance of ground control for photo mapping. Use of stereoscope, determination of scale; measurement of bearing distance and areas of photographs. Practical use of photos during field work on boundary surveys. Prerequisite: Permission from the instructor.

SVTEC 214 Geodetic Computations (3 + 0) 1 Credit
Mathematical theory related to the spheroid. Computations involved in acquiring geodetic latitude and longitude. Geodetic azimuth and distance from latitude and longitude. Geodetic azimuth and distance from latitude and longitude. Prerequisite: SvTec 212 (may be taken concurrently or previous enrollment), or permission from the instructor.

SVTEC 215 Alaska State Plane Coordinates (3 + 0) 1 Credit
Mathematical theory related to the Lambert and Mercator Conformal Projections. Computations involved in acquiring Alaska State

Plane Coordinates from surveying measurements. Converting from Alaska State Plane Coordinates to geodetic latitude and longitude. Prerequisite: SvTec 214 (may be taken concurrently or previous enrollment).

SVTEC 216 Surveying Computer Programming (1-1/2 + 1-1/2) 1 Credit
Introduction to computer programming techniques. Writing surveying programs on Compucorp, Wang and H.P. small computers. Prerequisite: Permission of the instructor.

SVTEC 220 Control Survey Instrumentation (2 + 6) 2 Credits
A study of field methods and equipment used for second and third order precise surveys. Reconnaissance, layout and performance of triangulation and trilateration projects. Prerequisites: SvTec 210, 212 or permission of the instructor.

SVTEC 221 Land Development Design (4 + 0) 2 Credits
The slope and function of land use planning as it relates to private and public development. Sketch designs of single family unit subdivisions, condominium subdivisions, commercial and recreational subdivisions. Prerequisite: Permission of the instructor.

SVTEC 222 Legal Principles of Surveying (4 + 0) 2 Credits
An introduction to meters and bounds descriptions and sequential title rights. Writing and interpreting metes and bounds descriptions. Study of the creation and transfer of title rights by written and unwritten means. Introduction to reversion rights and riparian rights with respect to boundaries. Prerequisite: SvTec 211, or permission of the instructor.

SVTEC 223 Celestial Surveying Observations (2 + 1) 1 Credit
An introduction to the astronomical description of the solar system, solutions of the celestial triangle, methods of determining azimuth and latitude. Direct observations of celestial bodies. Prerequisite: SvTec 114 or permission of the instructor.

SVTEC 224 Professional Urban Surveys (2 + 6) 2 Credits
Studies in the types of urban surveys by the Professional Land Surveyor. Lot retracements, plot plans, asbuilts. Recording and locating survey information from public records. Prerequisites: SvTec 210, 212, 222.

SVTEC 225 Survey Contracts & Specifications (2 + 0) 1 Credit
Procedures in preparation of cadastral contracts. Preparation of surveying specifications. Inspection of contracts. Prerequisite: Permission of the instructor.

SVTEC 226 Field Calibration of Instruments (3 + 9) 1 Credit
Theory underlying maladjustment of surveying instruments. Basic techniques and practice in field calibration of hand levels, levels, transits, and theodolites. Prerequisite: SvTec 225 or one year employment as an instrument technician.

Theatre Arts

THR 101 1-3 Credits

THR 102 Theater Practicum (1 + 3) 1-3 Credits
Participation in Drama Workshop or theatre productions as performer or technical staff member.

THR 110 Theater and Man (3 + 0) 3 Credits
Elements of drama, dramatic structure, types and styles. A study of the component parts of present day theatre, how they relate to one another and how they evolved.

THR 121 Basic Acting Techniques (2 + 2) 3 Credits
Instruction in this course consists of work in three closely related areas: movement, voice production/speech and basic acting techniques. The study begins with relaxation and awareness exercises, with emphasis on both the continuing development of voice, body, and basic acting techniques and exercises to help the student with the acting he does today.

THR 141 Basic Stagecraft (2 + 2) 3 Credits
The beginning course in technical theater. Materials of scene construction and painting and their use.

THR 201 1-3 V Credits
THR 202 Theater Practicum 1-3 V Credits

Sophomore course in Practicum. Participation in Drama Workshop or theater productions as performer or technical staff member.

THR 221 Acting I (2 + 2) 3 Credits
Characterization techniques, emphasis on physical development for the actor. A continuation of Thr 121. Prerequisites: Thr 121 or permission of the instructor.

THR 243 Beginning Scene Design (2 + 2) 3 Credits
Fundamental principles of design for the stage, including drafting, rendering and theory. Prerequisite: The 141 or permission of instructor.

THR 247 Beginning Stage Lighting (1 + 2) 2 Credits
Fundamental theory and practice of lighting the stage. Prerequisite: Thr 141 or permission of instructor.

THR 253 Beginning Costume Construction (1 + 2) 2 Credits
Basic principles of fabric selection and construction techniques for stage costumes.

THR 254 Beginning Costume Design (2 + 0) 2 Credits
Fundamentals of costume design with emphasis on beginning techniques for stage costumes.

THR 299 1-5 V Credits
Study of particular area of theater with guidance by faculty. Concentration in research or practical projects in theater. Prerequisites: sophomore standing and permission of instructor.

Welding Technology

WELD 111 Gas Welding and Cutting (2 + 6) 4 Credits
Combustion characteristics and heat values of fuelled gases, design of gas using equipment, hazards, and safety. Practice in welding with various torches. Cutting and welding with acetylene in all positions. Automatic and shapecutting machines.

WELD 112 Shielded Metal and Welding (2 + 6) 4 Credits
History, process, electrodes, and techniques for manual electrode welding. Types and electrical characteristics of power supplies. Designing for welding. Metallurgy of low carbon and low alloy steels. Welding procedures and practice on all position welding with typical electrodes on low carbon steel.

WELD 113 Welding Construction (2 + 6) 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.

WELD 114 Welding of High Strength Steels (2 + 6) 4 Credits
Metallurgy of low alloy high strength steels. Preheating, flame straightening. Welding procedures and all position welding practice on low hydrogen and on deep penetrating fast-freeze electrodes of the 6010, 7018, and 8018 types. Welding to National Code Standards.

WELD 121 Introduction to Pipe Welding (2 + 6) 4 Credits
Pipe classification by grade, size, and wall thickness, pipe joints and layout. Practice with manual electrodes on pipe, vertically down.

WELD 122 Advanced Pipe Welding (2 + 6) 4 Credits
Continuation of pipe layout, welding vertically up to ASME standard with low hydrogen and XX10 electrodes. Choice of continuation of vertical down methods.

WELD 157 Technical Blueprints (1 + 2) 2 Credits
Reading of blueprints oriented toward fabrication. Basic lines, dimensioning, symbols, and views.

WELD 161 Gas Metal Arc Welding (MIG CO 2) 4 Credits
Introduction to the welding of mild steels with the semi-automatic gas metal arc welding process, using CO2 gas shielding and continuously fed wire. Covers physics of the arc, metal transfer modes, electrical characteristics of power supplies, wire feeders, filler metal selection, equipment maintenance, depicts their cause and correction, welding variable, welding procedures, and cost calculations. Welding to National Code Standards.

WELD 162 Flux Cored Welding (2 + 4) 4 Credits
Theory and practice of cored wire welding using the self shielded flux core process. Covers physics of the arc, metal transfer, electrical characteristics of power supplies, wire feeders, and filler metal selection. Prerequisites: Weld 112 or Weld 161.

WELD 172 Physics for Welding (3 + 1) 4 Credits
Introduction to the basic concepts of science as applied to welding systems for the technician. Mechanics, electricity, magnetism, and thermodynamics as used by the welding industry.

WELD 173 Electric Welding Equipment (3 + 0) 3 Credits
Detailed study of selected electric welding equipment (power sources, wire feeders, and special control systems). Analyses and investigation of manufacturers proprietary circuitry. Supervised maintenance and trouble shooting of shop equipment. Machine installation and modification. Prerequisite: Weld 172 which may be taken concurrently.

WELD 174 Basic Tig Welding (2 + 4) 4 Credits
Tungsten inert gas (heliarc). Introduction to welding of aluminum steel, stainless, and several unusual metals of high quality argon or helium shielded tungsten arc. Automatic and manual torches. Prerequisite: Weld 111.

WELD 175 Welding Processes (3 + 0) 3 Credits
A survey of the current welding processes used in fabrication and repair work covers the advantages; limitations, applications, and cost factors of each. Shop demonstration. History and development of welding and its importance to civilization.

WELD 181 Welding Inspection (2 + 0) 2 Credits
Outline of the numerous welding inspection techniques employed in the construction and fabrication industry with special emphasis on those techniques that are in general use in Alaska. Courses designed for a person with a working knowledge of welding systems. Prerequisite: Student must have some background in welding.

WELD 183 Joining Dissimilar and Special Metals (2 + 2) 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: Weld 111 and 112 or permission of instructor.

WELD 261 Ultrasonic Testing (2 + 2) 3 Credits
The theory and application of welding inspection as applies to welding inspection, corrosion detection, and material thickness testing. Training will be accordance with ASNT TCIA, Level 1. It will be broken down to two hours lecture and two hours lab. Prerequisites: Math 105 recommended.

WELD 262 General Nondestructive Testing (2 + 2) 3 Credits
Advantages and use of dye penetrants, eddy current, magnetic particle, ultrasonic, and other diagnostic methods for quality assurance. Emphasis on welding points. Applications to plastics and composite materials and general structural inspection where appropriate. Extensive lab experience and analysis of cause of defects.

WELD 263 X-Ray and Radioisotopes, Radiography (3 + 2) 4 Credits
 X-ray and radioisotope radiation safety, survey instruments, films and image amplifier presentations, electronic read-outs, regulations. Training for industrial radiographers assistants, and management personnel responsible for radiography operations. Prerequisite: Weld 172 or permission of instructor.

WELD 282 Codes and Physical Tests (2 + 0) 2 Credits
 Survey of engineering codes for welding. Codes and destructive tests. Procedure specifications and physical tests.

WELD 285 Introduction to Welding Metallurgy (3 + 0) 3 Credits
 An introductory course in metallurgy that provides an experienced or inexperienced welding student a fundamental knowledge of metallurgy as it relates to welding. Laboratory introduction to metallurgical equipment. Prerequisite: Weld 172.

WELD 288 Automatic Welding Systems (1 + 6) 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: Weld 175 and 190 or permission of instructor.

WELD 289 Welding Metallurgy (2 + 2) 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 tests, and all other lab equipment in independent studies of critical welding problems. Prerequisite: Weld 285.

WELD 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.

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