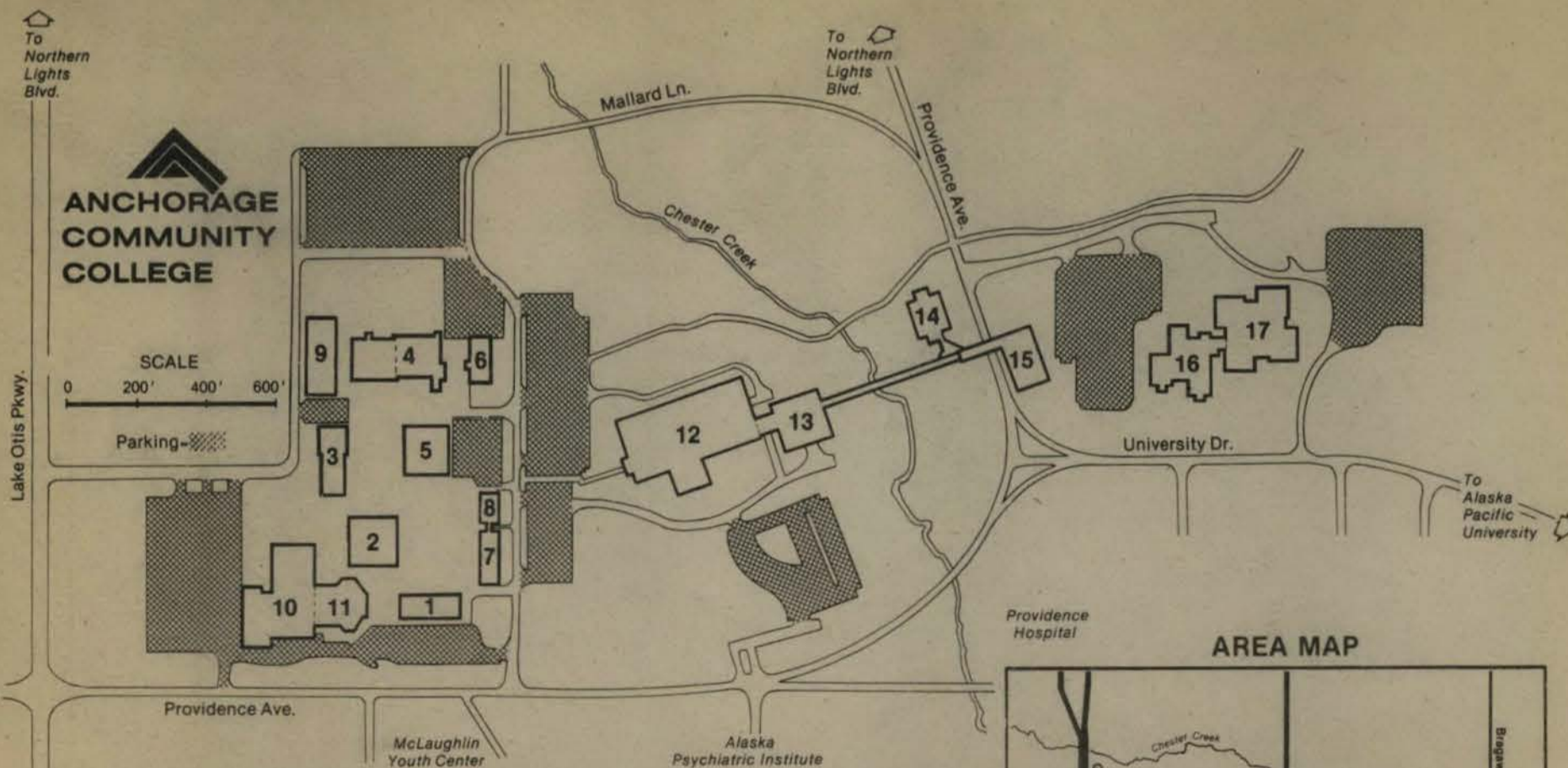




# Anchorage Community College

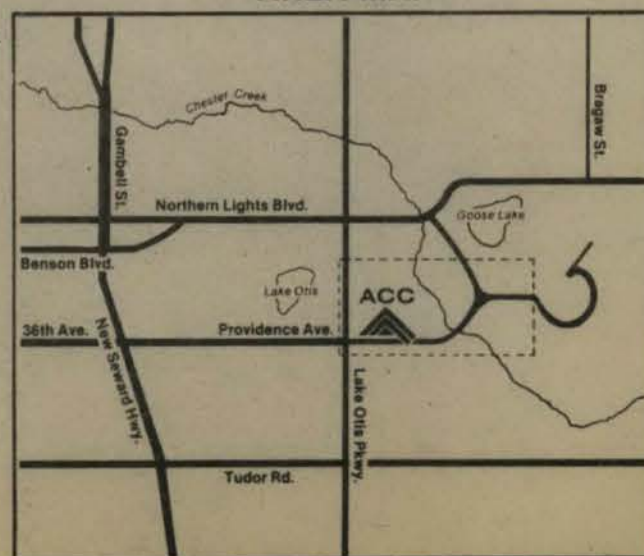
# CATALOG '82



### KEY TO USING THE CAMPUS MAP

Building	Map Key	Also Called	Building	Map Key	Also Called
A	1	Short Building	ACC/UAA Performing Arts Center	11	PAC
B	2	Monserud Building	UAA/ACC P.E. Facility	12	Sports Complex
C	3	McDonald Building	ACC/UAA Campus Center	13	Student Center
D/E	4	Hartlieb Building	UAA Classroom/Office Building	14	
F	5	Cuddy Center	UAA Health Occupations Facility	15	HOF
G	6		UAA College of Arts & Sciences	16	CAS
H	7		ACC/APU/UAA Consortium Library	17	Library
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J	9				
K	10				

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## REFUND POLICY

### Cancelled Classes

If your class is cancelled by ACC you may add another course at no cost. Any refund for which you are eligible will automatically be determined by the Anchorage Community College Accounting Office and sent to you by mail. Please allow 6 weeks for processing.

### Dropped Classes

Students must complete a drop form in order to qualify for a tuition refund. Refunds for credit classes are computed as per the following:

- 100% Refund of Tuition and lab fees prior to the third day of the semester.
- 90% Refund of Tuition only from the third day and prior to the ninth day of the semester.
- 50% Refund of Tuition only from the ninth day and prior to the sixteenth day of the semester.

**NO REFUND AFTER THE SIXTEENTH DAY OF THE SEMESTER.**

Refunds for less than semester length credit classes are prorated.

### Non-credit Classes

Students must complete a drop form in order to qualify for a non-credit fee refund.

- 100% Refund prior to first class.
- NO REFUND ALLOWED AFTER FIRST CLASS.**

### Financial Obligations:

The college reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due to the college, registration for succeeding semesters may be withheld. Registration of any student may be cancelled at any time for failure to meet installment contract payments, or financial obligations. The registration process is not completed until all fees and charges due the college have been paid.

# Calendar

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1982-1983

## Spring Semester 1982

Registration	
Continuing Students	January 11, 1982
New & Returning Students	January 12,13, 1982
SPRING SEMESTER BEGINNING DATE (Instruction)	January 18, 1982
Late Registration Begins	January 18, 1982
Last Day of Late Registration	February 5, 1982
Last Day to Add Classes	February 5, 1982
Last Day to Apply for May Diploma	February 26, 1982
Last Day to Apply For Degree	
Checklist for August Graduation	February 26, 1982
*Faculty Development Days	March 4,5, 1982
*Spring Break	April 2, 1982
Last Day to Drop Classes	April 12, 1982
SPRING SEMESTER ENDING DATE (Instruction)	May 1, 1982

## Summer Semester 1982

Registration	
Continuing Students	May 17, 1982
New & Returning Students	May 18, 1982
SUMMER SEMESTER BEGINNING DATE (Instruction)	May 24, 1982
First Six-Week Session Begins	May 24, 1982
Late Registration Begins	May 24, 1982
*Memorial Day Holiday	May 31, 1982
Last Day to Apply for August Diploma	July 2, 1982
Last Day to Apply for Degree	
Checklist for December Graduation	July 2, 1982
Last Day of Instruction for the	
First Six-Week Session	July 3, 1982
*Independence Day Holiday	July 5, 1982
Second Six-Week Session Begins	July 6, 1982
Last Day to Drop Twelve-Week	
Classes That Began May 24	July 23, 1982
SUMMER SEMESTER ENDING DATE (Instruction)	August 14, 1982

## Fall Semester 1982

Registration	
Continuing Students	August 24,25, 1982
New & Returning Students	August 26, 1982
FALL SEMESTER BEGINNING DATE (Instruction)	September 7, 1982
Late Registration Begins	September 7, 1982
Last Day of Late Registration	September 21, 1982
Last Day to Add Classes	September 24, 1982
Last Day to Apply for Degree	
Checklist for May Graduation	October 15, 1982
Last Day to Drop Classes	November 24, 1982
*Thanksgiving Holiday	November 25,26,27, 1982
Early Registration for Spring Semester	December 9, 1982
FALL SEMESTER ENDING DATE (Instruction)	December 18, 1982

# General Information

## THE COMMUNITY IS OUR CAMPUS..

Anchorage Community College is an institution with emphasis on community. As such, it is dedicated to reaching into the community as well as responding to the needs and demands of Alaskans. The College opened its doors in 1954 at West High School to 414 students under the sponsorship of the Anchorage School District. From the beginning, the school has been striving to promote higher education in the Greater Anchorage Area and to contribute to the community...which is our campus.

ACC joined the University of Alaska Statewide System in 1962 and has matured into the largest single unit of Alaska's higher education system. In 1969, the school's facilities were moved to the present campus site on Providence Avenue, and a curriculum was developed for both full and part-time students. Today, Anchorage Community College offers certificates and degree programs, as well as self-enrichment courses, to approximately 9,000 students each semester.

Campus facilities serve community citizens as well as students. The Performing Arts Center is utilized by a wide variety of groups for cultural events and activities. The P.E. Facility, with its Olympic-sized swimming pool and its basketball and racquetball courts, is available for students, staff and alumni use. A hockey rink and other recreational facilities make this complex one of the most modern in the state. The Campus Center provides students and the public with a variety of services, including meeting places, reading rooms, entertainment, and recreational areas. With more than 230,000 bound volumes, 99,000 government documents, and special collections, the Library is designed for maximum availability of resources to students and area citizens.

Satellite campuses are located throughout the greater Anchorage area. These outreach programs take higher education into the community, using area school, church, and office buildings as instructional facilities at times when they would not otherwise be used. This extension into the community includes instructional facilities on Elmen-dorf and Ft. Richardson Military Installations and the ACC Chugiak/Eagle River Community Education program, Merrill Field, ABE on Northern Lights Blvd., Corrections Center in Eagle River, and the Senior Citizens Center in Chugiak.

With steady growth and development, Anchorage Community College has taken its place as a major institution on the Anchorage and Alaskan scene. Providing a comprehensive, lifelong learning program, the College offers students of all ages opportunities to enhance their lifestyles and careers. This student-oriented, fully accredited institution contributes a broad range of academic, vocational and community services to Anchorage and Alaska. At Anchorage Community College, the community is truly our campus.

## GOALS AND OBJECTIVES

To carry out the mission of ACC, the college will be committed to the following general goals and will offer:

1. Efficient and cost effective administration and support services to best use the human and financial resources available.
2. General education for all citizens so that they may perform their personal and professional roles more effectively and knowledgeably exercise their obligations and privileges as citizens.
3. Associate Degree and Certificate occupational programs in technical, vocational and paraprofessional fields and upgrade vocational skills and retraining so that students can meet current needs of the labor market.
4. Programs of continuing education for those who wish to improve professional skills, acquire new ones, or expand their fields of knowledge and general interest.
5. The first two years of baccalaureate and professional courses of the highest quality which may enable students enrolled in transfer programs to complete study for the baccalaureate in four-year colleges and universities.
6. Sound academic and occupational counseling along with other student services so that students may learn to define their goals clearly and pursue them realistically.
7. Cultural and community service programs for the enrichment of the community and encourage the use of college facilities and services by the community for educational and cultural purposes.

## ACCREDITATION

Anchorage Community 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. Accreditation by this regional agency ensures students that their credits are transferable to any other accredited institution in the United States.

## CATALOG STATEMENT

Although the catalog was prepared on the basis of the best information available at the time, all information (including the instructional calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. This catalog is for information purposes only. Its contents shall not be construed as a contract between Anchorage Community College and prospective and enrolled students. The information contained herein was true and accurate at the time of submission to the printer.

## APPLICATION AND ADMISSION:

**OPEN DOOR POLICY:** Any student can attend ACC who has completed an application for admission and who has met one of the following requirements:

1. Earned a high school diploma or the equivalent (GED Certificate)
2. Reached 18 years of age or older.
3. High School class has graduated.

**GRADE POINT AVERAGE:** No grade point average is required for general admission. However, admission into some vocational programs is more selective. More information is given in the certificate and degree sections of this catalog, and students can contact specific departments for details.

**DEGREE PROGRAM ADMISSION:** A non-refundable fee of \$10 is charged for all students enrolling in a degree or certificate program.

**RESIDENCE REQUIREMENTS:** For tuition purposes, an Alaska resident is defined as "any person who has been physically present in Alaska for one year (excepting vacations or other absences for temporary purposes with intent to return) and who declares intentions to remain in Alaska indefinitely." However, anyone who declares residency in another state, votes in another state, or performs any other act inconsistent with Alaska residence must be a non-resident for tuition purposes. Active duty military and their dependents are considered residents for tuition purposes.

**FOREIGN STUDENTS:** The following requirements apply to all foreign students requesting an I-20 issuance for an F-1 student visa:

1. Submittal of an official test score of 450 or better on the TOEFL (Test of English as a Foreign Language).
2. Official declaration and certification of sufficient finances. - (\$7,446/academic year).
3. Statement of financial support during the period of study at Anchorage Community College. Students must also show evidence of ability to finance a return trip to their country of origin.
4. All foreign students are requested to pay out-of-state tuition.

## POLICY

**SPECIAL STUDY:** A limited number of high school students may attend ACC for special study (with recommendation of their principals). These students may take up to 7 credit hours a semester.

### HIGH SCHOOL STUDENT ATTENDANCE

at Anchorage Community College

High school students may attend regular scheduled classes at Anchorage Community College provided:

- A. The student before attempting to register for courses obtains the following approved signatures:
  1. the high school principal
  2. the student's parent or guardian
  3. the college teacher(s)
  4. the Dean of Instruction
- B. The course load is normally limited to a maximum of 7 credits.
- C. Academic regulations, fees, grading policies will apply equally to the high school student as to all other students in the college.

## Buckley Privacy Act

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) give the student three important rights: 1) the right to inspect your student records, 2) the right to challenge incorrect information in those records and 3) the right to keep your student records private.

Always start with Admissions and Records for requests to view or correct your records.

## ACC ADMINISTRATIVE OFFICERS & STAFF

Campus President . . . . . Ron Smith  
Dean, Instructional Services. . . . . Larry Kingry  
Dean Student Services. . . . . Roger Worsley  
Business Manager. . . . . Rudy Fernandez  
Director, Human Resources Development . Doris Simmons  
Director, Public Affairs. . . . . Theda Comstock

## INSTRUCTIONAL SERVICES

Dean. . . . . Larry Kingry  
Associate Dean . . . . . Loretta Seppanen  
Assistant to the Dean . . . . . Teri Mahaney  
Director, Business Programs. . . . . Bill Blachman  
Director, Community Campus . . . . . Fred Muhs  
Director, Dental Programs. . . . . Geraldine Morrow  
Director, Eagle River, Elmendorf, Ft. Richardson Jim Irany  
Director, Humanities and Communications Paula Guetschow  
Director, Math and Natural Sciences . . . . . Bob Spurr  
Director, Social Sciences. . . . . Ed Cordova

## STUDENT SERVICES

Dean. . . . . Roger Worsley  
Director, Admissions and Records . . . . . Randy Miller  
Director, Campus Center & Student Develop. Mary Chambers  
Director, Counseling & Testing. . . . . Bob Stewart  
Director, Financial Aids & Placement . . . . . Eleanor Brown  
Director, Learning Resources Center . . . . . Eleanor Bolesta  
Director, Safety and Security. . . . . Glenn Brooks  
Director, Veterans Services . . . . . Dean Torencio

## COMMUNITY COLLEGES, RURAL EDUCATION AND COOPERATIVE EXTENSION (CCREE)

Chancellor . . . . . Ed Biggerstaff  
Vice Chancellor for Administration. . . . . Gerry Bomotti  
Assistant to the Chancellor . . . . . Toni Jones  
Dean, Rural Education . . . . . Margery Walker  
Director, Academic Planning & Research . . . . . Tom Healey  
Director, Human Resource Development . . . . . Steve DeSoer  
Director, Instructional Telecommunications . Jane Demmert

## ACC COMMUNITY COLLEGE COUNCIL

Robert Arnold	Jerry Butts
Greg Carr	Debbie Fullenwider
Mary Hale	A.G. Hiebert
Shari Holmes	Gary Holthaus
Anita Robinson	Col. Cola R. Morris
Russell Nogg	Rose Palmquist
Patti Sevier	Robert Whaley
William C. Wunnicke	

# Facilities and Services

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Adult Learning Center  
Bookstore  
Campus Ministry  
Community Campus  
Food Service  
Library

P.E./Sports Facility  
Performing Arts Center (PAC)  
Office of Public Affairs  
Reading/Writing Center  
Tanaina Child Care Center

## ADULT LEARNING CENTER (ALC)

ALC offers both regular classes and individualized instruction. Classes are offered during the morning, afternoon and evening, at no cost to the students. You are eligible if you are 17 years of age or older and have been out of school for a least six months, or if you are 18 and are not presently enrolled in high school.

The ABE-GED-ESL classes provide students with regular school learning experiences while providing an opportunity for developing academic skills necessary for surviving in today's society. Instruction is also provided to improve basic skills, math competency, life coping skills and job hunting skills. Subjects in the classes include mathematics, reading, writing, social studies, science and literature.

All ABE-GED-ESL classes are non-graded. Class exercises are scored only to provide student and teachers with information on progress and areas of difficulty.

The ABE-ESL class is an introductory course for non-speakers of English. The class is designed to help the student learn English for communicating and working. The beginning stages of oral and written expression, grammar and syntax, and the use of idioms are covered in classroom sessions. Special emphasis is placed on standard English vocabulary and pronunciation. Reading skills are not a requirement for the course.

The Study Lab fits the needs of students who can't attend regular classes or who prefer to work individually. All work in the lab is self-paced, and a teacher is available. Instructional materials are available in reading, mathematics, English grammar, spelling, vocabulary, social science, and practical adult coping skills.

The Adult Basic Education program offers students the opportunity to work toward either an ACC High School Diploma or an Alaska State GED Diploma. Please call the Adult Learning Center, 403 W. Northern Lights Blvd., 279-6112, for more information.

**BOOKSTORE** Located in Building B, the Bookstore serves both ACC and UAA students. In addition to textbooks for classroom work, students can also select from general interest books and magazines, school supplies, study aids, calculators, and other educational and sundry items.

For students' convenience the Bookstore is open during the following hours:

During the school year (normal hours):

Monday — Thursday: 8:30 a.m. - 7:00 p.m.

Friday: 8:30 a.m. - 4:00 p.m.

## CAMPUS MINISTRY

ACC shares the services of campus chaplains with other post-secondary institutions in the area.

Rev. David Fison, United Methodist, is provided by University Community Ministry, representing 12 denominations. A Catholic priest is provided by the Catholic Archdiocese of Anchorage.

Pastoral services include:

Annual Sacred Arts Competition (March)

Final Resting Place (during final exams)

Special programs which focus on United Nations Day, Thanksgiving, Christmas, Martin Luther King Jr., Lent, and Easter Sunrise Services at Alyeska.

Special counseling, memorial services, films, a hot drink program, and resource persons to bring a more spiritual dimension to classes.

The Campus Ministry Office is in the Campus Center, adjacent to the student lounge. The Office may also be reached by phoning 263-1206.

## COMMUNITY CAMPUS

### COMMUNITY CAMPUS 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 the concept. We back this commitment by offering a wide variety of non-credit courses in addition to the more traditional academic classes.

As a member of the community, you have the right to help determine what kinds of community education courses Anchorage Community College will offer. You can do this by contacting the Community Education Department. 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.

## 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 Community Campus Department to make your request.

## FOOD SERVICE

THE LUCY CUDDY CENTER, a gathering place for students and campus personnel, provides excellent food service and is operated by the ACC Food Service Program. Limited catering is also available. Hours of operation in the Center are: Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 2:00 p.m.

THE CAMPUS CENTER CAFETERIA provides food service during the following hours: Monday - Thursday, 7:30 a.m. to 7:00 p.m.; Friday, 7:30 a.m. to 2:00 p.m.

THE CAMPUS CENTER PUB features pizza, a salad bar, deli sandwiches, and fried chicken. The Pub is open for lunch, Monday - Friday, 11:30 a.m. to 2:00 p.m.

## LIBRARY

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

Serving students of Anchorage Community College, the University of Alaska, Anchorage, and Alaska Pacific University, the Library's general collection includes more than 300,000 bound volumes and government documents. Special collections include materials on Alaska and the Arctic region. The music collection, with its 40,000 pieces of choral music and a large number of symphonic works, is especially significant because it is the only large music collection in Alaska available statewide on inter-library loan.

To fulfill its function as the Southcentral Regional Research Library in the statewide network of Alaska's libraries, the UAA/ACC/APU "Consortium" Library extends loan privileges to residents of Anchorage and the state. All users are expected to abide by the Library's regulations.

Library users will find all the traditional services of a university library, including a reference service available most of the time the Library is open. The facility also serves as an exhibition facility for traveling museum exhibits and art shows.

The circulations policy provides for one-month book charges to both faculty and students, with unlimited renewals unless the material is in demand. All fines, except reserve book fines, have been abolished. After a series of overdue notices, irresponsible clients are billed for the material through a collection agency and are assessed the handling charges.

An independent Study course in Library Science is available for one hour of credit.

For maximum convenience to all users, the Library is open during the following hours:

Monday - Thursday:	8:00 a.m. - 11:00 p.m.
Friday:	8:00 a.m. - 8:00 p.m.
Saturday:	10:00 a.m. - 7:00 p.m.
Sunday:	1:00 p.m. - 8:00 p.m.

## P.E./SPORTS FACILITY

The UAA/ACC PHYSICAL EDUCATION AND SPORTS FACILITY enhances the educational and athletic experiences available on the Anchorage campus. Realizing that recreation is an important part of the educational process, the P.E./Sports Facility is available to students for individual and organized recreation.

Recreational programs are designed to provide opportunities for student participation in competitive and non-competitive, organized and informal sports activities as often as time and interest permit. Two program concepts co-exist: 1) organized and competitive sports, and 2) informal, self-directed, less competitive activities.

The first category allows participants to enter as teams or individually in meets, leagues, and tournaments on specific schedules. This form of recreation implies a need for pre-arranged facilities, equipment, supervision, officials, and usually recognition through awards and publicity. Ice hockey, broomball, basketball, volleyball, swimming, water polo, and racquetball are the intramurals available. Information can be obtained at 263-1233.

The second concept - informal participation - lacks most of the foregoing characteristics and emphasizes self-motivated, impromptu recreating. For example, during scheduled hours, participants swim, skate, shoot baskets, lift weights, play racquetball and squash.

Recreation facilities consist of a swimming pool for lap and open swims, an ice rink, a weight room with Nautilus and free-weight equipment, racquetball and squash courts, a dance studio, a jogging track, and a gym for volleyball and basketball. Locker rooms with sauna and shower facilities are available.

Current ID cards are required for student use of equipment and facilities. In addition, students should check schedules for recreation periods each semester. Such information is available by calling 263-1231.

General Operating Hours are:

Monday - Friday:	6:30 a.m. - 11:00 p.m.
Saturday/Sunday:	7:00 a.m. - 10:00 p.m.

# Facilities and Services

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## PERFORMING ARTS CENTER (PAC)

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

## OFFICE OF PUBLIC AFFAIRS

The primary function of this office is to provide information to ACC students and the Anchorage community concerning programs, classes, short course, seminars, and other educational services.

Public Affairs also coordinates certain special programs and services for the College and its community. The Arts Fair, held each year the Saturday after Labor Day, is such a program. A festive day for the whole community, it involves more than 150 activities throughout the campus. The popular "Ten 'til Two" series is an example of weekly programming, while the Community Affiliates is an ongoing effort to coordinate volunteer services.

A wide variety of informative material, including brochures, posters, signs, handbooks, etc., is also produced for the benefit of both students and community. Certain forms of this information are also provided to other colleges and universities.

In addition, the Public Affairs Office also handles campus tours and coordinates commencement activities. For information about these services and others available at ACC, students should come by the Public Affairs Office, Building A, or call 263-1165.

## READING/WRITING CENTER

The Reading/Writing Center is a place for students and community members to get on-the-spot assistance with reading and composing skills. It is located in Building B, Room 110 and is staffed by members of the ACC English faculty.

The Center is used by students enrolled in regular reading and composition courses, drop-ins who need temporary help with a particular project, and others interested in self-directed skills improvement. Any counselor or teacher may refer a student to the R/WC, but no referral is necessary.

Here are some examples of the skills that students can develop at the R/WC: reading course material, discussing text material, understanding and remembering information, and taking tests without anxiety; researching information, formulating main ideas (thesis statements), organizing details, and writing with clarity. The R/WC also provides help with spelling, vocabulary development, technical report writing, and English-As-A-Second-Language.

## TANAINA CHILD CARE CENTER

Located on the lower level between the Campus Center and the P.E./Sports Facility, Tanaina Child Care Center provides first-rate developmental care in close proximity to classes.

Tanaina admits children without regard to race, creed, or national origin. Children of ACC or UAA students are given first enrollment preference, followed by children of staff and the community at large. A certain percentage of "slots" are reserved for part-time enrollments (i.e., less than a full day and/or fewer than five days per week).

On an individual basis, Tanaina will also consider and admit children with special needs following an interview with the parents, if it can be determined that (1) the program would be beneficial to the special child, and (2) there is no program (or no opening) in existing community programs which would better serve the special needs.

A schedule of tuition and fees is available from Tanaina, at 263 - 1340 or 263 - 1339.



# DEGREE PROGRAMS

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## NEW ASSOCIATE OF ARTS DEGREE

On December 11, 1981, the Board of Regents of the University of Alaska system voted to approve one Associate of Arts degree that will replace all existing Associate of Arts degrees (with areas of specialization). Anchorage Community College intends to move toward the implementation of this new A.A. degree in the Fall of 1982. This new degree will have one common set of distribution requirements and is aimed at assuring the maximum transferability of two-year students to four-year colleges and universities.

### DEGREE REQUIREMENTS

MAJOR DEGREE REQUIREMENTS . . . . . 45 CR

Written Communication	6
Oral Communications	3
Math/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	9

ELECTIVES . . . . . 15 CR

TOTAL . . . . . 60 CR

1. Complete a minimum of 60 semester credits at the 100 level or above including at least 20 semester credits at the 200 level.
2. Complete at least 15 of the final 30 credit hours in residence.
3. Earn a grade point average (GPA) of 2.00 (C) or better.

NOTE: Because the new Associate of Arts is intended to provide a student with a basis of general education in order to undertake baccalaureate degree work and is non-specific in intent, only one AA may be earned by each student.

# DEGREE PROGRAMS AND CERTIFICATES

	Associate of Applied Science	Associate of Arts Only applicable to students who started their program on or before January, 1982	Certificate
ACC High School Diploma			X
Accounting	X	X	
Air Traffic Control	X		
Anthropology		X	
Architectural & Engineering Drafting Technology	X		
Architectural Drafting			X
Civil Engineering Drafting			X
Mechanical & Electrical Drafting			X
Structural Drafting			X
Art		X	
Automotive Technology	X		X
Aviation Administration	X	X	
Aviation Maintenance Technology	X		X
Biology		X	
Business Administration		X	
General	X		
Banking	X		
Mid-Management	X		
Real Estate	X		
Chemistry		X	
Computer Information Systems	X		
Dental Assisting	X		X
Dental Hygiene	X		
Diesel Technology	X		X
Dietetic Assistant			X
Electronics Technology	X		X
English		X	
Environmental Studies		X	
Fire Science			
Structural Fire Control	X		
Wildland Fire Control	X		

	Associate of Applied Science	Associate of Arts	Certificate
Food Service Technology	X		
Geology		X	
History		X	
Home Economics			
General		X	
Clothing & Textiles	X		
Dietetic Assistant			X
Foods, Nutrition, or Dietetics	X		
Interior Design	X		
Humanities		X	
Justice Related			
Corrections		X	
Law Science		X	
Police Administration		X	
Mathematics		X	
Medical Assisting	X		
Medical Laboratory Technology	X		
Modern Languages		X	
Music		X	
Natural Science		X	
Nursing			
Associate Degree Nursing		X	
Practical Nursing Education			X
Office Occupations		X	
General	X		
Legal Secretary	X		
Political Science		X	
Professional Piloting	X	X	
Psychology		X	
Social Sciences		X	
Sociology			
General		X	
Social Welfare		X	
Substance Abuse		X	
Surveying Technology	X		
Welding Technology	X		

# Degree Requirements

## ASSOCIATE DEGREE REQUIREMENTS

The Associate Degree is awarded upon the successful completion of a prescribed program which contains a minimum of 60 credit hours. For many people this degree will be their most advanced formal educational experience. For others, it will be the first undergraduate degree and a stepping stone to a baccalaureate program.

A maximum of 15 semester hours of credit completed by correspondence (and/or USAFI/DANTES) may be accepted toward an Associate Degree.

A maximum of 15 semester credits for formal military service schools (including Basic Training) is allowed towards an Associate Degree. (See section of Military Credit for breakdown on credits awarded).

### ASSOCIATE OF ARTS DEGREE (A.A.)

GENERAL REQUIREMENTS . . . . . 27 CR

9 credits in Communication:

Written Composition . . . . . 6 CR

(ENGL 067, 068, 111, 211, 212, 213; OO 131,231)

Speech 111 . . . . . 3 CR

At least 6 credits in each of 3 of the following areas: 18

Humanities: Art, English, Foreign Languages, Humanities, Journalism, Linguistics, Music, Philosophy, Speech, Theater.

Social Sciences: Anthropology, Business Administration (241, 242 only), Economics, Geography (excluding 201,209), History, Justice, Law Science, Police Administration, Political Science, Sociology.

Natural Sciences: Biology, Chemistry, Geology, Geography (201,209 only), Physics.

Math/Logic: Mathematics, Philosophy (204 only).

Other: Accounting, Business Administration (excluding 241, 242), Computer Information Systems Home Economics, Military Science, Office Occupations, Physical Ed, etc.

MAJOR DEGREE REQUIREMENTS and ELECTIVES (see each degree program listing).

TOTAL . . . . . 60 CR Minimum

### ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

GENERAL REQUIREMENTS . . . . . 15 CR

9 credits in Communication:

Written Composition . . . . . 6 CR

(ENGL 067, 068, 111, 211, 212, 213; OO 131,231)

Speech 111 . . . . . 3 CR

At least 6 credits in any of the following areas: 18

Humanities: Art, English, Foreign Languages, Humanities, Linguistics, Music, Philosophy, Speech, Theater.

Social Sciences: Anthropology, Business Administration (241, 242 only), Economics, Geography (excluding 201, 209 only), History, Justice-Related, Police Administration, Political Science Psychology, Sociology.

Natural Science: Biology, Chemistry, Geology, Geography (201, 209 only), Physics.

Math/Logic: Mathematics, Philosophy (204 only).

MAJOR DEGREE REQUIREMENTS and ELECTIVES (see each degree program listing).

TOTAL . . . . . 60 CR Minimum

## CERTIFICATES

Certificate programs are designed to develop students' vocational skills in specific areas. These programs vary in length and course requirements. (They should not be confused with certificates given for completing a specific course). Certificates are shown on students' transcripts.

### Residency Requirement:

When completing the last half of a certificate program, students must earn 50 percent of those credits in residence at the University of Alaska (i.e. for a 30-credit hour certificate, at least 8 of the last 15 credits hours must be earned in residence). Credit by exam does not qualify for residence credit.

### Grade Point Average:

A minimum grade point average (GPA) of 2.00 (C) is required for the certificate program. All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed for the grade point average. For programs graded entirely or partially pass/fail, all credit hour requirements for the program must have received a pass.

A student may earn more than one certificate if they complete all the course requirements for the additional program(s).

NOTE: Some programs such as Architectural and Engineering Drafting require higher grade point averages.

# PROGRAMS AND OFFERINGS

## ACC HIGH SCHOOL DIPLOMA

Students may complete either the GED (Alaska State High School Equivalency Diploma) or an A.C.C. High School Diploma through the Adult Learning Center.

Students earn the GED by passing tests in 5 areas: mathematics, English, science, social studies, and literature. The tests are administered by the Adult Learning Center for a \$10 fee.

Students may also earn an Anchorage Community College High School diploma by completing 19 credits as follows:

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

Students may transfer credits in from high school or college programs, take Anchorage Community College courses, or pass the G.E.D. tests in specific required areas.

Applicants for the ACC diploma must be at least 18 years of age or have received permission from the Adult Learning Center to work toward this diploma. Interested students should have their high school transcripts submitted to the Adult Learning Center for evaluation.

For information, contact:

Adult Learning Center  
403 W. Northern Lights Blvd.  
Anchorage, Alaska  
279-6112

The Adult Learning Center provides instruction at no cost to students wishing to improve their skills in four areas: written and spoken English as a second language, adult basic education, skill improvement, and preparation for high school completion. Students may take classes in the morning, afternoon, or evening, or may work individually in a lab.

## ACCOUNTING

Courses are available for students seeking employment in the accounting field and or working toward an Associate Degree. Many special interest courses are offered which are not required in any degree program. These courses may be used as electives by degree seeking students as well as by members of the community.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS . . . . . 15 CR  
(To include ECON 121 and 122)

MAJOR DEGREE REQUIREMENTS . . . . . 33 CR

ACCT 101	Principles of Accounting I AND	3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Managerial Accounting AND	4
ACCT 202	Principles of Managerial Accounting	3
ACCT 110	Personal Income Tax	3

ACCT 111	Business Income Tax	3
ACCT 230	Intermediate Accounting	3
ACCT 231	Fund. of Accounting Theory II	3

12 credits from the following:		12
BA 151	Introduction to Business	3
BA 241	Business Law I	3
BA 242	Business Law II	3
CIS 101	Introduction to Data Processing	3
OO 103	Typing	3
OO 155	Business Math with Machines	3
OO 231	Business Communications	3

ELECTIVES . . . . . 12 CR

TOTAL . . . . . 60 CR

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 16-18 CR

ACCT 101	Principles of Accounting I AND	3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Financial Accounting AND	4
ACCT 202	Principles of Managerial Accounting	3
ACCT 110	Personal Income Tax	3
ACCT 230	Intermediate Accounting	3
ACCT 231	Fund. of Acctg. Theory II	3

12 credits from the following:		12
BA 151	Introduction to Business	3
BA 241	Business Law I	3
BA 242	Business Law II	3
CIS 101	Introduction to Data Processing	3
ECON 121	Principles of Economics I	3
ECON 122	Principles of Economics II	3
OO 103	Typing	3
OO 155	Business Math with Machines	3
OO 231	Business Communications	3

ELECTIVES . . . . . 3-5 CR

TOTAL . . . . . 60 CR

## AIR TRAFFIC CONTROL

This degree program prepares students as entry level air traffic control trainees 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. Also included is the Air Traffic Control Lab, where students put their studies to use in practice control of airplanes. Students also visit several air traffic control facilities in Anchorage, some of which offer intern programs.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS . . . . . 15 CR  
(Department recommends ENGL 111, ENGL 211, PSY 101 & PSY 102)

**MAJOR DEGREE REQUIREMENTS . . . . . 45 CR**

AT 116	ATC and History in Organization	3
AT 117	Aviation Weather	3
AT 118	The Control Environment	3
AT 119	ATC Regulations	3
AT 120	Human Relations in ATC	3
AT 121	Principles of Flight	3
AT 122	ATC Intern Program	6
AT 216	OPS in FSS I	3
AT 217	Airport Traffic Control	3
AT 218	OPS in FS II	3
AT 219	Airport Traffic Control II	3

9 credits from the following:  
 OO 103 Elementary Typing 3  
 CIS 101 Introd. to Data Processing 3  
 MATH 105 Intermediate Algebra 3  
 AT 242 Aviation Industrial Relations 3  
 AT 233 Aviation Safety 3  
 A course in aviation approved by the department.

**TOTAL . . . . . 60 CR**

**ANTHROPOLOGY**

Anthropology is the study of human diversity across cultures, to achieve both scientific and humanistic educational goals. This program includes the first two years of a four year program as well as special interest classes with an Alaskan emphasis for students desiring a better understanding of Alaskan issues and cultures.

**ASSOCIATE OF ARTS**

**GENERAL REQUIREMENTS . . . . . 27 CR**

**MAJOR DEGREE REQUIREMENTS . . . . . 21 CR**

ANTH 202	Cultural Anthropology	3
ANTH 205	Biological Anthropology	3
ANTH 211	Fundamentals of Archaeology	3
12 additional	Anthropology credits	12
ANTH 101	Introduction to Anthropology is strongly recommended.	

**ELECTIVES . . . . . 12 CR**

**TOTAL . . . . . 60 CR**

**ARCHITECTURAL AND ENGINEERING DRAFTING TECHNOLOGY**

The Architectural and Engineering Department's program is designed to provide entry level skills, advanced technical skills, and continuing education in specialized fields of architectural and engineering drafting technology, as it is currently applied in Anchorage and the state of Alaska.

An AAS degree is offered in Architectural and Engineering Drafting Technology and usually requires 4 to 5 semesters to complete. A certificate of merit is awarded in civil engineering drafting, architectural drafting, structural drafting, and mechanical and electrical building systems drafting to those students achieving a 4.0 average in that program's course work. Graduates and ACC Certificate students are usually employed as technicians or drafters.

**ASSOCIATE OF APPLIED SCIENCE ARCHITECTURAL & ENGINEERING DRAFTING TECH**

**GENERAL REQUIREMENTS . . . . . 15 CR**  
 (To include ENGL 111 and ENGL 212; GEOL 111, required; MATH 105 is recommended)

**MAJOR DEGREE REQUIREMENTS . . . . . 39 CR**

AET 101	Fund for Drafting for Bldg. Construction	3
AET 102	Specs and Materials for Bldg. Constr.	4
AET 111	Topography & Land Dev. Drafting	3
AET 112	Scribing and Overlay Techniques	3
AET 121	Arch. Working Drawings & Office Prac.	3
AET 122	Arch. Presentation Techniques	3
AET 131	Structural Working Draw. & Office Prac.	3
AET 141	Mechanical Bldg. Equip. Systems Design and Drawing	3
AET 151	Electrical Bldg. Equip. Systems Design and Drawing	3
AET 211	Subdivision Design and Land Dev.	4
AET 221	Design Dev. for Arch. Technicians	4
AET 231	Structural Design and Detailing for Engineering Technicians	3
CIS 105	FORTRAN Programming	3
SVTC 131	Traverse Computations	3

**TOTAL . . . . . 63 CR**

**ARCHITECTURAL DRAFTING CERTIFICATE REQUIREMENTS . . . . . 17 CR**

AET 101	Fund. of Drafting for Bldg. Construction	3
AET 102	Spec/Material/Bldg Construction	4
AET 121	Arch. Working Drawings & Office Prac.	3
AET 122	Architectural Presentation Techniques	3
AET 221	Design Dev. for Arch. Techniques	4

**TOTAL . . . . . 17 CR**

**CIVIL ENGINEERING DRAFTING CERTIFICATE REQUIREMENTS . . . . . 17 CR**

AET 101	Fund. of Drafting for Bldg. Construction	3
AET 102	Spec/Materials/Bldg. Construction	4
AET 111	Topography & Land Dev. Drafting	3
AET 112	Scribing & Overlay Techniques	3
AET 211	Subdivision Design & Land Classification	4

**TOTAL . . . . . 17 CR**

**MECHANICAL AND ELECTRICAL DRAFTING CERTIFICATE**

**REQUIREMENTS . . . . . 16 CR**

AET 101	Fund. of Drafting for Bldg. Construction	3
AET 102	Spec/Materials/Bldg. Construction	4
AET 121	Mechanical Bldg. Equip. Systems Designs & Drafting	3
ENGL 111	Methods of Written Communication	3
AET 151	Elec. Bldg. Equip. Systems Design & Drafting	3

**TOTAL . . . . . 16 CR**

## STRUCTURAL DRAFTING CERTIFICATE

REQUIREMENTS..... 13 CR

AET 101	Fund. of Drafting for Bldg. Construction	3
AET 102	Spec/Materials/Bldg. Construction	4
AET 131	Structural Working Draw. & Office Prac.	3
AET 231	Structural Design and Detailing	3

TOTAL..... 13 CR

## ART

The studio art courses provide individualized instruction and active experiences in painting, drawing, printmaking, sculpture, ceramics, weaving, metalcraft, commercial art and photography. Stress is on the basics of art technique and process, design fundamentals, and historical context.

Electives may be concentrated in a particular area such as commercial art or ceramics, or they may be widely varied throughout the offerings. Students should consult with the art faculty for program planning.

Most courses are self-contained and can be taken for personal growth and enrichment apart from a degree program. Many of the courses are transferrable to baccalaureate programs.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS..... 27 CR

MAJOR DEGREE REQUIREMENTS..... 30 CR

6 credits in drawing from:		6
ART 105	Beginning Drawing	3
ART 106	Beginning Drawing	3
ART 205	Intermediate Drawing	3
ART 206	Intermediate Drawing	3
ART 219	Life Drawing & Comp	3
ART 220	Life Drawing & Comp	3

6 credits in design from:		6
ART 111	Two-Dimensional Design	3
ART 112	Color & Design	3
ART 113	Three-Dimensional Design	3
ART 142	Graphic Design	3

18 credits from remaining Art Courses..... 18

ELECTIVES..... 3 CR

TOTAL..... 60 CR

## AUTOMOTIVE TECHNOLOGY

This program gives graduates entry level skills in either the Automotive or Diesel Services Industry. Students entering the program are serious in their intent to enter the trade and possess the required tools and equipment. Special items include welding safety equipment, a basic tool kit \$600-900 and two pairs of coveralls. Lab fees are about \$140. for the program in addition to regular tuition fees.

Presently the first semester block of the program is offered each Fall and Spring. Second semester is offered each Spring and Summer. Third semester is offered Fall only, and fourth in Spring only. A student starting in the Fall should plan to work in the trade the summer between second and third semesters. All students are encouraged to take classes leading to an Associate of Applied Science Degree. Student advising is required prior to entry.

### ASSOCIATE OF APPLIED SCIENCE EMPHASIS IN AUTOMOTIVE TECHNOLOGY

GENERAL REQUIREMENTS..... 15 CR

MAJOR DEGREE REQUIREMENTS..... 61 CR

ADT 101	Orientation to Shop	2
ADT 103	Engine Systems	6
ADT 110	Power Trains	6
WELD 111	Gas Welding Process	4
ADT 150	Brake Systems	4
ADT 161	Suspension Systems	4
ADT 163	Alignment	3
ADT 180	Electrical Systems	6
ADT 211	Fuel Systems, Carb. & Gas F.I.	4
ADT 212	Diagnosis and Tune-up	6
ADT 214	Emission Systems	3
ADT 224	Accessories and A/C	4
ADT 223	Shop Management	3
ADT 226	Auto Service Lab	6

TOTAL..... 76 CR

First Semester	Second Semester	Third Semester	Fourth Semester
Fall/Spring	Spring/Summer	Fall	Spring
ADT 101	ADT 150	ADT 211	ADT 224
ADT 103	ADT 161	ADT 212	ADT 223
ADT 110	ADT 163	ADT 214	ADT 226
WELD 111	ADT 180		

### ASSOCIATE OF APPLIED SCIENCE EMPHASIS IN DIESEL TECHNOLOGY

GENERAL REQUIREMENTS..... 15 CR

MAJOR DEGREE REQUIREMENTS..... 62 CR

ADT 101	Orientation to Shop	2
ADT 103	Engine Systems	6
ADT 110	Power Trains	6
ADT 111	Gas Weld Process	4
ADT 150	Brake Systems	4
ADT 161	Suspension Systems	4
ADT 163	Front End Alignment	3
ADT 180	Electrical Systems	6
ADT 241	Diesel Fuel Systems	2
ADT 243	H.D. Electrical Systems	3
ADT 245	Diesel Engine Theory	2
ADT 246	Diesel Service Lab I	5
ADT 261	Hydraulics	2
ADT 263	H.D. Power Trains	2
ADT 265	H.D. Chassis	2
ADT 248	Diesel Service Lab II	6
ADT 223	Shop Management	3

TOTAL..... 77 CR

First Semester	Second Semester	Third Semester	Fourth Semester
Fall/Spring	Spring/Summer	Fall	Spring
ADT 101	ADT 150	ADT 241	ADT 261
ADT 103	ADT 161	ADT 243	ADT 263
ADT 110	ADT 163	ADT 245	ADT 265
WELD 111	ADT 180	ADT 246	ADT 248 ADT 223

### AUTO TECHNOLOGY CERTIFICATE

REQUIREMENTS	62 CR
ADT 101 Orientation to Shop Work	2
ADT 103 Engines	6
ADT 110 Power Trains	6
ADT 150 Brake Systems	4
ADT 161 Suspension Systems	4
ADT 163 Front End Alignment	3
ADT 180 Electrical Systems	6
ADT 211 Fuel Systems, Carb. & Fuel Inj. Systems	4
ADT 212 Diagnosis & Tune-up	6
ADT 214 Emissions Systems	3
ADT 223 Shop Management	3
ADT 224 Accessories	4
ADT 226 Auto Service Lab	6
WELD 111 Gas Weld Processes	4
<b>TOTAL</b>	<b>61CR</b>

First Semester	Second Semester	Third Semester	Fourth Semester
ADT 101	ADT 150	ADT 211	ADT 223
ADT 103	ADT 161	ADT 212	ADT 224
ADT 110	ADT 163	ADT 214	ADT 226
WELD 111	ADT 180		

### AVIATION ADMINISTRATION

Courses are designed to provide a technical understanding of the aviation industry and its operations. Individuals already employed in the industry traditionally take these courses for advancement. Enrolling students should possess above average math skills and vocabulary skills as courses are technically oriented. An understanding of the skills and vocabulary of the industry is helpful.

Classes on specific administrative procedures in Aviation have been developed. Major areas include Airport Management, Airline Management, and Air Service Operation Management.

#### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS	15 CR
(Math 110 recommended)	
MAJOR DEGREE REQUIREMENTS	31 CR
AT 100 Private Pilot Ground School	4
AT 132 Survey of Aviation	3
AT 133 Aviation Law and 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

ELECTIVES. . . . . 16 CR

Recommended Electives include:

ED 101/ Co-op Ed - Aviation	3-6
201	
ACCT 101 Elementary Accounting	3
ACCT 102 Elementary Accounting	3
BA 166 Small Business Management	3
CIS 101 Introduction to Data Processing	3

TOTAL. . . . . 62 CR

#### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS. . . . . 27 CR

MAJOR DEGREE REQUIREMENTS. . . . . 30 CR

AT 141 Principles of Aviation Adm.	3
AT 142 Management - Airport	3
AT 143 Management - Air Service Operations	3
AT 241 Management - Airline	3
AT 242 Aviation Industrial Relations	3

15 credits from the following: 15

AT 100 Private Pilot Ground School	4
AT 119 ATC Regulations	3
AT 132 Survey of Aviation	3
AT 133 Aviation Law & Regulations	3
AT 233 Aviation Safety	3
AT 235 Elements of Weather	3
ED 101/ Co-op Ed - Aviation	3-6
201	

ELECTIVES. . . . . 3 CR

TOTAL. . . . . 60 CR

### AVIATION MAINTENANCE TECHNOLOGY

Rapid growth in general and commercial air transportation illustrates the need for professionally trained, licensed aviation maintenance technicians. The Aviation Maintenance Technology program covers 42 subject areas to meet standards set by the Federal Aviation Administration, which licenses aviation technicians. Students trained at ACC are eligible to join the ground support crews which maintain private and commercial aircraft.

Students must apply for admission to the program in person at 2811 Merrill Field Drive - 99501. Telephone: (907) 279-0641.

After completing the AMT program, students receive a certificate of completion of 2130 hours of AMT training. An Associate in Applied Science degree may be earned upon completion of the technical and general course requirements.

AMT/100,101,102, & 103 are prerequisites to all Aviation Maintenance Technology classes. Due to the fact that the AMT Program has a waiting list, sign up at the earliest possible, convenient time with:

**AVIATION MAINTENANCE TECHNOLOGY**  
2811 Merrill Field Drive  
Anchorage, Alaska 99501  
Telephone: 907 279-0641



## ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS . . . . .			15 CR
MAJOR DEGREE REQUIREMENTS . . . . .			77 CR
AMT 100	Basic Aircraft Science	4	
AMT 101	Aircraft Reciprocating Engines	5	
AMT 102	Basic Math and Physics	2	
AMT 103	Aircraft Assembly and Rigging	4	
AMT 104	Aircraft Sheetmetal/Composit Structure	4	
AMT 105	Aircraft Reciprocating Engines, Overhaul and Maintenance	5	
AMT 106	Aircraft Electrical Systems and Comp.	6	
AMT 107	Aircraft Navigation, Comm/Instrument Systems	2	
AMT 108	Aircraft Wood Structures	2	
AMT 109	Aircraft Fluid/Pneumatic Power Sys.	7	
AMT 200	Aircraft Auxiliary Systems	4	
AMT 201	Aircraft Welding	4	
AMT 202	Aircraft Turbine Engines	3	
AMT 203	Aircraft Propellers	3	
AMT 204	Aircraft Reciprocating Engines, Installation and Operations	2	
AMT 205	Aircraft Covering and Finishing	4	
AMT 206	Aircraft Fuel and Induction Systems	4	
AMT 207	Aircraft Turbine Engines, Installation and Operations	2	
AMT 208	Flight Line Maintenance	2	
AMT 209	Aircraft Repair Station Operations	4	
AMT 210	Aircraft Repair Station Management	4	
TOTAL . . . . .			92 CR

### AVIATION MAINTENANCE TECHNOLOGY CERTIFICATE

REQUIREMENTS . . . . .			73 CR
AMT 101	Aircraft Reciprocating Engines	5	
AMT 102	Basic Math and Physics	2	
AMT 103	Aircraft Assembly and Rigging	4	
AMT 104	Aircraft Sheetmetal/Comp. Structure	4	
AMT 105	Aircraft Reciprocating Engines, Overhaul and Maintenance	5	
AMT 106	Aircraft Elec. Systems and Components	6	
AMT 107	Aircraft Navigation, Comm/Instrument Systems	2	
AMT 108	Aircraft Wood Structures	2	
AMT 109	Aircraft Fluid/Pneumatic Power System	7	
AMT 200	Aircraft Auxiliary Systems	4	
AMT 201	Aircraft Welding	4	
AMT 202	Aircraft Turbine Engines	3	
AMT 203	Aircraft Propellers	3	
AMT 204	Aircraft Reciprocating Engines, Installation and Operations	2	
AMT 205	Aircraft Covering and Finishing	4	
AMT 206	Aircraft Fuel and Induction Systems	4	
AMT 207	Aircraft Turbine Engine, Installation and Operations	2	
AMT 208	Flight Line Maintenance	2	
AMT 209	Aircraft Repair Station Operations	4	
AMT 210	Aircraft Repair Station Management	4	
TOTAL . . . . .			73 CR

## BIOLOGY

The biology curriculum at ACC offers courses which lead to an AA degree in biology and provides extensive preparation for students who wish to transfer to a B.A. or B.S. degree program. The biology discipline also supports dental, nursing and other health sciences. In addition to traditional course offerings, summer courses provide opportunities for students to study field botany, field zoology and ecological techniques.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 29 CR  
(To include Chem 105, 106, and Math 106 or Maths 107 & 108; Engl 111, 212 recommended to meet written composition requirement. Students planning to transfer within U of A System should take Engl 211).

MAJOR DEGREE REQUIREMENTS . . . . . 20 CR

BIOL 105,106	8	
12 additional credits in biology as approved by a faculty advisor in the biology department. In general, selection should come from among the following courses:		
BIOL 111 Human Anatomy and Physiology I	4	
BIOL 112 Human Anatomy and Physiology II	4	
BIOL 125 Mammals of Alaska and the World	4	
BIOL 126 Birds in Field and Lab	3	
BIOL 131 Wildlife Behavior	4	
BIOL 210 Physiology	4	
BIOL 222 Biology of the Vertebrates	4	
BIOL 225 Introduction to Mammalogy	4	
BIOL 226 Introduction to Ornithology	4	
BIOL 231 Animal Behavior	4	
BIOL 239 Plant Form and Function	4	
BIOL 242 Introductory Microbiology	4	
BIOL 260 Man and the Environment	3	
BIOL 272 Principles of Ecology	4	
BIOL 275 Field Biology	3	

Students should consult their advisor for approval of biology courses numbered below 105.

ELECTIVES . . . . . 11 CR

TOTAL . . . . . 60 CR

## BUSINESS ADMINISTRATION

Business Administration courses assist individuals who are pursuing business as a career and those who are interested consumers. The associate degree programs prepare students for entry-level management training, supervisory, and specialized positions. With the Applied Science Degree, there are concentrations in General Business, Mid-Management, Real Estate, and Banking. Students with other interests are encouraged to meet with the Business Administration faculty to discuss ways to individualize the program.

### ASSOCIATE OF APPLIED SCIENCE GENERAL EMPHASIS

GENERAL REQUIREMENTS . . . . . 15 CR  
(To include ECON 121 and ECON 122)

MAJOR DEGREE REQUIREMENTS . . . . . 30-31 CR

ACCT 101 Principles of Accounting I	AND	3
ACCT 102 Principles of Accounting II		3
OR		

ACCT 201	Principles of Financial Accounting	AND 4
ACCT 202	Principles of Managerial Accounting	3
ACCT 222	Intro to Computers & Accounting Sys.	3
BA 241	Business Law I	3
BA 242	Business Law II	3
BA 151	Introduction to Business	3
BA 231	Fundamentals of Supervision	3
CIS 101	Introduction to Data Processing	3
6 additional credits in 100-200 level BA courses		6

**ELECTIVES. . . . . 14-15 CR**

Recommended:

BA 201	Bank Management	3
BA 203	Federal Reserve System	3
BA 205	Bank Public Relations	3
BA 206	Analyzing Financial Statements	3
BA 208	Home Mortgage Lending	3
BA 209	Installment Credit Lending	3
BA 223	Real Estate Law	3
PSY 101	Psychology	3

3 credits in accounting above 102 level excluding ACCT 201, 222 (202 may not be used as an elective if used as major degree requirement).

**TOTAL. . . . . 60 CR**

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN BANKING**

**GENERAL REQUIREMENTS. . . . . 15 CR**  
(To include ECON 121,122)

**MAJOR DEGREE REQUIREMENTS . . . . . 27-28 CR**

ACCT 101	Principles of Accounting I	AND 3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Financial Accounting	AND 4
ACCT 202	Principles of Managerial Accounting	3
BA 105	Principles of Bank Operations	3
BA 151	Introduction to Business	3
BA 202	Credit Administration	3
BA 204	Money and Banking	3
BA 231	Fundamentals of Supervision	3
BA 241	Business Law I	3
CIS 101	Introduction to Data Processing	3

**ELECTIVES. . . . . 17-18 CR**

Recommended:

BA 201	Bank Management	3
BA 203	Federal Reserve System	3
BA 205	Bank Public Relations	3
BA 206	Analyzing Financial Statements	3
BA 208	Home Mortgage Lending	3
BA 209	Installment Credit Lending	3
BA 223	Real Estate Law	3
PSY 101	Psychology	3

3 credits in accounting above 102 level excluding ACCT 201,222 (202 may not be used as an elective if used as major degree requirement).

**TOTAL. . . . . 60 CR**

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN MID MANAGEMENT**

**GENERAL REQUIREMENTS. . . . . 15 CR**  
(To include ECON 121,122)

**MAJOR DEGREE REQUIREMENTS . . . . . 27-28 CR**

ACCT 101	Principles of Accounting I	AND 3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Financial Accounting	AND 4
ACCT 202	Principles of Managerial Accounting	3
BA 151	Introduction to Business	3
BA 166	Small Business Management	3
BA 231	Fundamentals of Supervision	3
BA 232	Fundamentals of Organizational Mgt.	3
BA 233	Fundamentals of Financial Management	3
BA 241	Business Law I	3
CIS 101	Introduction to Data Processing	3

**ELECTIVES. . . . . 17-18 CR**

Recommended:

BA 201	Bank Management	3
BA 203	Federal Reserve System	3
BA 205	Bank Public Relations	3
BA 206	Analyzing Financial Statements	3
VA 208	Home Mortgage Lending	3
BA 209	Installment Credit Lending	3
BA 223	Real Estate Law	3
PSY 101	Psychology	3

3 credits in accounting above 102 level excluding ACCT 201,222 (202 may not be used as an elective if used as major degree requirement).

**TOTAL. . . . . 60 CR**

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN REAL ESTATE**

**GENERAL REQUIREMENTS. . . . . 15 CR**  
(To include ECON 121,122)

**MAJOR DEGREE REQUIREMENTS . . . . . 27-28 CR**

ACCT 101	Principles of Accounting I	AND 3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Financial Accounting	AND 4
ACCT 202	Principles of Managerial Accounting	3
BA 121	Salesmanship	3
BA 151	Introduction to Business	3
BA 222	Real Estate Taxes	3
BA 223	Real Estate Law	3
BA 231	Fundamentals of Supervision	3
BA 241	Business Law I	3
CIS 101	Introduction to Data Processing	3

**ELECTIVES. . . . . 17-18 CR**

Recommended:

BA 201	Bank Management	3
BA 203	Federal Reserve System	3
BA 205	Bank Public Relations	3
BA 206	Analyzing Financial Statements	3
BA 208	Home Mortgage Lending	3
BA 209	Installment Credit Lending	3
BA 223	Real Estate Law	3
PSY 101	Psychology	3

3 credits in accounting above 102 level excluding ACCT 201, 222 (202 may not be used as an elective if used as major degree requirement).

**TOTAL. . . . . 60 CR**

**ASSOCIATE OF ARTS**

**GENERAL REQUIREMENTS. . . . . 27 CR**  
(To include ECON 121 and 122)

**MAJOR DEGREE REQUIREMENTS . . . . . 21-22 CR**

ACCT 101	Principles of Accounting I AND	3
ACCT 102	Principles of Accounting II	3
OR		
ACCT 201	Principles of Financial Accounting AND	4
ACCT 202	Principles of Managerial Accounting	3
BA 151	Introduction to Business	3
BA 241	Business Law I	3
CIS 101	Introduction to Data Processing	3
One additional course in Business		3

ELECTIVES. . . . . 11-12 CR

TOTAL. . . . . 60 CR

## 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. A microcomputer is available for computer-aided instruction and student programming.

There are several options available for entering students depending on individual backgrounds and degree requirements. 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 or 106, the standard sequence for most prospective chemistry and science majors. CHEM 120 and 121 are required for entry into the Dental Hygiene program.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS. . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 20 CR

CHEM 105	General Chemistry I Lab/Lecture	4
CHEM 106	General Chemistry II Lab/Lecture	4
Any 12 additional Chemistry credits		12
Consult a chemistry faculty member to select these courses		

ELECTIVES. . . . . 13 CR

TOTAL. . . . . 60 CR

## COMPUTER INFORMATION SYSTEMS

The Computer Information Systems Department provides a two-year career education program leading to an Associate of Applied Science Degree. The program prepares students for the entry level job of computer programmer. With decreasing computer hardware costs, more businesses are using computers. As a result, employment opportunities for computer programmers are increasing.

CIS students acquire specific data processing skills, as well as general knowledge of programming problems. Courses cover programming techniques and languages, procedures and management of computer operations, systems analysis and design, computer operating systems, and teleprocessing and data-base systems.

## ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS. . . . . 15 CR  
(To include ENGL 111, ENGL 212, and Math 106)

MAJOR DEGREE REQUIREMENTS . . . . . 47 CR

BA 151	Introduction to Business	3
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
CIS 101	Introduction to Data Processing	3
CIS 105	FORTTRAN Programming	3
CIS 105L	FORTTRAN Programming Lab	2
CIS 115	RPGII Programming	3
CIS 115L	RPGII Programming Lab	2
CIS 120	Computer Operations Procedures & Mgt.	3
CIS 201	COBOL Programming	3
CIS 201L	COBOL Programming Lab	2
CIS 210	Systems Design & Analysis	3
CIS 221	Advanced COBOL Programming	3
CIS 221L	Advanced COBOL Programming Lab	2
CIS 230	Advanced Systems Topics	3
CIS 240	Operating Systems	3
BA 252	Business Statistics	3

TOTAL. . . . . 62 CR

## DENTAL ASSISTING

ACC offers an accredited eleven-month certificate program in Dental Assisting. Fifteen students are admitted into the program each fall semester. Graduates of the program are entitled to take the National Certification Examination. In addition, an Associate in Applied Science degree is offered when all prerequisites are completed.

Dental assistants record medical history, take blood pressure, and assist the doctor in delivering dental health care by maintaining the field of operation, exchanging instruments, and preparing medicaments. Preventive assistants teach brushing and flossing techniques to patients along with dietary counseling.

Another phase of Dental Assisting focuses on the business aspect. Office managers are responsible for greeting and dismissing patients, appointment control, bookkeeping, accounts receivable, and insurance forms. Dental assistants are also responsible for exposing and processing x-rays, taking impressions, pouring models, and doing related laboratory procedures.

Expenses beyond tuition include instruments, uniforms, special block fees and malpractice insurance.

Students are responsible for securing adults and children needed to satisfy clinical requirements.

Information and applications for the program may be obtained from ACC Dental Assisting Program, 2533 Providence Ave., Anchorage, AK 99508. Phone 907 263-1354.

## ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS. . . . . 15 CR  
(To include BIOL 101 and PSY 150; ENGL 111 and ENGL 212 recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 43 CR

DS 110	Radiology for Dental Auxiliaries	4
DS 115	Oral Health Education	3
DS 120	Clinical Procedures I for Dental Aux.	2

DS	130	Oral Tissues for Dental Auxiliaries	3
DS	150	Principles of Dental Aux. Practice	4
DS	170	Dental Materials for Dental Aux.	2
DA	100	Oral Biology for Dental Assistants	2
DA	101	Oral Pathology & Pharmacology	2
DA	120	Clinical Procedures I for Dental Assistant	3
DA	155	Clinical Procedures II for Den. Assistants	6
DA	171	Dental Materials Lab for Dental Assist.	2
DA	180	Externship I	2
DA	181	Externship II	5
HE	103	Nutrition Today	3

ELECTIVES..... 3 CR

TOTAL..... 61 CR

### DENTAL ASSISTING CERTIFICATE

REQUIREMENTS..... 52 CR

BIOL	101	Biology & Man	3
DA	100	Oral Biology for D.A.	2
DA	101	Oral Pathology & Pharmacology	2
DA	120	Clinical Procedures I for D.A.	3
DA	155	Clinical Procedures II for D.A.	6
DA	171	Dental Materials Lab for D.A.	2
DA	180	Externship I	2
DA	181	Externship II for D.A.	5
DS	110	Radiology for Dental Auxiliaries	4
DS	115	Oral Health Education	3
DS	120	Clinical Proc. I for Dental Aux.	2
DS	130	Oral Tissues for Dental Auxiliaries	3
DS	150	Principles of D. Aux. Practice	4
DS	170	Dental Materials for D. Auxiliaries	2
HE	103	Nutrition Today	3
PSY	150	Human Development	3
SPCH	111	Fundamentals of Oral Communication	3

TOTAL..... 52 CR

NOTE: This semester sequence applies to certificate program and degree program.

First Semester	Second Semester	Third Semester
Fall	Spring	Summer
DA 100	BIOL 101	DA 181
DA 120	DA 101	PSY 150
DS 110	DA 155	SPCH 111
DS 115	DA 171	
DS 120	DA 180	
DS 130	DS 150	
HE 103	DS 170	

### DENTAL HYGIENE

This program prepares students to be licensed, professional, oral health educators, clinical operators, and auxiliaries to the dentist. Dental Hygienists use preventive, therapeutic, and educational methods for the control of oral disease. These methods aid individuals and groups in attaining and maintaining optimum oral health.

ACC's Dental Hygiene Program is a two-year fully accredited course, which has been certified by the Commission on Accreditation of Dental Programs. The Associate of Applied Science Degree in Dental Hygiene prepares students clinically and academically. Graduates are eligible to take National and State Board licensing examinations.

A cumulative grade of C or better is required in prerequisite courses. A grade of C or better is required in each course listed under major degree requirements. Expenses beyond tuition include instruments, uniforms, special block fees. The Dental Hygiene program is a 40 hour a week endeavor. Students are responsible for securing adults and children needed to satisfy clinical requirements.

Information and applications for the program may be obtained from ACC Dental Hygiene Program, 3221 Providence Drive, Anchorage, AK 99504. Telephone: 907 263-1701.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS..... 15 CR  
(To include English 111, English 212, PSY 153, or 101 & 102, and SOC 101)

MAJOR DEGREE REQUIREMENTS..... 75 CR

DS	110	Radiology for Dental Auxiliaries	4
DS	115	Oral Health Education	3
DS	120	Clinical Procedures I for Dental Aux.	2
DS	130	Oral Tissues for Dental Auxiliaries	3
DS	150	Principles of Dental Aux. Practice	4
DS	170	Dental Materials ofr Dental Aux.	2
DH	100	Oral Biology for Dental Hygiene	3
DA	101	Oral Pathology	1
DH	120	Clinical Procedures I for Dental Hygiene	4
DH	155	Clinical Proc. II for Dental Hygiene	2
DH	160	Clinical Practicum I for Dental Hygiene	3
DH	171	Dental Materials Lab for Dental Hyg.	1
DH	203	Periodontology for Dental Hygiene	2
DH	220	Health Resources & Action	3
DH	221	Health Resources & Action Lab	1
DH	265	Oral Pathology & Pharmacology	3
DH	280	Clinical Practicum II for Dental Hyg.	4
DH	281	Clinical Proc. III for Dental Hygiene	2
DH	290	Clinical Practicum III for Dental Hyg.	5
DH	291	Clinical Proc. IV for Dental Hygiene	1
BIOL	111	Human Anatomy & Physiology	4
BIOL	112	Human Anatomy & Physiology	4
BIOL	242	Introductory Bacteriology	4
OR			
BIOL	240	(UAA) Introductory Bacteriology	4
CHEM	120	Survey of Chemistry	4
CHEM	121	Elementary Biochemistry	4
HE	203	Normal Nutrition	2

ENGL 212 is scheduled to be taken with DH 221 for production of a joint research and technical report in Semester IV.

TOTAL..... 90 CR

First Semester	Second Semester	Third Semester	Fourth Semester
DS 110	DH 100	DH 220	ENG 212
DS 115	DA 101	DH 265	DH 221
DS 120	DH 155	DH 203	DH 290
DH 120	DH 160	DH 280	DH 291
DS 130	DS 170	DH 281	DS 150
	DH 171	HE 203	

# DIESEL TECHNOLOGY

## DIESEL TECHNOLOGY CERTIFICATE

REQUIREMENTS..... 62 CR

ADT 101	Orientation to Shop Work	2
ADT 103	Engines	6
ADT 110	Power Trains	6
ADT 150	Brake Systems	4
ADT 161	Suspension Systems	4
ADT 163	Front Eng Alignment	3
ADT 180	Electrical Systems	6
ADT 223	Shop Management	3
ADT 241	Diesel Fuel Systems	2
ADT 243	H.D. Electrical Systems	2
ADT 245	Diesel Engine Theory	2
ADT 246	Diesel Service Lab I	6
ADT 248	Diesel Service Lab II	6
ADT 261	Hydraulics	2
ADT 263	H.D. Power Trains	2
ADT 265	H.D. Chasis	2
WELD 111	Gas Weld Processes	4

TOTAL..... 62 CR

First Semester	Second Semester	Third Semester	Fourth Semester
ADT 101	ADT 150	ADT 241	ADT 223
ADT 103	ADT 161	ADT 243	ADT 248
ADT 110	ADT 163	ADT 245	ADT 261
WELD 111	ADT 180	ADT 246	ADT 263
			ADT 265

## DIETETIC ASSISTANT

### DIETETIC ASSISTANT CERTIFICATE

The Dietetic Assistant provides food service supervision or nutritional care, usually under the guidance of a Registered Dietitian. Dietetic Assistants work in food service operations where the preparation of nutritious foods is a high priority. Such places include hospitals, nursing homes, schools, correctional facilities, pipeline camps, day care centers, senior citizen feeding programs and residential or retirement centers.

Anchorage Community College offers a 12 credit Dietetic Assistant Program which includes classroom or correspondence courses and clinical (on-the-job) experiences. It will take students 1-2 school years to complete the Program.

Graduates earn a Certificate of Proficiency from Anchorage Community College and letter of congratulations from the American Dietetic Association. They are also eligible for membership in the Hospital, Institution and Education Food Service Society. HIEFSS helps 6,000 professional members stay current in the field.

REQUIREMENTS..... 12 CR

HE 100	Nutrition Today	2
HE 101	Nutrition Clinical*	1
HE 110	Food Preparation	2
HE 111	Foods Clinical*	1
HE 116	Food Facilities Procedures	2
HE 117	Facilities Clinical*	1
HE 282	Personnel Issues	2
HE 283	Personnel Clinical*	1

\*Clinical experiences require the cooperation of an approved supervisor and a dietitian.

TOTAL..... 12 CR

## EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development Associate of Arts degree was deleted as a degree option at Anchorage Community College during the academic year 1980-81. However, the college will occasionally offer courses that are appropriate for students wishing to pursue Early Childhood Development education and training.

## ECONOMICS

Although Anchorage Community College does not offer a degree in economics, several economics courses are offered. The economics faculty views their 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.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS 15 CR

MAJOR DEGREE REQUIREMENTS 61 CR

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

TOTAL 76 CR

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER	FOURTH SEMESTER
ET 136	ET 142	ET 230	ET 250
ET 137	ET 143	ET 231	ET 251
ET 138	ET 144	ET 232	ET 252
ET 139	ET 145	ET 233	ET 110

## ELECTRONICS TECHNOLOGY CERTIFICATE

REQUIREMENTS . . . . . 61 CR

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

TOTAL . . . . . 61 CR

First Semester	Second Semester	Third Semester	Fourth Semester
ET 136	ET 142	ET 230	ET 250
ET 137	ET 143	ET 231	ET 251
ET 138	ET 144	ET 232	ET 252
ET 139	ET 145	ET 233	ET 110

## ENERGY

Although Anchorage Community College does not offer a degree in energy, there are several 100 level energy courses offered each semester pertaining to alternate energy, energy conservation, construction design and building concepts and techniques in Alaska. Additional courses pertaining to energy may also be found in the Architectural & Engineering Technology Department. As this subject area is rapidly changing and expanding, new courses may be developed to meet the needs and demands of the community.

## ENGLISH

The English curriculum includes regular courses in language, literature, research techniques, reading, and other skills which promote efficient learning. There are courses offered for personal enjoyment and enrichment, as well as several classes in English-as-a-Second-Language.

A variety of writing classes is available to help students improve their skills while also fulfilling associate degree requirements in written composition. Prior to registering for any composition course, students must take the twenty-minute ENGLISH WRITING SAMPLE. See an English Department faculty member or the English Department secretary for details.

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

For information on challenge examinations, transferring credits, or petition procedures, please see an English Department faculty member.

## ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 20 CR

Complete 20 or more credits in English. Complete at least 3 credits of 100-level work from each group listed below. Also, complete at least 6 credits of 200-level work from any of the courses listed below. For special topics' classes or substitution see the English faculty for advance approval.

### GROUP 1 LANGUAGE

ENGL 175	Vocabulary Development	3
ENGL 275	Vocabulary Enrichment	3
Modern Language courses approved in advance.		

### GROUP 2 LITERATURE

ENGL 130	Intro to Mythology and the Bible	3
ENGL 131	Introduction to Literature	3
ENGL 132	Introduction to Shakespeare	3
ENGL 133	Women's Autobiography	3
ENGL 201	Masterpieces of World Literature I	3
ENGL 202	Masterpieces of World Literature II	3
ENGL 203	Survey of British Literature I	3
ENGL 204	Survey of British Literature II	3
ENGL 205	Survey of U.S. Literature I	3
ENGL 206	Survey of U.S. Literature II	3
PHIL 271	Search for identity: Existentialism	3
ENGL 280	Literature in Opera	3
MUS 280		

### GROUP 3 SKILLS ENRICHMENT

ENGL 101A	College Survival Skills	1
ENGL 101B	Spelling and Pronunciation	2
ENGL 103	Introduction to College English	4
ENGL 105	Reading Lab	1-3V
ENGL 107	How to Succeed in College	3
ENGL 109	Speed Reading	1-3V
ENGL 115	Term Paper	1
ENGL 200A	How to Read the Sciences	1
ENGL 200B	How to Read the Social Sciences	1
OO 131	Comprehensive Business English	3
OO 231	Business Communications	3

### GROUP 4 COMPOSITION

NOTE: Classes used to fulfill requirements in Written Composition may NOT be used to fulfill enjoyment and enrichment, as well as several classes in English-as-a-Second-Language. Classes used to fulfill requirements in Written Composition, may NOT be used to fulfill the major special-ty requirements.

ENGL 111	Methods of Written Communication	3
ENGL 211	Inter Exposition/modes of Literature	3
ENGL 212	Technical Report Writing	3
ENGL 213	Intermediate Exposition	3
ENGL 260	Creative Writer's Workshop	3

ELECTIVES . . . . . 13 CR

TOTAL . . . . . 60 CR

## ENVIRONMENTAL STUDIES

This curriculum provides students with the necessary background for a better understanding of environmental issues, physical and biological surroundings, and the results of human interactions with the world. Some courses also satisfy prerequisites for advanced work in specific sciences. Students who choose to fulfill the requirements for an Associate of Arts degree in Environmental Studies should work very closely with a faculty advisor.

### ASSOCIATE OF ART

GENERAL REQUIREMENTS . . . . . 27 CR  
(To include PS 101, PS 102, Math 106 or Maths 107 & 108; students planning to transfer within the U of A system should take ENGL 211).

MAJOR DEGREE REQUIREMENTS . . . . . 24 CR

BIOL 260	Man and the Environment	3
CHEM 103	Contemporary Chemistry	4
ECON 101	Introduction to Current ECON Problems	3
GEOL 100	Elements of Geology: Man's Physical Environment	4
	OR	
GEOL 111	Physical Geology	4
ENVS 297	A Directed Study in Environmental Studies; Environmentally related work Internship	1

6 credits from the following: 6CR		
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

3 credits from the following Alaska Emphasis courses 3 CR		
GEOL 103	Landscapes and Resources of Alaska	3
ANTH 200	Heritage of Alaska Natives	3

ELECTIVES (To be chosen from the following) 9 CR		
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 Proc.	3
SOC 207	Population and Ecology	3

TOTAL . . . . . 60 CR

## FIRE SCIENCE

The Fire Science program emphasizes two major interest areas: Structural Fire Control and Wildland Fire Control. The program is designed to provide a vehicle for students desiring a career in the fire protection field. Students can concentrate on either structural or wildland which make them a desirable candidate for hire. The fire department employee also benefits with a career advancement program.

### ASSOCIATE OF APPLIED SCIENCE EMPHASIS IN STRUCTURAL FIRE CONTROL

GENERAL REQUIREMENTS . . . . . 15 CR

MAJOR DEGREE REQUIREMENTS . . . . . 36 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/Mgt.	3
FS 117	Rescue Practice	3
FS 202	Fire Hydraulics	3
FS 204	Hazardous Materials I	3
EMT 119/120	Emergency Medical Training	6
	May be substituted for FS 117	

9 courses from the following:

FS 115	Fire Apparatus & Equipment	3
FS 121	Intro to Fire Chemistry & Physics	3
FS 123	Fire Investigation I	3
FS 206	Building Construction for Fire Protect.	3
FS 208	Fire Service Records and Reports	3
FS 210	Hazardous Materials II	3
FS 212	Related Codes and Ordinances	3
FS 214	Fire Protection Equip. & Systems	3
EMT 119/120	Emergency Medical Training	6

ELECTIVES . . . . . 9 CR

TOTAL . . . . . 60 CR

### ASSOCIATE OF APPLIED SCIENCES EMPHASIS IN WILDLAND FIRE CONTROL

GENERAL REQUIREMENTS . . . . . 15 CR

MAJOR DEGREE REQUIREMENTS . . . . . 36 CR

FS 117	Rescue Practice	3
FS 151	Wildland Fire Control I	3
FS 153	Fire Organization & Management	3
FS 155	Fire Behavior I	3
FS 157	Air Operation Management	3
FS 252	Law Enforcement Investigation	3
FS 254	Fire Management	3
EMT 119/120	Emergency Medical Training	6
	May be substituted for FS 117	

9 courses from the following:

FS 159	Fire Business Management	3
FS 161	Fire Service Functions	3
FS 163	Air Attack	3
FS 256	Fire Planning & Multiple Use Material	3
FS 258	Prescribed Burning/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 Env. Consideration	3
EMT 119/120	Emergency Medical Training	6

ELECTIVES . . . . . 9 CR

TOTAL . . . . . 60 CR

## FOOD SERVICE TECHNOLOGY

The Food Service degree program introduces the student to food service and prepares the student for a career in various aspects of the vast and expanding field of Food Service. Graduates can expect to be employed either in food production or in the management of restaurants, bakeries, hotels, hospitals, camps, or any facility that requires food service as part of their operation.

**ASSOCIATE OF APPLIED SCIENCES**

GENERAL REQUIREMENTS. . . . . 15 CR

MAJOR DEGREE REQUIREMENTS . . . . . 40-46CR

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 114	Beverages	2
FST 201	Quantity Food Prod. (Specialized)	4
FST 202	Food Service Bakery Practicum	4
FST 199/	Co-op Food Service Practicum	
299		1-6
ACCT 051	Bookkeeping for Business	3
OR		
ACCT 101	Elementary Accounting	3

**ASSOCIATE OF APPLIED SCIENCES  
EMPHASIS IN FOOD PRODUCTION**

FST 221	Quantity Food Service	2
FST 222	Menu Making	1
FST 223	Advanced Foods	3

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN BAKERY PRODUCTION**

FST 231	Intermediate Pastry	4
FST 232	Advanced Pastry and Baking Art	2

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN FOOD SERVICE MANAGEMENT**

FST 210	Stewardship	2
FST 212	Leadership	1
FST 213	Facility Layout and Design	2

ELECTIVES. . . . . 0-5 CR

TOTAL. . . . . 60 CR

**GEOGRAPHY**

Although Anchorage Community College does not offer a degree in geography, several geography courses are offered in cultural, physical, and economic geography which satisfy the students' curiosity as well as satisfy degree requirements in social and natural science.

**GEOLOGY**

Anchorage Community College offers a well-established program in geology, with a wide variety of courses to satisfy all levels of interest. Students seeking a career in geology or related fields such as mining, petroleum, engineering, and surveying, can enroll in introductory courses at ACC. In addition, students may earn an Associate of Arts Degree in geology or satisfy the requirements for a geology minor at most four-year institutions.

**ASSOCIATE OF ARTS**

GENERAL REQUIREMENTS. . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 20 CR

GEOL 111	Physical Geology	4
GEOL 112	Historical Geology	4
Any 12 additional geology credits		12

ELECTIVES. . . . . 13 CR

TOTAL. . . . . 60 CR

**HISTORY**

History is the record and interpretation of our past. Without it we have no knowledge of who we are or how we came to be. Events recorded in history have generated our ethics, social values, and our ideals. Likewise, historical events have created all the basic groupings of human beings--nations, religions, classes, etc.--and their accompanying loyalties. In its written form, history is a genre of literature, with special appeal due to its factual basis and real characters.

**ASSOCIATE OF ARTS**

GENERAL REQUIREMENTS. . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 21 CR

Complete two of the following two-semester sequences 12

HIST 101-102	Western Civilization	6
HIST 121-122	East Asian Civilization	6
HIST 131-132	History of the United States	6

9 additional History credits 9

ELECTIVES. . . . . 12 CR

TOTAL. . . . . 60 CR

**HOME ECONOMICS**

Home Economics is concerned with improving the quality of individual and family life in a changing society.

Home Economics programs of study lead to both the Associate of Arts and Associate of Applied Science degrees and cover all aspects of Home Economics - clothing & textiles; interior design; foods, nutrition and dietetics; home management-consumer economics; and child & family studies.

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

**ASSOCIATE OF APPLIED SCIENCES  
EMPHASIS IN CLOTHING AND TEXTILES**

Clothing and textiles is a flexible degree which students may develop to meet individual needs related to clothing construction.

GENERAL REQUIREMENTS. . . . . 15 CR

MAJOR DEGREE REQUIREMENTS . . . . . 30-31 CR

HE 121	Basic Clothing Construction	3
HE 130	Textiles	3
HE 180	Career Image Development	2
HE 221	Intermediate Clothing Construction	3



HE	222	Tailoring	3
HE	233	Pattern Alteration	3
HE	234	Pattern Drafting	2

3 credits from the following:			3
HE	135	Creative Stitchery	3
HE	136	Quilting	2
HE	137	Art of Skin Sewing	3

9 or more credits from the following:			9
HE	073	Heritage Needle and String Arts	2
HE	122	Sewing with Knits	3
HE	123	Lingerie	2
HE	126	Sewing Parkas	2
HE	128	Draperies and Window Coverings	2
HE	129	Art of Rug Making	2
HE	134	Textile Art	2
HE	135	Creative Stitchery	3
HE	136	Quilting	2
HE	137	Art of Skin Sewing	3
HE	139	Commercial Sewing	3
HE	181	Fashion Merchandising/Analysis of Fashion	2
HE	235	Creative Stitchery II	3
HE	236	Quilting II	2
HE	237	Art of Skin Sewing II	3
HE	225	Mens Wear	2

ELECTIVES.....	14-15 CR
TOTAL.....	60 CR

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN FOODS; NUTRITION & DIETETICS**

This option is for those students who are interested in increasing their knowledge of food, food preparation and nutrition.

GENERAL REQUIREMENTS.....	16 CR
(To include PSY 101, BIOL 242 OR BIOL 240 (UAA))	

MAJOR DEGREE REQUIREMENTS.....	39 CR
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HE	100	Nutrition Today	2
HE	110	Food Preparation	2
HE	113	Alaskan Foods	2
HE	210	Meal Management	3
HE	216	Intro to Food Service	1
HE	217	Quantity Food Production-Foods	4
HE	218	Quantity Food Production-Bakery	4
CHEM	103	Contemporary Chemistry	4
OR			
CHEM	105	General Chemistry	4
OR			
CHEM	120	Survey of Chemistry	4

17 or more credits from the following:			17
HE	051	Cake Decorating	2
HE	115	Outdoor Cookery	2
HE	180	Career Image Development	2
HE	200	Alaskan Community Nutrition	3
HE	204	Deit Therapy	3
HE	212	Creative Cookery—U.S. Regional Foods	2
HE	214	Creative Cookery-Foreign Foods	2
HE	274	Consumer Finance	3

ELECTIVES.....	5-6 CR
TOTAL.....	60 CR

**ASSOCIATE OF APPLIED SCIENCE  
EMPHASIS IN INTERIOR DESIGN**

A professional interior designer is qualified by education and experience to identify, research and creatively solve problems relative to the function and quality of man's proximate environment. The Associate of Applied Science Interior Design degree qualifies the student to work in conjunction with and under the supervision of an experienced interior designer. The graduate is qualified to assist the designer in certain aspects of drafting and illustration, material selection, specification estimating, office administration and merchandising.

GENERAL REQUIREMENTS.....	15 CR
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MAJOR DEGREE REQUIREMENTS.....	39 CR
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HE	130	Textiles	3
HE	141	Interior Design	3
HE	142	Elements and Principals of Design	3
HE	144	Interior Design Seminar	2
HE	146	Interior Houseplanning Seminar	1
HE	148	Interior Design Lab I	3
HE	150	Interior Finishes	3
HE	152	Interior Presentation Techniques	2
HE	158	Interior Design Lab II	3
HE	180	Career Image Development	2
HE	240	History of Furnishings and Interior Space	3
HE	241	History of Furnishings & Interior Spaces	3
HE	242	Contemporary Furnishings	3
HE	243	Operating Procedures for Int. Designers	2
AET	101	Fund. of Drafting for Bldg. Construction	3

ELECTIVES.....	6 CR
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TOTAL.....	60 CR
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**ASSOCIATE OF ARTS DEGREE  
GENERAL EMPHASIS**

GENERAL REQUIREMENTS.....	27-29 CR
(To include PSY 101, SOC 101, CHEM 105/106 or CHEM 120/121)	

MAJOR DEGREE REQUIREMENTS.....	34 CR
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HE	100	Nutrition Today	2
HE	110	Food Preparation	2
HE	121	Basic Clothing Construction	3
HE	130	Textiles	3
HE	141	Interior Design	3
HE	146	Houseplanning Seminar	1
HE	180	Career Image Development	2
HE	210	Meal Management	3
HE	221	Intermediate Clothing Construction	3
OR			
HE	222	Tailoring	3
OR			
HE	233	Pattern Alteration	3
HE	264	Living Together--Family Relations	3
OR			
HE	265	Marriage and Family	3
HE	274	Consumer Finances	3
HE	276	Home Management	3
PSY	245/	Child Development	3
HE	260		3

TOTAL.....	61-64 CR
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## HUMANITIES

The humanities help people understand the relationships between life and work, familiar and unfamiliar cultures, and different insights into the human condition. People study the humanities to learn to speak, read and write with clarity and precision, to question their beliefs and values, to gain an understanding of values and beliefs of others, and to respond with reason and understanding to daily events in human environments.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 30 CR

HUM 211	Humanities I	3
HUM 212	Humanities II	3
ART 160	Art Appreciation	3
MUS 123	Music Appreciation	3
3 credits from the following:		
ENGL 131	Introduction to Literature	3
ENGL 201	Masterpieces of World Literature I	3
ENGL 202	Masterpieces of World Literature II	3
ENGL 203	Survey of British Literature I	3
ENGL 204	Survey of British Literature II	3

15 credits from the following areas:

- ART
- ENGLISH
- MUSIC
- DRAMA
- PHILOSOPHY
- JOURNALISM

ADDITIONAL ELECTIVES . . . . . 3 CR

TOTAL . . . . . 60 CR

## JUSTICE RELATED

The Justice programs provide paraprofessional training in Law Science, and courses and programs for those interested in or pursuing a career in the field of criminal or civil justice. Three distinct Associate of Arts degrees are offered; Corrections, Law Science, and Police Administration.

### ASSOCIATE OF ARTS CORRECTION

Corrections is designed for those interested in, or working in, the correctional system. Focus is on the disposition of offenders, e.g. institutionalization, probation, parole.

GENERAL DEGREE REQUIREMENTS . . . . . 27 CR  
(PSY 153 is recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 33 CR

JUST 110	Introduction to Criminal Justice (Prerequisite to all other CORR courses may be taken concurrently)	3
JUST 221	Justice Organization and Management	3
JUST 251	Criminology	3
JUST 252	Substantive Criminal Law	3
JUST 254	Criminal Procedure	3

18 additional credits from the following:		18
CORR 116	Pre-sentence Investigation	3
CORR 225	Corrections and Community	3
CORR 226	Correctional Administration	3

CORR 227	Law and Corrections	3
CORR 285	Rights of Offenders	3
JUST 120	Practicum: Field Observation	3
SOC 203	Juvenile Delinquency	3
OR		
JUST 258	Juveniles and the Law	3
JUST 210	Principles of Corrections	3
JUST 220	Practicum: Field Practice (Prerequisite: 12 credits in area)	3
JUST 250	Development of Law	3

TOTAL . . . . . 60 CR

### ASSOCIATE OF ARTS LAW SCIENCE

Law Science trains paraprofessionals for work in the areas of legal documents and court hearings and provides a basic working knowledge of the legal system and legal processes for work in attorney's offices, court system, and legal agencies.

GENERAL REQUIREMENTS . . . . . 27 CR  
(PSY 153 recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 39 CR

LAWS 101	Intro to Law (Prerequisite to all other LAWS courses; may be taken concurrently)	3
LAWS 111	Torts	3
LAWS 112	Civil Procedures	3
LAWS 113	Constitutional Law	3
LAWS 115	Contracts	3
LAWS 224	Legal Research	3
JUST 220	Practicum: Field Practice (Prerequisite: 12 credits in area)	3
JUST 252	Substantive Criminal Law	3
JUST 254	Criminal Procedure	3
12 additional credits from the following:		12
BA 223	Real Estate Law	3
LAWS 114	Environmental Law	3
LAWS 193	Criminal Appellate Procedure	3
LAWS 226	Consumer Protection Law	3
LAWS 227	Probate	3
LAWS 230	Domestic Relations	3
JUST 153	Evidence	3
JUST 255	Criminal Investigation	3
JUST 258	Juveniles and the Law (May substitute SOC 203)	3

TOTAL . . . . . 66 CR

### ASSOCIATE OF ARTS POLICE ADMINISTRATION

Police Administration is designed for individuals interested in, or employed in, law enforcement agencies. It focuses on the functions of law enforcement in our society.

GENERAL REQUIREMENTS . . . . . 27 CR  
(PSY 153 recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 33 CR

JUST 110	Introduction to Criminal Justice (Prerequisite to all other PA courses; may be taken concurrently)	3
JUST 221	Justice Organization and Management	3
JUST 251	Criminology	3
JUST 252	Substantive Criminal Law	3
JUST 254	Criminal Procedure	3

18 additional credits from the following:		18
JUST 120	Practicum: Field Observation	3
JUST 153	Evidence	3
JUST 210	Principles of Corrections	3
JUST 220	Practicum: Field Practice (Prerequisite: 12 credits in area)	3
JUST 250	Development of Law	3
JUST 255	Criminal Investigation	3
JUST 258	Juveniles and the Law (SOC 203 will substitute)	3
PA 150	Line and Staff Administration	3
PA 257	Traffic Study	3
PA 259	Administrative Concepts	3
PA 262	Police Interrelationships	3
TOTAL.....		60 CR

## MATHEMATICS

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

All students who want to take a math course at ACC are encouraged to meet with a mathematics faculty member. It is possible to modify certain degree requirements so that students need not repeat material which they have already mastered. New students must take the Mathematics Placement Test before registering for any math course at ACC.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS.....		27 CR
MAJOR DEGREE REQUIREMENTS.....		20 CR
MATH 200	Calculus I	4
MATH 202	Calculus II	4
MATH 202	Calculus III	4
8 additional credits in Math. (Prerequisites for calculus are acceptable.)		
ELECTIVES.....		13 CR
TOTAL.....		60 CR

## MEDICAL ASSISTING

The Medical Assisting Program prepares the student for employment in a physician's office or medical clinic. This includes clinical duties such as assisting the physician with examinations, preparing patients for various procedures, sterilizing instruments, care of the examining rooms, and many other clinical procedures. Instruction is given in the secretarial and administrative responsibilities of a medical office, such as completing health insurance forms, scheduling appointments, handling correspondence, preparing medical and financial records, and other general office management tasks.

The Medical Assisting courses are offered in fall and spring semesters, plus a six-week office practicum (externship) that begins in May. Each individual course is offered only once yearly. Students who wish to obtain an associate degree will have to complete additional courses. Part-time students are accepted.

### PREREQUISITES:

1. High school graduation or equivalent
2. Typing speed 45 minutes per minute. Students who can type but have not reached this speed can enter the program and add a typing course to their schedule. You must attain 45 wpm before enrolling in MA 202 Medical Transcription I.
3. Adequate, average spelling and English ability.
4. Good health. A recent physical examination is required before externship.

### APPLICATION:

1. Obtain application form from the Medical Assisting Program office, and make an appointment for an interview.
2. Have high school and college transcripts sent to the Medical Assisting Program.
3. Apply to the Anchorage Community College Counseling Center for the ACT or SAT test, and the Nelson-Denny Reading Test. Have results sent to the Medical Assisting Program office.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS..... 15 CR  
(To include OO 131 and OO 231 to meet written composition requirements; Speech 111; 3 credits of Economics, 3 credits of Psychology.) (ECON 101 and PSY 150 recommended.)

MAJOR DEGREE REQUIREMENTS..... 50 CR

ACCT 051	Bookkeeping for Business	3
BIOL 101	Biology and Man	3
HE 103	Nutrition Today	3
MA 101	Medical Terminology I	3
MA 104	Medical Terminology II	3
MA 106	Medical Office Procedures I	4
MA 201	Medical Office Procedures II	4
MA 202	Medical Transcription I	3
MA 203	Medical Transcription II	3
MA 205	Clinical Procedures I	4
MA 206	Clinical Procedures II	4
MA 208	Medical Office Externship	10
OO 111	Alphabetic Filing	1
OO 203B	Calculating Machines	1
OO 207A	Machine Transcription A	1

TOTAL..... 65 CR

First Semester	Second Semester	Third Semester
Fall	Spring	Summer
BIOL 101	MA 104	MA 208
MA 101	MA 201	Medical Office Externship
MA 106	MA 202	(6 weeks, May to Mid-June)
MA 205	MA 206	
OO 131	PSY 150	
OO 207A		

## MEDICAL LABORATORY TECHNOLOGY

This program prepares two-year Associate Degree graduates for employment as medical laboratory technicians. Students take academic course work including the basic sciences required for completion of the program during the first year. Then they complete a three-semester sequence in the Medical Laboratory Technology Program during the second year. Graduates are eligible to take the National Registry Examination for Medical Laboratory Technicians, offered by the American Society of Clinical Pathologists, and the National Registry Examination for Clinical Laboratory Technicians, offered by the National Certification Association for Medical Laboratory Personnel.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS . . . . . 15-17 CR  
To include CHEM 105 and 106

MAJOR DEGREE REQUIREMENTS . . . . . 49 CR

BIOL 105	Fund. of Biology I	4
BIOL 106	Fund. of Biology II	4
MEDT 201	Laboratory Orientation	1
MEDT 202	Clinical Chemistry	7
MEDT 212	Clinical Chemistry Practicum	3
MEDT 203	Clinical Microbiology	7
MEDT 213	Clinical Microbiology Practicum	3
MEDT 205	Hematology	6
MEDT 215	Hematology Practicum	2
MEDT 206	Immunohematology	5
MEDT 207	Serology	3
MEDT 208	Urine Analysis	3
MEDT 252	Current Topics in Medical Technology	1

#### OPTIONAL:

BIOL 242	Intro. to Microbiology	4
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TOTAL . . . . . 66 CR

## MODERN LANGUAGES

Students may earn a degree in Modern Language by specializing in one language or in any number of languages. Students may be interested in combining language study with specific job training in another field. A language teacher or counselor can help advise student which courses to take along with language options to best prepare him/her for future study or work.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 20-21 CR

Complete 20 credits in Modern Languages

OPTION 1: 20 credits in a single language.  
OPTION 2: 20 credits in any number of languages so long as all credits are at the 200 level.

ELECTIVES . . . . . 12-13 CR

TOTAL . . . . . 60 CR

## MUSIC

Music courses are offered for those students wishing to learn basic to advanced elements of how to play instruments or sing and for those students who wish to participate in an ensemble. ACC offers credit for Anchorage Community Chorus, Stage Band, Jazz Singers, and Chamber Orchestra.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 33 CR

MUS 119	Theory I	4
MUS 120	Theory II	4

MUS 219	Theory III	4
MUS 220	Theory IV	4

OR

MUS 183	Jazz Theory I	4
MUS 184	Jazz Theory II	4

Ensemble	Three semesters 2 cr each	6
Private Lessons	4 semester/4 Juries 2 cr. each	8

ELECTIVES . . . . . 3 CR

MUS/HUM 123 Music Appreciation recommended.

TOTAL . . . . . 60 CR

## NATURAL SCIENCE

In this age of over-specialization, some students may prefer to survey several of the science disciplines. ACC has provided for this option by offering an Associate degree program with an inter-disciplinary approach to the sciences. Students who wish to transfer to four-year institutions should consult with the Natural Science faculty for degree program planning assistance.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 20 CR

20 or more credits in any combination from the following areas:

- BIOLOGY
- CHEMISTRY
- GEOLOGY
- PHYSICS

At least 16 of the above credits must be in courses with laboratories.

ELECTIVES . . . . . 13 CR

TOTAL . . . . . 60 CR

## NURSING

### Associate Degree Nursing

The associate degree nursing program is two academic years or four semesters. Instruction is planned to provide close correlation between theory and practice. Hospitals, nursing homes, clinics and community agencies are utilized for clinical experience.

Upon successful completion of the program, graduates receive an Associate in Arts Degree and are certified to write the Alaska State Board Examination for licensing as a Registered Nurse.

**APPLICATION PROCEDURE:**

Apply for admission by writing the Coordinator of the Associate Degree Nursing Program, Anchorage Community College, 2533 Providence Drive, Anchorage, Alaska 99508-4670. Telephone: (907) 263 - 1273

Request all high school and college transcripts be sent to the Coordinator of the ADN program.

Forward results of ACT or SAT Assessment exams.

Consideration for Fall enrollment is assured if application is filled by February 28.

Before you can be considered for admission to the Program the following prerequisites must be met:

Algebra, Chemistry with Lab, Biology with Lab. These courses may be either high school or college level. If you have not had these courses, the following ACC courses will meet these requirements:

Math 55, Chemistry 103 or 120, Biology 103. These courses must be completed BEFORE you can be considered for admission to the Program. However, you may apply to the Program at any time.

**ASSOCIATE OF ARTS**

GENERAL REQUIREMENTS. . . . . 27-29 CR  
(To include PSY 150, BIOL 111, & 112)

MAJOR DEGREE REQUIREMENTS . . . . . 36 CR

NS	160	Nursing in Health/III. Continuum I	8
NS	161	Nursing in Health & Illness II	8
NS	260	Nursing in Physical & Mental Health I	8
NS	261	Nursing in Physical & Mental Health II	8
HE	100	Study of Nutrition	2
		OR	
HE	103	Nutrition Today	3
		OR	
BIOL	203	Normal Nutrition	3
BIOL	240	Introductory Bacteriology	4
		OR	
BIOL	242	Introductory Bacteriology	4
TOTAL. . . . .			67-68 CR

**Practical Nursing Education**

The Practical Nurse Education Program prepares the individual for employment in the area of direct patient care and is a four segmented program which extends over a three semester sequence of instruction. This program begins in Summer semester and is completed approximately the second week in June the following year. Graduates of the program are generally employed in hospitals and extended (long-term) care facilities as practical nurses and upon successful completion of the program, the graduates are eligible to take the National Council Licensing Exam in Practical Nursing.

**ADMISSION REQUIREMENTS:**

1. Must have completed the 12th grade or its equivalent. High school graduation is preferred.
2. Completion of required testing with acceptable scores - Nelson Denny Reading Test and a math test.
3. Personal interview.
4. Two letters of reference.

5. Evidence of physical and emotional stability by medical examination.
6. Must be at least seventeen years of age.

**APPLICATION PROCEDURE:**

1. Apply for admission by writing or phoning the Practical Nurse Education Program, Anchorage Community College, 2533 Providence Drive, Anchorage, Alaska 99508-4670. 263-1275
2. Request high school and/or other transcripts be sent to same address.
3. Apply to the Counseling Center for completion of required testing. Telephone number is 263-1570.
4. Make an appointment with the Practical Nurse Education Program for personal interview.

**ADVANCED 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.

**SELECTION PROCESS:**

1. Students are selected on basis of date of application, test results and general suitability for nursing.
2. Class selection completed in April of each year.
3. Limited to 25 students per year.

**ACCREDITATION:**

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

REQUIREMENTS. . . . . 47-48 CR

HE	103	Nutrition Today	2
		OR	
HE	203	Nutrition	3
NS	160	Nursing in the Health/III Continuum	8
PNE	054	Body in Health	4
PNE	056	Pharmacology including Drug Admin.	3
PNE	066	Fundamentals of Nursing	3
PNE	069	Medical-Surgical Nursing	9
PNE	072	Vocational Adjustments	3
PNE	078	Nursing Care of Mothers & Children	8
PNE	079	Nursing Care of the Emotionally Ill	4
PSY	150	Human Growth and Development	3

**RECOMMENDED:**

Math 054 Pre-Algebra 3

TOTAL. . . . . 47-48 CR

Summer	Fall	Spring
HE 103 or 203	NS 160	PNE 069
PSY 150	PNE 054	PNE 066
MATH 054	PNE 056	PNE 072
ENGLISH		PNE 078
		PNE 079

**OFFICE OCCUPATIONS**

The Office Occupations Department is located on the second floor of the Eugene Short Building and has many offerings. One is an outreach program. Teachers offer both short seminars and complete courses at local businesses and offices. Some of the subjects include Grammar and Punctuation Review, Letterwriting, Human Reactions, Listening Skills, Time Management, and Coping with Stress. Please call 263-1144 for more information.

The Office Instructional Center, is an open/entry, open/exit lab where 16 skills courses are offered on an individualized basis. The Center is open 12 months a year, and students may register at any time and then progress at their own pace until completion. During the Fall and Spring semesters, the Office Instructional Center is open:

8:00 a.m. to 9:00 p.m. Monday thru Thursday  
 8:00 a.m. to 3:30 p.m. Friday  
 10:00 a.m. to 3:00 p.m. Saturday

Please call the Department for summer hours.

**ASSOCIATE OF APPLIED SCIENCES  
 GENERAL EMPHASIS**

GENERAL REQUIREMENTS. . . . . 15 CR  
 (OO 131 and OO 231 may be used to fulfill written communications requirement.) Speech , 3 credits, ECON 101 or ECON 121; SOC 101 or PSY 101.

MAJOR DEGREE REQUIREMENTS . . . . . 45 CR

OO	101	Beginning Shorthand	4
OO	102	Intermediate Shorthand	4
OO	105	Typing II Intermediate	3
OO	106	Typing III Advanced	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
OO	207	Machine Transcription	3
OO	209	Human Relations in the Office	3
OO	210	Secretarial Procedures	3
OO*	231	Written Business Communications	3

\* if used as written composition credits student must substitute two other courses for major degree requirements.

6 credits from the following courses:	6
ACCT 051 Bookkeeping For Business I	3
ACCT 052 Bookkeeping for Business II	3
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3

3 credits from the following courses:	3
ECON 122 Principles of Economics II	3
PS 101 Intro to American Government	3
BA 241 Business Law	3

TOTAL 60 CR

**ASSOCIATE OF APPLIED SCIENCE  
 EMPHASIS IN LEGAL SECRETARY**

GENERAL REQUIREMENTS. . . . . 15 CR  
 (To include OO 131 and OO 231 to meet written communications requirement, PS 101 and PSY 101, Speech 101 recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 37 CR

ENGL 175	Vocabulary Development	3
	OR	
ENGL 275	Vocabulary Development	3
ACCT 051/	Introduction to Bookkeeping	3
052		3
	OR	
ACCT 101	Introduction to Accounting	3
OO 106	Typing III Advanced	3
OO 109	MC/ST II	1

OO	155	Business Math with Machines	3
OO	207	Machine Transcription A-B-C	3
OO	209	Human Relations in the Office	3
OO	210	Secretarial Procedures	3
OO	215	Legal Office Procedures	3
OO	216	Professional Legal Secretary	3
		3 credits from the following courses:	3
LAWS	101	Introduction to Law	3
JUST	110	Introduction to Criminal Justice	3
BA	241	Business Law I	3
Ed	101/	Coop Education	3
	102		

\* One year's work experience in an Alaska law office within last three years may be substituted for co-op requirement.

ELECTIVES. . . . . 8 CR

TOTAL. . . . . 60 CR

**ASSOCIATE OF ARTS**

GENERAL REQUIREMENTS. . . . . 27 CR  
 (OO 131 and OO 231 may be used to fulfill written communications requirements.)

MAJOR DEGREE REQUIREMENTS . . . . . 20-30 CR

20-30 credits in Office Occupations. The following courses are recommended:

OO	105	Typing II Intermediate	3
OO	106	Typing III Advanced	3
OO	109	MC/ST	1
OO*	131	Comprehensive Business English	3
OO*	231	Written Business Communications	3
OO	110	Office Procedures	3
OO	155	Business Math with Machines	3
OO	207	Machine Transcription	1-3

\* if used as written composition credits, student must substitute two other courses for major degree courses.

ELECTIVES. . . . . 3-13 CR

TOTAL. . . . . 60 CR

**PETROLEUM**

Although Anchorage Community College does not offer a degree in petroleum, several petroleum classes are offered each semester under sponsorship of the Statewide Petroleum Extension Program out of Kenai. These courses relate specifically to oil field technology and to the petroleum industry and may be of importance for the individual already working in the industry wishing to expand his/her knowledge or for the individual seeking employment in the industry. For more information, call 263-1460 (Vocational Education Department, ACC)

**PHILOSOPHY**

Although Anchorage Community College does not offer a degree in philosophy, several philosophy courses are offered which confront students with fundamental human problems as reflected in Eastern and Western philosophical traditions. Students are introduced to independent reflection on a broad range of issues, concerned with human knowledge and values, from a variety of perspectives. This wider awareness of human possibilities will assist students in their academic careers as well as enrich their personal outlooks.

## PHYSICAL EDUCATION

Although Anchorage Community College does not offer a degree in physical education, several activity, recreation, and interest classes are offered. Many of these classes are conducted off-campus. Several are offered on a contractual basis with private firms and businesses which have instructional facilities.

## PHYSICS

Although Anchorage Community College does not offer a degree in physics, several physics courses are offered which primarily support other programs. Freshmen and sophomore survey courses are offered for science and technology majors as well as to fulfill general lab science requirements. Emphasis is placed on traditional content and transferability of physics coursework to other institutions. In addition, special interest courses are offered periodically for members of the community. Typical topics include energy, astronomy, and meteorology.

## POLICE ACADEMY

Persons wishing to complete pre-employment basic police training may enroll in the Alaska Police Academy. The program is an intensive eight-week Academy-style training program emphasizing practical and legal aspects of police work in Alaska. The course is conducted by the College's Department of Public Safety and visiting instructors from various police departments throughout the state. It is approved by the Alaska Police Standards Council. Graduates of the Academy earn college credit in police subjects and are awarded a Certificate of Completion.

## POLITICAL SCIENCE

As 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 different aspects of the politics of organized societies—local communities, subnational states, nations and international organizations. The program in political science provides a comprehensive background for persons in public service, education, law and other professional careers.

In addition to offering a degree, the Political Science program at Anchorage Community College offers a range of elective courses which emphasize the government and politics of Alaska.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 21 CR

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
		9 additional Political Science credits	9

ELECTIVES . . . . . 12 CR

TOTAL . . . . . 60 CR

## PROFESSIONAL PILOTING

This two-year program offers the Associate of Arts or Associate of Applied Science degree option. The Associate of Applied Science in Professional Piloting requires greater concentration in the major.

All degree students take Private Pilot Ground School, Commercial Ground School and Instrument Ground School in preparation for the three corresponding FAA licenses. Other available courses are Alaska Bush Flying; Search, Survival and Rescue; Aviation Weather; and other general interest subjects.

### ASSOCIATE OF APPLIED SCIENCE

GENERAL REQUIREMENTS . . . . . 15 CR  
Math 104 recommended

MAJOR DEGREE REQUIREMENTS . . . . . 43-49 CR

AT	100	Private Pilot Ground School	4
AT	101	Private Flying	2
AT	102	Commercial Ground School	3
AT	103	Commercial Flying	3
AT	132	Survey of Aviation	3
AT	133	Aviation Law and Regulations	3
AT	200	Instrument Ground School	4
AT	201	Instrument Flying	3
AT	202	CFI Ground School	3
AT	203	CFI Flying	3
AT	231	Search, Survival and Rescue	3
AT	233	Aviation Safety	3
AT	235	Elements of Weather	3
AT	241	Management - Airline	3

ELECTIVE . . . . . 0-6 CR

OR

ED 101/ Co-op Ed Aviation 3-6  
201

TOTAL . . . . . 61 CR

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . . 27 CR

MAJOR DEGREE REQUIREMENTS . . . . . 30 CR

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	10
		Co-op Ed 101/102 can be substituted for any aviation course	1-6

ELECTIVE . . . . . 3 CR

TOTAL . . . . . 60 CR

## PSYCHOLOGY

A degree in Psychology can be used to enhance students' self-understanding and ability to cope with modern-day stresses. This degree also fulfills core requirements for many upper-division programs.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . .	27 CR
MAJOR DEGREE REQUIREMENTS . . . . .	21 CR
PSY 101-102 Introduction to Psychology I & II	6
15 credits from the following:	
PSY 150 Human Development	3
PSY 153 Human Relations	3
PSY 169 Human Sexuality	3
PSY 202 Psychology of Adjustment	3
PSY 223 Helping Skills I	3
PSY 224 Helping Skills II	3
PSY 244 Early Childhood Development	3
PSY 245 Child Development	3
PSY 246 Adolescence	3
PSY 251 Introduction to Statistics	3
ELECTIVES . . . . .	12 CR
TOTAL . . . . .	60 CR

## SOCIAL SCIENCES

The Associate of Arts degree in Social Sciences affords the opportunity to complete an A.A. degree without the specialization required by the majority of ACC programs. Although open to all students this program may be of special interest to off-campus groups such as:

- Military personnel
- Inmates of correctional institutions
- Other off-campus groups

These student groups can attain this degree by taking courses offered at off-campus locations which do not require specialized equipment or facilities.

### ASSOCIATE OF ARTS

GENERAL REQUIREMENTS . . . . .	27 CR
MAJOR DEGREE REQUIREMENTS . . . . .	20-21 CR
20 or more credits from the following areas:	
ANTHROPOLOGY	
ECONOMICS	
GEOGRAPHY	
HISTORY	
POLITICAL SCIENCE	
PSYCHOLOGY	
SOCIOLOGY	
(Students are strongly urged to limit major specialty to one area or two related areas.)	
ELECTIVES . . . . .	12-13 CR
TOTAL . . . . .	60 CR

## SOCIOLOGY

Sociology is the study of social systems--how they are formed, sustained, and changed. It is concerned with processes which shape our language, world views, and group behaviors. Curricula in sociology provides students with a liberal educational background, a foundation for further training in sociology, and general preparation for the human services.

### ASSOCIATE OF ARTS GENERAL EMPHASIS

GENERAL REQUIREMENTS . . . . .	27 CR
MAJOR DEGREE REQUIREMENTS . . . . .	21 CR
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
12 additional credits in Sociology:	12
ELECTIVES . . . . .	12 CR
TOTAL . . . . .	60 CR

### ASSOCIATE OF ARTS EMPHASIS IN SUBSTANCE ABUSE

GENERAL REQUIREMENTS . . . . .	27 CR
MAJOR DEGREE REQUIREMENTS . . . . .	31 CR
SOC 101 Introduction to Sociology	3
SOC 106 Introduction to Social Welfare	3
SOC 122 Substance Abuse/Contemporary Prob.	3
SOC 294 Human Services Practicum	4
SOC 294 Public Education & Prevention in Substance Abuse	3
PSY 223 Helping Skills I	3
PSY 224 Helping Skills II	3
9 additional credits from the following:	
SOC 201 Social Problems	3
SOC 203 Juvenile Delinquency	3
SOC 242 The Family	3
ANTH 200 Natives of Alaska	3
PSY 150 Human Development	3
PSY 245 Child Development	3
PSY 246 Adolescent Psychology	3
SOC 251 Introduction to Statistics	3
TOTAL . . . . .	61 CR

### ASSOCIATE OF ARTS EMPHASIS IN SOCIAL WELFARE

GENERAL REQUIREMENTS . . . . .	27 CR
MAJOR DEGREE REQUIREMENTS . . . . .	24 CR
SOC 101 Introduction to Sociology	3
SOC 106 Introduction to Social Welfare	3
SOC 201 Social Problems	3
SOC 261 Intro to Social Work Practice	3
SOC 262 Social Work Practice and Methods	6



6 additional credits from the following:			
SOC	203	Juvenile Delinquency	3
SOC	242	The Family	3
ANTH	200	Natives of Alaska	3
PSY	150	Human Development	3
PSY	245	Child Development	3
PSY	246	Adolescence	3
SOC	251	Introduction to Statistics	3

ELECTIVES. . . . . 9 CR  
 TOTAL. . . . . 60 CR

**SPEECH**

Although Anchorage Community College does not offer a degree in speech, several speech courses are offered which emphasize public, small group and interpersonal communication. These courses develop skills applicable to professional and personal development, and to all degree programs.

**SURVEYING TECHNOLOGY**

The Surveying Technology Program gives students the technical knowledge to become competent in survey measurement, computation, legal analysis and mapping representation of survey data. Many students are stimulated to pursue surveying as a profession, eventually achieving eligibility for becoming registered land surveyors.

Evening classes furnish continuing education for persons currently employed in surveying and engineering occupations.

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

**ASSOCIATE OF APPLIED SCIENCE**

GENERAL REQUIREMENTS. . . . . 15-16 CR  
 (To Include ENG 111, 212; Math 108 and Math 200)

MAJOR DEGREE REQUIREMENTS . . . . . 54 CR

SVTC	103	Drafting for Survey Technicians	3
SVTC	130	Survey Measurement I	5
SVTC	131	Traverse Computations	3
SVTC	140	Survey Measurement II	5
SVTC	141	Geometric Computations	3
SVTC	142	Survey Computer Programming I	2
SVTC	230	Control Surveys	5
SVTC	231	Survey Errors and Adjustments	3
SVTC	232	Survey Boundary Law I	3
SVTC	233	Aerial Surveying	3
SVTC	234	Survey Computer Programming II	2
SVTC	240	Professional Surveys	5
SVTC	241	Geodetic Adjustments	3
SVTC	242	Survey Boundary Law II	3
SVTC	243	Celestial Observations	2
SVTC	250	Survey Employment Practicum	4

TOTAL. . . . . 69-70 CR

**WELDING TECHNOLOGY**

The associate degree program prepares students for employment in welding and nondestructive inspection as entry level technicians. Training includes basic theory, research, procedure development, welding applications, weld testing and a variety of welding skills. Students are required to certify in three welding processes and one nondestructive testing process.

Students may enter the program in either Fall or Spring semester, (Fall preferred). Enrollment is limited in some classes due to equipment, laboratory and safety requirements. Classes are also open to qualified persons wishing to upgrade present employment skills. Special material fees are charged for laboratory courses. State welding certifications are offered to students in the welding program for an additional fee.

**ASSOCIATE OF APPLIED SCIENCES**

GENERAL REQUIREMENTS. . . . . 15 CR  
 (To include Math 105 and Math 107)  
 (ENGL 212 recommended)

MAJOR DEGREE REQUIREMENTS . . . . . 47 CR

WELD	112	Shielded Metal Arc Welding	4
WELD	175	Welding Processes and Equipment	4
WELD	157	Technical Blueprints	3
WELD	181	Welding Inspection	2
WELD	172	Physics for Welding	4
WELD	161	Gas Metal Arc Welding (MIG CO <sub>2</sub> )	4
WELD	162	Flux cored welding	4
WELD	282	Codes and Physical Tests	2
WELD	285	Introduction to Welding Metallurgy	2
WELD	263	X-ray and Radioisotopes Radiology	4
WELD	174	Basic TIG Welding	4
WELD	289	Welding Metallurgy	4
WELD	262	General Nondestructive Testing	3
WELD	261	Ultrasonic Welding Inspection	3

TOTAL. . . . . 62 CR

First Semester	Second Semester	Third Semester	Fourth Semester
WELD 112	WELD 181	WELD 162	WELD 174
WELD 175	WELD 172	WELD 282	WELD 289
WELD 157	WELD 161	WELD 285	WELD 262
		WELD 263	WELD 261

Additional courses are available in the welding department.

# Course Descriptions

## ACCOUNTING

### ACCT 051 BOOKKEEPING FOR BUSINESS I 3 CR

For individuals who desire to learn basic concepts and procedures of practical bookkeeping. Covers fundamental bookkeeping principles, practices and procedures necessary in recording and reporting financial data for service and merchandising businesses. Covers businesses owned by one individual (sole proprietorships) only.

### ACCT 052 BOOKKEEPING FOR BUSINESS II 3 CR

Continuation of ACCT 051. Accounting 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 desired by the students enrolled. Prerequisite: ACCT 051.

### ACCT 101 PRINCIPLES OF ACCOUNTING I 3 CR

First semester of college accounting. Introduces accounting concepts and procedures for financial accounting of sole proprietorships. Emphasis on accounting cycle, recording, summarizing and interpreting accounting data through presentation of formal financial statements. Also, units on receivables, inventories, depreciation, systems and controls, payroll and major accounting concepts.

### ACCT 102 PRINCIPLES OF ACCOUNTING II 3 CR

Second semester of college accounting. Introduces accounting for partnerships and corporations. Includes long-term debts and investments, analysis and preparation of specialized financial statements such as cash flow and statement of changes in financial position. Provides an introduction to managerial accounting and job and process costing. Examines budgeting and break-even analysis. General coverage of accounting techniques used in managerial decision making. Prerequisite: ACCT 101.

### ACCT 103 BASIC COST ACCOUNTING 3 CR

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 teacher.

### ACCT 109 PAYROLL ACCOUNTING 3 CR

Material covered in this course includes a study of all State and Federal regulations and necessary payroll reports. Preparation of complete payrolls.

### ACCT 110 PERSONAL INCOME TAX 3 CR

Introduction to tax concepts for individuals. Examines tax law, research and analysis methods, and tax forms.

### ACCT 111 BUSINESS INCOME TAX 3 CR

Introduction to tax concepts for business. Basic tax research methods will be introduced, as well as preparation of all State and Federal income tax forms necessary for a business. Prerequisite: ACCT 110.

### ACCT 201 PRINCIPLES OF FINANCIAL ACCOUNTING 4 CR

Introduction to accounting concepts and principles. Preparation and analysis of financial reports as they relate to sole proprietorships, partnerships and corporations. Includes long-term debt and investments, analysis and preparation of specialized financial statements such as cash flow and statement of changes in financial position. Credit not counted for both ACCT 101/102 and ACCT 201.

### ACCT 202 PRINCIPLES OF MANAGERIAL ACCOUNTING 3 CR

Covers these topics at principles level: analysis and use of financial statements, cost behavior as relates to break-even analysis and decision costs, basic elements of cost accounting and control, budgeting and cash flow planning. Prerequisite: ACCT 101/102 or ACCT 201.

### ACCT 222 INTRODUCTION TO COMPUTERS AND ACCOUNTING SYSTEMS 3 CR

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

### ACCT 230 INTERMEDIATE ACCOUNTING 3 CR

Study of balance sheet accounts with emphasis on working capital tangible and intangible assets. Review of accounting principles and introduction to current accounting pronouncements. Study of procedures to analyze and correct accounts. Prerequisite: ACCT 102, 201 or teacher signature.

### ACCT 231 FUNDAMENTALS OF ACCOUNTING THEORY II 3 CR

Continuation of ACCT 230. Emphasizes long-term liabilities, stockholders equity, and problems in specialized areas of accounting in relation to current pronouncements. Prerequisite: ACCT 230 or teacher signature.

## AGRICULTURE & LAND RESOURCES

### ALR 101 CONSERVATION OF NATURAL RESOURCES 3 CR

Keynote survey of natural resources. Fields of fisheries and wild-life to include their biological and physical nature. Career opportunities, current problems and issues of each field. Emphasizes conservation of natural resources and conservation problems.

## AIR TRAFFIC CONTROL

### AT 116 AIR TRAFFIC CONTROL & HISTORY 3 CR

FAA role in development of air transportation. Beginning with early Air Mail Service, growth of Air Traffic Service to present day. Includes current areas of responsibility and internal working of Air Traffic Control facilities.

### AT 117 AVIATION WEATHER 3 CR

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 U.S. Government and airways users.

### AT 118 THE CONTROL ENVIRONMENT 3 CR

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 Airman's Information Manual.

### AT 119 ATC REGULATIONS 3 CR

Federal Air Regulations applying to Air Traffic Control system. Introduction to regulations governing operation of Air Traffic Control Specialists within Federal system.

### AT 120 HUMAN RELATIONS IN ATC 3 CR

Increased understanding of relationships between controllers, pilots, fellow workers, and the community. Physiological and psychological aspects of flying, human relations in work environments, and community relations.

### AT 121 PRINCIPLES OF FLIGHT 3 CR

Basic aerodynamic principles. Theory of flight. Aircraft characteristics. Operation of aircraft in Air Traffic Control system. Includes approximately six hours in Flight Simulator. Prerequisite: Teacher signature. LAB FEE \$135

### AT 122 ATC INTERN PROGRAM 6 CR

Practical experience at FAA Air Traffic Control facilities.

### AT 216 OPERATIONS IN FLIGHT SERVICE STATION I 3 CR

Fundamentals of weather observation, use of FAA publications in flight planning, phraseologies, and radio frequencies used in air-ground communications. Use of Civil Notice to Airmen system and familiarization with positions of operation in the FSS.

### AT 217 AIRPORT TRAFFIC CONTROL I 3 CR

Basic techniques in operating ATC airport facilities in visual conditions. Includes operation of airport lighting systems, proper phraseology, separation requirements, control techniques, and emergency actions. Preparation for operating simulated airport located on ACC campus.

### AT 218 OPERATIONS IN FLIGHT SERVICE STATION II 3 CR

Increases student knowledge of operations in Flight Service Station. Familiarization with functions normally performed by journeyman-level specialists. Prerequisite: AT 216 or teacher signature.

### AT 219 AIRPORT TRAFFIC CONTROL II 3 CR

Actual application of principles learned in AT 217 in simulated air traffic situations at Weatherford International Airport. Prerequisite: AT 217 or teacher signature.

## ANTHROPOLOGY

### ANTH 101 INTRODUCTION TO ANTHROPOLOGY 3 CR

Fundamentals of major sub-fields of anthropology: archeology, sociocultural anthropology, biological anthropology, and anthropological linguistics. Recommended for both majors and non-majors.

### ANTH 200 NATIVES OF ALASKA 3 CR

Ethnohistory of Alaska Natives, including environmental settings, linguistic subdivisions, traditional cultural variations, contact with non Native groups and contemporary Native issues.

### ANTH 202 CULTURAL ANTHROPOLOGY 3 CR

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 CR

Introductory course in behavior, genetics, classifications, and evolution of humans and other primates. Distribution, morphological and physiological adaptations of human populations.

### ANTH 211 FUNDAMENTALS OF ARCHAEOLOGY 3 CR

Basic concepts, theories and methods of archaeology with overview of historical development. Prepares students for summer field schools and more specialized courses.

### ANTH 222 SOCIAL ORDER, CONFLICT AND CHANGE 3 CR

Relationships between social order and social conflict studied at interpersonal, intergroup and international levels. Multi-disciplinary approach to social, psychological and cultural dimensions of societal change.

### ANTH 231 ARCHAEOLOGICAL FIELD SCHOOL 4 CR

Actual field work experience introducing students to archaeological data collection and preliminary processing of artifacts. Held at wilderness locations requiring field camps. Offered in conjunction with ANTH 431 at UAA for a total of 8 credits. Prerequisite: ANTH 211 and teacher signature.

ANTH 271 INTRODUCTION TO MEDICAL ANTHROPOLOGY 3 CR

Examines three areas related to human health and disease. Nature of ancient disease and its relationship to human education. Interrelationships between biological and cultural variables, and disease and health patterns. Alternative healing systems and applicability to contemporary problems.

ANTH 272 ANCIENT CIVILIZATIONS OF MEXICO AND GUATEMALA 3 CR

Descriptive and theoretical examination of the origin, rise and development of prehistoric cultural systems in Mexico and Guatemala.

ANTH 273 ALEUT ADAPPTIONS 3 CR

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.

## ARCHITECTURAL AND ENGINEERING TECHNOLOGY

AET 101 FUNDAMENTALS OF DRAFTING FOR BUILDING CONSTRUCTION 3 CR

Basic drafting skills common in survey and civil engineering, architectural, structural, mechanical and electrical drafting within building construction field. Introduction to building construction industry, including role relationships between architects, engineers, technicians and drafters. LAB FEE \$7

AET 102 SPECIFICATIONS AND MATERIALS FOR BUILDING CONSTRUCTION 4 CR

Investigation of building specification types, language styles, writing formats, and information sources, including CSI Mastercode requirements, construction processes, and assemblies. A Community field project involving student team research into current Alaska building types.

AET 111 TOPOGRAPHY AND LAND DEVELOPMENT DRAFTING 3 CR

Introduction to the United States rectangular descriptions and written land descriptions in mapping. Construction of topographic maps using interpolating methods and extensive ink drafting in plat preparation. Prerequisite: AET 101/102 or teacher signature. LAB FEE \$9

AET 112 SCRIBING AND OVERLAY TECHNIQUES 3 CR

Techniques in scribing and use of multi-overlay drafting in mapping of large subdivisions. Use of overlay sheets in color reproduction of mapping. Prerequisite: AET 111 or teacher signature. LAB FEE \$48

AET 121 ARCHITECTURAL WORKING DRAWINGS AND OFFICE PRACTICE 3 CR

Introduction to technical skills needed by architectural drafters and technicians to work with architects. Includes office practice, staff relationships, and architectural working drawing production. Technical skills include architectural drawing symbols, conventions, dimensioning systems, reference systems, sheet organization, code requirements, and research for detailing a light commercial building. Prerequisite: AET 101/102 or teacher signature. LAB FEE \$5

AET 122 ARCHITECTURAL PRESENTATION TECHNIQUES 3 CR

Technical training for architectural drafters or technicians with special emphasis on time efficient and economical presentation drawings. Includes practices in various reproduction processes and art media for graphic communication of architectural projects. Technical skills include use of pencil, ink, and design markers for plan, elevation and perspective drawings. Delineation techniques for building materials, entourage, cars, people and composition layout. Prerequisite: AET 121 or teacher signature. LAB FEE \$12

AET 131 STRUCTURAL WORKING DRAWINGS AND OFFICE PRACTICES 3 CR

Introduction to technical skills needed by structural drafters or technicians to work with structural engineers. Includes office practices, staff relationships, and structural working drawing production. Technical drafting skills include symbols, conventions, dimensioning systems, referencing systems, sheet organization, code analysis, and research methods for steel, wood, and reinforced concrete building structures. Prerequisite: AET 101/102 plus 6 AET credits or teacher signature. LAB FEE \$6

AET 141 MECHANICAL BUILDING EQUIPMENT SYSTEMS DESIGN AND DRAFTING 3 CR

Application of technical analysis, theory, drafting, and code requirements in both design and production of working drawings for mechanical building systems. Includes water supply, liquid waste, heating, ventilation, and air conditioning. Technical drafting skills include mechanical symbols, conventions, dimensioning systems, reference systems, and research methods for residential and light commercial mechanical building equipment. Prerequisite: AET 101/102 plus 6 AET credits or teacher signature. LAB FEE \$5

AET 151 ELECTRICAL BUILDING EQUIPMENT SYSTEMS DESIGN AND DRAFTING 3 CR

Application of technical analysis, theory, drafting, and code requirements in both design and production of working drawings for electrical building systems. Includes fundamentals of electricity, AC/DC circuits, servicing, relay/distribution panels, branch circuiting, lighting, sound and signal communication systems. Technical drafting skills include electrical symbols, conventions, dimensioning systems, reference systems, and research methods for residential and light commercial electrical building equipment. Prerequisite: AET 101/102 plus 6 AET credits or teacher signature. LAB FEE \$5

AET 171 BASIC DRAFTING WITH PROCESS ORIENTATION 4 CR

Introduction to the various aspects of drafting and use of mapping skills in the Petroleum industry. Terminology common in the Process industry. Basic drafting skills in pipe template layout. Outline basic elements of mechanical, civil, structural, piping and vessel drafting. A portion of this class will cover applied mathematics for the Petroleum Industry. Recommended prerequisite: MATH 105

AET 172 TOPOGRAPHY AND CROSS-COUNTRY PIPELINE SURVEY DRAFTING 4 CR

Introduction to technical skills needed by design drafters in survey of cross-country pipelines, survey traverse profiles, drainage, topography, and computations for cut and fill. Prerequisite: AET 171 or permission of teacher.

AET 173 STRUCTURAL WORKING DRAWINGS AND STEEL DETAILING 4 CR

Introduction of technical skills needed by structural designers or technicians. Includes office practices, staff relationships, and structural working drawing protection. Design drafting skills include symbols, conventions, dimension systems, code analysis, strength of materials, and applied mechanics.  
Prerequisite: AET 172 or permission of teacher.

AET 174 PROCESS PIPING I 4 CR

Basic piping fundamentals as used in refinery and petrochemical plant design. Skills include piping process terms, plant arrangement and storage tanks, piping systems, pipe fabrication and vessels.  
Prerequisite: AET 172 or permission of teacher.

AET 211 SUBDIVISION DESIGN AND LAND CLASSIFICATION 4 CR

Elements of subdivision design using Federal, State and Municipal planning regulations for subdivisions. Preparation of topography maps design of a subdivision and all stages of office work. Covers preservation, conservation, utilization, and classification of land.  
Prerequisite: AET 111. LAB FEE \$7

AET 221 DESIGN DEVELOPMENT FOR ARCHITECTURAL TECHNICIANS 4 CR

Analysis and use of design methodology, processes, and vocabulary needed by architectural technicians to work with architectural designers during schematic design development. Technical skills include research and systematic design methods, documentations, graphic layout, binding, and reproduction techniques for a design proposal report. Graphic skills include schematic drawings for small Alaskan residences or office buildings.  
Prerequisite: AET 121/122 or teacher signature.

AET 231 STRUCTURAL DESIGN AND DETAILING FOR ENGINEERING TECHNICIANS 3 CR

Methods of analysis and communication for structural technicians working with structural engineers. Includes statics and stability of simple structural systems, development of stress/strain relationships, and beam mechanics. Introduction to trigonometric and graphic analysis with focus on connection detailing and code requirements for wood and steel construction. High school or College Trigonometry recommended. LAB FEE \$5

AET 273 STRUCTURAL AND CONCRETE DESIGN 4 CR

Methods for structural designers and technicians in foundation design steel reinforced concrete with focus on steel connection detailing and code requirements.  
Prerequisite: AET 173 or permission of teacher.

AET 274 PROCESS PIPING II 4 CR

Advanced piping design for pumps, turbines, compressors, fired heaters, and exchangers. Develops a full working knowledge of piping systems, piping flexibility with an emphasis on refinery standards and practices.  
Prerequisite: AET 174 or permission of teacher.

AET 275 COST ESTIMATING IN THE DESIGN FUNCTION 3 CR

Applications of cost estimating in the structural design and piping design phases of the process industry.  
Prerequisite: AET 273/274 or permission of teacher.

ART

ART 100 ART EXPLORATION 3 CR

Recommended for the student seeking an initial exposure to various areas of art such as design, printmaking, weaving and sculpture. Through individual studio projects, lectures, and field trips, a student gains a concise understanding of areas of art that could be pursued in further concentrated study. LAB FEE \$20

ART 101 BEGINNING CERAMICS 3 CR

Introduction to making and firing clay objects. Study of clay methods forming decorations, glazing and firing. For beginning students only.  
Recommended prerequisite: Beginning drawing or design course. LAB FEE \$35

ART 102 BEGINNING CERAMICS 3 CR

Introduction and extension of techniques for making clay objects. Study of clay methods, forming, decorations, glazing and firing. Recommended prerequisite: Beginning drawing or design course. Prerequisite: ART 101. LAB FEE \$35

ART 105 BEGINNING DRAWING 3 CR

Introduction to basics of form through use of line and value in dry and wet media such as pencil, charcoal, ink. Class and homework assignments in drawing objects, still life, perspective effects, and human forms. LAB FEE \$5

ART 106 BEGINNING DRAWING 3 CR

Introduction and extension of basics of form through use of line and value in dry and wet media such as pencil, charcoal, ink. Fresh problems in drawing objects, still life, perspective effects, and human forms as class and homework assignments. LAB FEE \$5

ART 111 TWO-DIMENSIONAL DESIGN 3 CR

Study of organization, structure and composition of form through use of basic design elements such as line, shape and value. Emphasis on development of design as related to two-dimensional art. Studio course. LAB FEE \$5

ART 112 COLOR AND DESIGN 3 CR

Two-dimensional study of fundamentals of color and visual perception. Includes understanding contrast, color mixing and development of color wheel. Studio course. LAB FEE \$5

ART 113 THREE-DIMENSIONAL DESIGN 3 CR

Studio work in sheet metal, plaster, plastic, paper, wire, and other materials, emphasizing elements of three-dimensional design. Studio course. LAB FEE \$15

ART 123 WATERCOLOR PAINTING 3 CR

Exploration of aquarelle watercolors through individualized studio problems using wash, wet-in-wet, calligraphic, dry brush and other techniques. Includes overview of historical and contemporary styles, matting, and display.  
Recommended prerequisite: Beginning drawing and design courses. LAB FEE \$10

ART 125	BEGINNING PAINTING	3 CR	ART 142	GRAPHIC DESIGN	3 CR
<p>Introduction to basic materials and techniques in oil or acrylic painting. Emphasis on understanding form in space and light, and interaction of form with color, value, and texture in paint. Recommended prerequisite: Courses in drawing and two-dimensional design or color theory courses. LAB FEE \$10</p>			<p>Graphic design assignments will be explored through the use of line, shape, value, texture and color and their application in the communication design area. Includes problems in concept, composition and structure using photographic, typographic and symbolic elements. LAB FEE \$10</p>		
ART 126	BEGINNING PAINTING	3 CR	ART 145	COMMERCIAL ART DESIGN	3 CR
<p>Introduction and extension of techniques in oil and acrylic painting. Emphasis is on understanding form in space and light, and on the interaction of form with color, value, and texture in paint. Recommended prerequisite: Drawing and two-dimensional design or color theory courses. LAB FEE \$10</p>			<p>Studio course in fundamentals of graphic and advertising design and related production methods. Introduction to illustration techniques and materials. LAB FEE \$10</p>		
ART 131	BEGINNING SCULPTURE	3 CR	ART 151	INTRODUCTORY PHOTOGRAPHY	3 CR
<p>Introduction to sculpture using wood, stone, metal, plastic, and wire. Designed to make students aware of materials and tools required for execution of sculpture. Recommended prerequisite: Three-dimensional design course. LAB FEE \$35</p>			<p>Basic principles of photography. How cameras function and how to use these functions for artistic expression. Processing and printing of black &amp; white film. Laboratory and classroom demonstrations. Relationship of photography to other art media. LAB FEE \$35</p>		
ART 132	BEGINNING SCULPTURE	3 CR	ART 152	INTRODUCTORY PHOTOGRAPHY	3 CR
<p>Introduction and extension of techniques using wood, stone, metal, plastic, and wire. Designed to help students gain more sophisticated skills in manipulating materials and tools required for execution of sculpture. Prerequisite: ART 131. LAB FEE \$35</p>			<p>Basic principles of photography. How cameras function and how to use these functions for artistic expression. Processing and printing of black &amp; white film. Laboratory and classroom demonstrations. Relationship of photography to other art media. LAB FEE \$35</p>		
ART 133	BEGINNING PRINTMAKING	3 CR	ART 160	ART APPRECIATION	3 CR
<p>Studio experience in basic fine arts printmaking using hand and press techniques for monoprints, collagraph, etching, and related processes in relief and intaglio printing. Includes historical overview and exhibition procedures. With ART 134, forms 1 year of basic study. Recommended prerequisite: Drawing and design courses. LAB FEE \$35</p>			<p>Develops appreciation of how visual arts stimulate response. Includes exploration of styles, formal order, emotion, and fantasy. Also surveys elements and organization of design, and major art movements. Lectures, slides, gallery visits, and discussion.</p>		
ART 134	BEGINNING PRINTMAKING	3 CR	ART 201	INTERMEDIATE CERAMICS	3 CR
<p>Studio experience in basic fine arts printmaking using hand and press techniques for line and woodcut, drypoint engraving, and related processes in relief and intaglio printing. Includes historical overview and exhibition procedures. With ART 133, forms 1 year of basic process. Recommended prerequisite: Drawing and design courses. LAB FEE \$35</p>			<p>Continuation of basic ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery. Prerequisite: ART 101 or teacher signature. LAB FEE \$35</p>		
ART 139	BEGINNING WEAVING	3 CR	ART 202	INTERMEDIATE CERAMICS	3 CR
<p>Various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spinning and dyeing yarns. Emphasis on creativity and experimentation within techniques. LAB FEE \$35</p>			<p>Problems in basic ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery. Prerequisite: ART 101 or teacher signature. LAB FEE \$35</p>		
ART 140	BEGINNING WEAVING	3 CR	ART 203	CERAMIC SCULPTURE	3 CR
<p>Various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spinning and dyeing yarns. Emphasis on creativity and experimentation within techniques. LAB FEE \$35</p>			<p>Use of clay as sculptural medium. Wheel-thrown, coil, slab and other techniques as well as mural, architectural and free-standing design. Prerequisite: ART 101 or teacher signature. LAB FEE \$35</p>		
			ART 204	CERAMIC SCULPTURE	3 CR
			<p>Fresh problems in clay as sculptural medium. Wheel-thrown, coil, slab and other techniques as well as mural, architectural and free-standing design. Prerequisite: ART 101 or teacher signature. LAB FEE \$35</p>		
			ART 205	INTERMEDIATE DRAWING	3 CR
			<p>Exploration of composition and creative interpretation of subjects. Review of descriptive and expressive line, space, perspective, and light. Emphasis on expansion of visual awareness through drawing problems from still life objects, drapery, human and animal forms. Prerequisite: ART 105 or teacher signature. LAB FEE \$10</p>		

ART 206 INTERMEDIATE DRAWING 3 CR

Fresh problems in the exploration of composition and creative interpretation of subjects. Descriptive and expressive line, space, perspective, and light are reviewed. Emphasis is on expansion of visual awareness through drawing problems from still life objects, drapery, human and animal forms.  
Prerequisite: Beginning drawing or permission of instructor.  
LAB FEE \$10

ART 219 LIFE DRAWING AND COMPOSITION 3 CR

Problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in space using charcoal, pen, brush, and other media.  
Prerequisite: ART 105 or teacher signature.  
LAB FEE \$10

ART 220 LIFE DRAWING AND COMPOSITION 3 CR

Further problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in space using charcoal, pen brush, and other media.  
Prerequisite: ART 105 or teacher signature.  
LAB FEE \$10

ART 223 WATERCOLOR PAINTING AND COMPOSITION 3 CR

Exploration of aquarelle techniques with emphasis on composition as affected by color value, stylistic considerations, and individual expression. Includes exhibition procedures.  
Recommended prerequisite: Drawing, two-dimensional design, or color theory courses.  
LAB FEE \$10

ART 225 INTERMEDIATE PAINTING 3 CR

Development of expressive skills in painting, with review of technique and refinement of materials usage. Emphasis is on individual approaches to pictorial and conceptual problems in oil, acrylic, and watercolor by arrangement.  
Prerequisite: Beginning painting or permission of instructor.  
LAB FEE \$10

ART 226 INTERMEDIATE PAINTING 3 CR

Continued and intensified development of expressive skills in painting, with review of techniques and refinement of materials usage. Emphasis is on individual approaches to pictorial and conceptual problems in oil, acrylic, and watercolor by arrangement.  
Prerequisite: Beginning painting or permission of teacher.  
LAB FEE \$10

ART 227 PORTRAIT PAINTING 3 CR

Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oils, and related media.  
Prerequisite: ART 106/214 or permission of teacher.  
LAB FEE \$10

ART 228 PORTRAIT PAINTING 3 CR

Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oils, and related media.  
Prerequisite: ART 106/214 or permission of teacher.  
LAB FEE \$10

ART 243 ILLUSTRATION 3 CR

Art will be developed for a commercial portfolio. Illustrations will be executed for limited color illustrations in wet and dry media and mechanical overlay.  
Recommended prerequisite: Drawing course.  
LAB FEE \$10

ART 244 ILLUSTRATION 3 CR

Illustration will be explored through the use of full color mediums and techniques such as transparent inks, opaque watercolor, transparent watercolor, colored pencil, etc.  
Recommended prerequisite: Drawing course.  
LAB FEE \$10

ART 247 ADVERTISING DESIGN AND PRODUCTION 3 CR

The advertising field is explored through the design and production of print media. The principles of design are emphasized in the creation of solutions to a variety of advertising communication problems. Advertising theories, layout concepts and techniques are taught, as well as production considerations and preparation skills and techniques for transforming ideas into camera-ready art.  
Recommended prerequisite: Graphic design course or experience.  
LAB FEE \$10

ART 248 ADVERTISING DESIGN AND PRODUCTION 3 CR

Fresh problems in advertising and production of print media. Principles of design are emphasized in the creation of solutions to a variety of advertising communication problems. Advertising theories, layout concepts and techniques are taught, as well as production considerations and preparation skills and techniques for transforming ideas into camera-ready art.  
Recommended prerequisite: Graphic design course or experience.  
LAB FEE \$10

ART 251 INTERMEDIATE PHOTOGRAPHY 3 CR

Development and refinement of skills in use and techniques of expression. Assignments to create concepts, discipline, and awareness of camera as creative tool. Lighting for form, texture, and separation through use of existing and/or studio lighting. Introduction to special darkroom techniques.  
LAB FEE \$35

ART 261 HISTORY OF WORLD ART I 3 CR

Traces the origins and development of painting, sculpture and architecture from beginnings through the Renaissance. Strongest emphasis on art of Western World. Term paper required.

ART 262 HISTORY OF WORLD ART II 3 CR

Traces the origins and development of painting, sculpture and architecture from the end of the Renaissance to the Modern Period. Strongest emphasis on art of the Western World. Term paper required.

ART 291 ART ACTIVITIES 1-6 CR

By written mutual agreement with an instructor prior to registration the student undertakes directed activities to further extend involvement in studio practices such as studio management, art materials preparation, exhibit installation, or general instructional assisting. This is not intended as an independent study or individual projects class but as an extension of a class in which the student is enrolled. Variable credit. May be repeated up to a maximum of twelve credits.

**AUTO / DIESEL TECHNOLOGY**

ADT 056 AUTO CARE SIMPLIFIED 1 CR

Teaches automotive users about basic systems and car maintenance. Minor servicing of electrical, lubrication, cooling, chassis, and suspension systems.  
LAB FEE \$3

**ADT 058 TUNE-UP FOR AMATEURS 1 CR**

Teaches automobile users about systems related to tune-up and how to perform needed tasks on vehicles. LAB FEE \$3

**ADT 071 FUNDAMENTALS OF DIESEL ENGINES 2 CR**

Survey of different types, uses, operational conditions, and maintenance of diesel engines.

**ADT 081 SMALL ENGINE REPAIR 3 CR**

Designed for owners of small internal combustion engines. Teaches how to diagnose problems and make repairs. Students normally supply own project engines. LAB FEE \$3

**ADT 101 ORIENTATION TO SHOP 2 CR**

Orients both new students and technicians to shop safety, ACC Auto/Diesel Program goals, requirements, and general shop procedures and practices. Prerequisite: prior acceptance into ACC Auto/Diesel Program.

**ADT 103 ENGINES 6 CR**

Trains student technicians in theory, diagnosis, servicing and repair of engines and engine systems. Prerequisite: Concurrent enrollment in ADT 101/110 and department signature. LAB FEE \$15

**ADT 110 POWER TRAINS 6 CR**

Trains student technicians in theory, diagnosis and repair of light and medium duty power train components. Prerequisite: Concurrent enrollment in ADT 101/103 and department signature.

**ADT 150 BRAKE SYSTEMS 4 CR**

Theory, designs and servicing of brake systems. Hydraulic and pneumatic laws, principles and operation of hydraulic, air and electrical brake systems as applied to motor vehicles and RVs. Servicing above systems on components and lab projects. Prerequisite: ADT 101, concurrent enrollment in ADT 161/163/180 and department signature. LAB FEE \$5

**ADT 160 FRAME AND SUSPENSION SYSTEMS 4 CR**

Basic study of various types of automotive suspension systems. Includes identification of various components in systems, current maintenance and replacement of individual components. Study of front end geometry and its relationship to total suspension system. Prerequisites: ADT 101, concurrent enrollment in ADT 150/163/180 and department signature. LAB FEE \$5

**ADT 163 FRONT END ALIGNMENT 3 CR**

Investigates principles and theories of front end alignment and wheel balance as related to drivability and economy on modern automobiles and trucks. Uses static and high speed wheel balancing equipment with mechanical and electrical alignment machines as well as special hand tools in actual vehicle practice. Prerequisite: ADT 101, concurrent enrollment in ADT 150/161/180 and department signature. LAB FEE \$5

**ADT 180 ELECTRICAL SYSTEMS 6 CR**

First course in electricity for automotive technicians. Familiarizes students with physics of electricity, and function and repair of components of starting, charging, ignition and electrical systems. Prerequisites: ADT 101 and department signature.

**ADT 211 FUEL SYSTEMS, CARB & FUEL INJECTION SYSTEMS 4 CR**

Teaches students basic fuel system, carburetion, and gas fuel injection theory. Prerequisite: ADT 101/103, department signature, and concurrent enrollment in ADT 212/214. LAB FEE \$5

**ADT 212 TUNE UP AND DIAGNOSIS 6 CR**

Covers basic principles and finite techniques involved in efficient, pollution free operation of modern internal combustion engines. Ignition systems and their historical developments also discussed. Prerequisite: ADT 101, 103, 180. Concurrent enrollment in ADT 211/214 and department signature. LAB FEE \$10

**ADT 214 EMISSION SYSTEMS 3 CR**

Understanding and servicing modern internal combustion engines to meet pollution standards established by Federal Government. Theories of operation, diagnosis, and servicing of problems. Prerequisite: ADT 101, 103, 180. Concurrent enrollment in ADT 211/214 and department signature.

**ADT 223 SHOP MANAGEMENT 3 CR**

Provides basic knowledge of business management, customer relations, shop problems. Forum for discussion of problems in 4th semester service labs. Concurrent enrollment in 4th semester Auto or 4th semester Diesel block.

**ADT 224 ACCESSORIES AND AIR CONDITIONING 4 CR**

Advanced studies of electro/mechanic accessories and automotive air conditioning. Lab objectives may be met through pre-arranged supervised OJT or CO-OP programs. Prerequisite: 3rd semester Auto student and concurrent enrollment ADT 223/226. LAB FEE \$3

**ADT 226 AUTO SERVICE LAB 6 CR**

Simulated shop practices in ACC's lab. May be met through pre-arranged supervised OJT or CO-OP programs. Prerequisite: 4th semester Auto student and concurrent enrollment in ADT 223/224. LAB FEE \$7.50

**ADT 241 DIESEL FUEL SYSTEMS 2 CR**

Gives working knowledge needed for proper servicing of major diesel fuel systems used in northwestern United States. May be used as refresher course for mechanics already in the trade. Prerequisite for students: Concurrent enrollment in ADT 243/245/246 and department signature. Prerequisite for trade persons: Concurrent enrollment in ADT 242 and department signature.

**ADT 242 DIESEL FUEL SYSTEMS LAB 1 CR**

Companion course to ADT 241 (trade refresher section). Provides lab experience with various diesel fuel systems. Projects related to classroom discussions.

**ADT 243 HEAVY DUTY ELECTRICAL SYSTEMS 3 CR**

Provides students with theory and diagnosis skills for heavy duty starters, alternators, and circuits. Integral part of third semester Diesel Technology Program. Prerequisite: Concurrent enrollment in ADT 241/245/246 and department signature.



ADT 244 AUTOMATIC TRANSMISSIONS (FOR TRADE PERSONS) 4 CR

Advanced course for industry technicians who diagnose, service and repair domestic automatic transmissions. Utilizes both component and actual shop types of repairs.  
Prerequisite: Department signature. LAB FEE \$7.50

ADT 245 DIESEL ENGINES 2 CR

Provides students and technicians with exposure to two-and-four stroke cycle diesel engines, and related systems: air-space induction coolant, and lubrication.  
Prerequisite: Concurrent enrollment in ADT 241/243/246 and department signature.

ADT 246 DIESEL SERVICE LAB I 5 CR

Gives student technicians actual hands-on experience in a structured laboratory setting. Provides students with ability to diagnose and correct functional problems related to fuel, electrical, and diesel components.  
Prerequisite: Concurrent enrollment in ADT 241/243/245 and department signature.

ADT 248 DIESEL SERVICE LAB II 6 CR

Hands-on lab for related 4th semester Diesel Theory courses: ADT 261, 263, and 265. Objectives may be met through supervised OJT or CO-OP Programs.  
Prerequisite: 4th semester Diesel student and concurrent enrollment in ADT 233/248/263/265. LAB FEE \$7.50

ADT 261 HYDRAULICS 2 CR

Provides working knowledge for proper troubleshooting and servicing of hydraulic systems.  
Prerequisite: 4th semester Diesel Student and concurrent enrollment in ADT 223/248/263/265.

ADT 263 HEAVY DUTY POWER TRAINS 2 CR

Expands the knowledge and skills of a light duty technician into the field of H.D. Power Trains.  
Prerequisite: 4th semester Diesel student and concurrent enrollment in ADT 223/248/261/265.

ADT 265 HEAVY DUTY CHASSIS 2 CR

Technical background to diagnose and repair H.D. airbrake and chassis components.  
Prerequisite: 4th semester Diesel student and concurrent enrollment in ADT 223/248/261/263.

## AVIATION MAINTENANCE TECHNOLOGY

AMT 053 PREVENTIVE MAINTENANCE FOR PILOTS AND OWNERS 4 CR

For pilots/owners to gain knowledge and experience in items of aircraft and engine maintenance that owners may legally perform to their aircraft. Beneficial to people who intend to buy airplanes in the near future. LAB FEE \$40

AMT 100 BASIC AIRCRAFT SCIENCE 4 CR

Develops theoretical and practical foundations in aircraft drawings, mechanic privileges and limitations, maintenance publications, maintenance forms and records, and aircraft weight and balance. Special registration.

AMT 101 AIRCRAFT RECIPROCATING ENGINES 5 CR

Disassembling and reassembling engines to gain experience in identification, purpose, and operation of various components and systems. Special registration. LAB FEE \$10

AMT 102 BASIC MATH AND PHYSICS 2 CR

Practical knowledge of math and physics as related to construction and operation of aircraft and their engines. Develops proficiency in applying mathematical formulas to solve computation volumes, engine compression ratios, and engine cubic displacement. Special registration.

AMT 103 AIRCRAFT ASSEMBLY AND RIGGING 4 CR

Develops working knowledge of theory and mechanics of flight. Movement of aircraft during normal flight maneuvers and structural factors that affect stability. Approximately 50 percent of class time spent in lab. Students fabricate and install control cables, align and tension internally braced wing, and check alignment of assembled aircraft by verifying land gear, wing, and empennage alignment. Students also check and verify movement of primary flight control surfaces. Special registration. LAB FEE \$10

AMT 104 AIRCRAFT SHEETMETAL AND COMPOSITE STRUCTURES 4 CR

Servicing and repairing aluminum alloy structures and structural members. Experience in repairing structures by riveting, bending, folding, and forming operations.  
Prerequisite: AMT 100/101/103. Special registration. LAB FEE \$10

AMT 105 AIRCRAFT RECIPROCATING ENGINES 5 CR

Develops skills in practices and procedures of reciprocating engine overhaul. Students experience disassembly and reassembly, inspection, repair, and rework of engine and ignition system components.  
Prerequisites: AMT 100/101/103. Special registration. LAB FEE \$50

AMT 106 AIRCRAFT ELECTRICAL SYSTEM COMPONENTS 6 CR

Develops practical knowledge of basic electrical theory, circuits, systems, construction and operating principles of motors, meters, and components. Students spend approximately 60 percent of class time in lab, troubleshooting and repairing electrical system problems, installing wires and switches, and repairing generators and motors.  
Prerequisite: AMT 100/101/103. Special registration. LAB FEE \$30

AMT 107 AIRCRAFT NAVIGATION COMMUNICATION AND INSTRUMENT SYSTEMS 2 CR

Students become proficient in theory, construction, operation and servicing of navigation, communication and instrument systems and related components. 50 percent of class time spent in lab, making necessary modifications, installing instruments, gages, navigation-communication equipment and antennas.  
Prerequisite: AMT 100/101/103. Special registration. LAB FEE \$10

AMT 108 AIRCRAFT WOOD 2 CR

Identification of woods approved for aircraft construction, acceptable and unacceptable defects, and description of types and characteristics of acceptable glues. Approximately 60 percent of class time spent in lab to construct and glue a scarf joint used in wing spars and repair wood structural members.  
Prerequisite: AMT 100/101/103. Special registration. LAB FEE \$50

**AMT 109 AIRCRAFT FLUID AND PNEUMATIC POWER SYSTEMS 7 CR**

Develops foundation on mechanical advantage and existing similarities of hydraulic and pneumatic systems. Approximately 50 percent of class time spent in lab to trace and explain relationship, purpose and function of each component in hydraulic and pneumatic systems. Practical experience in removing, inspecting and servicing hydraulic components such as actuators, struts and brakes. Fabrication and installation of rigid and flexible fluid lines.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$20

**AMT 191 AIRFRAME SEMINAR 3 CR**

Details of air-dynamics, construction, and maintenance repairs of entire airframe system and components. Gives experienced or inexperienced mechanics background necessary to understand airframe maintenance.  
Prerequisite: AMT 100/101/103. Students must have faculty advisor in AMT.

**AMT 192 POWERPLANT SEMINAR 3 CR**

Independent study course covering full maintenance repair, major and minor, of aircraft reciprocating and turbine powerplants. Also covers major and minor alterations to powerplants, their accessories and components. In-depth study of powerplant installation operation, and troubleshooting.  
Prerequisite: AMT 100/101/103. Students must have faculty advisor in AMT.

**AMT 200 AIRCRAFT AUXILIARY SYSTEM 4 CR**

Develops theoretical and practical foundations in operation of cabin atmospheric control, fire warning and protection, oxygen, ice and rain control, and position and warning systems. Approximately 50 percent of class time spent in lab. Students identify and explain purpose, construction, operations and service requirements of each system and its related components. Students inspect and service oxygen system, troubleshoot landing gear position and warning systems.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$10

**AMT 201 AIRCRAFT WELDING 4 CR**

Provides practical experience soldering wires and cables, brazing tinned steel and stainless steel, using soldering irons and torch methods. Proficiency in operation and use of portable and stationary gas and arc welding equipment and welded repairs on aircraft structural members.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$70

**AMT 202 AIRCRAFT TURBINE ENGINES 3 CR**

Develops theoretical and practical foundation in construction and operating principles of turbine engines. Approximately 60 percent of class time spent in lab disassembling a turbo jet engine. Students identify, inspect and explain purpose, construction, and operation of all major components and systems.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$10

**AMT 203 AIRCRAFT PROPELLERS 3 CR**

Develops practical foundation in propeller theory, maintenance and operation. Approximately 60 percent of class time spent in lab inspecting and repairing fixed pitch and constant speed propellers. Students install propellers and perform operational checks of pitch change, feathering and reversing systems.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$10

**AMT 204 AIRCRAFT RECIPROCATING ENGINES, INSTALLATION AND OPERATION 2 CR**

Students become proficient in installation, preparation, performance testing, and troubleshooting of aircraft reciprocating engines.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$10

**AMT 205 AIRCRAFT COVERING AND FINISHING 4 CR**

Identification and application of aircraft fabrics and finishing materials. Approximately 80 percent of class time spent in lab. Students inspect, test, and repair aircraft fabrics, install fabric, and apply appropriate finishing materials to aircraft structures, wings and flight control surfaces.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$70

**AMT 206 AIRCRAFT FUEL AND INDUCTION SYSTEMS 4 CR**

Develops practical knowledge of operation of fuel, fuel metering and induction systems. Approximately 60 percent of class time spent in lab. Students explain operation of component parts of each system, relationships of systems, and their effects on engine performance. Students overhaul float-type carburetors and repair other fuel and induction systems components.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$10

**AMT 207 AIRCRAFT TURBINE ENGINES, INSTALLATION AND OPERATION 2 CR**

Provides theoretical knowledge necessary to perform complete turbine engine removal, replacement, troubleshooting, and operations. Includes trimming engine due to performance loss.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$30

**AMT 208 FLIGHT LINE MAINTENANCE 2 CR**

Develops practical skills in ground operation and servicing aircraft and engines. Approximately 50 percent of class time spent in lab and on flight line identifying fuels and oils, servicing aircraft and engines. Students also perform cleaning and corrosion control functions.  
Prerequisite: AMT 100/101/103. Special registration.

LAB FEE \$30

**AMT 209 AIRCRAFT REPAIR STATION OPERATION 4 CR**

Exposure to FBO repair station where students develop knowledge of operation of repair stations. Approximately 90 percent of class time spent at repair station, participating in and observing its operation.  
Prerequisite: AMT 100/101/103. Special registration.

**AMT 210 AIRCRAFT REPAIR STATION MANAGEMENT 4 CR**

Exposure to AFB repair station where students develop knowledge of management of repair stations. Approximately 90 percent of class time spent at repair station, participating in and observing its operation.  
Prerequisite: AMT 100/101/103. Special registration.

## AVIATION TECHNOLOGY

**AT 100 PRIVATE PILOT GROUND SCHOOL 4 CR**

Preparation for FAA Private Pilot Exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computer, national weather information, and dissemination services. FAA Regulations, FAA AIM, radio communications, and radio navigation. Extensive use of appropriate FAA films.  
LAB FEE \$45

AT 101 PRIVATE FLYING 2 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Private Pilot Certificate.  
Prerequisite: AT 100, or concurrent enrollment, or passing score on FAA Private Pilot written exam. Department approval required.  
ADMINISTRATIVE FEE \$15

AT 102 COMMERCIAL GROUND SCHOOL 4 CR

Advanced work in topics discussed in AT 100. Also advanced aircraft engines, systems, performance and limitations, radar environment, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers.  
Prerequisite: AT 100, or passing score on FAA Private Pilot Exam, or teacher signature.

AT 103 COMMERCIAL FLYING 3 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Commercial Pilot Certificate.  
Prerequisite: Private Pilot Certificate and AT 102, or concurrent enrollment, or passing score on FAA Commercial Pilot written exam. Department approval required. ADMINISTRATIVE FEE \$15

AT 104 ALASKA BUSH FLYING 3 CR

Specialized instruction and discussion concerning the unique flying conditions faced by Alaskan pilots. Basic aerodynamics, mountain flying, skis, floats, wheels, judgement 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 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Single-Engine Sea Rating.  
Prerequisite: Private Pilot Certificate or higher. Department approval required.  
ADMINISTRATIVE FEE \$15

AT 106 MONTHLY SAFETY CLINIC 1 CR

Safety clinics held in cooperation with 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, radar environment, first aid, and related safety for flights in Alaska. Students must attend designated number of hours. May enroll twice for credit. Contact Department for schedule of classes. REGISTER ONLY IF YOU DESIRE CREDIT.

AT 107 MULTI-ENGINE FLYING 1 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Multi-Engine Rating.  
Prerequisite: Private Pilot Certificate or higher. Department approval required.  
ADMINISTRATIVE FEE \$15

AT 109 GLIDER FLYING 1 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Glider Rating.  
Prerequisite: Private Pilot Certificate or higher. Department approval required.  
ADMINISTRATIVE FEE \$15

AT 132 SURVEY OF AVIATION 3 CR

Detailed tracing of aviation history with particular emphasis on the development of the heavier-than-air machine. Development and present status of the aviation industry including the world's airlines.

AT 133 AVIATION LAW AND REGULATIONS 3 CR

History of laws influencing aviation. Case studies of aviation litigation. Organization, authority, responsibility and functions of Department of Transportation, FAA and Civil Aeronautics Board.

AT 141 PRINCIPLES OF AVIATION ADMINISTRATION 3 CR

Introduction to business administration in general, airline, and manufacturing segments of aviation industry. Emphasis on theories of corporate organization and management. Future trends in aviation administration.

AT 142 MANAGEMENT - AIRPORT 3 CR

Major functions of airport management including organization, zoning financing, revenues and expenses, construction, expansion evaluation techniques, and safety. Socio-economic effects of airports on communities.  
Prerequisite: AT 141 or department signature.

AT 143 MANAGEMENT OF AIR SERVICE OPERATIONS 3 CR

Functions of Air Service Operations. Organization, financing, revenues and expenses, construction, expansion, safety, and relations with local agencies including airport management. Analysis of successful air service operations. Future trends in air service operation.  
Prerequisite: AT 141 or teacher signature.

AT 200 INSTRUMENT GROUND SCHOOL 4 CR

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, FAA Regulations, flight planning, medical facts for pilots, meteorology, and simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities.  
Prerequisite: AT 100 or passing score on FAA Private Pilot written exam, or teacher signature.  
LAB FEE \$45

AT 201 INSTRUMENT FLYING 3 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of Instrument Rating.  
Prerequisite: Private or Commercial Pilot Certificate, or AT 200 or concurrent enrollment, or passing score on FAA Private or Commercial Pilot written exam, or teacher signature. Department approval required.  
ADMINISTRATIVE FEE \$15

AT 202 CERTIFIED FLIGHT INSTRUCTOR (CFI) 3 CR  
GROUND SCHOOL

Principles of teaching and learning, analysis of student motivation, flight training syllabus, flight instructor's role and responsibilities, aeromedical information, performance and analysis of flight training maneuvers, advanced aerodynamics, fundamentals of instrument flight, flight training publication, Federal Aviation Regulations.

Prerequisite: Commercial Pilot Certificate or passing score on FAA Commercial written exam.

AT 203 CFI FLYING 2 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of CFI Certificate.

Prerequisite: Commercial Pilot Certificate and AT 202, or concurrent enrollment, or passing score on FAA Flight Instructor Exams. Department Approval required. ADMINISTRATIVE FEE \$15

AT 205 CFII FLYING 2 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of CFII Certificate.

Prerequisite: CFI Certificate, instrument rating, and passing score on CFII exams. Department approval required.

ADMINISTRATIVE FEE \$15

AT 206 AIRLINE TRANSPORT PILOT (ATP) 3 CR  
GROUND SCHOOL

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); Jeppesen 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.

Prerequisite: Compliance with FAR 61.151/61.155.

AT 207 ATP FLYING 2 CR

Flight instruction will be arranged by student through approved pilot school or independent flight instructor. Cost of flight instruction will vary with place of instruction. Training will be in accordance with current Federal Aviation Regulations. Course completion requires awarding of an ATP Certificate. Department approval required.

ADMINISTRATIVE FEE \$15

AT 210 SIMULATED FLIGHT INSTRUCTION 1 CR  
FOR ADVANCED RATINGS

Required for all persons wanting to utilize GAT-1 Link Flight Simulator. Individuals may use time accumulated to meet requirements for advanced ratings as specified in Part 61 of FAA Regulations.

AT 231 SEARCH, SURVIVAL AND RESCUE 3 CR

Extension of AT 233. Deals with situations that develop from lost or downed aircrafts. Principles of survival and survey of survival in all types of climates. Emphasis on survival in arctic environments. Organization for search and rescue with emphasis on systems and operational methods used in Alaska.

Prerequisite: AT 233 or teacher signature.

LAB FEE \$15

AT 232 AVIATION NAVIGATION 3 CR

Earth's surface and mapping, aeronautical charts, fundamentals of navigation, navigational calculations and theory, and operation of ground and airborne navigational equipment. Good review for certified pilots. Future trends in navigation.

Prerequisite: AT 100 and Private Pilot Certificate or higher.

AT 233 AVIATION SAFETY 3 CR

Surveys field of aviation safety to identify primary causes of aviation accidents. Safety programs developed and evaluated. Roles of National Transportation Safety Board and other related agencies. Future concepts in aviation safety.

Prerequisite: some knowledge of aviation or teacher signature.

AT 235 ELEMENTS OF WEATHER 3 CR

Definitions of weather elements, methods of measurement, composition of atmosphere, description of atmospheric processes and their movement, general circulation of the atmosphere and its source, wind and secondary circulation, weather forecasts, and weather satellites.

AT 241 MANAGEMENT - AIRLINE 3 CR

Study of airline organization and management. Analysis of classifications, management studies, governmental relationships, and financial positions. Functions of marketing in airline operations, market research, demand determination, and effects of FAA Regulations.

Prerequisite: AT 141 or teacher signature.

AT 242 AVIATION INDUSTRIAL RELATIONS 3 CR

Personnel practices in the aviation industry. Analysis of labor management problems, recruiting, selecting, training and compensating employees. Labor laws.

Prerequisite: AT 141 or teacher signature.

## BIOLOGY

BIOL 075 ALASKA FLOWERS 1 CR

Study of the ecology of wild flowers in the Anchorage area with emphasis on learning to identify them. One Saturday field trip.

BIOL 101 BIOLOGY AND MAN 3 CR

Survey of biological principles as applied to human anatomy, physiology, and genetics. Designed primarily for non-science majors.

BIOL 102 ECOLOGY AND ANIMAL BEHAVIOR 3 CR

Introduction to ecology and animal behavior. BIOL 101 is not a prerequisite.

BIOL 103 INTRODUCTORY BIOLOGY 4 CR  
LECTURE + LAB

One semester refresher course for students with weak biology background. Includes basic organization of cells, organs, organisms and populations as well as functional relationships relevant to modern living.

LAB FEE \$15

BIOL 104 NATURAL HISTORY OF ALASKA 3 CR

Aspects of physical environment peculiar to the north and important in determining biotic, geologic, and climatic settings. Major ecosystem concepts to develop appreciation for land use and wildlife management problems in both terrestrial and aquatic situations.

**BIOL 105 FUNDAMENTALS OF BIOLOGY I 4 CR**  
LECTURE + LAB

Introduction to basic principles of cell biology, including cell structure, metabolism, genetics, anatomy and physiology of plants and animals.  
Prerequisite: High School Biology or BIOL 103. LAB FEE \$15

**BIOL 106 FUNDAMENTALS OF BIOLOGY II 4 CR**  
LECTURE + LAB

Continuation of basic principles of anatomy and physiology of plants and animals. Evolution, behavior, ecology and groups of plants and animals.  
Prerequisite: BIOL 105, LAB FEE \$15

**BIOL 111 HUMAN ANATOMY AND PHYSIOLOGY I 4 CR**  
LECTURE + LAB

Introduction to human structure and function. Integumentary, skeletal, muscular, nervous and endocrine systems. Primarily intended for nursing students. LAB FEE \$15

**BIOL 112 HUMAN ANATOMY AND PHYSIOLOGY II 4 CR**  
LECTURE + LAB

Continuation of BIOL 111. Circulatory, respiratory, digestive, excretory, and reproductive systems.  
Prerequisite: BIOL 111 or teacher signature. LAB FEE \$15

**BIOL 125 MAMMALS OF ALASKA & THE WORLD 4 CR**  
LECTURE + LAB

Introduction to mammals and their characteristics. Special features of most world orders and several families explored and illustrated. Emphasis on mammals found in Alaska, their histories and ecologies. Lab and field sessions with live examples of some animals. Movies, slides and teacher's experience used to illustrate important mammals from other continents. LAB FEE \$15

**BIOL 126 BIRDS IN FIELD AND LAB 3 CR**

Beginning course in bird study for amateurs. General biology, ecology, and behavior of birds. Emphasis on identification, observation, and recording information about birds on location. Field trips and study projects. LAB FEE \$15

**BIOL 131 WILDLIFE BEHAVIOR 4 CR**  
LECTURE + LAB

Beginning course in behavior with emphasis on observations and interpretation of natural behavior of mammals and birds in the field. Includes techniques of field study, stalking, recording and photographing wildlife behavior. LAB FEE \$15

**BIOL 193 WINTER BIOLOGY 2 CR**  
LECTURE + LAB/FIELD

Examines means by which organisms prepare for and survive rigors of winter. Topics include snow ecology and life strategies of Alaskan plant and animal species. Emphasis on field work and associated laboratory studies.  
Prerequisite: One semester College Biology or teacher signature. LAB FEE \$15

**BIOL 139 INTRODUCTION TO FORESTRY 3 CR**

Surveys field of forestry at introductory level. Basic concepts of forest management, utilization, and conservation. Includes identity, characteristics, and values of forest lands and forests. Identifies cultural, ecological, and technical conditions which influence use and management.

**BIOL 210 PHYSIOLOGY 4 CR**

Introduction to animal function, including respiration, digestion, circulation, nerve and muscle function, hormones, and reproduction.  
Recommended prerequisite: CHEM 103.  
Prerequisite: BIOL 105/106. LAB FEE \$15

**BIOL 222 BIOLOGY OF THE VERTEBRATES 4 CR**  
LECTURE + LAB

Introduction to fishes, amphibians, reptiles, birds and mammals, emphasizing evolution, systematics, structure, physiology and ecology of each group.  
Prerequisite: BIOL 105 or equivalent. LAB FEE \$15

**BIOL 225 INTRODUCTION TO MAMMALOLOGY 4 CR**  
LECTURE + LAB

Survey of class Mammalia emphasizing systematics, structure, physiology, ecology and behavior. Includes special adaptations of certain orders and natural history of selected Alaskan species.  
Prerequisite: BIOL 105 or equivalent. LAB FEE \$15

**BIOL 226 INTRODUCTION TO ORNITHOLOGY 4 CR**  
LECTURE + LAB

Survey of class Aves emphasizing systematics, structure, physiology, ecology and behavior. Includes special adaptations of certain birds and natural history of selected Alaskan species.  
Prerequisite: BIOL 105 or equivalent. LAB FEE \$15

**BIOL 231 ANIMAL BEHAVIOR 4 CR**  
LECTURE + LAB

Survey of ethological approach to animal behavior. Includes orientation, innate responses, imprinting, learning, social interaction and evolution. Lab work with animals and movies to illustrate principles and techniques of study.  
Prerequisite: BIOL 105/PSY 101 or equivalent. LAB FEE \$15

**BIOL 239 PLANT FORM AND FUNCTION 4 CR**  
LECTURE + LAB

Structure, function, ecology and evolutionary patterns of major groups of plants.  
Prerequisite: BIOL 105 or equivalent. LAB FEE \$15

**BIOL 242 INTRODUCTORY MICROBIOLOGY 4 CR**  
LECTURE + LAB

Surveys morphology and physiology of micro-organisms (viruses, bacteria, fungi, algae, and protozoans). Includes their role in environment and relationships to humans. Concepts of immunology. Lab stresses aseptic techniques for handling micro-organism.  
Prerequisite: One semester College Biology or completion of one semester in Health Sciences Program. LAB FEE \$25

**BIOL 260 MAN AND THE ENVIRONMENT 3 CR**

Basic ecological concepts and population ecology as relates to man, including use of resources and man-caused pollution. Considers intricate relationship between economics, politics and environment with special emphasis on earthmanship.  
Prerequisite: One semester of College Biology or permission of teacher.

**BIOL 203 NORMAL NUTRITION 3 CR**

Introduces basic nutritional needs and socio-cultural factors which influence an individual's ability to meet those needs. Strategies to promote adequate nutrition. Current trends and cultural implications in food selection and preparation are explored.  
Prerequisite: High School or College Chemistry.

BIOL 272 PRINCIPLES OF ECOLOGY 4 CR  
LECTURE + LAB

Relationship between organisms and their environments. Communities, environmental factors, and population structures. Field trips.

Prerequisite: BIOL 105/106 or equivalent. LAB FEE \$15

BIOL 275 FIELD BIOLOGY 3 CR

Actual study in each of Alaska's major nature environments: forest, field, stream, pond, bog, marsh, alpine tundra, and seashore. Week-end field trips to Homer and McKinley Park. Students must provide own camping gear and personal expenses.

Prerequisite: one semester of College Biology or teacher signature. LAB FEE \$15

## BUSINESS ADMINISTRATION

BA 105 PRINCIPLES OF BANKING 3 CR

Provides updated and broad perspective of banking industry. Foundation for most subsequent AIB courses, touching on nearly every aspect of bank functions. Includes comprehensive introduction to banking, check processing, teller functions, deposit functions, trust services, bank bookkeeping, bank loans, and investments. Discussion of bank's role in the community. Designed for new personnel at any level of banking.

BA 111 FINANCIAL INVESTMENTS 3 CR

Introduction to personal investments. Begins with discussion of personal finance and budgeting as essential prerequisite to investments in stocks and bonds, insurance and mutual funds.

BA 121 SALESMANSHIP 3 CR

Designed for people with and without sales experience. Explores salesmanship as a skill all individuals use to sell themselves and their ideas as well as products and services. Topics include selling as aspect of marketing, buyer behavior and communication, selling process, and sales management.

BA 151 INTRODUCTION TO BUSINESS 3 CR

For students with relatively little business management experience. Understanding role of profit in business, issues of social responsibility, forms of business ownership and roles of management in specialized fields of human resources, finance, production and marketing. Students can explore opportunities and requirements in several business positions as well as make personal assessments of interests and capabilities.

BA 166 SMALL BUSINESS MANAGEMENT 3 CR

Business planning as key to successful small business management. Examines practical aspects of management useful in starting and operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production and business finance.

BA 201 BANK MANAGEMENT 3 CR

Presents trends in the philosophy and practice of bank management. Touches on objectives, planning, structure, control and the inter-relationship of various bank departments. Designed for bank managers, new or experienced.

BA 202 CREDIT ADMINISTRATION 3 CR

Factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, and specific credit problems. Regular as well as unusual types of loans, working capital loans, secured loans, term loans, real estate loans, installment loans, agricultural loans, loans to other financial institutions, and plan participations. Emphasis on credit department organization and procedures, analysis of financial statements, and methods of dealing with borrowers in financial difficulty. Designed for lending personnel or management trainees, credit analysts, and credit investigator.

BA 203 FEDERAL RESERVE SYSTEM 3 CR

Examines the operations and policies of the Federal Reserve System during critical periods over the last sixty years. Topical approach enables students to compare and contrast Federal Reserve policies dealing with similar problems at different periods of time. Attention is given to international monetary affairs, especially the changing role of gold, economic developments and goals which affect the stability of the American economy, and Federal Reserve efforts to adapt and influence the changing economic environment.

BA 204 MONEY AND BANKING

Presents the basic economic principles most closely related to the subject of money and banking within topics of interest to bank management. Stresses the practical application of the economics of money and banking to the individual bank. Subjects include structure of the commercial banking system; the nature and functions of money, banks and the money supply; cash assets and liquidity management; bank investments; loans, earning and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system. Designed for entry-level to five years experience.

BA 206 ANALYZING FINANCIAL STATEMENTS 3 CR

Includes tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Covers Financial Statement Analysis and Accounting; Financial Statements and Business Funds flow; Tools of Financial Statements Analysis; and the Techniques of Financial Statement Analysis. Contains modules covering short-term liquidity and solvency, funds flow analysis of operations, long-term financial strength and asset utilization. Designed for lending personnel or management trainees with a basic knowledge of accounting.

BA 207 FUNDAMENTALS OF BANK DATA PROCESSING 3 CR

Presents the concepts of data processing and the basic functions of computers using analogies and illustrations from the banking industry. Discussion of present and future bank applications of data processing including MICR and EFTS. Designed for non-data processing personnel.

BA 208 HOME MORTGAGE LENDING 3 CR

The importance of the underwriting decision and how to logically evaluate both the borrower and the property. Stresses all elements that enter into the decision making process including the following: income analysis, asset and liability analysis, financial statement analysis of self-employed persons, fundamentals of residential property appraisal, and property standards. Designed for real estate lending personnel who have not had a beginning appraisal course.

BA 209 INSTALLMENT CREDIT LENDING 3 CR

Modular course emphasizing the "how-to" details of installment credit. Includes principles of credit evaluation, open-end credit, marketing bank services, collection policies and procedures, legal aspects financial statement analysis, direct and indirect installment lending, leasing and other special situations, installment credit department management, insurance, and rate structure and yields. Designed for branch personnel, installment credit department personnel, and management trainees.

**BA 210 LAW AND BANKING 3 CR**

Presents an introduction to basic commercial law and relates it specifically to banking and bank transactions. Includes contracts, agency and partnerships, corporations, real property, personal property and sales, the Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. Designed for entry-level to five years experience.

**BA 221 REAL ESTATE FINANCE 3 CR**

Background in varied real estate mortgage credit operations of commercial banks. Concentration on how funds are channeled into mortgage markets, financing residential property, financing special purpose property, and administrative tasks common to most mortgage departments. Introduction to vocabulary of real estate. Analysis of mortgage credit, as well as policies related to collection, administration of bank's mortgage portfolio, and real estate investment yields. Designed for personnel involved in mortgage credit at all levels.

**BA 222 REAL ESTATE TAXES 3 CR**

Explores many tax aspects of real estate transactions, investments and operations. Emphasis on real estate aspects of tax law, problem recognition and solution, and investment planning.

**BA 223 REAL ESTATE LAW 3 CR**

Practical course to assist students in surveying various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other real estate transactions involving law.

**BA 231 FUNDAMENTALS OF SUPERVISION 3 CR**

Introduction to effective supervisor's role. For students with and without supervisory experience. Emphasizes development of insight and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in using decision-making approach to deal with contemporary situations facing supervisors.

**BA 232 FUNDAMENTALS OF ORGANIZATIONAL MANAGEMENT 3 CR**

Leadership styles of managers and understanding skills necessary to effectively lead in organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational situations.  
Prerequisite: BA 231 or teacher signature.

**BA 233 FUNDAMENTALS OF FINANCIAL MANAGEMENT 3 CR**

Assists students to develop decision-making viewpoint of managers. Topics include financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing.

**BA 241 BUSINESS LAW I 3 CR**

Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, and business crimes.

**BA 242 BUSINESS LAW II 3 CR**

Basic principles, institutions, and administration of law in insurance suretyships, partnerships, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales.

**BA 252 BUSINESS STATISTICS 3 CR**

Introduces descriptive and inferential statistics. Major topics include measures of control tendency and variation, partial and multiple correlations and regression, time series and forecasting. Presents computer applications.

**BA 255 FOOD AND BEVERAGE MANAGEMENT 3 CR**

Classroom and laboratory work. Applies principles of menu planning, staffing, purchasing, receiving, storage pricing and customer relations.

**BA 260 TOURISM, PRINCIPLES & PRACTICES 3 CR**

Covers the important activities associating tourism with the hospitality industry, including the future potential of tourism in our economy. Includes the infrastructure of tourism and the need for and importance of developing tourism in local communities and counties. Profile of travelers and their expenditures and modes of travel.

**CHEMISTRY**

**CHEM 103 CONTEMPORARY CHEMISTRY 4 CR**  
LECTURE + LAB

Introductory course for students with weak background in Chemistry. Covers units of measurement, matter, atoms, periodic table, chemical nomenclature, equations, and chemical calculations.  
LAB FEE \$15

**CHEM 105 GENERAL CHEMISTRY I 4 CR**  
LECTURE + LAB

Introduction to chemistry for science majors, including atomic and molecular structure, reactivity, equations, states of matter, chemical calculations, solutions, and gas laws. Lab to develop skills in using glassware and handling chemicals.  
Prerequisite: CHEM 103 or equivalent. LAB FEE \$15

**CHEM 106 GENERAL CHEMISTRY II 4 CR**  
LECTURE + LAB

Follows CHEM 105 and includes kinetics and equilibrium, thermochemistry, electro-chemistry, and organic chemistry.  
Prerequisite: CHEM 105 or equivalent. LAB FEE \$15

**CHEM 120 SURVEY OF CHEMISTRY 4 CR**  
LECTURE + LAB

Introduces health science students to chemistry of health. Covers units of measurement, atoms, molecules, radioactivity, gas laws, oxidation and reduction, acids and bases, as well as various aspects of organic and biochemistry.  
LAB FEE \$15

**CHEM 121 ELEMENTARY BIOCHEMISTRY 4 CR**

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 CHEM 120 for health science degree candidates.  
Prerequisite: CHEM 103 or CHEM 120 or teacher signature.

# COMPUTER INFORMATION SYSTEMS

CIS 101 INTRODUCTION TO DATA PROCESSING 3 CR

Beginning course covering topics in machine organization, problem formulation programming, information flow, management, and applications of automatic data processing systems.  
Recommended prerequisite: MATH 105/BA 151.

CIS 102 PROGRAMMING IN BASIC 3 CR

Recommended as first programming language for non-CIS majors. Training and practice in writing programs in BASIC language for business data processing applications using microcomputers and minicomputers. Emphasis on computerized problem solving, analysis, flowcharting, testing and debugging and documentation.  
Recommended prerequisite: CIS 101 or concurrent enrollment.  
Prerequisite: MATH 105. LAB FEE \$30

CIS 105 FORTRAN PROGRAMMING 3 CR

Recommended as first programming language. Training and practice in writing programs in the FORTRAN language. Emphasis on problem solving with a computer: analysis, flowcharting, testing and debugging documentation.  
Recommended prerequisite: CIS 101 or concurrent enrollment.  
Prerequisite: MATH 105/concurrent enrollment in CIS 105L. LAB FEE \$30

CIS 105L FORTRAN PROGRAMMING LAB 2 CR

Work as required in computer lab to complete assigned programs. Key on terminal, compile and execute programs on computer, test and debug. Last five weeks of course time in lab often averages 10-12 hours per week. Lab time is lighter in earlier part of course.  
Prerequisite: Concurrent enrollment in CIS 105.

CIS 115 RPG II PROGRAMMING 3 CR

Training and practice in writing programs in the RPG II language.  
Prerequisite: CIS 105 or CIS 102 or teacher permission/concurrent enrollment in CIS 115L. LAB FEE \$30

CIS 115L RPG PROGRAMMING LAB 2 CR

Work as required in computer lab to complete assigned programs. Key on terminal, compile and execute programs on computer, test and debug. Last five weeks of course time in lab often averages 10-12 hours per week. Lab time is lighter in earlier part of course.  
Prerequisite: Concurrent enrollment in CIS 115.

CIS 120 COMPUTER OPERATIONS: PROCEDURES AND MANAGEMENT 3 CR

Methods of accounting for, organizing and supervising the operation of computing equipment. Personnel relations and company organization.  
Prerequisite: CIS 101/one programming language.

CIS 201 COBOL PROGRAMMING 3 CR

Training and practice in writing programs in the COBOL language. Concurrent enrollment in CIS 210 is recommended.  
Prerequisite: CIS 105 or CIS 102 or teacher permission/concurrent enrollment in CIS 201L. LAB FEE \$30

CIS 201L COBOL PROGRAMMING LAB 2 CR

Work as required in computer lab to complete assigned programs. Key on terminal, compile and execute program on computer, test and debug. Last five weeks of course time in lab often averages 10-12 hours per week; lab time is lighter in earlier part of course.  
Prerequisite: Concurrent enrollment in CIS 201.

CIS 204 ADVANCED FORTRAN PROGRAMMING 3 CR

Continuation of CIS 105 FORTRAN Programming with emphasis on arrays, functions and subroutines, and file handling. Selected problems are programmed.  
Prerequisite: CIS 105 or teacher signature. LAB FEE \$30

CIS 210 SYSTEMS DESIGN AND ANALYSIS 3 CR

Concepts and techniques used in designing computer-based business systems. Topics include feasibility study, system design, system development, implementation, performance evaluation and review.  
Prerequisite: CIS 101/one programming language/concurrent enrollment in a second programming language.

CIS 220 ASSEMBLER 3 CR

Training and practice in writing programs in an assembly level language.

CIS 221 ADVANCED COBOL PROGRAMMING 3 CR

Short review of basic COBOL. Methods of storing, organizing, sorting and merging files. A selected business data processing system is designed and programmed. Concurrent enrollment in CIS 230 is recommended.  
Prerequisite: ACCT 102/BA 151/CIS 201/CIS 210/concurrent enrollment in CIS 221L. LAB FEE \$30

CIS 221L ADVANCED COBOL PROGRAMMING LAB 2 CR

Work as required in computer lab to complete assigned programs. Key on terminal, compile and execute program on computer, test and debug. Last five weeks of course time in lab often averages 10-12 hours per week; lab time is lighter in earlier part of course.  
Prerequisite: Concurrent enrollment in CIS 221.

CIS 225 CIS INDUSTRY SEMINAR 3 CR

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.  
Prerequisite: teacher permission.

CIS 230 ADVANCED SYSTEMS TOPICS 3 CR

Topics include introduction to teleprocessing, technical considerations in design and implementation of real-time systems, and basic principles of data-base systems. Concurrent enrollment in CIS 221 is recommended.  
Prerequisite: CIS 201/CIS 210.

CIS 240 OPERATING SYSTEMS 3 CR

The components and structure of operating systems. Topics include job to job transition, scheduling, system management facilities, ICS.  
Prerequisite: CIS 221/CIS 230/ or concurrent enrollment.

CIS 252 BUSINESS STATISTICS 3 CR

Introduces descriptive and inferential statistics. Major topics include measure of control tendency and variation, partial and multiple correlation and regression, time series and forecasting. Utilizes computer applications.



## COUNSELING

### COUN 108 IMPROVING COMMUNICATION RELATIONSHIPS 3 CR

Increases awareness of how individuals communicate and relate to other significant people in their lives. Teaches specific skills in styles and patterns of communication. Emphasizes communication processes (how something is said) rather than content (what is said).

### COUN 208 CAREER PLANNING AND CHANGING 3 CR

Non-traditional approach to career planning and job hunting. Emphasizes self-awareness and on-going process to define who students are and what they want from life. Includes skills identification, information-gathering, resume writing, interviewing, salary negotiation, and techniques to control job hunts.

## CRIMINAL JUSTICE

### Justice

### JUST 110 INTRODUCTION TO CRIMINAL JUSTICE 3 CR

Survey of philosophies, functions, and methods of social control. Emphasis on role of law and groups involved in its administration — police, courts, and corrections organizations. Includes history, organization, processes, and problems related to law and justice agencies in heterogeneous democratic society.

### JUST 120 FIELD OBSERVATION & PRACTICE 3 CR

Designed for pre-service personnel interested in first-hand familiarization with function and operations of criminal justice agencies. Opportunities to examine aspects of criminal justice systems, such as group counseling, halfway-house programs, law enforcement, judicial processes, and treatment procedures. Practical experience within specific law agencies under guidance of field supervisor. Collecting and interpreting client information. Learning administration procedures within agencies. Practice in investigative techniques. Special research topics.  
Prerequisite: JUST 110.

### JUST 153 EVIDENCE 3 CR

Kinds and degrees of evidence, and rules governing admissibility of evidence in court.  
Prerequisite: JUST 110.

### JUST 210 PRINCIPLES OF CORRECTIONS 3 CR

Introduction to the basic concepts of probation and parole; use of authority in corrective services; popular and professional institutional methods of correction.  
Prerequisite: JUST 110.

### JUST 220 FIELD OBSERVATION & PRACTICE II 3 CR

Designed for pre-service personnel interested in first-hand familiarization with functions and operations of criminal justice agencies. Further opportunities to examine aspects of criminal justice systems. Special research topics.  
Prerequisite: 12 hours of JUST courses.

### JUST 221 JUSTICE ORGANIZATION & MANAGEMENT 3 CR

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.  
Prerequisite: JUST 110.

### JUST 250 DEVELOPMENT OF LAW 3 CR

Study of underlying philosophy, development and structure of law with emphasis in systems of United States and Alaska. Includes "civil" precedents of Constitutional provisions such as "due process" and "equal protection" in United States' Bill of Rights. Criticism of law.  
Prerequisite: JUST 110.

### JUST 251 CRIMINOLOGY 3 CR

Study of the major areas of deviant behavior and their relationship to society, law and law enforcement.  
Prerequisite: JUST 110.

### JUST 252 SUBSTANTIVE CRIMINAL LAW 3 CR

Study of elements, purposes, and functions of substantive criminal law. Casebook study of general law of crimes and defenses. Concentration on Alaska cases and statutes in Alaska Criminal Code.  
Prerequisite: JUST 110.

### JUST 254 CRIMINAL PROCEDURES 3 CR

Emphasis upon legal limitations of police and right of people to be secure from government under protection of Federal and Alaska State Constitutions. Concentration on laws of arrest, search and seizure, wiretapping, electronic surveillance, exclusionary rule, interrogations and confessions, lineups, and other pre-trial identifications procedures, right to counsel, trial by jury, entrapment and double jeopardy. Study of cases decided by U.S. and Alaska Supreme Courts, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure.  
Prerequisite: JUST 110.

### JUST 255 CRIMINAL INVESTIGATION 3 CR

Fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, scientific aids, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation.  
Prerequisite: JUST 110.

### JUST 258 JUVENILES AND THE LAW 3 CR

Role of agencies under law in regard to juveniles. Special attention to role of law enforcement. Studies of both theoretical and practical aspects.  
Prerequisite: JUST 110.

## Law Science

### LAWS 101 INTRODUCTION TO LAW 3 CR

Introduces legal processes in democratic society, including skills for conducting basic legal research.

### LAWS 111 TORTS 3 CR

Study of fundamental principles of law of torts. Survey of legal pleadings used in commencing tort claims in court actions. Research assignments in which students investigate sample tort claims.  
Prerequisite: LAWS 101.

Study of subject matter jurisdiction of courts. Problems of choice between Federal and State law, venue, personal and in rem jurisdiction. Types of pleadings in civil actions, including complaints, answer and reply, joinder of parties and claims, class actions, discovery, motion practice, trial, and appeal.  
Prerequisite: LAWS 101.

Study of powers of Federal government, including judicial, legislative and executive. Study of State and Federal limitations, constitutional limitations on exercise of governmental power, first amendment freedoms, equal protection clause, and due process.  
Prerequisite: LAWS 101.

Law related to formation of contracts. Includes offering acceptance, consideration, defenses to formation and enforcement of contracts, excuse discharge, and damages.  
Prerequisite: LAWS 101.

In-depth investigation into various concepts and theories in connection with individual problem areas in law-related fields.  
Prerequisite: LAWS 101.

Uniform Probate Code as adopted in Alaska. Substantive rights of spouse and family, probate procedures, formal testacy, personal representative and supervised administration, distribution and non-profit transfers.  
Prerequisite: LAWS 101.

Laws relating to marriage and divorce, support and property rights, adoptions, guardianship, and abortion.  
Prerequisite: LAWS 101.

**Police Administration**

Principles of police administration and organization as applied to staff and the line units. Analysis of functions and activities, including recordkeeping, report writing, and application of the computer.

Study of basic theory, principles and practices of public administration, especially as it applies to municipal agencies.

Study of the police vocation as it affects the officer's spouse, family, supervisory relations, and community relations.

**DANCE**

Basic classical ballet techniques. Elementary exercises and combinations to develop strong leg work, turn out, strength of torso, and tranquility of head and arms. Serious ballet workshop with regular attendance required. Initial emphasis on correct alignment in basic positions, followed by simple combinations stressing clarity and precision of movement.  
LAB FEE \$20

Continuation of techniques emphasized in DNCE 100 - exercise combinations to develop leg work, torso strength, and arm and head tranquility. A serious ballet course requiring regular attendance.  
Prerequisite: DNCE 100 or teacher signature. LAB FEE: \$20

Continuation of DNCE 101. LAB FEE: \$20

Designed for students with little or no modern dance background. Develops basic dance techniques through warm-up exercises promoting strength and flexibility. Application of basic skills to simple movement combinations. Uses recorded music. LAB FEE \$20

Continuation of DNCE 103. Develops strength, flexibility, and strong dance techniques through more complex, strenuous warm-ups and longer, more complex movement combinations. Includes deeper exploration of language of dance as well as relationship between music and dance.  
Prerequisite: DNCE 103, equivalent training, or teacher signature. LAB FEE \$20

Introduction to jazz dance using modern dance and ballet techniques as movement foundation. Emphasis on elements of alignment, flexibility, rhythm, and energy flow. Includes warm-up exercises, body isolation, bar work, locomotive movements, and dance combinations. Music used throughout class. LAB FEE \$20

Introduces students to jazz dance movement. Emphasis on rhythm and loosening body. Includes warm-up exercises for head, shoulder, rib cage hip isolations, and dance combinations. Music used throughout class. LAB FEE: \$20  
Prerequisite: DNCE 105, equivalent training, or teacher signature.

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 one year of recent ballet from a qualified ballet teacher.

More complex ballet steps and techniques for students who have previously taken Intermediate Classical Ballet. Also for students who have completed at least one year of recent ballet training under qualified teacher. LAB FEE \$20

DNCE 203 INTERMEDIATE MODERN DANCE 1 CR

A continuation of DNCE 103/104.  
Prerequisite: DNCE 105/106 or teacher signature.

DNCE 204 INTERMEDIATE MODERN DANCE 1 CR

Continuation of DNCE 203.

## DENTAL

### Dental Assisting

DA 100 ORAL BIOLOGY/DENTAL ASSISTANTS 2 CR

A 30-hour lecture course for first semester Dental Assisting students. Teaches the gross human anatomy of the head and neck. Includes bones, muscles, sinuses, salivary glands, nerves and blood vessels. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 101 ORAL PATHOLOGY AND PHARMACOLOGY 2 CR

A 30-hour lecture course for second semester Dental Assisting students. Deals with the physiology and appearance of inflammatory processes, oral diseases and oral manifestations of systemic diseases. Includes the appearance of signs of disease and information on contagion. Informs as to the administration, absorption, elimination, action and effects of drug pharmacologic agents used in dentistry and their clinical significance to dental auxiliaries. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 120 CLINICAL PROCEDURES I/DENTAL ASSISTANTS 3 CR

A 90-hour laboratory course for first semester Dental Assisting students. Teaches clinical application of dental assisting procedures. Emphasizes dental and medical emergencies, prevention of disease transmission, four-handed dentistry, collection and compilation of diagnostic data and related instrumentation. Develops skill in charting, oral evacuation, instrument identification and tray setups. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 155 CLINICAL PROCEDURES II/DENTAL ASSISTANTS 6 CR

A 45-hour lecture and 90-hour lab course for Dental Assisting students. Provides clinical application of dental assisting skills with emphasis on rotary instruments, dental specialties and related instrumentation, rubber dam application, matrix assembly and assisting with the administration of local anesthesia. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 171 DENTAL MATERIALS LAB/DENTAL ASSISTANTS 2 CR

A 60-hour laboratory course for second semester Dental Assisting students. Provides experience in taking impressions, pouring models, making custom trays, trimming and mounting casts, making temporary crowns and manipulating dental restorative and impression materials. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 180 EXTERNSHIP I/DENTAL ASSISTANTS 2 CR

An 80-hour externship course for second semester Dental Assisting students. Provides practice in dental assisting techniques under supervision in local dental offices and clinics. Emphasizes further development of chairside assisting skills. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DA 181 EXTERNSHIP II/DENTAL ASSISTANTS 5 CR

A 240-hour off-campus externship for third semester Dental Assisting students. Deals with the practice of dental assisting procedures on the job. Develops experience and skill in dental assisting in general and specialized areas of dentistry. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

### Dental Hygiene

DH 100 ORAL BIOLOGY FOR DENTAL HYGIENISTS 3 CR

A 45-hour lecture course for second semester Dental Hygiene students. Deals with the gross anatomic structures of the head, neck and oral cavity for identification and correlation to clinical duties. Includes the relation of these structures one to another. Details the histology, physiology and biochemistry of the normal human periodontal structures. Correlates this information with clinical observation of people. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 101 ORAL PATHOLOGY 1 CR

A 15-hour lecture course for second semester Dental Hygiene students. Deals with the physiology and appearance of inflammatory processes, oral diseases and oral manifestations of systemic diseases. Includes the appearance of signs of disease and information on contagion. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 120 CLINICAL PROCEDURE I FOR DENTAL HYGIENISTS 5 CR

A 15-hour lecture and 90-hour laboratory course for first year Dental Hygiene students. The first of a four semester sequence. Teaches periodontal examination procedures, data summarization, case presentation, dental hygiene instrumentation techniques, emphasizes the promotion and maintenance of dental health. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 155 CLINICAL PROCEDURES II FOR DENTAL HYGIENISTS 2 CR

A 15-hour lecture and 20-hour lab for second semester Dental Hygiene students. Teaches periodontal examination procedures, data summarization, case presentation and dental hygiene instrumentation techniques. Emphasizes advanced dental hygiene treatment techniques and related instrumentation. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 160 CLINICAL PRACTICUM I FOR DENTAL HYGIENISTS 3 CR

A 135-hour clinical course for second semester Dental Hygiene students. Teaches the clinical application of dental hygiene skills. Emphasizes emergency procedures. Provides practice on volunteers in the Dental Hygiene Clinic. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 171 DENTAL MATERIALS LAB FOR DENTAL HYGIENISTS 1 CR

A 30-hour laboratory course for second semester Dental Hygiene students. Provides experience in taking impressions, pouring models, trimming and manipulating dental restorative and impression materials. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

DH 203 PERIODONTOLOGY 2 CR

A 30-hour lecture course for third semester Dental Hygiene students. Teaches the histology, physiology and appearance of the periodontal structures in the diseased state. Discusses rationales of treatment and etiology. BLOCKED COURSE: SPECIAL ADMISSION 263-1514.

A 45-hour lecture course for third semester Dental Hygiene students. Introduces concepts of epidemiology, biostatistics, public health and dental care delivery systems. Describes selected health delivery systems in Alaska. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 30-hour laboratory course for fourth semester Dental Hygiene students. Directs students in the development of an independent project involving research, organization, implementation and evaluation of action that promotes oral health in the community. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 45-hour lecture course for third semester Dental Hygiene students. Deals with the signs, symptoms, contagion, recognition and prognosis of selected diseases of the oral cavity and systemic diseases which manifest themselves in the oral cavity. Includes the routes of administration, absorption, elimination, action and effects of pharmacologic agents used in dentistry and their clinical significance to dental auxiliaries. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 210-hour clinical course for third semester dental hygiene students. Second in a sequence of courses providing application and synthesis of knowledge and clinical skill competencies essential to dental hygiene practice. Emphasizes comprehensive dental hygiene treatment. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 12-hour lecture and 30-hour laboratory course for third semester Dental Hygiene students. Teaches periodontal examination procedures, data summarization, case presentation and dental hygiene instrumentation techniques. Emphasizes promotion and maintenance of dental health. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 244-hour clinical course for fourth semester Dental Hygiene students. Third in a sequence of courses. Provides application and synthesis of knowledge and clinical skill competencies essential to dental hygiene practice. Provides experiences for the development and refinement of skill. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 30-hour laboratory course for fourth semester Dental Hygiene students. Provides pre-clinical experience in advanced dental hygiene procedures involving periodontally-involved patients. Includes route planning, curettage and cavitron techniques, oral health and nutritional approaches, as well as visualization of radiographic signs in advanced periodontal disease. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

**Dental Science**

A 45-hour lecture and 30-hour laboratory course for first semester Dental Assisting and Dental Hygiene students. Teaches exposure processing and technique evaluation of radiographs, use of radiographic equipment and patient management. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 30-hour lecture and 30-hour laboratory and field study course for first semester Dental Assisting and Dental Hygiene students. Teaches the etiology, prevention and control of dental disease. Emphasizes motivational and educational techniques in oral hygiene. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 30-hour lecture course for first semester Dental Assistants and Dental Hygiene students. Prepares students for laboratory application of dental auxiliary services. Emphasizes emergency procedure, prevention of disease transmission, principles of four-handed dentistry, collection and compilation of diagnostic data and related instrumentation. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 45-hour lecture course for first semester Dental Assisting and Dental Hygiene students. Teaches crown and root morphology and terminology, development of oral tissues and the cellular structure of oral tissues. Includes cavity classification and nomenclature. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 60-hour lecture course for second semester Dental Assisting and fourth semester Dental Hygiene students. Introduces dental office management covering business office procedures such as filing, composing business letters and resumes. Includes receptionist responsibilities, telephone techniques, appointment control, peg-board accounting, payroll, inventory control, collections and third-party forms. Also deals with elements that constitute dental auxiliary professions as national and state organizations, ethical and legal practice considerations and continuing education responsibilities. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

A 30-hour lecture course for second semester Dental Assisting and Dental Hygiene students. Deals with the properties of restorative materials, impression materials and other materials used in dentistry. Prepares students for laboratory application in the use of these materials. **BLOCKED COURSE: SPECIAL ADMISSION 263-1514.**

**ECONOMICS**

For students who plan no further course work in economics. Concentrates on economic issues. Utilizes less rigorous approach than traditional economics courses. Not recommended for persons who have taken ECON 121 and/or ECON 122.

Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in interregional and international development.

Introduction to economics. Analysis and theories of national income, money and banking, public finance and taxation, and economic systems. Primary concentration on capitalist systems and U.S. economy.

ECON 122 PRINCIPLES OF ECONOMICS II 3 CR

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 232 ECONOMIC HISTORY OF THE U.S. 3 CR

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

ECON 291 SEMINAR IN AMERICAN CAPITALISM 3 CR

Variety of opinions on American economy. Includes conservative, liberal and radical views. Emphasis on independent research, writing, and small group discussion.

## ELECTRONICS TECHNOLOGY

ET 110 FCC LICENSE 3 CR

3 hour lecture per week covering materials tested on Radio Telephone Operator License Examination. Requires outside reading and preparation for class.  
Prerequisite: General knowledge of electronics.

LAB FEE \$5

ET 136 ELECTRONIC CALCULATIONS I 4 CR

3 hour lecture and 2 hour lab. Teaches skills of numbering systems and algebraic calculations necessary to succeed in DC physics. Numeric systems (binary, octal, hex), arithmetic, logarithms, and algebraic operations. Required lab practice of calculations taught in lectures.

Prerequisite: Concurrent enrollment in ET 137/138/139.

ET 137 DC PHYSICS 4 CR

3 hour lecture and 2 hour lab. Teaches basic DC Physics atomic structure theory with emphasis on network theorems and Kirchhoff's laws. Atomic Structure, Ohm's Law, magnetic, electrostatic components, and basic circuit configurations. Lab projects designed to reinforce theory and circuit operations taught in lectures.

Prerequisite: Concurrent enrollment in ET 136/137/138/139.

ET 138 INTRO TO COMPUTER ELECTRONICS 4 CR

3 hour lecture and 2 hour lab. Introduces basic concepts of computer systems. Covers micro-computer systems, batch process, and time-sharing. Completion of one or more machine programs in BASIC and FORTRAN languages, as part of lab assignments.  
Prerequisite: Concurrent enrollment in ET 136/137/139.

ET 139 LABORATORY I 3 CR

6 hour weekly lab assignments. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Majority of time spent in open lab.

Prerequisite: Concurrent enrollment in ET 136/137/138.

ET 142 ELECTRONIC CALCULATIONS II 4 CR

3 hour lecture and 2 hour lab. Covers Boolean algebra, trigonometry, graphs, analytic geometry, waveform analysis, and decibel (dB) calculations. Lab consists of calculation practice necessary to master AC Physics course.

Prerequisite: ET 136/137/138/139.

ET 143 AC PHYSICS 4 CR

3 hour lecture and 2 hour lab. covers principles of alternating current and voltages through linear amplifiers, magnetics, impedance, transistor circuits, resonance, filters, amplifier parameters, and basic power supplies. Lab consists of designing, constructing, and measuring circuits to reinforce theory taught in lectures.  
Prerequisite: ET 137/138/139.

ET 144 COMPUTER SYSTEMS I 4 CR

3 hour lecture and 2 hour lab. Covers number systems and integrated logic circuits, digital signal switches, (discrete and integrated), logic circuits, adder and subtractor circuits, registers, timing and counter circuits, and displays. Lab consists of introduction to various types of digital machines and circuits with hands-on practice.

Prerequisite: ET 137/138/139.

ET 145 LABORATORY II 3 CR

6 hours of lab assignments. Open laboratory familiarizing students with test equipment associated with AC measurements. Students required to master advanced soldering and desoldering techniques, and non-thermal cable termination.

Prerequisite: ET 136/137/138/139.

LAB FEE \$25

ET 230 TELECOMMUNICATIONS 4 CR

3 hour lecture and 2 hour lab. Prepares student electronic technicians to understand operation, construction, and maintenance of telephone sets, cables and switching systems. Includes systems operation, 500-D telephone set, cable code distribution, characteristic impedance, decibel and x-y switching systems, frequency and time division multiplex, and principles of microwave transmission. Lab projects on telephone equipment.

Prerequisite: ET 142/143/144/145.

LAB FEE \$15

ET 231 AUDIO 4 CR

3 hour lecture and 2 hour lab. Presents circuitry and practical experience in troubleshooting audio home entertainment equipment. Includes audio amplifiers, transducers, tape recorders, phonographs, and electronically regulated power supplies. Lab projects using typical equipment.

Prerequisite: ET 142/143/144/145.

ET 232 APPLIED ICs 4 CR

3 hour lecture and 2 hour lab. Study of ideal operational amplifier circuits. Covers amplification, generation of sinusoidal and special application waveforms, active filters, power supply regulation, and circuit times. Lab projects using appropriate equipment.

Prerequisite: ET 142/143/144/145.

ET 233 COMPUTER SYSTEMS II 4 CR

3 hour lecture and 2 hour lab. Microcomputer systems covered in depth. Topic material pertinent to the 8080. Includes MPU structure, interrupts, core memories, auxiliary memory, and standard transition codes. Lab projects in troubleshooting and interfacing peripherals.

Prerequisite: ET 142/143/144.

ET 250 TRANSMITTER - RECEIVERS 4 CR

Methods and techniques used in transmission and reception of AM, SSB, and FM signals. Aligning and troubleshooting equipment. Preparation for FCC 2nd Class License. Block diagram and schematic interpretation, and use in troubleshooting.

Prerequisite: ET 230/231/232/233.

ET 251      ADVANCED DIGITAL ANALOGS      4 CR

Methods and techniques used in servicing systems of varying complexity using instruments designed for systems. Introduction to digital and analog broadband systems including transmission, reception and system alignment procedures. Prerequisite: ET 230/231/232/233.

ET 252      COMPUTER SYSTEMS III      4 CR

Reviews microprocessor architecture as related to process controls. Includes interrupts, real time clocking, on/off controls, stepping motors, analog to digital and digital to analog. Lab projects include complete term project and experiments in process control. Prerequisite: ET 230/231/232/233, (may be waived at teacher's discretion).      LAB FEE \$25

## EMERGENCY MEDICAL TECHNOLOGY

EMT 119      EMERGENCY MEDICAL TRAINING      4 CR

Improves quality of emergency care rendered to victims of accidents and illnesses. At least 81 hours required to develop necessary skill levels. Control of bleeding, application of splints, prevention of shock and other basic life support techniques. Provides minimum level of training necessary for ambulance attendants. Useful for anyone desiring emergency medical training beyond first aid.

EMT 120      EMT FIELD OBSERVATION & PRACTICE      2 CR

Practicum course based upon experience in hospital/emergency room/ambulance experience. Prerequisite: EMT 119.

## ENGLISH

ENGL 058      SPEAKING ENGLISH AS A SECOND LANGUAGE      4 CR

For people who understand and speak very little English. Begins with greetings and simple conversational sentences. Lots of student practice in speaking with confidence. Several assignments in Learning Resources Center. Optional homework. Prepares students for everyday conversation and other ENGL courses in English as a second language.

ENGL 063      WRITING ENGLISH AS A SECOND LANGUAGE      4 CR

Introduction to writing American English for students who speak English as a second language. Review of "readiness" skills for adult literacy, including practice in spelling and grammar. Emphasizes expanding sentences and vocabulary to prepare students for other college English courses. Prerequisite: ENGL 058 or 3 other credits in English as a second language.

ENGL 064      WRITING ENGLISH AS A SECOND LANGUAGE II      4 CR

Further instruction in writing American English for students who speak English as a second language. Studies in spelling, grammar, sentence structure, and paragraphing. Practice in vocabulary of college composition and in proofreading. Required assignments in Learning Resources Center and Reading/Writing Center. Prerequisite: ENGL 063 or 6 other credits in English as a second language.

ENGL 067      BASIC COMPOSITION I      3 CR

Instruction in skills necessary to produce clear written English. Emphasis on sentence structure, standard grammar, and single-paragraph compositions. Introduction to use of library, Learning Resources Center, and Reading/Writing Center. Prerequisite: English placement test.

ENGL 068      BASIC COMPOSITION II      3 CR

Instruction in skills necessary to meet day-to-day demands in composition. Emphasis on paragraph development, common business letters, short essays, short research papers, and essay exams. Prerequisite: ENGL 067 or English Placement Test.

ENGL 075      CONVERSATIONAL VOCABULARY DEVELOPMENT I      4 CR

Advanced course in different methods of learning new words for foreign-born students and others who speak English as their second language. Emphasis on roots, prefixes, and suffixes from Latin, Greek, Anglo-Saxon, and French. General college-level vocabulary and learning new words by "central idea" method. Practice in pronunciation and use of American English thesaurus. Prepares students for ENGL 076, 101B, and 175. Assignments in Learning Resources Center. Prerequisite: At least one course in conversational or written English or strong speaking skills in everyday English (at least two years in English-speaking country).

ENGL 076      CONVERSATIONAL VOCABULARY DEVELOPMENT II      4 CR

Presents different methods of learning new words for foreign-born students and others who speak English as their second language. Emphasis on familiar idioms, Alaskan vocabulary and expressions. Pronunciation, and use of American English dictionary. Prepares students for ENGL 075, 101B and 175. Assignments in Learning Resources Center. Prerequisite: At least one college course in conversational or written English, or strong speaking skills in everyday English (at least two years in English-speaking country).

ENGL 101A      COLLEGE SURVIVAL SKILLS      1 CR

Practical ways of getting started in college study methods. Ideas for coping with "the system", introduction to campus resources, and topics of interest to class. Offered for Audit/Pass/No Credit. No letter grade.

ENGL 101B      SPELLING AND PRONUNCIATION      2 CR

For English-speaking students needing intensive practice in these skills.

ENGL 103      INTRODUCTION TO COLLEGE ENGLISH      4 CR

Intensive practice in spoken and written English for college-level studies. Emphasis on differences between formal and informal communication styles. Especially for Alaska Native students, advanced foreign-born students, and others with non-English language backgrounds. Prerequisite: ENGL 063 or 075, or before registering, English Placement Test.

ENGL 105      READING LAB      1-3 CR

Basic open-entry reading course covering comprehension and vocabulary. Completely individualized instruction to encourage wide reading, vocabulary improvement, and development of skills necessary for success in freshman courses.

ENGL 107 HOW TO SUCCEED IN COLLEGE 3 CR

Intermediate reading course dealing with study skills and study reading demanded in college work. Covers time management, memory concentration, note-taking, reading and studying texts, vocabulary, improving thinking ability, and speed reading overview.

ENGL 109 SPEED READING 3 CR

Advanced reading course covering up to date methods for increasing reading rate and achieving rate flexibility. Advanced comprehension and vocabulary work.

ENGL 111 METHODS OF WRITTEN COMMUNICATION 3 CR

Instruction in composition of formal essays with emphasis on different techniques for organization and development. Prerequisite: English Placement Test.

ENGL 115 TERM PAPER 1-3 CR

Individualized study in research paper techniques. Emphasizes source location, notetaking, logical organization, documentation styles and production of 7 to 10 page paper. Credits based on number of tasks completed. Prerequisite: ENGL 111, or concurrent enrollment in ENGL 111, or teacher signature.

ENGL 131 INTRODUCTION TO LITERATURE 3 CR

Techniques for analysis and appreciation of fiction, drama and poetry. Emphasis on reading and discussion.

ENGL 132 INTRODUCTION TO SHAKESPEARE 3 CR

A representative selection of Shakespeare's plays, with reference to their historical backgrounds and the theatrical environment of the Elizabethan Age.

ENGL 133 WOMEN'S AUTOBIOGRAPHY 3 CR

Uses autobiographies by 20th century American women to help students read non-fiction with skill and enjoyment, and to help them prepare their own autobiographies. Includes use of library and personal resources, and methods of organizing materials - from family documents to professional vitae. Choice of reading or writing emphasis.

ENGL 175 VOCABULARY DEVELOPMENT 3 CR

Studies to increase awareness and control of words in English. Emphasis on vocabulary building through familiarity with classical word roots. Dictionary use and overall development of English vocabulary. Prerequisite: Fluent English-speaking ability.

ENGL 200A HOW TO READ SCIENCES 1 CR

Designed specifically for students enrolled in biology, chemistry, health occupations, geology and physics courses. Reading teacher works closely with science teachers to incorporate lab, lecture, and text comprehension, vocabulary, and study skills applicable to students' reading assignments and specialized study areas in sciences. Prerequisite: Average reading skill level.

ENGL 200B HOW TO READ SOCIAL SCIENCES 1 CR

Designed specifically for students enrolled in anthropology, economics, psychology, sociology, history, and political science courses. Reading teacher works closely with social science teachers to incorporate vocabulary, reading comprehension, and study skills applicable to students' reading assignments and specialized study areas in social sciences. Prerequisite: Average reading skill level.

ENGL 200C LEARN WHILE TUTORING 1-3 CR

Students tutor others enrolled in ACC courses who desire further help with reading and study skills. Focuses on tutoring experiences with teacher conferences and some class instruction. Training in interpersonal relationships, study skills, and reading skills. Prerequisite: Average reading skill level.

ENGL 201 MASTERPIECES OF WORLD LITERATURE I 3 CR

Analysis and interpretation of selected masterpieces from ancient times through Renaissance. Prerequisite: ENGL 111.

ENGL 202 MASTERPIECES OF WORLD LITERATURE II 3 CR

Analysis and interpretation of selected masterpieces from Renaissance to present day. Prerequisite: ENGL 111.

ENGL 203 SURVEY OF BRITISH LITERATURE I 3 CR

Analysis of selected English writings from Anglo-Saxons to Romantics. Prerequisite: ENGL 111.

ENGL 204 SURVEY OF BRITISH LITERATURE II 3 CR

Analysis of selected English writings from Romantics to present. Prerequisite: ENGL 111.

ENGL 205 SURVEY OF U.S. LITERATURE I 3 CR

Analysis and interpretation of selected writings from the Colonial Period through the Civil War. Prerequisite: ENGL 111.

ENGL 206 SURVEY OF U.S. LITERATURE II 3 CR

Analysis and interpretation of selected writings from the Civil War to the present. Prerequisite: ENGL 111.

ENGL 207 AMERICAN PRIZEWINNERS 3 CR

Interpretation and discussion of selections by 20th century American writers who have been honored nationally and internationally. A core of works to be read by all. Additional readings from a supplementary list.

ENGL 209 READING FOR FUN 3 CR

Helps people choose and enjoy leisure reading materials. Centers on different purposes of reading such as fantasy, self-help, and learning new information. Includes books, magazines, and newspapers. Designed to help people widen and deepen personal, life-long reading habits.

ENGL 211 INTERMEDIATE COMPOSITION WITH MODES OF LITERATURE 3 CR

Instruction in writing based on close analysis of literature. Includes regularly scheduled conferences with teacher.  
Prerequisite: ENGL 111.

ENGL 212 TECHNICAL REPORT WRITING 3 CR

Instruction in composing technical correspondence, informal and formal reports. Includes regularly scheduled conferences with teacher.  
Prerequisite: ENGL 111 and experience in technical or scientific field.

ENGL 213 INTERMEDIATE EXPOSITION 3 CR

Methods of developing nonfiction, expository essays. Emphasis on elements of style.  
Prerequisite: ENGL 111.

ENGL 260 CREATIVE WRITER'S WORKSHOP 3 CR

Instruction in the writing of short stories, one act plays, poetry, and sketches. Includes regular conferences with instructor.  
Prerequisite: General interest and average writing skills. Note: ENGL 260 does not satisfy general degree requirements in written composition.

ENGL 265 LITERATURE OF THE NORTH 3 CR

A regional approach to the writers of Alaska, Canada, Scandinavia and the Soviet Union.  
Prerequisite: ENGL 111.

ENGL 270 CONTEMPORARY NATIVE AMERICAN LITERATURE 3 CR

Introduces and analyzes 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.  
Recommended prerequisite: ENGL 131 and one course in written communication.

ENGL 271 EXISTENTIALISM 3 CR

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, Dostoevski, Kafka, Marcel, Buber, Heidegger, Camus, Sartre, and Tillich.  
Prerequisite: ENGL 111 or PHIL 201.

ENGL 275 VOCABULARY ENRICHMENT 3 CR

Studies to increase command of Latin-based English words. Emphasizes awareness of shades of meaning and rapid acquisition of new words. Individual projects encouraged.  
Prerequisite: Well-developed reading and study skills.

ENGL 280 LITERATURE IN OPERA 3 CR

A study of drama and fiction in the opera. Original stories compared to their musical adaptations. Examination of how the artist shapes material.

## ENVIRONMENTAL STUDIES

ENVS 104 NATURAL HISTORY OF ALASKA 3 CR

Aspects of physical environment peculiar to the north and important in determining biotic, geologic, and climatic settings. Major ecosystem concepts to develop appreciation for land use and wildlife management problems in both terrestrial and aquatic situations.

## FIRE SCIENCE

FS 101 INTRODUCTION TO FIRE SCIENCE 3 CR

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 PROTECTION 3 CR

Organization and function of fire prevention; inspections, surveying and mapping procedures; recognition of fire and life hazards; engineering and enforcing the solution of a fire hazard; public relations as affected by fire protection.

FS 107 FIRE TACTICS AND STRATEGY 3 CR

Principles of fire control through the utilization of manpower, equipment, and extinguishing agents of the fireground.

FS 111 FIRE COMPANY ORGANIZATIONAL MANAGEMENT 3 CR

Review of fire department organization, planning, and supervision to meet department needs. Emphasis on company officer's role.

FS 115 FIRE APPARATUS AND EQUIPMENT 3 CR

Fire apparatus design, specifications and performance capabilities; effective utilization of apparatus in fire service emergencies.

FS 117 RESCUE PRACTICES 3 CR

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 CR

A basic introduction to the nomenclature, principles, procedures of chemistry, supplemented by an introduction to basic math and principles of physics as it relates to fire problems.

FS 123 FIRE INVESTIGATION I 3 CR

Determining cause of fires; 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 151 WILDLAND FIRE CONTROL I 3 CR

A course designed to provide the employed fireman or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques.

FS 153 WILDLAND FIRE ORGANIZATION AND MANAGEMENT 3 CR

A review of fire organization, the steps involved in organizing for suppression, and a study of management functions.

FS 155 FIRE BEHAVIOR I 3 CR

Includes study of the fire triangle, ignition temperatures, sources of heat, heat transfer, weather factors, forest fuel factors and topography interplay of fuels, and prediction of fire behavior.

FS 157 WILDLAND AIR OPERATION MANAGEMENT 3 CR

Use of aircraft for suppression of wildland fires and support of air service function. Emphasis on air safety.

FS 161 FIRE SERVICE FUNCTIONS 3 CR

Course contains basic organization and procedures of the support function. Includes a study of the Service Chief's position and the subordinate positions.

FS 163 AIR ATTACK 3 CR

Proper use and management of aircraft for suppression, specifically the use of helicopters and fixed wing airtankers in air attack operations.

FS 202 FIRE HYDRAULICS 3 CR

Review of applied mathematic hydraulic laws as applied to the fire service. Application of formulas and mental calculations to hydraulics and water supply problems.

FS 204 HAZARDOUS MATERIALS I 3 CR

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 CONST FOR FIRE PROTECTION 3 CR

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 CR

A course designed for all members of the fire service involving knowledge and understanding of fire department records systems, principles of report writing, applications in the area of prefire survey, post-fire reporting, research and planning.

FS 210 HAZARDOUS MATERIALS II 3 CR

Second semester course in hazardous materials. Covers handling, identification and fire fighting practices involving explosive, toxic and radioactive materials in storage and transit.

FS 212 RELATED CODES AND ORDINANCES 3 CR

Background and interpretation of national, state and local codes, ordinances and laws which influence fire prevention field.

FS 214 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 CR

Study of portable fire extinguishing equipment, protection devices and systems for special hazards. Sprinkler systems, fire detection and alarm systems.

FS 252 WILDLAND FIRE PREVENTION, LAW ENFORCEMENT AND INVESTIGATION 3 CR

Covers organization and functions of Wildland Fire Prevention. Objectives and prevention policy, public education and law enforcement, analysis and inspection techniques, and public relations as affected by fire prevention activities.

FS 254 WILDLAND FIRE BUSINESS MANAGEMENT 3 CR

Directed at putting the Wildland Fire Officer's duties, responsibilities, fire management practices and programs into proper perspective to promote professionalism and effect a sound fire management program. Will cover the finance jobs within the organization, including financial management of a large complex fire.

FS 256 FIRE PLANNING AND MULTIPLE USE MANAGEMENT 3 CR

Fire management and its role in a multiple use resource management program. Includes resource management, prescribed fire wildfire practices, environment, management goals and objectives, and fire planning.

FS 258 PRESCRIBED BURNING AND FUELS MANAGEMENT 3 CR

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 CR

Research and development in the area of fire prevention, detection, prescribed burns, fire suppression, and post suppression.

FS 262 WILD FIRE CONTROL II 3 CR

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 CR

Intensive course in fire behavior designed for instructors and fire behavior officers.

FS 266 WILDLAND FIRE ENVIRONMENTAL CONSIDERATIONS 3 CR

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 CR

Overall view of the industry. Systemizes operational principles which are universal, and comments on variations and inconsistencies which students may encounter in the industry. Recognition of tools of trade. Discussion of uses of spices and herbs. Garnishing and decorating.

Prerequisite: Concurrent enrollment in FST 103/111.

FST 102 FOODS AND NUTRITION 2 CR

General information course treating chemical, biological and social aspects of food and nutrition. Emphasis on these aspects as related to institutional food service.

FST 103 QUANTITY FOOD PRODUCTION (FOODS) 4 CR

Basic preparation. Familiarization with all techniques of handling, combining, and finishing foods. Includes various methods of cleaning, cutting, shaping, mixing, seasoning and cooking. Prerequisite: Concurrent enrollment in FST 101/111.

FST 104 SANITATION 2 CR

Thorough study of importance of sanitation in food service. Microbiology equipment, facilities, laws/codes, housekeeping methods, washing dishes and utensils, and handling waste.

FST 110 FOOD STANDARDS 2 CR

Qualitative and quantitative measurements and other criteria in common use. Includes weights and measures, adulterants and additives, taste testing, and can cutting. Applications of color and texture as determinants of quality standards in food.

FST 111 QUANTITY FOOD PRODUCTION (BAKERY) 2 CR

Introduction to production of all bakery foods. Prerequisite: Concurrent enrollment in FST 101/103.

FST 112 QUANTITY FOOD PRODUCTION 2 CR

Examination of and instruction in many ways food is served to customers. Cafeteria, table service, etc. Includes dining room organization waiter and waitress services, counter setup, merchandising and table-top topography.

FST 113 QUANTITY FOOD PRODUCTION (MEATS) 4 CR

Meat analysis. Study of fabrication, cuts and their uses. Recognition of cuts and qualities.

FST 114 BEVERAGES 2 CR

History of alcoholic and non-alcoholic beverages with legal considerations, and their service, and their role in food service.

FST 201 QUANTITY FOOD PRODUCTION (SPEC) 4 CR

Specialized preparation. "Short Order" and small quantity preparation methods, such as pantry or broiler work. Includes set-up and serving, and meat cutting in buffet. Prerequisite: FST 101/103/111.

FST 202 FOOD SERVICE BAKERY PRACTICUM 4 CR

Continuation of practical instruction and training in production of bakery products. Builds upon and expands skills learned in FST 111. Prerequisite: FST 101/103/111.

FST 210 STEWARDSHIP 2 CR

Includes purchasing and procurement, store operation, organization and record-keeping. Food specifications (based on "Standards"), distribution, and security.

FST 212 LEADERSHIP 1 CR

Application of supervisory management techniques in food service organizations. Personnel and instruction, employee motivation, nature 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 and job specifications. Role of supervisor in food service.

FST 213 FACILITY LAYOUT AND DESIGN 2 CR

Design of food service facilities, including equipment placement time and motion studies in dining area, kitchens, serving line areas, scramble and clean-up areas. Building maintenance requirements for food service facilities.

FST 221 QUANTITY FOOD SERVICE 2 CR

Types of table service and methods. Includes table-side cookery, sales, service, and setup of other types of service.

FST 222 MENU MAKING 1 CR

Study of menu composition and format. How menus relate to sales, nutrition, diet, production, purchasing, and plant layout.

FST 223 ADVANCED FOODS 3 CR

Laboratory course training in more artistic aspects of food service. Preparation and decoration of meats, poultry and seafood for use in cold buffet as well as display pieces. Prerequisite: FST 101/103/111/201/202.

FST 231 INTERMEDIATE PASTRY 4 CR

Instruction and training in production of fancier types of desserts and bakery foods. Designed to continue and expand previously learned skills. Prerequisite: FST 101/103/111/201/202.

FST 232 ADVANCED PASTRY AND BAKING ART 2 CR

Experience in management principles, cost accounting, merchandising concepts, and buffet and catering services. Continues practical application of previous course work with emphasis on production of pastries and petit fours. Prerequisite: FST 101/103/111/201/202/231.

**FRENCH**

FREN 103 CONVERSATIONAL FRENCH I 2 CR

For students with little or no background in French. No writing required. Language laboratory needed outside of class. Prerequisite: Concurrent enrollment in one section of lab (FREN 103-L - A, F, M, S, or T).

FREN 104 CONVERSATIONAL FRENCH II 2 CR

No writing required. Language laboratory work needed outside of class time. Prerequisite: FREN 103 or one year of high school French or equivalent/concurrent enrollment in one section of lab (FREN 104L - A, F, M, S, or T).

FREN 105 FRENCH LANGUAGE AND CULTURE 4 CR

An individualized class for enrichment or review, based on the use of films, slides, songs, comic books, plays, short stories, current magazines, conversation.

Prerequisite: FREN 103/104 or two years of high school French or the equivalent.

FREN 203 CONVERSATIONAL FRENCH III 2 CR

No writing required. Language laboratory work needed outside of class time.

Prerequisite: FREN 103/104 or two years of high school French or equivalent, and concurrent enrollment in one section of lab (FREN 203L - A, F, M, S or T).

FREN 204 CONVERSATIONAL FRENCH IV 2 CR

No writing required. Language laboratory work needed outside of class.

Prerequisite: FREN 203 or three years of high school French or equivalent, and concurrent enrollment in one section of lab (FREN 204L - A, F, M, S, or T).

FREN 205 FRENCH LANGUAGE AND CULTURE 4 CR

An individualized class for enrichment or review based on the use of films, slides, songs, comic books, plays, short stories, current magazines, conversation.

Prerequisites: FREN 203/204 or equivalent.

FREN 207 FRENCH GRAMMAR I 2 CR

Systematic oral and written study of French grammar.

Prerequisite: FREN 204 or four years of high school French or equivalent.

FREN 208 FRENCH GRAMMAR II 2 CR

Systematic oral and written study of French grammar. Continuation of FREN 207, but FREN 207 not prerequisite.

Prerequisite: FREN 204 or four years of high school French or equivalent.

FRENCH LABS

L-A ART 2 CR

Lab emphasizes reading and listening to vocabulary in art.

LAB FEE \$5

L-F FOOD 2 CR

Lab emphasizes reading and listening to vocabulary of food.

LAB FEE \$5

L-M MUSIC 2 CR

Lab emphasizes reading and listening to vocabulary of music.

LAB FEE \$5

L-S SCIENCE 2 CR

Lab emphasizes reading and listening to vocabulary of science.

LAB FEE \$5

L-T TOURIST 2 CR

Lab emphasizes reading and listening to vocabulary of travel in French speaking countries.

LAB FEE \$5

**GEOGRAPHY**

GEOG 101 INTRODUCTION TO GEOGRAPHY 3 CR

World regions, analysis of environment, with emphasis on major cultural realms.

GEOG 103 WORLD ECONOMIC GEOGRAPHY 3 CR

Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and the significance in interregional and international development.

GEOG 201 ELEMENTS OF PHYSICAL GEOGRAPHY 3 CR

Introduction to the study of physical geography. Emphasis on geology (land forms, plate tectonics, earthquakes, volcanoes, mountain building, and erosion forces), meteorology and world wide weather patterns, and human relationships to the environment. Optional one credit laboratory includes exercises related to each major unit of the course.

GEOG 201L ELEMENTS OF PHYSICAL GEOGRAPHY 1 CR  
OPTIONAL LAB

Optional 1 credit laboratory includes exercises related to each major unit of GEOG 201.

**GEOLOGY**

GEOG 100 ELEMENTS OF GEOLOGY 4 CR  
LECTURE + LAB

Basic geology course providing information about glaciers, volcanoes, mineral resources, geologic processes, and other topics of interest to Alaskans. Lab utilizing "simulated" field trip approach with audio-visual self-guide materials. Students observe, note, and draw conclusions from specimens and field evidence as seen in slides. LAB FEE \$15

GEOG 103 LANDSCAPES & RESOURCES OF ALASKA 3 CR

Geologic origins of the mountains and glaciers which make up Alaska's magnificent scenery. 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.

GEOG 104 NATURAL HISTORY OF ALASKA 3 CR

Aspects of physical environment peculiar to the north and important in determining biotic, geologic, and climatic settings. Major ecosystem concepts to develop appreciation for land use and wildlife management problems in both terrestrial and aquatic situations.

GEOG 105 GEOLOGY OF AMERICA'S NATIONAL PARKS 3 CR

Explanations of prominent geologic features and landforms for which national parks and monuments have been selected. Brief descriptions of their geologic history.

GEOG 111 PHYSICAL GEOLOGY 4 CR  
LECTURE + LAB

Introduction to physical geology. Study of the earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps and recognition of common rocks and minerals. LAB FEE \$15

GEOG 112 HISTORICAL GEOLOGY 4 CR  
LECTURE + LAB

History of earth through geologic time including origin of the solar system and subsequent geologic events stressing the evolution of North America, origin of life, and succession to sedimentation; principles of stratigraphy and fossils interpretation and use of geologic maps.

Prerequisite: GEOG 111 or teacher signature. LAB FEE \$15

GEOL 204 GEOMORPHOLOGY 4 CR  
LECTURE + LAB

Study of land forms and physical processes of their development. Lab includes interpretation of topographic maps.  
Prerequisite: GEOL 112 or teacher signature. LAB FEE \$15

GEOL 212 INTRODUCTION TO PALEONTOLOGY 4 CR  
LECTURE + LAB

General introduction to various invertebrates and plants preserved as fossils. Emphasis on invertebrate classification and evolution.  
Prerequisite: GEOL 111 or teacher signature. LAB FEE \$15

GEOL 213 MINEROLOGY 4 CR  
LECTURE + LAB

Introduction to mineral chemistry, and crystal structure. Elements of crystallography, descriptive and determinative mineralogy, mineral association and paragenesis.  
Prerequisite: GEOL 111/MATH 105/CHEM 105 or concurrent enrollment. LAB FEE \$15

GEOL 214 PETROLOGY 3 CR  
LECTURE + LAB

Review of common rock-forming minerals; systematic study of the origin, occurrence and description of igneous, sedimentary and metamorphic rocks. Lab involves hand lens identification of representative rocks.  
Prerequisite: GEOL 213 LAB FEE \$15

GEOL 224 STRUCTURAL GEOLOGY 4 CR  
LECTURE + LAB

Origin, recognition and interpretation of earth's primary and secondary structures with application to earth history. Exploration and development of mineral resources. Graphical solution of structural problems.  
Prerequisite: GEOL 111/112, MATH 106 or equivalent. LAB FEE \$15

## GERMAN

GER 103 GERMAN CONVERSATION I 3 CR

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. LAB FEE \$5

GER 104 GERMAN CONVERSATION II 3 CR

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. LAB FEE \$5

GER 113 GERMAN FOR TOURISTS 1-4 CR

Beginning, simplified language course intended to be complete in itself. For those planning to travel abroad. Large cultural component.

GER 203 GERMAN CONVERSATION III 3 CR

A continuation of German I and II with continued emphasis on developing a useful, contemporary vocabulary. Develops understanding of the cultures of the major German-speaking countries, and increases competence and confidence in speaking German. Use of language lab is required outside of class time.  
Prerequisite: GER 104 or equivalent.

## HISTORY

HIST 101 WESTERN CIVILIZATION I 3 CR

Covers origins of Western civilization in ancient Near East and subsequent development through 1650. Emphasis on major political, social, economic, and intellectual developments.

HIST 102 WESTERN CIVILIZATION II 3 CR

Surveys developments in Western civilization from 1650 to present. Emphasis on major social, political, economic, and intellectual characteristics of Western society. (HIST 101 is not a prerequisite).

HIST 115 ALASKA: LAND AND PEOPLE 3 CR

Surveys Alaska from earliest days to present. Peoples, problems and prospects.

HIST 121 EAST ASIAN CIVILIZATION 3 CR

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 CR

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 U.S. I 3 CR

Covers discovery and exploration, Colonial Period, American Revolution, Constitution, Federal Period, Jeffersonian-Jacksonian Democracy, the West, Sectionalism, Slavery and Abolitionism, American Culture, and the Civil War.

HIST 132 HISTORY OF U.S. II 3 CR

Covers reconstruction of the South, the Far West, growth of industry and labor, "Guided Age", Imperialism, Progressivism, and World War I, "Roaring Twenties", Great Depression, Isolationism and World War II, Gold War, modern American society, Vietnam and after. (HIST 131 is not a prerequisite.)

HIST 225 ANCIENT HISTORY 3 CR

Studies the origins of Western civilization from its beginnings in the Ancient Near East through the fall of Rome. Emphasis placed on the progression and interrelationships of the various cultures.

HIST 226 MEDIEVAL HISTORY 3 CR

Examines development of Europe from fall of Roman Empire to beginnings of Renaissance. Emphasis on political, social, economic cultural and intellectual development.

HIST 230 MODERN CHINA 3 CR

Covers from 1800 to the present, with emphasis on rebellion, reform, revolution, and resistance to change.

HIST 231 MODERN JAPAN 3 CR

Covers from 1600 to present, with examination of changes within tradition rise to power, and modern dilemmas.

HIST 235 HISTORY OF THE AMERICAN INDIAN 3 CR

Surveys 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 241 BLACK HISTORY 3 CR

Afro American history from colonial times to 1865. Social, economic psychological, religious, and racial aspects of Africa, the slave trade, slavery, slave-trading nations, and the Civil War. The impact of various racial theories and practices on black/white relations will be examined.

HIST 242 BLACK HISTORY 3 CR

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

HIST 245 MOVIES:MIRROR ON AMERICA 3 CR

Examines development of American motion pictures from "golden age" of silent cinema to latest releases of today. Emphasis on motion pictures as cultural "mirror" of American values, tastes, and trends in the 20th century. LAB/MATERIALS FEE \$20

HIST 257 GOLD RUSH ERA:MYTH & REALITY 3 CR

General investigation into Gold Rush Era of 1880-1905 in Alaska and the Yukon. Major emphasis upon Klondike, but Juneau, Nome, and Fairbanks also investigated. Utilizes both fact and fiction to understand myths and realities of era.

HIST 261 RUSSIAN HISTORY 3 CR

Origins of early Russia - Kievan Russian, Mongol Era, and rise of Muscovy. Modern Russia to 20th century.

HIST 265 MYSTERIES OF THE PAST 3 CR

Historical survey of legends, myths, and superstitions of western culture from period of early Mediterranean civilizations to present.

HOME ECONOMICS

HE 051 CAKE DECORATING 2 CR

Basic cake decorations including 14 flowers, borders, sugar molding, petit fours, and marzipan. Emphasis on cakes but also includes some food decorations.

LAB FEE \$10

HE 063 HERITAGE NEEDLE AND STRING ARTS 2 CR

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 100 SURVEY OF NUTRITION 2 CR

Fundamentals of nutrition with particular emphasis on application to nursing and the health professions. Economic and social aspects of food supply; practical application of food selection and purchase. Introduction to principles of diet therapy with particular emphasis given to Practical Nursing and Dietetic Assistant Program.

HE 101 NUTRITION CLINICAL 1 CR

Part of the Dietetic Assistant Program. Parallel course to HE 100. Specific on-the-job nutrition related assignments.

HE 103 NUTRITION TODAY 3 CR

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.

HE 105 NUTRITION IN THE HUMAN LIFE CYCLE 3 CR

Special nutritional needs of pregnant and lactating women, infants, children adolescents and geriatrics. Prerequisite: HE 100/103 or 203.

HE 110 FOOD PREPARATION 2 CR

Introductory foods course designed to demonstrate basic scientific principles of food preparation, selection, and processing in a laboratory situation. Includes milk and cheese; vegetables and fruit; salads and salad dressing; sugar cookery; starch; meat; eggs; gelatin; batter and dough.

HE 111 FOODS CLINICAL LAB 1 CR

Part of the Dietetic Assistant Program. Parallel course to HE 110. Specific on-the-job quantity cooking assignments.

HE 114 ALASKAN FOODS - PRESERVATION AND PREPARATION 2 CR

Acquaints students with varied 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. Includes canning, freezing, drying, and root cellaring.

LAB FEE \$15

HE 115 ROUGHING IT EASY -OUTDOOR COOKERY 2 CR

Students will learn about camping, including setting up campsite, 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.

LAB FEE \$5

HE 116 FOOD FACILITIES PROCEDURES 2 CR

A general course for food service supervisors to teach such basic concepts as sanitation and safety in the kitchen, recipe standardization, menus, merchandising of food, and food procurement and storage.

HE 117 FACILITIES CLINICAL PROCEDURES LAB 1 CR

Part of Dietetic Assistant Program. Parallel course to HE 116. Specific on-the-job experiences related to menu writing, purchasing, sanitation, safety, etc.

HE 121 BASIC CLOTHING CONSTRUCTION 3 CR

Prerequisite for all other clothing classes. Designed for beginning students as well as those wishing to update techniques in quality and efficient garment construction. Experience in use of the sewing machine and other equipment; selection of pattern, fabric and notions, construction of at least five garments. Stresses fundamental sewing techniques and unit construction. Lab as arranged.

HE 122 SEWING WITH KNITS 3 CR

Characteristics of knits as a class of fabrics; care and handling. Techniques used in construction of several garments such as dress, t-shirt, sweater, etc.  
Prerequisite: HE 121.

HE 123 LINGERIE 2 CR

Construction of all types of personal lingerie with emphasis on special materials and sewing techniques necessary to construct custom-made garments.  
Prerequisite: HE 121.

HE 126 SEWING PARKAS 2 CR

Techniques of making a warm winter parka including selection of fabric and lining, and special techniques including hood, ruff, zipper, and trim. Students will make a basic shell which can be used as a summer parka or kuspuk. Additional emphasis on how to make patterns and trimmings techniques.  
Prerequisite: HE 121.

HE 128 DRAPERIES AND WINDOW COVERINGS 2 CR

Basic principles of planning and construction of draperies, shades, valances and cornices. Actual construction of lined and unlined draperies, roman, roller or austrian shades.  
Prerequisite: HE 121 or sewing ability.

HE 129 INDIVIDUALIZED CLOTHING CONSTRUCTION 1-3 CR

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 121. Lab as arranged.

HE 130 TEXTILES 3 CR

A survey of natural and man-made fibers, yarns, fabric construction, dyes and finishes of fabrics. Performance and care from the consumer point of view.

HE 132 THE ART OF RUGMAKING 2 CR

Principles of rugmaking as applied to latch hook, punch, hand-hooked, needlepoint, rya, and braid. Five small and one throw rug size projects required.

HE 134 TEXTILE ART 2 CR

Introduction to a variety of textile art experiences. Includes silk screen printing, block printing, tie dying and batik. Apply principles of design and color to woven fabric by making several projects.

HE 135 CREATIVE STITCHERY 3 CR

A study of various stitchery methods to include crewel, basic embroidery stitches, needlepoint, rya and canvas embroidery, bargello. Other pattern stitchery with emphasis on history, techniques, design, construction and finishing of each project.

HE 136 QUILTING 2 CR

The principles of quilting, designing and constructing patchwork, pieced and appliqued quilt patterns. Techniques include assembling, quilting, finishing and using all geometric shapes. One quilt plan, one large and three small projects are required.  
Prerequisite: HE 121 or sewing ability.

HE 137 ART OF SKIN SEWING 3 CR

Basic hand techniques necessary for sewing with fur and leather as used by Natives of Alaska. Selection of skins, preparation, working with patterns, stitching, trimming, and creating garments to develop awareness of artistic skills involved.

HE 139 COMMERCIAL SEWING ALTERATION AND REPAIR 2 CR

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 121 or sewing ability.

HE 141 INTERIOR DESIGN 3 CR

Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual style. Color schemes, floors, wall and window coverings, basic lighting, and interior furnishings.

HE 142 ELEMENTS AND PRINCIPLES OF DESIGN 3 CR

Selected experiences in application of elements and principles of design. Appreciation of line, texture, space, form, color, pattern, and understanding design principles as applied to three-dimensional space.  
Prerequisite: HE 141. Recommended prerequisite: AET 101.

HE 144 INTERIOR DESIGN SEMINAR 2 CR

Reading and discussion of pertinent topics of current concern in interior design.  
Prerequisite: HE 141.

HE 146 INTERIOR HOUSEPLANNING SEMINAR 1 CR

Study of the organization of interior space to suit the occupants' activities and interests. Designed to enable students to understand the manipulation of limited amounts of interior space, thereby creating multiple options for acceptable living areas.  
Prerequisite: HE 141, or teacher signature.

HE 148 INTERIOR DESIGN LAB I 3 CR

Enables students to continue applying theories by solving specified problems.  
Prerequisite: HE 142/AET 101. LAB FEE \$10

HE 149 LIGHT UPHOLSTERY 2 CR

Designed for the beginner to acquaint him/her with basic furniture construction and reupholstery techniques. Student will remove old covers and padding and recover a chair.  
Prerequisite: HE 121 or sewing ability. Additional lab as arranged.

HE 150 INTERIOR FINISHES 3 CR

Designed to enable the student to study in depth specific background interior modules: wall coverings, window treatments, ceilings and floor coverings.  
Prerequisite: HE 130/141. MATH 055 placement test.

HE 152 INTERIOR PRESENTATION TECHNIQUES 2 CR

Supervised instruction with lab experience designed for students interested in learning interior presentation techniques. The course includes line drawings, preparation of color boards and the application of color to presentation plates and overlays.  
Prerequisite: HE 141/AET 101 LAB FEE \$10

HE 155 DESIGNING SUPPORT SPACES 3 CR

Study of specific interior modules and materials. Woods, storage, kitchens, and bathrooms.  
Prerequisite: HE 142/150/AET 101.

HE 158 INTERIOR DESIGN LAB II 3 CR

Applying design theories by solving specified problems. Professional presentations stressed.  
Prerequisite: HE 148/152/SPCH 111. LAB FEE \$10

HE 160 CHILD DEVELOPMENT FOR PARENTS 3 CR

Provides opportunity for parents to discuss children in informal atmosphere. Discussion topics include normal child development, with emphasis on preschool years. Open to all interested individuals, non-parents included.

HE 161 SURVEY OF CHILD DEVELOPMENT 3 CR

Provides overview of historical and current approaches to working with young children. Historical models include Kindergarten (Froebel), British Infant School (Owens), nursery school (the Mc-Millans), Montessori, and early history of child care. Current models include Head Start and other early intervention programs, enrichment programs, child care and primary education. Opportunities for observing, comparing and contrasting programs in the community.

HE 162 ACTIVITIES FOR YOUNG CHILDREN 3 CR

A survey course emphasizing development and use of materials for young children. Emphasis on activities that enhance growth in all areas of development, rather than activities that merely entertain children. Appropriate for parents who wish to increase their skill and understanding in providing learning experiences for young children.

HE 168 BASIC DEVELOPMENT AND DEVELOPMENT 3 CR  
DISABILITIES

Designed to introduce basic causes and signs of abnormal development as contrasted with normal child development. Pre-school years are emphasized. Introduces techniques and/or activities appropriate for use with children with disabilities.

HE 176 KITCHEN APPLIANCES SEMINAR 1 CR

Seminar course designed to help students evaluate and choose major appliances, such as ranges (surface units, ovens, microwave), refrigerators, freezers, and dishwashers. Students evaluate various brands for design features such as model type, lifecycle costing, general structural design, exterior finish, special purpose features, and life-expectancy.

HE 180 CAREER IMAGE DEVELOPMENT 2 CR

Basic skills for presenting one's self successfully in job interviews, telephone procedures, and client relationships. Development of professional rapport.

HE 181 FASHION MERCHANDISING AND ANALYSIS OF FASHION 2 CR

Overview of fashion and its trends. Students analyze fashion concepts through brief study of fashion history, marketing and marketing procedures, and outside fashion influences.

HE 184 LANDSCAPE DESIGN 2 CR

Fundamentals of landscape design for interested homeowners or gardeners. Particular emphasis on obtaining working knowledge of native plants used for landscaping. Developing appropriate textures and colors for specified sites, principles of planting, and transplanting plants and grasses.

HE 186 FLORAL DESIGN 1 CR

Basic workshop to teach students varied floral arrangements, fresh and dried, and house plant care. For students interested in working in floral shops as well as those wishing to arrange at home. Useful to interior design students.  
LAB FEE \$40

HE 190 FIELD TRIP SEMINAR 1 CR

Survey course to acquaint students with sites to be visited on biannual tour. Students will choose areas for in-depth study while on study tour.  
Prerequisite: Teacher signature.

HE 191 FIELD TRIP 0-4 CR

Study tour for Home Economics students. Offers opportunity to observe Home Economics-related industries, and to participate in course-related experiences. Students will visit a variety of sites such as garment industry, interior design showrooms, food processing plants, museums, art galleries, markets, stores and historical sites of interest. Tour locations will vary.  
Prerequisite: Teacher signature.

HE 197 COOPERATIVE EDUCATION

Variety of sites available for Home Economics students who wish to include work experience related to their home economics area of emphasis.  
Prerequisite: Teacher signature.

HE 200 ALASKAN COMMUNITY NUTRITION 3 CR

Planning for nutritional improvement in the community, delivery of nutritional services, Alaskan nutritional patterns and problems, evaluation of nutrition programming.  
Prerequisite: HE 100/103 or 203.

HE 203 NORMAL NUTRITION 3 CR

Introduces basic nutritional needs and socio-cultural factors which influence an individual's ability to meet those needs. Strategies to promote adequate nutrition. Current trends and cultural implications in food selection and preparation are explored. Designed for 2-4 year Nursing students.  
Prerequisite: High School or College Chemistry.

HE 204 DIET THERAPY 3 CR

Introduction to therapeutic nutrition. Dietary modification to meet nutritional needs under normal and pathological conditions.  
Prerequisite: HE 100/103 or 203.

## HE 210 CREATIVE COOKERY - MEAL MANAGEMENT 3 CR

Planning, buying, preparing and serving meals. Emphasis on management, cost, nutrition.  
Prerequisite: HE 110. LAB FEE \$30

## HE 212 CREATIVE COOKERY - FOREIGN FOODS 2 CR

Study of foods from around the world. Students plan, buy, prepare and serve meals from Eastern and Western Europe, Africa, the Mediterranean, Latin America, Asia and the Balkans. Emphasis on cultural, religious and ethnic background, role of the family and foods used by people around the world.

## HE 214 CREATIVE COOKERY-U.S. REGIONAL FOODS 2 CR

Study of foods representative of a wide variety of areas of the U.S. Students will buy, plan, prepare and serve foods with emphasis on cultural, religious and ethnic origins as well as foods used by early settlers in New England, the South, Midwest, Southwest and Northwest.  
Recommended prerequisite: HE 110. LAB FEE \$30

## HE 216 INTRODUCTION TO FOOD SERVICE 1 CR

Overall view of the industry: history, trends, diversity and methods of operations. Systemizes those operational principles which are universal, comments on variations and inconsistencies which the student may encounter in the industry. Recognition of tools of the trade. Use of spices and herbs, garnishing and decorating.

## HE 217 QUANTITY FOOD PRODUCTION (a) 4 CR

Basic preparation: familiarization with all techniques of handling, combining and finishing of foods. Methods of cleaning, cutting, shaping, mixing, seasoning, and cooking.

## HE 218 QUANTITY FOOD PRODUCTION (b) 4 CR

Baking: production of all bakery products.

## HE 221 INTERMEDIATE CLOTHING CONSTRUCTION 3 CR

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

## HE 222 TAILORING 3 CR

Principles of tailoring applied to the construction of a coat. Selection and preparation of fabrics, interfacing, underlining, lining, application of collars, pockets, buttonholes, etc.  
Prerequisite: HE 121.

## HE 225 MEN'S WEAR 2 CR

Basic course in men's wear. Instruction in pattern selection, alteration fitting, fabric selection and construction techniques. Garments to be constructed will include t-shirt, knit sport shirt or sweater shirt jacket, shirt blazer or unlined blazer or jacket, sport slacks, ties and accessories.  
Prerequisite: HE 121.

## HE 226 MEN'S WEAR II 3 CR

Advanced course for students desiring more complex projects. Primarily men's tailoring. Garments to be constructed include lined sports jacket, suit jacket or coat, dress or sport slacks, dress or sport shirt, vest or tie.  
Recommended prerequisite: HE 225 or equivalent sewing ability.  
Prerequisite: HE 121

## HE 229 INDIVIDUALIZED CLOTHING CONSTRUCTION II 1-3 CR

Advanced individualized course designed for students who wish to contract for construction of a wide variety of garments to meet their own personal needs. Techniques to advance individual skills.  
Prerequisite: HE 121/221.

## HE 233 PATTERN ALTERATION 3 CR

Principles of flat pattern design, fitting and alteration applied to construction of a basic fitting shell. These principles will be applied to test and alter different styles of commercial patterns in the construction of a skirt, slacks, blouse or top and a dress.  
Prerequisite: HE 121 or teacher permission.

## HE 234 PATTERN DRAFTING 2 CR

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 a dress, suit and pantsuit.  
Prerequisite: HE 121/233.

## HE 235 CREATIVE STITCHERY II 3 CR

Advanced study of various stitchery methods. Includes crewel, embroidery, needlepoint, canvas embroidery, bargello and other pattern stitchery. Emphasis on mastering stitches, advanced techniques and variations, applique, original design and the finishing of each project.  
Prerequisite: HE 135.

## HE 236 QUILTING II 2 CR

Quilting taught through construction of quilts using more intricate patterns. Original designs, trapunto, and machine quilting. Three small projects and one coverlet size quilt required.  
Prerequisite: HE 136.

## HE 237 ART OF SKIN SEWING II 3 CR

Advanced leather and fur sewing techniques. Creativity of projects, plus use of fur sewing machine. Students expand techniques learned in HE 137 to create patterns and projects.  
Prerequisite: HE 137.

## HE 240 HISTORY OF FURNISHINGS AND INTERIOR SPACES I 3 CR

Survey course pertaining to the dominant influences and characteristics of historical interiors, furniture and ornamental design from antiquity through the mid-eighteenth century.

## HE 241 HISTORY OF FURNISHINGS AND INTERIOR SPACES II 3 CR

Survey course pertaining to the dominant influences and characteristics of historical interiors, furniture and ornamental design from the mid-eighteenth century through the early twentieth century.  
Prerequisite: HE 240.

## HE 242 CONTEMPORARY FURNISHINGS 3 CR

Survey course to acquaint students with interior furnishings from 1900 to present. Particular emphasis on obtaining working knowledge of current contemporary furnishings, including designs, materials, and sources.  
Recommended prerequisite: HE 240/241.  
Prerequisite: HE 141.



HE 243 OPERATING PROCEDURES FOR INTERIOR DESIGNERS 2 CR

Basic operational procedures that are used within the interior design profession. Includes product procurement and work orders, work time frames and client-designer relationships.  
Prerequisite: HE 130/141/150/242. SPECIAL FEE \$20

HE 245 BASIC LIGHTING PRINCIPLES 3 CR

Acquaints students with fundamentals of lighting for residential structures. Students explore areas of light and color, lighting equipment and sources, light manipulation and control.  
Prerequisite: HE 141.

HE 264 LIVING TOGETHER—FAMILY RELATIONS 3 CR

Communicating and relating in intimate relationships in a changing society — with selves, mates, children. To help individuals become sensitive to the needs of family members.

HE 265 MARRIAGE AND FAMILY LIFE 3 CR

Preparation for marriage and family life: personality development, human sexuality, parenting, human relations, money matters, life crises, divorce, re-marriage and other topics.

HE 274 CONSUMER FINANCE 3 CR

Management of family income and expenses in changing family cycles. Includes values, problems, responsibilities, and relationships to business world. Protection and educational programs, credit and financing.

HE 276 HOME MANAGEMENT 3 CR

Work simplification, time, energy, money management, and their applications in the home.

HE 282 PERSONNEL ISSUES IN HEALTH CARE UNITS 2 CR

Teaches responsibilities of supervisors to management, including goals, methods of communication, human relations, work improvement. Includes training of employees, managing for quality food production, and types of food service.

HE 283 PERSONNEL CLINICAL 1 CR

Specific on-the-job experience related to supervision of personnel and to making management decisions. Part of Dietetic Assistant Program. Parallel course to HE 282.

HE 290 FIELD TRIP SEMINAR 1 CR

Advanced survey course to acquaint students with sites to be visited on biannual tour. Students choose areas for in-depth study.

HE 291 FIELD TRIP 0-4 CR

Advanced study tour for Home Economics students which offers an opportunity to observe Home Economics-related industries, and to participate in course-related experiences. Students will visit a variety of sites such as garment industry, interior design showrooms, food processing plants, museums, art galleries, markets, stores and historical sites of interest. Tour locations will vary.  
Prerequisite: Teacher signature.

HE 297 COOPERATIVE EDUCATION

Advanced work experience sites are available for Home Economic students who wish to include work experience related to their Home Economics areas of emphasis.  
Prerequisite: Teacher signature.

## HUMANITIES

HUM 100 SELF & SOCIETY 4 CR

Examines human values with interdisciplinary emphasis on nature of self, and shared values of society. Attention given to ways of knowing and valuing, and impact of change on individual and community values. Students given opportunities to explore own values in community activities. Concurrent enrollment in ENGL 111 required.

HUM 193 HUMANITIES COLLOQUIA 1 CR

Series of forums focusing on humanities in Alaska. Panels formed of Alaskan notables and experts who address selected topics. Participation by students and faculty.

HUM 201 GREAT PHILOSOPHERS OF THE WESTERN WORLD 1-3 CR

Reading and discussion of works by selected influential thinkers in the Western philosophical tradition. Covers central ideas, problems, and methods of philosophers, both ancient (for example, Plato) and contemporary (for example, Sartre). Stresses philosopher's ideas about nature of reality and human situation.  
Variable credit.\*

HUM 205 FRIDAYS TEN TIL TWO 1 CR

An interdisciplinary program of lectures and discussions led by faculty and community leaders. Special registration through the Public Affairs office. SPECIAL FEE (includes luncheon) \$80  
ADMINISTRATIVE FEE \$15  
An eight week course beginning March 5, 1982

HUM 210 PHILOSOPHY OF LOVE 1-3 CR

Study of several concepts of love, alienation, and loneliness from both Western and Eastern philosophical traditions.  
Variable credit.\*

HUM 211 INTRODUCTION TO HUMANITIES I 3 CR

Integrated exploration of fundamental principles of literature, music, and visual arts.  
Prerequisite: ENGL 111.

HUM 212 INTRODUCTION TO HUMANITIES II 3 CR

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 213 INTRODUCTION TO HINDU-BUDDHIST PHILOSOPHY 1-3 CR

Survey of major philosophical-religious movements and writings in Hindu Buddhist traditions. Jainism, Vedanta, Samkhya, Theravada and Mahayana Buddhism.  
Variable credit.\*

HUM 214 INTRODUCTION TO CHINESE PHILOSOPHY 1-3 CR

Surveys major philosophical movements and writings in the Chinese tradition: Confucianism, Taoism, Legalism, Buddhism (Zen) and Neo Confucianism.  
Variable credit.\*

HUM 215 MAN AND VALUES 1-3 CR

Survey of influential accounts of human nature and human values. Christianity, Marxism, Freudianism, Capitalism, and Behaviorism. Offers various answers to questions such as what a person really is and how happiness can be achieved.  
Variable credit.\*

HUM 245 MOVIES—MIRROR OF AMERICA 3 CR

Examines development of American motion picture from the "Golden Age" of silent cinema to films of contemporary Hollywood. Emphasis on motion picture as cultural mirror of American values tastes and trends of the twentieth century.

HUM 271 SEARCH FOR IDENTITY — EXISTENTIALISM 3 CR

Study of major existential thinkers exploring problems of anxiety, doubt, rebellion, and the challenges of creating personal meaning in modern society. Includes selections from Camus, Dostoevski, Kafka, Kierkegaard, Nietzsche, and Sartre.

HUM 280 LITERATURE IN OPERA 3 CR

A study of drama and fiction in the opera. Original stories compared to their musical adaptations. Examination of how the artist shapes material.

\*Variable credit: Depends on the amount of work the student decides to undertake. 1 credit requires regular attendance and minimal weekly assignments (Pass/No Credit grading; no letter grade). 2 credits requires two major exams (letter grade awarded). 3 credits requires either additional major exam or term paper.

## JAPANESE

JPN 103 FIRST SEMESTER JAPANESE 3 CR

Introduction to basic spoken Japanese. Pronunciation, intonation, oral composition, grammar, and reading romanized Japanese.

JPN 104 SECOND SEMESTER JAPANESE 3 CR

Continued drill in speaking, listening and writing in different situations. First introduction to basic kana writing.  
Prerequisite: JPN 103 or teacher signature.

JPN 113 JAPANESE FOR TOURISTS 3 CR

Essential conversation and introduction to the culture for an enjoyable and meaningful trip to Japan.

JPN 203 THIRD SEMESTER JAPANESE 3 CR

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 teacher.

JPN 204 FOURTH SEMESTER JAPANESE 3 CR

Continued drills in speaking, listening, reading and writing to reach the level of proficiency which will enable the students to communicate sufficiently with native-speaking people and to understand their cultural heritage.  
Prerequisite: JPN 203 or permission of teacher.

## LIBRARY SCIENCE

LS 101 LIBRARY SKILLS 1 CR

Independent study course in college library skills. Selected resources and facilities common to academic libraries in general and to University Library in particular. No class sessions held. Each student works at own rate and on own time schedule.

## MATHEMATICS

MATH 054 PRE-ALGEBRA 3 CR

Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations. MATH PLACEMENT/ADVISING TEST NOT REQUIRED.

MATH 055 ELEMENTARY ALGEBRA 3 CR

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, linear inequalities, and quadratic equations. Basic graphing.  
Prerequisite: MATH 054 or Math Placement Test.

MATH 094 PLANE GEOMETRY 3 CR

Fundamental concepts of plane geometry. Methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, ratio, proportion, similarity, regular polygons, circles, constructions, and coordinate geometry.  
Prerequisite: MATH 055 or Math Placement for 105.

MATH 103 CONCEPTS OF MATHEMATICS 3 CR

A cultural course for students requiring or desiring a single course 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, teaches correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, topology, algebra and analysis.

MATH 105 INTERMEDIATE ALGEBRA 3 CR

Presumes solid foundation in elementary algebra. Includes sets, operations with signed numbers, properties of real numbers, exponents and radicals, solution of first degree equations and inequalities, word problems, fundamental operations with polynomials, factoring and special products, operations with algebraic fractions, Cartesian graphing of equations and inequalities, and systems of equations.  
Prerequisite: MATH 055 or Math Placement Test.

**MATH 106 COLLEGE ALGEBRA AND TRIGONOMETRY 6 CR**

Combines content of MATH 107 and MATH 108 in a single six-credit course. Review and extension of topics from MATH 105. Teaches logarithms, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, inequalities, angular measure and trigonometric functions, use of tables, complex numbers, DeMoivre's Theorem, solution of right and oblique triangles, solution of trigonometric equations, and inverse trigonometric functions. Prerequisite: MATH 105 or Math Placement Test.

**MATH 107 COLLEGE ALGEBRA 3 CR**

Review and extension of topics from MATH 105. Teaches logarithms, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree mathematical induction, and inequalities. Prerequisite: MATH 105 or Math Placement Test.

**MATH 108 TRIGONOMETRY 3 CR**

Angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, graphs of trigonometric functions, use of tables, complex numbers, DeMoivre's Theorem, solution of right and oblique triangles, solution of trigonometric equations and inverse trigonometric functions. Provides calculation practice helpful for physics, engineering and survey technology courses. Prerequisite: MATH 107 or Math Placement Test.

**MATH 109 ANALYTIC GEOMETRY 3 CR**

Strongly recommended for students planning to complete entire three-semester sequence in calculus. Designed for students proficient in college algebra and trigonometry. Includes rectangular (Cartesian) coordinate system, straight lines, conic sections, transcendental curves, polar coordinates, parametric equations, and solid analytic geometry. Prerequisite: MATH 108 or Math Placement for 200.

**MATH 110 MATHEMATICS OF FINANCE 3 CR**

Designed for the student with modest mathematical background. Includes simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Fulfills requirement for CCAF degree. Prerequisite: MATH 105 or 2 years of high school algebra or permission of teacher.

**MATH 200 CALCULUS I 4 CR**

Includes graphs and equations of lines and conic sections. Limits, continuity, differentiation, and integration of algebraic and trigonometric functions. Applications of differentiation and integration, graphs, maximum and minimum problems, rate of change, plane areas, volumes of solids, work and fluid pressure problems. Prerequisite: MATH 107/108 or MATH 106 or Math Placement Test.

**MATH 201 CALCULUS II 4 CR**

Differentiation and integration of logarithmic, exponential, trigonometric, and inverse trigonometric functions. Arc length, curvature, differentiation, and integration in polar coordinates. Provides thorough computation practice in techniques of integration. Useful for intermediate and advanced engineering courses. Prerequisite: MATH 200 or Math Placement Test.

**MATH 202 CALCULUS III 4 CR**

Provides students with all math tools necessary for freshman and sophomore level coursework in mathematics and natural sciences. Prerequisite for junior and senior level courses in mathematics. Teaches solid analytic geometry, vector analysis, power series, partial derivatives, multiple integration, Lagrange multipliers, and line integrals. Provides calculation practice necessary for solving problems in advanced physics and engineering courses. Prerequisite: MATH 201 or Math Placement Test.

**MEDICAL ASSISTING****MA 101 MEDICAL TERMINOLOGY I 3 CR**

Study of medical terminology, including analysis of its roots and origins. Anatomical, diagnostic, operative and laboratory terminology of the human body systems and selected medical specialties are studied, with emphasis on spelling and pronunciation.

**MA 104 MEDICAL TERMINOLOGY II 3 CR**

The study of medical terminology, with analysis of its roots and origins. Anatomical, diagnostic and operative terms of body systems and medical specialties are studied, with the emphasis on spelling and pronunciation. No prerequisite.

**MA 105 MEDICAL LAW AND ETHICS 3 CR**

Studies ethics of medicine as outlined by the American Medical Association and covers the ethical responsibilities of the medical assistant. Medical law and role of the medical assistant in prevention of lawsuits against the physician with related medicolegal and ethical subjects are presented.

**MA 106 MEDICAL OFFICE PROCEDURES I 4 CR**

An introduction and orientation to the business aspects of the medical office. Includes medical law and ethics, reception and telephone procedures, medical economics, orientation to the medical profession and patient care. Prerequisite: Permission of teacher.

**MA 201 MEDICAL OFFICE PROCEDURES II 4 CR**

The study of the business aspects of the medical office, including health insurance claims processing. Prerequisite: MA 106 or teacher permission.

**MA 202 MEDICAL TRANSCRIPTION I 3 CR**

The practice of machine transcribing of medical dictation, with discussion of medical report format and terminology. Prerequisite: OO 131 and OO 207A.

MA 203	MEDICAL TRANSCRIPTION II	3 CR
More advanced and complex machine transcribing of physician's dictation. Prerequisite: Teacher signature.		
MA 205	CLINICAL PROCEDURES I	4 CR
Clinical duties of the medical assistant: the care of the patient in the examining room, the use and care of medical instruments and supplies, assisting the physician with clinical procedures. Prerequisite: Teacher permission. LAB FEE \$15		
MA 206	CLINICAL PROCEDURES II	4 CR
Continuation of MA 205, with instruction in the clinical duties of the medical assistant. Includes electrocardiography, assisting with radiology exams and the use and care of microscopes and laboratory equipment. Prerequisite: MA 205 or teacher permission. LAB FEE \$15		
MA 208	MEDICAL OFFICE EXTERNSHIP	10 CR
Students serve as medical assistant externs in private medical offices and clinics as final preparation for employment. Duties assigned and supervised by physicians and medical assistants. Students spend five full days weekly in medical offices and clinics for a period of six weeks. Prerequisite: Teacher signature and completion of all courses required for a certificate in medical assisting, with a "C" or better in all courses.		

## MEDICAL LABORATORY TECHNOLOGY

MLT 132	INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY	3 CR
Introduction to field of medical laboratory technology. Organization of hospital laboratories and certification of personnel. Overview of hematology, urinalysis, immunology, microbiology, chemistry and blood banking. LAB FEE \$15		
MLT 201	ORIENTATION TO MEDICAL LABORATORY TECHNOLOGY	1 CR
Introduction to clinical laboratory. History and function of American Society of Clinical Pathologists, medical ethics, laboratory safety, venipunctures, and use and care of microscopes. Prerequisite: teacher signature.		
MLT 202	CLINICAL CHEMISTRY	7 CR
Laboratory techniques, studies in blood, urine and body fluid chemistries. Emphasis on principles of reactions and quality control. Practical application of techniques learned. Prerequisite: Grade of "C" or better in BIOL 105/106, CHEM 105/106. Teacher signature required. LAB FEE \$30		
MLT 203	MICROBIOLOGY	7 CR
Handling of specimens, bacterial, fungal and parasitological morphology and growth requirements. Media preparation, sterilization, disinfection, and asepsis. Isolation, identification, and sensitivity testing of pathogenic bacteria and fungi. Prerequisite: Grade of "C" or better in BIOL 105/106, CHEM 105/106. Teacher signature required. LAB FEE \$30		

MLT 205	HEMATOLOGY	6 CR
Origin and function of blood cells, identification of normal and abnormal cells. Blood cell counting and related procedures. Study of leukemias, thalassemias, anemias, other hematologic disorders, and quality control. Prerequisite: Grade of "C" or better in BIOL 105/106 CHEM 105/106. Teacher signature required.		

MLT 206	IMMUNOHEMATOLOGY	5 CR
Organization and function of blood banks, donor screening, blood grouping, and compatibility testing. Hemolytic disease of newborns, and blood storage and shipment. Clinical experience. Prerequisite: Grade of "C" or better in BIOL 105/106, CHEM 105/106, MLT 207. Teacher signature required. LAB FEE \$15		

MLT 207	SEROLOGY	3 CR
Basic principles of serology and immunology. Techniques, tests used for detection of immunological diseases, and quality control. Clinical experience. Prerequisite: Grade of "C" or better in BIOL 105/106, CHEM 105/106. Teacher signature required. LAB FEE \$15		

MLT 208	URINALYSIS	3 CR
Studies in normal and abnormal renal function. Routine urine chemistry and microscopic determinations. Special urine chemistry procedures, quality control, and clinical experience. Prerequisite: Grade of "C" or better in BIOL 105/106, CHEM 105/106. Teacher signature required. LAB FEE \$15		

MLT 212	CHEMISTRY PRACTICUM	3 CR
Clinical practicum for MLT 202. Application of theories and principles relating to laboratory techniques. Studies in blood, urine, and body fluid chemistries. Emphasis on principles of reactions, quality control, and instrumentation. Practical applications. Prerequisite: MLT 202. Prior acceptance into program required.		

MLT 213	MICROBIOLOGY PRACTICUM	3 CR
Clinical practicum for MLT 203. Application of theories and principles for handling bacterial, fungal and parasitological specimens. Media preparation, sterilization, disinfection, and asepsis. Isolation, identification, and sensitivity testing of pathogenic bacteria and fungi. Practical applications. Prerequisite: MLT 203. Prior acceptance into program required.		

MLT 215	HEMATOLOGY PRACTICUM	2 CR
Clinical practicum for MLT 205. Application of theories and principles for handling cell counting and related procedures. Study of leukemias, thalassemias, anemias, other hematologic disorders, and quality control. Practical applications. Prerequisites: MLT 205. Prior acceptance into program required.		

MLT 292	CURRENT TOPICS IN MEDICAL TECHNOLOGY	1 CR
Research and other current topics of interest in the changing field of medical technology. Prerequisite: Prior acceptance into program or teacher signature.		

## MUSIC

MUS 101,102,201,202	ANCHORAGE COMMUNITY CHORUS	2 CR
Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound. Prerequisite: Admission by audition only.		

MUS 105,106,205,206 STAGE BAND / 2 CR

Reading, rehearsal, and study of contemporary music adapted for big band sound. Performance-oriented. High-intermediate to advanced skills required.  
Prerequisite: Teacher signature.

MUS 109,110,209,210 CHAMBER ORCHESTRA 2 CR

Rehearsal and performance of chamber orchestra literature.  
Prerequisite: Admission open to instrumentalists on intermediate to advanced levels.

MUS 113,114,213,214 JAZZ SINGERS 2 CR

Performance group. Literature includes pop-choral and some original works. Admission open to anyone who has note-reading experience.

MUS 119 THEORY I 4 CR

Development of music skills through sight singing, ear training, dictation and keyboard harmony. Part-writing of figured bass exercises and melody harmonizations.  
Prerequisite: MUS 121/122 or teacher signature.

MUS 120 THEORY II 4 CR

Continued emphasis on theoretical and aural skills. Rhythmic and melodic dictation, part-writing, and sight singing.  
Prerequisite: MUS 119 or teacher signature.

MUS 121 MUSIC FUNDAMENTALS I 3 CR

Rudimentary work in elements of music. Includes introduction to rhythm, scales, keys, intervals, and musical terms. Designed for students with little or no background in music reading. Also serves as refresher course for those who have studied music.

MUS 122 MUSIC FUNDAMENTALS II 3 CR

Elemental study of harmony. Formation of scales and intervals, chords and inversions, and their use in simple harmonic progressions. Some part-writing and harmonizing melodic lines.  
Prerequisite: MUS 121 or teacher signature.

MUS 123 MUSIC APPRECIATION 3 CR

Enhances listener enjoyment of music through study of music basics as well as historical and cultural aspects of music. Early music through Classical. Group attendance at chosen local concerts.

MUS 140 BEGINNING GUITAR I - FOLK FINGERSTYLE 2 CR

First semester course for those who do not read music or play guitar. Covers note-reading, twelve simple chords, and several basic folkstyle fingerpicking patterns. Guitar needed for first lesson. (Recommend classical guitar with nylon strings.)  
Prerequisite: Teacher signature.

MUS 141 BEGINNING GUITAR II - FOLK FINGERSTYLE 2 CR

Note-reading continued. Simple and compound time introduced. Barred chords, bass runs, hammering, and some simple bass instrumentals. Teaches songs from contemporary and traditional folk music.  
Prerequisite: MUS 140 or ability to read in Keys of C and G and their relative minor keys, to play basic chords with their primary and alternate bass notes, and to play some basic finger-picking patterns.

MUS 144 GUITAR CHORD THEORY 2 CR

One-semester theory course for guitar. Also applicable to other stringed folk instruments with 3 or more strings played simultaneously. Transposition, analysis, building, and playing chords in at least one position.  
Prerequisite: Must be able to read treble clef music. May be taken concurrently with MUS 141.

MUS 150 BEGINNING PIANO CLASS I 1 CR

Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with carphones.  
SPECIAL FEE \$20

MUS 151 BEGINNING PIANO CLASS II 1 CR

Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with carphones.  
SPECIAL FEE \$20

MUS 154 BEGINNING VOICE CLASS I 1 CR

Basic techniques of singing, breath control, and fundamentals of music reading through simple exercises. Small class.  
Prerequisite: Students should be able to match pitches.

MUS 155 BEGINNING VOICE CLASS II 1 CR

Basic techniques of singing, breath control, and fundamentals of music reading through simple exercises. Emphasis on dynamics and expression in singing. Beginning diction in various languages.  
Prerequisite: MUS 154 or teacher signature.

MUS 161,162,261,262 PRIVATE LESSONS/NON-MAJOR 2-4 CR

Private lessons ½ hour per week for 2 credits, or 1 hour per week for 4 credits (fifteen weeks). Lessons available in Flute, Clarinet, Saxophone, Oboe, French Horn, Violin, Viola, Classical or Folk Fingerstyle Guitar, Piano, Voice, Bassoon, Trombone, and Accordion. Recommended: ½ hour lesson unless otherwise advised by teacher.  
SPECIAL FEE: \$116 for 2 CR, \$232 for 4 CR

MUS 171,172,271,272 PRIVATE INSTRUCTION/MUSIC MAJOR 2-4 CR

Private instruction ½ per week for 2 credits or 1 hour per week for 4 credits (fifteen weeks). Lessons available in Flute, Clarinet, Saxophone, Oboe, French Horn, Violin, Viola, Classical or Folk Fingerstyle Guitar, Piano, Voice, Bassoon, Trombone, and Accordion. Recommended: ½ hour lesson unless otherwise advised by teacher.  
SPECIAL FEE: \$116 for 2 CR, \$232 for 4 CR

MUS 183 JAZZ THEORY I 4 CR

Detailed study of jazz uses of modulation, sequence, transposition, arranging, and voicing through analysis and dictation. Adapted to individual student on keyboard or other instrument.  
Prerequisite: Some music theory background.

MUS 184 JAZZ THEORY II 4 CR

Application of skills obtained in MUS 183: modulation, sequence, transposition, arranging and voicing. Compositions will be performed by laboratory groups. Copyright preparation will be discussed.  
Prerequisite: MUS 183 or teacher signature.

MUS 219                      THEORY III                      4 CR

Continued part-writing of figured bass exercises and melody harmonizations. Study of chromaticism, sight singing, dictation, transposition, and all forms of dominant harmony.  
Prerequisite: MUS 119/120 or teacher signature.

MUS 220                      THEORY IV                      4 CR

Reinforcement of all basic skills of harmony and ear-training. Introduction of beginning counterpoint, form and analysis. Styles of writing other than choral style.  
Prerequisite: MUS 219 or teacher signature.

MUS 240                      INTERMEDIATE GUITAR – FOLK FINGERSTYLE                      3 CR

Develops techniques and musicianship. Students work out own arrangements of songs and play moving bass line within songs. Contemporary folk songs introduce right-hand fingerpicking styles used by professional folksingers.  
Prerequisite: MUS 141/144.

**NURSING**

NS 160                      NURSING IN HEALTH & ILLNESS CONTINUUM I                      8 CR

Teaches basic principles and psychomotor skills utilized in nursing process. Assessment and intervention emphasized in relation to social as well as physical status of patients. Strong focus on positive communication techniques. Four lecture and twelve clinical hours per week.  
Prerequisite: Prior acceptance into program.                      LAB FEE \$25

NS 161                      NURSING IN HEALTH & ILLNESS CONTINUUM II                      8 CR

Teaches basic principles and psychomotor skills utilized in nursing process. Care of all age groups, including newborns and mothers within total family structure. Emphasis on intervention an evaluation phases of nursing process, following assessment of physiological and psychological norms.  
Prerequisite: NS 160.                      LAB FEE \$25

NS 260                      NURSING IN PHYSICAL AND MENTAL ILLNESS                      8 CR

Theoretical content and clinical experiences to integrate medical/surgical, psychosocial, and maternal/child concepts into care of persons with physical and emotional illnesses. Use of nursing process to care for persons with maladaptive responses to physiological and psychological stress. Theory directly related to clinical experience in health care facilities. Planning and application of nursing techniques to achieve skillful competence in complex patient care in wide range of illnesses. Four lecture and twelve clinical hours per week.  
Prerequisite: NS 160/161.

NS 261                      NURSING IN PHYSICAL AND MENTAL ILLNESS II                      8 CR

Theoretical content and clinical experiences to integrate medical/surgical and psychosocial concepts into care of persons with physical and emotional illnesses. Use of nursing process to care for persons with maladaptive responses to physiological and psychological stress. Theory directly related to experience in health care facilities. Planning and application of nursing care techniques with skillful competence in situations requiring complex patient care in wide range of illnesses. Experience in psychiatric settings provided.  
Prerequisite: NS 160/161.

**OFFICE OCCUPATIONS**

OO 033                      PERSONAL TYPING                      0 CR

Introductory typing course which covers techniques and mechanics of learning to type by touch for personal use.                      LAB FEE \$5  
NON-CREDIT FEE \$15

OO 045                      ELECTRONIC TYPEWRITERS                      0 CR

Instruction and practice in use of IBM Electronic Typewriter Models 50 and 60. Use of electronic features such as automatic error correction, memory, automatic centering and column layout, and automatic number alignment.  
Prerequisite: OO 103 or equivalent and/or typing speed of 40 wpm and teacher signature.                      LAB FEE \$5  
NON-CREDIT FEE \$15

OO 101                      BEGINNING SHORTHAND                      4 CR

Beginning symbol shorthand for secretarial students. Theory and reading practice for students without training in symbol shorthand.

OO 102                      INTERMEDIATE SHORTHAND                      4 CR

Reinforces basic shorthand theory principles. Emphasis on speed dictation. Transcription introduced.  
Prerequisite: OO 101 or equivalent/OO 131 and typing ability.

OO 103                      TYPING I – ELEMENTARY                      3 CR

Basic typewriting skill with emphasis on correct techniques, and development of speed and accuracy. Introduction to centering, typing personal and business letters, envelopes, tables, and manuscripts. For people with no previous typing training. Regular and open-entry classes available.                      LAB FEE FOR OPEN-ENTRY CLASS ONLY: \$5

OO 104                      TYPING SKILL BUILDING                      1 CR

Typing drills to improve speed and/or accuracy on straight copy typing. May be repeated up to three times with only one credit in each semester.  
Prerequisite: OO 103 or equivalent. Regular and open-entry classes available.                      LAB FEE FOR OPEN-ENTRY CLASS ONLY: \$5

OO 105                      TYPING II – INTERMEDIATE                      3 CR

Speed and accuracy development and application of typewriting skill to special letter problems, tabulation, manuscripts, business forms, and other office problems.  
Prerequisite: OO 103 or one year of high school typing or equivalent. Open-entry, individualized course.                      LAB FEE \$5

OO 106                      TYPING III – ADVANCED                      3 CR

Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and problem-solving approach to completion of various typing assignments. Emphasis on speed and office standards.  
Prerequisite: OO 105 or equivalent and typing speed of 45 wpm. Open-entry, individualized course.                      LAB FEE \$5

OO 109                      MC/ST II                      1 CR

Instruction and practice in use of IBM Magnetic Card Typewriter. Use of electric typewriter with capacity to record signals on magnetic cards and playback automatically at rapid speeds.  
Prerequisite: OO 105 or equivalent and typing speed of 45 wpm and teacher signature. Open-entry, individualized course.                      LAB FEE \$20

OO 110 OFFICE PROCEDURES 3 CR

Duties and responsibilities of general office employees in areas such as filing effective processing of mail, telephone communication, meeting the public, office supplies, banking, employment procedures and grooming.

OO 111 ALPHABETIC FILING 1 CR

Study of filing procedures and basic records management principles. Practice using alphabetic filing rules.

OO 131 COMPREHENSIVE BUSINESS ENGLISH 3 CR

Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage and sentence structure.

OO 155 BUSINESS MATH WITH MACHINES 3 CR

Integrates concepts of business math and instruction for solving problems with calculating machines. Business applications in banking, consumer credit, payroll taxes, discounts, and interest. Students supply own calculator or use school equipment. Prerequisite: Teacher signature for open-entry class only. Regular and open-entry classes available.

LAB FEE FOR OPEN-ENTRY CLASS ONLY: \$5

OO 171 BUSINESS LETTERWRITING 1 CR

A short course covering practical guides for writing, proofing, and correcting business correspondence. Prerequisite: OO 131 or permission of teacher.

OO 174 PERSONAL ALPHABET SHORTHAND 3 CR

System of notetaking using longhand alphabet for rapid writing of office dictation or abbreviated notetaking.

OO 192 SEMINAR IN OFFICE OCCUPATIONS 1 CR

Instruction of a workshop nature in any one of a combination of subjects encompassed in the Office Occupations program.

OO 200 SHORTHAND SKILL BUILDING 1 CR

Improvement of skills in taking and transcribing shorthand. Materials individualized to skill levels of students. May be repeated up to three times with only one credit per semester. Prerequisite: OO 101/103 or equivalent. Open-entry, individualized course.

LAB FEE \$5

OO 202 ADVANCED DICTATION AND TRANSCRIPTION 4 CR

Optimum speed, accuracy, technical applications, and transcription of shorthand are developed, with emphasis on production of mailable copies. Comprehensive review provided.

Prerequisite: OO 102/105/131 or equivalent. Open-entry, individualized course.

LAB FEE \$5

OO 203B CALCULATING MACHINES 1 CR

Basic operation of electronic calculators and their application in solving business problems. Open-entry, individualized course.

LAB FEE \$5

OO 204 CONFERENCE REPORTING 4 CR

Speed maintenance. Emphasis on conference reporting, verbatim and summary transcripts, and editing techniques.

Prerequisite: OO 105/131/102 or equivalent, or permission of teacher.

OO 207A MACHINE TRANSCRIPTION A 1 CR

Introduction to machine transcription training for students with no previous experience. Review of English grammar and punctuation.

Prerequisite: OO 131 or written exam and OO 104 or ability to type 45 wpm.

LAB FEE \$5

OO 207B MACHINE TRANSCRIPTION B 1 CR

Machine transcription training with emphasis on mailable copies. For students with previous experience in machine transcription. Review of language skills and vocabulary is included.

Prerequisite: OO 131/105 or ability to type 45 wpm. Open entry, individualized course.

LAB FEE \$5

OO 207C MACHINE TRANSCRIPTION C 1 CR

Advanced machine transcription training using modern business procedures and terminology in a working environment. Emphasis on mailable copies.

Prerequisite OO 207B or demonstrated transcription ability.

LAB FEE \$5

OO 207D MACHINE TRANSCRIPTION D 1 CR

Machine transcription training in one of several fields. Select from education, medicine, petroleum technology, or others as available.

Prerequisite: 2 credits of OO 207 or teacher signature. Open-entry, individualized course.

LAB FEE \$5

OO 208 INTRODUCTION TO WORD PROCESSING 3 CR

Historical development of word processing, with indepth analysis and evaluation of word processing systems. General orientation to modern offices using word processing through case studies. Emphasis on interface of people, equipment, and procedures, along with employment opportunities in word processing.

OO 209 HUMAN RELATIONS IN OFFICES 3 CR

Orients students to human problems encountered and personal adjustments needed to succeed in business careers.

OO 210 SECRETARIAL PROCEDURES 3 CR

Records management, application of effective procedures for meeting the public office communications, library science, employment procedures, data processing, stocks and bonds, executive travel, secretarial planning, job manuals, word processing, and reprographics.

Prerequisite: OO 110 or office experience or permission of teacher.

OO 211 RECORDS MANAGEMENT 3 CR

Presents principles used in management of information and records. Encompasses controls related to creation, use, maintenance, protection, retrieval and disposition of records. Application of microforms as well as forms control will be studied.

Prerequisite: OO 110/210 or several years of work experience.

OO 212 FORMS, DESIGN, ANALYSIS AND CONTROL 3 CR

Introduces concepts of forms, design, analysis, and control. Emphasizes procedures for implementing a forms management program within an organization. Secondary emphasis on basic concepts of analyzing and designing and/or redesigning business forms.

OO 213 MODERN ARCHIVES MANAGEMENT 3 CR

Survey of archival profession, its institutions and collections, and of the methodologies and issues in the field. Prerequisite: OO 211.

OO 215 LEGAL OFFICE PROCEDURES 3 CR

Duties and responsibilities of legal secretaries in law offices and in preparation of client and court documents. Emphasis on stylization of legal papers and legal vocabulary. Recommended prerequisite: OO 131. Prerequisite: OO 106 or equivalent.

OO 216 PROFESSIONAL LEGAL SECRETARY 3 CR

Civil procedure in the state and federal courts, appellate procedure in the state courts, and criminal procedure. Also, real estate, probate, corporate and family law. Emphasis on Alaska court rules and requirements, legal stylization, and legal vocabulary. Use of Alaska Rules and Alaska Statutes. Prerequisite: OO 215 or legal work experience.

OO 221 INTENSIVE CPS/PLS REVIEW 1 CR

An intensive review for those interested in preparing for the academic areas covered in the CPS (CERTIFIED PROFESSIONAL SECRETARY) and/or PLS (PROFESSIONAL LEGAL SECRETARY) examinations. Recommended prerequisite: experience or previous coursework in these areas.

OO 231 WRITTEN BUSINESS COMMUNICATIONS 3 CR

Applies techniques of written communications to situations requiring problem-solving and understanding human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, and reports. Prerequisite: OO 131.

OO 299 OFFICE PRACTICUM 1-6 CR

Places students in business offices related to their educational programs and occupational objectives for specific number of hours per week. Additional time spent in seminar with faculty coordinator. Each credit requires 30 hours of work (25 in office and 5 in instruction/counseling with faculty). Prerequisite: Teacher signature. Open-entry, individualized course.

**PHILOSOPHY**

PHIL 101 INTRODUCTION TO LOGIC 3 CR

Survey of all major fields in logic. Includes analysis of common fallacies, theories of definition and the syllogism, and the nature of scientific explanation.

PHIL 201 INTRODUCTION TO PHILOSOPHY 1-3 CR

Reading and discussion of works by selected influential thinkers in the Western philosophical tradition. Covers central ideas, problems, and methods of philosophers, both ancient (for example, Plato), and contemporary (for example, Sartre). Stresses philosophers's ideas about nature of reality and human situation. Variable credit.\*

PHIL 210 PHILOSOPHY OF LOVE 1-3 CR

Study of several concepts of love, alienation, and loneliness from both Western and Eastern philosophical traditions. Variable Credit.\*

PHIL 213 INTRODUCTION TO HINDU-BUDDHIST PHILOSOPHY 1-3 CR

Survey of major philosophical-religious movements and writings in Hindu-Buddhist traditions. Jainism, Vedanta, Samkhya and Yoga, Theravada and Mahayana Buddhism. Variable Credit.\*

PHIL 214 INTRODUCTION TO CHINESE PHILOSOPHY 1-3 CR

A survey of major philosophical movements and writings in the Chinese tradition: Confucianism, Taoism, Legalism, Buddhism (Zen) and Neo-Confucianism. Variable Credit.\*

PHIL 215 MAN AND VALUES 1-3 CR

Survey of influential accounts of human nature and human values. Christianity, Marxism, Freudianism, Capitalism, and Behaviorism. Offers various answers to questions such as what a person really is and how happiness can be achieved. Variable Credit.\*

PHIL 271 SEARCH FOR IDENTITY-EXISTENTIALISM 3 CR

Study of major existential thinkers exploring problems of anxiety, doubt, rebellion, and the challenge of creating personal meaning in modern society. Includes selections from Camus, Dostoevsky, Kafka, Kierkegaard, Nietzsche and Sartre.

\*VARIABLE CREDIT. Depends on the amount of work the student decides to undertake. 1 credit requires regular attendance and minimal weekly assignments (Pass/no credit grading; no letter grade). 2 credits requires two major exams (letter grade awarded). 3 credits requires either additional major exam or term paper.

**PHYSICAL EDUCATION**

PE 100 PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION 1-3 CR

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

PE 103 CAMPING, BACKPACKING INTRODUCTION 3 CR

Beginning level instruction in camping, backpacking and survival skills. Use of proper equipment, food and clothing will be covered. Wilderness preparation and survival techniques will be introduced. Course includes 5 field trips. LAB FEE \$15



PE 105 OUTDOOR SCHOOL I - MOUNTAINEERING 3 CR

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. Use of the climbing rope, ice axe, and other specialized equipment will be taught. A course in non-technical climbing. Course includes weekend field trips twice a month.  
LAB FEE \$55

PE 111 WINTER ARCTIC SURVIVAL 3 CR

Course combines classroom and field training to prepare students for winter Arctic survival. Areas covered include preparation, hypothermia, frost-bite and cold injury, avalanche safety and construction of shelters. Course includes 3 weekend field trips.  
LAB FEE \$20

PE 200 PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION 1-3 CR

Instruction, practice and activity in a variety of physical activities, sports and dance for intermediate and advanced students.

PE 205 OUTDOOR SCHOOL II - MOUNTAINEERING 3 CR

Students in this course should understand the basics of mountaineering. Steep snow slopes will be climbed, and use of the rope and ice axe will be taught. Students will climb on glaciers and learn how to find routes up glaciers safely, how to camp on a glacier and stay comfortable. Training in getting out of crevasses, and building snow caves. Expedition techniques and planning will be discussed. Course includes weekend field trips twice a month.  
LAB FEE \$55

PE 210 WATER SAFETY 1 CR

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 246 ADVANCED FIRST AID 3 CR

Designed for persons responsible for giving emergency care to sick and injured. Provides information and essential first aid capabilities for special interest groups (The National Ski Patrol, rescue squads, policemen and firemen).

PE 247 BASIC SURVIVAL, NORTHERN LATITUDE 3 CR

Knowledge of basic survival techniques and acquisition of survival skills needed to survive in northern latitudes (about 50 degrees N). A field trip will be used to gain experience and confidence in survival skills, minimum 3 days and 2 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 4 CR  
LECTURE + LAB

Classical mechanics and thermodynamics. Introduction to forces, velocities, accelerations, energy, momentum, angular motion, heat transfer, pressure, entropy, and gas laws. Some emphasis on historical development of physics.  
Prerequisites: High School Algebra. Recommended prerequisite: Trigonometry and MATH 105.  
LAB FEE \$15

PHYS 104 COLLEGE PHYSICS II 4 CR  
LECTURE + LAB

Introduction to electric and magnetic fields, simple electric circuits (DC and AC), electromagnetic waves, spherical mirrors, thin lenses, special relativity, and early quantum mechanics. Limited emphasis on historical development of physics.  
Prerequisite: PHYS 103 or equivalent, or some trigonometry essential.  
LAB FEE \$15

PHYS 110 PHYSICS FOR TECHNICIANS 4 CR  
LECTURE + LAB

Designed to meet the physics requirements of several industrial and career related programs at ACC. Basic instruction in mechanics, thermo-dynamics, electricity, and the physical properties of matter.  
Prerequisite: MATH 055 or equivalent.  
LAB FEE \$15

PHYS 209 FUNDAMENTALS OF METEOROLOGY 3 CR

An introductory course in meteorology for the non-specialist.  
Prerequisite: High School mathematics.

PHYS 211 GENERAL PHYSICS I 4 CR  
LECTURE + LAB

Calculus based course emphasizing classical mechanics (statics and dynamics); introductory thermodynamics. Lab time largely devoted to problem-solving, physics topics of current interest, and basic demonstrations of physical principles.  
Prerequisite: MATH 200/PHYS 103 or equivalent.  
LAB FEE \$15

PHYS 212 GENERAL PHYSICS II 4 CR  
LECTURE + LAB

Calculus-based course emphasizing simple electromagnetic theory and applications, geometric and simple physical optics, and selected topics in modern physics. Lab time devoted to problem-solving, physics topics of current interest, and basic demonstrations of physical principles.  
Prerequisite: PHYS 211/MATH 201 or equivalent.  
LAB FEE \$15

PHYS 275 ASTRONOMY 3 CR

Topics selected from among the following: Solar system, laws of motion, nature of radiation, astronomical instruments, the earth, the moon, planets, comets and meteors, and cosmogony. Stellar astronomy physical properties and distribution of stars, inter-stellar matter, evolution of stars, galactic structure and cosmology. Observation with telescope.  
Prerequisite: High School mathematics.

**POLITICAL SCIENCE**

PS 101 INTRODUCTION TO AMERICAN GOVERNMENT 3 CR

Survey of American government and politics which examines how public policy is made. Special attention to roles of Constitution, executive branch, courts, political parties, interest groups, and individual citizens.

PS 102 INTRODUCTION TO POLITICS 3 CR

Survey of political science discipline, its focus, fundamental concepts, and methods. Special attention to analysis of how people organize, act, and resolve conflicts.

PS 201 COMPARATIVE POLITICS: 3  
THE POLITICAL PROCESS

Analysis of the major concepts and approaches to the understanding of other countries. Illustrative case studies drawn from a variety of nations.

PS 202 COMPARATIVE POLITICS: 3 CR  
CONTEMPORARY IDEALOGIES

Examines contemporary political doctrines and their patterns of political action. Includes Liberalism, Socialism, Fascism, Communism and developmental theory.

PS 211 STATE AND LOCAL GOVERNMENT 3 CR

Study of relationships between national, state and local governments, with special emphasis on Alaska. Covers topical subjects such as civil rights, violence, environmental issues, economic development and city and state legislatures.

PS 221 INTRODUCTION TO WORLD POLITICS 3 CR

Introduces 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 CR

General survey of Alaskan political system, including Alaskan Constitution and its origins, structure and functions of government in Alaska, political processes, and public policy.

PS 232 SELECTED TOPICS IN ALASKAN GOVERNMENT 3 CR

Special topics used for different emphasis in areas such as: "Politics of Alaska Lands", "Administration of Alaska Government", "Alaska Legislature in Action", "Political Science Colloquia".

PS 241 SELECTED TOPICS IN CONTEMPORARY 3 CR  
PUBLIC POLICY ISSUES

Special topics used for different emphasis in areas such as "Political History of Alaskan Natives", and "Alaska Native (Land) Claims Settlement Acts".

## PRACTICAL NURSING

PNE 054 BODY IN HEALTH 4 CR

Develops practical nursing students' knowledge of structure and function of "normal" human body. Emphasis on appreciating complexities of anatomy and physiology of body's many systems. Prerequisite: Prior acceptance into PNE program.

PNE 056 PHARMACOLOGY 2 CR

Provides practical nursing students with sufficient knowledge of drugs to safely administer them to patients. Includes information on drug actions in body, calculations of correct dosages, methods of administration, drug classifications, symptoms of overdosage, and abnormal reaction. Prerequisite: Prior acceptance in PNE program.

PN 059 NURSING CARE OF THE EMOTIONALLY ILL 4 CR

Presents theory and practice in psychiatric nursing to increase students' abilities to establish and use a therapeutic relationship in caring for the ill. Students are given the opportunity to apply these concepts and to be introduced to institutional care of the emotionally ill. Observation of and reporting of effects of drug therapy are considered. Prerequisite: PNE 066/069

PNE 066 FUNDAMENTALS OF NURSING II 3 CR

Nursing process as problem-solving method for patient care situations of increasing complexity. Nursing experiences including administration of medications and combinations of basic skills. Develops knowledge and skills in emergency techniques for persons injured in natural war-caused, and personal disasters. Prerequisite: NS 160/PNE 054/PNE 056 and prior acceptance into PNE program.

PNE 069 MEDICAL-SURGICAL NURSING 9 CR

Introduces pathophysiology as manifested in specific body systems. Practical experience in nursing process by providing care for patients in relatively simple to moderately complex nursing situations. Current attitudes and problems associated with aging process. Prerequisite: NS 160/PNE 054/PNE 065 and prior acceptance into PNE program.

PNE 072 VOCATIONAL ADJUSTMENTS 3 CR

Nursing discipline as related to responsibilities of LPNs. Covers effective membership on nursing teams, implications, and limitations. Overview of nursing history and current issues. Membership in nursing organizations and concomitant responsibilities. Prerequisite: Prior acceptance into PNE program.

PNE 078 CARE OF MOTHERS AND CHILDREN 8 CR

Introduces theories related to pregnancy, labor and delivery, and postpartum care. Stresses mental hygiene during confinement and postpartum. Pathophysiology peculiar to infants, children, and adolescents. Practical experience in providing care in labor and delivery room for patients with relatively uncomplicated deliveries. Develops knowledge of newborn and premature infant care in nurseries, and care of acute and chronically ill children of all ages. Prerequisite: PSY 150/PNE 066/PNE 069 and prior acceptance into PNE program

PNE 079 NURSING CARE FOR EMOTIONALLY ILL 4 CR

Presents theories and practice in psychiatric nursing through relationships of caring for emotionally ill persons. Practical experience in applying concepts. Introduction to institutional care of emotionally ill persons. Observation and reporting of drug therapy effects. Prerequisite: PNE 066/PNE 069 and prior acceptance into PNE program

## PSYCHOLOGY

PSY 101 INTRODUCTION TO PSYCHOLOGY I 3 CR

Fundamentals of general psychology and human behavior. Overview of physiology, genetics, learning, memory, language, emotions, motivation, and personality. First half of a two-semester survey.

PSY 102 INTRODUCTION TO PSYCHOLOGY II 3 CR

Continuation of general psychology and human behavior. Includes developmental sensation-perception, abnormal behavior, clinical therapy, social psychology, intelligence and personality testing, and statistics. No prerequisite.

PSY 140 COMBATting DEPRESSION 3 CR

Provides opportunities to learn variety of mood-enhancing techniques and to improve skills in combatting depressed moods. Mood and attitude training exercises will take place in class and as homework assignments.

PSY 150 HUMAN DEVELOPMENT 3 CR

Overview of various aspects of human development and changes which occur during a person's lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle and late adulthood.

PSY 153 HUMAN RELATIONS 3 CR

Exploration of feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life. Emphasis on in-class experiences to increase self-awareness, build self-esteem, and enhance relationship skills.

PSY 157 USING PSYCHOLOGY 3 CR

Development of skills for more effective living through organization, recognition of problems, structuring of daily living and functioning. Procedures of daily practice and analysis of results.

PSY 160 THE CURRENT WOMAN 3 CR

Explores both the past history and current influences of the Feminist Movement. The changing personal, sexual, family, economic and political roles of women will be investigated. Emphasis will be placed on the psychological impact these changes have upon women's lives today.

PSY 169 HUMAN SEXUALITY 3 CR

Introduces topics of human sexual functioning. Includes physiology, psychology, sociology, philosophy, and morality of human sexuality practices and love.

PSY 202 PSYCHOLOGY OF ADJUSTMENT 3 CR

Application of psychological principles to everyday life. Analyzes individual reactions to stress, lifestyle adjustment patterns, behavior changes. Emphasis on variety of ways people cope with stress, how to lower stress, and adaptive ways of coping with what life brings.

PSY 223 HELPING SKILLS I 3 CR

Focuses on the helping relationship. Class demonstrations and exercises will seek to bring students to competency level in 22 helping skills.

PSY 224 HELPING SKILLS II 3 CR

Focuses on ten different strategies in the helping process. These strategies will be demonstrated in class and matched with the helping skills taught in PSY 223, Helping Skills I.

PSY 244 EARLY CHILDHOOD DEVELOPMENT 3 CR

Survey of human development from prenatal period to five years. Includes physical/motor, social/emotional, and linguistic/intellectual. Guidelines for observing young children. Visits children's programs in community to aid in recognizing child development patterns. Discovering individual styles of interacting with children.

PSY 245 CHILD DEVELOPMENT 3 CR

Study of physical, emotional, cognitive and social aspects of child development from prenatal period to beginning of adolescence. Includes theoretical views of development and effects of genetics, environment, and socialization.

PSY 246 ADOLESCENCE 3 CR

Intellectual, emotional, social, and physical development patterns during adolescent years.

PSY 275 ASSERTIVENESS TRAINING 3 CR

Provides opportunity to examine behaviors and attitudes which are destructive and self-defeating and to explore alternatives that communicate feelings, beliefs, and opinions honestly, directly, appropriately, and effectively. Assertive behavior shows respect for yourself and for others. Assertiveness skills will be learned through experiences and feedback inside and outside of class.

## RUSSIAN

RUSS 101 ELEMENTARY RUSSIAN I 5 CR

Beginning course intended for students with no knowledge of Russian. Nearly all class time used for conversation. Students learn alphabet and to speak and write simply in present tense. LAB FEE \$5

RUSS 102 ELEMENTARY RUSSIAN II 5 CR

Reading very short stories. Class time used for conversation. Students learn to use Russian verb system by speaking and writing about Soviet life. Prerequisite: RUSS 101 or 1 year of high school Russian or equivalent. LAB FEE \$5

RUSS 105 RUSSIAN LANGUAGE AND CULTURE 3 CR

Individualized Russian language projects involving some aspect of Soviet culture or developed from Soviet materials. Uses all four language skills: reading, writing, listening, speaking. Prerequisite: RUSS 101 or teacher signature.

RUSS 113 RUSSIAN FOR TOURISTS 3 CR

Basic language and culture for students with no background in Russian who are interested in travel abroad.

RUSS 201 INTERMEDIATE RUSSIAN 4 CR

All time in class used for conversation. Students learn Russian case system through continued reading of short stories and speaking about common Soviet subjects. Prerequisite: RUSS 102 or 2 years of high school Russian or equivalent. LAB FEE \$5

RUSS 202 INTERMEDIATE RUSSIAN 4 CR

Vocabulary is increased and grammar reviewed by reading, speaking and writing about Soviet life. All time in class is used for conversation. Prerequisite: RUSS 201 or 3 years of high school Russian.

RUSS 205 RUSSIAN LANGUAGE AND CULTURE 3 CR

Individualized reading, speaking and listening projects relative to Russian culture. All work is done in the Russian language. Prerequisite: RUSS 102 or teacher signature.

## SOCIOLOGY

**SOC 101 INTRODUCTION TO SOCIOLOGY I 3 CR**

Overview of science of people as social animals. Emphasizes processes which shape human language, experience, perception, meaning and behavior. Offers interaction framework for use in understanding and predicting human behavior.

**SOC 102 INTRODUCTION TO SOCIOLOGY II 3 CR**

Expansion of sociological concepts introduced in SOC 101 through application to institutions of family, economy, politics, education and religion. Examines major social trends.

**SOC 106 INTRODUCTION TO SOCIAL WELFARE 3 CR**

Functions and development of modern social welfare and its distinctive features. Designed primarily to assist in understanding social welfare problems and services.

**SOC 122 SUBSTANCE ABUSE AS A CONTEMPORARY PROBLEM 3**

Inquires into cultural values and norms and social attitudes regarding alcohol and drug abuse and their impact on personal function and interpersonal relations.

**SOC 160 THE CURRENT WOMAN 3 CR**

Explores both the past history and current influences of the Feminist Movement. The changing personal, sexual, family, economic and political roles of women will be investigated. Emphasis will be placed on the psychological impact these changes have upon women's lives today.

**SOC 201 SOCIAL PROBLEMS 3 CR**

Problems of contemporary society, with analysis of contributing factors and exploration of remedial strategies.

**SOC 202 SOCIAL ORGANIZATIONS 3 CR**

Examination of attempts by human societies to regulate and organize behavior. Study of variety and nature of organizational forms.

**SOC 203 JUVENILE DELINQUENCY 3 CR**

A conceptual approach to deviant and delinquent behavior, contributing social problems and adolescence as a subculture. Emphasis on the juvenile code ordinance and treatment procedure.

**SOC 222 SOCIAL ORDER, CONFLICT AND CHANGE 3 CR**

Relationships between social order and social conflict at interpersonal intergroup and international levels. Multi-disciplinary approach to social, psychological and cultural dimensions of societal change.

**SOC 242 THE FAMILY 3 CR**

Study of contemporary patterns of marriage and family relationships in the U.S. Social psychological approach to life cycles of families, including mate selection, marital interaction and adjustments, parent-child relationships, and later years of married life.

**SOC 246 ADOLESCENCE 3 CR**

Intellectual, emotional, social and physical development patterns during adolescent years.

**SOC 251 INTRODUCTION TO STATISTICS 3 CR**

Basic concepts, purposes and procedures of statistics. Methods for describing groups (data reduction). Simple inferences about groups and differences between group means.

**SOC 261 INTRODUCTION TO SOCIAL WORK PRACTICES 3 CR**

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 teacher.

**SOC 262 SOCIAL WORK METHODS AND PRACTICE 3 CR**

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 teacher.

## SPANISH

**SPAN 101 FIRST SEMESTER SPANISH 4 CR**

For students with no background in Spanish. Learning to speak in present tense, and to read and write simple paragraphs. Use of language lab required outside of class time. LAB FEE \$5

**SPAN 102 SECOND SEMESTER SPANISH 4 CR**

For students who have learned to speak simply in present tense. Learning to speak in past tense. Simple one and two-page readings on current topics of interest. Use of language lab required outside of class time.  
Prerequisite: SPAN 101 or 1 year of high school Spanish or equivalent. LAB FEE \$5

**SPAN 113 SPANISH FOR TOURISTS 3 CR**

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 CR**

For students who can speak a fair amount of Spanish in present and past tenses. Learning future, conditional, and subjunctive tenses. Reading, discussing and writing more complex material about current issues. Use of language lab required outside of class time.  
Prerequisite: SPAN 101/102 or two years of high school Spanish or equivalent. LAB FEE \$5

**SPAN 202 FOURTH SEMESTER SPANISH 4 CR**

For students 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 lab is required outside of class time.  
Prerequisite: SPAN 201 or 3 years of high school Spanish or equivalent.

**SPAN 205 SPANISH READINGS AND CONVERSATION 4 CR**

For students who have studied at least one year of Spanish and wish to improve their conversational skills. Students will participate in skits, interviews, debates and discussions based on material read. Books and activities will vary from semester to semester and students may repeat class for credit. Some grammar is introduced informally but the focus of the class is on improving listening and talking skills.

**SPAN 291 SEMINAR IN INDIVIDUALIZED INSTRUCTION 1 CR**

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 CR**

Examines barriers to spoken and written communication. The art of listening, outlining and arranging material, and body and voice usage in communications. Covers verbal responsibilities in information exchange and group communication experience. Introduces the three essential steps in obtaining a job: the resume, the letter of application, the job interview.

**SPCH 111 FUNDAMENTALS OF ORAL COMMUNICATION 3 CR**

Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, and information. Practice in understanding and using English language. Practice speaking and listening skills by participating in group activities and by giving individual speeches.

**SPCH 120 DEBATE AND DELIBERATION 3 CR**

Learning to understand and to discuss controversial topics. Fact-finding and presentation of information that relates to and supports one side of a current controversial topic. Classroom experience includes speech presentations and decision making based on factual presentations and logical conclusions.

**SPCH 212 SPEECH PATHOLOGY 3 CR**

Studies development of speech and language with various pathologies that may occur. Reviews the physiology and neurology of speech development with its chronological evolution. Some clinical experience.

**SPCH 235 DISCUSSION 3 CR**

Nature and operation of discussion groups, use of evidence, reasoning, reflective thinking, group psychology, participant and leader behavior. Discovers and develops the techniques best suited for effective group discussion, emphasizing the decision-making process and the ability to contribute constructively to it. Covers group dynamics theory and application.

**SPCH 236 INTERVIEWING 3 CR**

Examines theories and individual responsibilities in informational, employment and persuasive interviews. Practices face-to-face interpersonal communication relationships in role playing situations.

**SPCH 237 COMMUNICATION GAMES PEOPLE PLAY 3 CR**

Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships with others.

**SPCH 241 PUBLIC SPEAKING 3 CR**

Theories and practice of exposition and persuasion in platform speaking situations. Training in selection, organization, and effective presentation of material to large audiences in various situations.

**SURVEYING TECHNOLOGY****SVTC 103 DRAFTING FOR SURVEY TECHNICIANS 3 CR**

Introduction to use of drafting equipment, engineering lettering, topographical mapping, and plat drafting. Use, preparation, and reproduction of maps in survey field. Reduction of survey field notes into final map form.

**SVTC 125 SURVEYING OVERVIEW 3 CR**

Introduction to various disciplines within surveying. Historical development of the profession. Abbreviated introduction to surveying trigonometry, survey computations, and instrumentation. Designed to orient students to the technology of surveying. Survey field problems.

**SVTC 130 SURVEY MEASUREMENT I 5 CR**

Introduction to field methods used in plane surveying. Techniques in use of tapes, levels, and transmits. Methods of recording and reducing field data. Maintenance of survey equipment. Field adjustment of levels and transits.

**SVTC 131 TRAVERSE COMPUTATIONS 3 CR**

Study of plane trigonometry, geometry, and coordinate systems as related to surveying. Determination of direction from angles, bearings, and azimuths. Introduction to survey adjustments. Calculation of areas. Detection of survey error. Operation of programmable trigonometric calculators.

**SVTC 140 SURVEY MEASUREMENT II 5 CR**

Linear and angular measurement techniques used in plane surveying. Field staking for horizontal alignment and vertical control in construction surveys. Introduction to field procedures for topographic surveys. Field reduction computations. Field adjustment of transits and theodolites.  
Prerequisite: SVTC 103/130/131 and teacher signature.

**SVTC 141 GEOMETRIC COMPUTATIONS 3 CR**

Mathematical theory and computations related to partitioning of land and intersection of geometric lines. Determination of horizontal and parabolic curves, grade elevations, supers, areas, and volumes.  
Prerequisite: SVTC 131/MATH 200 or concurrent enrollment. Teacher signature required.

**SVTC 142 SURVEY COMPUTER PROGRAMMING I 2 CR**

Theory use and programming of hand-held programmable calculators which have reverse Polish notation logic. Instruction in keyboard functions, simple programming, program editing, branching, and using sub-routines.  
Prerequisite: SVTC 131/141 or concurrent enrollment. Teacher signature required.

SVTC 230 CONTROL SURVEYS 5 CR

Application in techniques of horizontal and vertical control extension. Triangulation, trilateration, intersection, resection, and leveling. Obtaining control information. Inertial, Doppler, and Airborne Control Systems.

SVTC 231 SURVEY ERRORS AND ADJUSTMENTS 3 CR

General theory of errors and adjustments of survey measurements. Standards of accuracy, systematic and random errors. Traverse, triangulation, trilateration, and level net adjustments. Evaluating survey techniques and systems.

SVTC 232 SURVEY BOUNDARY LAW I 3 CR

Introduction to U.S. boundary law. Includes history and development with emphasis on U.S. Rectangular System and surveys within Public Domain. Researching legal land problems. Writing and interpreting aliquot part of townships and sections, and restoration or re-establishment of lost and obliterated corners.  
Prerequisite: SVTC 131/141.

SVTC 233 AERIAL SURVEYS 3 CR

Introduction to photogrammetric mapping. Surveying for photogrammetric ground control. Photo identification and interpretation. Geometry of photogrammetry.  
Prerequisite: SVTC 131.

SVTC 234 SURVEY COMPUTER PROGRAMMING II 2 CR

Advanced programming of hand-held calculators with RPN and/or AOS logic. Indirect control of labels and sub-routines. Commands by flags. Data storage. Introduction to programming on desk-top surveying computers and computer terminals.  
Prerequisite: SVTC 142.

SVTC 240 PROFESSIONAL SURVEYS 5 CR

Research field work, computation, and plotting of professional surveys. Subdivisions, private surveys on Federal and State land, retracements, plot plans, and as-builts. Subdivision design and computations. Interpretation and writing of survey proposals. Study of professional ethics.  
Prerequisite: SVTC 231/242/ENGL 212 or concurrent enrollment. Teacher signature required.

SVTC 241 GEODETIC ADJUSTMENTS 3 CR

Theory relating to size and shape of the earth for determination of positions and directions. Application of geodetic, astronomic, Alaska State Plane, UTM, U.S. Rectangular, and local coordinate systems.  
Prerequisite: SVTC 131/243/MATH 200 or concurrent enrollment. Teacher signature required.

SVTC 242 SURVEY BOUNDARY LAW II 3 CR

Study of boundary locations described in sequence conveyances, simultaneous conveyances, and metes and bounds descriptions. Introduction to riparian boundaries. Federal, State and local statutes pertaining to surveying. Introduction to cadastre and land information systems.  
Prerequisite: SVTC 141/232. Teacher signature required.

SVTC 243 CELESTIAL OBSERVATIONS 2 CR

Astronomical description of solar system. Celestial observations of sun and stars for determining latitudes and azimuths.  
Prerequisite: SVTC 141/142. Teacher signature required.

SVTC 250 SURVEYING EMPLOYMENT PRACTICUM 4 CR

Application of surveying theories and techniques while employed for at least 1 month with professional licensed surveying firm or government cadastral agency. Each student responsible for securing own employment within State of Alaska. Contract between ACC, student, and employer outlines individual details.  
Prerequisite: Completion of second semester of survey technology program. Teacher signature required.

**THEATER**

THR 101 THEATER PRACTICUM 1-3 CR

Participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations.

THR 102 THEATER PRACTICUM 1-3 CR

Participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations.  
Prerequisite: THR 101.

THR 201 ADVANCED THEATER PRACTICUM 1-3 CR

Further participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations.  
Prerequisite: THR 101/102.

THR 202 ADVANCED THEATER PRACTICUM 1-3 CR

Further participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations.  
Prerequisite: THR 101/102/201.

**WELDING**

WELD 111 GAS WELDING AND CUTTING 4 CR

Introduction to welding and cutting mild steels with oxyacetylene process. Covers welding and cutting safety, types of fuel gases and combustion characteristics, manual and automatic equipment. Includes supervised instruction in both welding and cutting. Recommended for entry-level students and others who desire to improve knowledge and skills. Available as blocked course with WELD 112 and 114, or as individual class.

LAB FEE FOR ENTIRE BLOCK: \$260  
LAB FEE FOR INDIVIDUAL COURSE: \$65

WELD 112 SHIELDED METAL ARC WELDING 4 CR

Introduction to welding of mild steels with covered electrodes. Includes welding safety, electric welding equipment, electrode identification and selection, basic joint design, and welding practice on low-carbon steel with mild steel electrodes. Available as blocked course with WELD 111 and 114, or as individual class.

LAB FEE FOR ENTIRE BLOCK: \$260  
LAB FEE FOR INDIVIDUAL COURSE: \$65

WELD 114 WELDING OF HIGH STRENGTH STEELS 4 CR

Study of metals, their weldability, establishing pre-heat and inter-pass temperatures. All-position welding using low hydrogen-type electrodes to AWS Structural Welding Codes. Investigating welding characteristics of various electrodes - E6010, E7010, E7018, E7014, E7024, and others. Available as blocked course with WELD 111 and 112, or as individual class.

LAB FEE FOR ENTIRE BLOCK: \$260  
LAB FEE FOR INDIVIDUAL COURSE: \$65

**WELD 121 INTRODUCTION TO PIPE WELDING 4 CR**

Pipe classification by grade, size, wall thickness. Pipe layout and joint design for open butt root welding. Practice with fast freeze electrodes, E6010, in the vertical down 5G position to the API 1104 code.

Prerequisite: WELD 112 or permission of instructor.

**WELD 122 ADVANCED PIPE WELDING 4 CR**

Continuation of vertical down welding to ASME Standards. Choice of vertical up welding with low hydrogen electrodes or the fast freeze type.

Prerequisite: WELD 121.

**WELD 157 TECHNICAL BLUEPRINTS FOR WELDERS 3 CR**

For persons in welding and welding-related fields who desire practical working knowledge of blueprint reading. Helps technical students, apprentices, and journeyman-level technicians become proficient in interpreting blueprints and welding symbols.

**WELD 161 GAS METAL ARC WELDING 4 CR**

Introduction to welding of mild steels with semi-automatic GMAW process, using carbon dioxide shielding gas and continuously-fed wire. Covers arc characteristics, metal transfer modes, electrical characteristics of power supplies, wire feeders, filler metal selection, and equipment maintenance. Welding defects, their causes and correction. Welding variables and welding practices to ASME Code. LAB FEE \$45

**WELD 162 FLUX CORED WELDING (FCAW) 4 CR**

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. Welding performance to the American Welding Society Structural Welding code.

Prerequisite: WELD 112 or WELD 161.

**WELD 172 PHYSICS FOR WELDING 4 CR**

Introduction to basic concepts of science as applied to welding and nondestructive testing. Mechanics, electricity, magnetism, atomic structure, and thermodynamics as used by technicians.

**WELD 174 BASIC TIG WELDING 4 CR**

Tungsten-inert gas welding (called TIG), which provides high-quality welds in aluminum, magnesium, and virtually any weldable metal. Covers uses in nuclear, aircraft, electronic, and aerospace applications. TIG power supplies, torches, inert gases, filler metal selection, and electrical characteristics of arc. Students weld both aluminum and stainless steels in lab.

Prerequisite: WELD 111 or teacher signature. LAB FEE \$75

**WELD 175 WELDING PROCESSES AND EQUIPMENT 4 CR**

Survey of current welding processes used by welding industry in fabrication and repair. Study of selected electric welding equipment with emphasis on maintenance, installation, and trouble-shooting.

**WELD 181 WELDING INSPECTION 2 CR**

Review of numerous welding and inspection techniques employed by construction and fabrication industries in Alaska. Designed for people with working knowledge of welding systems.

Prerequisite: Some background in welding or inspection.

**WELD 261 ULTRASONIC WELDING INSPECTION 3 CR**

Theories and application of ultrasonic inspection as applied to welding inspection, corrosion detection, and material thickness evaluation. Training in accordance with ASNT TC-1A Level 1 requirements.

Recommended prerequisite: MATH 105.

**WELD 262 GENERAL NONDESTRUCTIVE TESTING 3 CR**

Principles and application of dye penetrant, magnetic particle, eddy current, and chemical testing. Non-destructive testing methods used by welding industry to detect weld defects, locate corrosion, sort materials, and identify structural changes. Develops knowledge and skills to perform tests, conduct inspections, and evaluate results.

**WELD 263 X-RAY AND RADIOISOTOPES RADIOGRAPHY 4 CR**

In-depth study of theories and applications of industrial radiography with emphasis on structural x-ray techniques. Includes radiation safety, use of survey instruments, exposure techniques, development of radiographic procedures, interpretation of radiographics, equipment design, Federal regulations, and other areas of interest. Prerequisite: WELD 112 or teacher signature. LAB FEE \$40

**WELD 282 CODES AND PHYSICAL TESTS 3 CR**

Survey of welding codes which apply to welding pipelines, pressure vessels, bridges, and buildings. Students work up welding procedures, prepare test specimens in welding lab, and destructively test welds to applicable code requirements.

**WELD 285 INTRODUCTION TO WELDING METALLURGY 3 CR**

Introductory course in metallurgy to provide welding students with fundamental knowledge of metallurgy. Covers metal structure and crystallization, plastic deformation, heat treatment of steel, hot working, constitution of alloys, and phase diagrams. Prerequisite: WELD 172 or teacher signature.

**WELD 289 WELDING METALLURGY 4 CR**

Study of structure and microstructure of welds in steel alloys. Application of metallurgical investigative techniques to problems encountered in welding ferrous metals. Active use of metallograph, micro-hardness tester, and other lab equipment. Covers such areas as heat treatment of steels, wear of metals, corrosion of metals, and failure analysis.

Prerequisite: WELD 285 LAB FEE \$20

**WELD 299 PROBLEMS IN MATERIAL TECHNOLOGY 3 CR**

Advanced work in small groups on specific welding problems involving research, procedure development, and application. Independent work combined with staff conducted seminars. Student will be responsible for actual welding and testing of welding procedures during certification.

Prerequisite: Advanced standing and permission.

## **WILDLIFE**

**WF 201 INTRODUCTION TO WILDLIFE AND FISHERIES MANAGEMENT 3 CR**

Fundamentals of managing game and freshwater resources. Effects of regulations, management techniques, law enforcement, and land use policies on sport, economic, and aesthetic values. Relationships of research and public relations to management. Methods of data collection for research projects and establishing management plans. Prerequisite: ALR 101

# Faculty

- Appel, Darlene Office Occupations  
M.Ed. '71, University of Alaska; B.S. '56, Mankato State College
- Arnold, Ray Psychology  
M.S. '73, B.A. '71, Eastern Washington State University.
- Austin, Pat Art  
A.B. '58 University of Washington; F.F. '71 University of Alaska, Anchorage M.F.A. '76.
- Babcock, William Physical Education  
M.S. '63, Columbia University; B.A. '60, Springfield College.
- Baker, Jon Counseling  
Ed.D. '71, East Texas State University; M.Ed. '68, Delta State University; B.S. '61, Mississippi State University.
- Barker, Marilyn Biology  
Ph.D. '70, Washington State University; A.B. '64, Miami University.
- Bartholomew, Carole English  
B.A. '68 University of Alaska Fairbanks, M.A.T. '75 University of Alaska, Anchorage.
- Barton-Sabo, William Art  
B.F.A. '74 San Francisco Art Institute.
- Bauer, Lin W. Chairperson/Arch. Eng. Tech.  
B.A. '72, California State Polytechnic University.
- Bersch, Gretchen T. Writer/Researcher ALL  
MEd. Secondary Education, '73 University of Alaska, Anchorage; B.S. General Science, '76 University of Alaska, Fairbanks.
- Bish, Nancy Dental Assisting/Dental Programs  
A.A.S. '75, University of Alaska; Dental Assisting Certificate '73, University of Alaska.
- Blewett, Peter W. History  
M.A.T. '64, John Hopkins University; M.A. '63, Institute of Political Studies, Bordeaux, France; B.A. '61, Williamette University.
- Bohner, Donna, CPS, PLS Office Occupations  
B.A. '75, University of Alaska; A.A.S. '63, University of Denver.
- Bolesta, Eleanor J. Learning Resources Center  
M.A. '73, University of California, Davis; B.A. '68, Washington State University.
- Bollenbach, Amy K. Psychology  
Post Graduate '75, University of London; M.S. '73, University of Alaska; B.A. '59, Indiana University.
- Breiby, Anecia L. Writer/Illustrator  
A.A. Social Science, '76 Anchorage Community College.
- Buesseler, Michael Electronics Technology  
A.A.S. '77, Anchorage Community College
- Bunde, Conley Speech  
B.A. '67 Central State College; M.S. '71 Anchorage Community College; M.A. '76.
- Carlson, Miriam Sociology  
M.S.W. '54, Smith College; B.A. '52, University of New Hampshire.
- Carpenter, Marilyn English  
B.A. '57 University of Colorado; M.A. '77 University of Alaska, Anchorage.
- Chittenden, Jon Welding  
A.A.S. '76, Anchorage Community College.
- Choate, Tom Biology  
Ph.D. '63, University of Montana; M.A. '60, University of Montana; B.S. '58, Colorado State University.
- Clark, Robert W. Food Service Technology  
A.A. '78, Anchorage Community College.
- Claydon, Vincent Electronics Technology
- Connors, Joseph F. Speech  
B.A. '75 Montana State University; M.A. '73 University of Montana.
- Conway, Diana Spanish  
B.A. '64 University of California; M.A., Ph.D. University of New York.
- Corbridge, Clark Mathematics  
M.A. '69, University of New Mexico; B.A. '66, Colorado College.
- Coose, Carol Nursing  
B.S., '70; M.S. '78, University of Oklahoma.
- Crawford, Ron History/Geography  
M.A. '72, B.A. '71, UCLA.
- Croft, Toni Adult Basic Ed/GED  
B.A. '63, Stanford University.
- Dau, Dave Psychology  
M.S. '73, B.A. '71, Eastern Washington State University.
- Destefano, Peter Medical Laboratory Technology  
B.A. '48; M.Ed '55, Boston University.
- Dopplefeld, Dieter H. Food Service Technology  
Certified Executive Chef '79, M.A. '76, B.A. '75, University of Alaska; A.A. '74, Anchorage Community College.
- Douglas, George Robert English/Humanities  
B.A. '56 University of Washington; M.A. '69 University of Alaska; D.A. '75 University of Idaho State.
- Flourney, Ruth Mathematics  
M.A. '73, Dean College; B.S. '49, Queens College.
- Fontaine, Mary Nursing  
R.N. '59; College of St. Catherine, B.S. Anchorage Methodist University.
- Frankfourth, Ruby Jo Architectural Engineering Tech.  
B.A. '79, Evergreen State College.
- Frasure, Carl History  
M.A. '74, B.A. '68, Eastern Washington State College.
- Gelardin, Richard Counseling  
M.A. '69, University of Montana; B.A. '60, Eastern Central Univ.
- Gier, Thomas R. Reading/Ed  
B.A. '68 University of Missouri Kansas; M.A. '74 Webster College; Ed.S. '75 University of Missouri, Kansas.
- Gifford, Ted Mathematics  
M.A. '72, University of California, Berkeley; B.A. '71, University of California, Santa Barbara.
- Gross, Frank Automotive Technology  
B.S. '75, California State College.
- Guetschow, Paula English  
B.A. '67 University of British Columbia; M.A. '68 University of Oregon.
- Haney, Ronald W. Aviation Technology  
B.A.A. '68, Auburn University.
- Hanson, Cathleen A. Speech  
B.A. '79 Towson State University; M.A. '80 West Virginia University
- Havens, Kenneth Welding Technology  
B.A. University of California.



- Heasley, Leslie                      Chemistry  
Ph.D. '70, Oregon State University; B.S. '65, University of Idaho.
- Hester, Donald                      Accounting  
M.S. '71, Utah State University; B.S. '68, Arizona State University.
- Hoke, David                          Mathematics  
M.A. '64, University of Arizona; B.A. '61, Manchester College.
- Hotchkiss, Mary Jo                  Psychology  
M.A. '71, University of Oregon; B.A. '61, Mills College.
- Ideus, Katherine M.                  Sociology  
M.S. '75, B.S. '72, Utah State University.
- Iliff, Charles H.                      Computer Information Systems  
M.B.A. '74, Babson College; B.S. '67, Lake Forrest College.
- Ivy, Geraldine                      Nursing  
B.A. '46; B.S. '48, University of Washington.
- Janis, Sally                          Office Occupations  
M.Ed. '72, University of Alaska; B.A. '54, Michigan State Univ.
- Johnson, Gene                      Counseling  
Ed. Specialist '73, Rutgers University; M.Ed. '64, Rutgers University; B.Ed. '60, Montana State College.
- Joyner, Joseph                      Political Science  
M.A. '65, Northeastern University; B.A. '50, University of Kentucky
- Katasse, Constance                  English  
B.A. '72 Eckerd College; M.A.T. '76 University of Alaska.
- Kazor, Ellen                         Dental Hygiene/Dental Programs  
B.S. '72, East Stroudsburg State College; Dental Hygiene Certificate '70, Temple University.
- Kelley, Laura                        Psychology  
M.A. '74, North Carolina University; B.A. '68, Roanoke College.
- Kimura, Joan                         Art  
Art Center College of Design, '51-55.
- Knisley, Edward R.                  Sociology/Social Work  
U.S. International University Ph.D. candidate (ABD); M.S.W. '70, West Virginia University; B.A. '65, Shepherd College.
- Kuhner, Arlene                      English  
B.A. '60 Seattle University; M.A. '66; Ph.D. '78 University of Washington.
- Kuhner, Robert                      Philosophy  
B.A. '63 Seattle University; M.A. '68 Case W.R. University.
- Lamborn, David                      Mathematics  
M.S. '66, B.A. '63, University of Iowa.
- Lawrence, Welton L.                  Aviation Maintenance Tech.  
M.Ed. '71, B.A. '70, Wayne State University.
- Lawton, Keith                        English As A Second Language  
M. Div. '67, STB '56, Episcopal Divinity School; B.A. '53, Hobart College.
- Leach, Robert F.                    Electronics Technology  
A.A.S. '72, Anchorage Community College.
- Lester, Elsie                         Chemistry  
M.A. '59, New York University; B.S. '56, Livingstone College.
- Luim, Marie                         English  
B.A. '72 University of Washington.
- Lynch, Edie                         English  
B.A. '68 University of Kentucky; M.A. '69 University of Chicago.
- Lynch, Kathleen R.                  Instructor/Writer/Illustrator ALL  
Graduate Study, '71, Bryn Mawr College; M.A., '67, University of Toronto; B.A., '65, University of Toronto.
- Lobdell, John E                      Anthropology  
Ph.D. '80, University of Tennessee; M.A. '73, University of Wyoming; B.A. '71, University of New Mexico.
- Lohray, Ann                         Computer Information Systems  
B.A., Purdue University.
- Lonergan, Deeta                      Counseling  
M.Ed. '71, Western Washington State University; B.A. '70, University of Portland.
- Lucas, Tony                         Electronics Technology  
ET '72, Anchorage Community College.
- Maas, David                         Political Science  
A.B.D. '77, University of Colorado; M.A. '71, San Francisco State College; B.A. '67, State University of N.Y. and Indiana University.
- Mack, Robert                        Anthropology  
Adv. Graduate Work '77, Arizona State University; Adv. Graduate Work '73-74, University of Connecticut; M.S. '70, Colorado State University; B.A. '69, Western State College.
- Mackey, Bill                         History  
M.A. '66, San Francisco State; Adv. Study '65, Berlin; B.A. '62, University of California.
- Mahaffey, Dianne D.                Office Occupations  
M.A. '72, Alaska Methodist University; B.A. '59, Colorado State College.
- Maloney, Robert, CPA                Accounting  
M.B.A. '72, Miami University; B.B.A. '71, Eastern Kentucky Univ.
- Mason, Wayne                        Music
- McCoy, Robert                      Mathematics  
M.A. '72, University of Idaho; B.A. '69, University of California.
- McGrath, Ralph J.                  History  
Adv. Study '80, University of Hawaii; M.A. '69, University of Iowa, M.A. '67, University of Iowa, B.A. '62, St. Ambrose College.
- Meade, Kirk                         English  
M.A. '72 Indiana University.
- Miller, Donald J.                    Criminal Justice  
M.F.S. '79, George Washington; L.L.B. '58 J.D., Marquette University Law School; B.A. '53, Marquette University.
- Miller, Irene                        Coord./Assoc. Degree Nursing  
M.Ed. '75, M.A. '72, Columbia University Teachers College; B.S. '63, Hunter College, CUNY.
- Miller, Tom                         Aviation Maintenance Technology  
B.S. '72, University of Maryland.
- Minton, Sara                        Adult Basic Ed/GED/Reading  
M.Ed. '76, University of Alaska; BFA '70, University of Denver.
- Milligan, Dean                      Biology  
D.A. '76, University of Northern Colorado; B.S. '66, Colorado State University.
- Mitchell, James,                    Biology  
M.A. '72, University of Colorado; B.A. '64, Alaska Methodist University.
- Mohr, Don                         History  
M.A. '74, University of Oregon; B.A. '73, University of Alaska.
- Morley, Max J.                      Chairperson/Auto Diesel  
B.T. '69, Oregon Institute of Technology.
- Morrow, G.T.                        Director/Dental Programs  
D.M.D. '56, Tufts University School of Dental Medicine; A.A. '51, Forsyth School for Dental Hygienists/Tufts University.
- Mosher, Ron                        Psychology  
M.A. '70, B.A. '66, San Jose State University.

# Faculty

Mulcahy, Rena Counseling  
M.Ed. '76, University of Alaska; B.Ed. '62, Seattle University.

Muller, Norbert Automotive Technology  
A.A.S. '76, Anchorage Community College.

Nelson, John D. History/Geography  
Graduate Studies '64-66, B.A. '64, University of Utah.

Nosek, Janet English  
B.A. '63 University of Idaho; M.A. '73 University of Alaska.

Nunnally, Joseph C. English  
B.A. '65; M.A. '66 Texas Technological College.

Orr, Sylvia Medical Laboratory Technology  
B.S. '72; M.S. '74, University of Washington.

O'Meara, Sharon Medical Laboratory Technology  
B.S. '67, Montana State University.

Ownes, Diane Adult Basic Ed/GED  
M.Ed. '73, University of Alaska, B.S. '65, Memphis State University.

Pajot, Michael Sociology  
M.A. '70, University of Oregon; B.A. '59, Mt. Angel Seminary College.

Pannone, Michael Chairperson/Air Traffic Control  
A.A.A. '73, Anchorage Community College.

Park, Gerald Welding  
M.T. '69, B.S., Montana State University.

Parrish, Morris Physics  
M.S. '69, Vanderbilt University; B.S. '68, Murray State University.

Pasch, Anne Geology  
M.A.T. '71, Alaska Methodist University; B.S. '58, University of Wisconsin.

Patella, Eleanor Sociology/Human Services  
M.S.W. '79, Portland State University; B.S. '67, New York Univ.

Patterson, Rebecca English  
B.A. '67; M.A. '71 University of Colorado.

Pearson, Bob Chairperson/Aviation Technology  
B.S. '66, University of Illinois.

Peters, Gerard J. Jr., CPA Accounting  
B.S. '66, St. Joseph's University.

Peterson, Judy Nursing  
B.S.N. '66, Mount Mary College; M.S.N. '76, University of Nebraska

Pond, Roberta Psychology  
B.A. '61, Pepperdine University; B.S. '59, Abilene Christian College.

Pournym Monique French  
B. Ed. '66; M.A. '67 University of Calgary.

Prockish, Tony Automotive Technology  
A.A.S. '75, Anchorage Community College.

Pyrah, Frederick Food Service Technology  
A.A. '77, University of Alaska; B.S. '57, Brigham Young Univ.

Ramsey, Sandra Home Economics  
B.S. '64, Drexel University.

Reisinger, Roy Counseling  
M.S.W. '71, University of Washington; B.A. '62, University of Pennsylvania. M.Ed. '81, Western Washington University.

Remus, Emil Diesel Technology  
B.S. '74, University of Wisconsin.

Rizer, Patricia, CPS Office Occupations  
M.A. '73, California State University; B.A. '70, San Jose State College.

Rolston, John Philosophy  
B.A. '62 University of California, Riverside; M.A. '68 University of Washington.

Ross, Larry Economics  
Adv. Study '76-77, Princeton University; M.S. '71, University of Oregon; College of Law '69, Willamette University; B.S. '68, University of Oregon.

Sackette, Ilene Counseling  
M.A. '72, Idaho State University; B.A. '68, Emporia State Univ.

Sandberg, Kate English/Reading  
B.S. '73 University of Colorado; M.Ed. '76 University of Alaska.

Schmidt, Ruth Geology  
Ph.D. '48, Columbia University; M.A. '39, Columbia University; A.B. '36, New York University.

Schuster, Edmund Sociology  
Ph.D. '70, M.A. '69, University of Oregon; B.A. '67, Alaska Methodist University.

Sears, Alice English  
A.A. '60 Grays Harbor College; B.S. '62; M.S. '70 Oregon College of Education.

Sears, Stanley Chairperson/Surveying Tech.  
B.Ed. '69, University of Alaska.

Selk, Gary L. Business Administration  
M.B.A. '77, University of Alaska; B.B.A. '74, University of Hawaii.

Shrawder, John H. Aviation Maintenance Tech.  
M.Ed. University of Illinois.

Simmons, Ellen Office Occupations  
M.Ed. '74, University of Alaska; B.S. '67, Bowling Green State University.

Sletta, Carol English  
B.A. '63; M.A. '66 Valparaiso University.

Smoke, Gale L. Sociology  
M.A. '71, Washington State University; B.A. '69, Central Washington University.

Spahr, Don Welding  
Engineering Degree, '71, Ohio State.

Sparks, Ned Food Service Technology  
B.A. University of Alaska; A.A. '78, Anchorage Community College; Associate of Baking '67, Thaddeus Stevens Trade.

Spartz, George P. Sociology/Human Services  
M.S.W. '53, University of Utah; B.A. '50, University of Montana.

Staed, Janet Medical Assisting Program  
Certified Medical Assistant, Administrative, '74, Certified Medical Assistant, Clinical, '71, Seattle Community College, A.A.S. '70.

Stanfill, Silver English  
B.A. '60 Vassar; M.A. '70 University of Alaska; Ed.S., '77 University of Colorado.

Stauffer, Deborah Dental Hygiene/Dental Programs  
B.S. '76, University of Alaska; Dental Hygiene Certificate, '70, Temple University.

Steige, Patricia Practical Nursing Education  
B.S.N. '74, Alaska Methodist University.

Stuart, James F., CPA Accounting  
M.B.A. '63, B.S. '58, University of Wichita.

Taylor, Larry Mathematics  
M.S. '70, University of Oregon; B.S. '66, Southern Oregon College.

Tennant, Alfred Art  
M.A. '69 Montana State.

# Faculty

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Turner, Michael B.A. '69, Williamette	Counseling	Watsjold, Kathy M.S. '81, San Francisco State University; B.A. '75, California State University; A.A. '69, City College of San Francisco; Dental Assisting Certificate '69, City College of San Francisco.	Dental Assisting/Dental Programs
Vasiljevic, Lois B.A. '62; M.A.T. '65 Indiana University.	Russian	Weerts, Sally M.A. '76, University of Kansas; '75 Registered Dietitian, American Dietetic Association; B.S. '73, Mankato State University.	Coord./Dietetic Assistant Program
Vaughan, Doran M.A. '77, Seattle University; B.A. '72, New Mexico Institute of Mining and Technology.	Counseling	Wells, Edith M.A. '72, University of Northern Colorado; B.A. '47, Colorado State College.	Office Occupations
Valliant, Martha B.S. '52, Lewis and Clark College; M.A.M '64, Columbia University.	Nursing	West, Mason A.A.S. '75, Anchorage Community College.	Electronics Technology
Vankooten, Marjorie R.N. '49, St. Joseph's Hospital School of Nursing, B.A. '58, Calvin College.	Practical Nursing Education	Weyand, Kenneth B.S. Voc-Tec '69; M.Ed. Voc-Tec. Ed. '71, Airframe & Power-plant License '68.	Aviation Maintenance
Veltre, Douglas Ph.D. '79, M.A. '73, University of Connecticut; B.A. '70, Brown University.	Anthropology	Weyland, Constance B.S. '71; M.S. '72, California State University.	Nursing
Vercella, Kit M.A. '72, San Diego State University; B.A. '70, UCLA.	Economics	Williams, Brian A.A.A. '78, Anchorage Community College.	Electronics Technology
Wakefield, Logan A.A. '71, Anchorage Community College.	Electronics Technology	Williams, Charles Airframe & Powerplant Certificate '64, Northrup Institute of Technology.	Chairperson/Aviation Maint.
Warren, Garlyn R. M.S., '78, University of Alaska; Certified Data Processor '67, B.S. '64, University of California.	Computer Information Systems	Williamson, John B.A. '50 Washington State.	Music
		Winey, Carol J. M.Ed. '71, University of Alaska; B.S. '52, Iowa State University.	Coord./Home Economics

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## AFFIRMATIVE ACTION STATEMENT

It is the policy of the University of Alaska to provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended. Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans Readjustment Assistance Act of 1974, the Age Discrimination Acts of 1974-75, and Alaska Statute 18.80.220. Inquiries regarding application of these and other regulations should be directed either to the Statewide Affirmative Action Officer of the University of Alaska; the Office of Civil Rights, Department of Education, Washington, D.C.; or to the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C.

# Student Services

## COUNSELING & TESTING:

Many services are provided through the Counseling and Testing Center. A few are listed below. For more information about these and other services, contact the center by phone—263-1570 or in person in Building K.

**PROGRAM PLANNING:** Students are given help in selecting appropriate degree programs, short and long-term planning, assessment of academic potential, personal interests and present skill levels.

**PRE-ADMISSION COUNSELING:** Determining how college fits with individual goals is stressed. Help with the decision making process and steps for admission to college is also given.

**TRANSFER COORDINATION:** Help is given students considering transfer to a four-year college or other training institutions. Information on transferability of credits, course requirements and other factors involved in the transition from one institution to another is emphasized.

**CAREER DEVELOPMENT:** Students receive help in determining career opportunities, self-evaluation of interests and aptitudes and realistic career choices.

**PERSONAL COUNSELING:** Crisis intervention and short-term personal counseling services are provided. Developing self-awareness and planning to deal with personal problems are stressed.

**TESTING:** National and local tests cover a broad spectrum. Contact the Center for specific tests, dates, application procedures, etc.

**DISABLED STUDENT SERVICES:** Information regarding accessibility and specialized services for disabled students may be obtained at the Center. Specialized services may include tutoring, readers for the blind, notetakers, interpreters for the deaf, or other individualized aides to learning which will insure that the disabled student's educational experience is complete.

## STUDENT ORIENTATION SERVICES (SOS)

Commonly referred to as S.O.S., this Office provides an important service for Alaska Native and American Indian students. Although an "open door" policy is maintained for all students, special emphasis is placed upon assisting the Native student with course scheduling, registration forms, financial aid, food coupons, housing, transportation, child care, activities, survival skills, and math and English tutoring.

In addition, students using the services of S.O.S. may avail themselves of any services provided by the Counseling and Testing Center.

For more information about the special orientation hosted by S.O.S. each semester, or any other services, call 263-1570 or come by the Counseling and Testing Center.

## THE WOMEN'S CENTER

Under the direction of the ACC Counseling and Testing Center, the Women's Center provides opportunities to help women and men realize their full potential; to do the catching up that years of working only in the home or in static occupations have made necessary; to gain upward mobility in job situations; and to pursue enriching educational interests for greater personal fulfillment.

Workshops, seminars and brief luncheon sessions are held regularly on topics of current concern to the returning student or working women and men. With the assistance of other ACC departments, short courses are also offered.

The Women's Center is in Building K and can be reached by calling 263-1570.

## FINANCIAL AID

Wondering how you can afford to go to college? A number of options are available for financial aid. The state and federal governments, the college, and many local groups contribute funds for financial assistance to eligible students. Applications, information, and assistance in completing the required forms are available in the Financial Aid Office. Phone: 263-1586. Location: Room 101, Building K. Hours are 9 a.m. to 5 p.m. Monday, Thursday and Friday, and 9 a.m. to 7 p.m. on Tuesday and Wednesday.

**ELIGIBILITY.** Financial aid is not restricted to low-income individuals. Eligibility is determined by a careful assessment of each student's financial situation, taking into account the family's income, assets, debts, number of family members and estimated cost of attending college. To be eligible for financial aid, you must:

1. be a U.S. citizen or permanent resident
2. be enrolled for at least six credits per semester in a program leading to a degree or certificate
3. demonstrate financial need as assessed by the Financial Aid form
4. complete the Financial Aid Application and submit it to the Financial Aid Office
5. be capable of maintaining academic progress.

**SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS.** Students receiving either state or federal aid are required to maintain satisfactory academic progress. Satisfactory progress is defined as completing the number of credits awarded with a 2.0 GPA. Failure to meet the minimum academic progress standard will render the student ineligible for further financial aid.

**TYPES OF FINANCIAL AID:** Three kinds of financial aid are available — loans, grants or scholarships, and part-time employment.

**LOANS:** Loans must be repaid. Student loans generally have low interest rates, between five and nine percent. In most cases, repayment begins six to twelve months after study has concluded.

1. Alaska State Student Loan (ASSL). Any full-time student who is a two-year resident of the State of Alaska and has a high school diploma or the equivalent is eligible to apply for an Alaskan Student Loan. Undergraduate students may borrow up to \$6,000 each year to pay for educational expenses. These loans are not need-based and are submitted to the Post Secondary Commission Student Loan Office in Juneau.
2. National Direct Student Loan (NDSL). The National Direct Student Loan program is available to students enrolled at least half-time. An undergraduate may borrow up to \$6,000 for study toward a bachelor's degree or \$3,000 for the first two years of study.
3. Nursing Student Loans and Scholarships (NSLS). The Nursing Student Loan and Scholarship programs are available to students enrolled at least half-time in the two-year Registered Nursing program. Eligible students may receive a scholarship of up to \$2,000 each academic year, and may borrow up to \$2,500 each academic year, with a maximum amount of \$10,000.
4. Guaranteed Student Loan (GSL). The Guaranteed Student Loan program enables students to borrow directly from lenders to finance educational related expenses. These loans are made by local lending institutions and insured by the United Student Aid Funds, Inc. An undergraduate or graduate student enrolled at least half-time may apply for USAFI loan. Undergraduates may borrow a maximum of \$2,500 for each academic year. The maximum to be borrowed is \$7,500.
5. Emergency Loan Fund (ELF). Short-term loans are available to students whose financial need is modest and temporary. A full-time student may borrow up to \$100 for 30 days depending on availability of funds.

**GRANTS OR SCHOLARSHIPS:** Grants and scholarships are not repaid. Scholarships are usually awarded for academic achievement or talent; grants are awarded on the basis of financial need.

1. Alaska State Educational Incentive Grant (SEIG). The Alaska State Educational Incentive Grant program provides grants to eligible students enrolled in under-graduate programs at in-state and out-of-state post-secondary institutions. Grant awards range from a minimum of \$100 to a maximum of \$1,500, depending on financial need. Applications are available at the Financial Aid Office and are submitted to the Post-secondary Commission, SEIG Program Administrator in Juneau.
2. Basic Educational Opportunity Grant (BEOG). The Basic Grant program provides funds to eligible students attending post-secondary institutions on at least a half-time basis. Basic Grants range from \$126 to \$1,670.
3. Supplemental Educational Opportunity Grant (SEOG). This Supplemental Educational Opportunity Grant program is restricted to students enrolled for six credits or more. SEOG awards range between \$200 and \$2,000 each year.

4. Bureau of Indian Affairs (BIA). The Bureau of Indian Affairs provides grants to eligible full-time students. Applicants must be at least one-fourth Alaska Native or American Indian. For further information, contact the local BIA area office or Native regional corporations.

Students interested in applying for scholarships should contact the Financial Aid Office for information concerning deadlines, eligibility, and applications. Special scholarships are available for women. Listed below are some scholarship areas available to all Anchorage Community College students:

Academic Excellence	Medical Careers
Art	Music
Aviation	Nursing
Business	Police Administration
Computer Technology	Secretarial
Dental Hygiene	Surveying
Home Economics	Vocational

**PART-TIME EMPLOYMENT;** Part-time employment may be either on or off-campus. Work schedules are flexible and can accommodate a student's class schedule.

**College Work Study (CWSP).** The College Work-Study program provides part-time job opportunities for students who have financial need and who wish to earn a part of their educational expenses. Students enrolled at least half-time may apply. The program coordinates jobs on or off campus with public or private non-profit agencies.

#### VETERANS AFFAIRS

Anchorage Community College is an approved institution qualified and equipped to provide training to veterans, eligible dependents and service personnel using Veterans Administrations Educational benefits (G.I. Bill).

Qualified persons planning on using their G.I. Bill while attending Anchorage Community College must contact the campus Veterans Affairs Office for the appropriate applications, forms, pamphlets, and current information. Qualified Veterans should inquire about V.A. Supplemental programs such as work study and tutorial assistance.

Public Law 94-502 requires that all colleges approved for veterans monitor attendance and progress on all students receiving veterans benefits. In compliance with this requirement, all persons receiving veterans benefits must fulfill the requirements listed below:

- 1.) **SATISFACTORY PROGRESS.** Veterans and eligible persons who fail to maintain a 2.0 Grade point average for any semester will not be considered to be making satisfactory progress. Veterans and eligible persons not making satisfactory progress will be placed on probation for the succeeding semester or the next semester he/she attends. Failure of the veteran or eligible person on probation to earn a 2.0 GPA for that semester will be reported to the Veterans Administration as not making satisfactory progress. This action may terminate further educational benefits.

# Student Services

2.) MONTHLY ENROLLMENT VERIFICATION. Veterans and eligible persons must come in to the campus V.A. Office by the 15th of each month to verify attendance in writing. Failure to verify attendance by the 15th of each month will result in the termination of educational benefits.

3.) ADDS/DROPS, CHANGES. Veterans and eligible persons are required to inform the campus V.A. Office of any changes, E.G., adding or dropping a class, withdrawing from school, change in address or dependents. Veterans or eligible persons who drop classes or withdraw from college may be charged with an overpayment by the Veterans Administration.

4.) TRANSCRIPTS. Veterans and eligible persons with previous college/university training are required to have transcripts from the other schools on file with the Office of Admissions and Records. It is the responsibility of the student to request transcripts.

## PLACEMENT

The Placement Office serves as a link between the students and the professional community. The emphasis is on helping students find temporary jobs while in school and on placing them in permanent positions once they graduate. This provides students with the opportunity for job experience and employers with a chance to draw trained personnel to their operation.

Applicants must be enrolled ACC students or ACC graduates.

Interested students should consult the "job board" located at the east entrance of Building K for available positions. Further information regarding job descriptions or opportunities can be obtained by calling 263-1918 or stopping by the Placement Office, Building K, Room 101. Hours are 9 to 5 on Monday through Friday, and 9 to 7 on Tuesday and Thursday.

## PUBLIC SAFETY

The goal of campus police is to ensure all persons free and safe access to the College and prevent the occurrence of disruptive behavior. To accomplish this, the Campus Police Department patrols both UAA and ACC facilities with uniformed campus police officers and part-time student police aides.

Students, staff and visitors should contact the Department, located in Building A, to report crimes committed in the vicinity or to seek help for any of various public assistance problems, including:

First Aid	Lost and found
Emergency messages	Handicapped parking permits
Personal escorts	Parking complaints
Notary public	Lost animals on campus
Unsafe traffic problems	Assistance in locating a student
Telephone directory info.	Parking lot congestion
Smoking and non-smoking areas	Fire, safety or environmental problems

Common problems arise each semester which cause substantial inconvenience to those who are unaware of several precautionary regulations established by the College. The following is a brief summary of Campus Police regulations.

**CAMPUS PARKING.** Lots have space for more than 1,000 automobiles and are free for student use. However, motorists attempting to find convenient parking during optimum class times may have to park across campus and should allow time to walk the additional distances. All campus lots are paved, lighted and patrolled.

Vehicles parked in restricted areas will be ticketed and may be impounded at a cost to the owner of \$50 or more. College traffic tickets are paid in the District Court and may appear on a student's Alaska Driving record. The Department reminds students to be courteous to their fellow commuters.

**HANDICAPPED PARKING.** Students are urged to be aware of areas designated as handicapped parking spaces. Available in each lot on the ACC campus, spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of students with physical impairments.

Motorists who park illegally in handicapped spaces will receive a traffic citation under the municipal code and will be fined \$50. Offending vehicles are also impounded and removed by Alaska Towing and Wrecking for safekeeping.

**SPEED LIMITS.** Campus speed limits are set at 20 mph. Radar and marked patrol cars are used to ensure safety and compliance with the posted speed limits.

## CAMPUS REGULATIONS

**NO-SMOKING AREAS.** The Alaska state legislature recently passed a law which prohibits smoking in public buildings, classrooms and sports facilities. Smokers should be aware that these locations are "no-smoking" areas; however, authorized smoking areas may be found in each building near posted, green and white "Smoking Area" signs. The College endorses Alaska's "no-smoking" law and asks all concerned to respect individual rights to health and the personal privileges of others.

**ALCOHOL AND CONTROLLED SUBSTANCES.** Possession use or sale of alcohol or other non-prescription drugs, including marijuana, is prohibited on the campus.

**EMERGENCIES AND FIRST AID.** Emergency messages may be transmitted and first aid treatment received by contacting the campus Switchboard or the patrol office of the Campus Police Department anytime the College is open for public use. Unsafe conditions, such as those encountered during winter, and injuries sustained should be reported to the patrol supervisor at 263-1120.

**LOST AND FOUND** Each academic year, students and visitors lose personal property valued in excess of \$50,000 on the ACC Campus. A centralized "lost and found" property storage area is maintained in the Campus Police Office for the convenience of the student body. Students wishing to report an item of lost property or to recover found property should contact an officer or an aide for assistance. Property turned in by the finder is returned to the finder after 90 days if not claimed.

## CAMPUS CENTER

Visitors will get a good introduction to campus life at the Campus Center. The Center's primary function is to serve the extracurricular needs of both Anchorage Community College and the University of Alaska, Anchorage.

### HOURS OF OPERATION

During the regular academic year when classes are in session, the Campus Center is open during the following hours:

Monday — Friday: 7:30 a.m. - 11:00 p.m.  
Saturday: 8:30 a.m. - 4:30 p.m.  
Sunday: 12:00 noon - 5:00 p.m.

**CAMPUS CENTER SERVICES:** Within the Center, students and staff will find any of the following facilities and services available:

- \*Typing room
- \*Computer Terminal Area
- \*Lockers for short-term rental
- \*TV and Videotape viewing area
- \*Student government and clubs area
- \*Reading lounge, featuring current magazines and newspapers
- \*Game room with pool tables, air hockey, pinball and ping pong tables
- \*Outdoor recreation equipment, including backpacks, tents, sleeping bags, and cook kits for short-term rental
- \*Ride board, Book Exchange board, and Housing board, as well as bulletin boards for ACC and UAA student governments and activities

An **INFORMATION DESK**, located on the upper level of the Center, serves as a message and referral center as well as a source of general information. In addition, it also provides the following services:

- \*People Mover Discount bus passes (currently enrolled students)
- \*Discount ski passes for Alyeska (students)
- \*International student identification cards (full-time students in college and high school)
- \*Photo identification cards (students, employees, and P.E. Facility users)
- \*Various sundry items, such as stamps, paper, candy, soap, etc.
- \*Free or low-cost tickets to student activities, cultural events and performances

- \*Variety of games, playing cards, etc. (students)
- \*Information files on services and resources available in the Anchorage area, including health services, public service agencies, day care centers, etc.

The Information Desk is open:

Monday — Friday: 8:00 a.m. - 10:00 p.m.  
Saturday: 8:30 a.m. - 4:30 p.m.  
Sunday: 12:00 noon - 5:00 p.m.

The Campus Center sponsors regularly scheduled entertainment including parties, fairs, concerts, dances, speakers, workshops and special events. Weekly and monthly calendars of scheduled events are published: For more information, contact the Campus Center Office at 263-1215.

**AN ART GALLERY AND EXHIBIT AREA:** is located on the upper level of the Campus Center, adjacent to the administrative offices. Open throughout the year, it features local artists (including students), traveling displays, and exhibits. Receptions are held for the artists on the opening day of each exhibit. Gallery hours are available by calling the Campus Center Office at 263-1215.

**CONFERENCE ROOMS** in the Center are available for use by all recognized campus organizations and must be scheduled in advance with the Scheduling Office (refer to the section on Facilities Scheduling and Regulations for directions).

**FOOD SERVICE** is also provided through the Center. Equipped with a large dining area, the cafeteria can cater banquets for up to 400 people. The Pub, a popular auxiliary dining room, serves pizza, deli sandwiches, chicken, and salads. It also has provisions for lighting and sound systems for small musical groups and productions.

A **STUDENT ARTIST** is employed by the Center to produce posters, banners, flyers, and signs. On occasion, the artist has time to honor requests from student clubs, organizations, and on-campus departments. Estimates should be requested in writing, and completion dates will be given at the time of the estimate. Contact the Campus Center Office at 263-1215 for more information.

## STUDENT DEVELOPMENT

### LEADERSHIP OPPORTUNITIES

At ACC, students have many opportunities to participate in leadership experiences and to contribute to decision-making at various institutional levels through both formal and informal means. These include working in the student self-government structure, forming and leading clubs and organizations, initiating and participating in special projects, and serving as student members of representatives to various policy-making and advisory bodies on campus.

# Student Services

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## STUDENT CLUBS AND ORGANIZATIONS

The existence and structure of specific student organizations changes with the needs of students. While certain groups remain active for long periods of time, some gradually phase out and others form to take their place. Contact the ACCSA Office or the Office of the Director of the Campus Center/Student Development for more information on student clubs and organizations.

## STUDENT GOVERNMENT

For the last two years, the representative organization of the ACC student body has been the Anchorage Community College Student Association (ACCSA). This organization was formed to promote the educational and general welfare of the students, to broaden their perspective through the establishment of a self-governing structure, to act as a unifying factor and student voice, and to help formulate policies and procedures concerning overall college life.

ACCSA has been a member organization of the Alaska Statewide Student Association (ASSA), and through its representative has lobbied the legislature for funding for campus improvements, such as landscaping, dormitories, expansion of the state loan program, facilities for the handicapped, and more classroom and library space.

At the campus level, ACCSA has sponsored scholarships based on academic excellence, funded a student newspaper, provided free legal counseling for ACC students, purchased equipment for student use on campus, sponsored a variety of parties and concerts, and co-sponsored various programs with the UAA student association. It has been involved in the continuing attempt to obtain a beer and wine license for the Pub, and has passed various resolutions, including one calling for the establishment of a Black Studies program on campus. Two specific functions are to recognize, coordinate and support student club and organizational activities and to oversee the appointment of student representatives to various college committees and boards.

Opportunities exist for students to participate in committees, boards and ad hoc work groups and thus to influence the decision-making process at local and state levels. Student representative positions include: Statewide Assembly, Statewide Planning Council, ACC Administrative Council, Special Events Committee, Publications Board, UAA/ACC Bookstore Committee, ACCFT Executive Board, Instructional Advisory Council, Facilities Planning Committee, and Campus Center Advisory Board. All interested students are encouraged to participate formally or informally in the governing process.

For more information, students should check with the ACCSA Office, upstairs in the Campus Center, or call 3-1220.

## STUDENT RIGHTS AND RESPONSIBILITIES

Anchorage Community College is a unit of the University of Alaska System and, as such, its students are subject to the policies and regulations adopted by the University of Alaska Board of Regents.

The rights of free speech and peaceable assembly being fundamental to the democratic process, the University supports the rights of students and other members of the University community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or as organized groups, members of the University community are expected to conduct themselves responsibly and to respect the basic educational goals of the University.

Accordingly, the University insists that free expression be such that the rights of others are not violated. Deliberate disruption of educational processes and functions of the University could constitute such a violation. The University subscribes to the principles of due process and fair hearing on student grievances.

Anchorage Community College has specific policies and regulations governing student conduct while enrolled. These policies and regulations are available from the Office of the Campus Center/ Student Development, in the Campus Center, Room 233.



## ADMISSIONS, RECORDS, AND REGISTRATION

**OFFICE OF ADMISSIONS AND RECORDS:** Located in Building I, this office provides the following services to students from 9 a.m. to 4:30 p.m. Monday through Friday:

- Copies of transcripts
- Add/Drop service for classes
- Applications for admission
- Applications for graduation
- Academic petition forms
- Course schedule information
- Campus maps and catalogs
- Registration
- Transfer credit evaluation

The Office of Admissions and Records also maintains an evening Information Desk in Building K to provide these same services to ACC evening students. This Information Desk is open Tuesday and Wednesday from 4:30 p.m. to 7 p.m.

**ATTENDANCE:** Normal attendance is expected in all classes. Students are responsible for class work even if there are legitimate reasons for absence.

**FOR NORMAL SEMESTER LENGTH COURSES, THE TEACHER MAY WITHDRAW A STUDENT FOR NON-ATTENDANCE WHEN ABSENCES EXCEED THE NUMBER OF TIMES THE CLASS MEETS PER WEEK.** Faculty-initiated withdrawals are permitted up to the end of the 3rd week of instruction. Departments may have exceptions to this policy.

**STUDY LOAD:** Students may register for a maximum of 18 semester hours of credit during the fall and spring semesters, and 15 semester hours during the summer semester. Students wishing to enroll in additional credits must submit an approved overload petition signed by the appropriate department 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.

## COURSE EXPECTATIONS

It is to be understood that academic credit is not awarded simply for occupying a class seat for sufficient time. There must also be evidence of an acceptable level of performance relative to class expectations. The academic expectation is that to successfully complete the work required for each 1 credit hour lecture class, 2 hours of out-of-class preparation time is also customarily demanded. For example, a 3 credit hour lecture class normally meets 3 hours per week and requires an additional 6 hours of academic work per week, totaling 9 hours of work expected for that '3 hour' course per week. Lab course requirements differ.

## PLAGIARISM

Anchorage Community College assumes that all students are honest and are enrolled to improve their levels of knowledge, skill, and understanding. Evidence of cheating in the form of taking credit for someone else's work is grounds for failure or dismissal, or both.

## HOURS:

### U. of A. ACADEMIC POLICY REQUIRES:

lecture/discussion classes - 840 minutes (or 14 clock hours) of contact time is required to award 1 credit hour.

lecture/laboratory classes - 1680 minutes (or 28 clock hours) of contact time is required to award 1 credit hour.

other lab type course which require little or no out-of-class preparation by the student require 2520 minutes (or 42 hours) of instruction to award 1 credit hour.

**NOTE:** No more than 1 credit hour may be awarded for academic work occurring within one week's time (even though more than required contact time occurred during that week, and one credit may not be compressed into less than three days.)

## COURSE NUMBERING SYSTEM

The courses offered are described on the following pages and are listed alphabetically by discipline.

Non-credit courses are numbered 000-049. They do not apply towards an associate degree and are not considered transfer credit courses. They cannot be converted to credit courses and carry no grade points.

Courses numbered 050-099 are credit courses designed as remedial or pre-college level courses. Some may be used towards Associate of Applied Science degree or technical certificates, but they do not transfer to baccalaureate programs, or to the new AA degree.

College transfer credit courses, numbered 100 and 200, are applicable to baccalaureate degrees.

Courses following each other in sequence will be numbered in sequence, i.e., History 101/102. In a sequence, the first course is generally a prerequisite for the second.

Courses numbered 100 and 200 in the various degree programs are freshman and sophomore courses.

ACC expects students to demonstrate learning skills commensurate with the appropriate course level. 100 level courses generally demand learning basic concepts, while 200 level courses require increased sophistication in the ability to extract, summarize, evaluate, and apply relevant class material.

Classroom expectations commensurate with 100 and 200 level courses are as follows:

100 Levels: Acquire and assimilate knowledge

Prerequisites: often none

Class Participation: relate information to own experience and knowledge base

Literacy Skills: utilize library for assigned short topical papers; use basic rules of structure to create clear, coherent essays if applicable

# Academic Regulations

**Practical Skills:** participate in and profit from class exercises and demonstrations

**Professional Level:** acquire the basic concepts and attitudes in the disciplines studied

**200 Levels:** Summarize and supplement knowledge

**Prerequisites:** 1 or more classes in field or developing interest in the area

**Class Participation:** supplement class presentations with information via discussion and reading

**Literacy Skills:** collect and organize material from multiple sources on a specific topic; create clear, coherent, organized and structured term papers if applicable

**Practical Skills:** participate in and profit from laboratory and experiential class material

**Professional Level:** extension of basic concepts and attitudes in the disciplines studied.

**SPECIAL OR RESERVED NUMBERS:** Courses identified by numbers ending in 92 are seminars. Those ending in 93 or 94 are special topics courses. Courses ending in 97 are independent studies. Courses identified with these numbers may be offered at any level (i.e., 093, 197, 294), at the discretion of each department.

## CREDIT BY EXAMINATION

Students with experience acquired outside the conventional college classroom have an opportunity to demonstrate college-level achievement through this process. Successful completion of the credit by examination process enables a student to receive college credits which can be used toward graduation at Anchorage Community College. There are three ways to receive credit by exam.

1. **COLLEGE LEVEL EXAM PROGRAM (CLEP).** This process allows a student to take a national test in a general subject area and to receive a specified number of credits with an acceptable score. Tests are given several times a year.

Credit for the CLEP General Examinations will be awarded currently enrolled students or to those students who have previously taken courses at an Anchorage Community College unit which resulted in the establishment of an official record at the Office of Admissions and Records.

### A. Credit for CLEP General Exams:

- |                                   |  |
|-----------------------------------|--|
| 1. English Composition            | No Credit  |
| 2. English Composition with Essay | 3 credits of ENGL 111 with a minimum of 500 score. |
| 3. Math                           | 3 credits for 500 score                            |
| 4. Natural Science                | 6 credits for 500 score                            |
| 5. Humanities                     | 6 credits for 500 score                            |
| 6. Social Science/History         | 6 credits for 500 score                            |

### B. Credit for CLEP Subject Exams:

For each examination, the appropriate department, with approval of the Dean of Instruction, will determine the amount of credit awarded and the way in which that credit will apply e.g.; credit for a particular course, elective credit, no credit. Admissions and Records will transcript this credit.

2. **CHALLENGE EXAMINATIONS:** This process enables a student to take a locally developed comprehensive examination over a specific subject. Tests are set up with students individually and can be given at the convenience of the student and the testing supervisor. Successful completion of this process allows the student to receive credit for the course.

Credit for Challenge Examinations will be awarded to currently enrolled students or to those previously enrolled students who have taken courses at Anchorage Community College resulting in the establishment of an official record in the Office of Admissions & Records. The following procedures will be used:

1. CLEP examinations will be used when appropriate CLEP exams exist.
2. Each department, with approval of the Dean of Instruction, will identify specific courses for which Challenge Exams will be utilized.
  - A. Courses with numbers below 100 will not be challengeable.
  - B. Only catalog courses may be challenged. Special topics courses, independent study and practicum may not be challenged.

3. **CREDIT FOR PRIOR LEARNING EXPERIENCE:** This process enables the student to receive credit by documenting learning/experience through development of a portfolio identifying the specific learning acquired. The portfolio will include such things as a written statement of learning acquired, letters of reference documenting experience, certificates of achievement, etc. Credit for learning experience is a lengthy process usually requiring several months for completion.

For more specific information about any of the three approaches to receiving credit by examination the student should contact the testing supervisor in the Counseling Center.

## CREDIT FOR MILITARY EXPERIENCE:

**CREDIT FOR MILITARY SCHOOLS AND BASIC TRAINING:** A maximum of 15 semester hours from military schools is allowable towards an associate degree. Six elective credits in physical education will be given for military basic training regardless of the branch of military service. Only basic training with a duration of six weeks or longer will receive credit.

**CREDIT FOR MILITARY OCCUPATION SPECIALTIES:** Students may receive credit for their military occupation speciality in accordance with our participation in Servicemen's Opportunity College. A student wishing to receive credit for a MOS must currently be holding the position and have taken at least one course at Anchorage Community College and 12 credits in the University of Alaska Statewide System. Applications may be made for the non-traditional credit evaluation (life experience) process to have competencies evaluated and equated to college credit. Credit for the MOS cannot duplicate credit from military service schools. Credit will be based on American Council on Education recommendations.

**S.O.C. SERVICE MEMBERS OPPORTUNITY COLLEGE** allows military personnel to finish associate degree programs without losing credits as they transfer in their military careers. Contact the Counseling and Testing Center for details.

**DANTES (USAFI) Examinations:** Credit may be awarded for Defense Activity for Non-traditional Education Support examinations with appropriate department approval. These were formerly known as Examinations of the United States Armed Forces Institute (USAFI).

## 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. To insure the privacy of student records, the College releases information to agencies off-campus only upon written permission of students. Records are available for legitimate on-campus professional use on a need-to-know basis.

**TRANSCRIPTS:** Official transcripts are available from the Office of Admissions and Records at \$2 per copy. Please allow two weeks for transcript requests. Additional delays may be encountered during the high demand periods at the end of each semester. 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 Anchorage Community College and are not reissued or copied for distribution. Transcripts will not be released for students who have unpaid college debts.

## CHANGE OF STUDENT RECORDS

Students must petition for approval of any change in academic regulations. Students should contact the Degree Certification officer in the Admissions and Records Office about petition procedures.

**NOTE:** It is the department director of the discipline being petitioned who will approve or disapprove a petition, not the department director of the program under which the student is graduating.

Petitions can be submitted for:

1. Waiving 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 and not violating the integrity of national standards in record keeping.

Petitions cannot be submitted for:

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, is required for an associate degree.
3. Grade Point Average: A grade point average of 2.00 (C) or higher is required for graduation.

4. Transcript/Permanent Record changes that involve:
  - a) grade changes except as outlined in "Change of Grade" policy.
  - b) Deletion from the permanent record, except for erroneous entries.
  - c) Changes in number of credits for courses in which the credits awarded have been increased since the student completed the course.
  - d) Changing department for cross-referenced courses.

**CHANGE OF GRADE POLICY:** Grades submitted by the faculty, other than incompletes or deferred, 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 teacher 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.

**AUDIT:** Grades cannot be changed to audit since the AU designation is a registration status. AU is not included among the grade options for teachers to assign.

**INCOMPLETE:** Incompletes remain on the permanent record until the work is submitted by the student and the change of grade is forwarded from the teacher, through the department director, to the Office of Admissions and Records. Work must be completed and the change submitted within one semester from the time the I was awarded. Otherwise, the incomplete grade will automatically be converted to NC, no credit given.

Incompletes may be changed to any of the following grades: A,B,C,D,F,P,NC. They cannot change to a W.

**CHANGE OF NAME POLICY:** Students desiring name changes on their academic records should report the changes to the Director of Admissions and Records. Reasonable proof of the change should be provided.

## ADD/DROP POLICY

**ADD (\$2 per course)**

**SEMESTER LENGTH COURSES:** Students can add a course up to the end of the third week of instruction. Teacher and department director signatures are required after the first week.

**SHORT COURSES:** Students can add a course up to the end of the first week of class.

Students are not permitted to attend classes without a valid registration receipt.

**DROP (\$2 per course)**

**SEMESTER LENGTH COURSES:** Students can drop a course up to the end of the 12th week of instruction. Teacher signatures are required after the third week.

**SHORT COURSES:** Students can drop a course during the first half of the course. Teacher signatures are required after the first week.

Drops enacted during the first two weeks of the semester are not reflected on the students' permanent records, and the students' names will appear on subsequent class lists as a "drop".

# Academic Regulations

**AUDIT:** An auditor is a student taking a credit course for no credit. Students may audit courses by specifying this intent at registration and paying the standard credit fees. Course work and examinations are not required, and there are no grades or credits awarded. Students who audit are subject to the same attendance requirements as credit students.

**CHANGES FROM AUDIT TO CREDIT OR CREDIT TO AUDIT MUST BE COMPLETED BY THE END OF THE THIRD WEEK OF THE SEMESTER (OR THE END OF THE FIRST WEEK OF LESS THAN SEMESTER LENGTH COURSES.)**

## GRADE APPEAL PROCEDURES

**Purpose:** While it is recognized that students are responsible for maintaining standards of academic performance and following procedures established and made known by their instructors and the university, they should have protection against evaluation which they feel deviates from those standards or procedures.

**Procedure:** When a student's dissatisfaction results from alleged arbitrary or unfair evaluation, the following procedure will be used:

1. The student should first consult with the instructor in an honest attempt to resolve the situation.
2. If the situation remains unresolved, the student may request a meeting with the appropriate Director within three weeks after the final grade is officially mailed to the student. This request must be in written form (with a copy to the appropriate faculty member) clearly setting forth the reason for disputing the grade

The Director, serving in a mediating capacity, shall make known the results of the meeting in writing to the student (with a copy to the appropriate faculty member) within one week after receiving the written request.

3. If the issue is still unresolved at the Director's level, the student has one week, after receiving the Director's response, in which to appeal to the Dean of Instruction in writing. All relevant documents will then be forwarded to the Dean by the Director. The Dean will serve in a mediating capacity to attempt to resolve the situation. The final authority for the grade rests with the instructor.
4. If the student is still dissatisfied at the completion of the above process, the University Grievance Procedure may be used.

## GRADING SYSTEM

**GRADE POINT COMPUTATION.** Your grade point average (GPA) is determined by (1) multiplying the number of credit hours of each course attempted for credit by the numerical value of grade points received for that course (A=4; B=3; C=2; D=1; F,W,AU,P,NC, I, and DF = 0). (2) adding the grade points for all courses, and dividing the total number of credit hours.

**EXAMPLE:**

Course	Credit Hours	Grade	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

total credit hours for GPA = 13; total grade points = 32.

The grade points, 32, are divided by credit hours, 13, to give you GPA = 2.46.

**GRADE MAILERS:** A cumulative record of grades earned is sent to the students's home address after each semester.

- A An honor grade; indicates originality and independent work; a superior mastery of the subject.
- B Very good level of performance but not outstanding; better than average.
- C A satisfactory or average level of performance.
- D The lowest passing grade; indicates work below average quality and performance.
- F Failure. Will count in the grade point average; must be repeated with a satisfactory grade to receive credit toward graduation.
- I Indicates additional work must be completed prior to assigning a permanent grade; may be given for unavoidable absence or other conditions beyond the control of the student when work already completed is grade C or better. After one semester, I grades are automatically changed to NC, no credit given.

Teachers and students must fill out and submit the Notice of Incomplete Grade form listing unfinished requirements to the department director.

- DF For limited use when courses extend beyond the normal semester and require students to work beyond the normal semester. There is no implied delinquency of the student, but change to a permanent grade must be made when the extended period beyond the semester has elapsed.
- P Passing grade on the Pass/No Credit option. It does not count in the G.P.A. Indicates work of C or better.
- NC No credit given. Insufficient student progress and/ or attendance for evaluation to occur.

**W** Withdrawal. 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 3rd week of instruction. The W may not be assigned as a final grade.

**AU** Audit indicates student has enrolled for informational purposes only. AU is a registration status and may not be assigned as a final grade by the teacher. See further explanation below.

**P/NC** 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 intent to use this option with the teacher by the end of the second week of instruction for semester-length courses. For short courses, teachers must be informed of the student's choice to use this option by the end of the first week of instruction.

**CEU** Continuing Education Unit. The CEU is a nationally recognized unit of credit granted for educational experiences that have a ten-contact-hour-per-credit ratio. They are not convertible to degree credit.

**NOTE:** Courses of short duration (for example, seminars, workshops) will be graded on P/NC basis.

## GRADUATION

**REQUEST FOR DEGREE CHECKSHEET:** Students should complete the Request for Degree Checksheet form after having earned approximately 45 credits towards an associate degree. The request must be filed by the end of the sixth week of the semester prior to the semester of graduation. With this time schedule, the Office of Admissions and Records will complete a degree check-sheet prior to the registration date of a student's final semester. Thus, students will know the courses required for graduation and will be able to list them on the required Application for Diploma form.

**APPLICATION FOR DIPLOMA.** Application for diploma is to be made by the end of the sixth week of the semester of graduation. At this time, students should be able to specify which courses will complete their degrees based on their checksheets. All contacts are to be made with the Degree Certification Officer in the Office of Admissions and Records. Students must notify A&R if they will be unable to complete their degrees. See the appropriate deadline dates on the calendar in this catalog.

## GRADUATION, COMMENCEMENT AND HONORS

1. Degrees and certificates are awarded three times a year, following the end of the 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.
2. The responsibility for meeting all graduation requirements rests with the student.
3. The catalog used to determine graduation requirements can only date back five years from the anticipated date of graduation. (Technical programs may require a shorter time limit.)

**GRADUATION WITH HONORS.** Providing they meet the residency requirements, students completing their associate degrees with the following grade point averages receive honors as follows:

Cum Laude	3.5 to 3.79
Magna Cum Laude	3.8 to 3.99
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.

**SECOND ASSOCIATE DEGREE:** In order to receive a second associate degree, a minimum of 12 additional hours beyond the first associate degree must be completed as well as all requirements for the major. As long as the additional 12-hour requirement has been completed, two degrees may be awarded in the same semester.

# Expenses

## Fee Explanation:

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 forty days following the close of late registration or after any change in the student's schedule. Students will be notified by mail of any adjustment.

## Tuition and Fees

### Tuition-Resident:

Total Credits	Tuition
1	\$ 25.00
2	50.00
3	75.00
4	100.00
5	125.00
6	150.00
7	175.00
8 and above	205.00

### Tuition-Non-Resident:

Total Credits	Tuition
1	25.00
2	50.00
3	75.00
4	100.00
5	125.00
6	150.00
7	240.00
8	335.00
9	400.00
10	465.00
11	530.00
12	595.00

## Residence Requirements:

For tuition purposes, an Alaska resident is defined as "any person who has been physically present in Alaska for one year (excepting vacations or other absences for temporary purposes with intent to return) and who declares intentions to remain in Alaska indefinitely". However, anyone who declares residency in another state, votes in another state, or performs any other act inconsistent with Alaska residence must be a non-resident for tuition purposes. Active duty military and their dependents are considered residents for tuition purposes.

## Seniors' Waiver of Tuition:

Alaska residents 60 years of age or older may enroll in any course offered by ACC free of tuition. However, lab fees, special fees, and non-credit fees are not included in the waiver. All applicants for senior citizens' waiver must complete a "tuition waiver request" form.

## Student Activity/Megastructure Fee

The student activity/megastructure fee is a \$16 mandatory fee paid by all students enrolled in 3 credit hours or more. Students enrolled in less than 3 credits may NOT pay these fees.

It is comprised of 3 separate fees:

\$7	Student Activity Fee supports the Anchorage Community College Student Association and its activities. It is optional for students taking 1 or 2 credits.
\$4	Campus Center Use Fee
\$5	Sports Center Use Fee
\$16	Total

Students enrolled only for courses held at Elmendorf AFB, Ft. Richardson or Eagle River may opt to pay the fees if enrolled for 3 or more credits. Senior Citizens enrolled under the Senior Citizens Tuition Waiver Program for 3 or more credits may also opt to pay the fees.

## ACC-UAA Enrollment:

If you register in undergraduate courses at both ACC and UAA, you may pay the \$205 consolidated fee if your credit hour total is eight or more. To benefit from the consolidated fee, you must show the UAA registration receipt to the fee assessor during ACC registration. UAA students enrolling at ACC for 3 or more credits are required to pay the \$7 SAF in addition to the UAA activity fee.

## Administrative Fee:

In some specialized courses, there is an administrative fee charged instead of tuition. There may be other fees assessed for the course in addition to the administrative fee.

## Non-Credit Course Fees:

Classes numbered 001-049 are non-credit. These courses do not meet degree requirements and they may have fees other than the regular tuition.

## Materials and Lab Fees:

For some courses, a fee is charged for consumable materials. The schedule of classes will identify courses for which a fee is charged.

## FEE REFERENCE GUIDE

Add/Drop	\$ 2.00
Administrative	15.00
Application for Admission	10.00
Audit	Per Credit 25.00
Building Use	5.00
CEU Fee	15.00
Credit By Exam	Per Credit 5.00
Lab	Check Schedule
Late Registration	1st Day 5.00
	additional days \$2.00 per day
Non-Credit	15.00
Non-Resident	Per Credit 65.00
Non-Traditional Credit Application	35.00
Non-Traditional Credit	10.00
PE Facility	4.00
PE Facility Use for less than 3 Credits	10.00
Placement File	10.00
Student Activity	7.00
Tuition	Per Credit 25.00
Consolidated	205.00