



**Anchorage  
Community  
College**



 **1983-1984  
CATALOG**



**T**his catalog contains the information you need to plan your courses at Anchorage Community College. Most of the catalog lists and describes current courses. Also included are degree and certificate requirements; specific academic regulations about grades, class attendance, and student records; information about tuition and fees; and descriptions of the many facilities and services. The faculty and administration, their degrees and colleges, are listed at the end.

If you have any questions, contact Counseling Services, located in Building K, or Admissions and Records, located in Building I, on the Providence Avenue campus.

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Published  
by  
**Anchorage Community College  
of the  
University of Alaska**

May 1983

# Anchorage Community College



1983 - 1984

# CATALOG



## NOTICE

This catalog and its contents shall not be construed as a contract between Anchorage Community College and prospective and enrolled students. The catalog is merely a vehicle of information. Although every effort is made to insure its correctness, regulations of the college and its program requirements change from time to time while students are attending Anchorage Community College.

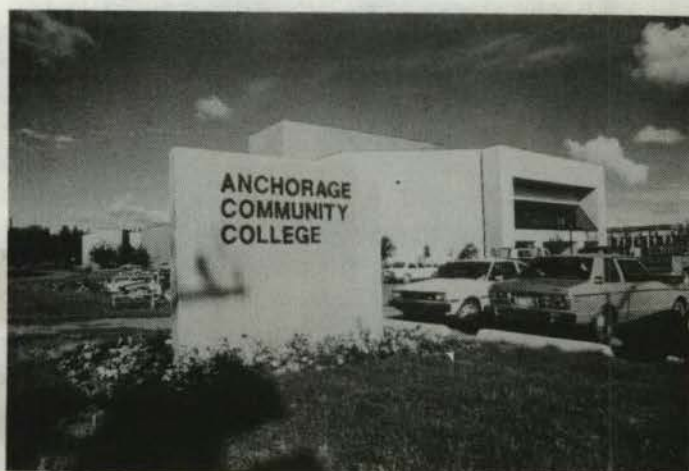
Accordingly, if regulations or program requirements of the Community College in any way conflict with information contained in this catalog, the current regulations and program requirements govern. The College reserves the right to initiate changes in any of its regulations or program requirements. Such changes become effective upon whatever time periods are required by applicable statutes, College regulations, or program requirements. The terms *regulations* or *college regulations* include Board of Regents' Policies and University Regulations.

The College reserves the right to cancel or combine; to change the instructor, time, date, or place of meeting; and to make other revisions in class offerings which may become necessary--and to do so without incurring obligation. The College may discontinue a class whenever attendance falls below budgeted levels.

## SOURCES OF INFORMATION

### Anchorage Community College

<b>Mailing Address</b>	2533 Providence Avenue Anchorage, Alaska 99508
<b>Telephone</b>	(907) 786-1200
<b>General Information</b>	<i>Associate Dean</i> Educational Services Public Information Office
<b>Admissions</b>	<i>Director</i> Admissions and Records
<b>Scholarships, Loans, and Part-Time Employment</b>	<i>Director</i> Financial Aid and Placement
<b>Extracurricular Activities</b>	<i>Coordinator</i> Student Activities and Organizations
<b>Non-Credit and Special Interest Courses; Seminars and Conferences; Continuing Education</b>	<i>Director</i> Community Campus



Anchorage Community College is a major administrative unit of the University of Alaska statewide system of higher education. Under the direction of the Board of Regents, the University of Alaska serves the people of the United States' largest state through university centers at Fairbanks, Anchorage, and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez. Information about the programs of each unit may be obtained from that unit.

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 IV 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 Veteran's Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, 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 University's Affirmative Action Director; 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.

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## 1983 - 1984 ACADEMIC CALENDAR

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### FALL SEMESTER 1983

<b>August</b>	<b>24</b>	Registration
	<b>25, 26</b>	• Continuing students • New and returning students
<b>September</b>	<b>5</b>	LABOR DAY HOLIDAY
	<b>6</b>	Fall semester classes begin
	<b>6</b>	Late registration begins
	<b>16</b>	Last day of late registration
	<b>23</b>	Last day to add classes
<b>October</b>	<b>14</b>	Last day to apply for December diploma
	<b>14</b>	Last day to apply for degree checklist for May graduation
<b>November</b>	<b>23</b>	Last day to drop classes
	<b>24, 25, 26</b>	THANKSGIVING HOLIDAYS
<b>December</b>	<b>17</b>	Fall semester classes end
	<b>23, 24, 25, 26</b>	CHRISTMAS HOLIDAYS
<b>January</b>	<b>30, 31</b>	NEW YEAR'S HOLIDAYS
	<b>1, 2</b>	

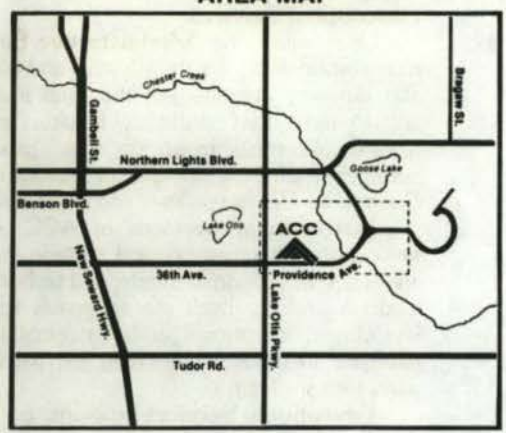
### SPRING SEMESTER 1984

<b>January</b>	<b>9</b>	Registration
	<b>10, 11</b>	• Continuing students • New and returning students
	<b>23</b>	Spring semester classes begin
	<b>23</b>	Late registration begins
<b>February</b>	<b>3</b>	Last day of late registration
	<b>10</b>	Last day to add classes
<b>March</b>	<b>2</b>	Last day to apply for May diploma
	<b>2</b>	Last day to apply for degree checklist for August graduation
	<b>30</b>	SPRING SEMESTER RECESS
<b>April</b>	<b>13</b>	Last day to drop classes
<b>May</b>	<b>5</b>	Spring semester classes end
	<b>11</b>	Commencement

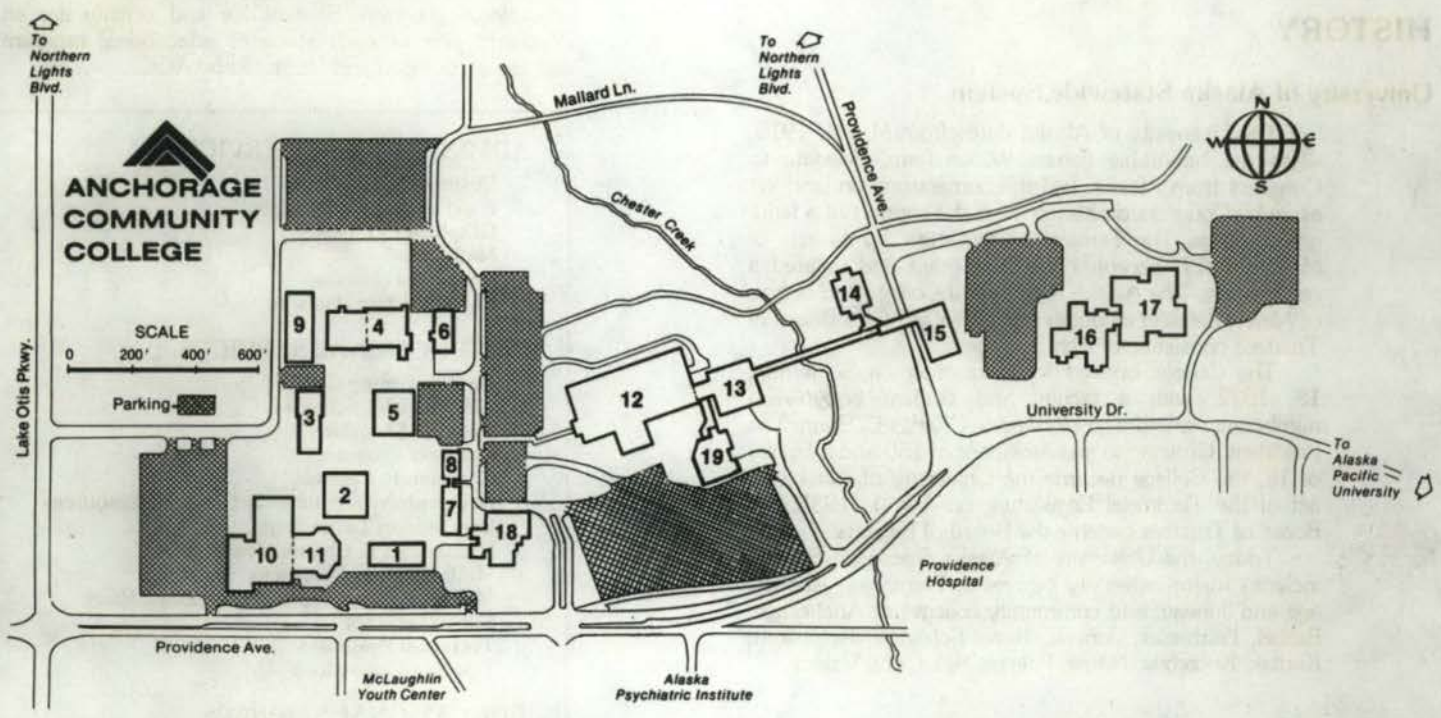
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*The College reserves the right to make necessary changes in the Academic Calendar.*

AREA MAP



CAMPUS MAP



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
I	8		Applied Science Building (1983)	18	
J	9		UAA/ACC Bookstore (1983)	19	
K	10				



# GENERAL INFORMATION

## HISTORY

### University of Alaska Statewide System

The University of Alaska dates from May 4, 1915, when the honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land set aside by Congress on March 4 for the support of a land-grant college. The Territorial Legislature, by its acts of May 3, 1917, accepted the land grant and created a corporation, *The Alaska Agricultural College and School of Mines*, defining its duties and providing for a Board of Trustees consisting of eight members.

The College opened for instruction on September 18, 1922, with a faculty and student body each numbering six and The Honorable Charles E. Bunnell as President. Growing to an enrollment of 150 and a faculty of 18, the College became the University of Alaska by act of the Territorial Legislature on July 1, 1935; the Board of Trustees became the Board of Regents.

Today, the University of Alaska Statewide System includes major university centers at Fairbanks, Anchorage and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez.

### Anchorage Community College

Anchorage Community 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.

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 curricula were developed for both full and part-time students. Today, Anchorage Community College offers certificates and degree programs, as well as enrichment courses, to approximately 11,000 students each semester.

## ADMINISTRATIVE ORGANIZATION

Anchorage Community College is operationally organized into three divisions reporting to a Chancellor: **Administrative Services, Instructional Services, and Educational Services.**

Units within the **Administrative Services** division have responsibility for the effective and efficient business and auxiliary operation of the total institution. These units ensure that students, faculty, and staff work toward accomplishment of their goals within the parameters of the University of Alaska and Anchorage Community College policies and procedures.

**Instructional Services** at ACC anticipates and reflects the changing political climate, educational and social needs, economic trends, and technological growth. Courses and programs are accessible to adults regardless of age, educational levels, or disabilities and include alternate methods of teaching to match the different ways humans learn.

**Educational Services** programs act in concert with the Instructional Services to support each student's educational activities. These programs focus on a student's successful entrance into and completion of an educational program. Student life and activity are an important part of each student's educational program and are encouraged and facilitated by ACC.

### ADMINISTRATIVE SERVICES

- Business Office
- Food Service (Production)
- Graphics
- Mailroom
- Bookstore (Liaison)
- Physical Plant (Liaison)

### INSTRUCTIONAL SERVICES

- Adult Learning Center
- Allied Health Sciences
- Aviation Programs
- Business Programs
- Community Campus
- Developmental Studies & Learning Resources
- Engineering Technology
- Humanities & Communications
- Math & Natural Sciences
- Military Programs & Chugiak/Eagle River
- Social Services
- Technical Programs
- Telecommunications

### EDUCATIONAL SERVICES

- Admissions & Records
- Campus Center
- Counseling Services
- Financial Aids/Placement
- Performing Arts Center
- Public Information
- Public Safety
- Student Activities
- Veteran Services

## MISSION AND GOALS

As part of Anchorage Community College's strategic process, the following **Special Mission and Goals** are to be realized within the next eight years:

### Special Mission

Anchorage Community College shares in the overall mission of the University of Alaska. Its unique mission derives from its status as an urban comprehensive community college in the state's major population center. Anchorage Community College provides activities and curricula responsive to the lifelong learning needs of the Anchorage area by providing postsecondary liberal arts education, technical and career education, adult and continuing education, developmental and basic skills education, college transfer courses, support services for students, and cultural and community service programs.

Anchorage Community College basically services students from the Anchorage area, extending its educational delivery from Girdwood to Eagle River/Chugiak. In addition, the college educates citizens throughout the state in certain technical and paraprofessional activities where the primary instructional expertise is offered by Anchorage Community College, such as nursing and dietetic assistance programs. The institution also provides student services support to rural areas where local services are not available.

The College cooperates with Alaska's business and industry by providing training programs vital to the economic development of the state. Anchorage Community College also works cooperatively with other University of Alaska units, the Anchorage School District, and Alaska Pacific University to assure smooth articulation of students and efficient use of resources.

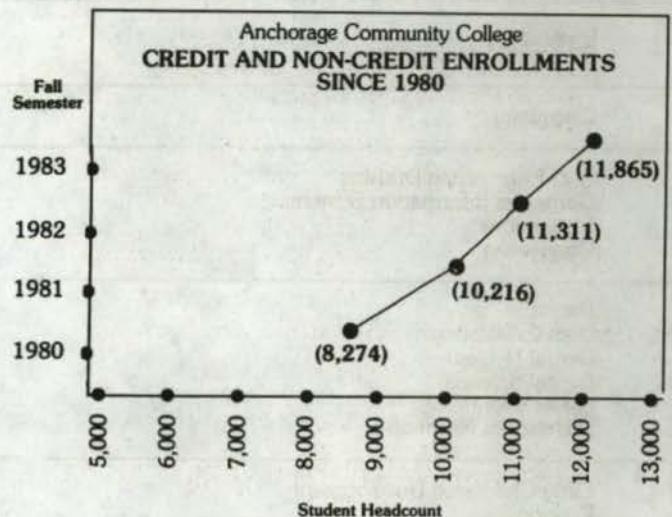
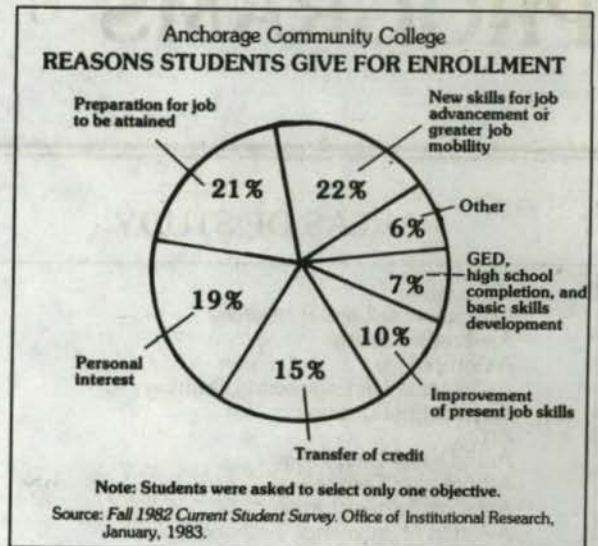
The College's special strength derives from serving a diverse population according to abilities and interest, in a manner which encourages all students to develop their skills and talents differently. It also offers flexible, supportive, and accessible learning opportunities to enable the growth of individual Alaskans and to strengthen the community. With the guidance of the local Community College Council and other program advisory councils, Anchorage Community College will seek to carry out its mission with the most progressive educational methods available, as economically as possible, and with full accountability to its constituents.

### Goals

To carry out this **Special Mission**, the College will be implementing, through specific objectives, the following general **Goals**:

- To offer general education so our citizens may perform their personal and professional roles more effectively.
- To offer the first two years of baccalaureate and professional courses to enable transfer to four-year colleges and universities.
- To offer technical, vocational, and paraprofessional education responsive to the needs of labor and industry.
- To offer opportunities for professional development of faculty and staff.
- To provide administrative and support services which best use the human and financial resources available.

- To make educational experiences available through distance delivery.
- To provide a program of developmental studies.
- To offer the full range of student services.
- To offer cultural and community service programs for the enrichment of the community.
- To cooperate with other educational institutions, industry, and governmental agencies.
- To take affirmative action to recruit, employ, and educate members of those groups presently under-represented.
- To provide an aesthetic physical environment.



## ACCREDITATION

Anchorage Community College is fully accredited by the Northwest Association of Schools and Colleges to offer college-level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as certificates in certain career areas. Accreditation by this Association insures that credits can be transferred to any other accredited college in the United States. Certain vocational training programs, such as those in the health sciences, are also accredited by national professional associations where applicable.

# 2

## COURSES AND PROGRAMS

AREAS OF STUDY	Courses Available	Certificate	Associate Degree
Accounting	•		•
Agriculture & Land Resources	•		
Air Traffic Control	•		•
Anthropology	•		
Architectural & Engineering Drafting	•		•
Architectural Drafting	(See AET)	•	
Art	•		
Auto/Diesel Technology	•		
Automotive Technology	(See ADT)	•	•
Aviation Administration	(See AT)		•
Aviation Maintenance Technology	•	•	•
Aviation Technology	•		
Biology	•		
Business Administration	•		•
Chemistry	•		
Civil Engineering Drafting	(See AET)	•	
Computer Information Systems	•		•
Corrections	•		
Counseling	•		
Dance	•		
Dental Assisting	•	•	•
Dental Hygiene	•		•
Dental Science	•		
Diesel Technology	(See ADT)	•	•
Dietetics & Nutrition	•		
Early Childhood Development	•		
Economics	•		
Education	•		
Electronics Technology	•	•	•
Emergency Medical Technology	•		
English	•		
Fire Science	•		•
Food Service Technology	•		•
French	•		
Geography	•		
Geology	•		
German	•		

**AREAS OF STUDY**

**Courses Available**

**Certificate**

**Associate Degree**

History	•		
Home Economics	•		•
Humanities	•		
Human Services	•		
Japanese	•		
Justice	•		
Law Science	•		
Library Science	•		
Mathematics	•		
Mechanical & Electrical Drafting	(See AET)	•	
Medical Assisting	•		•
Medical Laboratory Technician	•		•
Music	•		
Nursing	•		
Office Occupations	•		•
Petroleum	•		
Philosophy	•		
Physical Education	•		
Physics	•		
Police Administration	•		
Political Science	•		
Practical Nursing	•	•	
Process Design Technology	•		
Professional Piloting	(See AT)		•
Psychology	•		
Russian	•		
Sociology	•		
Spanish	•		
Speech	•		
Structural Drafting	(See AET)	•	
Surveying Technology	•		•
Theater	•		
Wastewater Treatment	•		
Welding Technology	•		•
Wildlife & Fisheries	•		

## HIGH SCHOOL STUDENTS

A high school student may attend regular scheduled classes at Anchorage Community College provided:

1. Before attempting to register for classes, the student obtains the following approved signatures:
  - a. High school principal.
  - b. Student's parent or guardian
  - c. College teacher(s).
  - d. Dean of Instruction, or his designee.
 (Forms are available in the Office of Admissions and Records.)
2. The course load is normally limited to seven credits.
3. Academic regulations, fees, and grading policies will apply equally to the high school student

# 3

## ADMISSIONS

### OPEN DOOR POLICY

Anchorage Community College has an *open door* policy. This means any student can attend 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. Been a member of a high school class which has graduated.

No grade point average in previous high school or college work is required for general admission. Some of the vocational programs, especially in the health career areas do, however, have special requirements for admission. More information is given in the certificate and degree sections of this catalog, and students can contact specific departments for details.

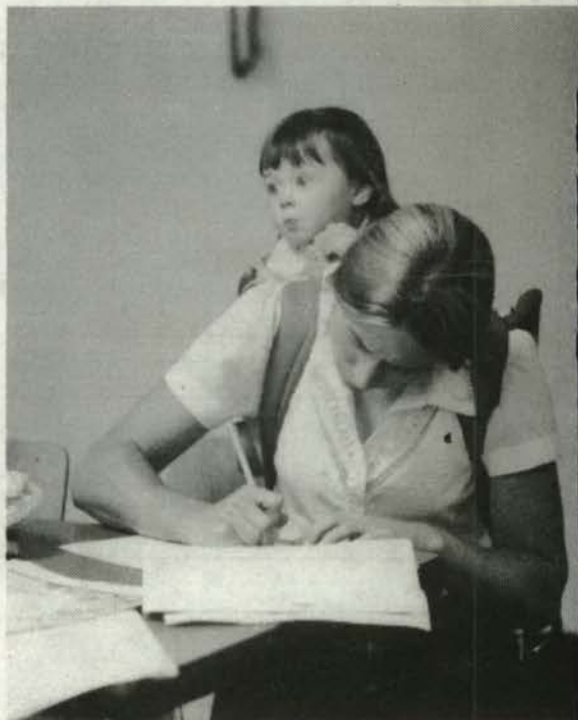


### HOW TO APPLY FOR ADMISSION

New students must obtain the admission application at the Office of Admissions and Records. They must complete all portions of the application for admission form and return it to:

**Office of Admissions and Records**  
**Anchorage Community College**  
**Building I**  
**2533 Providence Avenue**  
**Anchorage, Alaska 99508**

A check or money order for \$10 must be sent with the application form by every student enrolling in a degree or certificate program. This application fee is non-refundable.





## INTERNATIONAL STUDENTS

The following requirements apply to all international 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 (\$8,550 each 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. Payment of out-of-state tuition.
5. Application for admission into a degree program.

## USE OF SOCIAL SECURITY NUMBER

As a convenience to students, Anchorage Community College uses the student's social security number as an identification number. State and Federal laws require that students need not supply their social security number. If you would prefer not to use your social security number, ACC will assign a nine-digit number as your student identification number. You are then responsible for remembering that number and using it in all future dealings with ACC and the University in general.

## REGISTRATION PROCEDURES

Class registration periods are indicated in the academic calendar. Students will register for classes according to instructions which are published each semester in the *ACC Class Schedule*. The *Schedule* indicates general information on the dates, times, and locations for registration.

## 4

# TUITION AND FEES

All fees are approved by the Board of Regents of the University of Alaska Statewide System. 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 40 days following the close of late registration or after any change in the student's schedule. Students will be notified by mail of any adjustments.

## TUITION

### Residence Requirements

Alaska residents, as well as students from Hawaii, the Yukon Territory, and the Northwest Territories, are exempt from non-resident tuition fees. 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.

### Resident Tuition

If you are an Alaska resident, tuition is \$25 per semester hour. If you take 12 credits or more, your tuition is \$300 per semester. See the chart below for tuition charges per credit.

RESIDENT TUITION	
Total Credits	Tuition
1	\$ 25
2	50
3	75
4	100
5	125
6	150
7	175
8	200
9	225
10	250
11	275
12 or more	300

## Non-Resident Tuition

Non-resident fees do not apply to military personnel stationed in Alaska. Please check with the Office of Admissions and Records for more information. Telephone: (907) 786-1483.

NON-RESIDENT TUITION					
Total Credits	Tuition Plus	Fee			TOTAL
1	\$ 25	+	—	=	\$ 25
2	50	+	\$ 80	=	130
3	75	+	120	=	195
4	100	+	160	=	260
5	125	+	200	=	325
6	150	+	240	=	390
8	175	+	280	=	455
7	200	+	320	=	520
9	225	+	360	=	585
10	250	+	400	=	650
11	275	+	440	=	715
12 or more	300	+	480	=	780

## Waiver of Non-Resident Tuition

Non-resident students who restrict their enrollment to courses, seminars, conferences, workshops, etc., of no more than one credit each shall be charged resident tuition for those credits.

## Seniors' Waiver of Tuition

Alaska residents 60 years of age or older may enroll in any course offered by Anchorage Community College free of tuition, however, lab fees, special fees, and non-credit fees are not included in the waiver. All applicants for senior citizens' waivers must complete a Tuition Waiver Request form.

## FEES

FEE REFERENCE GUIDE	
Add/Drop	\$ 2
Administrative	15
Application for Admission	10
Audit (per credit)	25
Consolidated Tuition	300
Continuing Education Unit (CEU)	15
Credit-by-Exam (per credit)	5
Lab (See Class Schedule)	Varies
Late Registration	
• First Week	10
• Second Week	25
Non-Credit	15
Non-Resident (per credit)	65
Non-Traditional Credit Application	35
Non-Traditional Credit	10
Placement File	10
Registration	17
Tuition (per credit)	25

## DIRECTORY OF FEES

**Add/Drop Fee.** A fee of \$2 will be assessed for each course added or dropped. No fee will be assessed for a change from one course to another if the dropped course has been cancelled or otherwise changed by the College.

**Administrative Fee.** Courses offered by sponsoring organizations which are paying all related costs may be offered for credit through the College for a charge to the student of \$15.

**Application for Admission Fee.** A \$10 non-refundable fee must be received with the application of any student enrolling in a degree or certificate program.

**Audit Fee.** Auditors will pay the same fee as students who are registering for credit.

**CEU Fee.** A Continuing Education Unit fee is charged per credit, instead of tuition, on courses carrying CEU's.

**Consolidated Fee.** The maximum tuition one student must pay for any given semester is \$300 (resident) or \$780 (non-resident). This is standard throughout the University of Alaska Statewide System.

**Credit-by-Exam Fee.** This fee is charged for those students challenging courses. The fee is paid directly to the Accounting Office at a rate of \$5 per credit.

**Late Registration Fee.** The fee for registering late is \$10 during the first week of the semester and \$25 during the second week of the semester. Classes starting late in the semester will not have a late fee until the first day of class. Open-entry, independent study, and private music lessons will not be charged the late fee regardless of when they start.

**Materials Fee.** For some courses, a fee is charged for consumable materials. The *Class Schedule* will identify courses for which a fee is charged. Fees vary in both amount and name. *Lab fees* may also be known as *special fees* or *material fees*.

**Non-Credit Course Fee.** Classes numbered 001-049 are non-credit. These courses do not meet degree requirements, and they may have fees other than regular tuition. This fee will always be listed in the *Class Schedule* as a *special fee*. If no fees are listed, then the course is free.

**Non-Traditional Credit Application Fee.** A non-refundable fee of \$35 must be paid at the time non-traditional credit applications are filed.

**Non-Traditional Credit Fee.** A \$10 fee is paid for each credit awarded through the non-traditional credit program.

**Placement File Fee.** A student who has not placed credentials on file with the Anchorage Community College Placement Office prior to graduation must pay a \$10 fee to do so. This fee covers the first year of placement, and there is a maintenance fee of \$5 for each year thereafter. There is no charge prior to graduation.

**Registration Fee.** All students taking a total of three or more credit hours and having at least one course for credit on campus will pay a mandatory registration fee of \$17. This fee consists of the Student Activity Fee (\$8), the Campus Center Fee (\$4), and the P.E. Facility Fee (\$5).

Students taking three or more credit hours with all their courses located off campus may elect to pay this registration fee in order to have access to these facilities.

**ACC-UAA Concurrent Enrollment Fee.** If registered in undergraduate courses at both Anchorage Community College and the University of Alaska, Anchorage, students may pay the \$300 consolidated fee if their credit-hour total is twelve or more. To benefit from the consolidated fee, students must show the UAA registration receipt to a fee assessor during ACC registration. UAA students enrolling at ACC for three or more credits are required to pay the \$8 ACC Student Activity Fee.

## REFUNDS

### Cancelled Classes

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

### Dropped Classes

Students must complete a drop form to qualify for a tuition refund. Refunds for credit classes are computed on the following basis:

- 100 percent refund of tuition and lab fees prior to the third day of the semester.
- 90 percent refund of tuition only from the third day and prior to the ninth day of the semester.
- 50 percent refund of the 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 pro-rated.

### Non-Credit Classes

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

- 100 percent refund prior to the first class.
- No refund allowed after the first class.

## FINANCIAL OBLIGATIONS

The College reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not met 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. The registration process is not completed until all fees and charges due the College have been paid.



# FINANCIAL AID

Are you 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: 786-1586

Location: Room 101, Building K

Hours of Operation:

Monday and Thursday, 9:00 am - 5:00 pm

Tuesday and Wednesday, 9:00 am - 7:00 pm

Friday, 9:00 am - 1:00 pm

## 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 United States citizen or permanent resident.
2. Be enrolled for at least 6 credits (federal aid) or 12 credits (state aid) each 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

Students receiving either state or federal aid are required to maintain satisfactory academic progress. The following standards are used to determine satisfactory academic progress:

- A full-time student, enrolled for a minimum of 12 credits each semester, must complete a minimum of 12 credits each semester with 2.0 or better grade-point-average.

- A three-quarter-time student, enrolled for a minimum of 9 credits each semester, must complete a minimum of 9 credits each semester with a 2.0 or better grade-point-average.
- A half-time student, enrolled for a minimum of 6 credits each semester, must complete a minimum of 6 credits each semester with a 2.0 or better grade-point-average.

For both state and federal aid, full-time status is defined as 12 credit hours for each semester (including summer semester).

Failure to meet these minimum academic progress standards 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.

- **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 Alaska State 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 Postsecondary Commission Student Loan Office in Juneau.
- **Nursing Student Loans and Scholarships (NSLS).** The Nursing Student Loans and Scholarships programs are available to students enrolled at least half-time in the two-year Registered Nursing program. Eligible students may receive scholarships 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.
- **Guaranteed Student Loan (GSL).** The Guaranteed Student Loan program enables students to borrow directly from lenders to finance education-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 a USAFI loan. Undergraduates may borrow a maximum of \$2,500 for each academic year. The maximum to be borrowed is \$7,500.
- **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.

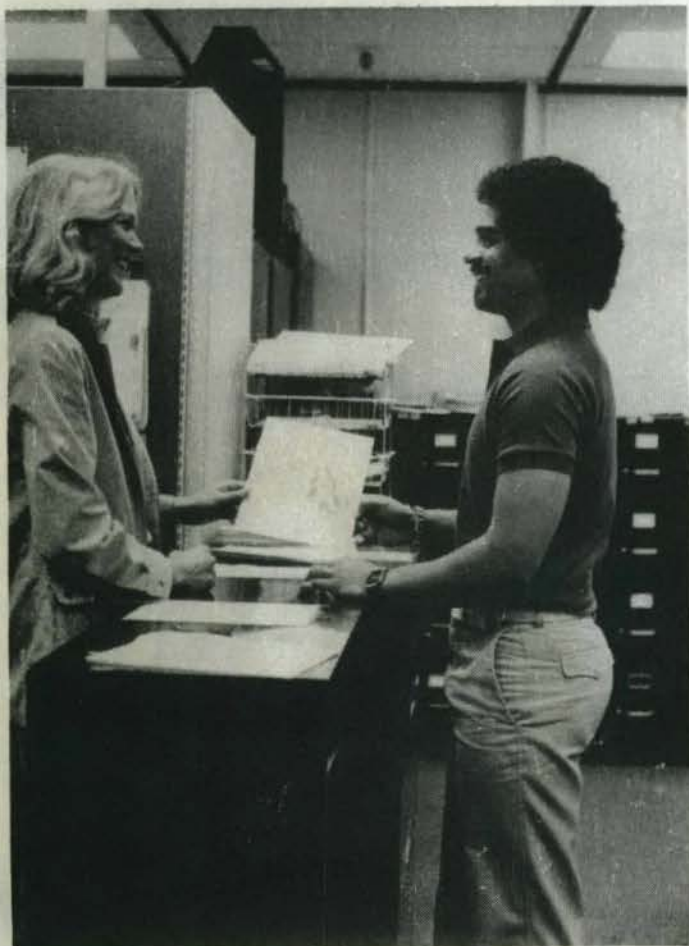
- **Alaska State Educational Incentive Grant (SEIG).** The Alaska State Educational Incentive Grant program provides grants to eligible students enrolled in undergraduate programs at in-state and out-of-state postsecondary institutions. Grant awards range from a minimum of \$100 to a maximum of \$1,500, depending on financial need. Applications are available at the Financial Aid Office and are submitted to the Postsecondary Commission, SEIG Program Administrator, in Juneau.
- **Basic Educational Opportunity Grant (BEOG).** The Basic Grant program provides funds to eligible students attending postsecondary institutions on at least a half-time basis. Basic Grants range from \$126 to \$1,670.
- **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.
- **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 your local BIA area office or Native regional corporation.

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 scholarships available to all Anchorage Community College students:

Academic Excellence	Medical Career
Art	Music
Aviation	Nursing
Business	Police Administration
Computer Technology	Secretarial
Dental Hygiene	Surveying
Home Economics	Vocational

## College Work Study Program (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.



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# STUDENT AFFAIRS

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## STUDENT DEVELOPMENT

### Leadership Opportunities

At Anchorage Community College, students have many opportunities to participate in leadership and to contribute to decision-making at various 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 representatives that make recommendations to the Chancellor.

A Leadership Conference, courses, retreats, and workshops are offered through the Student Activities Office and Student Government to improve leadership skills and the relationships between student government and the Community College.

Students are urged to volunteer for College committees, boards, and councils. Those interested in participating should check with the Student Activities Office for available positions.

## Student Clubs and Organizations

Specific student clubs and organizations change with the needs and desires of students. Those interested in joining others for a common purpose or interest may contact the Student Activities Office for information and direction.

## Student Government

At Anchorage Community College, students are represented by other students interested in the best possible opportunities for student activities. The representative organization of the Anchorage Community College student body is 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 college life.

ACCSA is 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 disabled students, and more classroom and library space.

At the campus level, ACCSA sponsors eight scholarships based on academic excellence, contracts to provide free legal counseling for Anchorage Community College students, purchases equipment for student use on campus, and sponsors a variety of parties and concerts including several with the University of Alaska, Anchorage, Student Association. Two specific functions of ACCSA under its Constitution 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.

For more information, students should check with the ACCSA Office (786-1220 or 786-1205) or with the Coordinator of Student Activities (786-1222), both housed on the upper level of the Campus Center.



## STUDENT HOUSING

Anchorage Community College maintains no housing units for students.

## DISABLED (HANDICAPPED) STUDENTS

For special services, all disabled (handicapped) students are urged to contact the Counselor for Disabled Students located in the Counseling Services Office, Building K, 786-1570, prior to entering and while attending the College for special services.

Special facilities for mobility-impaired persons include access routes, ramps, reserved parking areas, elevators, telephones, drinking fountains, rest rooms, and curb cuts. Apply at the Public Safety Office, Building A, 786-1120, for a permit to parking areas for the handicapped.

## STUDENT RIGHTS AND RESPONSIBILITIES

Anchorage Community College is a unit of the University of Alaska Statewide 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 peaceful assembly are 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 and to associate freely with others.

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.



## ADULT LEARNING CENTER

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

The ABE-GED-ESL classes provide "regular school" learning experiences and skills necessary for surviving in today's society. Instruction is also provided to improve math, life coping, and job-hunting skills. Traditional subjects include mathematics, reading, writing, social studies, science, and literature.

All ABE-GED-ESL classes are non-graded. Class exercises are scored only to provide students 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 international students 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 cannot 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 skills.

The Adult Learning Center offers students the opportunity to work toward either an ACC High School Diploma or an Alaska State GED.

Phone: 786-1483

Location: 403 West Northern Lights Boulevard

Hours of Operation:

Monday - Friday, 8:00 am - 5:00 pm



## BOOKSTORE

The Bookstore serves both Anchorage Community College and University of Alaska, Anchorage, 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.

Phone: 786-1483

Location: Building B

Hours of Operation during Academic Year:

Monday - Thursday, 8:30 am - 7:00 pm

Friday, 8:30 am - 4:00 pm



# FACILITIES AND SERVICES

Your success at Anchorage Community College depends on many things: careful planning . . . the right courses . . . a concerned staff . . . varied facilities . . . and your own commitment. To help you get the most out of your education ACC provides special services and facilities, described in the following pages. We think you will find them helpful.

## ADMISSIONS AND RECORDS OFFICE

The Office of Admissions and Records provides the following services:

- copies of transcripts
- add/drop service for classes
- applications for admissions
- applications for graduation
- academic petition forms
- course schedule information
- campus maps and catalogs
- registration
- transfer credit evaluation

Phone: 786-1483

Location: Building I

Hours of Operation:

Monday - Friday, 9:00 am - 4:30 pm

The Office of Admissions and Records also maintains an evening information desk in Building K to provide these same services to Anchorage Community College evening students. This information desk is open Tuesday and Wednesday from 4:30 pm to 7:00 pm.

## CAMPUS CENTER

Visitors will get an 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.

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 am - 10:00 pm

Saturday, 8:30 am - 4:30 pm

Sunday, 10:00 am - 7:00 pm

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.

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.

**Conference Rooms** in the Center are available for use by all recognized campus organizations. Meetings must be scheduled in advance with the Scheduling Office.

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.

Phone: 786-1483

Location: Campus Center

Hours of Operation during Academic Year:

Monday - Friday, 7:00 am - 11:00 pm

Saturday, 8:30 am - 4:30 pm

Sunday, 10:00 am - 8:00 pm



## CAMPUS MINISTRY

Anchorage Community College shares a campus ministry program with the University of Alaska, Anchorage, and Alaska Pacific University.

Pastoral services and counseling are available. Programs include the Annual Sacred Arts Competition (December) and Final Resting Place (during final exams). Special programs are provided during Advent, Lent, Thanksgiving, Martin Luther King, Jr.'s birthday, etc.

The Campus Ministry also serves, on request, as an additional resource to students in many classes by presenting a spiritual dimension of the subject matter.

Phone: 786-1206

Location: Campus Center, Upper Level

Hours of Operation:

Students are welcome to drop by anytime or call in to make an appointment. Office hours vary.



## COMMUNITY CAMPUS

### Continuing Education

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

Courses can be taught for 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.

### Community Education

The Division of Community Campus offers a variety of non-credit courses. The innovative *Fridays Ten Till Two* is an interdisciplinary program of lectures and discussions led by faculty and community leaders. It is one example of the courses to meet community interests and needs.

The Division of Community Campus is responsible for the Arts Fair, which is held on campus each September. The Arts Fair is a festive, informal, inexpensive family celebration for the entire Anchorage community. Everyone has the opportunity to 1) watch Anchorage artists and handcrafters perform or demonstrate, buy their wares, and learn from participation; 2) become acquainted with Anchorage Community College's non-profit affiliated organizations; 3) meet staff, faculty, and students of Anchorage Community College, while taking a look at the entire campus; and 4) gather information about new opportunities in higher education.

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 Campus Office. If there is sufficient demand and the course is appropriate for the Community College, we will attempt to provide an instructor and facility on the Providence Campus or at one of the numerous satellite units throughout the greater Anchorage area in coordination with other instructional divisions of ACC.

Phone: 786-1121

Location: Building K, Room 218

Hours of Operation:

Monday - Friday, 8:00 am - 5:00 pm.



## COUNSELING SERVICES

Because of the fast rate of change in the world today, we are all faced with unexpected problems and the need to make decisions. Decisions about our future tend to be especially difficult — selecting the right career, the right college, the right courses.

At Anchorage Community College, a staff of trained professionals can help you in making some of those decisions. They have years of experience working with people of all ages and backgrounds. They also understand the problems unique to certain students and have developed special programs to help disabled persons, Alaskan Natives, and women just beginning or returning to college. Most important, our counselors are good listeners.

### Advisement, Assessment, and Orientation

For the new student, college can be a confusing maze of lines, offices, people and things to do. Advisement, assessment, and orientation will help make sense out of the many new things. Orientation takes place the week prior to course registration. During orientation, definitions are given for commonly used terms, the registration process is explained, the location of various offices is provided, and questions are answered.

Prior to or during orientation, assessment is done to help each student identify entry-level math and English classes and to pinpoint academic areas where special attention or assistance may be needed. From this information, guidance is given regarding campus programs which may help to improve the quality of the college experience.

Advisement is the process of sitting down with a faculty person to plan a program of study for the time spent at ACC and beyond. Advisors use high school records, assessment scores, and the input of students to assist in planning the most complete, rewarding program possible.

### Career Room

The Career Room is a resource room filled with materials on careers, colleges, technical schools, apprenticeship training, and other information. Computerized material as well as books, pamphlets, and other resources are available to those seeking accurate, up-to-date career information.

### Counseling Center

The Counseling Center provides services to assist with program planning, transfer coordination, pre-admission advisement, personal crisis intervention, and other concerns of Anchorage Community College students. The focus is on individual services to meet individual needs.

### Disabled Student Services

Specialized services for disabled students may include tutoring, readers for the Blind, notetakers, interpreters for the Deaf, or other individualized learning aides to insure the disabled student's educational experience is complete.

## Educational Opportunity Center

The Educational Opportunity Center (E.O.C.) is a professional counseling program that assists persons in planning their educational and career goals. Services include such things as interest testing, government service information, financial aid information and assistance with completing forms, workshops, conferences and seminars, postsecondary education information and guidance critical to individuals entering higher education.

### Student Orientation Services

Commonly referred to as S.O.S., this program 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, extracurricular activities, survival skills, and math and English tutoring.

### Testing

National and local testing covers a broad spectrum. A partial listing includes national and local admission and certification testing, the Anchorage Community College Credit-by-Examination program, vocational interest and aptitude tests, academic readiness, I.Q., and personality tests. For more information about specific test dates and application procedures, contact Counseling Services.

### Women's Center

Women's Center is a clearinghouse of information relevant to women and men seeking to realize their full potential. Workshops, seminars, and brief luncheon sessions are held regularly on topics of concern to returning students and other women and men catching up after years of working in the home or in static occupations. Support groups and rap sessions are scheduled during the semester to help relieve the pressures of changing lifestyles.

Phone: 786-1570, 786-1465, 786-1201

Location: Building K

Hours of Operation:

Monday - Friday, 8:00 am - 5:00 pm



## DEVELOPMENTAL STUDIES PROGRAM

The ACC Developmental Studies Program was established in September 1982. Its central focus is to provide educational assistance for students at our College, with literacy skills as the emphasis. Developmental Studies attempts to establish a strong communication network which will aid and link various programs and services at ACC including: the Learning Resources Center, the Reading/Writing Center, Adult Learning Center, instructional tutoring labs, Counseling Services, Financial Aid/Placement, Admissions and Records and academic programs.

Phone: 786-1319

Location: Building B

Hours of Operation:

Monday - Friday, 8:00 am - 5 pm.

## FOOD SERVICE

The **Lucy Cuddy Center**, a major gathering place for students and campus personnel, provides a wide variety of hot meals and fast foods. It is operated by the Anchorage Community College Food Service program. Limited catering is also available. Hours of operation in the Center are:

Monday - Thursday, 7:30 am - 8:00 pm

Friday, 7:30 am - 2:00 pm

The **Campus Center Cafeteria**, located in the Campus Center/P.E. Facility, provides food service during the following hours:

Monday - Thursday, 7:30 am - 7:30 pm

Friday, 7:30 am - 2:00 pm

The setting is relaxed and surrounded by ample greenery.

The **Campus Center Pub** offers pizza, a salad bar, deli sandwiches, and fried chicken, in a wood-paneled setting. A central fireplace creates a warm, quiet atmosphere. The Pub is open for lunch during the following hours:

Monday - Thursday, 11:00 am - 3:30 pm

Friday, 11:00 am - 2:00 pm

## LEARNING RESOURCES CENTER

The Learning Resources Center offers students preparation and study for specific courses, individual study in special interest areas, and a relaxed study space. Resources fall in four main categories:

### Individualized Programs

These consist of media tapes and workbooks, arranged in small units or modules and each addressing an ordered phase of a main subject area (e.g. algebra).

### Teacher's Reserve

Faculty place material ON RESERVE in the Center primarily for students attending their classes. This provides additional course information from different perspectives and help in reviewing concepts missed in class. The heaviest reserve use is tapes in modern languages.

### Enrichment Materials

For self-education and pleasure, these materials range in format from books to tapes to records and in subject from critiques of Shakespearean plays to electronic music.

### Specialized Services

Peer tutoring is available in many subjects. There are also micro and on-line computers, aids for the visually impaired, evening checkout of Audio-Visual Services, a music and language lab, and study areas.

Phone: 786-1155

Location: Building B

Hours of Operation:

#### FALL AND SPRING SEMESTER

Monday - Thursday, 8:00 am - 10:00 pm

Friday, 8:00 am - 5:00 pm

Saturday - Sunday, 12:00 pm - 6:00 pm

#### BETWEEN SEMESTERS

Monday - Friday, 9:00 am - 5:00 pm

#### SUMMER SEMESTER

Monday - Thursday, 8:00 am - 8:00 pm

Friday, 8:00 am - 5:00 pm



## LIBRARY

The library is a vital resource for every educational program. All students, whether full-time or part-time, are 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 399,000 bound volumes and government documents. Special collections include materials on Alaska and the Arctic. The music collection, with its 62,600 pieces of choral music and 63,200 pieces of instrumental music, is especially significant because it is the only large music collection in Alaska available statewide on interlibrary 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 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 hall for traveling museum and art shows.

The circulation policy provides one-month book check-out to both faculty and students, with unlimited renewal 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 academic credit.

Phone: 786-1871

Location: CAS Building

Hours of Operation:

Monday - Thursday, 7:30 am - 11:00 pm

Friday, 7:30 am - 8:00 pm

Saturday, 10:00 am - 7:00 pm

Sunday, 1:00 pm - 8:00 pm

## PHYSICAL EDUCATION AND SPORTS FACILITY

The University of Alaska, Anchorage and Anchorage Community College Physical Education and Sports Facility enhances educational and athletic experiences on the Providence Avenue campus. Realizing that recreation is an important part of the educational process, the Physical Education and Sports Facility is available to students for individual and organized recreation.

Recreational programs are designed to provide opportunities for student participation in competitive and noncompetitive, 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 individuals 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 available intramurals. Informal participation emphasizes self-motivated, impromptu recreating. For example, during scheduled hours, participants swim, skate, shoot baskets, lift weights, and play racquetball and squash.

Recreation facilities consist of an olympic-sized 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.

Phone: 786-1233, 786-1231

Location: P.E./Sports Facility

Hours of Operation:

Monday - Friday, 6:30 am - 11:30 pm

Saturday and Sunday, 7:00 am - 9:00 pm

## PERFORMING ARTS CENTER

The Performing Arts Center is a 900-seat facility with a main stage, lobby for art displays, dressing rooms, scene shop, and costume shop. The PAC serves performance needs of community groups and provides support for instructional programs in music and theater.



## PLACEMENT SERVICES

The Placement Office serves as a link between students and the working 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 job experience and employers with trained personnel. Applicants must be current Anchorage Community College students or graduates.

Interested students should consult the "job board" at the east entrance of Building K for available positions.

Phone: 786-1918

Location: Building K, Room 101

Hours of Operation:

Monday and Thursday, 9:00 am - 5:00 pm

Tuesday and Wednesday, 9:00 am - 7:00 pm

Friday, 9:00 am - 1:00 pm

## PUBLIC INFORMATION SERVICES

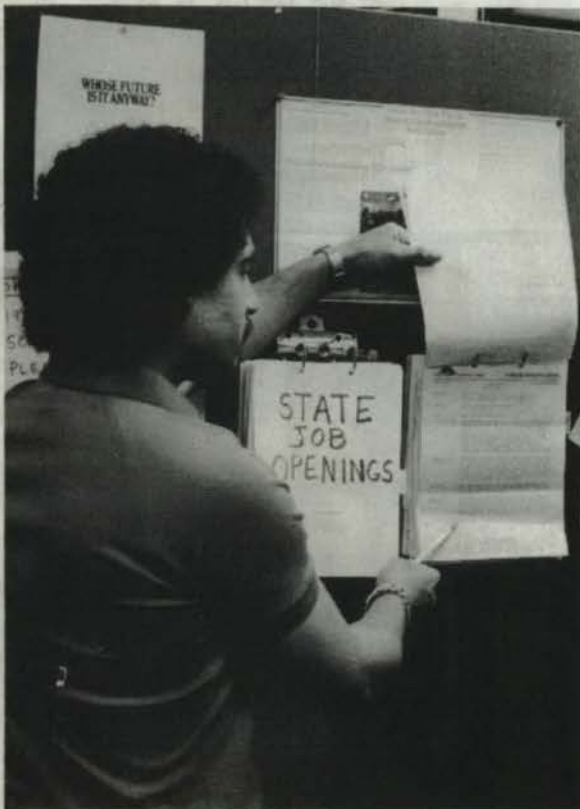
The Public Information Office provides Anchorage Community College students and the community with details on programs, classes, short courses, seminars, and other educational services.

A wide variety of material, including catalogs, class schedules, brochures, posters, and handbooks, is also produced for the benefit of both students and community. In addition, the Public Information Office also coordinates campus tours and commencement activities.

Phone: 786-1131

Location: Building A

Hours of Operation: Monday - Friday, 8:00 am - 5:00 pm



## PUBLIC SAFETY

The Public Safety Office ensures free and safe access to the College and prevents disruptive behavior. To accomplish this, the Public Safety Office patrols both University of Alaska, Anchorage and Anchorage Community College facilities. There are uniformed campus police officers and part-time student police aides.

Students, staff, and visitors should contact Public Safety to report crimes in the vicinity or to seek help for various public assistance problems.

Emergency Messages	Fire, Safety, or Environmental Problems
First Aid	Handicapped Parking Permits
Lost and Found	Lost Animals
Notary Public	Parking Complaints
Personal Escorts	Smoking & Non-Smoking Areas
Stalled Cars	Telephone Information
Unsafe Traffic	

Phone: 786-1120

Location: Building A

Hours of Operation:

Monday - Thursday, 7:00 am - 1:00 am

Friday, 7:00 am - 1:30 am

Saturday, 9:00 am - 2:00 am

Sunday, 4:00 pm - 12:00 am

## CAMPUS REGULATIONS

Common problems arise each semester which can cause substantial inconveniences to those persons unaware of precautionary regulations established by the College. The following is a brief summary of Public Safety regulations.

**Alcohol and Controlled Substances.** Possession, use, or sale of alcohol or other non-prescription drugs, including marijuana, is prohibited on the campus.

**Campus Parking.** Campus parking lots have space for more than 1,000 automobiles and are free. However, motorists attempting to park during preferred class times may have to do so across campus and 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 of \$50 or more to the owner. College traffic tickets are paid in the District Court and may appear on a student's Alaska driving record. The Public Safety Office reminds students to be courteous to all commuters.

**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 Public Safety Office whenever the College is open for public use. Unsafe conditions, such as those encountered during winter, and injuries should be reported to the Patrol Supervisor at 786-1120.

**Handicapped Parking.** Students need to be aware of handicapped parking spaces. Available in each lot on the Anchorage Community College Campus, these parking spaces are designated with a distinctive blue and white logo and are reserved exclusively for students with physical impairments.

Motorists who park illegally in handicapped spaces will receive citations under the Municipal code and will be fined \$25. Offending vehicles may also be impounded and removed for safekeeping.

**Lost and Found.** Each academic year, students and visitors lose personal property valued in excess of \$50,000 on the Providence Avenue campus. Centralized lost-and-found property storage is maintained in the Public Safety Office. Students wishing to report an item of lost property or to recover found property should contact an officer or an aide for assistance. Unclaimed property is returned to the finder after 90 days.

**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. 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 everyone to respect individual rights to health and the personal privileges of others.

**Speed Limits.** Campus speed limits are 20 miles per hour. Radar and marked patrol cars are used to ensure safety and compliance with posted speed limits.

## READING/Writing CENTER

The Reading/Writing Center is a place for students and community members to get on-the-spot assistance with reading, study skills, 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 R/WC, but no referral is necessary.

Here are some examples of the skills that students can develop at 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.

Phone: 786-1091

Location: Building B

Hours of Operation:

Monday, Tuesday, Thursday, 9:00 am - 6:00 pm

Wednesday, 9:00 am - 8:00 pm

Friday, 9:00 am - 12:00 pm

## TANAINA CHILD CARE CENTER

The Tanaina Child Care Center provides developmental child care in 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 the staff and community at large. A number of "slots" are reserved for part-time enrollment (i.e., less than a full day and/or fewer than five days a week.)

On an individual basis, Tanaina will also consider and admit children with special needs. In an interview with the parents, it is determined whether the program would be beneficial to the special child and whether there is a program or opening in existing community programs which would better serve the special needs child.

A schedule of tuition and fees is available from Tanaina.

Phone: 786-1340; 786-1339

Location: Lower-level floor between Campus Center and P.E./Sports Facility

Hours of Operation:

Monday - Friday, 7:00 am - 5:30 pm

## VETERAN AFFAIRS

Anchorage Community College is an approved institution qualified and equipped to provide training to veterans, eligible dependents, and service personnel using Veterans Administration's educational benefits (G.I. Bill).

Qualified persons who plan to use their G. I. Bill while attending Anchorage Community College must contact the campus Veteran Affairs Office for the appropriate application, 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 of all students who receive 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 following semester or the next semester attended. Failure of the veteran or eligible person on probation to earn a 2.0 grade-point-average for that semester will be reported to the Veterans Administration as unsatisfactory progress. This action may terminate further educational benefits.
2. **Monthly Enrollment Verifications.** Veterans and eligible persons must come to the campus Veteran Affairs Office by the fifteenth of each month to verify attendance in writing. Failure to verify attendance by the fifteenth of each month will result in termination of educational benefits.
3. **Adds, Drops, Changes.** Veterans and eligible persons are required to inform the campus Veteran Affairs 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 the College may be charged with an overpayment by the Veterans Administration.
4. **Transcripts.** Veterans and eligible persons with previous college or 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 these transcripts.

Phone: 786-1510

Location: Building I and K

Hours of Operation:

Monday - Friday, Building I, 9:00 am - 4:30 pm

Tuesday, Building K, 4:30 pm - 7:00 pm

Wednesday, Building K, 4:30 pm - 7:00 pm



## 8

# ACADEMIC REGULATIONS

## ACADEMIC PETITION

Students must petition for approval of any deviation from academic requirements or 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. Substituting 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 recordkeeping.

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, are 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. Prefix changes for cross-referenced courses.

## ACCESS TO STUDENT RECORDS

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

## ADD/DROP

During the first two weeks of the semester, *drops* are not reflected on the student's permanent record, and the student's name appears on subsequent class lists as a *drop*.

An add/drop fee is assessed at the rate of \$2 per course added or dropped.

Add transactions which are completed within the first week of the semester require no signatures; however, the following shall be observed:

1. Students are not permitted to attend classes without a valid registration receipt.
2. Adding into closed classes requires instructors' and department directors' signatures. Adds in classes with available seats require no signatures during the first week of classes. (The exceptions to this rule, particularly in the Vocational/Technical area, are publicized in the course schedule.)
3. The deadline for conducting add activity without signatures for all classes is one week after the semester begins (or after the first week of courses that are less than a semester in length).
4. During the second and third week of instruction, instructors' and department directors' signatures are required for all add transactions.
5. The deadline for conducting all add activity is the end of the third week of the semester. (This policy does not apply to courses that begin later in the semester.)

Drops are permitted during the first three weeks of instruction without signatures.

1. Between the fourth and twelfth week of instruction, the signature of the instructor is required for dropping courses.
2. The deadline for dropping courses is the end of the twelfth week of instruction. Drop activity ceases after this deadline.

According to the established attendance policy, faculty may withdraw students 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 twelfth week of instruction.

## ATTENDANCE

Regular, active 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 third week of instruction. Departments and programs may have exceptions to this policy.

## 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 twelfth week of class with the instructor and Dean of Instruction approval/signature. A change of status during summer school is permitted up to the start of the third week before the end of the semester.

## CHANGE OF GRADE

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.

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.

## CHANGE OF NAME

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.

## COURSE EXPECTATIONS

It is to be understood that academic credit is not awarded simply for occupying a classroom 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 for each one-credit-hour lecture class, two hours of out-of-class preparation time is customarily required. For example, a three-credit-hour lecture class normally meets three hours per week; nine hours of out-of-class work would be expected. Laboratory and other course requirements differ.

## 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 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.

## GRADE INDEX

- A An honor grade; indicates originality and independent work; superior mastery of the subject.
- B Very good level of performance but not outstanding; better than average.
- C Satisfactory or average level of performance.
- D Lowest passing grade; indicates work below average quality and performance.
- F Failure; will be computed in grade point average (GPA); 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.
- 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 GPA. 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 twelfth week of instruction. Faculty-initiated withdrawals for non-attendance will be allowed through the third week of instruction. The W may not be assigned as a final grade.
- AU Audit indicates student has enrolled for informational purposes only. AU may not be assigned as a final grade.
- 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 (e.g. seminars and workshops) are graded P/NC.

## GRADE MAILERS

A cumulative record of grades earned is sent to the student's home address after each semester.

## GRADING SYSTEM

### Grade Point Computation

Your grade point average (GPA) is determined in the following manner:

1. Multiply the number of credit hours of each course attempted for credit by its numerical grade point. (A=4; B=3; C=2; D=1; F, W, AU, P, NC, I, and D, F=0.)
2. Total the grade points for all courses. Divide by the number of credit hours.

GRADE POINT COMPUTATION EXAMPLE			
Course Title	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
<b>Total credit hours for GPA = 13.</b>			
<b>Total grade points = 32.</b>			
<b>The grade points (32) are divided by the credit hours (13) to give the GPA (2.46).</b>			

## GRADUATION

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.

The responsibility for meeting all graduation requirements rests with the student.

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.)

### Request for Degree Checklist

Students wishing to graduate with an associate degree or certificate must file a Request for Degree Checklist 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 checklist prior to the registration date of 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 or certificate 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 checklists. All contacts are to be made with the Degree Certification Officer in the Office of Admissions and Records. Students must notify Admissions and

Records if they will be unable to complete their degrees. See the appropriate deadline dates on the calendar in this catalog.

### 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

As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent, only one AA per student may be earned.

In order to receive a second Associate of Applied Science 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.

## INCOMPLETE GRADE

Incomplete grades 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 granted. 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 W.

## INDEPENDENT STUDY

All students wishing to enroll in independent study courses must make prior arrangements with the faculty member involved and the Office of Admissions and Records prior to registration. The responsibility of registering for an independent study course rests with the student. The appropriate form may be obtained in the Office of Admissions and Records. Included are a descriptive title and course description for the course to be signed by the instructor and department director.

## NON-TRADITIONAL CREDIT

### 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 two ways to receive credit by exam.

A \$35 non-refundable fee is charged upon application, and there is an assessment of \$10 for each credit awarded. Although up to sixty credits of non-traditional credit may be granted, fifteen credits of the final thirty must be earned in residence for any associate degree.

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.

- **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 to 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--Three credits of English 111 with a minimum of 500 score
3. Math--Three credits for 500 score.
4. Natural Science--Six credits for 500 score.
5. Humanities--Six credits for 500 score.
6. Social Science/History--Six 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. The Office of Admissions and Records will transcript this credit.

- **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 and Records. The following procedures will be used:

- A. CLEP examinations will be used when appropriate CLEP exams exist.

- B. Each department, with approval of the Dean of Instruction, will identify specific courses for which Challenge Exams will be utilized.

1. Courses with numbers below 100 will not be challengeable.
2. Only catalog courses may be challenged. Special topics courses, independent study and practicum may not be challenged.

### Credit for Prior Learning Experience

Students can receive credit for life experiences by documenting their experience and/or training with a faculty advocate. The faculty advocate must be satisfied that the student has mastered the course material that would have been covered in the class for which credit is being requested. The process allows for students to receive elective credit in areas where there are non-equivalent catalog courses. All applicants must have completed twelve semester hours in the University of Alaska Statewide System prior to receiving credit through this process. Technical programs require completion of twelve credits in the major before credit will be awarded.

### 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 specialty in accordance with our participation in Servicemen's Opportunity College. A student wishing to receive credit for an M.O.S. 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 M.O.S. cannot duplicate credit from military service schools. Credit will be based on American Council on Education recommendations.

- **S.O.S. Service Members Opportunity College.** 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 Services Office 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 Institutes (USAFI).



## PLAGIARISM

Anchorage Community College assumes that all students are honest and are enrolled to improve their 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.

## 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.

- **Full-Time/Part-Time Status.** Students registering for twelve (12) or more credits per semester are classified as full-time students.



## TRANSCRIPTS

Official transcripts are available from the Office of Admissions and Records at \$2 per copy. Please allow three days for transcript requests. Additional delays may be encountered during 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 becomes 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.

## TRANSFER CREDIT

University of Alaska Board of Regent Academic Policy 10.01.01 affirms the basic right of every University of Alaska student in *good standing*, i.e., who has earned a cumulative G.P.A. of 2.0 (C) or above at the UA institution from which the credit transfer is requested or who has qualified for probationary admission at the receiving institution, to transfer all of his/her credits from one institution within the University to another. The basic aim of this policy is to facilitate the movement of students between institutions within the University and to insure their equitable treatment in the exercise of that right.

Course credit at the 100- and 200-levels from a University of Alaska community college or rural education center shall be accepted for full credit, up to maximum of 72 semester hours, by the University's baccalaureate degree-granting institutions and as further stated in regulation. Course credit transferred between community colleges within the University shall be accepted for full credit without limitation on the number of credit hours that may be transferred.

Transfer students must fulfill graduation and residence requirements of the institution from which they expect to receive a degree, including specific requirements for a particular program.

There is no limit to the number of courses that may be accepted as transfer credits, but 15 of the final 30 credits must be earned in residence for any associate degree program. Not all courses accepted in transfer will necessarily apply to specific degree programs.

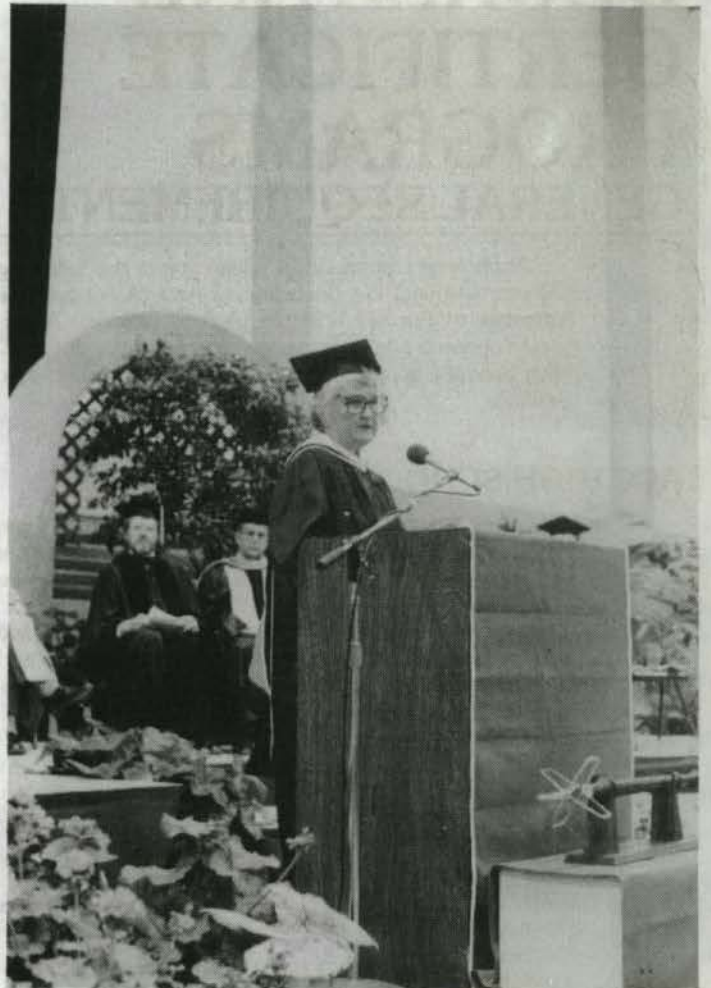
Students are responsible for ensuring that official transcripts are sent directly to the Office of Admissions and Records for evaluation. Once students have applied for admission to Anchorage Community College, transcripts will be evaluated and results will be forwarded to the students' local home addresses.

When students are transferring in with "P" grades in courses that would equate to general University requirements, those courses must be petitioned so that an accurate appraisal may be made by our faculty.

## WITHDRAWALS

A student may totally withdraw from all courses taken at Anchorage Community College at any time during the semester without fee. All courses, however, will be recorded on the student's permanent record as "W".

According to established attendance policies, a 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 twelfth week of instruction.



## 9

# DEGREE AND CERTIFICATE PROGRAMS GENERAL REQUIREMENTS

Anchorage Community College grants the following two-year degrees: the Associate of Arts (A.A.) and the Associate of Applied Sciences (A.A.S.) degrees. A certificate option is available in certain career areas. An ACC High School Diploma or an Alaska State G.E.D is also available.

## ACC HIGH SCHOOL DIPLOMA

Students may achieve either the G.E.D (Alaska State High School Equivalency Diploma) or the Anchorage Community College High School Diploma through the Adult Learning Center.

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

Students may earn the Anchorage Community College High School Diploma by completing 19 credits as follows:

	Credits
English	3
Math	2
Science	2
Social Sciences	2
Life Skills	1
Electives	9

Students may receive transfer credits 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 must receive 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 Boulevard  
Anchorage, Alaska 99503  
(907) 279-6112

## CERTIFICATES

Certificate programs are designed to develop vocational skills in specific areas. Programs vary in length and course requirements. (They should not be confused with individual certificates for completing specific courses.) Certificate programs are shown on student transcripts.

### Residency Requirement

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

### Grade-Point-Average

A minimum grade-point-average (GPA) of 2.00 (C) is required to complete a certificate program. All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved in a course will be computed in the grade-point-average. For programs graded entirely or partly pass/fail, all requirements must have been completed with a "pass."

A student may earn more than one certificate provided all course requirements for the additional program(s) are completed.

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

## ASSOCIATE DEGREE REQUIREMENTS

An Associate Degree is awarded upon successful completion of a prescribed program which requires a minimum of 60 credit hours. For many people, this degree is the most advanced formal education experience. For others, it is the first undergraduate degree and a stepping stone to another program.

Transfer credits from accredited institutions are accepted without limit. However, each student earning a degree from Anchorage Community College must meet the following residency requirement: *At least 15 semester hours of the final 30 semester hours for any Associate Degree must be earned at Anchorage Community College.*

A maximum of 15 semester hours of credit completed by correspondence (and/or USAFI/DANTES) is 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 on Military Credit for breakdown on credits awarded.)

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

On December 11, 1981, the Board of Regents of the University of Alaska system approved a single Associate of Arts degree to replace all existing Associate of Arts degrees with areas of specialization. Anchorage Community College implemented this new A.A. degree in the Fall of 1982. The new degree has one set of distribution requirements and assures the maximum transferability to four-year colleges and universities.

Students who officially entered previous A.A. degree programs (via official application for admission and acceptance) will be allowed up to five years to complete them. If students do not complete their degrees under the old programs within five years, they must meet the new A.A. requirements.

Because the Associate of Arts degree is intended to provide students with a general education, it is nonspecific in intent, and only one A.A. per student may be earned.

Listed below are the specific requirements of the new Associate of Arts degree:

### Degree Requirements

- Complete a minimum of 60 semester credits at the 100-level or above, including at least 20 at the 200-level or above.
- Complete a minimum of 45 semester credits in the 5 areas listed below, including at least 9 in each:
 

Areas	Credits
Communication	9
Written Communication (6)	
Oral Communication (3)	
Math/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	9
<b>SUBTOTAL</b>	<b>45</b>
- Complete necessary electives.
 

	15
<b>TOTAL</b>	<b>60</b>
- Earn at least 15 of the final 30 credit hours in residence.
- Achieve a grade-point-average (GPA) of 2.00 (C) or better.

#### COURSE CLASSIFICATIONS

Subjects and courses that satisfy general requirements for an A.A. Degree are classified as follows:

##### Humanities

Alaska Native Languages  
Art  
English  
History\*  
Humanities  
Journalism  
Linguistics  
Literature  
Modern Languages  
Music  
Philosophy  
Speech & Public Communications  
Theater

##### Mathematics & Logic

All Mathematics courses, Statistics courses, selected Philosophy course (PHIL 204 only) limited to Logic.

##### Natural Sciences

Biology, Biological Sciences  
Chemistry  
Geology  
Physical Anthropology  
Physical Geography (GEOG 201-209 only)  
Physical Sciences  
Physics

##### Applied Studies

Accounting  
Business Administration  
Computer Information Systems  
Corrections  
Early Childhood Development  
Fisheries  
Home Economics  
Law Science  
Meteorology  
Military Science  
Office Occupations  
Physical Education  
Police Administration  
Trade and Technologies

##### Social Sciences

Anthropology  
Behavioral Sciences  
Economics  
Geography (Exclude GEOG 201-209)  
History\*  
Political Science  
Psychology  
Sociology

\*Can be used under either category but not in both.

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

If you are looking for a career, ACC offers a wide range of job training opportunities. Learn an exciting new line of work or improve your current job skills. Our students are being prepared for tomorrow's technology in auto and diesel mechanics, business, computers, dental assisting, dental hygiene, electronics, medical laboratory technology, nursing, office occupations, piloting, and other challenging vocational careers.

Listed below are the specific requirements of the Associate of Applied Sciences degree:

### Degree Requirements

- |  | Credits                   |
|--|---------------------------|
| 1. <b>Communication</b>  | 9                         |
| Written Communication (6)<br>(ENGL 067, 068, 111, 211,<br>212, 213; OO 131, 231) | (6)                       |
| Oral Communication (3)<br>(SPCH 111)   | (3)                       |
| 2. <b>General Requirements</b>   | 6                         |
| Complete 6 credits from any one or combination of the following areas:           |                           |
| Humanities   |                           |
| Social Sciences  |                           |
| Natural Sciences   |                           |
| Math/Logic   |                           |
| 3. <b>Major Speciality</b>   | Varies                    |
| See individual degree programs for specific requirements.                        |                           |
| 4. <b>Electives</b>  | Varies                    |
| See individual degree program listing.   |                           |
| <b>TOTAL</b>   | <b>60 Credits Minimum</b> |

#### COURSE CLASSIFICATIONS

Subjects and courses that satisfy general requirements for an A.A.S. degree are classified as follows:

##### Humanities

Art  
English  
Humanities  
Linguistics  
Music  
Modern Languages  
Philosophy  
Speech  
Theater

##### Natural Science

Biology  
Chemistry  
Geology  
Geography  
(GEOG 201 and 209 only)  
Physics

##### Social Sciences

Anthropology  
Business Administration  
(BA 241 and 242 only)  
Economics  
Geography  
(Exclude GEOG 201 and 209)  
History  
Justice-Related  
Police Administration  
Political Science  
Psychology  
Sociology

##### Math/Logic

Mathematics  
Philosophy (PHIL 101 only)



# DEGREE AND CERTIFICATE PROGRAMS SPECIFIC REQUIREMENTS

## 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.

### A.A.S Degree

	Credits
<b>1. Communication</b>	<b>9</b>
Complete community college requirements as listed on page 35.	
<b>2. General Requirements</b>	<b>6</b>
Required: ECON 201 and 202.	
<b>3. Major Degree Requirements</b>	<b>31-33</b>
(Numbers in parentheses indicate course credits.)	
A. Complete the following required courses:	
ACCT 101-102 (6) Principles of Accounting	
or	
ACCT 201 (4) Principles of Financial Accounting	
ACCT 110 (3) Personal Income Tax	
ACCT 111 (3) Business Income Tax	
ACCT 202 (3) Principles of Managerial Accounting	
ACCT 230 (3) Intermediate Accounting	
ACCT 231 (3) Fundamentals of Accounting Theory II	
B. Complete 12 credits from the following options:	
BA 151 (3) Introduction to Business	
BA 241 (3) Business Law I	
BA 242 (3) Business Law II	
CIS 101 (3) Introduction to Data Processing	
OO 103 (3) Typing	
OO 155 (3) Business Math with Machines	
OO 231 (3) Business Communications	
<b>4. Electives</b>	<b>12-14</b>
<b>TOTAL 60</b>	

## 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 Trainer 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.

### A.A.S. Degree

	Credits
<b>1. Communication</b>	<b>9</b>
Complete community college requirements as listed on page 35. ENGL 111 and ENGL 211 recommended.	
<b>2. General Requirements</b>	<b>6</b>
Complete community college requirements as listed on page 35. PSY 111 recommended.	
<b>3. Major Degree Requirements</b>	<b>45</b>
(Numbers in parentheses indicate course credits.)	
A. Complete the following required courses:	
ATC 116 (3) ATC and History	
ATC 117 (3) Aviation Weather	
ATC 118 (3) The Control Environment	
ATC 119 (3) ATC Regulations	
ATC 120 (3) Human Relations in ATC	
ATC 121 (3) Principles of Flight	
ATC 122 (6) ATC Intern Program	
ATC 216 (3) OPS in FSSI	
ATC 217 (3) Airport Traffic Control	
ATC 218 (3) OPS in FS II	
ATC 219 (3) Airport Traffic Control II	
B. Complete 9 credits from the following:	
AT 233 (3) Aviation Safety	
AT 242 (3) Aviation Industrial Relations	
CIS 101 (3) Introduction to Data Processing	
MATH 105 (3) Intermediate Algebra	
OO 103 (3) Elementary Typing	
A course in aviation approved by the department.	
<b>TOTAL 60</b>	

## ARCHITECTURAL AND ENGINEERING TECHNOLOGY

The Architectural and Engineering program provide entry-level skills, advanced technical skills, and continuing education in specialized fields of Architectural and Engineering Technology as currently applied in Anchorage and the state of Alaska. A student is trained to become a skilled specialist that works as a member of the architectural and engineering team in a support capacity. Graduates and ACC Certificate students are usually employed as technicians or drafters. Students usually work in private industry, state and/or federal agencies.

There are no specific entrance requirements necessary for enrollment in the Architectural and Engineering Technology program; however, certain courses may require prerequisites or teacher approval. All first time students must meet with a department advisor or attend an orientation session prior to enrollment. This meeting will help to determine short- and long-term career goals, extent of previous educational experiences, personal interests, level of learning skills, and the selection of an appropriate curriculum.

### A.A.S. Degree

<b>1. Communication</b>	Cred
Required: ENGL 111, ENGL 212, and SPCH 111.	

<b>2. General Requirements</b>	<b>6</b>
Complete community college requirements as listed on page 35. Strongly recommended: CIS 105, GEOL 111, MATH 105, and SVTC 131.	
<b>3. Major Speciality</b>	<b>39</b>
(Numbers in parentheses indicate course credits.)	
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 111 (3) Topography and Land Development Drafting	
AET 112 (3) Scribing and Overlay Techniques	
AET 121 (3) Architectural Working Drawings and Office Practice	
AET 122 (3) Architectural Presentation Techniques	
AET 131 (3) Structural Working Drawings and Office Practice	
AET 141 (3) Mechanical Building Equipment Systems Design and Drafting	
AET 151 (3) Electrical Building Equipment Systems Design and Drafting	
AET 211 (4) Subdivision Design and Land Classification	
AET 221 (4) Design Development for Architectural Technicians	
AET 231 (3) Structural Design and Detailing for Engineering Technicians	
<b>4. Electives</b>	<b>6</b>
<b>TOTAL</b>	<b>60</b>

NOTE: AET 101 and AET 102 are prerequisites for all Architectural and Engineering Technology core courses.

<b>Structural Drafting: Requirements</b>	<b>13</b>
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 131 (3) Structural Working Drawings and Office Practice	
AET 231 (3) Structural Design and Detailing	
<b>TOTAL</b>	<b>13</b>

## ASSOCIATE DEGREE NURSING

As the Associate of Arts Degree in Nursing is being phased out, a proposed Associate of Applied Science Degree in Nursing is being forwarded to the University of Alaska Board of Regents for approval. It is anticipated that this two-year degree will be offered by Anchorage Community College in the 1983-84 academic year.

For further information, interested students should contact:

Associate Degree Nursing Program  
Anchorage Community College  
2533 Providence Avenue  
Anchorage, Alaska 99508  
(907) 786-1273

## Certificates Credits

<b>Architectural Drafting: Requirements</b>	<b>17</b>
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 121 (3) Architectural Working Drawings and Office Practice	
AET 122 (3) Architectural Presentation Techniques	
AET 221 (4) Design Development for Architectural Technicians	
<b>TOTAL</b>	<b>17</b>
<b>Civil Engineering Drafting: Requirements</b>	<b>17</b>
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 111 (3) Topography and Land Development Drafting	
AET 112 (3) Scribing & Overlay Techniques	
AET 211 (4) Subdivision Design and Land Classification	
<b>TOTAL</b>	<b>17</b>
<b>Mechanical and Electrical Drafting: Requirements</b>	<b>13</b>
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 141 (3) Mechanical Building Equipment Systems Design and Drafting	
AET 151 (3) Electrical Building Equipment Systems Design and Drafting	
<b>TOTAL</b>	<b>13</b>

## AUTO/DIESEL TECHNOLOGY

The Auto/Diesel Technology program provides high quality, up-to-date training to meet the needs of three groups: job-entry skill level students (apprentices), currently employed tradespersons and general interest courses for the owners of vehicles and small engines.

Satisfactory completion of the course objectives will allow you to master the basics of the automotive or diesel field and give you some "hands on" experience with the equipment. Mechanically, you will learn how to think and act in a logical sequence when performing job-related tasks.

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 and two pairs of coveralls. Lab fees are about \$140 for the program in addition to regular tuition fees.

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.

<b>A.A.S. Degrees</b>	<b>Credits</b>
<b>Automotive Technology:</b>	
1. <b>Communication</b>	<b>9</b>
Complete community college requirements as listed on page 35.	
2. <b>General Requirements</b>	<b>6</b>
Complete community college requirements as listed on page 35.	

**3. Major Degree Requirements**

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

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

61

**TOTAL 76**

Automotive Technology COURSE SEQUENCE — A.A.S.			
1st Semester	2nd Semester	3rd Semester	4th 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		

**Diesel Technology:**

Credits

**1. Communication**

9

Complete community college requirements as listed on page 35.

**2. General Requirements**

6

Complete community college requirements as listed on page 35.

**3. Major Degree Requirements**

62

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

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

**TOTAL 77**

**Certificates**

**Automotive Technology:  
Requirements**

Credits  
61

Complete the following required courses:

ADT	101	(2)	Orientation to Shop
ADT	103	(6)	Engines
ADT	110	(6)	Power Trains
ADT	150	(4)	Brake Systems
ADT	161	(4)	Suspension Systems
ADT	163	(3)	Front End Alignment
ADT	180	(6)	Electrical Systems
ADT	211	(4)	Carburetor & Injection Systems

ADT	212	(6)	Diagnosis and Tune-up
ADT	214	(3)	Emission Systems
ADT	223	(3)	Shop Management
ADT	224	(4)	Accessories
ADT	226	(6)	Auto Service Lab
WELD	111	(4)	Gas Welding & Cutting

**TOTAL 61**

Automotive Technology COURSE SEQUENCE — Certificate			
1st Semester	2nd Semester	3rd Semester	4th 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		

**Diesel Technology:  
Requirements**

62

Complete the following required courses:

ADT	101	(2)	Orientation to Shop
ADT	103	(6)	Engines
ADT	110	(6)	Power Trains
ADT	150	(4)	Brake Systems
ADT	161	(4)	Suspension Systems
ADT	163	(3)	Front End Alignment
ADT	180	(6)	Electrical Systems
ADT	223	(3)	Shop Management
ADT	241	(2)	Diesel Fuel Systems
ADT	243	(3)	Heavy Duty Electrical Systems
ADT	245	(2)	Diesel Engine Theory
ADT	246	(5)	Diesel Service Lab I
ADT	248	(6)	Diesel Service Lab II
ADT	261	(2)	Hydraulics
ADT	263	(2)	Heavy Duty Power Trains
ADT	265	(2)	Heavy Duty Chassis
WELD	111	(4)	Gas Welding & Cutting

**TOTAL 62**

Diesel Technology COURSE SEQUENCE — Certificate			
1st Semester	2nd Semester	3rd Semester	4th 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

**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 Air port Management, Airline Management, and Air Service Operation Management.

**A.A.S. Degree**

Credits

**1. Communication**

Complete community college requirements listed on page 35.

**2. General Requirements**

Complete community college requirements listed on page 35.  
Recommended: MATH 110.

**3. Major Degree Requirements 31**

(Numbers in parentheses indicate course credits.)

*Complete the following required courses:*

AT	100	(4)	Private Pilot Ground School
AT	132	(3)	Survey of Aviation
AT	133	(3)	Aviation Law and Regulations
AT	141	(3)	Principles of Aviation Administration
AT	142	(3)	Management - Airport
AT	143	(3)	Management - Air Service Operations
AT	233	(3)	Aviation Safety
AT	235	(3)	Elements of Weather
AT	241	(3)	Management - Airline
AT	242	(3)	Aviation Industrial Relations

**4. Electives 15**

Recommended courses:

ED 101/102	(3 or 6)	Cooperative Education, Aviation
ACCT 101	(3)	Principles of Accounting I
ACCT 102	(3)	Principles of Accounting II
BA 166	(3)	Small Business Management
CIS 101	(3)	Introduction to Data Processing
ECON 201	(3)	Principles of Economics I
MATH 110	(3)	Mathematics of Finance
PSY 153	(3)	Human Relations

**TOTAL 61****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, Anchorage 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  
(907) 279-0641

**A.A.S. Degree**

- |  |           |
|--|-----------|
| <b>1. Communication</b>                                    | <b>9</b>  |
| Complete community college requirements listed on page 35. |           |
| <b>2. General Requirements</b>                             | <b>6</b>  |
| Complete community college requirements listed on page 35. |           |
| <b>3. Major Degree Requirements</b>                        | <b>77</b> |
| (Numbers in parentheses indicate course credits.)          |           |

*Complete the following required courses:*

AMT	100	(4)	Basic Aircraft Science
AMT	101	(5)	Aircraft Reciprocating Engines
AMT	102	(2)	Basic Math and Physics
AMT	103	(4)	Aircraft Assembly and Rigging
AMT	104	(4)	Composite Structure
AMT	105	(5)	Aircraft Reciprocating Engine, (Overhaul and Maintenance)

AMT	106	(6)	Aircraft Electrical Systems and Components
AMT	107	(2)	Aircraft Navigation, Comm/Instrument Systems
AMT	108	(2)	Aircraft Wood Structures
AMT	109	(7)	Aircraft Fluid/Pneumatic Power Systems
AMT	200	(4)	Aircraft Auxiliary Systems
AMT	201	(4)	Aircraft Welding
AMT	202	(3)	Aircraft Turbine Engines
AMT	203	(3)	Aircraft Propellers
AMT	204	(2)	Aircraft Reciprocating Engines, Installation and Operation
AMT	205	(4)	Aircraft Covering and Finishing
AMT	206	(4)	Aircraft Fuel and Induction Systems
AMT	207	(2)	Aircraft Turbine Engines, Installation and Operations
AMT	208	(2)	Flight Line Maintenance
AMT	209	(4)	Aircraft Repair Station Operation
AMT	210	(4)	Aircraft Repair Station Management

**TOTAL 92****Certificate**

Credits

**Requirements****73***Complete the following required courses:*

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

**TOTAL 73**

## BUSINESS ADMINISTRATION

Business Administration courses assist individuals who are pursuing business as a career and those who are interested consumers. The associate degree program prepares students for entry-level management training, supervisory, and specialized positions.

Students may specialize in Banking, Mid-Management, or Real Estate by completing the major degree requirements listed below in that particular area of emphasis. For more information, contact ACC Counseling Services or the Business Administration Department.

Students with other interests are encouraged to meet with the Business Administration faculty to discuss ways to individualize the program.

### A.A.S. Degree

- |  | Credits |
|--|---------|
| 1. <b>Communication</b><br>Complete community college requirements as listed on page 35. | 9       |
| 2. <b>General Requirements</b><br>Required: ECON 201 and 202.                            | 6       |

#### General Emphasis:

- |  |       |
|--|-------|
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 31-33 |
|--|-------|

##### A. Complete the following required courses:

ACCT 101-102 (6) Principles of Accounting	
or	
ACCT 201 (4) Principles of Financial Accounting	
ACCT 202 (3) Principles of Managerial Accounting	
ACCT 222 (3) Introduction to Computers and Accounting Systems	
BA 151 (3) Introduction to Business	
BA 231 (3) Fundamentals of Supervision	
BA 241 (3) Business Law I	
BA 242 (3) Business Law II	
CIS 101 (3) Introduction to Data Processing	

##### B. Complete 6 additional credits in 100-200 level BA courses.

#### Emphasis in Banking:

- |  |       |
|--|-------|
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 28-30 |
|--|-------|

##### Complete the following required courses:

ACCT 101-102 (6) Principles of Accounting	
or	
ACCT 201 (4) Principles of Financial Accounting	
ACCT 202 (3) Principles of Managerial Accounting	
BA 105 (3) Principles of Bank Operations	
BA 151 (3) Introduction to Business	
BA 202 (3) Credit Administration	
BA 204 (3) Money and Banking	
BA 231 (3) Fundamentals of Supervision	
BA 241 (3) Business Law I	
CIS 101 (3) Introduction to Data Processing	

#### Emphasis in Mid-Management:

- |  |       |
|--|-------|
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 28-30 |
|--|-------|

##### Complete the following required courses:

ACCT 101-102 (6) Principles of Accounting	
or	
ACCT 201 (4) Principles of Financial Accounting	
ACCT 202 (3) Principles of Managerial Accounting	
BA 151 (3) Introduction to Business	
BA 166 (3) Small Business Management	
BA 231 (3) Fundamentals of Supervision	
BA 232 (3) Fundamentals of Organizational Management	
BA 233 (3) Fundamentals of Financial Management	
BA 241 (3) Business Law I	
CIS 101 (3) Introduction to Data Processing	

#### Emphasis in Real Estate:

- |  |       |
|--|-------|
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 28-30 |
|--|-------|

##### Complete the following required courses:

ACCT 101-102 (6) Principles of Accounting	
or	
ACCT 201 (4) Principles of Financial Accounting	
ACCT 202 (3) Principles of Managerial Accounting	
BA 121 (3) Salesmanship	
BA 151 (3) Introduction to Business	
BA 222 (3) Real Estate Taxes	
BA 223 (3) Real Estate Law	
BA 231 (3) Fundamentals of Supervision	
BA 241 (3) Business Law I	
CIS 101 (3) Introduction to Data Processing	

- |   |       |
|---|-------|
| 4. <b>Electives (all areas of emphasis)</b><br>Recommended: | 12-17 |
|---|-------|

BA 201 (3) Bank Management	
BA 203 (3) Federal Reserve System	
BA 206 (3) Analyzing Financial Statements	
BA 208 (3) Home Mortgage Lending	
BA 209 (3) Installment Credit Lending	
BA 223 (3) Real Estate Law	

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

**TOTAL 60**



## 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 database systems.

### A.A.S. Degree

- |   |           |
|---|-----------|
| <b>1. Communication</b>                           | <b>9</b>  |
| Required: ENGL 111, ENG 212 and SPCH 111.         |           |
| <b>2. General Requirements</b>                    | <b>6</b>  |
| Required: MATH 106.                               |           |
| <b>3. Major Degree Requirements</b>               | <b>47</b> |
| (Numbers in parentheses indicate course credits.) |           |

Complete the following required courses:

ACCT 101-102 (6)	Principles of Accounting
BA 151 (3)	Introduction to Business
BA 252 (3)	Business Statistics
CIS 101 (3)	Introduction to Data Processing
CIS 105 (3)	FORTTRAN Programming
CIS 105L (2)	FORTTRAN Programming Lab
CIS 115 (3)	RPG II Programming
CIS 115L (2)	RPG II Programming Lab
CIS 120 (3)	Computer Operations
CIS 201 (3)	COBOL Programming
CIS 201L (2)	COBOL Programming Lab
CIS 210 (3)	Systems Design & Analysis
CIS 221 (3)	Advanced COBOL Programming
CIS 221L (2)	Advanced COBOL Programming Lab
CIS 230 (3)	Advanced Systems Topics
CIS 240 (3)	Operating Systems

**TOTAL 62**

## DENTAL ASSISTING

ACC offers a 12-month certificate program in Dental Assisting, which is accredited by the American Dental Association Commission on Dental Accreditation. Fifteen students are admitted into the program each fall semester. Graduates of the program are entitled to take the Dental Assisting National Board Examination. In addition, an associate in applied science degree is offered when all general requirements are completed.

Dental assistants record medical history, take blood pressure, and assist the doctor in delivering dental health care. Preventive assistants teach brushing and flossing techniques and provide dietary counseling to patients.

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, malpractice insurance, student organization memberships, and graduation pin.

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

Information and applications for the program may be obtained from:

**Dental Assisting Program**  
Anchorage Community College  
2533 Providence Avenue  
Anchorage, Alaska 99508  
(907) 786-1353 or 786-1701

### A.A.S. Degree

- |   |           |
|---|-----------|
| <b>1. Communications</b>  | <b>9</b>  |
| Complete community college requirements as listed on page 35. Recommended: ENGL 111 and ENGL 212. |           |
| <b>2. General Requirements</b>  | <b>6</b>  |
| Required: BIOL 101-L and PSY 153.   |           |
| <b>3. Major Degree Requirements</b>   | <b>41</b> |
| (Numbers in parentheses indicate course credits.)   |           |

Complete the following required courses:

DA 120 (3)	Clinical Procedures I for Dental Assistants
DA 131 (4)	Dental Science & Anatomy I
DA 132 (2)	Dental Science & Anatomy II
DA 155 (6)	Clinical Procedures II for Dental Assistants
DA 171 (2)	Dental Materials Lab for Dental Assistants
DA 180 (2)	Externship I
DA 181 (5)	Externship II
DN 100 (2)	Nutrition Today
DS 110 (4)	Radiology for Dental Auxiliaries
DS 115 (3)	Oral Health Education
DS 120 (2)	Clinical Procedures I for Dental Auxiliaries
DS 150 (4)	Principles of Dental Auxiliary Practice
DS 170 (2)	Dental Materials for Dental Auxiliaries

### 4. Electives

**TOTAL 60**

### Certificate

#### Requirements

**Credits 51**

Complete the following required courses:

BIOL 101-L (4)	Biology and Man
DA 120 (3)	Clinical Procedures I for Dental Assistants
DA 131 (4)	Dental Science and Anatomy I
DA 132 (2)	Dental Science and Anatomy II
DA 155 (6)	Clinical Procedures II for Dental Assistants
DA 171 (2)	Dental Materials Lab for Dental Assistants
DA 180 (2)	Externship I
DA 181 (5)	Externship II for Dental Assisting
DS 110 (4)	Radiology for Dental Auxiliaries
DS 115 (3)	Oral Health Education
DS 120 (2)	Clinical Procedures I for Dental Auxiliaries
DS 150 (4)	Principles of Dental Auxiliary Practice
DS 170 (2)	Dental Materials for Dental Auxiliaries
DN 100 (2)	Nutrition Today
PSY 153 (3)	Human Relations
SPCH 111 (3)	Fundamentals of Oral Communication

**TOTAL 51**

#### Dental Assisting COURSE SEQUENCE — Certificate and A.A.S.

1st Semester Fall	2nd Semester Spring	3rd Semester Summer I	Summer II
DA 120	DA 132	PSY 153	DA 181
DA 131	DA 155	SPCH 111	
DA 110	DA 171	BIOL 101	
DA 115	DA 180	DN 100	
DA 120	DS 150		
	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 course, which is accredited by the American Dental Association Commission on Dental Accreditation. The Associate of Applied Science Degree in Dental Hygiene prepares graduates clinically and academically to take the National and State Board licensing examinations.

A cumulative grade of "C" or better is required in courses other than Dental Science and Dental Hygiene. A grade of "C" or better is required in Dental Science and Dental Hygiene courses. Expenses beyond tuition include instruments, uniforms, special block fees, malpractice insurance, student organization membership, and graduation pin. The Dental Hygiene Program is a 40-hour-a-week endeavor. Students are responsible for securing both adults and children needed to satisfy clinical requirements.

Information and applications for the program may be obtained from:

**Dental Hygiene Program**  
Anchorage Community College  
2533 Providence Avenue  
Anchorage, Alaska 99508  
(907) 786-1701



## A.A.S. Degree

- |  | Credits |
|--|---------|
| 1. <b>Communication</b><br>Required: ENGL 111, ENGL 212, and SPCH 111.                   | 9       |
| 2. <b>General Requirements</b><br>Required: PSY 153 and SOC 101.                         | 6       |
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 67      |

Complete the following required courses:

{	BIOL 101-L (4) Biology & Man	
	or	
{	BIOL 111 (4) Human Anatomy & Physiology I	
	or	
{	BIOL 112 (4) Human Anatomy & Physiology II	
	BIOL 242 (4) Introductory Microbiology	
{	CHEM 121 (4) Elementary Biochemistry	
	DH 120 (4) Clinical Procedures I for Dental Hygienists	
{	DH 130 (3) Oral Tissues for Dental Hygienists	
	DH 131 (3) Oral Biology for Dental Hygienists	
{	DH 155 (3) Clinical Procedures II for Dental Hygienists	
	DH 160 (3) Clinical Practicum I for Dental Hygienists	
{	DH 165 (2) Pharmacology for Dental Hygienists	
	DH 171 (1) Dental Materials Lab for Dental Hygienists	
{	DH 203 (4) Diseases of Oral Tissues	
	DH 220 (3) Health Resources and Action Lecture	
{	DH 221 (1) Health Resources and Action Lab	
	DH 280 (4) Clinical Practicum II for Dental Hygienists	
{	DH 281 (2) Clinical Procedures III for Dental Hygienists	
	DH 290 (5) Clinical Practicum III for Dental Hygienists	
{	DN 100 (2) Nutrition Today	
	or	
{	DN 203 (3) Normal Nutrition	
	DS 110 (4) Radiology for Dental Auxiliaries	
{	DS 115 (3) Oral Health Education	
	DS 120 (2) Clinical Procedures I for Dental Auxiliaries	
{	DS 150 (4) Principles of Dental Auxiliaries Practice	
	DS 170 (2) Dental Materials for Dental Auxiliaries	

- |  |   |
|--|---|
| 4. <b>Elective</b><br>Required: DH 270 (2) Local Anesthetics for Dental Hygienists | 2 |
|--|---|

**TOTAL 84**

### Dental Hygiene COURSE SEQUENCE — A.A.S.

1st Semester	2nd Semester	3rd Semester	4th Semester
DS 110	DH 131	DH 220	ENGL 212
DS 115	DH 165	DH 203	DH 221
DS 120	DH 155	DH 280	DH 290
DH 120	DH 160	DH 281	DS 150
DH 130	DS 170		
	DH 171		

**NOTE:** ENGL 212 is scheduled to be taken with DH 221 for production of a joint research and technical report in Semester 4.

"C" or better is required in all major degree requirements with a DS or DH prefix. All other courses must average "C" or better.

## 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.

### A.A.S. Degree

	Credits
1. <b>Communication</b>	<b>9</b>
Complete the community college requirements listed on page 35.	
2. <b>General Requirements</b>	<b>6</b>
Complete the community college requirements listed on page 35.	
3. <b>Major Degree Requirements</b>	<b>62</b>
(Numbers in parentheses indicate course credits.)	

Complete the following required courses:

ET 110 (3) FCC License
ET 136 (4) Electronics Calculations I
ET 137 (4) DC Physics
ET 138 (4) Introduction to Computer Electronics
ET 139 (3) Laboratory I
ET 142 (4) Electronic Calculations II
ET 143 (4) AC Physics
ET 144 (4) Computer Systems I
ET 145 (4) Laboratory II
ET 230 (4) Telecommunications
ET 231 (4) Audio
ET 232 (4) Applied IC's
ET 233 (4) Computer Systems II
ET 250 (4) Transmitters/Receivers
ET 251 (4) Systems Analysis: Television
ET 252 (4) Computer Systems III

**TOTAL 77**

### Electronics Technology COURSE SEQUENCE — A.A.S.

1st Semester	2nd Semester	3rd Semester	4th Semester
ET 136	ET 142	ET 230	ET 110
ET 137	ET 143	ET 231	ET 250
ET 138	ET 144	ET 232	ET 251
ET 139	ET 145	ET 233	ET 252

### Certificate

<b>Requirements</b>	<b>62</b>
---------------------	-----------

Complete the following required courses:

ET 110 (3) FCC License
ET 136 (4) Electronics Calculations I
ET 137 (4) DC Physics
ET 138 (4) Introduction to Computer Electronics
ET 139 (3) Laboratory I
ET 142 (4) Electronic Calculations II
ET 143 (4) AC Physics
ET 144 (4) Computer Systems I
ET 145 (4) Laboratory II
ET 230 (4) Telecommunications
ET 231 (4) Audio
ET 232 (4) Applied IC's
ET 233 (4) Computer Systems II
ET 250 (4) Transmitters/Receivers
ET 251 (4) Systems Analysis: Television
ET 252 (4) Computer Systems III

**TOTAL 62**

### Electronics Technology COURSE SEQUENCE — Certificate

1st Semester	2nd Semester	3rd Semester	4th Semester
ET 136	ET 142	ET 230	ET 110
ET 137	ET 143	ET 231	ET 250
ET 138	ET 144	ET 232	ET 251
ET 139	ET 145	ET 233	ET 252

## 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 may concentrate on either structural or wildland which makes them a desirable candidate for employment. Fire department employees also enroll to enhance career advancement opportunities.

Students may specialize in Structural Fire Control or Wildland Fire Control by completing the major degree requirements listed in that particular area of emphasis. For more information, contact ACC Counseling Services or the Fire Science Department.

### A.A.S. Degree

	Credits
1. <b>Communication</b>	<b>9</b>
Complete community college requirements as listed on page 35.	
2. <b>General Requirements</b>	<b>6</b>
Complete community college requirements as listed on page 35.	
3. <b>Major Degree Requirements</b>	<b>36</b>
(Numbers in parentheses indicate course credits.)	

#### Emphasis in Structural Fire Control:

A. Complete the following required courses:

FS 101 (3) Introduction to Fire Science
FS 105 (3) Fundamentals of Fire Prevention
FS 107 (3) Fire Tactics and Strategy
FS 111 (3) Fire Company Organization and Management
FS 117 (3) Rescue Practices
or
EMT 119-120 (6) Emergency Medical Training
FS 202 (3) Fire Hydraulics
FS 204 (3) Hazardous Materials I

B. Complete 9 credits from the following options:

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

#### Emphasis in Wildland Fire Control:

A. Complete the following required courses:

FS 117 (3) Rescue Practices
or
EMT 119-120 (6) Emergency Medical Training
FS 151 (3) Wildland Fire Control I
FS 153 (3) Fire Organization and Management
FS 155 (3) Fire Behavior I
FS 157 (3) Air Operation Management
FS 252 (3) Law Enforcement Investigation
FS 254 (3) Fire Management

## B. Complete 9 credits from the following options:

FS	161	(3)	Fire Service Functions
FS	163	(3)	Air Attack
FS	256	(3)	Fire Planning and Multiple Use Material
FS	258	(3)	Prescribed Burning and Fuels Management
FS	260	(3)	Fire Research and Development
FS	262	(3)	Wildland Fire Control
FS	264	(3)	Fire Behavior II
FS	266	(3)	Wildland Fire Environmental Considerations
EMT	119-120	(6)	Emergency Medical Training

## 4. Electives

9-12  
**TOTAL 60**

## FOOD SERVICE TECHNOLOGY

The Food Service 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 its operation.

Students may specialize in Food Production, Bakery Production, or Food Service Management by completing courses listed below in that particular area of emphasis as well as satisfying major degree requirements. For more information, contact ACC Counseling Services or the Food Service Technology Department.

### A.A.S. Degree

1. Communication	9
Complete community college requirements as listed on page 35.	
2. General Requirements	6
Complete community college requirements as listed on page 35.	
3. Major Degree Requirements	39-40
(Numbers in parentheses indicate course credits.)	

## A. Complete the following required courses:

ACCT	051	(3)	Bookkeeping for Business
or			
ACCT	101	(3)	Principles of Accounting
FST	101	(1)	Introduction to Food Service
FST	102	(2)	Foods and Nutrition
FST	103	(4)	Quantity Food Production (Foods)
FST	104	(2)	Sanitation
FST	110	(2)	Food Standards
FST	111	(4)	Quantity Food Production (Bakery)
FST	112	(2)	Quantity Food Service
FST	113	(4)	Quantity Food Production (Meats)
FST	114	(2)	Beverages
FST	201	(4)	Quantity Food Production (Specialized)
FST	202	(4)	Food Service Bakery Practicum

## B. Complete the following courses, depending on emphasis:

#### Emphasis in Food Production:

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

#### Emphasis in Bakery Production:

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

#### Emphasis in Food Service Management:

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

## 4. Electives

Recommended: FST 119-299 (1-6) Co-op Food Service Practicum

5-6

**TOTAL 60**

## HOME ECONOMICS

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

The Home Economics program of study leads to the associate of applied science degree and covers all aspects of Home Economics—clothing and textiles; interior design; foods, and nutrition; home management—consumer economics; and child and 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 interests.

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

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.

### A.A.S. Degree

1. Communication	9
Complete community college requirements as listed on page 35.	
2. General Requirements	6
Complete community college requirements as listed on page 35.	

#### Emphasis in Clothing and Textiles:

3. Major Degree Requirements	31
(Numbers in parentheses indicate course credits.)	

## A. Complete the following required courses:

HE	121	(3)	Basic Clothing Construction
HE	130	(3)	Textiles
HE	180	(2)	Career Image Development
HE	221	(3)	Intermediate Clothing Construction
HE	222	(3)	Tailoring
HE	233	(3)	Pattern Alteration
HE	234	(2)	Pattern Drafting-Design

## B. Complete 3 credits from the following options:

HE	135	(3)	Creative Stitchery
HE	136	(2)	Quilting
HE	137	(3)	Art of Skin Sewing

## C. Complete 9 or more credits from the following options:

HE	123	(2)	Lingerie
HE	126	(2)	Sewing Parkas
HE	128	(2)	Draperies and Window Coverings
HE	134	(2)	Textile Art
HE	135	(3)	Creative Stitchery
HE	136	(2)	Quilting
HE	137	(3)	Art of Skin Sewing
HE	139	(2)	Clothing Alteration and Repair
HE	181	(2)	Fashion Merchandising
HE	225	(2)	Men's Wear I
HE	235	(3)	Creative Stitchery II
HE	236	(2)	Quilting II
HE	237	(2)	Art of Skin Sewing II

#### Emphasis in Interior Design:

3. Major Degree Requirements	39
(Numbers in parentheses indicate course credits.)	

## A. Complete the following required courses:

HE	130	(3)	Textiles
HE	141	(3)	Interior Design
HE	142	(3)	Elements and Principles of Design

HE	143	(3)	Drafting for Interior Design
HE	144	(2)	Interior Design Seminar
HE	146	(1)	Interior Houseplanning Seminar
HE	148	(3)	Interior Design Lab I
HE	150	(3)	Interior Finishes
HE	152	(2)	Interior Presentation Techniques
HE	158	(3)	Interior Design Lab II
HE	180	(2)	Career Image Development
HE	240	(3)	History of Furnishings and Interior Spaces I
HE	241	(3)	History of Furnishings and Interior Spaces II
HE	242	(3)	Contemporary Furnishings
HE	243	(2)	Operating Procedures for Interior Designers

**4. Electives****6-14****TOTAL 60****3. Major Degree Requirements**  
(Numbers in parentheses indicate course credits.)

48

Complete the following required courses:

ACCT	051	(3)	Bookkeeping for Business
BIOL	101	(3)	Biology and Man
DN	100	(2)	Nutrition Today
MA	101	(3)	Medical Terminology I
MA	104	(3)	Medical Terminology II
MA	106	(4)	Medical Office Procedures I
MA	201	(4)	Medical Office Procedures II
MA	202	(3)	Medical Transcription I
MA	203	(3)	Medical Transcription II
MA	205	(4)	Clinical Procedures I
MA	206	(4)	Clinical Procedures II
MA	208	(10)	Medical Office Externship
OO	111	(1)	Alphabetic Filing
OO	203B	(1)	Calculating Machines

**TOTAL 63****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 words 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.

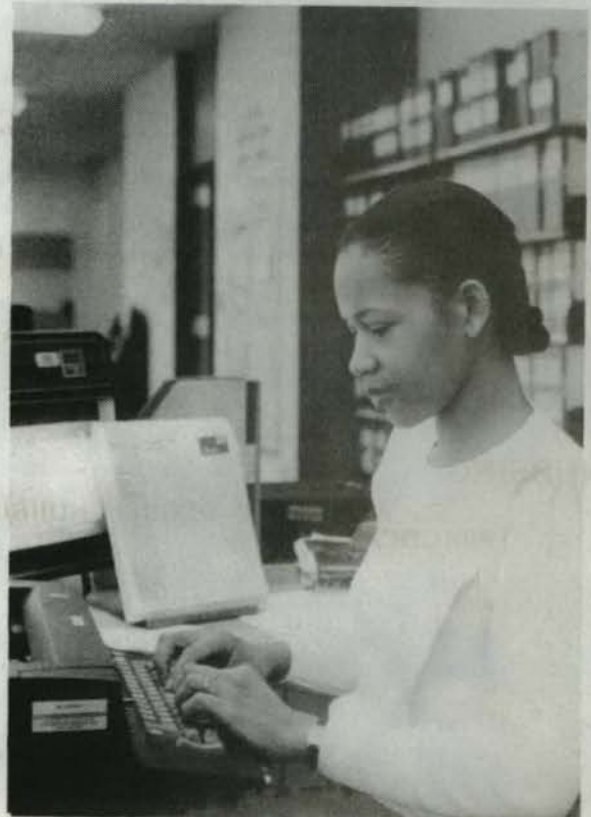
**A.A.S. Degree**

<b>1. Communication</b>	<b>9</b>
Required: OO 131, OO 231, and SPCH 111.	
<b>2. General Requirements</b>	<b>6</b>
Required: 3 credits of Economics (ECON 101 recommended).	
Required: 3 credits of Psychology (PSY 150 recommended).	

**Medical Assisting  
COURSE SEQUENCE — A.A.S**

1st Semester Fall	2nd Semester Spring	3rd Semester Summer
BIOL 101	MA 104	MA 208*
MA 101	MA 201	
MA 106	MA 202	
MA 205	MA 206	
OO 131	PSY 150	

\*Medical Office Externship, six weeks, May to mid-June.



## 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. 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.

### A.A.S. Degree

	Credits
<b>1. Communication</b>	<b>9</b>
Required: ENGL 111 or ENGL 211, ENGL 212 or ENGL 213, and SPCH 111.	
<b>2. General Requirements</b>	<b>6</b>
Complete community college requirements as listed on page 35.	
<b>3. Major Degree Requirements</b>	<b>58</b>
(Numbers in parentheses indicate course credits.)	
<b>A. Complete the following required courses:</b>	
CHEM 105-106 (8) General Chemistry	
MEDT 132 (3) Introduction to Medical Laboratory Technology	
MEDT 202 (6) Clinical Chemistry	
MEDT 203 (6) Clinical Microbiology	
MEDT 205 (6) Hematology	
MEDT 206 (3) Serology	
MEDT 207 (4) Immunohematology	
MEDT 208 (3) Urine Analysis	
MEDT 209 (1) Parasitology and Mycology	
MEDT 210 (2) Instrumentation in Clinical Laboratory	
MEDT 299 (12) Clinical Practica	
<b>B. Complete 4 credits from the following options:</b>	
BIOL 105 (4) Fundamentals of Biology I	
BIOL 106 (4) Fundamentals of Biology II	
BIOL 111 (4) Human Anatomy & Physiology I	
BIOL 112 (4) Human Anatomy & Physiology II	
BIOL 242 (4) Introductory Microbiology	
<b>TOTAL</b>	<b>73</b>

## NURSING

See ASSOCIATE DEGREE NURSING or PRACTICAL NURSING.

## 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 Relations, Listening Skills, Time Management, and Coping with Stress. Please call 786-1144 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:

Monday through Thursday	8:00 am to 9:00 pm
Friday	8:00 am to 3:30 pm
Saturday	10:00 am to 3 pm

Please call the department for summer hours.

### A.A.S. Degree

	Credits
<b>General Emphasis:</b>	
<b>1. Communication</b>	<b>9</b>
Complete community college requirements as listed on page 35.	
<b>2. General Requirements</b>	<b>6</b>
Required: ECON 201 or 202 and SOC 101 or PSY 111.	
<b>3. Major Degree Requirements</b>	<b>45</b>
(Numbers in parentheses indicate course credits.)	
<b>A. Complete the following required courses:</b>	
OO 101 (4) Beginning Shorthand	
OO 102 (4) Intermediate Shorthand	
OO 105 (3) Typing II Intermediate	
OO 106 (3) Typing III Advanced	
OO 131 (3) Comprehensive Business English*	
OO 155 (3) Business Math with Machines	
OO 202 (4) Advanced Dictation & Transcription	
OO 207 (3) Machine Transcription	
OO 209 (3) Interpersonal Skills in the Office	
OO 210 (3) Administrative Secretarial Procedures	
OO 231 (3) Written Business Communications*	
<b>B. Complete 6 credits from the following options:</b>	
ACCT 051-052 (6) Bookkeeping for Business	
or	
ACCT 101-102 (6) Principles of Accounting	
<b>C. Complete 3 credits from the following options:</b>	
ECON 202 (3) Principles of Economics	
PS 101 (3) Introduction to American Government	
BA 241 (3) Business Law	
<b>TOTAL</b>	<b>60</b>

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

### Emphasis in Legal Secretary:

<b>1. Communication</b>	<b>9</b>
Required: OO 131 and OO 231. Recommended: SPCH 101.	
<b>2. General Requirements</b>	<b>6</b>
Required: PS 101 and PSY 101.	
<b>3. Major Degree Requirements</b>	<b>31-34</b>
(Numbers in parentheses indicate course credits.)	
<b>A. Complete the following required courses:</b>	
ENGL 175 (3) Vocabulary Development	
or	
ENGL 275 (3) Vocabulary Enrichment	

[	ACCT 051-052	(6)	Introduction to Bookkeeping
	or		
ACCT	101	(3)	Principles of Accounting I
OO	106	(3)	Typing III Advanced
OO	109	(1)	MC/ST II
OO	155	(3)	Business Math with Machines
OO	207	(3)	Machine Transcription
OO	209	(3)	Human Relations in the Office
OO	210	(3)	Secretarial Procedures
OO	215	(3)	Legal Office Procedures
OO	216	(3)	Professional Legal Secretary

**B. Complete 3 credits from the following options:**

LAWS	101	(3)	Introduction to Law
JUST	110	(3)	Introduction to Criminal Justice
BA	241	(3)	Business Law I
ED	101-102	(3)	Cooperative Education

(One year's work experience in an Alaska law office within last year may be substituted for co-op requirement.)

**4. Electives**

**11-14**

**TOTAL 60**



## PRACTICAL NURSING

The Practical Nursing Education program prepares the individual for employment in the area of direct patient care and is a four (4) segmented program which extends over a three (3) 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 Licensure 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—the 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.

### Application Procedure

1. Apply for admission by writing or phoning the Practical Nurse Education program, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508. Phone: (907) 786-1275.
2. Request high school and/or other transcripts be sent to same address.
3. Apply to the Counseling Center for completion of required testing. Phone: (907) 786-1570.
4. Make an appointment with the Practical Nursing 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 Nursing Education program is approved by the Alaska State Board of Nursing and the National League for Nursing.

### Certificate Requirements

Credits

**50**

#### Complete the following courses:

DN	100	(2)	Nutrition Today
DN	203	(3)	Normal Nutrition
NS	160	(8)	Nursing in the Health/Illness Continuum
PSY	150	(3)	Development
PNE	054	(4)	Body in Health
PNE	056	(3)	Pharmacology and Drug Administration
PNE	066	(3)	Fundamentals of Nursing
PNE	069	(9)	Medical-Surgical Nursing
PNE	072	(3)	Vocational Adjustments
PNE	078	(8)	Nursing Care of Mothers & Children
PNE	079	(4)	Nursing Care of the Emotionally Ill

**TOTAL 50**

## PROCESS DESIGN TECHNOLOGY

Students completing degree requirements in Process Design Technology will receive an Associate of Applied Science Degree in Engineering Design Drafting from Kenai Peninsula Community College.

For further information, interested students should contact:

Division of Engineering Technology  
Anchorage Community College  
2533 Providence Avenue  
Anchorage, Alaska 99508  
(907) 786-1567

## PROFESSIONAL PILOTING

This two-year program offers the Associate of Applied Science degree. Degree program students should 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 many general interest courses.

### A.A.S. Degree

- |   | Credits |
|---|---------|
| 1. <b>Communication</b><br>Complete community college requirements as listed on page 35.        | 9       |
| 2. <b>General Requirements</b><br>Complete community college requirements as listed on page 35. | 6       |
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.)        | 43      |

Complete the following required courses:

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

- |   |   |
|---|---|
| 3. <b>Elective</b><br>ED 101-102 (3-6), Cooperative Education, may be used. | 2 |
|---|---|

**TOTAL 60**

## 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.

### A.A.S. Degree

- |  | Credits |
|--|---------|
| 1. <b>Communication</b><br>Required: ENGL 111, ENGL 212, and SPCH 111.                   | 9       |
| 2. <b>General Requirements</b><br>Required: MATH 108 and MATH 200.                       | 6       |
| 3. <b>Major Degree Requirements</b><br>(Numbers in parentheses indicate course credits.) | 54      |

Complete the following required courses:

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

**TOTAL 69**



## WELDING TECHNOLOGY

The Welding 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 the nondestructive testing process. *over*

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. *Counseling with welding Dept recommends.*

### A.A.S. Degree

- |  |                |  |
|--|----------------|--|
|  | <b>Credits</b> |  |
| 1. <b>Communication</b>  | <b>9</b>       |  |
| Complete community college requirements as listed on page 35. Recommended: ENGL 212. |                |  |
| 2. <b>General Requirements</b>   | <b>6</b>       |  |
| Required: MATH 105 and MATH 107. <i>Required 105, recommended 107.</i>               |                |  |
| 3. <b>Major Degree Requirements</b>  | <b>46</b>      |  |
| (Numbers in parentheses indicate course credits.)                                    |                |  |

Complete the following required courses:

WELD 112	(4)	Shielded Metal Arc Welding
WELD 157	(3)	Technical Blueprints for Welders
WELD 161	(4)	Gas Metal Arc Welding
WELD 162	(4)	Flux Cored Welding
WELD 172	(4)	Physics for Welding
WELD 174	(4)	Basic TIG Welding
WELD 175	(4)	Welding Processes and Equipment
WELD 181	(2)	Welding Inspection
WELD 261	(3)	Ultrasonic Welding Inspection
WELD 262	(3)	General Nondestructive Testing
WELD 263	(4)	X-Ray and Radioisotopes Radiography
WELD 282	(2)	Codes and Physical Tests
WELD 285	(3)	Introduction to Welding Metallurgy
WELD 289	(4)	Welding Metallurgy

**TOTAL 61**

#### Welding Technology COURSE SEQUENCE - A.A.S

1st Semester	2nd Semester	3rd Semester	4th Semester
WELD 112	WELD 161	WELD 162	WELD 174
WELD 157	WELD 172	WELD 263	WELD 261
WELD 175	WELD 181	WELD 282	WELD 262
		WELD 285	WELD 289

*Additional courses are available in the welding department.*





# COURSE DESCRIPTIONS

Courses described on the following pages are listed alphabetically by discipline.

## COURSE NUMBERING SYSTEM

Non-credit courses are numbered **000-049**. They do not apply towards associate degrees 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. Some may be used towards Associate of Applied Science degrees or technical certificates, but they do not transfer to baccalaureate programs, or to the Associate of Arts degree.

College transfer credit courses, numbered **100** and **200**, are applicable to baccalaureate degrees. Courses numbered 100 and 200 are freshman- and sophomore-level.

Courses following each other in sequence will be numbered in sequence, i.e., History 101 and History 102. In a sequence, the first course is generally a prerequisite for the second.

Anchorage Community College expects students to demonstrate learning commensurate with the appropriate course level. 100-level courses generally demand learning basic concepts, while 200-level courses require increased ability to extract, summarize, evaluate, and apply relevant concepts.

Classroom expectations are as follows:

### 100-Level: Acquire and assimilate knowledge.

- Prerequisites: Often no formal courses.
- Class Participation: Relate information to own experience and knowledge.
- Literacy Skills: Utilize library for assigned topical papers; use basic rules of structure to create clear, coherent essays.
- Practical Skills: Participate in and profit from class exercises and demonstrations.
- Professional Level: Acquire basic concepts and attitudes in the discipline studied.

### 200-Level: Summarize and supplement knowledge.

- Prerequisites: One or more classes or developing experience in the field.
- Class Participation: Supplement class presentations with information from discussion and reading.
- Literacy Skills: Collect and organize material from multiple sources on a specific topic; create clear, coherent, organized papers.
- Practical Skills: Participate in and profit from laboratory and experiential class material.
- Professional Level: Extension of basic concepts and attitudes in the discipline(s) studied.

### Special or Reserved Numbers

Courses identified by numbers ending in **-92** are seminars. Those ending in **-93** are special topics. Courses ending in **-94** are trial courses. Courses ending in **-97** are independent studies. Courses identified with these numbers may be offered at any level (e.g., 093, 197, 294) at the discretion of the appropriate department.

## HOURS

University of Alaska academic policy requires:

- Lecture/discussion classes — 840 minutes (or 14 clock hours) of contact time to award one credit hour.
- Lecture/laboratory classes — 1680 minutes (or 28 clock hours) of contact time to award one credit hour.
- Some lab type courses which require little or no out-of-class preparation by students require 2,520 minutes (or 42 hours) of instruction to award one credit hour.

*NOTE: No more than one 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). Also, one credit may not be acquired for less than three days.*



**ACCOUNTING**

Credits

- ACCT 051 *Bookkeeping for Business I* 3**  
Basic concepts and procedures of practical bookkeeping. Fundamental bookkeeping principles, practices, and procedures necessary in recording and reporting financial data for service and merchandising business. Covers businesses owned by one individual only (sole proprietorships).
- ACCT 052 *Bookkeeping for Business II* 3**  
Continuation of ACCT 051. Accounting for business partnerships or corporations. Covers other material selected by teacher as based on student interest. PREREQUISITE: ACCT 051.
- ACCT 101 *Principles of Accounting I* 3**  
First semester of college accounting. Introduces accounting concepts and procedures for financial accounting of sole proprietorships. Emphasis on accounting cycle, and recording, summarizing, and interpreting accounting data through presentation of formal financial statements. Also covers receivables, inventories, depreciation, systems and controls, and payroll.
- ACCT 102 *Principles of Accounting II* 3**  
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 statements of changes in financial position. Provides overview of managerial accounting, and job and process costing. Examines budgeting and break-even analysis. General coverage of other accounting techniques used in managerial decision-making. PREREQUISITE: ACCT 101.
- ACCT 103 *Basic Cost Accounting* 3**  
Fundamental theories and practical problems in analysis and control of materials, labor, and overhead costs in manufacturing. Emphasis on the job cost system and the process system. PREREQUISITE: ACCT 102 or teacher permission.
- ACCT 109 *Payroll Accounting* 3**  
Comprehensive study of State and Federal regulations and necessary payroll reports. Preparation of complete payrolls.
- ACCT 110 *Personal Income Tax* 3**  
Introduction to tax concepts for individuals. Examines tax law, research and analysis methods, and tax forms.
- ACCT 111 *Business Income Tax* 3**  
Introduction to tax concepts for businesses. Covers basic tax research methods as well as preparation of necessary State and Federal business income tax forms. PREREQUISITE: ACCT 110.
- ACCT 201 *Principles of Financial Accounting* 4**  
Introduction to financial accounting concepts and principles. Preparation and analysis of financial reports for sole proprietorships, partnerships and corporations. Includes long-term debts and investments, analysis and preparation of specialized financial statements such as cash flow, and statements of changes in financial position. NOTE: Students cannot receive credit for both ACCT 101, 102 and ACCT 201.
- ACCT 202 *Principles of Managerial Accounting* 3**  
Covers analysis and use of financial statements, cost behavior as related to break-even analysis and decision costs, basic elements of cost accounting and control, budgeting and cash flow planning. PREREQUISITE: ACCT 101 and 102 or ACCT 201.
- ACCT 222 *Introduction to Computers & Accounting Systems* 3**  
Introduces accounting information system concepts. Emphasizes relationships between accounting systems, management information systems, and organizational function. Also covers how design and implementation of automated information systems affects accounting.
- ACCT 230 *Intermediate Accounting* 3**  
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 permission.

**AGRICULTURE AND LAND RESOURCES**

Credits

- ALR 101 *Conservation of Natural Resources* 3**  
Keynote survey of natural resources. Includes biological and physical nature of fisheries and wildlife. Career opportunities, current problems and issues of each field. Emphasizes conservation of natural resources and conservation problems.

**AIR TRAFFIC CONTROL**

Credits

- ATC 116 *Air Traffic Control and History* 3**  
FAA role in development of air transportation. Begins with early Air Mail Service and continues to present-day Air Traffic Service. Includes current areas of responsibility and internal workings of Air Traffic Control facilities.
- ATC 117 *Aviation Weather* 3**  
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 other airways users.
- ATC 118 *The Control Environment* 3**  
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.
- ATC 119 *ATC Regulations* 3**  
Federal Air Regulations applying to Air Traffic Control system. Introduction to regulations governing operation of Air Traffic Control Specialists within Federal system.
- ATC 120 *Human Relations in ATC* 3**  
Increased understanding of relationships between controllers, pilots, other workers, and the community. Physiological and psychological aspects of flying.
- ATC 121 *Principles of Flight* 3**  
Basic aerodynamic principles. Theory of flight. Aircraft characteristics. Operation of aircraft in Air Traffic Control system. Includes approximately six hours in Flight Simulator. For ATC students only. PREREQUISITE: Teacher permission. Lab Fee.
- ATC 122 *ATC Intern Program* 6**  
Practical experience at FAA Air Traffic Control facilities. PREREQUISITE: Must have completed freshman year and have teacher permission.
- ATC 216 *Operations in Flight Service Station I* 3**  
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 FSS.
- ATC 217 *Airport Traffic Control I* 3**  
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.
- ATC 218 *Operations in Flight Service Station II* 3**  
Increases student knowledge of operations in Flight Services Station. Familiarization with functions normally performed by journey-level specialists. PREREQUISITE: ATC 216 or teacher permission.

**ATC 219 Airport Traffic Control II 3**  
Actual application of principles learned in ATC 217 in simulated air traffic situations at Weatherford International Airport. **PREREQUISITE:** ATC 217 or teacher permission.

## ANTHROPOLOGY

Credits

**ANTH 101 Introduction to Anthropology 3**  
Fundamentals of major subfields of anthropology: archaeology, sociocultural anthropology, biological anthropology, and anthropological linguistics. Recommended for both majors and non-majors.

**ANTH 200 Natives of Alaska 3**  
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**  
Introduction to method, theories, and fundamental concepts for studying cultural systems. Serves as foundation for more specialized courses in cultural anthropology. (*\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.*)

**ANTH 205 Biological Anthropology 3**  
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**  
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**  
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.

**ANTH 231 Archaeological Field School 4**  
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 total of 8 credits. **PREREQUISITE:** ANTH 211 and teacher permission.

**ANTH 271 Introduction to Medical Anthropology 3**  
Examines three areas related to human health and disease. Nature of ancient disease and its relationship to human education. Inter-relationships 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**  
Descriptive and theoretical examination of origin, rise, and development of prehistoric cultural systems and Guatemala.

**ANTH 273 Aleut Adaptations 3**  
Intensive study of traditional and post-contact Aleut culture, including origins, prehistory, biological adaptations, and cultural adaptations. Also considers contemporary Aleut social, economic, and political status.

## ARCHITECTURAL AND ENGINEERING TECHNOLOGY

Credits

**AET 101 Fundamentals of Drafting for Building Construction 3**  
Basic drafting skills necessary in survey and civil engineering, architectural, mechanical, structural, and electrical drafting within building construction fields. Introduction to building construction industry, including relationships between architects, engineers, drafters, and technicians. Lab Fee.

**AET 102 Specifications and Materials for Building Construction 4**  
Investigation of building specification types, language style, writing formats, and information sources, including CSI Masterformat. Analysis of building materials, structural components, code requirements, construction processes and assemblies. Community field project involving team research of current Alaskan building types.

**AET 111 Topography and Land Development Drafting 3**  
Introduction to United States rectangular descriptions and written land descriptions in mapping. Construction of topography maps using interpolating methods, and extensive ink drafting in plat preparation. **PREREQUISITE:** AET 101, AET 102, or teacher permission.

**AET 112 Scribing and Overlay Techniques 3**  
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. Lab Fee.

**AET 121 Architectural Working Drawings and Office Practice 3**  
Introduction to technical skills needed by architectural drafters and technicians to work with architects. Includes office practices, staff relationships, and architectural working drawing production. Includes technical skills in architectural drawing symbols, conventions, dimensioning systems, reference systems, sheet organization, code requirements, and research methods for detailing light commercial buildings. **PREREQUISITE:** AET 101, AET 102, or teacher permission. Lab Fee.

**AET 122 Architectural Presentation Techniques 3**  
Technical training for architectural drafters or technicians with special emphasis on economical, time-efficient presentation drawings. Includes reproduction processes and art media for graphic communication of architectural projects. Includes technical skills in use of pencil, ink, and design markers for plan, elevation, and perspective drawings. Delineation techniques for building materials, entourage, cars, people and composition layout are introduced. **PREREQUISITE:** AET 121 or teacher permission. Lab Fee.

**AET 131 Structural Working Drawings and Office Practice 3**  
Introduction to technical skills needed by structural drafters and technicians to work with structural engineers. Includes office practices, staff relationships, and structural working drawing production. Includes technical drafting skills in symbols, conventions, dimensioning systems, reference systems, sheet organization, code analysis, and research methods for steel, wood, and reinforced concrete building structures. **PREREQUISITE:** AET 101 and AET 102 plus 6 other AET credits, or teacher permission. Lab Fee.

**AET 141 Mechanical Building Equipment Systems Design and Drafting 3**  
Application of technical analysis, theory, drafting, and code requirements to design and produce working drawings for mechanical building systems. Includes water supply, liquid waste, heating, ventilation, and air conditioning. Includes technical drafting skills in mechanical symbols, conventions, dimensioning systems, reference systems, and research methods for residential and light commercial mechanical building equipment. **PREREQUISITE:** AET 101 and AET 102 plus 6 other AET credits, or teacher permission. Lab Fee.

**AET 151 Electrical Building Equipment Systems Design and Drafting 3**  
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. Includes technical drafting skills in electrical symbols, conventions, dimensioning systems, reference systems, and research methods for residential and light commercial electrical building equipment. **PREREQUISITE:** AET 101 and AET 102 plus 6 other AET credits, or teacher permission. Lab Fee.

**AET 211 Subdivision Design and Land Classification 4**  
Elements of subdivision design using Federal, State, and Municipal planning regulations for subdivisions. All stages of office work, including topography mapping. Covers preservation, conservation, utilization, and classification of land. **PREREQUISITE:** AET 111. Lab Fee.

**AET 221      Design Development for      4****Architectural Technicians**

Analysis and use of design methodology, processes, and vocabulary needed by architectural technicians to work with architectural designers during schematic and design development. Includes graphic skills in schematic drawings for small Alaskan residences and office buildings. Includes technical skills in research and systematic design methods, documentation, graphic layout, binding and reproduction techniques for design proposal reports. PREREQUISITE: AET 121 and AET 122, or teacher permission.

**AET 231      Structural Design and Detailing      3****for Engineering Technicians**

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. PREREQUISITE: AET 131 or teacher permission. High School or college trigonometry recommended. Lab Fee.

**ART****Credits****ART 100      Art Exploration      3**

Recommended for students seeking initial exposure to various areas such as design, printmaking, weaving, and sculpture. Individual studio projects, lectures, and field trips to introduce possible areas for further concentrated study. Lab Fee.

**ART 101      Beginning Ceramics      3**

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.

**ART 102      Beginning Ceramics      3**

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. Lab Fee.

**ART 105      Beginning Drawing      3**

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

**ART 106      Beginning Drawing      3**

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

**ART 111      Two-Dimensional Design      3**

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.

**ART 112      Color and Design      3**

Two-dimensional study of fundamentals of color and visual perception. Includes understanding contrast, color mixing, and development of color wheel. Studio course. Lab Fee.

**ART 113      Three-Dimensional Design      3**

Study of concepts of composition, using lines, planes, and solid forms in three-dimensional contexts. Work in various nonpermanent media, including mat board, paper, wire, and wood. Studio course. Lab Fee.

**ART 123      Watercolor Painting      3**

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.

**ART 125      Beginning Painting      3**

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: Drawing and two-dimensional or color design courses. Lab Fee.

**ART 126      Beginning Painting      3**

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 color design courses. Lab Fee.

**ART 131      Beginning Sculpture      3**

Introduction to sculpture using wood, stone, metal, plastic, and wire. Emphasizes materials and tools required for execution of sculpture. RECOMMENDED PREREQUISITE: Three-dimensional design course. Lab Fee.

**ART 132      Beginning Sculpture      3**

Introduction and extension of techniques using wood, stone, metal, plastic, and wire. Presents more sophisticated skills in manipulating materials and tools required for execution of sculpture. PREREQUISITE: Three-dimensional design course. Lab Fee.

**ART 133      Beginning Printmaking      3**

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 134, forms one year of basic study. RECOMMENDED PREREQUISITE: Drawing and design courses. Lab Fee.

**ART 134      Beginning Printmaking      3**

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 133, forms one year of basic study. RECOMMENDED PREREQUISITE: Drawing and design courses. Lab Fee.

**ART 139      Beginning Weaving      3**

Various weaving techniques, including 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.

**ART 140      Beginning Weaving      3**

Further study of various weaving techniques, including traditional loom weaving and different kinds of primitive weaving. Emphasis on creativity and experimentation within techniques. Lab Fee.

**ART 142      Graphic Design      3**

Explores graphic design through use of line, shape, value, texture, and color, and their application in communication design. Includes problems in concept, composition, and structure using photographic, typographic and symbolic elements. Lab Fee.

**ART 145      Commercial Art Design      3**

Studio course in fundamentals of graphic and advertising design and related production methods. Introduction to illustration techniques and materials. Lab Fee.

**ART 151      Introduction to Photography      3**

Basic principles of photography. How cameras function and how to use these functions for artistic expression. Processing and printing of black-and-white film. Laboratory and classroom demonstrations. Relationship of photography to other art media. Lab Fee.

**ART 152      Introduction to Photography      3**

Experiences in basic photography. How cameras function and how to use these functions for artistic expression. Processing and printing of black-and-white film. Laboratory and classroom demonstrations. Relationship of photography to other art media. Lab Fee.

**ART/HUM 160      Art Appreciation      3**

Develops appreciation of how visual arts stimulate human 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. Lab Fee.

**ART 201** *Intermediate Ceramics* 3  
Intermediate problems in ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function. PREREQUISITE: Six credits beginning ceramics or teacher permission. Lab Fee.

**ART 202** *Intermediate Ceramics* 3  
Intermediate problems in ceramics with individualized emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function. PREREQUISITE: Six credits beginning ceramics or teacher permission. Lab Fee.

**ART 203** *Ceramic Sculpture* 3  
Use of clay as sculpture medium. Wheel-thrown, coil, slab, and other techniques as well as mural, architectural, and free-standing design. PREREQUISITE: Three-dimensional design course or teacher permission. Lab Fee.

**ART 204** *Ceramic Sculpture* 3  
Problems in clay as sculpture medium. Wheel-thrown, coil, slab, and other techniques as well as mural, architectural, and free-standing design. PREREQUISITE: Three-dimensional design course or teacher permission. Lab Fee.

**ART 205** *Intermediate Drawing* 3  
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: Beginning drawing course or teacher permission. Lab Fee.

**ART 206** *Intermediate Drawing* 3  
Fresh problems in composition and creative interpretation of subjects. Review of descriptive and expressive line, space, perspective, and light. Emphasis on expanding visual awareness through drawing problems from still life objects, drapery, human and animal forms. PREREQUISITE: Beginning drawing or teacher permission. Lab Fee.

**ART 219** *Life Drawing and Composition* 3  
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: Beginning drawing course or teacher permission. Lab Fee.

**ART 220** *Life Drawing and Composition* 3  
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: Beginning drawing course or teacher permission. Lab Fee.

**ART 223** *Watercolor Painting and Composition* 3  
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, or color design course. Lab Fee.

**ART 225** *Intermediate Painting* 3  
Development of expressive skills in painting, with review of techniques and refinement of materials usage. Emphasis on individual approaches to pictorial and conceptual problems in oil and acrylic. PREREQUISITE: Beginning painting or teacher permission. Lab Fee.

**ART 226** *Intermediate Painting* 3  
Continued and intensified development of expressive skills in painting, with review of techniques and refinement of materials usage. Emphasis on individual approaches to pictorial and conceptual problems in oil and acrylic. PREREQUISITE: Beginning painting or teacher permission. Lab Fee.

**ART 227** *Portrait Painting* 3  
Basic principles of portrait painting with emphasis on drawing the head in charcoal, pastels, and related media prior to translation to oil or acrylic paints. Includes study of character, design, and composition. PREREQUISITE: Beginning painting and drawing or teacher permission. Lab Fee.

**ART 228** *Portrait Painting* 3  
Basic principles of portrait painting with emphasis on painting the head in oils and acrylics. Review of drawing in charcoal, pastels, and related media. Includes study of character, design, and composition. PREREQUISITE: Beginning painting and drawing or teacher permission. Lab Fee.

**ART 243** *Illustration* 3  
Developing for commercial portfolio. Execution of limited color illustrations in wet and dry media, and mechanical overlay. RECOMMENDED PREREQUISITE: Drawing course. Lab Fee.

**ART 244** *Illustration* 3  
Explores illustration through use of full color media and techniques such as transparent inks, opaque watercolor, transparent watercolor, and colored pencil. RECOMMENDED PREREQUISITE: Drawing course. Lab Fee.

**ART 247** *Advertising Design and Production* 3  
The advertising field is explored through the design 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.

**ART 248** *Advertising Design and Production* 3  
Fresh problems in advertising and production of print media. Emphasizes principles of design to create solutions for advertising communication problems. Covers advertising theories, layout concepts and techniques, as well as production considerations and preparation skills for transforming ideas into camera-ready art. RECOMMENDED PREREQUISITE: Graphic design course or experience. Lab Fee.

**ART 251** *Intermediate Photography* 3  
Development and refinement of skills and techniques of expression. Assignments to teach concepts, discipline, and awareness of camera as creative tool. Use of existing and/or studio lighting for form, texture, and separation. Introduction to special darkroom techniques. PREREQUISITE: Beginning photography or teacher permission. Lab Fee.

**ART 261** *History of World Art I* 3  
Traces origin and development of painting, sculpture, and architecture from beginnings through Renaissance. Emphasis on art of Western World. Term paper required.

**ART 262** *History of World Art II* 3  
Traces origin and development of painting, sculpture and architecture from end of Renaissance through Modern Period. Emphasis on art of Western World. Term paper required.

**ART 291** *Art Activities* 1-6  
Offered by written arrangement with teacher prior to registration. Directed activities to extend involvement in studio practices such as management, art materials preparation, exhibit installation, and general instructional assisting. Not intended as independent study or individual projects class, but extends class in which student is enrolled. Variable credit. May be repeated up to maximum of 12 credits.

## AUTO/DIESEL TECHNOLOGY

Credits

**ADT 056** *Car Care Simplified* 1  
Teaches automotive users about basic systems and car maintenance. Minor servicing of electrical, lubrication, cooling, chassis, and suspension systems. Lab Fee.

**ADT 058** *Tune Up for Amateurs* 1  
Teaches automobile users about systems related to tune-up and how to perform needed tasks on vehicles. Lab Fee.

**ADT 071** *Fundamentals of Diesel Engines* 2  
Survey of different types, uses, operational conditions, and maintenance of diesel engines.

**ADT 081** *Small Engine Repair* 3  
For owners of small internal combustion engines. Teaches how to diagnose problems and make repairs. Students usually supply own project engines. Lab Fee.

**ADT 101** *Orientation to Shop* 2  
Orients both new students and technicians to shop safety, ACC Auto/Diesel Program goals, requirements, and general shop procedures and practices.

- ADT 103 Engines 6**  
Trains student technicians in theory, diagnosis, servicing, and repair of engines and engine systems. PREREQUISITE: Teacher permission. Lab Fee.
- ADT 110 Power Trains 6**  
Trains student technicians in theory, diagnosis, and repair of light- and medium-duty power train components. PREREQUISITE: Teacher permission. Lab Fee.
- ADT 150 Brake Systems 4**  
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, and 180. Teacher permission. Lab Fee.
- ADT 161 Frame and Suspension Systems 4**  
Basic study of various automotive suspensions systems. Includes identification of components, maintenance, and replacement of individual components. Study of front-end geometry and its relationship to total suspension system. PREREQUISITE: ADT 101. Concurrent enrollment in ADT 150, 163, and 180. Teacher permission. Lab Fee.
- ADT 163 Front End Alignment 3**  
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, and 180. Teacher permission. Lab Fee.
- ADT 180 Electrical Systems 6**  
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. PREREQUISITE: ADT 101. Concurrent enrollment in ADT 150, 161, and 163. Teacher permission.
- ADT 211 Carburetor and Injection Systems 4**  
Teaches students basic fuel system, carburetion, and gas fuel injection theory. PREREQUISITE: ADT 101, ADT 103, and concurrent enrollment in ADT 212, and 214. Teacher permission. Lab Fee.
- ADT 212 Tune Up and Diagnosis 6**  
Covers basic principles and finite techniques involved in efficient, pollution-free operation of modern internal combustion engines. Also covers ignition systems and their historical developments. PREREQUISITE: ADT 101, 103, and 180. Concurrent enrollment in ADT 211 and 214. Teacher permission. Lab Fee.
- ADT 214 Emission Systems 3**  
Understanding and servicing modern internal combustion engines to meet pollution standards established by Federal Government. Theories of operation, diagnosis, and servicing problems. PREREQUISITE: ADT 101, 103, and 180. Concurrent enrollment in ADT 211 and ADT 214. Teacher permission.
- ADT 223 Shop Management 3**  
Provides basic knowledge of business management, customer relations, and shop problems. Forum for discussion of problems in fourth semester service labs. PREREQUISITE: Concurrent enrollment in fourth semester Auto or fourth semester Diesel block.
- ADT 224 Accessories and Air Conditioning 4**  
Advanced studies of electro/mechanic accessories and automotive air conditioning. Lab objectives may be met through pre-arranged supervised on-the-job training or Cooperative Education program participation. PREREQUISITE: Fourth semester Auto student status and concurrent enrollment in ADT 223 and ADT 226. Lab Fee.
- ADT 226 Auto Service Laboratory 6**  
Simulated shop practices in ACC's lab. May also be met through pre-arranged supervised on-the-job training or Cooperative Education program participation. PREREQUISITE: Fourth semester Auto student status and concurrent enrollment in ADT 223 and ADT 224. Lab Fee.
- ADT 241 Diesel Fuel Systems 2**  
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 trade. PREREQUISITE FOR STUDENTS: Concurrent enrollment in ADT 243, 245, and 246 and teacher permission. PREREQUISITE FOR TRADESPERSONS: Concurrent enrollment in ADT 242 and teacher permission.
- ADT 243 Heavy Duty Electrical Systems 3**  
Provides students with theory and diagnostic skills for heavy duty starters, alternators, and circuits. Integral part of third semester Diesel Technology Program. PREREQUISITE: Concurrent enrollment in ADT 241, 245, and 246 and teacher permission.
- ADT 245 Diesel Engines 2**  
Provides students and technicians with exposure to two- and four-stroke diesel engines, and related systems such as air-space induction, coolant, and lubrication. PREREQUISITE: Concurrent enrollment in ADT 241, 243, and 246 and teacher permission.
- ADT 246 Diesel Service Laboratory I 5**  
Gives student technicians actual hands-on experience in 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, and 245 and teacher permission.
- ADT 248 Diesel Service Laboratory II 6**  
Hands-on lab for related fourth semester Diesel theory courses (ADT 261, 263, and 265). Objectives may be met through supervised on-the-job training or Cooperative Education program participation. PREREQUISITE: Fourth semester Diesel student status and concurrent enrollment in ADT 233, 248, 263, and 265. Lab Fee.
- ADT 261 Hydraulics 2**  
Provides working knowledge for proper troubleshooting and servicing of hydraulic systems. PREREQUISITE: Fourth semester Diesel student status and concurrent enrollment in ADT 223, 248, 263, and 265.
- ADT 263 Heavy Duty Power Trains 2**  
Expands knowledge and skills of light-duty technicians in field of heavy-duty power trains. PREREQUISITE: Fourth semester Diesel student status and concurrent enrollment in ADT 223, 248, 261, and 265.
- ADT 265 Heavy Duty Chassis 2**  
Technical background to diagnose and repair heavy-duty airbrake and chassis components. PREREQUISITE: Fourth semester Diesel student status and concurrent enrollment in ADT 223, 248, 261, and 263.
- ADT 271 Diesel Fuel Systems for Tradespersons 3**  
Lecture/lab course that provides instruction in the operation and service of diesel fuel systems found on current diesel engines. PREREQUISITE: Present employment in automotive service and repair industry or teacher permission.
- ADT 280 Electrical for Tradespersons 3**  
For industry service technicians. Increases knowledge of electrical motors, alternators, and ignition systems through lecture/lab demonstrations. VOM, in kit form, is built as part of training. PREREQUISITE: Present employment in automotive service and repair industry or teacher permission.
- ADT 281 Automatic Transmissions 6**  
Advanced course for industry technicians who diagnose, service, and repair domestic automatic transmissions. Utilizes both component and actual shop-type repairs. PREREQUISITE: Teacher permission.
- ADT 282 Alignment for Tradespersons 3**  
Study of alignment theory and practical applications as found in late model front-wheel drive, independent rear suspension vehicles. Utilizing state-of-the-art alignment equipment. PREREQUISITE: Present employment in automotive service and repair industry or teacher permission.
- ADT 283 Tune-Up for Tradespersons 3**  
Course to upgrade skills in tune-up and emission control techniques. Includes classroom theory and hands-on experience. PREREQUISITE: Present employment in automotive service and repair industry or teacher permission.

- ADT 284 Carbs and Gasoline Fuel Injection for Tradespersons** 3  
Course to upgrade knowledge of carburetion and gasoline fuel injection theories. Hands-on diagnosis on selected projects in lab. PREREQUISITE: Present employment in automotive service and repair industry or teacher permission.

## AVIATION MAINTENANCE TECHNOLOGY

- AMT 053 Preventive Maintenance for Pilots and Owners** 4  
For pilots/owners to gain knowledge and experience in items of aircraft and engine maintenance that they may legally perform. Beneficial to people who intend to buy airplanes. Lab Fee.
- AMT 100 Basic Aircraft Science** 4  
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  
Disassembling and reassembling engines to gain experience in identification, purpose, and operation of various components and systems. SPECIAL REGISTRATION. Lab Fee.
- AMT 102 Basic Mathematics and Physics** 2  
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  
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 landing gear, wing, and empennage alignment. Students also check and verify movement of primary flight control surfaces. SPECIAL REGISTRATION. Lab Fee.
- AMT 104 Aircraft Sheetmetal and Composite Structures** 4  
Servicing and repairing aluminum alloy structures and structural members. Experience in repairing structures by riveting, bending, folding, and forming operations. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 105 Aircraft Reciprocating Engine (Overhaul and Maintenance)** 5  
Develops skills in practices and procedures of reciprocating engine overhaul. Students disassemble and reassemble, inspect, repair, and rework engine and ignition system components. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 106 Aircraft Electrical Systems and Components** 6  
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 systems, installing wires and switches, and repairing generators and motors. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 107 Aircraft Navigation Communications and Instrument Systems** 2  
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, gauges, navigation-communication equipment, and antennas. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 108 Aircraft Wood Structures** 2  
Identification of woods approved for aircraft construction, acceptable and unacceptable defects, and types and characteristics of acceptable glues. Approximately 60 percent of class time

spent in lab to construct and glue scarf joints used in wing spars and repair wood structural members. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, and 103. Lab Fee.

- AMT 109 Aircraft Fluid and Pneumatic Power Systems** 7  
Covers mechanical advantages and existing similarities of hydraulic and pneumatic systems. Approximately 50 percent of class time spent in lab to trace and explain relationships, purposes, and functions 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. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 191 Airframe Seminar** 3  
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, 102, and 103. Students must have faculty advisor in AMT.
- AMT 192 Powerplant Seminar** 3  
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, 102, and 103. Students must have faculty advisor in AMT.
- AMT 200 Aircraft Auxiliary System** 4  
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 purposes, construction, operations, and service requirements of each system and its related components. Students inspect and service oxygen system, and troubleshoot landing gear position and warning systems. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 201 Aircraft Welding** 4  
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. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 202 Aircraft Turbine Engines** 3  
Theoretical and practical foundations of turbine engines. Approximately 60 percent of class time spent in lab disassembling turbo jet engines. Students identify, inspect, and explain purpose, construction, and operation of all major components and systems. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 203 Aircraft Propellers** 3  
Practical foundations 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 in pitch change, feathering, and reversing systems. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 204 Aircraft Reciprocating Engines Installation and Operation** 2  
Students become proficient in installation, preparation, performance testing, and troubleshooting of aircraft reciprocating engines. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 205 Aircraft Covering and Finishing** 4  
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. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.
- AMT 206 Aircraft Fuel and Induction Systems** 4  
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 components of each

system, relationships of systems, and their effects on engine performance. Students overhaul float-type carburetors and repair other fuel and induction system components. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.

**AMT 207 Aircraft Turbine Engines Installation and Operation 2**

Provides theoretical knowledge necessary to perform turbine engine removal, replacement, troubleshooting, and other operations. Includes trimming engine due to performance loss. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.

**AMT 208 Flight Line Maintenance 2**

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. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103. Lab Fee.

**AMT 209 Aircraft Repair Station Operation 4**

Experience at FBO repair station, where students develop knowledge of its operation. Approximately 90 percent of class time spent participating and observing. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103.

**AMT 210 Aircraft Repair Station Management 4**

Experience at AFB repair station, where students develop knowledge of its management. Approximately 90 percent of class time spent participating and observing. SPECIAL REGISTRATION. PREREQUISITE: AMT 100, 101, 102, and 103.

## AVIATION TECHNOLOGY

Credits

**AT 100 Private Pilot Ground School 4**

Preparation for FAA Private Pilot Exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA AIM, radio communications, and radio navigation. Extensive use of appropriate FAA films. Lab Fee. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)

**AT 101 Private Flying 2**

Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training 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. Cannot be audited. Administrative Fee.

**AT 102 Commercial Ground School 4**

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 permission.

**AT 103 Commercial Flying 3**

Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training 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. Cannot be audited. Administrative Fee.

**AT 104 Alaska Bush Flying 3**

Specialized instruction and discussion concerning 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. Includes survival techniques. PREREQUISITE: Private Pilot Certificate or higher rating.

**AT 105 Sea Plane Flying 1**

Flight instruction arranged by students through approved pilot

schools or independent flight instructors. Cost of flight instruction varies. Training in accordance with current Federal Aviation Regulations. Course completion requires awarding of Single-Engine Sea Rating. PREREQUISITE: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited. Administrative Fee.

**AT 106 Monthly Safety Clinic 1**

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 and may enroll twice for credit. Cannot be audited. Contact department for schedule of classes.

**AT 107 Multi-Engine Flying 1**

Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training in accordance with current Federal Aviation Regulations. Course completion requires awarding of Multi-Engine Rating. PREREQUISITE: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited. Administrative Fee.

**AT 109 Glider Flying 1**

Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training in accordance with current Federal Aviation Regulations. Course completion requires awarding of Glider Rating. PREREQUISITE: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited. Administrative Fee.

**AT 132 Survey of Aviation 3**

Detailed tracing of aviation history with particular emphasis on evolution of heavier-than-air machines. Development and present status of aviation industry, including world airlines.

**AT 133 Aviation Law and Regulations 3**

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**

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**

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 teacher permission.

**AT 143 Management - Air Service Operations 3**

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. PREREQUISITE: AT 141 or teacher permission.

**AT 200 Instrument Ground School 4**

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 permission. Lab Fee.

**AT 201 Instrument Flying 3**

Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training 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 permission. Department approval required. Cannot be audited. Administrative Fee.

**AT 202** *Certified Flight Instructor (CFI)* **3**  
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 publications, and Federal Aviation Regulations. PREREQUISITE: Commercial Pilot Certificate or passing score on FAA Commercial written exam.

**AT 203** *CFI Flying* **2**  
Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training 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. Cannot be audited. Administrative Fee.

**AT 205** *CFII Flying* **2**  
Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training 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. Cannot be audited. Administrative Fee.

**AT 206** *Airline Transport Pilot (ATP) Ground School* **3**  
Preparation for a FAA ATP written exam and operation of 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; and Federal Air Regulations Part 121. PREREQUISITE: Compliance with FAR 61.151 and FAR 61.155.

**AT 207** *ATP Flying* **2**  
Flight instruction arranged by students through approved pilot schools or independent flight instructors. Cost of flight instruction varies. Training in accordance with current Federal Aviation Regulations. Course completion requires awarding of an ATP Certificate. Department approval required. Cannot be audited. Administrative Fee.

**AT 210** *Simulated Flight Instruction for Advanced Ratings* **1**  
Required for all persons wanting to utilize GAT-1 Link Flight Simulator. Time accumulated may be used to meet requirements for advanced ratings as specified in Part 61 of FAA Regulations. Department approval required. Cannot be audited.

**AT 231** *Search, Survival and Rescue* **3**  
Extension of AT 233. Dealing with situations that develop from lost or downed aircraft. Survey and principles of survival in all types of climates. Emphasis on arctic environments. Organization for search and rescue with emphasis on systems and operational methods used in Alaska. PREREQUISITE: AT 233 or teacher permission. Lab Fee.

**AT 232** *Aviation Navigation* **3**  
Earth's surface and mapping, aeronautical charts, fundamentals of navigation, navigational calculations and theory, and operation of ground and airborne navigational equipment. Review for certified pilots. Future trends in navigation. PREREQUISITE: AT 100 and Private Pilot Certificate or higher rating.

**AT 233** *Aviation Safety* **3**  
Survey of aviation safety to identify primary causes of aviation accidents. Develops and evaluates safety programs. Roles of National Transportation Safety Board and other agencies. Future concepts in aviation safety. PREREQUISITE: Some knowledge of aviation or teacher permission.

**AT 235** *Elements of Weather* **3**  
Definitions of weather elements and methods of measurement. Composition of atmosphere, description of atmospheric processes and their movement, general circulation of atmosphere, wind and secondary circulation, weather forecasts, and weather satellites.

**AT 241** *Management - Airline* **3**  
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 effect of FAA regulations. PREREQUISITE: AT 141 or teacher permission.

**AT 242** *Aviation Industrial Relations* **3**  
Personnel practices in aviation industry. Analysis of labor-management problems, recruiting, selecting, training, and compensating employees. Labor laws. PREREQUISITE: AT 141 or teacher permission.

## BIOLOGY

Credits

**BIOL 075** *Alaska Flowers* **1**  
Study of ecology of wild flowers in Anchorage area with emphasis on learning to identify them. One Saturday field trip.

**BIOL 101** *Biology and Man* **3**  
Survey of biological principles as applied to human anatomy, physiology, and genetics. Primarily for non-science majors.

**BIOL 101L** *Biology and Man Laboratory* **1**  
Optional laboratory session for BIOL 101. Exercises designed to illustrate principles and concepts developed in BIOL 101. Recommended for non-science majors. Lab Fee.

**BIOL 102** *Ecology and Animal Behavior* **3**  
Introduction to ecology and animal behavior. Includes functioning of ecosystems, community recognition, population dynamics, social behavior, and behavior related to environment. No prerequisite.

**BIOL 103** *Introductory Biology - Lec + Lab* **4**  
One-semester freshman-level 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. No prerequisite. Lab Fee.

**BIOL/GEOL 104** *Natural History of Alaska* **3**  
Aspects of northern physical environments and their importance in determining biotic, geologic, and climatic settings. Major ecosystem concepts to develop appreciation for land use and wildlife management problems, both terrestrial and aquatic.

**BIOL 105** *Fundamentals of Biology I - Lec + Lab* **4**  
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.

**BIOL 106** *Fundamentals of Biology II - Lec + Lab* **4**  
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.

**BIOL 111** *Human Anatomy and Physiology I - Lec + Lab* **4**  
Introduction to human structure and function. Integumentary, skeletal, muscular, nervous, and endocrine systems. Primarily for nursing students. Lab Fee.

**BIOL 112** *Human Anatomy and Physiology II - Lec + Lab* **4**  
Continuation of BIOL 111. Circulatory, respiratory, digestive, excretory, and reproductive systems. PREREQUISITE: BIOL 111 or teacher permission. Lab Fee.

**BIOL 125** *Mammals of Alaska and the World - Lec + Lab* **4**  
Introduction to mammals and their characteristics. Explores special features of most world orders and several families. 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 to illustrate important mammals from other continents. No prerequisite. Lab Fee.

**BIOL 126** *Birds in Field and Lab* 3  
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. No prerequisite. Lab Fee.

**BIOL 131** *Wildlife Behavior - Lec + Lab* 4  
Beginning course in behavior with emphasis on observation and interpretation of natural mammal and bird behavior in the field. Includes techniques of field study, stalking, recording, and photographing wildlife behavior. No prerequisite. Lab Fee.

**BIOL 139** *Introduction to Forestry* 3  
Survey course emphasizing basic concepts of forest management, utilization, and conservation. Includes identity, characteristics, and values of forest lands and forests. Covers cultural, ecological, and technical conditions which influence use and management. No prerequisite.

**BIOL 175** *Introduction to Field Ecology* 3  
Emphasizes exploration of terrestrial and coastal ecosystems in Southcentral Alaska. Identification of communities, collection and preparation of specimens, and observation of environmental relationships on short and overnight field trips. Students provide own hiking and camping gear and personal expenses. No prerequisite.

**BIOL 183** *Introducing Biology* 3  
Introduction to life processes in plants and animals. Focus on human organisms. Telecourse designed for non-science majors. No prerequisite. (For more information, see the section entitled *TELECOURSES*.)

**BIOL 203** *Normal Nutrition* 3  
Introduces basic nutritional needs and socio-cultural factors which influence individual ability to meet those needs. Strategies to promote adequate nutrition. Explores current trends and cultural implications in food selection and preparation. *PREREQUISITE*: High school or college chemistry.

**BIOL 210** *Physiology - Lec + Lab* 4  
Introduction to animal function, including respiration, digestion, circulation, nerve and muscle function, hormones, and reproduction. *PREREQUISITE*: BIOL 105 and 106. CHEM 103 recommended. Lab Fee.

**BIOL 222** *Biology of Vertebrates - Lec + Lab* 4  
Introduction to fishes, amphibians, reptiles, birds, and mammals. Emphasizes evolution, systematics, structure, physiology, and ecology of each group. *PREREQUISITE*: BIOL 106 or equivalent. Lab Fee.

**BIOL 225** *Introduction to Mammalogy - Lec + Lab* 3  
Study of mammals from these aspects: history/evolution, distribution/ecology, taxonomy/regional fauna, anatomy/physiology, and behavior/migration. Brief coverage of Alaskan species. *PREREQUISITE*: BIOL 106 or equivalent. Lab Fee.

**BIOL 226** *Introduction to Ornithology - Lec + Lab* 4  
Survey of the class Aves, emphasizing systematics, structure, physiology, ecology, and behavior. Includes special adaptations of certain birds and natural history of selected Alaskan species. *PREREQUISITE*: BIOL 106 or equivalent. Lab Fee.

**BIOL 231** *Animal Behavior - Lec + Lab* 4  
Survey of the 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 106 or equivalent and PSY 101 or equivalent. Lab Fee.

**BIOL 239** *Plant Form and Function - Lec + Lab* 4  
Structure, function, ecology, and evolutionary patterns of major groups of plants. *PREREQUISITE*: BIOL 105 or equivalent. Lab Fee.

**BIOL 242** *Introductory Microbiology - Lec + Lab* 4  
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-organisms. *PREREQUISITE*: One semester of college biology and CHEM 103 or 120 or equivalent. Lab Fee.

**BIOL 260** *Man and the Environment* 3  
Basic ecological concepts and population ecology as related to human life. Includes use of natural resources and human-caused pollution. Considers intricate relationships between economics, politics, and environment with emphasis on earthmanship. *PREREQUISITE*: One semester of college biology or teacher permission.

**BIOL 272** *Principles of Ecology - Lec + Lab* 4  
Relationships between organisms and their environments. Communities, environmental factors, and population structures. Field trips. *PREREQUISITE*: BIOL 105 and 106 or equivalent. Lab Fee.

**BIOL 275** *Field Biology* 3  
Actual study in each of Alaska's major nature environments: forest, field, stream, pond, bog, marsh, alpine tundra, and seashore. Weekend field trips to Homer and McKinley Park. Students must provide own camping gear and personal expenses. *PREREQUISITE*: One semester of college biology or teacher permission. Lab Fee.

## BUSINESS ADMINISTRATION

Credits

**BA 105** *Principles of Banking* 3  
Foundation for most subsequent AIB courses. Provides updated, broad perspective of banking industry and bank functions. Includes check processing, teller functions, deposits, trust services, bank bookkeeping, bank loans, and investments. Discussion of bank's role in community. Designed for new personnel at any level.

**BA 111** *Financial Investments* 3  
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. (\*This course is also offered in telecourse format. For more information, see the section entitled *TELECOURSES*.)

**BA 112** *Tourism Principles and Practices* 3  
Surveys the fundamentals of tourism—why tourists travel, components of tourism, economic and social impacts of tourism, destination development, and travel market research.

**BA 113** *Alaskan Visitor Industry* 3  
Surveys the Alaska visitor industry—historical overview, travel characteristics, public and private organizations involved, wholesale and retail functions, methods of marketing research and strategy.

**BA 114** *Food and Beverage Management* 3  
Surveys fundamentals of food and beverage management—styles of food service, menu planning, equipment and principles of design and layout, purchasing, receiving, storage, cost control, and sanitation.

**BA 115** *Hotel/Motel Management* 3  
Surveys fundamentals of hotel/motel management, including chain operations, franchises, and "mom & pop" enterprises. Emphasizes space allocation; guest room facilities; dining, recreation, and entertainment facilities; housekeeping; marketing and public relations.

**BA 121** *Salesmanship* 3  
Designed for people with and without sales experience. Explores salesmanship skills all individuals use to sell themselves, and their ideas, products, and services. Topics include selling as marketing, buyer behavior and communication, selling processes, and sales management.

**BA 150** *Women in Business and Management* 3  
Designed for business women who want to gain skills for upward mobility in organizations. Includes understanding organizational structure, opportunities in business organizations and how to prepare for them, office politics and communications, personal awareness, managerial skills, and introduction to business finance. *PREREQUISITE*: Some business or office experience or teacher permission.

**BA 151** *Introduction to Business* 3  
For students with relatively little business management experience. Understanding profit in business, issues of social responsibility, and forms of business ownership. Roles of

management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)

**BA 166 Small Business Management 3**  
Business planning as key to successful small business management. Examines practical aspects of management for starting and operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production and business finance.

**BA 201 Bank Management 3**  
Presents trends in philosophy and practice of bank management. Includes objectives, planning, structure, control, and the inter-relationship of various bank departments. Designed for bank managers, new or experienced.

**BA 202 Credit Administration 3**  
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 investigators.

**BA 203 Federal Reserve System 3**  
Examines operations and policies of Federal Reserve System during critical periods over past sixty years. Enables students to compare and contrast Federal Reserve policies dealing with similar problems at different periods of time. Attention to international monetary affairs, especially the changing role of gold. Economic developments which affect American economic stability, and Federal Reserve efforts to adapt and influence changing economic environments.

**BA 204 Money and Banking 3**  
Presents basic economic principles most closely related to money, banking, and other topics of interest to bank management. Stresses practical application of theories to individual banks. Covers commercial banking system, cash assets and liquidity management, bank investments, Federal Reserve System and Treasury department operations, and international monetary system. Designed for persons with entry-level to five-year experience.

**BA 206 Analyzing Financial Statements 3**  
Tools and techniques necessary for evaluating financial condition and operating performance of modern business enterprises. Covers financial statement analysis and accounting and business funds flow. Also includes short-term liquidity and solvency, long-term financial strength, and asset utilization. Designed for lending personnel or management trainees with basic accounting knowledge.

**BA 207 Fundamentals of Bank Data Processing 3**  
Presents data processing concepts and basic functions of computers using analogies and illustrations from banking industry. Discussion of present and future bank applications of data processing, includes MICR and EFTS. Designed for non-data processing personnel.

**BA 208 Home Mortgage Lending 3**  
Importance of underwriting decisions, and how to logically evaluate both borrower and property. Stresses 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 beginning appraisal course.

**BA 209 Installment Credit Lending 3**  
Modular course emphasizing "how-to" details of installment credit. Includes principles of credit evaluation, open-end credit, marketing bank services, and collection policies and procedures. Also covers direct and indirect installment lending, leasing and other special situations, 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**  
Presents basic commercial law as related specifically to banking and bank transactions. Includes contracts, partnerships, corporations, real property, personal property, Uniform Commercial Code, negotiable instruments and bank collections, and secured financing. Designed for persons with entry-level to five-year experience.

**BA 221 Real Estate Finance 3**  
Background in varied real estate mortgage credit operations of commercial banks. Concentrates 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**  
Explores many tax aspects of real estate transactions, investments and operations. Emphasis on real estate tax law, problem recognition and solution, and investment planning.

**BA 223 Real Estate Law 3**  
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**  
Introduction to effective supervisor's role. For students with or without supervisory experience. Emphasizes development of insights and skills necessary to get things done through others by planning, organizing, motivating, and controlling. Practical experience in decision-making approach to contemporary situations facing supervisors.

**BA 232 Fundamentals of Organizational Management 3**  
Leadership styles of managers and skills necessary to effectively lead in organizations. Explores literature in motivation and leadership for practical implications. Students analyze organizational case studies. PREREQUISITE: BA 231 or teacher permission.

**BA 233 Fundamentals of Financial Management 3**  
Assists students to develop decision-making viewpoint of managers. Includes 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**  
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**  
Basic principles, institutions, and administration of law in insurance suretyships, partnerships, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales. PREREQUISITE: BA 241.

**BA 252 Business Statistics 3**  
Introduces descriptive and inferential statistics. Includes measures of control, tendency and variation, partial and multiple correlations and regression, time series and forecasting. Presents computer applications.

## CHEMISTRY

Credits

**CHEM 103 Contemporary Chemistry - Lec + Lab 4**  
Introductory course for students with weak chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, and calculations. PREREQUISITE: MATH 055 or equivalent. Lab Fee.

**CHEM 105 General Chemistry I - Lec + Lab 4**  
Introduction to chemistry for science majors. Includes atomic and molecular structure, reactivity, equations, states of matter, chemical calculations, solutions, and gas laws. Lab to develop skills in handling glassware and chemicals. PREREQUISITE: CHEM 103 or equivalent and MATH 105. Lab Fee.

**CHEM 106** *General Chemistry II - Lec + Lab* 4  
Follows CHEM 105 and includes kinetics and equilibrium, thermochemistry, electrochemistry, and organic chemistry. PREREQUISITE: CHEM 105 or equivalent and MATH 107. Lab Fee.

**CHEM 120** *Survey of Chemistry - Lec + Lab* 4  
Introduces chemistry of health to health science students. 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.

**CHEM 121** *Elementary Biochemistry* 4  
Study of chemistry as it applies to biological systems. For students who have completed 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 permission.

## COMPUTER INFORMATION SYSTEMS

Credits

**CIS 100** *Making It Count: An Introduction to Computers and Computer Applications* 2

Introductory telecourse on computers and computer applications. Covers hardware and software, computer system operation, system analysis, acquiring and using computer power, and computer impacts on society. For students seeking careers in computing or fields relying on computers. Also for business and professional persons whose success may depend on computers, and for lay persons who are curious about computer influences on society. (For more information, see the section entitled TELECOURSES.)

**CIS 100L** *Making It Count: Lab* 1  
Practical supplement to CIS 100 telecourse. Covers flowcharting and beginning BASIC programming procedures. Hands-on experience in program testing and execution. Combination of CIS 100L and CIS 100 is equivalent to CIS 101 and prepares students to continue in CIS curriculum. PREREQUISITE: CIS 100. Lab Fee. (For more information, see the section entitled TELECOURSES.)

**CIS 101** *Introduction to Data Processing* 3  
Beginning course covering machine organization, problem formulation, programming, information flow, management, and applications of automatic data processing systems. RECOMMENDED PREREQUISITE: MATH 105 and BA 151. Lab Fee.

**CIS 102** *Programming in BASIC* 3  
Recommended as first programming language for non-CIS majors. Training and practice in writing programs in BASIC language for business and 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.

**CIS 102L** *BASIC Programming Lab* 2  
Lectures and practice exercises on use of computer system and its software, such as EDITOR, BASIC, and utility programs. PREREQUISITE: CIS 101. Concurrent enrollment required in CIS 102.

**CIS 105** *FORTRAN Programming Lecture* 3  
Recommended as first programming language for CIS majors. Training and practice in writing programs in FORTRAN. Emphasis on problem-solving through analysis, flowcharting, testing and debugging, and documentation. PREREQUISITE: CIS 101, MATH 105, and concurrent enrollment in CIS 105L.

**CIS 105L** *FORTRAN Programming Lab* 2  
Work as required in computer lab to complete assigned programs. Keying on terminal, compiling and executing programs, testing and debugging. During last five weeks of course, lab time often averages 10-12 hours per week. PREREQUISITE: Concurrent enrollment in CIS 105. Lab Fee.

**CIS 115** *RPG II Programming Lecture* 3  
Training and practice in writing programs in RPG II language. PREREQUISITE: CIS 105 or CIS 102, or department permission. Concurrent enrollment in CIS 115L.

**CIS 115L** *RPG II Programming Lab* 2  
Work as required in computer lab to complete assigned programs. Keying on terminal, compiling and executing programs, testing and debugging. During last five weeks of course time in lab often averages 10-12 hours per week. PREREQUISITE: Concurrent enrollment in CIS 115. Lab Fee.

**CIS 120** *Computer Operations* 3  
Methods of organizing, supervising and accounting for operation of computing equipment. Personnel relations and company organization. PREREQUISITE: CIS 101 and one programming language.

**CIS 201** *COBOL Programming Lecture* 3  
Training and practice in writing programs in COBOL language. PREREQUISITE: CIS 105 or CIS 102, or teacher permission. Concurrent enrollment in CIS 201L.

**CIS 201L** *COBOL Programming Lab* 2  
Work as required in computer lab to complete assigned programs. Keying on terminal, compiling and executing programs on computer, testing and debugging. During last five weeks of course, lab time often averages 10-12 hours per week. PREREQUISITE: Concurrent enrollment in CIS 201. Lab Fee.

**CIS 204** *Advanced FORTRAN Programming* 3  
Continuation of CIS 105 with emphasis on arrays, functions and subroutines, and file handling. Programming of selected problems. PREREQUISITE: CIS 105 or department permission. Lab Fee.

**CIS 210** *Systems Analysis and Design* 3  
Concepts and techniques for designing computer-based business systems. Includes feasibility study, system design, system development, implementation, performance evaluation, and review. PREREQUISITE: CIS 101, one programming language, and concurrent enrollment in second programming language.

**CIS 220** *Assembler* 3  
Training and practice in writing programs in assembly-level language.

**CIS 221** *Advanced COBOL Programming Lecture* 3  
Short review of basic COBOL. Methods of storing, organizing, sorting, and merging files. Design and program selected business data processing systems. PREREQUISITE: ACCT 102, BA 151, CIS 201, and CIS 210. Concurrent enrollment in CIS 221L.

**CIS 221L** *Advanced COBOL Programming Lab* 2  
Work as required in computer lab to complete assigned programs. Keying on terminal, compiling and executing programs on computer, testing and debugging. During last five weeks of course, lab time often averages 10-12 hours per week. PREREQUISITE: Concurrent enrollment in CIS 221. Lab Fee.

**CIS 225** *CIS Industry Seminar* 3  
Site visits to data processing installations and discussions with guest speakers from industry. Defines current state of data processing art and opportunities for employment. PREREQUISITE: Department permission.

**CIS 230** *Advanced Systems Topics* 3  
Includes introduction to teleprocessing, technical considerations in design and implementation of real-time systems, and basic principles of data-base systems. PREREQUISITE: CIS 201 and CIS 210. Concurrent enrollment in CIS 221 recommended.

**CIS 240** *Operating Systems* 3  
Components and structures of operating systems. Includes job-to-job transitions, scheduling, system management facilities, and JOCS. PREREQUISITE: CIS 221 and CIS 230 or concurrent enrollment.

**CORRECTIONS**

Credits

- CORR 116** *Pre-Sentence Investigation* 3  
Discussion and limited practice of techniques for investigating criminal cases prior to imposition of sentence by judge. Practice in writing reports. Court etiquette. Study of courtroom procedure. PREREQUISITE: JUST 110.
- CORR 225** *Corrections and the Community* 3  
Study of community organizations and resources related to corrections, such as vocational rehabilitation, alcohol detoxification, welfare services, child guidance, mental health clinics, employment and legal aid services. Special emphasis on how these services relate to offenders after their release. PREREQUISITE: JUST 110.
- CORR 226** *Correctional Administration* 3  
Study of human management as applied to corrections. Includes personnel, budgeting, interagency coordination, supervising, and program planning. Each student constructs organization chart for model prison and functional charts for various prison departments. PREREQUISITE: JUST 110.
- CORR 227** *Law and Corrections* 3  
Study of Alaskan and national laws that relate to corrections. Brief survey of court procedures as they relate to offenders. PREREQUISITE: JUST 110.
- CORR 285** *Rights of Offenders* 3  
Study of cases in which prisoners' rights have been defended. Includes parole, post-release disabilities, rehabilitation, and jail conditions. PREREQUISITE: JUST 110.

**COUNSELING**

Credits

- COUN 107** *Managing Stress* 1  
Examines general causes of stress and effective methods to eliminate or manage stress in your own life.
- COUN 108** *Improving Communication in Relationships* 3  
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  
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.
- COUN 209** *Information Interviewing for the Job Hunt* 1-3  
Individualized information interviewing for the job hunt as taught in COUN 208. Includes sources of information, identifying and approaching persons with hiring power, contracts, and developing and presenting job proposals. Students spend time actually researching organizations/fields of their choice and applying these principles. PREREQUISITE: COUN 208 or teacher permission.

**DANCE**

Credits

- DNCE 100** *Beginning Classical Ballet I* 1  
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.
- DNCE 101** *Intermediate Classical Ballet I* 1  
Continuation of techniques emphasized in DNCE 100. Exercise combinations to develop leg work, torso strength, and arm and head tranquility. Serious ballet course requiring regular attendance. PREREQUISITE: DNCE 100 or teacher permission. Lab Fee.

**DNCE 102** *Intermediate Classical Ballet II* 1  
Continuation of DNCE 101. Lab Fee.

**DNCE 103** *Beginning Modern Dance I* 1  
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.

**DNCE 104** *Beginning Modern Dance II* 2  
Continuation of DNCE 103. Develops strength, flexibility, and strong dance techniques through more complex, strenuous warmups and longer, more complex movement combinations. Includes deeper exploration of language dance as well as relationship between music and dance. PREREQUISITE: DNCE 103 or equivalent, or teacher permission.

**DNCE 105** *Beginning Jazz I* 1  
Introduction to jazz dance using modern dance and ballet techniques as movement foundation. Emphasis on elements of alignment, flexibility, rhythm, and energy flow. Includes warmup exercises, body isolation, bar work, locomotive movements, and dance combinations. Music used throughout class. Lab Fee.

**DNCE 106** *Beginning Jazz II* 2  
Introduces students to jazz dance movement. Emphasis on rhythm and loosening body. Includes warmup exercises for head, shoulder, and rib cage, hip isolations and dance combinations. Music used throughout class. PREREQUISITE: DNCE 105 or equivalent, or teacher permission. Lab Fee.

**DNCE 201** *Advanced Classical Ballet I* 1  
Class of more complex ballet steps and techniques. For students who have previously taken intermediate ballet or who have completed at least one year of recent ballet training under qualified teacher. Lab Fee.

**DNCE 202** *Advanced Classical Ballet II* 1  
More complex ballet steps and techniques. For students who have previously taken intermediate classical ballet or who have completed at least one year of recent ballet training under qualified teacher. Lab Fee.

**DNCE 203** *Intermediate Modern Dance* 1  
A continuation of DNCE 103/104. PREREQUISITE: DNCE 105 and 106, or teacher permission.

**DNCE 204** *Intermediate Modern Dance* 1  
Continuation of DNCE 203.

**DENTAL ASSISTING**

Credits

**DA 120** *Clinical Procedures I/Dental Assistants* 3  
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.

**DA 131** *Dental Science and Anatomy I* 4  
60-hour lecture course for fall semester Dental Assisting students. Introduces structure of the head and neck. Emphasizes tooth morphology and related terminology, cavity classification, physiology of occlusion and gross head and neck anatomy. BLOCKED COURSE: SPECIAL ADMISSION.

**DA 132** *Dental Science and Anatomy II* 2  
30-hour lecture course for spring semester Dental Assisting students. Introduces oral embryology, histology, oral pathology, and pharmacology in dentistry. BLOCKED COURSE: SPECIAL ADMISSION.

**DA 155** *Clinical Procedures II/Dental Assistants* 6  
45-hour lecture and 90-hour lab course for second semester 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 administration of local anesthesia. BLOCKED COURSE: SPECIAL ADMISSION.

**DA 171 Dental Materials Lab/Dental Assistants 2**  
60-hour laboratory course for second semester Dental Assisting students. Emphasizes laboratory procedures: taking impressions, pouring models, fabricating custom trays, trimming and mounting casts, and manipulating dental restorative and impression materials. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DA 180 Externship I/Dental Assistants 2**  
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.**

**DA 181 Externship II/Dental Assistants 5**  
240-hour off-campus externship for third semester Dental Assisting students. Practice of dental assisting procedures on-the-job. Develops experience and skill in dental assisting in general and specialized areas. **BLOCKED COURSE: SPECIAL ADMISSION.**

## DENTAL HYGIENE

Credits

**DH 120 Clinical Procedures I for Dental Hygienists 4**  
15-hour lecture and 90-hour lab course for first semester Dental Hygiene students. Teaches periodontal examination procedures, data summarization, case presentation, and dental hygiene instrumentation techniques. Emphasizes the promotion and maintenance of dental health. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 130 Oral Tissues for Dental Hygienists 3**  
45-hour lecture course for first semester 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.**

**DH 131 Oral Biology for Dental Hygienists 3**  
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. Correlates the initial change of the pathologic process to these structures emphasizing the inflammatory process, oral diseases, and oral manifestation of systemic diseases, their appearance and contagion. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 155 Clinical Procedures II for Dental Hygienists 3**  
15-hour lecture and 60-hour lab for second semester Dental Hygiene students. Teaches periodontal examination procedures, data summarization, case presentation, dental hygiene instrumentation techniques and radiographs exposure. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 160 Clinical Practicum I for Dental Hygienists 3**  
135-hour clinical course for second semester Dental Hygiene students. Teaches clinical applications of dental hygiene skills. Emphasizes emergency procedures. Provides practice on volunteers in Dental Hygiene Clinic. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 165 Pharmacology for Dental Hygienists 2**  
30-hour lecture course for second semester Dental Hygiene students. Introduces terminology, pharmacological principles of drug action, routes of administration, absorption and elimination; therapeutic and toxicologic effects of pharmacologic agents used in dentistry and their significance to the dental hygienist. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 171 Dental Materials Lab for Dental Hygienists 1**  
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.**

**DH 203 Diseases of Oral Tissues 4**  
60-hour lecture course for third semester Dental Hygiene students. Signs, symptoms, contagion recognition and prognosis of selected diseases of the oral cavity and systemic diseases which manifest themselves in the oral cavity. Teaches histology, physiology and appearance of the periodontal structures in diseased state and discusses rationales of etiology and treatment. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 220 Health Resources and Action Lecture 3**  
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.**

**DH 221 Health Resources and Action Lab 1**  
30-hour laboratory course for fourth semester Dental Hygiene students. Directs students in development of independent projects involving research, organization, implementation, and evaluation of action that promotes oral health in community. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 270 Local Anesthetics for Dental Hygienists 2**  
17-hour lecture, 11-hour lab and 25-hour clinic course for licensed Dental Hygienists and second year Dental Hygiene students. Teaches techniques of regional anesthesia in dentistry, pharmacology of the local anesthetic drugs, amentarium, anatomical and physiological considerations and potential complications. **SPECIAL ADMISSION.**

**DH 280 Clinical Practicum II for Dental Hygienists 4**  
210-hour clinical course for third semester Dental Hygiene students. Second course in sequence that provides application and synthesis of knowledge and clinical skills essential to dental hygiene practice. Emphasizes comprehensive dental hygiene treatment. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 281 Clinical Procedure III for Dental Hygienists 2**  
Self-paced 60-hour laboratory course for third semester Dental Hygiene students. Teaches periodontal exam procedures, data summarization, case presentation, and dental hygiene instrumentation techniques. Provides preclinical experience in advanced dental hygiene procedures involving periodontal patients. Includes root planning curettage and cavitron techniques, oral health and nutritional approaches, as well as visualization of radiographic signs in advanced periodontal disease. Use of an off-campus extramural site aids in the facilitation of the practical application of these techniques. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DH 290 Clinical Practicum III for Dental Hygienists 5**  
244-hour clinical course for fourth semester Dental Hygiene students. Third course in sequence that provides application and synthesis of knowledge and clinical skills essential to dental hygiene practice. Provides experiences for refining of competencies. **BLOCKED COURSE: SPECIAL ADMISSION.**

## DENTAL SCIENCE

Credits

**DS 110 Radiology for Dental Auxiliaries 4**  
45-hour lecture and 30-hour laboratory course for first semester Dental Assisting and Dental Hygiene students. Teaches exposure techniques and processing, evaluation of radiographs, use of radiographic equipment, and patient management. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DS 115 Oral Health Education for Dental Auxiliaries 3**  
30-hour lecture and 30-hour lab and field study course for first semester Dental Assisting and Dental Hygiene students. Teaches etiology, prevention, and control of dental diseases. Emphasizes motivational and educational techniques in oral hygiene. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DS 120**      *Clinical Procedure I for Dental Auxiliaries*      **2**  
30-hour lecture course for first semester Dental Assisting 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.**

**DS 150**      *Principles of Dental Auxiliary Practice*      **4**  
60-hour lecture course for second semester Dental Assisting and fourth semester Dental Hygiene students. Introduces dental office management and business office procedures such as filing, composing business letters, and resumes. Includes receptionist responsibilities, telephone techniques, appointment control, pegboard accounting, payroll, inventory control, collections, and third-party forms. Also covers dental auxiliary professional concerns such as national and state organizations, ethical and legal considerations, and continuing education responsibilities. **BLOCKED COURSE: SPECIAL ADMISSION.**

**DS 170**      *Dental Materials for Dental Auxiliaries*      **2**  
30-hour lecture course for second semester Dental Assisting and Dental Hygiene students. Covers properties of restorative, impression, and other materials used in dentistry. Prepares students for laboratory application of these materials. **BLOCKED COURSE: SPECIAL ADMISSION.**

## DIETETICS AND NUTRITION

Credits

**DN 100**      *Nutrition Today*      **2**  
Fundamentals in the science and practice of nutrition. Includes interrelationships of essential nutrients, the effect of processing on the nutritional value of our food supply, recommendations for a healthy diet, and an introduction to therapeutic diets for chronic disease. Particular application to nursing, dental, and dietetic students.

**DN 101**      *Nutritional Care Experience*      **1**  
Specific on-the-job nutrition-related assignments. Parallel course to DN 100 for Dietetic Assistant students only. **PREREQUISITE:** Concurrent enrollment in DN 100.

**DN 110**      *Food Preparation*      **2**  
Introductory foods course which demonstrates basic scientific principles of food preparation, selection, and processing in laboratory situations. Includes milks and cheeses, vegetables and fruits, salads and salad dressings, sugar cookery, starches, meats, eggs, gelatins, batters and doughs.

**DN 111**      *Food Production Experience*      **1**  
Specific on-the-job quantity cooking assignments. Parallel course to DN 110 for Dietetic Assistant students only. **PREREQUISITE:** Concurrent enrollment in DN 110.

**DN 116**      *Food Service Procedures*      **2**  
General course for food service supervisors to teach basic concepts such as kitchen sanitation and safety, recipe standardization, menus, food merchandising, procurement, and storage.

**DN 117**      *Food Service Procedures Experience*      **1**  
Specific on-the-job experiences related to menu-writing, purchasing, sanitation, safety, etc. Parallel course to DN 116 for Dietetic Assistant students only. **PREREQUISITE:** Concurrent enrollment in DN 116.

**DN 182**      *Personnel Issues*      **2**  
Teaches responsibilities of supervisors to management as related to goals, methods of communication, human relations, and work improvement. Includes training employees, managing quality food production, and types of food service.

**DN 183**      *Employee Supervision Experience*      **1**  
Specific on-the-job experience in supervision of personnel and making management decisions. Parallel course to DN 182 for Dietetic Assistant students only. **PREREQUISITE:** Concurrent enrollment in DN 182.

**DN 203**      *Normal Nutrition*      **3**  
Introduces basic nutritional needs and socio-cultural factors which influence an individual's ability to meet those needs. Explores strategies to promote adequate nutrition and current trends and cultural implication in food selection and preparation. Particular application to nursing and dental students. **PREREQUISITE:** High school or college chemistry.

## EARLY CHILDHOOD DEVELOPMENT Credits

**ECD 111**      *Safe Learning Environments*      **1**  
Stresses importance of safe learning environments and competencies which enable students to provide them for young children. Emphasis on measures necessary to reduce and prevent accidents. Must be taken concurrently with supervised experience in child development center.

**ECD 112**      *Healthy Learning Environments*      **1**  
Prepares students to provide learning environments for young children which are free of factors contributing to or causing illness. Must be taken concurrently with supervised experience in child development center.

**ECD 113**      *Learning Environments*      **1**  
Emphasizes arrangement of environments conducive to learning and appropriate to developmental levels and learning styles of children. Includes selection of materials and equipment, room arrangements, and scheduling. Must be taken concurrently with supervised experience in child development center.

**ECD 121**      *Physical Activities for Young Children*      **1**  
Stresses essentials of planning a center which provides space, materials, equipment, and activities to promote physical development of children. Includes scheduling and planning activities, and selecting equipment and materials. Must be taken concurrently with supervised experience in child development center.

**ECD 122**      *Cognitive Activities for Young Children*      **1**  
Stresses activities and experiences which encourage questioning, probing, and problem-solving skills appropriate for different developmental levels and various learning styles of young children. Must be taken concurrently with supervised experience in child development center.

**ECD 123**      *Language Activities for Young Children*      **1**  
Stresses activities that help children acquire and use language to communicate their thoughts and feelings. Includes non-verbal communication and understanding others. Must be taken concurrently with supervised experience in child development center.

**ECD 124**      *Creative Activities for Young Children*      **1**  
Stresses experiences, activities, and media that stimulate children to explore and express their creative abilities.

**ECD 131**      *Group Management with Young Children*      **1**  
Emphasizes both indirect and direct guidance techniques. Examines theories of guidance, including body language effects, reinforcement, and logical consequences in terms of their cultural relevance and practical application. Must be taken concurrently with supervised experience in child development center.

**ECD 132**      *Social Development for Young Children*      **1**  
Stresses development of social skills which enable children to function as productive group members. Emphasis on developing mutual respect and cooperative work/play between child/child and child/adult. Must be taken concurrently with supervised experience in child development center.

**ECD 211**      *Developing Positive Self-Concepts in Young Children*      **1**  
Stresses helping each child develop self-awareness and self-esteem. Emphasis on providing success-oriented activities, encouraging acceptance and expression of feelings, and developing individual and cultural/ethnic pride. Must be taken concurrently with supervised experience in child development center.

**ECD 212**      *Developing Individual Strengths in Children*      **1**  
Stresses activities, techniques, and planning to help each child function to maximum potential. Must be taken concurrently with supervised experience in child development center.

- ECD 221**      *Developing Positive Home-Center Relationships*      1  
Stresses importance of positive and productive relationships between families and child development centers. Emphasis on using relationships to coordinate child-rearing efforts of both family and center. Must be taken concurrently with supervised experience in child development center.
- ECD 222**      *Staff Relations and Associated Responsibilities*      1  
Stresses importance of coordination and communication among staff in child development centers. Emphasis on effective group planning, using resources, improving communication, sharing information about children, maintaining records, establishing and following policies, procedures, rules, and regulations. Must be taken concurrently with supervised experience in child development center.
- ECD 223**      *Exploring and Developing Personal Capabilities in Teaching*      1  
Stresses awareness of personal qualities, feelings, and values that effect the teaching atmosphere, your relationships with children, and your own teaching style. Must be taken concurrently with supervised experience in child development center.
- ECD 231**      *Screening*      1  
Stresses activities to help teachers understand purposes of screening young children and use of screening procedures. Must be taken concurrently with supervised experience in child development center.
- ECD 232**      *Assessment/Recording*      1  
Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures. Must be taken concurrently with supervised experience in child development center.
- ECD 233**      *Mainstreaming Preschool Children with Special Needs*      1  
Stresses activities to help teachers understand concepts and purposes of mainstreaming special needs preschool children into regular classrooms. Emphasis on rights of special needs children to services and necessary procedures for providing those services under P.L. 94-142. Must be taken concurrently with supervised experience in child development center.
- ECD 289**      *CDA Assessment*      1  
Stresses application and preparation procedures for final Child Development Associate (CDA) credential assessment. Emphasizes steps to be taken in becoming CDA certified. Must be taken concurrently with supervised experience in a child development center.

**ECONOMICS**

Credits

- ECON 101**      *Introduction to Current Economic Problems: Topics Vary*      3  
For students who plan no further course work in economics. Concentrates on current economic issues. Topics vary. Utilizes less rigorous approach than traditional economics courses. Not recommended for persons who have taken ECON 121 and/or ECON 122.
- ECON 103**      *World Economic Geography*      3  
Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in inter-regional and international development.
- ECON 201**      *Principles of Economics I*      3  
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 202**      *Principles of Economics II*      3  
Theory of prices and markets. Industrial organization and public policy, income distribution, and contemporary problems of labor, agriculture, public utilities, and big business. PREREQUISITE: ECON 121.

- ECON 232**      *Economic History of the U.S.*      3  
History of the U.S. economy with special emphasis on processes of economic growth.
- ECON 291**      *Seminar in American Capitalism*      3  
Variety of opinions on American economy. Includes conservative, liberal, and radical views. Emphasis on independent research, writing, and small group discussion.

**EDUCATION**

Credits

- ED 121**      *American Sign Language I*      3  
Introduces American Sign Language as used by deaf people. Diligent students can learn 350-500 signs, basics of ASL grammar and syntax. Exposure to psycho/social and subcultural aspects of deafness.
- ED 131**      *American Sign Language II*      3  
Classes develop receptive and expressive skills in American Sign Language. Explanations and examples of 20 or more basic structures and features of American Sign Language. Opportunities for students to practice these structures in class. Students review and increase vocabulary with 1,000 or more signs and idioms in lessons covered. PREREQUISITE: Successful completion of accredited introduction to ASL or teacher permission.
- ED 221**      *American Sign Language III*      3  
Continued expansion of insights into ASL structure. Exercises and practice, study of articles, and field experience. Supplements conversational skills in ASL. Using and reviewing previously-learned vocabulary and grammar, students explore 10 or more vital areas of ASL to aid mastery. New idioms and vocabulary. PREREQUISITE: Passing grade in ED 131 or equivalent, or teacher permission.

**ELECTRONICS TECHNOLOGY**

Credits

- ET 110**      *FCC License*      3  
3-hour lecture per week covering material tested on Radio Telephone Operator License Examination. Requires outside reading and preparation. PREREQUISITE: General knowledge of electronics. Lab Fee.
- ET 136**      *Electronics Calculations I*      4  
3-hour lecture and 2-hour lab per week. Teaches calculation skills 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, and 139.
- ET 137**      *DC Physics*      4  
3-hour lecture and 2-hour lab per week. 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.
- ET 138**      *Introduction to Computer Electronics*      4  
3-hour lecture and 2-hour lab per week. Introduces basic concepts of computer systems. Covers microcomputer systems, batch process, and time-sharing. Completion of one of more machine programs in BASIC and FORTRAN languages as part of lab assignments.
- ET 139**      *Laboratory I*      3  
6-hour weekly lab assignments. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Majority of time spent in open lab. Lab Fee.
- ET 142**      *Electronic Calculations II*      4  
3-hour lecture and 2-hour lab per week. 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, and 139.

- ET 143 AC Physics 4**  
3-hour lecture and 2-hour lab per week. 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 136, 137, and 139.
- ET 144 Computer Systems I 4**  
3-hour lecture and 2-hour lab per week. 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 136, 137, 138, and 139.
- ET 145 Laboratory II 4**  
3-hour lecture and 3-hour lab per week. Familiarizes students with AC measuring techniques and AC test equipment. Technical characteristics of bipolar transistors and diodes. Practice in advanced soldering and desoldering techniques. PREREQUISITE: ET 136, 137, and 139. Lab Fee.
- ET 230 Telecommunications 4**  
3-hour lecture and 2-hour lab per week. 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, and 145. Lab Fee.
- ET 231 Audio 4**  
3-hour lecture and 2-hour lab per week. 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, and 145. Lab Fee.
- ET 232 Applied ICs 4**  
3-hour lecture and 2-hour lab per week. 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, and 145. Lab Fee.
- ET 233 Computer Systems II 4**  
3-hour lecture and 2-hour lab per week. Microcomputer systems covered in depth. Topic material pertinent to Intel 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, and 145.
- ET 250 Transmitters and Receivers 4**  
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, and 233.
- ET 251 Systems Analysis: Television 4**  
Methods and techniques used in servicing television systems of varying complexity. Introduction transmission, reception, and alignment procedures. Emphasis on diagnosing and troubleshooting black-and-white and color televisions. PREREQUISITE: ET 230, 231, 232, or knowledge of tube, semiconductor, amplifier, and oscillator circuits, frequency and wavelength conversions, basic digital logic, and power supplies.
- ET 252 Computer Systems III 4**  
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, and 233, or teacher permission. Lab Fee.

## EMERGENCY MEDICAL TECHNOLOGY

Credits

- EMT 119 Emergency Medical Training 4**  
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. PREREQUISITE: Concurrent enrollment in EMT 120. Lab Fee.
- EMT 120 EMT Field Observation and Practice 2**  
Practicum course based upon experience in hospitals/emergency rooms/ambulances. PREREQUISITE: Concurrent enrollment in EMT 119.

## ENGLISH

Credits

- ENGL/ESL 058 Speaking English as a Second Language 4**  
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 student for everyday conversation and other ENGL/ESL courses. Offered for Audit/Pass/No Credit. No letter grade.
- ENGL/ESL 063 Writing English as a Second Language I 4**  
Introduction to writing American English for students who speak English as their second language. Review of writing "readiness" skills, including spelling and grammar. Emphasizes expanding sentences and vocabulary to prepare students for other ENGL/ESL courses. PREREQUISITE: ENGL 058 or equivalent.
- ENGL/ESL 064 Writing English as a Second Language II 4**  
Further instruction in writing American English for students who speak English as their 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 058 and 063 or equivalent.
- ENGL/ESL 075 Conversational Vocabulary Development I 4**  
Advanced course in different methods of learning new words for international 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 dictionary use. Required assignments in Learning Resources Center and Reading/Writing Center. PREREQUISITE: Strong speaking skills in everyday English (at least 2 years in English-speaking country).
- ENGL/ESL 076 Conversational Vocabulary Development II 4**  
Different methods of learning new words for international students and others who speak English as their second language. Emphasis on familiar idioms, Alaskan vocabulary, and current information expressions. Practice in pronunciation. Required assignments in Learning Resources Center and Reading/Writing Center. PREREQUISITE: Strong speaking skills in everyday English (at least 2 years in English speaking country).
- ENGL 080 Slingerland Language Arts 3**  
Team-taught intensive simultaneous multi-sensory instruction to improve language/communications skills necessary for successful participation in college coursework. PREREQUISITE: Special screening and teacher permission.
- ENGL 101A College Survival Skills 1**  
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  
For English-speaking students needing intensive practice in these skills.
- ENGL/ESL 103** *Introduction to College English* 4  
Intensive practice in spoken and written English for college-level studies. Emphasizes differences between formal and informal communication styles. Especially for Alaska Native students, advanced international students, and other with non-English language backgrounds. PREREQUISITE: Appropriate score on English Placement Test or any 3 college-level ENGL/ESL courses.
- ENGL 105** *Reading Lab* 1-3  
Basic open-entry reading course covering comprehension and vocabulary. Individualized instruction to encourage wide reading, vocabulary improvement, and development of skills necessary for success in freshman courses. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)
- ENGL 106** *Basic Composition I* 3  
Instruction in skills necessary to produce clear written English. Emphasis on sentence structure, standard grammar, and single-paragraph compositions. Introduction to use of Learning Resources Center and Reading/Writing Center. PREREQUISITE: Appropriate score on English Placement Test.
- ENGL 107** *How to Succeed in College* 3  
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 108** *Basic Composition II* 3  
Instruction in skills necessary to meet day-to-day demand in composition. Emphasis on paragraph development, common business letters, short essays, short research papers, and essay exams. PREREQUISITE: ENGL 106 or appropriate score on English Placement Test.
- ENGL 109** *Speed Reading* 3  
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  
Instruction in composition of formal essays with emphasis on different techniques for organization and development. PREREQUISITE: Appropriate score on English Placement Test.
- ENGL 115** *Term Paper* 1-3  
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, or teacher permission.
- ENGL 131** *Introduction to Literature* 3  
Techniques for analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.
- ENGL 132** *Introduction to Shakespeare* 3  
Representative selection of Shakespeare's plays, with reference to their historical backgrounds and theatrical environment of Elizabethan Age.
- ENGL 133** *Women's Autobiography* 3  
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 and professional vitae). Choice of reading or writing emphasis.
- ENGL 175** *Vocabulary Development* 3  
Studies to increase awareness and control of words in English. Emphasis on vocabulary-building through familiarity with Greek word roots. Individual projects encouraged. PREREQUISITE: Fluency in speaking and reading English.
- ENGL 200A** *How to Read Sciences* 1  
Specifically for students enrolled in biology, chemistry, health science, geology, and physics courses. Reading teacher works closely with science teachers to incorporate lab, lecture, and text comprehension, vocabulary, and study skills applicable to student reading assignments and specialized study areas in sciences. PREREQUISITE: Average reading skill level.
- ENGL 200B** *How to Read Social Sciences* 1  
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 student reading assignments and specialized study areas in social sciences. PREREQUISITE: Average reading skill level.
- ENGL 200C** *Learn While Tutoring* 1-3  
Students tutor others enrolled in ACC courses who desire further help with reading, study skills, or English-as-a-Second-Language. Tutoring experiences supplemented by teacher-tutor conferences and some class instruction. Training in interpersonal relationships, study skills, reading skills, and ESL. PREREQUISITE: Average or better speaking, reading, and writing skills, and patience.
- ENGL 201** *Masterpieces of World Literature I* 3  
Analysis and interpretation of selected masterpieces from ancient times through Renaissance. PREREQUISITE: ENGL 111.
- ENGL 202** *Masterpieces of World Literature II* 3  
Analysis and interpretation of selected masterpieces from Renaissance to present day. PREREQUISITE: ENGL 111.
- ENGL 203** *Survey of British Literature I* 3  
Analysis of selected English writings from Anglo-Saxon to Romantics. PREREQUISITE: ENGL 111.
- ENGL 204** *Survey of British Literature II* 3  
Analysis of selected English writings from Romantics to present. PREREQUISITE: ENGL 111.
- ENGL 205** *Survey of U.S. Literature I* 3  
Analysis and interpretation of selected writings from Colonial Period through Civil War. PREREQUISITE: ENGL 111.
- ENGL 206** *Survey of U.S. Literature II* 3  
Analysis and interpretation of selected writings from Civil War to present. PREREQUISITE: ENGL 111.
- ENGL 207** *American Prizewinners* 3  
Interpretation and discussion of selections by 20th century American writers who have been honored nationally and internationally. Core of works to be read by all students. Additional individual readings from supplementary list.
- ENGL 209** *Enriched Lifelong Reading* 3  
Helps people choose and enjoy leisure reading materials. Centers on different purposes of reading such as fantasy, self-help, and learning new information. Includes book, magazines, and newspapers. Designed to help people widen and deepen personal, lifelong reading habits.
- ENGL 211** *Intermediate Composition with Modes of Literature* 3  
Instruction in writing based on close analyses of literature. Includes regularly scheduled conferences with teacher. PREREQUISITE: ENGL 111.
- ENGL 212** *Technical Report Writing* 3  
Instruction in composing technical correspondence, manuals, informal and formal reports. Includes regularly scheduled conferences with teacher. PREREQUISITE: ENGL 111 and experience in business, technical, or scientific field.
- ENGL 213** *Intermediate Exposition* 3  
Methods of developing nonfiction, expository essays. Emphasis on elements of style. PREREQUISITE: ENGL 111.
- ENGL 260** *Creative Writer's Workshop* 3  
Instruction in writing short stories, one-act plays, poetry, and sketches. Includes regular conferences with teacher. NOTE: ENGL 260 does not satisfy general degree requirements in written composition. PREREQUISITE: Creative interest and average or better writing skills.

**ENGL 265** *Literature of the North* 3  
Regional approach to writers of Alaska, Canada, Scandinavia, and Soviet Union. PREREQUISITE: ENGL 111.

**ENGL 270** *Contemporary Native American Literature* 3  
Introduces and analyzes recent works written by North American Indians and Alaska Natives. Survey of genres, styles, and motives in writings of contemporary Native Americans, emphasizing opinions they hold toward their past, present, and future. RECOMMENDED PREREQUISITE: ENGL 111 and/or ENGL 131.

**ENGL 275** *Vocabulary Enrichment* 3  
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/HUM 280** *Literature in Opera* 3  
Study of drama and fiction in opera. Original stories compared to their musical adaptations. Examination of how artists shape material.

## FIRE SCIENCE

Credits

**FS 101** *Introduction to Fire Science* 3  
Introduction to fire service and fire protection. Fire service history, functions, and career opportunities. Public, quasi-public, and private fire protection services. Fire chemistry and physics, and fire loss analysis.

**FS 105** *Fundamentals of Fire Prevention* 3  
Organization and functions of fire prevention. Inspections, surveying and mapping procedures, recognition of fire and life hazards, engineering and enforcing solutions to fire hazards, and public relations as affected by fire protection.

**FS 107** *Fire Tactics and Strategy* 3  
Principles of fire control through utilization of manpower, equipment, and extinguishing agents of fireground.

**FS 111** *Fire Company Organization and Management* 3  
Review of fire department organization, planning, and supervision to meet organizational needs. Emphasis on Company Officer's role.

**FS 115** *Fire Apparatus and Equipment* 3  
Fire apparatus design, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.

**FS 117** *Rescue Practices* 3  
Rescue problems and techniques, and emergency rescue equipment. Toxic gases, chemicals and diseases, radiation hazards, and care of victims, including emergency childbirth, respiration and resuscitation, and extrication.

**FS 121** *Introduction to Fire Chemistry and Physics* 3  
Introduction to nomenclature, principles, and procedures of fire chemistry, supplemented by basic math and physics as related to fire problems.

**FS 123** *Fire Investigation I* 3  
Determining types and causes of fires. Introduction to arson and incendiarism, including recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures. Court procedures, giving court testimony and related laws.

**FS 151** *Wildland Fire Control I* 3  
For employed firefighters and fire science majors. Covers fundamental factors affecting wildland fire prevention, fire behavior, and control techniques.

**FS 153** *Wildland Fire Organization and Management* 3  
Review of fire organization, steps involved in suppression, and related management functions.

**FS 155** *Wildland Fire Behavior I* 3  
Includes study of the fire triangle, ignition temperatures, sources of heat, heat transfer, weather factors, forest fuel factors and topographic interplay of fuels, and prediction of fire behavior.

**FS 157** *Wildland Air Operation Management* 3  
Use of aircraft for suppression of wildland fires and support of air service functions. Emphasis on air safety.

**FS 161** *Fire Service Functions* 3  
Basic organization and procedures of fire service support functions. Includes study of Service Chief's position and subordinate positions.

**FS 163** *Air Track* 3  
Proper use and management of aircraft for fire suppression, specifically use of helicopters and fixed-wing airtankers in air attack operations.

**FS 202** *Fire Hydraulics* 3  
Review of applied mathematical hydraulic laws as applied to fire science. Application of formulas and calculations to hydraulics and water supply problems.

**FS 204** *Hazardous Materials I* 3  
Introduction to basic fire chemistry and physics. Problems of flammability as encountered by firefighters when dealing with fuels and oxidizers. Elementary firefighting practices for hazardous materials in storage and transit.

**FS 206** *Building Construction for Fire Protection* 3  
Fundamentals of building construction as related to fire protection. Classifications by occupancy and type of construction with emphasis on fire protection features such as facilities, building equipment, fire-resistive materials, and high-rise considerations.

**FS 208** *Fire Service Records and Reports* 3  
For all fire service members. Emphasizes knowledge and understanding of fire department records systems, report writing principles, pre-fire surveys, post-fire reports, research, and planning.

**FS 210** *Hazardous Materials II* 3  
Second semester course in hazardous materials. Covers handling, identification, and firefighting practices for explosive, toxic, and radioactive materials in storage and transit.

**FS 212** *Related Codes and Ordinances* 3  
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  
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  
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  
Emphasizes Wildland Fire Officer's duties, responsibilities, fire management practices, and programs in proper perspective to promote professionalism and sound fire management programs. Covers finance jobs within organizations, including financial management of large, complex fires.

**FS 256** *Fire Planning and Multiple Use Management* 3  
Fire management and its role in multiple-use resource management programs. Includes resource management, prescribed-fire wildfire practices, management goals and objectives, and fire planning.

**FS 258** *Prescribed Burning and Fuels Management* 3  
Analyzes different fuels, their benefits, and effects of management practices. Includes prescribed-fire procedures and objectives.

**FS 260** *Fire Research and Development* 3  
Research and development in fire prevention, detection, prescribed burns, fire suppression and post suppression activities.

**FS 262** *Wildland Fire Control II* 3  
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**  
Intensive course in fire behavior designed for instructors and fire behavior officers.
- FS 266** *Wildland Fire Environmental Considerations* **3**  
Covers ecosystems, erosion, soil properties and revegetation, fire ecology, fuel and environment, fire control practices, and smoke management.

**FOOD SERVICE TECHNOLOGY**

Credits

- FST 101** *Introduction to Food Service* **1**  
Overall view of food service industry. Covers universal operational principles, and variations and inconsistencies which students may encounter. Recognition of tools of trade. Discussion of spice and herb uses. Garnishing and decorating. **PREREQUISITE:** Concurrent enrollment in FST 103 and FST 111.
- FST 102** *Foods and Nutrition* **2**  
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**  
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 and FST 111.
- FST 104** *Sanitation* **2**  
Thorough study of importance of sanitation in food service. Microbiology, equipment, facilities, laws/codes, housekeeping methods, washing dishes and utensils, and handling wastes.
- FST 110** *Food Standards* **2**  
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 foods.
- FST 111** *Quantity Food Production (Bakery)* **4**  
Introduction to production of all bakery foods. **PREREQUISITE:** Concurrent enrollment in FST 101 and FST 103.
- FST 112** *Quantity Food Service* **2**  
Examination of and instruction in many ways foods are 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**  
Meat analysis. Study of fabrication, cuts, and their uses. Recognition of cuts and qualities.
- FST 114** *Beverages* **2**  
History of alcoholic and non-alcoholic beverages including serving, legal considerations, role in food service.
- FST 201** *Quantity Food Production (Specialized)* **4**  
Specialized preparation. "Short order" and small quantity preparation methods, such as pantry or broiler work. Includes setup and serving, and meat cutting in buffet. **PREREQUISITE:** FST 101, 103, 111 with grade of C or higher. Concurrent enrollment in FST 202.
- FST 202** *Food Service Bakery Practicum* **4**  
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 with grade of C or higher. Concurrent enrollment in FST 201.
- FST 210** *Stewardship* **2**  
Includes purchasing and procurement, store operation, organization, and recordkeeping. Food specifications (based on "Standards"), distribution, and security.

- FST 212** *Leadership* **1**  
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**  
Design of food service facilities, including equipment placement, time and motion studies in dining areas, kitchens, service lines, scramble and cleanup areas. Building maintenance requirements for food service facilities.

- FST 221** *Quantity Food Service* **2**  
Types and methods of table service. Includes table-side cookery, setup of other types of service, and sales.

- FST 222** *Menu Making* **1**  
Study of menu composition and format. How menus relate to nutrition, sales, production, purchasing, and plant layout.

- FST 223** *Advanced Foods* **3**  
Laboratory training in more artistic aspects of food service. Preparation and decoration of meats, poultry, and seafood for use in cold buffet. Also includes display pieces. **PREREQUISITE:** FST 101, 103, 111, 201, and 202 with grade of C or higher.

- FST 231** *Intermediate Pastry* **4**  
Instruction and training in production of fancier types of desserts and bakery foods. Continues and expands previously learned skills. **PREREQUISITE:** FST 101, 103, 111, 201, and 202.

- FST 232** *Advanced Pastry and Baking Art* **2**  
Experience in management principles, cost accounting, merchandising concepts, and buffet and catering services. Practical application of previous coursework with emphasis on production of pastries and petit fours. **PREREQUISITE:** FST 101, 103, 111, 201, 202 and 231.

**FRENCH**

Credits

- FREN 103** *Conversational French I* **2**  
For students with little or no background in French. No writing required. Language laboratory work needed outside of class. **PREREQUISITE:** Concurrent enrollment in one lab section (FREN 103L-A, F, M, S, or T).

- FREN 104** *Conversational French II* **2**  
No writing required. Language laboratory work needed outside of class. **PREREQUISITE:** FREN 103 or one year of high school French or equivalent. Concurrent enrollment in one lab section (FREN 104L-A, F, M, S, or T).

- FREN 105** *French Language and Culture* **4**  
Individualized class for enrichment or review, based on use of films, slides, songs, comic books, plays, short stories, current magazines, and conversation. **PREREQUISITE:** FREN 103 and 104 or two years of high school French or equivalent.

- FREN 203** *Conversational French III* **2**  
No writing required. Language laboratory work needed outside of class. **PREREQUISITE:** FREN 103 and 104 or two years of high school French or equivalent. Concurrent enrollment in one lab section (FREN 203L-A, F, M, S, or T).

- FREN 204** *Conversational French IV* **2**  
No writing required. Language laboratory work needed outside of class. **PREREQUISITE:** FREN 203 or three years of high school French or equivalent. Concurrent enrollment in one lab section (FREN 204L-A, F, M, S, or T).

- FREN 205** *French Language and Culture* **4**  
Individualized class for enrichment or review based on use of films, slides, songs, comic books, plays, short stories, current magazines, and conversation. **PREREQUISITE:** FREN 203 and 204 or equivalent.

**FREN 207** *French Grammar I* 2  
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  
Systematic oral and written study of French grammar.  
PREREQUISITE: FREN 204 or four years of high school French or equivalent.

### French Labs

**L-A** *Art* 2  
Lab emphasizes reading and listening to vocabulary of art. Lab Fee.

**L-F** *Food* 2  
Lab emphasizes reading and listening to vocabulary of food. Lab Fee.

**L-M** *Music* 2  
Lab emphasizes reading and listening to vocabulary of music. Lab Fee.

**L-S** *Science* 2  
Lab emphasizes reading and listening to vocabulary of science. Lab Fee.

**L-T** *Tourist* 2  
Lab emphasizes reading and listening to vocabulary of travel in French-speaking countries. Lab Fee.

## GEOGRAPHY

Credits

**GEOG 101** *Introduction to Geography* 3  
World regions and analysis of environments, with emphasis on major cultural realms.

**GEOG 103** *World Economic Geography* 3  
Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in inter-regional and international development.

**GEOG 201** *Elements of Physical Geography* 3  
Introduction to study of physical geography. Emphasis on geology (land forms, plate tectonics, earthquakes, volcanoes, mountain-building, and erosion forces), meteorology and worldwide weather patterns, and human relationships to environment. Optional one-credit laboratory (see GEOG 201L).

**GEOG 201L** *Elements of Physical Geography - Optional Lab* 1  
Optional one-credit laboratory including exercises related to each major unit of GEOG 201.

## GEOLOGY

Credits

**GEOG 100** *Elements of Geology - Lec/Lab* 4  
Basic geology course covering glaciers, volcanoes, mineral resources, geologic processes, and other topics of interest to Alaskans. Lab utilizing "simulated" field trip approach with audio-visual, self-guided materials. Students observe, note, and draw conclusions from specimens and field evidence as seen in slides. Lab Fee.

**GEOG 103** *Landscapes and Resources of Alaska* 3  
Geologic origins of mountains and glaciers which make up Alaska's scenery. Designed for people 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/BIOL 104** *Natural History of Alaska* 3  
Aspects of northern physical environments and their importance in determining biotic, geologic, and climatic settings. Major ecosystem concepts to develop appreciation for land use and wildlife management problems, both terrestrial and aquatic.

**GEOG 105** *Geology of America's National Parks* 3  
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 - Lec/Lab* 4  
Introduction to physical geology. Study of 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.

**GEOG 112** *Historical Geology - Lec/Lab* 4  
History of earth through geologic time from origin of universe to present, with emphasis on North America. Includes major geologic events, plate tectonics, major life forms of past, and how they can be inferred from rock records. Lab includes identification of invertebrate fossils, understanding of geologic maps, principles of stratigraphy, and field trip. PREREQUISITE: GEOG 111 or teacher permission. Lab Fee.

**GEOG 204** *Geomorphology - Lec/Lab* 4  
Study of land forms and physical processes of their development. Lab includes interpretation of topographic maps. PREREQUISITE: GEOG 112 or teacher permission. Lab Fee.

**GEOG 212** *Introduction to Paleontology - Lec/Lab* 4  
General introduction to various invertebrates and plants preserved as fossils. Laboratory study of fossil materials. Emphasis on invertebrate classification and evolution. PREREQUISITE: GEOG 112 or teacher permission. Lab Fee.

**GEOG 213** *Mineralogy - Lec/Lab* 4  
Introduction to mineral chemistry, atomic structure, and crystal structure. Elements of crystallography, descriptive and determinative mineralogy, mineral association, and paragenesis. Laboratory includes simple qualitative chemical tests. PREREQUISITE: GEOG 111, MATH 105, and CHEM 105 or concurrent enrollment. Lab Fee.

**GEOG 214** *Petrology - Lec/Lab* 4  
Review of common rock-forming minerals. Systematic study of origins, occurrence, and description of igneous, sedimentary, and metamorphic rocks. Lab involves hand lens identification of representative rocks. PREREQUISITE: GEOG 213. Lab Fee.

**GEOG 224** *Structural Geology - Lec/Lab* 4  
Origin, recognition, and interpretation of earth's primary and secondary structures with application to earth history. Exploration and development of mineral resources. Graphical solutions to structural problems. PREREQUISITE: GEOG 111, 112, and MATH 106 or equivalent. Lab Fee.

## GERMAN

Credits

**GER 103** *German Conversation I* 3  
Basic language course for beginners with little or no prior knowledge of German. Emphasis on everyday vocabulary, basic structures, and current topics. Use of language lab required outside of class time. Lab Fee.

**GER 104** *German Conversation II* 3  
Continuation of GER 103 for students with some prior knowledge of German. Emphasis on everyday vocabulary, basic structures, and current topics. Use of language lab required outside of class time. PREREQUISITE: GER 103 or equivalent. Lab Fee.

**GER 113** *German for Tourists* 1-4  
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  
Continuation of German II with emphasis on developing useful, contemporary vocabulary. Develops understanding of cultures of major German-speaking countries, and increases competence and confidence in speaking German. Use of language lab required outside of class time. PREREQUISITE: GER 104 or equivalent. Lab Fee.

**HISTORY**

Credits

- HIST 101** *Western Civilization I* 3  
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  
Surveys developments in Western civilization from 1650 to present. Emphasis on major social, political, economic, and intellectual characteristics of Western society. No prerequisite.
- HIST 115** *Alaska: Land and Its People* 3  
Surveys Alaska from earliest days to present. Peoples, problems, and prospects.
- HIST 121** *East Asian Civilization* 3  
The Great Tradition. Origin and development of civilizations of China and Japan, from beginnings to 1600, with emphasis on traditional social, political, and cultural institutions.
- HIST 122** *East Asian Civilization* 3  
The Modern Transformation. East Asia from 1600 to present, with emphasis on patterns of social cohesion, transition, and revolutionary change.
- HIST 131** *History of U.S. I* 3  
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  
Covers reconstruction of the South, the Far West, and growth of industry and labor. "Gilded Age," Imperialism, Progressivism, and World War I, "Roaring Twenties," Great Depression, Isolationism, World War II, Cold War, modern American society, Vietnam, and after. No prerequisite.
- HIST 225** *Ancient History* 3  
Studies origins of Western civilization from beginnings in Ancient Near East through fall of Rome. Emphasis on progression and interrelationships of various cultures.
- HIST 226** *Medieval History* 3  
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  
Covers 1800 to present, with emphasis on rebellion, reform, revolution, and resistance to change.
- HIST 231** *Modern Japan* 3  
Covers 1600 to the present, with examination of changes within tradition, rise to power, and modern dilemmas. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)
- HIST 235** *History of the American Indian* 3  
Surveys histories of American Indian groups, prehistoric to present. Focus on social, economic, and political effects of westward settlement. Emphasis on major tribes and leaders from Atlantic to Pacific.
- HIST 241** *Black History I* 3  
Afro-American history from colonial times to 1865. Social, economic, psychological, religious, and racial aspects of Africa, slave trade, slavery, slave-trading nations, and the Civil War. Impact of various racial theories and practices on Black/White relations.
- HIST 242** *Black History II* 3  
Afro-American history from 1865 to present. Impact of technology, changing social and economic conditions, and international scene on Black Americans. Consideration of leaders, organizations, concepts, and issues that affect Blacks and society at-large.
- HIST/HUM 245** *The Movies* 3  
Examines development of American motion pictures from "golden age" of silent cinema to latest releases of today. Emphasis on motion pictures genres (musicals, westerns, science fiction, and others), the studio system, and major stars of the studio era. Lab Fee.

**HIST 246** *American Labor Movement* 3

Introduction to history of labor movement in United States. Focus on struggle of labor unions to attain right to organize, bargain collectively, and strike. Case studies of the Molly Maquires, AFL-CIO, Teamsters, Knight of Labor.

**HIST 247** *Violence in America* 3

Focus on different aspects of American violence: urban violence, agrarian uprisings, ethnic and racial conflicts, industrial-labor disputes, and domestic rebellions associated with various American wars.

**HIST 257** *Gold Rush Era: Myth and Reality* 3

General investigation into Gold Rush Era of 1880-1905 in Alaska and the Yukon. Major emphasis upon Klondike, but also includes Juneau, Nome, and Fairbanks. Utilizes both fact and fiction to understand myths and realities of era.

**HIST 261** *Russian History* 3

Origins of early (Kievan) Russia, Mongol Era, and rise of Moscow. Modern Russia to 20th century.

**HIST 265** *Mysteries of the Past* 3

Historical survey of legends, myths, and superstitions of western culture from period of early Mediterranean civilizations to present.

**HOME ECONOMICS**

Credits

- HE 051** *Cake Decorating* 2  
Basic cake decorations including 14 flowers, borders, sugar molding, petit fours, and marzipan. Emphasis on cakes but also includes some food decorations. Lab Fee.
- HE 114** *Alaskan Foods - Preservation and Preparation* 2  
Acquaints students with varied Alaskan foods such as berries, plants, fish, shellfish, and game. Students learn to prepare and preserve these foods for maximum enjoyment, economy, and nutritive value. Includes canning, freezing, drying, and root cellaring. Lab Fee.
- HE 115** *Roughing It Easy - Outdoor Cookery* 2  
Includes setting up campsite, making and buying equipment, foods to choose, meal planning, marketing, and variety of camp cookery methods: stick, spit, one pot, tin can, barbeque, dutch oven, pit, and reflector oven. Students put their skills to actual camp use. Lab Fee.
- HE 120** *Learn to Sew* 1  
Basic principles of sewing and simple clothing construction. Includes use of sewing machine, selection of fabrics and patterns, and simple construction techniques. Students must provide own sewing equipment (except sewing machine) and all patterns and fabrics for class projects.
- HE 121** *Basic Clothing Construction* 3  
Prerequisite for all other clothing classes. For beginning students as well as those wishing to update techniques in quality and efficient garment construction. Experience in use of sewing machines and other equipment. Selection of patterns, fabrics and notions, and construction of at least five garments. Stresses fundamental sewing techniques and unit construction. Lab as arranged.
- HE 122** *Sewing Power* 3  
Television course in clothing construction and wardrobe management. Introduction to basic sewing concepts, vocabulary, tools, materials, and skills. Analysis and planning of individual wardrobe through construction of a "core wardrobe." RECOMMENDED PREREQUISITE: HE 120 for students who have never sewn before. PREREQUISITE: Sewing knowledge helpful. (\*For more information, see the section entitled TELECOURSES.)
- HE 123** *Lingerie* 2  
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**  
Techniques of making warm winter parkas. Includes selection of fabrics and linings, and special techniques including hood, ruff, zipper, and trim. Students make basic shell which can be used as summer parka or kuspuk. Additional emphasis on how to make patterns and trimmings. PREREQUISITE: HE 121.
- HE 128 Draperies and Window Coverings 2**  
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**  
Individualized course for students who wish to contract for construction of wide variety of garments to meet personal needs. Students learn techniques to advance their own skills. PREREQUISITE: HE 121. Lab as arranged.
- HE 130 Textiles 3**  
Survey of natural and artificial fibers, yarns, fabric construction, dyes, and finishes. Performance and care from consumer point of view.
- HE 134 Textile Art 2**  
Introduction to variety of textile art experiences. Includes silk screen printing, block printing, tie dyeing, and batik. Applying principles of design and color to woven fabric by making several projects.
- HE 135 Creative Stitchery 3**  
Study of various stitchery methods to include crewel, basic embroidery stitches, needlepoint, rya and canvas embroidery, and bargello. Other pattern stitchery with emphasis on history, techniques, design, construction, and finishing of each project.
- HE 136 Quilting 2**  
Principles of designing and constructing patchwork, pieced, and applique quilt patterns. Techniques include assembling, quilting, finishing, and using all geometric shapes. One quilt plan, one large and three small projects required. PREREQUISITE: HE 121 or sewing ability.
- HE 137 Art of Skin Sewing 3**  
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. Lab Fee.
- HE 139 Clothing Alteration and Repair 2**  
Especially for individuals who wish to enter commercial sewing field. Use of commercial machines and methods used for alteration and repair. PREREQUISITE: HE 121 or sewing ability.
- HE 141 Interior Design 3**  
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**  
Selected experiences in application of elements and principles of design. Appreciation of line, texture, space, form, color pattern, and design principles as applied to three-dimensional space. PREREQUISITE: HE 141. AET 101 or HE 143 recommended.
- HE 143 Drafting for Interior Design 3**  
Basic drafting techniques related to interior design. Covers uses of various media and tools, floor plans, elevations, sections, and isometric drawings.
- HE 144 Interior Design Seminar 2**  
Reading and discussion of pertinent topics of current concern in interior design. PREREQUISITE: HE 141.
- HE 146 Interior Houseplanning Seminar 1**  
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 permission.
- HE 148 Interior Design Laboratory I 3**  
Enables students to continue applying theories by solving specified problems. PREREQUISITE: HE 142 and AET 101 or HE 143. Lab Fee.
- HE 149 Light Upholstery 2**  
Designed for beginners interested in basic furniture construction and reupholstery techniques. Students remove old covers and padding and recover chair. PREREQUISITE: HE 121 or sewing ability. Lab as arranged.
- HE 150 Interior Finishes 3**  
Enables students to study specific background interior modules in depth. Wall coverings, window treatments, ceilings, and floor coverings. PREREQUISITE: HE 130 and 141, and passing score on MATH 055 Placement Test.
- HE 152 Interior Presentation Techniques 2**  
Supervised instruction with lab experience for students interested in learning interior presentation techniques. Includes line drawings, preparation of color boards, and application of color to presentation plates and overlays. PREREQUISITE: HE 141 and AET 101 or HE 143.
- HE 155 Designing Support Spaces 3**  
Study of specific interior modules and materials. Woods, storage, kitchens, and bathrooms. PREREQUISITE: HE 142 and 150, and AET 101.
- HE 158 Interior Design Laboratory II 3**  
Applying design theories by solving specified problems. Professional presentation stressed. PREREQUISITE: HE 148 and 152, and SPCH 111. Lab Fee.
- HE 176 Kitchen Appliances Seminar 1**  
Helps students evaluate and choose major appliances, such as ranges (surface units, ovens, microwaves), 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**  
Basic skills for presenting yourself successfully in job interviews, telephone procedures, and client relationships. Development of professional rapport.
- HE 181 Fashion Merchandising 2**  
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 186 Floral Design 1**  
Basic workshop in varied floral arrangements (fresh and dried) and houseplant 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.
- HE 210 Creative Cookery - Meal Management 3**  
Planning, buying, preparing, and serving meals. Emphasis on management, cost, and nutrition. Lab Fee.
- HE 212 Creative Cookery - Foreign Foods 2**  
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 backgrounds, roles of families and foods used by people internationally. Lab Fee.
- HE 214 Creative Cookery - U.S. Regional Foods 2**  
Study of foods representative of many areas of U.S. Students 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, South, Midwest, Southwest, and Northwest. Lab Fee.
- HE 221 Intermediate Clothing Construction 3**  
Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes with review of basic principles. PREREQUISITE: HE 121.

- HE 222 Tailoring 3**  
Principles of tailoring applied to construction of coats. Selection and preparation of fabrics, interfacing, underlining, lining, application of collars, pockets, and buttonholes. PREREQUISITE: HE 121.
- HE 225 Men's Wear I 3**  
Basic instruction in pattern selection, alteration, fitting, fabric selection, and construction techniques. Garments to be constructed 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 229 Individualized Clothing Construction II 1-3**  
Advanced individualized course for students who wish to contract for construction of various garments to meet personal needs. Techniques to advance individual skills. PREREQUISITE: HE 121 and HE 221.
- HE 233 Pattern Alteration 3**  
Principles of flat pattern design, fitting, and alteration applied to construction of basic fitting shell. Testing and altering different styles of commercial patterns in construction of skirt, slacks, blouse or top and a dress. PREREQUISITE: HE 121 or teacher permission.
- HE 234 Pattern Drafting - Design 2**  
Theories of flat pattern design and their application to understanding commercial patterns and ready-to-wear clothing. Techniques applied to design and construction of dress, suit, and pantsuit. PREREQUISITE: HE 121 and 233.
- HE 235 Creative Stitchery II 3**  
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 finishing of each project. PREREQUISITE: HE 135.
- HE 236 Quilting II 2**  
Quilting taught through construction of quilts using more intricate patterns. Original designs, trapunto, and machine quilting. Three small projects and one coverlet quilt required. PREREQUISITE: HE 136.
- HE 237 Art of Skin Sewing II 3**  
Advanced leather and fur sewing techniques. Emphasizes creativity of projects, and use of fur sewing machine. Students expand techniques learned in HE 137 to create patterns and projects. PREREQUISITE: HE 137. Lab Fee.
- HE 240 History of Furnishings and Interior Spaces I 3**  
Survey course pertaining to dominant influences and characteristics of historical interiors, furniture, and ornamental designs from antiquity through mid-eighteenth century.
- HE 241 History of Furnishings and Interior Spaces II 3**  
Survey course pertaining to dominant influences and characteristics of historical interiors, furniture, and ornamental designs mid-eighteenth through early twentieth century. PREREQUISITE: HE 240.
- HE 242 Contemporary Furnishings 3**  
Survey course to acquaint students with interior furnishings from 1900 to present. Particular emphasis on obtaining working knowledge of contemporary furnishings, including designs, materials, and sources. PREREQUISITE: HE 141. HE 240 and 241 recommended.
- HE 243 Operating Procedures for Interior Designers 2**  
Basic operational procedures used within interior design profession. Includes product procurement, work orders, work timeframes, and client-designer relationships. PREREQUISITE: HE 130, HE 141, HE 150, and HE 242. Special Fee.
- HE 245 Basic Lighting Principles 3**  
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 265 Marriage and Family Life 3**  
Preparation for marriage and family life. Personality development, human sexuality, parenting, human relations, money matters, life crises, divorce, remarriage, and other topics.
- HE 274 Consumer Finance 3**  
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**  
Work simplification, time, energy, and money management, and their applications in home.

## HUMANITIES

Credits

- HUM 100 Self and Society 4**  
Examines human values with interdisciplinary emphasis on nature of self. Relationships between aesthetic, moral, and material values 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/MUS 123 Music Appreciation 3**  
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.
- HUM/ART 160 Art Appreciation 3**  
Develops appreciation of how visual arts stimulate human 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. Lab Fee.
- HUM/PHIL 201 Introduction to Philosophy 3**  
Reading and discussion of works by selected influential thinkers in Western philosophical tradition. Covers central ideas, problems, and methods of philosophers, both ancient (such as Plato) and contemporary (such as Sartre). Stresses philosophers' ideas about nature of reality and human situation.
- HUM 204 Tuesdays Ten Till Two 1**  
Interdisciplinary program of lectures and discussions led by faculty and community leaders. Special registration through Community Campus Office. Special Fee.
- HUM 205 Fridays Ten Till Two 1**  
Interdisciplinary program of lectures and discussions led by faculty and community leaders. Special registration through Community Campus Office. Special Fee.
- HUM/PHIL 210 Philosophy of Love 1-3**  
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**  
Integrated exploration of fundamental principles of literature, music, and visual arts. PREREQUISITE: ENGL 111.
- HUM 212 Introduction to Humanities II 3**  
Study of specific 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/PHIL 213 Introduction to Hindu-Buddhist Philosophy 1-3**  
Survey of major philosophical-religious movements and writings in Hindu-Buddhist traditions. Jainism, Vedanta, Samkhya and Yoga, Theravada and Mahayana Buddhism. Variable credit.\*
- HUM/PHIL 214 Introduction to Chinese Philosophy 1-3**  
Surveys major philosophical movements and writings in the Chinese tradition: Confucianism, Taoism, Legalism, Buddhism (Zen) and Neo Confucianism. Variable credit.\*

**HUM/PHIL 215** *Man and Values* 1-3  
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/HIST 245** *Movies: Mirror of America* 3  
Examines development of American motion pictures from the "golden age" of silent cinema to latest releases of today. Emphasis on motion pictures as cultural "mirror" of American values, tastes, and trends in 20th century. Lab/Materials Fee.

**HUM/PHIL 271** *Search for Identity - Existentialism* 1-3  
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, Dostoevski, Kafka, Kierkegaard, Nietzsche, and Sartre. *Variable credit.\**

**HUM/ENGL 280** *Literature in Opera* 3  
Study of drama and fiction in opera. Original stories compared to their musical adaptations. Examination of how artists shape material.

\***VARIABLE CREDIT.** Depends on the amount of work the student decides to undertake. One credit requires regular attendance and minimal weekly assignments (Pass/No Credit grading; no letter grade). Two credits requires two major exams (letter grade awarded). Three credits requires either additional major exam or term paper.

## HUMAN SERVICES

Credits

**HUMS 225** *Case Management in Human Services* 2

Introduction to basic knowledge and skills needed to develop service plans in human service work and to maintain appropriate case records. Legal and ethical considerations in case management.

**HUMS 231** *Behavior Analysis in Agency Settings* 2

A study of behavioral methods and their implementation in agency settings, including observing, recording, reinforcement and extinction strategies. **PREREQUISITE:** Concurrent enrollment in SOC 294B, SOC 294C, Human Service Practicum I or II.

**HUMS 232** *Living Skills for the Severely Handicapped* 2

An examination of methods and materials for teaching self-help skills such as feeding and grooming to the severely disabled. Instruction in first aide procedures. **PREREQUISITE:** Concurrent enrollment in SOC 294B, SOC 294C, Human Services Practicum I or II.

**HUMS 233** *Methods and Materials for Teaching the Severely Disabled* 2

An overview of materials used to teach exceptional persons with various severe and profound handicapped conditions and techniques used in instructing these persons. **PREREQUISITE:** Concurrent enrollment in SOC 294B, SOC 294C, Human Service Practicum I or II.

## JAPANESE

Credits

**JPN 103** *First Semester Japanese* 3  
Introduction to basic spoken Japanese. Pronunciation, intonation, oral composition, grammar, and reading romanized Japanese.

**JPN 104** *Second Semester Japanese* 3  
Continued drill in speaking, listening, and writing in different situations. First introduction to basic kana writing. **PREREQUISITE:** JPN 103 or teacher permission. Lab Fee.

**JPN 113** *Japanese for Tourists* 3  
Essential conversation and cultural introduction for enjoyable and meaningful trip to Japan.

**JPN 203** *Third Semester Japanese* 3  
Completion of basic grammar, continued practice in structure and composition. Continued practice in reading and writing kana and essential kanji. **PREREQUISITE:** JPN 104 or teacher permission.

**JPN 204** *Fourth Semester Japanese* 3  
Continued drills in speaking, listening, reading, and writing to enable students to communicate proficiently with native-speaking people and to understand their cultural heritage. **PREREQUISITE:** JPN 203 or teacher permission. Lab Fee.

## JUSTICE

Credits

**JUST 110** *Introduction to Criminal Justice* 3  
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 153** *Evidence* 3  
Kinds and degrees of evidence, and rules governing admissibility of evidence in court. **PREREQUISITE:** JUST 110.

**JUST 210** *Principles of Corrections* 3  
Introduction to 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 and Practice* 3  
Designed for pre-service and in-service personnel interested in first-hand familiarization with functions and operations of criminal justice and legal agencies. Special research topics for in-service personnel. **PREREQUISITE:** 12 hours of JUST or LAWS courses.

**JUST 221** *Justice Organization and Management* 3  
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, and principles of change. **PREREQUISITE:** JUST 110.

**JUST 251** *Criminology* 3  
Study of major areas of deviant behavior and their relationship to society, law, and law enforcement. **PREREQUISITE:** JUST 110.

**JUST 252** *Substantive Criminal Law* 3  
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 Procedure* 3  
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  
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  
Roles of agencies under law in regard to juveniles. Special attention to role of law enforcement. Studies theoretical and practical aspects of juvenile law. **PREREQUISITE:** JUST 110.

**LAW SCIENCE**

Credits

**LAWS 101** *Introduction to Law* 3  
Introduces legal processes in democratic society, including skills for conducting basic legal research.

**LAWS 111** *Torts* 3  
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.

**LAWS 112** *Civil Procedures* 3  
Study of subject matter jurisdiction of courts. Problems of choice between Federal and State Law, venue, personal and 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.

**LAWS 113** *Constitutional Law* 3  
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.

**LAWS 115** *Contracts* 3  
Laws related to formation of contracts. Includes offering, acceptance, consideration, defenses to formation and enforcement of contracts, excuse, discharge, and damages. PREREQUISITE: LAWS 101.

**LAWS 224** *Legal Research* 3  
Individual research projects related to law library use; memoranda, pleadings and citation form drafts, and case reporting systems. PREREQUISITE: LAWS 101.

**LAWS 227** *Probate* 3  
Uniform Probate Code as adopted in Alaska. Substantive rights of spouses and families, probate procedures, formal testacy, personal, representative, and supervised administration, distribution and non-profit transfers. PREREQUISITE: LAWS 101.

**LAWS 230** *Domestic Relations* 3  
Laws relating to marriage and divorce, support and property rights, adoptions, guardianship, abortion, and juvenile rights in the family setting. PREREQUISITE: LAWS 101.

**LIBRARY SCIENCE**

Credits

**LS 101** *Library Skills* 1  
Independent study course in college library skills. Resources and facilities common to academic libraries in general and University library in particular. No class sessions; students work at independent rate and on own time schedule.

**MATHEMATICS**

Credits

**MATH 054** *Pre-Algebra* 3  
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 TEST NOT REQUIRED.

**MATH 055** *Elementary Algebra* 3  
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 103** *Concepts of Mathematics* 3  
Cultural course for students who have limited background in mathematical thought and history. Emphasizes mathematical reasoning rather than formal manipulation. Exposes non-math students to diversity of topics in mathematics and teaches deductive reasoning. Topics chosen from arithmetic, geometry, number theory, topology, algebra, and analysis.

**MATH 105** *Intermediate Algebra* 3  
Presumes solid foundation in elementary algebra. Includes sets, operations with signed numbers, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities, word problems, fundamental operations with polynomials, factoring, and special products. Cartesian graphing of equations and inequalities, and systems of equations. PREREQUISITE: MATH 055 or Math Placement Test.

**MATH 106** *College Algebra and Trigonometry* 6  
Combines content of MATH 107 and MATH 108 in six-credit course. Review and extension of topics from MATH 105. Teaches logarithms, binomial theorems, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction and 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  
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  
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  
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  
Designed for students with modest mathematical backgrounds. Includes simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Fulfills requirement for Community College of the Air Force degree. PREREQUISITE: MATH 105 or two years of high school algebra or teacher permission.

**MATH 200** *Calculus I* 4  
Includes graphs and equations of lines and conic sections. Limits, continuity, differentiation, and integration of algebraic and trigonometric functions. Application 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 and MATH 108 or MATH 106 or Math Placement Test.

**MATH 201** *Calculus II* 4  
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  
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

	Credits
<b>MA 101</b> <i>Medical Terminology</i> <b>3</b> 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. Emphasis on spelling and pronunciation.	
<b>MA 104</b> <i>Medical Terminology II</i> <b>3</b> A continuation of MA 101, the study of medical terminology. Anatomical, diagnostic, and operative terms of body systems, and medical specialties are studied. Emphasis on spelling and pronunciation. No prerequisite.	
<b>MA 105</b> <i>Medical Law and Ethics</i> <b>3</b> Ethics of medicine as outlined by American Medical Association and ethical responsibilities of medical assistants. Medical law and role of medical assistants in prevention of lawsuits against physicians, plus related medicolegal and ethical subjects.	
<b>MA 106</b> <i>Medical Office Procedures I</i> <b>4</b> Introduction and orientation to business aspects of medical offices. Includes medical law and ethics, reception and telephone procedures, medical economics, orientation to medical profession and patient care. PREREQUISITE: Teacher permission.	
<b>MA 201</b> <i>Medical Office Procedures II</i> <b>4</b> Study of business aspects of medical offices, including health insurance claims processing. PREREQUISITE: MA 106 or teacher permission.	
<b>MA 202</b> <i>Medical Transcription I</i> <b>3</b> Practice in machine transcribing of medical dictation, with discussion of medical report format and terminology. PREREQUISITE: 00 131.	
<b>MA 203</b> <i>Medical Transcription II</i> <b>3</b> More advanced and complex machine transcribing of physician's dictation. PREREQUISITE: Teacher permission	
<b>MA 205</b> <i>Clinical Procedures I</i> <b>4</b> Clinical duties of medical assistants. Care of patients in examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures. PREREQUISITE: Teacher permission. Lab Fee.	
<b>MA 206</b> <i>Clinical Procedures II</i> <b>4</b> Continuation of MA 205, with instruction in clinical duties of medical assistants. Includes electrocardiography, assisting with radiology exams, and use and care of microscopes and laboratory equipment. PREREQUISITE: MA 205 or teacher permission. Lab Fee.	
<b>MA 208</b> <i>Medical Office Externship</i> <b>10</b> 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 six weeks. PREREQUISITE: Teacher permission and completion of all courses required for certificate in medical assisting, with grade of C or better in all courses.	

## MEDICAL LABORATORY TECHNOLOGY

	Credits
<b>MEDT 132</b> <i>Introduction to Medical Laboratory Technology</i> <b>3</b> Introduction to organization of hospital laboratories and certification of personnel. Overview of hematology, urinalysis, immunology, microbiology, chemistry, and blood banking. Lab Fee.	

**MEDT 202**      *Clinical Chemistry*      **6**  
Laboratory techniques, studies in blood, urine, and body fluid chemistries. Emphasis on principles of reactions and quality control. Practical application of techniques learned. PREREQUISITE: Teacher permission and grade of C or better in BIOL 105, 106, 111, 112, or 242; CHEM 105; and CHEM 106. Lab Fee.

**MEDT 203**      *Clinical Microbiology*      **6**  
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: Teacher permission and grade of C or better in BIOL 105, 106, 111, 112, or 242; CHEM 105; and CHEM 106. Lab Fee.

**MEDT 205**      *Hematology*      **6**  
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: Teacher permission and grade of C or better in BIOL 105, 106, 111, 112, or 242; CHEM 105; and CHEM 106. Lab Fee.

**MEDT 206**      *Serology*      **3**  
Basic principles of serology and immunology. Techniques, tests used for detection of immunological diseases, and quality control. Clinical experience. PREREQUISITE: BIOL 105, 106, 111, 112, or 242; CHEM 105, and CHEM 106. Lab Fee.

**MEDT 207**      *Immuno-hematology*      **4**  
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: Teacher permission and grade of C or better in BIOL 105, 106, 111, 112, or 242; CHEM 105; CHEM 106; and MEDT 206. Lab Fee.

**MEDT 208**      *Urine Analysis*      **3**  
Studies in normal and abnormal renal function. Routine urine chemistry and microscopic determinations. Special urine chemistry procedures, quality control, and clinical experience. PREREQUISITE: Teacher permission and grade of C or better in BIOL 105, 106, 111, 112, or 242; CHEM 105; and CHEM 106. Lab Fee.

**MEDT 209**      *Parasitology and Mycology*      **1**  
Instruction in morphologic identification of common helminths, protozoa, and fungi which cause human disease. Instruction in performing routine laboratory procedures for diagnosis of these infections. PREREQUISITE: BIOL 105, 106, 111, 112, or 242. Lab Fee.

**MEDT 210**      *Instrumentation in Clinical Laboratory*      **2**  
Overview of instrumentation present in clinical laboratories. Includes principles of operation and hands-on experience. Covers fundamentals of electricity, photometry, computers, automation, and electrodes. Lab Fee.

**MEDT 299**      *Clinical Practica*      **12**  
Clinical practica for Serology, Urine Analysis, Immuno-hematology, Clinical Microbiology, and Clinical Chemistry. Application of theories and principles. PREREQUISITE: MEDT 202, 203, 205, 206, 207, and 208 or concurrent enrollment and teacher permission.

## MUSIC

	Credits
<b>MUS 101, 102, 201, 202</b> <i>Anchorage Community Chorus</i> <b>2</b> 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. Administrative Fee.	
<b>MUS 105, 106, 205, 206</b> <i>Stage Band</i> <b>2</b> Reading, rehearsal, and study of contemporary music adapted for big band sound. Performance-oriented. High-intermediate to advanced skills required. PREREQUISITE: Teacher permission.	

**MUS 109, 110, 209, 210** *Chamber Orchestra* 2  
Rehearsal and performance of chamber orchestra literature. PREREQUISITE: Intermediate to advanced instrumental skills.

**MUS 113, 114, 213, 214** *Jazz Singers* 2  
Performance group. Literature includes pop-choral and some original works. PREREQUISITE: Admission by audition only.

**MUS 121** *Music Fundamentals I* 3  
Rudimentary work in elements of music. Includes introduction to rhythm, scales, keys, intervals, and musical terms. 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  
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 permission.

**MUS/HUM 123** *Music Appreciation* 3  
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 131** *Theory I* 3  
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 and MUS 122 or teacher permission.

**MUS 132** *Theory II* 4  
Continued emphasis on theoretical and aural skills. Rhythmic and melodic dictation, part-writing, and sight singing. PREREQUISITE: MUS 131 or teacher permission.

**MUS 140** *Beginning Guitar I - Folk Fingerstyle* 2  
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 permission.

**MUS 141** *Beginning Guitar II - Folk Fingerstyle* 3  
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. Teacher permission. Lab Fee.

**MUS 144** *Guitar Chord Theory* 3  
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: Teacher permission. Must be able to read treble clef music. May be taken concurrently with MUS 141.

**MUS 145** *Autoharp I* 1  
Teaches basic accompaniment skills for non-music readers, and uses children's songs and popular songs. Introduces note-reading, some simple chord theory, and melody picking.

**MUS 150** *Beginning Piano Class I* 1  
Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with earphones. Special Fee.

**MUS 151** *Beginning Piano Class II* 1  
Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with earphones. MUS 150 not prerequisite for this course since study is individualized. Special Fee.

**MUS 154** *Beginning Voice Class I* 1  
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  
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 permission.

**MUS 161, 162, 261, 262** *Private Lessons - Non-Major* 2-4

Private Lessons on these instruments: flute; clarinet; saxophone; oboe; French horn; violin; viola; Classical, folk fingerstyle, or jazz guitar; percussion; piano; organ; voice; and trombone. Lessons also available in music arranging. For beginners not emphasizing music study or for more advanced students not intending to pursue music degrees. All students begin with MUS 161 and progress to MUS 162, 261, and 262 by receiving grade of B or higher in end-of-term Advancement Performance (informal setting). If student does not perform, same course is repeated. PREREQUISITE: Teacher permission. Special Fee.

**MUS 171, 172, 271, 272** *Private Lessons - Music Major* 2-4

Private Lessons offered on these instruments: flute; clarinet; saxophone; oboe; French horn; violin; viola; Classical, folk fingerstyle, or jazz guitar; percussion; piano; organ; voice; and trombone. Lessons also available in music arranging. For students emphasizing music study in music and for more advanced students preparing for transfer to music degree programs. Students progress from MUS 171 to MUS 172, 271, and 272 by receiving a grade of B or higher in end-of-term Jury Exam (informal setting). PREREQUISITE: Teacher permission. Special Fee.

**MUS 183** *Jazz Theory I* 4  
Detailed study of jazz using modulation, sequence, transposition, arranging, and voicing through analysis and dictation. Adapted to individual students on keyboard or other instruments. PREREQUISITE: Some music theory background.

**MUS 184** *Jazz Theory II* 4  
Application of skills obtained in MUS 183. Modulation, sequence, transposition, arranging, and voicing. Compositions performed by laboratory groups. Copyright preparation discussed. PREREQUISITE: MUS 183 or teacher permission.

**MUS 219** *Music Theory III* 4  
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 and MUS 120 or teacher permission.

**MUS 220** *Music Theory IV* 4  
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 permission.

**MUS 240** *Intermediate Guitar I* 3  
Develops techniques and musicianship. Students work out own arrangements of songs and play moving bass line within songs. Contemporary folk songs to introduce right-hand fingerpicking styles used by professional folksingers. PREREQUISITE: MUS 141, MUS 144, and teacher permission. Special Fee.

## NURSING

Credits

**NS 160** *Nursing in Health and Illness Continuum* 8

Teaches basic principles and psychomotor skills utilizing the Nursing Process. Emphasize assessment in relation to psychosocial as well as physical status of patients. Focuses strongly on utilization of positive communication techniques. PREREQUISITE: Prior acceptance into program. Lab Fee.

**NS 161** *Nursing in Health and Illness Continuum II* 8

Teaches basic principles and psychomotor skills utilized in Nursing Process. Incorporates care of all age groups, including newborns and mothers within total family structure. Emphasis on intervention and evaluation phases of nursing process, following assessment of physiological and psychological norms. PREREQUISITE: NS 160. Lab Fee.

**NS 180** *Pharmacology* 3  
Provides the nursing student with sufficient knowledge of drugs for their safe administration to patients. Includes information on drug action in the body, correct dosage, method of administration, drug classification, symptoms of overdosage and abnormal reactions to drugs as well as patient assessment and evaluation as related to drug therapy along with information on legal responsibilities for various levels of nursing practice. PREREQUISITE: Teacher permission; nurse or nursing student status. Lab Fee.

**NS 260** *Nursing in Physical and Mental Illness I* 8  
Provides theoretical content and clinical experiences to integrate medical/surgical, psychosocial, and maternal/child concepts into care of persons with physical and emotional illnesses. Deals with use of Nursing Process to care for persons with maladaptive responses to physiological and psychological stress. Presents theory directly related to clinical experience in health care facilities. Develops planning and application of nursing techniques to achieve skillful competence in complex patient care in wide range of illnesses. PREREQUISITE: NS 160 and NS 161.

**NS 261** *Nursing in Physical and Mental Illness II* 8  
Provides theoretical content and clinical experiences to integrate medical/surgical and psychosocial concepts into care of persons with physical and emotional illnesses. Deals with use of Nursing Process to care for persons with maladaptive responses to physiological and psychological stress. Presents theory directly related to experience in health care facilities. Develops planning and application of nursing care techniques with skillful competence in situations requiring complex patient care in wide range of illnesses. Provides experience in psychiatric settings. PREREQUISITE: NS 160 and NS 161.

**OO 110** *Office Procedures* 3  
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. PREREQUISITE: OO 103 or teacher permission.

**OO 111** *Alphabetic Filing* 1  
Study of filing procedures and basic records management principles. Practice using alphabetic filing rules. Open-entry, individualized course. Lab Fee.

**OO 131** *Comprehensive Business English* 3  
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  
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. Regular and open-entry classes available. PREREQUISITE: Qualifying exam and teacher permission for open-entry class only. Lab Fee for open-entry class only.

**OO 171** *Business Letterwriting* 1  
A short course covering practical guides for writing, proofing, and correcting business correspondence. PREREQUISITE: OO 131 or teacher permission.

**OO 174** *Personal Alphabet Shorthand* 3  
System of notetaking using longhand alphabet for rapid writing of office dictation or abbreviated notetaking.

**OO 192** *Seminar in Office Occupations* 1  
Workshop course in one or combination of subjects offered in Office Occupations program.

**OO 200** *Shorthand Skill Building* 1  
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. Open-entry, individualized course. PREREQUISITE: OO 101 and OO 103, or equivalent. Lab Fee.

**OO 202** *Advanced Dictation and Transcription* 4  
Develops optimum speed, accuracy, technical applications, and transcription of shorthand, with emphasis on production of mailable copies. Provides comprehensive review. Open-entry, individualized course. PREREQUISITE: OO 102 and OO 131, and OO 105 or equivalent. Lab Fee.

**OO 203B** *Calculating Machines* 1  
Basic operation of electronic calculators and their application in solving business problems. Open-entry, individualized course. Lab Fee.

**OO 207A** *Machine Transcription A* 1  
Introduction to machine transcription training for students with no previous experience. Review of English grammar and punctuation. Open-entry, individualized course. PREREQUISITE: OO 131 or written exam and OO 105 or ability to type 45 wpm. Lab Fee.

**OO 207B** *Machine Transcription B* 1  
Machine transcription training with emphasis on mailable copies. For students with previous experience in machine transcription. Review of language skills and vocabulary is included. Open-entry, individualized course. PREREQUISITE: OO 207A, OO 131, or written exam and OO 105 or ability to type 45 wpm and demonstrated transcription ability. Lab Fee.

**OO 207C** *Machine Transcription C* 1  
Advanced machine transcription using modern business procedure and terminology in a working environment. Emphasis on mailable copies. Open-entry, individualized course. PREREQUISITE: OO 207B or demonstrated transcription ability. Lab Fee.

**OO 207D** *Machine Transcription D* 1  
Machine transcription training in one of several fields. Select from education, medicine, petroleum technology, or others as available. Open-entry, individualized course. PREREQUISITE: 2 credits of OO 207 or teacher permission. Lab Fee.

## OFFICE OCCUPATIONS

Credits

**OO 101** *Beginning Shorthand* 4  
Beginning symbol shorthand for secretarial students. Theory and reading practice for students without training in symbol shorthand.

**OO 102** *Intermediate Shorthand* 4  
Reinforces basic shorthand theory principles. Emphasis on speed dictation. Transcription introduced. PREREQUISITE: OO 101 or equivalent and OO 103 and typing ability.

**OO 103** *Typing I - Elementary* 3  
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.

**OO 104** *Typing Skill Building* 1  
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. Lab Fee for open-entry course only.

**OO 105** *Typing II - Intermediate* 3  
Speed and accuracy development and application of typewriting skill to special letter problems, tabulation, manuscripts, business forms, and other office problems. Open-entry, individualized course. PREREQUISITE: OO 103 or one year of high school typing or equivalent. Lab Fee.

**OO 106** *Typing III - Advanced* 3  
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. Open-entry, individualized course. PREREQUISITE: OO 105 or equivalent and typing speed of 45 wpm. Lab Fee.

**OO 109** *MC/ST II* 1  
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 to typing speed of 45 wpm and teacher permission. Lab Fee.

- OO 208 Introduction to Word Processing 3**  
Historical development of word processing, with in-depth 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.
- OO 209 Interpersonal Skills in the Office 3**  
Orients students to human problems encountered and personal adjustments needed to succeed in business careers.
- OO 210 Administrative Secretarial Procedures 3**  
Records management, effective procedures for meeting the public, and 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 teacher permission.
- OO 211 Records Management 3**  
Presents principles used in management of information and records. Encompasses controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Covers application of microforms as well as forms control. PREREQUISITE: OO 110 and OO 210 or several years of work experience.
- OO 212 Forms: Design, Analysis and Control 3**  
Emphasized procedures for implementing forms management program within organizations. Secondary emphasis on basic concepts of analyzing and designing and/or redesigning business forms.
- OO 213 Modern Archives Management 3**  
Survey of archival profession, its institutions and collections, and methodologies and issues in the field. PREREQUISITE: OO 211.
- OO 215 Legal Office Procedures 3**  
Duties and responsibilities of legal secretaries in law offices, and preparation of client and court documents. Emphasis on stylization of legal papers and legal vocabulary. PREREQUISITE: OO 106 or equivalent. OO 131 also recommended.
- OO 216 Professional Legal Secretary 3**  
Civil procedures in the state and federal courts, appellate procedure in state courts, and criminal procedures. Also covers 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**  
An intensive review for those interested in preparing for the academic areas covered in CPS (CERTIFIED PROFESSIONAL SECRETARY) and/or PLS (PROFESSIONAL LEGAL SECRETARY) examinations. RECOMMENDED PREREQUISITE: Work experience or previous coursework in these areas.
- OO 231 Written Business Communications 3**  
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**  
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). Open-entry, individualized course. PREREQUISITE: Teacher permission.

**PETROLEUM**

Credits

- PETR 105 Petroleum Science I 3**  
Survey of physical and chemical properties of hydrocarbon gases and liquids. Control of process variables and interactions necessary for efficient operation of production facilities. Emphasis on crude oil handling, production, separation, and transportation.

- PETR 106 Petroleum Science II 3**  
Application of properties of petroleum hydrocarbons to specific operation situations, with emphasis on handling natural gas and natural gas liquids. Operation of gas separators, gas dehydrators, and Glycol units. Glycol regeneration, light-end recovery, gas-fired equipment, combustion theory, and operation of typical gas synthesis facilities. PREREQUISITE: PETR 105 or teacher permission.

- PETR 120 Basic Instrumentation for Petroleum Industry 3**  
Introduces beginning students to principles and application of automatic control systems in modern process industry. Includes both pneumatic and electronic concepts. PREREQUISITE: Some background in basic physics and elementary algebra, and strong general math background.

- PETR 220 Surface Oilfield Equipment I 3**  
Specializes in oilfield equipment, procedures, and nomenclature for drilling-related activities. Includes detailed operation and function of rotary drilling rig, cementing techniques and procedures.

- PETR 221 Surface Oilfield Equipment II 3**  
Continuation of PETR 220, with emphasis on post-drilling operations. PREREQUISITE: PETR 220 or teacher permission.

**PHILOSOPHY**

Credits

- PHIL 101 Introduction to Logic 3**  
Survey of all major fields in logic. Includes analysis of common fallacies, theories of definition and syllogism, and nature of scientific explanation.

- PHIL/HUM 201 Introduction to Philosophy 1-3**  
Reading and discussion of works by selected influential thinkers in Western philosophical tradition. Covers central ideas, problems, and methods of philosophers, both ancient (such as Plato) and contemporary (such as Sartre). Stresses philosophers' ideas about nature of reality and human situation. *Variable credit.*\*

- PHIL/HUM 210 Philosophy of Love 1-3**  
Study of several concepts of love, alienation, and loneliness from both Western and Eastern philosophical traditions. *Variable credit.*\*

- PHIL/HUM 213 Introduction to Hindu-Buddhist Philosophy 1-3**  
Survey of major philosophical-religious movements and writings in Hindu-Buddhist traditions. Jainism, Vedanta, Samkhya and Yoga, Theravada and Mahayana Buddhism. *Variable credit.*\*

- PHIL/HUM 214 Introduction to Chinese Philosophy 1-3**  
Survey of major philosophical movements and writings in Chinese tradition. Confucianism, Taoism, Legalism, Buddhism (Zen), and Neo-Confucianism. *Variable credit.*\*

- PHIL/HUM 215 Human Values 1-3**  
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/HUM 271 Search for Identity (Existentialism) 1-3**  
Study of major existential thinkers exploring problems of anxiety, doubt, rebellion, and challenge of creating personal meaning in modern society. Includes selections from Camus, Dostoevsky, Kafka, Kierkegaard, Nietzsche, and Sartre. *Variable credit.*\*

\***VARIABLE CREDIT.** Depends on amount of work student decides to undertake. One credit requires regular attendance and minimal weekly assignments (Pass/No Credit grading; no letter grade). Two credits requires two major exams (letter grade awarded). Three credits requires either additional major exam or term paper.

**PHYSICAL EDUCATION**

Credits

Students taking fewer than 3 credits and using ACC/UAA Physical Education Facility pay a \$10 facility-use fee. Fee covers class-time use only.

**PE 100 Physical Education Activities and Instruction 1-3**

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

**PE 103 Introduction to Camping and Backpacking 3**

Beginning level instruction in camping, backpacking, and survival skills. Use of proper equipment, food, and clothing. Wilderness preparation and survival techniques. Five field trips. Lab Fee.

**PE 105 Outdoor School I - Mountaineering 3**

Basic techniques for traveling in mountains. Covers clothing, boots, food, and basic essentials to safety in mountains. Instruction in knot tying, roped climbing, and ice axe use. Non-technical climbing. Weekend field trips twice monthly. PREREQUISITE: Basic backpacking skills. Lab Fee.

**PE 111 Winter Arctic Survival 3**

Classroom and field training to prepare students for winter Arctic survival. Covers preparation, hypothermia, frost-bite and cold injuries, avalanche safety, and construction of shelters. Three weekend field trips. Lab Fee.

**PE 152 Sailing and Seamanship 3**

Emphasizes theory of sailing, small boat seamanship, and coastal navigation. Includes 4-day summer cruise on Resurrection Bay. Classroom skills put to practice aboard a sailing vessel. Students learn techniques of sailing. Special Fee paid to a sailing company. Administrative Fee.

**PE 200 Physical Education Activities and Instruction 1-3**

Instruction, practice, and activity in variety of physical activities, sports, and dance for intermediate and advanced students.

**PE 205 Outdoor School II - Mountaineering 3**

Climbing of steep snow and rock slopes, using rope and ice axe. Introduction to protection placement, glacier travel/climbing, and expedition techniques. Weekend field trips twice monthly. PREREQUISITE: PE 105 or basic mountaineering skills. Lab Fee.

**PE 210 Water Safety 1**

Includes review of courses instructors are eligible to teach, teaching methods relative to those courses, general teaching methods, and practice teaching. Review and practice of swimming and lifesaving skills. PREREQUISITE: Must be 17 years old and possess current Senior Life Saving or Advanced Life Saving Certificate from American Red Cross or equivalent from YMCA.

**PE 246 Advanced First Aid 3**

For persons responsible for giving emergency care to sick and injured. Provides information and essential first aid capabilities for special interest groups (National Ski Patrol, rescue squads, police officers and firefighters).

**PE 247 Basic Survival in Northern Latitudes 3**

Knowledge of basic survival techniques and acquisition of survival skills needed to survive in northern latitudes (about 50 degrees N). Field trip used to gain experience and confidence in survival skills (minimum 3 day and 2 nights under survival conditions). Students also acquire Standard First Aid and Personal Safety Card. Preview of Alaskan geography and identification of plants, trees, and situations specific to Alaskan survival.

**PE 299 Mountain Leadership Practicum 3**

Teaching experienced climbers the skills of mountain leadership. Students, as interns, work in leadership role with beginning and intermediate mountaineering classes. Emphasis on safety, judgement, personal dynamics, and group responsibility. PREREQUISITE: PE 105, 205, or equivalent; First Aid training.

**PHYSICS**

Credits

**PHYS 103 College Physics I - Lec/Lab 4**

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. PREREQUISITE: MATH 105 or equivalent; trigonometry useful. Lab Fee.

**PHYS 104 College Physics II - Lec/Lab 4**

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 and familiarity with trigonometric functions. Lab Fee.

**PHYS 110 Physics for Technicians - Lec/Lab 4**

Designed to meet physics requirements of several industrial and career-related programs at ACC. Basic instruction in mechanics, thermodynamics, electricity, and physical properties of matter. PREREQUISITE: MATH 055 or equivalent. Lab Fee.

**PHYS 209 Fundamentals of Meteorology 3**

Introductory course in meteorology for non-specialists. PREREQUISITE: High school mathematics.

**PHYS 211 General Physics I - Lec/Lab 4**

Calculus-based course emphasizing classical mechanics (statics and dynamics) and introductory thermodynamics. Lab time devoted to problem-solving, physics topics of current interest, and basic demonstrations of physical principles. PREREQUISITE: MATH 200 and PHYS 103 or equivalent. Lab Fee.

**PHYS 212 General Physics II - Lec/Lab 4**

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.

**PHYS 275 Astronomy 3**

Topics selected from among these: solar system, laws of motion, nature of radiation, astronomical instruments, earth, moon, planets, comets and meteors, and cosmology. Stellar astronomy, physical properties, and distribution of stars. Interstellar matter, evolution of stars, and galactic structure. PREREQUISITE: High school mathematics.

**POLICE ADMINISTRATION**

Credits

**PA 150 Line and Staff Administration 3**

Principles of police administration and organization as applied to staff and line units. Analysis of functions and activities, including recordkeeping, report writing, and computer applications. PREREQUISITE: JUST 110.

**PA 259 Administrative Concepts 3**

Study of basic theory, principles, and practices of public administration, especially as applied to state and municipal law enforcement agencies. PREREQUISITE: JUST 110.

**PA 262 Police Interrelationships 3**

Study of police vocation as it affects the officer's spouse and family. Explores supervisory relations and community relations. PREREQUISITE: JUST 110.

**PA 292 Death Investigation Seminar 1**

Investigation of unattended death, including determination of cause, legal implications, and investigative techniques. PREREQUISITE: JUST 110.

**POLITICAL SCIENCE**

Credits

**PS 101 Introduction to American Government 3**

Survey of American government and politics to examine 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  
Survey of politics, its focus, fundamental concepts, and methods. Special attention to analysis of how people organize, act, and resolve conflicts.
- PS 201** *Comparative Politics: Political Processes* 3  
Analysis of major concepts and approaches to political understanding of other countries. Illustrative case studies drawn from variety of nations.
- PS 202** *Comparative Politics: Contemporary Ideologies* 3  
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  
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  
Covers basic factors in international relations, including territorial state, nationalism, international organizations and their purposes, international law, and development of national interests and national policy.
- PS 231** *Introduction to Alaskan Government* 3  
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  
Seminar on topics of current or continuing concern to Alaskans in areas of political issues or public policies.
- PS 232A** *Politics of Alaska Lands* 3  
Seminar on evolution of Federal Lands Policy and its current application to Alaska lands, Alaska Native Claims Settlement Act, and Alaska Statehood Act. Significant influences on development of state lands policy.
- PS 232B** *Alaska Legislature in Action* 3  
Detailed analysis of functions and structure of executive branch of Alaska's government. Includes impacts of recently enacted laws.
- PS 241** *Selected Topics in Contemporary Public Policy* 3  
Seminar on contemporary public policies, selected from local, state, national and international levels of government.
- PS 241A** *Alaska Native Politics* 3  
Research class devoted to accumulation and interpretation of Alaska Native politics. Covers first contacts between Natives and Whites through most relevant recent legislation affecting Native political affairs.

**PRACTICAL NURSING**

Credits

- PNE 048** *LPN Refresher* 11 CEU'S  
A comprehensive review of basic theory and skills for the practical nurse whose license is in an inactive state. Includes an update of the latest findings and procedures in hospital nursing along with care based on the Nursing Process. Incorporates limited experience in administration of medications under the direct supervision of an instructor. PREREQUISITE: Practical Nurse background.
- PNE 054** *Body in Health* 4  
Focuses on developing nursing students with knowledge in the structure and function of the "normal" human body. Emphasizes appreciation of the complexity of the multiple systems of the body as well as utilization of the nursing process. PREREQUISITE: Prior acceptance into PNE Program.
- PNE 056** *Pharmacology and Drug Administration* 3  
Covers information on drug action in the body, correct dosages, methods of administration, drug classification, symptoms of overdosage and abnormal reactions to drugs. Includes sessions

for drug administration, provides nursing students with opportunity to practice safe administration of drugs to patients. PREREQUISITE: Prior acceptance into PNE Program.

- PNE 066** *Fundamentals of Nursing* 3  
Reinforces the Nursing Process for practical nursing students to effectively administer patient care of increased complexity under the direction of and/or assistance to the RN/MD. Integrates knowledge and skills which are necessary for providing acute and long-term nursing care. Includes actions for injuries from natural, nuclear related or personal disasters. PREREQUISITE: NS 160, PNE 054, and PNE 056.

- PNE 069** *Medical-Surgical Nursing* 9  
Introduces students to pathophysiology as manifested in specific body systems. Gives students practical experience in utilizing the Nursing Process by providing care for patients in relatively simple to moderately complex nursing situations. Addresses current attitudes and problems associated with the aging process. Allows under the direct supervision of instructors for student to gain limited experience throughout course in drug administration and its effects. PREREQUISITE: NS 160, PNE 054, and PNE 056.

- PNE 072** *Vocational Adjustments* 3  
Emphasizes the discipline of nursing as it relates to the responsibility of the LPN as an effective member of the health care team. Discusses the practice role with its implication and limitations of practice. Includes an overview of nursing history and current issues concerning health care and health care providers. Discusses membership in nursing organizations and concomitant responsibilities. PREREQUISITE: NS 160, PNE 054, and PNE 056.

- PNE 078** *Nursing Care of Mothers and Children* 8  
Introduces students to theory related to pregnancy, labor and delivery, postpartum and mental hygiene during pregnancy, confinement and postpartum. Includes pathophysiology peculiar to infants, children and adolescents. Provides practical experience in utilizing the Nursing Process in caring for a) patients in the labor and delivery room, b) patients in situations preceded by a relatively uncomplicated delivery, c) newborn and premature infants in the nursery, and d) acute and chronically ill children of all ages. PREREQUISITE: PNE 069, PNE 066, and PNE 072.

- PNE 079** *Nursing Care of the Emotionally Ill* 4  
Presents theory in psychiatric nursing to increase the student's ability to establish and use a therapeutic relationship in caring for the emotionally ill. Provides opportunity to apply these concepts by working with the emotionally ill patients. Students a) learn to identify various forms of insight into behavior and deal with this behavior therapeutically, b) gain insight into behavior and how it affects others, and c) benefit from an introduction to institutional care of emotionally ill individuals. PREREQUISITE: PNE 069, PNE 066, and PNE 072.

**PROCESS DESIGN TECHNOLOGY**

Credits

- PDT 171** *Fundamentals of Design for Process Industry* 6  
Covers basic design principles and methods from process industry viewpoint. Introduction to drafting techniques used in Petroleum Industry. Common terminology, and basic drafting skills in pipe template layout, plus basic elements of mechanical, structural, and piping drawings. Applied mathematics used in Petroleum Industry, and basic concepts of mechanics and materials strengths. (Formerly AET 171.) RECOMMENDED PREREQUISITE: MATH 105.
- PDT 181** *Civil, Structural Design Drafting with Process Orientation* 6  
Introduction to technical skills needed by design drafters in survey of cross-country pipeline routes, traverses, profiles, drainage, topography, and computations with cut-and-fill earth-work.
- PDT 273** *Process Piping I* 6  
Acquaints students with basic piping fundamentals used in refinery and petrochemical plant design. Centers on piping design, specifications, instrumentation, and isometric drawings and definition. PREREQUISITE: PDT 181 (AET 172) or teacher permission.

**PDT 283**      *Process Piping II*      **6**  
Provides advanced piping methods and cost-estimating techniques used in refinery and petrochemical plant design.  
PREREQUISITE: PDT 273.

## PSYCHOLOGY

Credits

**PSY 111**      *General Psychology*      **3**  
Introduction to psychology through presentation of outstanding facts and theories. Includes physiology, perception, motivation, learning, cognition, developmental, personality, abnormal, treatment, and social aspects. (\*This course is also offered in telecourse format. For more information, see section entitled TELECOURSES.)

**PSY 120**      *Parenting: More than Discipline*      **3**  
Introduction to parenting and how it differs from discipline. Discusses three parenting styles. Emphasis on nurturing, communicating, setting limits, and making maturity demands.

**PSY 140**      *Combatting Depression*      **3**  
Provides opportunities to learn a variety of mood-enhancing techniques and to improve skills in combatting depressed moods. Mood and attitude training exercises in class and as homework assignments.

**PSY 150**      *Human Development*      **3**  
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**  
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**  
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/SOC 160**      *Current Woman*      **3**  
Explores both past history and current influences of Feminist Movement. Changing personal, sexual, family, economic, and political roles of women. Emphasizes psychological impact of these changes on women's lives today.

**PSY 169**      *Human Sexuality*      **3**  
Introduces topics of human sexual functioning. Includes physiology, psychology, sociology, philosophy, and morality of human sexuality practices and love.

**PSY/SOC 209**      *Social Psychology*      **3**  
Analysis of intergroup relationships in terms of process and value orientation. Influences on individual personality and collective behavior of groups.

**PSY 223**      *Introduction to Paraprofessional Counseling I*      **3**  
Focuses on helping relationships. Class demonstrations and exercises to bring students to competency level in 22 helping skills.

**PSY 224**      *Introduction to Paraprofessional Counseling II*      **3**  
Focuses on 10 different strategies in helping process. Demonstrations in class to match helping skills taught in PSY 223.

**PSY 245**      *Child Development*      **3**  
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. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)

**PSY/SOC 246**      *Adolescence*      **3**  
Intellectual, emotional, social, and physical development patterns during adolescent years.

**PSY/SOC 251**      *Introduction to Statistics*      **3**  
Basic concepts, purposes, and procedures of statistics. Methods for describing groups (data reduction). Simple inferences about groups and differences between group means.

**PSY 275**      *Assertiveness Training*      **3**  
Provides opportunity to examine destructive and self-defeating behaviors and attitudes. Explores alternatives that communicate feelings, beliefs, and opinions honestly, directly, appropriately, and effectively. Assertive behavior shows respect for self and others. Assertiveness skills are learned through experiences and feedback inside and outside of class.

## RUSSIAN

Credits

**RUSS 102**      *Elementary Russian II*      **5**  
Most class time used for conversation. Reading very short stories. 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.

**RUSS 103**      *Beginning Conversational Russian*      **4**  
Beginning course for students with no knowledge of Russian. Students learn alphabet and to speak and write simply in present tense. Required use of the language lab outside of class time. Lab Fee. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)

**RUSS 105**      *Russian Language and Culture I*      **2**  
Individualized Russian language projects involving aspects of Soviet culture or developed from Soviet materials. Uses all four language skills: reading, writing, listening, speaking. PREREQUISITE: RUSS 101 or teacher permission.

**RUSS 113**      *Russian for Tourists*      **3**  
Basic language and culture for students with no background in Russian who are interested in travel abroad.

**RUSS 201**      *Intermediate Russian*      **4**  
All class time used for conversation. Students learn Russian case system through continued reading of short stories and speaking about common Soviet subjects. PREREQUISITE: RUSS 102 or 3 years of high school Russian or equivalent. Lab Fee.

**RUSS 202**      *Intermediate Russian*      **4**  
Vocabulary increased and grammar reviewed by reading, speaking, and writing about Soviet life. All class time used for conversation. PREREQUISITE: RUSS 201 or 3 years of high school Russian or equivalent. Lab Fee.

**RUSS 205**      *Russian Language and Culture II*      **3**  
Individualized reading, speaking, and listening projects relative to Russian culture. All work done in Russian language. PREREQUISITE: RUSS 202 or teacher permission.

## SOCIOLOGY

Credits

**SOC 101**      *Introduction to Sociology*      **3**  
Overview of science of people as social animals. Emphasizes processes which shape human language, experience, perception, meaning, and behavior. Offers interactive framework for use in understanding and predicting human behavior. (\*This course is also offered in telecourse format. For more information, see the section entitled TELECOURSES.)

**SOC 106**      *Introduction to Social Welfare*      **3**  
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**  
Examines cultural values and norms, and social attitudes toward alcohol and drug abuse. Impact of abuse on personal functioning and interpersonal relations.

**SOC/PSY 160** *Current Woman* 3  
Explores both past history and current influences on Feminist Movement. Changing personal, sexual, family, economic and political roles of women. Emphasizes psychological impact of these changes on women's lives today.

**SOC 201** *Social Problems* 3  
Problems of contemporary society, with analysis of contributing factors and exploration of remedial strategies.

**SOC 202** *Social Organization* 3  
Examination of attempts by human societies to regulate and organize behavior. Study of variety and nature of organizational forms.

**SOC 203** *Juvenile Delinquency* 3  
Conceptual approach to deviant and delinquent behavior, contributing social problems, and adolescence as subculture. Emphasis on juvenile code ordinances and treatment procedures.

**SOC/PSY 209** *Social Psychology* 3  
Analysis of intergroup relationships in terms of process and value orientation. Influences on individual personality and collective behavior of groups.

**SOC 222** *Social Order, Conflict and Change* 3  
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  
Study of contemporary patterns of marriage and family relationships in 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/PSY 246** *Adolescence* 3  
Intellectual, emotional, social, and physical development patterns during adolescent years.

**SOC/PSY 251** *Introduction to Statistics* 3  
Basic concepts, purposes, and procedures of statistics. Methods for describing groups (data reduction). Simple inferences about groups and differences between group means.

## SPANISH

Credits

**SPAN 101** *First Semester Spanish* 4  
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.

**SPAN 102** *Second Semester Spanish* 4  
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.

**SPAN 113** *Spanish for Tourists* 3  
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.

**SPAN 201** *Third Semester Spanish* 4  
For students who can speak 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 and 102 or 2 years of high school Spanish or equivalent. Lab Fee.

**SPAN 202** *Fourth Semester Spanish* 4  
For students who can speak Spanish comfortably though not perfectly. Finer points of language such as using subjunctive, passive, and command forms, as well as reading and discussing short stories and factual material. Use of language lab required outside of class time. PREREQUISITE: SPAN 201 or 3 years of high school Spanish or equivalent. Lab Fee.

**SPAN 205** *Spanish Readings and Conversation* 4  
For students who have studied at least one year of Spanish and wish to improve their conversational skills. Students participate in skits, interviews, debates, and discussions based on material read. Books and activities vary from semester to semester, and students may repeat class for credit. Some grammar introduced informally, but focus of class is improving listening and talking skills. PREREQUISITE: SPAN 101 and 102 or equivalent.

**SPAN 213** *Conversacion y Cultura* 2  
Second-year Spanish conversation class presenting reading materials and activities to increase students' knowledge of Spanish and Latin American culture. May be repeated once for credit. PREREQUISITE: One year of college Spanish or equivalent conversational knowledge.

**SPAN 291** *Seminar in Individualized Instruction* 1  
For students with at least one year in Spanish who wish to do independent supplemental work under teacher supervision. May include working as classroom aide. May be repeated for credit when topic varies.

## SPEECH

Credits

**SPCH 101** *Business Communications* 3  
Examines barriers to spoken and written communication. Teaches art of listening, outlining and arranging material, and body and voice usage in oral communications. Covers verbal responsibilities in information exchange and group communication experience. Introduces three essential steps in job-seeking: resumes, letters of application, and job interviews.

**SPCH 111** *Fundamentals of Oral Communication* 3  
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  
Learning to understand and to discuss controversial topics. Fact-finding and presentation of information that relates to and supports one side of current controversial topic. Classroom experience in speech presentations and decision-making based on factual presentations and logical conclusions.

**SPCH 212** *Speech Pathology* 3  
Covers development of speech and language, and various pathologies that may occur. Reviews physiology and neurology of speech, and its chronological development. Some clinical experience.

**SPCH 235** *Discussion* 3  
Nature and operation of discussion groups. Use of evidence, reasoning, reflective thinking, groups psychology, participant and leader behavior. Discovers and develops techniques best-suited for effective group discussion. Emphasizes decision-making process and ability to contribute constructively to it. Group dynamics theory and application.

**SPCH 236** *Interviewing* 3  
Examines theories and individual responsibilities in informational, employment, and persuasive interviews. Practices face-to-face interpersonal communication relationships through role-playing.

**SPCH 237** *Communication Games People Play* 3  
Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships.

**SPCH 241** *Public Speaking* 3  
Theories and practice of exposition and persuasion in platform speaking. Training in effective selection, organization, and presentation of material to large audiences in various situations.

**SPCH 260** *Forensics* 3  
Advanced study for competitive speakers. Emphasis on individual competitive events: informative, extemporaneous, and impromptu speaking, oratory, communication analysis, readers' theatre, debate, and oral interpretation of literature. Students develop competition-worthy speeches with teacher guidance. May be repeated once for credit. PREREQUISITE: Prior experience with public speaking and teacher permission.

**SURVEYING TECHNOLOGY**

Credits

**SVTC 103**      *Drafting for Survey Technicians*      3  
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 to final map form. PREREQUISITE: Teacher permission.

**SVTC 125**      *Surveying Overview*      3  
Introduction to various disciplines within surveying and historical development of profession. Abbreviated introduction to surveying trigonometry, survey computations, and instrumentation. Orients students to technology of surveying. Survey field problems. PREREQUISITE: Teacher permission.

**SVTC 130**      *Survey Measurement I*      5  
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. PREREQUISITE: MATH 108 or concurrent enrollment, SVTC 103, and teacher permission.

**SVTC 131**      *Traverse Computations*      3  
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. PREREQUISITE: MATH 108 and teacher permission.

**SVTC 140**      *Survey Measurement II*      5  
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, and 131, and teacher permission.

**SVTC 141**      *Geometric Computations*      3  
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, and teacher permission.

**SVTC 142**      *Survey Computer Programming I*      2  
Theory and use of hand-held programmable calculators with reverse Polish notation logic. Instruction in keyboard functions, simple programming, program editing, branching, and subroutines. PREREQUISITE: SVTC 131, SVTC 141, or concurrent enrollment, and teacher permission.

**SVTC 230**      *Control Surveys*      5  
Application in techniques of horizontal and vertical control extension. Triangulation, trilateration, intersection, resection, and leveling. Obtaining control information. Inertial, Doppler, and Airborne Control Systems. PREREQUISITE: SVTC 231 or concurrent enrollment and MATH 200 or concurrent enrollment, and teacher permission.

**SVTC 231**      *Survey Errors and Adjustments*      3  
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. PREREQUISITE: MATH 108, SVTC 141, SVTC 142, MATH 200 or concurrent enrollment, and teacher permission.

**SVTC 232**      *Survey Boundary Law I*      3  
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, SVTC 141, and teacher permission.

**SVTC 233**      *Aerial Surveys*      3  
Introduction to photogrammetric mapping. Surveying for photogrammetric ground control. Photo identification and interpretation. Geometry of photogrammetry. PREREQUISITE: SVTC 131 and teacher permission.

**SVTC 234**      *Survey Computer Programming II*      2  
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 and teacher permission.

**SVTC 240**      *Professional Surveys*      5  
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, SVTC 242 or concurrent enrollment, ENGL 212 or concurrent enrollment, and teacher permission.

**SVTC 241**      *Geodetic Adjustments*      3  
Theory relating to size and shape of 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, MATH 200 or concurrent enrollment, and teacher permission.

**SVTC 242**      *Survey Boundary Law II*      3  
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, SVTC 232, and teacher permission.

**SVTC 243**      *Celestial Observations*      2  
Astronomical description of solar system. Celestial observations of sun and stars for determining latitudes and azimuths. PREREQUISITE: SVTC 141, SVTC 142, and teacher permission.

**SVTC 250**      *Surveying Employment Practicum*      4  
Application of surveying theories and techniques while employed for at least one month with professional, licensed surveying firm or government cadastral agency. Students responsible for securing own employment within State of Alaska. Contract between ACC, student, and employer outlines details. PREREQUISITE: Completion of second semester of Survey Technology Program and teacher permission.

**TELECOURSES: A Learning Alternative**

ACC offers college-level credit courses via television. These *telecourses* differ from traditional classes led by an instructor. A typical telecourse lesson requires you to consult a study guide, read a textbook chapter, view a television program, and complete related assignments. You then communicate with the instructor and other class members via telephone, audioconferencing, or mail. All of these activities, except audioconferencing, can be done in your own home.

Consult the *ACC Class Schedule* for the telecourses being offered during any particular semester. In addition, new courses may be introduced which are not listed in this catalog.

Credits

**ANTH 202**      *Faces of Culture*      3  
*(Cultural Anthropology)*  
Introduction to methods, theories, and fundamental concepts for studying cultural systems. Serves as foundation for more specialized courses in cultural anthropology.

**AT 100**      *An Invitation to Fly*      4  
*(Private Pilot Ground School)*  
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.

**BIOL 183** *Introducing Biology* 3  
Introduction to life processes in plants and animals. Focus on human organisms. Telecourse designed for non-science majors. No prerequisite.

**BA 111** *Personal Finance (Financial Investments)* 3  
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.

**CIS 100** *Making It Count: An Introduction to Computers and Computer Applications* 2  
Introductory course on computers and computer applications. Covers hardware and software, computer system operation, system analysis, acquiring and using computer power, and computer impacts on society. For students seeking careers in computing or fields relying on computers. Also for business and professional persons whose success may depend on computers, and for lay persons who are curious about computer influences on society.

**ENGL 105** *Another Page (Reading Lab)* 3  
Basic reading course covering comprehension and vocabulary. Individualized instruction to encourage wide reading, vocabulary improvement, and development of skills necessary for success in freshman courses.

**HIST 231** *Japan: The Changing Tradition (Modern Japan)* 3  
Covers 1600 to the present, with examination of changes within tradition, rise to power, and modern dilemmas.

**HE 122** *Sewing Power* 3  
Television course in clothing construction and wardrobe management. Introduction to basic sewing concepts, vocabulary, tools, materials, and skills. Analysis and planning of individual wardrobe through construction of a "core wardrobe." RECOMMENDED PREREQUISITE: HE 120 for students who have never sewn before. PREREQUISITE: Sewing knowledge helpful.

**PSY 111** *Understanding Human Behavior (General Psychology)* 3  
An introduction to psychology through a presentation of outstanding facts and theories. Includes physiological, perception, motivation, learning, cognition, developmental, personality, abnormal, treatment, and social aspects.

**PSY 245** *The Growing Years (Child Development)* 3  
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.

**RUSS 103** *Russian Language and People (Beginning Conversational Russian)* 3  
Beginning course for students with no knowledge of Russian. Students learn alphabet and to speak and write simply in present tense. Required use of the language lab outside of class time. Lab Fee.

**SOC 101** *Focus on Society (Introduction to Sociology)* 3  
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.

## THEATER

Credits

**THR 101** *Theater Practicum* 1-3  
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  
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  
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 and THR 102.

**THR 202** *Advanced Theater Practicum* 1-3  
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, and 201.

## WASTEWATER TREATMENT

Credits

**WWT 100** *Introduction to Wastewater Treatment* 2  
Introduction to Wastewater Treatment, including job opportunities and fundamentals of unit processing. For persons interested in career entry "Operator in Training."

**WWT 101** *Introduction to Water Treatment* 2  
Introduction to fundamentals of and unit processes in water treatment. For persons interested in career entry as "Operator in Training."

**WWT 102** *Wastewater Certification Orientation I* 1.5  
Prepares students for Level I and Level II Alaska State Certification Exams. PREREQUISITE: WWT 100 or employment in Water/Wastewater facility, and concurrent enrollment in WWT 103.

**WWT 103** *Water Certification Orientation I* 1.5  
Prepares students for Level I and Level II Alaska State Certification Exams. PREREQUISITE: WWT 100 or employment in Water/Wastewater facility, and concurrent enrollment in WWT 102.

**WWT 104** *Water/Wastewater Certification Orientation II* 3  
Designed for Water/Wastewater Operators at Level II or III Certification to prepare for Level III and IV Certification Exams. Provides in-depth study of Water/Wastewater Treatment at advanced level.

## WELDING TECHNOLOGY

Credits

**WELD 111** *Gas Welding and Cutting* 4  
Introduction to welding and cutting mild steels by 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 WELD 114, or as individual class. Lab Fee.

**WELD 112** *Shielded Metal Arc Welding* 4  
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. Available as blocked course with WELD 111 and WELD 114, or as individual class. Lab Fee.

**WELD 114** *Welding of High-Strength Steels* 4  
Study of metals and their weldability, establishing pre-heat and interpass 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 WELD 112, or as individual class. Lab Fee.

**WELD 121** *Introduction to Pipe Welding* 4  
Pipe classification by grade, size, and wall thickness. Pipe layout and joint design for open butt root welding. Practice with fast-freeze electrodes (E6010) in vertical down 5G position to API 1104 code. PREREQUISITE: WELD 112 or teacher permission. Lab Fee.

**WELD 122**     *Advanced Pipe Welding*     4  
Continuation of vertical down welding to ASME Standards. Choice of vertical up welding with low hydrogen electrodes or fast-freeze type. PREREQUISITE: WELD 121. Lab Fee.

**WELD 157**     *Technical Blueprints for Welders*     3  
For persons in welding and welding-related fields who desire practical working knowledge of blueprint reading. Helps technical students, apprentices, and journey-level technicians become proficient in interpreting blueprint and welding-symbols.

**WELD 161**     *Gas Metal Arc Welding*     4  
Introduction to welding of mild steels by semiautomatic 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.

**WELD 162**     *Flux Cored Welding (FCAW)*     4  
Theory and practice of cored wire welding using self-shielded flux core process. Covers physics of arc, metal transfer, electrical characteristics of power supplies, wire feeders, and filler metal selection. Welding performance to AWS Structural Welding Codes. PREREQUISITE: WELD 112 or WELD 161. Lab Fee.

**WELD 172**     *Physics for Welding*     4  
Introduction to basic concepts of science as applied to welding and nondestructive testing. Mechanics, electricity, magnetism, atomic structure, and thermodynamics as used by technicians. RECOMMENDED PREREQUISITE: MATH 105.

**WELD 174**     *Basic TIG Welding*     4  
Tungsten-inert gas welding (TIG) to provide high-quality welds in aluminum, magnesium, and virtually any weldable metal. Covers use 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 permission. Lab Fee.

**WELD 175**     *Welding Processes and Equipment*     4  
Survey of current welding industry processes in fabrication and repair. Study of selected electric welding equipment with emphasis on maintenance, installation, and trouble-shooting.

**WELD 181**     *Welding Inspection*     2  
Review of numerous welding and inspection techniques employed in construction and fabrication industries in Alaska. For people with working knowledge of welding systems. PREREQUISITE: Some background in welding or inspection.

**WELD 261**     *Ultrasonic Welding Inspection*     3  
Theories and applications of ultrasonic inspection as applied to corrosion detection and material thickness evaluation. Training in accordance with ASNT TC-1A Level I requirements. RECOMMENDED PREREQUISITE: MATH 105. Lab Fee.

**WELD 262**     *General Nondestructive Testing*     3  
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. Lab Fee.

**WELD 263**     *X-Ray and Radioisotopes Radiography*     4  
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 radiographs, equipment design, Federal regulations, and other topics of interest. PREREQUISITE: WELD 112 or teacher permission. Lab Fee.

**WELD 282**     *Codes and Physical Tests*     2  
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  
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 permission. Lab Fee.

**WELD 288**     *Auto Welding Systems*     4  
Principles of auto welding with dip transfer, metal inert gas arc, TIG submerged arc, and tubular wire processes. Welding jigs and fixtures. Structuring of linear and rotary holding equipment and manipulators. Development of automatic systems.

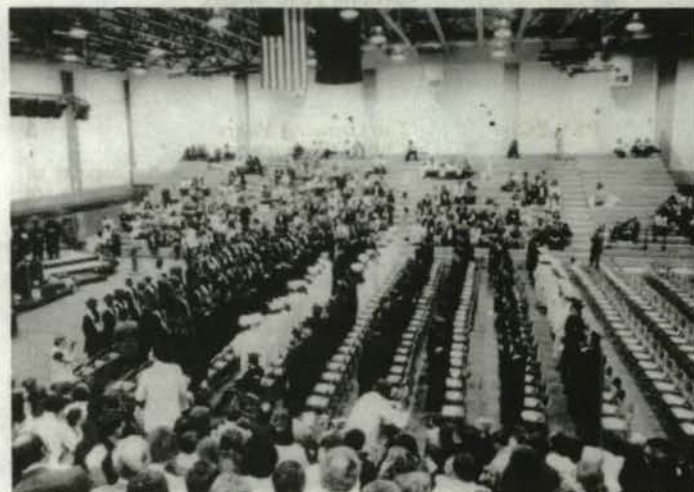
**WELD 289**     *Welding Metallurgy*     4  
Study of structure and microstructure of welds in steel alloys. Application of metallurgical investigative techniques to problems encountered in welding ferrous metals. Active use of metallograph, microhardness tester, and other lab equipment. Covers heat treatment of steels, wear of metals, corrosion of metals, and failure analysis. PREREQUISITE: WELD 285. Lab Fee.

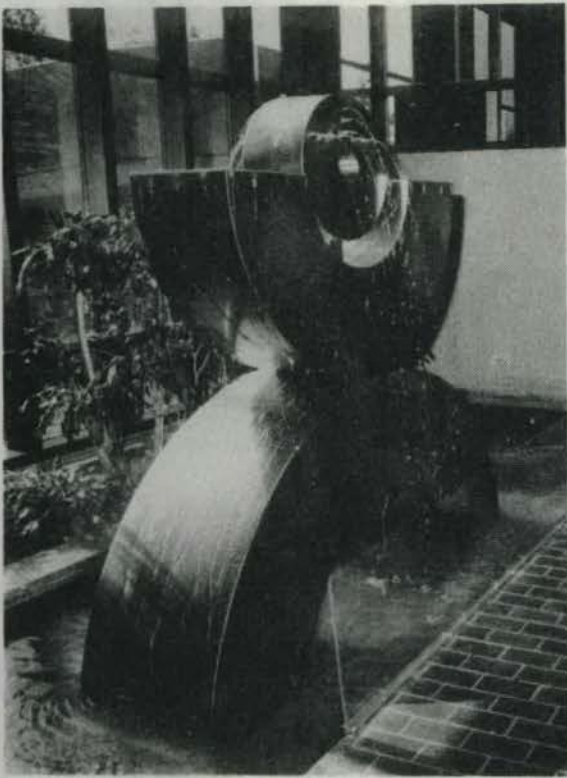
**WELD 299**     *Problems in Material Technology*     3  
Advanced work in small groups on specific welding problems involving research, procedure development, and application. Independent work combined with teacher-conducted seminars. Students responsible for actual welding and testing of welding procedures during certification. PREREQUISITE: Advanced standing and teacher permission. Lab Fee.

## WILDLIFE AND FISHERIES

Credits

**WF 201**     *Introduction to Wildlife and Fisheries Management*     3  
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.





## ANCHORAGE COMMUNITY COLLEGE

## Community College Council

	Term Expires
Jerry Butts	1983
Gregg Carr	1985
Debbie Fullenwider	1983
William Fuller	1984
Mary Hale	1983
Shari Holmes (Chair)	1985
Gary Holthaus	1984
Russell Nogg	1985
Colonel William Palmer	1984
Rose Palmquist	1983
C. Henry Rosenthal	1985
Anita Robinson	1983
Patti Sevier	1984
Dr. Robert Whaley	1985

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## REGISTER

## BOARD OF REGENTS

	Term
Donald B. Abel, Jr.	1975-1981; 1981-1989
Herbert C. Lang	1979-1985
Hugh B. Fate, Jr., D.M.D.	1969-1985
Edward B. Rasmuson	1975-1981; 1981-1989
Thomas J. Miklautsch	1979-1987
John T. Shively	1979-1987
Ann Parrish	1983-1991
Ruth Burnett	1983-1991
Gordon Evans	1983-1991
Roy Huhndorf	1983-1991
Sara Hannan	1982-1984

## UNIVERSITY OF ALASKA STATEWIDE ADMINISTRATION

Dr. Jay Barton, *President*

Dr. Sherman Carter, *Executive Vice President and Vice President for Finance*

Dr. George West, *Vice President for Academic Affairs and Institutional Planning*

## Principal Administrative Officers

Dr. Ed. Biggerstaff, *Chancellor*  
 R. F. Fernandez, *Director of Administrative Services*  
 Dr. Ronald Smith, *Dean of Instructional Services*  
 Dr. Roger Worsley, *Dean of Educational Services*

## Faculty and Administrative Staff

**DARLENE APPEL**, *Teacher, Office Occupations*  
 B.S. (1956) Mankato State College; M.Ed. (1971) University of Alaska.

**RAY ARNOLD**, *Teacher, Psychology*  
 B.A. (1971) M.S. (1973) Eastern Washington State University.

**PAT AUSTIN**, *Teacher, Art*  
 B.A. (1958) University of Michigan; B.F.A. (1971) University of Washington; M.F.A. (1976) University of Alaska, Anchorage.

**WILLIAM BABCOCK**, *Teacher, Physical Education*  
 B.A. (1960) Springfield College; M.S. (1963) Columbia University.

**MARILYN BARKER**, *Teacher, Biology*  
 Ph.D. (1970) Washington State University; A.B. (1964) Miami University.

**WILLIAM BARTON-SABO**, *Teacher, Art*  
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**LIN W. BAUER**, *Teacher, Architectural and Engineering Technology*. B.A. (1972) California State Polytechnic University.

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**NANCY BISH**, *Teacher, Dental Assisting*  
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**MIRIAM CARLSON**, *Teacher, Sociology*  
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**MARY H. CHAMBERS**, *Director, Campus Center*  
B.A. (1967), M.Ed. (1975) University of Arizona.

**JAMES H. CHASE**, *Affirmative Action Officer*  
B.S. (1954) Morgan State College; M.S. (1967) University of North Dakota.

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**TOM CHOATE**, *Teacher, Biology*  
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**ROBERT W. CLARK**, *Teacher, Food Service Technology*  
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**ROBERT CONGDON**, *Teacher, Criminal Justice*  
B.A. (1972) Seattle Pacific College; M.A. (1973) Washington State University; J.D. (1982) Willamette University College of Law.

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**CLARK CORBRIDGE**, *Teacher, Mathematics*  
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**EDWARD CORDOVA**, *Director, Social Sciences*  
A.A. (1957) Pueblo College; B.A. (1959) Adams State College; M.Ed. (1976) University of Alaska, Anchorage.

**RONALD G. COTHREN**, *Teacher, Surveying Technology*  
B.S. (1980) Oregon Institute of Technology; M.S. (1982) Oregon State University.

**RON CRAWFORD**, *Teacher, History/Geography*  
B.A. (1971), M.A. (1972) University of California, Los Angeles.

**TONI CROFT**, *Teacher, Adult Basic Education/GED*  
B.A. (1963) Stanford University

**DAVE DAU**, *Teacher, Psychology*  
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**PETER DESTEFANO**, *Teacher, Medical Laboratory Technology*. B.A. (1948), M.Ed. (1955) Boston University.

**DIETER H. DOPPELFELD**, *Teacher, Food Service Technology*. A.A. (1974) Anchorage Community College; B.A. (1975), M.A. (1976) University of Alaska; Certified Master Chef (1982).

**GEORGE ROBERT DOUGLAS**, *Teacher, English/Humanities*. B.A. (1956) University of Washington; M.A. (1969) University of Alaska; D.A. (1975) Idaho State University; M.A. (1981) Kings College, University of London.

**R.F. FERNANDEZ**, *Director, Administrative Services*

**RUTH FLOURNOY**, *Teacher, Mathematics*  
B.S. (1949) Queens College; M.A. (1973) Dean College.

**MARY FONTAINE**, *Teacher, Nursing*  
R.N. (1959) College of St. Catherine; B.S. (1975) Alaska Methodist University.

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B.A. (1968), M.A. (1974) Eastern Washington State College.

**RICHARD GELARDIN**, *Counselor, Counseling Services*  
B.A. (1960) Eastern Central University; M.A. (1969) University of Montana.

**THOMAS R. GIER**, *Teacher, Developmental Studies*  
B.A. (1968) University of Missouri; M.A. (1974) Webster College; Ed.S. (1975) University of Missouri.

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**FRANK GROSS**, *Teacher, Automotive Technology*  
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B.S. (1968) State University of New York College at Oneonta; M.S. (1970) Kansas State University.

**MARJORIE HAMPTON**, *Coordinator, Educational Opportunity Center*. B.S. (1963) Arizona State; M.A. (1976) Wright State University.

**RONALD W. HANEY**, *Teacher, Aviation Technology*  
B.A.A. (1968) Auburn University.

**E.H. FOXY HANNERS**, *Director, Technical Programs*  
B.A. (1975) University of Alaska, Anchorage.

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**PAUL HENDRICKSON**, *Counselor, Counseling Services*  
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**NOTES**