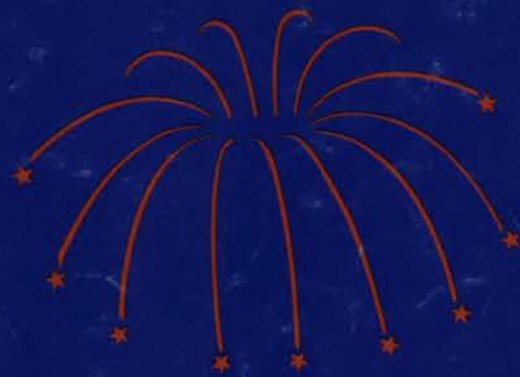


1986 - 1987 CATALOG

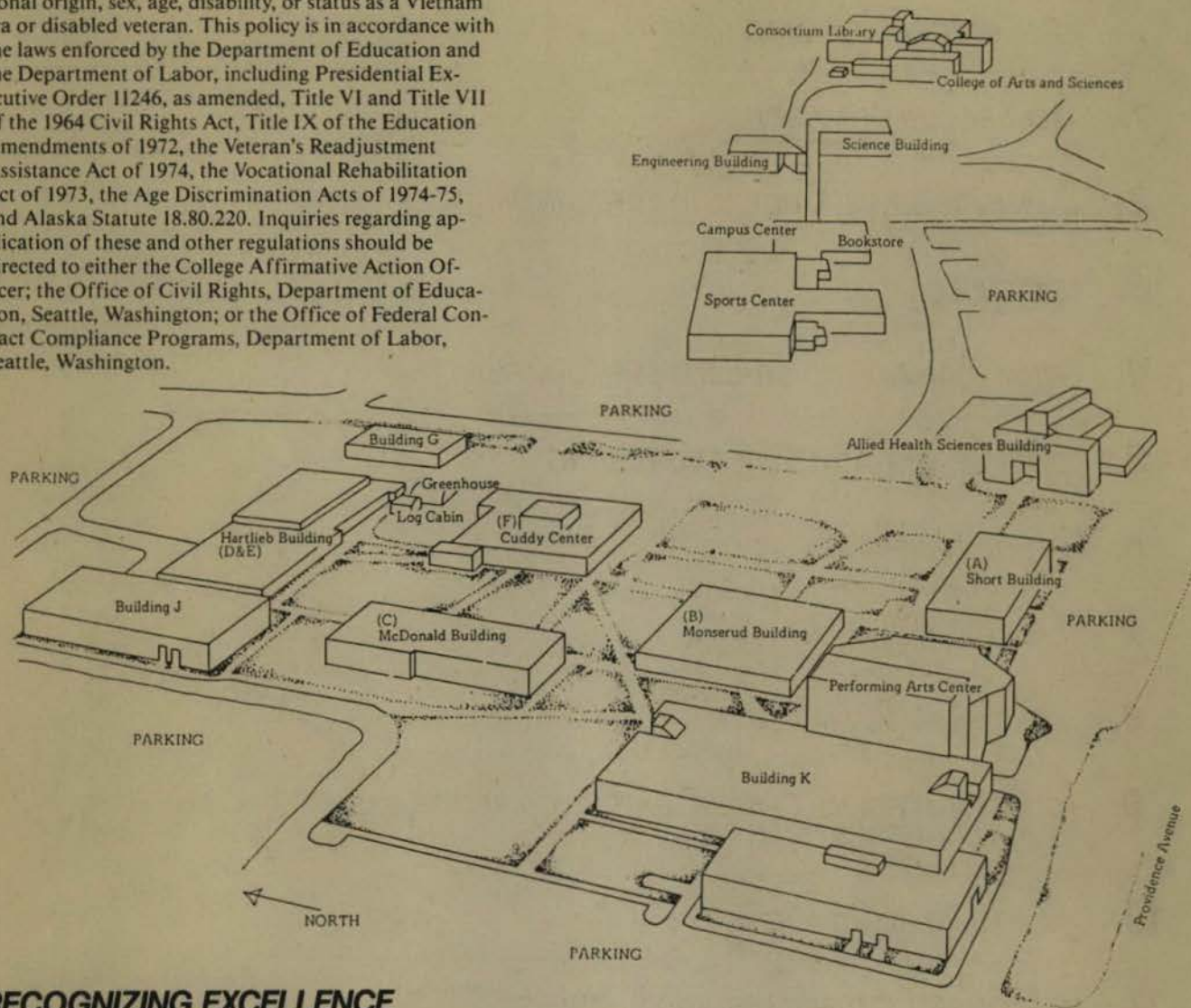


ANCHORAGE
COMMUNITY
COLLEGE

CELEBRATING THE ACHIEVEMENTS OF TODAY—SETTING THE PACE FOR TOMORROW

CAMPUS MAP

It is the policy of Anchorage Community College to provide equal education, employment opportunities, other services, and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246, as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the 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 to either the College Affirmative Action Officer; the Office of Civil Rights, Department of Education, Seattle, Washington; or the Office of Federal Contract Compliance Programs, Department of Labor, Seattle, Washington.



RECOGNIZING EXCELLENCE 1986 AWARDS & HONORS

1. National championship for our Speech and Debate team among 2-year schools.
2. "Secretary's Award" from the Secretary of Education for our Aviation Maintenance Technology Program recognizing it as one of the top ten vocational programs in the nation.
3. National recognition for our Learning Center as a model program.

4. Alaska had the highest scores in the nation on the licensure exam for Nursing—ACC's nursing students had the highest score in Alaska.

5. Our class schedule for Spring 1985 was rated the third best in the nation among 2-year colleges.

Published by Anchorage Community College of the University of Alaska/May 1986

SOURCES OF INFORMATION	1
1986-1987 COLLEGE CALENDAR	2
1. GENERAL INFORMATION	6
2. ADMISSIONS, RECORDS, AND VETERAN SERVICES	9
3. EXPENSES	11
4. FINANCIAL AID AND STUDENT EMPLOYMENT	14
5. COUNSELING, ADVISING, AND TESTING	16
6. STUDENT LIFE	18
7. COLLEGE SERVICES	21
8. LEARNING ASSISTANCE	24
9. COMMUNITY DEVELOPMENT, EXTENSION PROGRAMS, TELECOURSES	26
10. ACADEMIC REGULATIONS	28
11. DIPLOMAS, CERTIFICATES, AND DEGREES: General Requirements	34
12. CERTIFICATES AND DEGREES: Specific Requirements (Listed alphabetically)	37
13. COURSE DESCRIPTIONS (Listed alphabetically)	59
14. FACULTY AND ADMINISTRATION DIRECTORY	103
15. INDEX	110

SOURCES OF INFORMATION

Information Referral

Switchboard
Building A Lobby
(907) 786-1200

Instructional Support Office

Building K, Room 107
(907) 786-1216

Academic Programs

Instructional Services
Building A, Room 128, 786-1138

Admissions, Records and Veteran Services

Office of Admissions and Records
Cuddy Center, 786-1483

Counseling, Advising, and Testing

Counseling Services
Building K, Room 103, 786-1570

Eagle River Programs

Chugiak/Eagle River Extension
Parkgate Building, 694-3313 and 694-3172

Elmendorf Air Force Base Programs

Military Programs Extension
Base Education Center, 753-0204 and 753-3124

Expenses

Office of Admissions and Records
Cuddy Center, 786-1483

Fort Richardson Army Base Programs

Military Programs Extension
Kiska Hall, 428-1228

Grants, Loans, Scholarships, and Work-Study

Employment
Financial Aid and Student Employment Office
Building K, Room 101, 786-1586

Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508



Welcome to Anchorage Community College.

If you take a close look at ACC, you'll find an exciting institution that we hope will be your choice for the future. Our college is committed to providing a wide variety of high-quality vocational and technical programs, transfer courses, continuing education opportunities and community service courses and work-

shops. We have fine facilities and provide classes at more than 30 locations in Anchorage and surrounding areas. A dedicated and talented staff helps support your educational plans and complements a faculty that stands among America's best.

By choosing to attend ACC, you are joining many thousands of other people who use this community college successfully to pursue personal and professional advancement. But no matter how large the college becomes, a personally enriching educational experience awaits you at ACC. We look forward to working as partners to help you achieve your goals.

I invite you to make use of the many services provided at ACC. I also urge you to visit one of our counselors and get a good start in selecting classes that will best suit your needs.

While ACC offers numerous outstanding educational opportunities, some specific areas have recently achieved special recognition. Our Speech and Debate Team was the national champion among two year colleges in 1986. Our Aviation Maintenance Technology program received the Secretary's Award from the U.S. Department of Education as one of the top ten vocational programs in the nation. Our nursing students also excelled by achieving some of the highest examination scores in America last year. Additionally, our Adult Learning Center was recognized as a model program and among the best of its type in the nation.

As you can see, we are committed to excellence and service to our community. If we ever fall short of this goal, let us know. Tell your instructor, make your views known to the staff, or give me a call.

We believe Anchorage Community College represents the University of Alaska system at its best. Thank you for considering us, and best wishes in your studies!

Sincerely,

A handwritten signature in dark ink that reads "Herbert C. Lyon".

Herbert C. Lyon
Chancellor

1986-87 COLLEGE CALENDAR

Fall Semester 1986

AUGUST

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

- 25 New Student Orientation
- 26 Registration for Continuing Students
- 27 & 28 Registration for New and Returning Students

SEPTEMBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 HOLIDAY (Labor Day)
- 6 Arts Fair
- 8 Fall Semester Classes Begin
- 8 Late Registration Begins
- 19 Late Registration Ends
- 26 Last Day to Add Classes

OCTOBER

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 17 Last Day to Apply for December Diploma
- 17 Last Day to Apply for Degree Checklist for May Graduation

NOVEMBER

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 26 Last Day to Drop Classes
- 27 & 28 HOLIDAY (Thanksgiving)

DECEMBER

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 20 Fall Semester Classes End
- 25 & 26 HOLIDAY (Christmas)

Spring Semester 1987

JANUARY

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 & 2 HOLIDAY (New Year)
- 5 New Student Orientation
- 7 Registration for Continuing Students
- 8 & 9 Registration for New and Returning Students
- 19 Spring Semester Classes Begin
- 19 Late Registration Begins
- 30 Late Registration Ends

FEBRUARY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6 Last Day to Add Classes

20 SPRING SEMESTER RECESS

27 Last Day to Apply for May Diploma

27 Last Day to Apply for Degree Checklist for August Graduation

APRIL

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Last Day to Drop Classes

MAY

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Spring Semester Classes End

7 Graduation Ceremony

Summer Semester 1987**MAY**

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Registration for Continuing Students

19 Registration for New and Returning Students

25 HOLIDAY (Memorial Day)

29 9-Week Session Classes Begins

JUNE

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

26 Last Day to Apply for August Diploma

26 Last Day to Apply for Degree Checklist for December Graduation

JULY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2 & 3 HOLIDAY (Independence Day)

31 9-Week Session Classes End

AUGUST

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

15 Summer Session Ends

Summer Session Notes:

1. Summer school is composed of many special sessions, from 1 week to 15 weeks long. The main session is 9 weeks long. Consult the Class Schedule for length of course offerings.
2. Late registration begins on the first day of classes of each session.
3. Drop deadline is the midpoint of each session.
4. Add deadline varies according to the length of each course. Consult Admissions and Records Office for details. Students are not to attend class unless officially registered.
5. Special summer sessions have variable beginning and ending dates. Sessions starting prior to mass registration require special registration procedures.

Fall Semester 1987

AUGUST

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 25 New Student Orientation
 26 Registration for Continuing Students
 27 & 28 Registration for New and Returning Students

SEPTEMBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 5 Arts Fair
 7 HOLIDAY (Labor Day)
 8 Fall Semester Classes Begin
 8 Late Registration Begins
 18 Late Registration Ends
 25 Last Day to Add Classes

OCTOBER

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 9 Last Day to Apply for December Diploma
 9 Last Day to Apply for Degree Checklist for May

NOVEMBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 25 Last Day to Drop Classes
 28 & 29 HOLIDAY (Thanksgiving)

DECEMBER

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 19 Fall Semester Classes End
 24 & 25 HOLIDAY (Christmas)

ACC reserves the right to make necessary changes in the College Calendar.

**Non-Credit/Special Interest Courses, Seminars,
Conferences, and Continuing Education**

Community Development
Building K, Room 218, 786-1121

Scheduling

Instructional Support Office
Building K, Room 107, 786-1216

Special Events and Activities

College Relations Office
Campus Center, Room 228, 786-1131

Instructional Support Office

Building K, Room 107, 786-1216

Student Activities and Organizations

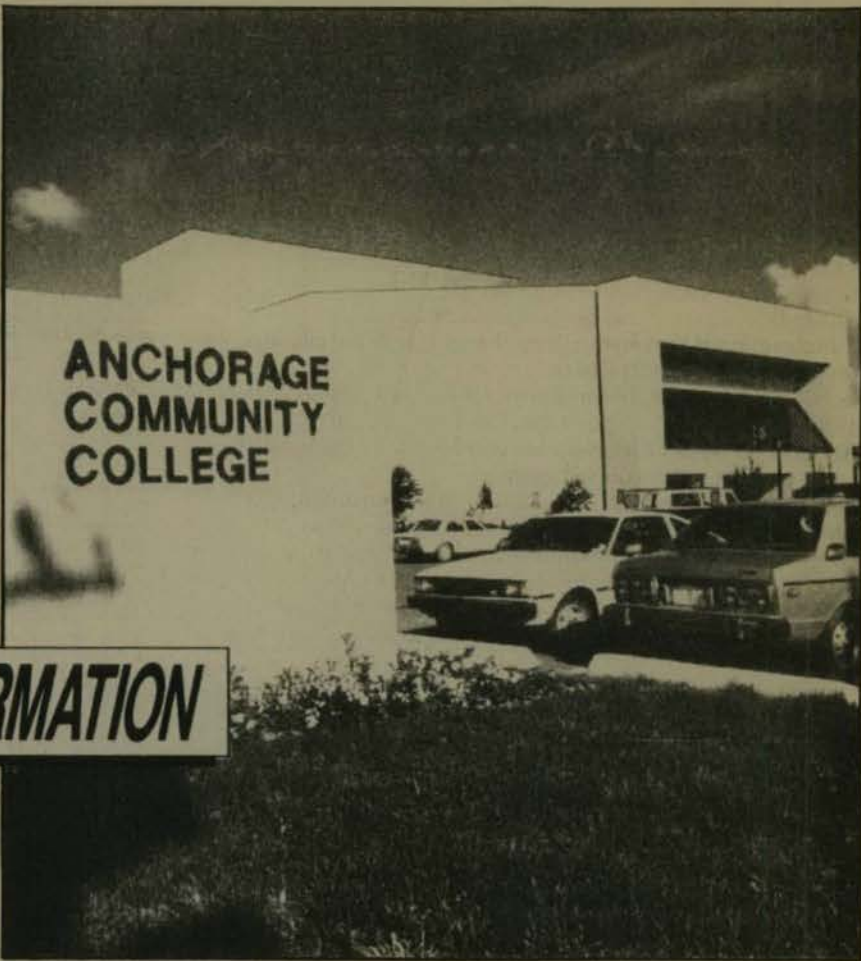
Campus Center, Room 218, 786-1222

Telecourses

Instructional Telecommunications
Building C, Room 213, 786-1626

This catalog offers information about the academic programs and support services of Anchorage Community College. The catalog is as accurate as we are able to make it. However, certain information may be updated during 1986-1987. Student needs and interests, as well as other circumstances, may prompt changes in course content, fees, degree requirements, and other college matters. Changes authorized by College officials may apply to future students, returning students, and those now enrolled. The catalog is not a contract between Anchorage Community College and its students.

Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508



ANCHORAGE COMMUNITY COLLEGE

1 | GENERAL INFORMATION

HISTORY

University of Alaska Statewide System

The University of Alaska dates from May 4, 1915. The Honorable James Wickersham, delegate to the U.S. Congress from Alaska, laid the cornerstone on the land set aside for the college. On May 3, 1917, the Territorial Legislature officially accepted the federal government's land grant and created a corporation, The Alaska Agricultural College and School of Mines. The Legislature also established an eight-member Board of Trustees.

The College opened for instruction on September 18, 1922. The faculty and student body each numbered 6, and The Honorable Charles E. Bunnell was President. After growing to 18 teachers and 150 students, the College became the University of Alaska by an 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 university centers at Fairbanks, Anchorage, and Juneau. There are community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez. Rural education centers are located throughout the state to serve outlying communities.

Anchorage Community College

For more than 30 years, Anchorage Community College has served the people of this community. Its programs and courses are designed to fulfill their goals for better jobs, personal enrichment, and lifelong learning. ACC first opened its doors in February 1954 with 385 students. Classes were taught in West High School through a cooperative agreement with the Anchorage School District.

In 1962, Anchorage Community College joined the University of Alaska Statewide System. It is now the largest single educational unit in the system. In 1969, ACC moved into the first building on the Providence Avenue campus. Today, 11 buildings stand on the main campus, the newest of which is the Allied Health Sciences facility dedicated in the fall of 1983.

Each semester, Anchorage Community College offers more than 1,200 course sections in academic, vocational, and special interest areas. Enrollment exceeds 12,000 students each semester. ACC provides instruction at more than 25 locations throughout the greater Anchorage area, including both military bases, the Merrill Field Aviation Complex, and the Chugiak/Eagle River Extension Center.

ADMINISTRATIVE ORGANIZATION

Anchorage Community College administration is organized into three major divisions: **Administrative Services, Instructional Services, and Student Services.** Each division is managed by a Vice-Chancellor who reports to the Chancellor.

Units within **Administrative Services** are responsible for efficient business, personnel, and auxiliary services. These units ensure that students, faculty, and staff work to accomplish their goals within University of Alaska and Anchorage Community College policies and procedures.

Instructional Services reflects changing political climates, educational and social needs, economic trends, and technological growth. Its units offer courses and programs to all adults regardless of age, educational level, or disability. Alternate methods of teaching are developed to match the different styles in which humans learn.

Student Services supports students in the pursuit of their education goals outside the classroom. It provides opportunities to interact with counselors, participate in activities, secure financial aid, evaluate work from other institutions, and receive other special services to insure an integrated college experience.

ADMINISTRATIVE SERVICES

- Bookstore (liaison)
- Business Office
- Accounting
- Budget
- Computing (Support/Administration)
- Grants and Contracts
- Payroll
- Property
- Purchasing
- Facilities Planning & Construction (liaison)
- Food Service (Operation)
- Graphics
- Human Resource Development (Personnel)
- Physical Plant (liaison)
- Public Safety (Campus Police)

INSTRUCTIONAL SERVICES

- Adult Learning Center
- Allied Health Sciences
- Associate Degree Nursing
- Dental Assisting
- Dental Hygiene
- Dietary Management
- Emergency Medical Technology
- Medical Assisting
- Medical Laboratory Technology
- Nursing
- Paramedic Technology
- Aviation and Engineering Technology Programs
- Air Traffic Control
- Architectural and Engineering Technology
- Aviation Administration
- Aviation Maintenance Technology
- Professional Piloting
- Business Programs
- Accounting
- Business Administration
- Computer Information Systems
- Economics
- Food Service Technology
- Home Economics
- Office Occupations
- Chugiak/Eagle River Extension
- Community Development
- Arts Fair
- Continuing Education
- Fridays Ten 'Til Two
- Non-Credit Offerings
- Recreation
- Seniors
- Developmental Studies and Learning Resources

- Elemendorf Air Force Base Programs
- Fort Richardson Army Post Programs
- Humanities and Communications
- American Sign Language
- Art
- Dance
- English
- English As A Second Language
- Humanities
- Library Science
- Modern Languages
- Music
- Performing Arts Center
- Philosophy
- Speech
- Theater
- Instructional Support Services
- Audio-Visual Equipment Scheduling and Repair
- Catalog and Class Schedules
- Facility Scheduling
- Math, Sciences, and Surveying Technology
- Biology
- Chemistry
- Geology
- Math
- Natural Sciences
- Physics
- Surveying Technology
- Social Sciences
- Alaska Wilderness Studies
- Anthropology
- Counseling
- Criminal Justice
- Early Childhood Development
- Geography
- History
- Physical Education
- Political Science
- Psychology
- Sociology
- Technical Programs
- Auto-Diesel Technology
- Electronics
- Energy
- Fire Science
- Mining and Petroleum Technology
- Mining Extension
- Process Design Technology
- Wastewater Treatment
- Welding Technology
- Telecom Center
- Telecourses
- Instructional Television Production

STUDENT SERVICES

- Admissions and Records
- Veteran Services
- Counseling Services
- Center for Women and Men
- Counseling
- Educational Opportunity Center
- Student Orientation Services
- Testing
- Campus Center
- Financial Aid and Student Employment
- Student Activities

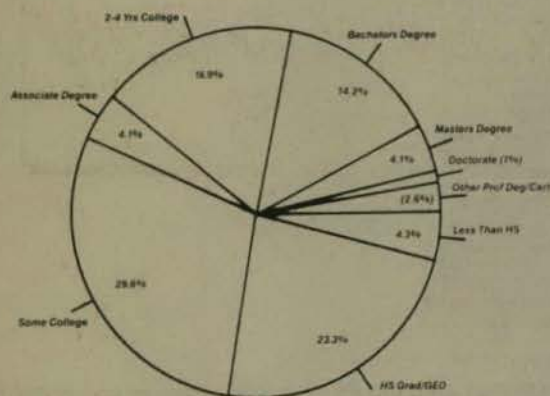
MISSION STATEMENT

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.

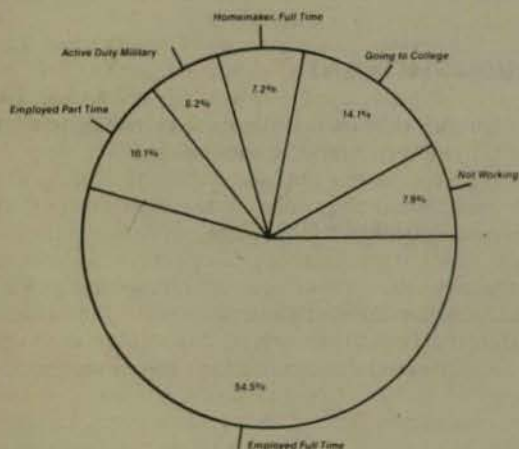
Anchorage Community College basically serves students from the Anchorage area, extending its educational delivery from Girdwood to Eagle River/Chugiak. In addition, the College educates citizens throughout the state in certain technical and paraprofessional activities where the primary instructional 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.

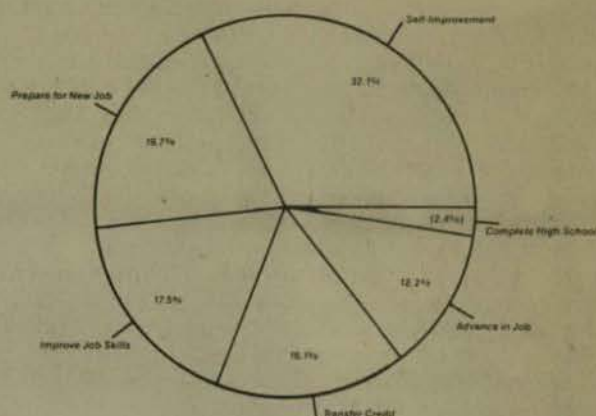
STUDENTS EDUCATION LEVEL All Students, Fall 1985



STUDENTS MAIN ACTIVITY All Students, Fall 1985



STUDENT EDUCATIONAL OBJECTIVE All Students, Fall 1985



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.

ACCREDITATION

Anchorage Community College is fully accredited by the Northwest Association of Schools and Colleges. This means it can offer college-level courses and programs leading to certain career certificates, Associate of Arts and Associate of Applied Sciences degrees. NASC accreditation insures students can transfer their ACC credits to any other accredited college in the United States. Some vocational training programs, such as those in the health sciences, are also accredited by national professional associations.



ADMISSIONS, RECORDS, AND VETERAN SERVICES

2

ADMISSIONS POLICY

Anchorage Community College has an open-door policy. This means any person can attend who has met one of the following requirements:

1. Earned a high school diploma or the equivalent (GED).
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 vocational programs do have special requirements for admission. More information is given in the certificate and degree sections of this catalog. Students registering for math and English classes for the first time are required to take placement tests to determine proper course levels. Students may contact specific departments for details.

ADMISSIONS AND REGISTRATION PROCEDURES

Students who wish to obtain a degree or certificate from An-

chorage Community College must obtain an admission application at the Office of Admissions and Records. They must complete all portions of the application form and return it to:

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

Send a check or money order for \$10 with the application form. This application fee is non-refundable.

Class registration periods are listed in the current college calendar. Students register for classes according to instructions published each semester in the *ACC Class Schedule*. The *Schedule* provides general information on dates, times, locations, and procedures for registration.

SOCIAL SECURITY NUMBER

For convenience, Anchorage Community College uses each student's social security number as an identification number. Yet State and Federal laws require that students need not supply their real social security numbers. 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 the number and using it in dealings with ACC and the University system.

SPECIAL ADMISSION REQUIREMENTS

HIGH SCHOOL STUDENTS

A high school student may attend regular classes at Anchorage Community College provided these requirements are met:

1. Before attempting to register for classes, the student obtains these signatures of approval:
 - a. parent or guardian
 - b. high school principal
 - c. ACC department director(Forms are available in the Office of Admissions and Records.)
2. The student's course load is usually limited to 7 credits.
3. Academic regulations, fees, and grading policies apply equally to the high school student.
4. The student has the ability to benefit from college instruction.

INTERNATIONAL STUDENTS

The following requirements apply to all international students who request an I-20 for an F-1 student visa:

1. Submit an official test score of 450 or better on the TOEFL (Test of English as a Foreign Language).
2. Obtain an official declaration and certification of sufficient finances (\$8,550 each academic year).
3. Obtain a statement of financial support for the anticipated 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. Apply for admission to a specific degree program.
5. Enroll full-time at Anchorage Community College (12 credits each semester).
6. Pay non-resident tuition.

OFFICE OF ADMISSIONS AND RECORDS

ASSISTANCE

ACADEMIC PETITIONS
ADD/DROP SERVICES FOR REGISTRATION
APPLICATIONS FOR ADMISSION
APPLICATIONS FOR GRADUATION
CAMPUS MAPS
CATALOGS
COPIES OF TRANSCRIPTS
COURSE SCHEDULE INFORMATION
INTERNATIONAL STUDENT INFORMATION
REGULAR AND LATE REGISTRATION
REQUEST FOR DEGREE CHECK
TRANSFER CREDIT EVALUATION
VETERAN SERVICE

Phone: 786-1483
Location: Cuddy Center
Hours: 9:00 a.m. - 4:30 p.m., Monday - Friday

The Office of Admissions and Records maintains an evening information desk in Building K, Room 101, during fall and spring semesters. To provide service to evening students, this desk is open Tuesday and Wednesday from 5:00 to 7:00 p.m., beginning the second week of the semester.

VETERAN SERVICES

Anchorage Community College is qualified and approved to provide training to veterans, eligible dependants, and service personnel using Veterans Administration educational benefits (G. I. Bill). Before registering, all veterans must complete an admission application and declare a degree/major program.

Qualified persons who plan to use the G. I. Bill must contact the campus Veteran Services Office. It will provide appropriate applications, other forms, and current information. Qualified veterans should also inquire about V. A. supplemental programs such as work study and tutorial assistance.

Public Law 94-502 requires that colleges approved for veterans monitor attendance and progress of all students who receive benefits. To comply with this requirement, all persons receiving veteran benefits must fulfill these requirements:

1. Satisfactory Progress. Only veterans and eligible persons who maintain a 2.0 grade-point-average or higher in any semester are making satisfactory progress. Veterans and eligible persons not making satisfactory progress are placed on probation for the following semester or the next semester attended. Failure of a veteran or eligible person on probation to earn a 2.0 or higher grade-point-average is reported to the Veterans Administration. This action may end educational benefits.

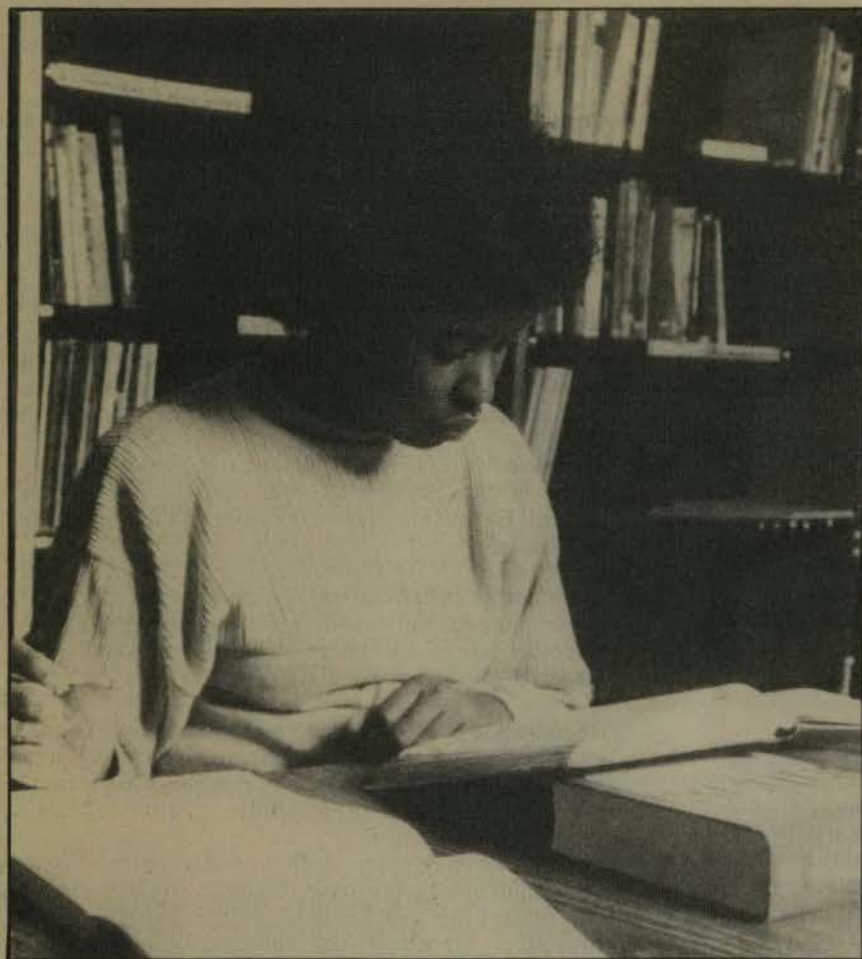
2. Monthly Enrollment Verification. Veterans and eligible persons must come to the campus Veteran Services Office by the fifteenth of each month to verify attendance in writing. Failure to verify attendance by the fifteenth results in termination of educational benefits.

3. Adds, Drops, Changes. Veterans and eligible persons must inform the Veteran Services Office of any status changes (such as adding or dropping classes, withdrawing from college, changing address or dependants). Veterans and eligible persons who drop classes or withdraw from the College may be required to reimburse the Veterans Administration.

4. Transcripts. Veterans and eligible persons with previous college or university training must have transcripts on file with the Office of Admissions and Records. It is the responsibility of each student to request transcripts from other schools.

Phone: 786-1510
Location: Cuddy Center
Hours: 9:00 a.m. - 4:30 p.m., Monday - Friday

Phone: 786-1563
Location: Building K, Room 101
Hours: 5:00 p.m. - 7:00 p.m., Tuesday and Wednesday, beginning second week of semester.
(Evening service is limited to monthly verification sign-up.)



EXPENSES

3

The Board of Regents of the University of Alaska Statewide System approves all fees. The College can change or add fees, or alter refund policies at any time. Fee assessments are subject to audit and correction, and adjustments are made before the end of the current semester. Students are notified of adjustments by mail.

TUITION

RESIDENCY REQUIREMENTS

Alaska residents, as well as students from the Yukon Territory and the Northwest Territories, are exempt from non-resident tuition. For tuition purposes, an Alaska resident is any person who has been physically present in Alaska for one year or more (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 residency must pay non-resident tuition. Active duty military and their dependants are considered residents for tuition purposes.

RESIDENT TUITION

If you are an Alaska resident, tuition is \$30 per semester hour. If you take 12 credits or more, your tuition is \$360 per semester. See the chart below for specific tuition charges.

Total Credits	Tuition
1	\$ 30
2	60
3	90
4	120
5	150
6	180
7	210
8	240
9	270
10	300
11	330
12 or more	360

NON-RESIDENT TUITION

See the chart below for non-resident tuition and fees. (Remember non-resident fees do not apply to military person-

nel and their dependents stationed in Alaska.) Please check with the Office of Admissions and Records for more information. Telephone: (907) 786-1483.

Total Credits	Tuition	Plus	Non-Resident Fee	Total
1	\$ 30	+	\$ 0	= \$ 30
2	60	+	110	= 170
3	90	+	165	= 255
4	120	+	220	= 340
5	150	+	275	= 425
6	180	+	330	= 510
7	210	+	385	= 595
8	240	+	440	= 680
9	270	+	495	= 765
10	300	+	550	= 850
11	330	+	605	= 935
12 or more	360	+	660	= 1,020

EXEMPTION FROM NON-RESIDENT TUITION

Non-resident students who restrict their enrollment to courses, seminars, conferences, or workshops of no more than one credit each semester are charged only resident tuition for that credit.

SENIORS' WAIVER OF TUITION

Alaska residents 60 years of age or older may enroll in any course offered by Anchorage Community College without paying tuition. The Student Activity Fee (\$10) and the Campus Center Fee (\$4) are also waived. The P.E. Facility Fee (\$10) is waived unless a course is taken in the P.E. Facility or the senior citizen chooses to pay the fee to have access to the P.E. Facility. However, lab fees, special fees, and non-credit fees must be paid. To apply for a senior citizen waiver, you must complete a Tuition Waiver Request form at the Office of Admissions and Records.

DIRECTORY OF FEES

Add/Drop (\$2) Fee generally charged for each course added or dropped. However, no fee is charged for changing from one course to another if the dropped course has been cancelled or otherwise altered by the College.

Application for Admission (\$10) Non-refundable fee which must be received with the application form of any student enrolling in a certificate or degree program.

Audit (\$30 per credit) Auditors pay the same tuition and fees as students who are registering for credit.

CEU (Varies) Continuing Education Unit fee charged per unit, instead of tuition, for these courses.

Consolidated Maximum tuition one student must pay for any given semester.

Resident	Non-Resident
\$360.	\$1,020.

Credit-by-Exam (\$5 per credit) Non-refundable fee charged to students challenging courses. Paid directly to the Accounting Office.

Credit-for-Prior-Learning Application (\$75 base fee) Non-refundable fee paid when a student's Credit-for-Prior-Learning application is filed.

Credit-for-Prior-Learning (\$10) Fee paid for each credit awarded through the Credit-for-Prior-Learning program.

Late Registration (\$10 First Week, \$25 Second Week) Fee for registering late. Classes which start during the semester do not carry late fees until after the first day of class. Open-entry, independent study, and private music lesson courses do not carry late fees regardless of when they start.

Materials (Varies) Fee sometimes charged for consumable materials. Class Schedule identifies courses for which a fee is charged. Fees vary in amount and name: lab fee, special fee, or material fee.

Non-Credit Course (Varies) Any class numbered 001-049. These courses do not meet degree requirements and may have fees other than regular tuition. Such fees are always listed in the Class Schedule as special fees.

Registration (\$24) Mandatory fee for all students taking 3 or more credits and having at least one course for credit on campus. Consists of a Student Activity Fee (\$10), Campus Center Fee (\$4), and P.E. Facility Fee (\$10).

Students taking 3 or more credit hours and having all courses off campus may choose to pay this fee to have access to all available activities and facilities. Students taking fewer than 3 credits on or off campus may choose to pay only the Student Activity Fee (\$10).

Transcript (\$2) Fee charged for each official transcript of work completed at Anchorage Community College.

REFUNDS

CANCELLED CLASSES

If ACC cancels a class, you may add another course of equal credit at no cost. If you prefer a refund, please process a drop form at no cost. Otherwise, the ACC Accounting Office will automatically determine your refund and send it to you by mail. Allow 6 weeks for processing.

DROPPED CLASSES

To qualify for a refund, you must complete a drop form that lists course beginning and ending dates. Refunds for credit classes are computed as follows:

100 percent refund of tuition and lab fees before day 3 of the semester.

90 percent refund of tuition only on day 3 and before day 9 of the semester.

50 percent refund of tuition only on day 9 and before day 16 of the semester.

No refund after day 16 of the semester.

Refunds for less-than-semester-length credit classes are prorated.

NON-CREDIT CLASSES

To qualify for a non-credit fee refund, you must complete a drop form that lists course beginning and ending dates. You will receive:

100 percent refund before the first class.

No refund after the first class.

FINANCIAL OBLIGATIONS

The College reserves the right to withhold final grade reports, transcripts, certificates, or diplomas from students who have not met all financial obligations. If a student is delinquent in paying any amount due, registration for succeeding semesters may be delayed or denied. A student's registration may be cancelled at any time for failure to meet installment contract payments. The registration process is not complete until all fees and other charges have been paid.

4 FINANCIAL AID AND STUDENT EMPLOYMENT



Can you really afford to go to college? The answer could be yes, because a number of options are available for financial aid. The State and Federal governments, College departments, and many local groups contribute funds to assist eligible students. Eligibility information, applications, and help with completing required forms are available in the Financial Aid Office.

Phone: 786-1586.

Location: Building K, Room 101

Hours: 9:00 a.m. - 5:00 p.m., Monday and Thursday

10:00 a.m. - 7:00 p.m., Tuesday and Wednesday

9:00 a.m. - 5:00 p.m., Friday

ELIGIBILITY

Financial aid is not restricted to low-income individuals. Eligibility is determined by careful assessment of each student's financial situation. Taken into account are family income, assets, debts, number of family members, and estimated cost of attending college. To be eligible for most financial aid, you must:

1. Be a United States citizen or permanent resident.
2. Complete an Application for Admission form and pay the \$10 admission fee at the Office of Admissions and Records.

3. Submit a completed Financial Aid Application to ACC Financial Aid Office.
4. Demonstrate financial need as assessed by the Financial Aid Form.
5. Enroll in at least 6 credits (Federal aid) or 12 credits (State aid) each semester in a program leading to a certificate or degree.
6. Be capable of maintaining academic progress.
7. Sign the Selective Service Draft Compliance Statement.

SATISFACTORY PROGRESS

Students who receive State or Federal aid must 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 a 2.0 or better grade-point-average. (Note: For both State and Federal aid, full-time status is defined as 12 credit hours each semester, including the summer semester if attended.)

■ A three-quarter-time student, enrolled for a minimum of 9 and up to 12 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 and up to 9 credits each semester, must complete a minimum of 6 credits each semester with a 2.0 or better grade-point-average.

If you fail to meet these standards, you will usually become ineligible for further financial aid. Contact the Financial Aid Office immediately if extenuating circumstances may prevent successful completion of your classes.

TYPES OF FINANCIAL AID

There are three basic kinds of financial aid: loans, grants or scholarships, and part-time employment.

LOANS

Loans must be repaid. Student loans generally have low interest rates, between 5 and 9 percent. In most cases, repayment begins six to twelve months after you finish your studies.

Alaska State Student Loan (ASSL). Any student who is a two-year resident of the State of Alaska and has a high school diploma or the equivalent can apply for an Alaska State Student Loan. Undergraduates may borrow up to \$6,000 each year for educational expenses. These loans are not need-based. Submit your application to the Postsecondary Commission Student Loan Office in Juneau.

Guaranteed Student Loan (GSL). The Guaranteed Student Loan program helps students borrow directly from local commercial lenders. The loans are insured by the United Student Aid Funds, Inc. Any undergraduate or graduate student enrolled at least half-time may apply for a USAFI loan. Undergraduates may borrow a maximum of \$2,500 per academic year. The maximum to be borrowed by an undergraduate is \$7,500.

Emergency Loan Fund (ELF). Short-term loans are available to full-time students whose financial need is modest and temporary. A student may borrow up to \$100 for 30 days, depending on availability of funds.

GRANTS OR SCHOLARSHIPS

Grants and scholarships are not repaid. Grants are awarded on the basis of financial need. Scholarships are usually awarded for academic achievement or talent.

Alaska State Educational Incentive Grant (SEIG). The Alaska State Educational Incentive Grant program provides grants to eligible students in undergraduate programs in-state or out-of-state. Grants range from a minimum of \$100 to a maximum of \$1,500 per year, depending on financial need. Applications are available at the Financial Aid Office. Submit them to the Postsecondary Commission, SEIG Program Administrator, Juneau.

Pell. The Pell Grant program provides funds to eligible students attending postsecondary institutions at least half-time. Basic grants at ACC range from \$250 to \$2,100 per year.

Supplemental Educational Opportunity Grant (SEOG).

The Supplemental Educational Opportunity Grant program is restricted to eligible students enrolled for 6 credits or more. SEOG awards range from \$200 to \$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, Native regional corporation, or the Student Orientation Services Office (S.O.S.) at ACC.

Scholarships. Students interested in scholarships should contact the Financial Aid Office for information on eligibility, applications, and deadlines. Special scholarships are available for women. Listed below are some scholarships available to all Anchorage Community College students:

ACADEMIC EXCELLENCE
ART
AVIATION
BUSINESS
COMPUTER TECHNOLOGY
DENTAL HYGIENE
HOME ECONOMICS
VOCATIONAL TECHNOLOGIES

MEDICAL CAREER
MUSIC
NURSING
OFFICE OCCUPATIONS
POLICE ADMINISTRATION
SURVEYING TECHNOLOGY
TALENT

EMPLOYMENT OPPORTUNITIES

You do not have to be receiving financial aid to take advantage of ACC employment programs. Any student enrolled in 3 credits or more or any ACC graduate can utilize services of the Student Employment Office. These include:

Alaska Employment Trends
Internships
Resume Development
Tips on the "Job Hunt"

College Work Study Program (CWSP)

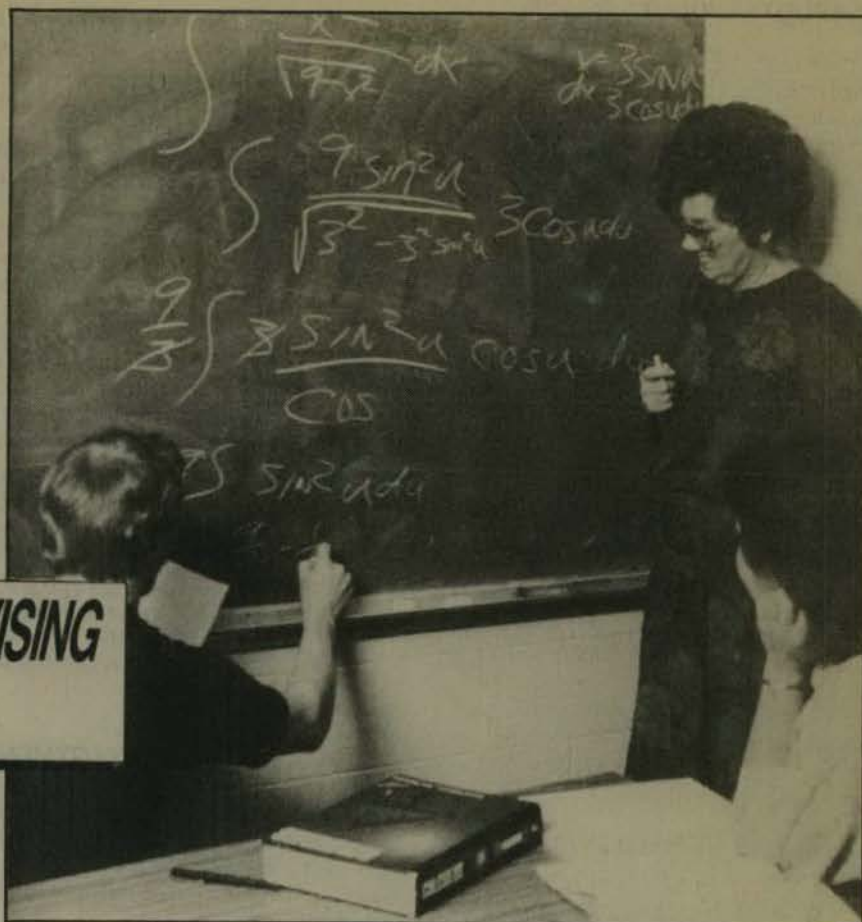
The College Work Study Program provides part-time job opportunities for students who have a demonstrated financial need and wish to earn part of their educational expenses. Students enrolled at least half-time may apply. The program coordinates jobs on- and off-campus, in public and private non-profit agencies.

Student Employment Office

The Student Employment Office links students and the working community. It helps students find temporary jobs while in college. Students acquire valuable job experience as well as earn money. Applicants must be current Anchorage Community College students.

For possible positions, interested students should consult the Job Board at the east entrance of Building K or the Student Employment Office.

5 COUNSELING, ADVISING AND TESTING



COUNSELING SERVICES

Regardless of your age or background, Counseling Services can help you make important decisions. Each Counseling Services component is staffed by professionals who are able to help current and prospective students alike. These professionals understand the unique concerns of disabled persons, Alaska Natives and American Indians, women and men just beginning college, and those returning to higher education. ACC Counselors are good listeners who enjoy helping others.

Phone: 786-1570

Location: Building K, First Floor Lobby

Hours: 8:00 a.m. - 7:00 p.m. Monday - Thursday
8:00 a.m. - 5:00 p.m. Friday

COUNSELING CENTER

The Counseling Center is often the first place to stop for information or assistance. Counselors can be seen on either an appointment or a walk-in basis. If you need help with career changing, program planning, pre-admissions, transfer credits, crisis intervention, stress reduction, or other concerns, visit the ACC Counseling Center.

ORIENTATION, ASSESSMENT, AND ADVISEMENT

For some students, college seems like a maze of times, of-

fices, people, and instructions. Orientation, assessment, and advisement help you make sense of the maze. Special welcome-to-the-college sessions are presented one week before regular registration in the fall and spring. During this orientation, students learn about commonly used college terms, the registration process, and locations of various offices. Individual questions are also answered.

Both before and during orientation, assessment tests are available. They help students to identify useful math and English classes, and other areas of academic need. After assessment, counselors and faculty advisors can refer students to specific campus programs to insure a successful college experience.

Counselors and advisors use high school records, assessment scores, and student input to help you plan the most rewarding college program possible. Advisement is an ongoing process, and students are encouraged to meet with counselors and faculty members whenever changes in their studies seem warranted.

CAREER RESOURCES

Are you looking for a new career? A training facility or a job after training? A new phase of your working life? Such changes can be made easier through use of Career Resources.

The Counseling Center provides materials on apprenticeship training, technical schools, and other colleges and universities. It also houses the computerized Alaska Career Information System (AKCIS). Trained staff members can assist you in using these materials for accurate, up-to-date decision-making.

DISABLED STUDENT SERVICES

The Counselor for Disabled Students provides a broad range of support services to disabled persons. They include specialized equipment, writers, readers, notetakers, interpreters, and teacher liaison. In addition, disabled Student Services maintains current resource information, the Barrier Free Developers student club, and support/rap groups.

Eligible students may borrow portable typewriters, tape recorders, talking calculators, bookstands, and a battery recharger. However, students are responsible for their own attendant care, mobility training, brailled textbooks, and specialized financial aid. The Counselor for Disabled Students also refers students to other service agencies which may help them.

To allow time for planning and scheduling assistance, students should contact the Counselor several weeks before registration each semester. Ongoing communication with the Counselor throughout the semester also increases student success.

EDUCATIONAL OPPORTUNITY CENTER

The comprehensive Educational Opportunity Center (E.O.C.) assists anyone who needs information about postsecondary education programs. Staff at the E.O.C. offer help with application forms, career and vocational counseling. In addition, the E.O.C. houses an extensive library of print resources and two computerized career information systems. Interested people can get details on over 13,000 occupations, colleges, and training programs throughout the U.S.

The E.O.C. is open to all Anchorage area residents at no charge. You do not have to be enrolled at ACC to receive services. Counselors are available at the ACC location and the satellite office in downtown Anchorage. The E.O.C. presents a variety of workshops and seminars, and also coordinates the annual Alaska Career and College Fair.

*ACC Office: Building K, First Floor Lobby
Phone: 786-1570*

*Downtown Office: 429 D Street, Loussac Building, Room 303
Phone: 274-5522*

STUDENT ORIENTATION SERVICES

Commonly called S.O.S., this program helps students adjust to academic and cultural life in a large city. Alaska Native, American Indian, and rural students are especially encouraged

to visit S.O.S. But the office serves all interested students.

Peer Counseling is an important aspect of S.O.S. Peer counselors are other students who have successfully completed at least one full year of college studies. They understand the concerns, pressures, and problems of fellow students, and are able to offer special guidance and support.

S.O.S. sponsors the Alaska Native and American Indian Student Organization (A.N.A.I.S.O.) throughout the academic year. During fall and spring registration, it provides a special orientation session for rural students. Students receive assistance with selecting courses, completing registration forms, and securing financial aid. S.O.S. can also help with housing, transportation, survival skills, and other aspects of urban college life.

TESTING

ACC Counseling Services includes a broad spectrum of national and local testing. As a National Test Center, it gives over 50 different tests, many of which are scheduled several times each year. Local admission and certification tests, and the ACC Credit-By-Examination program are administered here. Vocational interest and aptitude, academic readiness, and personality tests are available to students upon request. For specific test dates and application procedures, contact the Testing Supervisor.

CENTER FOR WOMEN AND MEN

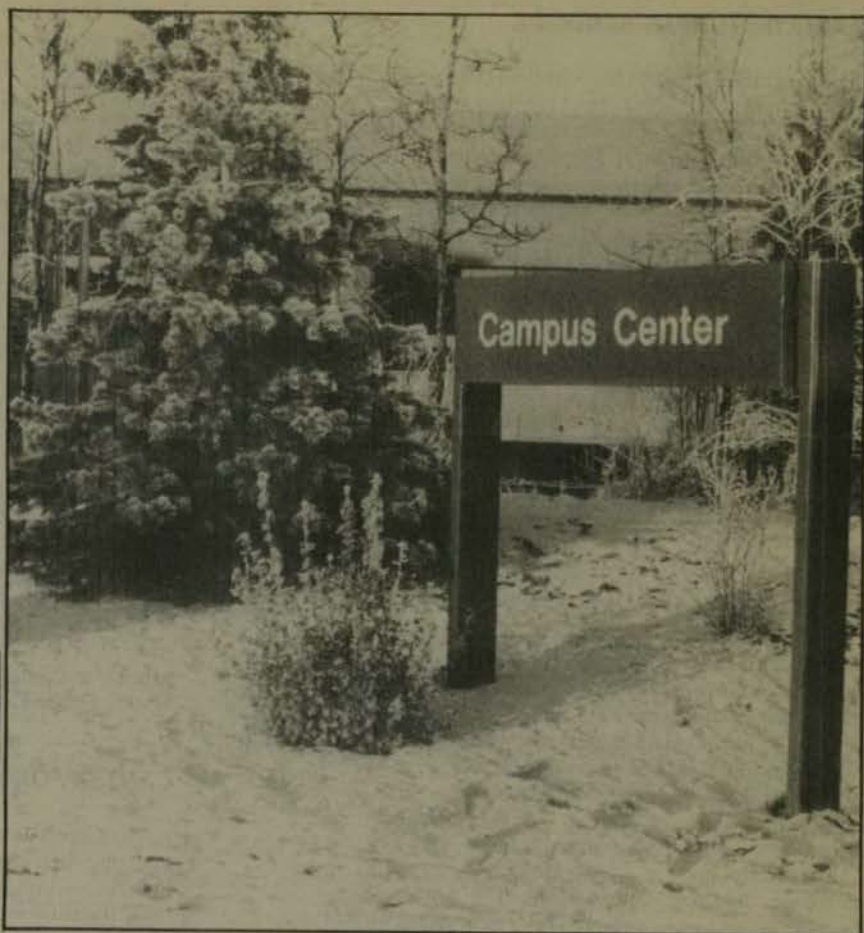
The Center for Women and Men is ready to assist students in realizing their full potential. Workshops, seminars, group and luncheon sessions are held regularly. The topics are geared toward returning students, catching up after years of working in the home or in static occupations.

Support groups and rap sessions can often help relieve the pressures of rapidly changing lifestyles and economics, as well as the stresses of school attendance. Students are welcome to discuss with the Center staff their education, career, and personal choices.

NO LIMITS PROGRAM

The No Limits program helps women and minorities successfully enter nontraditional occupations and careers. The program provides individual assessment, counseling, and support programs, and identifies training opportunities for interested individuals. Contact the Center for Women and Men for details.

6 STUDENT LIFE



LEADERSHIP OPPORTUNITIES

As an Anchorage Community College student, you have many opportunities to participate in leadership and to contribute to decision-making through formal and informal means. These include working with student government, forming clubs and organizations, initiating special projects, and serving as a student representative making recommendations to the Chancellor.

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

Students are urged to volunteer for College committees, boards, and councils. If you are interested, check with the Student Activities Office for available positions.

STUDENT GOVERNMENT

At ACC, all students are represented by a few students interested in the best possible opportunities for student activities. The representative organization of the student body is the Anchorage Community College Student Association (ACCSA). This organization promotes the educational and general welfare of the students, broadens their perspectives through participation in a self-governing structure, acts as a unifying force and student voice, and helps formulate policies and procedures concerning college life.

ACCSA funds the ACCent student newspaper, the ACC Speech and Debate Team. It sponsors 14 scholarships based on academic excellence, contracts to provide legal counseling for students, and purchases equipment for student use on campus. ACCSA partially funds the Campus Cinema Movies Program and sponsors a variety of lecturers and performers, including some with the University of Alaska, Anchorage Student Association.

ACCSA is responsible for recognizing, coordinating, and supporting student clubs and organizations, and for overseeing the appointment of student representatives to College committees and boards.

Rental lockers on the second floor of Building K are provided by ACCSA. Sign up during class registration. The rental fee is \$25 each semester, plus a \$5 key deposit. ACCSA is funded by the Student Activity Fee (\$10) assessed at registration.

For more information, contact the ACCSA Office (786-1220 or 786-1205) or the Director of Student Activities (786-1222). Both are located on the upper level of the Campus Center.

CAMPUS CINEMA

The Campus Cinema is a weekly film program jointly sponsored by the student associations of Anchorage Community College and the University of Alaska, Anchorage. Motion pictures ranging from current releases to classics are screened on Saturday nights in the Campus Center Cafeteria or the Performing Arts Center. Programs are open to ACC students, faculty, staff, their families, and guests.

For further information, call 786-1633.

CLUBS AND ORGANIZATIONS

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

STUDENT RIGHTS AND RESPONSIBILITIES

Anchorage Community College encourages people of all ages to develop their skills and talents according to individual abilities and interests, so that collectively they may contribute to the continuation of democracy. College policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms carries with it responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights as all citizens. At the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. Members of the college community have a strong responsibility to maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations are handled through the Office of Vice Chancellor of Student Services. Violations of Federal, State, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College. These policies and regulations are found in the ACC Catalog, the ACC Student Handbook, and the ACC Student Activities Office.

FREEDOM OF EXPRESSION The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or organized groups, members of the college community are expected to conduct themselves responsibly, according to law. They are also expected to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the College, or breaking the law, constitutes a violation.

FREEDOM OF ACCESS Within the limits of its resources, Anchorage Community College is open to all applicants who are qualified by current admission requirements. Anchorage Community College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. These include admissions, employment, financial aid, educational services, programs, and activities.

FREEDOM OF ASSOCIATION Students are free to associate to promote their common interests. They have the right to seek through official procedures to establish organizations of their choosing, so long as these are in accord with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the membership requirements of those organizations.

ACADEMIC RIGHTS OF STUDENTS The College has the responsibility of providing a program of quality education in keeping with its

financial resources, and students have protection from prejudiced or capricious academic evaluation. Student performance must be evaluated solely on academic bases, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic programs, for familiarity with all requirements of the schedule and catalog, and for maintaining an acceptable grade average.

STUDENT RECORDS Student records are maintained for the benefit of the student. They are used to improve instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, every student has access to information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only after a written release has been signed by the student. College staff have access to student records when there is a demonstrated educational interest in the student.

STUDENT CODE OF CONDUCT The College considers the following code of standards and expectations consistent with its purpose as an educational institution. It is not a comprehensive code, but a list of procedures necessary for meeting practical, routine requirements of an academic community.

Disciplinary action may result from any violation of civil or criminal law while on college property, or from the commission of any of these actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College. (NOTE: Cheating and plagiarism refer to unauthorized use of books, notes, or other help, and/or to copying tests, term papers, reports, or other assignments.)
2. Forgery, alteration, or misuse of college documents, records, funds, or identification.
3. Conduct which materially or substantially disrupts the educational process of the College.
4. Physical abuse or harassment of another person, or conduct which threatens or endangers the health and safety of others.
5. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
6. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
7. Disorderly, lewd, indecent, or obscene conduct or behavior which interferes with the functioning of the academic community during an authorized college class, field trip, seminar, competition, meeting, or other sponsored activity on or off college property.
8. Unauthorized entry to or use of college facilities.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons on college property except as expressly authorized by campus procedures.
10. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or at student organization supervised functions, except as provided by rules and procedures of Anchorage Community College.
11. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or controlled substances except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
12. Unauthorized use of college funds, equipment and supplies. (NOTE: This includes falsely representing oneself as an agent of the College, incurring debts and entering into contracts on behalf of the College.)

13. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements, and issuing dishonored checks.

14. Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other regulations which may be enacted.

DISCIPLINARY PROCEDURES A student, teacher, or other staff member of Anchorage Community College may initiate disciplinary action against a student for violation of the campus Code of Conduct. Any allegation of student misconduct must be written and signed by the complaining party.

1. The Vice Chancellor of Student Services shall receive, investigate, and notify the student in writing of the allegation of misconduct. The student shall be requested to meet with the Vice Chancellor of Student Services to determine whether disciplinary action is required. Notice of the conference will be given to the student two days before the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.

2. If, after this conference, the Vice Chancellor of Student Services recommends disciplinary action, he/she shall notify the student of the findings and conclusions of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Grievance Committee.

3. If a student desires a hearing, he/she shall, within five days of receipt of the Vice Chancellor's notice, file a written request in the Office of Vice Chancellor of Student Services, together with a written response to the Vice Chancellor's findings and conclusions. If a re-

quest is not filed within five days, the request for hearing shall be waived.

4. The Student Grievance Committee shall convene within ten days after receipt of the student's request for hearing, at a time set by the Vice Chancellor of Student Services.

SUMMARY SUSPENSION Summary suspension may be used to protect the College from the clear and present danger of disorder or threat to safety of students, staff, and/or property. A suspended student may not be present anywhere on campus. Summary suspension aids in investigating an event or events the student or students were allegedly involved in.

SANCTIONS The following disciplinary measures may be taken by the Vice Chancellor of Student Services, and/or the Chancellor of Anchorage Community College, and/or the President of the University of Alaska.

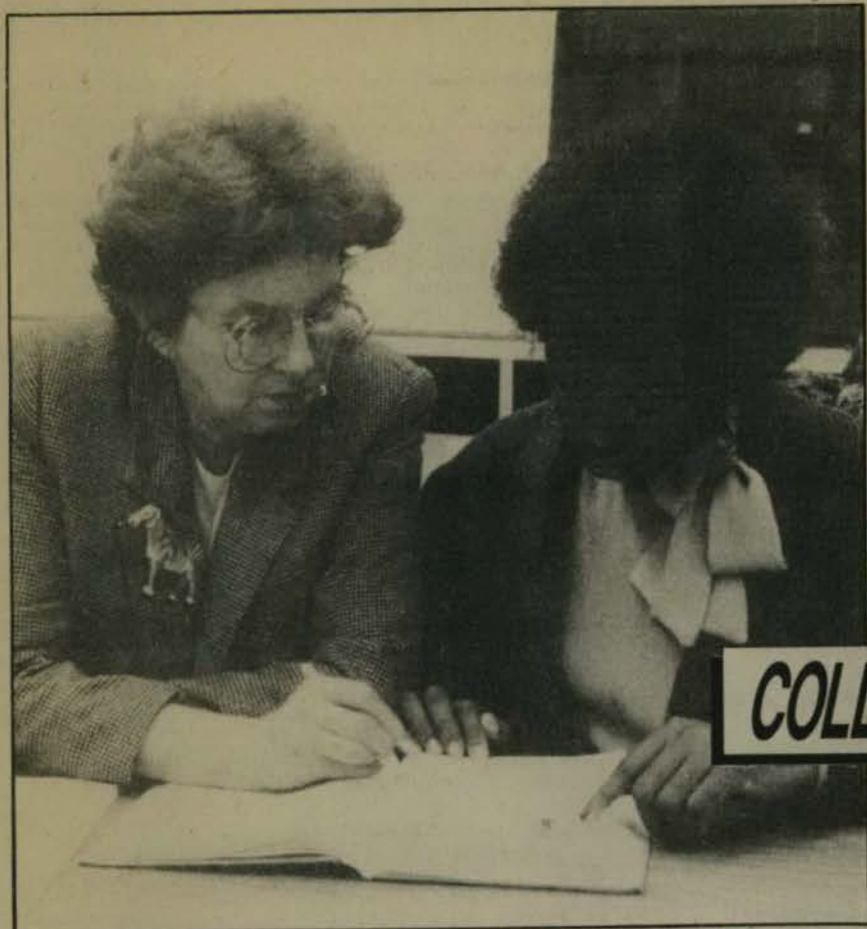
1. Censure: A written warning by the Vice Chancellor of Student Services.

2. Disciplinary Probation: Probationary status for a specified period of time.

3. Suspension: Interruption of attendance in a class or classes for the remainder of the term, with permission to register for the following term.

4. Expulsion: Termination of student status.

5. Restitution: Required reimbursement for damage to or misappropriation of property.



COLLEGE SERVICES

7

BOOKSTORE

The UAA/ACC Campus Bookstore is adjacent to the Campus Center Complex near the UAA/ACC Physical Education Facility. Dedicated in 1983, it is the largest college bookstore in Alaska. In addition to textbooks, the Bookstore sells student, professional, and general interest items. Supplies and materials include calculators, study aids, reference books, art materials, magazines, sport clothing, insignia, and a selection of gift items. When purchasing textbooks, bring your registration receipt to help you select the proper materials. Used books are usually purchased from students during the last week of each semester. Contact the Bookstore for exact dates. Open to all students and the general public, the Bookstore has hours which change from semester to semester. Call for complete details.

Phone: 786-1151

Location: Joined to Campus Center Complex,
south side

Hours: Vary

CAMPUS CENTER

The ACC/UAA Campus Center is a multi-purpose facility designed to serve the extracurricular needs of both Anchorage Community College and the University of Alaska-Anchorage. It is connected by enclosed arcades to the joint-use bookstore, the P.E. Facility, and the UAA Engineering and Science Buildings.

The Campus Center is a member of the Association of College Unions International and the National Association for Campus Activities.

The Campus Center consists of a number of student use areas. These include a cafeteria, sandwich/salad bar (the Pub), an Information Desk, lounge areas, game room, study areas, banking services, computer and typing rooms, conference rooms, and student government offices.

Phone: 786-1204 (Information Desk)

Hours: During fall and spring semesters,

7 a.m. - 11 p.m., Monday - Saturday

9 a.m. - 7 p.m., Sunday

Holiday and summer hours are posted. Hours are subject to change.

CAMPUS POLICE

The Campus Police ensure free and safe access to the College and prevent disruptive behavior. To accomplish this, the Campus Police regularly patrol campus roadways, parking lots, buildings, housing, and special events. There are uniformed campus police officers and part-time student police aides.

Students, staff, and visitors should contact Campus Police

to report crimes in the vicinity or to seek help for the following:

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

Phone: 786-1120

Location: Building A, Switchboard

Hours: 7:30 a.m. - 12:00 midnight, Monday - Saturday

4:00 p.m. - 12:00 midnight, Sunday

DISABLED STUDENTS

Before and while attending college, disabled students are urged to contact the Counselor for Disabled Students at Counseling Services. For a description of available services, see page 17.

Phone: 786-1570

Location: Building K, first floor lobby

Hours: Vary

Special on-campus facilities for mobility-impaired persons include access routes, ramps, reserved parking areas, elevators, telephones, drinking fountains, rest rooms, and curb cuts. For assistance with parking, please contact the Campus Police at 786-1120 or Building A.

FOOD SERVICE

The Lucy Cuddy Center, a major gathering place for students and campus personnel, provides a 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 are:

7:30 a.m. - 7:30 p.m., Monday - Thursday

7:30 a.m. - 2:00 p.m., Friday

The Campus Center Cafeteria, located in the Campus Center Complex, offers a relaxed setting surrounded by greenery. It provides food service during the following hours:

7:30 a.m. - 7:30 p.m., Monday - Friday

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

11:00 a.m. - 7:00 p.m., Monday - Thursday

11:00 a.m. - 2:00 p.m., Friday

CAMPUS REGULATIONS

Common problems arise each semester which cause substantial inconvenience to persons unaware of College regulations. The following is a brief summary of Campus Police regulations.

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

Campus Parking. Campus parking lots have space for more than 1,000 automobiles. However, motorists attempting to park during preferred class times may have to do so across campus and walk the additional distance. All campus lots are paved, lighted, and patrolled.

A paid parking program is scheduled for implementation in September 1986. Revenue from paid parking will be used to reduce parking congestion and enlarge parking facilities.

Vehicles parked in restricted areas are ticketed and may be impounded at a cost of \$50 or more to the owner. College traffic tickets are paid in District Court and may appear on a person's Alaska Driving Record. The Campus Police remind drivers and other commuters to be courteous to one another.

Emergencies and First Aid. Emergency messages may be transmitted and first aid treatment received by contacting the campus switchboard, Building A, or the Patrol Officer of the Campus Police whenever the College is open for public use. Unsafe conditions, such as those encountered during winter, and injuries should be reported to the Campus Police Dispatcher at 786-1120.

Disabled Parking. Disabled students may be eligible for special parking spaces available in each lot on the Anchorage Community College campus. These parking spaces are designated with distinctive blue and white logos. They are reserved exclusively for students with physical impairments.

Motorists who park illegally in disabled student spaces will receive citations under the Municipal code and will be fined \$100. 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 campus. Centralized lost-and-found property storage is maintained in the Campus Police Office. To report an item of lost property or to recover found property, contact the Switchboard in Building A. Unclaimed property is returned to the finder after 90 days.

No Smoking Areas. The Alaska State Legislature has 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 can be found in each building near posted, green and white "Smoking Area" signs. The College endorses Alaska's "no-smoking" law. Please respect individual rights to health and the personal privileges of others.

Speed Limits. The campus speed limit is 20 miles per hour. Radar and marked patrol cars are used to ensure safety and compliance.

HOUSING

Anchorage Community College, with the University of Alaska-Anchorage, offers open student housing facilities to full-time students. The new single student apartments are fully furnished and include individual bedrooms, a shared living room, bath, and kitchen. On-campus housing provides convenient and economical accommodations in an educational atmosphere. Contact the Housing Office in Room 172 of the UAA Administration Building, or phone 786-4838.

MEDICAL SERVICES AND INSURANCE

First aid treatment for minor injuries is available on campus through the Campus Police Office, but student fees do not include medical service or insurance. The College has no medical clinic or hospital. In case of serious illness or accident on campus, the family physician and/or guardians are notified immediately.

Emergency treatment by private physicians and/or hospitalization must be paid for by the student. The student also is responsible for informing teachers of physical problems which may affect performance in class.

A group health plan is available to ACC students. The plan provides extensive benefits at low cost and for an additional premium covers dependents. Only students enrolled in 6 credits or more are eligible to purchase coverage. For further information, contact the Office of Student Activities.

PERFORMING ARTS CENTER

Dedicated in 1975, the Performing Arts Center serves as a focal point for cultural events in the Anchorage area. The 931-seat facility features a large main stage area, lobby for art displays, dressing rooms, scene shop, and costume shop area. During fall and spring semesters, the auditorium hosts the Anchorage Symphony Orchestra, Anchorage Community Theatre, Alaska Contemporary Dance Company, annual Arts Fair activities, and numerous national and local celebrities. During the summer, the Performing Arts Center hosts Alaska Light Opera Theatre and the Basically Bach Music Festival. For more information, phone 786-1560.

P.E./SPORTS FACILITY

The University of Alaska-Anchorage and Anchorage Community College Physical Education and Sports Facility

enhances recreational experiences on the Providence campus. The P.E./Sports Facility is available to students for individual and organized recreation.

Regular recreational programs allow students to participate in competitive and noncompetitive, organized and informal sports activities as often as time and interest permit. Meets, leagues, and tournaments involve specific schedules, pre-arranged facilities and equipment, supervision by officials, and usually recognition through awards and publicity. Ice hockey, broomball, basketball, volleyball, swimming, water polo, and racquetball are the available intramurals. Informal recreation includes swimming, skating, basketball practice, weightlifting, and racquetball and squash.

The P.E./Sports Facility houses an olympic-size 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 also available.

Current ID cards are required for student use of equipment and facilities. In addition, check the printed schedule for open recreation periods each semester.

Phone: 786-1233 or 786-1231

Location: P.E./Sports Facility

Hours: 6:30 a.m. - 11:00 p.m., Monday - Friday

7:00 a.m. - 9:00 p.m., Saturday and Sunday

(Subject to change during special competitions and in between semesters)

SPIRITUAL LIFE

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, and Martin Luther King Jr.'s Birthday.

On request, the Campus Ministry also serves students in many classes by presenting a spiritual dimension of the subject matter.

Phone: 786-1206

Location: Campus Center, Upper Level

Hours: Vary. Students are welcome to drop by anytime or call to make an appointment.

8 | LEARNING ASSISTANCE



ADULT LEARNING CENTER

The Adult Learning Center offers both regular classes and individualized instruction. Classes meet during the morning, afternoon, and evening. There is no cost other than a testing fee for GED students. Students 18 years and older who are not enrolled in high school may attend the ALC. Under special conditions, students 17 and under can enroll. Contact the ALC for information.

Adult Basic Education (ABE), High School Equivalency General Diploma (GED), and English as a Second Language (ESL) classes provide "regular school" learning experiences as well as skills necessary for day-to-day survival. Traditional subjects include math, reading, writing, social studies, science, and literature. Instruction is also available in life-coping and job-hunting skills. 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.

English as a Second Language (ESL) is an introductory course for non-speakers of English, and those who do not speak well. These classes help international students learn English for daily communication and work. The beginning stages of oral and written expression, grammar and syntax, and the use of idioms are covered. 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 teacher assistance is available. In-

structional materials are offered in reading, grammar, spelling, vocabulary, social science, math, and other practical skills.

At the Adult Learning Center, students can work toward an ACC High School Diploma or an Alaska State GED. They can also upgrade skills in other areas. The ALC offers special tutoring as needed.

Phone: 276-6007

Location: 403 W. Northern Lights Boulevard

Hours: 8:00 a.m. - 9:30 p.m., Monday - Thursday

8:00 a.m. - 5:00 p.m., Friday

DEVELOPMENTAL STUDIES

If you are concerned about your ability to do well in college, you will find a new approach to learning in Developmental Studies. This program offers educational opportunities to increase your academic success. Among the services offered are:

CORE Program. Basic courses in reading, writing, mathematics, critical thinking, and study skills. Uses an individualized, team-taught approach. A built-in student support system, extra help if needed, and pre-enrollment.

Summer Prep Program. A series of basic courses in reading, mathematics, computer literacy, and college survival to prepare students for college.

Alternative Courses Program. Traditional classes in untraditional ways. Self-paced contract learning; computer-assisted, media and mini courses; modular format; and interdisciplinary studies. Course content is identical to that of regular classes, but teaching styles vary to match student learning styles.

Developmental Studies links together the academic college programs, Admissions and Records Office, Adult Learning Center, Counseling Services, Financial Aid/Placement, instructional labs, Learning Center, and Reading/Writing Center. It is the hub of ACC's educational support network.

Phone: 786-4738

Location: Building B

Hours: Vary

THE LEARNING CENTER (TLC)

The Learning Center offers students a relaxed and friendly atmosphere. You can study, read, prepare for courses, receive learning assistance in most academic areas and college survival skills. TLC provides services such as free peer tutoring, workshops, independent study classes, self-help programs, and individualized learning via computer or audio/visual equipment.

Services and courses are offered through the seven academic centers and laboratories: Computer/Typing Laboratory, Language/Music/ESL Laboratory, Mathematics Laboratory, Learning Resource Center, Independent Learning Center, Instructional Materials Production and Design Center, and Information Referral area.

Materials are placed on reserve by faculty in the Learning Center for students attending their classes. They provide additional course information and aid students in reviewing concepts presented in class.

Phone: 786-1155

Location: Building B

Hours: Fall and Spring Semester

7:30 a.m. - 9:45 p.m., Monday - Thursday

7:30 a.m. - 4:45 p.m., Friday

1:00 p.m. - 5:45 p.m., Saturday and Sunday

Between Semester

9:00 a.m. - 4:45 p.m., Monday - Friday

Summer Semester

9:00 a.m. - 4:45 p.m., Monday - Friday

LIBRARY

The Library is a vital resource for every educational program. All students, whether full-time or part-time, are encouraged to use its materials and services.

The Library is open to students of Anchorage Community College, the University of Alaska-Anchorage, and Alaska Pacific University. To fulfill its function as the Southcentral

Regional Research Library in the statewide library network, the ACC-APU-UAA Consortium Library extends loan privileges to residents of Anchorage and the State. All users are expected to abide by the Library's regulations.

The general collection includes more than 464,000 bound volumes and government documents. There are special collections on Alaska and the Arctic. The music collection, with 63,821 pieces of choral music and 35,558 pieces of instrumental music, is especially popular. It is the only large music collection available statewide on interlibrary loan.

All the traditional services of a university library, including a reference service, are available most of the time the Library is open. In addition, the facility serves as an exhibition hall for traveling museum and art shows. An independent study course in Library Science is available for academic credit.

The circulation policy provides one-month book checkout to faculty and students, with unlimited renewal unless the material is in demand. All fines, except reserve book fines, have been eliminated. After a series of overdue notices, irresponsible users are billed through a collection agency and assessed the handling charges.

Phone: 786-1845

Location: Library Building

Hours: 7:30 a.m. - 11:00 p.m., Monday - Thursday

7:30 a.m. - 8:00 p.m., Friday

10:00 a.m. - 7:00 p.m., Saturday

1:00 p.m. - 8:00 p.m., Sunday

READING/Writing CENTER

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

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

Here are some examples of the skills that students can develop at the R/WC: reading course material, discussing texts in detail, understanding and remembering information, and taking tests without anxiety, researching information, formulating thesis statements, organizing ideas, 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, Room 101A

Hours: Fall and Spring Semester

9:00 a.m. - 5:00 p.m., Monday, Tuesday,

and Thursday

9:00 a.m. - 8:00 p.m., Wednesday

9:00 a.m. - 12:00 noon, Friday

9

COMMUNITY DEVELOPMENT, EXTENSION PROGRAMS, AND TELECOURSES



COMMUNITY DEVELOPMENT

The Division of Community Development is committed to providing innovative educational, vocational, and recreational opportunities, and continuing education courses to individuals in the Anchorage area. Small Business Administration classes, Fridays Ten 'Til Two, Fitness and Sports, and the annual Arts Fair are major programs sponsored by Community Development.

The purpose of the Division is to provide opportunities for individuals to achieve educational goals, career objectives, and stimulating personal lives.

As a member of the community, you can help determine the kinds of community education courses ACC offers by contacting the Community Development office. If there is sufficient demand and the course is appropriate for the Community College, we will attempt to provide a teacher and facility.

Phone: 786-1121

Location: Building K, Room 218

Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

ARTS FAIR

The Arts Fair began in 1972. It is held on campus each September under the direction of the Division of Community Development. The Arts Fair is a festive, informal, inexpensive family celebration for the entire Anchorage Community.

Come to the Arts Fair to:

- view exhibits and demonstrations of performing and visual artists
- buy works of art and handcrafted items
- enjoy participating in art and craft creations
- become acquainted with Anchorage Community College's affiliated non-profit community organizations
- meet ACC staff, faculty, and students, while learning about new opportunities in higher education.

CONTINUING EDUCATION

Courses in the Continuing Education Program help to maintain or improve professional competencies, give documentation of continuing qualifications for licensure, certification, or registration, and enhance personal growth. One CEU, a non-degree continuing education unit, is earned for each ten hours of instructional participation. CEU's do not apply toward degree programs.

CEU courses can be arranged through the Division of Community Development for business, professional, paraprofessional, and/or technical groups. Places, times, and course content are arranged to meet your group's needs.

FRIDAYS TEN 'TIL TWO SERIES

This series is an informal, inexpensive, mentally-stimulating experience for adults. Participants meet outstanding faculty from the College and the community, while discussing topics of contemporary interest. Getting acquainted with what's going on around campus and associating with new people are also part of Fridays Ten 'Til Two. A coffee break is provided at mid-morning, and a delicious buffet is served during the noon hour. Previous topics have included:

Alaska, Then and Now
Land Use and a Sense of Community
Man, Myth, and Religion
Personal Finance
Technological Changes and Human Values
The Emotions: Chaos or Control
The World of Wellness
They Shoot Actors, Don't They?

NON-CREDIT PROGRAM

To serve the needs of diverse people and groups, the Non-Credit Program offers more than 250 classes during the academic year. The program includes sports and fitness classes, classes sponsored by the Small Business Administration, Creative Textiles, Taking Control of Your Finances, Conversational Japanese, Antiques and Collectibles, The Roots of Taoism, Self Assessment and Creative Problem-Solving, Women in the Wilderness, and Log Cabin Construction. Some courses are offered specifically for the developmentally disabled. Seminars and workshops can be designed to fit the needs of special groups.

With cooperation from the Anchorage School District, Anchorage Community Schools, and community agencies, ACC has made the Non-Credit Program more accessible to area residents. Off-campus facilities, as well as the Providence campus, are popular locations for courses.

PHYSICAL FITNESS AND RECREATION

The Community Development physical fitness program provides a well-rounded curriculum for ACC students and interested community members. Classes include aerobics, kung fu, rafting, sailing, swimming, swimming, and tai chi.

REGISTRATION

Registration for courses offered by the Division of Community Development is on-going. Students may register as soon as classes are announced up until the first day of class. Register in Building K, Room 218, from 8:30 a.m. until 5:00 p.m. or by calling 786-1121.

EXTENSION PROGRAMS

Chugiak/Eagle River

The Chugiak/Eagle River Extension Center was established in 1976. It resulted from the efforts of area residents to obtain

locally offered postsecondary education. Standard courses are stressed, but new offerings can be developed when substantiated by consumer need.

An ACC extension office is located in Eagle River's Parkgate Building. It houses administrative services, counseling, and registration for students. Classes are conducted in the Parkgate Building, Chugiak High School, Birchwood Airfield, Chugiak Benefit Association Building, and Eagle River Correctional Facility. All courses are open to interested students.

Phone: 694-3313 and 694-3172

Location: Parkgate Building (first floor)

Hours: 9:00 a.m. - 6:00 p.m., Monday - Thursday

9:00 a.m. - 5:00 p.m., Friday

Military Programs

Programs of postsecondary education for armed forces personnel are conducted at Elmendorf Air Force Base and Fort Richardson Army Post. Most offerings are standard courses, but new courses can be developed at the request of the military.

Interested dependants and other civilians in addition to active duty military personnel are welcome in programs at both installations. Separate offices maintained at Elmendorf and Fort Richardson advise, counsel, and register students as well as offer support to students, faculty, staff, and the military establishment.

ELMENDORF AIR FORCE BASE

Phone: 753-0204 and 753-3124

Location: Education Center Building, 31-210 EAFB

Hours: 8:00 a.m. - 4:45 p.m., Monday - Friday

FORT RICHARDSON ARMY POST

Phone: 428-1228

Location: Kiska Hall Building 658

Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday

TELECOURSES

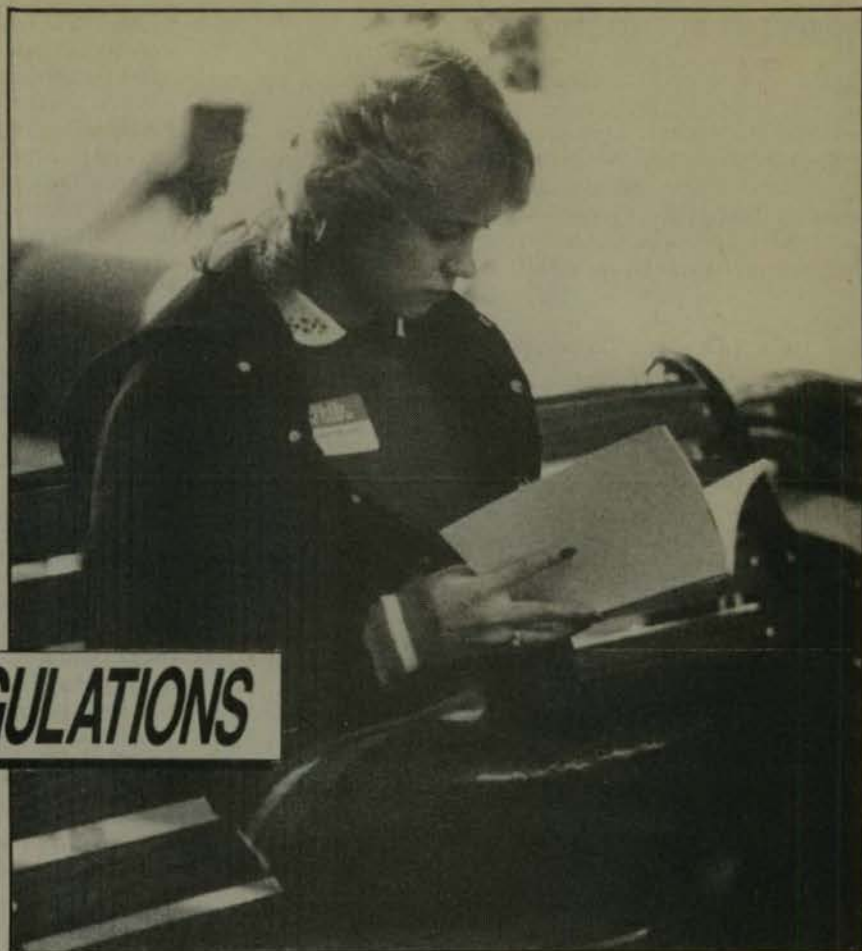
ACC is pleased to offer college-level credit courses via television. These telecourses differ from traditional classes led by teachers. A typical telecourse lesson requires consulting a study guide, reading a textbook chapter, viewing a television program, and completing related assignments. Students communicate with the teacher and other class members via telephone, audioconferencing, or mail. All activities except audioconferencing and final examinations can be done at home. The Learning Center maintains videotapes for students who wish to make up missed sessions.

Phone: 786-1626

Location: Instructional Telecommunications,
Building C, Room 213

Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

10 COLLEGE REGULATIONS



ACADEMIC PETITION

Students must petition for approval of any deviation from academic policies or regulations. Contact the Degree Certification Officer in the Admissions and Records Office about petition procedures.

NOTE: The director of the discipline being petitioned must approve a petition for general degree requirements. The director of the program under which the student is graduating must approve petitions for all major specialty degree requirements.

Petitions may be submitted for:

1. Substitution for required courses.
2. Waiver of specific degree or program requirements.
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.
4. Credit overload.

Petitions cannot be submitted for:

1. Grade Point Requirements. A grade-point-average of 2.0 (C) or higher in all work attempted and in major specialty degree requirements is necessary for graduation.

2. Credit Hour Requirements. A minimum of 60 credit hours, including those accepted by transfer, is required for an associate degree.

3. Residency Requirements. At least 15 of the final 30 credit hours for an associate degree must be completed in residence.

4. Transcript/Permanent record changes that involve:

- a. Changes in number of credits for courses in which credits awarded have been increased since the student completed the course.
- b. Course number changes, except for erroneous entries.
- c. Deletion from the permanent record, except for erroneous entries.
- d. Grade changes.
- e. 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, each student has access to specific information contained in his or her official records. To insure privacy of student records, the College releases information to off-campus agencies only upon

written permission of students. Records are available for legitimate on-campus professional use on a need-to-know basis.

ADD/DROP POLICY

Students are not permitted to attend classes for which they are not registered. A valid registration receipt is required to show your status as a registered student.

An ADD/DROP fee is usually assessed at \$2 per course added or dropped by the student. ADD/DROP fees are not charged when the College cancels or otherwise changes a course. Other procedures and policies for ADD/DROP activity are as follows:

ADDING COURSES

1. During the first week of the semester, for a course with seats available, complete the ADD/DROP form, and pay the necessary fee. (Note: Some courses have restricted enrollments or required prerequisites.)

2. During weeks 2 and 3 of the semester, for a course with seats available, you must get teacher and division director signatures. Then submit the form, and pay the necessary fee.

3. For a closed class, always get the teacher and division director signatures on the form. Then submit the form, and pay the necessary fee.

4. The deadline for adding semester-length courses is the end of week 3 of the semester.

5. Independent studies, open entry/exit courses, and those lasting less than 15 weeks have different ADD/DROP policies and procedures. Contact the Office of Admissions and Records for details.

DROPPING COURSES

1. During the first 3 weeks of instruction, complete the ADD/DROP form, and pay the necessary fee. No signatures are required.

2. Any course dropped during the first 2 weeks of instruction is not recorded on the student's official transcript. Any course dropped after the first 2 weeks is officially recorded as a "W."

3. During week 4 through week 12 of instruction, obtain the teacher signature for the course to be dropped. Then submit the form, and pay the necessary fee.

4. The deadline for dropping semester-length courses is the end of week 12 of the semester.

5. Independent studies, open entry/exit courses, and those lasting less than 15 weeks have different DROP policies and procedures. Contact the Office of Admissions and Records for details.

According to ACC's attendance policy, a faculty member 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 week 12 of

instruction. Such a withdrawal is recorded on a student's transcript as a "W."

ATTENDANCE

Regular, active attendance is expected in all classes. Students are responsible for classwork even if there are legitimate reasons for absence.

For regular semester-length courses, 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 week 12 of the semester. Departments and programs may establish other policies.

AUDIT

An auditor is a student taking a credit course for no credit. Students may audit courses by indicating their intent at registration and paying the standard credit fees. Coursework and examinations are not required, and an auditor receives no grade or credit. 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 week 12 of the semester. Teacher signature of approval is required. A change of status during summer school is permitted up to the end of week 2 of the semester.

CHANGE OF GRADE

Grades submitted by the faculty, other than incomplete or deferred, are assumed to be student final grades. A grade may not be changed unless a legitimate calculation error has been made on the part of the teacher. Corrections of grading errors must be made within 45 days after the end-of-semester grade report is distributed to the faculty.

Letter grades cannot be changed to audit. The AU designation is a registration status only. AU is not included among the grade options for teachers to assign.

CHANGE OF NAME AND/OR ADDRESS

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

In order to receive grades at the end of the semester, students should always provide the Office of Admissions and Records with their most current mailing addresses.

COURSE EXPECTATIONS

Academic credit is not awarded simply for occupying a classroom seat for sufficient time. There must be evidence of acceptable performance relative to class expectations. To pass each one credit of lecture, two hours of out-of-class preparation is customarily required. For example, a three-credit lecture class usually meets 150 minutes each week; six hours of out-of-class work would be expected. Laboratory and other non-lecture course requirements differ.

Students may not register for more than one section of the same course concurrently. They may not register for two sec-

tions of the same subject when one section is a prerequisite for the other (unless the course description states otherwise). A course may not be repeated for credit unless the course description specifically allows.

DEAN'S LIST

Students maintaining exceptional academic achievement are recognized after fall and spring semesters on the Dean's List. To qualify for ACC Dean's List, complete a semester courseload of 9 or more credits and earn a semester GPA of 3.75 or higher. The Dean's List is released to the public. Students who do not wish their names to appear on the publicized list will be able to indicate so by signing a ledger maintained in Admissions and Records.

GRADE APPEAL PROCEDURES

Purpose. Students are responsible for maintaining standards of academic performance and following procedures established and made known by their teachers and the College. Nevertheless, they have protection against evaluation which they believe deviates from those standards or procedures.

Procedure. When student dissatisfaction results from alleged arbitrary or unfair evaluation, the following procedure will be used:

1. The student should first consult the teacher 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 out. This request must be made in writing, with a copy to the appropriate teacher. It must clearly explain the reason(s) for disputing the grade.
At the meeting, the director listens to both student and teacher, and serves as a mediator. Within one week afterwards, the director informs the student in writing of results of the meeting, with a copy to the teacher.
3. If the issue is still unresolved at the director's level, the student has one week after receiving the director's response to appeal in writing to the Vice Chancellor of Instruction. All relevant documents are then forwarded to the Vice Chancellor by the director. The Vice Chancellor serves as a mediator to attempt to resolve the situation.
4. The final authority for the grade rests with the teacher. If the student is still dissatisfied at the completion of the above process, the Student Grievance Procedure may be used. See page 20.

GRADE MAILERS

After each semester, a cumulative record of grades earned is sent to the student's mailing address. The address used is the one on your most recent registration form. If your address has changed during the semester, be sure to notify the Admissions and Records Office.

GRADE INDEX

A An honor grade. Indicates originality, independent work, and superior mastery of the subject.

B Very good performance but not outstanding. Better than average.

C Satisfactory or average performance.

D Lowest passing grade. Indicates below-average performance.

F Failure. Will be computed in the student's grade-point-average (GPA). Course must be repeated with a satisfactory grade to receive credit toward graduation.

I Indicates additional work must be completed prior to earning a permanent grade. May be given for unavoidable absence or other conditions beyond student control when work already completed averages C or higher.

DF For limited use when a course requires student work beyond a single semester. Implies no delinquency by the student, but must be changed to a permanent grade when the extension period has ended.

P Passing grade in Pass/No Credit option. Is not computed in the student GPA. Indicates work of C or higher quality.

NC No credit given. Insufficient student attendance or progress for evaluation to occur. Is not computed in the student GPA.

W Withdrawal. For semester-length courses, student-initiated withdrawals are permitted through week 12 of instruction. Faculty-initiated withdrawals for non-attendance are also permitted through week 12 of instruction. W may not be assigned as a final grade.

A student may withdraw from all courses taken at Anchorage Community College at any time during the semester without fee. All courses are then recorded on the student's permanent record as W.

AU Audit. Indicates student has enrolled for information purposes only. AU may not be assigned as a final grade.

P/NC Grading option that encourages students to explore areas of interest not necessarily related to their academic major. If the student performs at a C level or higher, P is recorded. If performance falls below this level, NC is recorded. Neither grade is included in grade-point calculations. The student must initiate intent to use this option with the teacher by the end of week 2 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. A nationally recognized unit of credit granted for educational experiences that involve 10 contact-hours per credit. Not convertible to degree credit.

GRADING SYSTEM

GRADE-POINT-AVERAGE

Your grade-point-average (GPA) is computed as follows:

1. Multiply the number of credit hours for each credit course by its numerical grade point. (A=4, B=3, C=2, D=1, and F=0. AU, I, P, NC, W, and DF are not computed in your GPA.)
2. Add up the grade points for all courses other than P, NC, or I. Divide by the total number of credit hours for these courses.

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 = Not Computed	Not Computed

Total credit hours computed for GPA = 13.

Total grade points = 32.

The grade-point total earned for traditional grades (32) is divided by the credit-hour total (13) to give the GPA (2.46).

GRADUATION

Degrees and certificates are awarded three times a year, after each semester. All students who complete degree requirements during the academic year are invited to participate in the annual graduation ceremony following the Spring semester.

Either of two catalogs may be used to determine graduation requirements: (1) the catalog in effect when the student was formally accepted into a certificate or degree program, or (2) the catalog in effect during the semester of graduation. However, any catalog published more than 5 years before the semester of graduation cannot be used. Some technical programs have established shorter time limits for applicable catalogs.

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

REQUEST FOR DEGREE CHECKLIST

If you wish to graduate with a certificate or an associate degree, you must file a Request for Degree Checklist by the end of week 6 of the semester before your planned semester of graduation. The Office of Admissions and Records will then complete a degree checklist before the registration period of your final semester. You will be informed of the remaining courses required for graduation and will later list them on your Application for Diploma form.

APPLICATION FOR DIPLOMA

You must apply for a certificate or diploma by the end of week 6 of your planned semester of graduation. On the form, you must list the courses which will complete your degree based on the Degree Checklist. For more information, contact the Degree Certification Officer in the Office of Admissions and Records. You are also urged to notify Admissions and Records if you will not complete your degree as scheduled.

GRADUATION WITH HONORS

Eligibility for graduation with honors is determined by computing all coursework attempted, including transfer work. Grades earned from repeated classes are included in the computation. Associate degree candidates who have transferred from other institutions must complete a minimum of 24 credits in residence at Anchorage Community College to be eligible for graduation with honors.

Students who complete associate degrees with the 24-credit residency requirement and 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

SECOND ASSOCIATE DEGREE

The Associate of Arts degree is intended to provide students with the general education necessary to undertake baccalaureate degree work. Due to its general intent, only one A.A. may be earned per student.

In order to receive a second Associate of Applied Science degree, a student must complete a minimum of 12 hours beyond the first associate degree as well as all requirements for the second major. As long as the additional 12-hour requirement has been met, two degrees may be awarded in the same semester.

INCOMPLETE GRADE

Incompletes remain on a student's permanent record until all required work has been submitted and the change of grade has been forwarded by the teacher, through the division director, to the Office of Admissions and Records. Work must be completed and the change submitted within one semester from the time the incomplete was granted. Otherwise, the incomplete grade will automatically be converted to NC (No Credit).

An incomplete may be changed to one of these grades: A, B, C, D, F, P, or NC. It cannot be changed to W or AU.

INDEPENDENT STUDY

Any student who wants to enroll in an independent study course must make arrangements with the appropriate faculty member and the Office of Admissions and Records before registration. The responsibility of registering for an independent study course rests with the student. The appropriate form may be obtained from the Office of Admissions and Records. Required details include a descriptive title and course descrip-

tion to be signed by the teacher and the division director. In some cases, course goals and outcomes must also be submitted.

NON-TRADITIONAL CREDIT

1. CREDIT BY EXAMINATION

Students with experience outside the conventional classroom may demonstrate college-level achievement through the Credit by Examination process. Successful completion of Credit by Examination enables a student to receive college credits toward graduation at Anchorage Community College.

For specific information about Credit by Examination, contact the Testing Supervisor in the Counseling Center. There are two ways to receive credit by examination: the College Level Exam Program (CLEP) and Challenge Examinations.

College Level Exam Program (CLEP). This process allows students to take national tests in general subject areas and to receive a specified number of credits for an acceptable score. Tests are given several times a year.

Credit for the CLEP general examinations is awarded only to currently enrolled students or to students who have previously taken courses at an Anchorage Community College unit and have established 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 ENGL 111 for a minimum score of 500.
3. Math—Three credits for 500 minimum score.
4. Natural Science—Six credits for 500 minimum score.
5. Humanities—Six credits for 500 minimum score.
6. Social Science/History—Six credits for 500 minimum score.

B. CREDIT FOR CLEP SUBJECT EXAMS

For each examination, the appropriate department, with approval of the Vice Chancellor of Instruction, determines the number of credits awarded and the manner in which credit applies: credit for a particular course, elective credit, or no credit. The Office of Admissions and Records records this credit on the student's transcript.

Challenge Examinations. This process enables a student to take locally developed comprehensive examinations on specific subjects. Tests are arranged and scheduled individually with the Testing Supervisor. Successful completion allows the student to receive credit for the challenged course.

Credit for Challenge Examinations is awarded only to currently enrolled students or to those previously enrolled students who have taken courses at Anchorage Community College and have established an official record in the Office of Admissions and Records. These procedures are followed:

- A. CLEP examinations are used whenever appropriate ones exist.
- B. Each department, with approval of the Vice Chancellor of Instruction, identifies specific courses for which Challenge Exams are available.

1. Courses with numbers below 100 may not be challenged.

2. Only regular catalog courses may be challenged. Special topic and trial courses, independent studies, and practicums may not be challenged.

2. CREDIT FOR PRIOR LEARNING EXPERIENCE

Students may receive credit for non-traditional or life experiences by documenting their experience and training. The process involves faculty and administrative review, paying an initial evaluation fee and a fee for each credit awarded. Policies, procedures, and fees were under review at the time this catalog was printed. Contact the Prior Learning Coordinator in The Learning Center for the most current information.

3. CREDIT FOR MILITARY EXPERIENCE

Student military school training may substitute in some cases for degree requirements at ACC.

Credit for Military Schools and Basic Training. A maximum of 15 semester hours from military service schools (except for SOCAD students) is applicable toward an associate degree. Six elective credits in physical education are given for military basic training, regardless of the branch of military service. However, only basic training of six weeks or longer receives credit. The student may receive credit for only one basic training, regardless of the number completed.

Community College of the Air Force. Coursework from the Community College of the Air Force completed after June 1978 (the effective date of their accreditation) is accepted without limit to the number of credits. Coursework completed before June 1978 is considered the same as credit from any other military school and is subject to the 15-semester-hour limit.

Credit for Military Occupation Specialties. Students may receive credit for their military occupation specialty through ACC's participation in Servicemember's Opportunity College Associate Degree (SOCAD). To receive credit for an M.O.S., a student must currently hold the position and have taken at least one course at Anchorage Community College. A student may apply when completing the request for military evaluation by checking the statement "I am applying as a SOCAD student at ACC."

Only active-duty Army may participate in the SOCAD program. In addition, credit for the M.O.S. cannot duplicate credit from military service schools. Credit is based on American Council on Education recommendations. After the military evaluation, ACC sends the student a SOCAD contract.

SOCAD (Servicemembers Opportunity College Associate Degree). The Servicemembers Opportunity College Associate Degree allows Army personnel to finish associate degree programs without losing credits as they transfer in their military careers. At this time, ACC participates only in the flexible curriculum network. Only those students applying for a general associate of arts degree are eligible to receive M.O.S. credit through ACC.

DANTES (USAFI) Examinations. With appropriate ACC division approval, credit may be awarded for Defense Activity for Non-Traditional Education Support examinations. These

were formerly known as Examinations of the United States Armed Forces Institutes (USAFI). A maximum of 15 credits earned through DANTES/USAFI may apply toward an associate degree.

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. To enroll in additional credits, at registration you must submit an overload petition approved by the Vice Chancellor of Instruction. You must also have earned a GPA of 2.75 for the previous two full-time semesters to be eligible for an overload. If you enroll in more than 18 semester hours during fall or spring or more than 15 semester hours during summer semester without an approved overload petition on file with the Office of Admissions and Records, your course load will automatically be reduced to the allowable limit.

Duplicate and Prerequisite Courses. Students may not register for more than one section of the same course in the same semester. In addition, they may not register for a more advanced course and its prerequisite in the same semester—unless the course description states otherwise. Although courses may be repeated for student improvement, most courses are credited only once toward meeting graduation requirements. If a course may be repeated for additional credits, this is specified in the course description.

Full-Time/Part-Time Status. Students who register for 12 or more credits per semester are considered full-time. All others are considered part-time.

TRANSCRIPTS

Official transcripts from the Office of Admissions and Records cost \$2 per copy. Please allow at least 3 days for transcript requests. Delays may be encountered during high demand periods at the end of each semester. ACC transcripts will not be released for students who owe the College money. Official transcripts of credits from other institutions, high school transcripts, and other supporting documents are often sent to ACC for admission or evaluation of credit. These become the property of the College and cannot be reissued or copied.

TRANSFER CREDIT

University of Alaska Board of Regent Academic Policy 10.01.01 affirms an important basic right of every University of Alaska student in "good standing." "Good standing" means a student has earned a cumulative G.P.A. of 2.0 (C) or higher at a UA institution from which a credit transfer is requested or has qualified for probationary admission at a receiving institution within the University. Such a student may transfer all of his/her credits from one institution within the University to another. The aim of this policy is to facilitate student transfer between institutions within the University and to insure their fair 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 is accepted for full credit, up to a maximum of 72 semester hours,

by the University's baccalaureate degree-granting institutions. Course credits transferred between community colleges within the University are accepted for full credit with no limit on the number of credit hours transferred.

Although there is no limit on the number of credits accepted for transfer, 15 of the final 30 credits must be earned in residence for any associate degree program. In addition, some courses accepted in transfer may not fulfill specific degree requirements. Transfer students must meet all graduation and residence requirements of the institution from which they wish to receive a degree, including specific program requirements.

Transfer students are responsible for ensuring that official transcripts are sent directly to ACC Admissions and Records for evaluation. After a student has applied for admission to ACC, his/her transcripts are evaluated and results mailed out.

If a student transfers in a "P" grade for a course that meets a general University requirement, the course must be petitioned. Accurate appraisal of course equivalence is then made by an appropriate ACC faculty member.

TRANSFER CREDIT POLICY

Anchorage Community College accepts transfer credit coursework satisfactorily completed at any degree-granting institution accredited or accepted for candidacy by one of the six regional associations recognized by the Commission of Colleges. Coursework from non-accredited institutions is evaluated on an individual basis through the petition process.

In evaluating courses to substitute for degree requirements, ACC considers the nature, content, and contact hours as appropriate to the intended program of study. Full credit is granted for courses which are comparable in nature, content, and context to those offered by ACC and which have been completed with a grade of "C" (2.0) or higher. Transfer students may be required to provide materials such as course descriptions, syllabi, papers, and examinations to assist in proper evaluation.

Credit for non-traditional learning experiences is usually evaluated according to academic policies of the College as stated in the College Catalog. When such policies do not adequately cover the student's situation, credit is evaluated on an individual basis by the Admissions and Records Office and the director of the appropriate division.

Credit for military service schools may be awarded using A.C.E. recommendations in the *Guide to Evaluation of the Educational Experiences* in the Armed Services and recommendation of the appropriate academic division. Credit for courses offered by business or industry is awarded using recommendations from *A Guide to Educational Programs in Non-Collegiate Organizations* and recommendation of the appropriate academic division.

Recency of acceptable credit is determined by the recency requirement in the ACC College Catalog when transcripts are evaluated. If coursework is over seven years old, the student may need to demonstrate current competency before it is accepted toward a certificate or degree program.

11 **DIPLOMA, CERTIFICATE, AND DEGREE PROGRAMS**



GENERAL REQUIREMENTS

Anchorage Community College grants the following two-year degrees: the Associate of Arts (A.A.) and the Associate in Applied Science (A.A.S.). A certificate 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

Two options are open to Anchorage adults who want to complete their high school diplomas. 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 Adult Learning Center provides instruction at no cost to students who wish to improve their skills in these subjects. 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 21 credits as follows:

	CREDITS
English	4
Math	2
Natural Sciences	2
Social Sciences	3
Life Skills	1
Electives	9

To complete the 21 credits, students may apply transfer credits from high school or college programs, take Anchorage Community College courses, or pass the G.E.D. tests in specific required areas.

The G.E.D. study program is open entry-open exit. However, goals are established with each student upon entry. This includes the subjects that need to be completed and the length of time it should take to complete the program. Students can usually complete the program in one semester by attending 16 hours per week.

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 sent to the Adult Learning Center for evaluation.

Adult Learning Center
403 W. Northern Lights Boulevard
Anchorage, Alaska 99503
(907) 276-6007

CERTIFICATES

Certificate programs are designed for students who wish to become highly proficient in specific occupational skills. Programs vary in length and requirements. They can enhance employment opportunities for persons not in a position to undertake two-year degree programs.

ACC certificate programs differ from individual certificates awarded for completion of certain courses. Certificate programs of 15 or more credits are recorded on a student's permanent transcript.

RESIDENCY REQUIREMENT

When completing the last half of a certificate program, students must earn 50 percent of their credits in residence in the University of Alaska system. For example, in a 30-credit-hour program, 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 2.0 (C) is required to complete a certificate program. Some programs require higher GPAs. All grades (for original and repeated courses) are recorded on the student's transcript, but only the last grade achieved in a course is computed in the GPA. For programs graded partly or entirely Pass/Fail, all requirements must have been completed with a "P".

A student may earn more than one certificate by completing all requirements for the additional program(s).

THE ASSOCIATE DEGREE

An associate degree is awarded for successful completion of a specified 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. The following criteria apply to ACC associate degrees:

1. 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 within the University of Alaska system.
2. A maximum of 15 semester hours of credit completed by correspondence (and/or USAFI/DANTES) is accepted toward an associate degree.
3. 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.)

Within 5 years after applying for a degree program, a student may graduate according to the catalog requirements in effect at the time of application. If a student does not complete all requirements within 5 years, then he or she must graduate under the catalog in effect during the semester of graduation. This 1986-1987 catalog expires at the close of the 1992 summer session.

ASSOCIATE OF ARTS (A.A.)

Intent

This degree program helps students get a head start in higher education. They gain specific communication skills and a general education background which prepare them for further studies. Most four-year institutions accept A.A. degree graduates as juniors. Many businesses and non-profit organizations recognize the range of abilities and interests that an A.A. degree has developed.

Because the Associate of Arts degree is intended to provide students with a general education, it includes no major specialty. Therefore a student may earn only one A.A. degree.

On December 11, 1981, the Board of Regents of the University of Alaska 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.

Students who officially entered previous A.A. degree programs (via formal application for admission and acceptance) before Fall 1982 will be allowed up to five years from date of admission 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.

Degree Requirements

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

CLASSIFICATION	CREDITS
Communication	9
Written Communication (6) ENGL 111 and 3 credits from the following: ENGL 211, 212, 213, or OO 231	
Oral Communication (3) SPCH 111 or 241	
Applied Studies	9
Humanities	9
Math and Natural Sciences	9
Social Sciences	9
SUBTOTAL	45
3. Complete necessary electives	15
TOTAL	60 minimum

4. Earn at least 15 of the final 30 credit hours in residence. (Resident credit is defined as any credit earned within the University of Alaska Statewide System.)

5. Achieve an overall grade-point-average (GPA) of 2.0 (C) or higher. This GPA includes all ACC, extension, correspondence, and transfer credits the student has attempted. (In contrast, the GPA appearing on the student's semester grade report is based on ACC courses only. It is not necessarily equivalent to the GPA required for graduation.)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

Intent

This degree program helps students enter chosen careers. They gain specific communication skills and vocational/technical competencies which prepare them for immediate employment. Many licensing and accrediting agencies require students to complete A.A.S. degrees prior to professional examination. Some four-year institutions offer upper division programs that complement A.A.S. studies.

Degree Requirements

1. Complete a minimum of 60 semester credits in the 4 areas listed below. (Some A.A.S. degrees require more than 60 credits.)

CLASSIFICATION	CREDITS
Communication	9

Written Communication (6)
ENGL 111 and 3 credits from the
following: ENGL 211, 212, 213, or OO 231

Oral Communication (3)
SPCH 111 or 241

General Requirements **6**
6 credits from one or a combination
of the following:

Humanities

Math and Natural Sciences

Social Sciences

Major Speciality **Varies**
See individual degree program listings.

Electives **Varies**
See individual degree program listings.

TOTAL **60 minimum**

2. Earn at least 15 of the final 30 credits hours in residence.
(Resident credit is defined as any credit earned within the University
of Alaska Statewide System.)

3. Achieve an overall grade-point-average (GPA) of 2.0 (C) or higher.
This GPA includes all ACC, extension, correspondence, and transfer
credits the student has attempted. (In contrast, the GPA appearing
on the student's semester grade report is based on ACC courses only.
It is not necessarily equivalent to the GPA required for graduation.)
A 2.0 GPA must also be earned in the student's major speciality.

Associate Degree Course Classifications

Applied Studies

Accounting
Agriculture & Land Resources
Alaska Wilderness Studies
Architectural and Engineering Technology
Auto-Diesel Technology

Aviation Technology
Business Administration
Business Statistics
Computer Information Systems
Corrections
Dental Assisting
Dental Hygiene
Dental Science
Dietary Management
Drafting
Early Childhood Development
Electronic Technology
Emergency Medical Technology
English as a Second Language
Fire Science Technology
Fisheries
Food Service Technology
Home Economics
Human Services
Justice
Law Science
Library Science
Medical Assisting
Medical Laboratory Technology
Military Sciences
Mining and Petroleum Technology
Mining Extension
Nursing
Office Occupations
Physical Education/Recreation
Police Administration
Process Design Technology
Surveying Technology
Wastewater
Welding Technology
Wildlife and Fisheries Technology

Humanities

American Sign Language
Art
Dance
English
History*
Humanities
Journalism
Modern Languages
Music
Philosophy
Speech
Theater

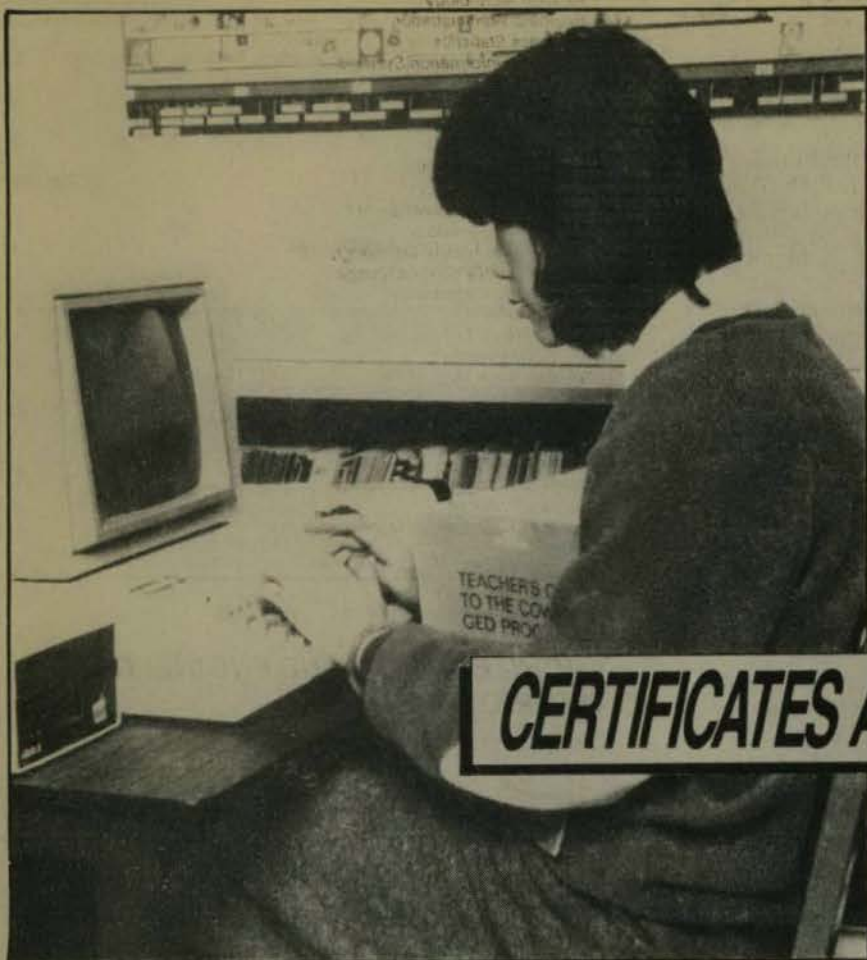
Math and Natural Sciences

Astronomy (PHYS 275)
Biological Sciences
Biological Anthropology (ANTH 205 only)
Chemistry
Geology
Mathematics
Natural Sciences
Philosophy (PHIL 101 only)
Physical Geography (GEOG 201 and 201L only)
Physics
Statistics (any discipline)

Social Sciences

Anthropology
Counseling
Economics
Geography (Except GEOG 201 and 201L)
History*
Political Science
Psychology
Sociology

* History may be used for either Humanities or Social Sciences credit, but not for both.



CERTIFICATES AND DEGREES

12

SPECIFIC REQUIREMENTS

ACCOUNTING

Offered through the Division of Business Programs. Location: Building K, Room 140. Phone: 786-1544.

There are courses for students seeking employment, already employed and wanting to upgrade skills, or working towards an Associate in Applied Science degree. Special interest courses are also offered to meet the needs of community members. Many may be used as electives by degree-seeking students.

A.A.S. Degree

1. Communication

CREDITS
9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36. ECON 201 and 202 recommended.

3. Major Specialty Requirements

31-33

(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 260	(3)	Intermediate Accounting I
ACCT 261	(3)	Intermediate Accounting 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 101	(3)	Typing I: Elementary
OO 115	(3)	Business Math
OO 220	(3)	Written Business Communications

4. Electives

12-14

TOTAL 60

Accounting AAS Degree Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
ACCT 101	ACCT 102	ACCT 110	ACCT 111
GR	ACCT 202	ACCT 261	
MR	MR	ACCT 260	MR
WC	OC	MR	Elective
Elective	WC	Elective	Elective
	GR	General Requirements	
	MR	Major Specialty Requirement	
	OC	Oral Communications	
	WC	Written Communications	

AIR TRAFFIC CONTROL

Offered through the Division of Aviation Programs, Location: Aviation Complex, Merrill Field. Phone: 276-3737.

The Air Traffic Control program prepares students for work in the FAA Air Traffic Control system. It also fulfills lower division requirements for certain bachelor degree programs and provides recurrency for personnel in air traffic control. Areas of study include aviation weather, radar environment, air traffic control regulations, and basic responsibilities of first-level field supervisors. Simulated flight training in the department's Link Trainer is featured, and air traffic control students practice controlling airplanes in a lab. Students visit several air traffic control facilities in Anchorage, some of which offer intern programs.

There are no special admission requirements to the A.A.S. degree program. However, students desiring employment with the Federal Aviation Administration should be aware of FAA employment requirements: (a) Class II medical certificate as required in FAR 61.53, 63.19, and 65.49, (b) 30-year-old maximum age restriction for students anticipating employment in terminal or enroute options, and (c) 17 weeks of training at the FAA Academy in Oklahoma City. ACC has no restrictions on age or physical condition of students.

Students with low reading comprehension and math skills should first take preparatory courses. The ATC program requires extensive reading and interpreting of technical information.

The A.A.S. degree may be completed in 4 semesters with a courseload of 15 credits each semester. Students with no prior background in aviation should begin coursework in the fall semester.

Alaska Pacific University (APU) accepts ACC Associate in Applied Science degree graduates and transfers up to 64 semester hours of grade C or higher in 100-level or above courses. Graduates of the ACC program enroll as first-semester juniors working toward a Bachelor of Arts degree. The concentration at APU is Management with an emphasis in Aviation Management. This program is approved by the Federal Aviation Administration as a Cooperative Education Program for Air Traffic Control students under U.S. Office of Personnel Management regulations.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36. ENGL 111 and ENGL 212 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36. PSY 111 recommended.

3. Major Specialty Requirements

43

(Numbers in parentheses indicate course credits.)

A. Complete the following required courses:

AT	140	(3)	Air Traffic Control History
AT	141	(3)	Aviation Weather
AT	142	(3)	Control Environment
AT	143	(3)	Air Traffic Control Regulations
AT	144	(2)	Air Traffic Control Airborne Lab
AT	145	(3)	Principles of Flight
AT	146	(4)	Air Traffic Control Intern Program
AT	200	(4)	Instrument Ground School
AT	240	(3)	Operations in Flight Service Station
AT	241	(3)	Airport Traffic Control
AT	242	(3)	Procedures for Control of Instrument Traffic (PC-IT) I

AT	243	(3)	Procedures for Control of Instrument Traffic (PC-IT) II
AT	244	(3)	Procedures for Control of Instrument Traffic (PC-IT) III
AT	245	(3)	Pilot/Controller Techniques

4. Electives

3

TOTAL 61

Air Traffic Control AAS Degree Course Sequence

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AT 141	AT 140	AT 146	AT 244
AT 142	AT 240	AT 200	AT 245
AT 143	AT 241	AT 242	GR
AT 144	OC	AT 243	WC
AT 145	WC	GR	Elective
		GR	General Requirements
		OC	Oral Communications
		WC	Written Communications

ARCHITECTURAL AND ENGINEERING TECHNOLOGY

Offered through the Division of Aviation and Engineering Programs, Location: Building K, Room 202. Phone: 786-1669.

The Architectural and Engineering Technology program provides continuing education, entry-level skills, and advanced technical skills in several specialized fields. Students are trained to become skilled workers on architectural and engineering teams. AET certificate and degree graduates are employed as technicians or drafters and work in private industry as well as state or federal agencies.

The A.A.S. degree requires 4 to 5 semesters to complete. Certificates of merit in each of these special areas are awarded to students who achieve a 4.0 grade-point-average:

Architectural Drafting
Civil Engineering Drafting
Mechanical and Electrical Drafting
Structural Drafting

The AET faculty assists students with curriculum planning to prepare for the Associate Technician Qualifying Examination offered by the Institute for the Certification of Engineering Technicians.

Although courses taken at ACC may apply to the first 2 years of a 4-year degree program, the A.A.S. degree should not be considered a preparatory or substitute lower-division program. Students pursuing a 4-year degree program should contact the Engineering Department at the university or college of their choice.

Subject to scheduling, students may select either 5-week or 7-week blocks of instruction for each AET course. Content is the same—only the amount of time a course meets per week is different. Students spend at least one hour on outside lab work for each hour in class. Lab facilities are available for student use 7 days a week. A full curriculum is offered during fall and spring with occasional short courses during the summer.

In addition to tuition and lab fees, students should expect to purchase books and equipment required for each course. However, supplies should not be bought before the first class.

Specific application procedures are necessary to enroll in the Architectural and Engineering Technology program, and certain courses require prerequisites or teacher approval. Contact 786-1669 for further information.

Certificates

Grade-Point-Averages. Students are eligible to receive a "certificate of merit" for each specialization in which they have earned a 4.0 grade-point-average. All grades (original and repeated) are shown on the student's transcript, but only the last grade achieved in a course is computed in the GPA.

Architectural Drafting: Requirements

CREDITS

Complete the following required courses:

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

TOTAL 17

Civil Engineering Drafting: Requirements

Complete the following required courses:

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	211	(4)	Subdivision Design and Land Classification

TOTAL 17

Mechanical and Electrical Drafting: Requirements

Complete the following required courses:

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

TOTAL 13

Structural Drafting: Requirements

Complete the following required courses:

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 for Engineering Technicians

TOTAL 13

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36. GEOL 111 and MATH 105 recommended.

3. Major Specialty Requirements

39

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

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

4. Electives

6

CIS 105 and SVTC 131 recommended.

TOTAL 60

Architectural and Engineering Technology Certificates and AAS Degree

Course Sequence

Suggested course sequencing differs depending upon student choice of emphasis.

Architectural/Structural

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AT 101	AET 111		AET 141
AET 102	AET 131		AET 151
AET 121	AET 221	AET 112	AET 211
AET 122	AET 231	GR	GR
Elective	Elective	OC	WC
		WC	

Civil/Mechanical/Electrical

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AET 101	AET 141	AET 121	AET 131
AET 102	AET 151	AET 122	AET 221
AET 111	AET 211	OC	AET 231
AET 112	GR	WC	WC
GR		Elective	Elective

GR General Requirements
OC Oral Communications
WC Written Communications

AUTO/DIESEL TECHNOLOGY

Offered through the Division of Technical Programs, Location: Building J, Room 202. Phone: 786-1461.

The Auto Diesel program provides up-to-date training to meet current community needs. Beginners, professional journeymen, and general interest students may attend a variety of automotive and diesel classes. Beginning students must purchase a basic tool set. Additional tools are needed as they advance in the program. Coveralls are required for lab classes.

In the A.A.S. degree program, students complete course objectives to master the basics of automotive and diesel technology. They learn how to think and act in a logical sequence when performing job-related tasks. Their manipulative skills are fully developed through numerous lab activities.

Degree candidates may enter the program at any time. However, to complete the program in two years, enroll in the first semester core of classes in either fall or spring. All auto diesel students are encouraged to take general education courses to broaden their educational background and enhance their study skills.

General interest and continuing education courses are available during the evenings and weekends. You need not be a program major to enroll in most classes, including core courses. The ADT Program is presently under revision, and some changes may occur during the time the catalog is printed. Contact the Director of the Technical Division, 786-1564, for more information on program options and costs.

Certificates

CREDITS

Automotive Technology: Requirements

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)	Frame and Suspension Systems
ADT 163	(3)	Front-End Alignment
ADT 180	(6)	Electrical Systems
ADT 211	(4)	Carburetor and Injection Systems
ADT 212	(6)	Tune-Up and Diagnosis
ADT 214	(3)	Emission Systems
ADT 223	(3)	Shop Management
ADT 224	(4)	Accessories and Air Conditioning
ADT 226	(6)	Auto Service Laboratory
WELD 111	(4)	Gas Welding and Cutting

TOTAL 61

Automotive Technology Certificate Course Sequence

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 Credits

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)	Frame and Suspension Systems

ADT 163	(3)	Front-End Alignment
ADT 180	(6)	Electrical Systems
ADT 241	(2)	Diesel Fuel Systems
ADT 243	(3)	Heavy-Duty Electrical Systems
ADT 245	(2)	Diesel Engines
ADT 246	(5)	Diesel Service Laboratory I
ADT 248	(6)	Diesel Service Laboratory II
ADT 261	(2)	Hydraulics
ADT 263	(2)	Heavy-Duty Power Trains
ADT 265	(2)	Heavy-Duty Chassis
WELD 111	(4)	Gas Welding and Cutting
WELD 112	(4)	Shielded Metal Arc Welding

TOTAL 63

Diesel Technology Certificate Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
ADT 101	ADT 150	ADT 241	ADT 248
ADT 103	ADT 161	ADT 243	ADT 261
ADT 110	ADT 163	ADT 245	ADT 263
WELD 111	ADT 180	ADT 246	ADT 265
			WELD 112

A.A.S. Degree

CREDITS

Diesel Technology:

1. Communication	9
Complete community college requirements as listed on page 36.	
2. General Requirements	6
Complete community college requirements as listed on page 36.	
3. Major Specialty Requirements	61
(Numbers in parentheses indicate course credits.)	

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)	Frame and Suspension Systems
ADT 163	(3)	Front-End Alignment
ADT 180	(6)	Electrical Systems
ADT 211	(4)	Carburetor and Injection Systems
ADT 212	(6)	Tune-Up and Diagnosis
ADT 214	(3)	Emission Systems
ADT 223	(3)	Shop Management
ADT 224	(4)	Accessories and Air Conditioning
ADT 226	(6)	Auto Service Laboratory
WELD 111	(4)	Gas Welding and Cutting

TOTAL 76

Automotive Technology AAS Degree Course Sequence

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	GR	GR
		OC	WC
		WC	

GR	General Requirements
OC	Oral Communications
WC	Written Communications

Continued on next page

A.A.S. Degree

CREDITS

Diesel Technology:

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

63

(Numbers in parentheses indicate course credits.)

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)	Frame and Suspension Systems
ADT	163	(3)	Front-End Alignment
ADT	180	(6)	Electrical Systems
ADT	241	(2)	Diesel Fuel Systems
ADT	243	(3)	Heavy-Duty Electrical Systems
ADT	245	(2)	Diesel Engines
ADT	246	(5)	Diesel Service Laboratory I
ADT	248	(6)	Diesel Service Laboratory II
ADT	261	(2)	Hydraulics
ADT	263	(2)	Heavy Duty Power Trains
ADT	265	(2)	Heavy-Duty Chassis
WELD	111	(4)	Gas Welding and Cutting
WELD	112	(4)	Shielded Metal Arc Welding

TOTAL 78

Diesel Technology AAS Degree Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
ADT 101	ADT 150	ADT 241	ADT 248
ADT 103	ADT 161	ADT 243	ADT 261
ADT 110	ADT 163	ADT 245	ADT 263
WELD 111	ADT 180	ADT 246	ADT 265
		GR	WELD 112
		OC	GR
		WC	WC

GR General Requirements
OC Oral Communications
WC Written Communications

AVIATION ADMINISTRATION

Offered through the Division of Aviation and Engineering Programs, Location: Aviation Complex, Merrill Field. Phone: 276-3737.

The Aviation Administration program is designed to provide a technical understanding of the aviation industry and its operations. Individuals currently employed in the industry traditionally take these courses for advancement. Others use the program to achieve entry-level skills.

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

There are no special admission requirements and the A.A.S. degree may be earned in 4 semesters if a student completes 12-18 credits per semester. Class time involves 12-20 hours per week. Most classes are scheduled during fall and spring

semesters. The only classroom course available during summer session is Private Pilot Ground School. All flying classes are open-entry/open-exit. Ground schools are approved by the Federal Aviation Administration and operated under the FAA Pilot School Certificate. Students who wish to obtain credit for FAA pilot ratings should check with the Aviation faculty.

Alaska Pacific University (APU) accepts ACC Associate in Applied Science degree graduates and transfers up to 64 semester hours of grade C or higher in 100-level or above courses. Graduates of the ACC program enroll as first-semester juniors working toward a Bachelor of Arts degree. The concentration at APU is Management with an emphasis in Aviation Management.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty 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	134	(3)	Principles of Aviation Administration
AT	135	(3)	Management: Airport
AT	136	(3)	Management: Air Service Operations
AT	233	(3)	Aviation Safety
AT	235	(3)	Elements of Weather
AT	236	(3)	Management: Airline
AT	237	(3)	Aviation Industrial Relation

4. Electives

15

Recommended courses:

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
PSY	153	(3)	Human Relations

Cooperative education. Maximum of 6 credits.

Contact department advisor for further details.

TOTAL 61

Aviation Administration AAS Degree Course Sequence

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AT 100	AT 132	AT 233	AT 135
AT 134	AT 133	AT 236	AT 136
GR	OC	Elective	AT 235
WC	WC	GR	AT 237
Elective	Elective	Elective	
	GR	General Requirements	
	OC	Oral Communications	
	WC	Written Communications	

AVIATION MAINTENANCE TECHNOLOGY

Offered through the Division of Aviation and Engineering Technology. Location: Aviation Technology Center, Merrill Field. Telephone: 276-3737.

The Aviation Maintenance Technology program prepares students for entry into the aerospace career field. The cur-

riculum focuses on unique aspects of aviation maintenance practiced in Alaska as well as basic skills required by the Federal Aviation Administration (FAA) for an Airframe and Powerplant Mechanic's license. A certificate program is offered for those who wish to obtain only the A & P license. However, students are urged to complete the associate degree program to enhance their employability.

Application Procedure

1. Obtain admission forms and information by contacting the Aviation Maintenance Technology (AMT) program, Anchorage Community College, 2811 Merrill Field Drive, Anchorage, Alaska 99501. Telephone: (907) 276-3737.
2. Have official high school transcripts, official college transcripts, official copies of G.E.D. and any vocational-technical training certificates sent to the AMT program.
3. Before being admitted to the program, present proof of having passed high school or college algebra with a grade of C or higher. You may also demonstrate proficiency by passing a comprehensive exam with a minimum score of 70 percent. Tutoring is available at The Learning Center for test or retest preparation.
4. If you are unable to demonstrate the required math proficiency, take MATH 055 before enrolling in regular AMT first semester courses.
5. Be tested for English language proficiency through a placement evaluation administered by ACC Counseling Services. An eighth grade reading comprehension level is desired.
6. Be formally admitted to ACC before being accepted into the AMT certificate or degree program.
7. Pay a \$100 non-refundable acceptance fee at the time your admission form, transcripts, and/or testing results are assembled at the AMT program office. This fee is applied to tuition and fees when you register for classes.

Certification

The Aviation Maintenance Technology program is certified as an approved Airframe and Powerplant (A & P) school by the Federal Aviation Administration.

Program Information

To ensure successful completion of the AMT program and to meet the prerequisite requirement for PHYS 110, all students must have algebra proficiency at the high school or MATH 055 level (see application procedures). MATH 055 may be taken during your first semester along with certain other aviation maintenance courses if they are offered. However, taking courses out of sequence will probably extend the program beyond the normal four semesters. Students in the certificate or degree program who take courses out of sequence are enrolled on a space-available basis. Many AMT courses have prerequisites. Anyone may enroll in other courses with teacher approval if space is available.

The A.A.S. degree usually requires one semester more than the certificate program. Students carry a full course load of 7-8 hours for day classes or 4 hours for night classes for five days a week. Courses outlined in the suggested course sequence comprise a new curriculum starting in Fall 1986. Courses in the previous curriculum will be offered until Spring 1987 for returning and continuing students only.

Due to the year-round scheduling necessary for the night program, the 12-week summer session courses are scheduled

from 6 p.m. to 11 p.m. Contact the AMT program for further details.

Alaska Pacific University (APU) accepts ACC A.A.S. degree graduates and transfers up to 64 semester hours of grade C or higher in 100-level or above courses. Graduates of the ACC program are enrolled as first semester juniors working toward a Bachelor of Arts degree. The APU concentration is management with an emphasis in Aviation Management.

The Utah State University (USU) College of Engineering at Logan, Utah, accepts ACC A.A.S. degree graduates with a GPA of 2.0 or higher into the Department of Industrial Technology and Education. Graduates enter as first-quarter juniors with an Industrial Technology major. Transfer students who have not completed college-level trigonometry, chemistry, and physics must add those courses to their program at USU.

Successful completion of the USU program leads to a Bachelor of Science degree in Industrial Technology. This program prepares students for entry-level aerospace positions in technology, administration, manufacturing, quality assurance, maintenance management, air transportation, or research and design.

Certificate

Aviation Technology Requirements

CREDITS

Complete the following required courses:

AT	160	(3)	Aircraft Information, Regulations Procedures
AT	161	(3)	Aircraft Assembly
AT	161L	(1)	Aircraft Assembly Lab
AT	162	(4)	Fundamentals of Aircraft Electronics
AT	162L	(2)	Fundamentals of Aircraft Electronics Lab
AT	163	(4)	Aircraft Electrical Components
AT	163L	(3)	Aircraft Electrical Components Lab
AT	164	(2)	Aircraft Sheetmetal
AT	164L	(2)	Aircraft Sheetmetal Lab
AT	165	(3)	Aircraft Reciprocating Engine Theory and Overhaul
AT	165L	(3)	Aircraft Reciprocating Engine Theory and Overhaul Lab
AT	260	(2)	Aircraft Reciprocating Engine and Propeller Installation and Operation
AT	260L	(3)	Aircraft Reciprocating Engine and Propeller Installation and Operation Lab
AT	261	(3)	Aircraft Fuel Systems
AT	261L	(1)	Aircraft Fuel Systems Lab
AT	262	(3)	Aircraft Turbine Engines
AT	262L	(2)	Aircraft Turbine Engines Lab
AT	263	(3)	Aircraft Fluid Power Systems
AT	263L	(2)	Aircraft Fluid Power Systems Lab
AT	264	(4)	Aircraft Electrical Systems
AT	264L	(1)	Aircraft Electrical Systems Lab
AT	265	(3)	Aircraft Bonded Structures
AT	265L	(2)	Aircraft Bonded Structures Lab
AT	266	(3)	Aircraft Auxiliary Systems
AT	266L	(2)	Aircraft Auxiliary Systems Lab
AT	267	(3)	Aircraft Inspection and Troubleshooting
AT	267L	(2)	Aircraft Inspection and Troubleshooting Lab
AT	268	(1)	Fundamentals of Aircraft Welding, Covering and Finishing
AT	268L	(2)	Fundamentals of Aircraft Welding, Covering and Finishing Lab
PHYS	110	(4)	Physics for Technicians

Complete algebra course equivalent to MATH 055 or higher, or demonstrate proficiency as outlined in application procedures (outlined above).

TOTAL 79

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Degree Requirements

76

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

AT	160	(3)	Aircraft Information, Regulations Procedures
AT	161	(3)	Aircraft Assembly
AT	161L	(1)	Aircraft Assembly Lab
AT	162	(4)	Fundamentals of Aircraft Electronics
AT	162L	(2)	Fundamentals of Aircraft Electronics Lab
AT	163	(4)	Aircraft Electrical Components
AT	163L	(3)	Aircraft Electrical Components Lab
AT	164	(2)	Aircraft Sheetmetal
AT	164L	(2)	Aircraft Sheetmetal Lab
AT	165	(3)	Aircraft Reciprocating Engine Theory and Overhaul
AT	165L	(3)	Aircraft Reciprocating Engine Theory and Overhaul Lab
AT	260	(2)	Aircraft Reciprocating Engine and Propeller Installation and Operation
AT	260L	(3)	Aircraft Reciprocating Engine and Propeller Installation and Operation Lab
AT	261	(3)	Aircraft Fuel Systems
AT	261L	(1)	Aircraft Fuel Systems Lab
AT	262	(3)	Aircraft Turbine Engines
AT	262L	(2)	Aircraft Turbine Engines Lab
AT	263	(3)	Aircraft Fluid Power Systems
AT	263L	(2)	Aircraft Fluid Power Systems Lab
AT	264	(4)	Aircraft Electrical Systems
AT	264L	(1)	Aircraft Electrical Systems Lab
AT	265	(3)	Aircraft Bonded Structures
AT	265L	(2)	Aircraft Bonded Structures Lab
AT	266	(3)	Aircraft Auxiliary Systems
AT	266L	(2)	Aircraft Auxiliary Systems Lab
AT	267	(3)	Aircraft Inspection and Troubleshooting
AT	267L	(2)	Aircraft Inspection and Troubleshooting Lab
AT	268	(1)	Fundamentals of Aircraft Welding, Covering and Finishing
AT	268L	(2)	Fundamentals of Aircraft Welding, Covering and Finishing Lab
PHYS	110	(4)	Physics for Technicians

TOTAL 91

Electives

AT	166	(3)	Aircraft Repair Station Operation and Management
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Aviation Maintenance Technology Certificate and Degree Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
AT 160	AT 163	AT 260	AT 265
AT 161	AT 163L	AT 260L	AT 265L
AT 161L	AT 164	AT 262	AT 266
AT 162	AT 164L	AT 262L	AT 266L
AT 162L	AT 165	AT 263	AT 267
PHYS 110	AT 165L	AT 263L	AT 267L
	AT 261	AT 264	AT 268
	AT 261L	AT 264L	AT 268L

Note: Communications, General Requirements, and support courses must be taken in addition to those listed above to obtain A.A.S. degree.

BUSINESS ADMINISTRATION

Offered through the Division of Business Programs. Location: Building K, Room 140. Phone: 786-1545.

Business Administration courses help degree-seeking individuals and others enhance or update business skills. The associate degree program prepares students for entry-level management, marketing, finance, tourism, and real estate positions. Additional BA courses provide professional development to people already in established business careers.

Students may select an emphasis in Banking, Management, or Real Estate by completing the major degree requirements listed for that area. For more information, contact ACC Counseling Services or the Business Administration department.

Students with other business-related interests are encouraged to meet with the Business Administration faculty to discuss ways to individualize their programs.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36. ECON 201 and 202 recommended.

3. Major Speciality Requirements

34-36

(Number in parentheses indicate course credits.)

Business Administration Core

(Required of all three emphasis areas)

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 in 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

Complete the following courses, depending on emphasis area:

Emphasis on Banking:

BA	105	(3)	Principles of Banking
BA	202	(3)	Credit Department Management
BA	204	(3)	Money and Banking

Emphasis in Management:

BA	166	(3)	Small Business Management
BA	232	(3)	Fundamentals of Organizational Management
BA	233	(3)	Fundamentals of Financial Management

Emphasis in Real Estate:

BA	160	(3)	Salesmanship
BA	222	(3)	Real Estate Taxes
BA	223	(3)	Real Estate Law

Continued on next page

4. Electives

Recommended:

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)	Consumer Lending
BA	223	(3)	Real Estate Law

9-11

TOTAL 60

CLOTHING AND TEXTILES

See **HOME ECONOMICS** for further information.

COMPUTER INFORMATION SYSTEMS

Offered through the Division of Business Programs. Location: Building K, Room 140. Phone: 786-1606.

Anchorage Community College prepares students for careers in computer programming through an Associate in Applied Science degree in Computer Information Systems (CIS).

Courses in the CIS curriculum emphasize computer programming skills, as well as methods of applying computers to solve business problems. The 63-credit degree program also includes courses in mathematics, accounting, and written and oral communications.

The CIS program is supported by an instructional computer laboratory where students apply theories learned in class. The lab includes a Hewlett-Packard HP3000 computer with 2 megabytes of main memory and 240 megabytes of disk storage. Program development and testing are performed on-line through 32 video display terminals. Access is also provided to the University of Alaska Computer Network and a growing array of microcomputers.

There are no special admissions requirements to the CIS degree program. However, placement tests are given by the ACC English and Math departments to determine proper levels of entry and appropriate CIS course plan. Students who are not proficient in typing should enroll in Personal Typing through the Office Occupations department. Students must be able to read and comprehend technical manuals and texts. In addition, a grade of C or higher is required to continue in each higher CIS course.

The A.A.S. degree program takes 4 to 5 semesters of full-time coursework to complete. A full-time student attends classes approximately 15 hours per week and works in the CIS lab an additional 10 to 15 hours per week for each programming class.

Courses should be taken in the sequences specified by the CIS academic plan. Department faculty are available to advise students with individual schedules. During the summer session, few courses are offered.

A.A.S. Degree

Credits

1. Communication

9

Complete community college requirements as listed on page 36. ENGL 212 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36. MATH 107 recommended.

3. Major Specialty Requirements

48

(Numbers in parentheses indicate course credits.)

A. Complete the following required courses:

ACCT	201	(4)	Principles of Financial Accounting
BA	151	(3)	Introduction to Business
or			
ECON	201	(3)	Principles of Economics I
BA	252	(3)	Business Statistics
CIS	101	(3)	Introduction to Data Processing
CIS	105	(5)	Introduction to Programming (Lec+Lab)
CIS	120	(3)	Computer Operations: Procedures and Management
CIS	201	(5)	COBOL Programming (Lec+Lab)
CIS	210	(3)	Systems Design and Analysis
CIS	215	(3)	Systems Design and Analysis for Small Systems
CIS	221	(5)	Advanced COBOL Programming (Lec+Lab)
CIS	230	(3)	Advanced Systems Topics

B. CIS Programming Elective

Complete 5 credits of an elective programming language and lab: Advanced Pascal, RPG, Scientific FORTRAN, Advanced Microcomputer Programming, or Developing Application Software in an IBM Environment.

C. CIS Quantitative Elective

Complete 3 credits from the following options:

ACCT	202	(3)	Principles of Managerial Accounting
MATH	108	(3)	Trigonometry

Additional CIS course

Cooperative education. Contact department advisor for further details.

TOTAL 63

Computer Information Systems AAS Degree Course Sequence

PLAN A: 4 SEMESTERS (for those who place into college-level Math and English)

1st Semester	2nd Semester	3rd Semester	4th Semester
CIS 101	CIS 105	CIS 201	CIS 221
BA 151	ACCT 201	CIS 210	CIS 230
GR	GR	CIS 120	CIS 215
OC	WC	BA 252	Prog Elect
		Quant Elect	

PLAN B: 5 semesters or more (for those who do not place into college-level English): See department for advising.

GR	General Requirements
OC	Oral Communications
WC	Written Communications

CONSUMER AND HOME ECONOMICS

See **HOME ECONOMICS** for further information.

DENTAL ASSISTING

Offered through the Division of Allied Health Sciences. Location: Allied Health Sciences Building, Room 134. Phone: 786-1701

The Dental Assisting program prepares students to become professional members of the dental health team. Dental assistants provide dental health education, record medical/dental histories, monitor and record vital signs, expose and process radiographs, and assist dentists in delivering dental health care. Chairside dental assistants maintain the field of operation, exchange instruments, prepare medicaments and make chart entries during dental treatment. Preventive assistants promote and encourage preventive health aspects of dental care through dietary analysis, counseling, and instruction in proper teeth cleaning.

Another phase of dental assisting focuses on business. Dental assistants involved in this area are responsible for appointment control, bookkeeping, accounts receivable, insurance forms and correspondence. The field of dental assisting is broad in scope, and dental assistants may further specialize by working in a specialty practice.

The 10-month program of classroom instruction and clinical experience in dental assisting prepares students to graduate and enter the work force as a skilled professional. It is possible to complete the program on a part-time basis. If interested in this schedule and sequence, contact the faculty advisor in the Dental Assisting program.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Graduates receive a Certificate in Dental Assisting and are eligible to take the Dental Assisting National Board. An Associate in Applied Science degree in Dental Assisting is offered for those graduates who successfully complete additional support courses.

Admission Requirements

1. Graduation from high school or equivalent (GED).
 2. Nelson-Denny Reading Test.
 3. Abstract Reasoning section of the Differential Aptitude Test.
 4. Basic Skills Arithmetic Test.
- (These tests are administered through ACC Counseling Services located in Building K.)

Admission Procedure

1. Submit completed application form and request official transcripts from your high school or college. Form and transcripts are sent to:

Dental Assisting Program
Anchorage Community College
Allied Health Sciences Building,
Room 13 2533 Providence Avenue
Anchorage AK 99508-4670

Phone: (907) 786-1353 and 786-1701

2. Schedule screening tests with Testing Coordinator, ACC Counseling Services. Phone: (907) 786-1570. Counseling Services forwards test results to Dental Assisting Office.

3. Submit two letters of recommendation, preferably from former or current employers or teachers. The letters must comment on your ability, motivation, interpersonal relationships, communication skills, and work habits.

Applications to the program may be made at any time. However, for enrollment as a full-time student, application must be done before the beginning of September.

Certificate Requirements

CREDITS

Complete the following required courses:

BIOL	101	(3)	Human Biology
or			
BIOL	101-101L	(4)	Human Biology Lecture and Lab
or			
BIOL	111-112	(8)	Human Anatomy and Physiology
DA	120	(5)	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 for Dental Assistants
DA	181	(5)	Externship II for Dental Assistants
DN	140	(2)	Introduction to Nutrition
or			
DN	203	(3)	Normal Nutrition
DS	110	(4)	Dental Radiology
DS	115	(3)	Oral Health Education for Dental Auxiliaries
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
PSY	150	(3)	Human Development
or			
PSY	153	(3)	Human Relations
SPCH	111	(3)	Fundamentals of Oral Communication
or			
SPCH	235	(3)	Discussion
or			
SPCH	236	(3)	Interviewing

TOTAL 53

Dental Assisting Certificate Course Sequence

Taken sometime before Certificate is awarded:	1st Semester Fall	2nd Semester Spring	3rd Semester Summer
BIOL	DA 120	DA 132	DA 181
DN 140	DA 131	DA 155	
PSY	DS 110	DA 171	
SPCH	DS 115	DA 180	
	DS 120	DS 150	
	DS 170		

A.A.S. Degree

CREDITS

1. **Communication** 9
Complete community college requirements as listed on page 36. ENGL 111 and 212 (or 211, 213) recommended. SPCH 111 recommended.
2. **General Requirements** 6
Complete community college requirements as listed on page 36.
3. **Major Specialty Requirements** 50
(Numbers in parentheses indicate course credits.)

Complete the following required courses:

BIOL	101	(3)	Human Biology
or			
BIOL	101-101L	(4)	Human Biology Laboratory
or			
BIOL	111-112	(8)	Human Anatomy and Physiology
DA	120	(5)	Clinical Procedures I for Dental Assistants
DA	131	(4)	Dental Science and Anatomy I

Continued on next page

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 for Dental Assistants
DA	181	(5)	Externship II for Dental Assistants
DN	140	(2)	Introduction to Nutrition
DS	110	(4)	Dental Radiology
DS	115	(3)	Oral Health Education for Dental Auxiliaries
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
PSY	150	(3)	Human Development
or			
PSY	153	(3)	Human Relations

TOTAL 65

Dental Assisting A.A.S. Degree Course Sequence

Summer	Fall	Spring	Summer
BIOL	DA 120	DA 132	DA 181
DN 140	DA 131	DA 155	GR
PSY	DS 110	DA 171	WC
OC	DS 115	DA 180	
WC	DS 120	DS 150	
		DS 170	
GR	General Requirements		
OC	Oral Communications		
WC	Written Communications		

DENTAL HYGIENE

Offered through the Division of Allied Health Sciences. Location: Allied Health Sciences Building, Room 134. Phone: 786-1701.

Anchorage Community College's Dental Hygiene program prepares students to be licensed, professional oral health educators, clinical operators, and auxiliaries to dentists. Dental Hygienists use preventive, therapeutic, and educational methods to control oral disease. These methods aid individuals and groups in attaining and maintaining optimum oral health.

The Dental Hygiene program is a 2-year program accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Associate of Applied Science degree prepares graduates clinically and academically to take the National and State Board licensing examinations.

Prospective students must apply directly to the Dental Hygiene Program. Applications may be obtained from the Dental Programs Office. Application may be made at any time. However, May 1 is the deadline for selection to the upcoming September class.

The Nelson-Denny Reading Test, Abstract Reasoning Section of the Differential Aptitude Test, and the Dental Hygiene Aptitude Test are required for application. The tests are administered through ACC Counseling Services located in Building K. Application for the Dental Hygiene Aptitude Test can be obtained from Dental Programs.

A.A.S. degree requirements which are non-Dental Hygiene/Dental Science courses should be completed prior to acceptance into the program. A cumulative grade of 2.0 (C) or higher for these courses must be earned. Students must earn a grade of C (at least 75%) or higher in each Dental Hygiene and

Dental Science course.

Expenses beyond tuition include activity fees, instruments, uniforms, special block fees, student organization membership, and graduation pins.

The Dental Hygiene Program is a four-semester, 40-hour-per-week endeavor. Students are responsible for securing both adult and child volunteers to satisfy clinical requirements.

Information and applications can be obtained from:

Dental Hygiene Program
Anchorage Community College
2533 Providence Avenue
AHS Building, Room 134
Anchorage AK 99508-4760
(907) 786-1701

A.A.S. Degree

CREDITS

1. Communication	9
Complete community college requirements as listed on page 36. ENGL 111, 212, and SPCH 111 recommended.	
2. General Requirements	6
Complete community college requirements as listed on page 36. PSY 111 or 153 and SOC 101 recommended.	
3. Major Specialty Requirements	68-77
(Numbers in parentheses indicate course credits.)	

Complete the following required courses:

BIOL	101	(3)	Human Biology
BIOL	101L	(1)	Human Biology Laboratory
or			
BIOL	111-112	(8)	Human Anatomy and Physiology I & II
BIOL	242	(4)	Introductory Microbiology
CHEM	103	(3)	Contemporary Chemistry
or			
CHEM	120	(4)	Survey of Chemistry
or			
One year of High School Chemistry			
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	165	(2)	Pharmacology for Dental Hygienists
DH	171	(1)	Dental Materials Lab for Dental Hygienists
DH	199A	(3)	Clinical Practicum I for Dental Hygienists
DH	203	(4)	Diseases of Oral Tissues
DH	220	(3)	Health Resources and Action Lecture
DH	221	(2)	Health Resources and Action Lab
DH	255	(2)	Clinical Procedures III for Dental Hygienists
DH	299A	(4)	Clinical Practicum II for Dental Hygienists
DH	299B	(5)	Clinical Practicum III for Dental Hygienists
DN	140	(2)	Introduction to Nutrition
or			
DN	203	(3)	Normal Nutrition
DS	110	(4)	Dental Radiology
DS	115	(3)	Oral Health Education for Dental Auxiliaries
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
TOTAL 83-92			
DH	270	(2)	Local Anesthesia for Dental Hygienists (Elective)

Dental Hygiene A.A.S. Degree Course Sequence

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
DH 120	DH 131	DH 203	DH 221
DH 130	DH 155	DH 220	DH 299B
DS 110	DH 165	DH 255	DS 150
DS 115	DH 171	DH 299A	DH 270
			(Elective)
DS 120	DH 199		
	DS 170		

Note: Communications, General Requirements, and support courses must be taken in addition to those listed above to obtain A.A.S. degree.

ET	231	(4)	Audio
ET	232	(4)	Applied ICs
ET	233	(4)	Computer Systems II
ET	250	(4)	Transmitters and Receivers
ET	251	(4)	Systems Analysis: Television
ET	252	(4)	Computer Systems III
ET	253	(4)	Computer Systems IV

TOTAL 64

DIESEL TECHNOLOGY

See AUTO/DIESEL TECHNOLOGY for degree and certificate requirements.

ELECTRONICS TECHNOLOGY

Offered through the Division of Technical Programs. Location: Building J, Room 202. Phone: 786-1171.

The electronic industry continues to be one of the fastest growing in the world. Technological changes, the demand for improved communications and computer/microprocessor equipment provide many opportunities for well-trained and well-motivated technicians. Both men and women are welcomed by the industry and ACC's program.

The Electronics Technology program offers a certificate for those who complete technical courses only. However, students are encouraged to complete the Associate in Applied Science degree for further career advancement.

Students may enter the Electronics Technology program in the fall or spring semester. Those who enter in the spring must attend classes during the summer session to complete the program in 4 consecutive semesters.

Each semester is 15 weeks, and students attend class 4 1/2 hours a day, Monday through Friday. Out-of-class work, such as homework and/or laboratory practice, requires an additional 7 to 15 hours per week.

Prospective students should have successfully completed at least one semester of high school algebra or MATH 055 before enrolling. The Learning Center offers self-paced algebra courses and tutorial help for those who need it.

Certificate

Requirements

CREDITS

Complete the following required courses:

ET	136	(4)	Electronic Calculations I
ET	137	(4)	DC Physics
ET	138	(4)	Introduction to Computer Electronics
ET	139	(4)	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

Electronics Technology Certificate Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
ET 136	ET 142	ET 230	ET 250
ET 137	ET 143	ET 231	ET 251
ET 138	ET 144	ET 232	ET 252
ET 139	ET 145	ET 233	ET 253

A.A.S. Degree

CREDITS

1. Communication 9

Complete the community college requirements as listed on page 36.

2. General Requirements 6

Complete the community college requirements as listed on page 36.

3. Major Specialty Requirements 64

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

ET	136	(4)	Electronic Calculations I
ET	137	(4)	DC Physics
ET	138	(4)	Introduction to Computer Electronics
ET	139	(4)	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 ICs
ET	233	(4)	Computer Systems II
ET	250	(4)	Transmitters and Receivers
ET	251	(4)	Systems Analysis: Television
ET	252	(4)	Computer Systems III
ET	253	(4)	Computer Systems IV

TOTAL 79

Electronics Technology AAS Degree Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
ET 136	ET 142	ET 230	ET 250
ET 137	ET 143	ET 231	ET 251
ET 138	ET 144	ET 232	ET 252
ET 139	ET 145	ET 233	ET 253

Note: 9 credits of Communication and 6 credits of General Requirements must be taken in addition to courses listed.

FASHION MERCHANDISING

See HOME ECONOMICS for further information.

FIRE SCIENCE

Offered through the Division of Technical Programs. Location: Building J, Room 202. Phone: 786-1460.

The Fire Science program provides entry-level knowledge and skills for students desiring careers in fire protection and enhances the skills of current fire department employees.

The Associate in Applied Science degree is available with emphasis in Structural Fire Control or Wildland Fire Control. Students may complete up to 12 credits in Fire Science each semester. Course rotation and course offerings are dependent on sufficient enrollment. Generally 3 years or 6 semesters are needed to complete the program.

There are no special admission requirements for the A.A.S. degree program. Students are encouraged to contact either the Division of Technical Programs or the Fire Science department for advisement.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

30-33

(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 Fire Science electives:

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)	Wildland Fire Organization and Management
FS	155	(3)	Wildland Fire Behavior I
FS	157	(3)	Wildland Air Operation Management
FS	252	(3)	Wildland Fire Prevention: Law Enforcement and Investigation
FS	254	(3)	Wildland Fire Business Management

B. Complete 9 credits from the following Fire Science electives:

FS	161	(3)	Fire Service Functions
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FS	163	(3)	Air Attack
FS	262	(3)	Wildland Fire Control II
FS	264	(3)	Fire Behavior II
EMT	119-120	(6)	Emergency Medical Training

4. Electives 12-15

TOTAL 60

FOOD SERVICE TECHNOLOGY

Offered through the Division of Business Programs. Location: Building K, Room 140. Phone: 786-1545.

The Food Service program prepares students for varied careers in the expanding commercial food service industry. Graduates are employed in food production or the management of restaurants, bakeries, hotels, hospitals, camps, and other facilities that require food service operations.

The Associate in Applied Science degree generally takes 2 years to complete. Students may specialize in Food Production, Bakery Production, or Food Service Management by completing courses listed in that particular area. For more information, contact ACC Counseling Services or the Food Service Technology department.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

39-40

(Numbers in parentheses indicate course credits.)

A. Complete the following required courses:

ACCT	051	(3)	Bookkeeping for Business I
or			
ACCT	101	(3)	Principles of Accounting I
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

5-6

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

TOTAL 60

Continued on next page

Food Service Technology AAS Degree Course Sequence

PLAN A: 5 Semesters

1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester
FST 102	FST 101	FST 201	FST 114	ACCT 051
FST 104	FST 103	FST 202	MR	MR
GR	FST 111	FST 113		Electives
WC	FST 110	OC		
Electives	FST 112	WC		
	GR			

PLAN B: 4 Semesters

1st Semester	2nd Semester	3rd Semester	4th Semester
FST 101	FST 201	ACCT 051	GR
FST 103	FST 202	FST 113	MR
FST 111	FST 110	GR	WC
FST 102	FST 112	MR	Electives
FST 104	FST 114		
WC	OC		

GR	General Requirements
MR	Major Specialty Requirements
OC	Oral Communications
WC	Written Communications

HOME ECONOMICS

Offered through the Division of Business Programs. Location: Building A, Room 211. Phone: 786-1343.

Home economics enriches the quality of individual and family life in a rapidly changing society. It also prepares people for a variety of challenging careers.

Many home economics courses meet the academic needs of students with other majors. Students may also enroll in courses to satisfy professional objectives or personal interests.

The Associate in Applied Science degree offers a general home economics core and four emphases:

Clothing and Textiles provides flexible preparation for clothing and textile occupations including custom dressmaking, tailoring, textile sales, cottage industries, and alterations. Students can also meet personal sewing needs.

Consumer and Home Economics courses improve the quality of life. This emphasis is especially useful to individuals who balance career and home, or have jobs in day care, human and family services, and home care. In addition, it can serve as a transfer degree.

Fashion Merchandising prepare students for opportunities in retail sales and management. It increases opportunities for promotion to positions of greater responsibility.

Interior Design qualifies students to work with and under the supervision of experienced interior designers. Graduates are qualified to assist designers in drafting and illustration, material selection, specification estimating, office administration, and merchandising.

There are no special admission requirements to the A.A.S. degree or certificate program. However, students should contact the Home Economics department before enrolling. The A.A.S. degree generally requires 2 years of study with a courseload of 15 credits each semester. Each certificate program may be completed in 1 year.

Certificates

CREDITS

Consumer and Home Economics: Requirements

Complete the following required courses:

BA	111	(3)	Consumer Finance
HEID	121	(3)	Basic Clothing Construction
HEID	141	(3)	Interior Design
HEID	180	(1)	Personal Profile
HEID	210	(3)	Creative Cookery: Meal Management
HEID	276	(2)	Managing Home Resources

Complete 9 credits from the following options:

HEID	130	(3)	Textiles
HEID	146	(1)	Interior Houseplanning Seminar
HEID	175	(1)	Small Equipment Seminar
HEID	176	(1)	Kitchen Appliance Seminar
HEID	233	(3)	Pattern Alteration
PSY	245	(3)	Child Development

Complete 3 credits of any other Home Economic course(s)

TOTAL 27

Fashion Merchandising: Requirements

Complete the following required courses:

BA	151	(3)	Introduction to Business
BA	160	(3)	Salesmanship
HEID	121	(3)	Basic Clothing Construction
HEID	130	(3)	Textiles
HEID	180	(1)	Personal Profile
HEID	181	(2)	Fashion Merchandising I
HEID	183	(3)	Fashion History and Trends
HEID	187	(2)	Display/Visual Merchandising
HEID	281	(3)	Fashion Merchandising II
OO	115	(3)	Business Math

Coop Education 4 credits of Merchandising Field Internship
See department advisor for further details.

TOTAL 30

Consumer and Home Economics Certificate Course Sequence

PLAN A: Full-time, 2 Semesters

1st Semester Fall	2nd Semester Spring
BA 111	HEID 141
HEID 121	HEID 27
HEID 180	HEID/PSY Option
HEID 210	Elective
HEID/PSY Option	

PLAN B: Part-time, 4 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
BA 111	HEID 141	HEID 210	HEID/PSY Option
HEID 121	HEID 276	HEID/PSY Option	Elective
HEID 180	HEID/PSY Option		

Fashion Merchandising Certificate Course Sequence

PLAN A: Full-time, 3 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall
BA 151	BA 160	Coop Ed

Continued on next page

HEID 121
HEID 130
HEID 180
HEID 181
HEID 187

HEID 183
HEID 281

OO 115

PLAN B: Part-time, 5 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring	5th Semester Summer
BA 151 HEID 180 HEID 181	BA 160 HEID 121 OO 115	HEID 187 HEID 130	HEID 183 HEID 281	Coop Ed

A.A.S. Degree HOME ECONOMICS

CREDITS

With emphasis areas:

Clothing and Textiles
Consumer and Home Economics
Fashion Merchandising

1. Communication 9

Complete community college requirements as listed on page 36.

2. General Requirements 6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements 36-38

(Numbers in parentheses indicate course credits.)

HOME ECONOMICS CORE: For all three emphases

Complete the following required courses:

BA 111	(3)	Consumer Finance
HEID 121	(3)	Basic Clothing Construction
HEID 141	(3)	Interior Design
HEID 180	(1)	Personal Profile
HEID 210	(3)	Creative Cookery: Meal Management
HEID 276	(2)	Managing Home Resources

Complete the following courses depending on emphasis:

Emphasis Requirements: Clothing and Textiles

A. Complete the following required courses:

HEID 130	(3)	Textiles
HEID 221	(3)	Intermediate Clothing Construction
HEID 233	(3)	Pattern Alteration

B. Complete 12 or more credits from the following options:

HEID 124	(1-3)	Sewing Topics
HEID 128	(2)	Draperies and Window Coverings
HEID 132	(2)	Needlecraft
HEID 134	(2)	Textile Art
HEID 135	(3)	Creative Stitchery
HEID 136	(2)	Quilting
HEID 137	(3)	Art of Skin Sewing
HEID 139	(2)	Clothing Alteration and Repair
HEID 181	(2)	Fashion Merchandising I
HEID 183	(3)	Fashion History and Trends
HEID 185	(2)	Home Economics Entrepreneurship
HEID 187	(2)	Display/Visual Merchandising
HEID 189	(1-3)	Interest or Income
HEID 222	(3)	Tailoring
HEID 224	(1-3)	Advanced Sewing Topics
HEID 234	(2)	Pattern Drafting: Design
HEID 281	(3)	Fashion Merchandising II

Emphasis Requirements: Consumer and Home Economics

A. Complete the following required courses:

DN 203	(3)	Normal Nutrition
HEID 175	(1)	Small Equipment Seminar
HEID 176	(1)	Kitchen Appliances Seminar

B. Complete 2 or more credits from the following options:

HEID 114	(2)	Alaskan Foods: Preservation and Preparation
HEID 212	(2)	Creative Cookery: Foreign Foods
HEID 214	(2)	Creative Cookery: U.S. Regional Foods

C. Complete 3 or more credits from the following options:

HEID 130	(3)	Textiles
HEID 221	(3)	Intermediate Clothing Construction
HEID 222	(3)	Tailoring
HEID 233	(3)	Pattern Alteration
HEID 234	(2)	Pattern Drafting: Design

D. Complete 3 or more credits from the following options:

PSY 150	(3)	Human Development
PSY 245	(3)	Child Development
SOC 242	(3)	The Family

E. Complete 2 or more credits from the following options:

ART 112	(3)	Color and Design
HEID 128	(2)	Draperies and Window Coverings
HEID 134	(2)	Textile Art
HEID 135	(3)	Creative Stitchery
HEID 136	(2)	Quilting
HEID 137	(3)	Art of Skin Sewing

F. Complete 6 or more elective credits.

Emphasis Requirements: Fashion Merchandising

Complete the following required courses:

BA 151	(3)	Introduction to Business
BA 160	(3)	Salesmanship
HEID 130	(3)	Textiles
HEID 181	(2)	Fashion Merchandising I
HEID 183	(3)	Fashion History and Trends
HEID 187	(2)	Display/Visual Merchandising
HEID 281	(3)	Fashion Merchandising II

Coop Ed 4 credits of Merchandising Field Internship.
See department advisor for further details.

4. Electives 7-9

TOTAL 60

**Home Economics AAS Degree
Emphasis: Clothing and Textiles
Course Sequence**

PLAN A: Full-time, 4 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
BA 111 HEID 121 HEID 130 HEID 141 HEID 180 MR	HEID 221 GR MR OC	HEID 210 HEID 233 GR WC	HEID 276 MR WC Electives

PLAN B: Part-time, 8 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
HEID 121 HEID 130 HEID 180	HEID 141 HEID 221 MR	BA 111 HEID 233 GR	HEID 276 MR OC
5th Semester Fall	6th Semester Spring	7th Semester Fall	8th Semester Spring
HEID 210	MR	MR	GR

Continued on next page

MR	WC	Electives
WC	Electives	
GR	General Requirement	
MR	Major Specialty Requirements	
OC	Oral Communications Requirements	
WC	Written Communications Requirements	

Home Economics AAS Degree Emphasis: Consumer and Home Economics Course Sequence

PLAN A: Full-time, 4 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
BA 111	DN 203	HEID 210	HEID 276
HEID 121	HEID 175	GR	GR
HEID 141	HEID 176	MR	Electives
HEID 180	MR	WC	
MR	OC		
WC			

PLAN B: Part-time, 8 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
HEID 121	HEID 175	BA 111	DN 203
HEID 141	HEID 176	MR	MR
HEID 180	MR		OC
5th Semester Fall	6th Semester Spring	7th Semester Fall	8th Semester Spring
HEID 210	HEID 276	GR	Electives
WC	GR	MR	
	WC		
GR	General Requirements		
MR	Major Specialty Requirements		
OC	Oral Communications		
WC	Written Communications		

Home Economics AAS Degree Emphasis: Fashion Merchandising Course Sequence

PLAN A: Full-time, 5 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring	5th Semester Summer
BA 151	BA 160	BA 111	HEID 276	Coop Ed
HEID 121	HEID 141	HEID 130	HEID 281	
HEID 180	HEID 183	HEID 210	GR	
HEID 181	GR	WC	Electives	
HEID 187	OC			
WC				

PLAN B: Part-time, 9 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring	5th Semester Fall
BA 151	BA 160	HEID 141	HEID 183	HEID 130
HEID 180	HEID 121	HEID 187	GR	WC
HEID 181		WC		
6th Semester Spring	7th Semester Fall	8th Semester Spring	9th Semester Summer	
HEID 276	BA 111	GR	Coop Ed	
HEID 281	HEID 210	Electives		
OC				
GR	General Requirements			
OC	Oral Communications			
WC	Written Communications			

A.A.S. Degree HOME ECONOMICS

CREDITS

WITH EMPHASIS: Interior Design

1. Communication

9

Complete community college requirements as listed on page 36. OO 131 and OO 231 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36. ART 105 recommended.

3. Major Specialty Requirements

38

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

HEID 130	(3)	Textiles
HEID 141	(3)	Interior Design
HEID 142	(3)	Elements and Principles of Design
HEID 143	(3)	Drafting for Interior Design
HEID 144	(2)	Interior Design Seminar
HEID 146	(1)	Interior Houseplanning Seminar
HEID 148	(3)	Interior Design Laboratory I
HEID 150	(3)	Interior Finishes
HEID 152	(2)	Interior Presentation Techniques
HEID 158	(3)	Interior Design Laboratory II
HEID 180	(1)	Personal Profile
HEID 240	(3)	History of Furnishings and Interior Spaces I
HEID 241	(3)	History of Furnishings and Interior Spaces II
HEID 242	(3)	Contemporary Furnishings
HEID 243	(2)	Operating Procedures for Interior Designers

4. Electives

7

Recommended:

BA 160	(3)	Salesmanship
HEID 187	(2)	Display/Visual Merchandising

TOTAL 60

**Interior Design is not a separate Associate in Applied Science degree. It is an emphasis area under the Home Economics Associate in Applied Science degree. Emphasis areas are not identified on the diploma.

Home Economics AAS Degree Emphasis: Interior Design Course Sequence

PLAN A: Full-time, 4 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
HEID 130	HEID 142	HEID 148	HEID 144
HEID 141	HEID 146	HEID 150	HEID 158
HEID 143	HEID 152	HEID 180	HEID 243
HEID 240	HEID 241	HEID 242	

PLAN B: Part-time, 6 Semesters

1st Semester Fall	2nd Semester Spring	3rd Semester Fall
HEID 130	HEID 142	HEID 150
HEID 141	HEID 146	HEID 180
HEID 143	HEID 152	HEID 240
4th Semester Spring	5th Semester Fall	6th Semester Spring
HEID 144	HEID 148	HEID 158
HEID 241	HEID 242	HEID 243

Note: 9 credits of Communication Requirements, 6 credits of General Requirements, and 7 credits of electives are to be taken in addition to listed courses.

HUMAN SERVICES

Offered through the Division of Social Sciences. Location: Building K, Room 213A. Phone: 786-1533.

The Human Services program leads to an Associate in Applied Science degree preparing students for entry-level employment with a variety of human service agencies. The primary emphasis is enabling students to work effectively in any human service setting. The program also offers some specialization in substance abuse, family and youth services, or disabilities.

Human service students acquire:

1. Knowledge of human behavior and human relationships, helping resources and their utilization, social problems areas, and human service client populations.

2. Skills in paraprofessional counseling and other helping approaches.

The program offers students the opportunity to apply knowledge and skills through a 2- or 3-semester practicum in a local human service agency. Prospective students should contact a Human Services advisor before entering the degree program.

A.A.S. Degree

Credits

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

38

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

ANTH	200	(3)	Natives of Alaska
HUMS	101	(3)	Introduction to Human Services
HUMS	262	(4)	Human Services Practicum I
HUMS	263	(4)	Human Services Practicum II
PSY	111	(3)	General Psychology
PSY	150	(3)	Human Development
PSY	223	(3)	Introduction to Paraprofessional Counseling I
PSY	224	(3)	Introduction to Paraprofessional Counseling II
SOC	101	(3)	Introduction to Sociology
SOC	106	(3)	Introduction to Social Welfare

Complete the following courses depending on emphasis:

Emphasis in General Human Services

Complete 6 credits from the following options:

PSY	245	(3)	Child Development
PSY	246	(3)	Adolescence
PSY	251	(3)	Introduction to Statistics
SOC	202	(3)	Social Organization
SOC	242	(3)	The Family

Emphasis in Substance Abuse

Complete the following required courses:

HUMS	122	(3)	Substance Abuse as Contemporary Problem
HUMS	123	(3)	Public Education and Prevention in Substance Abuse

Emphasis in Family and Youth

Complete 6 credits from the following options:

HUMS	231	(2)	Applied Behavioral Analysis I
HUMS	232	(2)	Applied Behavioral Analysis II
PSY	245	(3)	Child Development
PSY	246	(3)	Adolescence
SOC	242	(3)	The Family

Emphasis in Disabilities

Complete 6 credits from the following options:

ASL	121	(3)	American Sign Language I
ASL	131	(3)	American Sign Language II
ASL	221	(3)	American Sign Language III
HUMS	230	(3)	Introduction to Adult Rehabilitation
HUMS	231	(2)	Applied Behavioral Analysis I
HUMS	232	(2)	Applied Behavioral Analysis II

4. Electives

(Chose in consultation with faculty advisor.)

9

TOTAL 62

MEDICAL ASSISTING

Offered through the Division of Allied Health Sciences. Location: Allied Health Sciences Building, Room 168. Phone: 786-1547.

The Medical Assisting program prepares students for employment in physician offices or medical clinics. Training includes clinical duties such as assisting with examinations, preparing patients for various procedures, sterilizing instruments, and caring for examining rooms. Instruction is given in secretarial and administrative responsibilities of medical offices, such as completing health insurance forms, scheduling appointments, handling correspondence, preparing medical and financial records, and other office management tasks.

The following prerequisites must be met by all students applying for admission to the Medical Assisting program:

1. High school graduate 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.
3. Average or better spelling and English ability.
4. Good health. A recent physical examination is required before externship.

The following steps should be taken by all students applying for admission:

1. Obtain an application form from the Medical Assisting program Office, and make appointment for an interview.
2. Have high school and college transcripts sent to the Medical Assisting program.
3. Apply to ACC Counseling Services for the DAT test and the Nelson-Denny Reading Test. Have results sent to the Medical Assisting program.

Medical Assisting courses are offered in fall and spring semesters. A 6-week office practicum (externship) begins in May. Most courses are offered only once per year. Students who wish to obtain an Associate in Applied Science degree must complete additional courses. Part-time students are welcome.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36. OO 131 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36. ECON 101 and PSY 150 recommended.

3. Major Specialty Requirements

43

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

ACCT	051	(3)	Bookkeeping for Business I
BIOL	101	(3)	Human Biology
DN	140	(2)	Introduction to Nutrition
MA	101	(3)	Medical Terminology I
MA	104	(3)	Medical Terminology II
MA	120	(4)	Medical Office Procedures I
MA	125	(4)	Medical Office Procedures II
MA	140	(3)	Medical Transcription I
MA	141	(3)	Medical Transcription II
MA	150	(4)	Clinical Procedures I
MA	155	(4)	Clinical Procedures II
MA	199	(5)	Medical Office Externship
OO	110	(1)	Calculators
OO	178	(1)	Filing

4. Electives

2

TOTAL 60

Medical Assisting Course Sequence

It is possible to complete the program on either a full-time or a part-time basis. If interested in the schedule and suggested course sequences, contact the faculty advisor in the Medical Assisting program.

MEDICAL LABORATORY TECHNOLOGY

Offered through the Division of Allied Health Sciences. Location: Allied Health Sciences Building, Room 153. Phone: 786-1241.

The Medical Laboratory Technology program prepares associate degree graduates for employment as medical laboratory technicians. Students take academic coursework, including the basic sciences required for completion of the program, during the first year. They complete a 3-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

1. Communication

9

Complete community college requirements as listed on page 36.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

54

(Numbers in parentheses indicate course credits.)

A. Complete the following required courses:

CHEM	105	(4)	General Chemistry I
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 Practice

B. Complete 4 credits from the following options:

BIOL	105	(4)	Fundamentals of Biology I
BIOL	106	(4)	Fundamentals of Biology II
BIOL	111	(4)	Human Anatomy and Physiology I
BIOL	112	(4)	Human Anatomy and Physiology II
BIOL	242	(4)	Introductory Microbiology

TOTAL 69

NOTE: CHEM and BIOL courses must have been completed within the last 5 years. MEDT transfer courses must be approved by MEDT faculty.

Medical Laboratory Technology AAS Degree Course Sequence

1st Semester	2nd Semester	3rd Semester
CHEM 105	MEDT 202	MEDT 203
MEDT 132	MEDT 209	MEDT 206
BIOL	MEDT 210	
OC	GR	
WC		

4th Semester

MEDT 205
MEDT 207
MEDT 208
WC

5th Semester

MEDT 299

GR	General Requirements
OC	Oral Communications
WC	Written Communications

NURSING

Offered through the Division of Allied Health Sciences. Location: Allied Health Sciences Building, Room 160. Phone: 786-1273.

The Nursing program prepares students to receive an Associate in Applied Science degree and certification to write the National Council Licensure Examination for Registered Nursing. The ADN program may be completed in 2 academic years or 4 semesters. All instruction provides close correlation between theory and practice. Hospitals, nursing homes, clinics, and community agencies are utilized for clinical experience.

The Nursing program is approved by the Alaska State Board of Nursing and accredited by the National League for Nursing.

Application Procedure (Application is encouraged at all times.)

1. Apply for admission by contacting the Nursing Program, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508. Phone: (907) 786-1273.

2. Have official high school transcripts, ACT or SAT results, and all official college transcripts sent to the Coordinator of

Nursing Programs, Anchorage Community College. If applicable, send official copies of G.E.D. and any Vocational-Technical training certificates.

3. Before consideration for admission, present proof of having passed with a grade of C or better the following prerequisites at either high school or college level: Algebra, Chemistry with lab, and Biology with lab. Students with no record of these courses can meet requirements by enrolling in MATH 055, CHEM 103 or 120, and BIOL 103. All prerequisites must be completed before entering the program.

Statewide Nursing Program

The Nursing program is also offered on a statewide basis. Students interested in enrolling at community colleges other than ACC should phone 786-1274 for information on locations and enrollment periods.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36. ENGL 111 and 211, 212, or 213 and SPCH 111 or 241 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

55-56

(Numbers in parentheses indicate course credits.)

Complete the following required courses:

BIOL 111	(4)	Human Anatomy and Physiology I
BIOL 112	(4)	Human Anatomy and Physiology II
BIOL 242	(4)	Introductory Microbiology
CIS 101	(3)	Introduction to Data Processing
DN 140	(2)	Introduction to Nutrition
or		
DN 203	(3)	Normal Nutrition
NS 160	(8)	Nursing in Health Continuum I
NS 161	(9)	Nursing in Health Continuum II
NS 260	(9)	Nursing in Physical Illness
NS 261	(9)	Nursing in Physical and Mental Illness
PSY 150	(3)	Human Development

TOTAL 70-71

Nursing AAS Degree Course Sequence

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
BIOL 111	BIOL 112	CIS 101	NS 261
DN 140	BIOL 242	NS 260	GR
NS 160	NS 161	OC	WC
PSY 150		WC	

NOTE: Prerequisite courses for each semester must be completed before advancing to the next semester. Nursing courses must be taken in sequence.

GR	General Requirement
OC	Oral Communications
WC	Written Communications

OFFICE OCCUPATIONS

Offered through the Division of Business Programs. Location: Building A, Room 211. Phone: 786-1144.

The Office Occupations department provides career education leading to a certificate or an Associate in Applied Science degree. The certificate provides four options of concentrated study:

Business Communications

General Clerical

Legal Secretary

Word/Information Processing

Office Occupations courses prepare students for career entry or advancement and also offer skills for personal use. They meet the needs of beginning, experienced, or re-entry office workers, including secretaries, stenographers, file clerks, receptionists, typists, word information processors, and office supervisors. Review courses are available to prepare candidates for the Certified Professional Secretary examination.

Structured courses are offered on and off-campus, and can be designed especially for Anchorage-area businesses. An alternative to structured classes, the Office Instructional Center, provides open-entry/open-exit learning in a variety of skills on a self-paced basis. The Center is open year-round, and students may register at any time and progress at their own pace until completion.

NOTE: Most OO course numbers have been changed. Please contact the department for comparison of original and revised numbers.

CERTIFICATES

(Pending Board of Regents approval)

BUSINESS COMMUNICATIONS Requirements

CREDITS

A. Complete the following required courses:

CIS 101	(3)	Introduction to Data Processing
ENGL 212	(3)	Technical Report Writing
OO 120	(3)	Business English
or		
OO 192A	(1)	Business English Review
OO 220	(3)	Written Business Communications
OO 225	(3)	Organizational Communications
OO 242A	(1)	Word Processing: ZARDAX/APPLE PC
or		
OO 242B	(1)	Word Processing: WORDSTAR/IBM PC
or		
OO 242C	(1)	Word Processing: DISPLAYWRITE/IBM PC
OO 278	(3)	Interpersonal Skills in Offices
PSY 111	(3)	General Psychology
or		
SOC 101	(3)	Introduction to Sociology
SPCH 111	(3)	Fundamentals of Oral Communications

B. Complete 4-6 elective credits from the following:

ANTH 200	(3)	Natives of Alaska
ANTH 202	(3)	Cultural Anthropology
ENGL 109	(3)	Speed Reading
HIST 115	(3)	Alaska: Land and Its People
OO 192	(1)	Seminar in Office Occupations (No more than 2 credits)
OO 255	(3)	Computer Applications in Offices
PSY 150	(3)	Human Development
PSY 194B	(3)	Human Relations in the Workplace
PSY 275	(3)	Assertiveness Training
SPCH 236	(3)	Interviewing

TOTAL 29

Continued on next page

Business Communications Certificate**Course Sequence****Plan A: 2 semesters**

1st Semester	2nd Semester
--------------	--------------

CIS 101	ENGL 212
OO 120	OO 220
OO 278	OO 225
PSY 111	OO 2
SPCH 111	Electives

Plan B: 3 Semesters

1st Semester	2nd Semester	3rd Semester
--------------	--------------	--------------

CIS 101	OO 220	ENGL 212
OO 120	OO 242	OO 225
PSY 111	OO 278	Electives
SPCH 111	Electives	

GENERAL CLERICAL**Requirements**

CREDITS

A. Complete the following required courses:

OO 102	(3)	Typing II, Intermediate
OO 115	(3)	Business Math
OO 120	(3)	Business English
OO 121	(1)	Proofreading
OO 170	(3)	Office Procedures
OO 176	(1)	Filing
OO 203	(3)	Typing III, Advanced
OO 230A	(1)	Machine Transcription
OO 278	(3)	Interpersonal Skills in Offices

B. Complete 2 credits from the following courses:

OO 149	(1)	Using a Word Processor
OO 242A	(1)	Word Processing: ZARDAX/APPLE PC
OO 242B	(1)	Word Processing: WORDSTAR/IBM PC
OO 242C	(1)	Word Processing: DISPLAYWRITE/IBM PC

C. Complete 3 credits from the following courses:

ACCT 051	(3)	Bookkeeping for Business I
ACCT 101	(3)	Principles of Accounting I

TOTAL 26**General Clerical Certificate****Course Sequence**

1st Semester	2nd Semester
--------------	--------------

OO 102	ACCT 051/101
OO 115	OO 121
OO 120	OO 149/242
OO 149/242	OO 176
OO 170	OO 203
	OO 230A
	OO 278

LEGAL SECRETARY**Requirements**

CREDITS

A. Complete the following required courses:

OO 102	(3)	Typing II, Intermediate
OO 110	(1)	Calculators
OO 120	(3)	Business English
OO 121	(1)	Proofreading
OO 170	(3)	Office Procedures
OO 203	(3)	Typing III, Advanced
OO 230A	(1)	Machine Transcription
OO 272	(3)	Legal Office Procedures
OO 278	(3)	Interpersonal Skills in Offices

B. Complete 2 credits from the following courses:

OO 149	(1)	Using a Word Processor
OO 242A	(1)	Word Processing: ZARDAX/APPLE PC
OO 242B	(1)	Word Processing: WORDSTAR/IBM PC
OO 242C	(1)	Word Processing: DISPLAYWRITE/IBM PC

C. Complete 3 credits from the following courses:

ACCT 051	(3)	Bookkeeping for Business I
ACCT 101	(3)	Principles of Accounting I

TOTAL 26**Legal Secretary Certificate****Course Sequence**

1st Semester	2nd Semester
--------------	--------------

ACCT 051/101	OO 121
OO 102	OO 149/242
OO 110	OO 203
OO 120	OO 230A
OO 170	OO 272
	OO 278

WORD/INFORMATION PROCESSING**Requirements**

CREDITS

A. Complete the following required courses:

CIS 101	(3)	Introduction to Data Processing
OO 102	(3)	Typing II, Intermediate
OO 110	(1)	Calculators
OO 120	(3)	Business English
OO 121	(1)	Proofreading
OO 170	(3)	Office Procedures
OO 203	(3)	Typing III, Advanced
OO 230A	(1)	Machine Transcription
OO 255	(3)	Computer Applications in Offices
OO 278	(3)	Interpersonal Skills in Offices
OO 294	(3)	Advanced Word Processing Applications

B. Complete 2 credits from the following courses:

OO 149	(1)	Using a Word Processor
OO 242A	(1)	Word Processing: ZARDAX/APPLE PC
OO 242B	(1)	Word Processing: WORDSTAR/IBM PC
OO 242C	(1)	Word Processing: DISPLAYWRITE/IBM PC

TOTAL 29**Word/Information Processing Certificate****Course Sequence****PLAN A: 2 Semesters**

1st Semester	2nd Semester
--------------	--------------

CIS 101	OO 110
OO 102	OO 121
OO 120	OO 203
OO 149/242	OO 230A
OO 170	OO 255
	OO 278
	OO 294

PLAN B: 3 Semesters

1st Semester	2nd Semester	3rd Semester
--------------	--------------	--------------

CIS 101	OO 110	OO 230A
OO 102	OO 121	OO 294
OO 120	OO 149/242	
OO 170	OO 203	
	OO 255	
	OO 278	

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36. OO 220 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36.

3. Major Specialty Requirements

(Numbers in parentheses indicate course credits.)

Core Requirements

(For all degree candidates.)

Complete the following required courses:

ACCT	051	(3)	Bookkeeping for Business
or			
ACCT	101	(3)	Principles of Accounting I
CIS	101	(3)	Introduction to Data Processing
OO	120	(3)	Business English
OO	170	(3)	Office Procedures
OO	278	(3)	Interpersonal Skills in Offices

Emphasis Requirements: Legal Secretary

Complete the following required courses:

BA	241	(3)	Business Law I
or			
JUST	110	(3)	Introduction to Criminal Justice
or			
LAWS	101	(3)	Introduction to Law
OO	203	(3)	Typing III Advanced
OO	149A	(1)	Using A Word Processor
or			
OO	242	(1)	Word Processing on Personal Computers
OO	115	(3)	Business Math
OO	220	(3)	Written Business Communications
OO	230	(3)	Machine Transcription
OO	270	(3)	Professional Secretarial Procedures
OO	272	(3)	Legal Office Procedures
OO	273	(3)	Professional Legal Secretary

3 credits of cooperative education. Contact department advisor for further details. (One year work experience in Alaska law office within last year may be substituted for cooperative education requirement, but 3 additional credits must be earned.)

Emphasis Requirements: Secretary

Complete the following required courses:

OO	102	(3)	Typing II: Intermediate
OO	203	(3)	Typing III: Advanced
OO	115	(3)	Business Math
OO	220	(3)	Written Business Communications
OO	230	(1-3)	Machine Transcription
OO	242	(1)	Word Processing on Personal Computers
OO	255	(3)	Computer Applications in Offices
OO	270	(3)	Professional Secretarial Procedures

Complete 6 or more credits from the following:

BA	151	(3)	Introduction to Business
OO	130	(4)	Shorthand I
OO	132	(4)	Shorthand II
OO	225	(3)	Organizational Communications
OO	276	(3)	Records Management

4. Electives (to bring total credits to 60)

TOTAL 60

Office Occupations AAS Degree

Emphasis: Secretary

Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
OO 102	CIS 101	OO 220	ACCT 051
OO 115	OO 203	OO 255	OO 278
OO 120	OO 230	OO 270	GR
OO 170	OO 242	MR	MR
OC	GR	Electives	Electives
	WC		

Office Occupations AAS Degree

Emphasis: Legal Secretary

Course Sequence

1st Semester	2nd Semester	3rd Semester	4th Semester
OO 115	ACCT 051	CIS 101	BA 241
OO 120	OO 230	OO 220	OO 273
OO 170	OO 270	OO 272	OO 278
OO 149A/242	OC	GR	Coop Educ
OO 203	WC		WC

GR	General Requirements
MR	Major Specialty Requirements
OC	Oral Communications
WC	Written Communications

PARAMEDIC TECHNOLOGY

Offered through the Division of Allied Health Sciences. Location: AHS Building, Room 111. Phone: 786-1703.

The A.A.S. degree prepares individuals to meet D.O.T. National Standards for paramedics and to take the National Registry Certificate Examination. Graduates of the two-semester program are qualified to administer emergency care in the field under Standing Orders protocol or under remote supervision of a physician.

This program is offered by ACC with the full cooperation and volunteer services of the Anchorage Fire Department, which employs the largest number of paramedics in the State. The faculty are highly skilled professionals from the community, including physicians, appointed hospital staff, certified paramedics, and a program coordinator chosen by ACC on recommendation from the Anchorage Fire Department. The program is under the direction of ACC in cooperation with the Anchorage Medical Advisory Board, which oversees medical control for the Fire Department Paramedics.

This program is only conducted as job availability and student interest warrant. For further information, contact the Division of Allied Health Sciences.

PROFESSIONAL PILOTING

Offered through the Division of Aviation Programs. Location: Aviation Complex, Merrill Field. Phone: 276-3737.

The Professional Piloting program provides basic aeronautical training to qualify students for Federal Aviation Administration pilot certification. Most courses present the knowledge and skills needed to successfully complete FAA

written examinations. Additional classes are available for people who desire careers in flying.

There are no special admissions requirements to the degree program. However, students seeking employment as pilots within the industry must be able to meet licensing requirements established by the FAA. Strong math and reading ability are highly recommended.

The A.A.S. degree may be completed in 4 semesters by carrying a course load of 12-18 credits per semester. Class time involves from 12-20 hours per week.

Classes are usually scheduled during fall and spring semesters. The only classroom course available during the summer session is Private Pilot Ground School. All flying classes are open-entry/open-exit.

Ground schools are approved by the Federal Aviation Administration and operated under the FAA Pilot School Certificate. Students who wish to obtain credit for the FAA pilot ratings should check with the Aviation department.

Alaska Pacific University (APU) accepts ACC Associate in Applied Science degree graduates and transfers up to 64 semester hours of grade C or higher in 100-level or above courses. Graduates of the ACC program enroll as first-semester juniors working toward a Bachelor of Arts degree. The concentration at APU is Management with an emphasis in Aviation Management.

A.A.S. Degree

CREDITS

- | | |
|---|-----------|
| 1. Communication | 9 |
| Complete community college requirements as listed on page 36. | |
| 2. General Requirements | 6 |
| Complete community college requirements as listed on page 36. | |
| 3. Major Specialty Requirements | 43 |
| (Numbers in parentheses indicate course credits.) | |

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)	Certified Flight Instructor (CFI) Ground School
AT	203	(2)	Certified Flight Instructor (CFI) Flying
AT	231	(3)	Search, Survival and Rescue
AT	233	(3)	Aviation Safety
AT	235	(3)	Elements of Weather
AT	236	(3)	Management: Airline

- | | |
|---|----------|
| 4. Electives | 3 |
| Cooperative education (3 or 6 credits) may be used. Contact department for further details. | |

TOTAL 61

Professional Piloting AAS Degree Course Sequence

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AT 100	AT 101	AT 103	AT 132
AT 233	AT 102	AT 133	AT 202
GR	AT 235	AT 200	AT 203
OC	GR	AT 201	AT 231
WC	WC	AT 236	Elective

GR General Requirements
OC Oral Communications
WC Written Communications

SURVEYING TECHNOLOGY

Offered through the Division of Math, Natural Science and Surveying Technology. Location: Building C, Room 210. Phone: 786-1172.

The Surveying Technology program helps students become competent in survey measurement, computation, legal analysis, and mapping of survey data. Many students pursue surveying as a profession, eventually becoming registered land surveyors. Evening classes furnish continuing education for persons currently employed in surveying and engineering occupations.

The Associate in Applied Science degree requires 2 years to complete for students carrying a full-time course load. Students who complete the degree program are technicians capable of research, field work, office computations, and plotting. The A.A.S. degree program provides the technical and academic background required to pursue advanced degrees.

There are no special admissions requirements for the degree program. However, students are encouraged to contact the Surveying Technology department before enrolling.

The Surveying Technology program is approved by the Alaska State Board of Registration for Architects, Engineers, and Land Surveyors.

A.A.S. Degree

CREDITS

- | | |
|---|-----------|
| 1. Communications | 9 |
| Complete community college requirements as listed on page 36. | |
| 2. General Requirements | 6 |
| Complete community college requirements as listed on page 36. | |
| 3. Major Specialty Requirements | 54 |
| (Numbers in parentheses indicate course credits.) | |

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 Surveys
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

Continued on next page

Surveying Technology AAS Degree Course Sequence

1st Semester	2nd Semester	3rd Semester
SVTC 103	SVTC 140	SVTC 230
SVTC 130	SVTC 141	SVTC 231
SVTC 131	SVTC 142	SVTC 232
GR	GR	SVTC 233
WC	OC	SVTC 234

4th Semester

SVTC 240
SVTC 241
SVTC 242
SVTC 243
WC

5th Semester

SVTC 250

GR General Education Requirements
OC Oral Communications Requirements
WC Written Communications Requirements

WELDING TECHNOLOGY

Offered through the Division of Technical Programs. Location: Building E, Room 111, Phone: 786-1184.

The Welding Technology 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.

Although there are no special admission requirements for the Associate in Applied Science degree program, students are encouraged to contact the Welding Technology department before enrolling. Students may enter the program in either fall or spring semester (fall preferred). In some classes, enrollment is limited due to equipment, laboratory, and safety requirements.

Courses are also open to qualified persons who wish to upgrade present job skills. Special material fees are charged for laboratory courses and students are required to purchase personal safety gear and tools. Welding certifications are offered to students in the welding program.

A.A.S. Degree

CREDITS

1. Communication

9

Complete community college requirements as listed on page 36. ENGL 212 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 36. MATH 105 and 107 recommended.

3. Major Specialty Requirements

48

(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 (FCAW)
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 63

Welding Technology AAS Degree Course Sequence

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

Note: 9 credits of Communication Requirements and 6 credits of General Requirements must be taken in addition to listed courses.



COURSE DESCRIPTIONS

13

General Note: The courses described in this catalog will be offered at least once in the next two academic years. The College reserves the right to cancel any course when the enrollment is insufficient to support it. The right is also reserved not to offer a course if resources become unavailable or if the course has been dropped from the curriculum since the last printing of the catalog.

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

COURSE NUMBERING SYSTEM

NUMBER	MEANING
001-049CEU	Continuing education units. One CEU equals 10 contact hours of participation in an organized continuing education experience (ongoing career development).
001-049	Non-credit. Non-credit courses are not approved through Curriculum Review Committee but are routed directly to Vice Chancellor of Instruction for action. Specific course content guide designed for non-credit courses utilized.
050-099	Not applicable to A.A. degrees, but applicable to A.A.S. degrees.
100-299	College credit courses; potential for transfer to other institutions. Courses numbered in the 100 series imply entry-level courses in that discipline; 200 series implies a more technical or advanced level, often requiring previously completed course work.

SPECIAL AND RESERVED NUMBERS

MEANING

191 & 291	Short seminars
192 & 292	Seminar in selected topics
193 & 293	Special topics; offered on a one-time-only basis
194 & 294	Trial course; intended to become part of permanent curriculum; offered two successful semesters before transferring to catalog number
197 & 297	Independent study
199 & 299	Practicum; internship; cooperative education

Contact Time vs. Credits

Anchorage Community College academic policy requires:

■ Lecture/discussion classes: 700 minutes of contact time is required to award 1 credit. Some lecture courses may require more than 700 minutes per credit.

■ Lecture/laboratory classes: 1,400 minutes of contact time is required to award 1 credit.

■ Open lab classes: 2,100 minutes of contact time is required to award 1 credit.

■ Some lab-style courses may require more than 2,100 minutes of instruction for 1 credit due to specific program needs.

No more than 1 credit may be awarded for academic work occurring within 1 week's time (even though additional contact time occurred). Also, 1 credit may not be acquired in fewer than 3 days.

It is to be understood that academic credit is not awarded simply for occupying a class seat for sufficient time. There must also be evidence of an acceptable level of performance relative to class expectations. The academic expectation is that to successfully complete the work required for each 1 credit, 2 hours of out-of-class preparation time is also customarily demanded. For example, a 3 credit class normally meets 150 minutes per week and requires an additional 6 hours of academic work per week.

Contact hour: The academic contact hour has been defined by the faculty contract as 50 minutes.

COURSE LEVEL EXPECTATIONS

ACC expects students to demonstrate learning skills commensurate with the appropriate course level. Courses under the 100-level usually cover basic or remedial level material. Nothing at this level can normally be applied toward any four-year degree. Courses numbered from 050-099 are intended to help prepare students to enter 100-level college courses. Those numbered below 050 are intended to fulfill a special need of the student and are not preparation for 100-level college work. 100-level courses generally demand learning basic concepts, while 200-level courses require increased sophistication in the

ability to extract, summarize, evaluate, and apply relevant class material.

Classroom expectations commensurate with 100- and 200-level courses are as follows:

100-Level: Acquire and assimilate knowledge.

Prerequisite: Often none unless in a 100-level sequence.

Class participation: Relate information to own experience and knowledge base.

Literacy skills: Use library for assigned short topical papers; use basic rules of structure to create clear, coherent essays if applicable.

Practical skills: Participate in and profit from laboratory and experiential class material.

Professional level: Acquire the basic concepts and attitudes of the disciplines studied.

200-Level: Reinforce and enhance knowledge.

Prerequisite: One or more classes in field or developing interest in the areas.

Class participation: Supplement class presentations with information related to personal experiences via discussion and reading.

Literacy skills: Collect and organize material from multiple sources on a specific topic; create clear, coherent, organized and structured term papers or verbal presentations if applicable.

Practical skills: Participate in and profit from laboratory and experiential class material.

Professional level: Extend basic concepts and attitudes of the discipline studied.

ACCOUNTING

Offered through the Division of Business Programs, Building K, Room 140, 786-1544.

ACCT 051 Bookkeeping for Business I 3 Cr
Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data for service and merchandising businesses. Covers businesses owned by one individual (sole proprietorships).

ACCT 052 Bookkeeping for Business II 3 Cr
Continuation of ACCT 051. Bookkeeping for business partnerships and corporations. Covers other material selected by teacher as based on student interest. Prerequisite: ACCT 051.

ACCT 101 Principles of Accounting I 3 Cr
First semester of college accounting. Introduces 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 Cr
Second semester of college accounting. Introduces accounting for partnerships and corporations. Includes long-term debts and investments, analysis and preparation of specialized financial statements such as cash flow and changes in financial position. Provides overview of managerial accounting, job and process costing, budgeting, and break-even analysis. General coverage of other techniques used in managerial decision-making. Prerequisite: ACCT 101.

ACCT 103 Basic Cost Accounting 3 Cr
Fundamental theories and practical problems in analysis and control of materials, labor, and overhead costs in manufacturing. Emphasis on job cost system and process system. Prerequisite: ACCT 102 or teacher permission.

ACCT 109 Payroll Accounting 3 Cr
Comprehensive study of State and Federal regulations, and necessary payroll reports. Preparation of complete payrolls.

ACCT 110 Personal Income Tax 3 Cr
Introduction to tax concepts for individuals. Examines tax law, research and analysis methods, and tax forms.

ACCT 111 Business Income Tax 3 Cr
Introduction to tax concepts for 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 Cr
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 changes in financial position. NOTE: Students cannot receive credit both for ACCT 101, 102 and for ACCT 201.

ACCT 202 Principles of Managerial Accounting 3 Cr
Covers analysis and use of financial statements, and 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 in Accounting Systems 3 Cr
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 affect accounting. Prerequisite: ACCT 101 and 102 or ACCT 201. CIS 101 or CIS 100 and CIS 100L.

ACCT 260 Intermediate Accounting I 3 Cr
Study of accounting principles with emphasis on working capital, plant assets, intangible assets, and financial statement presentation. Introduction to current accounting pronouncements. Prerequisite: ACCT 101 and 102 or ACCT 201 or teacher permission.

ACCT 261 Intermediate Accounting II 3 Cr
Continuation of ACCT 260. Emphasizes current and long-term liabilities, stockholder's equity, and problems in specialized areas of accounting. Introduction to current accounting pronouncements. Prerequisite: ACCT 260 or teacher permission.

AGRICULTURE AND LAND RESOURCES

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 212, 786-1342.

ALR 101 Conservation of Natural Resources 3 Cr
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.

ALASKA WILDERNESS STUDIES

Offered through the Division of Social Sciences, Building K, Room 213, 786-1536.

AWS 102 Nature Observation Tracking I 3 Cr
Classroom and field training to prepare students for nature observation. Introduction to animal tracking. Prerequisite: Sufficient health to allow participation in overnight field trips.

AWS 103 Introduction to Camping and Backpacking 3 Cr
Beginning instruction in camping, backpacking, and survival skills. Use of proper equipment, food, and clothing. Wilderness preparation and survival techniques. Five field trips. Lab fee.

AWS 104 Mountain Travel 3 Cr
Introduction to Alaska mountaineering in non-competitive, moderately-paced format. Covers equipment selection and use, first aid, winter risk evaluation, and camp management. Also includes snow, ice, and rock climbing. One-and two-day field outings. Prerequisite: AWS 194D, Wilderness Adventures, basic backpacking skills, general love of outdoors, and good physical condition. Lab fee.

AWS 105 Mountaineering I 3 Cr
Basic techniques for traveling in mountains. Covers clothing, boots, food, and essentials to safety. Instruction in knot-tying, rope-climbing, and ice axe use. Non-technical climbing. Weekend field trips twice monthly. Prerequisite: Four-season backpacking skills. Lab fee.

AWS 106 Ice Climbing I 1 Cr
Condensed introduction to joys and challenges of ice climbing. Non-terrifying and fun! Covers equipment, knots, belaying, rappelling, and ice climbing techniques. Two full days intense experience on the ice. No prerequisite. Students should be able to climb ladder, hold 40-pound weight with rope, and stay outside all day in possibly inclement weather.

AWS 107 Rock Climbing I 1 Cr
Condensed introduction to joys and challenges of rock climbing. Non-terrifying and fun! Covers equipment, knots, belaying, rappelling, and ice climbing techniques. Two full days intense experience on the rocks. No prerequisite. Students should be able to climb ladder, hold 40-pound weight with rope, and stay outside all day in possibly inclement weather.

AWS 111	Alaska Winter Survival	3 Cr
Classroom and field training to prepare students for winter arctic survival. Covers preparation, hypothermia, frostbite and cold injuries, avalanche safety, and construction of shelters. Three weekend field trips. Lab fee.		
AWS 112	Alaska Summer Survival	3 Cr
Classroom and field training to prepare students for wet weather/summer survival. Covers preparation for outings, hypothermia, river safety, summer shelters, and food gathering. No prerequisite. Sufficient health to allow participation in overnight field trips and exposure to cold, wet summer weather.		
AWS 115	Glacier School: Eklutna Traverse	2 Cr
Climb and glacier school on Eklutna Glacier with climb of Whiteout Peak. Covers basic skills for safe glacier travel, climbing, and camping on glacier. Emphasis on equipment, route finding, and crevasse rescue techniques. Prerequisite: Good physical condition and backpacking experience. Students must provide personal medical insurance. Lab fee.		
AWS 120	Canoeing I	1 Cr
Introductory skills in canoe handling in both flat and moving water. Selection and use of special equipment, food, and clothing. Application of safety and rescue procedures. Trip planning with emphasis on minimum environmental impact and camping techniques. Prerequisite: Good health and basic swimming ability.		
AWS 121	Kayaking I	1 Cr
Introductory skills in kayak handling in both flat and moving water. Selection and use of special equipment, food, and clothing. Application of safety and rescue procedures. Trip planning with emphasis on minimum environmental impact and camping techniques. Prerequisite: Good health and basic swimming ability.		
AWS 122	Rafting I	1 Cr
Introductory skills in raft handling in both flat and moving water. Selection and use of special equipment, food, and clothing. Application of safety and rescue procedures. Trip planning with emphasis on minimum environmental impact and camping techniques. Prerequisite: Must have good health and basic swimming ability.		
AWS 202	Nature Observation Tracking II	3 Cr
Classroom and field training to prepare students for advanced nature observation and tracking. Students track animals, stalk and follow tracks, both night and day. Prerequisite: AWS 102 or teacher permission and good physical health. (Overnight camping and 5-6 mile rough-terrain hiking required.)		
AWS 203	Wilderness Backpacking	2 Cr
Advanced backpacking and trekking skills. Emphasis on safety, equipment, route selection, expedition planning, and off-trail trekking with minimum impact on environment. Prerequisite: AWS 103 or general camping and backpacking experience or teacher permission. Good physical condition and ability to carry full pack for crosscountry travel.		
AWS 204	Ski Mountaineering	2 Cr
Backcountry skiing in wilderness of Alaska's mountains. Covers equipment, avalanche awareness, telemarking, skiing with packs or sleds, and roped skiing. Prerequisite: Intermediate crosscountry skiing skills or teacher permission. Winter backpacking and camping skills. Average physical condition and ability to carry overnight winter pack. Lab fee.		
AWS 205	Mountaineering II	3 Cr
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: AWS 105 or basic mountaineering skills. Lab fee.		

AWS 206	Ice Climbing II	1 Cr
Teaches beginning/ice climber's skills of intermediate ice climbing. Includes basics review; anchors; ice protection placement, German (front-point) crampon style; front point/ice/axe technique, alpine and waterfall ice, and leading. Prerequisite: AWS 106, Intermediate Mountaineering, or equivalent, or teacher permission.		

AWS 207	Rock Climbing II	1 Cr
Gives beginning climbers skills to rock climb on their own. Prerequisite: AWS 105, AWS 107, or equivalent, or teacher permission.		

AWS 215	Expedition Mountaineering	1-3 Cr
Plan, organize, and participate in extended high-altitude mountaineering. Prerequisite: AWS 205, AWS 294A, Expedition Planning and Organization, or teacher permission. Students should be in good physical condition, able to carry heavy pack and relay supplies at altitudes of over 16,000 feet.		

AWS 299A	Mountain Leadership Practicum	3 Cr
Teaches experienced backpackers, mountaineers, paddlers, or skiers skills of wilderness leadership. Students, as interns, work in leadership roles with other AWS classes or other appropriate groups. Emphasis on safety, judgement, personal dynamics, and group responsibility. Prerequisite: AWS 105 and 205, or equivalent, and first aid training.		

AMERICAN SIGN LANGUAGE

Offered through the Division of Humanities and Communications, Building K, Room 208A, 786-1552.

ASL 121	American Sign Language I	3 Cr
Introduces American Sign Language as used by Deaf people. Diligent students can learn 350-500 signs, basics of ASL grammar and syntax. Exposure to psychosocial and subcultural aspects of deafness.		

ASL 131	American Sign Language II	3 Cr
Develops receptive and expressive skills in American Sign Language. Explanations and examples of 20 or more basic features of American Sign Language. Extensive student practice in class. Diligent students can learn 1,000 or more signs and idioms. Prerequisite: Successful completion of ASL 121 or equivalent, or teacher permission.		

ASL 221	American Sign Language III	3 Cr
Continuation of insights into ASL structure. Exercises and practice, study of articles, and practical experience. Students practice advanced conversational skills in class. Use of previously-learned vocabulary and grammar to explore 10 or more new features of ASL. Additional idioms and vocabulary. Prerequisite: ASL 131 or equivalent, or teacher permission.		

ANTHROPOLOGY

Offered through the Division of Social Sciences, Building K, Room 213, 786-1536.

ANTH 101	Introduction to Anthropology	3 Cr
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 Cr
Culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional social organization and subsistence patterns, contact with non-Native groups, and contemporary Native issues.		

ANTH 202	Cultural Anthropology	3 Cr
Introduction to methods, theories, and fundamental concepts for studying cultural systems. Serves as foundation for more specialized courses in cultural anthropology.		

ANTH 205 Biological Anthropology 3 Cr
Introductory course in behavior, genetics, classifications, and evolution of humans and other primates. Distribution, morphological and physiological adaptations of human populations.

ANTH 211 Fundamentals of Archaeology 3 Cr
Basic concepts, theories, and methods of archaeology with overview of historical development. Prepares students for summer field schools and more specialized courses.

ANTH 231 Archaeological Field School 4 Cr
Actual fieldwork experience in archaeological data collection and preliminary processing of artifacts. Held at wilderness locations requiring fieldwork. 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 Cr
Examines three areas related to human health and disease. Nature of ancient disease and its relationship to human evolution. Interrelationships between biological and cultural variables, and disease and health patterns. Alternative healing systems and applicability to contemporary problems.

ANTH 272 Ancient Civilizations of Mexico and Guatemala 3 Cr
Descriptive and theoretical examination of origin, rise, and development of prehistoric cultural systems in Mexico and Guatemala.

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

ARCHITECTURAL AND ENGINEERING TECHNOLOGY

Offered through the Division of Aviation and Engineering Technology, Building K, Room 202A, 786-1669.

AET 101 Fundamentals of Drafting for Building Construction 3 Cr
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 Cr
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 Cr
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 and 102, or teacher permission.

AET 112 Scribing and Overlay Techniques 3 Cr
Techniques in scribing and use of multi-overlay drafting in mapping of large subdivisions. Use of overlay sheets in color reproduction of mapping. Prerequisite: AET 111 or teacher permission. Lab fee.

AET 121 Architectural Working Drawings and Office Practice 3 Cr
Introduction to technical skills needed by architectural drafters and technicians to work with architects. Includes office practices, staff relationships, and architectural working drawing production. Develops 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 and 102, or teacher permission. Lab fee.

AET 122 Architectural Presentation Techniques 3 Cr
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. Develops 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. Prerequisite: AET 121 or teacher permission. Lab fee.

AET 131 Structural Working Drawings and Office Practice 3 Cr
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. Develops 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 102 plus 6 other AET credits, or teacher permission. Lab fee.

AET 141 Mechanical Building Equipment Systems 3 Cr
Design and Drafting
Application of technical computer 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. Develops 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 102 plus 6 other AET credits, or teacher permission. Lab fee.

AET 151 Electrical Building Equipment Systems 3 Cr
Design and Drafting
Application of technical computer analysis, theory, drafting, and code requirements to design and produce 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. Develops 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 102 plus 6 other AET credits, or teacher permission. Lab fee.

AET 161 Blueprint Reading for the Construction Industry 1 Cr
Introduction to skills and techniques needed to correctly interpret working drawings used in construction field. Prerequisite: High school reading and writing skills, and math including addition and subtraction of fractions and decimals.

AET 171 Building Your Own Home 3 Cr
Introduces practical techniques and methods for planning, designing, and constructing owner-built single-family houses. Note: Does not meet AET certificate or degree requirements. No prerequisites. Basic high school English and math skills recommended. Special fee.

AET 211 Subdivision Design and Land Classification 4 Cr
Elements of subdivision design using Federal, State, and Municipal platting regulations for subdivisions. All stages of office work, including topographic mapping. Covers preservation, conservation, utilization, and classification of land. Prerequisite: AET 111 or teacher permission. Lab fee.

AET 221 Design Development for Architectural Technicians 4 Cr
Analysis and use of design methodology, processes, and vocabulary needed by architectural technicians to work with architectural designers during schematic and design development. Includes graphic skills in schematic drawings for small Alaskan residences and office buildings. Develops technical skills in research and systematic design methods, documentation, graphic layout, binding, and reproduction techniques for design proposal reports. Prerequisite: AET 121 and 122, or teacher permission.

AET 231 Structural Design and Detailing for Engineering Technicians 3 Cr
Methods of analysis and communication for structural technicians working with structural engineers. Includes statics and stability of simple structural systems, development of stress/strain relationships, beam and truss mechanics. Introduction to trigonometric, graphic, and computer analysis with focus on connection detailing and code requirements for wood, concrete, and steel construction. Prerequisite: AET 131 or teacher permission. High school or college trigonometry recommended. Lab fee.

ART
Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

ART 100 Art Exploration 3 Cr
Recommended for students seeking initial exposure to arts such as design, printmaking, weaving, and sculpture. Individual studio projects, lectures, and field trips to introduce possible areas for concentrated study. Lab fee.

ART 101 Beginning Ceramics 3 Cr
Introduction to making and firing clay objects. Study of clay methods, forming, decorations, glazing, and firing. For beginning students only. No prerequisite. Beginning drawing or design course recommended. Lab fee.

ART 102 Beginning Ceramics 3 Cr
Introduction and extension of techniques for making clay objects. Study of clay methods, forming, decorations, glazing, and firing. No prerequisite. Beginning drawing or design course recommended. Lab fee.

ART 105 Beginning Drawing 3 Cr
Introduction to basics of form through use of line and value in dry and wet media such as pencil, charcoal, and ink. Class and homework assignments in drawing objects, still life, perspective effects, and human forms. Lab fee.

ART 106 Beginning Drawing 3 Cr
Introduction and extension of basics of form through use of line and value in dry and wet media such as pencil, charcoal, 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 Cr
Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasis on development of design as related to two-dimensional art. Studio course. Lab fee.

ART 112 Color and Design 3 Cr
Two-dimensional study of fundamentals of color and visual perception. Includes understanding contrast, color mixing, and development of color wheel. Studio course. Lab fee.

ART 113 Three-Dimensional Design 3 Cr
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 Cr
Exploration of aquarelle watercolors through individualized studio problems using wash, wet-in-wet, calligraphic, dry brush, and other techniques. Includes overview of historical and contemporary styles, matting, and display. No prerequisite. Beginning drawing and design courses recommended. Lab fee.

ART 125 Beginning Painting 3 Cr
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. No prerequisite. Drawing and two-dimensional or color design courses recommended. Lab fee.

ART 126 Beginning Painting 3 Cr
Introduction and extension of techniques in oil and acrylic painting. Emphasis on understanding form in space and light, and on interaction of form with color, value, and texture in paint. No prerequisite. Drawing and two-dimensional design courses recommended. Lab fee.

ART 131 Beginning Sculpture 3 Cr
Introduction to sculpture using wood, stone, metal, plastic, and wire. Emphasizes materials and tools required for execution of sculpture. No prerequisite. Design course recommended. Lab fee.

ART 132 Beginning Sculpture 3 Cr
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. No prerequisite. Design course recommended. Lab fee.

ART 133 Beginning Printmaking 3 Cr
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. Includes historical overview and exhibition procedures. With ART 134, forms one year of basic study. No prerequisite. Drawing and design courses recommended. Lab fee.

ART 134 Beginning Printmaking 3 Cr
Expanded studio experience in basic fine arts printmaking using hand and press techniques for monoprints, collagraph, etching, and related processes in relief and intaglio. Includes historical overview and exhibition procedures. With ART 133, forms one year of basic study. No prerequisite. Drawing and design courses recommended. Lab fee.

ART 139 Beginning Weaving 3 Cr
Various techniques, including traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, and macrame. Spinning and dyeing yarns. Emphasis on creativity and experimentation within techniques. Lab fee.

ART 140 Beginning Weaving 3 Cr
Further study of various 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 Cr
Explores graphic design through use of line, shape, value, texture, 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 Cr
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 Cr
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 Cr
Experiences in basic photography. Further camera functions 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. With ART 151, forms one year of basic study. Lab fee.

ART 160	Art Appreciation	3 Cr	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 Cr	Intermediate problems in ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function. Prerequisite: 6 credits of beginning ceramics or teacher permission. Lab fee.
ART 202	Intermediate Ceramics	3 Cr	Intermediate problems in ceramics with individualized emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function. Prerequisite: 6 credits of beginning ceramics or teacher permission. Lab fee.
ART 203	Ceramic Sculpture	3 Cr	Use of clay as sculpture medium. Wheel-thrown, coil, slab, and other techniques as well as mural, architectural, and free-standing design. Prerequisite: Design course or teacher permission. Lab fee.
ART 204	Ceramic Sculpture	3 Cr	Problems in clay as sculptural medium. Wheel-thrown, coil, slab, and other techniques as well as mural, architectural, and free-standing design. Prerequisite: Design course or teacher permission. Lab fee.
ART 205	Intermediate Drawing	3 Cr	Exploration of 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 course or teacher permission. Lab fee.
ART 206	Intermediate Drawing	3 Cr	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 Cr	Problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in space using charcoal, pen, brush, and other media. Prerequisite: Drawing course or teacher permission. Lab fee.
ART 220	Life Drawing and Composition	3 Cr	Further problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in space using charcoal, pen, brush, and other media. Prerequisite: Drawing course or teacher permission. Lab fee.
ART 223	Watercolor Painting and Composition	3 Cr	Exploration of aquarelle techniques with emphasis on composition as affected by color, value, stylistic considerations, and individual expression. Includes exhibition procedures. No prerequisite. Drawing, two-dimensional, or color design course recommended. Lab fee.
ART 225	Intermediate Painting	3 Cr	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 Cr	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 Cr	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 drawing and painting or teacher permission. Lab fee.
ART 228	Portrait Painting	3 Cr	Further 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 240A	Airbrush	3 Cr	Study of airbrush techniques. Includes use and maintenance of equipment, freehand masking techniques, and introduction to photo retouching. Assignments in black and white and in full color. No prerequisite. Beginning drawing recommended.
ART 243	Illustration	3 Cr	Development of commercial portfolio. Execution of limited color illustrations in wet and dry media, and mechanical overlay. No prerequisite. Drawing course recommended. Lab fee.
ART 244	Illustration	3 Cr	Explores illustration through use of full color media and techniques including inks, gouache, acrylic, and colored pencil. No prerequisite. Drawing course recommended. Lab fee.
ART 245	Children's Book Illustration	3 Cr	Introduction to techniques and materials used in children's book illustration. Projects include conceptualizing and composing visuals for individual pages, layout and design of book, discussion of sales presentation, and portfolio organization. Prerequisite: ART 105 or 106 or teacher permission.
ART 247	Advertising Design and Production	3 Cr	Exploration of advertising field through design 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. No prerequisite. Graphic design course or experience recommended. Lab fee.
ART 248	Advertising Design and Production	3 Cr	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. No prerequisite. Graphic design course or experience recommended. Lab fee.
ART 251	Intermediate Photography	3 Cr	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 Cr	Traces origin and development of painting, sculpture, and architecture from beginnings through Renaissance. Emphasis on art of Western World. Term paper may be required.
ART 262	History of World Art II	3 Cr	Traces origin and development of painting, sculpture, and architecture from end of Renaissance through Modern Period. Emphasis on art of Western World. Term paper may be required.

ART 291 Art Activities 1-3 Cr
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

Offered through the Division of Technical Programs, Building J, Room 202, 786-1461.

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

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

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

ADT 081 Small Engine Repair 3 Cr
Teaches how to diagnose problems and make repairs. Students usually supply own project engines. Lab fee.

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

ADT 103 Engines 6 Cr
Trains student technicians in theory, diagnosis, service, and repair of engines and engine systems. Lab fee.

ADT 110 Power Trains 6 Cr
Trains student technicians in theory, diagnosis, and repair of light- and medium-duty power train components. Lab fee.

ADT 150 Brake Systems 4 Cr
Theory, design, and service of brake systems. Hydraulic and pneumatic laws, principles and operation of hydraulic, air, and electric brake systems as applied to motor vehicles and RVs. Servicing these systems on components and lab projects. Lab fee.

ADT 161 Frame and Suspension Systems 4 Cr
Basic study of various automotive suspension systems. Includes identification, maintenance, and replacement of individual components. Study of front-end geometry and its relationship to total suspension system.

ADT 163 Front-End Alignment 3 Cr
Investigates principles and theories of front-end alignment and wheel balance as related to drivability and economy on modern automobiles and trucks. Uses static and high-speed wheel balancing equipment with mechanical and electrical alignment machines as well as special hand tools in actual vehicle practice. Lab fee.

ADT 180 Electrical Systems 6 Cr
First course in electricity for automotive technicians. Familiarizes students with physics of electricity, and function and repair of components of starting, charging, ignition, and electrical systems.

ADT 211 Carburetor and Injection Systems 4 Cr
Teaches students basic fuel system, carburetion, and gas fuel injection theory. Lab fee.

ADT 212 Tune-Up and Diagnosis 6 Cr
Covers basic principles and finite techniques involved in efficient, pollution-free operation of modern internal combustion engines. Also covers ignition systems and their historical developments.

ADT 214 Emission Systems 3 Cr
Understanding and servicing modern internal combustion engines to meet pollution standards established by Federal Government. Theories of operation, diagnosis, and service problems.

ADT 223 Shop Management 3 Cr
Provides basic knowledge of business management, customer relations, and shop problems. Forum for discussion of problems in fourth semester service labs.

ADT 224 Accessories and Air Conditioning 4 Cr
Advanced studies of electro-mechanic accessories and automotive air conditioning. Lab objectives may be met through pre-arranged, supervised on-the-job training or Cooperative Education program participation. Prerequisite: Experience with auto electricity or fundamental auto electrical knowledge.

ADT 226 Auto Service Laboratory 6 Cr
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: Only fourth-semester students may enroll. Lab fee.

ADT 241 Diesel Fuel Systems 2 Cr
Develops 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.

ADT 243 Heavy-Duty Electrical Systems 3 Cr
Provides students with theory and diagnostic skills for heavy-duty starters, alternators, and circuits. Integral part of third semester Diesel Technology Program. Prerequisite: Knowledge of basic electricity and/or experience with electrical systems.

ADT 245 Diesel Engines 2 Cr
Provides students and technicians with exposure to two- and four-stroke diesel engines, and related systems such as air-space induction, coolant, and lubrication.

ADT 246 Diesel Service Laboratory I 5 Cr
Gives student technicians 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: Must be a program major.

ADT 248 Diesel Service Laboratory II 6 Cr
Hands-on lab for related fourth semester Diesel theory courses (ADT 261, 263, and 265). Objectives may be met through pre-arranged, supervised on-the-job training or Cooperative Education program participation. Prerequisite: Must be a program major. Lab fee.

ADT 261 Hydraulics 2 Cr
Provides working knowledge for proper troubleshooting and servicing of hydraulic systems. Prerequisite: Fourth semester Diesel student status.

ADT 263 Heavy-Duty Power Trains 2 Cr
Expands knowledge and skills of light-duty technicians in field of heavy-duty power trains. Prerequisite: Knowledge of basic power trains and/or considerable experience with power trains.

ADT 265 Heavy-Duty Chassis 2 Cr
Provides technical background to diagnose and repair heavy-duty air-brake and chassis components. Prerequisite: Fourth semester Diesel student status.

ADT 271 Diesel Fuel Systems for Tradepersons 3 Cr
Lecture/lab course that provides instruction in operation and service of diesel fuel systems on current diesel engines. Prerequisite: Present employment in automotive service and repair industry or teacher permission.

ADT 280 Electrical for Tradepersons 3 Cr
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 Cr
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 Tradepersons 3 Cr
Study of alignment theory and practical applications as found in late-model front-wheel-drive, independent-rear-suspension vehicles. Utilizes state-of-the-art alignment equipment. Prerequisite: Present employment in automotive service and repair industry or teacher permission.

ADT 283 Tune-Up for Tradepersons 3 Cr
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 Carburetion and Gasoline Fuel Injection for Tradepersons 3 Cr
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 TECHNOLOGY

Offered through the Division of Aviation and Engineering Technology, Aviation Complex, Merrill Field, 276-3737.

AT 053 Preventive Maintenance for Pilot and Owners 4 Cr
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.

AT 100 Private Pilot Ground School 4 Cr
Preparation for FAA Private Pilot Exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA AIM, radio communications, and radio navigation. Extensive use of appropriate FAA films. Lab fee.

AT 101 Private Flying 2 Cr
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 passing score on FAA Private Pilot Written Exam. Department approval required. Cannot be audited. Administrative fee.

AT 102 Commercial Ground School 4 Cr
Advanced work in topics discussed in AT 100. Also advanced aircraft engines, systems, performance and limitations, radar environment, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers. Prerequisite: AT 100 or passing score on FAA Private Pilot Written Exam or teacher permission.

AT 103 Commercial Flying 3 Cr
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 passing score on FAA Commercial Pilot Written Exam. Department approval required. Cannot be audited. Administrative fee.

AT 104 Alaska Bush Flying 3 Cr
Specialized instruction and discussion concerning unique flying conditions faced by Alaskan pilots. Basic aerodynamics, mountain flying, skis, floats, wheels, judgment 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 Cr
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 Cr
Safety clinics held in cooperation with FAA and other interested organizations. Includes classes in flying with skis or floats, meteorology, light airplane maintenance, cold weather procedures, survival, mountain flying, terminal procedures, radar environment, first aid, and related safety for flights in Alaska. Students must attend designated number of hours and may enroll twice for credit. Cannot be audited. Contact department for schedule of classes.

AT 107 Multi-Engine Flying 1 Cr
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 Cr
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 Cr
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 Cr
History of laws influencing aviation. Case studies of aviation litigation. Organization, authority, responsibility, and functions of Department of Transportation, FAA, and Civil Aeronautics Board.

AT 134 Principles of Aviation Administration 3 Cr
Introduction to business administration in general, airline, and manufacturing segments of aviation industry. Emphasis on theories of corporate organization and management. Future trends in aviation administration.

AT 135 Management: Airport 3 Cr
Major functions of airport management including organization, zoning, financing, revenues and expenses, construction, expansion, evaluation techniques, and safety. Socio-economic effects of airports on communities. Prerequisite: AT 134 or teacher permission.

AT 136	Management: Air Service Operations	3 Cr	Functions of air service operations. Organization, financing, revenues and expenses, construction, expansion, safety, and relations with local agencies including airport management. Analysis of successful air service operations. Future trends. Prerequisite: AT 134 or teacher permission.
AT 140	Air Traffic Control History	3 Cr	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.
AT 141	Aviation Weather	3 Cr	Weather and its effects on air transport and air traffic control. Aviation weather reports and forecasts. Methods of weather information distribution including teletype, voice lines, broadcasts, and other systems of the U.S. Government and other airways users.
AT 142	Control Environment	3 Cr	Basic navigation with emphasis on air navigation. Operation and function of radio aids to navigation (NAVAIDS). Basic airway structure. Use of air navigation charts, instrument approach plates, standard instrument arrival and departure routes, and Airman's Information Manual.
AT 143	Air Traffic Control Regulations	3 Cr	Federal air regulations applying to air traffic control system. Introduction to regulations governing operation of Air Traffic Control Specialists within Federal system.
AT 144	Air Traffic Control Airborne Lab	2 Cr	Designed for ATC majors. Explores flight planning, progress, and flight termination in both visual and instrumental flight conditions. Lab fee.
AT 145	Principles of Flight	3 Cr	Basic aerodynamic principles. Theory of flight. Aircraft characteristics. Operation of aircraft in air traffic control system. Includes approximately 6 hours in Flight Simulator. Lab fee.
AT 146	Air Traffic Control Intern Program	4 Cr	Practical experience at FAA air traffic control facilities. Prerequisite: AT 140, 141, 142, and 143, or department permission.
AT 160	Aircraft Information, Regulations, and Procedures	3 Cr	Begins with historical background and government involvement in aviation maintenance. Includes policies and procedures of ACC and FAA approved Aviation Maintenance Technology program. Incorporates maintenance publications, maintenance forms and records, technician privileges and limitations, aircraft weight and balance, and aircraft ground operation and fuel servicing. Special fee.
AT 161	Aircraft Assembly	3 Cr	Covers drawings, material and corrosion control, and rigging. Students learn to read blueprints, graphs and charts, and draw sketches of aircraft repairs. Students identify materials to be cleaned, select cleaning materials, identify hardware, perform aircraft assembly operations, and balance control surfaces. Prerequisite: Concurrent enrollment in AT 161L.
AT 161L	Aircraft Assembly Lab	1 Cr	Provides practical experience and projects to reinforce student learning in AT 161. Prerequisite: Concurrent enrollment in AT 161. Lab fee.
AT 162	Fundamentals of Aircraft Electronics	4 Cr	Begins with basic electrical concepts, definitions and laws. Also covers how to calculate and measure fundamental electrical circuit parameters. Includes introduction to both passive and reactive electrical components, schematic symbols and how to read electrical wiring diagrams. Prerequisite: MATH 055 or equivalent.
AT 162L	Fundamentals of Aircraft Electronics Lab	2 Cr	Provides practical experience and projects to reinforce student learning in AT 162. Prerequisite: Prior completion or concurrent enrollment in AT 162. Lab fee.
AT 163	Aircraft Electrical Components	4 Cr	Identifies these aircraft electrical components, and explains their operation and servicing: DC generator, DC alternator, AC alternator, voltage regulator, reverse current relay, generator and alternator protection devices, magnetos and ignition system components. Includes troubleshooting, inspecting, installing, and servicing. Prerequisite: AT 160, 161, 162, 162L, and PHYS 110. Concurrent enrollment in AT 163L.
AT 163L	Aircraft Electrical Components Lab	3 Cr	Provides practical experience and projects to reinforce student learning in AT 163. Prerequisite: Concurrent enrollment in AT 163. Lab fee.
AT 164	Aircraft Sheetmetal	2 Cr	Familiarizes students with sheetmetal properties and uses in fabrication of structural and non-structural components of aerospace vehicles. Covers inspection techniques, and fabrication and repair processes of bending, cutting, forming, drilling, riveting, and heat-treating aluminum sheetmetal parts. Prerequisite: MATH 054 or equivalent. Concurrent enrollment in AT 164L.
AT 164L	Aircraft Sheetmetal Lab	2 Cr	Provides practical experience and projects to reinforce student learning in AT 164. Prerequisite: Concurrent enrollment in AT 164. Lab fee.
AT 165	Aircraft Reciprocating Engines: Theory and Overhaul	3 Cr	Begins with historical background. Covers theories of operation and construction, and overhaul practices pertaining to internal combustion engines. Includes combustion processes, design ratios, cooling lubrication, disassembly, cleaning, nondestructive testing, measurement and assembly of internal combustion engines. Prerequisite: AT 160, 161, 161L, and PHYS 110.
AT 165L	Aircraft Reciprocating Engines: Theory and Overhaul Lab	3 Cr	Provides practical experience and projects which reinforce student learning in AT 165. Prerequisite: Concurrent enrollment in AT 165. Lab fee.
AT 167	Aircraft Navigation Communications and Instrument Systems	2 Cr	Students become proficient in theory, construction, operation, and service of navigation, communication, and instrument systems, and related components. Approximately 50 percent of class time spent in lab making necessary modifications, and installing instruments, gauges, navigation-communication equipment, and antennas. Special registration. Prerequisite: AT 166. Lab fee.
AT 168	Aircraft Wood Structures	2 Cr	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 to repair wood structural members. Special registration. Lab fee.
AT 169	Aircraft Fluid and Pneumatic Power Systems	7 Cr	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: AT 160, 161, 162, and 163. Lab fee.

AT 191	Airframe Seminar	1-3 Cr	Independent study course covering air-dynamics, construction, and maintenance repairs of entire airframe system and components. Gives experienced or inexperienced mechanics background necessary to understand airframe maintenance. Prerequisite: Students must have faculty advisor in AMT.	AT 207	Airline Transport Pilot (ATP) Flying	2 Cr	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 ATP Certificate. Department approval required. Cannot be audited. Administrative fee.
AT 192	Powerplant Seminar	1-3 Cr	Independent study course covering maintenance and repair, both 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: Students must have faculty advisor in AMT.	AT 210	Simulated Flight Instruction for Advanced Ratings	1 Cr	Required for all persons wanting to utilize GAT-I 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 200	Instrument Ground School	4 Cr	Instrument operation in detail. Attitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR enroute charts, approach plates, airspace and airway route system. ATC operations and procedures, FAA Regulations, flight planning, medical facts for pilots, meteorology, and simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities. Prerequisite: AT 100 or passing score on FAA Private Pilot Written Exam, or teacher permission. Lab fee.	AT 231	Search, Survival, and Rescue	3 Cr	Extension of AT 233. Deals with situations that develop from lost or downed aircraft. Survey of principles of survival in all types of climates, with emphasis on arctic environments. Organization for search and rescue with emphasis on systems and operational methods used in Alaska. Prerequisite: AT 233. Lab fee.
AT 201	Instrument Flying	3 Cr	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 passing score on FAA Private or Commercial Pilot Written Exam, or teacher permission. Department approval required. Cannot be audited. Administrative fee.	AT 232	Aviation Navigation	3 Cr	Earth's surface and mapping, aeronautical charts, fundamentals of navigation, navigational calculations and theory, and operation of ground and airborne navigational equipment. Future trends in navigation. Review for certified pilots. Prerequisite: AT 100 and Private Pilot Certificate or higher rating.
AT 202	Certified Flight Instructor (CFI) Ground School	3 Cr	Principles of teaching and learning, analysis of student motivation, flight training syllabus, flight instructor's role and responsibilities, and 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 233	Aviation Safety	3 Cr	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: Basic knowledge of aviation terminology.
AT 203	Certified Flight Instructor (CFI) Flying	2 Cr	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 passing score on FAA Flight Instructor Exams. Department approval required. Cannot be audited. Administrative fee.	AT 235	Elements of Weather	3 Cr	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 205	Certified Flight Instructor-Instruments (CFII) Flying	2 Cr	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 Written Exam. Department approval required. Cannot be audited. Administrative fee.	AT 236	Management: Airline	3 Cr	Study of airline organization and management. Analysis of classifications, management methods, governmental relationships, and financial positions. Functions of marketing in airline operations, market research, demand determination, and effects of FAA Regulations. Prerequisite: AT 134.
AT 206	Airline Transport Pilot (ATP) and Dispatcher Ground School	3 Cr	Preparation for 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, and attitude instrument flying review. Covers Airman's Information Manual (AIM) and 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 237	Aviation Industrial Relations	3 Cr	Personnel practices in aviation industry. Analysis of labor-management problems, recruiting, selecting, training, and compensating employees. Labor laws. Prerequisite: AT 134 or teacher permission.
				AT 240	Operations in Flight Service Station	3 Cr	Fundamentals of weather observation, use of FAA publications in flight planning, phraseologies, and radio frequencies used in air-ground communications. Use of civil notice to airmen system and familiarization with positions of operation in FSS.
				AT 241	Airport Traffic Control	3 Cr	Basic techniques in operating ATC airport facilities in visual conditions. Includes operation of airport lighting systems, proper phraseology, separation requirements, control techniques, and emergency actions. Preparation for operating simulated airport.
				AT 242	Procedures for Control of Instrument Traffic (PCIT) I	3 Cr	Covers procedures of instrument traffic control in non-radar environment. Develops longitudinal, vertical, and lateral separation of air traffic. Introduction to airspace surrounding Weatherford International Airport. Prerequisite: AT 140, 141, 142, 143, 145, and 146 or teacher permission. Instrument pilots accepted. Concurrent enrollment in AT 243 may be approved.

- AT 243 Procedures for Control of Instrument Traffic (PCIT) II** 3 Cr
Introduction to working problems of air traffic separation. Develops routine problem-solving processes for near-midair collisions, and other emergency occurrences. Primarily lab situations designed to adapt student controller to real life ATC environment. Prerequisite: AT 242, extensive experience in ATC, Airline Transport Rated Certificate, or teacher permission.
- AT 244 Procedures for Control of Instrument Traffic (PCIT) III** 3 Cr
Fundamental radar theory and systems operation in ATC. Hands-on time at FAA radar facilities and in classroom simulators. Develops techniques of radar equipment operations and manipulation (separation of air traffic, vectoring, speed control). Radar development in areas of ARTS-2 and EARTS-3 when available. Prerequisite: AT 243 or teacher permission.
- AT 245 Pilot/Controller Techniques** 3 Cr
Explores methods of airport operations. Covers various levels of air traffic control ranging from uncontrolled bush strips to highly complex international airports. No prerequisite. Familiarity with aviation terminology and high school reading level recommended.
- AT 260 Aircraft Reciprocating Engine and Propeller Installation and Operation** 2 Cr
Covers installation, preparation, performance testing and troubleshooting of aircraft reciprocating engines. Prerequisite: AT 160, 161, 161L, 163, 163L, 165, 165L, and PHYS 110. Concurrent enrollment in AT 260L.
- AT 260L Aircraft Reciprocating Engine and Propeller Installation and Operation Lab** 3 Cr
Provides practical experience and projects to build skills and reinforce student learning in AT 260. Prerequisite: Concurrent enrollment in AT 260. Lab fee.
- AT 261 Aircraft Fuel Systems** 3 Cr
Begins with aircraft fuels, fuel/air mixtures, basic fuel systems and fuel metering devices. Proceeds to applications of fuels and metering systems to aircraft. Includes complex aircraft systems, float carburetors, pressure carburetors, fuel injection systems, turbochargers, and superchargers. Prerequisite: AT 160, 161, 161L, 162, 162L, and PHYS 110. Concurrent enrollment in AT 261L.
- AT 261L Aircraft Fuel Systems Lab** 1 Cr
Provides practical experience and projects which reinforce student learning in AT 261. Prerequisite: Concurrent enrollment in AT 261.
- AT 262 Aircraft Turbine Engines** 3 Cr
Begins with brief historical development of turbine engine. Proceeds to current aircraft applications, engine manufacturers, and models they produce. Includes theory of thrust development, and design and environmental factors that influence thrust. Emphasizes construction details of typical engines from inlet to exhaust, and support systems which typical engines use. Explains operational characteristics of typical engines and how to test run engines on aircraft or in test cell. Prerequisite: AT 160, 161, 161L, 163, 163L, and PHYS 110. Concurrent enrollment required in AT 262L.
- AT 262L Aircraft Turbine Engine Lab** 2 Cr
Provides practical experience and projects which reinforce student learning in AT 262. Prerequisite: Concurrent enrollment in AT 262. Lab fee.
- AT 263 Aircraft Fluid Power Systems** 3 Cr
Begins with fluid power systems basics of pressure, force, area, volume, flow and speed. Proceeds to applications of fluid power to aircraft. Includes fluids, seals, hoses, tubing, connections, and component identification, function, inspection, installation, and overhaul. Covers system operation, inspection, and troubleshooting for hydraulic, pneumatic, and landing gear systems. Prerequisite: AT 160, 161, 161L, and PHYS 110. Concurrent enrollment in AT 263L.
- AT 263L Aircraft Fluid Power Systems Lab** 2 Cr
Provides practical experience and projects which reinforce student learning in AT 263. Prerequisite: Concurrent enrollment in AT 263. Lab fee.
- AT 264 Aircraft Electrical Systems** 4 Cr
Builds on previous coverage of AC and DC electrical power generation, control and distribution in airborne environments. Covers uses of mechanical and electrical systems in sensing, communicating and displaying information. Includes receiver fundamentals and avionics installations and testing. Prerequisite: AT 163, 163L, and PHYS 110.
- AT 264L Aircraft Electrical Systems Lab** 1 Cr
Provides practical experience and projects which reinforce student learning in AT 264. Prerequisite: Concurrent enrollment in AT 264. Lab fee.
- AT 265 Aircraft Bonded Structures** 3 Cr
Covers historical background, theory, and techniques for fabrication, inspection and repair of bonded structures. Includes plastics, wood structures, honeycomb structures, and advanced composite structures. Prerequisite: Concurrent enrollment in AT 265L.
- AT 265L Aircraft Bonded Structures Lab** 2 Cr
Provides practical experience and projects to reinforce student learning in AT 265. Prerequisite: Concurrent enrollment in AT 265. Lab fee.
- AT 266 Aircraft Auxiliary Systems** 3 Cr
Covers operation, maintenance, servicing, inspection, and troubleshooting of auxiliary systems on aircraft. Includes environmental control systems (heat, air conditioning, pressurization, oxygen), ice and rain control systems, fire protection and position indicating and warning systems. Prerequisite: AT 160, 161, 161L, 264, 264L, and PHYS 110. Concurrent enrollment in AT 266L.
- AT 266L Aircraft Auxiliary Systems Lab** 2 Cr
Provides practical experience and projects to reinforce student learning in AT 266. Prerequisite: Concurrent enrollment in AT 266. Lab fee.
- AT 267 Aircraft Inspections and Troubleshooting** 3 Cr
Provides indepth coverage of scheduled and non-scheduled aircraft inspections. Covers regulations data, techniques, and forms and records pertinent to performing aircraft inspections. Students plan, research data, and perform complete aircraft inspections as well as less detailed scheduled/non-scheduled inspections. Classroom troubleshooting practice by isolating probable faults based on flight crew failure reports. Troubleshooting procedures and system operations information obtained from appropriate manufacturer manuals, wiring diagrams, and schematics. Prerequisite: AT 163, 163L, 260, 260L, 262, 262L, 263, and 263L. AT 264 and 264L or concurrent enrollment. Concurrent enrollment in AT 267L.
- AT 267L Aircraft Inspection and Troubleshooting Lab** 2 Cr
Provides practical experience and projects which reinforce student learning in AT 267. Prerequisite: Concurrent enrollment in AT 267. Lab fee.
- AT 268 Fundamentals of Aircraft Welding, Covering, and Finishing** 1 Cr
Covers historical background, theory, techniques for tubular steel structures, aircraft dope and fabric procedures, and paint systems. Prerequisite: AT 160, 161, and 161L. Concurrent enrollment in AT 268L.
- AT 268L Fundamentals of Aircraft Welding, Covering, and Finishing Lab** 2 Cr
Provides practical experience and projects to reinforce student learning in AT 268. Prerequisite: Concurrent enrollment in AT 268. Lab fee.
- AT 269 Aircraft Repair Station Operation** 4 Cr
Experience at FBO repair station, where students develop knowledge of its operation. Approximately 90 percent of class time spent observing and participating. Special registration. Prerequisite: Fifth semester AT student status.

AT 270 Aircraft Repair Station Management 4 Cr
Experience at FBO repair station, where students develop knowledge of its management. Approximately 90 percent of class time spent observing and participating. Special registration. Prerequisite: Fifth semester AT student status.

BIOLOGY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

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

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

BIOL 101L Human Biology Laboratory 1 Cr
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 Cr
Introduction to ecology and animal behavior. Includes functioning of ecosystems, community recognition, population dynamics, social behavior, and behavior related to environment.

BIOL 103 Introductory Biology Lec + Lab 4 Cr
One-semester freshman-level course for students with little or no biology background. Includes basic organization of cells, organs, organisms, and populations as well as functional relationships relevant to modern living. Lab fee.

BIOL 105 Fundamentals of Biology I Lec + Lab 4 Cr
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 Cr
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 Cr
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 Cr
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 World Lec + Lab 4 Cr
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. Lab fee.

BIOL 126 Birds in Field and Lab 3 Cr
Beginning course in bird study for amateurs. General biology, ecology, and behavior of birds. Emphasis on identification, observation, and recording information about birds on location. Field trips and study projects. Lab fee.

BIOL 131 Wildlife Behavior Lec + Lab 4 Cr
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. Lab fee.

BIOL 139 Introduction to Forestry 3 Cr
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.

BIOL 175 Introduction to Field Ecology 3 Cr
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.

BIOL 176 Natural History of Denali National Park 1 Cr
Exploration and study of major ecological features of Denali National Park. Emphasizes interrelationships and park values. Covers major animal and plant species. Extensive hiking and camping. Shared expenses. Offered summer session only.

BIOL 183 Introducing Biology 3 Cr
Introduction to life processes in plants and animals. Focus on human organisms. Telecourse designed for non-science majors.

BIOL 210 Physiology Lec + Lab 4 Cr
Introduction to animal functions, including respiration, digestion, circulation, nerves and muscles, hormones, and reproduction. Prerequisite: BIOL 105 and 106. CHEM 103 recommended. Lab fee.

BIOL 222 Biology of Vertebrates Lec + Lab 4 Cr
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 Cr
Study of mammals from varied aspects: history/evolution, distribution/ecology, taxonomy/region, anatomy/physiology, and behavior/migration. Brief coverage of Alaskan species. Prerequisite: BIOL 106, BIOL 125, or equivalent. Lab fee.

BIOL 226 Introduction to Ornithology Lec + Lab 4 Cr
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, BIOL 126, or equivalent. Lab fee.

BIOL 230 Plant Taxonomy Lec + Lab 3 Cr
Identification and classification of vascular plants with emphasis on Alaskan flora. Saturday field trips. Prerequisite: At least 4 credits in college-level biology. Lab fee.

BIOL 231 Animal Behavior Lec + Lab 4 Cr
Survey of ethological approach to animal behavior. Includes orientation, innate responses, imprinting, learning, social interaction, and evolution. Lab work with animals, and movies to illustrate principles and techniques of study. Prerequisite: BIOL 106, BIOL 131, or PSY 101, or equivalent. Lab fee.

BIOL 239 Plant Form and Function Lec + Lab 4 Cr
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 Cr
Surveys morphology and physiology of micro-organisms (viruses, bacteria, fungi, algae, and protozoans). Includes their role in environments 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 CHEM 120 or equivalent. Lab fee.

BIOL 260	Environmental Science	3 Cr
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 environments with emphasis on earthmanship. Prerequisite: One semester of college biology or teacher permission.		
BIOL 272	Principles of Ecology Lec + Lab	4 Cr
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 Cr
Actual study in each of Alaska's major natural 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 BIOL 175 or teacher permission. Lab fee.		

BUSINESS ADMINISTRATION

Offered through the Division of Business Programs, Building K, Room 140, 786-1545.

BA 101	Introduction to Management	3 Cr
Entry-level survey of development of management theory. Techniques associated with core managerial functions such as planning, organizing, actuating, and controlling. Selected management concepts and models viewed within organizational settings.		
BA 105	Principles of Banking	3 Cr
Foundation for most subsequent American Institute of Banking 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 110	Travel Agency Planning and Sales	3 Cr
Designed for beginning travel agents. Sale of airline tickets, design and tabulation of route costs, time changes, group and individual rates. Includes transfers, schedule outlines, use of airline rate and time schedules, reservations, interviewing, and sales techniques.		
BA 111	Consumer Finance	3 Cr
Introduction to personal investments. Discussion of personal finance and budgeting as essential prerequisite to investments in stocks and bonds, insurance, and mutual funds.		
BA 112	Tourism Principles and Practices	3 Cr
Survey of tourism fundamentals: why tourists travel, components of tourism, economic and social impacts of tourism, destination development, and travel market research.		
BA 113	Alaskan Visitor Industry	3 Cr
Survey of Alaska visitor industry: historical overview, travel characteristics, public and private organization involvement, wholesale and retail functions, and market research and strategies.		
BA 114	Food and Beverage Management	3 Cr
Survey of food and beverage management fundamentals: styles of food service, menu planning, equipment, principles of design and layout, purchasing, receiving, storage, cost control, and sanitation.		
BA 115	Hotel/Motel Management	3 Cr
Survey of hotel/motel management fundamentals: chain operations, franchises, and mom-pop enterprises. Emphasizes space allocation; guest room, dining, recreation, and entertainment facilities; housekeeping; marketing and public relations.		

BA 120	Real Estate School	3 Cr
Comprehensive review of State of Alaska Real Estate laws and regulations. Demonstrated case studies to prepare students to pass Alaska Real Estate Exam.		
BA 121	Residential Property Appraisal	3 Cr
Basic appraisal course covering principles of real estate, determinants of value, property analysis, real estate economics, and urban land studies. Prerequisite: BA 105 or teacher permission.		
BA 122	Residential Property Appraisal: Case Studies	3 Cr
Review of basic residential appraisal techniques. Introduction to sophisticated application techniques. Focus on preparation of residential appraisal report. Examination of appraisal process. Technical skills developed through case studies, lectures, and class participation. Prerequisite: BA 105, and BA 120 or teacher permission.		
BA 150	Women in Business and Management	3 Cr
Covers strategies of business women who want to gain 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 Cr
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.		
BA 160	Salesmanship	3 Cr
Designed for people with and without sales experience. Explores skills all individuals use to sell themselves, products, services, and ideas. Includes selling process, buyer behavior, communication, and selling as part of marketing mix.		
BA 166	Small Business Management	3 Cr
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 Cr
Presents trends in philosophy and practice of bank management. Includes objectives, planning, structure, control, and interrelationships of various bank departments. Designed for new or experienced bank managers.		
BA 202	Credit Department Management	3 Cr
Study of credit function as applied to commercial lending. Prerequisite: BA 105 or equivalent bank experience.		
BA 203	Federal Reserve System	3 Cr
Examines operations and policies of Federal Reserve System during critical periods over past sixty years. Enables students to compare and contrast Federal Reserve policies for similar problems at different periods of time. Attention to international monetary affairs, especially 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 Cr
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 Cr**
Tools and techniques necessary for evaluating financial condition and operating performance of modern business enterprises. Covers financial statement analysis, 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 Cr**
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, including MICR and EFTS. Designed for non-data-processing personnel.
- BA 208 Home Mortgage Lending 3 Cr**
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 with no beginning appraisal course.
- BA 209 Consumer Lending 3 Cr**
Overview of consumer credit operations, and role of consumer credit in banking. Covers credit evaluation principles and open-end credit, marketing bank services, and collection policies and procedures. Prerequisite: BA 105, banking experience, or teacher permission.
- BA 210 Law and Banking 3 Cr**
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, bank collections, and secured financing. Designed for persons with entry-level to five-year experience.
- BA 221 Real Estate Finance 3 Cr**
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 in mortgage credit.
- BA 222 Real Estate Taxes 3 Cr**
Explores 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 Cr**
Practical course to assist students in surveying various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other real estate transactions involving law.
- BA 231 Fundamentals of Supervision 3 Cr**
For students with or without supervisory experience. Introduction to effective supervisor's role. 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 Cr**
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 Cr**
Helps students to develop decision-making viewpoints of managers. Includes financial statement analysis, cash flow planning, capital asset expenditures planning, and methods of short-term and long-term financing. Prerequisite: ACCT 101 or ACCT 201 and MATH 105.

- BA 241 Business Law I 3 Cr**
Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, and business crimes.

- BA 242 Business Law II 3 Cr**
Emphasizes 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 Cr**
Presents descriptive and inferential statistics. Includes measure of control, tendency and variation, partial and multiple correlations and regression, time series, and forecasting. Introduces computer applications.

CHEMISTRY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

- CHEM 103 Contemporary Chemistry Lec + Lab 4 Cr**
Introductory course for students with little or no 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 Cr**
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 Cr**
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 Cr**
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 Cr**
Study of chemistry as applied 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 students. Prerequisite: CHEM 103 or 120 or teacher permission.

CLOTHING AND TEXTILES

See HOME ECONOMICS for course descriptions.

COMPUTER INFORMATION SYSTEMS

Offered through the Division of Business Programs, Building K, Room 140, 786-1606.

- CIS 100 The New Literacy: An Introduction to Computers 2 Cr**
Introductory telecourse on computers and computer applications. Covers how they work, their history, and their application to business and personal use. Introduces data processing terminology. 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 laypersons who are interested in computer influences on society. Combination of CIS 100 and CIS 100L is equivalent to CIS 101 and prepares students to continue in CIS curriculum.

- CIS 100L** The New Literacy: An Introduction to Computers - Lab 1 Cr
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 or concurrent enrollment. Lab fee.
- CIS 101** Introduction to Data Processing 3 Cr
Beginning course covering machine organization, problem formulation, programming, information flow, management, and applications of automatic data processing systems. No prerequisite. MATH 105 and BA 151 recommended. Lab fee.
- CIS 103** Advanced Microcomputer Software Packages 3 Cr
Illustrates use of advanced features of word processing, spread sheet, data base, and integrated software packages. (CIS 103 may not be used to satisfy CIS degree requirements. This material is included in CIS 215 for CIS majors.) Evaluation on Pass/No Credit basis only. Prerequisite: CIS 101 or both CIS 100 and CIS 100L. (Keyboarding skill of at least 30 wpm recommended.) Lab fee.
- CIS 104** Microcomputer Hardware and Operating Systems 3 Cr
Designed for students with serious interest in programming microcomputers. Focuses on components of microcomputers. Hands-on experience with microcomputer operating systems and systems software. Prerequisite: CIS 101, or CIS 100 and CIS 100L. Knowledge of BASIC syntax.
- CIS 105** Introduction to Programming Lec + Lab 5 Cr
Introduction to business data processing and programming concepts to produce business reports and process files with control break logic. Students program/code table handling and table look-up routines, modularize large programs, incorporate error routines, develop and execute Testing Plan, and prepare complete documentation package. Writing, testing, and documenting selected programs using subset of PASCAL. Prerequisite: CIS 101 and MATH 105. Keyboarding skill of at least 30 wpm recommended. Lab fee.
- CIS 110** Advanced Microcomputer Programming 5 Cr
Designed for students with serious interest in programming microcomputers. Hands-on experience with microcomputer system software including file management, advanced syntax (BASIC, Pascal, and Assembler), graphics, and installation of applications packages. Prerequisite: CIS 104 and CIS 105 with PASCAL. Knowledge of BASIC and Pascal programming syntax, and strong foundation in CIS 105 programming concepts.
- CIS 115** RPG II Programming Lec + Lab 5 Cr
Training and practice in writing programs in RPG II language. Compiling, executing, testing, and debugging programs. Prerequisite: CIS 105.
- CIS 120** Computer Operations: Procedures and Management 3 Cr
Methods of organizing, supervising, and scheduling for operation of computing equipment. Personnel relations and company organization. Prerequisite: CIS 105.
- CIS 181** Introduction to Microcomputers at Home 2 Cr
Covers home computer uses by typical consumers. Overview of home computers, operations, and programs. Does not satisfy CIS degree requirements.
- CIS 182** Introduction to Microcomputers in Small Businesses 2 Cr
Covers microcomputer use in small business or professional practice by owners or employees. Overview of computers and means of evaluation when purchasing equipment. Does not satisfy CIS degree requirements.

- CIS 201** COBOL Programming Lec + Lab 5 Cr
Training and practice in writing programs in COBOL language. Compiling, executing, testing, and debugging programs. Class requires 12-hour Final Practicum scheduled by department on weekend at end of term. Specific date announced in class each semester. Prerequisite: CIS 105. Concurrent enrollment in CIS 210 recommended.
- CIS 204** Scientific FORTRAN Programming Lec + Lab 5 Cr
Training and practice in writing programs in FORTRAN language. Emphasis on multi-dimensional arrays/tables, modularizing programs using subroutines, and updating sequential data files. Also covers top-down design and structured methodology, developing and executing test plan, and preparing documentation. Prerequisite: CIS 105 and MATH 107.
- CIS 207** Advanced PASCAL Programming Lec + Lab 5 Cr
Instruction and practice in writing complex computer programs in PASCAL programming language. Prerequisite: CIS 105.
- CIS 210** Systems Design and Analysis 3 Cr
Concepts and techniques for designing computer-based business systems. Includes feasibility study, system design, system development, implementation, performance evaluation, and review. Prerequisite: CIS 105 and ACCT 201. Concurrent enrollment in CIS 201 recommended.
- CIS 215** Systems Design and Analysis for Small Systems 3 Cr
Concepts and techniques for designing computer-based business systems to meet small business computing needs. Develop RFP, select system, plan installation, and measure performance. Covers strengths and limitations of small systems. Prerequisite: CIS 210 and ACCT 201.
- CIS 221** Advanced COBOL Programming Lec + Lab 5 Cr
Designing and programming selected business data processing systems. Compiling and executing programs, testing and debugging. Class requires 12-hour Midterm Practicum scheduled by department on weekend at midterm, and 12-hour Final Practicum scheduled on weekend at end of term. Specific dates announced in class each semester. Prerequisite: ACCT 201, CIS 201 and 210.
- CIS 230** Advanced Systems Topics 3 Cr
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 210. Concurrent enrollment in CIS 221 recommended.

CONSUMER AND HOME ECONOMICS

See HOME ECONOMICS for course descriptions.

CORRECTIONS

Offered through the Division of Social Sciences, Building K, Room 213.
786-1533.

- CORR 116** Pre-Sentence Investigation 3 Cr
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 Communities 3 Cr
Study of community organizations and resources related to corrections. Covers 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 Cr
Study of human management as applied to corrections. Includes personnel, budgeting, interagency coordination, supervising, and program planning. Each student constructs organization chart for model correctional institution and functional charts for various departments. Prerequisite: JUST 110.

CORR 227 Law and Corrections 3 Cr
Study of Alaskan and national laws related to corrections. Brief survey of court procedures as related to offenders. Prerequisite: JUST 110.

CORR 285 Rights of Offenders 3 Cr
Study of cases in which prisoner rights have been defended. Includes parole, post-release disabilities, rehabilitation, and jail conditions. Prerequisite: JUST 110.

COUNSELING

Offered through the Division of Social Sciences, Building K, Room 213, 786-1570.

COUN 107 Managing Stress 1 Cr
Examines general causes of stress and effective methods to eliminate or manage stress in your own life.

COUN 108 Improving Communication in Relationships 3 Cr
Increases awareness of how individuals communicate and relate to other significant people in their lives. Teaches specific skills in styles and patterns of communication. Emphasizes communication processes (how something is said) rather than content (what is said).

COUN 208 Career Planning and Changing 3 Cr
Non-traditional approach to career planning and job hunting. Emphasizes self-awareness and on-going process to define who students are and what they want from life. Includes skills identification, information gathering, resume writing, interviewing, salary negotiation, and techniques to control job hunts.

COUN 209 Information Interviewing for Job Hunt 1-3 Cr
Individualized information interviewing for 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 research organizations/fields of their choice and apply these principles. Prerequisite: COUN 208 or teacher permission.

DANCE

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

DNCE 101 Fundamentals of Ballet I 2 Cr
Beginning ballet techniques and vocabulary plus introduction to basic dance aesthetics and ballet history. Exercises and combinations to develop strong leg work, turnout, proper carriage of torso, head, and arms. Emphasis on efficient movement and correct alignment. Lab fee.

DNCE 102 Fundamentals of Ballet II 2 Cr
Technical, verbal, and theoretical knowledge of ballet enhanced by acquisition of new skills for control and movement. Concepts of dance aesthetics and style plus interrelationships between music and dance. Emphasis on correct anatomical alignment and science of movement. Prerequisite: DNCE 101 or equivalent or teacher permission.

DNCE 111 Intermediate Ballet I 2 Cr
Continuation of DNCE 102. Exercise combinations to develop leg work, torso strength, and arm and head tranquility. Serious ballet course requiring regular attendance. Prerequisite: DNCE 102 or teacher permission. Lab fee.

DNCE 112 Intermediate Ballet II 2 Cr
Continuation of DNCE 111. Emphasis on basic ballet technique, longer and more complex center floor work. Regular attendance required. Prerequisite: DNCE 111 or teacher permission. Lab fee.

DNCE 121 Fundamentals of Modern Dance I 2 Cr
Beginning modern dance techniques. Develops basic dance skills through warmup exercises, locomotor movements, and simple movement combinations. Emphasis on correct alignment and injury prevention. Lab fee.

DNCE 122 Fundamentals of Modern Dance II 2 Cr
Modern dance techniques and vocabulary expanded by additional dance skills. Introduction of long warmups and movement combinations to increase body strength and flexibility. Exploration of modern dance philosophy and aesthetics. Qualities of dance movement and music/dance relationships. Emphasis on science of movement including proper anatomical alignment, injury prevention, and movement efficiency. Prerequisite: DNCE 121 or equivalent or teacher permission. Lab fee.

DNCE 131 Fundamentals of Jazz I 2 Cr
Basic jazz technique, including body isolations and syncopation with introduction to basic dance history. Warmup exercises and locomotor movements to develop basic dance skills necessary for jazz style, and to promote strength and flexibility. Includes short movement combinations and stress on injury prevention. Lab fee.

DNCE 132 Fundamentals of Jazz II 2 Cr
Enhances technical, verbal, and theoretical knowledge of jazz. Warmup exercises to promote strength and flexibility. Locomotor movements and dance combinations to challenge existing jazz style with multi-rhythms and isolations. Concepts of dance aesthetics and jazz cultural style applied to interrelationships between music and dance. Historical and social influences in jazz. Emphasis on correct alignment and injury prevention. Prerequisite: DNCE 131 or equivalent or teacher permission. Lab fee.

DNCE 141 Beginning Folk Dance I 1 Cr
Learning and practicing basic dance steps at various tempos. Includes polka, two-step, schottische, and grapevine. Study of basic dance positions such as ballroom, valse, and shoulderhold line. Practice of entire simple folk dances.

DNCE 151 Beginning Tap Dance I 1 Cr
Learning and practicing basic tap dance steps and combinations. Begins with warm-up exercises at barre and across floor. Covers basic steps such as shuffle, flap, ball-change, front and back flaps.

DNCE 201 Advanced Ballet I 1 Cr
Continuation of DNCE 112. 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. Prerequisite: DNCE 112 or equivalent or teacher permission. Lab fee.

DNCE 202 Advanced Ballet II 1 Cr
Continuation of DNCE 201. 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. Prerequisite: DNCE 201 or equivalent or teacher permission. Lab fee.

DNCE 211 Intermediate Modern Dance I 2 Cr
Continuation of DNCE 122. More emphasis on specific techniques resulting in development of longer pieces of in-class choreography. Emphasizes improvisation and alignment. Regular attendance required. Prerequisite: DNCE 122 or equivalent or teacher permission.

DNCE 212 Intermediate Modern Dance II 2 Cr
Continuation of DNCE 211. More emphasis on specific techniques resulting in development of longer pieces of in-class choreography. Emphasizes improvisation and alignment. Regular attendance required. Prerequisite: DNCE 211 or equivalent or teacher permission.

DNCE 231 Intermediate Jazz Dance I 2 Cr
Continuation of DNCE 132. More concentration on longer movement combinations in center and more complex technical work in warm-up. Music used throughout class. Regular attendance required. Prerequisite: DNCE 132 or equivalent or teacher permission. Lab fee.

DNCE 232 Intermediate Jazz Dance II 2 Cr
Continuation of DNCE 231. Builds skills and movement vocabulary necessary to execute technical jazz dance combinations. Also develops performance techniques such as dynamics and focus. Prerequisite: DNCE 231 or equivalent or teacher permission.

DENTAL ASSISTING

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 134, 786-1353.

DA 120 Clinical Procedures for Dental Assistants I 5 Cr
Skills development laboratory course. Emphasizes use and care of instruments and equipment, data gathering, and emergency procedures. Practice of chairside dental assisting procedures through role-playing, situations simulating auxiliary practice, and interaction with patients. Concurrent enrollment in DA 130 and DS 120.

DA 131 Dental Science and Anatomy I 4 Cr
60-hour lecture course for first semester Dental Assisting students. Introduces structures of head and neck. Emphasizes tooth morphology and related terminology, cavity classification, and physiology of occlusion. Blocked course: Special admission.

DA 132 Dental Science and Anatomy II 2 Cr
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 for Dental Assistants II 6 Cr
Increases skills and concepts for second semester dental assisting students. Emphasizes chairside procedures in general practice, orthodontics, and oral surgery. Experiences include role-playing, participating in second-year hygiene clinic, and simulated and actual dental assisting practice. Prerequisite: Successful completion of DA 120, 130, and DS 110, 120. Blocked course: Special admission.

DA 171 Dental Materials Lab for Dental Assistants 2 Cr
60-hour laboratory course for second semester Dental Assisting students. Emphasizes laboratory procedures related to specific dental materials: 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 for Dental Assistants 2 Cr
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 for Dental Assistants 5 Cr
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

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 134, 786-1701.

DH 120 Clinical Procedures for Dental Hygienists I 4 Cr
45-hour lecture and 90-hour lab course for first semester Dental Hygiene students. Teaches periodontal data gathering procedures, and dental hygiene instrumentation techniques. Emphasizes promotion and maintenance of dental health. Blocked course: Special admission.

DH 130 Oral Tissues for Dental Hygienists 3 Cr
45-hour lecture course for first semester Dental Hygiene students. Teaches crown and root morphology and terminology, development and cellular structure of oral tissues. Includes cavity classification and nomenclature. Blocked course: Special admission.

DH 131 Oral Biology for Dental Hygienists 3 Cr
45-hour lecture course for second semester Dental Hygiene students. Deals with gross anatomic structures of head, neck, and oral cavity for identification and correlation to clinical duties. Correlates initial changes of pathologic process to these structures, emphasizing inflammatory process, oral diseases, and oral manifestations of systemic diseases, their appearance and contagion. Blocked course: Special admission.

DH 155 Clinical Procedures for Dental Hygienists II 3 Cr
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 radiograph exposure. Blocked course: Special admission.

DH 165 Pharmacology for Dental Hygienists 2 Cr
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 dental hygienists. Blocked course: Special admission.

DH 171 Dental Materials Lab for Dental Hygienists 1 Cr
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 199A Clinical Practicum for Dental Hygienists I 3 Cr
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 203 Diseases of Oral Tissues 4 Cr
60-hour lecture course for third semester Dental Hygiene students. Signs, symptoms, contagion recognition, and prognosis of selected diseases of oral cavity and systemic diseases which manifest themselves in oral cavity. Teaches histology, physiology and appearance of periodontal structures in diseased state. Discusses rationales of etiology and treatment. Blocked course: Special admission.

DH 220 Health Resources and Action 3 Cr
15-hour lecture and 60-hour lab course. Introduces concepts of epidemiology, biostatistics, public health, and selected dental care delivery systems in Alaska. Development of independent oral health projects involving research, organization, implementation, and evaluation of action. Blocked course: Special admission.

DH 221 Health Resource and Action Lab 2 Cr
60-hour lab course for fourth semester Dental Hygiene students. Development of independent project involving research, organization, and evaluation of actions promoting oral health in community. Prerequisite: DH 220. Blocked course: Special admission.

DH 255 Clinical Procedures for Dental Hygienists III 2 Cr
60-hour lab course for third semester Dental Hygiene students. Teaches advanced dental hygiene knowledge and techniques such as periodontal patient management, root planing, gingival curettage, placement and removal of periodontal dressings, and removal of sutures. Specific clinical cases studied and treatment plans established for appropriate dental hygiene care. Laboratory proficiency gained in placement and removal of rubber dam, matrix and wedge, temporary restorations, and occlusal sealants. Blocked course: Special admission.

DH 270 Local Anesthesia for Dental Hygienists 2 Cr
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 local anesthetic drugs, amentarium, anatomical and physiological considerations, and potential complications. Blocked course: Special admission.

DH 299A Clinical Practicum for Dental Hygienists II 4 Cr
180-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 299B Clinical Practicum for Dental Hygienists III 5 Cr
225-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 competencies. Blocked course: Special admission.

DENTAL SCIENCE

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 134, 786-1701.

DS 094A Safety in Dental Office 1 Cr
Designed for dentists and dental auxiliaries working in dental office environment. Topics include: radiation safety and hygiene, hearing loss, eye protection, nitrous oxide, mercury poisoning, and disease transmission in dental office.

DS 094B Professionalism for Dental Assistants: Ethics and Jurisprudence 1 Cr
Designed for general public and dental assistants working in dental office environments. Discusses profession of dental assistants. Emphasis on professional ethics and jurisprudence.

DS 094C Basic Intraoral Anatomy and Tooth Morphology 2 Cr
Designed for dental auxiliaries and dental laboratory technicians. Covers appearance and anatomy of oral cavity related structures.

DS 110 Dental Radiology 4 Cr
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 Cr
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 disease. Emphasizes motivational and educational techniques in oral hygiene. Blocked course: Special admission.

DS 120 Clinical Procedures for Dental Auxiliaries I 2 Cr
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 2/4 Cr
30-hour lecture course for dental auxiliary personnel. Introduces dental office business procedures such as appointment control, inventory control, third-party payment plans, recall systems, records management, written communication, and bookkeeping fundamentals.

DS 170 Dental Materials for Dental Auxiliaries 2 Cr
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.

DS 194A Dental Radiology Radiation Refresher 1 Cr
12-hour lecture and 4-hour lab covering radiation safety and protection for patients and personnel. Discussion and demonstration of auxiliary aids in relation to radiation safety. Prerequisite: Basic knowledge of radiographic physics, principles, and techniques. Recent practice in making and processing radiographic exposures.

DIETARY MANAGEMENT

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 153, 786-1362.

DN 120 Food Production Procedures 3 Cr
Review of institutional quantity food production. Emphasis on menu planning, recipe standardization, purchasing, inventory control, and equipment use. Covers supervising food production and service. Special fee.

DN 121 Food Production Experience 2 Cr
90-hour field experience course. Assignments parallel topics in DN 120. Prerequisite: Concurrent enrollment in DN 120 and affiliation with approved food service facility.

DN 130 Food Service Management 3 Cr
Institutional food service management course. Emphasis on supervision of food service employees, communication techniques, leadership styles, conflict resolution, planning and evaluation techniques, employee training, basic cost accounting and fiscal planning.

DN 131 Food Service Management Experience 1 Cr
45-hour field experience course. Assignments parallel topics in DN 130. Prerequisite: Concurrent enrollment in DN 130 and affiliation with approved food service facility.

DN 140 Introduction to Nutrition 2 Cr
Fundamentals in science and practice of nutrition. Includes interrelationships of essential nutrients, requirements throughout life cycle, and recommendations for healthy diets. Particular application for nursing, dental, and dietetics students.

DN 150 Introduction to Diet Therapy 1 Cr
Emphasis on assessing nutritional needs, principles of diet modification for specific disease states, and review of nutrition information sources. Prerequisite: DN 140 or concurrent enrollment or teacher permission.

DN 151 Nutritional Care Experience 1 Cr
45-hour field experience class. Assignments parallel topics in DN 140 and 150. Prerequisite: Concurrent enrollment in DN 140 and DN 150, and affiliation with approved food service facility.

DN 203 Normal Nutrition 3 Cr
Introduces nutritional biochemistry, 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. Particular application for Nursing students. Prerequisite: High school or college chemistry.

DRAFTING TECHNOLOGY

Offered through the Military Programs Extension, Elmendorf Air Force Base, Education Center, Building 31-210, 753-0204 or 753-3124.

DT 100 Fundamentals of Drafting 3 Cr
Introduction to basic drafting skills common in survey and civil engineering, architectural, mechanical, structural, and electrical drafting. Designed for students with no previous drafting experience. Does not satisfy AET certificate or degree requirements.

EARLY CHILDHOOD DEVELOPMENT

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

ECD 111 Safe Learning Environments 1 Cr
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. Prerequisite: Must be taken concurrently with supervised experience in child development center.

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

ECD 113 Learning Environments 1 Cr
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. Prerequisite: Must be taken concurrently with supervised experience in child development center.

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

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

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

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

ECD 131 Guidance and Discipline 1 Cr
Presents information and activities used in providing environments where young children learn and practice appropriate behaviors individually and in groups. Includes influences on behavior, promoting self-control, inappropriate practices, and parent involvement. Prerequisite: Must be taken concurrently with supervised experience in child development center. Current association in Children's Center or Home Visitor Program as paid staff member or volunteer recommended.

ECD 132 Social Development for Young Children 1 Cr
Stresses social development of young children by encouraging feelings of empathy and mutual respect among children and adults. Includes issues in social development, social and emotional development patterns, stages of play, and strategies for promoting social development. No prerequisite. Current association in Children's Center or Home Visitor Program as paid staff member or volunteer recommended.

ECD 211 Developing Sense of Self in Young Children 1 Cr
Presents information and activities to help young children know, accept, and take pride in themselves, and to develop independence. Includes fostering children's self-knowledge and sense of pride, experiences of success, acceptance by others, and realization of own effectiveness. Prerequisite: Must be taken concurrently with supervised experience in instructor-approved child development center. Current association in Children's Center or Home Visitor Program as paid staff member or volunteer recommended.

ECD 221 Developing Positive Home-Center Relationships 1 Cr
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. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECD 222 Program Management 1 Cr
Information and activities teaching students to become program managers. How to use available resources to ensure effective operation of children's program. Emphasis on competent organization, planning, and recordkeeping. Prerequisite: Must be taken concurrently with supervised experience in teacher-approved child development center.

ECD 223 Exploring and Developing Personal Capabilities in Teaching 1 Cr
Stresses awareness of personal qualities, feelings, and values that affect teaching atmosphere, relationships with children, and individual teaching style. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECD 231 Screening 1 Cr
Stresses activities to help teachers understand purposes of screening young children and use of screening procedures. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECD 232 Assessment/Recording 1 Cr
Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECD 233 Mainstreaming Preschool Children with Special Needs 1 Cr
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. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECD 289 **CDA Assessment** 1 Cr
Stresses application and preparation procedures for final Child Development Associate (CDA) credential assessment. Emphasizes steps taken to become CDA certified. Prerequisite: Must be taken concurrently with supervised experience in child development center.

ECONOMICS

Offered through the Division of Business Programs, Building K, Room 140, 786-1545.

ECON 101 **Introduction to Current Economic Problems (Topics Vary)** 3 Cr
Concentrates on current economic issues. Utilizes less rigorous approach than traditional economics courses. Not recommended for persons who have taken ECON 201 and/or ECON 202.

ECON 101A **Capitalism: Myth or Reality** 3 Cr
Issues-oriented course. Compares basic tenets of pure capitalism with realities of American capitalism.

ECON 101B **Contemporary Labor Issues** 3 Cr
Examines fundamental issues in today's labor market. For individuals involved in labor organizations and management, as well as those interested in understanding labor issues. Covers functions of labor market, as well as problems confronting both labor and management.

ECON 101C **Reaganomics** 3 Cr
Provides fundamental understanding of principles and applications of current administrative policy.

ECON 201 **Principles of Economics I** 3 Cr
Introduction to economics. Theories and analysis of national income, money and banking, public finance and taxation, and economic systems. Primary concentration on capitalist system and U.S. economy. No prerequisite. Knowledge of basic algebra recommended.

ECON 202 **Principles of Economics II** 3 Cr
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 201.

ELECTRONIC TECHNOLOGY

Offered through the Division of Technical Programs, Building J, Room 202, 786-1171.

ET 101 **Fundamentals of Ham Radio** 3 Cr
Helps students obtain technician or general class amateur radio license. Elementary and AC/DC electronic theory. Transmitters and receivers, and FCC rules and regulations for amateur radio operation. Also covers Morse Code. Not a core requirement for Electronics Technology degree program.

ET 102 **International Morse Code** 1 Cr
Beginning International Morse Code to 13 words per minute. Aids students in qualifying for FCC Morse Code portion of general class amateur radio license exam. Not a core requirement for Electronics Technology degree program.

ET 110 **FCC License** 3 Cr
Lecture course covering material tested on Radio Telephone Operator License Examination. Requires outside reading and preparation. Prerequisite: General knowledge of electronics.

ET 136 **Electronic Calculations I** 4 Cr
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.

ET 137 **DC Physics** 4 Cr
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, magnetism, electrostatic components, and basic circuit configurations. Lab projects to reinforce theory and circuit operations covered in lectures.

ET 138 **Introduction to Computer Electronics** 4 Cr
3-hour lecture and 2-hour lab per week. Introduces basic concepts of computer systems, and develops both operating and programming skills. Covers microcomputer systems and applications, computer-related math, CP/M operating system, basic and assembly programming. Completion of one or more machine, assembly, and basic programs as part of lab assignments. No prerequisite. High school math and reading skills recommended. Lab fee.

ET 139 **Laboratory I** 4 Cr
2-hour lecture and 4-hour lab per week. Familiarizes students with basic test equipment, soldering techniques, and personal safety. Lab fee.

ET 142 **Electronic Calculations II** 4 Cr
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 Cr
3-hour lecture and 2-hour lab per week. Covers principles of alternating current and voltages through linear amplifiers, magnetism, impedance, transistor circuits, resonance, filters, amplifier parameters, and basic power supplies. Lab consists of designing, constructing, and measuring circuits to reinforce theory covered in lectures. Prerequisite: ET 136, 137, and 139.

ET 144 **Computer Systems I** 4 Cr
3-hour lecture and 2-hour lab per week. Covers number systems, logic circuits, digital signal switches, adder and subtractor circuits, registers, timing and counter circuits, and displays. Lab consists of introduction to various types of digital machines and circuits through hands-on practice. Prerequisite: ET 136, 137, 138, and 139.

ET 145 **Laboratory II** 4 Cr
3-hour lecture and 3-hour lab per week. Familiarizes students with AC measuring techniques and AC test equipment. Includes technical characteristics of bipolar transistors and diodes. Practice in advanced soldering and desoldering techniques. Prerequisite: ET 136, 137, and 139. Lab fee.

ET 201 **Intermediate Ham Radio Electronics** 2 Cr
Covers material needed to pass Advanced Class Amateur Radio License exam. Prerequisite: ET 101 or General/Technician Class Amateur Radio License. Not a core requirement for Electronics Technology degree program.

ET 230 **Telecommunications** 4 Cr
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 Cr
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 Cr
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 Cr
3-hour lecture and 2-hour lab per week. Microcomputer architecture based on 8080 S-100 system. MPU architecture, memory types, and standard I/O theory. Observation of electronic signals, troubleshooting, and CP/M patches. Prerequisite: ET 138 and 144 or equivalent industrial experience. College-level reading skills required as well as sufficient manual dexterity to make precision measurements.

ET 250 Transmitters and Receivers 4 Cr
Methods and techniques used in transmission and reception of AM, SSB, and FM signals. Aligning and troubleshooting equipment. Block diagram and schematic interpretation, and use in troubleshooting. Prerequisite: ET 230, 231, 232, and 233.

ET 251 Systems Analysis: Television 4 Cr
Methods and techniques used in servicing television systems of varying complexity. Introduction to transmission, reception, and alignment procedures. Emphasis on diagnosing and troubleshooting black-and-white and color televisions. Prerequisite: ET 230, 231, 232, or equivalent knowledge.

ET 252 Computer Systems III 4 Cr
Survey of microcomputers as applied to measurement and control of areas of selected emphasis. Topics include sensors and control devices, control theory, digital and analog process control. Experiments with selected sensors, stepper motors, D/A and A/D converters. Prerequisite: ET 138, 144, and 233. Lab fee.

ET 253 Computer Systems IV 4 Cr
Microcomputer interfacing to standard peripheral equipment. Includes parallel and serial interfacing methods, transmission characteristics, multi-user architecture, and interfacing to auxiliary memory systems. Labs on parallel and serial interfacing with associated operating systems patches. Prerequisite: ET 230, 231, 232, and 233.

EMERGENCY MEDICAL TECHNOLOGY

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 111, 786-4783.

EMT 119 Emergency Medical Training 4 Cr
Improves quality of emergency care rendered to victims of accidents and illnesses. At least 81 hours required to develop necessary skill levels. Control of bleeding, application of splints, prevention of shock, and other basic life support techniques. Provides minimum level of training necessary for ambulance attendants. Useful for anyone desiring emergency medical training beyond first aid. Prerequisite: Concurrent enrollment in EMT 120. Lab fee.

EMT 120 EMT Field Observation and Practice 2 Cr
Practicum course based upon experience in hospitals, emergency rooms, and/or ambulances. Prerequisite: Concurrent enrollment in EMT 119.

ENGLISH

Offered through the Division of Humanities and Communications, Building K, Room 208A, 786-1552

ENGL 080 Slingerland Language Arts I 3 Cr
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 Cr
Practical ways of getting started in college study methods. Ideas for coping with the system, introduction to campus resources, and topics of interest to class. Offered for Audit/Pass/No Credit. No letter grade.

ENGL 101B Spelling 2 Cr
For English-speaking students needing intensive practice in this skill. Prerequisite: Fluency in speaking and reading English.

ENGL 105 Reading Lab 1-3 Cr
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. Introductory level course. Designed to fit with ENGL 106. Prerequisite: Score 15 points or higher on English Placement Test or teacher permission.

ENGL 106 Basic Composition I 3 Cr
Instruction in skills necessary to produce clear written English. Emphasis on sentence structure, standard grammar, and single-paragraph compositions. Introduction to use of Learning Center and Reading/Writing Center. Note: ENGL 106 does not satisfy A.A. written communication requirement. Prerequisite: Appropriate score on English Placement Test.

ENGL 107 How to Succeed in College 3 Cr
Intermediate reading course dealing with study skills and study reading demanded in college work. Covers time management, memory, concentration, notetaking, reading and studying texts, vocabulary, improving thinking ability, and speed reading overview. Prerequisite: Basic skills in speaking, reading, and writing English; fluency in standard English. Written projects focus on individual needs.

ENGL 108 Basic Composition II 3 Cr
Instruction in skills necessary to meet day-to-day demands in composition. Emphasis on paragraph development, business letters and memos, short essays, short research papers, and essay exams. Note: ENGL 108 does not satisfy A.A. written communication requirement. Prerequisite: ENGL 106 or appropriate score on English Placement Test.

ENGL 109 Speed Reading 3 Cr
Power reading course covering up-to-date methods for greater effectiveness through increased reading rate and flexible reading techniques. Includes instruction in comprehension skills and vocabulary development. Prerequisite: Fluency in standard English and above-average reading skills. Score of 30 or higher on English Placement Test.

ENGL 110 Introduction to Speed Reading 1 Cr
Introduction to newest speed reading, comprehension, and vocabulary strategies. Application of techniques to study, leisure, and professional reading. Prerequisite: Score of 30 or higher on English Placement Test and Nelson-Denny Reading Test minimum 9th grade reading level.

ENGL 111 Methods of Written Communication 3 Cr
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 I-3 Cr
Individualized study in research paper techniques. Emphasizes source location, notetaking, logical organization, documentation styles, and production of 7- to 10-page paper. Credits based on number of tasks completed. Prerequisite: ENGL 111 or concurrent enrollment, or teacher permission.

ENGL 120 The Mind at Work 3 Cr
Introductory class emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking, and problem-solving strategies. No prerequisite. Average reading skills recommended.

ENGL 131	Introduction to Literature	3 Cr	ENGL 206	Survey of United States Literature II	3 Cr
Techniques for analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.			Analysis and interpretation of selected writings from Civil War to present. Prerequisite: ENGL 111.		
ENGL 132	Introduction to Shakespeare	3 Cr	ENGL 207	American Prizewinners	3 Cr
Representative selection of Shakespeare's plays, with reference to their historical backgrounds and theatrical environment of Elizabethan Age.			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 supplemental list.		
ENGL 133	Women's Autobiography	3 Cr	ENGL 209	Enriched Lifelong Reading	3 Cr
Uses autobiographies by 20th century American women to help students read non-fiction with skill and enjoyment, and to help them prepare their own autobiographies. Includes use of library and personal resources, and methods of organizing materials (from family documents to professional vitae). Choice of reading or writing emphasis.			Helps people choose and enjoy leisure reading materials. Centers on different purposes of reading such as fantasy, self-help, and learning new information. Includes books, magazines, and newspapers. Designed to help people widen and deepen personal, lifelong reading habits. Prerequisite: Average reading skills.		
ENGL 175	Vocabulary Development	3 Cr	ENGL 211	Intermediate Composition with Modes of Literature	3 Cr
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.			Instruction in writing based on close analysis of literature. Includes regularly scheduled conferences with teacher. Prerequisite: ENGL 111.		
ENGL 200A	How to Read Sciences	1 Cr	ENGL 212	Technical Report Writing	3 Cr
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 skills.			Instruction in composing technical correspondence, instructions, informal and formal reports. Includes regularly scheduled conferences with teacher. Prerequisite: ENGL 111 and experience in business, technical, or scientific field.		
ENGL 200B	How to Read Social Sciences	1 Cr	ENGL 213	Intermediate Exposition	3 Cr
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 skills.			Methods of developing nonfiction, expository essays. Emphasis on elements of style. Includes regularly scheduled conferences with teacher. Prerequisite: ENGL 111.		
ENGL 200C	Learn While Tutoring I	1-3 Cr	ENGL 260	Creative Writer's Workshop	3 Cr
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 formal instruction. Training in interpersonal relationships, study skills, reading skills, and ESL. Prerequisite: Average or better speaking, reading, and writing skills, and patience.			Instruction in writing short stories, one-act plays, poetry, and sketches. Includes regular conferences with teacher. Note: ENGL 260 does not satisfy A.A. or A.S. written communication requirement. Prerequisite: Creative interest and average or better writing skills.		
ENGL 200D	Learn While Tutoring II	1-3 Cr	ENGL 264	Poetry Writing Workshop	3 Cr
Designed for student tutors. Additional or advanced tutoring experience and development of tutor materials for specific skill areas. Prerequisite: ENGL 200C or teacher approval, and grade of B or higher in course(s) student wishes to tutor.			Instruction in history of contemporary poetry and works of contemporary poets. Emphasis on use of contemporary poems as models for student writing. Prerequisite: ENGL 194C, Introduction to Writing Poetry, or teacher permission.		
ENGL 201	Masterpieces of World Literature I	3 Cr	ENGL 265	Literature of the North	3 Cr
Analysis and interpretation of selected masterpieces from ancient times through Renaissance. Prerequisite: ENGL 111.			Regional approach to writers of Alaska, Canada, Scandinavia, and Soviet Union. Prerequisite: ENGL 111.		
ENGL 202	Masterpieces of World Literature II	3 Cr	ENGL 270	Contemporary Native American Literature	3 Cr
Analysis and interpretation of selected masterpieces from Renaissance to present. Prerequisite: ENGL 111.			Introduces and analyzes recent works by North American Indians and Alaska Natives. Survey of genres, styles, and motives in writings of contemporary Native Americans. Emphasizes opinions they hold toward their past, present, and future. Prerequisite: ENGL 111 or ENGL 131.		
ENGL 203	Survey of British Literature I	3 Cr	ENGL 275	Vocabulary Enrichment	3 Cr
Analysis of selected English writings from Anglo-Saxons to Romantics. Prerequisite: ENGL 111.			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 speaking, reading, and study skills.		
ENGL 204	Survey of British Literature II	3 Cr	ENGLISH AS A SECOND LANGUAGE		
Analysis of selected English writings from Romantics to present. Prerequisite: ENGL 111.			Offered through the Division of Humanities and Communications, Building K, Room 208A, 786-1552.		
ENGL 205	Survey of United States Literature I	3 Cr	ESL 058	Speaking English as a Second Language	4 Cr
Analysis and interpretation of selected writings from Colonial Period through Civil War. Prerequisite: ENGL 111.			For people who can understand and follow classroom instruction in English. Emphasizes conversational dialogues and correct pronunciation. Lots of student practice in speaking with confidence. Offered for Audit/Pass/No Credit. No letter grade.		

ESL 058L Speaking English as a Second Language Lab 2 Cr
For people who can understand and follow classroom instruction in English. Taken as optional lab to ESL 058.

ESL 063 Writing English as a Second Language I 4 Cr
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 ESL and ENGL courses. Prerequisite: ESL 058 or equivalent.

ESL 064 Writing English as a Second Language II 4 Cr
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 Center and Reading/Writing Center. Prerequisite: ESL 063 or equivalent.

ESL 075 Conversational Vocabulary Development I 4 Cr
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 and Anglo-Saxon. General college-level vocabulary and learning new words by central idea method. Required assignments in Learning Center and Reading/Writing Center. Prerequisite: ESL 064 or strong speaking skills in everyday English (at least 2 years in English-speaking country).

ESL 076 Conversational Vocabulary Development II 4 Cr
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 informal expressions. Practice in pronunciation. Required assignments in Learning Center and Reading/Writing Center. Prerequisite: ESL 064 or strong speaking skills in everyday English (at least 2 years in English-speaking country).

ESL 103 Introduction to College English 4 Cr
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 others with non-English language backgrounds. Prerequisite: Appropriate score on English Placement Test or any 3 college-level ESL courses.

FASHION MERCHANDISING

See HOME ECONOMICS for course descriptions.

FIRE SCIENCE

Offered through the Division of Technical Programs, Building J, Room 202, 786-1460.

FS 101 Introduction to Fire Science 3 Cr
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 Cr
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 Cr
Principles of fire control through utilization of personnel, equipment, and extinguishing agents of fireground.

FS 111 Fire Company Organization and Management 3 Cr
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 Cr
Fire apparatus designs, specifications, and performance capabilities. Effective utilization of apparatus in fire service emergencies.

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

FS 121 Introduction to Fire Chemistry and Physics 3 Cr
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 Cr
Determining types and causes of fires. Introduction to arson and incendiaryism, 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 Cr
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 Cr
Review of fire organization, steps involved in fire suppression, and related management functions.

FS 155 Wildland Fire Behavior I 3 Cr
Includes study of 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 Cr
Use of aircraft for suppression of wildland fires and support of air service functions. Emphasis on air safety.

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

FS 163 Air Attack 3 Cr
Proper use and management of aircraft for fire suppression. Emphasizes use of helicopters and fixed-wing airtankers in air attack operations.

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

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

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

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

FS 210	Hazardous Materials II	3 Cr
Second semester course in hazardous materials. Covers handling, identification, and firefighting practices for explosive, toxic, and radioactive materials in transit and storage.		
FS 212	Related Codes and Ordinances	3 Cr
Background and interpretation of national, state, and local codes, ordinances, and laws which influence fire prevention field.		
FS 214	Fire Protection Equipment and Systems	3 Cr
Study of portable fire extinguishing equipment, protection devices, and systems for special hazards. Sprinkler, fire detection, and alarm systems.		
FS 252	Wildland Fire Prevention: Law Enforcement and Investigation	3 Cr
Covers organization and functions of Wildland Fire Prevention. Prevention objectives and policies, public education, analysis and inspection techniques, and public relations as affected by fire prevention activities.		
FS 254	Wildland Fire Business Management	3 Cr
Emphasizes Wildland Fire Officer's duties and responsibilities. Fire management practices and programs in perspective to promote professionalism and sound fire management. Covers finance jobs within organizations as well as financial management of large, complex fires.		
FS 262	Wildland Fire Control II	3 Cr
Emphasizes problems and responsibilities in all fire suppression functions. Covers fire management, strategy planning, service and support, and fire business management.		
FS 264	Fire Behavior II	3 Cr
Intensive course in fire behavior designed for instructors and fire behavior officers.		

FOOD SERVICE TECHNOLOGY

Offered through the Division of Business Programs, Building K, Room 140, 786-1545.

FST 101	Introduction to Food Service	1 Cr
Overall view of food service industry. Covers universal operating 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 111.		
FST 102	Foods and Nutrition	2 Cr
General information course on chemical, biological, and social aspects of food and nutrition. Emphasis on these aspects as related to institutional food service.		
FST 103	Quantity Food Production: Foods	4 Cr
Basic preparation. Familiarization with all techniques of handling, combining, and finishing foods. Includes various methods of cleaning, cutting, shaping, mixing, seasoning, and cooking. Prerequisite: Concurrent enrollment in FST 101 and 111.		
FST 104	Sanitation	2 Cr
Thorough study of importance of sanitation in food service. Microbiology, equipment, facilities, laws/codes, housekeeping methods, washing dishes and utensils, and handling wastes.		
FST 110	Food Standards	2 Cr
Qualitative and quantitative measurements and other criteria in common use. Includes weights and measures, adulterants and additives, taste-testing, and can-cutting. Applications of color and texture as determinants of quality standards in food.		
FST 111	Quantity Food Production: Bakery	4 Cr
Introduction to production of all bakery foods. Prerequisite: Concurrent enrollment in FST 101 and 103.		

FST 112	Quantity Food Service	2 Cr
Examination of and instruction in many ways foods are served to customers, such as cafeteria and table service. Includes dining room organization, waiter services, counter setup, merchandising, and table-top topography.		
FST 113	Quantity Food Production: Meats	4 Cr
Meat analysis. Study of fabrication, cuts, and their uses. Recognition of cuts and qualities.		
FST 114	Beverages	2 Cr
History of alcoholic and non-alcoholic beverages including serving, legal considerations, and roles in food service.		
FST 201	Quantity Food Production: Specialized	4 Cr
Instruction and training in 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, and 111 with grade of C or higher. Concurrent enrollment in FST 202.		
FST 202	Food Service Bakery Practicum	4 Cr
Continuation of practical instruction and training in production of bakery products. Builds upon and expands skills learned in FST 111. Prerequisite: FST 101, 103, and 111 with grade of C or higher. Concurrent enrollment in FST 201.		
FST 210	Stewardship	2 Cr
Includes purchasing and procurement, store operation, organization, and recordkeeping. Food specifications based on Standards, distribution and security.		
FST 212	Leadership	1 Cr
Application of supervisory management techniques in food service organizations. Employee motivation and instruction, labor relations, union contracts, laws, and procedures. House work rules and disciplinary procedures, work norms and measures of productivity, job specifications, and public relations. Nature of cost and quality controls. Role of supervisor in food service.		
FST 213	Facility Layout and Design	2 Cr
Design of food service facilities. Includes equipment placement, time and motion studies in dining, kitchen, serving line, scramble, and cleanup areas. Building maintenance requirements for food service facilities.		
FST 221	Quantity Food Service	2 Cr
Types and methods of table service. Includes table-side cookery, setup of other types of service, and sales.		
FST 222	Menu Making	1 Cr
Study of menu composition and format. How menus relate to nutrition, sales, purchasing, plant layout, and production.		
FST 223	Advanced Foods	3 Cr
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 Cr
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 with grade of C or higher.		
FST 232	Advanced Pastry and Baking Art	2 Cr
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 with grade of C or higher.		

FRENCH

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

FREN 103 First Semester French 4 Cr
For students with little or no knowledge of French. Learning to ask and answer questions in everyday situations, read and write in present and near future tense. Video cassettes used in class and lab. No prerequisite. Includes 2-hour lab by arrangement.

FREN 104 Second Semester French 4 Cr
For students who can ask and answer simple questions in present tense. Learning to talk and write in past tense. Video cassettes used in class and lab. Prerequisite: FREN 103 or 1 year of high school French or equivalent. Includes 2-hour lab by arrangement.

FREN 203 Third Semester French 4 Cr
For students who can talk and write in present and past tenses. Learning to talk and write in future, conditional, and more complex past tenses. Prerequisite: FREN 104 or 2 years of high school French or equivalent. Includes 2-hour lab by arrangement.

FREN 204 Fourth Semester French 4 Cr
For students who can talk and write in present, past, future, and conditional tenses. Learning to talk and write in subjunctive and to use complex sentences. Prerequisite: FREN 203 or 3 years of high school French or equivalent. Includes 2-hour lab by arrangement.

FREN 210 Advanced French Conversation 4 Cr
(Special Topics)
Advanced French conversation following general outline with special topic focus each semester. May be taken repeatedly for credit as long as topic focus varies. Prerequisite: FREN 204 or teacher permission.

GEOGRAPHY

Offered through the Division of Social Sciences, Building K, Room 213, 786-1536.

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

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

GEOG 201 Elements of Physical Geography 3 Cr
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 Lab 1 Cr
Optional one-credit laboratory including exercises related to each major unit of GEOG 201.

GEOLOGY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

GEOL 100 Elements of Geology Lec/Lab 4 Cr
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.

GEOL 103 Landscapes and Resources of Alaska 3 Cr
Geologic origins of mountains and glaciers which make up Alaska's scenery. Designed for people who would like to know more about Alaska, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

GEOL 105 Geology of America's National Parks 3 Cr
Explanations of prominent geologic features and landforms for which national parks and monuments have been selected. Brief descriptions of their geologic history.

GEOL 110 Environmental Geology 3 Cr
Introduction to profound impact of geologic factors on community and individual lives. How human activities affect natural geologic hazards, as well as water supply, waste disposal, mineral and energy development, and land use planning. Relation of these factors to political decision-making.

GEOL 111 Physical Geology Lec/Lab 4 Cr
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.

GEOL 111S Study Skills Supplement 1 Cr
Aid to GEOL 111 students. Emphasizes skills to enhance comprehension, vocabulary, writing, and test-taking. Prerequisite: Concurrent enrollment in GEOL 111.

GEOL 112 Historical Geology Lec/Lab 4 Cr
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: GEOL 111 or teacher permission. Lab fee.

GEOL 204 Geomorphology Lec/Lab 4 Cr
Study of land forms and physical processes of their development. Lab includes interpretation of topographic maps and aerial photos. Prerequisite: GEOL 112 or teacher permission. Lab fee.

GEOL 212 Introduction to Paleontology Lec/Lab 4 Cr
General introduction to various invertebrates and plants preserved as fossils. Laboratory study of fossil materials. Emphasis on invertebrate classification and evolution. Prerequisite: GEOL 112 or teacher permission. Lab fee.

GEOL 213 Mineralogy Lec/Lab 4 Cr
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: GEOL 111, MATH 105, and CHEM 105 or concurrent enrollment. Lab fee.

GEOL 214 Petrology Lec/Lab 3 Cr
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: GEOL 213. Lab fee.

GEOL 224 Structural Geology Lec/Lab 4 Cr
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: GEOL 111, 112, and MATH 106 or equivalent. Lab fee.

GERMAN

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

GER 103 Conversational German I 4 Cr
Basic language course for beginners with little or no knowledge of German. Emphasis on everyday vocabulary, structure, and current topics. Use of language lab required outside of class time. Lab fee.

GER 104 Conversational German II 4 Cr
Continuation of GER 103 for students with some knowledge of German. Emphasis on everyday vocabulary, structure, 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 Cr
Beginning, simplified language course intended to be complete in itself. For those planning to travel abroad. Large cultural component.

GER 203 Conversational German III 4 Cr
Continuation of GER 104 with emphasis on 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

Offered through the Division of Social Sciences, Building K, Room 213, 786-1536.

HIST 101 Western Civilization I 3 Cr
Covers origins of Western civilization in ancient Near East and subsequent development through 1650. Emphasis on major political, social, economic, and intellectual developments.

HIST 102 Western Civilization II 3 Cr
Surveys developments in Western civilization from 1650 to present. Emphasis on major social, political, economic, and intellectual characteristics of Western society.

HIST 115 Alaska: Land and Its People 3 Cr
Surveys Alaska from earliest days to present. Peoples, problems, and prospects.

HIST 121 East Asian Civilization I 3 Cr
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 II 3 Cr
The Modern Transformation. East Asia from 1600 to present, with emphasis on patterns of social cohesion, transition, and revolutionary change.

HIST 131 History of United States I 3 Cr
Covers discovery and exploration, Colonial Period, American Revolution, Constitution, Federal Period, Jeffersonian-Jacksonian Democracy, the West, Sectionalism, Slavery and Abolitionism, American Culture, and Civil War.

HIST 132 History of United States II 3 Cr
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, and World War II. Cold War, modern American society, Vietnam, and after.

HIST 225 Ancient History 3 Cr
Covers origins of Western civilization from beginnings in Ancient Near East through fall of Rome. Emphasis on progression and inter-relationships of various cultures.

HIST 226 Medieval History 3 Cr
Examines development of Europe from fall of Roman Empire to beginnings of Renaissance. Emphasis on political, social, economic, cultural, and intellectual development.

HIST 230 Modern China 3 Cr
Covers 1800 to present, with emphasis on rebellion, reform, revolution, and resistance to change.

HIST 231 Modern Japan 3 Cr
Covers 1600 to present, with examination of changes within tradition, rise to power, and modern dilemmas.

HIST 235 History of American Indians 3 Cr
Surveys histories of American Indian groups, prehistoric to present. Focuses 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 Cr
Afro-American history from colonial times to 1865. Social, economic, psychological, religious, and racial aspects of Africa. Slave trade, slavery, slave-trading nations, and Civil War. Impact of various racial theories and practices on Black/White relations.

HIST 242 Black History II 3 Cr
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 244 Studies in Film History 3 Cr
Selected topics in motion picture history. Ranges from genre studies (musicals, comedies, science-fiction) to special areas of film history (animation, special effects, major stars and studios). Lab fee.

HIST 244A Science Fiction 3 Cr
Historical survey of science fiction films from silent cinema to present. Includes study of early science-fiction film efforts, serials of Thirties, golden age of Fifties, and contemporary films. Attention given to major directors and art of special effects. Lab fee.

HIST 244B World of Comedy 3 Cr
Survey of screen comedy and movies that make us laugh. Includes great comedians, comedy teams, directors, and other elements of world of celluloid humor. Lab fee.

HIST 244C Gotta Sing! Gotta Dance!! The Hollywood Musical 3 Cr
Survey of movie musical from earliest times to present. Includes examination of early talkies, Warner Brothers musicals of Thirties, golden era of Metro-Goldwyn-Mayer, Broadway-to-Hollywood translations, and impact of rock, disco, and contemporary sources on film musical. Lab fee.

HIST 245 The Movies 3 Cr
Examines development of American motion pictures from golden age of silent cinema to latest releases of today. Emphasis on motion picture genres (musicals, westerns, science fiction), studio system, and major stars of studio era. Lab fee.

HIST 246 American Labor Movement 3 Cr
Introduction to history of labor movement in United States. Focus on struggles of labor unions to attain rights to organize, bargain collectively, and strike. Case studies of Molly Maguires, AFL-CIO, Teamsters, and Knights of Labor.

HIST 247 Violence in America 3 Cr
Focuses 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 Cr
General investigation into Gold Rush Era of 1880-1905 in Alaska and Yukon. Major emphasis upon Klondike, but includes Juneau, Nome, and Fairbanks. Utilizes both fact and fiction to understand myths and realities of era.

HIST 261 Russian History 3 Cr
Origins of early (Kievan) Russia, Mongol Era, and rise of Moscow. Modern Russia to 20th century.

HIST 265 Mysteries of the Past 3 Cr
Historical survey of legends, myths, and superstitions of western culture from period of early Mediterranean civilizations to present.

HOME ECONOMICS

Offered through the Division of Business Programs, Building A, Room 211, 786-1343.

HEID 114 Alaskan Foods: Preservation and Preparation 2 Cr
Acquaints students with varied Alaskan foods such as berries, plants, fish, shellfish, and game. Prepare and preserve foods for maximum enjoyment, economy, and nutritive value. Includes canning, freezing, drying, and root cellaring. Lab fee.

HEID 120 Learn to Sew 1 Cr
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.

HEID 121 Basic Clothing Construction 3 Cr
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. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements.

HEID 122 Sewing Power 3 Cr
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 "core wardrobe." No prerequisite. Sewing knowledge or HEID 120 recommended for students who have never sewn before.

HEID 124 Sewing Topics 1-3 Cr
Flexible workshops offering variety of specialized clothing and textile skill techniques. Includes making drapes, lingerie, parkas/outdoor clothing, Christmas gifts, and pants. Each topic equal to one credit. Course may be repeated for credit. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124A Making Draperies 2 Cr
Short, intensive instruction in drapery construction. Covers material selection, yardage determination, and hardware selection and installation. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124B Lingerie 2 Cr
Short, intensive instruction in construction of personal lingerie. Emphasizes special materials and sewing techniques necessary to sew tricot and other warp knits. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124C Sewing for Children 1 Cr
Short, intensive instruction in construction of children's clothing. Emphasizes inexpensive, attractive and well-constructed clothing, along with consideration of child's activities, personalities, and needs. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124D Sewing With Knits 2 Cr
Short, intensive instruction in sewing with knits. Covers characteristics of knits as class of fabrics. Emphasizes care and handling. Illustrates techniques used in constructing T-shirts or sweaters, shirt or pants, dress or top. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124E Sewing Parka/Outdoor Clothing 2 Cr
Short, intensive instruction in constructing winter parka. Includes selection of fabric and lining. Illustrates special techniques including hood, zipper, and trim. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124F Christmas Gifts 1 Cr
Short, intensive instruction in construction of Christmas gifts. Covers variety of gifts produced by sewing and handicraft skills. Includes home decorations, party decorations, tree ornaments, sports and travel accessories, and clothing items. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 124G Pants That Fit 1 Cr
Short, intensive instruction in pants construction. Covers techniques of correct measurement, drafting patterns, designing different styles, and constructing test garments. Prerequisite: HEID 121 or 122 or basic sewing skills.

HEID 128 Draperies and Window Coverings 2 Cr
Basic principles of planning and constructing draperies, shades, valances, and cornices. Actual construction of lined and unlined draperies, roman, roller, or Austrian shades. Prerequisite: HEID 121 or sewing ability.

HEID 129 Individualized Clothing Construction 1-3 Cr
Individualized course for students who wish to contract for construction of garments to meet personal needs. Students learn techniques to advance their own skills. Course may be repeated any number of times with different skill emphasis each time, but maximum 6 credits applicable toward degree requirements. Lab as arranged. Prerequisite: HEID 121 or sewing ability.

HEID 130 Textiles 3 Cr
Survey of natural and artificial fibers, yarns, and fabric construction. Application of color, design, and finishes of textile products. Performance, selection, and care of textiles, and appreciation from consumer point of view.

HEID 132 Needlecraft 2 Cr
Television course in basic techniques of knitting, crochet, embroidery, needlepoint, and quilting. Includes smocking, rugmaking, and basic sewing techniques. Covers elements and principles of design and color, as well as selection of appropriate materials and equipment.

HEID 134 Textile Art 2 Cr
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.

HEID 135 Creative Stitchery 3 Cr
Study of various stitchery methods including crewel, basic embroidery, needlepoint, canvas embroidery, and bargello. Other pattern stitchery with emphasis on history, techniques, design, construction, and finishing of each project. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements.

HEID 136 Quilting 2 Cr
Principles of designing and constructing patchwork, pieced, and appliqued quilt patterns. Includes assembling, quilting, finishing, and using all geometric shapes. One quilt plan, one large and three small projects required. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements. Prerequisite: HEID 121 or sewing ability.

HEID 137 Art of Skin Sewing 3 Cr
Basic hand techniques necessary for sewing with fur and leather as used by Natives of Alaska. Selection of skins, preparation, working with patterns, stitching, trimming, and creating garments to develop awareness of artistic skills involved. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements. Lab fee.

HEID 139	Clothing Alteration and Repair	2 Cr
Professional techniques of fitting, altering, repairing, and restyling all types of clothing. Skills useful for personal alterations as well as commercial applications. Prerequisite: HEID 121 or sewing ability.		
HEID 175	Small Equipment Seminar	1 Cr
Selection and evaluation criteria for small kitchen equipment (hand-held equipment, microwave and toaster ovens, blenders, food processors, can openers). Application of small kitchen equipment in homes and workplaces. Lab fee.		
HEID 176	Kitchen Appliance Seminar	1 Cr
Selection and evaluation criteria for major appliances, such as ranges (surface units, ovens, microwaves), refrigerators, freezers, and dishwashers. Students compare various brands for design features such as model type, lifecycle costing, general structural design, exterior finish, special purpose features, and life-expectancy.		
HEID 180	Personal Profile	1 Cr
Positive image development through personal analysis, wardrobe planning, and preparation for employment.		
HEID 181	Fashion Merchandising I	2 Cr
Overview of fashion industry. Fashion terminology, types of retail organizations and their basic structures, and career placement in field. Lab fee.		
HEID 183	Fashion History and Trends	3 Cr
Evaluation of fashions and trends from early civilizations through present day. Overview of fashion influences throughout the ages.		
HEID 185	Home Economics Entrepreneurship	2 Cr
Development of one's own business. Covers fundamentals of entrepreneurship, business opportunities, financial guidance, and methods of self-evaluation.		
HEID 186	Floral Design	1 Cr
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.		
HEID 187	Display/Visual Merchandising	2 Cr
Basic course in visual merchandising or display. Ideas for types and placements of displays within retail businesses. Class participation required in design and set-up of actual displays.		
HEID 189	Interest or Income	1-3 Cr
Explores home economic skill areas for personal interest or source of income. Topics such as home furnishings, needlecraft, floral design, catering, and cottage crafts.		
HEID 210	Creative Cookery: Meal Management	3 Cr
Planning, buying, preparing, and serving meals. Emphasis on meal management, cost, and nutrition. Lab fee.		
HEID 212	Creative Cookery: Foreign Foods	2 Cr
Study of foods from around 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.		
HEID 214	Creative Cookery: U.S. Regional Foods	2 Cr
Study of foods representative of many areas of U.S. Students plan, buy, prepare, and serve foods with emphasis on cultural, religious, and ethnic origins. Includes foods used by early settlers in New England, South, Midwest, Southwest, and Northwest. Lab fee.		
HEID 221	Intermediate Clothing Construction	3 Cr
Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes. Review of basic principles. Prerequisite: HEID 121.		

HEID 222	Tailoring	3 Cr
Principles of tailoring applied to construction of lined garments. Selection and preparation of patterns, fabrics, and linings. Construction and pressing techniques. Prerequisite: HEID 121.		
HEID 224	Advanced Sewing Topics	1-3 Cr
Workshops in a variety of specialized clothing and textile skills such as men's wear, special fabrics, and tailored blazers. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements. Prerequisite: HEID 121 or 122 and 221 or advanced sewing skills.		
HEID 233	Pattern Alteration	3 Cr
Principles of flat pattern design, fitting, and alteration applied to construction of basic fitting shell and quarter-size sample patterns. Test and alter commercial patterns in construction of skirt, blouse, and final project. Prerequisite: HEID 121 or teacher permission.		
HEID 234	Pattern Drafting: Design	2 Cr
Theory of flat pattern drafting and application of design methods to create original patterns. Techniques applied to design and construction of four half-sized garments and one full-sized outfit. Prerequisite: HEID 121 and 233 or advanced sewing ability.		
HEID 276	Managing Home Resources	2 Cr
Managing all family resources and applying management principles through work simplification, organization, time, energy, and money management to attain family goals.		
HEID 281	Fashion Merchandising II	3 Cr
Advanced course for students desiring more complex view of fashion merchandising. Covers responsibilities of buyers, managers, and their goals. Studies merchandising from stock planning and buying through actual purchase by customers. Prerequisite: HEID 181.		
HUMANITIES		
Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.		
HUM 100	Self and Society	4 Cr
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. Prerequisite: Concurrent enrollment in ENGL 111.		
HUM 150	Harmony or Conflict: Controlling Hidden Work Environment	1 Cr
Practical problem-solving to remove anger and resolve conflict in business and professional life. Ways to establish mutual respect and regard. Development and use of imagination, insight, and art of conversation. Prerequisite: High school reading level.		
HUM 204	Tuesdays Ten 'Til Two	1 Cr
Interdisciplinary program of lectures and discussions led by faculty and community leaders.		
HUM 205	Fridays Ten 'Til Two	1 Cr
Interdisciplinary program of lectures and discussions led by faculty and community leaders.		
HUM 211	Introduction to Humanities I	3 Cr
Integrated exploration of fundamental principles of literature, music, and visual arts. Prerequisite: ENGL 111.		
HUM 212	Introduction to Humanities II	3 Cr
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 280	Literature in Opera	3 Cr
Study of drama and fiction in opera. Original stories compared to their musical adaptations. Examination of how artists shape material.		

HUMAN SERVICES

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

- HUMS 101** Introduction to Human Services 3 Cr
Overview of human services. Includes traditional and contemporary helping approaches, plus characteristics, values, and professional roles of human service workers. Covers human service consumers, their problems and functioning, helping systems and strategies, environmental change processes, and legal and ethical issues.
- HUMS 122** Substance Abuse as Contemporary Problem 3 Cr
Examines cultural values and norms, and social attitudes toward alcohol and drug abuse. Impact of abuse on personal functioning and interpersonal relations.
- HUMS 123** Public Education and Prevention 3 Cr
in Substance Abuse
Use of community organization knowledge and skills for development of educational and preventive programs in substance abuse.
- HUMS 225** Case Management in Human Services 2 Cr
Introduction to 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 230** Introduction to Adult Rehabilitation 3 Cr
Overview of rehabilitation process including broad exposure to physical, social, emotional, and developmental disabilities. Includes roles of community resources and agencies, in rehabilitation process. Prerequisite: HUMS 101 or teacher permission.
- HUMS 231** Applied Behavioral Analysis I 2 Cr
Overview of behavioral analysis and its implementation by direct care providers who work with populations requiring specialized interventions. Includes social learning theory, specific behavior management procedures and techniques, teaching new behaviors, reducing undesirable behaviors, task analysis and data collection, and interpretation. Emphasis on student skill development in working with emotionally disturbed and developmentally disabled youth and adults, and socially maladapted youth.
- HUMS 232** Applied Behavioral Analysis II 2 Cr
Offers indepth understanding and proficiency in applied behavioral analysis. Application of skills in teaching new behaviors, reducing undesirable behaviors, and managing behaviors among varied populations requiring specialized interventions. Also examines integration of counseling and behavioral programming. Prerequisite: HUMS 231 or teacher permission.
- HUMS 262** Human Services Practicum I 4 Cr
Arranged placement in community human service agency. Emphasis on observation of agency structure and functioning, professional relationships, and interagency relationships. Application of beginning helping skills with agency clients. In-class seminar to facilitate integration of knowledge, skills, and values. Prerequisite: HUMS 101, PSY 223, and teacher permission.
- HUMS 263** Human Services Practicum II 4 Cr
Continuation of HUMS 262. Emphasizes increasing responsibility for direct client services. Problem assessment, case planning and management, and preparation for entry-level professional responsibilities. Weekly in-class seminar to facilitate integration of knowledge, skills, and values. Agency placement arranged. Prerequisite: HUMS 262 and teacher permission.
- HUMS 264** Human Services Practicum III 3/4 Cr
Continuation of HUMS 263. Emphasizes high level of responsibility for direct client services or special projects conducted within agency. Designed to increase professional skills or add new roles or specialized skills. Optional weekly in-class seminar. Prerequisite: HUMS 263.

INTERIOR DESIGN

Offered through the Division of Business Programs, Building A, Room 211, 786-1343.

- HEID 141** Interior Design 3 Cr
Beginning interior design survey course. Design theory as related to planning and decorating homes. Particular emphasis on developing individual styles, color schemes, floors, wall and window coverings, basic lighting, and interior furnishings.
- HEID 142** Elements and Principles of Design 3 Cr
Selected experiences in application of elements and principles of design. Appreciation of line, texture, space, form, color, pattern, and design principles as applied to three-dimensional space. Prerequisite: HEID 141. AET 101 or HEID 143 recommended.
- HEID 143** Drafting for Interior Design 3 Cr
Basic drafting techniques related to interior design. Covers uses of various media and tools, floor plans, elevations, sections, and isometric drawings.
- HEID 144** Interior Design Seminar 2 Cr
Reading and discussion of pertinent topics of current concern in interior design. Prerequisite: HEID 141.
- HEID 146** Interior Houseplanning Seminar 1 Cr
Study of organization of interior space to suit occupant activities and interests. Enables students to understand manipulation of limited amounts of interior space, thereby creating multiple options for acceptable living areas. Prerequisite: HEID 141 or teacher permission.
- HEID 148** Interior Design Laboratory I 3 Cr
Enables students to continue applying theories by solving specified problems. Prerequisite: HEID 142 and AET 101 or HEID 143. Lab fee.
- HEID 149** Light Upholstery 2 Cr
Designed for beginners interested in basic furniture construction and reupholstery techniques. Students remove old covers and padding, and recover chair. Lab as arranged. Prerequisite: HEID 121 or sewing ability.
- HEID 150** Interior Finishes 3 Cr
Enables students to study specific background interior modules in depth. Wall coverings, window treatments, ceilings, and floor coverings. Prerequisite: HEID 130 and 141, and passing score on MATH 055 Placement Test.
- HEID 152** Interior Presentation Techniques 2 Cr
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: HEID 141 and AET 101 or HEID 143.
- HEID 155** Designing Support Spaces 3 Cr
Study of specific interior modules and materials. Woods, storage, kitchens, and bathrooms. Prerequisite: HEID 142 and 150, and AET 101.
- HEID 158** Interior Design Laboratory II 3 Cr
Applying design theories to solving specific problems. Stresses professional presentations. Prerequisite: HEID 148 and 152, and SPCH 111. Lab fee.
- HEID 240** History of Furnishings and Interior Spaces 3 Cr
Survey course on influences and characteristics of historical interiors, furniture, and ornamental designs from antiquity through mid-18th century.
- HEID 241** History of Furnishings and Interior Spaces II 3 Cr
Survey course on influences and characteristics of historical interiors, furniture, and ornamental designs from mid-18th through early 20th century. Prerequisite: HEID 240.

HEID 242 Contemporary Furnishings 3 Cr
Survey course to acquaint students with interior furnishings from 1900 to present. Emphasis on obtaining working knowledge of contemporary furnishings, including designs, materials, and sources. Prerequisite: HEID 141. HEID 240 and 241 recommended.

HEID 243 Operating Procedures for Interior Designers 2 Cr
Basic operational procedures within interior design profession. Includes product procurement, work orders, work timeframes, and client-designer relationships. Prerequisite: HEID 130, 141, 150, and 242. Special fee.

HEID 245 Basic Lighting Principles 3 Cr
Acquaints students with fundamentals of lighting for residential structures. Students explore areas of light and color, lighting equipment and sources, light manipulation and control. Prerequisite: HEID 141.

JAPANESE

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

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

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

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

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

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

JUSTICE

Offered through the Division of Social Sciences, Building K, Room 213, 786-1533.

JUST 110 Introduction to Criminal Justice 3 Cr
Survey of philosophies, functions, and methods of social control. Emphasis on role of law and groups involved in its administration (police, courts, and corrections organizations). Includes history, organization, processes, and problems related to law and justice agencies in heterogeneous democratic society.

JUST 153 Evidence 3 Cr
Kinds and degrees of evidence, and rules governing admissibility of evidence in court. Prerequisite: JUST 110.

JUST 210 Principles of Corrections 3 Cr
Introduction to 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 Cr
Designed for pre-service and in-service personnel. First-hand familiarization with functions and operations of criminal justice and legal agencies. Special research topics for in-service personnel. Prerequisite: 12 credits of JUST or LAWS courses.

JUST 221 Justice Organization and Management 3 Cr
Survey of organization and management of police, court, correctional, and legal operations. Agency roles, goals, structural arrangements, and administrative practices. Applicability of theory and research, techniques and instruments of organization and management, and principles of change. Prerequisite: JUST 110.

JUST 251 Criminology 3 Cr
Study of major areas of deviant behavior and their relationships to society, law, and law enforcement. Prerequisite: JUST 110.

JUST 252 Substantive Criminal Law 3 Cr
Study of elements, purposes, and functions of substantive criminal law. Casebook study of general law of crimes and defenses. Concentration on Alaska cases and statutes in Alaska Criminal Code. Prerequisite: JUST 110.

JUST 254 Criminal Procedure 3 Cr
Emphasis upon legal limitations of police and right of people to be secure from government under protection of Federal and Alaska Constitutions. Concentration on laws of arrest, search and seizure, wiretapping, electronic surveillance, and exclusionary rule. Interrogations and confessions, lineups and other pre-trial identification procedures, right to counsel, trial by jury, entrapment, and double jeopardy. Study of cases decided by U.S. and Alaska Supreme Courts, along with applicable Alaska Statutes and Alaska Rules of Criminal Procedure. Prerequisite: JUST 110.

JUST 255 Criminal Investigation 3 Cr
Fundamentals of investigation. Crime scene search and recording, collection and preservation of physical evidence, and scientific aids. Modus operandi, sources of information, interviews and interrogations, follow-up, and case preparation. Prerequisite: JUST 110.

JUST 258 Juveniles and Law 3 Cr
Roles of agencies under law in regard to juveniles. Special attention to role of law enforcement. Includes theoretical and practical aspects of juvenile law. Prerequisite: JUST 110.

LAW SCIENCE

Offered through the Division of Social Sciences, Building K, Room 213, 786-1533.

LAWS 101 Introduction to Law 3 Cr
Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

LAWS 111 Torts 3 Cr
Study of fundamental principles of law of torts. Survey of legal pleadings used to commence tort claims in court actions. Research assignments in which students investigate sample tort claims. Prerequisite: LAWS 101.

LAWS 112 Civil Procedures 3 Cr
Study of subject matter jurisdiction of courts. Problems of choice between Federal and State law, venue, personal and in rem jurisdiction. Types of pleadings in civil actions, including complaints, answer and reply, joinder of parties and claims, class actions, discovery, motion practice, trial, and appeal. Prerequisite: LAWS 101.

LAWS 113 Constitutional Law 3 Cr
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 Cr
Laws related to formation of contracts. Includes offer, acceptance, consideration, defenses to formation and enforcement of contracts, excuse, discharge, and damages. Prerequisite: LAWS 101.

LAWS 224 Legal Research 3 Cr
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 Cr
Uniform Probate Code as adopted in Alaska. Substantive rights of spouses and families, probate procedures, and formal testacy. Personal, representative, and supervised administration, distribution and non-profit transfers. Prerequisite: LAWS 101.

LAWS 230 Domestic Relations 3 Cr
Laws relating to marriage and divorce, support and property rights. Adoptions, guardianship, abortion, and juvenile rights in family settings. Prerequisite: LAWS 101.

LIBRARY SCIENCE

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

LS 101 Library Skills 1 Cr
Independent study course in college library skills. Resources and facilities common to academic libraries in general and University library in particular. No class sessions.

MATHEMATICS

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

MATH 054 Pre-Algebra 3 Cr
Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations. Math placement test not required.

MATH 055 Elementary Algebra 3 Cr
Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, linear inequalities, and quadratic equations. Basic graphing. Prerequisite: MATH 054 with grade of C or higher or Math Placement Test.

MATH 103 Concepts of Mathematics 3 Cr
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 Cr
Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, functions, and conic sections. Cartesian graphing of first and second degree equations and inequalities, and systems of equations. Prerequisite: MATH 055 with grade of C or higher or Math Placement Test.

MATH 106 College Algebra and Trigonometry 6 Cr
Combines content of MATH 107 and MATH 108 in six-credit course. Review and extension of topics from MATH 105. Covers logarithms, binomial theorems, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, functions, inverses, and inequalities. Angular measure and trigonometric functions, complex numbers, DeMoivre's Theorem, solution of right and oblique triangles, solution of trigonometric equations, and inverse trigonometric functions. Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.

MATH 107 College Algebra 3 Cr
Review and extension of topics from MATH 105. Covers logarithms, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, functions, inverses, and inequalities. Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.

MATH 108 Trigonometry 3 Cr
Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes 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 with grade of C or higher or Math Placement Test.

MATH 200 Calculus I 4 Cr
Includes graphs and equations of lines and conic sections. Limits, continuity, differentiation, and integration of algebraic and trigonometric functions. Application of differentiation and integration, graphs, maximum and minimum problems, rates of change, plane areas, work and fluid pressure problems. Prerequisite: MATH 107 and 108 or 106 with grade of C or higher or Math Placement Test.

MATH 201 Calculus II 4 Cr
Covers differentiation and integration of logarithmic, exponential, trigonometric, and inverse trigonometric functions. Also includes arc length, curvature, differentiation, and integration in polar coordinates. Provides thorough computation practice in techniques of integration, including volumes of solids. Useful for intermediate and advanced engineering students. Prerequisite: MATH 200 with grade of C or higher or Math Placement Test.

MATH 202 Calculus III 4 Cr
Provides students with all math tools necessary for freshman and sophomore level coursework in mathematics and natural sciences. Prerequisite for junior and senior level courses in mathematics. Teaches solid analytic geometry, vector analysis, power series, partial derivatives, multiple integration, Lagrange multipliers, and line integrals. Provides calculation practice necessary for solving problems in advanced physics and engineering courses. Prerequisite: MATH 201 with grade of C or higher or Math Placement Test.

MEDICAL ASSISTING

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 168, 786-1547.

MA 101 Medical Terminology I 3 Cr
Study of medical terminology, including analysis of its roots and origins. Anatomical, diagnostic, operative, and laboratory terminology of human body systems and selected medical specialties. Emphasis on spelling and pronunciation.

MA 104 Medical Terminology II 3 Cr
Advanced medical terminology. In-depth examination of more complex medical terms of human body systems and specialties of medicine. Prerequisite: MA 101 or current employment in health occupation.

MA 105 Medical Law and Ethics 3 Cr
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. Related medicolegal and ethical subjects.

MA 120 Medical Office Procedures I 4 Cr
Introduction and orientation to administrative and business aspects of medical offices and duties of medical office receptionist or administrative assistant. Includes medical law and ethics, reception and telephone procedures, orientation to health sciences, public relations, professionalism, and psychology of patient care. Prerequisite: Acceptance into Medical Assisting Program or teacher permission.

- MA 125 Medical Office Procedures II 4 Cr**
Continued study of business aspects of medical offices, including health insurance claims processing, bookkeeping, billing and collection procedures, and general medical office procedures. Prerequisite: MA 120 or teacher permission.
- MA 140 Medical Transcription I 3 Cr**
Practice in machine transcribing of medical dictation, including medical report format and terminology. Prerequisite: 45 wpm typing speed, MA 101 or concurrent enrollment, or current employment in health occupation.
- MA 141 Medical Transcription II 3 Cr**
More advanced and complex machine transcribing of physician dictation. Prerequisite: Teacher permission. 45 wpm typing speed, MA 101, 140, and concurrent enrollment in 104.
- MA 150 Clinical Procedures I 4 Cr**
Introduction to clinical duties of medical assistants and basic clinical procedures in medical offices. Care of patients in examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures. Prerequisite: Acceptance into Medical Assisting Program or teacher permission. Lab fee.
- MA 155 Clinical Procedures II 4 Cr**
Continuation of MA 150, with introduction to clinical duties of medical assistants and basic clinical procedures in medical offices. Includes electrocardiography, pharmacology, hematology, and radiology. Prerequisite: MA 150 or teacher permission. Lab fee.
- MA 199 Medical Office Externship 5 Cr**
Students serve as medical assistant externs in private medical offices and clinics as final preparation for employment. Duties assigned and supervised by physicians and medical assistants. Students spend 5 full days weekly in medical offices and clinics for 6 weeks. Prerequisite: Teacher permission and completion of all courses required for certificate in medical assisting with grade of C or higher.

MEDICAL LABORATORY TECHNOLOGY

Offered through the Division of Allied Health Sciences, Allied Health Science Building, Room 160, 786-1241:

- MEDT 132 Introduction to Medical Laboratory Technology 3 Cr.**
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 Cr**
Laboratory techniques and studies in blood, urine, and body fluid chemistries. Emphasis on principles of reactions and quality control. Practical application of techniques learned. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105. Lab fee.
- MEDT 203 Clinical Microbiology 6 Cr**
Handling of specimens. Bacterial, fungal, and parasitological morphology and growth requirements. Media preparation, sterility 6 Cr
Laboratory techniques and studies in blood, urine, and body fluid chemistries. Emphasis on principles of reactions and quality control. Practical application of techniques learned. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105. Lab fee.
- MEDT 203 Clinical Microbiology 6 Cr**
Handling of specimens. Bacterial, fungal, and parasitological morphology and growth requirements. Media preparation, sterilization, disinfection, and asepsis. Isolation, identification, and sensitivity testing of pathogenic bacteria and fungi. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105. Lab fee.

- MEDT 205 Hematology 6 Cr**
Origin and function of blood cells, identification of normal and abnormal cells. Blood cell counting and related procedures. Study of leukemias, thalassemias, anemias, other hematologic disorders, and quality control. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105. Lab fee.

- MEDT 206 Serology 3 Cr**
Basic principles of serology and immunology. Techniques and tests used for detection of immunological diseases, and quality control. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242 and CHEM 105. Lab fee.

- MEDT 207 Immunohematology 4 Cr**
Organization and function of blood banks, donor screening, blood grouping, and compatibility testing. Hemolytic disease of newborns, and blood storage and shipment. Clinical experience. Prerequisite: MEDT 206. Lab fee.

- MEDT 208 Urine Analysis 3 Cr**
Studies in normal and abnormal renal function. Routine urine chemistry and microscopic determinations. Special urine chemistry procedures and quality control. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105. Lab fee.

- MEDT 209 Parasitology and Mycology 1 Cr**
Instruction in morphologic identification of common helminths, protozoa, and fungi which cause human diseases. Instruction to perform routine laboratory procedures for diagnosis of these infections. Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242. Lab fee.

- MEDT 210 Instrumentation in Clinical Laboratory 2 Cr**
Overview of chemistry 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 Cr**
Clinical practica for Clinical Chemistry, Clinical Microbiology, Hematology, Serology, Immunohematology, Urine Analysis, Parasitology and Microbiology, and Instrumentation. Application of theories and principles. Prerequisite: MEDT 202, 203, 205, 206, 207, 208, 209, and 210 or concurrent enrollment and teacher permission.

MINING AND PETROLEUM TECHNOLOGY

Offered through the Division of Technical Programs, Building J, Room 202, 786-1460.

The MAPT courses were under administrative review at the time this catalog went to print. Phone 786-1460 for further information.

MINING EXTENSION

Offered through the Division of Technical Programs, Building J, Room 202, 786-1460.

- MIEX 140 Mining and Milling Methods 3 Cr**
Fundamentals of mining and milling with emphasis on gold, silver, and base metal production and recovery. Designed for mine operators or people interested in mining industry.

MUSIC

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1685.

- MUS 101, 102, 201, 202 Community Chorus 2 Cr**
Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound. Prerequisite: Admission by audition only. Administrative fee.

MUS 105, 106, 205, 206	Stage Band	2 Cr	Reading, rehearsal, and study of contemporary music adapted for big band sound. Performance-oriented. High-intermediate to advanced skills required. Prerequisite: Teacher permission.
MUS 109, 110, 209, 210	Chamber Orchestra	2 Cr	Rehearsal and performance of string orchestra literature. Prerequisite: Intermediate to advanced instrumental skills.
MUS 113, 114, 213, 214	Jazz Singers	2 Cr	Choral ensemble. Emphasis on public performances of vocal jazz literature. Prerequisite: Admission by teacher approval only. Special fee.
MUS 115, 116, 215, 216	Noon Singers	2 Cr	Trains singers to perform. Singers should demonstrate secure pitch and basic knowledge of rhythm and notes. Performance-oriented. Special fee.
MUS 121	Music Fundamentals I	3 Cr	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 Cr	Elemental study of harmony. Formation of scales and intervals, chords and inversions, and their use in simple harmonic progressions. Some part-writing and harmonizing of melodic lines. Prerequisite: MUS 121 or teacher permission.
MUS 123	Music Appreciation	3 Cr	Enhances listener enjoyment of music through study of music basics as well as historical and cultural aspects of music. Early music through Classical. Group attendance at chosen local concerts.
MUS 125	Sightsinging and Eartraining	2 Cr	Develops skills for sightsinging (singing melody correctly at first reading without using instrument) and eartraining (learning pitch and interval recognition so that melody never seen but only heard may be written on paper). Skills used to transcribe pop/folk or self-composed tunes. Prerequisite: Ability to read treble and bass clefs. Knowledge of major scales and key signatures helpful.
MUS 131	Music Theory I	3 Cr	Develops music skills through sightsinging, eartraining, dictation, and keyboard harmony. Part-writing of figured bass exercises and melody harmonizations. Prerequisite: MUS 121 and 122 or teacher permission.
MUS 132	Music Theory II	4 Cr	Continued emphasis on theoretical and aural skills. Rhythmic and melodic dictation, part-writing, and sightsinging. Prerequisite: MUS 131 or teacher permission.
MUS 140	Beginning Fingerstyle Guitar I	2 Cr	First semester course for those who do not read music or play guitar. Uses traditional, folk, and contemporary songs to teach 13 basic chords, simple notereading, and 6 basic fingerstyle patterns. Six-string guitar needed for first lesson. Prerequisite: Teacher permission. Special fee.
MUS 141	Beginning Fingerstyle Guitar II	3 Cr	Continuation of MUS 140. Completion of basic chords, introduction to suspended and barred chords, bass runs and hammering. Teaches 13 fingerstyle patterns, including syncopated and compound time. Incorporates eartraining and basic scale study. Prerequisite: MUS 140 or ability to noteread melodies on guitar in key of C, acquaintance with fingerstyle technique, and knowledge of basic chords with primary and alternate bass notes. Teacher permission required for students who have not taken MUS 140. Special fee.
MUS 144	Guitar Chord Theory	3 Cr	One-semester theory course for guitar. Analysis and construction of scales, intervals, and chords. Transposition and assignment of chords to melodies. Eartraining exercises to develop aural recognition of intervals and chord families. Instrument required. Prerequisite: Teacher permission. Must be able to read treble clef music. May be taken concurrently with MUS 141. Special fee.
MUS 145	Autoharp I	1 Cr	Teaches basic accompaniment skills for non-music readers, using traditional and contemporary folk music and children's songs. Introduces simple chord theory, note-reading on treble staff, and transposition. Special fee.
MUS 150	Beginning Piano Class I	1 Cr	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 Cr	Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with earphones. MUS 150 not prerequisite since study is individualized. Special fee.
MUS 154	Beginning Voice Class I	1 Cr	Basic techniques of singing, breath control, and fundamentals of music reading through simple exercises. Small class. Prerequisite: Must be able to match pitches.
MUS 155	Beginning Voice Class II	1 Cr	Basic techniques of singing, breath control, and fundamentals of music reading through simple exercises. Emphasis on dynamics and expression in singing. Beginning diction in various languages. Prerequisite: MUS 154 or teacher permission.
MUS 156	Brass Class	1 Cr	Trains brass players to perform effectively in ensembles or solos. Covers orchestral, jazz, chamber, and solo styles. Exposure to diverse brass literature. Prerequisite: Must be able to read music and have basic skills on chosen instrument. Prior ensemble experience preferred.
MUS 157	Woodwind Class	1 Cr	Trains woodwind players to perform effectively in ensembles or solos. Covers orchestral, jazz, chamber, and solo styles. Exposure to diverse woodwind literature. Prerequisite: Must be able to read music and have basic skills on chosen instrument. Prior ensemble experience preferred.
MUS 158	Beginning String Class I	1 Cr	Teaches basic skills to beginning string instrument players (violin, viola, cello, bass). Notes, rhythm, styles, and techniques studied in ensemble class.
MUS 159	Classical Guitar Class	1 Cr	Survey of guitar literature, periods, and styles. Refinement of basic skills: sightreading, ornamentation, tone coloration, and rhythmic interpretation. Prerequisite: Ability to read music and basic guitar skills.
MUS 161, 162, 261, 262	Private Lessons: Non-Major	2-4 Cr	Private Lessons on these instruments: clarinet, flute, French horn, Classical, folk fingerstyle, or jazz guitar, oboe, organ, percussion, piano, saxophone, trombone, trumpet, viola, violin, and voice. 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: 2-4 Cr

Music Major

Private Lessons offered on these instruments: clarinet, flute, French horn, Classical, folk fingerstyle, or jazz guitar, oboe, organ, percussion, piano, saxophone, trombone, trumpet, viola, violin, and voice. Lessons also available in music arranging. For students emphasizing music study 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 grade of B or higher in end-of-term Jury Exam (informal setting). Prerequisite: Teacher permission. Special fee.

MUS 183 Jazz Theory I 4 Cr
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 Cr
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 240 Intermediate Fingerstyle Guitar I 3 Cr
Popular and contemporary folk music repertoire used to develop intermediate fingerstyle skills. Includes 14 right-hand patterns, moving bass lines, ornamentation, and bass instrumentals. Eartraining and scale studies continued. Introduction to arranging. Prerequisite: MUS 141, 144, and teacher permission. Special fee.

MUS 241 Intermediate Fingerstyle Guitar II 3 Cr
Continuation of MUS 240. Development of arranging skills including bridging, instrumentals, medleys, and bass lines. Emphasis on ear-training to develop transcribing skills and notereading in 2nd, 4th, and 5th positions. Intermediate patterns and chord study continued. Prerequisite: MUS 141, 144, 240, and teacher permission. Special fee.

NATURAL SCIENCES

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

NSCI 104 Natural History of Alaska 3 Cr
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.

NURSING

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 160, 786-1273.

NS 160 Nursing in Health Continuum I 8 Cr
Teaches psychomotor skills and principles underlying nursing care. Nursing Process taught as method to meet patient needs by assessing each patient's psychosocial and physical status, and by planning, implementing and evaluating nursing interventions when problems/potential problems exist. Strong emphasis on utilization of positive communication skills. Prerequisite: Prior acceptance into program. Lab fee.

NS 161 Nursing in Health Continuum II 9 Cr
Continuation of NS 160 with emphasis on Nursing Process to assess physiological and psychological norms for all age groups. Includes utilization of Nursing Process in perinatal period, infancy through adolescence, adulthood and aging. Includes beginning utilization of principles of pharmacology, surgical intervention, fluid and electrolyte balance, and teaching/learning within Nursing Process. Prerequisite: BIOL 111, DN 100 or DN 203, NS 160 with grade of C or higher, and PSY 150. Lab fee.

NS 180 Pharmacology 3 Cr
Provides nursing students with sufficient knowledge of drugs for safe administration to patients. Includes information on drug actions in body, correct dosages, methods of administration, drug classifications, symptoms of overdosage, and abnormal reactions to drugs. Patient assessment and evaluation as related to drug therapy with information on legal responsibilities for various levels of nursing practice. Prerequisite: Teacher permission and nurse or nursing student status. Lab fee.

NS 260 Nursing in Physical Illness 9 Cr
Theoretical and clinical experience that requires nursing students to plan care and apply nursing techniques to skillful competence. Involves complex care of patients with medical-surgical maladaptations and those at high-risk in maternal-child incidences. Emphasis on all four steps of Nursing Process. Prerequisite: NS 160 and 161 with grade of C or higher, BIOL 111 and 112, PSY 150, BIOL 240 or 242, and DN 100 or DN 203.

NS 261 Nursing in Physical and Mental Illness 9 Cr
Continuation of NS 260 that requires nursing students to increase competence in illnesses with physiological and emotional maladaptive responses. Theory directly related to clinical experiences in medical-surgical and psychiatric settings. Two-week intensive preceptorship available. Prerequisite: NS 160, 161 and 260 with grade of C or higher, BIOL 111 and 112, PSY 150, BIOL 240 or 242, and DN 100 or 203.

OFFICE OCCUPATIONS

Offered through the Division of Business Programs, Building A, Room 211, 786-1144.

NOTE: Most OO course numbers have been changed. Please contact the department office for comparison of original and revised numbering system.

OO 101 Typing I: Elementary 1-3 Cr
Basic typewriting skill with emphasis on correct techniques, and development of speed and accuracy. Introduction to centering, typing personal and business letters, envelopes, tables, and manuscripts. For people with no previous typing training. Regular and open-entry classes available. Lab fee for open-entry class only.

OO 102 Typing II: Intermediate 3 Cr
Speed and accuracy development. Application of typewriting skill to special letters, tabulations, manuscripts, business forms, and other office problems. Open-entry, individualized course. Prerequisite: OO 101 or one year of high school typing or equivalent. Lab fee.

OO 107 Keyboarding for Information Processing 1 Cr
Development of basic touch keyboarding skills. Particularly applicable for persons using computer terminals. Lab fee.

OO 109 Typing Skill Building 1 Cr
Typing drills to improve speed and/or accuracy on straight copy typing. May be repeated up to three times with only one credit in each semester. Prerequisite: OO 101 or equivalent. Lab fee for open-entry course only.

OO 110 Calculators 1 Cr
Basic operation of electronic calculators and their application in solving business problems. Open-entry, individualized course. Lab fee.

OO 115 Business Math 3 Cr
Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance. Instruction in solving problems with calculating machines. Students supply own calculators or use school equipment. Regular and open-entry classes available. Prerequisite: Qualifying exam and teacher signature for open-entry class only. Lab fee for open-entry class only.

OO 120	Business English	3 Cr	Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.
OO 121	Proofreading	1 Cr	Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage. Prerequisite: OO 101 or equivalent and OO 120.
OO 130	Shorthand I: Gregg	4 Cr	Beginning symbol shorthand for secretarial students. Theory and reading practice for students without training in symbol shorthand.
OO 131	Shorthand I: Speedwriting	3 Cr	System of notetaking using longhand alphabet for rapid writing of office dictation or for abbreviated notetaking.
OO 132	Shorthand II	4 Cr	Reinforces basic shorthand theory and practices. Emphasis on speed dictation. Transcription introduced. Prerequisite: OO 130 or equivalent, OO 120, and typing ability.
OO 133	Shorthand Skill Building	1 Cr	Improvement of skills in taking and transcribing shorthand. Materials individualized to skill levels of students. May be repeated up to three times with only one credit per semester. Open-entry, individualized course. Prerequisite: OO 130 and 101 or equivalent. Lab fee.
OO 149	Using Word Processor	1 Cr	Instruction and practice in use of specialized word processing equipment. Prerequisite: OO 102 or equivalent. Typing speed of 45 wpm. Teacher permission. Lab fee.
OO 170	Office Procedures	3 Cr	Duties and responsibilities of general office employees. Areas such as filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming. Prerequisite: OO 101 or teacher permission.
OO 176	Filing	1 Cr	Study of filing procedures and basic records management principles. Practice in alphabetic filing rules. Open-entry, individualized course. Lab fee.
OO 192A	Business English Review	1 Cr	Designed to improve knowledge in basic grammar and punctuation according to business rules. Specific topics include correct usage of nouns, pronouns, verbs, possessives, commas, semicolons, and capitalization. Special fee.
OO 192B	Letterwriting	1 Cr	Practical guides for organizing, composing, and evaluating various kinds of business letters and memos. Includes principles for writing clear, concise, complete, and positive messages. Special fee.
OO 192C	Personal Communication	1 Cr	Designed to help office employees deal more effectively with people in work environments. Exploration of feelings, attitudes, behaviors, and personal adjustments needed to succeed in business careers. Presented through short lectures, group participation, and practical exercises. Specific topics include communication skills, conflict resolution, and working effectively with others. Special fee.
OO 192D	Job-Getting Skills	1 Cr	For anyone wishing to learn or to refresh basic skills for job-getting and job-keeping. Includes self-assessment, job markets, and hands-on experience with microcomputer. How to write effective resumes and prepare for successful interviews. Special fee.
OO 192E	Better Office Skills and Services (BOSS)	1 Cr	Series of topics related to office skills. Develop more efficient, effective ways of handling routine office jobs. Learn how to work as team member and how to deal with problems and activities of normal working day. Emphasis on proper attitudes, organization, and communications. Special fee.
OO 192F	Time Management and Work Organization	1 Cr	Learn to become more productive worker through better use of time. Covers techniques and procedures for setting priorities, making decisions, and organizing workload. Special fee.
OO 192G	Editing, Proofreading, and Spelling	1 Cr	Learn how to read and use standard proofreading marks, and four-step method for effective proofreading. Learn how to edit using knowledge of English language. Review basic English rules in grammar, punctuation, word usage, and spelling. Special fee.
OO 192H	Managing Stress and Conflict	1 Cr	Learn to recognize own particular stressors and techniques for dealing with them. Become aware of importance of recognizing and managing conflict in office environments. Value systems and personal communications discussed. Special fee.
OO 192J	Professional Development and Career Advancement	1 Cr	Develop and attain realistic career goals, and increase effectiveness in an organization. Covers principles of basic supervisory skills and effective communication at all levels of organization. Emphasis on awareness and enhancement of personal attributes. Special fee.
OO 192K	Effective Listening and Memory Development	1 Cr	Learn to distinguish important information from trivia and information remembered on short-term or long-term basis. Improve short-term and long-term memory. Special fee.
OO 192L	Computer Literacy for Office Workers	1 Cr	Designed for students with little or no computer knowledge or skill. Covers basic information on vocabulary, hardware and software components, and operating machines. Includes hands-on experience. Lab fee.
OO 203	Typing III: Advanced	3 Cr	Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and problem-solving approach to complete various typing assignments. Emphasis on speed and office standards. Open-entry, individualized course. Prerequisite: OO 102 or equivalent and typing speed of 45 wpm. Lab fee.
OO 220	Written Business Communications	3 Cr	Applies techniques of written communications to situational 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 120.
OO 225	Organizational Communications	3 Cr	For business students who want to understand organizational communications and gain specific techniques for improving personal communications skills. Includes improvement of listening, speaking, and nonverbal skills, recognizing and overcoming obstacles in intercultural communications, and small group participation. Prerequisite: Some business experience.
OO 230A	Machine Transcription A	1 Cr	Introduction to machine transcription training for students with no previous experience. Review of English grammar and punctuation. Open-entry, individualized course. Prerequisite: OO 102 or ability to type 45 wpm and OO 120 or written exam. Lab fee.

OO 230B	Machine Transcription B	1 Cr
Machine transcription training with emphasis on mailable copies. For students with previous experience in machine transcription. Includes review of language skills and vocabulary. Open-entry, individualized course. Prerequisite: OO 102 or ability to type 45 wpm, OO 120 or written exam, and OO 230A or demonstrated transcription ability. Lab fee.		
OO 230C	Machine Transcription C	1 Cr
Advanced machine transcription training using modern business procedures and terminology in work environments. Emphasis on mailable copies. Open-entry, individualized course. Prerequisite: OO 230B or demonstrated transcription ability. Lab fee.		
OO 242A	Word Processing on Personal Computer: ZARDAX/APPLE-PC Application	1 Cr
Instruction and practice in use of APPLE personal computer and ZARDAX software to do standard word processing operations. Prerequisite: OO 101. OO 120 recommended. Lab fee.		
OO 242B	Word Processing on Personal Computer: WORDSTAR/IBM-PC Application	1 Cr
Instruction and practice in use of IBM personal computer and WORDSTAR software to do standard word processing operations. Prerequisite: OO 101. OO 120 recommended. Lab fee.		
OO 242C	Word Processing on Personal Computer: DISPLAYWRITE 2/IBM-PC Application	1 Cr
Instruction and practice in use of IBM personal computer and DISPLAYWRITE 2 software to do standard word processing operations. Prerequisite: OO 101. OO 120 recommended. Lab fee.		
OO 249	Advanced Word Processing Applications	3 Cr
For current or prospective office workers who know how to operate word processing equipment. Includes advanced applications in areas such as repetitive letters, text and number columns, reports, merging, glossaries, math functions, and lists. Demands ability to solve problems, interpret work orders, and edit rough draft copy. Prerequisite: OO 102, OO 120, and OO 242A or 242B, or equivalent of each.		
OO 249A: Undesignated at this time		
OO 249B: Wordstar		
OO 249C: Displaywrite 2		
OO 255	Computer Applications in Offices	3 Cr
Effective understanding and usage of computers in office environments. Prerequisite: CIS 101 and OO 101, or equivalent.		
OO 270	Professional Secretarial Procedures	3 Cr
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 170 or office experience and OO 101 or teacher permission.		
OO 272	Legal Office Procedures	3 Cr
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 203 or equivalent. OO 120 recommended.		
OO 273	Professional Legal Secretary	3 Cr
Civil procedures in State and Federal courts, appellate procedure in State courts, and criminal procedures. Also surveys 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 272 or legal work experience.		
OO 276	Records Management	3 Cr
Presents principles used in management of information and records. Covers controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Includes application of microforms as well as forms control.		

OO 278 Interpersonal Skills in Offices 3 Cr
Orients students to human problems encountered and personal adjustments needed to succeed in business careers.

OO 288 Intensive CPS/PLS Review 1-6 Cr
Intensive review for those interested in preparing for academic areas covered in CPS (Certified Professional Secretary) and/or PLS (Professional Legal Secretary) examinations. No prerequisite. Work experience or previous coursework in these areas recommended.

OO 299 Office Practicum 1-6 Cr
Places students in business offices related to their educational programs and occupational objectives for specific number of hours per week. Additional time spent in seminar with faculty coordinator. Each credit requires 25 hours of work (23 in office and 2 in instruction/counseling with faculty). Open-entry, individualized course. Prerequisite: Teacher permission.

PARAMEDIC TECHNOLOGY

Offered through the Division of Allied Health Sciences, Allied Health Science Building, Room 134, 786-1701.

The PMED courses are offered as job availability and student interest in the field demands. Phone 786-1701 for further information.

PHILOSOPHY

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

PHIL 101 Introduction to Logic 3 Cr
Survey of all major fields in logic. Includes analysis of common fallacies, theories of definition and syllogism, and nature of scientific explanation.

PHIL 201 Introduction to Philosophy 1-3 Cr
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 210 Philosophy of Love 1-3 Cr
Study of several concepts of love, alienation, and loneliness from both Western and Eastern philosophical traditions. Variable credit.*

PHIL 213 Eastern Philosophy 1-3 Cr
Survey of major philosophies of Far East: Confucian, Taoist, Buddhist (including Zen), and Hindu.

PHIL 215 Human Values 1-3 Cr
Survey of influential accounts of human nature and human values. Christianity, Marxism, Freudianism, Capitalism, and Behaviorism. Offers various answers to questions such as what a person really is and how happiness can be achieved. Variable credit.*

PHIL 271 Search for Identity (Existentialism) 1-3 Cr
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 grade). Two credits require two major exams (letter grade awarded). Three credits require either additional major exam or term paper (letter grade awarded).

PHYSICAL EDUCATION

Offered through the Division of Social Sciences, Building K, Room 213, 786-1533.

PE 101	Aerobic, Group Sports	1 Cr
Variety of aerobic workouts for improving cardiovascular fitness. PE sports activities include x-country skiing, water polo, biking, soccer, aerobics, ice skating, broomball, circuit training. Gym activities include basketball, badminton, volleyball, softball, football, aerobics, and circuit training.		
PE 102	Badminton	1 Cr
Basic rules and fundamentals including grip, footwork, position, serve, strokes, and strategy of both singles and doubles.		
PE 103	Basketball	1 Cr
Learning basic rules and participation in ball-handling techniques and drills.		
PE 104	Dog Mushing	1 Cr
History of dog mushing, types of equipment, training, care and feeding of race dogs, freighting and racing. Hands-on practical experience.		
PE 105	Handball, Beginning	1 Cr
Basic rules and fundamentals. Development of handball skills.		
PE 106	Racquetball, Beginning	1 Cr
Basic rules and fundamentals. Learning defensive offensive strategies of game.		
PE 107	Skiing, Cross-Country, Beginning, Intermediate	1 Cr
Techniques of cross-country and trail skiing, equipment, waxing, and poling.		
PE 109	Slimnastics	1 Cr
Exercises for improving general body condition. Emphasizes strength, flexibility, endurance and relaxation.		
PE 110	Swimming, Beginning	1 Cr
Development of proper breathing methods and basic strokes.		
PE 112	Volleyball, Beginning	1 Cr
Basic fundamentals including serving, passing, setting, and attacking. Learning offensive and defensive strategies of game.		
PE 113	Shape Up with Weights	1 Cr
Warm-up with stretches and jogging. Use of free weights and Nautilus equipment for strengthening and conditioning major muscle groups. Covers cardiovascular exercise and basic nutritional information.		
PE 114	Weight Training	1 Cr
Correct use of Nautilus equipment, free weights and use of body weight and resistance to improve strength and physical conditioning and general sports performance. Coed.		
PE 115	Yoga	1 Cr
Participation in Kundalini Yoga. Includes physical exercise, breathing techniques, practice in concentration, deep relaxation.		
PE 116	Prenatal and Post Natal Exercise	1 Cr
Exercises done in and out of swimming pool. Designed to keep pregnant and post-pregnant females flexible, toned, and in shape.		
PE 117	Ice Skating, Beginning	1 Cr
Introduces warm-ups and basic techniques for skating: forward, backward, stops and turns.		
PE 118	Aerobics	1 Cr
Exercise to music for cardiovascular, flexibility, and strength improvement.		
PE 201	Handball, Advanced	1 Cr
Intensive development of handball skills. Prerequisite: Handball, Beginning.		

PE 202	Ice Figure Skating, Intermediate	1 Cr
Introduces jumps, spins, edges and turns. Prerequisite: Ice Figure Skating, Beginning.		
PE 203	Ice Figure Skating, Intermediate/Advanced	1 Cr
Emphasis on improving skills. Prerequisite: Ice Figure Skating, Beginning.		
PE 204	Ice Figure Skating, Advanced	1 Cr
Development of advanced skills in jumps, turns, and spins. Prerequisite: Ice Figure Skating, Intermediate.		
PE 205	Racquetball, Intermediate	1 Cr
Emphasis on game strategy and improving skills. Prerequisite: Racquetball, Beginning.		
PE 206	Racquetball, Intermediate/Advanced	1 Cr
Emphasis on advanced game strategy and refining skills. Prerequisite: Racquetball, Beginning.		
PE 207	Racquetball, Advanced	1 Cr
Emphasis on advanced game strategy and development of advanced skills. Prerequisite: Racquetball, Intermediate.		
PE 208	Volleyball, Intermediate	1 Cr
Emphasis on improving skills and strategies of the game. Prerequisite: Volleyball, Beginning.		
PE 211	Skiing, Cross-Country, Intermediate	1 Cr
Development of cross-country skiing techniques. Prerequisite: Skiing, X-Country, Beginning.		
PE 212	Skiing, Touring, Cross-Country	1 Cr
Development of back country touring skills in outdoor Alaska in the Arctic environment. Prerequisite: Swimming, Beginning.		
PE 213	Swimming, Intermediate	1 Cr
Development of swimming skills in strokes and breathing techniques. Prerequisite: Swimming, Beginning.		
PE 214	Advanced Life Saving	1 Cr
Accredited American Red Cross course covering 21 units required for lifeguard certificate. Prerequisite: Swim 20 lengths, surface dive, standing front dive.		
PE 215	Certified Lifeguard Course	1 Cr
Advanced course in lifeguarding. Deals with common hazards in aquatic facilities and lifeguarding duties in general as well as advanced techniques in lifesaving skills. Prerequisite: Advanced Life Saving.		
PE 217	Advanced First Aid	3 Cr
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 fire fighters).		
PE 218	Advanced Weight Training	1 Cr
Coed. Strength development for the person already reasonably fit. Prerequisite: Prior weight training or instructor's approval.		

PHYSICS

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

PHYS 101	Physical Science	3 Cr
Introduction to basic concepts in physical science. Fulfills general degree requirements for non-science students. Significant emphasis on historical development of scientific theories; some emphasis on social impact. Prerequisite: MATH 055 or equivalent.		

PHYS 103 College Physics I Lec/Lab 4 Cr
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 Cr
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 Cr
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 Cr
Introductory course in meteorology for non-specialists. Prerequisite: High school mathematics skills.

PHYS 211 General Physics I Lec/Lab 4 Cr
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 Cr
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: MATH 201 and PHYS 211, or equivalent. Lab fee.

PHYS 275 Astronomy 3 Cr
Topics selected from among 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 skills.

POLICE ADMINISTRATION

Offered through the Division of Social Sciences, Building K, Room 213, 786-1533.

PA 150 Line and Staff Administration 3 Cr
Principles of police administration and organization as applied to staff and line units. Analysis of functions and activities, including record-keeping, report writing, and computer applications. Prerequisite: JUST 110.

PA 259 Administrative Concepts 3 Cr
Study of basic principles and practices of public administration, especially as applied to State and municipal law enforcement agencies. Prerequisite: JUST 110.

PA 262 Police Interrelationships 3 Cr
Study of police vocation as it affects officer's spouse and family. Explores supervisory relations and community relations. Prerequisite: JUST 110.

PA 292 Death Investigation Seminar 1 Cr
Investigation of unattended death, including determination of cause, legal implications, and investigative techniques. Prerequisite: JUST 110.

POLITICAL SCIENCE

Offered through the Division of Social Sciences, Building K, Room 213, 786-1533.

PS 101 Introduction to American Government 3 Cr
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 Cr
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 Cr
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 Cr
Examines contemporary political doctrines and their patterns of political action. Includes Liberalism, Socialism, Fascism, Communism, and developmental theory.

PS 211 State and Local Government 3 Cr
Study of relationships between Federal, State and local governments, with special emphasis on Alaska. Covers topical subjects such as civil rights, violence, environmental issues, economic development, and local and State legislatures.

PS 231 Introduction to Alaskan Government 3 Cr
General survey of Alaskan political system. Includes Alaska Constitution and its origins, structure and functions of government in Alaska, political processes, and public policies.

PS 232 Selected Topics in Contemporary Public Issues 3 Cr
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 Cr
Seminar on evolution of Federal Lands Policy and its current application to Alaska lands, Alaska Native Claims Settlement Act, Alaska Statehood Act, and Alaska National Interest Lands Conservation Act. Significant influences on development of State lands policy.

PS 232B Local Government in Alaska 3 Cr
Analysis and evaluation of variety of local governments and political systems in Alaska. Students meet and question local public officials and participate in political process.

PS 232C Alaska Legislature in Action 3 Cr
Comprehensive coverage of organization, composition, and procedures of Alaska Legislature. Examines legislation currently under consideration by State Legislature.

PS 232D Alaska Native Politics 3 Cr
Introduction to politics and governments of Alaska Natives. Includes political development, relations between governments, economic and social change, current issues and legislation, and possible solutions to existing problems.

PS 232E Administration of Alaskan Government 3 Cr
Detailed analysis of functions and structure of executive branch of Alaska's government, including impacts of recently enacted laws.

PS 232F 1991 and Beyond 3 Cr
Introduction to critical problems and possibilities confronting Alaska Natives. Includes control of Native Corporations, taxation, Tribal-State-Federal relations, and protection of Native subsistence and traditions.

PS 241 Selected Topics in Contemporary Public Policy 3 Cr
Seminar on contemporary public policies, selected from local, State, national, and international levels of government.

PS 241A Constitution: That Delicate Balance 3 Cr
Examination of U.S. Constitution. Using case studies based on contemporary constitutional issues, notable judges, lawyers, politicians, and journalists test their convictions and allegiances on broad range of issues. Students evaluate and test their own judgments on fundamental constitutional questions.

PS 241B Introduction to World Politics 3 Cr
Covers basic factors in international relations. Includes territorial states, nationalism, international organizations and their purposes, international law, and development of national interests and national policy.

PS 241C Congress: We the People 3 Cr
Presents inside view of U.S. Congress and its complex range of individuals, organizations, and processes. Addresses congressional elections, committees, parties, leadership, lobbying, constituency relations, lawmaking, budgeting, and separation of powers.

PROCESS DESIGN TECHNOLOGY

Offered through the Division of Technical Programs, Building J, Room 202, 786-1564.

The PDT courses were under administrative review at the time this catalog went to print. Phone 786-1564 for further information.

PSYCHOLOGY

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

PSY 100 Understanding People 3 Cr
Practical guide to understanding why people behave as they do. For students with low reading or English-speaking abilities, those re-entering college without recent study practice, or those wanting non-technical introduction to human behavior. No prerequisite courses, but requires some ability to read, understand, and speak English.

PSY 111 General Psychology 3 Cr
Introduction to psychology through presentation of outstanding facts and theories. Includes physiological, developmental, abnormal, and social aspects. Also covers perception, motivation, learning, and personality.

PSY 120 Parenting: More Than Discipline 3 Cr
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 Cr
Provides opportunities to learn variety of mood-enhancing techniques and to improve skills in combatting depressed moods. Mood and attitude training exercises in-class and as homework.

PSY 150 Human Development 3 Cr
Overview of various aspects of human development and changes which occur during person's lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

PSY 153 Human Relations 3 Cr
Exploration of feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life. Emphasis on in-class experiences to increase self-awareness, build self-esteem, and enhance relationship skills.

PSY 157 Using Psychology 3 Cr
Development of skills for more effective living through organization, recognition of problems, structuring of daily living and functioning. Procedures for daily practice and analysis of results.

PSY 160 Current Woman 3 Cr
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 Cr
Introduces topics of human sexual functioning. Includes physiology, psychology, sociology, philosophy, and morality of human sexuality practices and love.

PSY 170 Rational Living 1 Cr
Study of rational-emotive-therapy, general semantics, decision-making, and communication theory. Students examine how people create neurotic emotions and block effective behavior, and styles of ongoing daily self-counseling.

PSY 209 Social Psychology 3 Cr
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 Cr
Focuses on helping relationships. Class demonstrations and exercises to bring students to competency in 22 helping skills.

PSY 224 Introduction to Paraprofessional Counseling II 3 Cr
Focuses on 10 different strategies in helping process. No prerequisite. PSY 223 recommended.

PSY 245 Child Development 3 Cr
Study of physical, emotional, cognitive, and social aspects of child development from prenatal period to beginning of adolescence. Includes theoretical views of development and effects of genetics, environment, and socialization.

PSY 246 Adolescence 3 Cr
Intellectual, emotional, social, and physical development patterns during adolescent years.

PSY 251 Introduction to Statistics 3 Cr
Basic concepts, purposes, and procedures of statistics. Methods for describing groups (data reduction). Simple inferences about groups and differences between group means.

PSY 265 Abnormal Psychology 3 Cr
Historical treatment plans and current issues in abnormal psychology. Covers five major disorder categories in new edition of American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders. Prerequisite: PSY 111.

PSY 275 Assertiveness Training 3 Cr
Provides opportunities to examine destructive and self-defeating behaviors and attitudes. Explores alternatives that communicate feelings, beliefs, and opinions honestly, directly, appropriately, and effectively. Assertiveness skills learned through experiences and feedback inside and outside of class.

RUSSIAN

Offered through the Division of Humanities and Communications, Building K, Room 240V, 786-1551.

RUSS 103 Beginning Conversational Russian 4 Cr
Beginning course for students with no knowledge of Russian. Students learn alphabet and to speak and write simply. Required use of language lab outside of class time. Lab fee.

RUSS 104 Readings and Conversation in Russian I 4 Cr
Conversation course with emphasis on vocabulary building, grammar, and self expression in Russian. May be taken twice for credit. Required use of language lab outside of class time. Prerequisite: RUSS 103 or teacher permission.

RUSS 105 Russian Language and Culture I 2 Cr
Individualized Russian language projects involving aspects of Soviet culture or developed from Soviet materials. Uses all four language skills: reading, writing, listening, and speaking. Prerequisite: RUSS 103 or teacher permission.

RUSS 113 Russian for Tourists 3 Cr
Basic language and culture for people with no background in Russian who are interested in travel abroad.

RUSS 204 Readings and Conversation in Russian II 4 Cr
(Topics Vary)
Conversation course with emphasis on vocabulary building, grammar, and expressing ideas. Different topic each semester. May be taken twice for credit. Required use of language lab outside of class time. Prerequisite: RUSS 104.

RUSS 205 Russian Language and Culture II 2 Cr
Individualized reading, speaking, and listening projects relative to Russian culture. All work done in Russian language. Prerequisite: RUSS 105 or teacher permission.

SOCIOLOGY

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

SOC 101 Introduction to Sociology 3 Cr
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.

SOC 106 Introduction to Social Welfare 3 Cr
Functions and development of modern social welfare and its distinctive features. Designed primarily to assist in understanding social welfare problems and services.

SOC 140 Surges of Change: Reform or Revolution 3 Cr
Review of U.S. Labor Movement and Feminist Movement over past century. Overview of recent revolutionary movements in Third World Countries. Some readings in addition to documentary films. Special fee.

SOC 150 Marriage, Divorce and Relationships in the 80's 3 Cr
Exploration of behaviors, values, attitudes, and consequences of contemporary patterns of marriage, divorce, and intimate relationships. Perspectives from American culture, ethnic groups, and students. Issues include values and attitudes toward intimacy, sex roles, sexuality, marriage, divorce, and conflict; six traditional and contemporary relationship options; dynamics of successful relationships; process of separation; and relationships of the future.

SOC 201 Social Problems 3 Cr
Problems of contemporary society, with analysis of contributing factors and exploration of remedial strategies.

SOC 202 Social Organization 3 Cr
Examination of attempts by human societies to regulate and organize behavior. Study of variety and nature of organizational forms.

SOC 203 Juvenile Delinquency 3 Cr
Conceptual approach to deviant and delinquent behavior, contributing social problems, and adolescence as subculture. Emphasis on juvenile code ordinances and treatment procedures.

SOC 222 Social Change 3 Cr
Relationships between social order and social conflict at interpersonal, intergroup, and international levels. Multi-disciplinary approach to social, psychological, and cultural dimensions of societal change.

SOC 242 The Family 3 Cr
Study of contemporary patterns of marriage and family relationships in U.S. Social-psychological approach to lifecycles of families, including mate selection, marital interaction and adjustments, parent-child relationships, and later years of married life.

SPANISH

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

SPAN 101 First Semester Spanish 4 Cr
For students with no background in Spanish. Learning to speak in present tense, and to read and write simple paragraphs. Use of language lab required outside of class time. Lab fee.

SPAN 102 Second Semester Spanish 4 Cr
For students who have learned to speak simply in present tense. Learning to speak in past tense. Simple one- and two-page readings on current topics of interest. Use of language lab required outside of class time. Prerequisite: SPAN 101 or 1 year of high school Spanish or equivalent. Lab fee.

SPAN 113 Spanish for Tourists 3 Cr
For students with no background in Spanish who wish to learn some useful phrases and basic language. Cultural and travel information on Spain and Latin America.

SPAN 201 Third Semester Spanish 4 Cr
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 Cr
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 Conversations 4 Cr
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 emphasis is on improving listening and speaking skills. Prerequisite: SPAN 101 and 102 or equivalent.

SPAN 213 Conversacion y Cultura 2 Cr
Second-year Spanish conversation class presenting reading materials and activities to increase student knowledge of Spanish and Latin American cultures. May be repeated once for credit. Prerequisite: One year of college Spanish or equivalent conversational knowledge and skill.

SPAN 291 Seminar in Individualized Instruction 1 Cr
For students with at least one year of 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

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

SPCH 101 Business Communications 3 Cr
Examines barriers to spoken and written communication. Teaches art of listening, outlining and arranging material, and body and voice usage in oral communication. Covers verbal responsibilities in information exchange and group communication experience. Introduces three steps in job-seeking: resumes, letters of application, and job interviews.

SPCH 111 Fundamentals of Oral Communication 3 Cr
Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, and information. Practice in understanding and using English language. Students practice speaking and listening skills by participating in group activities and by giving individual speeches.

SPCH 120 Debate and Deliberation 3 Cr
Learning to understand and 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 Cr
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 Cr
Nature and operation of discussion groups. Use of evidence, reasoning, reflective thinking, group 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 Cr
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 Cr
Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships.

SPCH 241 Public Speaking 3 Cr
Theories and practices 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 Cr
Advanced study for competitive speakers. Emphasis on individual competitive events: informative, extemporaneous, and impromptu speaking, oratory, communication analysis, readers' theater, debate, and oral interpretation of literature. Students develop competition-worthy speeches with teacher guidance. May be repeated once for credit. Prerequisite: Prior experience public speaking and teacher permission.

SURVEYING TECHNOLOGY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

SVTC 085 Review for Land Surveyor in Training Examination 1 Cr
Review of computations for horizontal and vertical survey control measurements including coordinate geometry, traverse errors and adjustments, and route surveying. Methods of writing legal descriptions and of determining controlling elements in boundary surveys. Positioning by celestial observation. State plane coordinates and photogrammetry.

SVTC 086 Review for Land Surveyor Registration Examination 1 Cr
Review of Alaska Administrative Code and Alaska Statutes pertaining to land boundary location, monumentation, and platting. State and Federal procedures for restoration of lost and obliterated corners. State and Federal requirements for small tract surveys. Positioning by celestial observations.

SVTC 103 Drafting for Survey Technicians 3 Cr
Introduction to use of drafting equipment, engineering lettering, topographical mapping, and plat drafting. Use, preparation, and reproduction of maps in survey field. Reduction of survey field notes to final map form. Prerequisite: Teacher permission.

SVTC 130 Survey Measurement I 5 Cr
Introduction to field methods used in plane surveying. Techniques in use of tapes, levels, and transmits. Methods of recording and reducing field data. Maintenance of survey equipment. Field adjustment of levels and transits. Prerequisite: MATH 108 or concurrent enrollment, SVTC 103, and teacher permission.

SVTC 131 Traverse Computations 3 Cr
Study of plane trigonometry, geometry, and coordinate systems as related to surveying. Determination of direction from angles, bearings, and azimuths. Introduction to survey adjustments. Calculation of areas. Detection of survey error. Operation of programmable trigonometric calculators. Prerequisite: MATH 108 and teacher permission.

SVTC 140 Survey Measurement II 5 Cr
Linear and angular measurement techniques used in plane surveying. Field staking for horizontal alignment and vertical control in construction surveys. Introduction to field procedures for topographic surveys. Field reduction computations. Field adjustment of transits and theodolites. Prerequisite: SVTC 103, 130, and 131, and teacher permission.

SVTC 141 Geometric Computations 3 Cr
Mathematical theory and computations related to partitioning of land and intersection of geometric lines. Determination of horizontal and parabolic curves, grade elevations, supers, areas, and volumes. Prerequisite: SVTC 131, MATH 200 or concurrent enrollment, and teacher permission.

SVTC 142 Survey Computer Programming I 2 Cr
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 and 141, or concurrent enrollment, and teacher permission.

SVTC 230 Control Surveys 5 Cr
Application of techniques in 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 Cr
General theory of errors and adjustments of survey measurements. Standards of accuracy, systematic and random errors. Traverse, triangulation, trilateration, and level net adjustments. Evaluating survey techniques and systems. Prerequisite: MATH 108, SVTC 141, SVTC 142, MATH 200 or concurrent enrollment, and teacher permission.

SVTC 232 Survey Boundary Law I 3 Cr
Introduction to U.S. boundary law. Includes history and development with emphasis on U.S. Rectangular System and surveys within Public Domain. Researching legal land problems. Writing and interpreting aliquot part of townships and sections, and restoration or re-establishment of lost or obliterated corners. Prerequisite: SVTC 131, 141, and teacher permission.

SVTC 233 Aerial Surveys 3 Cr
Introduction to photogrammetric mapping. Surveying for photogrammetric ground control. Photo identification and interpretation. Geometry of photogrammetry. Prerequisite: SVTC 131 and teacher permission.

SVTC 234 Survey Computer Programming II 2 Cr
Advanced programming of hand-held calculators with RPN and/or AOS logic. Indirect control of labels and subroutines. 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 Cr
Research, field work, computation, and plotting of professional surveys. Subdivisions, private surveys on Federal and State lands, retracements, plot plans, and as-builts. Subdivision design and computations. Interpretation and writing of survey proposals. Study of professional ethics. Prerequisite: SVTC 231 and 242 or concurrent enrollment, ENGL 212 or concurrent enrollment, and teacher permission.

SVTC 241 Geodetic Adjustments 3 Cr
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 Cr
Study of boundary locations described in sequence conveyances, simultaneous conveyances, and metes and bounds descriptions. Introduction to riparian boundaries. Federal, State, and local statutes pertaining to surveying. Introduction to cadastral and land information systems. Prerequisite: SVTC 141, 232, and teacher permission.

SVTC 243 Celestial Observations 2 Cr
Astronomical description of solar system. Celestial observations of sun and stars for determining latitudes and azimuths. Prerequisite: SVTC 141, 142, and teacher permission.

SVTC 250 Surveying Employment Practicum 4 Cr
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.

THEATER

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

THR 101 Theater Practicum I 1-3 Cr
Participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations.

THR 102 Theater Practicum II 1-3 Cr
Participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations. Prerequisite: THR 101.

THR 201 Advanced Theater Practicum I 1-3 Cr
Further participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations. Prerequisite: THR 102.

THR 202 Advanced Theater Practicum II 1-3 Cr
Further participation in drama workshop as performer or technical staff member. Acting, directing, designing, costuming, management, publicity, lighting, construction, or production in Performing Arts Center presentations. Prerequisite: THR 201.

WASTEWATER TREATMENT

Offered through the Division of Technical Programs, Building J, Room 202, 786-1564.

WWT 102 Wastewater Certification Orientation I 1.5 Cr
Prepares students for Level I and Level II Alaska State Certification Exams. Prerequisite: WWT 194A or employment in Water/Wastewater facility, and concurrent enrollment in WWT 103.

WWT 103 Water Certification Orientation I 1.5 Cr
Prepares students for Level I and Level II Alaska State Certification Exams. Prerequisite: WWT 194A or employment in Water/Wastewater facility, and concurrent enrollment in WWT 102.

WWT 104 Water/Wastewater Certification Orientation II 3 Cr
Designed for Water/Wastewater Operators at Level II or III Certification to prepare for Level III or IV Certification Exams. Provides in-depth study of Water/Wastewater Treatment at advanced level.

WELDING

Offered through the Division of Technical Programs, Building E, Room 111, 786-1184.

WELD 111 Gas Welding and Cutting 4 Cr
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 114, or as individual class. Lab fee.

WELD 112 Shielded Metal Arc Welding 4 Cr
Introduction to welding of mild steels with covered electrodes. Includes welding safety, electric welding equipment, electrode identification and selection, basic joint design, and welding practice on low-carbon steel. Available as blocked course with WELD 111 and 114, or as individual class. Lab fee.

WELD 114 Welding of High-Strength Steels 4 Cr
Study of metals and their weldability, establishing pre-heat and inter-pass temperatures. All-position welding using low-hydrogen electrodes to AWS Structural Welding Codes. Investigating welding characteristics of various electrodes (E6010, E7010, E7018, E7014, E7024, and others). Available as blocked course with WELD 111 and 112, or as individual class. Prerequisite: WELD 112 or teacher permission. Lab fee.

WELD 121 Introduction to Pipe Welding 4 Cr
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 Cr
Continuation of vertical down welding to ASME Standards. Choice of vertical up welding with low-hydrogen or fast-freeze electrodes. Prerequisite: WELD 121. Lab fee.

WELD 157 Technical Blueprints for Welders 3 Cr
For persons in welding and welding-related fields who desire practical 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 Cr
Introduction to welding of mild steels by semi-automatic GMAW process, using carbon dioxide shielding gas and continuously fed wire. Covers arc characteristics, metal transfer modes, electrical characteristics of power supplies, wire feeders, filler metal selection, and equipment maintenance. Welding defects, their causes and correction. Welding variables and welding practices to ASME Code. Lab fee.

- WELD 162** Flux Cored Welding (FCAW) 4 Cr
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 161. Lab fee.
- WELD 172** Physics for Welding 4 Cr
Introduction to basic concepts of science as applied to welding and nondestructive testing. Mechanics, electricity, magnetism, atomic structure, and thermodynamics as used by technicians. No prerequisite. MATH 105 recommended.
- WELD 174** Basic TIG Welding 4 Cr
Tungsten-inert gas welding (TIG) to provide high-quality welds in aluminum, magnesium, and virtually any weldable metal. Covers uses in nuclear, aircraft, electronic, and aerospace applications. TIG power supplies, torches, inert gases, filler metal selection, and electrical characteristics of arc. Students weld both aluminum and stainless steels in lab. Prerequisite: WELD 111 or teacher permission. Lab fee.
- WELD 175** Welding Processes and Equipment 4 Cr
Survey of current welding industry processes in fabrication and repair. Study of selected electric welding equipment with emphasis on maintenance, installation, and troubleshooting.
- WELD 181** Welding Inspection 2 Cr
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 Cr
Theories and applications of ultrasonic inspection as applied to welding inspection, corrosion detection, and material thickness evaluation. Training in accordance with ASNT TC-1A Level I requirements. No prerequisite. MATH 105 recommended.
- WELD 262** General Nondestructive Testing 3 Cr
Principles and applications 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 Cr
In-depth study of theories and applications of industrial radiography with emphasis on structural x-ray techniques. Includes radiation safety, use of survey instruments, exposure techniques, development of radiographic procedures, interpretation of radiographs, equipment design, and Federal regulations. Other topics of interest. Prerequisite: WELD 112 or teacher permission. Lab fee.

- WELD 282** Codes and Physical Tests 2 Cr
Survey of welding codes which apply to welding pipelines, pressure vessels, bridges, and buildings. Students work up welding procedures, prepare test specimens in welding lab, and destructively test welds to applicable code requirements.

- WELD 285** Introduction to Welding Metallurgy 3 Cr
Fundamentals of metallurgy for welding students. 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 Cr
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 Cr
Study of structure and microstructure of welds in steel alloys. Application of metallurgical investigative techniques to problems encountered in welding ferrous metals. Active use of metallograph, 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 Cr
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 TECHNOLOGY

Offered through the Division of Math, Natural Sciences, and Engineering Technology, Building C, Room 214, 786-1342.

- WF 201** Introduction to Wildlife and Fisheries Management 3 Cr
Fundamentals of managing game and freshwater resources. Effects of regulations, management techniques, law enforcement, and land use policies on sport, economic, and aesthetic values. Relationships of research and public relations to management. Methods of data collection for research projects and establishing management plans. Prerequisite: ALR 101.



FACULTY AND ADMINISTRATION DIRECTORY

14

UNIVERSITY OF ALASKA Board of Regents

	Term Expires
Donald B. Abel, Jr., Juneau	1989
Lance Bousley, Juneau	1988
Ruth E. Burnett, Fairbanks	1991
Gordon E. Evans, Secretary, Juneau	1991
William L. Hensley, Anchorage	1987
Roy M. Huhndorf, President, Anchorage	1991
Thomas J. Miklautsch, Treasurer, Fairbanks	1987
Ann T. Parrish, Vice President, Anchorage	1991
Edward B. Rasmuson, Anchorage	1989
Grace Berg Schaible, Fairbanks	1993
Robert F. Williams, Kenai	1993

ANCHORAGE COMMUNITY COLLEGE Principle Administrative Officers

Dr. Herbert C. Lyon, Chancellor
R.F. Fernandez, Vice Chancellor of Administrative Services
Miriam Carlson, Vice Chancellor of Instructional Services
Vacant, Vice Chancellor of Student Services

UNIVERSITY OF ALASKA Statewide Administration

Dr. Donald O'Dowd, President
Dr. Sherman Carter, Executive Vice President

ANCHORAGE COMMUNITY COLLEGE Community College Council

	Term Expires
Richard Angell	1986
William Borah	1988
Bruck Bruckman	1986
Colonel Joseph Coniglio	1986
Dr. Stephen Daeschner	1986
Cecilia Diedrich	1987
Thomas Fink	1987
William Fuller	1986
Mary Hale	1986
Nina Harding	1986
Gary Holthaus	1987
Judy Meidinger	1986
Hank Rosenthal, Chairman	1988
Patti Sevier	1987
Bill Sykes, Vice Chairman	1988

FACULTY AND ADMINISTRATIVE STAFF

PAUL ALEXANDER, Teacher, Electronics

DARLENE APPEL, Teacher, Office Occupations

B.S. (1956) Mankato State College; M.Ed. (1971) University of Alaska.

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Dental Assisting Certificate (1971), C.D.A. (1973), A.A.S. (1975), B.S. (1983) University of Alaska.

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B.S. (1954) Morgan State College; M.S. (1967) University of North Dakota.

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CLARK CORBRIDGE, Teacher, Mathematics

B.A. (1966) Colorado College; M.A. (1969) University of New Mexico.

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B.A. (1979) University of Southern Maine; M.S. (1985) University of Maine; Ph.D. Candidate, University of Washington.

DAVE DAU, Teacher, Psychology

B.A. (1971), M.S. (1973) Eastern Washington State University.

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B.A. (1948), M.Ed. (1955) Boston University.

JAMES DONALLY, Teacher, Mathematics

B.A. (1960) Reed College; M.S. (1962) University of Washington, Seattle; Ph.D. (1974) Oregon State University.

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A.A. (1974) Anchorage Community College; B.A. (1975), M.A. (1976) University of Alaska; Certified Executive Chef (1980); Certified Culinary Educator (1981); Certified Master Chef (1982).

GEORGE ROBERT DOUGLAS, Teacher, English and 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.

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M.Ed. (1969) University of Virginia.

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Dental Hygiene Certificate (1970) Temple University; B.S. (1972) East Stroudsburg State College; M. Ed. (1983) University of Alaska, Anchorage.

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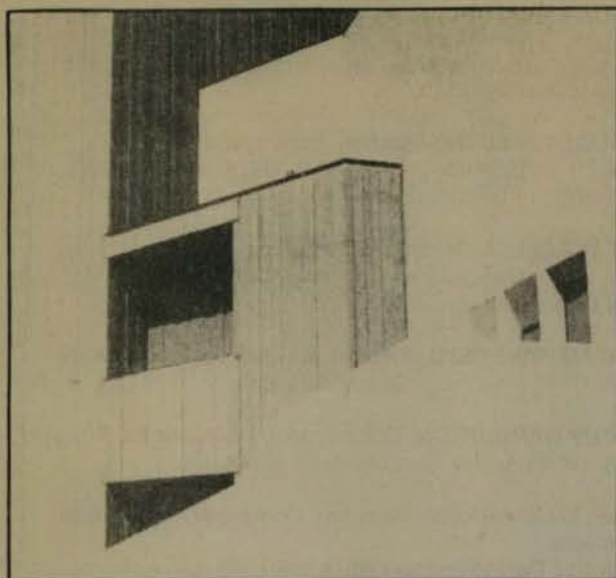
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INDEX

A

ABE-GED-ESL Classes	34
Academic Petition	28
Access to Student Records	28
Accounting	
A.A.S. Degree	37
Course Descriptions	61
ACC High School Diploma	34
ACC Mission and Goals	7
ACC Organization	7
ACC Student Association (ACCSA)	18
Accreditation	8
Add/Drop Fee	12
Add/Drop Policy	29
Administrative Fee	12
Administrative Officers, ACC	103
Administrative Organization	7
Administrative Services Unit	7
Administrative Staff and Faculty Register	103
Admissions, Records, and Veteran Services	9
Admissions and Records Office	10
Admissions and Registration Procedures	9
Admission Policy	9
Adult Learning Center	24
Advisement, Assessment, and Orientation	16
Affirmative Action Statement	1A
Agriculture and Land Resources	
Course Descriptions	61
Air Traffic Control	
A.A.S. Degree	38
Course Descriptions	68
Alaska State Educational Incentive Grant (SEIG)	15
Alaska State Student Loan (ASSL)	15
Alaska Wilderness Studies	
Course Description	61
American Sign Language	
Course Description	62
Anchorage Community College Council Register	103
Anthropology	
Course Descriptions	62
Application for Admission	9
Application for Admission Fee	12
Application for Diploma	34
Architectural and Engineering Technology	
A.A.S. Degree	38
Course Descriptions	63

Architectural Drafting	
Certificate Art	39
Course Descriptions	63
Arts Fair	26
Associate Degree Requirements	
Associate in Applied Science	36
Associate of Arts	35
Attendance	29
Audit Fee	12
Audit Policy	29
Auto/Diesel Technology	
Course Descriptions	66
Automotive Technology	
A.A.S. Degree	40
Certificate	40
Aviation Administration	
A.A.S. Degree	41
Course Descriptions	67
Aviation Maintenance Technology	
A.A.S. Degree	41
Certificate	42
Course Descriptions	68
Aviation Technology	
Course Descriptions	67

B

Biology	
Course Descriptions	71
Board of Regents	103
Bookstore	21
Bureau of Indian Affairs Grant (BIA)	15
Business Administration	
A.A.S. Degree	43
Course Descriptions	72
Business Communications	
Certificate	54

C

Calendar, College	2
Campus Center	21
Campus Center Cafeteria	22
Campus Center Pub	22
Campus Cinema	18

Campus Map	1A
Campus Ministry	23
Campus Parking	22
Campus Police	21
Campus Regulations	22
Cancelled Classes, Refund	12
Career Resources	16
Center for Women and Men	17
Certificate, Degree, and Diploma Programs	
General Requirements	34
Specific Requirements	37
Certificate Programs	
Alphabetical Listings	37
CEU Fee	12
Challenge Examinations	32
Change-of-Grade Policy	29
Change-of-Name and/or -Address Policy	29
Chemistry	
Course Descriptions	73
Chugiak/Eagle River Extension Program	27
Civil Engineering	
Certificate	39
Clubs and Organizations, Student	19
College Calendar	2
College Level Exam Program (CLEP)	32
College Regulations	28
College Services	21
College Work Study Program (CWSP)	15
Community Development Division	26
Community Development, Extension Programs, and	
Telecourses	26
Community College Council, ACC	103
Community Education	26
Computer Information Systems	
A.A.S. Degree	44
Course Descriptions	73
Consolidated Fee	12
Consumer and Home Economics	
Certificate	49
Continuing Education	26
Corrections	
Course Descriptions	74
Counseling, Advising, and Testing	16
Counseling	
Course Descriptions	75
Counseling Center	16
Counseling Services	16
Course Classifications	35
Course Descriptions	
Alphabetical Listings	59
Course Expectations	29
Course Numbering System	59
Courses and Programs (Chart)	36
Credit-by-Examination	
College Level Exam Program (CLEP)	32
Challenge Examinations	32
Credit-by-Exam Fee	12
Credit for Military Experience	
Military Schools and Basic Training	32
Community College of the Air Force	32
Military Occupation Specialties	32
SOCAD Service Members Opportunity College	32
Dantes (USAFI) Examinations	32
Credit for Prior Learning Application Fee	12
Credit for Prior Learning Experience	32
Credit for Prior Learning Fee	12
Credit Hour Definition	59

D

Dance	
Course Descriptions	75

DANTES (USAFI) Examinations, Credit for	32
Dean's List	30
Degree and Certificate Program	
Specific Requirements	37
Degree, Certificate, and Diploma Programs	
General Requirements	34
Degree Programs	
Alphabetical Listing	37
Dental Assisting	
A.A.S. Degree	45
Certificate	45
Course Descriptions	76
Dental Hygiene	
A.A.S. Degree	46
Course Descriptions	76
Dental Science	
Course Descriptions	77
Developmental Studies Program	24
Diesel Technology	
A.A.S. Degree	41
Certificate	40
Dietary Management	
Course Descriptions	77
Diploma, Application for	34
Diploma, Certificate, and Degree Programs	
General Requirements	34
Specific Requirements	37
Directory of Fees	12
Disabled (Handicapped) Student Services	17
Diversity, ACC Student Survey	8
Drafting	
Course Descriptions	78
Dropped Classes, Refunds	12
Duplicate and Prerequisite Courses	33

E

Eagle River/Chugiak Extension Program	27
Early Childhood Development	
Course Descriptions	78
Economics	
Course Descriptions	79
Educational Opportunity Center	17
Electronic Technology	
A.A.S. Degree	47
Certificate	47
Course Descriptions	79
Eligibility for Financial Aid	14
Emergencies and First Aid	22
Emergency Loan Fund (ELF)	15
Emergency Medical Technology	
Course Descriptions	80
Employment Opportunities	15
English	
Course Descriptions	80
English-as-a-Second Language	
Course Descriptions	81
Enrichment Materials	25
Exemption from Non-Resident Tuition	12
Expenses	11
Extension Programs	26

F

Faculty and Administrative Staff Register	103
Fashion Merchandising	
Certificate	49
Fee Reference Guide	12
Fees, Directory	12
Financial Aid and Student Employment	14

Financial Obligations	13
Fire Science	
A.A.S. Degree	48
Course Descriptions	82
Food Service Operation	22
Food Service Technology	
A.A.S. Degree	48
Course Descriptions	83
French	
Course Descriptions	84
Friday's Ten 'Til Two Series	27
Full Time/Part Time Status	33

G

General Clerical	
Certificate	54
General Information	6
Geography	
Course Descriptions	84
Geology	
Course Descriptions	84
German	
Course Descriptions	84
Grade Appeal Procedures	30
Grade Change	29
Grade Index	30
Grade Mailers	30
Grade-Point-Average Computation	31
Grading System	31
Graduation	31
Graduation with Honors	31
Grants or Scholarships	
Alaska State Educational Incentive Grant (SEIG)	15
Pell Grant	15
Supplemental Educational Opportunity Grant (SEOG)	15
Bureau of Indian Affairs Grant (BIA)	15
Scholarships	15
Guaranteed Student Loan (GSL)	15

H

Handicapped Parking	22
Handicapped (Disabled) Student Services	17
High School Diploma, ACC	34
High School Students, Admission Requirements	34
History	
Course Descriptions	85
History of ACC	6
History of U of A Statewide System	6
Home Economics	
A.A.S. Degree	49
Course Descriptions	86
Honors, Graduation with	31
Hours, Credit (Definition of)	59
Housing, Student	23
Humanities	
Course Descriptions	87
Human Services	
A.A.S. Degree	52
Course Descriptions	88

I

Incomplete Grade Policy	31
Independent Study	31
Instructional Services Unit	7
Interior Design	
Course Descriptions	88
International Students, Admission Requirements	10

J

Japanese	
Course Descriptions	89
Justice	
Course Descriptions	89

L

Late Registration Fee	12
Law Science	
Course Descriptions	89
Leadership Opportunities, Student	18
Learning Assistance	24
Learning Center, The (TLC)	25
Legal Secretary	
Certificate	54
Library	25
Library Science	
Course Descriptions	90
Loans	
Alaska State Student Loan (ASSL)	15
Guaranteed Student Loan (GSL)	15
Emergency Loan Fund (ELF)	15
Lost and Found	22
Lucy Cuddy Center	22

M

Map, Campus	1A
Materials Fee	12
Mathematics	
Course Descriptions	90
Mechanical and Electrical Drafting	
Certificate	39
Medical Assisting	
A.A.S. Degree	52
Course Descriptions	90
Medical Laboratory Technology	
A.A.S. Degree	53
Course Descriptions	91
Medical Service and Insurance, Student	23
Military Programs	27
Military Experience, Credit for	32
Military Occupations Specialities	32
Military Schools and Basic Training, Credit for	32
Mining and Petroleum Technology	
Course Descriptions	91
Mining Extension	91
Mission Statement, ACC	7
M.O.S. (Military Occupation Specialities)	32
Music	
Course Descriptions	91

N

Name Change	29
Natural Sciences	
Course Descriptions	93
No Limits Program	17
Non-Credit Classes, Refunds	13
Non-Credit Course Fees	12
Non-Credit Program	27
Non-Resident Tuition	11
Non-Resident Tuition, Exemption	12
Non-Traditional Credit	
Credit by Examination	32
Credit for Prior Learning Experience	32
Credit for Military Experience	32
Non-Traditional Credit Application Fee	12

Non-Traditional Credit Fee	12
Nursing	
A.A.S. Degree	53
Course Descriptions	93

O

Office Occupations	
A.A.S. Degree	54
Certificates	54
Course Descriptions	93
Open Door Policy	9
Organization, ACC	7
Orientation, Assessment, and Advisement	16
Orientation, Student	17

P

Paramedic Technology	
A.A.S. Degree	56
Course Descriptions	95
Part-Time/Full-Time Status	33
Pell Grant	15
Performing Arts Center	23
Philosophy	
Course Descriptions	95
Physical Education	
Course Descriptions	96
Physical Education and Sports Facility	23
Physics	
Course Descriptions	96
Police Administration	
Course Descriptions	97
Political Science	
Course Descriptions	97
Prerequisite and Duplicate Courses	33
Prior Learning, Credit for	32
Privacy Act	19, 28
Process Design Technology	
Course Descriptions	98
Professional Piloting	
A.A.S. Degree	56
Course Descriptions	67
Psychology	
Course Descriptions	98

R

Reading/Writing Center	25
Records and Admissions Office	10
Refunds	12
Register	103
Registration Fee	12
Registration Procedures	9
Regulations, College	28
Regulations, Campus	22
Request for Degree Checklist	31
Residency Requirements	11
Resident Tuition	11
Rights and Responsibilities, Student	19
Russian	
Course Descriptions	98

S

Satisfactory Progress for Financial Aid	14
Scholarships	15
Second Associate Degree	31
Senior Waiver of Tuition	12

Social Security Number, Use of	9
Sociology	
Course Descriptions	99
SOCAD Service Members Opportunity College, Credit for	32
Sources of Information	1
Spanish	
Course Descriptions	99
Speech	
Course Descriptions	99
Spiritual Life	23
Sports Facility	23
Staff and Faculty Register	103
Structural Drafting	
Certificate	39
Statewide Administration, U of A	103
Statewide Nursing Program	54
Student Clubs and Organizations	19
Student Development	18
Student Employment Office	15
Student Government	18
Student Housing	23
Student Life	18
Student Medical Services and Insurance	23
Student Orientation Services (S.O.S.)	17
Student Records, Access to	28
Student Rights and Responsibilities	19
Student Services Unit	7
Study Load	33
Supplemental Educational Opportunity Grant (SEOG)	15
Surveying Technology	
A.A.S. Degree	57
Course Descriptions	100

T

Telecourses	27
Testing	16
Theater	
Course Descriptions	101
Transcript Fee	12
Transcripts	33
Transfer Credit	33
Tuition	
Non-Resident	11
Resident	11
Types of Financial Aid	15

U

U of A Statewide Administration	103
---------------------------------	-----

V

Veteran Services	10
------------------	----

W

Waiver of Senior Tuition	12
Wastewater Treatment	
Course Descriptions	101
Welding Technology	
A.A.S. Degree	58
Course Descriptions	101
Wildlife and Fisheries	
Course Descriptions	102
Withdrawal Policy	29
Word/Information Processing	
Certificate	55
Work Study Program (CWSP)	15

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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