

1987 - 88 Catalog

Anchorage Community College

P

ardon Our Dust!

Anchorage Community College and the University of Alaska, Anchorage, have been united with Kenai Peninsula, Kodiak, Mat-Su and Prince William Sound Community Colleges to form a new University of Alaska at Anchorage. Until the reorganization is complete and a new name is selected, this catalog will be used by students enrolling in programs and taking classes on the ACC campus. The catalog provides complete information on two-year degree and certificate programs, vocational and technical programs, and a complete selection of special interest and transfer classes. Any existing course of study will be continued within the new and comprehensive University of Alaska being created in Anchorage.

UNITED EXCELLENCE

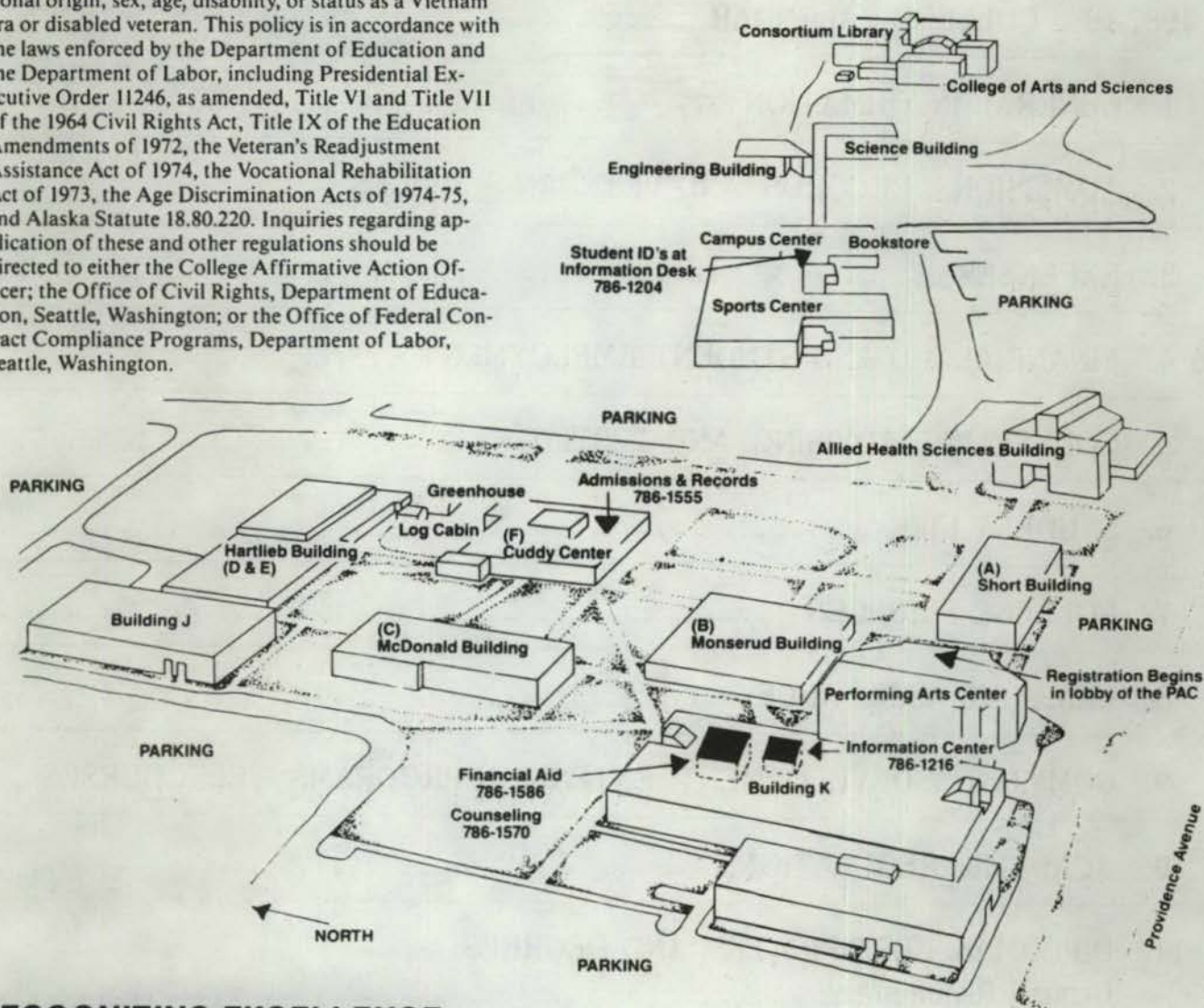


Anchorage Community College

(907) 786-1800
3211 Providence Drive
Anchorage, AK 99508
An EO/AA Institution of the University of Alaska

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 RECENT AWARDS & HONORS

1. National championship for our Speech and Debate team among 2-year schools for 1986 & 1987.
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 in 1986.

Published by Anchorage Community College of the University of Alaska/June 1987.

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SOURCES OF INFORMATION

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
Eagle Home Center, 694-3313 and 694-3172

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

Facilities Scheduling
Instructional Support Office
Building K, Room 107, 786-1209

Fort Richardson Army Base Programs
Military Programs Extension
Kiska Hall, 428-1228

General Information
Instructional Support Office
Building K, Room 107
(907) 786-1216

Grants, Loans, Scholarships and Work-Study Employment
Financial Aid and Student Employment Office
Building K, Room 101, 786-1586

Non-Credit/Special Interest Courses,
Seminars, Conferences, and Continuing Education
Community Development
Building K, Room 218, 786-1121

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

Registration and Fees
Office of Admissions and Records
Cuddy Center, 786-1483

Student Activities and Organizations
Campus Center, Room 218, 786-1222

Switchboard
Building A Lobby
(907) 786-1200

Telecourses
Instructional Telecommunications
Building K, Room 102, 786-1626

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 workshops. 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 compliments 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.

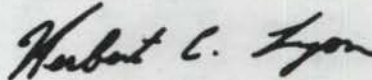
I invite you to make use of the many services provided at ACC. I also urge you to visit one of our counselors and get a good start in selecting classes that will best suit your needs.

While ACC offers numerous outstanding educational opportunities, some specific areas have achieved national distinction. Among them are the Speech and Debate Team, the Aviation Maintenance Technology Program, the Nursing Program, and the Developmental Studies Program.

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 American comprehensive community college at its best. Thank you for considering us, and best wishes in your studies.

Sincerely,



Herbert C. Lyon
Chancellor

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

1987-88 COLLEGE CALENDAR

Fall Semester 1987

July	27	Begin Registration
August	10	Begin Registration for New and Returning Students
	28	End Registration for New and Returning Students
September	7	HOLIDAY (Labor Day)
	8	Fall Semester Instruction Begins
	8	Begin Late Registration
	18	End Late Registration
	25	Last Day to Add Classes
October	9	Last Day to Apply for December Diploma
	9	Last Day to Apply for Degree Checklist for May Graduation
November	25	Last Day to Drop Classes
	26 & 27	HOLIDAY (Thanksgiving)
December	19	Fall Semester Instruction Ends
	26 & 27	HOLIDAY (Christmas)

Spring Semester 1988

November	30	Begin Registration for Continuing Students
December	11	End Registration for Continuing Students
	21	Begin Registration for New and Returning Students
	31	HOLIDAY (New Year)
January	1	HOLIDAY (New Year)
	8	End Open Registration for New and Returning Students
	18	Spring Semester Instruction Begins
	18	Late Registration Begins
	29	Late Registration Ends
February	15	Last Day to Add Classes
	19	SPRING SEMESTER RECESS
	26	Last Day to Apply for May Diploma
	26	Last Day to Apply for Degree Checklist for August Graduation
April	8	Last Day to Drop Classes
	30	Spring Semester Instruction Ends
May	5	Graduation Ceremony

Summer Semester 1988

April	18	Begin Registration for Continuing Students
	22	End Registration for Continuing Students
	25	Begin Registration for New and Returning Students
	29	End Registration for New and Returning Students
May	2	Begin Open Registration
	6	End Open Registration
	23	Summer Session Classes Begin
	23	Late Registration Begins
	30	HOLIDAY (Memorial Day)
June	3	Late Registration Ends
	17	Last Day to Apply for August Diploma
	17	Last Day to Apply for Degree Checklist for December Graduation
July	4 & 5	HOLIDAY (Independence Day)
August	12	Summer Session Ends

Summer Session Notes:

1. Summer school is composed of many special sessions, from 1 week to 12 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 registration require special registration procedures. ACC reserves the right to make necessary changes in the College Calendar.

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 1987-1988. 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.



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)
- Parking
- Physical Plant (Liaison)
- Public Safety (Campus Police)

INSTRUCTIONAL SERVICES

- Adult Learning Center
- Adult Basic Education
 - General Education Development (GED)
 - English as a Second Language (ESL)
- 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
 - Small Business Development Center

- Chugiak/Eagle River Extension
- Community Development
- Alaska Wilderness Studies
- Center for Women and Men
- Continuing Education
- Fridays Ten 'Til Two
- Non-Credit Offerings
- Physical Education
- Seniors

- Developmental Studies and Learning Resources
- Elmendorf 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
 - General Information
- Math, Sciences, and Surveying Technology

- Biology
- Chemistry
- Geology
- Math
- Natural Sciences
- Physics
- Surveying Technology
- Social Sciences
 - Anthropology
 - Counseling
 - Criminal Justice
 - Early Childhood Development
 - Geography
 - History
 - Political Science
 - Psychology
 - Sociology

- Technical Programs
 - Auto-Diesel Technology
 - Electronics
 - Energy
 - Fire Science
 - Wastewater Treatment
 - Welding Technology
 - Telecom Center
 - Telecourses
 - Instructional Television Production
 - Channel 34 Anchorage TeleCampus

STUDENT SERVICES

- Admissions and Records
 - Registration/Transcripts
 - Veteran Services
- Counseling Services
 - Counseling
 - Educational Opportunity Center
 - Excel Programs
 - Student Orientation Services
 - Testing
- Campus Center
- Financial Aid and Student
 - Employment
- Student Activities

MISSION STATEMENT

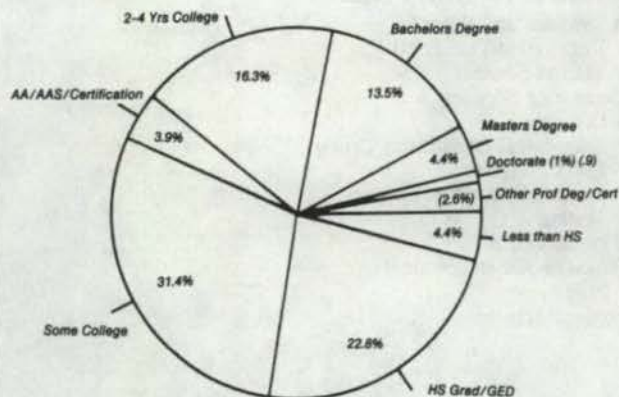
Anchorage Community College shares in the overall mission of the University of Alaska. Its unique mission derives from its status as an urban comprehensive community college in the state's major population center. Anchorage Community College provides activities and curricula responsive to the lifelong 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.

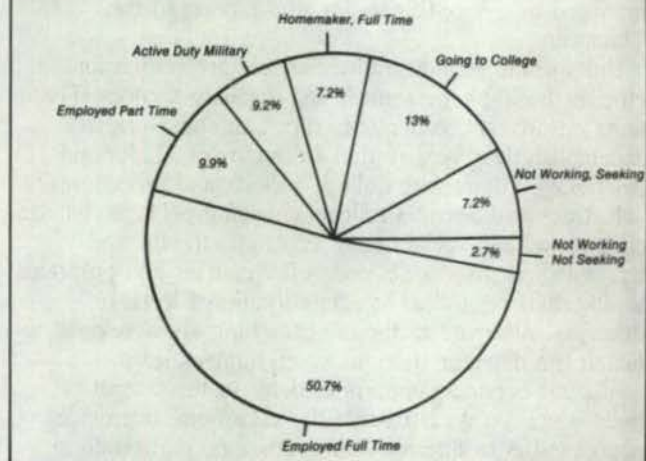
The College cooperates with Alaska's business and industry by providing training programs vital to the economic development of the state. Anchorage Community College also works cooperatively with other University of Alaska units, the Anchorage School District, and Alaska Pacific University to assure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

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.

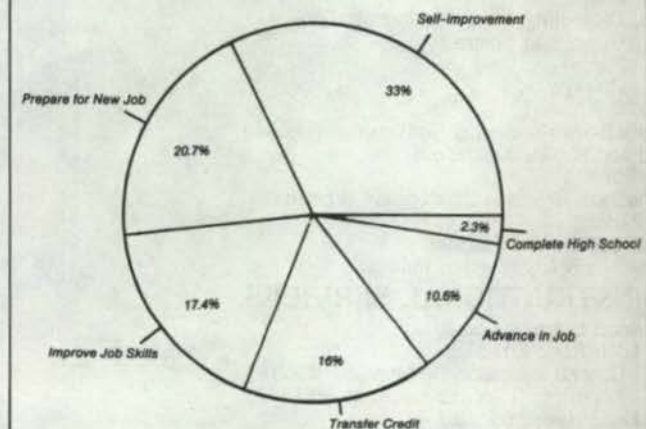
STUDENTS EDUCATION LEVEL
All Students, Fall 1986



STUDENTS MAIN ACTIVITY
All Students, Fall 1986

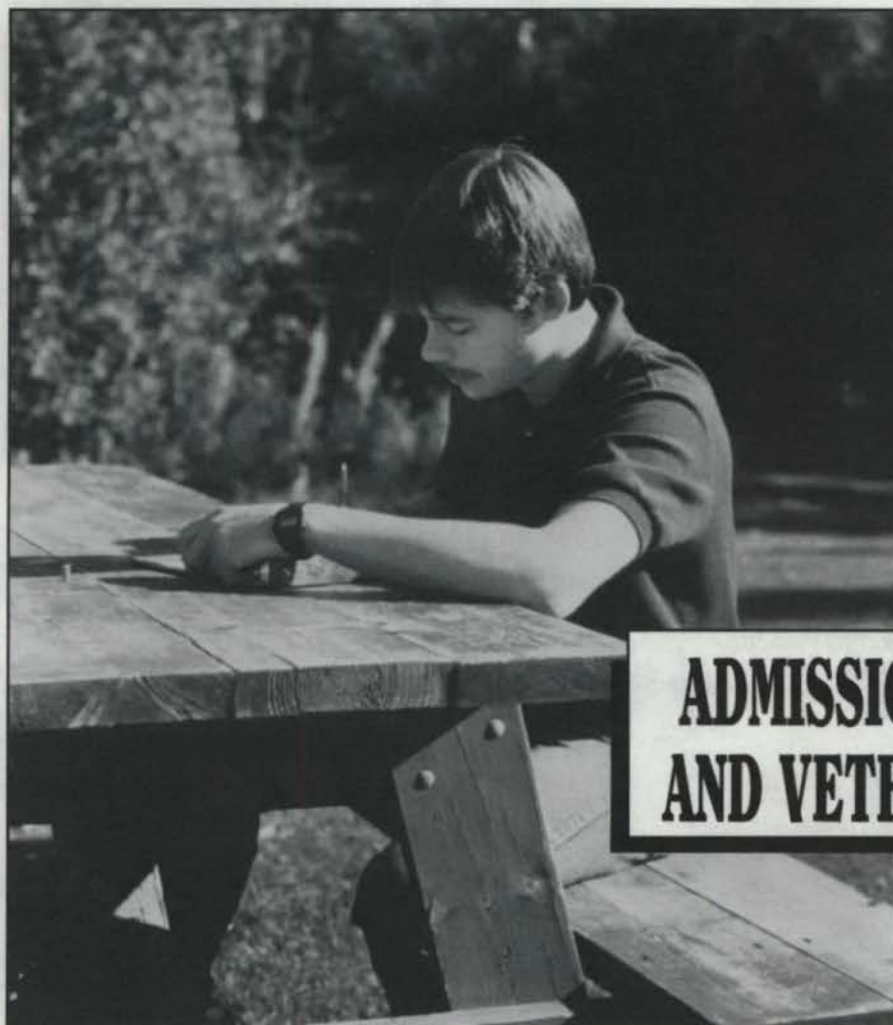


STUDENT EDUCATION OBJECTIVE
All Students, Fall 1986



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

General Admissions

The following policy applies only to students registering for courses carrying academic credit:

Anchorage Community College has an open-door policy. Any person may be admitted who has earned a high school diploma or its equivalent; or who is beyond the age of compulsory school attendance in Alaska and has the ability to benefit from college coursework. No grade point average in previous high school or college work is required for general admissions.

Some programs have special program admission requirements which must be met before admission to those programs is complete. More information can be found in the certificate and degree sections of this catalog. Students may also contact a specific department or Counseling Services for details.

Conditional Admissions

Those students who have not earned a high school diploma or its equivalent and are beyond the age of compulsory school attendance (16) may be conditionally admitted to Anchorage Community College by completing the ability to benefit process.

Ability to Benefit

To admit students without a high school diploma or its equivalent, Anchorage Community College has developed a process to determine a student's ability to benefit from college coursework. This process involves completing one or more of the following:

1. An evaluation of previous college level work,
2. Completing the ASSET assessment test,
3. A comprehensive individual interview with a Counselor.

Students who successfully complete the Ability to Benefit Process will be conditionally admitted to ACC during their first semester of enrollment. Students completing nine credits of college coursework with a 2.0 GPA will automatically be moved from conditional to general admission status.

Students without a high school diploma or GED who have successfully completed previous college work will not be required to take an assessment test. The students must have academic transcripts reviewed and receive academic advising before verification of the Ability to Benefit process is considered complete.

Students who have completed the Ability to Benefit process but do not successfully complete nine credits of coursework will remain a conditionally admitted student.

Assessment and Placement

All students registering for Math or English composition classes for the first time are required to complete an assessment test to determine proper course placement before enrollment.

ASSET will be available at New Student Orientation, registration and at various other times designated by the Counseling Department. For specific information about ASSET and available assessment times, contact the Counseling Department or refer to the current class schedule.

ADMISSIONS AND REGISTRATION PROCEDURES

All students intending to enroll for credit courses who satisfy the criteria for admission, will be admitted to Anchorage Community College upon submission of a fully completed admission information form. Students are encouraged to complete and return the admission information form in advance of first time registration. Doing so will substantially reduce the amount of time necessary for registration. Return the completed admission information form with a check or money order for \$10 to:

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

The current *ACC Class Schedule* provides information on fees, 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. However, 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 must complete a High School Enrollment Request form and obtain the following signatures of approval:
 - a. parent or guardian
 - b. high school principal
 - c. ACC department dean

(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

Please stop by or call if you have a specific question or need assistance with the following:

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 Services

Phone: 786-1483

Location: Cuddy Center

Hours: 9:00 a.m. - 4:30 p.m., Monday - Friday

VETERAN SERVICES

Anchorage Community College is qualified and approved to provide training to veterans, eligible dependents, 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 shall 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. (Veterans sign-in sheets are available after normal business hours in the Office of Instructional Support, Bldg. K, Room 107B, 786-1216.)

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 dependents). 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

3

EXPENSES



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, including all members of the Alaska National Guard, and their dependents are considered residents for tuition purposes.

Resident Tuition

If you are an Alaska resident, tuition is \$35 per semester hour. If you take 12 credits or more, your tuition is \$420 per semester. See the chart below for specific tuition charges.

Total Credits	Tuition
1	\$35
2	70
3	105
4	140
5	175
6	210
7	245
8	280
9	315
10	350
11	385
12 or more	420

Charges for self-support courses, continuing education credits, and correspondence courses will not be considered in determining consolidated tuition charges.

Non-Resident Tuition

See the chart below for non-resident tuition and fees. (Remember non-resident fees do not apply to military personnel and their dependents stationed in Alaska. Residents of Yukon Territory or the Northwest Territories are also exempt.) 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	\$35	+	\$00	= 35
2	70	+	110	= 180
3	105	+	165	= 270
4	140	+	220	= 360
5	175	+	275	= 450
6	210	+	330	= 540
7	245	+	385	= 630
8	280	+	440	= 720
9	315	+	495	= 810
10	350	+	550	= 900
11	385	+	605	= 990
12 or more	420	+	660	= 1080

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, administrative 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.

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

Audit (\$35 per credit) Auditors pay the same tuition and fees as students who are registering for credit.

CEU (Varies) Continuing Education Unit fees are charged per Continuing Education Unit. This fee is charged instead of tuition.

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

Resident	Non-Resident
\$420	\$1,080

Credit-by-Exam (\$10 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) A fee sometimes charged for consumable materials. The *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.

Parking Fee (\$25) A campus-wide paid parking program was implemented Fall 1986 semester. All vehicles parking in a designated Decal Control Lot must display an ACC/UAA decal. Decals are \$25.00 and may be purchased during registration or from the Public Safety Office. For more information contact Public Safety, Building K, Room 140, or call 786-1119.

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 three (3) or more credit hours and having all courses off campus (or non-credit students enrolled for 200 or more contact hours in one semester) may elect to pay this fee in order to have access to all available activities and facilities.

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 15 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.

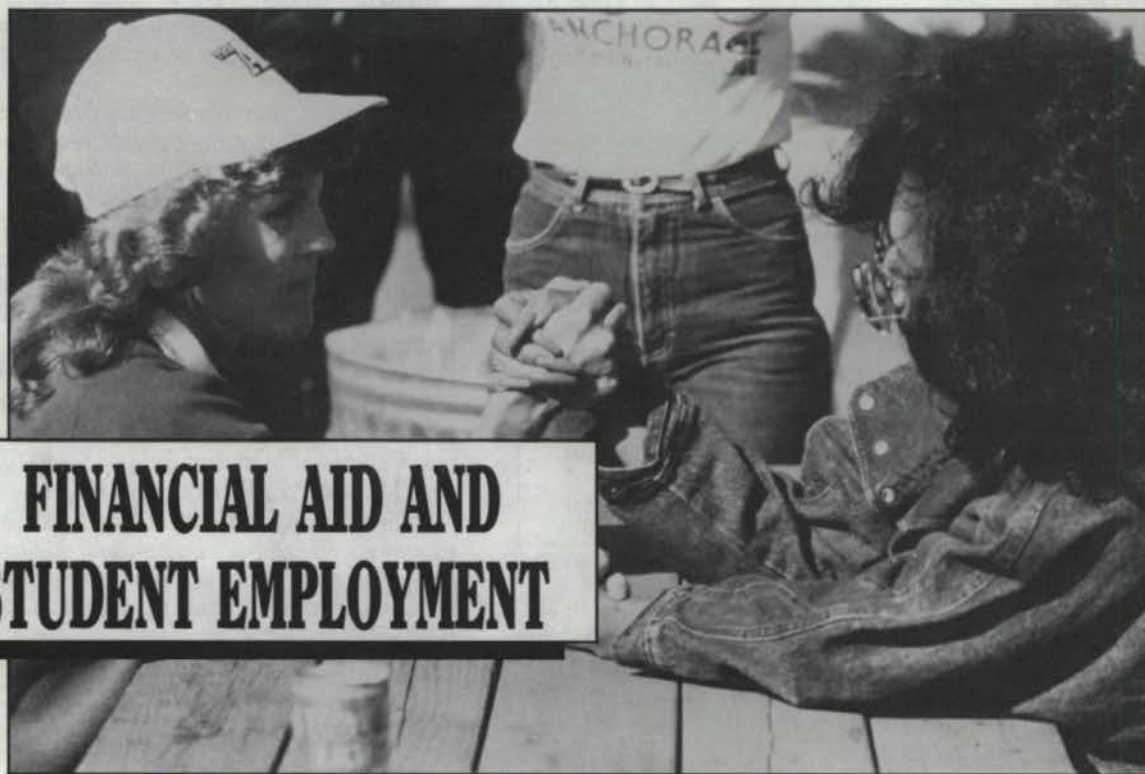
No refund after the first class.

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, the College 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 through 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 Admission Information form and pay the \$10 admission fee at the Office of Admissions and Records.
3. Submit a completed Financial Aid Application to the 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.
8. Not owe a refund on a Pell grant or a Supplemental Educational Opportunity Grant or be in default on a Perkins (National Direct Student Loan) loan.
9. Sign a statement of educational purpose for aid funds received.

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 four 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 8 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 \$5,500 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 \$2,625 per academic year. The maximum to be borrowed by an undergraduate is \$17,250.

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. Listed below are some scholarships available to all Anchorage Community College students:

Academic Excellence	Medical Career
Art	Music
Aviation	Surveying Technology
Computer Technology	Talent
Dental Hygiene	Vocational Technologies

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 for 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.

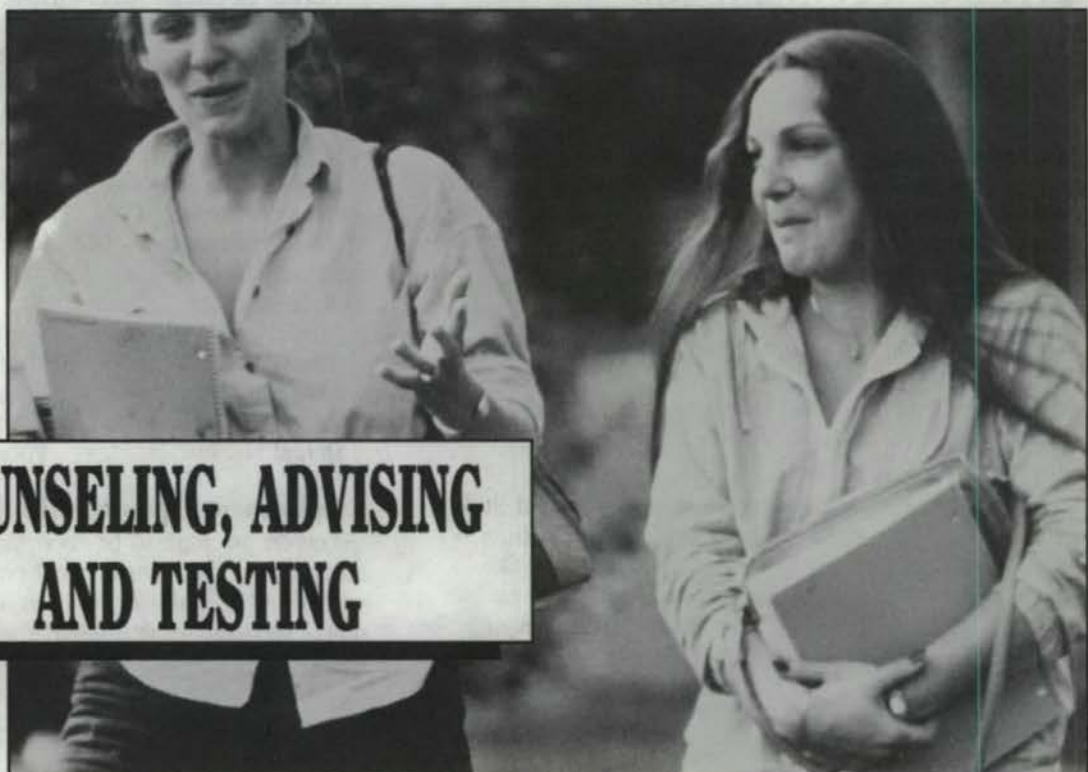
Student Employment Office

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 planning or 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, offices, people, and instructions. Orientation, assessment, and advisement help you make sense of the maze. Special welcome-to-the-college sessions are presented prior to 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, assessments 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, assessments, 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 liaisons. 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, braille 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

Excel Programs

Excel Programs offer a variety of unique services to economically disadvantaged and/or disabled adults who are enrolled in vocational training programs at ACC. Individualized tutoring and small group instruction are available and may be arranged through the Excel office or through disabled Student Services. We also provide job development services for disadvantaged/disabled students in their last year of training. These services include job search support groups, resource referrals, and workshops in employment skills and vocational opportunities.

We have also received funding to provide tutorial services for disabled adults pursuing a GED or ACC High School Diploma, as well as tutoring and small group

instruction to developmentally disabled adults in need of life skills and pre-vocational skills training. These programs are available both in Anchorage and the Mat-Su Valley.

Two additional training programs are available to disabled adults through the Division of Vocational Rehabilitation. Located in the Campus Center Cafeteria, the DVR Food Service Training Program provides entry-level job skills training in the food service industry, while the DVR Hotel/Motel Training Program at the Sheffield House offers entry-level job skills training in the hotel industry. Both programs require that the participants be current DVR clients.

For information about these and other services available through Excel Programs to disabled and disadvantaged adults at ACC, contact 786-4788, or stop by the Excel Programs office in K107D.

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.

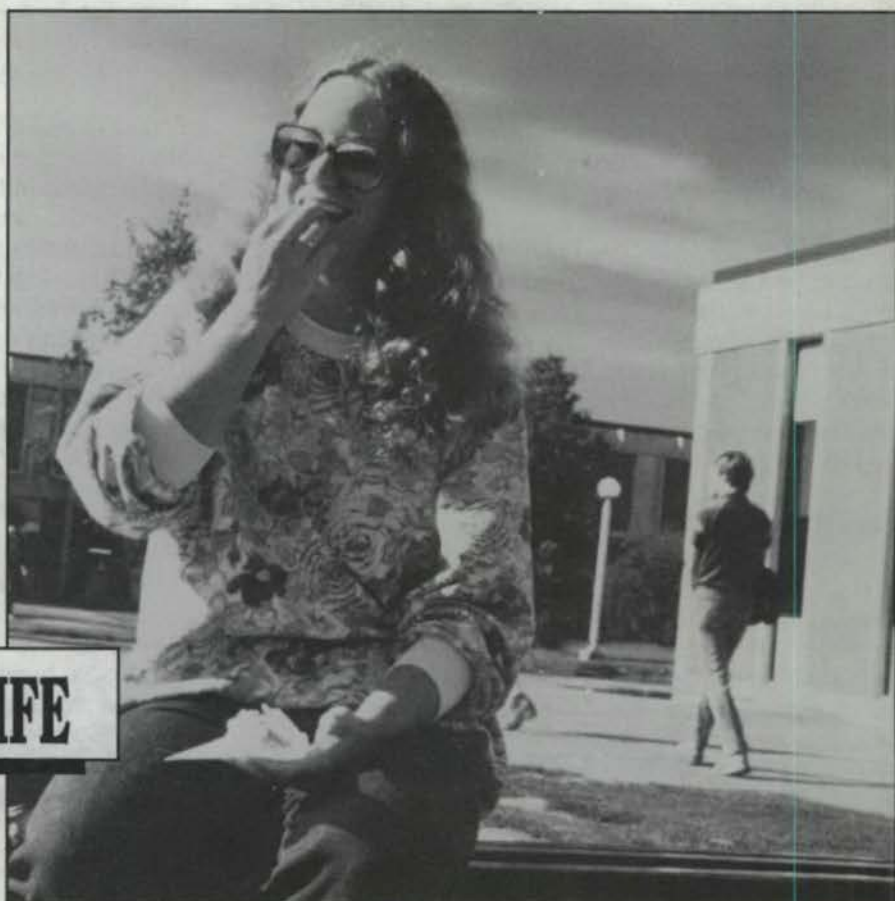
Testing

All students attending ACC for the first time as full-time students (12 or more credits), or who plan to enroll in selected English or mathematics classes for the first time, are required to complete the ASSET assessment process.

As a National Test Center, it services Anchorage and Alaska by being a site for over 50 different kinds of examinations used for college admissions, professional certification, gaining college credit, and others. It serves ACC by providing the ASSET Assessment for helping students assess their basic skills. It also provides testing to individuals to help them with their career and life planning. The Credit-by-Examination is coordinated through this office. Contact the Testing Coordinator for further information on testing.

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 Development 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 Development 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 and 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 or Alaska Pacific University Student Association or Alaska Pacific University 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 \$10 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 (786-1205). The ACCSA office is located on the upper level of the Campus Center, Room 225.

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 Development 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 the Vice Chancellor for 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 admissions 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 basis, 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 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, 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 for 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 for 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 for 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 for Student Services, together with a written response to the Vice Chancellor's findings and conclusions. If a request 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 for 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 in which the student or students were allegedly involved in.

Sanctions

The following disciplinary measures may be taken by the Vice Chancellor for 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 for 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: South side of Campus Center Complex

Hours: Vary

CAMPUS CENTER

The ACC/UAA Campus Center is a multi-purpose facility designed to serve the co-curricular 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 - Friday

8 a.m. - 11 p.m., Saturday

9 a.m. - 8 p.m., Sunday

Holiday and summer hours are posted.

Hours are subject to change.

Information Desk

The Information Desk is a multi-service area and information/referral center providing information on campus and local events and services. Several student services, including the sale of student bus passes, discounted ski passes, international ID cards, and sundry sales are provided. Photo IDs for students are made at the Information Desk.

Phone: 786-1204

Hours: 8 a.m. - 10 p.m., Monday - Friday

11 a.m. - 2 p.m., Saturday

Noon - 7 p.m., Sunday

ID Cards may be obtained:

Monday - Friday	11 a.m. - 2 p.m./5 p.m. - 8 p.m.
Saturday	11 a.m. - 2 p.m.
Sunday	Noon - 3 p.m.

Programs and Special Events

The Campus Center sponsors regularly scheduled entertainment, programs and special events, including noontime music, parties, fairs, concerts, dances, and speakers. Calendars of scheduled events are published on a semester basis. In most cases, tickets will be free or low cost to students.

Outdoor Recreation Equipment Rental

The Campus Center offers outdoor recreation rental equipment to current students, faculty, staff members, and alumni. The rental room is located on the upper level of the building with check-outs and returns handled from the Campus Center Information Desk.

Computer and Typing Rooms

The Computer Room has public-access terminals and printers, available free of charge for use by the campus community. To use the computer services, students must first obtain "USERID's" in Room 173 of the UAA CAS building.

Next to the Computer Room is the Typing Room, where IBM Selectric III typewriters are available for student use. Typewriter elements must first be checked out at the Information Desk by presenting a current student ID card.

Art Gallery

Open throughout the year, the spacious art gallery houses a variety of student and faculty art exhibits, traveling displays, and special-interest exhibits. An art gallery advisory committee comprised of ACC and UAA art faculty and students help to determine the gallery schedule. The gallery's hours are 10 a.m. to 7 p.m., Monday through Friday.

Lounges

Campus Center lounge areas are located on the upper and lower levels of the building. The upper lounge in the southwest corner of the building includes modular furniture and partitioned desk areas for studying. A small seating area is available in front of the Game Room. The reading/study lounge offers a quiet atmosphere, and comfortable sofas and chairs. A small seating area adjacent to the cafeteria offers a patio view and is surrounded by greenery and a fountain and pool area. On the upper level, located off the main lobby, is a comfortable TV lounge.

Game Room

The game room has a pool table and the latest video games available for student use. ACC/UAA students and their guests may use the game room. In addition, table games, playing cards, table tennis equipment and pool cue balls are available for free check-out at the Information Desk.

Lockers

Nearly 100 lockers are located along the lower level hallway of the Campus Center, available for short-term or semester rental by ACC and UAA students.

Graphics and Duplicating Services

A variety of graphics and duplicating services are available at reasonable rates at the Campus Center. Camera-ready art work, brochures, and flyer designs, posters, signpress, signs, 2 1/2" pinon decorative buttons, and laminating services are among the available services. A Xerox 1045 Marathon machine is located in the upper hallway of the Center and operates by coin and credit cards.

Facilities Scheduling

The Campus Center has facilities and equipment available to accommodate meetings, workshops, and conferences for groups of up to 400 people. Facilities may be scheduled for non-academic use by certain clubs and organizations recognized by the ACC and UAA student governments, and for certain uses by campus groups and departments. Organizations or persons not affiliated with the College or University may schedule rooms for a rental fee. Classes are not held in the Campus Center.

All reservation requests for use of the Campus Center facilities and common areas are made through the ACC Instructional Support Office. The office should be contacted at 786-1209 at least two weeks prior to an anticipated facilities use, and up to several months prior to a major event.

Equipment Check-Out and Rental

The Campus Center has audiovisual equipment, tables, chairs, a portable stage and other equipment available to groups with room reservations within the building.

The Campus Center is a public audioconferencing site and has microphones and a convener available for check-out for approved uses.

Banking Services

The campus branch of the Frontier Alaska State Credit Union is located across from the cafeteria on the lower level of the Campus Center. Tellers are on duty from 8:30 a.m. to 4:00 p.m., Monday through Friday, and an "Alaska Option" machine is accessible during regular building hours.

Campus Center Advisory Board

The Campus Center Advisory Board consists of students, faculty, and administrators from the UAA and ACC campuses, and is advisory to the Campus Center Director on policy, procedure, and programs of the Center.

Offices

These offices are housed in the Campus Center:

Campus Center Administration: 786-1215
ACC Student Development: 786-1222
UAA Student Activities: 786-1221
ACC Student Government: 786-1205
UAA Student Government: 786-1207
UAA Student Newspaper ("Voice"): 786-1318
Campus Ministry: 786-1206
Campus Center Food Service: 786-1218

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	Notary Public
Emergency Messages	Parking Permits
Fire, Safety, or	Personal Escorts
Environmental Problems	Smoking and
First Aid	Non-Smoking Areas
Lost and Found	Stalled Cars
Lost Animals	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 **disA**bled Students at Counseling Services. For a description of available services, see page 15.

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 K, Room 140.

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 from 7:30 a.m. to 6:30 p.m., Monday - Thursday; from 7:30 a.m. to 1:00 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. - 2:00 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. - 6:00 p.m., Monday - Thursday; 11:00 a.m. - 1:00 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.

Vehicles parked in restricted areas without proper decal or permit will be ticketed and may be impounded at a cost of \$50 or more to the owner. Campus Parking Citations may be paid at the Department of Public Safety Office located in K-140 between the hours of 7:30 a.m. - 7:30 p.m., Monday - Thursday, and 7:30 a.m. - 5:00 p.m. on Friday. Failure to pay parking citations will result in transcripts and grades being withheld and may cause your vehicle to be impounded. Uniform Traffic Citations are issued for all moving violations and may be paid in District Court.

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 spaces will receive citations and 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 may be 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, black 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 student housing facilities to full-time students. The single student apartments are fully fur-

nished 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 165 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 services 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 Development.

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 and Craft Fair activities, and numerous national and local celebrities. It also serves as a teaching facility for ACC theatre practicum students with at least one in-house theatrical production per year. 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 Anchorage 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 intramural sports. Informal recreation includes swimming, skating, basketball practice, weight-lifting, and racquetball and squash.

The P.E./Sports Facility houses a 25 meter 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 competition and in between semesters.)

CAMPUS MINISTRY

University Community Ministry, representing twelve Protestant denominations plus the Roman Catholic Church, provides a ministry to the three Anchorage campuses, Anchorage Community College, University of Alaska-Anchorage and Alaska Pacific University.

Services include:

- Pastoral counseling,
- Small Blessings Cafe near the Consortium Library,
- Memorial Services,
- Marriage ceremonies,
- Guest lecturing,

Also a variety of programs, i.e., Ash Wednesday & Lenten Sacrament in Solitude, Easter Sunrise Service, the Finals Resting Place, and the Sacred Arts Competition.

Campus Ministers: Rev. David Fison

Fr. Jim Laudwein

Phone: 786-1206

Location: Campus Center, Next to the Pub

Hours: Call for an appointment



LEARNING ASSISTANCE

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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. Instructional 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 using an individualized, team-taught approach. A built-in student support system, extra help if needed, and pre-enrollment is available.

Summer Prep Program.

A series of basic courses in reading, mathematics, computer literacy, and college survival to prepare students for college are available during the summer semester.

Alternative Courses Program

Traditional classes taught in non-traditional ways. Self-paced contract learning; computer-assisted, media and mini courses; modular classes and interdisciplinary studies are available. Course content is identical to that of regular classes, but teaching styles vary to match student learning styles.

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

Phone: 786-4738

Location: Building B

Hours: 8:00 a.m. - 5:00 p.m.

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. These materials 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 Semesters

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 check-out 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 (R/WC)

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 and student tutors.

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. Users are assessed a nominal fee for these services. 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, 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

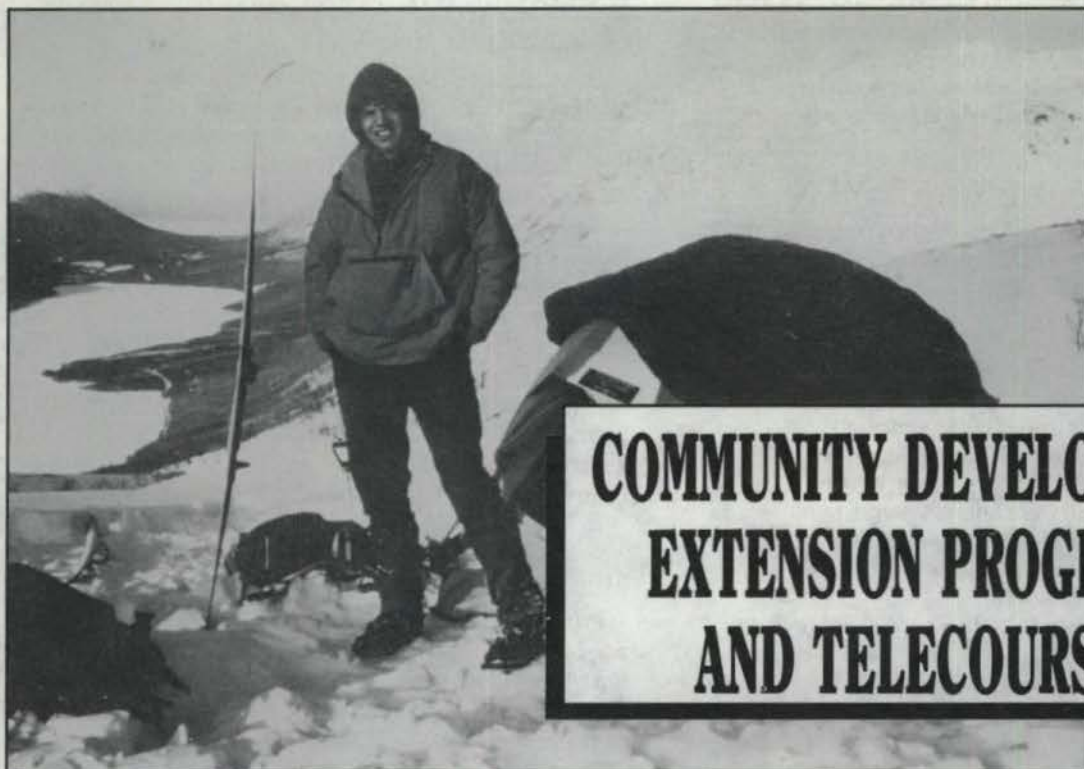
Location: Building B, Room 101A

Hours: Fall and Spring Semester

9:00 a.m. - 4:00 p.m., Monday, Tuesday, Wednesday and Thursday

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

1:00 p.m. - 4:00 p.m. Saturday



COMMUNITY DEVELOPMENT EXTENSION PROGRAMS AND TELECOURSES

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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/Sports, Alaska Wilderness Studies, Center for Women and Men, and Teleconferences 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

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.

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, Spanish, and German, Personal Finances, Real Estate Investment Management, Self Assessment and Creative Problem-Solving. 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 campus facilities, are popular locations for courses.

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?
- Comedy
- New Technologies

PHYSICAL FITNESS AND RECREATION

The Community Development non-credit physical fitness program provides a well-rounded curriculum for ACC students and interested community members. Classes include aerobics, Kung fu, rafting, sailing, swimnastics, and Tai chi.

CENTER FOR WOMEN AND MEN

The Center for Women and Men offers a series of programs and support services to promote better ways to incorporate work, school, and relationships. Workshop topics are aimed at aiding students re-entering school, retraining and developing career opportunities. A variety of program choices, support groups, and seminars help relieve the pressures of balancing family and school while working to gain economic stability. Students are welcome to discuss with the staff their educational, career, and personal life choices. The No Limits program which is also a part of the Center aids and encourages women and minorities to enter technical and non-traditional fields.

Phone: 786-1060

Location: Building K, Lobby

Hours: 8:00 a.m. - 5:00 p.m.

TELECONFERENCES

Teleconferencing offers a full range of voice, video, and graphics transmission, ease of operation and state-of-the-art features. The Division of Community Development and the National University Teleconference Network at Oklahoma State University and others have joined forces with leading training organizations to present proven-effective business and management training by teleconferencing. Top-notch instructors cover fast-paced, strategic subjects, using state-of-the-art electronic graphic support by satellite delivery. For further assistance or information, please call 786-1060 or 786-1121.

REGISTRATION

Registration for courses offered by the Division of Community Development is ongoing. 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. For more information, please call 786-1121.

PHYSICAL EDUCATION - CREDIT

The Community Development Physical Education credit program includes a broad range of courses for ACC students. Classes in aerobics, badminton, basketball, handball, racquetball, swimming, volleyball, x-country skiing, and other sports are offered during the Fall and Spring semesters.

ALASKA WILDERNESS STUDIES - CREDIT

The Alaska Wilderness Studies Program which is a part of the Division of Community Development offers classes in outdoor education including camping, backpacking, mountaineering, rock and ice climbing, and winter/summer survival. All classes include lecture and outdoor experiences and are offered year-round.

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 Home Center Building, 10901 Mausel, Suite 106, Eagle River, Alaska 99577. It houses administrative services, counseling, and registration for students. Classes are conducted in the Eagle Home Center Building, Chugiak High School, Birchwood Airfield, and Eagle River Correctional Facility. All courses are open to interested students.

Phone: 694-3313 and 694-3172

Location: Eagle Home Center

Hours: 8:00 a.m. - 6:00 p.m., Monday - Thursday

8:00 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 dependents 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

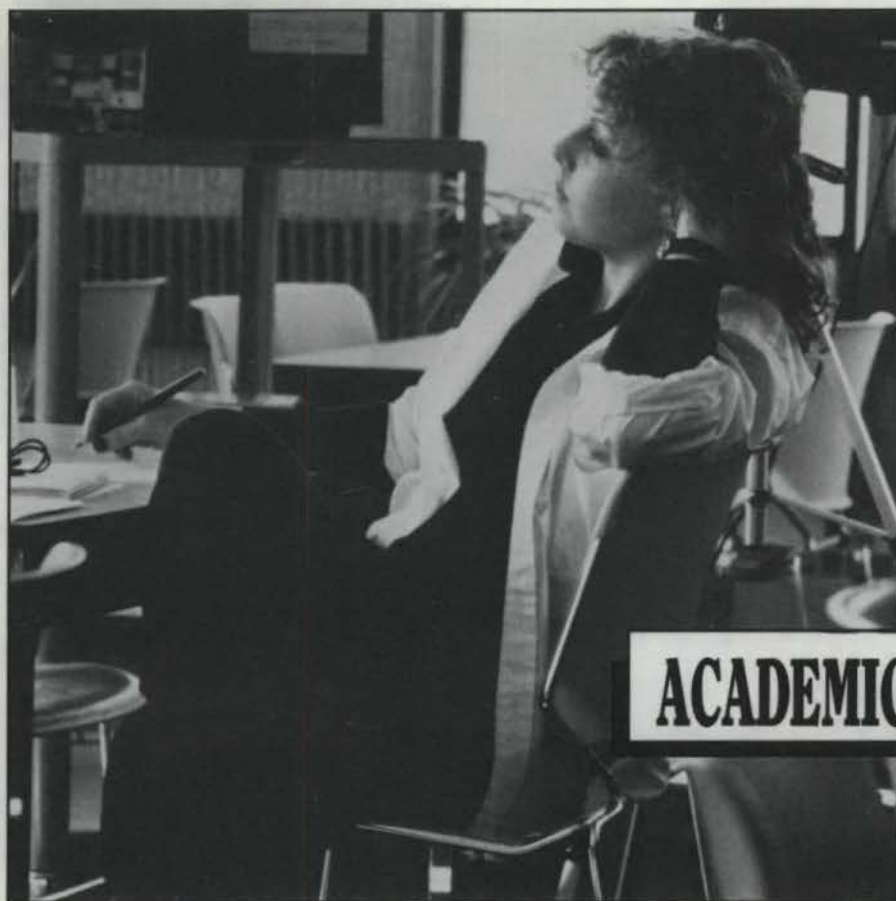
TELECOURSES

ACC is pleased to offer college-level credit courses via television. Telecourses are organized learning systems focused around video lessons viewed on television or at a learning center. A typical telecourse lesson requires consulting a study guide, reading a textbook chapter, viewing a television program, and completing related assignments. Students communicate with their teacher and other class members via telephone, audioconferencing, or mail. All activities except audioconferencing, mid-term and final examinations can be done at home.

Phone: 786-1626

Location: Telecom Center/Instructional
Telecommunications,
Building K, Room 102

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



ACADEMIC RELATIONS

10

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 Dean of the discipline being petitioned must approve a petition for general degree requirements. The Dean 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 record-keeping.
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 Dean signatures. Then submit the form, and pay the necessary fee.
3. For a closed class, always get the teacher and Division Dean 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 sections 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 Dean 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 Dean listens to both student and teacher, and serves as a mediator. Within one week afterwards, the Dean 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 dean's level, the student has one week after receiving the dean's response to appeal in writing to the Vice Chancellor of Instruction. All relevant documents are then forwarded to the Vice Chancellor by the Dean. 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 18.

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. Changes to NB after one semester.
- 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.
- NB** No Basis. No credit given. Insufficient student progress and/or attendance for evaluation to occur.
- 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.

GRADE MAILERS

After each semester, a record of grades earned will be made available to the student. 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.

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 residence 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

REPEATABILITY

Courses at Anchorage Community College may not be repeated for credit unless specifically stated in the course description. When non-repeatable courses are taken more than once for credit, the final attempt will be calculated into the student's grade point average. Prior attempts for credit will be disallowed from the grade point average. However, all grades, even those earned in repeated courses, will be calculated into the grade point average when determining Honors for graduation.

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

Incomplete grades 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 dean, to the Office of Admissions and Records. Work must be completed and the change of grade submitted within one semester from the time the incomplete was granted. Otherwise, the incomplete grade will automatically be converted to NB (No Basis).

An incomplete may be changed to one of these grades: A, B, C, D, F, P, or NB. 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 description to be signed by the teacher and the division dean. 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 documents 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. Contact the Prior Learning Coordinator in The Learning Center for more 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 Service-members Opportunity Colleges Associate Degree (SOCAD). To receive credit for an M.O.S., a student must be currently proficient in the position and have taken at least one course for credit 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.

PREREQUISITES

All students are expected to meet course prerequisites listed in the class schedule or catalog before registering for courses. Students who do not meet prerequisites may be dropped by the teacher from the class roster.

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 courseload 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. (See course repeatability section above).

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. "Rush" Transcript requests, processed within 24 hours are available at \$5 per request. 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 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 to the student.

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

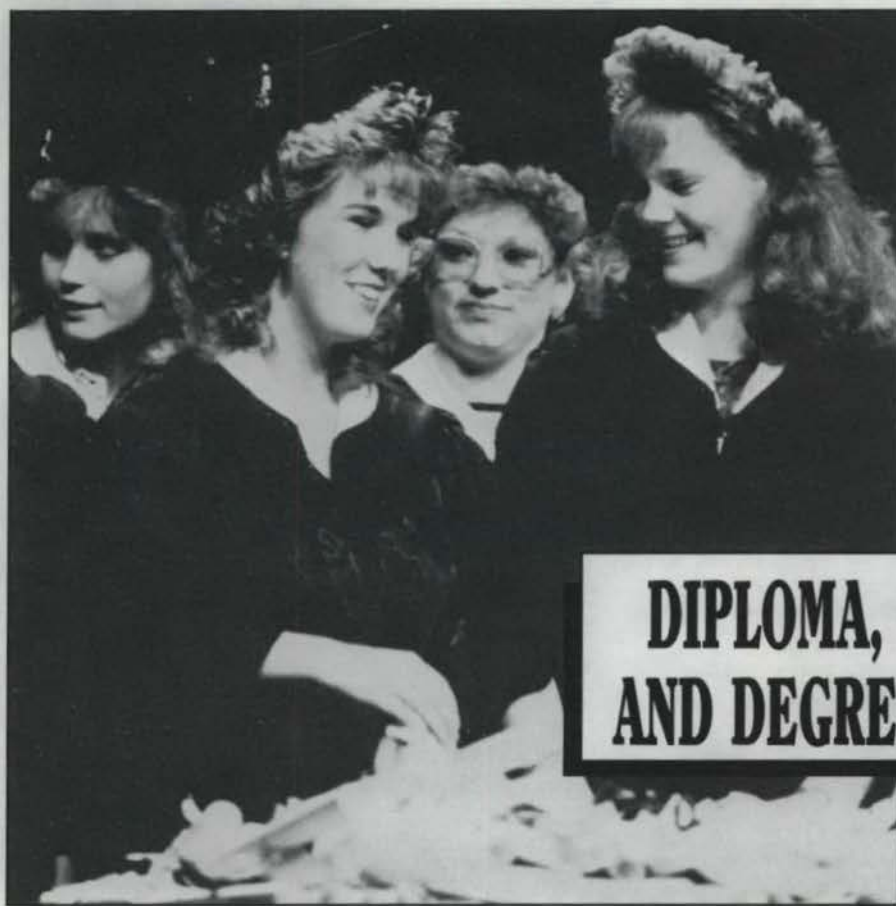
Anchorage Community College accepts transfer credit coursework satisfactorily completed at any degree-granting institution accredited or accepted for candidacy by one of the six regional associations recognized by the Commission of Colleges. Coursework from non-accredited institutions is evaluated on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



DIPLOMA, CERTIFICATE AND DEGREE PROGRAMS

11

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 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.

A second option is the Anchorage Community College High School Diploma which is earned through residency credits and 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 ALC study programs are open entry-open exit. Goals are established with each student upon entry. These include subjects that need to be completed and the length of time it should take to complete the program.

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 residence 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 USFI/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.)

A student may meet the graduation requirements noted in the catalog in effect at the time of admission to ACC or the requirements of the catalog in effect at the student's graduation. All requirements of the chosen catalog must be met within 5 years of that catalog's publication. This catalog will expire at the close of the 1993 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 applications 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:

<i>Classification</i>	<i>Credits</i>
Communication	9
Written Communication (6)	
ENGL 111 and 3 credits from the following:	
ENGL 211, 212, 213 or OO 220	
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
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.)

TOTAL 60 minimum

Associate of 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 compliment 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.)

<i>Classification</i>	<i>Credits</i>
-----------------------	----------------

Communication	9
---------------	---

Written Communication	(6)
-----------------------	-----

ENGL 111 and 3 credits from the following:

ENGL 211, 212, 213 or OO 220

Oral Communication	(3)
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SPCH 111 or 241

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

Humanities

Math and Natural Sciences

Social Sciences

Major Specialty	Varies
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See individual degree program listings

Electives	Varies
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See individual degree program listings

TOTAL 60 minimum

2. 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.)
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 specialty.

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
Interior Design
Justice
Law Science
Library Science
Medical Assisting
Medical Laboratory Technology
Military Sciences
Nursing
Office Occupations
Physical Education/Recreation
Police Administration
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

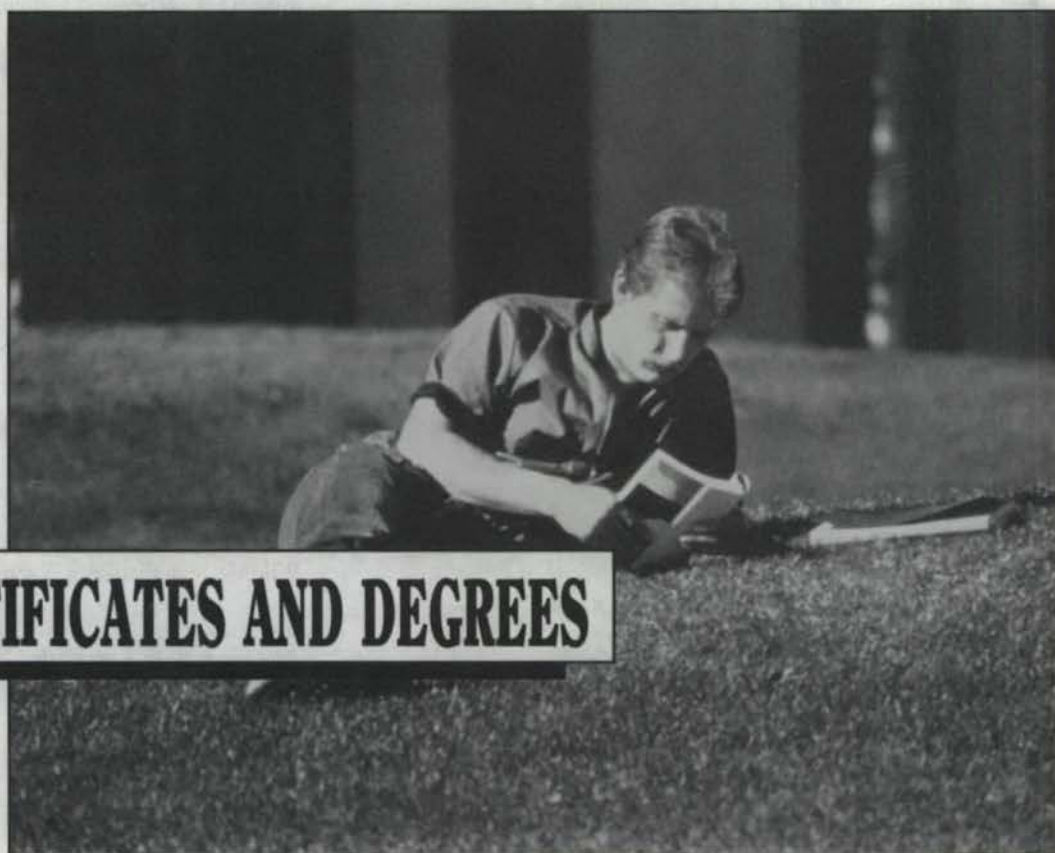
Math and Natural Sciences

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.



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CERTIFICATES AND DEGREES

SPECIFIC REQUIREMENTS

ACCOUNTING

*Offered through the Division of Business Programs.
Location: Building A, Room 207. 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	Credits
1. Communication	9
Complete community college requirements as listed on page 35.	
2. General Requirements	6
Complete community college requirements as listed on page 35.	
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 I & II
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 100C	(3) Introduction to Computers
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	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 and Engineering 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.

A.A.S. Degree		Credits		
1. Communication		9	AT 242 (3)	Procedures for Control of Instrument Traffic (PCIT) I
Complete community college requirements as listed on page 35. ENGL 111 and ENGL 212 recommended.			AT 243 (3)	Procedures for Control of Instrument Traffic (PCIT) II
2. General Requirements		6	AT 244 (3)	Procedures for Control of Instrument Traffic (PCIT) III
Complete community college requirements as listed on page 35. PSY 111 recommended.			AT 245 (3)	Pilot/Controller Techniques
3. Major Specialty Requirements		43	4. Electives	3
(Numbers in parentheses indicate course credits.)			TOTAL 61	
A. Complete the following required courses:			Air Traffic Control AAS Degree	
AT 140 (3)	Air Traffic Control History		Course Sequence	
AT 141 (3)	Aviation Weather		1st Semester	2nd Semester
AT 142 (3)	Control Environment		Fall	Spring
AT 143 (3)	Air Traffic Control Regulations		AT 141	AT 140
AT 144 (2)	Air Traffic Control Airborne Lab		AT 142	AT 240
AT 145 (3)	Principles of Flight		AT 143	AT 241
AT 146 (4)	Air Traffic Control Intern Program		AT 144	OC
AT 200 (4)	Instrument Ground School		AT 145	WC
AT 240 (3)	Operations in Flight Service Station		GR General Requirements	
AT 241 (3)	Airport Traffic Control		OC Oral Communications	
			WC Written Communications	
				GR
				WC
				Elective

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 two 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, 7-week or 15-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 students' use seven 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 Practices
- 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 35.	
2. General Requirements	6
Complete community college requirements as listed on page 35.. GEOL 111 and MATH 105 recommended.	
3. Major Specialty Requirements	39
(Numbers in parentheses indicate course credits.)	
<i>Complete the following required courses:</i>	
AET 101 (3) Fundamentals of Drafting for Building Construction	
AET 102 (4) Specifications and Materials for Building Construction	
AET 111 (3) Topography and Land Development Drafting	
AET 112 (3) Scribing and Overlay Techniques	
AET 121 (3) Architectural Working Drawings and Office Practice	
AET 122 (3) Architectural Presentation Techniques	
AET 131 (3) Structural Working Drawings and Office Practice	
AET 141 (3) Mechanical Building Equipment Systems Design and Drafting	
AET 151 (3) Electrical Building Equipment Systems Design and Drafting	
AET 211 (4) Subdivision Design and Land Classification	
AET 221 (4) Design Development for Architectural Technicians	
AET 231 (3) Structural Design and Detailing for Engineering Technicians	
4. Electives	6
CIS 105 and SVTC 131 recommended	
TOTAL 60	

Architectural and Engineering Technology Certificates and AAS Degree

Course Sequence

Suggested course differs depending upon student choice of emphasis.

Architectural/Structural

1st Semester Fall	2nd Semester Spring	3rd Semester Fall	4th Semester Spring
AET 101	AET 111		AET 141
AET 102	AET 131	AET 112	AET 151
AET 121	AET 221	GR	AET 211
AET 122	AET 231	OC	GR
Elective	Elective	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	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 modern technical training to meet current community needs. Beginners, professional journeymen, and general-interest students may attend a variety of automotive and diesel classes. Most students may earn an A.A.S. degree or a two-year certificate.

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 respond in a logical sequence. Manipulative skills are developed through numerous lab activities. Tools are a requirement for all full-time students, but not all classes.

Certificates

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 System
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

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

Degree candidates may enter the program at any time. However, to complete the program in two years, students should enroll in the first semester core of classes in either fall or spring. All auto diesel students are encouraged to enroll in 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 some core courses. Contact the Dean of the Technical Division, 786-1564, for more information on program options and costs.

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

Automotive Technology:

- 1. Communication** 9
Complete community college requirements as listed on page 35.
- 2. General Requirements** 6
Complete community college requirements as listed on page 35.
- 3. Major 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)	Emissions 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	

GR General Requirements

OC Oral Communications

WC Written Communications

A.A.S. Degree	Credits	ADT 246 (5)	Diesel Service Laboratory I
Diesel Technology		ADT 248 (6)	Diesel Service Laboratory II
1. Communication	9	ADT 261 (2)	Hydraulics
Complete community college requirements as listed on page 35.		ADT 263 (2)	Heavy-Duty Power Trains
2. General Requirements	6	ADT 265 (2)	Heavy-Duty Chassis
Complete community college requirements as listed on page 35.		WELD 111 (4)	Gas Welding and Cutting
3. Major Specialty Requirements	63	WELD 112 (4)	Shielded Metal Arc Welding
(Numbers in parentheses indicate course credits.)		TOTAL 78	
A. Complete the following required courses:		Diesel Technology AAS Degree Course Sequence	
ADT 101 (2) Orientation to Shop		1st Semester	2nd Semester
ADT 103 (6) Engines		ADT 101	ADT 150
ADT 110 (6) Power Trains		ADT 103	ADT 161
ADT 150 (4) Brake Systems		ADT 110	ADT 163
ADT 161 (4) Frame and Suspension Systems		WELD 111	ADT 180
ADT 163 (3) Front-End Alignment			GR
ADT 180 (6) Electrical Systems			OC
ADT 241 (2) Diesel Fuel Systems			WC
ADT 243 (3) Heavy-Duty Electrical Systems			
ADT 245 (2) Diesel Engines			
		GR General Requirements	
		OC Oral Communication	
		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.

A.A.S. Degree	Credits	4. Electives	15
1. Communication	9	Recommended courses	
Complete community college requirements as listed on page 35.		ACCT 101 (3) Principles of Accounting I	
2. General Requirements	6	ACCT 102 (3) Principles of Accounting II	
Complete community college requirements as listed on page 35.		BA 166 (3) Small Business Management	
3. Major Specialty Requirements	31	CIS 100C (3) Introduction to Computers	
(Numbers in parentheses indicate course credits.)		ECON 201 (3) Principles of Economics I	
Complete the following required courses:		PSY 153 (3) Human Relations	
AT 100 (4) Private Pilot Ground School		Cooperative education. Maximum of 6 credits. Contact department advisor for further details.	
AT 132 (3) Survey of Aviation		TOTAL 61	
AT 133 (3) Aviation Law and Regulations		Aviation Administration AAS Degree Course Sequence	
AT 134 (3) Principles of Aviation Administration		1st Semester	2nd Semester
AT 135 (3) Management: Airport		Fall	Spring
AT 136 (3) Management: Air Service Operations		AT 100	AT 132
AT 233 (3) Aviation Safety		AT 134	AT 133
AT 235 (3) Elements of Weather		GR	OC
AT 236 (3) Management: Airline		WC	WC
AT 237 (3) Aviation Industrial Relations		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 is a top rated, nationally recognized course of study. The curriculum includes emphasis on Aircraft Electrical Systems, bonded structures and inspection techniques. Graduating from this program prepares students for entry-level mechanic positions in general aviation, corporate flight departments and airline maintenance facilities. Students are urged to complete an associate degree program to enhance their employability, however a certificate program is offered for those who wish only the A & P license. This is an FAA-certified program.

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 nonrefundable 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 its normal length. 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 courseload of 7-8 hours for day classes or 4 hours for night classes for five days a week.

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.

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 Maintenance Technology Requirements

Credits

Complete the following courses

- | | | |
|----------|-----|--|
| AT 160 | (3) | Aircraft Information, Regulation 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 System |
| AT 264L | (1) | Aircraft Electrical System 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 |
| 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 35.		
2. General Requirements	6	
Complete community college requirements as listed on page 35.		
3. Major Degree Requirements	76	
(Numbers in parentheses indicate course credits.)		
Complete the following required courses:		
AT 160 (3) Aircraft Information Regulations Procedures		AT 263L (2) Aircraft Fluid Power Systems Lab
AT 161 (3) Aircraft Assembly		AT 264 (4) Aircraft Electrical Systems
AT 161L (1) Aircraft Assembly Lab		AT 264L (1) Aircraft Electrical Systems Lab
AT 162 (4) Fundamentals of Aircraft Electronics		AT 265 (3) Aircraft Bonded Structures
AT 162L (2) Fundamentals of Aircraft Electronics Lab		AT 265L (2) Aircraft Bonded Structures Lab
AT 163 (4) Aircraft Electrical Components		AT 266 (3) Aircraft Auxiliary Systems
AT 163L (3) Aircraft Electrical Components Lab		AT 266L (2) Aircraft Auxiliary Systems Lab
AT 164 (2) Aircraft Sheetmetal		AT 267 (3) Aircraft Inspection and Troubleshooting
AT 164L (2) Aircraft Sheetmetal Lab		AT 267L (2) Aircraft Inspection and Troubleshooting Lab
AT 165 (3) Aircraft Reciprocating Engine Theory and Overhaul		AT 268 (1) Fundamentals of Aircraft Welding, Covering and Finishing
AT 165L (3) Aircraft Reciprocating Engine Theory and Overhaul Lab		AT 268L (2) Fundamentals of Aircraft Welding, Covering and Finishing Lab
AT 260 (2) Aircraft Reciprocating Engine and Propeller Installation and Operation		PHYS 110 (4) Physics for Technicians
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		
		TOTAL 91
		Electives
		AT 166 (3) Aircraft Repair Station Operation and Management
		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 A, Room 207. 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.

A.A.S. Degree	Credits	B. Complete the following courses, depending on emphasis area:
1. Communication	9	Emphasis in Banking:
Complete community college requirements as listed on page 35.		BA 105 (3) Principles of Banking
2. General Requirements	6	BA 202 (3) Credit Department Management
Complete community college requirements as listed on page 35. ECON 201 and 202 recommended		BA 204 (3) Money and Banking
3. Major Specialty Requirements	34-36	Emphasis in Management:
(Numbers in parentheses indicate course credits.)		BA 166 (3) Small Business Management
A. Business Administration Core		BA 232 (3) Fundamentals of Organizational Management
(Required of all three emphasis areas)		BA 233 (3) Fundamentals of Financial Management
ACCT 101-102 (6) Principles of Accounting		Emphasis in Real Estate:
or		BA 160 (3) Salesmanship
ACCT 201 (4) Principles of Financial Accounting		BA 222 (3) Real Estate Taxes
ACCT 202 (3) Principles of Managerial Accounting		BA 223 (3) Real Estate Law
ACCT 222 (3) Introduction to Computer in Accounting Systems		4. Electives
BA 151 (3) Introduction to Business		Recommended:
BA 231 (3) Fundamentals of Supervision		BA 201 (3) Bank Management
BA 241 (3) Business Law I		BA 203 (3) Federal Reserve System
BA 242 (3) Business Law II		BA 206 (3) Analyzing Financial Statements
CIS 100C (3) Introduction to Computers		BA 208 (3) Home Mortgage Lending
		BA 209 (3) Consumer Lending
		BA 223 (3) Real Estate Law
		TOTAL 60

CLOTHING AND TEXTILES

See HOME ECONOMICS for further information.

COMPUTER INFORMATION SYSTEMS

Offered through the Division of Business Programs.

Location: Building A, Room 207. 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 the 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 four to five 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 35. ENGL 212 recommended.	
2. General Requirements	6
Complete community college requirements as listed on page 35. 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 courses
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
WC		Quant Elect	

GR General Requirements
OC Oral Communication
WC Written Communications

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

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 a paraprofessional member of the dental health team. Dental assistants provide dental health advising, 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 restorative materials and make chart entries during dental treatment. Preventive assistants promote and encourage preventive health aspects of dental care through dietary analysis, advising, and instruction of appropriate methods to properly clean the teeth.

Another phase of dental assisting focuses on the business aspect of practice. Dental assistants involved in this area are responsible for appointment control, book-keeping, 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 member of the dental team. 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. A total percentile score of at least 20% based on grade 12 is required. Percentile scores between 15 and 20 require completing the ACC course "How to Succeed in College;" scores lower than 15 require "Reading Lab" and "How to Succeed in College." Both courses are offered by the Reading and Writing in Building B. Phone 786-1091. Applicants may be conditionally accepted if the Nelson-Denny score is low, however, a progress letter from the instructor of each course is required prior to entrance. It is strongly recommended that students with low scores consult with the Dental Assisting advisor.
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 (obtained from Dental Assisting Program, AHS Building, Room 134) and request official transcripts from your high school or college. Form and transcripts are sent to:
Dental Assisting Program
Anchorage Community College
Allied Health Science Building, Room 134
2533 Providence Drive
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 the 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. (Send directly to Dental Programs office).

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

Credits

Requirements

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 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) Fundamental of Oral Communication
or	
SPCH 235	(3) Discussion
or	
SPCH 236	(3) Interviewing
or	
SPCH 241	(3) Public Speaking

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

- 1. Communication** 9
Complete community college requirements as listed on page 35. ENGL 111 and 212 recommended. SPCH 111 recommended.
- 2. General Requirements** 6
Complete community college requirements as listed on page 35.
- 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
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

Part-time Sequence

1st Year				
Fall	Cr	Spring	Cr	Summer Electives
DA 131	(4)	DA 132	(2)	
DS 110	(4)	DA 170	(2)	
and/or DS 115	(3)	DA 171	(2)	
		and/or DA 150	(4)	
TOTAL	8-11		6-11	

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, paraprofessional oral health advisors, clinical operators, and auxiliaries to dentists. Dental Hygienists use preventive treatment, and educational methods to help patient 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 application for the upcoming fall class.

The Nelson-Denny Reading Test, Abstract Reasoning Section of the Differential Aptitude Test, and the Dental Hygiene Candidate Admission Test are required for

application. The tests are administered through ACC Counseling Services located in Building K. Application for the Dental Hygiene Candidate Admission 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 Programs
Anchorage Community College
2533 Providence Drive
AHS Building, Room 134
Anchorage, AK 99508-4670
(907) 786-1701

A.A.S. Degree		Credits				
1. Communication		9	DH 220	(3)	Health Resources and Action Lecture	
Complete community college requirements as listed on page 35. ENGL 111, 212, and SPCH 111 recommended.			DH 221	(2)	Health Resources and Action Lab	
2. General Requirements		6	DH 255	(2)	Clinical Procedures III for Dental Hygienists	
Complete community college requirements listed on page 35. PSY 111 or 153 and SOC 101 recommended.			DH 299A	(4)	Clinical Practicum II for Dental Hygienists	
3. Major Specialty Requirements			DH 299B	(5)	Clinical Practicum III for Dental Hygienists	
(Numbers in parentheses indicate course credits.)			DN 140	(2)	Introduction to Nutrition	
Complete the following required courses:			or			
BIOL 101	(3) Human Biology		DN 203	(3)	Normal Nutrition	
and			DS 110	(4)	Dental Radiology	
BIOL 101L	(1) Human Biology Laboratory		DS 115	(3)	Oral Health Education for Dental Auxiliaries	
or			DS 120	(2)	Clinical Procedures I for Dental Auxiliaries	
BIOL 111-112	(8) Human Anatomy and Physiology I & II		DS 150	(4)	Principles of Dental Auxiliary Practice	
BIOL 242	(4) Introductory Microbiology		DS 170	(2)	Dental Materials for Dental Auxiliaries	
CHEM 103	(3) Contemporary Chemistry					TOTAL 83-92
or			DH 270	(2)	Local Anesthesia for Dental Hygienists (Elective)	
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		Dental Hygiene A.A.S. Degree Course Sequence			
DH 130	(3) Oral Tissue for Dental Hygienists		1st Semester	2nd Semester	3rd Semester	4th Semester
DH 131	(3) Oral Biology for Dental Hygienists		Fall	Spring	Fall	Spring
DH 155	(3) Clinical Procedures II for Dental Hygienists		DH 120	DH 131	DH 203	DH 221
DH 165	(2) Pharmacology for Dental Hygienists		DH 130	DH 155	DH 220	DH 299B
DH 171	(1) Dental Materials Lab for Dental Hygienists		DS 110	DH 165	DH 255	DS 150
DH 199A	(3) Clinical Practicum I for Dental Hygienists		DS 115	DH 171	DH 299A	DH 270
DH 203	(4) Diseases of Oral Tissues		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.

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)	Electronics 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 64

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 35.

2. General Requirements

6

Complete the community college requirements as listed on page 35.

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 31	(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 ability of current fire department employees.

The Associate in Applied Science degree focuses on structural fire control. Students may complete up to 12

credits in Fire Science each semester. Course rotation and offerings are dependent on sufficient enrollment. Generally three years or six semesters are needed to complete the requirements.

There are no special admission requirements for the A.A.S. degree program. Students are encouraged to contact the Technical Division (786-1564) for information and advising.

A.A.S. Degree	Credits		
1. Communication	9	FS 208	(3) Fire Service Records and Reports
Complete community college requirement as listed on page 35.		FS 210	(3) Hazardous Materials II
2. General Requirements	6	FS 212	(3) Related Codes and Ordinances
Complete community college requirements as listed on page 35.		FS 214	(3) Fire Protection Equipment and Systems
3. Major Specialty Requirements	30-33	EMT 119-120	(6) Emergency Medical Training Emphasis in Wildland Fire Control:
(Numbers in parentheses indicate course credits.)		A. Complete the following required courses:	
Emphasis in Structural Fire Control:		FS 117	(3) Rescue Practices
A. Complete the following required courses:		or	
FS 101 (3) Introduction to Fire Science		EMT 119-120	(3) Emergency Medical Training
FS 105 (3) Fundamentals of Fire Prevention		FS 151	(3) Wildland Fire Control I
FS 107 (3) Fire Tactics and Strategy		FS 153	(3) Wildland Fire Organization and Management
FS 111 (3) Fire Company Organization and Management		FS 155	(3) Wildland Fire Behavior I
FS 117 (3) Rescue Practices		FS 157	(3) Wildland Air Operation Management
EMT 119-120 (6) Emergency Medical Training		FS 252	(3) Wildland Fire Prevention: Law Enforcement and Investigation
FS 202 (3) Fire Hydraulics		FS 254	(3) Wildland Fire Business Management
FS 204 (3) Hazardous Materials I		B. Complete 9 credits from the following Fire Science electives:	
B. Complete 9 credits from the following Fire Science electives:		FS 161	(3) Fire Service Functions
FS 115 (3) Fire Apparatus and Equipment		FS 163	(3) Air Attack
FS 121 (3) Introduction to Fire Chemistry and Physics		FS 262	(3) Wildland Fire Control II
FS 123 (3) Fire Investigation I		FS 264	(3) Fire Behavior II
FS 206 (3) Building Construction for Fire Protection		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 A, Room 207. 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 two 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 35.

2. General Requirements 6

Complete community college requirements as listed on page 35.

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) Coop Food
Service Practicum

TOTAL 60

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

C Oral Communications

WC Written Communications

HOME ECONOMICS

*Offered through the Division of Business Programs.
Location: Building A Room 207. 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 for four emphasis areas:

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 daycare, human and family services, and home care. In addition, it can serve as a transfer degree.

Fashion Merchandising prepares 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 two years of study with a course load of 15 credits each semester. Each certificate program may be completed in one 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

Co-op 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	2nd Semester
Fall	Spring
BA 111	HEID 141
HEID 121	HEID 276
HEID 180	HEID/PSY Option
HEID 210	Elective
HEID/PSY Option	

Plan B: Part-time, 4 semesters

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

Plan B: Part-time, 5 semesters

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

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 35.

2. General Requirements 6

Complete community college requirements as listed on page 35.

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 (1-6) 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 (1-6) 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 Stichery
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

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

GR General Requirements
MR Major Specialty Requirements

Plan B: Part-time, 8 semesters

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

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	2nd Semester	3rd Semester	4th Semester
Fall	Spring	Fall	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	2nd Semester	3rd Semester	4th Semester
Fall	Spring	Fall	Spring
HEID 121	HEID 175	BA 111	DN 203
HEID 141	HEID 176	MR	MR
HEID 180		MR	OC
5th Semester	6th Semester	7th Semester	8th Semester
Fall	Spring	Fall	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	2nd Semester	3rd Semester	4th Semester	5th Semester
Fall	Spring	Fall	Spring	Summer
BA 151	BA 160	BA 111	HEID 276	Co-op 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	2nd Semester	3rd Semester	4th Semester	5th Semester
Fall	Spring	Fall	Spring	Fall
BA 151	BA 160	HEID 141	HEID 183	HEID 130
HEID 180	HEID 121	HEID 187	GR	WC
HEID 181		WC		
6th Semester	7th Semester	8th Semester	9th Semester	
Spring	Fall	Spring	Summer	
HEID 276	BA 111	GR	Co-op Ed	
HEID 281	HEID 210	Electives		
OC				

GR General Requirements
 OC Oral Communications
 WC Written Communications

A.A.S. Degree HOME ECONOMICS

With emphasis: Interior Design

Credits

- 1. Communication** 9
 Complete community college requirements as listed on page 35. OO 220 recommended.
- 2. General Requirements** 6
 Complete community college requirements as listed on page 35. 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 Furnishing 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	2nd Semester	3rd Semester	4th Semester
Fall	Spring	Fall	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	2nd Semester	3rd Semester
Fall	Spring	Fall
HEID 130	HEID 142	HEID 150
HEID 141	HEID 146	HEID 180
HEID 143	HEID 152	HEID 240
4th Semester	5th Semester	6th Semester
Spring	Fall	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: 786-1535.

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 interviewing, assessment, paraprofessional counseling and other helping approaches.

The program offers students the opportunity to apply knowledge and skills through a two or three 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	PSY 251	(3)	Introduction to Statistics
Complete community college requirements as listed on page 35.		SOC 202	(3)	Social Organization
2. General Requirements	6	SOC 242	(3)	The Family
Complete community college requirements as listed on page 35.				Emphasis in Substance Abuse
3. Major Specialty Requirements	38			Complete the following required courses:
(Numbers in parentheses indicate course credits.)		HUMS 122	(3)	Substance Abuse as Contemporary Problem
Complete the following required courses:		HUMS 123	(3)	Public Education and Prevention in Substance Abuse
ANTH 200 (3) Natives of Alaska				Emphasis in Family and Youth
HUMS 101 (3) Introduction to Human Services				Complete 6 credits from the following options
HUMS 262 (4) Human Services Practicum I		HUMS 231	(2)	Applied Behavioral Analysis I
HUMS 263 (4) Human Services Practicum II		HUMS 232	(2)	Applied Behavioral Analysis II
PSY 111 (3) General Psychology		PSY 245	(3)	Child Development
PSY 150 (3) Human Development		PSY 246	(3)	Adolescence
PSY 223 (3) Introduction to Paraprofessional Counseling I		SOC 242	(3)	The Family
PSY 224 (3) Introduction to Paraprofessional Counseling II				Emphasis in Disabilities
SOC 101 (3) Introduction to Sociology				Complete 6 credits from the following options:
SOC 106 (3) Introduction to Social Welfare		ASL 121	(3)	American Sign Language I
Complete the following courses depending on emphasis:		ASL 131	(3)	American Sign Language II
Emphasis in General Human Services		ASL 221	(3)	American Sign Language III
Complete 6 credits from the following options:		HUMS 230	(3)	Introduction to Adult Rehabilitation
PSY 245 (3) Child Development		HUMS 231	(2)	Applied Behavioral Analysis I
PSY 246 (3) Adolescence		HUMS 232	(2)	Applied Behavioral Analysis II
		4. Electives		9
		(Chose in consultation with faculty advisor.)		
				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 semester. 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	MA 125	(4)	Medical Office Procedures II
Complete community college requirements as listed on page 35. 00 220 Recommended.		MA 140	(3)	Medical Transcription I
2. General Requirements	6	MA 141	(3)	Medical Transcription II
Complete community college requirements as listed on page 35. PSY 150 recommended.		MA 150	(4)	Clinical Procedures I
3. Major Specialty Requirements	43	MA 155	(4)	Clinical Procedures II
(Numbers in parentheses indicate course credits.)		MA 199	(5)	Medical Office Externship
Complete the following required courses:		OO 110	(1)	Calculators
ACCT 051 (3) Bookkeeping for Business I		OO 176	(1)	Filing
BIOL 101 (3) Human Biology				
DN 140 (2) Introduction to Nutrition		4. Electives		2
MA 101 (3) Medical Terminology I				TOTAL 60
MA 104 (3) Medical Terminology II		Medical Assisting		
MA 120 (4) Medical Office Procedures I		Course Sequence		
		It is possible to complete the program on either a full-time or 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 com-

plete 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	B. Complete 4 credits from the following options:		
Complete community college requirements as listed on page 35.		BIOL 105	(4)	Fundamentals of Biology I
2. General Requirements	6	BIOL 106	(4)	Fundamentals of Biology II
Complete community college requirements as listed on page 35.		BIOL 111	(4)	Human Anatomy and Physiology I
3. Major Specialty Requirements	54	BIOL 112	(4)	Human Anatomy and Physiology II
(Numbers in parentheses indicate course credits.)		BIOL 242	(4)	Introductory Microbiology
A. Complete the following required courses:				TOTAL 69
CHEM 105 (4) General Chemistry I		Note: CHEM and BIOL courses must have been completed within the last 5 years. MEDT transfer courses must be approved by MEDT faculty.		
MEDT 132 (3) Introduction to Medical Laboratory Technology		Medical Laboratory Technology AAS Degree Course Sequence		
MEDT 202 (6) Clinical Chemistry		1st Semester	2nd Semester	3rd Semester
MEDT 203 (6) Clinical Microbiology		CHEM 105	MEDT 202	MEDT 203
MEDT 205 (6) Hematology		MEDT 132	MEDT 209	MEDT 206
MEDT 206 (3) Serology		BIOL	MEDT 210	
MEDT 207 (4) Immunohematology		OC	GR	
MEDT 208 (3) Urine Analysis		WC		
MEDT 209 (1) Parasitology and Mycology		4th Semester	5th Semester	
MEDT 210 (2) Instrumentation in Clinical Laboratory		MEDT 205	MEDT 299	
MEDT 299 (12) Clinical Practica		MEDT 207		
		MEDT 208		
		WC		
		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 take the National Council Licensure Examination for Registered Nursing. The ADN program may be completed in two academic years or four 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 Drive, 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.

A.A.S. Degree	Credits	NS 260 (9)	Nursing in Physical Illness
1. Communication	9	NS 261 (9)	Nursing in Physical and Mental Illness
Complete community college requirements as listed on page 35. ENGL 111 and 211, 212, or 213 and SPCH 111 or 241 recommended.		PSY 150 (3)	Human Development
			TOTAL 70-71
2. General Requirements	6	Nursing AAS Degree Course Sequence	
Complete community college requirements as listed on page 35.		1st Semester	2nd Semester
		Fall	Spring
3. Major Specialty Requirements	55-56	BIOL 111	BIOL 112
(Numbers in parentheses indicate course credits.)		DN	BIOL 242
Complete the following required courses:		NS 160	NS 161
BIOL 111 (4) Human Anatomy and Physiology I		PSY 150	OC
BIOL 112 (4) Human Anatomy and Physiology II			WC
BIOL 242 (4) Introductory Microbiology			
CIS 100C (3) Introduction to Computers			
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			

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 207. 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 recently been changed. Please contact the department for comparison of original and revised numbers.

CERTIFICATES**BUSINESS COMMUNICATIONS**

Credits

Requirements**A. Complete the following required courses:**

CIS 100C or	(3)	Introduction to Computers
CIS 100	(1)	The New Literacy: Introduction and to Computers
CIS 100W	(2)	
ENGL 212	(3)	Technical Report Writing
OO 120 or	(3)	Business English
OO 192A	(1)	Business English Review
OO 220	(3)	Written Business Communications
OO 225	(3)	Organizational Communications
OO 242A or	(1)	Word Processing: ZARDAX/APPLE PC
OO 242B or	(1)	Word Processing: WORDSTAR/IBM PC
OO 242C	(1)	Word Processing: DISPLAYWRITE/IBM PC
OO 278	(3)	Interpersonal Skills in Offices
PSY 111 or	(3)	General Psychology
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**Business Communications Certificate Course Sequence****Plan A: 2 Semesters**

1st Semester	2nd Semester
CIS 100C or CIS 100 & 100W	ENGL 212
OO 120	OO 220
OO 278	OO 225
PSY 111	OO 242
SPCH 111	Electives

Plan B: 3 Semesters

1st Semester	2nd Semester	3rd Semester
CIS 100C or CIS 100W	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 100C	(3)	Introduction to Computers
or		
CIS 100	(1)	The New Literacy: Introduction to Computers
and		
CIS 100W	(2)	
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

B. Complete 4 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
Word Processing II:
WORDSTAR/IBM PC
Word Processing II:
WORDSTAR/IBM PC

OO 249B (1)

OO 249C (1)

TOTAL 28

Word/Information Processing Certificate Course Sequence

Plan A: 2 semesters

1st Semester	2nd Semester
CIS 100C or CIS 100 & 100W	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 100C or CIS 100 & 100W	OO 11	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 35. OO 220 recommended.

2. General Requirements

6

Complete community college requirements as listed on page 35.

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 100C	(3)	Introduction to Computers
or		
CIS 100	(1)	The New Literacy: Introduction to Computers
and		
CIS 100W		
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)

Law Office Procedures: Court Documents

OO 273 (3)

Law Office Procedures: Client Documents

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 100C or	OO 220	ACCT 051
OO 115	or 100 & 100W	OO 255	OO 278
OO 120	OO 203	OO 270	GR
OO 170	OO 230	MR	MR
OC	OO 242	Electives	Electives
	Gr		
	WC		

PARAMEDIC TECHNOLOGY

Offered through the Division of Allied Health Sciences.

Location: AHS Building, Room 160. Phone: 786-1241.

Paramedic Technology will not be offered on a regular basis beginning Fall, 1987. This program is only conducted as job availability and student interest warrant. For further information, contact the Division of Allied Health Sciences.

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

PROFESSIONAL PILOTING

Offered through the Division of Aviation and Engineering

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 licen

Office Occupations AAS Degree**Emphasis: Legal Secretary****Course Sequence**

1st Semester	2nd Semester	3rd Semester	4th Semester
OO 115	ACCT 051	CIS 100C	BA 241
OO 120	OO 230	or 100 & 100W	OO 273
OO 170	OO 270	OO 220	OO 278
OO 149A/242	OC	OO 272	Co-op Educ
OO 203		GR	WC
	GR General Requirements		
	MR Major Specialty Requirements		
	OC Oral Communications		
	WC Written Communications		

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.

sing requirements established by the FAA. Strong math and reading ability are highly recommended.

The A.A.S. degree may be completed in four semesters by carrying a courseload 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.

A.A.S. Degree	Credits
1. Communication	9
Complete community college requirements as listed on page 35.	
2. General Requirements	6
Complete community college requirements as listed on page 35.	
3. Major 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	2nd Semester	3rd Semester	4th Semester
Fall	Spring	Fall	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 two 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	SVTC 241 (3)	Geodetic Adjustments
1. Communications	9	SVTC 242 (3)	Survey Boundary Law II
Complete community college requirements as listed on page 35.		SVTC 243 (2)	Celestial Observations
2. General Requirements	6	SVTC 250 (4)	Survey Employment Practicum
Complete community college requirements as listed on page 35.		TOTAL 69	
3. Major Specialty Requirements	54	Surveying Technology AAS Degree	
(Numbers in parentheses indicate course credits.)		Course Sequence	
Complete the following required courses:		1st Semester	2nd Semester
SVTC 103 (3) Drafting for Survey Technicians		SVTC 103	SVTC 140
SVTC 130 (5) Survey Measurement I		SVTC 130	SVTC 141
SVTC 131 (3) Traverse Computations		SVTC 131	SVTC 142
SVTC 140 (5) Survey Measurement II		GR	GR
SVTC 141 (3) Geometric Computations		WC	OC
SVTC 142 (2) Survey Computer Programming I		4th Semester	5th Semester
SVTC 230 (5) Control Surveys		SVTC 240	SVTC 250
SVTC 231 (3) Survey Errors and Adjustments		SVTC 241	
SVTC 232 (3) Survey Boundary Law I		SVTC 242	
SVTC 233 (3) Aerial Surveys		SVTC 243	
SVTC 234 (2) Survey Computer Programming II		WC	
SVTC 240 (5) Professional Surveys		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 non-destructive 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 non-destructive testing process.

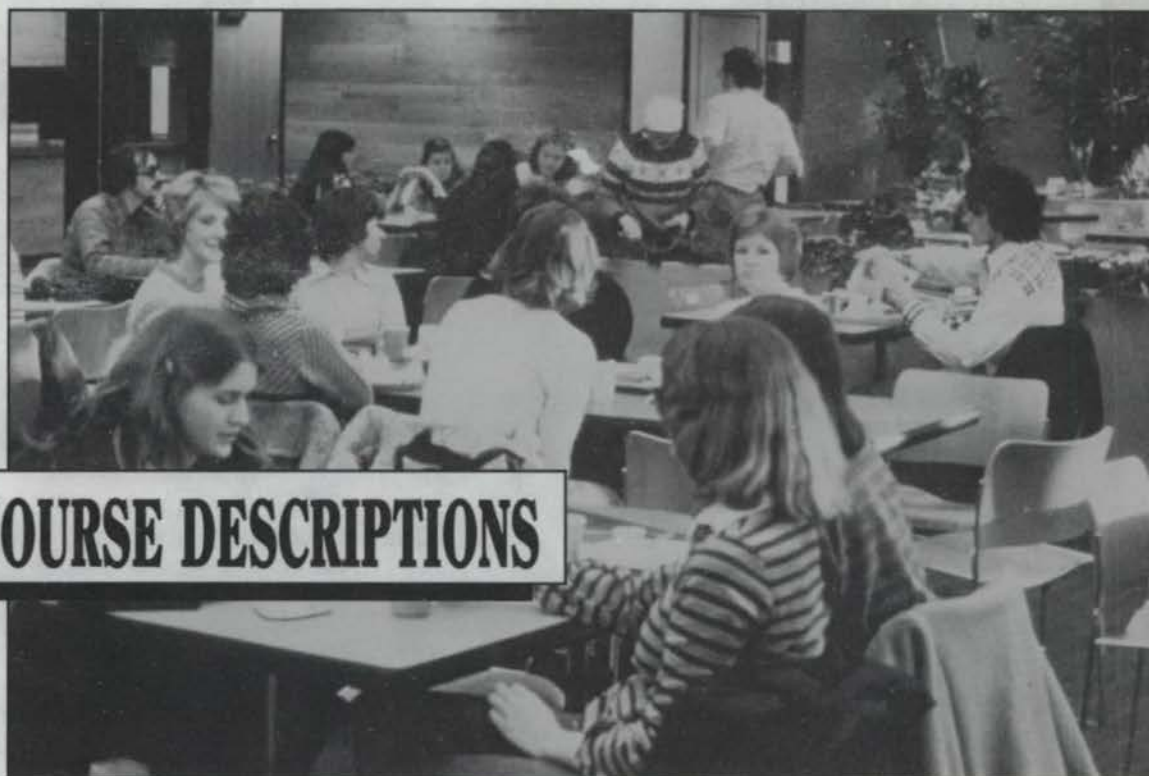
Although there are no special admission requirements

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 requirement.

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	WELD 181 (2)	Welding Inspection
1. Communication	9	WELD 261 (3)	Ultrasonic Welding Inspection
Complete community college requirements as listed on page 35. ENGL 212 recommended.		WELD 262 (3)	General Nondestructive Testing
2. General Requirements	6	WELD 263 (4)	X-Ray and Radioisotopes Radiography
Complete community college requirement as listed on page 35. MATH 105 and 107 recommended.		WELD 282 (2)	Codes and Physical Tests
3. Major Specialty Requirements	48	WELD 285 (3)	Introduction to Welding Metallurgy
(Numbers in parentheses indicate course credits.)		WELD 289 (4)	Welding Metallurgy
Complete the following required courses:		TOTAL 63	
WELD 112 (4) Shielded Metal Arc Welding		Welding Technology AAS Degree	
WELD 157 (3) Technical Blueprints for Welders		Course Sequence	
WELD 161 (4) Gas Metal Arc Welding		1st Semester	2nd Semester
WELD 162 (4) Flux Cored Welding (FCAW)		WELD 112	WELD 161
WELD 172 (4) Physics for Welding		WELD 157	WELD 172
WELD 174 (4) Basic TIG Welding		WELD 175	WELD 181
WELD 175 (4) Welding Processes and Equipment			WELD 282
			WELD 285
			WELD 289
			WELD 174
			WELD 261
			WELD 262
			WELD 289

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



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COURSE DESCRIPTIONS

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 guides are designed for non-credit courses are 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

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: 750 minutes of contact time is required to award 1 credit. Some lecture courses may require more than 750 minutes per credit.

Lecture/laboratory classes: 1,500 minutes of contact time is required to award 1 credit.

Open lab classes: 2,550 minutes of contact time is required to award 1 credit.

Some lab-style courses may require more than 2,550 minutes of instruction for 1 credit due to specific program needs.

No more than 1 credit may be awarded for academic work occurring with 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 055-099 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 topic 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 studies.

ACCOUNTING

Offered through the Division of Business Programs, Building A, Room 207, 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
Prerequisite: ACCT 051.
Continuation of ACCT 051. Bookkeeping for business partnerships and corporations. Covers other material selected by teacher as based on student interest.

ACCT 101 Principles of Accounting I 3 Cr
First semester of college accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, and recording, summarizing, and interpreting accounting data through presentation of formal financial statements.

ACCT 102 Principles of Accounting II 3 Cr
Prerequisite: ACCT 101.
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 analysis. Provides overview of managerial accounting, job and process costing, budgeting, and break-even analysis. General coverage of other techniques used in managerial decision-making.

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
Prerequisite: ACCT 110.
Introduction to tax concepts for businesses. Covers basic tax research methods as well as preparation of necessary State and Federal business income tax forms.

ACCT 201 Principles of Financial Accounting 4 Cr
NOTE: Students cannot receive credit for both ACCT 101/102 and ACCT 201.
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. Designed for students pursuing a degree in Accounting.

ACCT 202 Principles of Managerial Accounting 3 Cr
Prerequisite: ACCT 101/102 or ACCT 201.
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.

ACCT 222 Introduction to Computers in Accounting Systems 3 Cr
Prerequisite: ACCT 101/102 or ACCT 201. CIS 100C or CIS 100W and CIS 100L.
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.

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

ACCT 261 Intermediate Accounting II 3 Cr
Prerequisite: ACCT 260 or teacher permission.
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.

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 Community Development, Building K, Room 218, 786-1442.

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

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

AWS 104 Mountain Travel 3 Cr
Lab fee.
Prerequisite: Wilderness Adventures, basic backpacking skills, general love of outdoors, and good physical condition.
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.

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

AWS 106 Ice Climbing I 1 Cr
Prerequisite: Students should be able to climb ladder, hold 40-pound weight with rope, and stay outside all day in possibly inclement weather.
Condensed introduction to joys and challenges of ice climbing. Non-terrifying and fun! Covers equipment, knots, belaying, repelling, and ice climbing techniques. Two full days intense experience on the ice.

AWS 107 Rock Climbing I 1 Cr
Prerequisite: Students should be able to climb ladder, hold 40-pound weight with rope, and stay outside all day in possibly inclement weather.
Condensed introduction to joys and challenges of rock climbing. Non-terrifying and fun! Covers equipment, knots, belaying, repelling, and ice climbing techniques. Two full days intense experience on the rocks.

AWS 111 Alaska Winter Survival 3 Cr
Lab fee.
Three weekend field trips.
Classroom and field training to prepare students for winter arctic survival. Covers preparation, hypothermia, frostbite and cold injuries, avalanche safety, and construction of shelters.

AWS 112 Alaska Summer Survival 3 Cr
Prerequisite: Sufficient health to allow participation in overnight field trips and exposure to cold, wet summer weather. Classroom and field training to prepare students for wet weather/summer survival. Covers preparation for outings, hypothermia, river safety, summer shelters, and food gathering.

AWS 115 Glacier School: Eklutna Traverse 2 Cr
Lab fee.
Prerequisite: Good physical condition and backpacking experience. Students must provide personal medical insurance. 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.

AWS 120 Canoeing I 1 Cr
Prerequisite: Good health and basic swimming ability. 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.

AWS 121 Kayaking I 1 Cr
Prerequisite: Good health and basic swimming ability. 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.

AWS 122 Rafting I 1 Cr
Prerequisite: Must have good health and basic swimming ability. 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.

AWS 202 Nature Observation Tracking II 3 Cr
Prerequisite: AWS 102 or teacher permission and good physical health. (Overnight camping and 5-6 mile rough-terrain hiking required.)
Classroom and field training to prepare students for advanced nature observation and tracking. Students track animals, stalk and follow tracks, both night and day.

AWS 203 Wilderness Backpacking 2 Cr
Prerequisite: AWS 103 or general camping and backpacking experience or teacher permission. Good physical condition and ability to carry full pack for crosscountry travel. Advanced backpacking and trekking skills. Emphasis on safety, equipment, route selection, expedition planning, and off-trail trekking with minimum impact on environment.

AWS 204 Ski Mountaineering 2 Cr
Lab fee.
Prerequisite: Intermediate crosscountry skiing skills or teacher permission. Winter backpacking and camping skills. Average physical condition and ability to carry overnight winter pack. Backcountry skiing in wilderness of Alaska's mountains. Covers equipment, avalanche awareness, telemarking, skiing with packs or sleds, and roped skiing.

AWS 205 Mountaineering II 3 Cr
Lab fee.
Prerequisite: AWS 105 or basic mountaineering skills. 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.

AWS 206 Ice Climbing II 1 Cr
Prerequisite: AWS 106, Intermediate Mountaineering, or equivalent, or teacher permission.
Teaches beginning ice climbers 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.

AWS 207 Rock Climbing II 1 Cr
Prerequisite: AWS 105, AWS 107, or equivalent, or teacher permission.
Gives beginning climbers skills to rock climb on their own.

AWS 215 Expedition Mountaineering 1-3 Cr
Prerequisite: AWS 205, 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.
Advanced backpacking and trekking skills. Emphasis on safety, equipment, route selection, expedition planning, and off-trail trekking with minimum impact on environment.

AWS 299A Mountain Leadership Practicum 3 Cr
Prerequisite: AWS 105 and 205, or equivalent, and first aid training. 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.

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
Prerequisite: Successful completion of ASL 121 or equivalent, or teacher permission.
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.

ASL 221 American Sign Language III 3 Cr
Prerequisite: ASL 131 or equivalent, or teacher permission.
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.

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 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 3 Cr
Prerequisite: ANTH 211 and teacher permission.
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.

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

Lab fee.
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.

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
Prerequisite: AET 101 and 102, or teacher permission.
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.

AET 112 Scribing and Overlay Techniques 3 Cr
Lab fee.

Prerequisite: AET 111 or teacher permission.
Techniques in scribing and use of multi-overlay drafting in mapping of large subdivisions. Use of overlay sheets in color reproduction of mapping.

AET 121 Architectural Working Drawings and Office Practice 3 Cr

Lab fee.
Prerequisite: AET 101 and 102, or teacher permission.
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.

AET 122 Architectural Presentation Techniques 3 Cr
Lab fee.

Prerequisite: AET 121 or teacher permission.
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.

AET 131 Structural Working Drawings and Office Practice 3 Cr

Lab fee.
Prerequisite: AET 101 and 102, or teacher permission.
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 organizations, code analysis, and research methods for steel, wood, and reinforced concrete building structures.

AET 141 Mechanical Building Equipment Systems Design and Drafting 3 Cr

Lab fee.
Prerequisite: AET 101 and 102, or teacher permission.
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.

AET 151 Electrical Building Equipment Systems Design and Drafting 3 Cr

Lab fee.
Prerequisite: AET 101 and 102, or teacher permission.
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.

AET 161 Blueprint Reading for the Construction Industry 1 Cr

Note: Does not meet AET certificate or degree requirements.
Prerequisite: High school reading and writing skills, and math including addition and subtraction of fractions and decimals.
Introduction to skills and techniques needed to correctly interpret working drawings used in construction field.

AET 162 Cost Estimating for General Contractors 2 Cr
Note: Does not meet AET certificate or degree requirements.
Special fee.

Prerequisite: High school math, reading, and writing skills. AET 161, field experience, or teacher permission.
For general contractors, subcontractors, and tradespersons. Introduction to skills and techniques needed to produce cost-effective bid proposals for residential and light commercial building projects. Emphasis on quantity/material takeoffs, bid proposal forms, and scheduling.

AET 171 Building Your Own Home 3 Cr
Special fee.

Basic high school English and Math skills recommended.
Note: Does not meet AET certificate or degree requirements.
Introduces practical techniques and methods for planning, designing, and constructing owner-built single-family houses.

AET 211 Subdivision Design and Land Classification 4 Cr
Lab fee.

Prerequisite: AET 111 or teacher permission.

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.

AET 221 Design Development for Architectural Technicians 4 Cr

Prerequisite: AET 121 and 122, or teacher permission.

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.

AET 231 Structural Design and Detailing for Engineering Technicians 3 Cr

Prerequisite: AET 131 or teacher permission. High school or college trigonometry recommended. 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.

ART

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

ART 100 Art Exploration 3 Cr
Lab fee.

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.

ART 101 Beginning Ceramics 3 Cr
Lab fee.

Beginning drawing or design course recommended.

Introduction to making and firing clay objects. Study of clay methods, forming, decorations, glazing, and firing. For beginning students only.

ART 102 Beginning Ceramics 3 Cr
Lab fee.

Beginning drawing or design course recommended.

Introduction and extension of techniques for making clay objects. Study of clay methods, forming, decorations, glazing, and firing.

ART 105 Beginning Drawing 3 Cr
Lab fee.

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.

ART 106 Beginning Drawing 3 Cr
Lab fee.

Introduction and extensions 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.

ART 111 Two-Dimensional Design 3 Cr
Lab fee.

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.

ART 112 Color Design 3 Cr
Lab fee.

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

ART 113 Three-Dimensional Design 3 Cr
Lab fee.

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

ART 123 Watercolor Painting 3 Cr
Lab fee.

Beginning drawing and design courses recommended.

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.

ART 125 Beginning Painting 3 Cr
Lab fee.

Drawing and two-dimensional or color design courses recommended. 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.

ART 126 Beginning Painting 3 Cr
Lab fee.

Drawing and two-dimensional or color design courses recommended. 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.

ART 131 Beginning Sculpture 3 Cr
Lab fee.

Design course recommended.

Introduction to sculpture using wood, stone, metal, plastic, and wire. Emphasizes materials and tools required for execution of sculpture.

ART 132 Beginning Sculpture 3 Cr
Lab fee.

Design course recommended.

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.

ART 133 Beginning Printmaking 3 Cr
Lab fee.

Drawing and design courses recommended.

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.

ART 134 Beginning Printmaking 3 Cr
Lab fee.

Drawing and design courses recommended.

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.

ART 139 Beginning Weaving 3 Cr
Lab fee.

Various techniques, including traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, as well as contemporary approaches. Spinning and dyeing yarns. Emphasis on creativity and experimentation within techniques.

ART 140 **Beginning Weaving** **3 Cr**
 Lab fee.
 Further study of various techniques, including contemporary fiber forms, traditional loom weaving and different kinds of primitive weaving. Emphasis on creativity and experimentation within techniques.

ART 142 **Graphic Design** **3 Cr**
 Lab fee.
 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.

ART 145 **Commercial Art Design** **3 Cr**
 Lab fee.
 Studio course in fundamentals of graphic and advertising design and related production methods. Introduction to illustration techniques and materials.

ART 151 **Introduction to Photography** **3 Cr**
 Lab fee.
 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.

ART 152 **Introduction to Photography** **3 Cr**
 Lab fee.
 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.

ART 160 **Art Appreciation** **3 Cr**
 Lab fee.
 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.

ART 201 **Intermediate Ceramics** **3 Cr**
 Lab fee.
 Prerequisite: 6 credits of beginning ceramics or teacher permission. Intermediate problems in ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function.

ART 202 **Intermediate Ceramics** **3 Cr**
 Lab fee.
 Prerequisite: 6 credits of beginning ceramics or teacher permission. Intermediate problems in ceramics with individualized emphasis on potter's wheel, glaze calculations, and design as related to pottery form and function.

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

ART 204 **Ceramic Sculpture** **3 Cr**
 Lab fee.
 Prerequisite: Design course or teacher permission.
 Problems in clay as sculptural medium. Wheel-thrown, coil, slab, and other techniques as well as mural, architectural, and free-standing design.

ART 205 **Intermediate Drawing** **3 Cr**
 Lab fee.
 Prerequisite: Beginning drawing course or teacher permission.
 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.

ART 206 **Intermediate Drawing** **3 Cr**
 Lab fee.
 Prerequisite: Beginning drawing or teacher permission.
 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.

ART 219 **Life Drawing and Composition** **3 Cr**
 Lab fee.
 Prerequisite: Drawing course or teacher permission.
 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.

ART 220 **Life Drawing and Composition** **3 Cr**
 Lab fee.
 Prerequisite: Drawing course or teacher permission.
 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.

ART 223 **Watercolor Painting and Composition** **3 Cr**
 Lab fee.
 Drawing, two-dimensional, or color design course recommended.
 Exploration of aquarelle techniques with emphasis on composition as affected by color, value, stylistic considerations, and individual expression. Includes exhibition procedures.

ART 225 **Intermediate Painting** **3 Cr**
 Lab fee.
 Prerequisite: Beginning painting or teacher permission.
 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.

ART 226 **Intermediate Painting** **3 Cr**
 Lab fee.
 Prerequisite: Beginning painting or teacher permission.
 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.

ART 227 **Portrait Painting** **3 Cr**
 Lab fee.
 Prerequisite: Beginning drawing and painting or teacher permission.
 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.

ART 228 **Portrait Painting** **3 Cr**
 Lab fee.
 Prerequisite: Beginning painting and drawing or teacher permission.
 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.

ART 240A **Airbrush** **3 Cr**
 Beginning drawing recommended.
 Study of airbrush techniques. Includes use and maintenance of equipment, free-hand masking techniques, and introduction to photo retouching. Assignments in black and white and in full color.

ART 243 **Illustration** **3 Cr**
 Lab fee.
 Drawing course recommended.
 Development of commercial portfolio. Execution of limited color illustrations in wet and dry media, and mechanical overlay.

ART 244 **Illustration** **3 Cr**
 Lab fee.
 Drawing course recommended.
 Explores illustration through use of full color media and techniques including inks, gouache, acrylic, and colored pencil.

ART 245	Children's Book Illustration	3 Cr
Lab fee. Prerequisite: ART 105 or 106 or teacher permission. 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.		
ART 247	Advertising Design and Production	3 Cr
Lab fee. Graphic design course or experience recommended. 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.		
ART 248	Advertising Design and Production	3 Cr
Lab fee. Graphic design course or experience recommended. 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.		
ART 251	Intermediate Photography	3 Cr
Lab fee. Prerequisite: Beginning photography or teacher permission. 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.		
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
Lab fee. 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		
<i>Offered through the Division of Technical Programs, Building J, Room 202, 786-1461.</i>		
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.		
ADT 058	Tune-Up for Amateurs	1 Cr
Teaches automobile users about systems related to tuneup and how to perform needed tasks on vehicles.		
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.		

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.		
ADT 110	Power Trains	6 Cr
Trains student technicians in theory, diagnosis, and repair of light and medium-duty power train components.		
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.		
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.		
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.		
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
Prerequisite: Experience with auto electricity or fundamental auto electrical knowledge. Advanced studies of electro-mechanic accessories and automotive air conditioning. Lab objectives may be met through prearranged, supervised on-the-job training or Cooperative Education Program participation.		
ADT 226	Auto Service Laboratory	6 Cr
Prerequisite: Only fourth-semester students may enroll. Simulated shop practices in ACC's lab. May also be met through prearranged, supervised on-the-job training or Cooperative Education Program participation.		
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
Prerequisite: Knowledge of basic electricity and/or experience with electrical systems. Provides students with theory and diagnostic skills for heavy-duty starters, alternators, and circuits. Integral part of third semester Diesel Technology Program.		

ADT 245	Diesel Engines	2 Cr
Provides students and technicians with exposure to two and four-stroke diesel engines, and related systems such as airspace induction, coolant, and lubrication.		
ADT 246	Diesel Service Laboratory I	5 Cr
Prerequisite: Must be a program major. 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.		
ADT 248	Diesel Service Laboratory II	6 Cr
Prerequisite: Must be a program major. Hands-on lab for related fourth semester Diesel theory courses (ADT 261, 263, and 265). Objectives may be met through prearranged, supervised on-the-job training or Cooperative Education program participation.		
ADT 261	Hydraulics	2 Cr
Prerequisite: Fourth semester Diesel student status. Provides working knowledge for proper troubleshooting and servicing of hydraulic systems.		
ADT 263	Heavy-Duty Power Trains	2 Cr
Prerequisite: Knowledge of basic power trains and/or considerable experience with power trains. Expands knowledge and skills of light-duty technicians in field of heavy-duty power trains.		
ADT 265	Heavy-Duty Chassis	2 Cr
Prerequisite: Fourth semester Diesel student status. Provides technical background to diagnose and repair heavy-duty air-brake and chassis components.		
ADT 271	Diesel Fuel Systems for Tradepersons	3 Cr
Prerequisite: Present employment in automotive service and repair industry or teacher permission. Lecture/lab course that provides instruction in operation and service of diesel fuel systems on current diesel engines.		
ADT 280	Electrical for Tradepersons	3 Cr
Prerequisite: Present employment in automotive service and repair industry or teacher permission. 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.		
ADT 281	Automatic Transmissions	6 Cr
Prerequisite: Teacher permission. Advanced course for industry technicians who diagnose, service, and repair domestic automatic transmissions. Utilizes both component and actual shop-type repairs.		
ADT 282	Alignment for Tradepersons	3 Cr
Prerequisite: Present employment in automotive service and repair industry or teacher permission. 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.		
ADT 283	Tune-Up for Tradepersons	3 Cr
Prerequisite: Present employment in automotive service and repair industry or teacher permission. Course to upgrade skills in tune-up and emission control techniques. Includes classroom theory and hands-on experience.		
ADT 284	Carburetion and Gasoline Fuel Injection for Tradepersons	3 Cr
Prerequisite: Present employment in automotive service and repair industry or teacher permission. Course to upgrade knowledge of carburetion and gasoline fuel injection theories. Hands-on diagnosis on selected projects in lab.		

AVIATION TECHNOLOGY

Offered through the Division of Aviation and Engineering Technology, Aviation Complex, Merrill Field, 276-3737.

AT 053	Preventive Maintenance for Pilots and Owners	4 Cr
Lab fee. 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.		
AT 100	Private Pilot Ground School	4 Cr
Lab fee. 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 Airman's Information Manual, radio communications, and radio navigation.		
AT 101	Private Flying	2 Cr
Administrative fee. Prerequisite: AT 100 or passing score on FAA Private Pilot Written Exam. Department approval required. Cannot be audited. 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.		
AT 102	Commercial Ground School	4 Cr
Prerequisite: AT 100 or passing score on FAA Private Pilot Written Exam or teacher permission. Advances 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.		
AT 103	Commercial Flying	3 Cr
Administrative fee. Prerequisite: Private Pilot Certificate and AT 102 or passing score on FAA Commercial Pilot Written Exam. Department approval required. Cannot be audited. 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.		
AT 104	Alaska Bush Flying	3 Cr
Prerequisite: Private Pilot Certificate or higher rating. 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.		
AT 105	Sea Plane Flying	1 Cr
Administrative fee. Prerequisite: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited. 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.		
AT 106	Safety Clinic	1 Cr
Cannot be audited. 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. Contact department for schedule of classes.		
AT 107	Multi-Engine Flying	1 Cr
Administrative fee. Prerequisite: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited. 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.		

AT 109 **Glider Flying** **1 Cr**
 Administrative fee.
 Prerequisite: Private Pilot Certificate or higher rating. Department approval required. Cannot be audited.
 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.

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**
 Prerequisite: AT 134 or teacher permission.
 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.

AT 136 **Management: Air Service Operations** **3 Cr**
 Prerequisite: AT 134 or teacher permission.
 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.

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 working 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 instrument flight conditions. Includes 6-7 hours airborne demonstration.

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.

AT 146 **Air Traffic Control Intern Program** **4 Cr**
 Prerequisite: AT 140, 141, 142, and 143, or department permission.
 Practical experience at FAA air traffic control facilities.

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.

AT 161 **Aircraft Assembly** **3 Cr**
 Prerequisite: Concurrent enrollment in AT 161L.
 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.

AT 161L **Aircraft Assembly Lab** **1 Cr**
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 161.
 Provides practical experience and projects to reinforce student learning in AT 161.

AT 162 **Fundamentals of Aircraft Electronics** **4 Cr**
 Prerequisite: MATH 055 or equivalent.
 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.

AT 162L **Fundamentals of Aircraft Electronics (Lab)** **2 Cr**
 Prerequisite: Math 055 or equivalent.
 Provides practical experience and projects to reinforce the student's learning in AT 162 which must be completed prior or taken concurrently.

AT 163 **Aircraft Electrical Components** **4 Cr**
 Lab fee.
 Prerequisite: AT 160, 161, 162, 162L, and PHYS 110. Concurrent enrollment in AT 163L.
 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.

AT 163L **Aircraft Electrical Components Lab** **3 Cr**
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 163.
 Provides practical experience and projects to reinforce student learning in AT 163.

AT 164 **Aircraft Sheetmetal** **2 Cr**
 Prerequisite: MATH 054 or equivalent. Concurrent enrollment in AT 164L.
 Familiarizes students with sheetmetal properties and uses in fabrication of structural and nonstructural components of aerospace vehicles. Covers inspection techniques, and fabrication and repair processes of bending, cutting, forming, drilling, riveting, and heat-treating aluminum sheetmetal parts.

AT 164L **Aircraft Sheetmetal Lab** **2 Cr**
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 164.
 Provides practical experience and projects to reinforce student learning in AT 164.

AT 165 **Aircraft Reciprocating Engines Theory and Overhaul** **3 Cr**
 Prerequisite: AT 160, 161, 161L, and PHYS 110.
 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.

AT 165L	Aircraft Reciprocating Engines: Theory and Overhaul Lab	3 Cr	AT 205	Certified Flight Instructor Instruments (CFII) Flying	2 Cr
Lab fee. Prerequisite: Concurrent enrollment in AT 165. Provides practical experience and projects which reinforce student learning in AT 165.			Administrative fee. Prerequisite: CFI Certificate, instrument rating, and passing score on CFII Written Exam. Department approval required. Cannot be audited. 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.		
AT 166	Aircraft Repair Station Operations and Management	4 Cr	AT 206	Airline Transport Pilot (ATP) and Dispatcher Ground School	3 Cr
Prerequisite: Must have completed first two semesters in AMT program. Experience at FBO repair station. Students develop knowledge of its operation and management. Offered during summer semester only.			Prerequisite: Compliance with FAR 61.151 and FAR 61.155. 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 altitude 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.		
AT 168X	Aircraft Wood Structures	2 Cr	AT 207	Airline Transport Pilot (ATP) Flying	2 Cr
Lab fee. 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.			Administrative fee. Department approval required. Cannot be audited. 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.		
AT 191	Airframe Seminar	1-3 Cr	AT 210	Simulated Flight Instruction for Advanced Ratings	1 Cr
Prerequisite: Students must have faculty advisor in AMT. Independent study course covering aerodynamics, construction, and maintenance repairs of entire airframe system and components. Gives experienced or inexperienced mechanics background necessary to understand airframe maintenance.			Department approval required. Cannot be audited. Required for all persons wanting to utilize single or twin engine Flight Simulators. Time accumulated may be used to meet requirements for advanced ratings as specified in Part 61 of FAA Regulations.		
AT 192	Powerplant Seminar	1-3 Cr	AT 231	Search, Survival, and Rescue	3 Cr
Prerequisite: Students must have faculty advisor in AMT. 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.			Lab fee. Prerequisite: AT 233 or instructor approval. 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.		
AT 200	Instrument Ground School	4 Cr	AT 232	Aviation Navigation	3 Cr
Lab fee. Prerequisite: AT 100 or passing score on FAA Private Pilot Written Exam, or teacher permission. 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 and Private Pilot Certificate or higher rating. 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.		
AT 201	Instrument Flying	3 Cr	AT 233	Aviation Safety	3 Cr
Administrative fee. 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. 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: Basic knowledge of aviation terminology. 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.		
AT 202	Certified Flight Instructor (CFI) Ground School	3 Cr	AT 235	Elements of Weather	3 Cr
Prerequisite: Commercial Pilot Certificate or passing score on FAA Commercial Written Exam. 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.			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 203	Certified Flight Instructor (CFI)	2 Cr	AT 236	Management: Airline	3 Cr
Administrative fee. Prerequisite: Commercial Pilot Certificate and AT 202 or passing score on FAA Flight Instructor Exams. Department approval required. Cannot be audited. 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: AT 134 or instructor approval. 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.		

AT 237 Aviation Industrial Relations 3 Cr
 Prerequisite: AT 134 or teacher permission.
 Personnel practices in aviation industry. Analysis of labor-management problems, recruiting, selecting, training, and compensating employees. Labor laws.

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
 Prerequisite: AT 140, 141, 142, 143, 145, and 146 or teacher permission. Instrument pilots accepted. Concurrent enrollment in AT 243 may be approved.
 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.

AT 243 Procedures for Control of Instrument Traffic (PCIT) II 3 Cr
 Prerequisite: AT 242, extensive experience in ATC, Airline Transport Rated Certificate, or teacher permission.
 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.

AT 244 Procedures for Control of Instrument Traffic (PCIT) III 3 Cr
 Prerequisite: AT 243 or teacher permission.
 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.

AT 245 Pilot/Controller Techniques 3 Cr
 No prerequisite. Familiarity with aviation terminology and high school reading level recommended. Explores methods of airport operations. Covers various levels of air traffic control ranging from uncontrolled bush strips to highly complex international airports.

AT 260 Aircraft Reciprocating Engine and Propeller Installation and Operation 2 Cr
 Prerequisite: AT 160, 161, 161L, 163, 163L, 165, 165L, and PHYS 110. Concurrent enrollment in AT 260L.
 Covers installation, preparation, performance testing and troubleshooting of aircraft reciprocating engines.

AT 260L Aircraft Reciprocating Engine and Propeller Installation and Operation Lab 3 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 260.
 Provides practical experience and projects to build skills and reinforce student learning in AT 260.

AT 260X Aircraft Auxiliary Systems 4 Cr
 Lab fee.
 Prerequisite: AT 166.
 Theoretical and practical foundations in operation of cabin atmospheric control, fire warning and protection, oxygen, ice and rain control, and position and warning systems. Approximately 50 percent of class time spent in lab. Students identify and explaining purposes, construction, operations, and service requirements of each system and its related components. Students inspect and service oxygen system, and troubleshoot landing gear position and warning systems.

AT 261 Aircraft Fuel Systems 3 Cr
 Prerequisite: AT 160, 161, 161L, 162, 162L, and PHYS 110. Concurrent enrollment in AT 261L.
 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, pressures carburetors, fuel injection systems, turbo chargers, and superchargers.

AT 261L Aircraft Fuel Systems Lab 1 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 261.
 Provides practical experience and projects which reinforce student learning in AT 261.

AT 261X Aircraft Welding 4 Cr
 Lab fee.
 Provides practical experience in soldering wires and cables, brazing tinned steel and stainless steel, using soldering irons and torches. Develops proficiency in operation and use of portable and stationary gas and arc welding equipment, and in making welded repairs on aircraft structural members.

AT 262 Aircraft Turbine Engines 3 Cr
 Prerequisite: AT 160, 161, 161L, 163, 163L, and PHYS 110. Concurrent enrollment required in AT 262L.
 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.

AT 262L Aircraft Turbine Engine Lab 2 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 262.
 Provides practical experience and projects which reinforce student learning in AT 262.

AT 262X Aircraft Turbine Engines 3 Cr
 Lab fee.
 Theoretical and practical foundations of turbine engines. Approximately 60 percent of class time spent in lab disassembling turbo jet engines. Students identify, inspect, and explain purpose, construction, and operation of all major components and systems.

AT 263 Aircraft Fluid Power Systems 3 Cr
 Prerequisite: AT 160, 161, 161L, and PHYS 110. Concurrent enrollment in AT 263L.
 Begins with fluid power systems basic to 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 operations, inspection, and troubleshooting for hydraulic, pneumatic, and landing gear systems.

AT 263L Aircraft Fluid Power Systems Lab 3 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 263.
 Provides practical experience and projects which reinforce student learning in AT 263.

AT 263X Aircraft Propellers 3 Cr
 Lab fee.
 Prerequisite: AT 161.
 Practical foundations in propeller theory, maintenance, and operation. Approximately 60 percent of class time spent in lab inspecting and repairing fixed-pitch and constant-speed propellers. Students install propellers and perform operational checks of pitch change, feathering, and reversing systems.

AT 264 Aircraft Electrical Systems 4 Cr
 Prerequisite: AT 163, 163L, and PHYS 110. Concurrent enrollment in AT 264L.
 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 transmitter and receiver fundamentals and avionics installations and testing.

AT 264L Aircraft Electrical Systems Lab 1 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 264.
 Provides practical experience and projects which reinforce student learning in AT 264.

AT 264X Aircraft Reciprocating Engines: Installation and Operation 2 Cr
 Lab fee.
 Prerequisite: AT 161.
 Students become proficient in installation, preparation, performance testing, and troubleshooting of aircraft reciprocating engines.

AT 265 Aircraft Bonded Structures 3 Cr
 Prerequisite: Concurrent enrollment in AT 265L.
 Covers historical background, theory, and techniques for fabrication, inspection and repair of bonded structures. Includes plastics, wood structures, honeycomb structures, and advanced composite structures.

AT 265L Aircraft Bonded Structures Lab 2Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 265.
 Provides practical experience and projects to reinforce student learning in AT 265.

AT 265X Aircraft Coverings and Finishings 4 Cr
 Lab fee.
 Identification and application of aircraft fabrics and finishing materials. Approximately 80 percent of class time spent in lab. Students inspect, test, and repair aircraft fabrics, install fabric, and apply appropriate finishing materials to aircraft structures, wings, and flight control surfaces.

AT 266 Aircraft Auxiliary Systems 3 Cr
 Prerequisite: AT 160, 161, 161L, 264, 264L, and PHYS 110. Concurrent enrollment in AT 266L.
 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.

AT 266L Aircraft Auxiliary Systems Lab 2 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 266.
 Provides practical experience and projects to reinforce student learning in AT 266.

AT 266X Aircraft Fuel and Induction Systems 4 Cr
 Lab fee.
 Prerequisite: AT 161.
 Develops practical knowledge of fuel, fuel metering, and induction systems operation. Approximately 60 percent of class time spent in lab. Students explain operation of components of each system, relationships of systems, and their effects on engine performance. Students overhaul float-type carburetors, and repair other fuel and induction system components.

AT 267 Aircraft Inspections and Troubleshooting 3 Cr
 Prerequisite: AT 163, 163L, 260, 260L, 262, 262L, 263, and 263L. AT 264 and 264L or concurrent enrollment. Concurrent enrollment in AT 267L.
 Provides in-depth 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.

AT 267L Aircraft Inspection and Troubleshooting Lab 2 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 267.
 Provides practical experience and projects which reinforce student learning in AT 267.

AT 267X Aircraft Turbine Engines: Installation and Operation 2 Cr
 Lab fee.
 Prerequisite: AT 166 and 262.
 Provides theoretical knowledge necessary to perform complete turbine engine removal, replacement, troubleshooting, and other operations.

AT 268 Fundamentals of Aircraft Welding, Covering and Finishing 1 Cr
 Prerequisite: AT 160, 161, and 161L.
 Concurrent enrollment in AT 268L.
 Covers historical background, theory, techniques for tubular steel structures, aircraft dope and fabric procedures, and paint systems.

AT 268L Fundamentals of Aircraft Welding, Covering and Finishing Lab 2 Cr
 Lab fee.
 Prerequisite: Concurrent enrollment in AT 268.
 Provides practical experience and projects to reinforce student learning in AT 268.

AT 269X Aircraft Repair Station Operation 4 Cr
 Prerequisite: Fifth semester AT student status.
 Experience at FBO repair station, where students develop knowledge of its operation. Approximately 90 percent of class time spent observing and participating.

AT 270X Aircraft Repair Station Management 4 Cr
 Prerequisite: Fifth semester AT student status.
 Experience at FBO repair station, where students develop knowledge of its management. Approximately 90 percent of class time spent observing and participating.

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 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.

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
 Lab fee.
 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.

BIOL 104 Natural History of Alaska 3 Cr
 A survey of important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and native peoples.

BIOL 105	Fundamentals of Biology I Lec & Lab	4 Cr	BIOL 183	Introducing Biology	3 Cr
Lab fee.			Telecourse designed for non-science majors.		
Prerequisite: High School Biology or BIOL 103. Designed primarily for science and health majors.			Introduction to life processes in plants and animals. Focus on human organisms.		
Introduction to basic principles of cell biology, including cell structure, metabolism, genetics, anatomy, and physiology of plants and animals.					
BIOL 106	Fundamentals of Biology II Lec & Lab	4 Cr	BIOL 210	Physiology Lec + Lab	4 Cr
Lab fee.			Lab fee.		
Prerequisite: BIOL 105.			CHEM 103 recommended.		
Continuation of basic principles of anatomy and physiology of plants and animals. Evolution, behavior, ecology, and groups of plants and animals.			Prerequisite: BIOL 105 and 106.		
BIOL 111	Human Anatomy and Physiology I Lec & Lab	4 Cr	Introduction to animal functions, including respiration, digestion, circulation, nerves and muscles, hormones, and reproduction.		
Lab fee.					
Primarily for nursing students.			BIOL 222	Biology of Vertebrates Lec + Lab	4 Cr
Introduction to human structure and function. Integumentary, skeletal, muscular, nervous, and endocrine systems.			Lab fee.		
BIOL 112	Human Anatomy and Physiology II Lec & Lab	4 Cr	Prerequisite: BIOL 106 or equivalent. Introduction to fishes, amphibians, reptiles, birds, and mammals. Emphasizes evolution, systematics, structure, physiology, and ecology of each group.		
Lab fee.			BIOL 225	Introduction to Mammalogy Lec + Lab	3 Cr
Prerequisite: BIOL 111 or teacher permission.			Lab fee.		
Continuation of BIOL 111. Circulatory, respiratory, digestive, excretory, and reproductive systems.			Prerequisite: BIOL 106, BIOL 125, or equivalent.		
BIOL 125	Mammals of Alaska and World	4 Cr	Study of mammals from varied aspects: history/evolution, distribution/ecology, taxonomy/region, anatomy/physiology, and behavior/migration. Brief coverage of Alaskan species.		
Lab fee.			BIOL 226	Introduction to Ornithology 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	Prerequisite: BIOL 106, BIOL 126, or equivalent.		
Lab fee.			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.		
Field trips, study projects, lectures, and laboratories form a beginning course in bird study. General biology, ecology, and behavior of birds. Emphasis on characteristics, observation, and recording information about birds in Alaska and other areas.			BIOL 230	Plant Taxonomy Lec + Lab	3 Cr
BIOL 131	Wildlife Behavior Lec + Lab	4 Cr	Lab fee.		
Lab fee.			Prerequisite: Minimum of 4 credits in college-level biology.		
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.			Identification and classification of vascular plants with emphasis on Alaskan flora. Six Saturday field trips.		
BIOL 139	Introduction to Forestry	3 Cr	BIOL 231	Animal Behavior Lec + Lab	4 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.			Prerequisite: BIOL 106, BIOL 131, or PSY 101, or equivalent.		
BIOL 175	Introduction to Field Ecology	3 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.		
Students provide own hiking and camping gear and personal expenses. 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.			BIOL 235	Mosses and Lichens Lec + Lab	3 Cr
BIOL 176	Natural History of Denali National Park	1 Cr	Prerequisite: BIOL 105 or equivalent.		
Shared expenses.			Introduction to biology of mosses and lichens. Emphasis on identification, adaptation, distribution, and ecology of Alaska species.		
Offered summer session only.			BIOL 239	Plant Form and Function Lec + Lab	4 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.			Prerequisite: BIOL 105 or equivalent.		
			Structure, function, ecology, and evolutionary patterns of major groups of plants.		
			BIOL 242	Introductory Microbiology Lec + Lab	4 Cr
			Prerequisite: One semester of college biology, CHEM 103 or CHEM 120 or equivalent.		
			Surveys morphology and physiology of microorganisms (viruses, bacteria, fungi, algae, and protozoans). Includes their role in environments and relationships to humans. Concepts of immunology. Lab stresses aseptic techniques for handling microorganisms.		
			BIOL 260	Environmental Science	3 Cr
			Prerequisite: One semester of college biology or teacher permission.		
			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.		

BIOL 272	Principles of Ecology Lec+Lab	4 Cr
Lab fee.		
Prerequisite: BIOL 105 and 106 or equivalent.		
Relationships between organisms and their environments. Communities, environmental factors, and population structures. Field trips.		
BIOL 275	Field Biology	3 Cr
Lab fee.		
Prerequisite: One semester of college biology or BIOL 175 or teacher permission. Students must provide own camping gear and personal expenses.		
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 Denali Park.		

BUSINESS ADMINISTRATION

Offered through the Division of Business Programs, Building A, Room 207, 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
Designed for new personnel at any level.		
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.		
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 consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.		
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-n-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
Prerequisite: BA 105 or teacher permission.		
Basic appraisal course covering principles of real estate, determinants of value, property analysis, real estate economics, and urban land studies.		

BA 122	Residential Property Appraisal: Case Studies	3 Cr
Prerequisite: BA 120 or teacher permission.		
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.		
BA 150	Women in Business and Management	3 Cr
Prerequisite: Some business or office experience, or teacher permission.		
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 personal finance.		
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 170	Understand Legal Forms of Business and Chapter 7/11	1 Cr
Learn the pros and cons of each legal form of business ownership, and the appropriate course of action to take when a business experiences financial trouble.		
BA 175	Prepare Your Loan Package	1 Cr
Learn what the components of a business plan are and how to prepare them. Includes sources and uses, capital equipment, preformas, and projections.		
BA 176	Understand Your Cash Budgeting and Break Even Analysis	1 Cr
Learn how to design a cash flow budget based on break even figures to assure a profitable operation. Practice deviation analysis and budget adjustment.		
BA 188	Solve Your Business Problems Creatively	1 Cr
Learn creative thinking processes and techniques to develop new approaches for business problem solving.		
BA 201	Bank Management	3 Cr
Designed for new or experienced bank managers. Presents trends in philosophy and practice of bank management. Includes objectives, planning, structure, control, and interrelationships of various bank departments.		
BA 202	Credit Department Management	3 Cr
Prerequisite: BA 105 or equivalent bank experience.		
Study of credit function as applied to commercial lending.		
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 individuals 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
Designed for lending personnel or management trainees with basic accounting knowledge.
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.

BA 207 Fundamentals of Bank Data Processing 3 Cr
Designed for non-data-processing personnel.
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.

BA 208 Home Mortgage Lending 3 Cr
Designed for real estate lending personnel with no beginning appraisal course.
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.

BA 209 Consumer Lending 3 Cr
Prerequisite: BA 105, banking experience, or teacher permission.
Overview of consumer credit operations, and role of consumer credit in banking. Covers credit evaluation principles and openend credit, marketing bank services and collection policies and procedures.

BA 210 Law and Banking 3 Cr
Designed for persons with entry-level to five-years experience.
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.

BA 221 Real Estate Finance 3 Cr
Designed for personnel in mortgage credit.
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.

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
Prerequisite: BA 231 or teacher permission.
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.

BA 233 Fundamentals of Financial Management 3 Cr
Prerequisite: ACCT 101 or ACCT 201 and MATH 105.
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.

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
Prerequisite: BA 241.
Emphasizes basic principles, institutions, and administration of law in insurance, suretyships, partnerships, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales.

BA 252 Business Statistics 3 Cr
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.

BA 260 Marketing 3 Cr
Prerequisite: BA 151 or teacher permission.
Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution.

BA 261 Advertising and Sales Promotion 3 Cr
Prerequisite: BA 260 or teacher permission.
Introduction to advertising and sales promotion. Integrates theory and practice. Examines advertising role in today's complex society. Covers creation of advertising message, dynamics of media, and coordination of advertising and sales promotion with other marketing elements.

CHEMISTRY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

CHEM 103 Contemporary Chemistry 4 Cr
Lec+Lab

Lab fee.
Prerequisite: MATH 055 or equivalent.
Introductory course for students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, and calculations.

CHEM 105 General Chemistry I 4 Cr
Lec+Lab

Lab fee.
Prerequisite: CHEM 103 or equivalent and MATH 105.
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.

CHEM 106 General Chemistry II 4 Cr
Lec+Lab

Lab fee.
Prerequisite: CHEM 105 or equivalent and MATH 107.
Follows CHEM 105 and includes kinetics and equilibrium, thermochemistry, electrochemistry, and organic chemistry.

CHEM 120 Survey of Chemistry 4 Cr
Lec+Lab

Lab fee.
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 biochemistry.

CHEM 121 **Elementary Biochemistry** **4 Cr**
 Prerequisite: CHEM 103 or 120 or teacher permission.
 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.

CHINESE

Offered through the Division of Humanities and Communications, Building, K, Room 240V, 786-1551.

A variety of new courses in the study of Chinese culture and language have recently been developed by this department. Please see the academic schedule for further information about future courses.

COMPUTER INFORMATION SYSTEMS

Offered through the Division of Business Programs, Building A, Room 207, 786-1606.

CIS 100 **New Literacy: Introduction to Computers** **2 Cr**
 Computer literacy course for non-CIS majors. Covers computer hardware and software concepts from user perspectives. Lectures presented by telecourse.

CIS 100C **New Literacy: Introduction to Computers** **3 Cr**
 No prerequisites. Keyboarding skill of at least 30 wpm recommended. Computer literacy course for non-CIS majors presented in traditional classroom setting. Covers computer hardware and software concepts from user perspective, and using microcomputer software packages for word processing, electronic spreadsheets, and data base applications.

CIS 100W **New Literacy: Introduction to Computers Workshop** **1 Cr**

Prerequisite: CIS 100 or concurrent enrollment. Keyboarding skill of at least 30 wpm recommended.

Workshop supplement to CIS 100 lectures. Covers using microcomputer software packages for word processing, electronic spreadsheets, and data base applications.

CIS 101 **Introduction to Data Processing** **3 Cr**
 Lab fee.

FOR CIS MAJORS ONLY.

CIS 100/100W or CIS 100C may not be substituted for CIS 101. Prerequisite: MATH 105 or concurrent enrollment. BA 151 recommended. Keyboarding skill of at least 30 wpm recommended.

Challenge exam is available for this course; contact Counseling Services for details.

Introductory technical course on computer hardware and software, business applications of computer systems, and programming using BASIC.

CIS 103 **Advanced Microcomputer Software Packages** **3 Cr**
 Lab fee.

Prerequisite: CIS 100C or CIS 100/100W or CIS 101 or prior experience using a microcomputer. Keyboarding skill of at least 30 wpm recommended.

In-depth use of word processing, spread sheets, 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. Currently covers Displaywrite II, Lotus 1-2-3, dBASE 3.

CIS 104 **Microcomputer Hardware and Operating Systems** **3 Cr**

Prerequisite: CIS 100C or CIS 100/100W or CIS 101 or prior experience using a microcomputer. Keyboarding skill of at least 30 wpm recommended.

Designed for students with serious interest in using microcomputers. Focuses on components of microcomputers, operating systems and system software.

CIS 105 **Introduction to Programming** **5 Cr**
 Lec + Lab

Lab fee.

Prerequisite: MATH 107 or (concurrent enrollment) and CIS 101. Keyboarding skill of at least 30 wpm essential.

Introduction to business data processing and programming concepts required to: produce business reports, process files with control break logic, program/code table handling and table look-up routines, modularize large programs, and incorporate error routines. For each project, student writes program, develops and executes a Test Plan, and prepares documentation package. Currently uses PASCAL as programming language.

CIS 110 **Advanced Microcomputer Programming** **5 Cr**
 Lab fee.

Prerequisite: CIS 105 with PASCAL. Knowledge of BASIC and Pascal programming syntax, IBM/PC micro and DOS, and strong foundation in programming concepts.

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 application packages.

CIS 115 **RPG II Programming** **5 Cr**
 Lec + Lab

Prerequisite: CIS 105

Training and practice in writing programs in RPG II language. Compiling, executing, testing, and debugging programs.

CIS 120 **Computer Operations: Procedures and Management** **3 Cr**

Prerequisite: CIS 105

Study of operations and management aspects of data processing. Covers a variety of topics providing broad perspective on functions and operations of data processing department and an awareness of management processes involved.

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 Business** **2 Cr**

Does not satisfy CIS degree requirements.

Covers microcomputer use in small business or professional practice by owners or employees. Overview of computers and means of evaluation when purchasing equipment.

CIS 201 **COBOL Programming** **5 Cr**
 Lab fee.

Prerequisite: CIS 105. Concurrent enrollment in CIS 210 recommended.

Training and practice in writing programs in COBOL. 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.

CIS 204 **Scientific FORTRAN Programming** **5 Cr**
 Lab fee.

Prerequisite: CIS 105 and MATH 107.

Training and practice in writing programs in FORTRAN. 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.

CIS 207 **Advanced PASCAL Programming** **5 Cr**
 Lab fee.

Prerequisite: CIS 105.

Training and practice in writing complex computer programs in PASCAL.

CIS 210 Systems Design and Analysis 3 Cr
 Prerequisite: CIS 105 and ACCT 201.
 Concurrent enrollment in CIS 201 recommended.
 Concepts and techniques for designing computer-based business systems. Includes feasibility study, system design, system development, implementation, performance evaluation, and review.

CIS 215 Systems Design and Analysis for Small Systems 3 Cr

Lab fee.
 Prerequisite: CIS 210 and ACCT 201.
 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.

CIS 221 Advanced COBOL Programming 5 Cr
 Lec+Lab

Lab fee.
 Prerequisite: ACCT 201, CIS 201 and 210.
 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.

CIS 230 Advanced Systems Topics 3 Cr

Prerequisite: CIS 201 and 210.
 Concurrent enrollment in CIS 221 recommended.
 Includes introduction to teleprocessing, technical considerations in design and implementation of real-time systems, and basic principles of database systems.

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

Prerequisite: JUST 110.
 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.

CORR 225 Corrections and Communities 3 Cr

Prerequisite: JUST 110.
 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.

CORR 226 Correctional Administration 3 Cr

Prerequisite: JUST 110.
 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.

CORR 227 Law and Corrections 3 Cr

Prerequisite: JUST 110.
 Study of Alaskan and national laws related to corrections. Brief survey of court procedures as related to offenders.

CORR 285 Rights of Offenders 3 Cr

Prerequisite: JUST 110.
 Study of cases in which prisoner rights have been defended. Includes parole, post-release disabilities, rehabilitation, and jail conditions.

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 ongoing process to define who you are and what you 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

Prerequisite: COUN 208 or teacher permission.
 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.

DANCE

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1685.

DNCE 101 Fundamentals of Ballet I 2 Cr

Lab fee.
 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.

DNCE 102 Fundamentals of Ballet II 2 Cr

Lab fee.
 Prerequisite: DNCE 101 or equivalent or teacher permission.
 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.

DNCE 111 Intermediate Ballet I 2 Cr

Prerequisite: DNCE 102 or equivalent or teacher permission.
 An elaboration of ballet technique through barre and center practice with an emphasis on body placement, flexibility and strength. Correct alignment and injury prevention stressed. Serious ballet course requiring regular attendance.

DNCE 112 Intermediate Ballet II 2 Cr

Lab fee.
 Prerequisite: DNCE 111 or equivalent or teacher permission.
 Concentration on specific techniques fundamental to expertise in classical ballet. Emphasis on development of balance and endurance, and on building a strong knowledge of steps in combinations. Performance style and correct alignment and injury prevention stressed. Serious ballet course requiring regular attendance.

DNCE 121 Fundamentals of Modern Dance I 2 Cr

Lab fee.
 Beginning modern dance techniques. Develops basic dance skills through warm-up exercises, locomotor movements, and simple movement combinations. Emphasis on correct alignment and injury prevention.

DNCE 122 Fundamentals of Modern Dance II 2 Cr

Lab fee.
 Prerequisite: DNCE 121 or equivalent or teacher permission.
 Modern dance techniques and vocabulary expanded by additional dance skills. Introduction of long warm-ups 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.

DNCE 131	Fundamentals of Jazz I	2 Cr
Lab fee. Basic jazz technique, including body isolations and syncopation with introduction to basic dance history. Warm-up 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.		
DNCE 132	Fundamentals of Jazz II	2 Cr
Lab fee. Prerequisite: DNCE 131 or equivalent or teacher permission. Enhances technical, verbal, and theoretical knowledge of jazz. Warm-up 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.		
DNCE 141	Beginning Folk Dance I	1 Cr
Lab fee. 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
Lab fee. 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
Lab fee. Prerequisite: DNCE 112 or equivalent or teacher permission. 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.		
DNCE 202	Advanced Ballet II	1 Cr
Lab fee. Prerequisite: DNCE 201 or equivalent or teacher permission. 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.		
DNCE 211	Intermediate Modern Dance I	2 Cr
Lab fee. Prerequisite: DNCE 122 or equivalent or teacher permission. 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.		
DNCE 212	Intermediate Modern Dance II	2 Cr
Lab fee. Prerequisite: DNCE 211 or equivalent or teacher permission. 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.		
DNCE 231	Intermediate Jazz Dance I	2 Cr
Lab fee. Prerequisite: DNCE 132 or equivalent or teacher permission. Increases the students' skill level and movement vocabulary in intermediate jazz dance technique. Jazz dance principles of poly rhythms, syncopation, and body isolations are explored with an emphasis on extended phrases and musicality. Correct alignment stressed throughout. Serious course requiring regular attendance.		
DNCE 232	Intermediate Jazz Dance II	2 Cr
Lab fee. Prerequisite: DNCE 231 or equivalent or teacher permission. Augmentation of skill level and movement vocabulary acquired in Intermediate Jazz Dance I. Complex movement phrases with emphasis on musicality and performance style are explored. Correct alignment stressed throughout. Serious course requiring regular attendance.		

DENTAL ASSISTING

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 134, 786-1353.

DA 120	Clinical Procedures I for Dental Assistants	5 Cr
Concurrent enrollment in DA 130 and DS 120. 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.		
DA 131	Dental Science and Anatomy I	4 Cr
Blocked course: Special admission. 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.		
DA 132	Dental Science and Anatomy II	2 Cr
Blocked course: Special admission. 30-hour lecture course for first semester Dental Assisting students. Introduces oral embryology, histology, oral pathology, and pharmacology in dentistry.		
DA 155	Clinical Procedures II for Dental Assistants	6 Cr
Blocked course: Special admission. Prerequisite: Successful completion of DA 120, DA 130, and DS 110, 120. 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.		
DA 171	Dental Materials Lab for Dental Assistants	2 Cr
Blocked course: Special admission. 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.		
DA 180	Externship I for Dental Assistants	2 Cr
Blocked course: Special admission. 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.		
DA 181	Externship II for Dental Assistants	5 Cr
Blocked course: Special admission. 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.		

DENTAL HYGIENE

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

DH 120	Clinical Procedures I for Dental Hygienists	4 Cr
Blocked course: Special admission. 15-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.		
DH 130	Oral Tissues for Dental Hygienists	3 Cr
Blocked course: Special admission. 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.		

DH 131 Oral Biology for Dental Hygienists 3 Cr
Blocked course: Special admission.
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.

DH 155 Clinical Procedures II for Dental Hygienists 3 Cr
Blocked course: Special admission.
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.

DH 165 Pharmacology for Dental Hygienists 2 Cr
Blocked course: Special admission.
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.

DH 171 Dental Materials Lab for Dental Hygienists 1 Cr
Blocked course: Special admission.
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.

DH 199A Clinical Practicum I for Dental Hygienists 3 Cr
Blocked course: Special admission.
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.

DH 203 Diseases of Oral Tissues 4 Cr
Blocked course: Special admission.
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.

DH 220 Health Resources and Action 3 Cr
Blocked course: Special admission.
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.

DH 221 Health Resource and Action Lab 2 Cr
Prerequisite: DH 220.
Blocked course: Special admission.
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.

DH 255 Clinical Procedures III for Dental Hygienists 2 Cr
Blocked course: Special admission.
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.

DH 270 Local Anesthesia for Dental Hygienists 2 Cr
Blocked course: Special admission.
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.

DH 299A Clinical Practicum II for Dental Hygienists 4 Cr
Blocked course: Special admission.
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.

DH 299B Clinical Practicum III for Dental Hygienists 5 Cr
Blocked course: Special admission.
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.

DENTAL SCIENCE

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

DS 110 Dental Radiography 4 Cr
Blocked course: Special admission.
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.

DS 115 Oral Health Education for Dental Auxiliaries 3 Cr
Blocked course: Special admission.
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.

DS 120 Clinical Procedures I for Dental Auxiliaries 2 Cr
Blocked course: Special admission.
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.

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
Blocked course: Special admission.
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.

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
Special fee.
Review of institutional quantity food production. Emphasis on menu planning, recipe standardization, purchasing, inventory control, and equipment use. Covers supervising food production and service.

DN 121 Food Production Experience 2 Cr
Prerequisite: Concurrent enrollment in DN 120 and affiliation with approved food service facility.
90-hour field experience course. Assignments parallel topics in DN 120.

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
Prerequisite: Concurrent enrollment in DN 130 and affiliation with approved food service facility.
45-hour field experience course. Assignments parallel topics in DN 130.

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
Prerequisite: DN 140 or concurrent enrollment or teacher permission. Emphasis on assessing nutritional needs, principles of diet modification for specific disease states, and review of nutrition information sources.

DN 151 Nutritional Care Experience 1 Cr
Prerequisite: Concurrent enrollment in DN 140 and 150, and affiliation with approved food service facility.
45-hour field experience class. Assignments parallel topics in DN 140 and 150.

DN 203 Normal Nutrition 3 Cr
Prerequisite: High school or college chemistry.
Introduces nutritional biochemistry, basic nutritional needs, and sociocultural 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.

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
Does not satisfy AET certificate or degree requirements.
Designed for students with no previous drafting experience.
Introduction to basic drafting skills common in survey and civil engineering, architectural, mechanical, structural, and electrical drafting.

EARLY CHILDHOOD DEVELOPMENT

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

ECD 111 Safe Learning Environments 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
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.

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

ECD 113 Learning Environments 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
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.

ECD 121 Physical Activities for Young Children 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
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.

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

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

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

ECD 131 Guidance and Discipline 1 Cr
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 required. 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.

ECD 132 Social Development for Young Children 1 Cr
No prerequisite. Current association in Children's Center or Home Visitor Program as paid staff member or volunteer required.
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.

ECD 211 Developing Sense of Self in Young Children 1 Cr
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 required.
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.

ECD 221 Developing Positive Home Center Relationships 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
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.

ECD 222 Program Management 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in teacher-approved child development center.
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 record-keeping.

ECD 223 Exploring and Developing Personal Capabilities in Teaching 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
Stresses awareness of personal qualities, feelings, and values that affect teaching atmosphere, relationships with children, and individual teaching style.

ECD 231 Screening 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
Stresses activities to help teachers understand purposes of screening young children and use of screening procedures.

ECD 232 Assessment/Recording 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
Stresses activities to help teachers understand assessment of young children, recording of assessment information, and staffing procedures.

ECD 233 Mainstreaming Preschool Children with Special Needs 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center.
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. 94142.

ECD 289 CDA Assessment 1 Cr
Prerequisite: Must be taken concurrently with supervised experience in child development center. Stresses application and preparation procedures for final Child Development Associate (CDA) credential assessment. Emphasizes steps taken to become CDA certified.

ECONOMICS

Offered through the Division of Business Programs, Building A, Room 207, 786-1545.

ECON 101 Introduction to Current Economic Problems (Topics Vary) 3 Cr
Not recommended for persons who have taken ECON 201 and/or ECON 202.

Concentrates on current economic issues. Utilizes less rigorous approach than traditional economics courses.

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 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 (Macro) 3 Cr
No prerequisite. Knowledge of basic algebra recommended.
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.

ECON 202 Principles of Economics II (Micro) 3 Cr
Prerequisite: ECON 201.
Theory of prices and markets. Industrial organization and public policy, income distribution, and contemporary problems of labor, agriculture, public utilities, and big business.

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
Lab fee.
Prerequisite: General knowledge of electronics.
Lecture course covering material tested on Radio Telephone Operator License Examination. Requires outside reading and preparation.

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
Concurrent enrollment required in ET 139.
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
No prerequisite. High school math and reading skills recommended.
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, and assembly programming. Completion of one or more machine, assembly, and basic programs as part of lab assignments.

ET 139 Laboratory I 4 Cr
Lab fee.
Concurrent enrollment required in ET 137.
2-hour lecture and 4-hour lab per week. Familiarizes students with basic test equipment, soldering techniques, and personal safety.

ET 142 Electronic Calculations II 4 Cr
Prerequisite: ET 136, 137, 138, and 139.
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.

ET 143 AC Physics 4 Cr
Prerequisite: ET 136, 137, and 139.
3-hour lecture and 2-hour lab per week. Covers principles of alternating current and voltages through linear amplifiers, magnetism, impedance, circuits, resonance, filters, and basic power supplies. Lab consists of designing, constructing, and measuring circuits to reinforce theory covered in lectures.

ET 144 Computer Systems I 4 Cr
 Lab fee.
 Prerequisite: ET 136, 137, 138, and 139.
 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.

ET 145 Laboratory II 4 Cr
 Lab fee.
 Prerequisite: ET 136, 137, and 139.
 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.

ET 201 Intermediate Ham Radio Electronics 2 Cr
 Prerequisite: ET 101 or General/Technician Class Amateur Radio License. Not a core requirement for Electronics Technology degree program.
 Covers material needed to pass Advanced Class Amateur Radio License exam.

ET 230 Telecommunications 4 Cr
 Prerequisite: ET 142, 143, 144, and 145.
 Lab fee.
 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.

ET 231 Audio 4 Cr
 Prerequisite: ET 142, 143, 144, and 145.
 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.

ET 232 Applied ICs 4 Cr
 Lab fee.
 Prerequisite: ET 142, 143, 144, and 145.
 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 timers. Lab projects using appropriate equipment.

ET 233 Computer Systems II 4 Cr
 Prerequisite: ET 138 and 144 or equivalent industrial experience. College level reading skills required as well as sufficient manual dexterity to make precision measurements.
 3-hour lecture and 2-hour lab per week. Microcomputer architecture based on 8080 S100 system. MPU architecture, memory types, and standard I/O theory. Observation of electronic signals, troubleshooting, and CP/M patches.

ET 250 Transmitters and Receivers 4 Cr
 Prerequisite: ET 230, 231, 232, and 233.
 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.

ET 251 Systems Analysis: Television 4 Cr
 Prerequisite: ET 230, 231, 232, or equivalent knowledge.
 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.

ET 252 Computer Systems III 4 Cr
 Lab fee.
 Prerequisite: ET 138, 144, and 233.
 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.

ET 253 Computer Systems IV 4 Cr
 Lab fee.
 Prerequisite: ET 230, 231, 232, and 233.
 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.

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
 Lab fee.
 Prerequisite: Concurrent enrollment in EMT 120.
 Improves quality of emergency care rendered to victims of accidents and illnesses. Provides minimum level of training necessary to meet state and/or National Registry requirements. Control of bleeding, application of splints, prevention of shock, and other basic life support techniques. Provides minimum level of training necessary for ambulance attendants. Useful for anyone desiring emergency medical training beyond first aid.

EMT 120 EMT Field Observation and Practice 2 Cr
 Prerequisite: Concurrent enrollment in EMT 119.
 Practicum course based upon experience in hospitals, emergency rooms, and/or ambulances.

EMERGENCY TRAUMA TECHNICIAN

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 111, 786-4783.

Emergency Trauma Technician courses will be offered each semester. Call Division of Allied Health Sciences or see schedule for further information.

ENERGY

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

ENER 094A Home Energy Management 1 Cr
 No prerequisite. Some general familiarity with basic mathematics recommended.
 Non-technical discussion of latest theories for making homes energy-efficient, vapor-proof, and pollution-free. Students complete own home energy/environment analysis.

ENER 194A Energy Conservation Design and Building Concepts 1 Cr
 Prerequisite: Basic understanding of math and some knowledge of residential building components.
 Covers basic heat energy conservation as related to building design, construction, and occupancy. Heat flow, heat loss, insulation, and basic design concepts. Includes solar energy basics as well as how lifestyles affect energy use.

ENER 194B Passive Solar Home Design 2 Cr
 Introduces design methods and calculations for passive solar homes in Southcentral Alaska. Overview of basic principles and actual installations. Design own homes and fine-tune solar systems.

ENER 194C Wind Generator System Design 1 Cr
 Introduces design methods and calculations of wind systems for residences in Southcentral Alaska. Overview of basic principles and actual installations. Design home wind system from commercially available components. Economics, basic electricity, and maintenance included in design process.

ENER 194G Using Photovoltaics Systems 4 Cr
 For students who want to learn how solar cells are made, how they function, and how they are put to practical use. Students assemble cells into finished arrays and troubleshoot them. Covers solar industry, international uses, and predicted future of solar technology.

ENGLISH

Offered through the Division of Humanities and Communications, Building K, Room 208A, 786-1552.

ENGL 080 Slingerland Language Arts I 3 Cr
 Prerequisite: Special screening and teacher permission.
 Team-taught intensive simultaneous multisensory instruction to improve language/communications skills necessary for successful participation in college coursework.

ENGL 101A College Survival Skills 1 Cr
 Offered for Audit/Pass/No Credit. No letter grade.
 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.

ENGL 101B Spelling 2 Cr
 Prerequisite: Fluency in speaking and reading English.
 For English-speaking students needing intensive practice in this skill.

ENGL 105 Reading Lab 1-3 Cr
 Lab fee.
 Prerequisite: Score 15 points or higher on English Placement Test or teacher permission.
 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.

ENGL 106 Basic Composition I 3 Cr
 Lab fee.
 Prerequisite: Appropriate score on English Placement Test.
 Note: ENGL 106 does not satisfy A.A. or A.A.S. written communication requirement.
 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.

ENGL 107 How to Succeed in College 3 Cr
 Lab fee.
 Prerequisite: Basic skills in speaking, reading, and writing English; fluency in standard English.
 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. Written projects focus on individual needs.

ENGL 108 Basic Composition II 3 Cr
 Lab fee.
 Prerequisite: Appropriate score on English Placement Test.
 Note: ENGL 108 does not satisfy A.A. or A.A.S. written communication requirement. 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.

ENGL 109 Speed Reading 3 Cr
 Prerequisite: Fluency in standard English and above-average reading skills.
 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.

ENGL 110 Introduction to Speed Reading 1 Cr
 Prerequisite: Score of 30 or higher on English Placement Test and Nelson-Denny Reading Test minimum 9th grade reading level.
 Introduction to newest speed reading, comprehension, and vocabulary strategies. Application of techniques to study, leisure, and professional reading.

ENGL 111 Methods of Written Communication 3 Cr
 Lab fee.
 Prerequisite: Appropriate score on English Placement Test.
 Instruction in composition of formal essays with emphasis on different techniques for organization and development.

ENGL 115 Term Paper 1-3 Cr
 Prerequisite: ENGL 111 or concurrent enrollment, or teacher permission.
 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.

ENGL 120 Critical/Creative Thinking 3 Cr
 No prerequisite. Average reading skills recommended.
 Introductory class emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem-solving strategies.

ENGL 131 Introduction to Literature 3 Cr
 Techniques for analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

ENGL 132 Introduction to Shakespeare 3 Cr
 Representative selection of Shakespeare's plays, with reference to their historical backgrounds and theatrical environment of Elizabethan Age.

ENGL 133 Women's Autobiography 3 Cr
 Uses autobiographies by 20th century American women to help students read non-fiction with skill and enjoyment, and to help them prepare their own autobiographies. Includes use of library and personal resources, and methods of organizing materials (from family documents to professional vitae). Choice of reading or writing emphasis.

ENGL 175 Vocabulary Development 3 Cr
 Prerequisite: Fluency in speaking and reading English.
 Studies to increase awareness and control of words in English. Emphasis on vocabulary-building through familiarity with Greek word roots.

ENGL 200A How to Read Sciences 1 Cr
 Prerequisite: Average reading skills.
 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.

ENGL 200B How to Read Social Sciences 1 Cr
 Prerequisite: Average reading skills.
 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.

ENGL 200C Learn While Tutoring 1-3 Cr
 Prerequisite: Average or better speaking, reading, and writing skills, and patience.
 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.

ENGL 200D Learn While Tutoring II 1-3 Cr
 Prerequisite: ENGL 200C or teacher approval, and grade of B or higher in course(s) student wishes to tutor.
 Designed for student tutors. Additional or advanced tutoring experience and development of tutor materials for specific skill areas.

ENGL 201 Masterpieces of World Literature I 3 Cr
 Prerequisite: ENGL 111.
 Analysis and interpretation of selected masterpieces from ancient times through Renaissance.

ENGL 202 Masterpieces of World Literature II 3 Cr
 Prerequisite: ENGL 111.
 Analysis and interpretation of selected masterpieces from Renaissance to present.

ENGL 203 Survey of British Literature I 3 Cr
 Prerequisite: ENGL 111.
 Analysis of selected English writings from Anglo-Saxons to Romantics.

ENGL 204 Survey of British Literature II 3 Cr
 Prerequisite: ENGL 111.
 Analysis of selected English writings from Romantics to present.

ENGL 205 Survey of United States Literature I 3 Cr
 Prerequisite: ENGL 111.
 Analysis and interpretation of selected writings from Colonial Period through Civil War.

ENGL 206 Survey of United States Literature II 3 Cr
 Prerequisite: ENGL 111.
 Analysis and interpretation of selected writings from Civil War to present.

ENGL 207 American Prizewinners 3 Cr
 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 209 Enriched Lifelong Reading 3 Cr
 Prerequisite: Average reading skills.
 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.

ENGL 211 Intermediate Composition with Modes of Literature 3 Cr
 Lab fee.
 Prerequisite: ENGL 111.
 Instruction in writing based on close analysis of literature. Includes regularly scheduled conferences with teacher.

ENGL 212 Technical Report Writing 3 Cr
 Lab fee.
 Prerequisite: ENGL 111 and experience in business, technical, or scientific field.
 Instruction in composing technical correspondence, instructions, informal and formal reports. Includes regularly scheduled conferences with teacher.

ENGL 213 Intermediate Exposition 3 Cr
 Lab fee.
 Prerequisite: ENGL 111.
 Methods of developing nonfiction, expository essays. Emphasis on elements of style. Includes regularly scheduled conferences with teacher.

ENGL 260 Creative Writer's Workshop 3 Cr
 Prerequisite: Creative interest and average or better writing skills.
 Note: ENGL 260 does not satisfy A.A. or A.A.S. written communication requirement.
 Instruction in writing short stories, one act plays, poetry, and sketches. Includes regular conferences with teacher.

ENGL 264 Poetry Writing Workshop 3 Cr
 Prerequisite: Introduction to Writing Poetry, or teacher permission.
 Instruction in history of contemporary poetry and works of contemporary poets. Emphasis on use of contemporary poems as models for student writing.

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

ENGL 270 Contemporary Native American Literature 3 Cr
 Prerequisite: ENGL 111 or ENGL 131.
 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.

ENGL 275 Vocabulary Enrichment 3 Cr
 Prerequisite: Well-developed speaking, reading, and study skills.
 Studies to increase command of Latin-based English words. Emphasizes awareness of shades of meaning and rapid acquisition of new words. Individual projects encouraged.

ENGLISH AS A SECOND LANGUAGE

Offered through the Division of Humanities and Communications, Building K, Room 208A, 786-1552.

ESL 060 Speaking and Writing ESL 4 Cr
 Lab fee.
 Prerequisite: Satisfactory score on ESL Placement Test.
 For students with little or no experience in using English. Learning to speak and write in present, simple past, and simple future tenses. Learning to pronounce, spell, and use everyday vocabulary and idioms. May be taken twice for credit.

ESL 062 Intermediate Speaking and Writing ESL 4 Cr
 Lab fee.
 Prerequisite: ESL 060 with grade of C or higher, or satisfactory score on ESL Placement Test.
 For students with some experience in using English. Learning to write in present, past, and future perfect tenses. Learning to pronounce, spell, and use additional vocabulary and idioms. May be taken twice for credit.

ESL 070 ESL Readings and Composition 4 Cr
 Lab fee.
 Prerequisite: ESL 062 with a grade of C or higher, or satisfactory score on ESL Placement Test.
 For serious students who can speak and write complete, grammatical sentences. Simple readings and discussions on topics of current interest. Learning to write complex sentences with sophisticated vocabulary and idioms. Homework and some language lab work required outside of class time. May be taken twice for credit.

ESL 072 Intermediate ESL Readings and Composition 4 Cr
 Lab fee.
 Prerequisite: ESL 070 with a grade of C or higher, or satisfactory score on ESL Placement Test.
 For serious, experienced ESL students. More advanced readings, discussions, and vocabulary on topics of current interest. Learning to write paragraph-length compositions. Homework and some language lab work required outside of class time. May be taken twice for credit.

ESL 075 Conversational Vocabulary 4 Cr
Development I

Lab fee.

Prerequisite: ESL 064 or strong speaking skills in everyday English (at least 2 years in English-speaking country).

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.

ESL 076 Conversational Vocabulary 4 Cr
Development II

Lab fee.

Prerequisite: ESL 064 or strong speaking skills in everyday English (at least 2 years in English-speaking country).

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.

ESL 103 Introduction to College 4 Cr
Lab fee.

Prerequisite: Appropriate score on English Placement Test or any 3 college-level ESL courses.

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.

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 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 3 Cr
and Management
 Review of fire organization, steps involved in fire suppression, and related management functions.

FS 155 Wildland and 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 193 Public Fire Safety Education 1 Cr
 Prerequisite: Students must belong to Alaskan Fire Departments and demonstrate interest in public fire education. Insight into problems and attitudes facing Public Fire Educators. Working knowledge of preparing and defending budgets, five-step problem-solving, and existing national programs.

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 3 Cr
Fire Protection
 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, prefire surveys, postfire 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 A, Room 207, 786-1545.

FST 101	Introduction to Food Service	1 Cr
Prerequisite: Concurrent enrollment in FST 103 and 111. 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.		
FST 102	Food 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
Prerequisite: Concurrent enrollment in FST 101 and 111. Basic preparation. Familiarization with all techniques of handling, combining, and finishing foods. Includes various methods of cleaning, cutting, shaping, mixing, seasoning, and cooking.		
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
Prerequisite: Concurrent enrollment in FST 101 and 103. Introduction to production of all bakery foods.		
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 set-up, 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
Prerequisite: FST 101, 103, and 111 with grade of C or higher. Concurrent enrollment in FST 202. 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.		

FST 202	Food Service Bakery Practicum	4 Cr
Prerequisite: FST 101, 103, and 111 with grade of C or higher. Concurrent enrollment in FST 201. Continuation of practical instruction and training in production of bakery products. Builds upon and expands skills learned in FST 111.		
FST 210	Stewardship	2 Cr
Includes purchasing and procurement, store operation, organization, and record-keeping. Food specifications based on standards, distribution and security.		
FST 212	Leadership	1 Cr
Application of supervisory management techniques in food service organizations. 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 clean-up 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, set-up 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
Prerequisite: FST 101, 103, 111, 201, and 202 with grade of C or higher. 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.		
FST 231	Intermediate Pastry	4 Cr
Prerequisite: FST 101, 103, 111, 201, and 202 with grade of C or higher. Instruction and training in production of fancier types of desserts and bakery foods. Continues and expands previously learned skills.		
FST 232	Advanced Pastry and Baking Art	2 Cr
Prerequisite: FST 101, 103, 111, 201, 202, and 231 with grade of C or higher. 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.		

FRENCH

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

FREN 103	First Semester French	4 Cr
Lab fee. No prerequisite. Includes 2-hour lab by arrangement. 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.		
FREN 104	Second Semester French	4 Cr
Lab fee. Prerequisite: FREN 103 or 1 year of high school French or equivalent. Includes 2-hour lab by arrangement. 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.		

FREN 203 Third Semester French 4 Cr

Lab fee.

Prerequisite: FREN 104 or 2 years of high school French or equivalent. Includes 2-hour lab by arrangement.

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.

FREN 204 Fourth Semester French 4 Cr

Lab fee.

Prerequisite: FREN 203 or 3 years of high school French or equivalent. Includes 2-hour lab by arrangement.

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.

FREN 210 Advanced French Conversation 4 Cr
(Special Topics)

Lab fee.

Prerequisite: FREN 204 or teacher permission.

Advanced French conversation following general outline with special topic focus each semester. May be taken repeatedly for credit as long as topic focus varies.

- FREN 210A French Provinces
- FREN 210B French Culture and Civilization
- FREN 210C Contemporary Short Story
- FREN 210D French Canadian Culture and Literature
- FREN 210E French Speaking West African Authors
- FREN 210F French Speaking Caribbean Authors
- FREN 210G Communicating With French Professionals
- FREN 210H-J New topics as developed

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 interregional and international development.

GEOG 201 Elements of Physical Geography 3 Cr

Introduction to study of physical geography and forces shaping planet earth. 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 1 Cr
Lab

Optional one-credit laboratory including exercises related to each major unit of GEOG 201.

GEOG 294 Forces of Nature 3 Cr

No prerequisite. GEOG 201 recommended.

In-depth examination of major natural forces that shape the face of earth. Various topics from earthquakes and volcanoes to violent storms, glaciers, and other natural phenomena. Application to formation of Alaskan landscape.

GEOLOGY

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

GEOL 100 Elements of Geology 4 Cr
Lec/Lab

Lab fee.

Basic geology course covering glaciers, volcanoes, mineral resources, geologic processes, and other topics of interest to Alaskans. Lab utilizing simulated field trip approach with audiovisual, self-guided materials. Students observe, note, and draw conclusions from specimens and field evidence as seen in slides.

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 104 Natural History of Alaska 3 Cr

A survey of important biological, physical and geological features of Alaska, and their development over time. Includes study of major landforms, ecosystems, wildlife and native peoples.

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 introduction to geologic history of each.

GEOL 110 Environmental Geology 3 Cr

Introduction to profound impact of geologic factors on community and individual lives. Geologic hazards, water supply, waste disposal, mineral and energy development, and land use planning. Relation of these factors to political decision-making.

GEOL 111 Physical Geology 4 Cr
Lec/Lab

Lab fee.

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.

GEOL 111S Study Skills Supplement 1 Cr

Prerequisite: Concurrent enrollment in GEOL 111.

Aid to GEOL 111 students. Emphasizes skills to enhance comprehension, vocabulary, writing, and test-taking.

GEOL 112 Historical Geology 4 Cr
Lec/Lab

Lab fee.

Prerequisite: GEOL 111 or teacher permission.

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.

GEOL 204 Geomorphology 4 Cr
Lec/Lab

Lab fee.

Prerequisite: GEOL 112 or teacher permission.

Study of land forms and physical processes affecting their development. Lab includes interpretation of topographic maps and aerial photos.

GEOL 212 Introduction to Paleontology 4 Cr
Lec/Lab

Lab fee.

Prerequisite: GEOL 112 or teacher permission.

General introduction to various invertebrates and plants preserved as fossils. Laboratory study of fossil materials. Emphasis on invertebrate classification and evolution.

GEOL 213 Mineralogy 4 Cr
Lec/Lab

Lab fee.

Prerequisite: GEOL 111, Math 105, and CHEM 105 or concurrent enrollment. 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.

GEOL 214 Petrology 3 Cr
Lec/Lab

Lab fee.

Prerequisite: GEOL 213.

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.

GEOL 224 **Structural Geology** **4 Cr**
 Lec/Lab

Lab fee.

Prerequisite: GEOL 111, 112, and MATH 106 or equivalent.
 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.

GERMAN

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

GER 103 **Conversational German I** **4 Cr**
 Lab fee.

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.

GER 104 **Conversational German II** **4 Cr**
 Lab fee.

Prerequisite: GER 103 or equivalent.

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.

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**
 Lab fee.

Prerequisite: GER 104 or equivalent.

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.

GER 204 **Conversational German IV** **4 Cr**
 Lab fee.

Prerequisite: GER 203 or equivalent.

Continuation of GER 203 with emphasis on useful, contemporary vocabulary. Further 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.

HEALTH SCIENCES

Offered by the Division of Allied Health Sciences, Allied Health Sciences Building, Room 160, 786-1275.

HS 194A **Home Health Aide** **5 Cr**
 Lab fee.

Prerequisite: Concurrent enrollment in DN 100, MA 101, and PSY 111 or 153.

Designed for health care aids. Covers methods of assisting clients with daily living personal care activities and promotion of health. Supervised work with health care professionals outside of acute care hospital or agency. Laboratory training directed and supervised by professional caregivers.

HS 194B **Ethical and Legal Issues** **3 Cr**
 for Health Care Providers

Explores ethical and legal issues involved in health care delivery. Identifies strategies helpful when encountering incompetent or unethical behavior detrimental to patient care.

HS 194C **Hospital Unit Clerk** **4 Cr**
 Lab fee.

Prerequisite: Must demonstrate typing speed of 40 wpm and have high school diploma or GED. Must show spelling ability and neat, legible handwriting at interview.

Preparation of hospital staff person as receptionist, transcriber of physician orders, and dispenser of specific information at unit nursing desk in hospital setting. Experience in hospital included.

HS 194D **Principles of Radiography** **3 Cr**

Prerequisite: Employment in medical office environment with radiographic capabilities or teacher permission.

Designed for employees in medical office environments. Introduces principles of diagnostic radiation and application to fundamentals of medical radiology.

HS 194E **Sports Physiology** **3 Cr**

Introduction to practical information in human physiology and sports medicine. Covers prevention and care of athletic injuries. Emphasis on principles of cardiovascular endurance, weight control, strength and flexibility, nutrition, and sports performance. Develop training and conditioning programs. Hands-on training in physiological and personal fitness evaluations.

HS 194F **Sports Injuries:** **3 Cr**
 Prevention and Care

Prevention and management of athletic injuries. Stresses prevention of injuries through proper techniques such as flexibility, strength, anaerobic, and aerobic training programs. Provides working knowledge of liabilities and responsibilities for care and management of injuries sustained during exercise and sports competitions. Principles and application of athletic training. Practice in taping techniques and other athletic training skills.

HS 194G **Personalized Fitness:** **3 Cr**
 Testing and Exercise

Evaluation of personal fitness levels. Instruction in writing and implementing exercise programs for self and others. Exercise testing protocols. Hands-on experience using scientifically developed exercise plan and testing equipment. Physiologic principles and techniques to increase or maintain cardiovascular endurance, weight control, strength, and flexibility.

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 147 Alaskan Workers Roundtable 1 Cr
Provides exposure to current issues facing labor and key persons involved. Covers Alaska local hire controversy, unions and Alaska economy, and health and safety workplaces. Includes what Alaska Department of Labor does for workers, Alaska Public Employees Relations Act, future employment in Alaska, and other current issues.

HIST 225 Ancient History 3 Cr
No prerequisite. HIST 101 recommended.
Covers origins and development of Western civilization from beginnings in Ancient Near East through end of Roman empire. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements in various cultures.

HIST 226 Medieval History 3 Cr
No prerequisite. HIST 101 recommended.
Evolution of Western civilization from end of Roman Empire to beginnings of Renaissance. Emphasis on interrelationships of political, social, economic, cultural, and intellectual movements.

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
Lab fee.
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). Special topics include:

- Science Fiction
- World of Comedy
- Gotta Sing! Gotta Dance!! (The Hollywood Musical)
- Adventure
- American Labor: A Documentary Film Series

HIST 245 The Movies 3 Cr
Lab fee.
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.

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 248 Contemporary American Labor History 3 Cr
The Last Half-Century
Focus on history and development of labor since 1930 Great Depression. Emphasis on how labor has restructured, reorganized, reoriented, and redefined itself to face changing American/global economies and attitudes toward organized and unorganized workforces. Future of work as result of technologies, domestic and foreign policies, and shifts in workforces.

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 rushes to Klondike, Nome, and Fairbanks; others also surveyed. Explores both myth and reality of life during gold rush 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 207, 786-1343.

HEID 114 Alaskan Foods: 2 Cr
Preservation and Preparation

Lab fee.
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.

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
No prerequisite. Sewing knowledge or HEID 120 recommended for students who have never sewn before.
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."

HEID 124 Sewing Topics 1-3 Cr
Prerequisite: HEID 121 or 122 or basic sewing skills.
Flexible workshops offering variety of specialized clothing and textile skill techniques. Includes making drapes, lingerie, parkas/outdoor clothing, Christmas gifts, and pants. Course may be repeated any number of times, but maximum 6 credits applicable toward degree requirements.

HEID 128 Draperies and Window Coverings 2 Cr
Prerequisite: HEID 121 or sewing ability.
Basic principles of planning and constructing draperies, shades, valances, and cornices. Actual construction of lined and unlined draperies, roman, roller, or Austrian shades.

HEID 129 Individualized Clothing Construction 1-3 Cr
Lab as arranged.
Prerequisite: HEID 121 or sewing ability.
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.

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**
Prerequisite: HEID 121 or sewing ability.
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.
- HEID 137 Art of Skin Sewing 3 Cr**
Lab fee.
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.
- HEID 139 Clothing Alteration and Repair 2 Cr**
Prerequisite: HEID 121 or sewing ability.
Professional techniques of fitting, altering, repairing, and restyling all types of clothing. Skills useful for personal alterations as well as commercial applications.
- HEID 175 Small Equipment Seminar 1 Cr**
Lab fee.
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.
- 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**
Lab fee.
Overview of fashion industry. Fashion terminology, types of retail organizations and their basic structures, and career placement in field.
- 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**
Lab fee.
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.
- 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**
Lab fee.
Planning, buying, preparing, and serving meals. Emphasis on meal management, cost, and nutrition.
- HEID 212 Creative Cookery: Foreign Foods 2 Cr**
Lab fee.
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.
- HEID 214 Creative Cookery: U.S. Regional Foods 2 Cr**
Lab fee.
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.
- HEID 221 Intermediate Clothing Construction 3 Cr**
Prerequisite: HEID 121.
Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes. Review of basic principles.
- HEID 222 Tailoring 3 Cr**
Prerequisite: HEID 121.
Principles of tailoring applied to construction of lined garments. Selection and preparation of patterns, fabrics, and linings. Construction and pressing techniques.
- HEID 224 Advanced Sewing Topics 1-3 Cr**
Prerequisite: HEID 121 or 122 and 221 or advanced sewing skills.
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.
- HEID 233 Pattern Alteration 3 Cr**
Prerequisite: HEID 121 or teacher permission.
Principles of flat pattern design, fitting, and alteration applied to construction of basic fitting shell and quartersize sample patterns. Test and alter commercial patterns in construction of skirt, blouse, and final project.
- HEID 234 Pattern Drafting: Design 2 Cr**
Prerequisite: HEID 121 and 233 or advanced sewing ability.
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.
- 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**
Prerequisite: HEID 181.
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.

HUMANITIES

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

HUM 100 Self and Society 4 Cr

Prerequisite: Concurrent enrollment in ENGL 111.

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.

HUM 150 Harmony or Conflict: Controlling the Hidden Work Environment 1 Cr

Prerequisite: High school reading level.

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.

HUM 204 Tuesdays Ten 'Til Two 1 Cr

Interdisciplinary program of lectures and discussions led by faculty and community leaders. Special registration through Community Development Office.

HUM 205 Fridays Ten 'Til Two 1 Cr

Interdisciplinary program of lectures and discussions led by faculty and community leaders. Special registration through Community Development Office.

HUM 211 Introduction to Humanities I 3 Cr

Prerequisite: ENGL 111.

Integrated exploration of fundamental principles of literature, music, and visual arts.

HUM 212 Introduction to Humanities II 3 Cr

Prerequisite: ENGL 111.

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.

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 in Substance Abuse 3 Cr

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

Prerequisite: HUMS 101 or teacher permission.

Overview of rehabilitation process including broad exposure to physical, social, emotional, and developmental disabilities. Includes roles of community resources and agencies, in rehabilitation process.

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

Prerequisite: HUMS 231 or teacher permission.

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.

HUMS 262 Human Services Practicum I 4 Cr

Prerequisite: HUMS 101, PSY 223, and teacher permission.

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.

HUMS 263 Human Services Practicum II 4 Cr

Prerequisite: HUMS 262 and teacher permission.

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.

HUMS 264 Human Services Practicum III 3/4 Cr

Prerequisite: HUMS 263.

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.

INTERIOR DESIGN

Offered through the Division of Business Programs, Building A, Room 207, 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

Lab fee.

Prerequisite: HEID 141. AET 101 or HEID 143 recommended.

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.

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

Prerequisite: HEID 141.

Reading and discussion of pertinent topics of current concern in interior design.

HEID 146 Interior Houseplanning Seminar 1 Cr

Prerequisite: HEID 141 or teacher permission.

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.

HEID 148	Interior Design Laboratory I	3 Cr
Lab fee.		
Prerequisite: HEID 142 and AET 101 or HEID 143 and HEID 152. Enables students to continue applying theories by solving specified problems.		
HEID 149	Light Upholstery	2 Cr
Lab as arranged.		
Prerequisite: HEID 121 or sewing ability.		
Designed for beginners interested in basic furniture construction and reupholstery techniques. Students remove old covers and padding, and recover chair.		
HEID 150	Interior Finishes	3 Cr
Prerequisite: HEID 130 and 141, and passing score on Math 055 Placement Test.		
Enables students to study specific background interior modules in depth. Wall coverings, window treatments, ceilings, and floor coverings.		
HEID 152	Interior Presentation Techniques	2 Cr
Prerequisite: HEID 141 and AET 101 or HEID 143.		
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.		
HEID 155	Design Support Spaces	3 Cr
Prerequisite: HEID 142 and 150, and AET 101.		
Study of specific interior modules and materials. Woods, storage, kitchens, and bathrooms.		
HEID 158	Interior Design Laboratory II	3 Cr
Lab fee.		
Prerequisite: HEID 148 and 152, and SPCH 111.		
Applying design theories to solving specific problems. Stresses professional presentations.		
HEID 240	History of Furnishings and Interior Spaces I	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
Prerequisite: HEID 240.		
Survey course on influences and characteristics of historical interiors, furniture, and ornamental designs from mid-18th through early 20th century.		
HEID 242	Contemporary Furnishings	3 Cr
Prerequisite: HEID 141. HEID 240 and 241 recommended.		
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.		
HEID 243	Operating Procedures for Interior Designers	2 Cr
Special fee.		
Prerequisite: HEID 103, 141, 150, and 242.		
Basic operational procedures within interior design profession. Includes product procurement, work orders, work timeframes, and client-designer relationships.		
HEID 245	Basic Lighting Principles	3 Cr
Prerequisite: HEID 141.		
Acquaints students with fundamentals of lighting for residential structures. Students explore areas of light and color, lighting equipment and sources, light manipulation and control.		

JAPANESE

Offered through the Division of Humanities and Communications, Building K, Room 204V, 786-1551.

JPN 103	First Semester Japanese	3 Cr
Lab fee.		
Introduction to basic spoken Japanese. Pronunciation, intonation, oral composition, grammar, and reading romanized Japanese.		
JPN 104	Second Semester Japanese	3 Cr
Lab fee.		
Prerequisite: JPN 103 or teacher permission.		
Continued drill in speaking, listening, and writing in different situations. First introduction to basic kana writing.		
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
Lab fee.		
Prerequisite: JPN 104 or teacher permission.		
Completion of basic grammar, continued practice in structure and composition. Continued practice in reading and writing kana and essential kanji.		
JPN 204	Fourth Semester Japanese	3 Cr
Lab fee.		
Prerequisite: JPN 203 or teacher permission.		
Continued drills in speaking, listening, reading, and writing. Enables students to communicate proficiently with native-speaking people and to understand their cultural heritage.		

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
Prerequisite: JUST 110.		
Kinds and degrees of evidence, and rules governing admissibility of evidence in court.		
JUST 210	Principles of Correction	3 Cr
Prerequisite: JUST 110.		
Introduction to basic concepts of probation and parole. Use of authority in corrective services, popular and professional institutional methods of correction.		
JUST 220	Field Observation and Practice	3 C
Prerequisite: 12 credits of JUST or LAWS courses.		
Designed for pre-service and inservice personnel. First-hand familiarization with functions and operations of criminal justice and legal agencies. Special research topics for inservice personnel.		
JUST 221	Justice Organization and Management	3 Cr
Prerequisite: JUST 110.		
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.		
JUST 251	Criminology	3 Cr
Prerequisite: JUST 110.		
Study of major areas of deviant behavior and their relationships to society, law, and law enforcement.		
JUST 252	Substantive Criminal Law	3 Cr
Prerequisite: JUST 110.		
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.		

- JUST 254 Criminal Procedure 3 Cr**
 Prerequisite: JUST 110.
 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 pretrial 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.
- JUST 255 Criminal Investigation 3 Cr**
 Prerequisite: JUST 110.
 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.
- JUST 258 Juveniles and Law 3 Cr**
 Prerequisite: JUST 110.
 Roles of agencies under law in regard to juveniles. Special attention to role of law enforcement. Includes theoretical and practical aspects of juvenile law.

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**
 Prerequisite: LAWS 101.
 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.
- LAWS 112 Civil Procedures 3 Cr**
 Prerequisite: LAWS 101.
 Study of subject matter jurisdiction of courts. Problems of choice between Federal and State law, venue, personal and in rem jurisdiction. Types of pleadings in civil actions, including complaints, answer and reply, joinder of parties and claims, class actions, discovery, motion practice, trial, and appeal.
- LAWS 113 Constitutional Law 3 Cr**
 Prerequisite: LAWS 101.
 Study of powers of Federal government, including judicial, legislative, and executive. Study of State and Federal limitations, constitutional limitations on exercise of governmental power, first amendment freedoms, equal protection clause, and due process.
- LAWS 115 Contracts 3 Cr**
 Prerequisite: LAWS 101.
 Laws related to formation of contracts. Includes offer, acceptance, consideration, defenses to formation and enforcement of contracts, excuse, discharge, and damages.
- LAWS 224 Legal Research 3 Cr**
 Prerequisite: LAWS 101.
 Individual research projects related to law library use. Memoranda, pleadings and citation form drafts, and case reporting systems.
- LAWS 225 Labor Law 3 Cr**
 Study of legislative acts and court decisions in labor law. Examines laws governing labor-management relations, organization and representation of employees, and regulation of economic weapons. Also covers enforcement of collective bargaining agreements, their content, negotiation, and administration through grievance procedures and arbitration, and inter-union and intra-union relations.
- LAWS 227 Probate 3 Cr**
 Prerequisite: LAWS 101.
 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.

- LAWS 230 Domestic Relations 3 Cr**
 Prerequisite: LAWS 101.
 Laws relating to marriage and divorce, support and property rights. Adoptions, guardianship, abortion, and juvenile rights in family settings.

LIBRARY SCIENCE

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

- LS 101 Library Skills 1 Cr**
 No class sessions.
 Independent study course in college library skills. Resources and facilities common to academic libraries in general and University library in particular.

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**
 Prerequisite: MATH 054 with grade of C or higher or Math Placement Test.
 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.
- 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**
 Prerequisite: MATH 055 with grade of C or higher or Math Placement Test.
 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.
- MATH 106 College Algebra and Trigonometry 7 Cr**
 Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.
 Combines content of Math 107 and MATH 108 in seven 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.
- MATH 107 College Algebra 4 Cr**
 Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.
 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.

MATH 108 Trigonometry 3 Cr
Prerequisite: MATH 107 with grade of C or higher or Math Placement Test.

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.

MATH 200 Calculus I 5 Cr
Prerequisite: MATH 107 and 108 or MATH 106 with grade of C or higher or Math Placement Test.

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.

MATH 201 Calculus II 5 Cr
Prerequisite: MATH 200 with grade of C or higher or Math Placement Test.

Covers differentiation and integration of logarithmic, exponential, trigonometric, and inverse trigonometric functions. Also includes arc length, curvature, differentiation, and integration, including volumes of solids. Useful for intermediate and advanced engineering students.

MATH 202 Calculus III 5 Cr
Prerequisite: MATH 201 with grade of C or higher or Math Placement Test.

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.

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
Prerequisite: MA 104 or current employment in health occupation. Advanced medical terminology. In-depth examination of more complex medical terms of human body systems and specialties of medicine.

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
Prerequisite: Acceptance into Medical Assisting Program or teacher permission.

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.

MA 125 Medical Office Procedures II 4 Cr
Prerequisite: MA 120 or teacher permission. Continued study of business aspects of medical offices, including health insurance claims processing, bookkeeping, billing and collection procedures, and general medical office procedures.

MA 140 Medical Transcription I 3 Cr
Prerequisite: 45 wpm typing speed, MA 101 or concurrent enrollment, or current employment in health occupation.

Practice in machine transcribing of medical dictation, including medical report format and terminology.

MA 141 Medical Transcription II 3 Cr
Prerequisite: Teacher permission. 45 wpm typing speed, MA 101, 140, and concurrent enrollment in 104.

More advanced and complex machine transcribing of physician dictation.

MA 150 Clinical Procedures I 4 Cr
Lab fee.

Prerequisite: Acceptance into Medical Assisting Program or teacher permission.

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.

MA 155 Clinical Procedures II 4 Cr
Lab fee.

Prerequisite: MA 150 or teacher permission.

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.

MA 199 Medical Office Externship 5 Cr
Prerequisite: Teacher permission and completion of all courses required for certificate in medical assisting with grade of C or higher. 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, for 6 weeks, in medical offices and clinics for 6 weeks.

MEDICAL LABORATORY TECHNOLOGY

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 160, 786-1241.

MEDT 132 Introduction to Medical Laboratory Technology 3 Cr

Lab fee.

Introduction to organization of hospital laboratories and certification of personnel. Overview of hematology, urinalysis, immunology, microbiology, chemistry, and blood banking.

MEDT 148 Phlebotomy 8 Cr
For career preparation or skill upgrading. Covers collection of blood specimens from patients by skin puncture and venipuncture for testing and analysis, and preparation and maintenance of equipment. Also includes professional patient interaction, care and handling of specimens, computer entry and clerical recordkeeping.

MEDT 202 Clinical Chemistry 6 Cr
Lab fee.

Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105.

Laboratory techniques and studies in blood, urine, and body fluid chemistries. Emphasis on principles of reactions and quality control. Practical application of techniques learned.

MEDT 203 Clinical Microbiology 6 Cr
Lab fee.

Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105.

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.

MEDT 204 Hematology 4 Cr
Lab fee.

No prerequisite. CHEM 105 and BIOL 105 (BIOL 106, 111, 112, or 242 may be substituted) recommended.

Beginning hematology covering origin and function of blood cells, identification of normal cells, blood cell counting, and other routine hematological tests, automation and quality control.

MEDT 205 **Advanced Hematology** **3 Cr**
 Lab fee.
 Prerequisite: MEDT 204 (may be taken concurrently), grade of C or higher in CHEM 105 and in BIOL 105 (BIOL 106, 111, 112, or 242 may be substituted).
 Coagulation, leukemia, anemia, and other hematological disorders, special hematological procedures, identification of abnormal cells.

MEDT 206 **Serology** **3 Cr**
 Lab fee.
 Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242 and CHEM 105.
 Basic principles of serology and immunology. Techniques and tests used for detection of immunological diseases, and quality control.

MEDT 207 **Immuno-hematology** **4 Cr**
 Lab fee.
 Prerequisite: MEDT 206.
 Organization and function of blood banks, donor screening, blood grouping, and compatibility testing. Hemolytic disease of newborns, and blood storage and shipment. Clinical experience.

MEDT 208 **Urine Analysis** **3 Cr**
 Lab fee.
 Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242; and CHEM 105.
 Studies in normal and abnormal renal function. Routine urine chemistry and microscopic determinations. Special urine chemistry procedures and quality control.

MEDT 209 **Parasitology and Mycology** **1 Cr**
 Lab fee.
 Prerequisite: Grade of C or higher in BIOL 105, 106, 111, 112, or 242.
 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.

MEDT 210 **Instrumentation in Clinical Laboratory** **2 Cr**
 Lab fee.
 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.

MEDT 299 **Clinic Practica** **12 Cr**
 Prerequisite: MEDT 202, 203, 205, 206, 207, 208, 209, and 210 or concurrent enrollment and teacher permission.
 Clinical practica for Clinical Chemistry, Clinical Microbiology, Hematology, Serology, Immuno-hematology, Urine Analysis, Parasitology and Microbiology, and Instrumentation. Application of theories and principles.

MUSIC
Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1685.

MUS 101 **Community Chorus** **2 Cr**
 Administrative fee.
 Prerequisite: Admission by audition only.
 Note: May be repeated one time for credit.
 Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.

MUS 105 **Stage Band** **2 Cr**
 Prerequisite: Teacher permission.
 Note: May be repeated one time for credit.
 Reading, rehearsal, and study of contemporary music adapted for big band sound. Performance-oriented. High-intermediate to advanced skills required.

MUS 109 **Chamber Orchestra** **2 Cr**
 Prerequisite: Intermediate to advanced instrumental skills.
 Note: May be repeated one time for credit.
 Rehearsal and performance of string orchestra literature.

MUS 113 **Jazz Singers** **2 Cr**
 Special fee.
 Prerequisite: Admission by teacher approval only.
 Note: May be repeated one time for credit.
 Choral ensemble. Emphasis on public performances of vocal jazz literature.

MUS 115 **Noon Singers** **2 Cr**
 Special fee.
 Performance-oriented.
 Note: May be repeated one time for credit.
 Trains singers to perform. Singers should demonstrate secure pitch and basic knowledge of rhythm and notes.

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**
 Prerequisite: MUS 121 or teacher permission.
 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.

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**
 Prerequisite: Ability to read treble and bass clefs. Knowledge of major scales and key signatures helpful.
 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.

MUS 131 **Music Theory I** **3 Cr**
 Prerequisite: MUS 121 and 122 or teacher permission.
 Develops music skills through sightsinging, eartraining, dictation, and keyboard harmony. Part-writing of figured bass exercises and melody harmonizations.

MUS 132 **Music Theory II** **4 Cr**
 Prerequisite: MUS 131 or teacher permission.
 Continued emphasis on theoretical and aural skills. Rhythmic and melodic dictation, part-writing, and sightsinging.

MUS 140 **Beginning Fingerstyle Guitar I** **2 Cr**
 Special fee.
 Prerequisite: Teacher permission.
 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.

MUS 141 **Beginning Fingerstyle Guitar II** **3 Cr**
 Special fee.
 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.
 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.

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

MUS 145	Autoharp I	1 Cr	
Special fee.			
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.			
MUS 150	Beginning Piano Class I	1 Cr	
Special fee.			
Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with earphones.			
MUS 151	Beginning Piano Class II	1 Cr	
Special fee.			
Prerequisite: MUS 150 or teacher permission.			
Teaches beginning students piano techniques and music reading. Taught individually in setting of electronic lab with earphones.			
MUS 154	Beginning Voice Class I	1 Cr	
Prerequisite: Must be able to match pitches.			
Basic techniques of singing, breath control, and fundamentals of music reading through simple exercises. Small class.			
MUS 155	Beginning Voice Class II	1 Cr	
Prerequisite: MUS 154 or teacher permission.			
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.			
MUS 156	Brass Class	1 Cr	
Prerequisite: Must be able to read music and have basic skills on chosen instrument. Prior ensemble experience preferred.			
Trains brass players to perform effectively in ensembles or solos. Covers orchestral, jazz, chamber, and solo styles. Exposure to diverse brass literature.			
MUS 157	Woodwind Class	1 Cr	
Prerequisite: Must be able to read music and have basic skills on chosen instrument. Prior ensemble experience preferred.			
Trains woodwind players to perform effectively in ensembles or solos. Covers orchestral, jazz, chamber, and solo styles. Exposure to diverse woodwind literature.			
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	2 Cr	
Prerequisite: Ability to read music and basic guitar skills.			
Survey of guitar literature, periods, and styles. Refinement of basic skills: sightreading, ornamentation, tone coloration, and rhythmic interpretation.			
MUS 161	Private Lessons: Non-Major	2-4 Cr	
Special fee.			
Prerequisite: Teacher permission.			
Note: May be repeated one time for credit.			
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 261, and by receiving grade of B or higher in end-of-term Advancement Performance (informal setting). If student does not perform, same course is repeated.			
MUS 171	Private Lessons: Music Major	2-4 Cr	
Special fee.			
Prerequisite: Teacher permission.			
Note: May be repeated one time for credit.			
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 271, and by receiving grade of B or higher in end-of-term Jury Exam (informal setting).			
MUS 183	Jazz Theory I	4 Cr	
Prerequisite: Some music theory background.			
Detailed study of jazz using modulation, sequence, transposition, arranging, and voicing through analysis and dictation. Adapted to individual students on keyboard or other instruments.			
MUS 184	Jazz Theory II	4 Cr	
Prerequisite: MUS 183 or teacher permission.			
Application of skills obtained in MUS 183. Modulation, sequence, transposition, arranging, and voicing. Compositions performed by laboratory groups. Copyright preparation discussed.			
MUS 201	Community Chorus	2 Cr	
Administrative fee.			
Prerequisite: MUS 101.			
Note: May be repeated one time for credit.			
Performance-oriented large chorus. Established community organization for singers who read music, demonstrate secure rhythm and pitch, and produce acceptable vocal sound.			
MUS 205	Stage Band	2 Cr	
Prerequisite: MUS 105.			
Note: May be repeated one time for credit.			
Reading, rehearsal, and study of contemporary music adapted for big band sound. Performance-oriented. High-intermediate to advanced skills required.			
MUS 209	Chamber Orchestra	2 Cr	
Prerequisite: MUS 109.			
Note: May be repeated one time for credit.			
Rehearsal and performance of string orchestra literature.			
MUS 213	Jazz Singers	2 Cr	
Special fee.			
Prerequisite: MUS 113.			
Note: May be repeated one time for credit.			
Choral ensemble. Emphasis on public performances of vocal jazz literature.			
MUS 215	Noon Singers	2 Cr	
Special fee.			
Prerequisite: MUS 115.			
Note: May be repeated one time for credit.			
Trains singers to perform. Singers should demonstrate secure pitch and basic knowledge of rhythm and notes.			
MUS 240	Intermediate Fingerstyle Guitar I	3 Cr	
Special fee.			
Prerequisite: MUS 141, 144, and teacher permission.			
Popular and contemporary folk music repertoire used to develop intermediate fingerstyle skills. Includes 14 righthand patterns, moving bass lines, ornamentation, and bass instrumentals. Eartraining and scale studies continued. Introduction to arranging.			
MUS 241	Intermediate Fingerstyle Guitar II	3 Cr	
Special fee.			
Prerequisite: MUS 141, 144, 240, and teacher permission.			
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.			
MUS 261	Private Lessons: Non-Major	2-4 Cr	
Special fee.			
Prerequisite: MUS 161.			
Note: May be repeated one time for credit.			
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 beginner 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.			

MUS 271 Private Lessons: 2-4 Cr
Music Major

Special fee.

Prerequisite: MUS 171.

Note: May be repeated one time for credit.

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).

MUS 291A Flute Choir 2 Cr

Prerequisite: Ability to read music and enough technical proficiency on flute to perform intermediate to advanced musical selections. Fundamental aspects of flute playing with emphasis on flute choir and smaller ensemble literature. Focus on concert preparation as well as sight-reading of works not scheduled for performance. One or more performances.

NATURAL SCIENCES

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

Natural Sciences course offerings are listed in the Biology and Geology sections of this catalog.

NURSING

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

NS 100 Drug Concepts for Nursing 1-3 Cr

Prerequisite: Nursing student, LPN or RN status, or teacher permission.

Introduction to pharmacology with emphasis on precise drug dosage calculations and patient safety. Theory as well as practice in administration of oral medications. Module I covers basic mathematics, Module II covers calculation of drug dosages, and Module III covers beginning pharmacology and administration of oral drugs.

NS 160 Nursing in Health Continuum I 8 Cr

Lab fee.

Prerequisite: Prior acceptance into program.

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.

NS 161 Nursing in Health Continuum II 9 Cr

Lab fee.

Prerequisite: BIOL 111, DN 140 or DN 203, NS 160 with grade of C or higher, and PSY 150.

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 prenatal period, infancy through adolescence. Includes beginning utilization of principles of pharmacology, surgical intervention, fluid and electrolyte balance, and teaching/learning within Nursing Process.

NS 180 Pharmacology 2 Cr

Prerequisite: Teacher permission and nurse or nursing student status. 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.

NS 180L Pharmacology: Lab 1 Cr
Lab fee.

Prerequisite: Successful completion of NS 180 or concurrent enrollment.

Practical application of methods of medication administration. Includes hands-on experience in use of reference books and formularies, administration of local systemic drugs, and principles of intravenous therapy. Requires complete mastery of mathematics used in determining drug dosages.

NS 260 Nursing in Physical Illness 9 Cr

Prerequisite: NS 160 and 161 with grade of C or higher, BIOL 111 and 112, PSY 150, BIOL 240 or 242, and DN 140 or DN 203.

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.

NS 261 Nursing in Physical and Mental Illness 9 Cr

Prerequisite: NS 160, 161 and 260 with grade of C or higher, BIOL 111 and 112, PSY 150, BIOL 240 or 242, and DN 140 or 203.

Continuation of NS 260 that requires nursing students to increase competence care of illnesses with physiological and emotional maladaptive responses. Theory directly related to clinical experiences in medical-surgical and psychiatric settings.

OFFICE OCCUPATIONS

Office through the Division of Business Programs, Building A, Room 207, 786-1144.

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

OO 101 Typing I: Elementary 1-3 Cr

Lab fee for open-entry class only.

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.

OO 102 Typing II: Intermediate 3 Cr

Lab fee.

Prerequisite: OO 101 or one year of high school typing or equivalent. Speed and accuracy development. Application of typewriting skill to special letters, tabulations, manuscripts, business forms, and other office problems. Open-entry, individualized course.

OO 107 Keyboarding for Information Processing 1 Cr

Lab fee.

Development of basic touch keyboarding skills. Particularly applicable for persons using computer terminals.

OO 109 Typing Skill Building 1 Cr

Lab fee for open-entry course only.

Prerequisite: OO 101 or equivalent.

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.

OO 110 Calculators 1 Cr

Lab fee.

Basic operation of electronic calculators and their application in solving business problems. Open-entry, individualized course.

OO 115 Business Math 3 Cr

Lab fee for open-entry class only.

Prerequisite: Qualifying exam and teacher signature for open-entry class only.

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.

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
Prerequisite: OO 101 or equivalent and OO 120.
Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage.

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
Prerequisite: OO 130 or equivalent, OO 120, and typing ability.
Reinforces basic shorthand theory and practices. Emphasis on speed dictation. Transcription introduced.

OO 133 Shorthand Skill Building 1 Cr
Lab fee.
Prerequisite: OO 130 and 101 or equivalent.
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.

OO 149 Using Word Processor 1 Cr
Lab fee.
Prerequisite: OO 102 or equivalent. Typing speed of 45 wpm. Teacher permission.
Instruction and practice in use of specialized word processing equipment.

OO 170 Office Procedures 3 Cr
Prerequisite: OO 101 or teacher permission.
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.

OO 176 Filing 1 Cr
Lab fee.
Study of filing procedures and basic records management principles. Practice in alphabetic filing rules. Open-entry, individualized course.

OO 192 Special Topics 1 Cr
Special fee.
Specialized topics in office occupations that Special topics include: Business English Review; Letter Writing; Personal Communication; Job-Getting Skills; Better Office Skills and Services (BOSS); Time Management and Work Organization; Editing, Proofreading, and Spelling; Managing Stress and Conflict; Professional Development and Career Advancement; Effective Listening and Memory Development; and Computer Literacy for Office Workers.

OO 203 Typing III: Advanced 3 Cr
Lab fee.
Prerequisite: OO 102 or equivalent and typing speed of 45 wpm.
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.

OO 220 Written Business Communications 3 Cr
Prerequisite: OO 120.
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 inter-office memos, letters, and reports.

OO 225 Organizational Communications 3 Cr
Prerequisite: Some business experience.
For business students who want to understand organizational communications and gain specific techniques for improving personal communications skills. Includes improvement of listening, speaking, and non-verbal skills, recognizing and overcoming obstacles in intercultural communications, and small group participation.

OO 230A Machine Transcription A 1 Cr
Lab fee.
Prerequisite: OO 102 or ability to type 45 wpm and OO 120 or written exam.
Introduction to machine transcription training for students with no previous experience. Review of English grammar and punctuation. Open-entry, individualized course.

OO 230B Machine Transcription B 1 Cr
Lab fee.
Prerequisite: OO 102 or ability to type 45 wpm, OO 120 or written exam, and OO 230A or demonstrated transcription ability.
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.

OO 230C Machine Transcription C 1 Cr
Lab fee.
Prerequisite: OO 230B or demonstrated transcription ability.
Advanced machine transcription training using modern business procedures and terminology in work environments. Emphasis on mailable copies. Open-entry, individualized course.

OO 242A Word Processing on Personal Computer: ZARDAX/APPLE-PC Application 1 Cr
Lab fee.
Prerequisite: OO 101. OO 120 recommended.
Instruction and practice in use of APPLE personal computer and ZARDAX software to do standard word processing operations.

OO 242B Word Processing on Personal Computer: WORDSTAR/IBM-PC Application 1 Cr
Lab fee.
Prerequisite: OO 101. OO 120 recommended.
Instruction and practice in use of IBM personal computer and WORDSTAR software to do standard word processing operations.

OO 242C Word Processing on Personal Computer: DISPLAYWRITE 23/IBM-PC Application 1 Cr
Lab fee.
Prerequisite: OO 101. OO 120 recommended.
Instruction and practice in use of IBM personal computer and DISPLAYWRITE 23 software to do standard word processing operations.

OO 249 Advanced Word Processing Applications 3 Cr
Prerequisite: OO 102, OO 120, and OO 242A or 242B, or equivalent of each.
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.

O 249A Undesignated at this time
OO 249B Wordstar
OO 249C Displaywrite 2

OO 255 Computer Applications in Offices 3 Cr
Prerequisite: OO 192L Computer Literacy for Office Workers and OO 101, or equivalent. Concurrent enrollment for OO 192L.
Effective understanding and usage of computers in office environments.

OO 270 Professional Secretarial Procedures 3 Cr
Prerequisite: OO 170 or office experience and OO 191 or teacher permission.
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.

OO 272 Legal Office Procedures 3 Cr
Prerequisite: OO 203 or equivalent. OO 120 recommended.
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.

OO 273 Law Office Procedures: Client Documents 3 Cr
Prerequisite: OO 203 or equivalent. OO 120 recommended. Principles of law office organization and management and survey of Alaska procedures in real estate, corporate, family, probate, and bankruptcy law. Preparation of legal documents used in each area with emphasis on stylization, purpose, statutory requirements, and legal vocabulary.

OO 274 Alaska Rules of Civil Procedure 2 Cr
Prerequisite: OO 272 or knowledge of legal documents.
Study of Alaska Rules of Civil Procedures in civil litigation. Also studies appellate procedures and compares differences in federal civil rules.

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
No prerequisite. Work experience or previous coursework in these areas recommended.
Intensive review for those interested in preparing for academic areas covered in CPS (Certified Professional Secretary) and/or PLS (Professional Legal Secretary) examinations.

OO 299 Office Practicum 1-6 Cr
Prerequisite: Teacher permission.
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.

PARAMEDIC TECHNOLOGY

Offered through the Division of Allied Health Sciences, Allied Health Science Building, Room 160, 786-1241.

Paramedic Technology will not be offered on a regular basis beginning Fall, 1987. This program is only conducted as job availability and student interest warrant. For further information, contact the Division of Allied Health Sciences.

PMED 101 Paramedic Concept and Technique 7 Cr
Prerequisite: EMT I knowledge or equivalent, and acceptance in Paramedic Training Program.
Theory of emergency medicine. Stresses cardiology as well as drug therapy in emergency field situations.

PMED 102 Paramedic Laboratory 3 Cr
Prerequisite: EMT I knowledge or equivalent, and acceptance in Paramedic Technology Training Program.
Practical experience in field of paramedicine. Hospitals in Anchorage area serve as teaching environments for most sessions.

PMED 199A Paramedic Internship 8 Cr
Prerequisite: EMT I knowledge or equivalent, and acceptance in the Paramedic Training Program.
Under supervision of experienced paramedics or physicians, students put into practice knowledge and skills acquired in formal coursework. Students respond to routine calls with paramedic units. Provides opportunities for learning relevant case material as well as evaluation under stress of actual working conditions.

PMED 199B Paramedic Practicum 12 Cr
Prerequisite: EMT I knowledge or equivalent, and acceptance in Paramedic Training Program.
Paramedic students participate as observers on paramedic units, as observers and participants in emergency rooms, and as interns on paramedic units. Ratio of observation to participation changes as students gain experience.

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
Variable credit.*
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.

PHIL 210 Philosophy of Love 1-3 Cr
Variable credit.*
Study of several concepts of love, alienation, and loneliness from both Western and Eastern philosophical traditions.

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
Variable credit.*
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.

PHIL 271 Search for Identity (Existentialism) 1-3 Cr
Variable credit.*
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.

PHYSICAL EDUCATION

Offered through the Division of Community Development, Building K, Room 218, 786-1468.

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.		
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 119	Introduction to Karate	1 Cr
Introduction to main techniques of Karate. Covers 3 main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills.		
PE 201	Handball, Advanced	1 Cr
Prerequisite: PE 105, Handball, Beginning. Intensive development of handball skills.		
PE 202	Ice Figure Skating, Intermediate	1 Cr
Prerequisite: PE 117, Ice Figure Skating, Beginning. Introduces jumps, spins, edges and turns.		
PE 203	Ice Figure Skating, Intermediate/Advanced	1 Cr
Prerequisite: PE 117, Ice Figure Skating, Beginning. Emphasis on improving skills.		
PE 204	Ice Figure Skating, Advanced	1 Cr
Prerequisite: PE 202, Ice Figure Skating, Intermediate. Development of advanced skills in jumps, turns, and spins.		
PE 205	Racquetball, Intermediate	1 Cr
Prerequisite: PE 106, Racquetball, Beginning. Emphasis on game strategy and improving skills.		
PE 206	Racquetball, Intermediate/Advanced	1 Cr
Prerequisite: PE 106, Racquetball, Beginning. Emphasis on advanced game strategy and refining skills.		
PE 207	Racquetball, Advanced	1 Cr
Prerequisite: PE 205, Racquetball, Intermediate. Emphasis on advanced game strategy and development of advanced skills.		
PE 208	Volleyball, Intermediate	1 Cr
Prerequisite: PE 112, Volleyball, Beginning. Emphasis on improving skills and strategies of the game.		

PE 211	Skiing, Cross-Country, Intermediate	1 Cr
Prerequisite: PE 107, Skiing, X-Country, Beginning. Development of cross-country skiing techniques.		
PE 212	Skiing, Touring, Cross-Country	1 Cr
Prerequisite: PE 110, Swimming, Beginning. Development of back country touring skills in outdoor Alaska in the Arctic environment.		
PE 213	Swimming, Intermediate	1 Cr
Prerequisite: PE 110, Swimming, Beginning. Development of swimming skills in strokes and breathing techniques.		
PE 214	Advanced Life Saving	1 Cr
Prerequisite: Swim 20 lengths, surface dive, standing front dive. Accredited American Red Cross course covering 21 units required for lifeguard certificate.		
PE 215	Certified Lifeguard Course	1 Cr
Prerequisite: PE 214, Advanced Life Saving. Advanced course in lifeguarding. Deals with common hazards in aquatic facilities and lifeguarding duties in general as well as advanced techniques in lifesaving skills.		
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
Prerequisite: Prior weight training or instructor's approval. Strength development for the person already reasonably fit.		
PE 219	Advanced Shotokan Karate	1 Cr
Prerequisite: PE 119 or equivalent. Further development of Karate techniques. Cover 3 main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills.		

PHYSICS

Offered through the Division of Math, Natural Sciences, and Surveying Technology, Building C, Room 214, 786-1342.

PHYS 101	Physical Science	3 Cr
Prerequisite: MATH 055 or equivalent. 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.		
PHYS 103	College Physics I Lec/Lab	4 Cr
Lab fee. Prerequisite: MATH 105 or equivalent. Trigonometry useful. 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.		
PHYS 104	College Physics II Lec/Lab	4 Cr
Lab fee. Prerequisite: PHYS 103 or equivalent and familiarity with trigonometric functions. 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.		
PHYS 110	Physics for Technicians Lec/Lab	4 Cr
Lab fee. Prerequisite: MATH 055 or equivalent. Designed to meet physics requirements of several industrial and career-related programs at ACC. Basic instruction in mechanics, thermodynamics, and physical properties of matter.		

PHYS 209 **Fundamentals of Meteorology** 3 Cr
Prerequisite: High school mathematics skills.
Introductory course in meteorology for non-specialists.

PHYS 211 **General Physics I** 4 Cr
Lec/Lab

Lab fee.

Prerequisite: MATH 200 and PHYS 103, or equivalent.

Concurrent enrollment in MATH 201 or equivalent.

Calculus-based course emphasizing classical mechanics (statics and dynamics) and introductory thermodynamics. Lab time largely devoted to problem-solving, physics topics of current interest, and basic demonstrations of physical principles.

PHYS 212 **General Physics II** 4 Cr
Lec/Lab

Lab fee.

Prerequisite: MATH 201 and PHYS 211, or equivalent.

Concurrent enrollment in MATH 202 or equivalent.

Calculus-based course emphasizing simple electromagnetic theory and applications, geometric and simple physical optics, and selected topics in modern physics. Lab time largely devoted to problem-solving, physics topics of current interest, and basic demonstrations of physical principles.

PHYS 275 **Astronomy** 3 Cr
Prerequisite: High school mathematics skills.

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.

POLICE ADMINISTRATION

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

PA 150 **Line and Staff Administration** 3 Cr
Prerequisite: JUST 110.

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.

PA 259 **Administrative Concepts** 3 Cr
Prerequisite: JUST 110.

Study of basic principles and practices of public administration, especially as applied to state and municipal law enforcement agencies.

PA 262 **Police Interrelationships** 3 Cr
Prerequisite: JUST 110.

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

PA 292 **Death Investigation Seminar** 1 Cr
Prerequisite: JUST 110.

Investigation of unattended death, including determination of cause, legal implications, and investigative techniques.

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 which 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 a 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 241 **Selected Topics in Contemporary Public Policy** 3 Cr
Seminar on contemporary public policies, selected from local, State, national, and international levels of government.

PSYCHOLOGY

Offered through the Division of Social Sciences, Building K, Room 213, 786-1535.

PSY 100 **Understanding People** 3 Cr
An entry-level course for people who want a non-technical introduction to psychology. Also for re-entering college students and those wanting study skills or English usage practice.

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**
No prerequisite. PSY 223 recommended.
Focuses on 10 different strategies in helping process.
- 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**
Prerequisite: PSY 111.
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 for Mental Disorders.
- 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**
Lab fee.
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.
- RUSS 104 Reading and Conversation in Russian I 4 Cr**
Lab fee.
Prerequisite: RUSS 103 or teacher permission.
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.
- RUSS 105 Russian Language and Culture I 2 Cr**
Lab fee.
Prerequisite: RUSS 103 or teacher permission.
Individualized Russian language projects involving aspects of Soviet culture or developed from Soviet materials. Uses all four language skills: reading, writing, listening, and speaking.
- RUSS 113 Russian for Tourists 3 Cr**
Lab fee.
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)

Lab fee.

Prerequisite: RUSS 104. 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.

- RUSS 205 Russian Language and Culture II 2 Cr**
Lab fee.

Prerequisite: RUSS 105 or teacher permission.

Individualized reading, speaking, and listening projects relative to Russian culture. All work done in Russian language.

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.
- 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**
Lab fee.
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.

- SPAN 102** Second Semester Spanish 4 Cr
Lab fee.
Prerequisite: SPAN 101 or 1 year of high school Spanish or equivalent.
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.
- SPAN 113** Spanish for Tourists 3 Cr
Lab fee.
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
Lab fee.
Prerequisite: SPAN 101 and 102 or 2 years of high school Spanish or equivalent.
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.
- SPAN 202** Fourth Semester Spanish 4 Cr
Lab fee.
Prerequisite: SPAN 201 or 3 years of high school Spanish or equivalent.
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.
- SPAN 205** Spanish Readings and Conversations 4 Cr
Lab fee.
Prerequisite: SPAN 101 and 102 or equivalent.
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.
- SPAN 213** Conversacion y Cultura 2 Cr
Lab fee.
Prerequisite: One year of college Spanish or equivalent conversational knowledge and skill.
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.
- SPAN 291** Seminar in Individualized Instruction 1 Cr
Lab fee.
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. Factfinding 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 125** Communications in Labor Field 3 Cr
Examines basic skills necessary to be understood by anyone. Emphasizes four specific forms of communication directly related to labor movement: public speaking, small group, negotiations, and parliamentary procedure.
- 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
Prerequisite: Prior experience public speaking and teacher permission. 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.

SPORTS MEDICINE

Offered through the Division of Allied Health Sciences, Allied Health Sciences Building, Room 111, 786-1290.

Sports Medicine courses will be offered each semester. Call Division of Allied Health Sciences or see the schedule for further information.

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
Prerequisite: Teacher permission.
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.

SVTC 130 **Survey Measurement I** **5 Cr**
 Prerequisite: MATH 108 or concurrent enrollment, SVTC 103, and teacher permission.
 Introduction to field methods used in plane surveying. Techniques in use of tapes, levels, and transits. Methods of recording and reducing field data. Maintenance of survey equipment. Field adjustment of levels and transits.

SVTC 131 **Traverse Computations** **3 Cr**
 Prerequisite: MATH 108 and teacher permission.
 Study of plane trigonometry, geometry, and coordinate systems as related to surveying. Determination of direction from angles, bearings, and azimuths. Introduction to survey adjustments. Calculation of areas. Detection of survey error. Operation of programmable trigonometric calculators.

SVTC 140 **Survey Measurement II** **5 Cr**
 Prerequisite: SVTC 103, 130, and 131, and teacher permission.
 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.

SVTC 141 **Geometric Computations** **3 Cr**
 Prerequisite: SVTC 131, MATH 200 or concurrent enrollment, and teacher permission.
 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.

SVTC 142 **Survey Computer Programming I** **2 Cr**
 Prerequisite: SVTC 131 and 141, or concurrent enrollment, and teacher permission.
 Theory and use of hand-held programmable calculators with reverse Polish notation logic. Instruction in keyboard functions, simple programming, program editing, branching and subroutines.

SVTC 230 **Control Surveys** **5 Cr**
 Prerequisite: SVTC 231 or concurrent enrollment, and MATH 200 or concurrent enrollment, and teacher permission.
 Application of techniques in horizontal and vertical control extension. Triangulation, trilateration, intersection, resection, and leveling. Obtaining control information. Inertial, Doppler, and Airborne Control Systems.

SVTC 231 **Survey Errors and Adjustments** **3 Cr**
 Prerequisite: MATH 108, SVTC 141, SVTC 142, MATH 200 or concurrent enrollment, and teacher permission.
 General theory of errors and adjustments of survey measurements. Standards of accuracy, systematic and random errors. Traverse, triangulation, trilateration, and level net adjustments. Evaluating survey techniques and systems.

SVTC 232 **Survey Boundary Law I** **3 Cr**
 Prerequisite: SVTC 131, 141, and teacher permission.
 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 reestablishment of lost or obliterated corners.

SVTC 233 **Aerial Surveys** **3 Cr**
 Prerequisite: SVTC 131 and teacher permission.
 Introduction to photogrammetric mapping. Surveying for photogrammetric ground control. Photo identification and interpretation. Geometry of photogrammetry.

SVTC 234 **Survey Computer Programming II** **2 Cr**
 Prerequisite: SVTC 142 and teacher permission.
 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.

SVTC 240 **Professional Surveys** **5 Cr**
 Prerequisite: SVTC 231 and 242 or concurrent enrollment, ENGL 212 or concurrent enrollment, and teacher permission.
 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.

SVTC 241 **Geodetic Adjustments** **3 Cr**
 Prerequisite: SVTC 131, MATH 200 or concurrent enrollment, and teacher permission.
 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.

SVTC 242 **Survey Boundary Law II** **3 Cr**
 Prerequisite: SVTC 141, 232, and teacher permission.
 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.

SVTC 243 **Celestial Observations** **2 Cr**
 Prerequisite: SVTC 141, 142, and teacher permission.
 Astronomical description of solar system. Celestial observations of sun and stars for determining latitudes and azimuths.

SVTC 250 **Surveying Employment Practicum** **4 Cr**
 Prerequisite: Completion of second semester of Survey Technology Program and teacher permission.
 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.

THEATER

Offered through the Division of Humanities and Communications, Building K, Room 140H, 786-1541.

THR 101 **Theater Practicum I** **1-3 Cr**
 Note: May be repeated one time for credit.
 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 201 **Advanced Theater Practicum I** **1-3 Cr**
 Prerequisite: THR 101.
 Note: May be repeated one time for credit.
 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.

WASTEWATER TREATMENT

Offered through the Division of Technical Programs, Building J, Room 202, 786-1564.

WWT 102 **Wastewater Certification** **1.5 Cr**
 Prerequisite: WWT 194A or employment in Water/Wastewater facility, and concurrent enrollment in WWT 103.
 Prepares students for Level I and Level II Alaska State Certification Exams.

WWT 103 **Water Certification Orientation I** **1.5 Cr**
 Prerequisite: WWT 194A or employment in Water/Wastewater facility, and concurrent enrollment in WWT 102.
 Prepares students for Level I and Level II Alaska State Certification Exams.

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 indepth 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.

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 w/mild steel electrodes. Available as blocked course with WELD 111 and 114, or as individual class.

WELD 114 Welding of High-Strength Steels 4 Cr

Prerequisite: WELD 112 or teacher permission. Study of metals and their weldability, establishing preheat 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, E8018 and others). Available as blocked course with WELD 111 and 112, or as individual class.

WELD 121 Introduction to Pipe Welding 4 Cr

Prerequisite: WELD 112 or teacher permission. 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.

WELD 122 Advanced Pipe Welding 4 Cr

Prerequisite: WELD 121. Continuation of vertical down welding to ASME Standards. Choice of vertical up welding with low-hydrogen or fast-freeze electrodes.

WELD 157 Technical Blueprints or 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, equipment maintenance; welding defects, their causes and correction; welding variables and welding practices to ASME Code.

WELD 162 Flux Cored Welding (FCAW) 4 Cr

Prerequisite: WELD 112 or 161. 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.

WELD 172 Physics for Welding 4 Cr

No prerequisite: MATH 105 recommended. Introduction to basic concepts of science as applied to welding and nondestructive testing. Mechanics, electricity, magnetism, atomic structure, and thermodynamics as used by technicians.

WELD 174 Basic TIG Welding 4 Cr

Prerequisite: WELD 111 or teacher permission. 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.

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 261 Ultrasonic Welding Inspection 3 Cr

No prerequisite. MATH 105 recommended. Theories and applications of ultrasonic inspection as applied to welding inspection, corrosion detection, and material thickness evaluation. Training in accordance with ASNT TC1A Level 1 requirements.

WELD 262 General Nondestructive Testing 3 Cr

Principles and applications of dye penetrant, magnetic particle, eddy current, and chemical testing. Nondestructive testing methods used by welding industry to detect weld defects, locate corrosion, sort materials, and identify structural changes. Develops knowledge and skills to perform tests, conduct inspections, and evaluate results.

WELD 263 X-Ray and Radioisotopes Radiography 4 Cr

Prerequisite: WELD 112 or teacher permission. WELD 172 recommended. 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 and other topics of interest.

WELD 281 Welding Inspection and Code Review 4 Cr

Prerequisite: Knowledge of welding and inspection methods and techniques. Good color vision and ability to pass Jaguar J1 eye exam. For people with working knowledge of welding and inspection. Helps to prepare for AWS QCI test. Reviews numerous welding and inspection techniques used in Alaskan construction and fabrication industries. Survey of welding codes which apply to welding pipelines, pressure vessels, bridges, and buildings. Students describe welding procedures, observe test specimen preparation, and observe how to destructively test welds to applicable codes.

WELD 285 Introduction to Welding Metallurgy 3 Cr

Prerequisite: WELD 172 or teacher permission. 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.

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

Prerequisite: WELD 285. 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.

WELD 299 Problems in Material Technology 3 Cr

Prerequisite: Advanced standing and teacher permission. 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.

WILDLIFE AND FISHERIES TECHNOLOGY

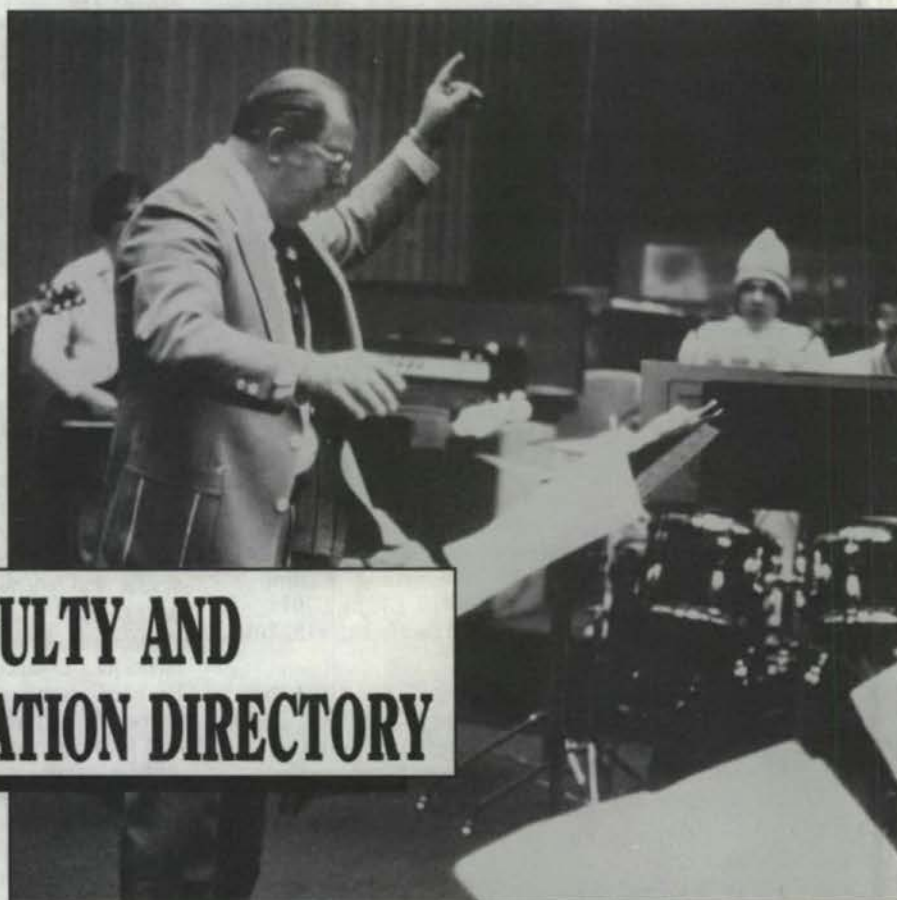
Offered through the Division of Math, Natural Sciences, and Engineering Technology, Building C, Room 214, 786-1342.

WF 201 Introduction to Wildlife and Fisheries Management 3 Cr

Prerequisite: ALR 101. 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.

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FACULTY AND ADMINISTRATION DIRECTORY



UNIVERSITY OF ALASKA

Board of Regents

	Term Expires
Donald B. Abel, Jr., Juneau	1989
Ruth E. Burnett, Treasurer, Fairbanks	1991
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Mark H. Helmericks, Anchorage	1995
Roy M. Huhndorf, Anchorage	1991
Ann T. Parrish, President, Anchorage	1991
Edward B. Rasmuson, Anchorage	1989
John C. Sackett, Anchorage	1993
Susan A. Stitham, Fairbanks	1995
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UNIVERSITY OF ALASKA

Statewide Administration

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ANCHORAGE COMMUNITY COLLEGE

Community College Council

	Term Expires
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Richard Armstrong	1989
William Borah, Vice Chairman	1988
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Thomas Fink	1987
Peter Hocson	1987
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Jerry Jorden	1987
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