ANCHORAGE COMMUNITY COLLEGE

An Extension Program

of the

University of Alaska

in cooperation with the

Anchorage Borough School District

1700 Hillcrest Drive

Anchorage, Alaska

Phone 277-5511

The Anchorage Community College is an extension program of the University of Alaska, operated in cooperation with the Anchorage Borough School District. It is accredited as a part of the University of Alaska, offering academic courses for University credit. On behalf of the school district it offers terminal courses in general education, vocational-technical education, and continuing education for adults of all ages in the Greater Anchorage Area.

Catalog

1965-1966
ANCHORAGE COMMUNITY COLLEGE

Administration

EUGENE SHORT ...................................... Resident Director
DAVID R. KNAPP .......................... Registrar-Director of Students
GENE JOHNSON .................................................. Counselor
WILLIAM R. KRAGER ...................... Manpower Supervisor
DENNIS REHDER .............................. Metro-Rural MDTA Supervisor
MARTIN RUMBLE ................................. Vocational Counselor
MISS EFFIE ANDERSON ....... Coordinator, Practical Nursing Program

University of Alaska

DR. WILLIAM R. WOOD, President
DR. HOWARD A. CUTLER, Academic Vice-President
DR. KENNETH M. RAE, Vice-President for Research and Advanced Study
DR. ARTHUR S. BUSWELL, Dean,
Division Statewide Services

Division of Statewide Services

The Division of Statewide Services makes available to residents of the State, University courses, educational programs, and special services. The Division is composed of six community colleges and the departments of Audio-Visual Communications; Evening Classes and Correspondence Study; Cooperative Extension Service; and Summer Sessions, Conferences and Short Courses.

For information concerning the Division's programs and services write to:

Dean
Division of Statewide Services
University of Alaska
College, Alaska
ANCHORAGE COMMUNITY COLLEGE
1965-1966 TRIMESTER CALENDAR

Fall Term (1965)

Registration ........ Monday, September 13, 6:00-10:00 p.m.
   Tuesday, September 14, 6:00-10:00 p.m.
   Wednesday, September 15, 6:00-10:00 p.m.
Instruction Begins ......................... Monday, September 20
End of Late Registration ............... Friday, September 24
Thanksgiving Vacation ............... Thursday, November 25
   Friday, November 26
   (classes do not meet)
Last Day of Class ....................... Friday, December 17

Spring Term (1966)

Registration .......... Monday, January 3, 6:00-10:00 p.m.
   Tuesday, January 4, 6:00-10:00 p.m.
   Wednesday, January 5, 6:00-10:00 p.m.
Instruction Begins ......................... Monday, January 10
End of Late Registration ............... Friday, January 14
Last Day of Classes ..................... Thursday, April 7
Commencement .......................... Friday, April 15

Summer Term (1966)

Registration .............. Monday, May 23, 6:00-10:00 p.m.
   Tuesday, May 24, 6:00-10:00 p.m.
   Wednesday, May 25, 6:00-10:00 p.m.
Instruction Begins ......................... Monday, May 31
Independence Day Holiday ............... Monday, July 4
Last Day of Classes ..................... Friday, August 26
GENERAL COLLEGE INFORMATION

THE ANCHORAGE COMMUNITY COLLEGE

History

The Anchorage Community College was officially organized on January 1, 1954, under the Community College Enabling Act, Chapter 57 of the Session Laws of Alaska, 1953. The College opened on February 8, 1954, with Dr. LeRoy V. Good, as Director. He was succeeded in September 1957 by Mr. Mel Huden, and in July, 1959, by Mr. Eugene Short. Enrollment the first semester reached 385 and has since grown to 1600. In the 1962 Legislature the Community College law was rewritten to make the Community College an integral part of the University’s system of Higher Education.

Location

While its classes will usually meet in the West Anchorage High School Building, 1700 Hillcrest Drive, they may and will meet any place in the Greater Anchorage area where people can best be served.

Purpose

The purpose of the Anchorage Community College is to provide, within the scope of its resources, educational opportunities for the post high school age residents of the Anchorage area.

Within this setting students can, to the extent of their abilities, receive intellectual stimulation and learn specific skills necessary for educational or occupational advancement. In working toward these goals, it serves the following groups of people:

1. Those who expect to transfer to a senior college or University.

2. Those who desire specific vocational training.

3. Those who will complete their goal in one or two years of general education.
GENERAL COLLEGE INFORMATION

4. Those who wish to actively participate in community cultural affairs.

5. Those who wish educational or vocational guidance.

6. Those adults of the community who wish to continue and broaden their education.

Accreditation

The academic offerings of the College are fully accredited by the Northwest Association of Secondary and Higher Schools through its organizational relationship as a part of the University of Alaska. Under the Alaska Enabling Act for community colleges the Anchorage Community College may teach courses normally taught by the University of Alaska. These courses meet the standards of teaching personnel and content of the University of Alaska and are under the administration and supervision of the University of Alaska.

Admission Requirements

Persons whose objective is the Associate in Arts degree should meet the entrance requirements of the Associate Degree Program.

Any person who has a high school diploma or is 19 years of age or over and passes a suitable qualification test will be admitted to the program. The Anchorage Community College uses the ACT test for placement purposes.

Admission of Special Students--Mature students, at least 19 years of age, who have graduated from high school and/or attended college previously may be admitted without filing transcripts of high school or college work completed. Such students are limited to enrollment in two classes unless special permission is obtained. Special students are subject to the academic regulations of the University, but are not considered degree candidates until regular admission requirements are met and transcripts are filed.
Persons whose eventual educational objective is a baccalaureate degree are required to meet the admission requirements of the University of Alaska.

Admission of Alaskan--An Alaskan whose high school grades averaged less than "C" will be considered for admission to the University only if his performance on a qualifying test demonstrates that he has the capacity to undertake successfully college academic work. The test required in such cases is prepared by the American College Testing Program. The ACT test is administered at testing centers throughout the country in November, February, April, and June of each year. Most Alaska high schools serve as ACT testing centers in November and/or February. Arrangements for taking the ACT test may be made through each high school's principal or guidance officer. The cost of the test to the student is $4.00.

Admission of Non-Alaskans--All non-residents of Alaska who seek admission to the University as freshmen are required to have a better than average high school record or to take the test prepared by the American College Testing Program. Information concerning ACT testing centers and dates may be obtained from most high schools throughout the nation and from the American College Testing Program, Post Office Box 168, Iowa City, Iowa. If the student resides in a part of the country where the ACT may not be administered, the University will accept College Entrance Examination Board scores in lieu of ACT scores.

Admission from Secondary School--A student offering the following pattern of studies will have no deficiencies in any program that he enters.
The specific entrance requirements of the six Colleges of the University are given below.

<table>
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<tbody>
<tr>
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<td>3</td>
<td>Algebra-1</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<td></td>
<td></td>
<td>Geom.-1</td>
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<tr>
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<tr>
<td>Anthropology &amp; Geography, Psychology and Sociology</td>
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<td>*2</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>7</td>
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<tr>
<td>(Plane geometry required of Education students who select teaching majors and/or minors in mathematics, chemistry, and/or physics.)</td>
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<tr>
<td>College of Biological Sciences and Renewable Resources</td>
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<td>Algebra-2</td>
<td>0</td>
<td>1</td>
<td>Physics or Biology-1</td>
<td>7</td>
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<td>Geom.-1</td>
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<td>Chem. or Biology-1</td>
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<td></td>
<td></td>
<td>Trig.-½</td>
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<td>Elective-1</td>
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<td>(Two years of French, German, or Russian language highly recommended. See departmental curricula.)</td>
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<tr>
<td>College of Business, Economics and Government</td>
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<tr>
<td>Business Admin.</td>
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<tr>
<td>Economics, History and Political Science</td>
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<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>5</td>
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<tr>
<td>College of Earth Sciences and Mineral Industry</td>
<td>3</td>
<td>Algebra-2</td>
<td>0</td>
<td>1</td>
<td>Physics or Chemistry-1</td>
<td>7½</td>
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<td></td>
<td></td>
<td>Geom.-1</td>
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<td></td>
<td>Trig.-½</td>
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<tr>
<td>College of Math., Physical Sciences and Engineering</td>
<td>3</td>
<td>Algebra-2</td>
<td>0</td>
<td>1</td>
<td>Physics or Chemistry-1</td>
<td>7½</td>
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<td>Geom.-1</td>
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<td>Trig.-½</td>
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</tbody>
</table>

*Plane Geometry required of Education students who intend to select teaching majors and/or minors in mathematics, chemistry, and/or physics.

**Students who offer 2 units of high school foreign language will enroll in second year language, and no credit will be allowed for first-year college courses in the same language.

+ 1 year of algebra and 1 year of geometry will be acceptable for students in Agriculture and Biological Sciences not wishing to continue with advanced studies, such as graduate work, medicine, etc.
Entering freshmen whose background of training in English and mathematics appears to be deficient when measured by placement tests may be required to take English A or Math A or both. Achievement of a certain level of excellence in these subjects is essential to success in other areas of study. These basic English and mathematics courses are especially designed to assist the student in achieving these competencies.

Courses completed at the Junior high school level and certified on the official high school transcript by secondary school officials as being equivalent to courses normally offered at the high school level will be accepted as meeting college entrance requirements.

When a student is deficient in specific subjects, but offers a satisfactory general record, he may enter with an entrance deficiency. The student must remove deficiencies during the freshman year. All courses taken to remove deficiencies must satisfy the department head concerned, and must be in the subject in which the student is deficient.

Admission of Transfer Students -- Transfer students from other accredited institutions are considered for admission provided they have a 2.00 grade point average and honorable dismissal. The University of Alaska will transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Transfer credits are evaluated and equated by the Registrar and approved by the department head after a student is admitted to the University. The University reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Members of the Armed Forces who have taken USAFI courses may upon presentation of credentials to the University's Director of Admissions, receive cred-
its as recommended in the Evaluation of Educational Experiences of the Armed Forces. College credit will not be allowed for General Educational Development Tests.

Baccalaureate degree requirements can be met by:

1. Meeting the overall requirements of a specific degree.

2. Students must earn 24 semester hours of resident credits in the required upper division subjects.

3. 30 of the last 36 credits to be completed to meet degree requirements must be University of Alaska residence credits.

4. Students may elect to graduate under the catalog which is in force during the year of his graduation or the previous year.

5. When a currently enrolled student who wishes to work toward a baccalaureate degree has earned a sufficient number of credits to warrant an official degree plan, his request for such a plan is made to the Community College Director. The Director forwards the request with all required transcripts and/or information to the Director of Admissions and Registrar at the University of Alaska at College.

One official degree plan will be provided without charge. A fee of $5.00 will be charged, however, when a second request is made for a similar plan on a different degree and/or major. Once the official plan is made, it is updated each semester, at no cost to the student, until he graduates or does not re-enroll in any unit of the University of Alaska. Copies of these plans are sent to the student and his department head and advisors at College and at other units other than College.
Students in the Anchorage area may take upper division courses, as they are offered by the University of Alaska, to meet these baccalaureate requirements.

**Fees and Expenses**

The first six credits of college transfer-credit courses are at the rate of $15.00 per semester hour. A course load of seven academic credits or more is at the flat rate of $82.50 per semester. The cost of textbooks and supplies is in addition to the tuition. Textbooks will vary in price, but will average approximately $7.00 per course.

The tuition for non-degree courses is determined by the Board of Education of the Anchorage Borough School District and appears on the Schedule of Classes each semester. Textbooks and supplies are extra. These courses do not have a maximum flat rate and all fees are payable upon registration.

Students registering later than the days designated for that purpose shall pay a late registration fee of $2.00.

Fee rates shall apply to students auditing any course in the same manner as for those taking it for credit.

**Loan Fund**

The Anchorage Women's Club has donated to the Anchorage Community College the sum of $400 as a loan fund to help students who cannot pay their tuition at registration time. To this has been added a $100 gift from the Spenard Rotary Club making a total of $500 available for such loans. Applications for loans should be submitted by letter to the Director of the College.

**Refund Policy**

Courses are offered for a minimum of fifteen students in a class and there should be withdrawal from courses only for the most urgent reasons. Tuition will be refunded according to the following policy if withdrawal is unavoidable.

1. Complete refund of all fees will be made when requested
GENERAL COLLEGE INFORMATION

in writing by the student in the event withdrawal is made prior to the first class period, or in the event courses registered for are cancelled.

2. Students withdrawing during the first week of classes are eligible for and may claim in writing, refund in the amount of 75% of total fees. Claims must be made in writing in the College office at the time of withdrawal. The time and date on the withdrawal claim will determine the student’s eligibility for refund.

3. Students withdrawing during the second week of classes are eligible for and may claim, in writing, refund in the amount of 50% of total fees. Claims must be made in writing in the College office at the time of withdrawal. The time and date on the withdrawal claim will determine the student’s eligibility for refund.

4. Students withdrawing after the second week of classes are not entitled to any refund.

Withdrawal date is the date the student comes into the office and completes the "withdrawal notice." It is NOT figured from the last day that the student attends class.

Refunds for members of the Armed Services attending under Public Law 413 will be subject to the refund policy of that Act.

Armed Services Tuition Assistance Program

Tuition assistance for members of the Armed Services under Public Law 413 is available in certain subjects. Members of the Armed Services not desiring tuition assistance may attend the Anchorage Community College upon payment of the necessary fees on an individual basis. Requests for tuition assistance and registration in the courses under this program must be initiated with the Supervisory Education Officer, Base Education Center, Eielmendorf Air Force Base, or Post Education Office, Fort Richardson.
HIGH SCHOOL DIPLOMA

Mature adults, 19 years of age or older, who have been out of high school at least one semester and are interested in earning a high school diploma may do so at the Anchorage Community College. A program of studies will be developed for each individual case. Each student will be tested and counseled by the College. The satisfactory completion of the General Educational Development Tests and such courses as are necessary to supplement past educational experience, together with demonstrated ability to do college level work, will make it possible for the mature adult to obtain a high school diploma.

COUNSELING SERVICE

This service is available to anyone desiring counseling: $10.00 maximum to current student body members, $25.00 to all others. The above fees are levied only when the counseling service involves testing. Aptitude, ability, personality, interest, achievement, and other tests will be administered as appropriate, with interpretation of these data by the College counselor. A preliminary interview for these services may be made with the counselor through the Community College office.

Tests will be proctored for a minimum of $3.00.

AFFILIATED ORGANIZATIONS

In serving the patrons of the Community College and the Community in general the following organizations have affiliated with the Community College to the benefit of all parties:

- Alaska Festival of Music
- The Anchorage Symphony
- Anchorage Civic Opera Association
- Anchorage Community Chorus
- Anchorage Community Theatre
- Anchorage Civic Ballet
- League of Alaska Writers

Each of these outstanding organizations allows the Community College to implement its community function of contributing to and
supporting the cultural activities of the area and it also adds academic stature to many of the endeavors of the participating groups. These affiliates have enabled the Community College to help bring outstanding music, opera, drama and other arts to Anchorage.

**Apprenticeship Programs**

In cooperation with the Joint Apprenticeship Committees, the Anchorage Community College—Anchorage Borough School District sponsors apprenticeship classes in sheetmetal, plumbing, and carpentry at the present time. It is anticipated that more apprenticeship programs under the same auspices will be developed in the future. Entrance into the apprenticeship class is contingent upon approval of the applicant by the Joint Apprenticeship Committee.

**Vocational Education-Manpower Development Training Act**

On June 24, 1964—the Anchorage Community College received approval of a multi-occupational project under Public Law 88-214 of the Manpower Development Training Act of 1963. This grant made available approximately $900,000 for the implementation and conduct of a variety of vocational training programs. Training programs ranging from Basic Education to Auto Mechanics are currently in progress. Under this project a temporary new facility has been developed in the Spenard area to house these programs for the duration of this grant. All such programs are developed after the State Department of Labor has identified appropriate employment areas by survey. The local office of employment screens and certifies all students to these programs.

**Grading System**

Only letter grades appear on the student's record and transcript. Attention is called to the following analysis:

A—An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.

B—Indicates outstanding ability, and performance definitely
above the average.

C--Indicates satisfactory and average response to assignments.

D--The lowest passing grade; indicates work of poor quality and does not entitle the student to the recommendation of the University.

F--Indicates failure.

I--Given only in cases where additional work is necessary for the satisfactory completion of the course; not given unless the work already performed is grade C or better; may be given for unavoidable absence. The grade for work that is incomplete (I) becomes a failure (F) if the work is not completed by the end of the sixth week of the next semester.

WP--This grade is given when a student makes a regular withdrawal from a course while doing passing work.

WF--Given when a student makes a regular withdrawal from a course while doing failing work.

AU--Courses may be audited by permission of the instructor. Persons auditing a class are not responsible for work assignments or tests and they do not receive credit for the course. Fees are the same as those courses being taken for credit.

S--Indicates satisfactory completion of a non-credit course.

U--Indicates unsatisfactory completion of a non-credit course.

Grade Points

For the computation of grade points, each credit is multiplied by a grade factor: Grade A by 4, grade B by 3, grade C by 2, grade D by 1, and grade F by 0. The record and transcript of the student show all grades received, together with all rulings on special petitions or authorized substitutions.

Transcripts

Requests for transcripts of classes taken at Anchorage Community College must be made at the Community College office. The University of Alaska will not accept requests made directly to them. One certified transcript is issued free. A charge of $1.00 will be made for each additional transcript.
GRADUATION REQUIREMENTS

Associate Degree

The Associate in Arts Degree is conferred upon graduates of the Anchorage Community College who have met the requirements set forth by the Board of Regents of the University of Alaska. These requirements are of two kinds, subject and scholarship.

Subject Requirements for Graduation

Courses                                      Credits
I. General Education Requirements
   A. Specific Requirements                   12
      1. English                                6
      2. American Government or American History 6
   B. General Education                       18
      1. Humanities                             
      2. Social Science                         
      3. Natural Science                        
      4. Mathematics                            
      5. Other                                  
         (At least 6 credits each in any 3 areas above.)
II. Major                                    20-30
   A. Specific Requirements                   20-30
      Any of 1, 2, 3, 4, 5 (No course used to meet the general education requirements may be used to meet the requirements of the major.)
   B. Electives                                
      to total                                  60
III. A total of 60 credits numbered 50-299 required for graduation.
IV. At least 15 University of Alaska credits.

The graduation requirements are intended to be flexible enough so that transfer students may fulfill the usual lower division requirements. A student desiring to continue into a baccalaureate degree program will be counseled to assure that the courses he takes will be acceptable to the institution of his choice.
V. To receive an Associate Degree a student must have been enrolled in and completed residence credits during the year preceding graduation.

The College offers an intensive two-year program in office administration leading to an Associate in Business Administration Degree. The inclusion of general college requirements in this course of study makes it possible for students to continue work toward a four-year Bachelors Degree if they so desire.

Requirement for An A.B.A. Degree in Office Administration

1. Complete the following general requirements:
   - Acc. 215-216--Principles of Accounting 6 credits
   - Econ. 121--Principles of Economics 3
   - Econ. 122 or P.S. 101 3
   - Engl. 101-102--Composition and Modes of Literature 6
   - Math. 110--Math of Finance 3
   - Spk. 251--Public Speaking 2
   - Soc. 101 or Psych 101 3
   - M.S. or P.E. 4-6

2. Complete the following required courses in Office Administration:
   - O.A. 101-102 Shorthand (or approved electives) 6 credits
   - O.A. 105--Intermediate Typewriting 2
   - O.A. 106--Advanced Typewriting 2
   - O.A. 201--Intermediate Stenography 3
   - O.A. 202--Advanced Stenography 3
   - O.A. 203--Office Machines 3
   - O.A. 208--Specialized Secretarial Skills 3
   - O.A. 231--Business Correspondence 3
   - Approved Electives 6

The requirements for the Associate of Business Administration Degree in Office Administration vary somewhat from the general requirements for graduation previously listed, but conform to those of the University of Alaska.
Scholastic Requirements for Graduation

The regulations of the Board of Regents of the University of Alaska provide that the Associate Degree be conferred on any student who satisfactorily completes the courses outlined. With counseling and careful selection a transfer student will be able to select his lower division work so that it satisfies the requirements for graduation as well as transfer to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.0 or better, or a "C" average.

A minimum of 15 credits of the required 60 credits must be University of Alaska credits.

The first candidate to receive the Associate in Arts Degree was Mr. Vincent Demarest, who received his Degree in Business Administration on May 24, 1956.

Subject Classification

Subjects and courses are classified as follows:

<table>
<thead>
<tr>
<th>Natural Sciences</th>
<th>Social Sciences</th>
<th>Humanities</th>
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<tbody>
<tr>
<td>Biological Sciences</td>
<td>Anthropology</td>
<td>Art</td>
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<tr>
<td>Chemistry</td>
<td>Economics</td>
<td>English</td>
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<tr>
<td>Geography 201, 401</td>
<td>Geography</td>
<td>Foreign Language and Literature</td>
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<tr>
<td>Geology</td>
<td>History</td>
<td>Journalism</td>
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<tr>
<td>Mathematics</td>
<td>Home Economics</td>
<td>Linguistics</td>
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<tr>
<td>Physics</td>
<td>Law</td>
<td>Music</td>
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<td></td>
<td>Political Science</td>
<td>Philosophy</td>
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<td></td>
<td>Psychology</td>
<td>Speech and Drama</td>
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<td></td>
<td>Sociology</td>
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COURSE INFORMATION

Credit by Examination

An enrolled student is eligible to petition for permission to receive credit by examination if he can provide evidence of sufficient experience or previous study pertaining to the course in question. When permission is granted, the student is required to register immediately and pay the fees of the course which has been officially approved. A course in which a student has been registered as an auditor may not be completed for credit examination. A minimum charge of $3.00 for credit by examination, plus an additional $1.00 for each credit over the three, will be levied.

Upper Division and Graduate Courses

The University’s Division of Statewide Services offers certain upper division and/or graduate level courses through the facilities of its Anchorage Community College. Information concerning the courses to be offered each semester, including the Graduate Engineering Management Program, may be obtained at the Community College office.

Following are some examples of pre-professional and vocational-technical curricula. The student should regard these as suggested courses of study and not necessarily mandatory. If you wish to transfer your credits from the Anchorage Community College to a four year institution, be sure that you are following a program that will meet the specific requirements of that school. To do this, obtain their catalog and determine their course requirements for freshmen and sophomores. Students are encouraged to check with the Community College Registrar to make sure their program of study will meet the requirements for the Associate in Arts Degree.
COURSE INFORMATION

ACCOUNTING

Business Administration (General)

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<th>Course</th>
<th>Credits</th>
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<td>Eng. 101, 102</td>
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<td>Acc. 215, 216</td>
<td>6</td>
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<tr>
<td>Psych. 101, 102</td>
<td>6</td>
<td>Humanities (Eng.)</td>
<td>6</td>
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<tr>
<td>Econ. 121, 122</td>
<td>6</td>
<td>Soc. Science</td>
<td>8</td>
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<tr>
<td>Math.</td>
<td>8</td>
<td>B. A. 331, 332</td>
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<tr>
<td>Science</td>
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Business Administration (Secretarial)

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<th>Course</th>
<th>Credits</th>
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<tr>
<td>Eng. 101, 102</td>
<td>6</td>
<td>O. A. 101, 102</td>
<td>6</td>
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<tr>
<td>Hist. 231, 232</td>
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<td>O. A. 103, 105, 106</td>
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<td>P. S. 101, 102</td>
<td>6</td>
<td>O. A. 201, 202</td>
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<tr>
<td>Psych. 101, 102</td>
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<td>Humanities</td>
<td>3-6</td>
<td>Electives</td>
<td>3-12</td>
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<td>Nat. Science</td>
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<tr>
<td>Math.</td>
<td>3-6</td>
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</tbody>
</table>

ART (Vocational)

I. General Education

A. Specific Requirements (12)
   1. English 6
   2. American Government or American History 6

B. General Requirements (18)
   At least 6 credits each in any three areas listed below:
   1. Humanities
   2. Social Studies
   3. Natural Science
   4. Mathematics
   5. Other

II. Major (20-30)

No course used to meet the General Education requirements may be used to meet the requirements of the major.

19
### A. Specific Requirements

1. Art 55 or 105, Beginning Drawing  
   Art 56 or 106, Beginning Drawing  
   **2 credits**

2. Art 57 or 207, Beginning Printmaking  
   Art 58 or 208, Beginning Printmaking  
   **2 credits**

3. Art 59 or 209, Beginning Metalcraft  
   Art 60 or 210, Beginning Metalcraft  
   **2 credits**

4. Art 61 or 211, Beginning Sculpture  
   Art 62 or 212, Beginning Sculpture  
   **3 credits**

5. Art 63 or 213, Beginning Oil Painting  
   Art 64 or 214, Beginning Oil Painting  
   **3 credits**

6. Art 65 or 213, History of World Art  
   Art 66 or 262, History of World Art  
   **3 credits**

### B. Electives  
**4-16 credits**

A total of 60-75 credits numbered 50-299 are required for graduation

#### Engineering

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Eng. 101, 102</td>
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<tr>
<td>P. S. 101, 102</td>
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<tr>
<td>Hist. 231, 232</td>
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<tr>
<td>Math. 107, 108, 109</td>
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<td>Math. 111, 201, 202</td>
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<td>Nat. Sci. (Chem. 201, 202)</td>
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<td>Engr. Sci. 101, 102, 111</td>
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<tr>
<td>E. S. 112, 207, 208</td>
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<tr>
<td>Eng. 213</td>
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<tr>
<td>Spk. 251</td>
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#### Law

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<tr>
<td>Hist. 231, 232</td>
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</tr>
<tr>
<td>P. S. 101, 102</td>
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<tr>
<td>Acc. 215, 216</td>
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<td>Econ. 121, 122</td>
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<td>Foreign Language</td>
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<td>Spk. 251, 252</td>
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<td>Psych. 101</td>
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<td><strong>Total</strong></td>
<td><strong>20</strong></td>
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</table>
Liberal Arts
A total of 60 required for graduation.

I. General Education
A. Specific Requirements (12)
   1. English (Comp. and Modes of Lit.) 6
   2. History (Hist. of U. S.) or Political Science (Amer. Gov’t.) 6
B. General Requirements (18)
   At least 6 credits each in any three areas listed below:
   1. Humanities
   2. Social Studies
   3. Natural Science
   4. Mathematics
   5. Other

II. Major in Liberal Arts
No course used to meet the General Education requirements may be used to meet the requirements of the major.
A. Specific Requirements (14-20)
   1. One year of foreign language 6-10
      or
      two years of high school in one foreign language
   2. Speech (Public Speaking) 4
   3. Formal Humanities Course (a) 4-6
B. Approved Electives 10-16
   of which six must be in one department.

Medical Sciences
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Eng. 101, 102</td>
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<tr>
<td>Hist. 231, 232</td>
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<td>P. S. 101, 102</td>
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<td>Biol. 105, 106, 214</td>
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<td>Humanities</td>
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<tr>
<td>Social Science</td>
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Police Science
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<tr>
<td>Eng. 101, 102</td>
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<td>Nat. Science</td>
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<td>Math.</td>
<td>0-6</td>
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<tr>
<td>Electives</td>
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</table>
DESCRIPTION OF COURSES

The courses offered are described on the following pages and are listed alphabetically by department. Prerequisites are listed with the course description. Following the title of each course, the figures in ( ) indicate the number of lecture and laboratory hours the class meets per week, the first figure indicating lecture hours; the second, laboratory hours. The number of credits listed is for each semester. In general, the 101/102 sequence covers a year’s work with the 101 offered in the fall and the 102 in the spring.

College transfer-credit courses are numbered with the department followed by a numeral which indicates the college year in which the course is normally taken; this is followed by the title of the course, the number of college credits per semester course. Courses following each other in sequence will be numbered in sequence, i.e. English 101/102, and the first is generally a prerequisite for the second. These courses will be numbered 100 and above.

Associate Degree level courses are those that may be used toward the attainment of the Associate Degree and may or may not be transferred toward a baccalaureate program. The determination of transferability of courses numbered 50-99 would be the decision of the baccalaureate institution to which the student wishes to transfer.

Non-credit courses will be numbered 0-49 and will not be allowed toward an Associate Degree or be considered transfer-credit courses.

+ Indicates these classes are offered as demand warrants.

Class Hours and Schedule

The college transfer-credit courses meet for 13 weeks. Vocational and interest courses usually meet for 13 weeks or less as indicated.

The college transfer-credit courses generally meet for 2 hours per class, twice a week in the case of a three-credit course.
These courses meet 6:30-8:30 and 8:30-10:30. Some two credit courses meet for one 120-minute period per week. The vocational and interest courses normally meet twice a week for two-hour classes, scheduled from 7:00-9:00 or 9:00-11:00. Actual times of class meetings will accompany the schedule put out each semester. All classes are held in the evening unless otherwise indicated.

**ACCOUNTING COURSES**

**Acc. 1 Bookkeeping (2+2)**
0 credits

Fundamental principles of bookkeeping (opening, entry, journal, ledger, worksheet, adjustments, and statements) including accounts payable and receivable, depreciation, and payroll record keeping as applied to sole proprietorships.

**Acc. 2 Advanced Bookkeeping (2+2)**
0 credits

Study of special journals, special ledgers, voucher system, perpetual inventories, and comparative statements. Prerequisite: Acc. 1 or one year of recent high school bookkeeping

**Acc. 215 Principles of Accounting (0+6)**

216
3 credits

Principles and techniques of accounting; Accounting as a factor in business management and control. Fall semester: Basic accounting principles as they apply to business transactions. Spring semester: Application of accounting principles and practices to business situations; preparation of financial statements. Prerequisite: Sophomore standing or permission of the instructor for Acc. 215. Accounting 215 or equivalent for Acc. 216.

**AERONAUTICS**

**Aeron. 1 Private Pilot Ground School (6+0)**
0 credits

The private pilot ground school course is set up to prepare a student to take the written examination needed to obtain a private pilot's certificate.
DESCRIPTION OF COURSES

This course will give a student the basic knowledge of air traffic control, principles of flight, proper engine operation, facts about weather condition, and approved navigational procedures. All other related subjects that are necessary in becoming a private pilot will be covered.

A final examination at the end of the semester will be given by the instructor and a grade of satisfactory or unsatisfactory will be awarded. FAA will give the Private Pilot Written Examination during the final class period.

Aeron. 2 Commercial Pilot Ground School (6+0) 0 credits

The commercial pilot course is to prepare the student to take the written examination needed to obtain a commercial pilot’s certificate.

Aeron. 3 Instrument Rating Ground School (6+0) 0 credits

This course is designed primarily to prepare the student for the FAA written examination for instrument rating.

Aeron. 5 Aerial and Marine Celestial Navigation (4+0) 0 credits

Instruction will include the use of the sextant, position location, star and planet identification, and special short methods of navigation. Some other areas to be covered and their relationship to navigation are:

a. Basic concept of time.
b. The celestial sphere.
c. Basic dead reckoning navigation.
d. Development of the hour angle.
e. The moon latitude “shot”.

ANTHROPOLOGY

Anth. 101 Introduction to the Study of Man (3+0) 3 credits

Introduction to anthropological and geographical studies, including a survey of the origin and development of culture, a study of human behavior, and the mechanics of cultural and social change. Introduction to further study in the sciences.
DESCRIPTION OF COURSES

Anth. 202 Introduction to Cultural Anthropology (3+0) 3 credits
Ways of living among different peoples of the world including the basic theories and concepts of current cultural anthropology. Prerequisite: Anth. 101.

Anth. 212 Human Origins (3+0) 3 credits
Survey of Old World prehistory from the Lower Paleolithic to historical times.

ART
Art 1 Interior Decorating (3+0) 0 credits
A basic course in the principles of interior decorating with the emphasis placed upon color schemes, textures, room arrangements, lighting techniques, and esthetic improvement.

Art 2 Commercial Art 1 (3+0) 0 credits
Introduction to commercial art, including layout and design, mechanical and freehand lettering methods, and techniques of production and reproduction.

Art 3 Commercial Art 2 (3+0) 0 credits
Advanced course in commercial art. Will include silk screen.

Art 4 Advanced Interior Design (4+0) 0 credits
A review of the basic techniques with a comprehensive study of their uses in relationship to the principles of interior design. Field trips and actual problems will be included in the course.

Art 5 Lapidary Crafts and Gemology (0+4) 0 credits
A brief introduction into the study of Gem Stones with laboratory work in the actual cutting and polishing of stones for jewelry purposes.
DESCRIPTION OF COURSES

Art 6 Crafts (0+4) 0 credits
A course of varied craft projects including metal graving, copper tooling, leather tooling, copper enameling, wood burning, and others.

Art 105 Freehand Drawing (0+4) 2 credits
Art 106 2 credits
Pictorial design, life drawing, landscape drawing, using varied techniques and media.

Art 211 Beginning Sculpture (0+6) 3 credits
Art 212 3 credits
Original, creative studies in clay, wood and stone sculpture. Emphasis on mastery of techniques and material processes.

Art 213 Beginning Oil Painting (0+6) 3 credits
Art 214 3 credits
Basic investigation of materials and their use in expressing the students' ideas. Prerequisite: Art 106 and 162 or permission.

Art 261 History of World Art (3+0) 3 credits
Art 262 3 credits
Origins of Art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Prerequisite: Sophomore standing. Term paper required each semester.

AUTOMOTIVE ENGINEERING
The automotive engineering department of the Anchorage Community College is designed to develop saleable skills for those desiring employment in the automotive repair field. The entire five course program, if successfully completed, should allow the student to secure entrance positions with local automotive shops or to operate an independent automotive repair garage.
### DESCRIPTION OF COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto. Engr. 1</td>
<td>Engine Overhaul (1+4)</td>
<td>0</td>
</tr>
<tr>
<td>Auto. Engr. 2</td>
<td>Engine Tune-up (1+4)</td>
<td>0</td>
</tr>
<tr>
<td>Auto. Engr. 3</td>
<td>Body and Fender Repair (including finishing) (1+4)</td>
<td>0</td>
</tr>
<tr>
<td>Auto. Engr. 4</td>
<td>Automatic Transmission Overhaul (1+4)</td>
<td>0</td>
</tr>
<tr>
<td>Auto. Engr. 5</td>
<td>Basic Auto. Mechanics (1+4)</td>
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### BIOLOGICAL SCIENCE COURSES

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<tr>
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<th>Course Title</th>
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<tr>
<td>Biol. 105</td>
<td>Fundamentals of Biology (3+3)</td>
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<tr>
<td>106</td>
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Basic principles of living systems as illustrated in unicellular and multicellular organisms; the mechanisms of growth, development, heredity, and evolution; introduction to plant and animal kingdoms. Fall semester: Origin of life, structures and functions of cells, cumulative development of structures and functions in the plant kingdom. Spring semester: Genetics, ecology, cumulative development of structures and functions in the animal kingdom. An introductory course open to students in all curricula.

### BUSINESS ADMINISTRATION COURSES

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>B.A. 1</td>
<td>Charter Life Underwriters (3+0)</td>
<td>0</td>
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<tr>
<td></td>
<td>A course designed to prepare the student for Part I of the Charter Life Underwriters examination.</td>
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<tr>
<td>B.A. 2</td>
<td>Charter Life Underwriters (3+0)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>A course designed to prepare the student for Part II of the Charter Life Underwriters examination.</td>
<td></td>
</tr>
<tr>
<td>B.A. 3</td>
<td>Charter Life Underwriters (3+0)</td>
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<tr>
<td></td>
<td>A course designed to prepare the student for Part III of the Charter Life Underwriters examination.</td>
<td></td>
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<tr>
<td>B.A. 4</td>
<td>Charter Life Underwriters (3+0)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>A course designed to prepare the student for Part IV of the Charter Life Underwriters examination.</td>
<td></td>
</tr>
</tbody>
</table>
DESCRIPTION OF COURSES

B.A. 5 Charter Life Underwriters (3+0) 0 credits
A course designed to prepare the student for Part V of the Charter Life Underwriters examination.

B.A. 8 Administrative Management (3+0) 0 credits
A course designed to acquaint the student with the practices of management operation and of a small business, under the joint auspices of the Small Business Administration and the Anchorage Chamber of Commerce.

B.A. 45 Real Estate (3+0) 0 credits
A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

B.A. 331-332 Business Law (3+0) 3 credits
Survey of legal aspects of business problems: Basic principles, institutions and administration of the law.

331: Contracts, agency, employment, negotiable instruments, personal property sales.

332: Insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts, and business crimes.

CHEMISTRY COURSES
Chem. 101 General Chemistry (3+3) 4 credits
102 Gen. Chem. & Introductory Qual. Anal. (3+3) 4 credits
General chemistry and introductory qualitative analysis

101: General principles, chemistry of the nonmetals.

102: Chemistry of the metals, and qualitative analysis.

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DESCRIPTION OF COURSES

ECONOMICS COURSES

Econ. 121 Principles of Economics I (3+0) 3 credits

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems.

Econ. 122 Principles of Economics II (3+0) 3 credits

Theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities, international economic relations.

EDUCATION COURSES

Ed. 202 Audio-Visual Education (2+1) 2 credits

Audio-visual materials, techniques and equipment in the total learning process; operation of specific types of equipment; preparation of material and displays for classroom use; familiarization with sources, standards, criteria in securing audio-visual materials.

Ed. 206 Teaching of Arithmetic (2+0) 2 credits

Modern concepts, methods and materials. Prerequisites: Math. 205.

E. T. 45 General Electronics

A three semester course designed to prepare the student for entry into electronics technician work in general, and for entry into training in advanced systems of electronics. Each semester consists of approximately 500 hours divided equally between classroom and laboratory work.

1st Semester: Introduction to Electronics, Mathematics for Electronics
DESCRIPTION OF COURSES

2nd Semester: Electronics Circuits,
Electronic Systems
3rd Semester: Service techniques and test equipment,
F. C. C. 1st class License preparation

E. T. 45a Electronics Fundamentals (4+4) 0 credits
A beginning course covering vacuum tube and semiconductor
fundamentals, and basic circuit analysis.

E. T. 45b Intermediate Electronics (3+5) 0 credits
A continuation of E. T. 45a covering circuits and systems
required for successful completion of the F. C. C. 2nd class
license.

E. T. 45e Electronics Workshop (2+6) 0 credits
A laboratory course designed to give the student practice
in shop techniques, reading schematic drawings, and the use of
test equipment. Individual projects are permitted with the approval
of the instructor.

E. T. 46 Avionics (To Be First Offered in the 1966-1967 School
Year)
A three semester course designed to prepare the student for
entry into aircraft electronics service, in which a knowledge of
highly sophisticated circuits and systems is required. The study
of systems in jet aircraft will be stressed. Each semester con­
­sists of approximately 500 hours divided equally between class­
room and laboratory.
1st semester: Air Safety, Aircraft electrical systems
2nd semester: control systems, communications systems
3rd semester: computer circuits and systems, navigational
systems.
Prerequisite: Successful completion of E. T. 45, General
Electronics.
ENGINEERING SCIENCE COURSES

E. S. 1 Professional Engineer Refresher (2+2) 0 credits

The purpose of this course is to enable engineers to pass the State Engineer-in-Training (Fundamental) Examination. Will cover thermodynamics, physics, chemistry, mathematics (Calculus), electricity, statics, dynamics, strength of materials, kinematics, and hydraulics. 8-10 hours work on assignments weekly.

E. S. 2 Refresher Course in Surveying (3+1) 0 credits

Designed to prepare qualified personnel for the State Surveying Examination covering problems and procedures in the surveying field.

E. S. 3 Residential Planning (3+1) 0 credits

A course designed for those persons planning to purchase a home, improve a home, have a home built, or to build it themselves.

Topics to be covered include: the site, excavating, financing, economic construction, room placement, lighting, insulation, sound factors, and traffic considerations.

E. S. 4 Blueprint Reading (2+0) 0 credits

Working directly from actual blueprints of local structures, this course will cover basic symbols and measurements, principles of drawing and layouts.

E. S. 5 Advanced Blueprint Reading (2+0) 0 credits

A course designed for the specific study in the four basic areas of blueprint reading: the architectural, mechanical, structural, and electrical blueprints.

The majority of the time in this program will be spent on specific detail problems encompassed within the above listed areas.

E. S. 6 Basic Drafting (1+4) 0 credits

A first course in drafting stressing the use of equipment, different types of drawings, sketching, and duplications.
DESCRIPTION OF COURSES

E. S. 7  Advanced Drafting  (1+4)  0 credits

Advanced problems involving projections, revolutions, sections, details, and layouts. Prerequisite: E. S. 6 or equivalent.

E. S. 8  Welding  (hours by arrangement)  0 credits

The majority of the time in this course will be spent in electric arc welding; however, oxygen and acetylene welding and other types of welding may be covered.

In all types of welding the proper use of equipment is stressed along with the proper techniques needed for certified welding proficiency using the equipment on different forms of metals, alloys, and shapes.

E. S. 9  Basic Principles of Punched Card Accounting Equipment (2+2)  0 credits

This course will assist the student in gaining an understanding of a punch card accounting system. It is designed towards the principles of machine operation and card manipulation and not towards actual control panel wiring. It will be beneficial to those who supervise, work near, or have an interest in the equipment towards an understanding of its general capabilities. Specifically, the course will encompass such equipment as the Card Punch, Card Verifier, Sorter, Interpreter, Reproducer, and Accounting Machine.

E. S. 10  Tabulating Systems Operators (4+2)  0 credits

Basic principles of data processing, (sorter, collator, reproducing punch, interpreter, tab), including board wiring and concepts of operations.

E. S. 101 Graphics (0+6)  2 credits

102  2 credits

Fall Semester: Orthographic projection, pictorial drawing, sketching, lettering, geometric construction, charts, graphs, and diagrams.
DESCRIPTION OF COURSES

Spring Semester: Descriptive geometry; graphic solution of 3 dimensional problems.

E. S. 111 Engineering Science (2+3) 3 credits
112 3 credits

Engineering problem solving with emphasis on the statics, kinematics and dynamics of engineering systems. Conservation laws, oscillations, fluid mechanics, heat, and sound. Prerequisite: Credit or registration in Math. 101 (Fall) and Math. 102 (Spring).

E. S. 207 Measurements (1+6) 3 credits

Theory of measurement, precision, dispersion, distribution of error; with practice problems taken from all fields of engineering. Prerequisite: E. S. 112.

E. S. 208 Mechanics (3+3) 4 credits

Review of statics and dynamics of engineering systems. Moments and products of inertia, laws of motion, rotational dynamics, momentum, energy, work, power and impulse, and vibrating systems. Prerequisite: E. S. 112, Math. 102.

ENGLISH COURSES

Eng. 1 English for Foreign Born (3+0) 0 credits

Practice in the speaking and writing of English as a second language, designed primarily for students of foreign birth.

Eng. 2 Speed Reading (2+2) 0 credits

This course will teach the poor reader to read well and the good reader to read better—that is, faster and with better comprehension. Using modern visual aids the good reader will read 500 words per minute with HIGH comprehension—superior students will be expected to do better. Recommended for all serious college and college-bound students.

Eng. 49 Elementary English (3+0) 0 credits
DESCRIPTION OF COURSES

For students inadequately prepared for college English. Will cover basic grammatical principles of mechanics of English.

Eng. 101 Composition and Modes of Literature (3+0) 3 credits
Eng. 102 3 credits
Orderly thought and its clear expression. Expository and creative literature, teaching the student to read perceptively, essays, short stories, poems, plays, and novels. Weekly writing assignments requiring the student to comment critically on works of literature and to demonstrate his ability to carry out and document research. English 49 also required of any student weak in English.

Eng. 201 Masterpieces of World Literature (3+0) 3 credits
Eng. 202 3 credits
Masterworks of literature, studied to acquire a broad background and develop standards of literary judgment. Fall Semester: Homer through Dante. Spring Semester: Renaissance to the present. Not open to English majors. Prerequisite: Eng. 101 and 102.

Eng. 213 Advanced Exposition (1+2) 3 credits
Clarity and vigor in written communication of facts and ideas. Principles of style and methods of exposition. Students write for individual weekly conferences. Prerequisite: Eng. 102.

Eng. 239 Forms and Technique of Poetry (3+0) 3 credits
Devices, esthetic and criticism of verse composition. Prerequisite: Eng. 101 and 102.

Eng. 240 Forms and Technique of Fiction (3+0) 3 credits
Devices, esthetic and criticism of prose composition. Prerequisite: Eng. 101 and 102.
DESCRIPTION OF COURSES

FRENCH COURSES

Fren. 101 Elementary French (5+0) 5 credits

Fren. 102 5 credits

Designed to teach students to hear, speak, read, and write French. Oral practice is emphasized.

Fren. 201 Intermediate French (3+0) 3 credits

Fren. 202 3 credits

A continuation of French 102. Increasing emphasis on reading ability and cultural material. Conducted in French. Prerequisite: French 102 or 2 years of high school French.

GEOGRAPHY COURSES

Geog. 101 Introductory Geography (3+0) 3 credits

World regions; and analysis of environment.

Geog. 201 Elements of Physical Geography (3+0) 3 credits

Description of physical environment and introduction to techniques of geographic analysis. Prerequisite: Geog. 101.

GEOLOGY COURSES

Geol. 101 General Geology (3+3) 4 credits

Introduction to physical geology; the earth, its materials, the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and recognition of common rocks and minerals.

Geol. 102 Historical Geology (3+3) 4 credits

Summary of the history of the earth from the earliest stages to the present; sequence of geologic events and succession of life forms. Laboratory work includes the reconstruction of geologic history of various regions through geologic maps, structure section; plant and animal life throughout geologic times. Prerequisite: Geol. 101.
DESCRIPTION OF COURSES

Geol. 104 Elements of Geology (3+0) 3 credits
A non-laboratory introduction to physical and historical geology; the earth, its origin, processes that affect it, sequence of events in its evolution and succession of life on it; appreciation of the modern landscape. Not acceptable toward a degree in geology or fulfilling a laboratory science requirement.

Geol. 213 Mineralogy (3+6) 5 credits
Introduction to mineral chemistry, atomic structure, elementary crystallography, crystal chemistry, and descriptive mineralogy. Includes instrumental determinative techniques, simple qualitative chemical tests, and the theory and use of the petrographic microscope including the immersion technique. May be taken for 4 credits by arrangement. Prerequisite: Math. 101, 102, Chem. 101, 102.

GERMAN COURSES

Ger. 101 Elementary German (5+0) 5 credits
102 5 credits
Designed to teach students to hear, speak, read, and write German. Oral practice emphasized.

Ger. 201 Intermediate German (3+0) 3 credits
202 3 credits
Continuation of German 102. Increasing emphasis on reading ability and cultural material. Conducted in German. Prerequisite: German 102 or 2 years of high school German.

HISTORY COURSES

Hist. 117 Formation of European Civilization (3+0) 3 credits
Political, economic and social history of Europe from the late Roman Empire to the Reformation.

Hist. 118 Development of Modern Europe (3+0) 3 credits
Political, social, economic and cultural history of Europe from 1500 to the present. Evolution of nationalism, democracy;
DESCRIPTION OF COURSES

their interrelationship with the Industrial Revolution.

Hist. 131 History of the U. S. (3+0) 3 credits
132 3 credits

Fall semester: The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

Spring semester: From the Reconstruction to the present.

Hist. 225 Ancient History (3+0) 3 credits

Political, social, economic and cultural development of the ancient Near East, Greece and Rome.

Hist. 261 Russian History (3+0) 3 credits


Hist. 262 Russian History (3+0) 3 credits

The Romanoffs and the Development of the Russian Empire; the Petrine Reforms; the Great Reform of the 19th Century; revolutionary movements; strains and stresses in Tsarist Russia.

Hist. 341 History of Alaska (3+0) 3 credits

The Russian background; acquisition, settlement, and development of Alaska as an American territory and the 49th state. Prerequisite: Junior standing.

HOME ECONOMICS COURSES

H. E. 1 Basic Clothing Construction (1+3) 0 credits

Fundamental techniques such as stay-stitching, directional stitching, understitching, clean finishing, directional pressing, etc., are taught during the construction of several cotton garments. This course should be considered a prerequisite for all of the following classes. It is hoped that beginning and experienced sewers may be taught in two separate classes.
DESCRIPTION OF COURSES

H. E. 2 Intermediate Clothing Construction (1+3) 0 credits

This class will offer basic techniques plus new learnings such as cut-on sleeves and gussets, shawl collar and man's shirt (or shirtwaist dress).

H. E. 3 Basic Tailoring (1+3) 0 credits

Techniques taught during the construction of a coat include proper pressing and handling of wool, interfacings, linings, notched collar, slot pocket, bound buttonholes.

H. E. 4 Advanced Tailoring (1+3) 0 credits

Techniques taught during the construction of a suit include more advanced methods of setline sleeves and buttonholes, separate front facing, roll collar, wool skirt, and others. Obtaining proper fit by use of a basic shell is taught. Prerequisite: H. E. 3.

H. E. 7 Drapery Making (1+3) 0 credits

How to measure and make draperies, cornice bds., valances, aristrian shades, pillows, curtains. Actual finished product expected of each participant.

JOURNALISM COURSES

Jour. 1 Photography (1+2) 0 credits

A study of the basic principles of photography. The course will include laboratory and classroom demonstrations. Portraiture, flash, and composition; general photography such as landscapes, scenery, people, and animals. Special projects of general class interest.

Jour. 2 Color Photography (1+2) 0 credits

An advanced course in photography for those especially interested in color work. A study of taking the picture, processing the film, and printing the photograph.
DESCRIPTION OF COURSES

Jour. 201 Introduction to Journalism (2+3) 3 credits

Structure of news stories, various news leads and feature stories; gathering and evaluating information for simple news stories; writing stories. Prerequisite: Eng. 102 or by arrangement.

MATHEMATICS COURSES

Math. 46 General Mathematics (3+0) 0 credits

A course in basic mathematics planned to meet the needs of the students enrolled. Review of fundamental arithmetic processes. Introduction to short methods in these operations. The purpose of the course is to prepare the student to meet with confidence the challenge of daily mathematics problems.

Math. 47 Slide Rule and Mathematics for the Building Trades (4+0) 0 credits

A dual objective course designed to teach the fundamental mathematical operations on the slide rule.

The slide rule will be used for computing results to problems assigned to the students.

The course will cover fractions, decimal equivalents, percentages, vocational finance, surface measurements, volume, mechanics, electricity, machines, and efficiency.

Math. 48 Review of Algebra (3+0) 0 credits

Required of those insufficiently prepared in Mathematics. May be used to remove high school deficiency.

Math. 49 Advanced High School Algebra (3+0) 0 credits

This course is intended for students wishing to improve their mathematics background before attempting college math. It covers second year high school Algebra (advanced). Prerequisite: Math 48 or equivalent.

Math. 107 College Algebra (3+0) 3 credits

Review of high school algebra, determinants, matrices, top-
ics in the theory of equations, systems of equations, inequalities, curve sketching, probability, and applications.

Math. 108 Trigonometry (2+0) 2 credits
Plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions. Prerequisite: Math. 107.

Math. 109 Analytic Geometry (3+0) 3 credits
Rectangular co-ordinate system, the straight line, conic sections, transcendental curves, polar co-ordinates, parametric equations, and solid analytic geometry. Prerequisite: High School trigonometry or Math. 108.

Math. 111 Beginning Calculus (3+0) 3 credits
Sequences, limits, differentiation and applications, integration and applications, differentiation of algebraic and transcendental functions. Prerequisite: Math 109.

Math. 115 Foundations of Mathematics (4+0) 4 credits
Selected topics from arithmetic, algebra, geometry, sets, logic, elementary functions and probability.

Math. 200 Calculus (4+0) 4 credits
201 4 credits
202 4 credits
Techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. Prerequisite: Math. 106 or 108. Admission to Math. 201 is also possible on completion of Math. 102 or Math. 111.

Math. 205 Mathematics for Teachers (3+0) 3 credits
Background for better understanding and appreciation of fundamental principles underlying mathematics taught in elementary schools. Prerequisite: Math. 115.
DESCRIPTION OF COURSES

MUSIC COURSES  APPLIED MUSIC

Music 47  Music Fundamentals (0+1)  0 credits

A course in the rudiments of music for students with little or no prior training in music theory. In addition to acquiring facility in scale, interval, and chord construction, the student is acquainted with the elements of musicianship through ear-training, sightsinging and dictation.

Music 48  Vocal Ensemble (2+0)  0 credits

Admission by audition. At least one concert each semester.

Music 49  Instrumental Ensemble (2+0)  0 credits

Admission by audition.

Music 101  Chorus  (0+3)  1 credit

Music 151, 251  Class Lessons  (0+3)  1 credit

Class instruction in piano, voice, or orchestral instrument.

Music 152, 252

Music 203  Orchestra (0+3)  1 credit

MUSIC THEORY AND HISTORY

Music 123  Introduction to Music  (2+3)  3 credits

Cultivation of the understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles. Open to all students, including music majors, but not a part of the music major curriculum. May be repeated for maximum of 6 hours credit.

Music 131  Basic Theory  (2+3)  3 credits

Music 132

Rhythmic, melodic, and harmonic dictation; keyboard harmony, including resolution of figured bass; sightsinging and ear training; stylistic analysis of works of eighteenth and nineteenth
DESCRIPTION OF COURSES

century composers. Semesters must be taken in sequence.

MUSIC EDUCATION

Music 243 Education, Music for the Classroom Teacher

(2+3) 3 credits

Introduction to music through experiences related to the teaching of music in the elementary school classroom.

NURSING SCIENCE

Nursing Science 42 Practical Nursing Program

Classes enter once a year in September. This program is 12 months in length on a full time basis. Classes are held in the daytime; these will be related to the students’ closely supervised clinical practice in local hospitals. An average day includes five hours of practice and two hours of class.

The courses listed below are included in this 12 months of practical nursing education:

Theory Courses:
1. Practical Nursing Skills I, II, III 248 hours
2. Vocational Adjustments I, II, III 68 hours
3. Diet and Health 24 hours
4. Body in Health and Disease I, II, III, IV 148 hours
5. Family living I, II, III 60 hours

Practice Courses:
1. Medical-Surgical Nursing I, II, III 492 hours
2. Obstetrical Nursing 144 hours
3. Nursing of Children 144 hours
4. Psychiatric Nursing 204 hours

Practical Nursing is taught on a vocational level, and is less than college grade. The graduate practical nurse is prepared to nurse patients in situations relatively free of complexity, with a
minimum of on-the-spot supervision. In these situations she is under the general direction of a qualified nurse supervisor or a physician. She is also prepared to assist the professional nurse in nursing situations which are more complex.

This course is accredited by the Alaska Board of Nursing and graduates are eligible to take the state examination in practical nursing. Successful candidates are privileged to practice as practical nurses within Alaska. Interstate licensure may usually be accomplished if the graduate wishes.

Preference is given to applicants who are high school graduates, although occasional exceptions may be made. The state law requires completion of the 10th grade or its equivalent. Other essential personal qualifications include good mental and physical health and an interest in and a desire to help people.

There is a small tuition charge. Students are also expected to buy their own books and uniforms.

Interested persons are encouraged to write to: Coordinator, Practical Nursing Program, for application forms and further information. Those desiring personal interviews should call the Community College for appointments.

OFFICE ADMINISTRATION COURSES

O. A. 49 Key Punch (2+4) 0 credits
Basic card system, card design, operation of keypunch, preparation of cards.

O. A. 101 Shorthand (2+2) 3 credits
102 3 credits
Beginning Gregg Shorthand for secretarial students. Theory and reading practice first semester; dictation and transcription practice second semester.

O. A. 103 Elementary Typewriting (2+2) 2 credits
Basic typewriting skills, techniques of copy work and instruction to letter writing and simple tabulations. For students who have had no previous typewriting.
DESCRIPTION OF COURSES

O. A. 105 Intermediate Typewriting (2+2) 2 credits

Speed development and application of typewriting skill to special letter problems, tabulations and office problems. Prerequisite: One year of high school typewriting or O. A. 103.

O. A. 106 Advanced Typewriting (2+2) 2 credits

Letter writing with special problems, reports, business forms, statistical tabulations and legal documents; emphasis is on speed and office standards. Prerequisite: O. A. 105 or equivalent and speed of 40 words per minute.

O. A. 201 Intermediate Stenography (2+2) 3 credits

O. A. 202 Advanced Stenography 3 credits

High speed shorthand dictation and transcription. Prerequisite: O. A. 102 and O. A. 106 or equivalent.

O. A. 203 Office Machines (1+2) 3 credits

Basic operation of calculating, adding, duplicating and dictation machines. Prerequisite: O. A. 105 or equivalent.

O. A. 208 Specialized Secretarial Skills (3+0) 3 credits

Principles, practices, and rules of filing. Training and practice in the operation of transcribing machines, responsibilities and duties of the secretary; business ethics and the preparation of office manuals.

O. A. 231 Business Correspondence (3+0) 3 credits

Fundamentals of business writing; emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports. Prerequisite: Eng. 102, O. A. 105 or equivalent.

PHILOSOPHY COURSES

Phil. 201 Introduction to Philosophy (3+0) 3 credits

Terms, concepts and problems as reflected in writings of great philosophers. Prerequisite: Eng. 102, Sophomore standing.
Phil. 204 Introduction to Logic (3+0) 3 credits

Principles of deductive and inductive logic, application of these laws in science and other fields; brief introduction to symbolic logic and its applications. Prerequisite: Sophomore standing.

PHYSICAL EDUCATION COURSES

P. E. 1 Ballroom Dance (0+3) 0 credits

Basic techniques and steps of modern ballroom dance. A class for beginners.

P. E. 2 Advanced Ballroom Dance (0+3) 0 credits

Advanced techniques and steps of modern ballroom dance for experienced dancers.

P. E. 3 Recreational Physical Education (0+4) 0 credits

Course for adults desiring to keep physically fit by the use of leisure time sports. The course makes available to the student basketball, volleyball, handball, gymnastics, weight lifting, and also includes physical fitness counseling by a certified instructor.

P. E. 101 Freshmen Physical Education (0+3) 1 credit

102 Women 1 credit

Required for women. A variety of activities designed to improve the physical condition, coordination and physical skills of the individual; regulation gym suits are required.

P. E. 105 Freshmen Physical Education (0+3) 1 credit

106 Men 1 credit

Required for men, except R.O.T.C. Cadets, ex-servicemen and physical education majors; selected activities for the acquisition of physical skills, leisure-time activities and physical vigor. Regulation gym suits are required.

P. E. 146 First Aid (2+0) 2 credits

Knowledge and skills necessary to provide efficient aid and treatment in emergencies.
POLICE SCIENCE COURSES

Police Sci. 51 Introduction to Criminology (3+0) 3 credits
Study of the major areas of deviant behavior and the relationship to society, law, and law enforcement.

Police Sci. 52 Criminal Law (3+0) 3 credits
The structure, definitions, and the most frequently used sections of the Penal Code and other criminal statutes.

Police Sci. 53 Criminal Evidence (3+0) 3 credits
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

Police Sci. 54 Administration of Justice (3+0) 3 credits
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

Police Sci. 55 Criminal Investigation (3+0) 3 credits
Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.

Police Sci. 56 Patrol Procedures (3+0) 3 credits
Responsibilities, techniques, and methods of police patrol.

Police Sci. 57 Traffic Control (3+0) 3 credits
Traffic laws enforcement, regulation, and control; fundamentals of traffic accident investigation; Vehicle Code.

Police Sci. 58 Juvenile Procedures (3+0) 3 credits
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.
DESCRIPTION OF COURSES

POLITICAL SCIENCE COURSES

Political Science 1  Citizenship for Naturalization (3+0) 0 credits

This course presents the fundamentals of American history and government necessary for naturalization of students applying for citizenship. It is taught in conjunction with Eng. 1 (English for Foreign Born), and the two are usually taken consecutively except by students born in English speaking countries who do not need Eng. 1. Twelve weeks in length.

P. S. 101 American Government (3+0) 3 credits

Fall Semester: Constitutional democracy; American national government. Federalism, separation of powers, suffrage, representation, political parties and elections; the executive, legislative, and judicial branches.

Spring Semester: Functional and administrative practices and problems of the national government; state, territorial, and local governments. Prerequisite: P. S. 101.

P. S. 201 Comparative Government (3+0) 3 credits

Comparative study of government and politics of major world powers. Admission by permission of instructor.

P. S. 203 International Relations (3+0) 3 credits


P. S. 211 State and Local Government (3+0) 3 credits

Organization and activities of state, territorial, and local governments of the United States; state constitutions, state executive, legislative, and judicial systems, county and city governments, and public services; problems of growing communities. Prerequisite: P. S. 102.
DESCRIPTION OF COURSES

P. S. 221 American Political Parties (3+0) 3 credits
American party system; organization and functions of parties, suffrage, public opinion, role of pressure groups; survey of contemporary political issues. Admission by consent of instructor.

PSYCHOLOGY COURSES

Psych. 101 Introduction to Psychology (3+0) 3 credits
Fundamentals of general psychology and human behavior.

Psych. 102 Introduction to Psychology (3+0) 3 credits
The principal areas of general psychology. A continuation of Psych. 101. Prerequisite: Psych. 101.

Psych. 205 Statistics for the Behavioral Sciences (3+0) 3 credits
Introduction to the purposes and procedures of statistics; calculating methods for the description of groups (data reduction) and for simple inferences about groups and differences between group means. Requires high school algebra.

Psych. 209 Social Psychology (3+0) 3 credits
Social influences on human behavior. Prerequisite: 6 hours in Psych. and/or Soc.

Psych. 251 Child Development (2+3) 3 credits
Mental, emotional, social, and physical development patterns from birth to adolescence; laboratory arranged for observations of children in a variety of settings including public schools. Not open to students having credit in Psych. 252. Prerequisite: Psych. 101 and permission of instructor.

Psych. 252 Psychology of Adolescence (3+0) 3 credits
Mental, emotional, social, and physical development patterns during the adolescent years; laboratory arranged for observation of adolescents in a variety of settings including public schools. Not open to students having credit in Psych. 251. Prerequisite: Psych. 101 and permission of instructor.
DESCRIPTION OF COURSES

RUSSIAN COURSES

Russ. 101 Elementary Russian (5+0) 5 credits
102 5 credits

Designed to teach students to hear, speak, read, and write Spanish. Oral practice emphasized.

Russ. 201 Intermediate Russian (3+0) 3 credits
202 3 credits

A continuation of Russian 102. Increasing emphasis on reading ability and cultural material. Conducted in Russian. Prerequisite: Russian 102 or 2 years of high school Russian.

SOCIOLOGY COURSES

Soc. Sci. 51 Introduction to Behavioral Sciences 3 credits
52 3 credits

As a part of the police science program, this course is the introduction to the basic concepts in psychology and sociology, with attention to the applied fields of these disciplines constituting the behavioral sciences.

Soc. 101 Introduction to Sociology (3+0) 3 credits
102 3 credits

Man's relationship to the society in which he lives.

Soc. 201 Social Problems (3+0) 3 credits

Problems of contemporary society; analysis of factors giving rise to them. Prerequisite: Soc. 101 and 102.

SPANISH COURSES

Span. 101 Elementary Spanish (5+0) 5 credits
102 5 credits

Designed to teach students to hear, speak, read and write Spanish. Oral practice emphasized.

Span. 201 Intermediate Spanish (3+0) 3 credits
202 3 credits

Continuation of Spanish 102. Increasing emphasis on reading
ability and cultural material. Conducted in Spanish. Prerequisite: Span. 102 or 2 years of high school Spanish.

SPEECH COURSES

Sp. 1 Theatre Workshop (1+2) 0 credits
Techniques of acting and directing small scenes. Principles of production, makeup, lighting, and stage craft.

Sp. 211 Public Speaking I (1+2) 2 credits
Basic oral composition and criticism. Theory and practice of exposition and persuasion. Prerequisite: Eng. 101 or Phil. 201 or by arrangement.

Sp. 212 Public Speaking II (1+2) 2 credits
Theory and practice of rhetoric and public address. Basic works from Plato to Quintilllan. Practice in advanced forms of exposition and persuasion.
FACULTY
1965-66
Full-Time

Anderson, Effie I.
University of Washington, '49, B. S.
University of Colorado, '59, M. S.

Apple, Darlene M.
Mankato State College, '56, B. S.

Baldessari, Joan M.
St. Ambrose College, '58, B. S.

Banks, Bill

Bergeron, Earldeane A.
Emory & Henry College, '56, B. S.

Combs, Alex Duff
Temple University, '49, B. F. A.; '52, M. F. A.

Decker, Doris
Husson College, '59, B. S.

Forssell, Carl F.
University of Washington, '52, B. B. A.
University of Southern California, '63, M. S.

Gaines, Richard H.
Texas Christian University, '26, B. A.
University of Southern California, '59, M. A.

Gibbons, John

Keim, Dorcas I.
University of Washington, '51, B. S.

McDonald, Beatrice G.
State Teachers College, '33, B. S. Ed.
Boston University, '54, M. Ed.

Practical Nursing
Office Administration
Practical Nursing
Electronics
Practical Nursing
Art
MDTA--Business Education
MDTA--Business Education
English
MDTA--Buildings and Grounds Supervisor
Practical Nursing
Office Administration
Monsrud, Sally
Augustana College, '27, B. A.
Washington State College, '34, M. A.

Pinkerton, Frank
Eastman School of Music, '53, B. A.
University of New Mexico, '61, M. A.

Strash, Victor C.
University of Moscow, B. A.
University of Washington, '36, M. A.

Sullivan, Daniel
University of Maine, '51, B. A.
University of Maine, '59, M. Ed.

Traylor, Gary
University of Wichita, '56, B. A.
University of Utah, '61, M. A.

Turner, Joy M.
Modesto Jr. College, '35, A. A.
University of Portland, '40, B. S.

Voth, Elvera K.
Bethel College, '46, B. A.
Northwestern University, '48, M. M. Ed.

FACULTY
1965-66
Part-Time

Anderson, Jerry A.
S. D. State College, '62, B. S.
Kansas State University, '63, M. A.

Ashcraft, Charles A.
Phillips University, '58, B. S.; '64, M. S.

Bolton, Harold E.

Brown, Betty J.
Veloz & Yolandas; Arthur Murray; David LeVay

MDTA--Basic Education
Music
History, Russian
Mathematics
English
Practical Nursing
Music

Economics
Bookkeeping
Data Processing
Ballroom Dance
Burt, Raymond D.  
Fresno State College

Buss, Anna M.  
University of Minnesota, '27, B.A.; '28, M.A.

Butte, Franklin

Coats, James W.  
College of Idaho, '48, B.A.  
University of Utah, '54, M.S.

Davis, Nancy Y.  
University of Chicago

Dekreon, Joseph M.  
U.S. Merchant Marine Academy, '44, B.S.

Eggert, Percy Jean  
Eastern Michigan College, '51, B.S.  
University of Southern California, '53, M.S.

Elledge, Roland G.  
Washington State College, '52, B.S.  
Whitworth College, '63, M.A.

Fink, Thomas  
Bradley University, '50, B.S.  
University of Illinois, '52, LL.B.  
American College of Life Underwriters, '63, CLU

Frostad, Norman G.  
Plumbing

Handy, Charles E.  
Carpentry

Harrison, Ivan  
East Central State College of Oklahoma, '39, B.S.  
Southeastern State College, '50, B.A.  
North Texas State College, '56, M.S.

Hart, John C.  
Ursinus College, '49, B.A.  
Temple University, '59, M.S.

Hartlieb, Gordon W.  
Kent State University, '50, B.A.  
Ohio State University, '58, LL.B.
Henderson, Margaret  
Baylor University, '36, B.A.  
Texas Woman's College, '51, M.Ed.  

Kirschbaum, Armond M.  
California School of Fine Arts  
Stevens School of Commercial Arts  

Martin, Larry C.  
Williamette University, '58, B.A.  
University of Oregon, '60, M.A.  

McKelvey, Foster M.  
East Central College, B.A.  
University of Oklahoma, '60, M.A.  

McKenzie, Marie  
University of Southern California, '46, A.B.; '49, M.S.Ed.  

Milligan, Joseph  

Nielsen, Burl E.  
Nebraska State College, '48, B.S.  
University of Wyoming, '52, M.A.  

Parker, Dr. Allen H.  
Oregon State University, '43, B.S.  
University of Portland, '51, M.S.; '53, Ph.D.  

Parkins, Rose  
North Dakota Agricultural College, '39, B.S.  

Reinholz, Harvey  
Lawrence College, '51, B.S.  
Northwestern University, '56, M.S.  

Schmidt, Dr. Ruth A. M.  
New York University, '36, A.B.  
Columbia University, '39, M.A.; '48, Ph.D.  

Schroyer, Louie J.  
Northern State Teachers College  
Colorado State College, '53, M.A.  

Sewell, Charles  

English  
Art  
Political Science  
Speech  
Speed Reading  
Welding  
Mathematics  
Psychology  
Home Economics  
Biology  
Geology  
English  
Sheetmetal
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<tr>
<td>Sherwood, Clyde M.</td>
<td>University of Washington, '49, B.S.; '50, C.P.A.</td>
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<td>Smith, Mary Ann</td>
<td>College of the Sequoia's, '58, B.S.</td>
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<td>Los Angeles State College, '60, B.A.; '62, M.A.</td>
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<td>Speshock, Michael</td>
<td>University of Scranton, '50, B.S.</td>
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<td>Boston College, '54, M.S.W.</td>
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<td>Stevahn, Gottfried</td>
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<td>University of Heidelberg, '55, German Language Certificate</td>
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<td>Straight, Willard</td>
<td>University of Kansas, '51, B.Mus.</td>
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<td>Taylor, Maynard</td>
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<td>Tulin, Charles E.</td>
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<td>Walker, Willie J.</td>
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<td>Wetherhorn, Dr. Mitchell</td>
<td>Florida State University, '49 B.S.; '49, M.S.; '58, Ph.D.</td>
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<td>Wilson, Rebecca M.</td>
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<td>Highland University, '59, M.A.</td>
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<td>Wiltrout, William W.</td>
<td>West Virginia University, '58, B.S.; '58, M.A.</td>
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<td>Winey, Carol J.</td>
<td>Iowa State College, '52, B.S.</td>
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- **Accounting**
- **Theatre Workshop**
- **Sociology**
- **German**
- **Music**
- **Drafting**
- **Real Estate**
- **Slide Rule**
- **Psychology**
- **Spanish**
- **Physical Education**
- **Home Economics**

55
CLERICAL STAFF

Lorraine Blake ----------------------------- Fiscal Clerk
Jean Cuffel -------------------------------- Records Clerk
Carole Elkins ----------------------------- Secretary
Winnie Freeman ----------------------------- Library Clerk
Hattie Gardner ----------------------------- MDTA--Clerk
Fran Papp ----------------------------- Library Clerk
Katie Payton ----------------------------- MDTA--Fiscal Clerk
Daphna Pease ----------------------------- Secretary
Phyllis Smith ----------------------------- Secretary
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