



ANCHORAGE  
COMMUNITY  
COLLEGE

1967-1968

*Wesley  
Copy -  
Leonard*

# 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 277-5516

CATALOG  
1967-1968

# ANCHORAGE COMMUNITY COLLEGE

## Administration

Eugene Short..... Resident Director  
David R. Knapp..... Registrar—Director of Students  
Gene Johnson ..... Counselor  
William R. Krager ..... Vocational Technical Coordinator  
Miss Dorcas Keim. Coordinator, Practical Nursing Program  
Howard Long ..... Supervisor of Welding Technology

The Anchorage Community College is an extension 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 courses in general education, vocational-technical education, and continuing education for adults in the Greater Anchorage Area.

## Anchorage Community College Advisory Committee

Gordon Hartlieb  
Mrs. A. S. Walkowski  
Eugene Cox  
John Manley  
Colonel Carl W. Bradford  
John J. O'Shea  
A. G. Hiebert  
Barney Gottstein  
Dr. Walter Johnson  
Mrs. Helen March

William Bishop  
Willard Bowman  
John Shaw  
Sterling Sears  
Richard Albers  
Joseph Rothstein  
William Evans  
Robert Reeve  
Keith Lesh



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DEAN EARL H. BEISTLINE ..... Acting Academic  
Vice President  
DR. KENNETH M. RAE ..... Vice President for  
Research and Advanced Study  
DR. DON M. DAFOE ...Provost, Anchorage Regional Center

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MR. DON E. FRIDLEY ..... Associate Superintendent  
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MR. ROBERT E. HALL ..... Assistant Superintendent  
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MR. WILLIS AVERY ..... Member

## 1967-1968 TRIMESTER CALENDAR

### FALL TERM (1967)

Registration ..... Monday, September 11, 6:00-10:00 p.m.  
Tuesday, September 12, 6:00-10:00 p.m.  
Wednesday, September 13, 6:00-10:00 p.m.  
Instruction Begins ..... Monday, September 18  
End of Late Registration ..... Friday, September 22  
Thanksgiving Vacation ..... Thursday, November 23  
(Classes do not meet) Friday, November 24  
Last Day of Class ..... Friday, December 22

### SPRING TERM (1968)

Registration ..... Monday, January 22, 6:00-10:00 p.m.  
Tuesday, January 23, 6:00-10:00 p.m.  
Wednesday, January 24, 6:00-10:00 p.m.  
Instruction Begins ..... Monday, January 29  
End of Late Registration ..... Friday, February 2  
Easter Vacation (Classes do not meet) ..... Friday, April 12  
Last Day of Class ..... Friday, May 3  
Commencement ..... Friday, May 10

### SUMMER TERM (1968)

Registration ..... Monday, May 27, 6:00-10:00 p.m.  
Tuesday, May 28, 6:00-10:00 p.m.  
Wednesday, May 29, 6:00-10:00 p.m.  
Instruction Begins ..... Monday, June 3  
End of Late Registration ..... Friday, June 7  
Independence Day (Classes do not meet) ... Thursday, July 4  
Last Day of Classes ..... Friday, August 30



# 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 2000. 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. On July 1, 1966, the Administration of Anchorage Community College was changed from the University of Alaska Statewide Services to Anchorage Regional Center.

### 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

## GENERAL COLLEGE INFORMATION

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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.
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.



## GENERAL COLLEGE INFORMATION

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### ANCHORAGE REGIONAL CENTER

For the specific purpose of more adequately fulfilling the University of Alaska's responsibility for meeting public higher education needs in the Anchorage area, the Board of Regents authorized the establishment of the Anchorage Regional Center. The Center, established on July 1, 1966, and headed by Dr. Don Dafoe, Provost, has responsibility for coordinating University educational programs in the Anchorage area which include:

The Anchorage Community College, operated in cooperation with the Anchorage Borough School District, Mr. Eugene Short, Director.

The Elmendorf-Ft. Richardson Evening Classes Unit for which Mr. Lewis Carr has responsibility.

An extensive program in teacher education. Dr. Troy Sullivan, program advisor and teacher training supervisor.

An Engineering Management program carried out by a resident professor assisted by main campus staff.

Through coordinated scheduling persons can be assured of completing program requirements. An expanded cadre of full-time instructors along with well qualified, part-time lecturers will serve Anchorage programs. Broader utilization of the staff, library and research resources of the main campus can be provided under the new framework.

Persons seeking further information on University of Alaska programs are urged to visit or telephone the Anchor-

## GENERAL COLLEGE INFORMATION

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age Regional Center at 1820 W. Northern Lights Boulevard, telephone 272-1424.

### ADMISSION REQUIREMENTS

Admission of Part-time Student—Adults, 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.

Full-time students 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.

Persons whose eventual educational objective is a baccalaureate degree are required to meet the admission requirements of the University of Alaska and should consult the University of Alaska catalogue.

## GENERAL COLLEGE INFORMATION

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### FEES AND EXPENSES

FULL-TIME STUDENTS	Resident	Non-Resident
University Fee .....	\$100.00	\$250.00

#### PART-TIME STUDENTS

(7 to 11 credit hours):

University Tuition Fee:

7 credit hours .....	\$110.00	\$135.00
8 credit hours .....	110.00	160.00
9 credit hours .....	110.00	185.00
10 credit hours .....	110.00	210.00
11 credit hours .....	110.00	235.00

All semester charges are payable each semester upon registration.

Students normally will pay approximately the sums above at semester registration time. However, those taking less than 7 semester credit hours pay \$18.00 per credit hour in lieu of the University Fee, and are not eligible for dormitory occupancy.

The tuition for courses not involving college credit is determined by the Board of Education of the Anchorage Borough School District and appears on the schedule of classes each semester. 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.

Credit by examination—a minimum charge of \$3.00 for credit by examination, plus an additional \$1.00 for each credit over three, will be levied.

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



## GENERAL COLLEGE INFORMATION

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### 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 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 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.

## GENERAL COLLEGE INFORMATION

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### 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, Elmendorf Air Force Base, or Post Education Office, Fort Richardson.

### VETERAN EDUCATION

Anchorage Community College is approved by the Veterans Administration for veterans desiring to attend college under the "Cold War G. I. Bill." A veteran may obtain the necessary application forms from the Registrar or from the Veterans Administration.

Under this bill, the veteran is reimbursed directly from the Veterans Administration on the basis of his dependents and eligibility. It is, therefore, his responsibility to pay his tuition and textbook costs at the time of registration.

### HIGH SCHOOL DIPLOMA

Mature adults, nineteen years of age or older, who have been out of high school more than one semester and who are interested in completing work toward a high school diploma will be tested and counseled by the College. A program of studies will be developed for each individual case. The satisfactory completion of general educational develop-

## GENERAL COLLEGE INFORMATION

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ment tests and an exploratory series of courses will make it possible for the mature adult to obtain an Anchorage Community College high school diploma.

### COUNSELING SERVICE

Counseling is offered to aid each individual in finding his own way of making decisions in all areas of his life—personal, vocational, educational, etc. Any person, whether a student or not, is invited to use the counseling services to seek out information or to help identify his educational and vocational goals. Through counseling he can attempt to answer questions such as these:

1. Do I have the academic aptitudes to tackle a college or technical program?
2. I seem to be interested in so many things—how can I sort out what is important for an occupation or for hobbies?
3. How can I complete a High School Diploma?
4. What am I like? What are my personal traits and how can I best apply them to be effective in life?
5. How can I communicate better with other people?

Various ability, achievement, interest, and personality tests are available if desired; and when appropriate, group discussions may be organized. Any person may contact the counselor directly or make an appointment through the College office.

### ANCHORAGE COMMUNITY COLLEGE TESTING CENTER

In addition to the counseling tests mentioned above, the Anchorage Community College functions as a test center for



## GENERAL COLLEGE INFORMATION

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a wide variety of national test programs. These are, for example, to establish certain levels of professional competency, college entrance, high school equivalency, etc. The center will also proctor special examinations at the request of the student or established organization.

## 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 Civic Ballet  
League of Alaska Writers  
Treasures of Sight and Sound (T.O.S.S.)

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.

While presented more as a class than an affiliated organization, the Anchorage Community College is able also to present the Lyric Opera Theater and the Community College Concert Band.

## GENERAL COLLEGE INFORMATION

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### 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. Entrance into the apprenticeship class is contingent upon approval of the applicant by the Joint Apprenticeship Committee.

### 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

## GENERAL COLLEGE INFORMATION

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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 for those courses being taken for credit.

## 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 it. 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

	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	
A. Specific Requirements	20-30
Any of 1, 2, 3, 4, or 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 required for graduation.	

## COURSE INFORMATION

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### 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 during the year preceding graduation.

## 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.

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.

## COURSE INFORMATION

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### SUBJECT CLASSIFICATION

Subjects and courses are classified as follows:

NATURAL SCIENCES	SOCIAL SCIENCES	HUMANITIES
Biological Sciences	Anthropology	Art
Chemistry	Economics	English
Geography 201	Geography	Foreign Language
Geology	History	Journalism
Mathematics	Home Economics	Linguistics
Physics	Political Science	Music
	Psychology	Philosophy
	Sociology	Speech and Drama

### CURRICULA

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 Bachelor's Degree if they so desire.

### REQUIREMENTS FOR AN A.B.A. IN OFFICE ADMINISTRATION

1. Complete the following general requirements:  
English 6 credits  
American Government or  
American History 6 credits  
At least 6 credits each in any three of  
the following areas:  
(a) humanities, (b) social studies, (c)  
natural sciences, (d) mathematics, (e)  
other



## COURSE INFORMATION

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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 credits
O.A. 106 Advanced Typewriting	2 credits
O.A. 201 Intermediate Stenography	3 credits
O.A. 202 Advanced Stenography	3 credits
O.A. 203 Office Machines	3 credits
O.A. 208 Specialized Secretarial Skills	3 credits
O.A. 231 Business Correspondence	3 credits
Approved Electives	5 credits
Total	60 credits

## REQUIREMENTS FOR AN ASSOCIATE OF ARTS DEGREE WITH A MAJOR IN VOCATIONAL ART

### I. General Education

A. Specific Requirements	(12) credits
English	6 credits
American Government or American History	6 credits
B. General Requirements	(18) credits
Humanities	6 credits
Social Studies	6 credits
Natural Science	6 credits
Mathematics	6 credits
Other	6 credits

### II. Major (20-30) credits

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

## COURSE INFORMATION

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### A. Specific Requirements

- Art 55 and 56, Elementary Drawing, or  
Art 105 and 106, Freehand Drawing 4 credits  
Art 57 and 58, Elementary Printmaking, or  
Art 207 and 208, Beginning Printmaking 4 credits  
Art 59 and 60, Elementary Metalcraft, or  
Art 209 and 210, Beginning Metalcraft 6 credits  
Art 61 and 62, Elementary Sculpture, or  
Art 211 and 212, Beginning Sculpture 6 credits  
Art 63 and 64, Elementary Oil Painting, or  
Art 213 and 214, Beginning Oil Painting 6 credits  
Art 65 and 66, Elementary History  
of World Arts, or  
Art 261 and 262, History of World Art 6 credits

### B. Electives (4-16) credits

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

The Department of Art would prefer that the candidate for the Associate of Arts Degree in Vocational Art continue for at least a minimum of 4 credits, not exceeding a maximum of 6 credits in the area of his strongest interests and artistic inclinations.

## LIBERAL ARTS

A total of 60 credits are required for graduation.

### I. General Education

- A. Specific Requirements (12) credits
1. English (Comp. and Modes of Lit.) 6 credits
  2. History (Hist. of U.S.) or Political  
Science (American Government) 6 credits

## COURSE INFORMATION

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### B. General Requirements (18) credits

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 or two years of high school in one foreign language | 6-10 |
| 2. Speech (Public Speaking)   | 4    |
| 3. Formal Humanities Course   | 4-6  |

#### B. Approved Electives 10-16

of which six must be in one department

## POLICE ADMINISTRATION

### I. General Education Requirements: 37

Eng. 101-102, Comp. and Modes of Lit	
or Eng. 67-68, Elementary Exposition	6
Speech 211, Public Speaking	2
Pol. Sci. 101, American Government	3
Pol. Sci. 102, Intro. to Political Science	3
Anth. 101, The Study of Man	3
Psych. 101-102, Intro. to Psychology	6



## COURSE INFORMATION

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Sociology 101, Intro. to Sociology	3
Sociology 201, Social Problems	3
Math 106 and Math 110, or Biol. 105-106 or Chem. 101-102	8
 II. Major Specialty:	 27
Police Admin. 51, Intro. to Criminology	3
Police Admin. 52, Criminal Law	3
Police Admin. 53, Criminal Evidence	3
Police Admin. 54, Administration of Justice	3
Police Admin. 55, Criminal Investigation	3
Police Admin. 56, Patrol Procedures	3
Police Admin. 57, Traffic Control	3
Police Admin. 58, Juvenile Procedures	3
Police Admin. 91, Organization, Manage- ment and Administration	3

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

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### SAMPLE

#### BUSINESS ADMINISTRATION CURRICULUM

(General)

Eng. 101, 102	6	Acc. 215, 216	6
Psych. 101, 102	6	Humanities (Eng.)	6
Econ. 121, 122	6	Soc. Science	8
Math.	8	B. A. 331, 332	6
Science	8	Total	60

### SAMPLE

#### BUSINESS ADMINISTRATION CURRICULUM

(Secretarial)

Eng. 101, 102	6	Math.	3-6
Hist. 131, 132 or		O. A. 101, 102	6
P. S. 101, 102	6	O. A. 103, 105, 106	6
Psych. 101, 102	6	O. A. 201, 202	6
Humanities	3-6	O. A. 231	3
Nat. Sciences	3-6	Electives	3-12
		Total	60

### SAMPLE

#### ENGINEERING

Eng. 101, 102	6	Nat. Sci. (Chem.	
P. S. 101, 102 or		201, 202)	8
Hist. 131, 132	6	Engr. Sci. 101,	
Math. 107, 108, 109	8	102, 111	7
Math, 111, 201,		Eng. 213	3
202	11	Spk. 211	2
E. S. 112, 207, 208	10	Total	61

## COURSE INFORMATION

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### LAW

Eng. 101, 102	6	Spk. 211, 212	4
Hist. 131, 132 or		Psych. 101	3
P. S. 101, 102	6	Nat. Science	0-6
Acc. 215, 216	6	Math.	0-6
Econ. 121, 122	6	Electives	1-7
Foreign Language	16	Total	60

### MEDICAL SCIENCES

Eng. 101, 102	6	Math. 107, 108,	
Hist. 131, 132 or		109	8
P. S. 101, 102	6	Humanities	6
Biol. 105, 106, 214 12		Social Science	6
Chem. 101, 102	8	Electives	8
		Total	60



# DESCRIPTION OF COURSES

The courses offered are described on the following pages and are listed alphabetically by department. Prerequisites are listed with course description. For each class the number of hours per semester are the same as those of the University of Alaska and are modified to fit the fourteen week semester utilized at the Anchorage Community College. 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 offered in the spring.

College transfer-credit courses are numbered with the department followed by a number which indicates the college year in which the course is normally taken; this is followed by the title of the course and 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.

## CLASS HOURS AND SCHEDULE

The college transfer-credit courses meet for 14 weeks. Non-credit courses usually meet for 14 weeks or less as indicated.

The college transfer-credit courses generally meet for

## DESCRIPTION OF COURSES

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2 hours per class, twice a week in the case of a three-credit course. The usual beginning times for classes are: 4:00, 5:00, 6:30 and 8:45 p.m. Some two-credit courses meet for one 120-minute period per week. 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

Non-credit

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

#### Acc. 215 ACCOUNTING PRINCIPLES I

3 credits

Accounting as a factor in business management and control. Accounting principles as they apply to the organization and conduct of business. Prerequisite: Sophomore standing or permission of the instructor.

#### Acc. 216 ACCOUNTING PRINCIPLES II

3 credits

Application of accounting principles and practices to business situations: preparation of financial statements. Prerequisite: Acc. 215 or equivalent.

### AERONAUTICS

#### Aeron. 1 PRIVATE PILOT GROUND SCHOOL

Non-credit

This course is set up to prepare a student to take the

## DESCRIPTION OF COURSES

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written examination needed to obtain an FAA private pilot's certificate. It will give the student basic knowledge of air traffic control, principles of flight, proper engine operation, facts about weather condition, approved navigational procedures, and other related subjects. Both college and FAA examinations are given at the end of the course.

### Aeron. 6 AIRCRAFT

#### PREVENTIVE MAINTENANCE Non-credit

Keeping the light aircraft airworthy year around (skis, wheels, and floats.) A course for pilots and non-pilots wishing to know more about the functions of and the problems arising in light aircraft systems.

## ANTHROPOLOGY

### Anth. 101 THE STUDY OF MAN 3 credits

Introduction to Anthropology, including the physical and cultural aspects of man.

### Anth. 102 THE STUDY OF MAN 3 credits

Introduction to Anthropology, including the physical and cultural aspects of man. A continuation of Anth. 101. Prerequisite: Anth. 101.

## ART

### Art 2 COMMERCIAL ART I Non-credit

Introduction to commercial art, including layout and design, mechanical and freehand lettering methods, and techniques of production and reproduction.



## DESCRIPTION OF COURSES

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Art 3    ADVANCED COMMERCIAL ART                      Non-credit

Advanced course in commercial art. Will include silk screen.

Art 5    LAPIDARY    Non-credit

A brief introduction into the study of gem stones with laboratory work in the actual cutting and polishing of stones for jewelry purposes.

Art 105    FREEHAND DRAWING                              2 credits

Art 106    2 credits

Pictorial design, life drawing, landscape drawing, using varied techniques and media.

Art 211    BEGINNING SCULPTURE                              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                              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 credits

Art 262    3 credits

Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and prog-

## DESCRIPTION OF COURSES

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ress. Prerequisite: Sophomore standing. Term paper required each semester.

### AUTOMOTIVE ENGINEERING

Auto. 1 ENGINE MECHANIC, UPGRADE Non-credit

Engine maintenance, the diagnosis, disassembly, repair or replacement, reassembly and testing of automobile power plants stressing the proper techniques and procedures recommended by factory standards.

Auto. 2 AUTOMOTIVE SYSTEMS MECHANIC, UPGRADE Non-credit

Maintaining the proper function of automotive systems other than power plant, including electrical, hydraulic, fuel, air conditioning. Stressing factory recommended maintenance procedures and diagnosis techniques.

Auto. 3 AUTOMOTIVE ELECTRONICS Non-credit

This entire course delves deeply into all phases of the automotive electrical systems from simple maintenance of the automobile battery to the diagnosis and adjustment of highly sophisticated transistorized ignition systems. Proper use of electrical test equipment will be stressed.

Auto. 4 SMALL ENGINE MAINTENANCE AND REPAIR Non-credit

A course for those who do maintenance work on a variety of types of small engines. The course will include work on light plants, pumps, outboard motors, air compressors, chain saws, sno-mobiles, motorcycles, motorbikes, and any other gasoline engine.

## DESCRIPTION OF COURSES

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### BASIC EDUCATION

#### BASIC EDUCATION

Non-credit

Covers basic mathematical skills and the communication skills of reading, writing, speaking and listening through the 12th grade level. Will also cover knowledge of the individual's relationship with the organization and function of today's complex society. Primarily for adults who are working toward a high school diploma.

### BIOLOGICAL SCIENCES

#### Biol. 105 FUNDAMENTALS OF BIOLOGY 4 credits

Principles of living systems as illustrated in unicellular and multicellular organisms; mechanisms of growth, development, heredity and evolution; introduction to plant and animal kingdoms. An introductory course open to students in all curricula. Basic principles, structure and function of vertebrates and vascular plants.

#### Biol. 106 FUNDAMENTALS OF BIOLOGY 4 credits

Plant and animal kingdoms. Prerequisite: Biology 105 or permission.

#### Biol. 201 ELEMENTS OF VERTEBRATE ANATOMY 3 credits

Anatomy and histology of the vertebrate body with emphasis on humans and other mammals. Prerequisite: Biol. 105, Chem. 104.



Biol. 202 ELEMENTS OF  
VERTEBRATE PHYSIOLOGY 3 credits

BRIDGE

CONTRACT BRIDGE Non-credit

BUSINESS ADMINISTRATION

B. A. 4	CHARTER LIFE UNDERWRITERS	Non-credit
1	100	100
2	100	100
3	100	100
4	100	100
5	100	100
6	100	100
7	100	100
8	100	100
9	100	100
10	100	100
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92	100	100
93	100	100
94	100	100
95	100	100
96	100	100
97	100	100
98	100	100
99	100	100
100	100	100

A course designed to prepare the student for Part IV of the Charter Life Underwriters examination.

B. A. 16	FINANCIAL INVESTMENTS	Non-credit
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A general course on the securities market, covering types of securities, methods of trading, and analysis of investment opportunities.

**B. A. 68 BUSINESS ADMINISTRATION  
FOR TECHNICIANS**

B. A. 223	REAL ESTATE LAW	3 credits
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A practical course surveying the various kinds of deeds

## DESCRIPTION OF COURSES

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tronics. Each semester consists of approximately 500 hours divided equally between classroom and laboratory work.

1st Semester: Introduction to Electronics  
Mathematics for Electronics

2nd Semester: Electronics Circuits  
Electronics Systems

3rd Semester: Service techniques and test equipment,  
F.C.C. First Class License  
preparation.

### E. T. 45A ELECTRONICS FUNDAMENTALS Non-credit

A beginning course covering vacuum tube and semiconductor fundamentals and basic circuit analysis.

### E. T. 45B INTERMEDIATE ELECTRONICS Non-credit

A continuation of 45A with the emphasis placed on advanced electronic circuit analysis, semi-conductors, communications, radar and microwave. Also includes preparation for the FCC First Class radioman's license.

### E. T. 46 AVIONICS Non-credit

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 consists of approximately 500 hours divided equally between classroom and laboratory.

1st Semester: Air Safety, aircraft electrical systems

2nd Semester: Control Systems, communications systems

## DESCRIPTION OF COURSES

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3rd Semester: Computer circuits and systems, navigational systems

Prerequisite: Successful completion of E. T. 45, General Electronics

### ENGINEERING SCIENCE

#### E. S. 1 ENGINEER REFRESHER (EIT) Non-credit

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 ENGINEER REFRESHER (PE) Non-credit

All elements of Civil Engineering will be reviewed including structures, hydraulics, soil mechanics, sanitation, highways, materials, economics and ethics.

#### E. S. 3 RESIDENTIAL PLANNING Non-credit

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, excavation, financing, economic construction, room placement, lighting, insulating, sound factors and traffic considerations.

#### E. S. 4 BLUEPRINT READING Non-credit

Working directly from actual blueprints of local structures, this course will cover Anchorage structural, mechanical and electrical plans.



## DESCRIPTION OF COURSES

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and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

**B. A. 293 INTRODUCTION TO DATA  
PROCESSING—SPECIAL TOPICS 3 credits**

Introduction to Data Processing. Related management consideration.

**B. A. 294 COMPUTER PROGRAMMING  
LANGUAGES—SPECIAL TOPICS 3 credits**

This course is designed to introduce the student to the various types of computer languages in common use. Prerequisite: B. A. 293.

**B. A. 331 BUSINESS LAW I 3 credits**

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Contracts, agency, employment, negotiable instruments, personal property sales.

**B. A. 332 BUSINESS LAW II 3 credits**

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts and business crimes. Prerequisite: Third-year standing.

## CHEMISTRY

**Chem. 101 GENERAL CHEMISTRY 4 credits**

General chemistry and introductory qualitative analysis. General principles, chemistry of the non-metals.

## DESCRIPTION OF COURSES

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Chem. 102 GENERAL CHEMISTRY AND  
INTRODUCTORY QUALITATIVE  
ANALYSIS 3 credits

Chemistry of the metals and qualitative analysis.

### CIVIL ENGINEERING

C. E. 1 SURVEYOR REFRESHER Non-credit

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

### ECONOMICS

Econ. 121 PRINCIPLES OF ECONOMICS I 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 credits

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

### ELECTRONICS

E. T. 45 GENERAL ELECTRONICS Non-credit

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 elec-

## DESCRIPTION OF COURSES

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### E. S. 6 INTRODUCTORY DRAFTING Non-credit

A drafting course for those genuinely interested in pursuing drafting as an occupation. The course is geared for production work stressing the most time and labor saving techniques used in the drafting industry today.

### E. S. 7 ENGINEERING AND MECHANICAL DRAFTING Non-credit

A two part course dealing with the problems found in both engineering and machine drawing. Cams, gears, and mechanical linkage problems will be drawn. Emphasis will be placed on accuracy and speed. Prerequisite: E. S. 6 Introductory Drafting or equivalent.

### E. S. 8 WELDING Non-credit

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 CARTOGRAPHIC DRAFTING Non-credit

A specialized course for those anticiapting entry into the field of cartography doing work from field notes, contoured maps and photogrammetric photos. Emphasis placed on transfer of material from notes to drawing board. Prerequisite: E. S. 6 Introductory Drafting or equivalent.



## DESCRIPTION OF COURSES

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### E. S. 10 ARCHITECTURAL DRAFTING Non-credit

A multi-phase drafting course with problems in structural, mechanical, architectural and electrical drafting. Class project required to include entire development of a commercial structure. Prerequisite: E. S. 6 Introductory Drafting or equivalent.

### E. S. 14 RIGGING AND SPLICING Non-credit

A course for construction personnel requiring a knowledge of wire rope maintenance. Problems in splicing cables and manila rope. The use of knots and slings and the proper use of cutting torch and swageing equipment will be covered.

### E. S. 15 CABINET MAKING Non-credit

A course designed for individuals wishing to become familiar with basic furniture and cabinet design and construction. The identification of woods. How to select and make woodworking joints. The proper use and care of both hand and machine tools and an introduction to wood finishing.

### E. S. 101 GRAPHICS 2 credits

Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Charts, graphs and diagrams.

### E. S. 102 GRAPHICS 2 credits

Descriptive geometry; graphic solution of 3 dimensional problems.

## DESCRIPTION OF COURSES

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E. S. 111	ENGINEERING SCIENCE	3 credits
E. S. 112		3 credits

Engineering problem solving with emphasis on the statics, kinematics and dynamics of engineering systems. Conservation laws, fluid mechanics and heat. Prerequisite: Credit or registration in Math 108 and Math 200.

### ENGLISH

Eng. 1	ELEMENTARY ENGLISH	Non-credit
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For students inadequately prepared for English 101. Intensive practice in writing and oral comprehension. Frequent writing assignments.

Eng. 2	SPEED READING	Non-credit
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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. 67	ELEMENTARY EXPOSITION	3 credits
Eng. 68		3 credits

Training in oral and written communication.

Eng. 101	COMPOSITION AND MODES OF LITERATURE	3 credits
Eng. 102		3 credits

Intensive instruction in orderly thought, clear expression, and analysis of creative literature.

## DESCRIPTION OF COURSES

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Eng. 201 MASTERPIECES OF  
WORLD LITERATURE 3 credits

Eng. 202 3 credits

Masterworks of literature, studied to acquire a broad background and develop standards of literary judgment. Prerequisite: English 101 and 102.

Eng. 213 ADVANCED EXPOSITION 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. 240 FORM AND TECHNIQUE OF FICTION 3 credits

Devices, esthetic and criticism of prose composition. Prerequisite: Eng. 101 and 102.

## FRENCH

Fren. 101 ELEMENTARY FRENCH 5 credits

Fren. 102 5 credits

Designed to teach students to hear, speak, read, and write French. Oral practice is emphasized. Prerequisite for 102: French 101.

Fren. 201 INTERMEDIATE FRENCH 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.



## DESCRIPTION OF COURSES

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### GEOGRAPHY

Geog. 101 INTRODUCTORY GEOGRAPHY 3 credits

World regions; an analysis of environment.

Geog. 201 ELEMENTS OF  
PHYSICAL GEOGRAPHY 3 credits

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

### GEOLOGY

Geol. 101 GENERAL GEOLOGY 4 credits

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

Geol. 102 HISTORICAL GEOLOGY 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 use of geologic maps and structure sections. Prerequisite: Geol. 101.

## DESCRIPTION OF COURSES

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### GERMAN

Ger. 101	ELEMENTARY GERMAN	5 credits
Ger. 102		5 credits

Designed to teach students to hear, speak, read and write German. Oral practice is emphasized. Prerequisite: for Ger. 102: Ger. 101.

Ger. 201	INTERMEDIATE GERMAN	3 credits
Ger. 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.

GRAPHOANALYSIS	Non-credit
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A science that deals with each stroke in writing, to disclose character and personality of the writer. It is based on the principles of Dr. M. N. Bunker, founder of International Graphoanalysis Society, Inc.

### HISTORY

Hist. 117	FORMATION OF EUROPEAN CIVILIZATION	3 credits
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Political, economic and social history of Europe from the late Roman Empire to the Reformation.

Hist. 118	DEVELOPMENT OF MODERN EUROPE	3 credits
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Political, social, economic and cultural history of Europe from 1500 to the present. Evolution of nationalism,

## DESCRIPTION OF COURSES

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democracy; their interrelationships with the Industrial Revolution.

Hist. 131 HISTORY OF THE U.S. 3 credits

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

Hist. 132 HISTORY OF THE U.S. 3 credits

History of the U. S. from the Reconstruction to the present.

Hist. 225 ANCIENT HISTORY 3 credits

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

Hist. 261 RUSSIAN HISTORY 3 credits

Origins of Russia. Kievan Russia. The Mongol Era and the Rise of Moscovy. Early modern Russia.

Hist. 262 RUSSIAN HISTORY 3 credits

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

Hist. 341 HISTORY OF ALASKA 3 credits

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



## DESCRIPTION OF COURSES

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### HOME ECONOMICS

#### H. E. 1 BASIC CLOTHING CONSTRUCTION Non-credit

Fundamental techniques such as stay-stitching, directional stitching, understitching, clean finishing, directional pressing, etc., are taught during the construction of several cotton garments. This should be considered a prerequisite for all other clothing classes.

#### H. E. 2 PATTERN ALTERATION Non-credit

This class will emphasize pattern alteration and fitting plus improved skill in basic techniques. Basic Clothing Construction is a prerequisite for this class.

#### H. E. 3 BASIC TAILORING Non-credit

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. 8 CHARM AND POISE Non-credit

Special interest course to women of all ages. This is a self-improvement course offering training in every phase: visual poise, diets, nutrition, personal care, nail, skin, and hair care. It will also include make-up, wardrobe planning, accessories, conversation, etiquette in business and social use.

#### H. E. 43 FOOD SERVICE Non-credit

Nutrition, sanitation, and food preparation.

## DESCRIPTION OF COURSES

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### H. E. 44 FOOD SERVICE

Non-credit

Management, personnel, communications, public relations and cost control.

### H. E. 113 CLOTHING CONSTRUCTION AND SELECTION

3 credits

Fundamental sewing processes in garment construction, using modern techniques. Clothing selection and wardrobe study and the psychological and social significance.

## HUMANITIES

### Humanities 211 HUMANITIES

3 credits

### Humanities 212

3 credits

Integrated introduction to the fundamental principles of literature, music, arts, and philosophy. Prerequisite: Eng. 101-102, History 117-118 recommended. Sophomore standing.

## JOURNALISM

### Journ. 1 INTRODUCTORY PHOTOGRAPHY

Non-credit

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.

### Journ. 3 ADVANCED PHOTOGRAPHY

Non-credit

A continuation of Journalism I.

## DESCRIPTION OF COURSES

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Journ. 201 INTRODUCTION TO JOURNALISM 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. Ability to type is essential.

### MATHEMATICS

Math. 46 GENERAL MATHEMATICS Non-credit

A course in basic mathematics. Review of fundamental arithmetic processes. Introduction to short methods in these operations. The purpose of the course is to prepare the student to be able to solve daily mathematics problems.

Math. 47 HIGH SCHOOL ALGEBRA Non-credit

A basic course in high school algebra similar to that found in any high school in the country today.

Math A REVIEW OF ALGEBRA Non-credit

Required of those insufficiently prepared to take Math. 107. May be used to remove high school deficiency.

Math. 107 COLLEGE ALGEBRA 3 credits

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

Math. 108 TRIGONOMETRY 2 credits

Plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions. Prerequisite: Math. A or equivalent.



## DESCRIPTION OF COURSES

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Math. 109 ANALYTIC GEOMETRY 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. 200 CALCULUS 4 credits

Math. 201 4 credits

Math. 202 4 credits

Techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. Prerequisite for Math. 200 is 108.

Math. 204 ELEMENTARY PROBABILITY  
AND STATISTICS 3 credits

Descriptive statistics, frequency distributions, mean, median, mode, standard deviation; elementary probability; inferential statistics, estimation of population parameters, tests of hypothesis including non-parametric methods, correlation, linear regression, and analysis of variance. Prerequisite: Math. 108.

Math. 205 MATHEMATICS FOR TEACHERS 3 credits

Background for better understanding and appreciation of fundamental principles, underlying mathematics taught in elementary schools. Prerequisite: Math. 345.

## DESCRIPTION OF COURSES

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### MINING ENGINEERING

- Min. 102 MINING ENGINEERING SYSTEMS, A, B, C 4 credits

Can be taken for any combination of parts, A, B, C.

- Min. 102A Introduction to mineral industries and elementary principles of exploration. Four, one hour classes per week for 4 weeks. 1 credit.
- Min. 102B Utilization and application of mining explosives. Four, one hour classes for 4 weeks. 1 credit.
- Min. 102C Fundamentals of Mining systems for bedded, massive, vein, and surface deposits. Four, one hour classes per week for 8 weeks. 2 credits.

### MUSIC COURSES—APPLIED MUSIC

- Mus. 101 COMMUNITY CHORUS 1 credit

Admission by audition.

- Mus. 123 INTRODUCTION TO MUSIC 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 a maximum of 6 hours credit.

- Mus. 131 BASIC THEORY I 3 credits

- Mus. 132 BASIC THEORY II 3 credits

Rhythmic, melodic, and harmonic dictation; keyboard harmony, including resolution of figured bass; sight-singing and ear training; stylistic analysis of works of eighteenth

## DESCRIPTION OF COURSES

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and nineteenth century composers. Semesters must be taken in sequence.

Mus. 151	CLASS LESSONS	1 credit
Mus. 152		1 credit

Class instruction in voice or string instruments.

Mus. 203	ORCHESTRA	1 credit
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Admission by audition.

Mus. 205	CONCERT BAND	1 credit
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Admission by audition.

Mus. 243	EDUCATION, MUSIC FOR THE CLASSROOM TEACHER	3 credits
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Introduction to music through experience related to the teaching of music in the elementary school classroom.

## NURSING SCIENCE

### Nursing Science 42 PRACTICAL NURSING PROGRAM

This program is 12 months in length on a full time basis. Classes are held in the daytime; these will be related to the student's 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
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## DESCRIPTION OF COURSES

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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 the National League of Nursing. 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 fee charged. Students are also expected to buy their own books and uniforms.

## DESCRIPTION OF COURSES

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Interested persons are encouraged to write to: Coordinator, Practical Nursing Program, Anchorage Community College, 605 Fireweed Lane, Anchorage, Alaska 99503, for application forms and further information. Those desiring personal interviews should call the Community College at 277-4819 for appointments.

### OFFICE ADMINISTRATION

O. A. 49    KEY PUNCH    Non-credit

Basic card system, card design, operation of keypunch, preparation of cards.

O. A. 61    CLERICAL SKILLS    3 credits

Instruction in various duplicating processes, filing, responsibilities and duties of a clerical worker.

O. A. 63    ADDING AND CALCULATING  
                 MACHINES    3 credits

Basic operation of adding and calculating machines.

O. A. 65    DICTAPHONE TRANSCRIPTION I    3 credits

Transcription from various voice-writing machines with special emphasis on spelling, word choice, and grammar.

O. A. 66    DICTAPHONE TRANSCRIPTION II    3 credits

Transcription training, with emphasis on mailable material and efficient office routine.

## DESCRIPTION OF COURSES

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O.A. 101 SHORTHAND 3 credits

Beginning Gregg Shorthand for secretarial students. Theory and reading practice.

O.A. 102 SHORTHAND 3 credits

Beginning Gregg Shorthand for secretarial students. Dictation and transcription practice. Prerequisites: O.A. 101.

O.A. 103 ELEMENTARY TYPEWRITING 2 credits

Basic typewriting skills, techniques of copy work and introduction to letter writing and simple tabulations. For students who have had no previous typewriting.

O.A. 105 INTERMEDIATE TYPEWRITING 2 credits

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

O.A. 106 ADVANCED TYPEWRITING 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 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.



## DESCRIPTION OF COURSES

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### O.A. 203 OFFICE MACHINES 3 credits

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

### O.A. 208 SPECIALIZED SECRETARIAL SKILLS 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 credits

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

## PHILOSOPHY

### Phil. 201 INTRODUCTION TO PHILOSOPHY 3 credits

Terms, concepts and problems as reflected in writings of great philosophers. Prerequisite: Eng. 102, Sophomore standing.

### Phil. 204 INTRODUCTION TO LOGIC 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.

## DESCRIPTION OF COURSES

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### Police Admin. 56 PATROL PROCEDURES 3 credits

Responsibilities, techniques, and methods of police patrol, computer orientation.

### Police Admin. 57 TRAFFIC CONTROL 3 credits

Traffic laws, enforcement, regulation and control; fundamentals of traffic accident investigation; vehicle code.

### Police Admin. 58 JUVENILE PROCEDURES 3 credits

The organizations, functions, and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

### Police Admin. 91 ORGANIZATIONS, MANAGEMENT AND ADMINISTRATION 3 credits

An integrated study of the composition and functions of organizations; principles and problems of management and supervision; the role of administrator, including report writing.

## POLITICAL SCIENCE

### P. S. 68 SOCIAL SCIENCE FOR TECHNICIANS

### P. S. 101 AMERICAN GOVERNMENT 3 credits

U. S. Constitution and its philosophy; evolution of the branches of government; political process in American government; and contemporary political issues.

## DESCRIPTION OF COURSES

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P. S. 102 INTRODUCTION TO  
POLITICAL SCIENCE 3 credits

The political process and its examination. Goals, methods and levels of government.

### PSYCHOLOGY

Psych. 101 INTRODUCTION TO PSYCHOLOGY 3 credits

Fundamentals of general psychology and human behavior.

Psych. 102 INTRODUCTION TO PSYCHOLOGY 3 credits

The principal areas of general psychology. Prerequisite: Psych. 101.

Psych. 205 STATISTICS FOR THE  
BEHAVIORAL SCIENCES 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 credits

Social influences on human behavior. Prerequisite: 6 hours in Psych. and/or Sociology.

Psych. 213 EXPERIMENTAL PSYCHOLOGY 3 credits

Supervised experiments in sensory psychology and animal and human learning. Data collection and analysis; report writing. Prerequisite: Psych. 101, 102 and 205.



## DESCRIPTION OF COURSES

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Psych. 214 EXPERIMENTAL PSYCHOLOGY 3 credits

Continuation of Psych. 213. Experimental design and experiments in interpersonal relations and psychodynamics. Prerequisite: Psych. 213.

Psych. 251 CHILD DEVELOPMENT 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. Prerequisite: Psych. 101 and permission of instructor.

Psych. 252 PSYCHOLOGY OF ADOLESCENCE 3 credits

Mental, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings including public schools. Prerequisite: Psych. 101, 45 collegiate credits, and permission of instructor.

## SOCIOLOGY

Soc. 101 INTRODUCTION TO SOCIOLOGY 3 credits

Soc. 102 3 credits

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

Soc. 106 SOCIAL WELFARE 3 credits

Functions and development of modern social welfare and the distinctive features of the profession.

## DESCRIPTION OF COURSES

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Soc. 201 SOCIAL PROBLEMS 3 credits

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

Soc. 209 URBAN SOCIOLOGY 3 credits

Growth and development of urban communities with reference to migration patterns, differentiation of functions, ecological patterns of land use, social control in secondary group associations of metropolitan magnitude. Prerequisite: Soc. 101 and 102.

### SPANISH

Span. 101 ELEMENTARY SPANISH 5 credits

Span. 102 5 credits

Designed to teach students to hear, speak, read and write Spanish; oral practice emphasized. Prerequisite for Span. 102 is Span. 101.

Span. 201 INTERMEDIATE SPANISH 3 credits

Span. 202 3 credits

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

## DESCRIPTION OF COURSES

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### SPEECH

Spch. 111 PUBLIC SPEAKING I 2 credits

Fundamentals of oral communication. Theory and practice of exposition and persuasion.

Spch. 212 PUBLIC SPEAKING II 2 credits

Theory and practice of rhetoric and public address. Basic works from Plato to Quintillian. Practice in advanced forms of exposition and persuasion.



# FACULTY

1967-68

## FULL-TIME

ALBRECHT, JOSEPH  
Drafting

APPEL, DARLENE  
Office Administration  
Mankato State College, B.S. '56

BANKS, WILLIAM  
Electronics  
Yale University

COMBS, ALEX  
Art  
Temple Univ., B.F.A. '49,  
M.F.A. '52

DECKER, DORIS  
Office Administration  
Husson College, B.S. '59

DOYLE, MARIE  
Psychology  
Univ. of Utah, B.A. '50, Ph.D. '61

GAINES, RICHARD  
English  
Texas Christian Univ., B.A. '26,  
Univ. of Southern Calif., M.A. '59

GROSS, ANN  
Basic Education  
Bridgewater State College, B.S. in  
Ed., '53, Ed.M. '61

HART, JOHN  
History  
Ursinus College, B.A. '49,  
Temple Univ., M.S. '59

HENRY, HERBERT  
Mathematics  
Univ. of Texas, B.A. '64, M.A. '65

HOKE, DAVID  
Mathematics  
Manchester College, B.A. '61,  
Arizona State, M.S. '63

HUSSEY, C. WAYNE  
Coordinator, Basic Education  
West Chester State College, B.S. '59

IRANY, JAMES  
Sociology  
Wisconsin State College, B.S.C. '53,  
Univ. of Wisconsin, M.S.W. '56

JANIS, SALLY  
Office Administration  
Michigan State Univ., B.A. '54

JOHNSON, RUTH  
Librarian  
Western Reserve University,  
A.B. '58, M.S. '59

KEIM, DORCAS  
Practical Nursing  
Univ. of Washington, B.S. '51

LONG, HOWARD  
Supervisor, Welding Technology  
Wheaton College, B.S. '40

MCDONALD, BEATRICE  
Office Administration  
State Teachers College, Salem, Mass.,  
B.S. Ed. '33, Boston Univ., M.Ed. '54

MONSERUD, SALLY  
English  
Augustana College, B.A. '27,  
Washington State College, M.A. '34

MUNGIU, JUDITH P.  
English  
Queens College, B.A. '59, M.S. '61,  
New York University, M.A. '63

MOSE, ROBERT  
Auto Shop

OWEN, DON  
Avionics

STOWELL, ANNA BUSS  
French  
Univ. of Minnesota, B.A. '27, M.A. '28

STRASH, VICTOR C.  
History  
University of Moscow, B.A.,  
Univ. of Washington, M.A. '36

## FACULTY

TURNER, JOY M.

Practical Nursing

Modesto Jr. College, A.A. '35,  
Univ. of Portland, B.S. '40

VAN KOOTEN, MARJORIE

Practical Nursing

St. Joseph's Hospital School of  
Nursing, Bellingham, Wash.  
Calvin College, Grand Rapids, Mich.,  
Major Biology—B.A.

VOTH, ELVERA

Music

Bethel College, B.A. '46,  
Northwestern Univ., M.M.Ed. '48

## PART-TIME

APPEL, KEITH

Art

Mankato State College, B.A. '56,  
B.S. '59, M.S. '62

ASHCRAFT, CHARLES

Bookkeeping

Phillips University, B.S. '58, M.S. '64

AWL, JOHN

Mathematics

Stanford University, M.S. in Mechanical  
Engineering '58, University of Nevada,  
B.S. in Mathematics '51

BEECHICK, RUTH

English

Seattle Pacific College, A.B. '47,  
Arizona State Univ., M.A. Ed. '65

BIONDICH, GEORGE

History

Colorado State College, A.B. '52,  
M.A. '57

BOOHER, CHARLES

Economics

Univ. of Denver, B.S.B.A. '64,  
M.B.A. '65

BROWN, BETTY

Physical Education

BRUGMAN, TIMOTHY

Instructional Aide—Basic Education

BRUNDIN, BRIAN

Accounting

Univ. of Alaska, B.B.A. '61,  
Harvard Law School, Bachelor of Law '64

BURT, RAY

Data Processing

Fresno State College

CADWELL, WILLIE

Electronics

Electronic Institute of Technology,  
Diploma on Electronic Engineering '60

CASTRO, MARIA

Instructional Aide—Basic Education

Anchorage Community College Basic Ed.,  
Diploma '65, MDTA Drafting Diploma '66

COATS, JAMES

Psychology

College of Idaho, B.A. '52,  
Univ. of Utah, M.S. '57

CONDER, JACQUES

Speech

Colorado State College, B.A. '57

CONLEY, HIRAM

Business Administration

Bemidji State Teachers College, B.S. '49

DIEMER, EDWARD

Meteorology

St. Louis University, B.S. '55,  
M.S. '60, Ph.D. '65

EGGERT, PERCY

General Mathematics and English

E. Michigan College, B.S. '51,  
Univ. of Southern California, M.S. '53

ELLEDGE, ROLAND

Aeronautics

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

EVERLY, JAMES

Music

Western State, B.A. '51,  
Washington State Univ., M.A. '65

# FACULTY

FEDRO, W. E.

Art

Iowa State Univ., B.S. '54, Oklahoma  
State Univ., Master of Architecture '63

FINK, THOMAS

Insurance

Bradley Univ., B.S. '50

GEIGER, ARNOLD

Engineering Science

Stout State Univ., B.S. '65

GLINES, C. V.

Journalism

Univ. of Oklahoma, B.B.A., M.B.A. '52

GRANSBURY, PEARL

Graphoanalysis

Degree of Master in  
Graphoanalysis '66

GREGORY, ROBERT

Welding

GRUBE, MERRILL

Journalism

Rio Grande College, B.S.Ed. '57

HANDY, CHARLES

Carpentry

HARMS, DENNIS

Engineering Science

HEIMBUCH, BONNIE

Mathematics and Education

Nebraska State College, B.A. '48,  
Univ. of Texas, M.A. '67

HORN, ALFIE

Bridge

Univ. of Alabama, B.S. '39

HUNKE, NAOMI

English

Pacific College, B.A. '50,  
Grand Canyon College, B.S. '60,  
Arizona State Univ., M.A. '62

HUNTER, IDA

Instructional Aide—Basic Education

JACKSON, ELSIE

Instructional Aide—Basic Education

JEWETT, JUNIUS

Engineering Science

KITCHENS, WARREN

Sheetmetal Apprenticeship

LANG, JANET

Basic Tailoring

Syracuse Univ. College of Home Ec.,  
B.S. '50

LARSEN, LAWRENCE

Welding

LORENTZEN, LESLIE

Economics

North Dakota State Univ., B.S. '63,  
M.S. '66

MARCHANT, JOE

Journalism—Speech

Murray State College, A.A. '53,  
North Texas State Univ., B.S. '56,  
Univ. of Oklahoma, M.A. '65

MARTIN, THOMAS

Welding

MOORE, DELNO

Biology

Univ. of Idaho, B.S. '50,  
M. Nat. Science '65

NIELSEN, BURL

Mathematics

Nebraska State College, B.S. '48,  
Univ. of Wyoming, M.A. '52

OGARD, ALTON

Surveying

OLIVER, ETHEL

History, Art, Education

Western Wash. College of Ed., B.A. '38,  
Univ. of Oregon, M. Ed. '55

PAISLEY, LOUISE

Self-Improvement

Kathleen Peck Finishing School,  
(15 wks. course completed)

PARKER, ALLEN

Psychology

Oregon State Univ., B.S. '43,  
Univ. of Portland, M.S. '51, Ph.D. '53

PARKINS, ROSE

Home Economics

N. Dakota Ag. College, B.S. '39

PEDERSON, HAROLD

Carpenter Apprenticeship

PLAYER, CORRIE

English

Weber College, A.S. '62,  
Stanford Univ., B.A. '64, M.A. '65



# FACULTY

POGANY, GARY  
Engine Tune-Up

REINHOLZ, HARVEY  
Biology  
Lawrence College, B.S. '51,  
Northwestern Univ., M.S. '56

RENSHAW, DANIEL  
Mining  
Univ. of Alaska, B.S. '62

ROSS, BILL  
Carpenter Apprenticeship

RUDD, JOSEPH  
Mining  
Williams College, B.A. '55,  
Univ. of Denver, College of Law, L. Lb. '59

SCHMIDT, RUTH  
Geology  
New York Univ., A.B. '36,  
Columbia Univ., M.A. '39, Ph.D. '48

SCHOONOVER, MARGARET  
Art  
Univ. of Oklahoma, B.F.A.

SEGELHORST, MARY  
Accounting  
Univ. of Washington, B.A. '63, C.P.S. '65

SEWELL, CHARLES  
Sheetmetal

SHENNUN, JAMES  
Welding

SHERWOOD, CLYDE M.  
Accounting  
Univ. of Washington, B.S. '49, C.P.A. '50

SNELL, AMELIA  
Food Supervisors Course  
Univ. of Idaho, B.S. '61, Univ. of Michigan  
Hospital, '51-'52, Dietetic Internship

SOLHEIM, IVAN  
Plumbing—Pipefitting

STICKNEY, ROLAND  
Education  
Plymouth Teachers College, M.Ed. '54,  
Boston Univ., M.Ed., '55,  
Harvard Univ., Certificate '58,  
Boston Univ., D.Ed. '66

STRAIGHT, WILLARD  
Music  
Univ. of Kansas, B. Music '51,  
Chicago Musical College

SULLIVAN, TROY  
Education  
North Texas State Teachers College,  
B.S. '48, M.S. '50, D.Ed. '65

TENINTY, DOUGLAS  
Plumbing—Pipefitting

THALAKER, NEIL  
Electronics  
Univ. of Maryland, B.S. '52

THOMPSON, JUDITH  
Basic Clothing

TROUT, CAROLE  
Food Service Supervisor  
Univ. of California, B.S. '59

TULIN, CHARLES  
Real Estate  
Univ. of Washington, B.S. '51, L.Lb. '54

VALINE, CLARENCE  
Carpenter Apprenticeship

WEST, JERI  
Art

WILSON, REBECCA  
Spanish  
Marian College, B.A. '47,  
Highland Univ., M.A. '59

WILSON, SCOTT  
Art

WILTROUT, WILLIAM  
Physical Education  
West Virginia Univ., B.S. '53, M.A. '58

WINEY, CAROL  
Home Economics  
Iowa State College, B.S. '52

YOUNG, FRANCIS  
Ironworkers Apprenticeship

ZIDICK, CLEMENT  
Chemistry  
Wisconsin State College, B.S. '58,  
University of Alaska, M.S. '62

ZIMMERMAN, HAROLD  
Welding

## CLERICAL STAFF

Lorraine Blake .....	Fiscal Clerk
Jean Cuffel .....	Student Records Supervisor
Marion Dunham .....	Textbook Resale Supervisor
Ann Dunn .....	Administrative Assistant
Carole Elkins .....	Administrative Secretary
Nancy Foster .....	Library Clerk
Hattie Gardner .....	Bookkeeper I—MDTA
Janice Gibbs .....	Library Clerk
Pat Leonard .....	Senior Typist
Pat Maher .....	Personal Secretary
Katie Payton .....	Administrative Assistant
Daphna Pease .....	Clerk—Steno II
Corky Sterling .....	Secretary Assistant

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