ANCHORAGE COMMUNITY COLLEGE

of the

UNIVERSITY OF ALASKA

In Cooperation with the

Anchorage Borough School District
1700 Hillcrest Drive
Anchorage, Alaska
PHONE 277-5511

CATALOG
1968 - 1969
1968-1969 Trimester Calendar

**FALL TERM (1968)**

Registration ........................................... Wednesday, September 4, 6:00-10:00 p.m.
Thursday, September 5, 6:00-10:00 p.m.
Friday, September 6, 6:00-10:00 p.m.

Instruction Begins ........................................ Monday, September 16
End of Late Registration ................................. Friday, September 20
Thanksgiving Vacation .................................... Thursday, November 28
(Classes Do Not Meet) .................................... Friday, November 29
Saturday, November 30

Last Day of Classes ....................................... Friday, December 20

**SPRING TERM (1969)**

Registration ........................................... Wednesday, January 15, 6:00-10:00 p.m.
Thursday, January 16, 6:00-10:00 p.m.
Friday, January 17, 6:00-10:00 p.m.

Instruction Begins ........................................ Monday, January 27
End of Late Registration ................................ Friday, January 31
Easter Vacation ........................................... Friday, April 4
(Classes Do Not Meet) ................................... Saturday, April 5

Last Day of Classes ..................................... Friday, May 2
Commencement ............................................. Friday, May 9

**SUMMER TERM (1969)**

Registration ........................................... Wednesday, May 21
Thursday, May 22
Friday, May 23

Instruction Begins ...................................... Monday, June 2
End of Late Registration ............................... Friday, June 6
Independence Day ......................................... Friday, July 4
(Classes Do Not Meet) .................................. Saturday, July 5

Last Day of Classes ..................................... Friday, August 29
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 courses in general education, vocational-technical education, and continuing education for adults in the Greater Anchorage Area.
General College Information

A DEVELOPING CONCEPT

Because a community (junior) college is engineered to function in its own geographic, economic cultural community the Anchorage Community College was organized as a cooperative effort between the University of Alaska and the then Anchorage Independent School District in January 1954.

The basic purpose of the Anchorage Community College is to provide educational opportunities to people — all people. Courses and programs offered in the Community College are based upon requirements of individuals and the needs of the community including local business and industry. Since the Anchorage Community College is people oriented it operates both day and night, year round, and generally where the need occurs.

The College’s purposes are expressed in terms of people and educational objectives and therefore serve:

1. The people who expect to transfer to a senior college or university
2. The people who will achieve their immediate educational goal within a two year curriculum
3. The people who desire specific training or retraining for a single function or trade
4. The people of the community who wish to continue to broaden their educational background for personal reasons
5. The people who desire educational counseling
6. The people who wish to actively involve themselves in creative and cultural affairs which frequently have wide community participation.

People are the most dynamic and changing entities in the universe, consequently the community college must continually adapt and change to better serve them. This institutional flexibility is inherent in the community college concept. It will always be a primary purpose of the Anchorage Community College of the University of Alaska and the Anchorage Borough School District to maintain an attitude that will allow it to find the “better way” to meet the educational needs of its patrons.
LOCATION

Until the new Community College facilities on Providence Avenue are completed, classes will continue to meet in those of the Anchorage Borough School District and other rented locations throughout Anchorage. Unless otherwise noted in the schedule published each semester classes will meet at West High School, 1700 Hillcrest Drive, telephone 277-5511 or 277-5516.

In November, 1966, the voters of Alaska approved a bond issue for construction of a campus for the Anchorage Community College. The first phase of construction will consist of five buildings including facilities for classrooms, laboratory sciences, library, vocational-technical labs, and administration. When these facilities are complete the College will expand its day-time operation. In September of 1969 many programs and classes will be centered in the new facilities on Providence Avenue. However, they will continue to be held throughout Anchorage where and when the population can best be served.

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.

SOUTHCENTRAL REGIONAL CENTER

By action of the Board of Regents the Anchorage Regional Center, established on July 1, 1966, was expanded and re-designated as the Southcentral Regional Center effective July 1, 1968.

The Southcentral Center, administered by the Office of the Provost, has responsibility for supervising and coordinating all University of Alaska educational programs in the area bounded roughly by Talkeetna and Glennallen on the north, Yakutat on the east, Dillingham on the west, and Adak to the southwest. In seeking to fulfill the University’s responsibility for meeting public higher educational needs in the most populous area of the state, the Southcentral Center operates several related programs.
Four community colleges, established cooperatively with local school districts under specific statutory authority, are a part of the Center. The Kenai Peninsula Community College and the Matanuska-Susitna Community College (Palmer) both activated within the past decade, offer limited lower division academic courses each semester under University of Alaska authorization and a number of vocational-technical and interest courses under school district sponsorship. The Kodiak Borough Community College activated just this year has started out with a number of credit courses and has the potential for an extensive vocational and technical program using facilities of the state Kodiak-Aleutian Vocational School. In all three of these Community Colleges classes are held in school district or rented facilities—usually on a later afternoon or evening basis.

The Anchorage Community College began operation in February, 1954. The College offers an extensive program of lower division academic programs including associate degrees, all carrying resident university credit. A broad range of vocational-technical and interest courses are offered under school district sponsorship. Extensive counseling and testing services are provided. Currently the College operates primarily on a later afternoon and evening basis in school district and other rented facilities. The first phase of a separate Anchorage Community College facility is now under construction on an 87-acre site and will be ready for use in 1969.

Each Community College operates under the direct supervision of a Director, either full-time or part-time, who is responsible to the Office of the Provost. In Anchorage, a cadre of full-time instructors supplemented by many qualified part-time lecturers serves the instructional needs while as yet other locations have only part-time instructors. Some upper division courses under the framework of the Regional Center are placed at the various community college locations on a demand basis.

Since 1949, the University has provided evening academic offerings at the Anchorage area military bases. Through the Elmendorf-Fort Richardson Unit, operated under a program director, the offerings encompass lower division and upper division courses, including programs leading toward a bachelor’s degree in the education, history, and business administration fields. Although the program largely serves military personnel and dependents, the adjacent civilian community also may enroll in the on-base programs and likewise military personnel can and do enroll through the Anchorage Community College.

The Regional Center also has responsibility for credit course offerings at other military installations, including Wildwood Sta-
tion, Kodiak Naval Station, and Adak Naval Station. Upper
division and some graduate level courses, particularly for teachers,
are extended to various locations usually utilizing the Anchorage
area staff.

A teacher education program in the Anchorage area includes
provision for cadet teaching and completion of a bachelor's degree
as well as meeting certification requirements. Graduate level
courses are offered which, along with applicable upper division
credits, enable persons to complete the majority of a Master's
Degree program in education through the Anchorage facilities.
Courses are placed at the Elmendorf-Fort Richardson Unit and at
the Anchorage Community College dependent on space available
and the persons to be served.

A full-fledged Master's Degree in Engineering Management
can be earned in Anchorage. A resident engineering professor,
assisted by commuting professors from the main campus, covers the
entire program. Courses are held at the Anchorage Community
College.

Two additional master's level programs were authorized for the
Anchorage area for 1968-69. A small resident staff, supplemented by
commuting staff from the main campus and well-qualified local
lecturers, offers course work, practicum, and projects for a Master's
Degree in Counseling Psychology and the Master's in Business Ad-
ministration. Classes are held at the Anchorage Community College
or Elmendorf-Fort Richardson Unit.

All programs under the Southcentral Regional Center are
operated under a trimester arrangement. The Regional Center is
building a full-time staff in each of the major disciplines to service
the Anchorage area and some outlying needs. Part-time lecturers,
each approved under University standards, supplement the full-
time corps. All academic credit offered under the Southcentral
Regional Center framework is considered resident University of
Alaska credit.

The Provost's office coordinates schedules and programs in the
Southcentral area to afford full utilization of staff and resources. The Provost, directly responsible to the President of the University,
serves on the President's Administrative Council. The Provost
provides liaison between the main campus and Regional Center
operation and provides for broadened public information and
public involvement in all locations served by the Center.

Offices of the Southcentral Regional Center are located at 1820
W. Northern Lights Boulevard, Anchorage. The telephone number
is 272-1424.
ADMISSION REQUIREMENTS

Admission of Part-time Students—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 per semester unless special permission is obtained. Special students are subject to the academic regulations of the College, 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 may be admitted to the program. The Anchorage Community College uses the ACT test for placement purposes to insure that each student is taking a program commensurate with his abilities.

FEES AND EXPENSES

<table>
<thead>
<tr>
<th>PART-TIME STUDENTS</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 7 credit hours, per credit</td>
<td>$18.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>(7 to 11 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Tuition Fee, per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 credit hours</td>
<td>$110.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>8 credit hours</td>
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<tr>
<td>9 credit hours</td>
<td>110.00</td>
<td>185.00</td>
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<tr>
<td>10 credit hours</td>
<td>110.00</td>
<td>210.00</td>
</tr>
<tr>
<td>11 credit hours</td>
<td>110.00</td>
<td>235.00</td>
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</table>

<table>
<thead>
<tr>
<th>FULL-TIME STUDENTS</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University Fee</td>
<td>$100.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

All semester charges are payable each semester upon registration.

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.

Fee rates shall apply to students auditing any course in the same manner as for those taking it for credit.
Students registering later than the days designated for that purpose shall pay a non-refundable 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.

TRANSCRIPT FEE—one certified transcript is issued free. A charge of $1.00 will be made for each additional transcript.

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 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 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 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.

Refunds for students enrolled in vocational or technical programs will be computed on a pro rata basis.

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.
Student Services

STUDENT RESPONSIBILITY

The responsibility for proper registration each semester rests entirely with the student. He is responsible for satisfying graduation requirements at Anchorage Community College and for curriculum coordination with the college to which he expects to transfer. The student is also responsible for awareness of and compliance with the various school procedures such as withdrawing from a class, payment of fees, and notification of intent to graduate.

STUDENT FINANCIAL AIDS

Four types of financial aid are available at the Anchorage Community College.

1. Grants (Scholarships)
2. Loan funds.
3. Part-time student employment
4. Other (Veteran’s Administration and Tuition Assistance)

The Educational Opportunity Grants Program of the Department of Health, Education, and Welfare was initiated at the Anchorage Community College in the fall of 1966. These grants are awarded on the basis of acute financial need and are renewable.

Bureau of Indian Affairs grants are processed and administered through the Assistant Director of the College. Alaska natives (Eskimos, Indians, Aleuts) apply according to routine financial aid request procedures.

These awards are based primarily on financial need. The amount of the grant is based upon information supplied on the College Scholarship Service Parent’s Confidential Statement form. Entering students seeking financial assistance are required to submit a copy of the Parent’s Confidential Statement (PCS) form to the College Scholarship Service, designating the Anchorage Community College as one of the recipients. The PCS form may be obtained from the College, secondary schools or the College Scholarship Service, P.O. Box 176, Princeton, New Jersey 08540 or P.O. Box 1025, Berkeley, California 94704.

Although need is the primary basis upon which these grants are given, demonstration of academic competence, personal characteristics, and contributions to the College community are evaluated.
Recipients forfeit entire grants which are to become effective in a forthcoming semester if they earn below a 2.0 grade point average in the current semester. Grants are automatically forfeited by recipients who do not enroll during a semester in which it is in effect or who enroll for less than a full-time program of studies without special arrangement with the scholarship program coordinator.

Questions concerning application forms, specific grants, or selection procedures should be directed to the Office of the Assistant Director.

The National Defense Education Act loans are available to a limited number of qualified students. Students may borrow up to $500 maximum per semester. Total funds available to a student for his undergraduate work are limited to $5,000. These loans are repayable nine months after a student discontinues or completes his education or finishes his military obligation or service with the Peace Corps. For those who become teachers, one-tenth of the amount borrowed is canceled each year for five years, representing as much as 50% of the original loan. Interest rate is 3% per annum. Loans must be paid within ten years.

In addition to institutional and federal student aids the following organizations have contributed monies for student grants and/or loans:

- Alaskan Oilers (Hockey Grant)
- T.O.P.S. Along the Yukon
- Pedro Bay Memorial Scholarship
- Anchorage Women’s Club
- Spenard Rotary Club
- Alaska State Scholarship Loan
- Spenard Business and Professional Women’s Club
- Alpha Zeta Chapter, Epsilon Sigma Alpha Sorority

ARMED SERVICES TUITION ASSISTANCE PROGRAM

Tuition assistance for members of the Armed Services under Public Law 413 is available in certain subjects. 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. 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.
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.

Students receiving educational benefits from the Veterans Administration should check with the College office concerning policies such as academic or disciplinary dismissal, attendance requirements, and eligibility for attendance in courses or programs not following the calendar published earlier in this volume.

COUNSELING

It is the philosophy of the College that educational planning reflects the total life of the person. Good educational choices can be aided by making a self-assessment such as personality traits, special skills and interests.

The College recognizes that choosing a course of studies is one step among a great many decisions which must fit together to make an effective life pattern for that person. Therefore, any person interested in receiving aid in making some self-assessment is invited to contact a counselor. This aid can take many forms—depending upon what type of help the individual wishes to receive. If you have asked yourself questions similar to the following examples, you may wish to talk to a counselor to plan further:

1. How can I complete a High School Diploma?
2. Do I have the ability to pursue additional education? How do I compare in English, math and reasoning ability with other people?
3. What are the requirements for certain college, vocational, technical programs? How do I choose the right courses to transfer to another school?
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? Sometimes it’s difficult to get my ideas expressed or to understand what another person means.
Counseling, then, can include such areas as seeking out needed information, testing for abilities, discussing personal goals, weighing different alternatives against each other, looking at personality traits, exploring other occupations, discussing personal life adjustments, etc. The prime focus in counseling is upon self assessment and attempting to resolve the many questions of how to be more effective in life. It is to help provide a basis for making immediate and future decisions—whether in terms of education, work, or personal life. Sometimes these questions can best be explored in a group setting with the counselor and other persons who have similar concerns. For instance, a counseling group might be formed to meet one of the following needs:

1. I am just out of high school and don’t really know what I want to do.
2. I am returning to school after a number of years and finding it hard to get back in the swing.
3. I am new in this community and feel sort of lost. How do you go about meeting people?
4. I know I don’t like what I am doing now but wonder how to go about making a change.
5. I am getting out of the service soon and wonder what I am going to do then.
6. I am a wife and mother as well as a student—how can I do justice to all these roles?
7. I find that I “freeze up” on tests . . . maybe I don’t really know how to study.

Counseling is available to community members even if they are not students at the College. There is no charge except minimal costs for some tests. The counseling office is open at West High School from 8:00 A.M. until 10:00 P.M. Monday through Thursday and 8:00 A.M. until 5:00 P.M. on Friday. Any interested person is invited to contact the College for an appointment.

TESTING CENTER

In addition to the counseling tests mentioned above the Anchorage Community College administers a number of national test programs as follows:

Admission Test for Graduate Study in Business
American College Test Program
American Speech and Hearing Association
Certified Professional Secretary Examination
Chartered Life Underwriters Examination
College Entrance Examination Board (SAT)
Data Processing Management Association
General Educational Development Tests
Graduate Record Examination
Law School Admission Test
Medical College Admission Test
National Teachers Examination
Naval ROTC
Secondary School Admission Test
Selective Service College Qualification Test

Registration materials for most of these exams are available at the College. The Center will also proctor special examinations such as for correspondence study at the request of the student or organization.

LIBRARY

The Anchorage Community College feels that its library is a vital part of the total educational program. Every student, therefore, whether attending on a full-time or part-time basis is eligible and encouraged to use the College Library. At present the library holdings are approximately 22,000 bound volumes. In addition to the usual items, the Anchorage Community College has an extensive choral and orchestral music library. Instrumental and choral groups throughout the state are welcome to borrow this music for a total cost of round trip postage. Such groups might include community college orchestra courses, church choirs, and schools.

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 Orchestra
Anchorage Civic Opera Association
Anchorage Community Chorus
Anchorage Civic Ballet
Treasurers 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 also able to present the Lyric Opera Theater.

**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 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 ruling 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. One certified transcript is issued free. A charge of $1.00 will be made for each additional transcript.
High School Diploma

Admission Requirements:

To be eligible for admission to the Anchorage Community College adult high school diploma program the student must be at least 19 years of age and have not attended a regular secondary school during the previous semester. A student 18 years of age may be admitted with the written recommendation of an Anchorage high school principal.

Sources of Credit:

1. Work previously completed in other accredited secondary schools.
2. General Educational Development Tests
3. Verification of work experience having educational value.
4. Completion of high school correspondence courses taken through institutions having regional accreditation.
5. Approved courses taken at Anchorage Community College or other unit of the University of Alaska.

Graduation Requirements:

English—3 credits
Social Studies—2 credits
Math—1 credit
Science—1 credit
Plus 1 additional credit in either Math or Science
Electives—8 credits
Total—16 credits

Students who wish to work toward the Anchorage Community College high school diploma should check with the Registrar or College Counselor before beginning classes.
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

<table>
<thead>
<tr>
<th>I. General Education Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Specific Requirements</td>
<td></td>
</tr>
<tr>
<td>1. English</td>
<td>6</td>
</tr>
<tr>
<td>2. American Government or</td>
<td></td>
</tr>
<tr>
<td>American History</td>
<td>6</td>
</tr>
<tr>
<td>3. Speech</td>
<td>2</td>
</tr>
<tr>
<td>B. General Education</td>
<td></td>
</tr>
<tr>
<td>1. Humanities</td>
<td></td>
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<tr>
<td>2. Social Science</td>
<td></td>
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<tr>
<td>3. Natural Science</td>
<td></td>
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<tr>
<td>4. Mathematics</td>
<td></td>
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<tr>
<td>5. Other</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td>18</td>
</tr>
<tr>
<td>(At least 6 credits in any 3 areas above)</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

19
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.

SUBJECT CLASSIFICATION

Subjects and courses are classified as follows:

<table>
<thead>
<tr>
<th>NATURAL SCIENCES</th>
<th>SOCIAL SCIENCES</th>
<th>HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>Anthropology</td>
<td>Art</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Economics</td>
<td>English</td>
</tr>
<tr>
<td>Geography 201</td>
<td>Geography</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Geology</td>
<td>History</td>
<td>Journalism</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Home Economics</td>
<td>Linguistics</td>
</tr>
<tr>
<td>Physics</td>
<td>Political Science</td>
<td>Music</td>
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<tr>
<td></td>
<td>Psychology</td>
<td>Philosophy</td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td>Speech and Drama</td>
</tr>
</tbody>
</table>

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

2. Complete the following course in Office Administration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>O.A. 101-102 Shorthand (or approved electives)</td>
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</tr>
<tr>
<td>O.A. 105 Intermediate Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>O.A. 106 Advanced Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>O.A. 201 Intermediate Stenography</td>
<td>3</td>
</tr>
<tr>
<td>O.A. 202 Advanced Stenography</td>
<td>3</td>
</tr>
<tr>
<td>O.A. 203 Office Machines</td>
<td>3</td>
</tr>
<tr>
<td>O.A. 208 Specialized Secretarial Skills</td>
<td>3</td>
</tr>
<tr>
<td>O.A. 231 Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Approved aElectives</td>
<td>5</td>
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<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>

**POLICE ADMINISTRATION**

I. General Education Requirements: 37

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng. 101-102, Comp. and Modes of Lit. or</td>
<td></td>
</tr>
<tr>
<td>Eng. 67-68, Elementary Exposition</td>
<td>6</td>
</tr>
<tr>
<td>Speech 68 or 111, Public Speaking</td>
<td>2</td>
</tr>
<tr>
<td>Pol. Sci. 101, American Government</td>
<td>3</td>
</tr>
<tr>
<td>Pol. Sci. 102, Intro. to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Anth. 101, The Study of Man</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 101-102, Intro. to Psychology</td>
<td>6 (3)</td>
</tr>
<tr>
<td>Sociology 101, Intro. to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Sociology 201, Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Math 106 and Math 110, or Biol. 105-106 or</td>
<td>8</td>
</tr>
<tr>
<td>Chem. 101-102</td>
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</table>

II. Major Specialty: 27

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Admin. 51, Intro. to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 52, Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 53, Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 54, Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 55, Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 56, Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 57, Traffic Control</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 58, Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Police Admin. 91, Organization, Management and Administration</td>
<td>3</td>
</tr>
</tbody>
</table>
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 freshman 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.

**BUSINESS ADMINISTRATION CURRICULUM**

(General)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Eng. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Psych. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Econ. 121, 122</td>
<td>6</td>
</tr>
<tr>
<td>Math.</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>8</td>
</tr>
<tr>
<td>Eng. 215, 216</td>
<td>6</td>
</tr>
<tr>
<td>Humanities (Eng.)</td>
<td>6</td>
</tr>
<tr>
<td>Soc. Science</td>
<td>8</td>
</tr>
<tr>
<td>B.A. 331, 332</td>
<td>6</td>
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<td><strong>Total</strong></td>
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**BUSINESS ADMINISTRATION CURRICULUM**

(Secretarial)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Eng. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Hist. 131, 132 or</td>
<td>6</td>
</tr>
<tr>
<td>P.S. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Psych. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>3-6</td>
</tr>
<tr>
<td>Nat. Sciences</td>
<td>3-6</td>
</tr>
<tr>
<td>Math.</td>
<td>3-6</td>
</tr>
<tr>
<td>O.A. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>O.A. 103, 105, 106</td>
<td>6</td>
</tr>
<tr>
<td>O.A. 201, 202</td>
<td>6</td>
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<tr>
<td>O.A. 231</td>
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<tr>
<td>Electives</td>
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**ENGINEERING**

<table>
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<td>Eng. 101, 102</td>
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<tr>
<td>P.S. 101, 102 or</td>
<td>6</td>
</tr>
<tr>
<td>Hist. 131, 132</td>
<td>6</td>
</tr>
<tr>
<td>Math. 107, 108, 109</td>
<td>8</td>
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<tr>
<td>Math. 200, 201, 202</td>
<td>12</td>
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<tr>
<td>E.S. 101, 102, 111, 122</td>
<td>10</td>
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<tr>
<td>Nat. Sci. (Chem) 201, 202</td>
<td>3</td>
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<tr>
<td>Eng. 213</td>
<td>3</td>
</tr>
<tr>
<td>Speech 111</td>
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<td><strong>Total</strong></td>
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**LAW**

<table>
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<th>Course</th>
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<tr>
<td>Eng. 101, 102</td>
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<tr>
<td>Hist. 131, 132 or</td>
<td></td>
</tr>
<tr>
<td>P.S. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Acc. 215, 216</td>
<td>6</td>
</tr>
<tr>
<td>Econ. 121, 122</td>
<td>6</td>
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<tr>
<td>Foreign Language</td>
<td>16</td>
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<tr>
<td>Speech 111, 212</td>
<td>4</td>
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<td>Psych. 101</td>
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<tr>
<td>Nat. Science</td>
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<tr>
<td>Math.</td>
<td>0-6</td>
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<tr>
<td>Electives</td>
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<td><strong>Total</strong></td>
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**MEDICAL SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Eng. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Hist. 131, 132 or</td>
<td></td>
</tr>
<tr>
<td>P.S. 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Biol. 105, 106, 201, 202</td>
<td>14</td>
</tr>
<tr>
<td>Chem. 101, 102</td>
<td>8</td>
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<tr>
<td>Math. 107, 108, 109</td>
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<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
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<tr>
<td>Electives</td>
<td>8</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>
Description of Courses

The courses offered are described on the following pages and are listed alphabetically by department. Prerequisites are listed with course descriptions. 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 numbered 50-99 and may be used toward the attainment of the Associate Degree.

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 Anchorage Community College courses generally meet for one hour and forty-five minutes 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

**Acc. 1 Bookkeeping**

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
Preparation for the Federal Aviation Administration private pilot examination. Includes air traffic control, principles of flight, engine operation, weather, navigation, and other related subjects. College and F.A.A. examinations given at the end of the course.

Aeron. 6  Aircraft Preventive Maintenance  Non-credit
Keeping the light aircraft airworthy year round (skis, wheels, and floats.) A course for pilots and non-pilots wishing to know more about the functions of and the maintenance 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. 202  Cultural Anthropology  3 credits
Basic theories and current concepts of cultural Anthropology regarding the social, political, and aesthetic life of primitive societies.

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.

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 207  Beginning Printmaking  2 credits
Art 208  2 credits
Various intaglio and relief printing media, engraving, etching, woodcut and other graphic media. Prerequisite: Art 106 or permission.

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

Automotive Engineering

Auto. 1  General Auto Mechanics  Non-credit
A basic course in auto diagnosis and repair including: engine, hydraulic, electrical, suspension, and cooling system analysis.

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.
Biology

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
Physiology and biochemistry of the vertebrate body with emphasis on humans and other mammals. Prerequisites: Biol. 105, Chem. 104 and a course in anatomy.

Business Administration

B.A. 16 Financial Investments Non-credit
A general course on investments including stocks and bonds, insurance, mutual funds, and other investments.

B.A. 66 Business Administration for Technicians 4 credits

B.A. 223 Real Estate Law 3 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. 293 Introduction to Data Processing—S.T. 3 credits
Introduction to Data Processing. Related management consideration.

B.A. 294 Computer Programming Languages—S.T. 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. Insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts and business crimes.
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, partnership, corporations, real property, trusts and wills, bankruptcy, torts and business crimes.

Chemistry
Chem. 101 General Chemistry  4 credits
General chemistry and introductory qualitative analysis. General principles chemistry of the non-metals.
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 Technology Program
Those Electronics Technology courses held during the day (full time) will meet in 20 week semesters. The evenings classes will follow the regular term. See school calendar at beginning of the catalog.
E.T. 1 Navigation and Basic Ground School  Non-Credit
The general aviation system, principles of flight, introduction to communications and navigation systems. Advanced radiotelephony.
E.T. 2 Aircraft Electrical Systems  Non-credit
Large aircraft DC and AC, power control, and distributor systems.

E.T. 3 Aircraft Control Systems  Non-credit
Large aircraft electronically controlled and operated systems including: fire detection, de-icing, breaks, warning systems, flight control, and instruments.

E.T. 4 Aircraft Communications Systems  Non-credit
Two-way communication systems including LF, HF, VHF, and UHF equipment.

E.T. 5 Aircraft Computer Circuits and Systems  Non-credit
Introduction to logic circuits, digital and analogue computers, logic flow diagrams and logic circuits.

E.T. 6 Aircraft Navigational Systems  Non-credit
Detailed analysis of equipment in current use including ADF, VOR, DME, weather and doppler radar, autopilot, and flight director systems.

E.T. 51 DC Circuits        4 credits
The first course in electricity for electronics technicians. Basic physics, electrical terms and units, meters and their use, resistance, Ohm's law, simple circuits, magnetic fundamentals, batteries, Kirchoff's laws, DC circuit analysis, inductance, capacitance.

E.T. 52 AC Circuits        4 credits
Principles of alternating current, vectors, phase relationships, inductive and capacitative reactance and impedance, AC circuit analysis, series and parallel resonant circuits, transformers, Thevenin's equivalent circuit.

E.T. 55 Electronics Practice        3 credits
Electronic drawings, soldering, electrical connections, use of hand tools, preparation for license examinations, layout and assembly of audio-frequency equipment, operation transmitters and receivers, troubleshooting, practical aspects of electronics.

E.T. 59 Mathematics For Electronics        5 credits
Review of arithmetic. Selected topics in algebra, trigonometry, sliderule computation, graphs, analytical geometry, waveform analysis, decibel calculations, applications to electronics. Prerequisite: High school mathematics.

E.T. 61 Tubes and Semiconductors        4 credits
E.T. 62  Electronic Circuits I  3 credits
Power supplies, basic amplifiers, loud speakers, microphones and pickups, basic oscillators. Prerequisites: E.T. 51, 52, 59.

E.T. 63  Electronic Systems I  4 credits
The radio transmitter, transmission, reception, and detection of radio waves, antennas and transmission lines; the radio receiver; special receiver circuits; frequency modulated transmitters and receiver; transistor applications; single-side band and communications. Prerequisites: E.T. 51, 52, 59.

E.T. 66  Electronics Practice II  3 credits
Layout and assembly of radio-frequency equipment, practical aspects of electronics, alignment and repair procedures, practical experience in electronics, use of test equipment, preparation for license examinations. Prerequisite: E.T. 55.

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. 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.
English

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

Eng. 2 Speed Reading  Non-credit
Acquisition of techniques to increase the students reading rate and comprehension. 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.

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. 239 Forms and Techniques of Poetry  3 credits
Devices, esthetic and criticism of verse composition. 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

French 101 Elementary French  5 credits
French 102  5 credits
Designed to teach students to hear, speak, read, and write French. Oral practice is emphasized. Prerequisite for 102: French 101.
French 201 Intermediate French 3 credits
French 202 3 credits
A continuation of French 102. Increasing emphasis on reading ability and cultural material. Conducted in French. Prerequisite: French 102 or two years of high school French.

Geology

Geol. 104 Elements of Geology 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.

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 two years of high school German.

History

Hist. 101 Western Civilization 3 credits
The origins and major political, economic, social and intellectual developments of western civilization to 1500.

Hist. 102 Western Civilization 3 credits
Major political, economic, social and intellectual developments of western civilization since 1500.

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

Hist. 341  History of Alaska
The Russian background; acquisition, settlement and development of Alaska as an American territory and the 49th state.

Home Economics

H.E. 1  Basic Clothing Construction  Non-credit
Fundamental techniques such as stay-stitching, directional stitching, understitching, cleaning 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. 4  Dress Making Techniques  Non-credit
New and review with tricks and trims. Samples are to be made of the many techniques demonstrated. Prerequisite: Basic Clothing Construction.

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.

H.E. 44  Food Service  Non-credit
Management, personnel, communications, public relations and cost control.
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 101-102 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 1.

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. 47 High School Algebra  Non-credit
First year high school algebra.

Math. 105 Intermediate Algebra  3 credits
Elements of Set Theory, the natural numbers, integers, rational numbers, real numbers, inequalities, linear and quadratic equations, exponents, polynomials and functions.

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. 105 or equivalent.
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. 110 Mathematics of Finance 3 credits
Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation and capitalization. Prerequisite: Math 105 or by arrangement.

Math. 121 Introduction to Modern Algebra and Analysis 4 credits
Sets, logic, groups and fields, vectors, analytic geometry, relations and functions.

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 Math. 108.

Music

Mus. 43 Training Orchestra Non-credit
For adults who wish to gain additional proficiency and participate in orchestral productions. No public performances.

Mus. 101 Community Chorus 1 credit
Admission by audition.

Mus. 151 Class Lessons 1 credit
Mus. 152 1 credit
Class instruction in voice or string instruments.

Mus. 203 Orchestra 1 credit
Admission by audition.

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 hospital. 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, II 248 hours
2. Vocation 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.

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. 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. Prerequisite: 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
Letterwriting 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. 107 Advanced Dictaphone Transcription 3 credits
Advanced transcription training with emphasis on mailability, speed, meeting deadlines, and working under pressure.

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.

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 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: English 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.

Physical Education

P.E. 1 Ballroom Dance Non-credit
Basic techniques and steps of modern ballroom dance. A class for beginners.

P.E. 2 Advanced Ballroom Dance Non-credit
Advanced techniques and steps of modern ballroom dance for experienced dancers.

P.E. 3 Recreational and Physical Education Non-credit
Course for adult men 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. 4 Modern Dance Non-credit

P.E. 8 Fencing Non-credit

Physics

Physics 51 Elements of Weather 3 credits
Definitions of weather elements; methods of measurement; composition of the atmosphere; descriptions of atmospheric process leading to rain, fog, snow, hail, hurricanes, tornadoes, thunderstorms; weather fronts and pressure systems and their movement; general circulation of the atmosphere and its source; wind and secondary circulation; weather forecasts—how they are made and how they can be used; weather satellites—their current and projected use.
Physics 53 Aviation Weather 3 credits
Weather as it affects aircraft operations. Types, sources, and limits of aviation weather forecasts. Canadian and U.S. weather services are included with emphasis on Alaska and Western Canada.

Police Administration

Police Admin. 51 Introduction to Criminology 3 credits
Study of the major areas of deviant behavior and the relationship to society, law and law enforcement.

Police Admin. 52 Criminal Law 3 credits
Structure, definitions, and most frequently used sections of the Penal Code and other criminal statutes.

Police Admin. 53 Criminal Evidence 3 credits
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

Police Admin. 54 Administration of Justice 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 Admin. 55 Criminal Investigation 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 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 4 credits
P.S. 101 Introduction to American Government and 3 credits
P.S. 102 Political Science 3 credits

U.S. Constitution and its philosophy; evolution of the branches of government; political process; contemporary political issues; goals, methods, and levels of government.

P.S. 201 Comparative Politics: The Political Process 3 credits

Different constitutional molds in which the political process operates; the effect on political process of modern techniques; and emerging political forms.

Psychology

Psych. 1 Psychology of Supervision Non-credit
Designed to provide a working understanding of simple basic psychological principles underlying the behavior of human beings. Techniques, methods, and procedures for handling the difficult psychological problems that arise in the working situation.

Psych. 53 Human Relations 3 credits
Aspects of human behavior that are of basic importance to an understanding of self and others with emphasis upon functional experiences to aid the student in acquiring and improving skills in interpersonal situations, especially employer-employee relations.

Psych. 101 Introduction to Psychology 3 credits
Fundamentals of general psychology and human behavior.

Psych. 102 Introduction to Psychology 3 credits
The principle 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. Prerequisites: 6 hours in Psych. and/or Sociology.
Psych. 213  Experimental Psychology  3 credits
Psych. 214  3 credits
Supervised experiments in sensory psychology and animal and human learning. Data collection and analysis; report writing. Experimental design and experiments in interpersonal relations and psychodynamics. Prerequisite: Psy. 101 and 102, and Psy 205.

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.

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.

Soc. 232  The Family  3 credits
A study of the contemporary patterns of marriage and family relationships in the U.S.A. A social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustment, parent-child relationships, and the later years of married life. Prerequisites: 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.

Speech

Speech 68 Elementary Public Speaking I 2 credits
Elementary speech composition.

Speech 111 Public Speaking I 2 credits

Speech 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.

Welding Technology Program

The total Welding Technology Program consists of three semesters of study with Basic Welding a prerequisite to either of the other two courses. A person successfully completing the basic course can be employable; however, the other two courses will give the student additional diversity of technique. Welding 1 will be held in the fall, Welding 2 in the spring, and Welding 3 in the summer. By taking each course on a part-time basis for four semesters a student would accomplish the same as one semester on a full-time basis. Each course may be repeated a maximum of five times.

Weld, 1 Basic Welding Non-credit
CLASS: Weld symbols and blueprints, flame straightening, electricity, metallurgy of low alloys, safety and shop practices.
LAB: Flame cutting, hand and automatic welding on low alloy steels; Arcair gouging; torch welding; stick electrodes. Application include sheet metal, rebar, plates and shapes using all standard joint designs. Certification test in all positions on plate.
Weld. 2  Pipe and Pressure Vessel Welding  Non-credit
CLASS: Templates, layouts, flame cutting, pre-heating and post-heating practices, pipe specifications, codes, tests (hydrostatic, dye penetrant, magnetic particle, nick break, bend and tensile.) Field practices.

Weld. 3  Automatic, Semi-Automatic and Non-Ferrous Welding  Non-credit
CLASS: Metallurgy of malleable and cast iron, aluminum, bronze, copper, ferrous, Hadfield manganese, magnesium, stainless steels.
Theory: Constant and variable speed wire feeders, power sources including constant voltage, drooping and rising curve, pinch arc and pulse arc welders; inductances and slope control; gas mixtures, jigs and fixtures; positioners; tubular wires and submerged arc welding. Certification test on semi-automatic. Prerequisite: Welding 1.

Weld. 13  Processes and Metallurgy  Non-credit
Lecture course, 2 hours per session. One evening per week.

Weld. 14  Hardsurfacing  Non-credit
Classification of wear problems and classes of wear resisting metals. Application techniques for gas, arc, semi-automatic and metal spray. Classroom and Shop.
ANCHORAGE COMMUNITY COLLEGE
ADMINISTRATION

Eugene Short ............ Resident Director
David R. Knapp .......... Assistant Director
William R. Krager ...... Vocational Director
Betty Cox ................ Registrar
Gene Johnson .......... Counselor
Carol Grant ............ Counselor

UNIVERSITY OF ALASKA

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Dr. Kenneth M. Rae
Vice President for Research and Advanced Study
Dean Earl H. Beistline
Acting Academic Vice President
Dr. Don M. Dafoe .......... Provost, Southcentral Regional Center

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Mr. Tex Wheaton

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Mr. Ernie Kissee
Mr. Norman Schwalb

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Mr. Charles Handy
Mr. Erving Hill
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Mr. William R. Krager

Mr. Benjamin J. Lonjeskie
Mr. James Robins

MEDICAL LABORATORY ASSISTANTS ADVISORY COMMITTEE

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Mrs. Betty Karalunas
Mrs. Syvia Olmein
Dr. Don Rogers

Dr. P. C. Beck
Dr. M. F. Beirne
Dr. Fred Strauss
Mr. Charles King
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Mr. Ronald Cooper
Mr. Sam Lambert

Members Representing Labor:
Mr. George Cook
Mr. H. A. "Sonny" Burnett
Mr. Merlin Nelson
Mr. Ivan Solheim

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Lt. Col. Maralee R. Hodgson
Mrs. Patricia Kruse, R.N.

Members Representing Labor:
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Mrs. J. R. Prator
Mrs. Bonny Ross
Mr. Eugene Short, Ex-Officio

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Members Representing Management and Labor:
Mr. Ray Carey
Mr. Rex Elliot
Mr. Donald Grant

Mr. Charles Jansson
Mr. Ernie Jeffs
Mr. Gene Rutland

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Mr. William Banks
Mr. Robert Carr
Mr. Douglas Clark
Mr. James L. Claymore
Mr. Don Davidson
Mr. Mel Evans
Mr. Duane Henson
Mr. Glenn Irving
Mr. John Koropp
Mrs. Yvonne Krotke
Mr. Preston Locher
Mr. Howard Long
Mr. Thomas J. Martin

Mr. Robert Miller
Mr. Thomas McGhuey
Mr. Jay L. Nelson
Mr. Fred Notti
Mr. Emmett Roetman
Mr. Harold Schmidt
Mr. Robert Seely
Mr. Eugene Short
Mr. Jack Spake
Mr. Ernie Swalling
Mr. Julius Oakgrove
Mr. G. Lee Metcalf
Mr. Clifton Thomasee
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
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<tr>
<td>BANKS, WILLIAM</td>
<td>Electronics</td>
<td>Yale University</td>
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<td>BLEWITT, PETER</td>
<td>History</td>
<td>Williamette Univ., B.A. '61</td>
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<td>John Hopkins Univ., M.A. '64</td>
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<td>COMBS, ALEX</td>
<td>Art</td>
<td>Temple Univ., B.F.A. '49, M.F.A. '52</td>
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<td>DECKER, DORIS</td>
<td>Office Administration</td>
<td>Husson College, B.S. '59</td>
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<td>DONOHUE, SUSAN</td>
<td>Practical Nursing</td>
<td>Montana State Univ., B.S. '62, M.N. '63</td>
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<td>DRAKE, YVONNE</td>
<td>Practical Nursing</td>
<td>St. Mary's College, B.S. '58</td>
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<td>DOYLE, MARIE</td>
<td>Psychology</td>
<td>Univ. of Utah, B.A. '50, Ph.D. '61</td>
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<td>GOULD, JAMES</td>
<td>Police Administration</td>
<td>Fresno State College, B.A. '65, M.S. '68</td>
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<td>GUSTAFSON, OFELIA</td>
<td>Medical Laboratory Assistants</td>
<td>Baylor Univ., B.S. '62</td>
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<td>HART, JOHN</td>
<td>History</td>
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<td>HEIMBUCH, BONNIE</td>
<td>Mathematics</td>
<td>Nebraska State College, B.A. '48</td>
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<td>Univ. of Texas, M.A. '67</td>
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<td>HITCHCOCK, KAY</td>
<td>English</td>
<td>Univ. of Alaska, B.A. '60, M.A. '62</td>
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<td>HOKE, DAVID</td>
<td>Mathematics</td>
<td>Manchester College, B.A. '61</td>
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<td>Arizona State, M.S. '63</td>
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<td>HUNKE, NAOMI</td>
<td>English</td>
<td>Pacific College, B.A. '50</td>
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<td>Grand Canyon College, B.S. '60</td>
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<td>Arizino State Univ., M.A. '62</td>
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<td>HUSSEY, C. WAYNE</td>
<td>Coordinator, Basic Education</td>
<td>West Chester State Coll. B.S. '59</td>
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<td>IRANY, JAMES</td>
<td>Sociology</td>
<td>Wisconsin State College, B.S.C. '53</td>
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<td>Univ. of Wisconsin, M.S.W. '56</td>
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<td>JANIS, SALLY</td>
<td>Office Administration</td>
<td>Michigan State Univ., B.A. '54</td>
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<td>JOHNSON, RUTH</td>
<td>Librarian</td>
<td>Western Reserve Univ., A.B. '58, M.S. '59</td>
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<td>KEIM, DORCAS</td>
<td>Coordinator, Practical Nursing</td>
<td>Univ. of Washington, B.S. '51</td>
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<tr>
<td>KIMMELMAN, WILLIAM</td>
<td>Political Science</td>
<td>Ohio State Univ., B.A. '54</td>
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<td>Univ. of Southern Calif., M.A. '57</td>
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<tr>
<td>LONG, HOWARD</td>
<td>Supervisor, Welding Technology</td>
<td>Wheaton College, B.S. '40</td>
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<tr>
<td>MCDONALD, BEATRICE G.</td>
<td>Office Administration</td>
<td>State Teachers College, Salem, Mass., B.S.Ed. '33, Boston Univ., M.Ed. '54</td>
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<td>MONSON, THOMAS</td>
<td>Accounting</td>
<td>Brigham Young Univ., B.S. '67, M.A. '68</td>
</tr>
</tbody>
</table>
Facility — 1968 - 1969

O’MAHONEY, WILLIAM
Electrical, AVEC Basic Course

PIKE, ROBERT
Economics
Northern Arizona Univ., B.A. ’65
Univ. of Arizona, M.A. ’67

POST, HARRY
Psychology
Drew Univ., A.B. ’52
New Jersey State Coll., M.A. ’59
Boston Univ., Ph.D. ’68

RANKIN, GORDON
Drafting

SCHMIDT, DIANE
Basic Education
Memphis State Univ., B.S. ’65

SHENNUM, JIM
Welding

STICKNEY, ROLAND
Education
Plymouth Teachers Coll., B.Ed. ’54
Boston Univ., M.Ed. ’55, D.Ed. ’66

STOWELL, ANNA BUSS
Language
Univ. of Minnesota, B.A. ’27,
M.A. ’28

STUART, CHARLOTTE
Accounting
Univ. of Wichita, B.A. ’58,
M.B.A. ’61

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

VAUDRIN, WILLIAM
English
Alaska Methodist Univ., B.A. ’66
Univ. of Oregon, M.A. ’68

VAN KOOTEN, MARJORIE
Practical Nursing
St. Joseph’s Hosp. School of
Nursing, Bellingham, Wash.,
Calvin College, Grand Rapids,
Michigan, Major Biology—B.A.

VOTH, ELVERA
Music
Bethel College, B.A. ’46
Northwestern Univ. M.M.Ed. ’48

WINGROVE, CHARLES
Coordinator, AVEC Program
Rollins College, B.G.S. ’63

YENNEY, PATRICIA A.
Practical Nursing
University of Chicago, Ph.B. ’46
Univ. of Illinois, B.S. ’50

APPEL, KEITH
Art
Mankato State College, B.A. ’56
B.S. ’59, M.S. ’62

ASHCRAFT, CHARLES
Accounting
Phillips Univ., B.S. ’58, M.S. ’64

BLUE, WALTER
History
Washington State College, B.A. ’39
Hunter College, M.A. ’62

BORER, KATARINA
Biology
Univ. of Pennsylvania, B.A. ’62,
Ph.D. ’66

COATS, JAMES
Psychology
College of Idaho, B.A. ’52
Univ. of Utah, M.S. ’57

CONLEY, HIRAM
Business Administration
Bemidji State Teachers College,
B.S. ’49

PART - TIME

48
Faculty — 1968 - 1969

DIEMER, EDWARD
Meteorology
St. Louis Univ., B.S. '55
M.S. '60, Ph.D. '65

EGGERT, PERCY
Mathematics and English
Eastern Michigan College, B.S. '51
Univ. of Southern Calif., M.S. '53

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

GEIGER, ARNOLD
Engineering Science
Stout State University, B.S. '65

GRANSBURY, PEARL
Graphoanalysis

GRUBE, MERRILL
Journalism
Rio Grande College, B.S. Ed. '57

HARTLIBE, GORDON
Business Administration
Kent State Univ., B.A. '50
Ohio State Univ., L.Lb. '53

MacKENZIE, MARIE
English
Univ. of Southern Calif., A.B. '48,
M.S. '49

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

PAISLEY, LOUISE
Self-Improvement

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

PARKINS, ROSE
Home Economics
North Dakota Ag. College, B.S. '39

PINKERTON, FRANK
Music
Eastman School of Music, Univ.
of Rochester, B.M.Ed. '53
Univ. of New Mexico, M.M.Ed. '61

REASON, ED
Business Administration
Drake Univ., B.A. '64, J.D. '64

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

RIFE, DONALD
Psychology
Yale Univ., B.A. '57
Harvard Medical School, M.D. '61

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

SCHROEDER, ARMOND
Data Processing
Tulane Univ., B.S. '63

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

SOMMER, WASSILY
Art

STEEVES, HARRY
Engineering Science
Oklahoma Univ., B.S.C.E. '57
Montana State Coll., M.S.C.E. '61

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

VERMILLION, MAURICE
Automotive

WILSON, REBECCA
Spanish
Marian College, B.A. '47
Highland Univ., M.A. '59
Faculty — 1968 - 1969

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

WOOLDRIGE, MARY LOU
Office Administration

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

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

CLERICAL STAFF

Pat Arline ................................................................. Personal Secretary
Nancy Cole ............................................................... Clerk Typist
Jean Cuffel ............................................................... Student Records Supervisor
Susan Dickerson ...................................................... Senior Stenographer & Secretary
Ann Dunn ................................................................. Administrative Secretary
Carole Elkins ............................................................ Administrative Secretary
JoAnn Evarts ............................................................ Clerk Typist
Cinda Kleinkopf ........................................................ Clerk Typist
Pat Leonard .............................................................. Senior Typist
Nancy Lesh .............................................................. Circulation Librarian
Jan Monson ............................................................... Bookkeeper
Linda Owens ............................................................. Library Clerk
Katie Payton ............................................................. Textbook Resale Supervisor
Jackie Phillips .......................................................... Administrative Secretary
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