



# **Anchorage Community College**

UNIVERSITY OF ALASKA

CATALOG 1969-70

VOLUME XV

NUMBER 1

**ANCHORAGE  
COMMUNITY  
COLLEGE**

of the

**UNIVERSITY OF ALASKA**

In Cooperation with the

**Anchorage Borough School District**

2533 Providence Avenue

Anchorage, Alaska 99504

PHONE 279-6622

**CATALOG**

**1969 - 1970**

# 1969-1970 Trimester Calendar

## FALL TERM (1969)

|                                |                        |
|--------------------------------|------------------------|
| Registration .....             | Wednesday, September 3 |
|                                | Thursday, September 4  |
|                                | Friday, September 5    |
| Instruction Begins .....       | Monday, September 15   |
| End of Late Registration ..... | Friday, September 19   |
| Thanksgiving Vacation .....    | Thursday, November 27  |
| (Classes Do Not Meet)          | Friday, November 28    |
|                                | Saturday, November 29  |
| Last Day of Classes .....      | Friday, December 19    |

## SPRING TERM (1970)

|                                |                       |
|--------------------------------|-----------------------|
| Registration .....             | Wednesday, January 14 |
|                                | Thursday January 15   |
|                                | Friday, January 16    |
| Instruction Begins .....       | Monday, January 26    |
| End of Late Registration ..... | Friday, January 30    |
| Easter Vacation .....          | Friday, March 27      |
| (Classes Do Not Meet)          | Saturday, March 28    |
| Last Day of Classes .....      | Friday, May 1         |
| Commencement .....             | Friday, May 8         |

## SUMMER TERM (1970)

|                                |                   |
|--------------------------------|-------------------|
| Registration .....             | Wednesday, May 25 |
|                                | Thursday, May 26  |
| Instruction Begins .....       | Monday, June 8    |
| End of Late Registration ..... | Friday, June 12   |
| Independence Day .....         | Saturday, July 4  |
| Last Day of Classes .....      | Friday, August 28 |

# Introduction

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**

Nearly all of the daytime classes will be held in the new Anchorage Community College facilities at 2533 Providence Avenue. The majority of the evening program will also be held in these facilities; however, some classes will continue to meet in various buildings of the Anchorage Borough School District. The location of classes will be noted in the schedule published each semester.

In November, 1966, the voters of Alaska approved a bond issue for construction of a campus for the Anchorage Community College. This first phase will consist of five buildings including facilities for classroom, laboratory sciences, library, vocational-technical labs and administration.

## **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 on July 1, 1968.

The Southcentral Regional 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 Regional 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 in 1968 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 late 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. The first five buildings of the Community College complex will be available in September, 1969. Classes will be operated from early morning until late evening in this facility, some school district facilities, and necessary rented space.

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 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 Elmen-dorf-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 adja-

cent 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 Station, Shemya Air Force Station, 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 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 complete 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 established for the Anchorage area in 1968-69, and response to both has been excellent. 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 Administration. 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 University Academic Council, and the Research and Advanced Study 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 West Northern Lights Blvd., Anchorage. The telephone number is 272-1424.

### **ADMISSION REQUIREMENTS**

Full-time students whose objective is the Associate in Arts Degree must submit an application for admission form along with the \$10.00 application for admission fee, take the American College Test (ACT), and submit transcripts from high school and, if any, previous college work. These transcripts should be sent to the college rather than to the student. Any person who has a high school diploma or is nineteen years of age or over may be admitted to the program. The Anchorage Community College uses the ACT for placement purposes to insure that each student is taking a program commensurate with his abilities.

Admission of Part-time Students — Adults, at least nineteen 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.

## FEES AND EXPENSES

| PART-TIME STUDENTS                         | Resident | Non-Resident |
|--|----------|--------------|
| Less than 7 credit hours, per credit ..... | \$18.00  | \$18.00      |
| (7 to 11 credit hours)                     |          |              |
| University Tuition Fee, per semester       |          |              |
| 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       |

### FULL-TIME STUDENTS

(12 or more credits)

|                      |          |          |
|----------------------|----------|----------|
| University Fee ..... | \$100.00 | \$250.00 |
|----------------------|----------|----------|

All semester charges are payable each semester upon registration.

The tuition for courses not involving college credit 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.

**APPLICATION FOR ADMISSION FEE** — A \$10.00 non-refundable application for admission fee is charged the first time a student applies on a full-time basis.

**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.

## SCHEDULE CHANGES

A student may drop or add classes during the first week of any semester by completing the necessary forms in the office of the Registrar. During the second week of the term a student may add courses only with the written permission of the instructor involved. A student may complete withdrawal forms during the balance of the semester up to the time of, but not including, the final examination. The grade assigned by the instructor may be a WP (Withdrew Passing) or WF (Withdrew Failing) depending upon the student's progress to the date of withdrawal.

## 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 day of the term 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, Tuition Assistance, and Law Enforcement Education Program.)

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 ob-

tained 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 cancelled 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.

## **SELECTIVE SERVICE**

The Anchorage Community College does not automatically certify enrollment to a Local Selective Service Board. If a student wishes this certification, he must notify the College office. The determination of the student classification is then up to the Local Board, not the College. In order to retain the 2-S (Student Classification) the College is asked to certify that the student is making satisfactory progress. Satisfactory progress is defined in two ways. One is scholastic, in this case meaning a 2.0 (C) average. The second is that the student is carrying sufficient credits each semester to complete his graduation requirements in the normal time. In the latter case this means a minimum of fifteen credits per semester

or thirty per year including, if necessary, summer school. Questions regarding general policies of Selective Service may be directed to the College; however, specific questions should be directed to the Local Board of the student.

## 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 the College 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 Testing 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 32,000 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  
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 also able to present the Lyric Opera Theater.

### **STUDENT ACTIVITIES**

The College does not as such provide planned student activities or organizations. Students who wish certain activities or organizations are encouraged to contact the College administration for assistance.

### **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

|   | Credits     |
|---|-------------|
| I. General Education Requirements   |             |
| A. Specific Requistments  | 14          |
| 1. English  | 6           |
| 2. American Government or<br>American History   | 6           |
| 3. Speech   | 2           |
| B. General Education  | 18          |
| 1. Humanities   |             |
| 2. Social Science   |             |
| 3. Natural Science  |             |
| 4. Mathematics  |             |
| 5. Other  |             |
| (At least 6 credits 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.   |             |
| 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.

### 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. In addition to the graduation requirements for an Associate in Arts Degree mentioned previously, the College offers certain more specific two-year programs also leading to an Associate Degree.

## BEHAVIORAL SCIENCE

### I. GENERAL EDUCATION REQUIREMENTS

#### A. Specific

|  |   |  |    |
|--|---|--|----|
| Eng. 67—Elementary Exposition I or   |   |  |    |
| Eng. 101—Composition and Modes of Literature I                               |   |  |    |
| Eng. 68—Elementary Exposition II or  |   |  |    |
| Eng. 102—Composition and Modes of<br>Literature II                           | 6 |  |    |
| P.S. 101, 102—American Government, Intro-<br>duction to Political Science or |   |  |    |
| Hist. 131, 132—American History  | 6 |  |    |
| Sp. 68—Elementary Public Speaking I or                                       |   |  |    |
| Sp. 111—Public Speaking I  | 2 |  | 14 |

#### B. General

|                                       |   |   |    |
|---------------------------------------|---|---|----|
| Humanities                            |   |   |    |
| Eng. 213—Advanced Exposition          | 3 |   |    |
| Elective                              | 3 | 6 |    |
| Behavioral Sciences                   |   |   |    |
| Psy. 101—Introduction to Psychology I | 3 |   |    |
| Soc. 101—Introduction to Sociology I  | 3 | 6 |    |
| Natural Science                       |   |   |    |
| Math                                  |   |   |    |
| Other                                 |   |   |    |
| O.A. 99—Office Practice               | 2 |   |    |
| O.A. 103—Elementary Typing            | 2 |   |    |
| Free Electives                        | 3 | 7 | 19 |

### II. MAJOR SPECIALTY

#### A. Required

|  |   |  |    |
|--|---|--|----|
| B.S. 101—Field Observation             | 3 |  |    |
| B.S. 201—Field Practice                | 3 |  |    |
| B.S. 251—Research Principles           | 3 |  |    |
| Psy. 102—Introduction to Psychology II | 3 |  |    |
| Soc. 102—Introduction to Sociology II  | 3 |  | 15 |

#### B. Electives

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| Anth. 202—Cultural Anthropology     | 3 |  |  |
| Psy. 223—Introduction to Counseling | 3 |  |  |



|                                    |   |           |
|------------------------------------|---|-----------|
| Soc. 106—Social Welfare            | 3 |           |
| Soc. 109—Principles of Case Work   | 3 |           |
| Soc. 201—Social Problems           | 3 |           |
| Soc. 210—Principles of Correction  | 3 |           |
| P.A. 154—Administration of Justice | 3 |           |
| P.A. 158—Juvenile Procedures       | 3 | <u>15</u> |
| TOTAL CREDITS                      |   | 63        |

## ELECTRONICS TECHNOLOGY

### I. GENERAL EDUCATION REQUIREMENTS

#### A. Specific

|   |   |          |
|---|---|----------|
| Eng. 67—Elementary Exposition I or<br>Eng. 101—Composition and Modes<br>of Literature I | 3 |          |
| P.S. 101—American Government or<br>Hist. 131—American History                           | 3 | <u>6</u> |

### II. MAJOR SPECIALTY

#### A. Required

|  |   |           |
|--|---|-----------|
| E.T. 51—DC Circuits                                | 4 |           |
| E.T. 52—AC Circuits                                | 4 |           |
| E.T. 55—Electronics Practice                       | 3 |           |
| E.T. 59—Mathematics for Electronics                | 5 |           |
| E.T. 61—Tubes and Semiconductors                   | 4 |           |
| E.T. 62—Electronic Circuits I                      | 3 |           |
| E.T. 63—Electronic Systems I                       | 4 |           |
| E.T. 66—Electronic Practice II                     | 3 |           |
| E.T. 71—Electronic Circuits II                     | 5 |           |
| E.T. 72—Electronic Circuits III                    | 4 |           |
| E.T. 75—Microwave Electronics                      | 4 |           |
| E.T. 78—Solid State Electronics                    | 4 |           |
| E.T. 81—Telemetry                                  | 3 |           |
| E.T. 84—Digital Computer Theory and<br>Application | 5 |           |
| B.A. 165—B.A. for Technicians                      | 3 | <u>58</u> |
| TOTAL CREDITS                                      |   | 64        |

## POLICE ADMINISTRATION

### I. GENERAL EDUCATION REQUIREMENTS

#### A. Specific

|   |   |    |
|---|---|----|
| Eng. 67—Elementary Exposition I or                                      |   |    |
| Eng. 101—Composition and Modes<br>of Literature I                       |   |    |
| Eng. 68—Elementary Exposition II or                                     |   |    |
| Eng. 102—Composition and Modes<br>of Literature II                      | 6 |    |
| P.S. 101, 102—American Government,<br>Introduction to Political Science | 6 |    |
| Sp. 68—Elementary Public Speaking I or                                  |   |    |
| Sp. 111—Public Speaking I   | 2 | 14 |

#### B. General

|   |       |    |
|---|-------|----|
| Social Studies  |       |    |
| Anth. 101—The Study of Man  | 3     |    |
| Psy. 101, 102—Introduction to Psychology I, II  | 6     |    |
| Soc. 101—Introduction to Sociology I  | 3     |    |
| Soc. 201—Social Problems  | 3     | 15 |
| Natural Science   |       |    |
| Math 106—College Algebra and Trigonometry<br>and  | (5)   |    |
| Math 110—Mathematics of Finance or  | (3)   |    |
| Biol. 105, 106—Fundamentals of Biology I, II or   | (8)   |    |
| Chem. 101, 102—General Chemistry, General<br>Chemistry & Introductory<br>Qualitative Analysis | (8) 8 | 23 |

### II. MAJOR SPECIALTY

|   |   |    |
|---|---|----|
| P.A. 151—Introduction to Criminology                    | 3 |    |
| P.A. 152—Criminal Law                                   | 3 |    |
| P.A. 153—Criminal Evidence                              | 3 |    |
| P.A. 154—Administration of Justice                      | 3 |    |
| P.A. 155—Criminal Investigation                         | 3 |    |
| P.A. 156—Patrol Procedures                              | 3 |    |
| P.A. 157—Traffic Control                                | 3 |    |
| P.A. 158—Juvenile Procedures                            | 3 |    |
| P.A. 159—Organization, Management and<br>Administration | 3 | 27 |

|                      |           |
|----------------------|-----------|
| <b>TOTAL CREDITS</b> | <b>64</b> |
|----------------------|-----------|

## 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 but may be used toward a high school diploma.

### CLASS HOURS AND SCHEDULE

The evening division 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 6:30 and 8:45 P.M. Some two credit classes meet for one, one hundred and twenty minute period per week. Classes held between the hours of 8:00 A.M. and 6:00 P.M. will meet for three, sixty minute periods or two, ninety minute periods. Actual times of class meetings will accompany the schedule put out each semester.

# Accounting

## **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. 51 Introduction to Accounting I**

**3 credits**

This course is designed for the general business student for whom it may be the final study in accounting; or, for the accounting major who intends to continue the study of accounting. This course covers the fundamental accounting processes dealing with the bookkeeping and accounting functions for a sole proprietorship. It is an introduction to the theory and principles of accounting as applied to the modern business field.

## **Acc. 52 Introduction to Accounting II**

**3 credits**

A continuation of Accounting I. It familiarizes the student with partnership and corporate accounting. Special emphasis is directed to contemporary interest and subject matter including analysis of cash-flow and fund-flow and certain other supplementary financial statement presentations.

## **Acc. 71 Introduction to Accounting III**

**3 credits**

This course is designed for the accounting major and prepares the student to analyze and interpret the full product of accounting. Emphasis is devoted to current accounting principles and postulates, data processing and contemporary financial statement practices and forms.

## **Acc. 83 Accounting — Case Studies**

**3 credits**

Case studies of selected accounting systems and problems—small municipality, non-profit corporation, sole proprietorship, partnership, small corporation.

## **Acc. 84 Accounting for Small Cities and Municipalities**

**3 credits**

An introductory course for the accounting student concerning the accounting principles involved with municipal and governmental accounting. Budgetary processes, fund accounting and governmental financial statement presentation are the basic subject matter. In addition, the student is introduced to accounting processes currently in use relating to non-profit organizations such as lodges, churches and charitable organizations.

**Acc. 85 Tax Accounting****3 credits**

An introductory course for the accounting major relating to federal and state income taxes as applied to individuals. Social security, unemployment taxes and other miscellaneous business taxes are covered relating both to employee and employer.

**Acc. 94 Internship in Accounting****3 credits**

Placement with appropriate agency or business to familiarize the second year student with practical experience in the field of accounting.

**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**

Accounting as a factor in business management and control. 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**

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.
- Anth. 203 World Ethnography** **3 credits**  
 A descriptive study of peoples of the world: Eurpoe, Asia and Africa.
- Anth. 204 World Ethnography** **3 credits**  
 A descriptive study of peoples of the world: the New World and the Pacific.

## 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 6 Arts - Crafts** **Non-credit**  
 Demonstration of techniques and experience in practical application for all level students in the following activities: ceramics and pottery, printmaking, lost wax technique of jewelry making, copper enameling, Batik, weaving, wood and wire construction.
- Art 10 Batik** **Non-credit**  
 An Indonesian method of hand-printing textiles by coating with wax the parts not to be dyed. All forms of materials from silk to modern fabrics will be used.
- Art 101 Beginning Ceramics** **3 credits**
- Art 102 Beginning Ceramics** **3 credits**  
 Introduction to the making and firing of clay objects. Study of clays, methods of forming decorations, glazing and firing.

- Art 105 Freehand Drawing** 2 credits
- Art 106 Freehand Drawing** 2 credits
- Pictorial design, life drawing, landscape drawing, using varied techniques and media.
- Art 161 Design and Color Theory** 2 credits
- Art 162 Design and Color Theory** 2 credits
- Creative designing and rendering. Emphasis on mass-space relationships and composition, value transitions and hues, colorwheel, color, and intensity movements.
- Art 205 Life Drawing and Composition** 2 credits
- Art 206 Life Drawing and Composition** 2 credits
- Problems in drawing from life, exploring possibilities in pictorial design and composition, still life, anatomy, and perspective. Prerequisite: Art 106 or permission of the instructor.
- Art 207 Beginning Printmaking** 2 credits
- Art 208 Beginning Printmaking** 2 credits
- Various intaglio and relief printing media, engraving, etching, woodcut, and other graphic media. Prerequisite: Art 106 or permission of the instructor.
- Art 211 Beginning Sculpture** 3 credits
- Art 212 Beginning Sculpture** 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 Beginning Oil Painting** 3 credits
- Basic investigation of materials and their use in expressing the students' ideas. Prerequisite: Art 106, 162 or permission of the instructor.
- Art 261 History of World Art** 3 credits
- Art 262 History of World Art** 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.

### **Auto. 12 Small Engine 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, snowmobiles, motorcycles, motorbikes, and any other gasoline engine.

## 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.

### **Basic Education — English as a Second Language**

**Non-credit**

Primarily for students who do not function well in oral communication in the English speaking society. Emphasis is placed on correct pronunciation and usage in oral communication along with basic reading and writing skills in English.

## Behavioral Science

### **B.S. 101 Field Observation**

**3 credits**

Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed.

### **B.S. 201 Field Practice**

**3 credits**

Practical experience within an agency, under the guidance of field supervisors, collecting and interpreting client information. Ways relating to clients in a therapeutic manner will be developed in the training experience.



**B.S. 251 Research Principles****3 credits**

Basic principles of scientific methods, its application to Behavioral and Social Science statistics. The implication of systematic assessments, experimentation and survey methods for empirical conclusions concerning social and behavioral functions and causes.

## Biology

**Biol. 105 Fundamentals of Biology****4 credits**

An introductory course open to students in all curricula. Basic principles of living systems: chemical and structural bases; major metabolic mechanisms; reproduction and development; genetics; evolution, and diversity; environmental relationships; and mechanisms for stability of cells, organisms, and populations.

**Biol. 106 Fundamentals of Biology****4 credits**

Plant and animal kingdoms; structure and function of vertebrates and vascular plants. Prerequisite: Biol. 105 or permission of the instructor.

**Biol. 201 Elements of Vertebrate Anatomy****3 credits**

Anatomy and histology of the vertebrate body with emphasis on human and other mammals. Prerequisites: Biol. 105, Chem. 101 or 104.

**Biol. 203 Invertebrate Zoology****4 credits**

Structure, function, classification, evolution, and life histories of invertebrate animals. Several all day field trips. Prerequisites: Biol. 105 with grade of B or better, or Biol. 105 and sophomore standing.

## 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. 165 Business Administration for Technicians****3 credits****B.A. 166 Business Administration for Technicians****3 credits**

A survey of core areas of business administration with particular emphasis upon organization and operation of small and middle-scale businesses. Business law, personal finance, manufacturing,

marketing and finance at the introductory level. An introduction to business enterprise for non-business majors. Prerequisites: Associate degree or freshman standing except that credit may not be counted toward the four-year degrees in business and economics.

**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. 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, 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: Introductory  
Qualitative Analysis** **4 credits**

Chemistry of the metals and qualitative analysis.

**Chem. 103 Introductory Chemico-Physical Science** **4 credits**

**Chem. 104 Introductory Chemico-Physical Science** **4 credits**

Descriptive course in chemico-physical science.

# 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.

## **C.E. 112 Elementary Surveying**

**3 credits**

Use of transit, level and plane table, traverses, stadia, circular curves, elementary theory of measurement.

## **C.E. 116 Mapping**

**3 credits**

Maps and scales, projections. U. S. Public Land System, aerial photos with special applications to forestry and wildlife management. Plane tables, compasses, stadia, levels, transits, traverses. Intended primarily for students in wildlife management.

# 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.

## **Econ. 221 Interpretation of Economic and Business Data**

**3 credits**

Problems in economics and business translated into statistical terms. Organizing of data; identifying of populations and their parameters; sample selection and use of sample data; linear correlations; time series analysis; index numbers. Prerequisite: Math. 122 or Math. 106.

## **Econ. 232 Economic History of the United States**

**3 credits**

History of the U. S. economy with special emphasis on the process of economic growth.

# Electronics Technology

## **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, Ohms' 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 capacitive 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, slide-rule computation, graphs, analytical geometry, waveform analysis, decibel calculations, applications to electronics. Prerequisite: High school mathematics.

## **E.T. 61 Tubes and Semiconductors**

**4 credits**

Vacuum tubes, semiconductors, transistors. Fundamentals, construction, characteristics, parameters, specifications. Prerequisite: E.T. 51, 52, 59.

## **E.T. 62 Electronic Circuits I**

**3 credits**

Power supplies, basic amplifiers, loud speakers, microphones and pickups, basic oscillators. Prerequisite: 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 Electronic Practice II**

**3 credits**

Layout and assembly of radio-frequency equipment, practical aspects of electronics, alignment and repair procedures, practical ex-

perience in electronics, use of test equipment, preparation for license examinations. Prerequisite: E.T. 55.

**E.T. 71 Electronic Circuits II** **5 credits**

**E.T. 72 Electronic Circuits III** **4 credits**

**E.T. 75 Microwave Electronics** **4 credits**

Nonsinusoidal waveshapes, multivibrators, blocking and shock-excited oscillators, wave-shaping circuits, limiters, clampers, counters, sweep-generator circuits, special power supplies, systems, transistor applications, television transmitters, and receivers. Microwaves: microwave oscillators, transmitters, duplexers, antennas; amplifiers, mixers, receivers, multiplexing. Prerequisite E.T. 61, 62, 63.

**E.T. 78 Solid State Electronics** **4 credits**

Basic solid state theory and application including laboratory work in the following areas: methods of circuit analysis, circuit aspects of field effects transistors, integrated circuits, and silicon controlled rectifiers. Prerequisites: E.T. 61, 62, 63.

**E.T. 81 Telemetry** **3 credits**

Telemetry techniques including signal conditioning, frequency division telemetry, data sampling, pulse amplitude modulation, pulse duration modulation, pulse code modulated telemetry, subcarrier discriminators. PAM/PDM decommutation, and real time monitoring. Prerequisites: E.T. 71, 72, 75, 78.

**E.T. 84 Digital Computer Theory and Application** **5 credits**

Theory, organization, functioning and maintenance of large digital computer systems. Prerequisites: E.T. 72, 75, 78.

**E.T. 85 Navigational Ground Equipment** **4 credits**

Analysis of ground navigational aids such as ILS, GCA, Tacan, radar and telemetry. Theory, application and circuitry of transmitters, receivers and antennas.

**E.T. 86 Basic Aircraft Systems II** **4 credits**

Theory, organization, function, and maintenance of large aircraft electrical systems; DC, AC, Power Control and distribution. Control systems; fire detection, deicing, brakes and warning systems.

**E.T. 88 Avionics Systems III** **4 credits**

Theory, organization, function, and maintenance of aircraft navigational systems; ADF, VOR, DME, Weather and Doppler Radar, autopilot, and flight director systems. Communications systems: LF, HF, VHF, UHF equipment.

# 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. 6 Introductory Drafting**

**Non-credit**

A beginning drafting course for production work. Includes comprehensive study of layout, measurement and lettering.

## **E.S. 15 Custom Furniture Making**

**Non-credit**

A course designed for individuals wishing to become familiar with basic furniture and cabinet design and construction. How to select and make wood working joints, identification of woods, and the proper use of hand and machine tools. Also an introduction to wood finishing, upholstery, and furniture repair.

## **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 three dimensional problems.

## **E.S. 111 Engineering Science**

**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. 106.

## **E.S. 207 Measurements**

**3 credits**

Theory of measurement, precision, dispersion, distribution of error; with practice problems taken from various fields of engineering. Prerequisite: E.S. 111.

# English

## **Eng. 1 Elementary English**

**Non-credit**

For students inadequately prepared for Eng. 101. Intensive practice in written 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. 21 Functional English**

**Non-credit**

A practical study of the English language on a basic level with techniques and subject matter offering a more individual approach and variety of skills.

## **Eng. 61 Analytical Reading**

**2 credits**

Group and individual instruction in techniques for improving reading rate and comprehension. Development of advanced assimilative reading skills and expansion of vocabulary. Practice in critical reading skills demanded by college courses. Attention focused on study habits and library skills.

## **Eng. 67 Elementary Exposition**

**3 credits**

## **Eng. 68 Elementary Exposition**

**3 credits**

Training in oral and written communication.

## **Eng. 89 Introduction to Report Writing**

**3 credits**

Problems of general communication; communicating technical work results; types and functions of technical reports. Basic technical report preparation including organizing and selecting data, determining scope and sequence or organization of report and report style and format.

## **Eng. 101 Composition and Modes of Literature**

**3 credits**

## **Eng. 102 Composition and Modes of Literature**

**3 credits**

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

## **Eng. 201 Masterpieces of World Literature**

**3 credits**

## **Eng. 202 Masterpieces of World Literature**

**3 credits**

Masterworks of literature, studies to acquire a broad background and develop standards of literary judgment. Prerequisites: Eng. 101, 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.

## French

- French 101 Elementary French** **5 credits**  
**French 102 Elementary French** **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 Intermediate French** **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.

## 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 the use of geologic maps and structure sections. Prerequisites: Geol. 101.



**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.

**Geol. 213 Mineralogy** **4 credits**

Introduction to mineral chemistry, atomic structure, elementary crystallography, and descriptive and determinative mineralogy. Includes introduction to instrumental determinative techniques (x-ray, spectograph), simple qualitative chemical tests. Prerequisites: Math. 106, 200. Chem. 101, 102.

## German

**Ger. 101 Elementary German** **5 credits**

**Ger. 102 Elementary German** **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 Intermediate German** **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.

## Graphoanalysis

**Grapho. 1 Graphoanalysis** **Non-credit**

A subject 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. 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**  
Origins of Russia. Kievan Russia. The Mongol Era and the Rise of Muscovy. Modern Russia to the twentieth century.
- Hist. 341 History of Alaska** **3 credits**  
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, 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. 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, communication, 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 Humanities****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 admission by arrangement. Ability to type is essential.

**Journ. 204 Journalism Laboratory****1 credit**

Credit arranged for students holding editorial or other positions on university publications or obtaining other similarly supervised experience in journalism practices. (May be repeated for maximum of three semesters.) Prerequisite: Eng. 102 or permission of the instructor.

## 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**

First year high school algebra.

**Math. 61 Business Mathematics****3 credits**

The application of the mathematical processes in the computation of practical financial problems of a business or civil enterprise.

**Math. 105 Intermediate Algebra****3 credits**

Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions.

**Math. 106 College Algebra and Trigonometry****5 credits**

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability, and applications; plane trigonometry with emphasis on the analytical and periodic properties of trigonometric 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 coordinate system, the straight line, conic sections, transcendental curves, polar coordinates, 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 admission by arrangement.
- Math. 121 Introduction to Modern Algebra and Analysis** **4 credits**  
 Sets, logic groups and fields, vectors, analytic geometry, relations and functions.
- Math. 122 Introduction to Modern Algebra and Analysis** **4 credits**  
 Complex numbers, exponential functions, logarithmic functions, trigonometry.
- Math. 200 Calculus** **4 credits**
- Math. 201 Calculus** **4 credits**
- Math. 202 Calculus** **4 credits**  
 Techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals, and infinite series. Prerequisite: Math. 106 or 122.

## 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. 123 Introduction to Music** **3 credits**
- Mus. 124 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.

|   |                        |                  |
|---|------------------------|------------------|
| <b>Mus. 131</b>   | <b>Basic Theory</b>    | <b>3 credits</b> |
| <b>Mus. 132</b>   | <b>Basic Theory</b>    | <b>3 credits</b> |
| Rhythmic, melodic, and harmonic diction; keyboard harmony, including resolution of figured bass; sight-singing and ear training; stylistic analysis of works of eighteenth and nineteenth century composers. Semesters must be taken in sequence. |                        |                  |
| <b>Mus. 151</b>   | <b>Class Lessons</b>   | <b>1 credit</b>  |
| <b>Mus. 152</b>   | <b>Class Lessons</b>   | <b>1 credit</b>  |
| Class instruction in voice or string instruments.   |                        |                  |
| <b>Mus. 161</b>   | <b>Private Lessons</b> | <b>2 credits</b> |
| Private instruction in piano, voice, or orchestral instrument. Prerequisite: Admission by examination.  |                        |                  |
| <b>Mus. 203</b>   | <b>Orchestra</b>       | <b>1 credit</b>  |
| Admission by audition.  |                        |                  |
| <b>Mus. 261</b>   | <b>Private Lessons</b> | <b>2 credits</b> |
| Private instruction in piano, voice, or orchestral instrument. Prerequisite: Admission by examination.  |                        |                  |

## Nursing Science

### **Nursing Science 42 Practical Nursing Program**

This program is twelve months in length on a full-time basis with one class beginning September 29, 1969, and another on April 7, 1970. 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 twelve months of practical nursing education:

#### Theory Courses:

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

#### Practice Courses:

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

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

This course is accredited by the Alaska Board of Nursing and 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.

Interested persons are encouraged to write to: Coordinator, Practical Nursing Program, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99504 for application forms and further information. Those desiring personal interviews should call the Community College at 279-6622 for appointments.

## Office Administration

- |  |                   |
|--|-------------------|
| <b>O.A. 49 Key Punch</b>   | <b>Non-credit</b> |
| Basic card system, card design, operation of keypunch, preparation of cards.                                   |                   |
| <b>O.A. 61 Clerical Skills</b>   | <b>3 credits</b>  |
| Instruction in various duplicating processes, filing, responsibilities and duties of a clerical worker.        |                   |
| <b>O.A. 63 Adding and Calculating Machines</b>   | <b>3 credits</b>  |
| Basic operation of adding and calculating machines.  |                   |
| <b>O.A. 65 Machine Transcription</b>   | <b>3 credits</b>  |
| Transcription from various voice-writing machines with special emphasis on spelling, word choice, and grammar. |                   |
| <b>O.A. 66 Machine Transcription</b>   | <b>3 credits</b>  |
| Transcription training, with emphasis on mailable material, efficient office routine, setting up letters.      |                   |

- O.A. 99 Office Practice** **6 credits**  
 Actual office experience. Students are required to work in selected offices on campus for ten hours each week. They also meet two class hours per week and discuss receptionist duties in an office including business ethics, telephone techniques, meeting callers, taking orders, getting along with fellow employees, subordinates, and superiors. Admission by permission of the instructor.
- 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, introduction to letter writing, 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. Prerequisite: 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. Prerequisites: 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, 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.

**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, O.A. 105 or equivalent.

**O.A. 299 Office Practice** **6 credits**

Actual office experience. Students are required to work in selected offices on campus for ten hours each week. They also meet two class hours per week and discuss receptionist duties in an office including business ethics, telephone techniques, meeting callers, taking orders, getting along with fellow employees, subordinates, and superiors. Admission by permission of the instructor.

## 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. 8 Fencing** **Non-credit**

Designed to teach the individual the fundamentals of fencing. The class is co-ed and requires no previous training. Equipment (consisting of foil, mask and practice jacket) with an approximate cost of \$25.00 will be ordered at the time of registration.

**P.E. 9 Modern Dance**

This course will emphasize the learning of dance movements and techniques. These techniques will then be used by the students to express ideas and to create short dance compositions.

## Physics

**Physics 51 Elements of Weather** **3 credits**

Definitions of weather elements; methods of measurement; composition of the atmosphere; description 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.

**Physics 103 College Physics** **4 credits**

Unified classical and modern physics. Prerequisites: High school algebra and geometry.

**Physics 104 College Physics** **4 credits**

Unified classical and modern physics. Prerequisites: High school algebra and geometry.

**Physics 211 General Physics** **4 credits**

**Physics 212 General Physics** **4 credits**

Mechanics, acoustics, thermodynamics and kinetic theory, electricity and magnetism, waves and optics.

## Police Administration

**P.A. 151 Introduction to Criminology** **3 credits**

Study of the major areas of deviant behavior and relationship to society, law and law enforcement.

**P.A. 152 Criminal Law** **3 credits**

Structure, definitions, and most frequently used sections of the Penal Code and other criminal statutes.

**P.A. 153 Criminal Evidence** **3 credits**

The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

**P.A. 154 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.

**P.A. 155 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.

**P.A. 156 Patrol Procedures** **3 credits**

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

**P.A. 157 Traffic Control** **3 credits**

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

**P.A. 158 Juvenile Procedures** **3 credits**

The organization, functions, and jurisdiction of juvenile statutes and court procedures.

**P.A. 159 Organization, 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. 1 Social Studies Survey** **Non-credit**

An overview of the social sciences. Specifically, reference will be made to economics, history, sociology, anthropology, and social psychology.

**P.S. 101 Introduction to American Government** **3 credits**

**P.S. 102 and 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 processes of modern techniques; emerging political forms.
- P.S. 202 Comparative Politics: Case Studies 3 credits**  
 Case studies from selected nations grouped into four classes: Western Democracies, Russian Communism, Chinese Communism and "emerging" nations.
- P.S. 211 State and Local Government 3 credits**  
 Organization and politics of state and local government in the United States; the Alaska Constitution; problems of statehood in Alaska. Prerequisite. P.S. 101.

## Psychology

- Psy. 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.
- Psy. 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.
- Psy. 101 Introduction to Psychology 3 credits**  
 Fundamentals of general psychology. Human behavior; genetic, motivation, learning, sensations, perception, personality.
- Psy. 102 Introduction to Psychology 3 credits**  
 A continuation of the fundamentals of the principal areas of general psychology. Prerequisite: Psy. 101.
- Psy. 201 Advanced General Psychology 3 credits**  
 The theory and methods of psychology, including the scope and limitations of the science. Major emphasis in the areas of experimental, statistical, physiological, clinical, and social analysis of behavior. Prerequisites: Psy. 101, 102. Psy. 201 is prerequisite for the majority of upper level psychology courses.

**Psy. 223 Introduction to Counseling 3 credits**

Basic principles of counseling, elementary concepts of individual and group relationships. A theoretical and practical familiarity with various counseling goals, identification of symptoms, and referrals.

**Psy. 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: Psy. 101 and permission of instructor.

**Psy. 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: Psy. 101, 45 collegiate credits, and permission of instructor.

**Psy. 261 Introduction to Experimental Psychology 3 credits**

Introduction to and laboratory application of the experimental methods to some problems of psychology using both human and animal subjects. Prerequisite: Psy. 201.

**Psy. 271 Introductory Statistics for Behavioral Sciences 3 credits**

Introduction to the purpose and procedures of statistics; calculating methods for the description of groups (data reduction) and for simple inferences about groups and differences between group means. Prerequisite: Psy. 201.

## Sociology

**Soc. 101 Introduction to Sociology 3 credits**

An introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's language, experiences, perception, meaning, and behavior. An attempt is made to construct an interaction framework to be used in understanding and predicting human behavior.

**Soc. 102 Introduction to Sociology 3 credits**

A continuation of Soc. 101. Prerequisite: Soc. 101.

- Soc. 106 Social Welfare** **3 credits**  
Functions and development of modern social welfare and the distinctive features of the field, designed primarily to assist in the understanding of social welfare problems and services. Prerequisite: Soc. 101.
- Soc. 109 Principles of Case Work** **3 credits**  
An introductory study of case work and group work theory, techniques of interviewing and recording, and a review and analysis of case history.
- Soc. 201 Social Problems** **3 credits**  
Problems of contemporary society; analysis of factors giving rise to them. Prerequisites: Soc. 101, 102.
- Soc. 205 Group Processes in Modern Society** **3 credits**  
Formation, structure and functioning of groups; group processes and group products; implications of various research techniques. Prerequisites: Soc. 101, 102.
- Soc. 207 Population** **3 credits**  
Analysis of world populations; growth and decline patterns, migratory trends and ecology; worldwide implications to current population growth; critical review of major theoretical contributions with introduction to demographic methods. Prerequisites: Soc. 101, 102.
- Soc. 210 Principles of Correction** **3 credits**  
An introduction to the basic concepts of Probation and Parole; the use of authority in corrective services; institutional treatment methods, a study of popular and professional concepts in correction.
- Soc. 242 The Family** **3 credits**  
A study of the contemporary patterns of marriage and family relationships in the U.S. 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, 102.
- Soc. 271 Introductory Statistics for 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. Prerequisite: Soc. 101.

## Spanish

**Span. 101 Elementary Spanish** 5 credits

**Span. 102 Elementary Spanish** 5 credits

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

**Span. 201 Intermediate Spanish** 3 credits

**Span. 202 Intermediate Spanish** 3 credits

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

## Speech

**Sp. 68 Elementary Public Speaking I** 2 credits

Elementary speech composition.

**Sp. 111 Public Speaking I** 2 credits

Fundamentals of oral communication. Theory and practice 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 Weld. 2 or Weld 3. 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.

**LAB:** Ferrous and non-ferrous welding with stick electrodes and semiautomatic equipment; bevelling, uphill and downhill pipe welding, welding techniques, clamping devices, spacing, jigs and fixtures, gas welding. Certification test on pressure piping. Prerequisite: Weld 1.

**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: Weld 1.

**Weld. 4 Pipeline Welding** **Non-credit**

Intensive practice in downhill welding with electrodes used for cross country pipelines. Theory and practice of gas driven welding machines.

**Weld. 13 Processes and Metallurgy** **Non-credit**

Lecture course, 2 hours per session.

**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

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Dr. M. F. Beirne  
Dr. Fred Strauss  
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Mr. Ivan Solheim

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# Faculty — 1969 - 1970

## FULL - TIME

- ABERCROMBIE, ELIZABETH**  
Practical Nursing  
Evansville College, B.S.N., '66
- APPEL, DARLENE**  
Office Administration  
Mankato State College, B.S., '56
- BABCOCK, WILLIAM H.**  
Sociology  
Springfield College, B.S., '60  
Columbia Univ., M.S.W., '63
- BANKS, WILLIAM**  
Electronics  
Yale University
- BLEWETT, PETER**  
History  
Williamette Univ., B.A., '61  
Johns Hopkins Univ., M.A. '64
- CARRAHER, ANNE F.**  
Adult Basic Education  
Ft. Wright College of the Holy  
Names, B.A.
- CHEESEMAN, JOSEPH**  
Welding  
Hobart Bros. Weld. and Tech.  
Center, '66
- COMBS, ALEX**  
Art  
Temple Univ., B.F.A., '49  
B.S. Ed., M.F.A., '52
- DECKER, DORIS**  
Office Administration  
Husson College, B.S., '59
- DOUGLAS, ELVERA**  
Music  
Bethel College, B.A., '46  
Northwestern Univ., M.M.Ed., '48
- DOYLE, MARIE**  
Psychology  
Univ. of Utah, B.A., '50, Ph.D., '61
- GOULD, JAMES**  
Police Administration  
Fresno State College, B.A., '65  
M.S., '68
- GROSS, ANN D.**  
Adult Basic Education  
State College, B.S.Ed., '53, Ed.M., '61
- GUSTAFSON, OFELIA**  
Medical Laboratory Assistants  
Baylor Univ., B.S., '62
- HART, JOHN**  
History  
Ursinus College, B.A., '49  
Temple Univ., M.S., '59
- HEIMBUCH, BONNIE**  
Mathematics  
Nebraska State College, B.A., '48  
Univ. of Texas, M.A., '67
- HITCHCOCK, KAY**  
English  
Univ. of Alaska, B.A., '60, M.A., '62
- HOKE, DAVID**  
Mathematics  
Manchester College, B.A., '61  
Arizona Stat, M.S., '63
- HUNKE, NAOMI**  
English  
Pacific College, B.A., '50  
Grand Canyon College, B.S., '60  
Arizona State Univ., M.A., '62
- HUSSEY, C. WAYNE**  
Adult 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
- JOYNER, JOSEPH M.**  
Political Science  
Univ. of Kentucky, A.B., '50  
Northeastern Univ., M.A., '65
- KENYON, ROBERT A.**  
Sociology  
Colorado Univ., B.A., '56  
Oklahoma Univ., M.A., '65

## Faculty — 1969 - 1970

- KEIM, DORCAS**  
Practical Nursing, Coordinator  
Univ. of Washington, B.S., '51
- KYNELL, KERMIT S.**  
Political Science  
Stanford Univ., B.A., '52, M.A., '53
- LESH, NANCY L.**  
Librarian  
Willamette Univ., B.A., '66  
Simmons College, M.S., '67
- LONG, HOWARD**  
Supervisor, Welding Technology  
Wheaton College, B.S., '40
- McDONALD, BEATRICE G.**  
Office Administration  
State Teachers College, B.S.Ed., '33  
Boston Univ., M.Ed., '54
- MILLER, EVELYN M.**  
Dental Assistants  
New York State College for  
Teachers, B.S., '44
- MONSERUD, SALLY**  
English  
Augusta College, B.A., '29  
Washington State College, M.A., '34
- MONSON, THOMAS**  
Accounting  
Brigham Young Univ., B.S., '67  
M.A., '68
- O'MAHOONEY, WILLIAM**  
AVEC
- POND, ROBERTA L.**  
Psychology  
Abilene Christian College, B.S., '59  
Pepperdine College, M.A., '61
- POST, HARRY**  
Psychology  
Drew Univ., A.B., '52  
New Jersey State College, M.A., '59  
Boston Univ., Ph.D., '68
- ROBINSON, BILLIE JEANNE**  
Practical Nursing  
Univ. of Hawaii, B.S.N., '58
- ROUSSEAU, CHARLES G.**  
Electronics
- SCHMIDT, DIANE**  
Adult Basic Education  
Memphis State Univ., B.S., '65
- SIEMENS, WILLIAM**  
Psychology  
Biola College, Th.B., '48  
Wheaton College, B.A., '57  
Pepperdine College, M.A., '58  
Claremont Graduate School,  
Ph.D., '68
- SOMMER, WASSILY**  
Art
- STICKNEY, ROLAND**  
Education  
Plymouth Teachers College,  
B.Ed., '54  
Boston Univ., M.Ed., '55, D.Ed., '66
- STOWELL, ANNA BUSS**  
Language  
Univ. of Minnesota, B.A., '27,  
M.A., '28
- SULLIVAN, TROY**  
Education  
North Texas State College, B.S., '48,  
M.S., '50, North Texas State Univ.,  
Ed.D., '65
- THOMPSON, DENNIS**  
Adult Basic Education
- VAN KOOTEN, MARJORIE**  
Practical Nursing  
St. Joseph's Hosp. School of  
Nursing, Calvin College, B.A.
- VAUDRIN, WILLIAM**  
English  
Alaska Methodist Univ., B.A., '66  
Univ. of Oregon, M.A., '68
- VERMILLION, MAURICE**  
AVEC
- WATSON, ROWAN T.**  
Electronics Technology
- YENNEY, PATRICIA A.**  
Practical Nursing  
Univ. of Chicago, Ph.B., '46  
Univ. of Illinois, B.S., '50

# Faculty — 1969 - 1970

## PART - TIME

- 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
- BOWEN, ANITA**  
Adult Basic Education  
Western Kentucky Univ., B.S., '67
- BRESETT, PATRICIA A.**  
Psychology  
Indiana State Teachers College,  
B.S., '60, M.A., '61
- BROWN, DAVID**  
Adult Basic Education  
University of Alaska, B.Ed., '69
- CHATTERTON, MARY P.**  
Art  
Univ. of Denver, B.A., '38  
Alaska Methodist Univ., M.A., '68
- CLAUSEN, BARBARA**  
Physical Education  
Univ. of Colorado, B.S., '65
- 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
- DALRYMPLE, ROGER D.**  
Engineering Science  
Kansas State Univ., B.A.
- DAVIS, NANCY**  
Anthropology  
The Univ. of Chicago, M.A., '65
- DIEMER, EDWARD**  
Physics  
St. Louis Univ., B.S., '55  
M.S., '60, Ph.D., '65
- EGGERT, PERCY**  
English  
Eastern Michigan College, B.S., '51  
Univ. of Southern Calif., M.S., '53
- GEIGER, ARNOLD**  
Engineering Science  
Stout State Univ., B.S., '65
- GILCHRIST, PATRICIA**  
Adult Basic Education  
Univ. of Washington, B.A., '47
- GRANSBURY, PEARL**  
Graphoanalysis
- GRUBE, MERRILL**  
Journalism  
Rio Grande College, B.S.Ed., '57
- HARTLIEB, GORDON**  
Business Administration  
Kent State Univ., B.A., '50  
Ohio State Univ., L.L.B., '53
- HERRICK, THOMAS H.**  
Psychology  
Ohio Northern Univ., B.A., '49
- MacKENZIE, MARIE**  
English  
Univ. of Southern Calif., A.B., '48,  
M.S., '49
- MATTHEWS, D. EUGENE**  
Data Processing  
Pueblo College, A.A.  
Univ. of Alaska, B.S., '64
- MOORE, DELNO**  
Biology  
Univ. of Idaho, B.S., '50  
M. Nat. Science, '65
- PAISLEY, LOUISE**  
Home Economics
- PARKINS, ROSE**  
Home Economics  
North Dakota Ag. College, B.S., '39

## Faculty — 1969 - 1970

REINHOLZ, HARVEY

Biology

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

ROSE, FRANCES H.

Adult Basic Education

Queen College, B.A., '59

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

SEPPI, RUSSELL

History

Northern Michigan Univ., B.S., '57  
Univ. of Wyoming, M.Ed., '65

SHERWOOD, CLYDE M.

Accounting

Univ. of Washington, B.S., '49  
C.P.A. '50

TRIETSCH, JAMES H.

Adult Basic Education

North Texas State Teachers  
College, B.A., '52

TULIN, CHARLES

Real Estate

Univ. of Washington, B.S., '51  
L.L.B., '54

WETHERHORN, MITCHELL

Psychology

Florida State Univ., B.S., '49,  
M.S., '49, Ph.D., '58

WHITE, DONALD R.

Economics

Univ. of California, B.S., '64  
Cornell Univ., M.B.A., '67

WILSON, REBECCA

Spanish

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

WILTROUT, WILLIAM

Physical Education

W. Virginia Univ., B.S., '53,  
M.A., '58

WINEY, CAROL

Home Economics

Iowa State College, B.S., '52

WOOLRIDGE, MARY LOU

Office Administration

ZIDICK, CLEMENT

Chemistry

Wisconsin State College, B.S., '58  
Univ. of Alaska, M.S., '62

## CLERICAL STAFF

|                         |                                   |
|-------------------------|-----------------------------------|
| Patti Arline .....      | Personal Secretary                |
| Margaret Arnold .....   | Senior Stenographer               |
| Jessie Barnett .....    | Administrative Secretary          |
| Mary Brotherton .....   | Senior Clerk                      |
| Pat Brown .....         | Senior Stenographer               |
| Linda Campbell .....    | Steno Specialist                  |
| Nancy Cole .....        | Clerk Bookkeeper                  |
| Sally Comer .....       | Senior Stenographer               |
| Joanne DeCicco .....    | Clerk Specialist III              |
| Ann Dunn .....          | Administrative Secretary          |
| Carole Elkins .....     | Administrative Secretary          |
| Janice Jackowski .....  | Recording Clerk Specialist        |
| Katie Payton .....      | Bookstore Manager                 |
| Imogene Riley .....     | Fiscal Clerk                      |
| Florence Rumpfelt ..... | Administrative Assistant (Fiscal) |
| Pauline Spaulding ..... | Steno-Duplicator Specialist       |
| Cordelia Sterling ..... | Executive Secretary               |
| James Strong .....      | Stock Clerk                       |
| Joyce Thompson .....    | Senior Typist                     |
| Marie Ward .....        | Library Clerk                     |
| Nancy Wells .....       | Library Clerk                     |



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