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Anchorage Community College is a joint operation of the Anchorage Independent School District and the University of Alaska. It offers the first two years of college work to transfer students, terminal courses in general education and vocational education, and continuing education for the adults of all ages in the greater Anchorage area.
ANCHORAGE COMMUNITY COLLEGE

ADMINISTRATION
LeRoy V. Good, Ph.D. . . . . . . . . . Director
Julia G. Meriwether, B.A. . . . . . . . . Registrar

ANCHORAGE INDEPENDENT SCHOOL DISTRICT
Charles H. Davis, Superintendent
Don E. Fridley, Assistant Superintendent
Fitzhugh L. Hambrick, Assistant Superintendent

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C. Earl Albrecht
Ernest N. Patty, ex-officio
COLLEGE CALENDAR
1957-1958

First Semester

Registration: Wednesday, Thursday, and Friday, September 4, 5, and 6, 7-10 p.m., and Saturday, September 7, 10 a.m. - 5 p.m.

Instruction Begins: Monday, September 9

Late Registration Accepted: September 9-13

Thanksgiving Vacation: Thursday and Friday, November 28 and 29 (Classes do not meet)

Christmas Vacation: December 21 - January 5, inclusive (Classes do not meet)

Classes Reconvene: Monday, January 6

Semester Examinations: Monday - Friday, January 20-24

Last Day of Classes, First Semester: Friday, January 24

Second Semester

Registration: Thursday and Friday, January 30 and 31, 7-10 p.m., and Saturday, February 1, 10 a.m. - 5 p.m.

Instruction Begins: Monday, February 3

Late Registration Accepted: February 3-7

Spring Vacation: Friday, April 4 (Classes do not meet)

Semester Examinations: Monday - Thursday, May 26-29

Commencement: Wednesday, May 28

Last Day of Classes, Second Semester: Thursday, May 29
FACULTY
1957-1958

BABSKI, ANNE  Chemistry and Mathematics
University of Hawaii '49, B.S.

BEGICH, NICHOLAS J.  Social Science
St. Cloud State College '52, B.S.; University of Minnesota '54, M.A.

BRINK, FRANK O.  Speech and Drama
Maryville College '41, B.A.; University of Montana '56, M.A.

BUSS, ANNA M.  Languages
University of Minnesota '27, B.A.; '28, M.A.

CARLE, MARY E.  Mathematics
University of Minnesota '39, B.S.; '42, M.A.

CARLE, WILMER C.  History of Alaska
University of Minnesota '46, B.S.; '47, M.A.; Ford Foundation Fellowship: Study of the Industries of Alaska, 1953-54

CARLSON, IRENE G.  Clothing Construction
Bethany College, Okla., '48, B.S.; Oklahoma A. & M. '50, M.S.

CHENOWETH, JAMES H.  Law Enforcement
Chief Deputy United States Marshal, Third Judicial Division, Territory of Alaska

CLARK, CHARLES E.  Engineering
University of Idaho '51, B.S. (C.E.)

COLUMBIA, MARA LEE  Obedience Training for Dogs

COMBS, ALEX DUFF  Ceramics
Temple University '49, B.F.A.; '50, B.S.; '52, M.F.A.

COOLIDGE, DONALD J.  Civil Engineering
Missouri School of Mines '43, B.S.M.E.; Northwestern University '48, M.S.M.E.

DRUTMAN, IRVING  Mathematics and Physics
City College of New York '55, B.E.E.

FITZGERALD, JAMES M.  Law Enforcement
Willamette University '51, B.A.; '52, LL.B.

GOOD, LEROY V.  Director
Montana State College '33, B.S.; University of Washington '40, M.A.; Washington State College '54, Ph.D.

GOODNESS, FRANCELLE  Obedience Training for Dogs
Ohio State University '27, B.S.

GREATHOUSE, PAUL W.  Law Enforcement
Lt., Anchorage City Police

HALE, MARY H.  Community Chorus
Louisiana College '40, B.A.; Louisiana State University '42, M.A.
HARTLIEB, Gordon W.  Business Law  
Kent State University '50, B.A.; Ohio State University '53, LL.B.

Kohler, Doris F.  Librarian  
University of Washington '30, B.A.; '31, B.S. Library Science; '40, M.A.

Kohler, Mel  Interior Design  
University of Washington '34, B.A.; Columbia University '41, M.A.

McDonald, Beatrice G.  Secretarial Science  
State Teachers College, Salem, Mass., '33, B.S.Ed.; Boston  
University School of Education '54, M.Ed.

McRea, Alex H.  Wildlife  
University of Washington '42, B.S.

Madden, Thomas L.  Community Symphony  
Gonzaga University '42, Bachelor of Music

Mayfield, E. L.  Law Enforcement  
Lt., Territorial Police, Graduate of 49th Session, F.B.I. National Academy

Meriwether, Julia G.  Registrar  
University of Washington '54, B.A.

Monserud, Sally  English and Citizenship  
Augustana College '29, B.A.; Washington State College '34, M.A.

Orlandini, Lucila  Spanish  
Peru Teachers College, Lima, Peru, '46, B.S.

Ottmar, Gotthold  Physical Education  
Dickinson Teachers College, N. D., '48, B.S.

Park, Anna Elizabeth  Art  
Syracuse University '38, B.F.A.

Rewolinski, John T.  Journalism  
University of Minnesota '48, B.S.

Russett, Jasper P.  Blue Print Reading and Sketching  
University of Illinois '17, B.S.

Schmidt, Ray R.  Photography  
Utah State Agricultural College '51, B.S.

Sherwood, Clyde M.  Accounting  
University of Washington '49, B.A.; Certified Public Accountant '50

Telford, James A.  Ground School  
Oregon State College '50, B.S.

Tulin, Charles E.  Business Administration  
University of Washington '51, B.S.; '54, LL.B.

vanSeventer, A.  Accounting  
University of Amsterdam '38, A.B.; Stanford University '49, M.B.A.;  
Certified Public Accountant '49

Vecera, Venzy  Mathematics  
New Mexico Highland University '41, B.A.; '47, M.A.
GENERAL COLLEGE INFORMATION

THE COMMUNITY COLLEGE

History

Anchorage Community College was officially organized on January 1, 1954, under the Community College Enabling Act, Chapter 57 of the Session Laws of Alaska, 1953. The college opened on February 8, 1954, with Dr. LeRoy V. Good as Director. Enrollment the first semester reached 385 and has since grown to 1,200. The college, which operates late afternoon and evening, has conducted its classes in the Anchorage High School and Community College Building since its inception.

Location

Anchorage Community College is an institution and not necessarily a building. While its classes usually meet in the Anchorage High School and Community College building, they may and will meet any place in the greater Anchorage area where people can best be served.

Facilities

The College shares facilities with the High School and other units of the Anchorage Independent School District. It has a complete classroom building with library, an auditorium beautifully equipped for theatre arts, seating 2,000 people, a gymnasium and physical education plant, and shops for woodworking, auto mechanics and aircraft mechanics.

Purpose

The purpose of Anchorage Community College is to train for responsible social citizenship. In doing this it serves four groups of people: (1) those who desire specialized vocational training, (2) those who expect to transfer to a standard college or university, (3) those who will complete their goal in one or two years of general education, and (4) those adults of the community who desire to continue and broaden their education. In addition to serving these groups it offers a general service to all of the community for those who desire testing, guidance, and counseling of a vocational or academic nature.
Accreditation

The college is accredited by the Northwest Association of Secondary and Higher Schools through its organizational relationship with the University of Alaska. Under the Alaska Enabling Act for community colleges the Anchorage Community College may teach courses normally taught in the first two years of a standard college. 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 through the President of the University of Alaska and the Director of the Anchorage Community College.

The College further conforms to standards of the Territorial Office of Education and is approved by the Territorial Board of Education.

Admission Requirements

Anchorage Community College admits the graduates of any accredited high school and such other candidates eighteen years of age or older who may profit from the instruction. All candidates who expect to transfer credit to another institution must present a complete transcript of record from previous schools attended and, if they do not have a high school diploma, must follow a program of studies at Anchorage Community College designed to meet high school graduation requirements. Admission to the vocational and interest courses does not require evidence of previous school record.

The candidates for the Associate in Arts or Associate in Sciences degree must have a high school diploma.

Registration

Registration in the College will be between the hours of 7 and 10 p.m. September 4, 5, and 6, and 10 a.m. to 5 p.m. on September 7. During these hours all students will be counseled by the Director or other faculty members and registered in the office of the Registrar. The College office will be open daily after August 12 for counseling and testing of any prospective students desiring this service. Classes will begin on September 9.

High school graduates and transfer students must submit a transcript upon registration.
Fees and Expenses

The first eight credits of college transfer-credit courses are at the rate of $7.50 per semester-credit hour. A load of nine credits or more is at the flat rate of $60.00 per semester. The cost of textbooks and supplies is in addition to the tuition. Textbooks will vary in price but will average approximately $5.00 per course. Certain courses carry a laboratory or supply fee which is listed with the course.

The tuition for vocational and interest courses appears with the description of the courses. Textbooks and supplies are extra. These courses do not have a maximum flat rate.

There are no other fees or expenses such as registration, matriculation, or student body fees.

All fees are payable upon registration.

Refund Policy

Courses are offered for a minimum of ten 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.

80 per cent will be refunded during the first 7 calendar days following the day of the student's registration or the last day of registration, whichever is the later.

60 per cent will be refunded during the 8 to 14 calendar days following the day of the student's registration or the last day of registration, whichever is the later.

40 per cent will be refunded during the 15 to 21 calendar days following the day of the student's registration or the last day of registration, whichever is the later.

20 per cent will be refunded during the 22 to 28 calendar days following the day of the student's registration or the last day of registration, whichever is the later.

There will be no refunds made after 28 calendar days following the student's registration or the last day of registration, whichever is the later. Percentage of tuition refunded is based upon the total tuition cost of the course.

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

REFUNDs, IF ANY ARE MADE, WILL BE MADE AS OF THE DAY ON WHICH APPLICATION FOR SUCH REFUND IS MADE.
Veteran Education

Anchorage Community College is approved by the Veterans Administration for veterans desiring to attend college under Public Law 550. A veteran may obtain the necessary application forms from the Registrar.

Under Public Law 550 the veteran is reimbursed directly from the Veterans Administration for the cost of tuition and textbooks. It is therefore his responsibility to pay his tuition and textbook costs at the time of registration.

HIGH SCHOOL DIPLOMA

Mature adults, 19 years of age or older, who have been out of high school more than one semester who are interested in completing work toward a high school diploma will be tested and counseled by the College. A program of studies will be developed for each individual case. The satisfactory completion of achievement tests, general educational development tests, and an exploratory series of approximately 15 semester hours of college level courses, or combinations of the above, will make it possible for the mature adult to obtain an equivalency high school diploma. Further information on this may be obtained from the College office.

Armed Services Tuition Assistance Program

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

Vocational Testing and Counselling Service

This service is available to any resident of the Anchorage Independent School District. A battery of ability, interest, and aptitude tests will be administered at intervals to interested students or residents. The results of this testing program will be discussed with the individual by trained personnel and any additional counseling
and guidance is available without charge. Applications for such service should be made to the Registrar's office.

**Film Society**

The Film Society of the Anchorage Community College is a group of citizens organized for the purpose of bringing films of an art nature to the community. Foreign films and films not of general enough interest to justify their presentation in the public theatres are offered in two series of five shows presented on the first Friday night in each month during the school year. Persons interested in a program of this nature are invited to make their interest known to the College and they will be welcomed to the Film Society.

**Theatre Workshop**

Theatre art is promoted by the Anchorage Community College in its Speech and Drama Department. One of the activities of this department is the Theatre Workshop, which enrolls those interested in acting, directing, managing and costuming theatre performances. This work may be done for credit or the interested person may enroll as a member of the Workshop. It operates through its own governing body to present several major stage productions and many minor productions so that everyone is given an opportunity to develop his talents.

**Course Numbering**

Courses are numbered to correspond with the University of Alaska catalog in general. College transfer-credit courses are numbered with the subject followed by a numeral beginning either 100 or 200. Subjects beginning 100 are normally taken in the first year of college, and those beginning 200 are normally second-year courses. Courses following each other in a sequence will be numbered in sequence, i.e., Math. 101-102, and the first is a prerequisite of the second.

Non-transfer courses use the prefix Voc. or Int. meaning vocational or interest type courses not ordinarily leading to a baccalaureate degree. They are numbered with numerals under 100.

**Class Hours and Schedule**

Vocational and interest courses meet for 15 weeks or less as indicated following each course. The college transfer-credit courses
meet for 17 weeks. Both types of courses begin on September 9, 1957, and February 3, 1958. The vocational and interest courses normally meet twice a week for two-hour classes, scheduled for 7-9 p.m. or 9-11 p.m. The college transfer-credit courses meet for 80 minutes per class, twice a week in the case of a three-credit course. These courses meet 6:30-7:50, 8:00-9:20, or 9:30-10:50. Some two-credit courses meet for one 120-minute period.

Grading System

Letter grades based on the following analysis appear on the student's record and transcript.

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

B—This indicates outstanding ability and a performance definitely above the average.

C—This indicates a satisfactory response to assignments, and in general represents the average of the class.

D—The lowest passing grade. It indicates work of poor quality and does not entitle the student to the recommendation of the college.

E—This indicates failure and the necessity of repeating the subject.

I—This grade will be given only in cases where additional work is necessary for the satisfactory completion of the course. It will not be given unless the work already performed is grade “C” or better. It is usually to be used in case of unavoidable absence near the end of the course or during the examinations. An “I” will normally become an “E” at the end of the next semester in which the course is given.

W—This grade is given when a student withdraws from a course at any time while doing passing work. A student who withdraws from a course after the twelfth week while doing failing work receives an “E”.

The grades “S” and “U” are used for courses other than transfer courses. The grade “S” indicates satisfactory completion of a course and the grade “U” indicates unsatisfactory completion of a course.
Definition of Credit

A semester hour credit is earned for the satisfactory completion of 50 minutes of work per week for 18 weeks or a total of 900 minutes. This requirement is met for a three semester hour course by two 80-minute class meetings per week for 17 weeks. It is expected that outside preparation and study will require twice the amount of class time per week. Assignments are made within this ratio so that diligent application is required of the average student. A laboratory period not requiring outside preparation is 150 minutes per week in length for one semester-hour credit.

Transfer of Credit

Credit earned at Anchorage Community College in college transfer-credit courses will be entered upon the permanent record of the student. Whenever a student desires to transfer to another institution, a copy of his record will be sent to the University of Alaska for certification of accreditation and forwarded to the institution of the student's choice. In the case of transfer to the University of Alaska the transcript of record will become a part of his permanent record there.

Explanation of Course Descriptions

On the following pages the courses offered are described. As an example, Anth. 212 — Human Origins, 3 Credits, is followed by a brief description of the course. In most cases any prerequisites are listed with the course. The number of classes and length of each class indicates the number of times the class meets per week and the length of each session. Also indicated is the semester in the school year in which the course will be offered. In most cases the tuition and fees for the course are given.

GRADUATION REQUIREMENTS
ASSOCIATE DEGREES

The Associate in Arts and Associate in Sciences degrees are conferred upon graduates of the Anchorage Community College who have met the requirements. These requirements for graduation are set forth by the Board of Regents of the University of Alaska and the Board of Education of the Anchorage Independent School District. These requirements are of two kinds, subject and scholarship.
GENERAL COLLEGE INFORMATION

Subject Requirements for Graduation

1. English A (if necessary) .......................... 0
   English 101 and 102 ............................. 6
2. Sixteen credits to be chosen from the following: 16
   (No more than six credits from any one lettered group)
   a. English 221, 222, 231, 232, 246; Speech 251, 252, 261,
      262, 272, 280; Drama 201, 202, 207; Journ. 201, 202,
      211; Mus. 120; Art 101, 102, 103, 104, 105, 106, 201.
   b. P. S. 101, 102, 201, 211, 221; Anth. 201, 203, 212; Soc.
      101, 201; Psych. 201, 202; B. A. 124, 221, 271, 272; Hist.
      117, 118, 141, 231, 232, 261; Ed. 121, 222.
   c. Math. 101, 102, 103, 104, 201, 202; Chem. 101, 102, 105,
      106; Physics 111, 112, 211, 212; Wdlf. 101, 102; Biol.
      101, 102, 111, 112, 131, 132, 211, 212; Geol. 201, 202.
3. Hist. 141; P. S. 101, 102 (any two) ............. 6
4. Courses in field of specialization (excluding basic re-
   quirements above) .................................. 20
5. A secondary field of specialization, electives in the field
   of specialization, or a modern language ............ 12

The Associate in Arts candidate may have a field of specialization
of 20 credits and a secondary field of specialization of 12 credits.

The Associate in Sciences candidate should continue his field of
specialization courses under No. 5 above rather than a secondary
field.

The above requirements are intended to be flexible enough so
that transfer students may fulfill the usual lower division require-
ments. The non-transfer student may select courses in his field of
specialization for graduation with somewhat more freedom. Fields
of specialization for graduation may be fulfilled in business admin-
istration, secretarial science, pre-engineering, English and speech
arts, foreign language, general science, and social science. Every
effort will be made through counseling to meet the usual university
lower division requirements.

Scholarship Requirements for Graduation

The regulations of the Board of Regents and the Board of Edu-
cation provide that the associate degree be conferred on any student

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who satisfactorily completes the course outlined above. 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 1.0 or better.

A minimum of 30 credits of the required 60 credits must be earned in residence at Anchorage Community College or at the University of Alaska.

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.
DESCRIPTION OF COURSES

ANTHROPOLOGY

Anth. 201—Introduction to the Study of Man
3 Credits $22.50 First
Introduction to anthropological and sociological studies, including a survey of the origin and development of culture, a study of human behavior, and the mechanics of cultural and social change. Introduction to further study in the social sciences.
Two classes, 80 min.

Anth. 203—Cultural Anthropology
3 Credits $22.50 Second
The meaning of culture; its nature and growth; a survey of the range and variety of cultural phenomenon including social customs, social organization, and social institutions. Prerequisite: Anth. 201.
Two classes, 80 min.

Anth. 212—Human Origins
3 Credits $22.50 Second
Survey of Old World prehistory from the Paleolithic to the Iron Age.
Two classes, 80 min.

ART

Art 101—Art Forms
2 Credits $15.00 First
102
2 Credits $15.00 Second
A brief and general introduction for beginners to composition, color, perspective, lettering, and a variety of media including charcoal, water color and oils.
One class, 3 hr.

Art 103—Basic Design
3 Credits $22.50 First
104
3 Credits $22.50 Second
Discussions, assignments, and critiques to acquaint the student with the elements of good design in all art forms. Emphasis in assignments is upon the painter's use of these elements.
Two classes, 3 hr.

Art 105—Fundamentals of Art
2 Credits $15.00 First
DESCRIPTION OF COURSES

Art 106
2 Credits $15.00 Second
Basic drawing and composition.
One class, 3 hr.

Art 107—Water Color Painting
3 Credits $22.50 First

Art 108
3 Credits $22.50 Second
A course in the use of water color media including water colors, casein, and gouache as applied to landscape, still life, figure. Prerequisite: Art 101 or equivalent.
Two classes, 3 hr.

Art 109—Oil Color Painting
3 Credits $22.50 First

Art 110
3 Credits $22.50 Second
Covers basic principles and techniques of painting with oil media. Prerequisite: Art 101 or equivalent.
Two classes, 3 hr.

Art 201—Art Appreciation
2 Credits $15.00 First
To give background and develop ability to interpret and appreciate art. Discussion of architecture, sculpture, painting, and the minor arts.
One class, 2 hr.

Art 202—Art Methods
2 Credits $15.00 Second
For students preparing to teach. Designed to meet the practical art needs of teachers in elementary schools.
Two classes, 2 hr.

Art 203—Advanced Drawing and Painting
3 Credits $22.50 First

Art 204
3 Credits $22.50 Second
The techniques of oil painting, water color, and casein, etc., as applied to still life, portrait, figure, landscape. Prerequisite: Art 105, or equivalent, and Art 108 and 110, or equivalents.
Two classes, 3 hr.
DESCRIPTION OF COURSES

Art 206—Sculpture
3 Credits $22.50 Second
A course developing comprehension of three dimensional form in the media of clay, wood, wire, plaster, and stone.
Two classes, 3 hr.

Art 208—Print Making and Textile Design
3 Credits $22.50 Second
A course in the techniques of printing with wood block, linoleum block, silk screen, stencil, and monoprints on paper, cloth.
Two classes, 3 hr.

Art 210—Art in the Elementary School
2 Credits $15.00 First
A lecture-workshop course to aid the elementary teacher with the integration of art into the elementary curriculum. Prerequisite: Art 202 or equivalent.
Two classes, 2 hr.

BIOLOGICAL SCIENCE

Biol. 101—Principles of Biology
3 Credits $22.50 First
102
3 Credits $22.50 Second
Fee $5.00 each semester
The fundamental principles underlying the structure and function of living organisms. Designed to develop an understanding of the nature and relationships of the plant and animal kingdoms. Open to students in all curricula. Not open to students who have had both Biol. 111-112 and Biol. 131-132. If taken after either Biol. 111-112 or Biol. 131-132, credit will be two per semester.
One class, 80 min.; one class, 160 min.

Biol. 104—Human Heredity
3 Credits $22.50 First
How and why traits are inherited. Topics include genetic mechanisms, sex determination, problems of marriage, inheritance of disease, effects of atomic radiation, and human evolution. Designed for non-biologists.
Two classes, 80 min.

Biol. 111—General Zoology
4 Credits $30.00 First
Biol. 112
4 Credits $30.00 Second
First semester: A study of the 13 functions performed by all animals, with various animal material used in the laboratory. Second semester: A survey of the animal kingdom. If taken after Biol. 101-102, credit will be three per semester.
Two classes, 80 min.; one class, 160 min.

Biol. 131—General Botany
3 Credits $22.50 First
132
3 Credits $22.50 Second
First semester: Life function of plants.
Second semester: Classification, ecology, distribution and economic relation of plants. If taken after Biol. 101-102, credit will be two per semester.
One class, 80 min.; one class, 160 min.

BUSINESS ADMINISTRATION

B. A. 111—Introduction to Business
3 Credits $22.50 First and Second
Business organization, nature of major business functions, such as management, finance, accounting, marketing, personnel administration. The opportunities and requirements for professional business careers.
Two classes, 80 min.

B. A. 122—Economic History
3 Credits $22.50 First
Historical periods and phases related to the development of patterns of commerce, industry, transportation, and the economic system of the United States.
Two classes, 80 min.

B. A. 124—Economic Geography
3 Credits $22.50 Second
World climates, population, trade routes, and important natural resources; geographic aspects of manufacturing industries and modern economic organization.
Two classes, 80 min.

B. A. 211—Principles of Accounting
3 Credits $22.50 First and Second
DESCRIPTION OF COURSES

B. A. 212
3 Credits $22.50 First and Second
Principles and techniques of accounts and financial statements in business management and control. First semester: double entry, journals, ledgers, and financial statements for a sole proprietorship business. Second semester: application of basic accounting theory and techniques to partnerships and corporations.
One class, 80 min.; one class, 160 min.

B. A. 221—Principles of Economics
3 Credits $22.50 First and Second
Introduction to economics. Analysis of national income, money and banking, competition and prices, public finance and taxation, international trade, economic systems, and labor problems.
Two classes, 80 min.

B. A. 231—Business Correspondence and Reports
3 Credits $22.50 First and Second
Fundamentals of business writing; emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports. Prerequisite: Engl. 102, B. A. 103 or equivalent.
Two classes, 80 min.

B. A. 261—Intermediate Accounting
3 Credits $22.50 First

262
3 Credits $22.50 Second
First semester: The study of accounting methods and control is extended beyond the points reached in B. A. 212 and the principles are applied to accounting for proprietorships and business organizations in a more intensive analysis. Class discussions are conducted for the purpose of strengthening the student’s theoretical background for the various phases of basic accounting theory.
Second semester: The student is offered training in application of the principles developed in B. A. 261 to problems in the fields of corporation accounting, financial statement analysis, and balance sheet and profit and loss preparation. Additional material for selected subjects in the fields of accounting theory, interpretation and presentation is used to supplement the basic text. The function of accounting for management in business and especially for effec-
DESCRIPTION OF COURSES

tive financial control is given repeated attention throughout the course. Prerequisite: B. A. 212 or equivalent.
One class, 80 min.; one class, 160 min.

B. A. 271—Business Law
  3 Credits  $22.50 First
  272
  3 Credits  $22.50 Second
Survey of the legal aspects of business problems; basic principles, institutions and administration of the law. First semester: contracts, agency, employment, negotiable instruments, personal property, sales. Second semester: insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts, and business crimes.
Two classes, 80 min.

BUSINESS ADMINISTRATION

Secretarial Science

S. S. 101—Shorthand
  3 Credits  $22.50 First and Second
  102
  3 Credits  $22.50 First and Second
Beginning Gregg shorthand for secretarial students. Emphasis on theory and reading practice first semester; on dictation and transcription practice second semester.
Three classes, 80 min.

S. S. 103—Elementary Typewriting
  2 Credits  $15.00 First and Second
Beginning typewriting. Emphasis on basic typing skills, techniques of copy work, simple tabulation, letter writing.
Three classes, 80 min.

S. S. 104—Advanced Typewriting
  2 Credits  $15.00 First and Second
Speed building and application of typing skills to letters, reports, business forms, statistical tabulations. Prerequisite: S. S. 103 or equivalent.
Three classes, 80 min.

S. S. 105—Secretarial Typewriting
  2 Credits  $15.00 First and Second
DESCRIPTION OF COURSES

Production work in letters, tabulations, centering, rough drafts, specialized business forms, statistical and legal typing. Speed and accuracy drills to achieve office standards. Prerequisite: S. S. 104 or equivalent.

Three classes, 80 min.

**S. S. 110—Filing**

2 Credits $15.00 First and Second

A complete course in the principles of filing by alphabetic, geographic, numeric and soundex systems. The course is designed for file clerks, stenographers, and secretaries.

Two classes, 80 min.

**S. S. 112—Business Mathematics**

2 Credits $15.00 First and Second

Review of the fundamentals of arithmetic and their application to business problems; including keeping and reconciling bank accounts, interest, percentage, discounts, commissions, payroll taxes, depreciation, amortization, installment buying, etc.

Two classes, 80 min.

**S. S. 132—Business English**

3 Credits $22.50 First and Second

Basic grammar review, vocabulary building, spelling, punctuation, and fundamentals of business writing with emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports.

Two classes, 80 min.

**S. S. 201—Intermediate Stenography**

3 Credits $22.50 First and Second

**202—Advanced Stenography**

3 Credits $22.50 First and Second

High speed shorthand dictation and transcription. Emphasis on theory, vocabulary, office standards. Prerequisite: S. S. 102 and 104, or equivalents.

Three classes, 80 min.

**S. S. 203—Office Machines**

2 Credits $15.00 First and Second

Basic operation of calculators, comptometers, adding and listing machines, posting machines, duplicators, electric typewriters, dicta-
DESCRIPTION OF COURSES

phones and other office equipment in general business use. Pre-
requisite: S. S. 103 or equivalent.
Three classes, 80 min.

NOTE: A maximum of 18 credits of Secretarial Science will
be accepted by the University of Alaska Business Administration
Department toward a degree in Business Administration.

CHEMISTRY

Chem. 101—General Chemistry and Qualitative Analysis
4 Credits $30.00 First
102
5 Credits $37.50 Second
Fee $5.00 each semester

Integrated course in general chemistry and introductory quali-
tative analysis for regular students in engineering and science. First
semester: General principles, chemistry of the nonmetals. Pre-
requisite: high school algebra and geometry and Math. 101 concur-
rently; high school science recommended.
Two classes, 80 min.; one class, 160 min.
Second semester: Chemistry of metals and qualitative analysis.
Prerequisite: Math. 101 or 103 and Chem. 101 or 106.
Two classes, 80 min.; two classes, 160 min.

Chem. 105—College Chemistry
4 Credits $30.00 First
106
4 Credits $30.00 Second

Introductory course: general principles, chemistry of the non-
metals and metals, brief introduction to the chemistry of the carbon
compounds. Prerequisite: for Chem. 106, Chem. 105 or 101.
Two classes, 80 min.; one class, 160 min.

Chem. 211—Qualitative Analysis
4 Credits $30.00 First
Fee $5.00

Qualitative analysis of the common metallic and nonmetallic
ions, alloys, etc. Theoretical basis of the procedures. Problems and
laboratory. Prerequisite: Chem. 106 or 102.
Two classes, 80 min.; one class, 160 min.
**DESCRIPTION OF COURSES**

**Chem. 212—Introductory Quantitative Analysis**  
4 Credits $30.00  
Fee $5.00  
General principles of chemical analysis; introduction to volumetric and gravimetric methods. Theory, problems and laboratory. Prerequisite: Chem. 102 or 211 and Math. 102 or 104.

Two classes, 80 min.; one class, 160 min.

**Chem. 221—Introductory Organic Chemistry**  
4 Credits $30.00  
Fee $5.00  
Elementary organic chemistry; the preparation and properties of the simple aliphatic and aromatic compounds. Prerequisite: Chem. 102 or 106.

Two classes, 80 min.; one class, 160 min.

**CIVIL ENGINEERING**

**C. E. 101—Engineering Drawing**  
2 Credits $15.00  
102  
2 Credits $15.00  
First  
Second  
First semester: Use of instruments, sketching, lettering, dimensioning; plan, elevation, section and auxiliary views, axonometric and perspective drawings. Second semester: Continuation of C. E. 101. Detail and assembly drawings, shop drawings and architectural drawings.

Two classes, 160 min.

**C. E. 104—Descriptive Geometry**  
2 Credits $15.00  
Second  
Graphic solution of space problems in engineering. True length and slope of lines, true size and slope of planes, surface development, surface intersections, warped surfaces. Prerequisite: C. E. 101.

Two classes, 160 min.

**C. E. 111—Engineering Problems**  
2 Credits $15.00  
First  
Methods of analysis and solution of engineering problems, slide rule, coaching in methods of computation and study, training in systematic arrangement and clear workmanship. Problems drawn from physics and engineering. Transfer students who have com-
DESCRIPTION OF COURSES

completed the Calculus (Math. 201, 202), and Engineering Physics (Phys. 211, 212), not required to take Engr. Problems (C. E. 111). Prerequisite: Algebra, plane geometry, and Math. 101 concurrently.

Two classes, 2 hr.

C. E. 114—Elementary Surveying
2 Credits $15.00 Second
Surveying methods, instruments and equipment; surveying computations, public land surveys. Prerequisite: C. E. 101, Math. 101.
One class, 80 min.; one class, 160 min.

C. E. 215—Intermediate Surveying
2 Credits $15.00 First
Topographic surveying, mapping; instrument adjustments; surveying computations. Prerequisite: C. E. 114, Math. 102.
Two classes, 160 min.

EDUCATION

Ed. 121—Introduction to Education
2 Credits $15.00 First
Aims and practices of the public school. Preparation for dealing with personal adjustment, acquiring reading skill, and methods of study. Opportunity for individual work.
Two classes, 80 min.; one class, 2 hr.

Ed. 222—History of Education in the United States
2 Credits $15.00 Second
Development of education in the social setting of political, economic, and cultural backgrounds that have shaped the United States school system. Prerequisite: Hist. 231.
One class, 2 hr.

ENGLISH

Engl. A—Elementary English
½ H. S. $22.50 First and Second
Designed for students inadequately prepared for English 101. Grammar, mechanics of writing, the sentence and paragraph are emphasized. Any student enrolled in this course must pass it before being admitted to English 101.
Two classes, 80 min.
DESCRIPTION OF COURSES

**Engl. 101—Composition and Rhetoric**  
3 Credits $22.50 First  

**102**  
3 Credits $22.50 Second  

First semester: Review of grammar and mechanics; reading and writing expository essays. Students unable to proceed with collegiate work at the conclusion of four weeks of review, are required to drop Engl. 101, and to pass Engl. A before being readmitted to Engl. 101.  
Second semester: Continuation of Engl. 101. Writing of a research paper and reading fiction and poetry. Prerequisite: Engl. A or equivalent.  

Two classes, 80 min.

**Engl. 221—Survey of English Literature**  
3 Credits $22.50 First  

**222**  
3 Credits $22.50 Second  

Survey course of the main English writers and literary movements against the background of social and political history; basic principles of literary criticism and analysis. Prerequisite: Engl. 102.  

Two classes, 80 min.

**Engl. 231—Survey of American Literature**  
3 Credits $22.50 First  

**232**  
3 Credits $22.50 Second  

Literature in America from the beginnings to the present time. Major writings of the nineteenth century. Development of the short story. Ideas and opinion formative in our national life as expressed in the literature of different periods. Prerequisite: Engl. 102.  

Two classes, 80 min.

**Engl. 246—Greek and Roman Mythology**  
3 Credits $22.50 First and Second  

Myths of Greece and Rome; their contribution to literature and art. Prerequisite: Engl. 102.  

Two classes, 80 min.

**GEOLOGY**

**Geol. 201—General Geology**  
4 Credits $30.00 First  

Introduction to physical geology; a study of the earth, its mater-
DESCRIPTION OF COURSES

rials, and the processes that effect changes upon and within it. Lab-
ory training in the use of topographic maps and the recognition
of common rocks and minerals.

Two classes, 80 min.; one class, 160 min.

**Geol. 202—Historical Geology**

3 Credits $22.50  Second

Summary of the history of the earth from the earliest stages to
the present, sequence of geologic events and succession of life forms.
Laboratory work includes the reconstruction of geologic history of
various regions through use of geologic maps, structure sections,
etc., and a study of plant and animal life throughout geologic time.
Prerequisite: Geol. 201.

One class, 80 min.; one class, 160 min.

**HISTORY**

**Hist. 117—Formation of European Civilization**

3 Credits $22.50  First

Political, economic and social history of Europe from the late
Roman Empire to the Reformation.

Two classes, 80 min.

**Hist. 118—Development of Modern Europe**

3 Credits $22.50  Second

Political, social, economic, and cultural history of Europe from
1500 to the present. Evolution of nationalism, democracy; their inter-
relationship with the Industrial Revolution. Prerequisite: Hist. 117.

Two classes, 80 min.

**Hist. 141—History of Alaska**

3 Credits $22.50  First and Second

The Russian background; exploration and settlement of Alaska
as an American territory.

Two classes, 80 min.

**Hist. 231—History of the United States**

3 Credits $22.50  First

232

3 Credits $22.50  Second

First semester: The discovery of America to 1865; colonial
period, Revolution, formation of the Constitution, western expan-
DESCRIPTION OF COURSES

sion, Civil War. Second semester: From the Reconstruction to the present.
Two classes, 80 min.

Hist. 261—Russian History
3 Credits $22.50 First and Second
Earliest time to the present. Establishment of Tsarist Russia, Revolution of 1917, development of U.S.S.R.
Two classes, 80 min.

JOURNALISM

Journ. 201—Introduction to Journalism
3 Credits $22.50 First
General survey. Structure of news stories, various news leads and feature stories, gathering and evaluation of information for simple news stories. Writing of these stories. Prerequisite: Engl. 102 or arrangement.
Two classes, 80 min.

Journ. 202—Advanced News Writing
3 Credits $22.50 Second
Study and writing of involved news stories. More emphasis on the feature. Prerequisite: Journ. 201.
Two classes, 80 min.

Journ. 211—Magazine Article Writing
3 Credits $22.50 First and Second
Study and practice in writing articles suitable for publication in national media. Students repeating the course limited to a total of six credits. Admission by arrangement.
Two classes, 80 min.

LANGUAGES

Fren. 101—First-Year French
5 Credits $37.50 First
102
5 Credits $37.50 Second
Designed to develop rapid acquisition of a knowledge of French. The fundamentals of grammar, exercises in elementary composition and conversation.
Three classes, 80 min.
DESCRIPTION OF COURSES

Fren. 201—Second-Year French
   3 Credits $22.50  First
   202
   3 Credits $22.50  Second
Continuation of French 101-102; reading of French classics, supplemented by a review of grammar. Prerequisite: French 102.
   Two classes, 80 min.

Ger. 101—Elementary German
   5 Credits $37.50  First
   102
   5 Credits $37.50  Second
Designed to develop rapid acquisition of a knowledge of German. Fundamentals of grammar, exercises in elementary composition and conversation.
   Three classes, 80 min.

Ger. 201—German Composition and Reading
   3 Credits $22.50  First
   202
   3 Credits $22.50  Second
To give students an accurate and fluent reading knowledge of German prose. Prerequisite: Ger. 102.
   Two classes, 80 min.

Russ. 101—First-Year Russian
   5 Credits $37.50  First
   102
   5 Credits $37.50  Second
Designed to develop rapid acquisition of a reading knowledge of Russian. Fundamentals of grammar, exercises in elementary composition and conversation.
   Three classes, 80 min.

Russ. 201—Second-Year Russian
   3 Credits $30.00  First
   202
   3 Credits $30.00  Second
Continuation of Russian 102; reading of Russian classics, supplemented by review of grammar. Prerequisite: Russ. 102.
   Two classes, 80 min.
DESCRIPTION OF COURSES

Span. 101—First-Year Spanish
5 Credits $37.50 First
102
5 Credits $37.50 Second
For those who have had no previous experience with this lan-
guage. Drill in the essentials of grammar, training in conversation
and composition, with emphasis on reading Spanish prose and poetry.
By the end of the year the student should be able to read the lan-
guage and understand Spanish fairly well.
Three classes, 80 min.

Span. 201—Second-Year Spanish
3 Credits $22.50 First
202
3 Credits $22.50 Second
Continuation of Spanish 102; intended to give the student an
accurate and fluent reading knowledge of Spanish prose and poetry,
supplemented by a review of grammar.
Two classes, 80 min.

MATHEMATICS

Math. A1—Elementary Mathematics
½ H. S. $22.50 First
A2
½ H. S. $22.50 Second
Elementary algebra through quadratics. May be taken to remove
an entrance deficiency of one unit of mathematics. College credit in
departments of Education and Home Economics—3 credits.
Two classes, 80 min.

Math. B1—Solid Geometry
½ H. S. $22.50 First
B2
½ H. S. $22.50 Second
Removes an entrance deficiency in solid geometry. Two college
credits allowed in courses of study not requiring solid geometry for
entrance. Prerequisite: Plane geometry.
Two classes, 80 min.

Math. C1—Plane Geometry
½ H. S. $22.50 First
DESCRIPTION OF COURSES

C2
½ H. S. $22.50 Second
Removes entrance deficiency in mathematics.
Two classes, 80 min.

Math. 101—Introductory College Mathematics
5 Credits $37.50 First
102
5 Credits $37.50 Second
Students doing unsatisfactory work in this course at the end of
four weeks are required to drop Math. 101 and must pass Math. A1
and A2.
First semester: Graphs, functions of first and second degree,
algebraic and graphic differentiation and integration, rational and
irrational functions, common logarithms, plane trigonometry, solu-
tion of triangles. Prerequisite: Plane geometry and high school
algebra. Second semester: Natural logarithms, exponential and
hyperbolic functions, determinants, analytic geometry, advanced
algebra, probability, approximations, binomial theorem, series, solid
analytic geometry. Prerequisite: Math. 101 or grade of B or A in
Math. 103-104.
Three classes, 80 min.

Math. 103—Survey of College Mathematics
3 Credits $22.50 First
104
3 Credits $22.50 Second
General college mathematics for students not majoring in phys-
ical science or engineering. Students taking Math. 101 do not receive
credit for Math. 103. First semester: graphs, functions, equations of
first and second degree, analytic geometry, elements of trigonometry.
Second semester: business mathematics, exponents and logarithms,
probability, introduction to statistics.
Two classes, 80 min.

Math. 201—The Calculus
4 Credits $30.00 First
202
4 Credits $30.00 Second
First semester: Differentiation, applications of the derivative,
differentials, integration, applications of integration, transcendental
DESCRIPTION OF COURSES

functions, radius and circle of curvature, theorem of mean value. Prerequisite: Math. 102. Second semester: Integration of transcendental, integration by various devices, reduction formulas, series, expansion of functions, hyperbolic functions, partial differentiation, multiple integrals, introduction to ordinary differential equations. Three classes, 80 min.

MUSIC

Mus. 120—Music Education Workshop
Credit Variable $7.50 per credit First
Amount of credit to be earned and the specific topics to be covered will be determined at the time the course is approved for scheduling.
This course is designed to give the student an opportunity to share in developing plans and in the group investigation of special topics and problems in music education.

PHYSICS

Phys. 111—College Physics
4 Credits $30.00 First
112
4 Credits $30.00 Second
Fee $2.00 each semester
Classical physics and an introduction to modern physics. Prerequisite: High school algebra and geometry.
Two classes, 80 min.; one class, 160 min.

Phys. 211—Engineering Physics
5 Credits $37.50 First
212
5 Credits $37.50 Second
Fee $3.00 each semester
Primarily for students in engineering, chemistry, mathematics, and physics. Prerequisite: High school algebra and geometry.
Two classes, 80 min.; two classes, 160 min.

POLITICAL SCIENCE

P. S. 101—American Government
3 Credits $22.50 First
102
3 Credits $22.50 Second
• 31 •
DESCRIPTION OF COURSES

First semester: Principles and practices of constitutional democracy; American national government. Federalism, separation of powers, suffrage, representation, political parties and elections, the executive, legislative and judicial branches. Second semester: Functional and administrative practices and problems of the national government; state, territorial, and local governments.

Two classes, 80 min.

P. S. 201—Governments of Foreign Powers
3 Credits $22.50 First
Comparative study of government and politics of major world powers. Prerequisite: P. S. 102.

Two classes, 80 min.

P. S. 211—State and Local Government
3 Credits $22.50 Second
Organization and activities of state, territorial, and local governments of the United States; state constitutions, state executive, legislative, and judicial systems, county and city governments, and public services, problems of growing communities. Prerequisite: P. S. 102.

Two classes, 80 min.

P. S. 221—American Political Parties
3 Credits $22.50 First and Second
American party system; organization and functions of parties, suffrage, public opinion, role of pressure groups, survey of contemporary political issues. Prerequisite: P. S. 102 or Hist. 232.

Two classes, 80 min.

PSYCHOLOGY

Psych. 201—General Psychology
3 Credits $22.50 First and Second
Fundamental general psychology and human behavior. Various schools in the field of psychology; experimentation and the practical application of psychology.

Two classes, 80 min.

Psych. 202—Psychology of Adjustment
3 Credits $22.50 First and Second
Application of psychological principles to the problems of everyday life. Prerequisite: Psych. 201.

Two classes, 80 min.
DESCRIPTION OF COURSES

SOCIOLOGY

Soc. 101—Introduction to Sociology
3 Credits $22.50 First
A systematic study of man’s relationships to the society in which he lives.
Two classes, 80 min.

Soc. 201—Social Problems
3 Credits $22.50 Second
Problems of contemporary American society. An analysis of factors giving rise to these problems in terms of the concept of social disorganization.
Two classes, 80 min.

SPEECH AND DRAMA

Speech 251—Public Speaking
2 Credits $15.00 First and Second
Basic training in the use of normal voice. Development of short informal speeches with emphasis on poise, self-control, and platform technique. Prerequisite: Engl. 101 or by permission.
One class, 160 min.

Speech 252—Public Speaking
2 Credits $15.00 Second
A continuation of Speech 251. Stress on speech skills as applied to practical speaking situations. Study and practice of various forms of speaking, such as group discussions, radio speaking, oral reading, interpretative speaking and reading, and platform delivery. Prerequisite: Speech 251.
One class, 160 min.

Speech 261—Radio Workshop
3 Credits $22.50 First
A practical course in the production of radio programs. Through the cooperation of local commercial radio stations students are given an opportunity to originate, write, and produce programs, to familiarize themselves with studio techniques and practices, and to observe and practice actual studio operation. Class periods are by arrangement. Students who repeat the course will be limited to a total of six credits in the workshop. Prerequisite: Speech 251 or 252.
One class, 160 min.
Speech 262—Radio Production
3 Credits $22.50 Second
A continuation of Speech 261. New techniques include sound effects, music in broadcasts, studio setup, timing, script cutting (workshop project).
One class, 160 min.

Speech 272—Television Production
3 Credits $22.50 First and Second
An introduction to the art of television production, studio lighting, camera techniques, set design, make-up, and microphone techniques.
One class, 160 min.

Speech 280—Introduction to Writing for Radio, Television and Stage
2 Credits $15.00 First and Second
Principles of dramatic writing as a foundation for the writing of plays for stage, radio, and television. Prerequisite: Engl. 102 or equivalent.
One class, 160 min.

Drama 201—Play Production (Workshop)
1-3 Credits $7.50 per credit First
Actual production of plays for presentation to an audience (reading of play, casting, organizing production staff, promotion and business management, rehearsal and presentation).
Time variable. $1 for active membership for non-credit students.

Drama 202—Play Production (Workshop)
1-3 Credits $7.50 per credit Second
A continuation of Drama 201; advanced techniques for the preparation of plays.
Time Variable. $1 for active membership for non-credit students.

Drama 207—Fundamentals of Acting
2 Credits $15.00 First and Second
An introduction to the fundamentals of acting based upon the principles of the Stanislavsky method; exercises, demonstrations, and live presentation.
One class, 160 min.

WILDLIFE MANAGEMENT
Wdlf. 101—Outdoor Technique 1 Credit $7.50 First and Second
An introductory course dealing with the techniques and equip-
DESCRIPTION OF COURSES

Instruction is given in elementary ballistics; the proper use and choice of sporting firearms; fishing tackle and its use; dressing and caring for game and fish in the field and at home; hunting dogs; binoculars; cameras, sleeping bags, methods of outdoor living.

One class, 80 min.

Wdfl. 102—Conservation of Natural Resources

2 Credits $15.00  First and Second

Conservation movement in the United States; conservation of minerals, water, soil, forests, and wildlife.

One class, 2 hr.

VOCATIONAL COURSES

NOTE: A certificate of satisfactory completion is issued in lieu of credit in these courses.

Voc. 21—Bookkeeping

$22.50  First and Second

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

Two classes, 2 hr., 15 weeks.

Voc. 23—Advanced Bookkeeping

$22.50  Second

Study of special journals, special ledgers, voucher system, perpetual inventories, and comparative statements.

Prerequisite: Voc. 21, one year of recent high school bookkeeping, or one semester of accounting, B. A. 211.

Two classes, 2 hr., 15 weeks.

Voc. 30—Municipal Administration

No Tuition  First and Second

A series of courses offered in collaboration with the Institute for Training in Municipal Administration. The following courses will be offered:

a. Municipal Police Administration
b. Municipal Finance Administration
c. Municipal Fire Administration
d. Municipal Personnel Administration
e. Municipal Public Works Administration
f. Local Planning Administration

g. Municipal Recreation Administration

h. The Technique of Municipal Administration

One class, 2 hr., 14 weeks.

**Voc. 33—Trade Extension Course for Publicly Employed Police Officers**

*No Tuition  Continuous*

An in-service training course for publicly employed police officers offered in coordination with the Anchorage Police Department, Alaska Territorial Police, the U. S. Marshal's Office, and the Military Police organizations.

Two classes, 2 hr., 36 weeks.

**Voc. 34—Bishop Method of Clothing Construction**

$15.00 each section

An intensive workshop conducted six hours a day over a one-week period during the summer months. The workshop is divided into two sections, basic and advanced. The former is the prerequisite for the latter. Special demonstrators are brought in from the United States to conduct this workshop.

Five 3-hour demonstrations, one week.

Five 3-hour labs, one week.

**Voc. 35—Clothing Construction**

$22.50  First and Second

A course in the construction of wearing apparel suited to the needs of the student. Enrollment is limited so that the needs of the beginning student, as well as of the experienced, may be met with personal attention.

One class, 4 hr., 15 weeks.

**Voc. 36—Home Decoration**

$22.50  First and Second

Making draperies, slip covers, and other fabric furnishings.

Two classes, 2 hr., 15 weeks.

**Voc. 40—Food Handling and Service**

$15.00  On Demand

A course for employed waitresses and other food handlers in restaurant service. A panel of instructors will be used to cover the various topics such as personality, salesmanship, customer approach, human relations, techniques, personal habits, and money handling.

Two classes, 2 hr., 6 weeks.
DESCRIPTION OF COURSES

**Voc. 50—Ground School**

The following courses are offered:

a. Navigation and Civil Air Regulations—51 hrs.—$24.00.
b. Meteorology—26 hrs.—$12.00.
c. Aircraft and Engines (theory)—25 hrs.—$12.00.

This is a series of courses designed to enable the student to pass successfully the various C.A.A. license examinations for airman, private and commercial. The three courses are offered simultaneously so that a student may take all of them by attending three hours a night two nights a week for 17 weeks.

Two classes, 3 hrs., 17 weeks.

Equipment and supplies for all three courses will cost about $25.00. Tuition on a., b., and c., taken as a unit, will be $45.00.

d. Instrument Rating Ground School—34 hrs.—$17.00.

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

Prerequisite: C.A.A. commercial license.

One class, 2 hr., 17 weeks.

e. Link Trainer—By arrangement—Tuition by the hour.

**Voc. 60—Blue Print Reading and Sketching for Plumbers, Steamfitters**

$15.00 First and Second

A course designed to enable the plumber to read blue prints and lay out diagrams and to enable the foremen and workmen to make isometric sketches from blue prints.

Two classes, 2 hr., 10 weeks.

**Voc. 61—Practical Engineering for Ironworkers**

$15.00 First and Second

A course designed to enable the ironworker to read blue prints and lay out work according to contract drawings.

Two classes, 2 hr., 10 weeks.

**Voc. 62—Blue Print Reading and Sketching for Building Trades**

$15.00 First and Second

A course designed to enable building trades employees to read blue prints and lay out work according to contract drawings.

Two classes, 2 hr., 10 weeks.

**INTEREST COURSES**

NOTE: A certificate of satisfactory completion is issued in lieu of credit in these courses.
DESCRIPTION OF COURSES

Int. 1—Leather Craft
$22.50  First and Second
Instruction in the principles of leather stamping and tooling and the opportunity to work on projects commensurate with the individual ability.
Two classes, 2 hr., 15 weeks.

Int. 2—Lapidary Craft
$22.50  First and Second
The cutting and polishing techniques on semi-precious gems and stones.
Two classes, 2 hr., 15 weeks.

Int. 3—Copper Craft
$22.50  First and Second
A course using nonferrous metals such as copper, brass, and aluminum teaching the fundamental processes involved in cutting stock, annealing and pickling, raising and shaping, soft soldering, and design work.
Two classes, 2 hr., 15 weeks.

Int. 4-5—Ceramics
$22.50  First and Second
A course in the art and craft of ceramics, including basic clay and glaze techniques, the building of contemporary ceramic objects, use of the kiln, and clay modeling.
First semester: Work provides a basis of general knowledge and skill.
Second semester: More emphasis is placed upon individual projects.
Two classes, 2 hr., 15 weeks.

Int. 6—Ceramics and Sculpture
$22.50  First and Second
Fee $10.00
Instruction in all ceramic processes, including mold making, the making of glazes, and wheel work. Basic sculpture techniques.
One class, 4 hr., 15 weeks.

Int. 9—Photography
$22.50  First and Second
Fee $2.00
DESCRIPTION OF COURSES

An intensive study of the basic principles of photography. The course will include laboratory demonstration and classroom demonstrations. Color, portraiture, flash, and composition, general photography such as landscapes, scenery, people, and animals. Special projects of general class interest.

One class, 2 hr.; one class, 3 hr., 15 weeks.

Int. 10—Color Photography

$22.50 First and Second
Fee $2.00

A study of how to take color pictures and the processing of color film.

One class, 1 hr.; one class, 3 hr., 15 weeks.

Int. 11—Hobby Woodworking

$22.50 First and Second

A course designed to teach the use of the common woodworking hand tools and power tools with an opportunity to work on small projects.

One class, 3 hr., 15 weeks.

Int. 14—Interior Design

$15.00 First or Second

A basic course in the principles of interior decoration based upon color and fabric selection; room planning.

One class, 2 hr., 10 weeks.

Int. 16—Physical Education for Adults

$22.50 First and Second

A course for adults desiring to acquire skills in leisure-time sports. It will include gymnastics, golf, archery, competitive sports, volleyball, handball, and others.

Two classes, 80 min., 15 weeks.

Int. 17—English for Foreign Born

$22.50 First and Second

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

Two classes, 80 min., 17 weeks.

Int. 18—Citizenship for Naturalization

$15.00 First and Second

This course presents the fundamentals of American history and government necessary for naturalization of students applying for
DESCRIPTION OF COURSES

citizenship. It is taught in conjunction with Int. 17 above, and the two are usually taken concurrently except by students born in English speaking countries who do not need Int. 17.

Two classes, 80 min., 12 weeks.

Int. 31—Mining Law $12.00 First and Second
A general interest course in the practical aspects of mining law, particularly as applied to lode and placer claims in Alaska. Essential details in staking, filing, and patenting mining claims, extralateral rights, partnerships, abandonments, etc., will be discussed. Some actual cases will be considered, but no attempt will be made to provide expert legal knowledge of technicalities.

One class, 80 min., 15 weeks.

Int. 40—Driver’s Training $35.00 First and Second
Instruction in groups of four in a dual-controlled automobile by an A.A.A. certified instructor. Instruction is given in all of the normal operations of the car including traffic operation.

Sixteen 1½ hr. lessons, with four trainees in the car.

Int. 41—Obedience Training for Dogs $10.00 First and Second
A course designed to help the average dog owner get more enjoyment from a pet. The dogs should be at least 6 months old.

One class, 2 hr., 10 weeks.

Int. 50—Theory of Numbers $22.50 First
For students interested in mathematics. Elementary properties of integers; divisibility, Euclid’s Algorithm; prime numbers, congruences.

Two classes, 2 hr., 15 weeks.

Int. 51—Theory of Equations $22.50 Second
For students interested in mathematics. Complex numbers; polynomials; factorization of polynomials; binomial and polynomial theorems. Taylor’s Theorem; arithmetic sequences of higher order; polynomial interpretation.

Two classes, 2 hr., 15 weeks.

Int. 60—Alaskan Gardening $10.00 Second
For the home owner interested in beautifying his yard; a survey of the shrubs, trees, and flowers suitable to the Alaska climate. Attention will be given to annual and perennial flowers and lawns for this soil with suitable fertilizers. One class, 2 hr., 10 weeks.