Anchorage Community College
1959-1960
CATALOG and ANNOUNCEMENTS
ANCHORAGE COMMUNITY COLLEGE

Anchorage Independent School District
University of Alaska

1700 Hillcrest Drive — Anchorage, Alaska

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

Catalog and Announcements
1959-1960
ANCHORAGE COMMUNITY COLLEGE

Administration

EUGENE SHORT Director

Anchorage Independent School District

HILLIS K. IDLEMAN, Superintendent of Schools
DON E. FRIDLEY, Assistant Superintendent
REINFORD L. MATTON, Assistant Superintendent

Board of Education

ALEX S. DUNHAM, President
RAYMOND E. PLUMMER, Vice-President
KEITH M. LESH, Treasurer
ELMER SELLIN, Clerk
WILLIS AVERY, Assistant Clerk

University of Alaska

DR. ERNEST N. PATTY, President
DR. ROBERT R. WIEGMAN, Vice-President
DR. KENNETH E. YOUNG, Dean of Faculty

The Board of Regents

The Regents of the University of Alaska are appointed by the Governor of the State and are confirmed by the State Legislature.

ELMER A. RASMUSON, Anchorage, President
WILLIAM A. O'NEILL, Anchorage, Vice-President
HELEN E. ATKINSON, College, Secretary
M. J. WALSH, Nome
PHILLIP H. MOORE, M.D., Sitka
LESLIE NERLAND, Fairbanks
MRS. W. N. CUDDY, Anchorage
B. FRANK HEINTZLEMAN, Juneau
ERNEST N. PATTY, President of the University, Ex-Officio Member
BENJAMIN S. McFARLAND, Treasurer, Non-Member Official
COLLEGE CALENDAR

1959-1960

Fall Semester

Registration (Regular) ........................................... Thursday and Friday
                   September 10 and 11, 7-10 p.m.;
                   and Saturday, Sept. 12, 10 a.m.-5 p.m.
Instruction Begins ................................................. Monday, September 14
Late Registration Accepted ....................................... September 14-18
Thanksgiving Vacation ............................................. Thursday and Friday
                   November 26 and 27
Christmas Vacation .................................................. December 19, January 3 inclusive
Classes Reconvene .................................................. Monday, January 4
Semester Examinations ........................................... Monday, Tuesday, January 25-26
Last Day of Classes, First Semester ............................ Tuesday, January 26

Spring Semester

Registration (Regular) ........................................... Thursday and Friday,
                   January 28 and 29, 7-10 p.m., and
                   Saturday, January 30, 10 a.m.-5 p.m.
Instruction Begins .................................................. Monday, February 1
Late Registration Accepted ....................................... February 1-5
Spring Vacation ...................................................... April 14-15
Semester Examinations ........................................... Wednesday, Thursday, May 25-26
Commencement ......................................................... Friday, May 27
Last Day of Classes, Second Semester ........................ Thursday, May 26
BABSKI, Anne .................................................. Chemistry
University of Hawaii '47, B.S.

BRINK, Frank O. ............................................. Speech and Drama
Marysville College '41, B.A.
University of Montana, '56, M.A.

BRISCO, Roscoe B. ............................................. Mathematics
Houston University '49, B.S.; '50, M.S.

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

CARLSON, Dorius D. ......................................... Auto Mechanics
Utah State Agricultural College '54, B.S.

CLARK, Jamse H., Dr. ...................................... Biology
Texas A. & M. DVM

COMBS, Alex .................................................... Art
Temple University, '49, B.F.A., '50 B.S., '52 M.F.A.

CUNNINGHAM, Melvin ....................................... Personnel Management
Buena Vista College '38, B.A. Baylor University '56, M.A.

DARBY, Theodore F. .......................................... Psychology
Minnesota State Teachers College '48, B.S.;
Indiana State College '50, M.S.

DAVIS, Catherine M. ......................................... English
Arizona State Teachers College '36, B.A.,
University of Southern California '40, M.A.

DENNING, Gertrude Roecklinger ......................... German
University of Vienna '52, Ph.D

EGGERT, Percy J. ................................................ English
Eastern Michigan College '51, B.S.;
University of Southern California '53, M.S. in Ed.

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

HARTLIEB, Gordon W. ...................................... Business Law
Kent State University '50, B.A.; Ohio State University '53, LL.B.

JENSEN, Betty Lou ............................................ Dancing

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

KUHLMAN, William .......................................... Link Trainer

LYNN, Blaine P. ................................................ English
Fisk University '35 B.A., '40 M.A.;
Rosenwald Fellow, University of Minnesota, 1942

McDONALD, Beatrice G. ..................................... Secretarial Science
State Teachers College, Salem, Mass., '33, B.E. Ed.;
Boston University '54, M. Ed.
McLANE, Jean ................................................. Woodworking
Kansas State College '35, B.S.

MARX, Doris ................................................. Art

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

NELSON, Donald C. ........................................ Aircraft Maintenance

NORQUIST, Royal ........................................ Music
Carthage College, Carthage, Ill., '40, B.A.
Northwestern University '50, M.A.

OGARD, Alton ................................................ Surveying
S. Dakota State Teachers College, Black Hills, S.D. '50, B.S.Ed.

OLSON, Merritt ............................................ Business Administration
Northern State Teachers College of S. Dakota '50, B.S.,
Colorado State College '53, M.A.,
Fulbright Scholarship: Study of Education System of Nigeria, 1957-58

PARKINS, Rose ............................................. Bishop Clothing Construction
North Dakota Agricultural College, B.S., '39

PARK, Anna Elizabeth ..................................... Art
Syracuse University '39, B.F.A.

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

SAARIO, Nick ............................................... Aviation Ground School

SASSER, William ........................................... Plumbing

SEWELL, Chick ............................................. Sheet Metal

SHERWOOD, Clyde M. ................................... Accounting
University of Washington '49, B.A.; C.P.A. '50

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

Van SEVANTER, A. ........................................ Accounting
University of Amsterdam '38, A.B.;
Stanford University '49, M.B.A.; C.P.A. '49

VECERA, Venzy ............................................. Mathematics
New Mexico Highland University '41, B.A.; '47, M.A.

VILLESVIK, Linda .......................................... Art
University of Denver, '58, B.F.A.

WALKER, Larry ............................................ Instrument Rating Ground School

WELCH, William H. ........................................ Business Administration
University of Washington '48, B.A., '54, M.B.A.; C.P.A., '50

WHITMORE, Dorothy G. ................................ Psychology
Western Washington College of Education '41, B.A.
University of Oregon, '32, M. Ed.

WINEY, Carol ............................................... Bishop Clothing Construction
Iowa State College, '32, B.S.
THE COMMUNITY COLLEGE

History

The Anchorage Community College was officially organized on January 1, 1954, under the Community College Enabling Act, Chapter 57 of the Session Laws of Alaska, 1953. The college opened on February 8, 1954, with Dr. LeRoy V. Good as Director. He was succeeded in September, 1957, by Mr. Mel Huden, and in July, 1959, by Mr. Eugene Short. Enrollment the first semester reached 385 and has since grown to 1500.

Location

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. Anchorage Community College is an institution and not necessarily a building.

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 senior 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.

Accreditation

The academic offerings of the college are fully 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 University training. 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.

The college further conforms to standards of the State Office of Education and is approved by the State Board of Education.
GENERAL COLLEGE INFORMATION

Admission Requirements

Anchorage Community College admits the graduates of any accredited high school and such other candidates nineteen 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.

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 $7.00 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.

All fees are payable upon registration.

In addition to the above there are also the following fees:

- Student Body Fee of $1.00, payable each semester;
- Registration Fee of $5.00, payable each semester;
- Late Registration Fee of $2.00;
- Matriculation Fee of $5.00, for academic courses only, payable the first time the student enrolls in academic courses under the jurisdiction of the University of Alaska. If the student has already paid a matriculation fee at the College campus, or at one of the Military Branches, he need not pay it again, but must present evidence of such payment.

Loan Fund

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

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. Withdrawal during the first week following the last day of regular registration, .................................................. 100%
2. Withdrawal after one week, but prior to 30 days following the last day of regular registration .......................... 60%
3. Withdrawal after 30 days but prior to 60 days following the last day of regular registration .......................... 30%
4. Withdrawal after 60 days following the last day of regular registration ............................................................... 0%

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

Refunds for members of the Armed Services attending under Public Law 413 will be subject to the refund policy of that Act. Refunds will be calculated as of the day on which written 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 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.

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.

**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 equivalence high school diploma. Further information on this may be obtained from the College office.

**Vocational Testing and Counseling Service**

This service, on payment of a nominal fee, 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.

Applications for such service should be made to the Registrar's office.

**Student Council**

The students have the opportunity to elect their representatives to the student government each semester. The Council consists of a President, Vice-President (Treasurer), Secretary, and Commissioners of Activities, Athletics, and Publicity. The student government holds regular meetings to discuss problems affecting the student body in general and makes recommendations to the administration. It also has as its purpose the promoting of student morale and activities, and the promoting of the college in the community.

**Campus Courier**

In the Spring of 1958 the first issue of the *Campus Courier*, the official college newspaper made its appearance. The *Courier* is published by students of the journalism classes. It is financed
partly by advertising, partly by sales, and partly by the student body fund. The students plan to issue this publication monthly.

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

The Theatre Arts are promoted by the Anchorage Community College through 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 participating member of the Workshop. The Workshop presents several major stage productions and many minor productions so that everyone is given an opportunity to develop his talents.

Affiliated Organizations

Working in close cooperation with the Anchorage Community College for several year, and officially affiliated since February 24, 1959, are the Anchorage Community Theatre, the Anchorage Community Chorus, and the Anchorage Symphony.

Anchorage Community Theatre

The Anchorage Community Theatre presents several outstanding stage productions each year in the magnificent 2000 seat High School-Community College Auditorium. It gives an opportunity to act or participate in the many other activities connected with the theater, not only to students of the Anchorage Community College, but to all members of the local community. Occasionally it invites outstanding stars of the stage and screen to participate in its productions. Appearing recently with members of the local theater were Boris Karloff, in "Arsenic and Old Lace," and Will
Rogers, Jr., in “Ah! Wilderness.” One of the Theatre’s major projects is the building of an intimate theatre.

**Anchorage Community Chorus**

The Anchorage Community Chorus, one of the finest community groups of its kind to be found anywhere, is affiliated with the Anchorage Community College. The chorus sponsors several public performances each year, and is one of the organizers of the Anchorage Music Festival, a civic organization which brings outstanding performers to Anchorage each summer and provides an opportunity for local talent to perform and study with these outstanding artists.

**Anchorage Symphony**

Anchorage boasts the first symphony orchestra in Alaska. Its members also participate in the famed Anchorage Music Festival held each year, and presents a series of concerts for the Anchorage community. Last year the Symphony travelled to Whittier as guests of the U. S. Army in Alaska, and presented the first symphony concert ever heard in that city. It plans visits to other Alaskan communities.
COURSE INFORMATION

Course Numbering

Courses are numbered to correspond with the University of Alaska catalog. College transfer-credit courses are numbered with the subject followed by a numeral beginning either 100 or 200. Subjects numbered 100-199 are normally taken in the first year of college, and those numbered 200-299 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 for the second.

Non-transfer courses use the prefix "Voc." or "Int." meaning vocational or interest type courses not leading to a baccalaureate degree. They are numbered 0-99.

Class Hours and Schedule

Vocational and interest courses meet for 15 weeks or less, as indicated. The college transfer-credit courses meet for 17 weeks. 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.

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

I—Incomplete. 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 "F" at the end of the sixth week of the next semester.
W/P—This grade is given when a student withdraws from a
course at any time while doing passing work.
W/F—A student who withdraws from a course after the fourth
week while doing failing work receives a “W/F.”
The grades “S” and “U” are used for courses other than trans-
fer courses. The grade “S” indicates satisfactory completion of
a course and the grade “U” indicates unsatisfactory completion of
a course.

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 prerequi-
tsites 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 semes-
ter 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 are gradu-
ation 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.

Subject Requirements for Graduation
1. English A (if necessary) .................................................. 6
   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, Speech, Drama, Journalism, Music, Art,
   b. Political Science, Anthropology, Sociology, Psy-
      chology, Business Administration, History, Education.
   c. Math, Chemistry, Physics, Biology, Geology,
      or other science.
3. Hist 141; P.S. 101, 102 (any two) ................................. 6
4. Courses in field of specialization ..................................20
5. A secondary field of specialization, electives in the
   field of specialization, or a modern language ..................12
   .................................................. 60

13
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 requirements. 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 administration, 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 Education provide that the Associate degree be conferred on any student who satisfactorily completes the courses 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 2.0 or better, or a “C” average.

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. 101—Introduction to the Study of Man
3 Credits $22.50 Fall
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. 212—Human Origins
3 Credits $22.50 Spring
Survey of Old World prehistory from the Paleolithic to historical times.
Two classes, 80 min.

ART

Art 101—Art Forms
2 Credits $15.00 Fall
102
2 Credits $15.00 Spring
An introduction to color, composition, perspective, lettering, and the various media used in painting and the graphic arts.
One class, 3 hr.

Art 103—Basic Design
3 Credits $22.50 Fall
104
3 Credits $22.50 Spring
A study of the elements and principles of design in all art forms with emphasis on their use in painting.
Two classes, 3 hr.

Art 105—Fundamentals of Art
2 credits $15.00 Fall
106
2 Credits $15.00 Spring
Basic drawing and composition.
One class, 3 hr.

Art 107—Water Color
3 Credits $22.50 Fall
108
3 Credits $22.50 Spring
A course in painting with water color, casein, and gouache from still life, figure, landscape, imagination, and memory. Pre-requisite: Art 101 or equivalent.
Two classes, 3 hrs.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Fee</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 109</td>
<td>3</td>
<td>$22.50</td>
<td>Fall</td>
<td>A course in painting with oil from still life, figure, landscape, imagination and memory. Prerequisite: Art 101 or equivalent. Two classes, 3 hrs.</td>
</tr>
<tr>
<td>Art 110</td>
<td>3</td>
<td>$22.50</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Art 201</td>
<td>2</td>
<td>$15.00</td>
<td>Fall</td>
<td>To give background and develop ability to interpret and appreciate art. Discussion of architecture, sculpture, painting, and the minor arts. One class, 2 hrs.</td>
</tr>
<tr>
<td>Art 202</td>
<td>2</td>
<td>$15.00</td>
<td>Spring</td>
<td>For students preparing to teach. Designed to meet the practical art needs of teachers in elementary schools. Two classes, 2 hrs.</td>
</tr>
<tr>
<td>Art 205</td>
<td>2</td>
<td>$15.00</td>
<td>Fall</td>
<td>Basic course in oil painting. Prerequisite: Art 106 or by permission. One class, 3 hrs.</td>
</tr>
<tr>
<td>Art 206</td>
<td>2</td>
<td>$15.00</td>
<td>Spring</td>
<td></td>
</tr>
</tbody>
</table>

**BIOLOGICAL SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Fee</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol. 103</td>
<td>5</td>
<td>$37.50</td>
<td>Fall</td>
<td>The basic principles of living systems as illustrated in unicellular and multicellular organisms; the mechanisms of growth, development, heredity, and evolution. An introductory course open to students in all curricula. Four classes 1 hr.; one 3 hr. Fee $3.</td>
</tr>
<tr>
<td>Biol. 112</td>
<td>4</td>
<td>$30.00</td>
<td>Spring</td>
<td>Classification, structure, and life history of representative animal groups, and the interactions of animals and their environment. Prerequisite: Biol. 103. Three classes 1 hr.; one 3 hr. Fee $3.</td>
</tr>
<tr>
<td>Biol. 132</td>
<td>3</td>
<td>$22.50</td>
<td>Spring</td>
<td>Classification, morphology and evolution of the plant groups; an introduction to ecology. Prerequisite: Biol. 103. Two classes 1 hr.; one 3 hr. Fee $2.</td>
</tr>
</tbody>
</table>
DESCRIPTION OF COURSES

BUSINESS ADMINISTRATION

Secretarial Science

B. A. 101—Shorthand
3 Credits  $22.50 Fall and Spring

102
3 Credits  $22.50 Fall and Spring
Beginning Gregg shorthand for secretarial students.
Fall semester: Emphasis on theory and reading practice.
Spring semester: Emphasis on dictation and transcription practice.

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

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

B. A. 105—Secretarial Typewriting
2 Credits  $15.00 Fall and Spring
Production work in letters, tabulations, centering, rough drafts, specialized business forms, statistical and legal typing. Speed and accuracy drills to achieve office standards. Prerequisite: B. A. 104 or equivalent.
Three classes, 80 min.

B. A. 201—Intermediate Stenography
3 Credits  $22.50 Fall and Spring

B. A. 202—Advanced Stenography
3 Credits  $22.50 Fall and Spring
High speed shorthand dictation and transcription. Emphasis on theory, vocabulary, office standards. Prerequisite: B. A. 102 and 104, or equivalents.
Three classes, 80 min.

B. A. 203—Office Machines
2 Credits  $15.00 Fall and Spring
Basic operation of calculators, comptometers, adding and listing machines, posting machines, duplicators, electric typewriters, dictaphones and other office equipment in general business use. Prerequisite: B. A. 103 or equivalent.
Three classes, 80 min.
DESCRIPTION OF COURSES

BUSINESS ADMINISTRATION
(General)

B. A. 111—Introduction to Business
3 Credits $22.50 Fall and Spring
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. 115—Principles of Accounting
3 Credits $22.50 Fall and Spring
116
3 Credits $22.50 Fall and Spring
Principles and techniques of accounts and financial statements in business management and control.
Fall semester: double entry, journals, ledgers, and financial statements for a sole proprietorship business.
Spring semester: application of basic accounting theory and techniques of partnerships and corporations.
One class, 80 min.; one class, 160 min.

B. A. 223—Real Estate
3 Credits $22.50 Fall or Spring
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.
Two classes, 80 min.

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

B. A. 215—Intermediate Accounting
3 Credits $22.50 Fall
Accounting theory and current accounting practice as related to the more complex problems of maintaining accounts and preparing and interpreting financial statements. Prerequisite: B. A. 116.
Two classes, 80 min.

B. A. 271—Introduction to Business Law
3 Credits $22.50 Fall
272
3 Credits $22.50 Spring
DESCRIPTION OF COURSES

Introduction to the legal aspects of business problems; basic principles, institutions and administration of the law.

Fall semester: contracts, agency, employment, negotiable instruments, personal property, sales.

Spring semester: insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts, and business crimes.

Two classes, 80 min.

CHEMISTRY

Chem. 101—General Chemistry and Qualitative Analysis
4 Credits $30.00 Fall

102 5 Credits $37.50 Spring
Fee: $5.00 each semester
Integrated course in general chemistry and introductory qualitative analysis for regular students in engineering and science.

Fall semester: general principles, chemistry of the nonmetals. Prerequisites: high school algebra and geometry and Math. 101 concurrently; high school science recommended.
Two classes, 80 min.; one class, 160 min.

Spring 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 Fall

106 4 Credits $30.00 Spring
Introductory course: general principles, chemistry of the nonmetals 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.

ECONOMICS

Econ. 121—Principles of Economics
3 Credits $22.50 Fall
Introduction to economics; analysis and theory of natural income; money and banking; public finance and taxation; economic systems.

Econ. 122—Principles of Economics
3 Credits $22.50 Spring
The theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities and international economic relations.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Fee</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ. 224</td>
<td>Economic Geography</td>
<td>3</td>
<td>$22.50</td>
<td>Spring</td>
<td>The physical environment and economic activities; distribution of world resources and industries; trade centers and trade routes. Prerequisite: Econ. 121, Econ. 122, Geog. 102. Two classes, 80 min.</td>
</tr>
<tr>
<td>C. E. 101</td>
<td>Engineering Drawing</td>
<td>2</td>
<td>$15.00</td>
<td>Fall</td>
<td>Orthographic projection and pictorial drawing with instruments. Sketching, lettering, reproduction of drawings; geometric construction. Two classes, 160 min.</td>
</tr>
<tr>
<td>C. E. 104</td>
<td>Descriptive Geometry</td>
<td>2</td>
<td>$15.00</td>
<td>Spring</td>
<td>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.</td>
</tr>
<tr>
<td>C. E. 114</td>
<td>Elementary Surveying</td>
<td>2</td>
<td>$15.00</td>
<td>Spring</td>
<td>Surveying methods, instruments and equipment; surveying computations, public land surveys. Prerequisite: C. E. 101, Math. 101. One class, 80 min.; one class, 160 min.</td>
</tr>
<tr>
<td>C. E. 215</td>
<td>Intermediate Surveying</td>
<td>2</td>
<td>$15.00</td>
<td>Fall</td>
<td>Topographic surveying, mapping; instrument adjustments; surveying computations. Prerequisite: C. E. 114, Math. 102. Two classes, 160 min.</td>
</tr>
<tr>
<td>Eng. A</td>
<td>Elementary English</td>
<td>3 H.S.</td>
<td>$22.50</td>
<td>Fall and Spring</td>
<td>Designed for students inadequately prepared for English 101. Grammar, mechanics of writing, the sentence and paragraph. Two classes, 80 min.</td>
</tr>
<tr>
<td>Engl. 101</td>
<td>Composition and Modes of Literature</td>
<td>3</td>
<td>$22.50</td>
<td>Fall and Spring</td>
<td>Fall semester: review of grammar and mechanics; reading and writing expository essays. Students unable to proceed with</td>
</tr>
</tbody>
</table>
DESCRIPTION OF COURSES

colleigate work at the conclusion of four weeks of review, are required to drop Engl. 101, and to pass Engl. A before being re-admitted to Engl. 101.

Spring 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**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$22.50</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$22.50</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

Literature in America from the beginning 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**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall or Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

Myths of Greece and Rome; their contribution to literature and art.

Prerequisite: Engl. 102.

Two classes, 80 min.

**GEOLOGY**

**Geol. 201—General Geology**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$30</td>
</tr>
</tbody>
</table>

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.

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

**Geol. 202—Historical Geology**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$22.50</td>
</tr>
</tbody>
</table>

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
DESCRIPTION OF COURSES

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 Fall
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 Spring
Political, social, economic, and cultural history of Europe from 1500 to the present. Evolution of nationalism, democracy; their interrelationship with the Industrial Revolution.
Prerequisite: Hist. 117.
Two classes, 80 min.

Hist. 141—History of Alaska
3 Credits $22.50 Fall and Spring
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 Fall
232 3 Credits $22.50 Spring
Fall semester: the discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.
Spring semester: from the Reconstruction to the present.
Two classes, 80 min.

Hist. 261—Russian History
3 Credits $22.50 Fall and Spring
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 Fall
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: Eng. 102 or arrangement.
Two classes, 80 min.
DESCRIPTION OF COURSES

Journ. 202—Advanced News Writing
3 Credits $22.50 Spring
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 Fall and Spring
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—Elementary French
5 Credits $37.50 Fall or Spring
102 5 Credits $37.50 Fall or Spring
Designed to develop rapid acquisition of a knowledge of French. The fundamentals of grammar, exercises in elementary composition and conversation.
Three classes, 80 min.

Fren. 201—Intermediate French
3 Credits $22.50 Fall
202 3 Credits $22.50 Spring
Intended to give the students an accurate and fluent reading knowledge of French. Classes conducted in French.
Prerequisite: French 102.
Two classes, 80 min.

Ger. 101—Elementary German
5 Credits $37.50 Fall or Spring
102—5 Credits $37.50 Fall or Spring
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—Intermediate German
3 Credits $22.50 Fall
202 3 Credits $22.50 Spring
Intended to give students an accurate and fluent reading knowledge of German and a review of grammar.
Prerequisite: Ger. 102.
Two classes, 80 min.

Russ. 101—Elementary Russian
5 Credits $37.50 Fall or Spring
DE SC R IPTION OF COURSES

102 5 Credits $37.50 Fall or Spring
Designed to develop rapid acquisition of a reading knowledge of Russian. Fundamentals of grammar, exercises in elementary composition and conversation.
Three classes, 80 min.

Span. 101—Elementary Spanish
5 Credits $37.50 Fall or Spring
102 5 Credits $37.50 Spring
For those who have had no previous experience with this language. 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 language and understand Spanish fairly well.
Three classes, 80 min.

MATHEMATICS

5 H.S. Credits $37.50 Fall or Spring
Required of those insufficiently prepared to take Math. 101. May be used to remove high school deficiency.
Three classes, 80 min.
Math. A—Elementary Mathematics
3 Credits $22.50 Fall or Spring
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 only.
Two classes, 80 min.
Math. B—Solid Geometry
H.S. Credits $15.00 Fall or Spring
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, 50 min.
Math. C—Plane Geometry
3 H.S. Credits $22.50 Fall or Spring
Removes entrance deficiency in mathematics.
Two classes, 80 min.
Math. 101—Introductory College Mathematics
5 Credits $37.50 Fall
102 5 Credits $37.50 Spring
Students doing unsatisfactory work in this course at the end of four weeks are required to drop Math. 101 and must pass Math. A-5 without credits before being readmitted.
Fall semester: plane trigonometry and college algebra.
DESCRIPTION OF COURSES

Spring semester: analytic geometry and calculus.
Prerequisite: Math. 101 or grade of B or A in Math. 103-104.
Three classes, 80 min.
(Above courses presented as Math. 107, 108, 109, 3 credits each in Military Branches.)

Math. 103—Survey of College Mathematics
3 Credits $22.50 Fall
104  3 Credits $22.50 Spring
General college mathematics for students not majoring in physical science or engineering. Students taking Math. 101 do not receive credit for Math. 103.
Fall semester: the number system, equations of first and second degree, elements of trigonometry and analytic geometry.
Spring semester: exponents and logarithms, introduction to statistics and probability, binomial theory, introduction to mathematical logic.
Two classes, 80 min.

Math. 110—Mathematics of Finance (Business Math.)
3 Credits $22.50 Fall or Spring
Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation and capitalization.
Prerequisite: Math A or by arrangement with instructor.
Two classes, 80 min.

Math. 201—The Calculus
202  4 Credits $30.00 Spring
4 Credits $30.00 Fall
Fall semester: differentiation applications of the derivative, differentials, integration, applications of integration, transcendental functions, radius and circle of curvature, theorem of mean value.
Prerequisite: Math. 102.
Spring semester: integration of transcendental functions, integration by various devices, reduction formulas, series, expansion of functions, hyperbolic functions, partial differentiation, multiple integrals.
Three classes, 80 min.

MUSIC EDUCATION

Music 101, 201—A Cappella Choir
½ Credit $3.75 Fall
102, 202 ½ Credit $3.75 Spring
A cappella and accompanied singing: open to all students with acceptable voices and some knowledge of music. Admission is by permission of the director. Rehearsals to be arranged.
DESCRIPTION OF COURSES

Music 107, 207—Instrumental Ensemble

1/2 Credit $3.75 Fall
108, 208 1/2 Credit $3.74 Spring

Credit is granted for participation in small string, brass, and wind ensembles. String quartette, brass and woodwind ensembles are available for student participation. Auditions for the various groups are held at the beginning of each semester. Hours to be arranged.

Music 129—Music Fundamentals

1 Credit $7.50 Fall

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

One class, 1 hr.

Music 131—Beginning Theory

2 Credits $15.00 Fall
132 2 Credits $15.00 Spring

These two courses constitute the first year's study of ear-training, diction, reading, written harmony, creative writing, analysis, and the historical development of harmony.

Fall semester: study of chords and chord structure, intervals, ear-training, sight-reading and singing, harmonic and melodic dictation, writing four-part harmony, and analysis of simple hymns.

Prerequisite: Music 129 or by arrangement.

Spring semester: figured bass, creative writing, analysis, ear-training and keyboard.

Prerequisite: Music 131.

One class, 2 hrs.

Music 145—Music History and Appreciation

2 Credits $15.00 Fall
146 2 Credits $15.00 Spring

This is a two semester course covering a study in brief of music history, commencing with the ancient Jewish and Greek influences and continuing to the present day. There is no prerequisite for the course and either one of the two semesters may be taken independently of the other. It is recommended, however, that the two be taken in chronological order. Emphasis is placed on the composers, their music, styles and the forms utilized in the various periods of history.

One class, two hrs.

PHYSICS

Phys. 102—Introduction to Physics

3 Credits $22.50 Fall or Spring
DESCRIPTION OF COURSES

Humanities introduction to history and philosophy of physics; classical mechanics stressing fundamental concepts.
2 classes, 80 min.

Phys. 111—College Physics
4 Credits $30.00 Fall
112 4 Credits $30.00 Spring
Fee: $2.00 per semester
Classical physics and an introduction to modern physics.
Two classes, 80 min.; one class, 160 min.

Phys. 211—Engineering Physics
5 Credit $37.50 Fall
212 5 Credit $37.50 Spring
Fee: $3.00 each semester
Classical physics with an introduction to modern physics.
Basic physics course for students in engineering, chemistry, mathematics and physics.
Prerequisite: Credit or registration in Math 201.
3 classes, 80 min., 1 lab. 240 min.

POLITICAL SCIENCE

P.S. 101—American Government
3 Credits $22.50 Fall
102 3 Credits $22.50 Spring
Fall 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.
Spring 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 Fall
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 Spring
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.
2 Classes, 80 min.
DESCRIPTION OF COURSES

P.S. 221—American Political Parties
3 Credits $22.50 Fall and Spring
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

Phych. 201—General Psychology
3 Credits $22.50 Fall or Spring
Fundamental general psychology and human behavior.
Two classes, 80 min.

Psych. 202—Psychology of Adjustment
3 Credits $22.50 Fall and Spring
Application of psychological principles to the problems of everyday life.
Prerequisite: Psych. 201.
2 classes, 80 min.

SOCIOLOGY

Soc. 102—Introduction to Sociology
3 Credits $22.50 Fall or Spring
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 Spring
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.

Soc. 236—Marriage and Family Life
3 Credits $22.50 Fall or Spring
Preparation for marriage and family life; personality development, dating, courtship, engagement, morality, reproduction, conflicts, money matters, crises, divorce, religion, parenthood and other topics. (Also listed at University of Alaska as H.E. 236.)
Two classes, 80 min.

SPEECH AND DRAMA

Speech 251—Public Speaking
3 Credits $22.50 Fall and Spring
Basic principles of speech and proficiency in their use in informal speaking situations. Fundamental speech skills; good voice production, diction, bodily action, selection and organization of
DESCRIPTION OF COURSES

materials. Anatomy of breathing and vocal mechanism; its relationship to voice production.
Prerequisite: Engl. 101 or by arrangement.
2 classes, 80.

Speech 252—Public Speaking
3 Credits $22.50 Spring
Continuation of Speech 251. Speech skills as applied to practical speaking situations. Speaker-listener relationships. Study and practice of various forms of speaking; group discussion, oral reading, radio delivery, interpretative reading, platform delivery. Use of the International Phonetic Alphabet as an aid in correction of individual speech defects.
Prerequisite: Speech 251.
2 classes, 80 min.

Speech 261—Radio Workshop
3 Credits $22.50 Fall or Spring
Practical course in writing, producing and directing radio programs. Original, short scripts produced under actual studio conditions thus familiarizing student with radio techniques and practices. More advanced work provided for students who repeat the course for an allowable maximum of six credits.
Prerequisite: Speech 251 or 252; or by arrangement.
One class, 160 min.

Speech 272—Television Production
3 Credits $22.50 Fall and Spring
An introduction to the art of television production, studio lighting, camera techniques, set design, makeup, and microphone techniques.

Drama 201—Play Production (Workshop)
1-3 Credits $7.50 per credit Fall
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 Spring
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
3 Credits $22.50 Fall and Spring
An introduction to the fundamentals of acting based upon the
principles of the Stanislavsky method; exercises, demonstrations, and live presentation.
One class, 160 min.

**Drama 208—Fundamentals of Acting**
3 Credits $22.50 Fall and Spring
A continuation of Drama 207.
One class, 160 min.

**WILDLIFE MANAGEMENT**

**W.M. 102—Conservation of Natural Resources**
2 Credits $15.00 Spring
Conservation movement in the United States; conservation of minerals, water, soil, forests, and wildlife.
1 class, 2 hrs.

**GRADUATE COURSES**

The University of Alaska will offer the following courses for the professional staff of Anchorage Independent School District and to interested and qualified persons of the Greater Anchorage Area. These courses are part of a planned Master's Degree program. The tuition will be $10.00 per credit plus registration and matriculation fees listed elsewhere.

**Ed 452—Directed Teaching**
5 Credits Fall and Spring
Teaching under supervision in either the Elementary or Secondary Schools. The Department of Education reserves the right to limit registration, to determine assignments, to prescribe the number of hours required, and to cancel the registration of any student doing unsatisfactory work.

**Ed. 532 (332)—Tests and Measurements**
3 Credits Spring
Theory and practice of educational measurement to make effective use of available tests and scales and aid in the construction of new type examinations. Practice in test construction.
Two classes, 90 min.
(Undergraduate or Graduate credit by arrangement)

**Ed. 603—Recent Developments in Mathematics Instruction**
3 Credits Summer 1960
New types of courses; instructional techniques; content of the course will be varied to consider teaching problems of those enrolled.
DESCRIPTION OF COURSES

Ed. 605—Recent Developments in Science Instruction
3 Credits Spring
New types of courses; instructional techniques; curriculum development; guidance materials for science students. Content of course will be varied to consider teaching problems of those enrolled.
Two classes, 90 min.

Ed. 622—Philosophy of Education
3 credits Summer, 1960
Study of principles and problems arising in Public School Education. The place of Education in the social structure. The principal philosophies of Education.

Ed. 631—Elementary School Curriculum and Procedures
3 Credits Fall
A thorough examination of the curriculum; the organization and development of the instructional program in the elementary school.
Two classes, 90 min.

Ed. 633—Individual Psychological Inventory
3 Credits Fall
Development of psychometric concepts and assessment procedures. Emphasis on Methodological problems encountered in the assessment of the individual learner in various curricular areas and at different levels.
Two classes, 90 min.

Ed. 693—Special Topics
Credits arranged Summer
Treatment of special educational topics, principally by directed study, discussion and research.

Anth. 693 (342)—Alaska Natives
3 Credits Summer

Hist. 693 (341)—Alaska History
3 Credits Summer
The Russian background; exploration and settlement of Alaska as a territory under American rule.

Ed. 695—Research in Education
Credits to be arranged Summer
Other than thesis

VOCATIONAL COURSES

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

Voc. 20—Retail Store Management
$22.10 Spring
Accounting and other management problems as they apply to the retail store.
One class, 3 hrs.

Voc. 21—Bookkeeping
$22.50 Fall and Spring
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 Spring
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. 115.
Two classes, 2 hr., 15 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 State Police, the U. S. Marshal's Office and the Military Police organizations, with the cooperation of the office of the Commissioner of Education, State of Alaska.
Two classes, 2 hrs., 36 weeks.

Voc. 34—Clothing Construction (Bishop Method)
$15.00 each section
Classes are designed to teach specific sewing techniques in regular progression with each new technique demonstrated by the instructor. Precision methods of cutting, handling, and assembling eliminate nearly all pinning, basting, handsewing, hem marking, and at the same time enable the home sewer to produce professional looking garments. Stress is placed upon the importance of grain perfection, accuracy in cutting and stitching, cutting to fit, proper pressing, and trimming details in producing quality looking clothes. In these classes the choice of garments to be made is based upon the learnings involved rather than upon the present needs of individual wardrobes. Techniques are applicable to children's clothing as well as to that for adults.
Classes will be for 15 weeks, 1 four-hour class per week and will be offered as follows:
DESCRIPTION OF COURSES

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

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

C. Basic Tailoring
Techniques taught during the construction of a coat include proper pressing and handling of wool, interfacings, linings, notched collar, slot pocket, bound buttonholes. This course is prerequisite to Advanced Tailoring.

D. Advanced Tailoring
Techniques taught during the construction of a suit include more advanced methods of set-in sleeves and buttonholes, separate front facing, roll collar, wool skirt, and others. Obtaining proper fit by use of a basic shell is taught.

Voc. 40—Food Handling and Service
On demand. Fee to be arranged.
A course for all 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, money handling, and sanitation. Offered in cooperation with the restaurant owners, the employee unions, the Department of Health, and the Commissioner of Education, State of Alaska.
Hours to be arranged.

Voc. 50a-c—Ground School
$45.00 Fall and Spring
Courses are offered in navigation and Civ Air Regulations, meteorology, aircraft and engines (theory). This is a series of courses designed to enable the student to pass successfully the various F.A.A. license examinations for airman, private and commercial.
Two classes, 3 hrs., 17 weeks
Equipment and supplies: $25.00

Voc. 50d—Instrument Rating Ground School
$17.00 Fall and Spring
This course is designed primarily to prepare the student for the F.A.A. written examination for instrument rating.
DESCRIPTION OF COURSES

Prerequisite: F.A.A. commercial license.
One class, 2 hr., 17 weeks.

Voc. 50e—Link Trainer
1 one-hour lesson $ 10.00
5 one-hour-lessons $ 42.50 Fall and Spring
20 one-hour lessons $160.00
By arrangement.

Voc. 54—Basic Electricity
$22.50 Fall and Spring
Fundamental concepts of electricity with particular emphasis on D.C. circuits.
Two classes, 80 min.

Voc. 56—Basic Electronics
$7.50 Fall and Spring
One class, 80 min.

Voc. 56a-b—Math. for Electricians and Radiomen
$22.50 Fall and Spring
One class 3 hrs.

Voc. 60—Criminology
$15 Fall and Spring
The causes and cures of crime.
One class, 2 hrs.

Voc. 62—Blueprint Reading
$15.00
One class, 2 hrs.

Voc. 70—Automotive Engineering
$30.00 Fall and Spring
Fee: $7.50
Automotive engines, or body work.
Two classes, 3 hrs.

Voc. 72—Gasoline Engines (other than auto)
$22.50 Spring
Outboard, compressor and utility motor maintenance.
One class, 3 hrs.

Voc. 75—Aircraft and Engine Maintenance
$37.50 Fall and Spring
Maintenance of personal aircraft—basic problems.
Two classes, 3 hrs.

Voc. 80—Apprenticeship Training
October through March
Apprenticeship training will be arranged for the various trades and industries through the cooperation and assistance of the contractors, the employee unions, the Commissioner of Education for the State, and the U. S. Department of Labor.
DESCRIPTION OF COURSES

Hours and fees and locations will be arranged to best suit the needs of the individual organizations. Generally the courses will run from October through March, in order not to overlap the construction season.

INTEREST COURSES

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

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

Int. 3—Copper Craft
$22.50 Fall and Spring
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 hrs., 15 weeks.

Int. 4-5—Ceramics
$22.50 Fall and Spring
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 hrs., 15 weeks.

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

Int. 9—Photography
$22.50 Fall and Spring
Fee: $2.00
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.

35
DESCRIPTION OF COURSES

One class, 2 hrs., one class, 3 hrs., 15 weeks.

**Int. 9b—Color Photography**

- **Fee:** $22.50  Fall and Spring
- **Fee:** $2.00

A study of how to take color pictures and the processing of color film.
One class, 1 hr.; one class, 3 hrs., 15 weeks.

**Int. 10—Dance—Ballroom**

- **Fall and Spring**

Basic technique and steps of modern ballroom dance. Both beginners and experienced dancers will be accommodated in this class.
One class, 2 hrs.

**Int. 11—Woodworking**

- **Fall and Spring**

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 hrs., 15 weeks.

**Int. 14—Interior Design**

- **Fall and Spring**

A basic course in the principles of interior decoration based upon color and fabric selection; room planning.
One class, 2 hrs., 10 weeks.

**Int. 15—Upholstering**

- **Fall and Spring**

A practical course in home furniture repair and renovation. Two classes, 3 hrs., 7 weeks.

**Int. 16a—Recreational—Physical Education**

- **Fall and Spring**

A course for adults desiring to acquire skills in leisure-time sports. It will include gymnastics, golf, archery, competitive sports, volleyball, handball, and others.
2 classes, 80 min., 15 weeks.

**Int. 16b—Physical Education for Adults**

- **Fall and Spring**

To provide activities for every student, with due consideration for each individual's capacities, interest and needs. Co-educational instruction for mature individuals desiring to maintain physical fitness.
One class, 1 hr., 15 weeks.

**Int. 17—English for Foreign Born**

- **Fall and Spring**

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

Two classes, 80 min., 17 weeks.

**Int. 18—Citizenship for Naturalization**
$15.00  Fall and Spring

This course presents the fundamentals of American history and government necessary for naturalization of students applying for 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. 20—Financial Problems in Business Management**
$15.00  Fall

This course is designed to demonstrate the importance of accounting systems and statements as a tool for business management. It is NOT a course in accounting principles and techniques but rather helps the students to interpret financial reports and draw conclusions, helpful to top management. Previous training and experience in accounting is helpful but not necessary to benefit from the course.

One class, 2 hrs.

**Int. 21—Stockmarket and other Investments**
$7.50  Spring

This course explains the technique of stockmarket organization and operation, the function of stock brokers and security investment dealers; how to speculate and how to invest. The course will devote at least several evenings to the subject of trust and estate planning.

One class, 1 hr.

**Int. 22—Home Planning (Residence)**
$7.50  Fall and Spring

A study of the problems involved in designing, building, and remodeling homes, up to the point of the drawing of the plans.

One class, 1 hr.

**Int. 31—Mining Law**
$12.00  Fall and Spring

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. 32—Introduction to Petroleum Geology**
$22.50  Fall or Spring
DESCRIPTION OF COURSES

Origin, migration, and accumulation of petroleum and a detailed study of the representative petroleum fields.
Two classes, 80 min.

**Int. 33—Outdoor Technique**
$7.50 Fall and Spring
An introductory course dealing with the techniques and equipment used by sportsmen in hunting and fishing. 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.

**Int. 40—Canine Care**
$7.50 Fall or Spring
This course covers nutrition, breeding, general anatomy, general physiology, diseases, social habits and particular problems facing every dog owner.
One class, 1 hr., 12 weeks

**Int. 50—Theory of Numbers**
$22.50 Fall
For students interested in mathematics. Elementary properties of integers; divisibility, Euclid’s Algorithm; prime numbers, congruences.
Two classes, 2 hrs., 15 weeks.

**Int. 51—Theory of Equations**
$22.50 Spring
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 hrs., 15 weeks.

**Int. 60—Alaskan Gardening**
$10.00 Spring
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 hrs., 10 weeks.

**Int. 66—Introduction to Alaska**
$15.00 Fall
An introduction to the history, geography and economics of the 49th State.
One class, 2 hrs., 12 weeks.
## INDEX

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>18</td>
</tr>
<tr>
<td>Accreditation</td>
<td>6</td>
</tr>
<tr>
<td>Address</td>
<td>1</td>
</tr>
<tr>
<td>Administration</td>
<td>2</td>
</tr>
<tr>
<td>Admission</td>
<td>7</td>
</tr>
<tr>
<td>Anthropology</td>
<td>15</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td>34</td>
</tr>
<tr>
<td>Art</td>
<td>15</td>
</tr>
<tr>
<td>Associate Degrees</td>
<td>13</td>
</tr>
<tr>
<td>Auto</td>
<td>34</td>
</tr>
<tr>
<td>Aviation</td>
<td>33</td>
</tr>
<tr>
<td>Biological Science</td>
<td>16</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>32</td>
</tr>
<tr>
<td>Business Administration</td>
<td>17</td>
</tr>
<tr>
<td>Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Campus Courier</td>
<td>9</td>
</tr>
<tr>
<td>Chemistry</td>
<td>19</td>
</tr>
<tr>
<td>Chorus</td>
<td>11</td>
</tr>
<tr>
<td>Citizenship</td>
<td>36</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>12</td>
</tr>
<tr>
<td>Clothing</td>
<td>32</td>
</tr>
<tr>
<td>Counseling Service</td>
<td>9</td>
</tr>
<tr>
<td>Course Description</td>
<td>15</td>
</tr>
<tr>
<td>Course Numbering</td>
<td>12</td>
</tr>
<tr>
<td>Crafts</td>
<td>35</td>
</tr>
<tr>
<td>Criminology</td>
<td>34</td>
</tr>
<tr>
<td>Dance</td>
<td>36</td>
</tr>
<tr>
<td>Degrees</td>
<td>13</td>
</tr>
<tr>
<td>Drama</td>
<td>29</td>
</tr>
<tr>
<td>Economics</td>
<td>19</td>
</tr>
<tr>
<td>Education-Grad. Courses</td>
<td>30</td>
</tr>
<tr>
<td>Electricity</td>
<td>34</td>
</tr>
<tr>
<td>Electronics</td>
<td>34</td>
</tr>
<tr>
<td>Engineering, Civil</td>
<td>20</td>
</tr>
<tr>
<td>English</td>
<td>20</td>
</tr>
<tr>
<td>Examinations</td>
<td>3</td>
</tr>
<tr>
<td>Faculty</td>
<td>4</td>
</tr>
<tr>
<td>Fees and Expenses</td>
<td>7</td>
</tr>
<tr>
<td>Film Society</td>
<td>10</td>
</tr>
<tr>
<td>Foods</td>
<td>33</td>
</tr>
<tr>
<td>Gardening</td>
<td>38</td>
</tr>
<tr>
<td>Geology</td>
<td>21, 37</td>
</tr>
<tr>
<td>Grading System</td>
<td>12</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>13</td>
</tr>
<tr>
<td>High School Diplomas</td>
<td>9</td>
</tr>
<tr>
<td>History</td>
<td>6, 22</td>
</tr>
<tr>
<td>Interest Courses</td>
<td>35</td>
</tr>
<tr>
<td>Journalism</td>
<td>22</td>
</tr>
<tr>
<td>Languages</td>
<td>23</td>
</tr>
<tr>
<td>Law</td>
<td>18</td>
</tr>
<tr>
<td>Loan Fund</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>24</td>
</tr>
<tr>
<td>Music</td>
<td>25</td>
</tr>
<tr>
<td>Outdoor Techniques</td>
<td>38</td>
</tr>
<tr>
<td>Photography</td>
<td>35</td>
</tr>
<tr>
<td>Physical Education</td>
<td>36</td>
</tr>
<tr>
<td>Physics</td>
<td>26</td>
</tr>
<tr>
<td>Political Science</td>
<td>27</td>
</tr>
<tr>
<td>Psychology</td>
<td>28</td>
</tr>
<tr>
<td>Refunds</td>
<td>8</td>
</tr>
<tr>
<td>Registration</td>
<td>3</td>
</tr>
<tr>
<td>Secretarial Science</td>
<td>17</td>
</tr>
<tr>
<td>Sociology</td>
<td>28</td>
</tr>
<tr>
<td>Speech</td>
<td>28</td>
</tr>
<tr>
<td>Student Council</td>
<td>9</td>
</tr>
<tr>
<td>Testing</td>
<td>9</td>
</tr>
<tr>
<td>Theatre Workshop</td>
<td>10</td>
</tr>
<tr>
<td>Veterans</td>
<td>8</td>
</tr>
<tr>
<td>Vocational</td>
<td>31</td>
</tr>
<tr>
<td>Wildlife</td>
<td>30</td>
</tr>
</tbody>
</table>
Anchorage Community College
1700 Hillcrest Drive
Anchorage, Alaska