



*1700 Hillcrest Drive  
Anchorage, Alaska*

Telephone:

FAirfax 2-4942, Ext. 48

Office Hours:

10:00 a.m. to 11:00 p.m.  
Monday through Friday

CATALOG

AND

announcements

1961-62

ANCHORAGE  
COMMUNITY  
COLLEGE

sponsored by  
university of alaska  
and  
anchorage independent  
school district

***Anchorage Community College  
1700 Hillcrest Drive  
Anchorage, Alaska***

**ANCHORAGE COMMUNITY COLLEGE****University of Alaska****Anchorage Independent School District****1700 Hillcrest Drive — Anchorage, Alaska****FAirfax 2-4942 — Ext. 48**

Anchorage Community College is a joint operation of the 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****1961-1962**



# **ANCHORAGE COMMUNITY COLLEGE**

## **Administration**

EUGENE SHORT ..... Director  
DAVID KNAPP ..... Register-Director of Students  
MISS EFFIE ANDERSON ..... Coordinator,  
Practical Nursing Education Program  
MISS MARION D. LOUNSBURY ..... Secretary  
MRS. CATHARINE A. CARR ..... Bookkeeper

## **Anchorage Independent School District**

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

## **Board of Education**

ELMER SELLIN, President  
WILLIS AVERY, Vice-President  
KEITH LESH, Treasurer  
MRS. MARILYN WILKINS, Assistant Treasurer  
JOHN ASPLUND, Clerk  
HAROLD DALE, Clerk Pro Tem  
FRANK REED  
MRS. MILDRED MANTLE, Secretary

## **University of Alaska**

DR. WILLIAM R. WOOD, President  
EARL H. BEISTLINE, Acting 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 RASMUSON, Anchorage, President  
WILLIAM A. O'NEILL, Anchorage, Vice-President  
MRS. BEN ATKINSON, College, Secretary  
BOYD C. HARWOOD, Nome  
PHILIP H. MOORE, M.D., Sitka  
DR. ARTHUR SCHAIBLE, Fairbanks  
MRS. W. N. CUDDY, Anchorage  
JOHN J. CONWAY, Sitka  
CATHERINE L. BYRNE, Treasurer, Non-Member Official  
WILLIAM R. WOOD, President of the University  
Ex-Officio Member

# COLLEGE CALENDAR

1961-1962

## Fall Semester

Registration .....	Wednesday, September 6, 6-10 p.m. Thursday, September 7, 6-10 p.m. Friday, September 8, 6-10 p.m.
Instruction Begins .....	Monday, September 11
Late Registration .....	Until Friday, September 15
Thanksgiving Vacation .....	Thursday, November 23 Friday, November 24 (classes do not meet)
Christmas Vacation .....	Monday, December 25 through Monday, January 1 inclusive
Last Day of Classes .....	Friday, January 12

## Spring Semester

Registration .....	Wednesday, January 17, 6-10 p.m. Thursday, January 18, 6-10 p.m. Friday, January 19, 6-10 p.m.
Instructions Begins .....	Monday, January 22
Late Registration .....	Until Friday, January 26
Spring Vacation .....	Friday, April 20 through Monday, April 23 inclusive
Last Day of Classes .....	Wednesday, May 16
Commencement .....	Friday, May 18

## **GENERAL COLLEGE INFORMATION**

### **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 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 of supervision of the University of Alaska.



## GENERAL COLLEGE INFORMATION

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

### 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, or its equivalent, 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 degree must have a high school diploma.

### Fees and Expenses

The first seven credits of college transfer-credit courses are at the rate of \$10.00 per semester hour. A load of eight credits or more is at the flat rate of \$75.00 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 course. 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,  
when assessed;

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

## GENERAL COLLEGE INFORMATION

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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 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.

### Refund Policy

Courses are offered for a minimum of fifteen students in a class and there should be withdrawal from courses only for the most urgent reasons. Tuition will be refunded according to the following policy if withdrawal is unavoidable.

1. Complete refunds of all fees will be made when requested in writing by the student in the event withdrawal is made prior to the first class period, or in the event courses registered for are cancelled.
2. Students withdrawing within the first week of classes may claim in writing, refund of tuition only.
3. Students withdrawing within the second week of classes may claim, in writing, refund of 50% of tuition only.
4. Students withdrawing after the second week of classes are not entitled to any refund.

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

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.



## **GENERAL COLLEGE INFORMATION**

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### **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, or Base Education Office, Fort Richardson.

### **High School Diploma**

Mature adults, 19 years of age or older, who have been out of high school at least one semester and are interested in earning a high school diploma may do so at the Anchorage Community College. A program of studies will be developed for each individual case. Each student will be tested and counseled by the college. The satisfactory completion of the General Educational Development Tests and such courses as are necessary to supplement past educational experience, together with demonstrated ability to do college level work, will make it possible for the mature adult to obtain a high school diploma.

### **Counseling Service**

This service, on payment of a nominal fee, is available to any resident of the Anchorage Independent School District. \$10.00 to current student body members, \$25.00 to all others. Aptitude, ability, personality, interest, achievement and other tests will be administered as appropriate, with interpretation of these data by

## GENERAL COLLEGE INFORMATION

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the college counselor. A preliminary interview for these services may be made with the counselor through the Community College office.

Tests will be proctored for a minimum of \$3.00.

### 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 years, and officially affiliated since February 24, 1954, are the Anchorage Community Theatre, the Anchorage Community Chorus, and the Anchorage Symphony Orchestra.

### 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 theatre 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 theatre were Boris Karloff, in "Arsenic and Old Lace," Will Rogers, Jr., in "Ah, Wilderness" and Teresa Wright, in "Dark at the Top of the Stair."

The Film Society of the Anchorage Community College is a group of citizens organized for the purpose of bringing films of a art nature to the community. Foreign films and films not of general enough interest to justify their presentation in the public

## GENERAL COLLEGE INFORMATION

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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.

### **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 Alaska Festival of Music.

### **Anchorage Symphony Orchestra**

Anchorage boasts the first symphony orchestra in Alaska. Its members also participate in the famed Alaska Festival of Music held each year, and present a series of concerts for the Anchorage community. In 1958 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.

### **Alaska Festival of Music**

An affiliated civic organization which brings outstanding performers to Anchorage each summer and provides an opportunity for local talent to perform and study under these artists. It is co-directed by Robert Shaw and Julius Herford.

### **University of Alaska Off-Campus Programs**

The University of Alaska offers the following off-campus credit programs in addition to its regular extension services; Adult Education through the Military Branches Program and regular two-year academic programs through its affiliated community colleges located at Anchorage, Palmer, Juneau and Ketchikan. Regular credit courses taken in these branches receive University of Alaska credit and the credits are transferable from one branch program to another or to the University.



## GENERAL COLLEGE INFORMATION

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For information about branch programs write to:

1. Director of Military Branches, University of Alaska, P. O. Box 824, College, Alaska
2. Director, Anchorage Community College, 1700 Hillcrest Drive, Anchorage, Alaska
3. Director, Palmer Community College, Palmer, Alaska
4. Director, Juneau-Douglas Community College, 1250 Glacier Avenue, Juneau, Alaska
5. Director, Ketchikan Community College, P. O. Box 2550, Ketchikan, Alaska

## **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 with 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 usually 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. Actual times of class meetings will accompany the schedule put out each semester.

### **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.

## COURSE INFORMATION

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**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 cases of unavoidable absences near the end of the course or during examinations. An "I" will 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."

**AU-AUDIT**—Courses may be audited by permission of the instructor. Persons auditing a class are not responsible for work assignments or tests and they do not receive credit for the course. Fees are the same as those courses being taken for credit.

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.

### System of Grades

Grade A, excellent, 4 points; B, good, 3 points; C, fair, 2 points; D, low pass, 1 point; F, failure, 0 points. An average grade of C is required for graduation.

### Transcripts

Requests for transcripts of classes taken at Anchorage Community College may be made at the College office. The University of Alaska will not accept requests made directly to them. All requests must come from the Anchorage College office. There is a charge for the first transcript. Additional copies are \$1.00 each.

### Pre Professional Curricula

Following are some typical pre professional curricula similar to those required by many schools. To be sure that you have met



## COURSE INFORMATION

the specific requirements of the school to which you wish to transfer, obtain their catalog and take courses according to their requirements.

### Agriculture

#### (Agriculture, Forestry, Fisheries, Wild Life Management)

Eng 101, 102	6	Psych 201	3
Biol 103, 112 or 132, 214	13	Humanities	3-6
Hist 231, 232 } PS 101, 102 }	6	Social Science	3-6
Chem 101, 102	8	Natural Science	3-6
Speech 251	3	Electives	4-13
		Total	60

### Business Administration

(General		(Accounting)	
Eng 101, 102	6	BA 215, 216	6
Hist 231, 232 } PS 101, 102 }	6	Math 110	3
BA 111	3		
BA 115, 116	6	(Secretarial Science)	
BA 231	3	BA 101, 102	6
BA 271, 272	6	BA 103, 104, 105	6
Econ 101, 102	6	BA 201, 202	6
Humanities	3-6	BA 203	2
Natural Science	3-6		
Social Science	3-6		
Electives	6-15		
Total	60		

### Education

Eng 101, 102	6	Proposed Major	6-12
Hist 231, 232 } PS 101, 102 }	6	Humnities	3-6
Psych 201	3	Science	3-6
Speech 251, 252	6	Social Science	3-6
Educ. Electives	2-6	Electives	3-22
		Total	60

## COURSE INFORMATION

### Engineering

Eng 101, 102	6	Phys 211, 212	10
Hist 231, 232 }	6	CE 101, 104	4
PS 101, 102 }		CE 114, 215*	4
Math 107, 108, 109	9	Electives	5-9
Math 201, 202	8	Total	60
Chem 101, 102	8	*Civil Engineering	

### Law

Eng 101, 102	6	Speech 251, 252	6
Hist 231, 232 }	6	Humanities	3-6
PS 101, 102 }		Natural Science	3-6
BA 115, 116	6	Social Science	3-6
Econ 121, 122	6	Electives	8
Language	10	Total	60
Psych 201	3		

### Liberal Arts

Eng 101, 102	6	Speech 251, 252	6
Hist 231, 232 }	6	Humanities	3-6
PS 101, 102 }		Natural Science	3-6
Proposed Major	6-12	Social Science	3-6
Languages	10	Electives	0-14
Psych 201	3	Total	60

### Medical Sciences (Dentistry, Dental Hygiene, Medical, Medical Technician, Nursing, Optometry, etc.)

#### H. S. Recommended: Three years Math, Foreign Language

Eng 101, 102	6	Phys 111, 112	8
Hist 231, 232 }	6	Math 107, 108, 109	9
PS 101, 102 }		Speech 251	3
Biol 103, 112, 214	13	Electives	6
		Total	60

## COURSE INFORMATION

### GRADUATION REQUIREMENTS

#### Associate Degree

The "Associate in Arts" degree is conferred upon graduates of the Anchorage Community College who have met the requirements set forth by the Board of Regents of the University of Alaska and the Board of Education of the Anchorage Independent School District. These requirements are of two kinds, subject and scholarship.

#### Subject Requirements for Graduation

	Courses	Credits
I.	Specific Requirements	12
A.	Engl. 101-102	6
B.	PS 101-102, Hist. 231-232	6
II.	General Education (distributed among any three of A,B,C,D, or E).	24-28
A.	Humanities	
B.	Social Studies	
C.	Natural Science and/or Math	
D.	Business Administration (Gen)	
E.	Business Administration (Secr.)	
F.	Electives (no more than 4)	
III.	Major	20-24
	Any of A,B,C,D, and or E (no course may be used in more than one classification)	
IV.	A total of 60 credits required for graduation.	
V.	At least 15 credits earned in residence.	

Students now enrolled in an Alaskan Community College may until June 1962 use either this plan or the 1959-60 plan in fulfilling requirements for the Associate in Arts Degree.

The graduation requirements are intended to be flexible



## COURSE INFORMATION

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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 students who satisfactorily completes the courses outlined. With counseling and careful selection a transfer student will be able to select his lower division work so that it satisfies the requirements for graduation as well as transfer to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.0 or better, or a "C" averag.

A minimum of 15 credits of the required 60 credits must be earned in residence at Anchorage Community College.

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.

### Group Designation

In general the group designations follow those used by the University of Alaska as follows:

#### Humanities

art  
drama  
English  
journalism  
languages  
literature  
music  
philosophy  
speech

#### Social Science

anthropology  
economics  
education  
geography  
history  
political science  
psychology  
sociology

#### Science

biology  
chemistry  
geology  
mathematics  
physics

## DESCRIPTION OF COURSES

The courses offered are described on the following pages. 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. In general, a 101-102 sequence covers a year's work with the 101 offered in the fall and the 102 in the spring.

† Indicates these classes are offered as demand warrants.

### ANTHROPOLOGY

#### **Anth. 101—Introduction to the Study of Man 3 Credits**

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 minutes

#### **Anth. 212—Human Origins† 3 Credits**

Survey of Old World prehistory from Paleolithic to historical times.

Two classes, 80 minutes

### ART

#### **Art 101/102—Art Fundamentals 3 Credits Each**

Basic drawing and composition with an introduction to color, perspective, and design in all art media used in painting and graphic arts. The beginning course in Art.

Two classes, 160 minutes

#### **Art 107/108—Water Color† 3 Credits Each**

A course in painting with water color, casein, and gouache from still life, figure, landscape, imagination, and memory.

Prerequisite: Art 101 or equivalent.

Two classes, 3 hours.

## DESCRIPTION OF COURSES

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### **Art 109/110—Oil Painting**

**3 Credits Each**

A course in painting with oil from still life, figure, landscape, imagination and memory.

Prerequisite: Art 101 or equivalent.

Two classes, 3 hours.

### **Art 201—Art Appreciation**

**2 Credits**

To give background and develop ability to interpret and appreciate art. Discussion of architecture, sculpture, painting, and the minor arts.

One class, 2 hours.

### **Art 202—Art Methods**

**2 Credits**

For students preparing to teach. Designed to meet the practical art needs of teachers in elementary schools.

Two classes, 2 hours.

### **Art 205/206—Oil Painting**

**2 Credits Each**

Advanced course in oil painting.

Prerequisite: Art 101 or by permission.

One class, 3 hours.

## **BIOLOGICAL SCIENCE**

### **Biol. 103—Fundamentals of Biology**

**5 Credits**

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.

One class, 80 minutes. 1 lab. 160 minutes.

### **Biol. 112—The Animal Kingdom**

**4 Credits**

Classification, structure, and life history of representative animal groups, and the interactions of animals and their environment.

Prerequisite: Biol. 103.

Two classes, 80 minutes. 1 lab. 160 minutes.



## DESCRIPTION OF COURSES

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### **Biol. 132—The Plant Kingdom**

**3 Credits**

Classification, morphology and evolution of the plant groups; an introduction to ecology.

Prerequisite: Biol. 103

One class, 160 minutes. 1 lab. 160 minutes.

### **Biol. 205—Vertebrate Anatomy†**

**3 Credits**

To acquaint the student with the anatomy of bony fishes, birds and mammals. Laboratory dissection emphasized.

Prerequisite: Biol. 103.

Two classes, 3 hours.

### **Biol. 208—Organic Evolution†**

**2 Credits**

The evidences, mechanisms, and directive forces in organic evolution.

Prerequisite: Biol. 103.

One class, 2 hours.

### **Biol. 214—Bacteriology**

**4 Credits**

General Bacteriology. Micro-organisms, classification, morphology, and physiology. Disease, sources and modes of infection, sterilization. Laboratory includes preparation of culture media, examinations of milk, water, air, and soil.

Prerequisite: Chem. 102 or 106 or equivalent, a lab course in Elementary Biology, or by permission.

Two classes, 80 minutes. 1 lab. 160 minutes.

## **BUSINESS ADMINISTRATION**

### **Secretarial Science**

### **BA 101/102—Shorthand**

**3 Credits Each**

Beginning Gregg shorthand for secretarial students. 101: Emphasis on theory and reading practice. 102: Emphasis on dictation and transcription practice.

Three classes, 80 minutes.

## DESCRIPTION OF COURSES

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**BA 103—Elementary Typewriting** 2 Credits

Beginning typewriting. Emphasis on basic typing skills, techniques of copy work, simple tabulation, letter writing.

Three classes, 80 minutes.

**BA 104—Advanced Typewriting** 2 Credits

Speed building and application of typing skills to letters, reports, business forms, statistical tabulations.

Prerequisite: BA 103 or equivalent.

Three classes, 80 minutes.

**BA 105—Secretarial Typewriting** 2 Credits

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

Prerequisite: BA 104 or equivalent.

Three classes, 80 minutes.

**BA 201—Intermediate Stenography** 3 Credits

High speed shorthand dictation and transcription. Emphasis on theory, vocabulary, office standards.

Three classes, 80 minutes.

**BA 202—Advanced Stenography** 3 Credits

Continuation of BA 201.

Prerequisite: BA 102 and 104 or equivalents.

Three classes, 80 minutes.

**BA 203—Office Machines** 2 Credits

Basic operation of calculators, comptometers, adding and listing machines, posting machines, duplicators, electric typewriters, dictaphones and other office equipment in general business use.

Prerequisite: BA 103 or equivalent.

Three classes, 80 minutes.

## DESCRIPTION OF COURSES

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### BUSINESS ADMINISTRATION

#### General

#### **BA 111—Introduction to Business† 3 Credits**

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 minutes.

#### **BA 115/116—Principles of Accounting 3 Credits Each**

Principles and techniques of accounts and financial statements in business management and control.

115: double entry, journals, ledgers, and financial statements for a sole proprietorship business.

116: application of basic accounting theory and techniques of partnerships and corporations.

Two classes, 2 hours each.

#### **BA 215—Intermediate Accounting 3 Credits**

Accounting theory and current accounting practices as related to the more complex problems of maintaining accounts and preparing and interpreting financial statements.

Prerequisite: BA 116.

Two classes, 80 minutes.

#### **BA 216—Advanced Accounting† 3 Credits**

Application of accounting theory to advanced problems and to special situations encountered in partnership and corporation practice.

Prerequisite: BA 215.

Two classes, 80 minutes.

#### **BA 223—Real Estate 3 Credits**

A practical course surveying the various kinds of deeds and



## DESCRIPTION OF COURSES

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

Two classes, 80 minutes.

### **BA 231—Business Correspondence and Reports** 3 Credits

Fundamentals of business writing; emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports.

Prerequisite: Eng. 102, BA 103, or equivalent.

Two classes, 80 minutes.

### **BA 242—Marketing†** 3 Credits

Marketing principles, functions and organization of firms engaged in the distribution of industrial and consumer goods from producers to ultimate purchasers; wholesale and retail enterprise, merchandising, market research, pricing and other marketing policies.

Prerequisite: Econ. 121.

Two classes, 80 minutes.

### **BA 271/272—Introduction to Business Law** 3 Credits Each

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

271: contracts, agency employment, negotiable instruments, personal property, sales.

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

Two classes, 80 minutes.

## CHEMISTRY

### **Chem. 101—General Chemistry and Introductory** 4 Credits

#### **102—Qualitative Analysis** 4 Credits

Integrated course in general chemistry and introductory qualitative analysis for regular students in engineering and science.

101: general principles, chemistry of the nonmetals.

## DESCRIPTION OF COURSES

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Prerequisites: High school algebra and geometry and Math 101 concurrently; high school science recommended.

Two classes, 80 minutes; 1 class, 160 minutes.

102: chemistry of metals and qualitative analysis.

Prerequisite: Math 101 or 103 and Chem. 101 or 106.

Two classes, 80 minutes; 1 class, 160 minutes.

### **Chem. 105/106—College Chemistry**

4 Credits Each

Introductory course: general principles, chemistry of the non-metals, and brief introduction to the chemistry of the carbon compounds.

Prerequisite: for Chem. 106, Chem. 105 or 101.

Two classes, 80 minutes; 1 class, 160 minutes.

## ECONOMICS

### **Econ. 121—Principles of Economics**

3 Credits

Introduction to economics; analysis and theory of natural income; money and banking; public finance and taxation; economic systems.

Two classes, 80 minutes.

### **Econ. 122—Principles of Economics**

3 Credits

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

Two classes, 80 minutes.

### **Econ. 224—Economic Geography†**

3 Credits

The physical environment and economic activities; distribution of world resources and industries; trade centers and trade routes.

Prerequisites: Econ. 121, Econ. 122, Geog. 102.

Two classes, 80 minutes.

## DESCRIPTION OF COURSES

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### EDUCATION

**Ed. 121—Introduction to Education†** 2 Credits

A study of the aims and practices of the public school. Preparation for dealing with such problems as personal adjustment, acquiring reading skill, and methods of study. Opportunity for individual work.

One class, 2 hours.

**Ed. 202—Audio Visual Education** 2 Credits

Selection and use of audio-visual materials in teaching and learning at all levels of education. Models, maps, charts, radio and television programs, recording, flat pictures, slides, film strips, and motion pictures.

One class, 120 minutes, plus laboratory.

**Ed. 205—Arithmetic for Elementary Teachers** 3 Credits

Elementary Mathematics.

Two classes, 80 minutes.

**Ed. 206—Teaching of Arithmetic** 2 Credits

Present day concepts, methods, and materials.

Prerequisite: Ed. 205.

One class, 2 hours.

### ENGINEERING (CIVIL)

**C.E. 101—Engineering Drawing** 2 Credits

Orthographic projection and pictorial drawing with instruments. Sketching, lettering, reproduction of drawings; geometric construction.

Two classes, 160 minutes.

**C.E. 104—Descriptive Geometry†** 2 Credits

Graphic solution of space problems in engineering. True length



## DESCRIPTION OF COURSES

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and slope of lines, true size and slope of planes, surface development, surface intersections, warped surfaces.

Prerequisite: C.E. 101.

Two classes, 160 minutes.

### **C.E. 111—Engineering Problems** 2 Credits

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.

Two classes, 160 minutes.

### **C.E. 114—Elementary Surveying** 2 Credits

Surveying methods, instruments and equipment; surveying computations; public land surveys.

Prerequisite: C.E. 101, Math. 101.

One class, 80 minutes; 1 class, 160 minutes.

### **C.E. 215—Intermediate Surveying†** 2 Credits

Topographic surveying, mapping; instruments adjustments; surveying computations.

Prerequisite: C.E. 114, Math. 102.

Two classes, 160 minutes.

## ENGLISH

### **Eng. A—Elementary English (H.S.)** 3 Credits Equivalent

Designed for students inadequately prepared for English 101. Grammar, mechanics of writing, the sentence and paragraph.

Two classes, 80 minutes.

### **Eng. 101/102—Composition and Modes of Literature—3 Credits Ea.**

101: review of grammar and mechanics; reading and writing expository essays. Students unable to proceed with collegiate work

## DESCRIPTION OF COURSES

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at the conclusion of four weeks of review are required to drop Eng. 101 and to pass Eng. A before being readmitted to Eng. 101.

Prerequisite: Eng. A or equivalent.

102: continuation of Eng. 101. Writing of a research paper and reading fiction and poetry.

Two classes, 80 minutes.

### **Eng. 212—The Humanities**

3 Credits

Introduction to the entire field of the arts. Fundamental principles with illustrations from music, painting, sculpture, literature, etc. Analysis showing the common bases underlying works of art regardless of media.

Two classes, 80 minutes.

### **Eng. 221/222—Survey of English Literature**

3 Credits Each

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: Eng. 102.

Two classes, 80 minutes.

### **Eng. 231/232—Survey of American Literature**

3 Credits Each

Literature in America from the beginning to the present time. Major writings of the nineteenth century. Development of the short story. Ideas and opinions formative in our national life as expressed in the literature of different periods.

Prerequisite: Eng. 102.

Two classes, 80 minutes.

### **Eng. 246—Greek and Roman Mythology**

3 Credits

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

Prerequisite: Eng. 102 or by instructor approval.

Two classes, 80 minutes.

## DESCRIPTION OF COURSES

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### **Eng. 275—Introduction to Prose and Poetry†** 3 Credits

Introduction to the writing of forms of poetry and essay. Strict forms in prose and essay composition emphasized.

Prerequisite: Eng. 102 or by instructor approval.

Two classes, 80 minutes.

## **GEOGRAPHY**

### **Geo. 102—Introductory Geography** 3 Credits

World regions; an analysis of environment.

Two classes, 80 minutes.

### **Geo. 202—Geography of North America** 3 Credits

Regional analysis of America north of Mexico.

Prerequisite: Geog. 102 or equivalent.

Two classes, 80 minutes.

## **GEOLOGY**

### **Geol. 201/202—General and Historical Geology** 4 Credits Each

201: General Geology.

Introduction to 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, 160 minutes.

202: Historical Geology.

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.

Two classes, 160 minutes.



## DESCRIPTION OF COURSES

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### **Geol. 211—Mineralogy†** 4 Credits

Introduction to crystallography, physical and chemical mineralogy, field occurrence and association and economic utilization. Emphasis on sight identification and introductory determinative tests, including the use of the blowpipe.

Prerequisite: Geol. 201, Chem. 102 or 211.

Two classes, 3 hours.

## HISTORY

### **History 117—Formation of European Civilization†** 3 Credits

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

Two classes, 80 minutes.

### **Hist. 118—Development of Modern Europe†** 3 Credits

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 minutes.

### **Hist. 141—History of Alaska** 3 Credits

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

Two classes, 80 minutes.

### **Hist. 231/232—History of the United States** 3 Credits Each

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

232: from the Reconstruction to the present.

Two classes, 80 minutes.

### **Hist. 254—History of Canada†** 3 Credits

The French foundation to the establishment of dominion status,

## DESCRIPTION OF COURSES

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relations with the United States and British Commonwealth of Nations.

Two classes, 80 minutes.

### **Hist. 261—Russian History†**

3 Credits

Earliest time to the present. Establishment of Tsarist Russia. Revolution of 1917, development of U.S.S.R.

Two classes, 80 minutes.

## **JOURNALISM**

### **Journ. 201—Introduction to Journalism**

3 Credits

General survey. Structure of news stories, various news leads and feature stories. Writing of these stories.

Prerequisite: Eng. 102 or arrangement.

Two classes, 80 minutes.

### **Journ. 202—Advanced News Writing**

3 Credits

Study and writing of involved news stories. More emphasis on the feature.

Prerequisite: Journ. 201.

Two classes, 80 minutes.

### **Journ. 211—Magazine Article Writing**

3 Credits

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 minutes.

## **LANGUAGES**

### **Fren. 101/102—Elementary French**

5 Credits Each

Designed to develop rapid acquisition of a knowledge of French. The fundamentals of grammar, exercises in elementary composition and conversation.

Three classes, 80 minutes.

## DESCRIPTION OF COURSES

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### **Fren. 201/202—Intermediate French** 3 Credits Each

Intended to give the students an accurate and fluent reading knowledge of French. Classes conducted in French.

Prerequisite: French 102.

Two classes, 80 minutes.

### **Ger. 101/102—Elementary German** 5 Credits Each

Designed to develop acquisition of a knowledge of German. Fundamentals of grammar, exercises in elementary composition and conversation.

Three classes, 80 minutes.

### **Ger. 201/202—Intermediate German** 3 Credits Each

Intended to give students an accurate and fluent reading knowledge of German and a review of grammar.

Prerequisite: Ger. 102.

Two classes, 80 minutes.

### **Russ. 101/102—Elementary Russian** 5 Credits Each

Designed to develop rapid acquisition of a reading knowledge of Russian. Fundamentals of grammar, exercises in elementary composition and conversation.

Three classes, 80 minutes.

### **Span. 101/102—Elementary Spanish** 5 Credits Each

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 minutes.

### **Span. 201/202—Intermediate Spanish** 3 Credits Each

Intended to give the student an accurate and fluent reading knowledge of Spanish. Classes conducted in Spanish.

## DESCRIPTION OF COURSES

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### MATHEMATICS

**Math. A-5—Review of Algebra (H.S.)** 3 Credits Equivalent

Required of those insufficiently prepared to take Math. 101.  
May be used to remove high school deficiency.

Two classes, 80 minutes.

**Math. B —Solid Geometry (H.S.)†** 3 Credits Equivalent

Removes an entrance deficiency in solid geometry.

Prerequisite: Plane geometry.

Two classes, 80 minutes.

**Math. C —Plane Geometry†** 3 Credits Equivalent

Removes entrance deficiency in mathematics.

Two classes, 80 minutes.

**Math. 101/102—Introductory College Math†** 5 Credits Each

Student 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.

101: plane trigonometry and algebra.

102: analytic geometry and calculus.

Prerequisite: Math 101 or grade B or A in Math 103-104.

Three classes, 80 minutes.

**Math. 103/104—Survey of College Mathematics†** 3 Credits Each

General college mathematics for students not majoring in physical science or engineering. Students taking Math. 101 do not receive credit for Math. 103.

103: the number system, equations of first and second degree, elements of trigonometry and analytic geometry.

104: exponents and logarithms, introduction to statistics and probability; binomial theory, introduction to mathematical logic.

Two classes, 80 minutes.



## DESCRIPTION OF COURSES

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### **Math. 107—College Algebra**

3 Credits

Quadratic equations, simultaneous quadratic equations, progressions, the binomial theorem, determinants, elements of theory of equations, and partial fractions.

Two classes, 80 minutes.

### **Math 108—Plane Trigonometry**

3 Credits

The trigonometric functions, logarithms, trigonometric identities and equations, inverse trigonometric functions, complex numbers.

Two classes, 80 minutes.

### **Math. 109—Analytic Geometry**

3 Credits

A study of the straight line, circle, conic sections, transformation of coordinates, polar coordinates, tangents and normals, parametric equations.

Prerequisite: Math 107 and 108 or equivalent.

Two classes, 80 minutes.

### **Math. 110—Mathematics of Finance (Business Math.)**

3 Credits

Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation and capitalization.

Prerequisite: Math A or by arrangement with instructor.

Two classes, 80 minutes.

### **Math. 201/202—The Calculus**

4 Credits Each

201: differentiation applications of the derivative, differentials, integration, applications of integration, transcendental functions, radius and circle of curvature, theorem of mean value.

Prerequisite: Math. 102.

202: integration of transcendentals, integration by various devices, reduction formulas, series, expansion of functions, parabolic functions, partial differentiation, multiple integrals.

Prerequisite: Math 201.

Three classes, 80 minutes.

## DESCRIPTION OF COURSES

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### **Math. 203—Introduction to Modern Algebra** 4 Credits

A critical examination of the familiar real and complex number systems from a postulational point of view. This is followed by generalizations to groups, rings, and fields. Included is the study of determinants and matrices.

Two classes, 2 hours.

### **Math. 204—Elementary Statistics** 3 Credits

Frequency distributions; computations of sample mean, standard deviation, percentiles. Elementary probability; theoretical distributions; correlations; curve fitting.

Prerequisite: Math. 101 or by arrangement.

Two classes, 80 minutes.

## MUSIC EDUCATION

### **Music 101/102—A Cappella Choir** ½ Credit Each **201/202**

A Cappella and accompanied singing; open to all students with acceptable voices and some knowledge of music. Admission is by audition. Auditions occur prior to the formation of the group in the fall and spring. Dates of auditions are printed in local newspapers. Prospective students are advised to watch for these dates. Rehearsals to be arranged.

### **Music 107/108—Instrumental Ensemble** ½ Credit Each **207/208**

Credit is granted for participation in small string, brass, and wind ensembles. String quartette, brass and woodwind ensembles are available for student participation. Audition information may be secured by calling the Community College office. Hours to be arranged.

### **Music 129—Music Fundamentals†** 1 Credit

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

## DESCRIPTION OF COURSES

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with the elements of musicianship through ear-training, sight-singing, and diction.

One class, 1 hour.

### **Music 131/132—Beginning Theory†** 2 Credits Each

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.

131: 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.

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

Prerequisite: Music 131.

One class, 2 hours.

### **Music 145/146—Music History and Appreciation†** 2 Credits Each

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, 2 hours.

### **Music 253—Music Education in the Elementary School†** 2 Credits

A basic preparation in music education for the elementary teacher. The course is divided into two parts, and includes the study of (a) current trends and practices in elementary school music; and, (b) the principles, procedures, materials, and organizations of music in the elementary grades.

One class, 2 hours.



## DESCRIPTION OF COURSES

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### PHILOSOPHY

**Phil. 201/202—Introduction to Philosophy†** 3 Credits Each

An introduction to the methods and problems of philosophy with a discussion of significant philosophers.

Prerequisite: Eng. 102 or by permission.

Two classes, 80 minutes.

**Phil. 204—Introduction to Logic†** 3 Credits

An introduction to the laws of deductive and inductive logic; the application of these laws in science and other fields; a brief introduction to symbolic logic and its application.

Two classes, 80 minutes.

### PHYSICS

**Phys. 102—Introduction to Physics†** 3 Credits

Humanities introduction to history and philosophy of physics; classical mechanics stressing fundamental concepts.

Two classes, 80 minutes.

**Phys. 111/112—College Physics** 4 Credits Each

Classical physics and an introduction to modern physics. Primarily for majors in the liberal arts and biological sciences. Those who desire a one term course will find the first term provides an introduction to the history and philosophy of physics as well as a study of classical mechanics.

Two classes, 80 minutes; One class, 160 minutes.

**Phys. 211/212—Engineering Physics†** 5 Credits Each

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.

Three classes, 80 minutes; 1 lab. 240 minutes.



## DESCRIPTION OF COURSES

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### POLITICAL SCIENCE

#### **P.S. 101/102—American Government** 3 Credits Each

101: 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.

102: functional and administrative practices and problems of the national government; state, territorial, and local governments.

Two classes, 80 minutes.

#### **P.S. 201—Governments of Foreign Powers** 3 Credits

Comparative study of government and politics of major world powers.

Prerequisite: P.S. 102.

Two classes, 80 minutes.

#### **P.S. 211—State and Local Government†** 3 Credits

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 minutes.

#### **P.S. 221—American Political Parties†** 3 Credits

American party system; organization and functions of parties, suffrage, public opinion, role of pressure groups, surveys of contemporary political issues.

Prerequisite: P.S. 102 or Hist. 232.

Two classes, 80 minutes.

### PSYCHOLOGY

#### **Psych. 201—General Psychology** 3 Credits

Fundamental general psychology and human behavior.

Two classes, 80 minutes.

## DESCRIPTION OF COURSES

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### **Psych. 202—Psychology of Adjustment**

**3 Credits**

Application of psychological principles to the problems of every day life.

Prerequisite: Psych. 201.

Two classes, 80 minutes.

## **SOCIOLOGY**

### **Soc. 102—Introduction to Sociology**

**3 Credits**

A systematic study of man's relationships to the society in which he lives.

Two classes, 80 minutes.

### **Soc. 201—Social Problems**

**3 Credits**

Problems of contemporary society. An analysis of factors giving rise to these problems.

Two classes, 80 minutes.

### **Soc. 236—Marriage and Family Life†**

**3 Credits**

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 minutes.

## **SPEECH AND DRAMA**

### **Speech 251—Public Speaking**

**3 Credits**

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 materials. Anatomy of breathing and vocal mechanism; its relationship to voice production.

Prerequisite: Eng. 101 or by arrangement.

Two classes, 80 minutes.

## DESCRIPTION OF COURSES

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### **Speech 252—Public Speaking**

3 Credits

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, interpretive reading, platform delivery. Use of the International Phonetic Alphabet as an aid in correction of individual speech defects.

Prerequisite: Speech 251.

Two classes, 80 minutes.

### **Speech 261—Radio Workshop†**

3 Credits

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 minutes.

### **Speech 272—Television Production†**

3 Credits

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

Actual production of plays for presentation to an audience (reading of play, casting, organizing production staff, promotion and business management, rehearsals and presentation).

Time variable. \$1.00 for active memberships for non-credit student. Credits by arrangement with instructor.

### **Drama 202—Play Production (Workshop)**

1-3 Credits

A continuation of Drama 201; advanced techniques for the preparation of plays.

Time variable. \$1.00 for active membership for non-credit students. Credits by arrangement with Instructor.

### **Drama 207/208—Fundamentals of Acting**

2 Credits Each

An introduction to the fundamentals of acting based upon the



## DESCRIPTION OF COURSES

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principles of the Stanislavsky method; exercises, demonstrations, and live presentation.

One class, 160 minutes.

### WILDLIFE MANAGEMENT

**W.M. 102—Conservation of Natural Resources†** 2 Credits

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

One class, 2 hours.

### GRADUATE COURSES

The University of Alaska regularly offers upper division and graduate courses for qualified persons in the greater Anchorage area. These courses can be used toward a planned Master's Degree program, certification renewal, or for salary increment purposes. Tuition for these courses is \$10.00 per semester credit. In addition, registration and matriculation fees will be charged in accordance with the schedule listed elsewhere in this catalog.

Normally, two or more graduate courses are offered each semester. The specific courses to be offered this year will be announced at a later date.

### VOCATIONAL COURSES

**NOTE:** A certificate of satisfactory completion may be issued for these courses. Tuition charges are listed for each course. Tuition subject to change without notice.

**Voc. 42-49**

### PRACTICAL NURSE EDUCATION PROGRAM

Initial plans are underway for a program in practical nursing. While the entrance date of the first classes has not been established, it is anticipated that it will be within the 1961-62 school year.

This program will be approximately 12 months in length and will be on a full time basis. It is planned that classes be held in the daytime and evening; these will be related to the students'



## DESCRIPTION OF COURSES

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closely supervised clinical practice in local hospitals. An average day would include five hours of practice and two hours of class.

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

Plans for this course have received the initial approval of the Alaska Board of Nursing and graduates will be eligible to take the state examination in practical nursing. Successful candidates are privileged to practice as practical nurses within Alaska. Interstate licensure may usually be accomplished if the graduate wishes.

Preference will be given to applicants who are high school graduates, although occasional exceptions may be made. The state law requires completion of the 10th grade or its equivalent. Other essential personal qualifications include good mental and physical health and an interest in and a desire to help people. The latter is a characteristic of persons who are able to see beyond themselves.

There will be a small tuition charge. Students will also be expected to buy their own books and uniforms.

Interested persons are encouraged to write to: Miss Effie Anderson, Coordinator, Practical Nurse Education Program, for application forms and further information. Those desiring personal interviews should call the Community College for appointments.

### **Voc. 20—Retail Store Management** \$30.00

Accounting and other management problems as they apply to the retail store.

One class, 3 hours, 15 weeks.

### **Voc. 21—Bookkeeping** \$30.00

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 hrs., 15 weeks.

## DESCRIPTION OF COURSES

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### **Voc. 23—Advanced Bookkeeping** \$30.00

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

Prerequisite: Voc. 21, one year of recent high school book-keeping, or one semester of accounting, B.A. 115.

Two classes, 2hrs., 15 weeks.

### **Voc. 25—Professional Engineer Refresher** \$20.00

October through March

The purpose of this course is to enable engineers to pass the State Engineer-in-Training (Fundamental) Examination.

Part I (October through December) will cover thermo-dynamics, physics, chemistry, mathematics (calculus), and electricity. Part II (January through March) covers statics, dynamics, strength of materials, kinematics, and hydraulics. 8-10 hours work on assignments weekly.

One class, 2 hrs.

### **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 (Modern Method)**

Each section \$30.00

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

## DESCRIPTION OF COURSES

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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:

### **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 pre requisite to Advanced Tailoring.

### **D. Advanced Tailoring**

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

### **E. Design and Pattern Making**

Development of individual designs. Making patterns from the design.

### **F. Pattern Making and Construction**

To provide the opportunity for people reasonably skilled in sewing to learn techniques requisite to designing and constructing their own clothing.



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### **Voc. 40—Food Handling and Service†**

**Fee 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—Private Pilot Ground School**

**\$50.00**

The private pilot ground school course is set up to prepare a student to take the written examination needed to obtain a private pilot's certificate.

This course will give a student the basic knowledge of air traffic control, principles of flight, proper engine operation, facts about weather conditions, and approved navigational procedures. All other related subjects that are necessary in becoming a private pilot will be covered.

A final examination at the end of the semester will be given by the instructor and a grade of satisfactory or unsatisfactory will be awarded. FAA will give the Private Pilot Written Examination during the final class period.

Two classes, 3 hrs., 17 weeks.

### **Voc. 50b—Commercial Pilot Ground School**

**\$50.00**

The commercial pilot course is to prepare the student to take the written examination needed to obtain a commercial pilot's certificate.

This course will give a student advanced knowledge of all related subjects necessary to become a commercial pilot.

A final examination at the end of the semester will be given by the instructor and a grade of satisfactory or unsatisfactory will be awarded. FAA will give the Commercial Pilot Written Examination during the final class period.

Two classes, 3 hrs., 17 weeks.



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**Voc. 50c—Instrument Rating Ground School** \$50.00

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

Two classes, 3 hrs., 17 weeks.

**Voc. 50d—Link Trainer**

1 one-hour lesson \$ 10.00

5 one-hour lessons \$ 45.00

10 one-hour lessons \$ 85.00

20 one-hour lessons \$160.00

By arrangement

NOTE: The following 3 courses are under development. Detailed information will be published when available.

**Voc. 51—Basic Electronic Concepts and Circuits**

**Voc. 52—Basic Electronic Systems**

**Voc. 53—Advanced Electronic Concepts and Circuits**

**Voc. 56a-b—Mathematics for Electricians and Radiomen** \$30.00

Problems in practical electricity combined with the principles of mathematics used in their solution.

One class, 3 hrs., 15 weeks.

**Voc. 60—Criminology†** \$20.00

The causes and cures of crime.

One class, 2 hrs., 15 weeks.

**Voc. 62—Blueprint Reading** \$20.00

Working directly from actual blueprints of local structures, this course will cover basic signs and measurements, principles of drawing and layouts, views and cut aways.

One class, 2 hrs., 15 weeks.

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### **Voc. 70—Automotive Engineering** \$50.00

Automotive engines, or body work.

Two classes, 3 hrs., 15 weeks.

### **Voc. 71—Welding** \$70.00

1st 8 weeks—Oxygen and acetylene welding.

2nd 8 weeks—Electric arc welding.

In both areas the use of equipment is stressed. Welding is done on various types of metal and alloys and in various forms. Structure, design, stresses, strains, tempering and testing of welds is covered.

Two classes, 2 hours, 16 weeks.

### **Voc. 72—Gasoline Engines (other than auto)** \$30.00

Outboard, compressor and utility motor maintenance.

One class, 3 hrs., 15 weeks.

### **Voc. 75—Aircraft and Engine Maintenance** \$50.00

Maintenance of personal aircraft-basic problems. Students given opportunity to become proficient in the procedures outlined in Manual 18 of the F.A.A.

Two classes, 3 hrs., 15 weeks.

### **Voc. 80—Apprenticeship Training**

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.

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.

Entrance into these programs is only by permission of the joint apprenticeship committee of the appropriate local union.

- a. Sheetmetal Apprenticeship
- b. Carpenter Apprenticeship
- e. Ironworker Apprenticeship

## DESCRIPTION OF COURSES

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### INTEREST COURSES

**NOTE:** A certificate of satisfactory completion may be issued for these courses. The tuition charge is listed for each course. These prices are subject to change without notice.

**Int. 1—Leather Craft†** **\$30.00**

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†** **\$30.00**

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†** **\$30.00**

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** **\$30.00**

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** **\$30.00**

An intensive study of the basic principles of photography. The course will include laboratory demonstration and classroom demonstrations. Color, portraiture, flash, and composition, general

## DESCRIPTION OF COURSES

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photography such as landscapes, scenery, people, and animals, Special projects of general class interest.

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

### **Int. 9b—Color Photography†** \$30.00

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. 10c—Dance—Ballroom** \$20.00

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

One class, 2 hrs., 12 weeks.

### **Int. 11—Woodworking** \$40.00

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

Two classes, 2 hrs., 15 weeks.

### **Int. 12—Conversational Russian** \$30.00

This course will emphasize exclusively the conversational approach to a working knowledge of the Russian language. By the end of the course students should be holding conversations in Russian.

Two classes, 80 min., 15 weeks.

### **Int. 14—Interior Design** \$20.00

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†** \$30.00

A practical course in home furniture repair and renovation.

Two classes, 3 hrs., 7 weeks.



## DESCRIPTION OF COURSES

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**Int. 16a—Recreational—Physical Education** **\$30.00**

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. 16b—Physical Education for Adults** **\$10.00**

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, 2 hrs., 15 weeks.

**Int. 17—English for Foreign Born** **\$30.00**

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** **\$20.00**

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** **\$20.00**

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., 15 weeks.

**Int. 21—Stock Market and Other Investment** **\$15.00**

This course explains the technique of stockmarket organization and operation, the function of stock brokers and security

## DESCRIPTION OF COURSES

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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., 15 weeks.

### **Int. 22—Home Planning (Residence)†** \$10.00

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., 15 weeks.

### **Int. 25—Speed Reading** \$15.00

This course will aim to teach the poor reader to read well and the good reader to read better—that is, faster and with better comprehension. Using modern visual aids the good reader will read 500 words per minute with 100% comprehension—superior students will be expected to do better. Recommended for all serious college and college bound students.

Two classes, 80 minutes, 8 weeks.

### **Int. 31—Mining Law†** \$12.50

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†** \$30.00

Origin, migration, and accumulation of petroleum and a detailed study of the representative petroleum fields.

2 classes, 80 minutes, 15 weeks.

### **Int. 33—Outdoor Techniques†** \$10.00

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

## DESCRIPTION OF COURSES

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fish in the field and at home; hunting dogs; binoculars; cameras; sleeping bags, methods of outdoor living.

One class, 80 min., 15 weeks.

**Int. 49—General Mathematics** **\$30.00**

A course in basic mathematics planned to meet the needs of the students enrolled. Review of fundamental arithmetic processes. Introduction to short methods in these operations. The purpose of the course is to prepare the student to meet with confidence the challenge of daily mathematics problems that arise.

Two classes, 80 min., 17 weeks.

**Int. 52—Slide Rule†** **\$10.00**

While all of the fundamental mathematical operations will be covered in this course, particular emphasis will be placed upon multiplication and division as they comprise 95% of the usual use of a slide rule. This course should enable the student to perform multiplication and division problems approximately ten times faster than using the usual long methods.

Two classes, 80 min., 4 weeks.

**Int. 53—Mathematics A-5-2** **\$30.00**

This course is intended for students wishing to improve their mathematics background before attempting college math. It covers second year high school Algebra (advanced.)

Prerequisite: Math A-5 or equivalent.

Two classes, 80 min., 17 weeks.

**Int. 55—Survey of High School Science** **\$30.00**

Intended primarily for those seeking High School Diplomas. Will cover the areas of physical and biological sciences at a high school level.

Two classes, 80 min., 17 weeks.

**Int. 56—Survey of High School Social Science** **\$30.00**

A one semester survey of history and civics. This course will cover the social science areas normally taken in high school and is intended for those seeking a High School Diploma. Historical

## DESCRIPTION OF COURSES

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backgrounds of present day social organizations and procedures will be emphasized.

Two classes, 80 min., 17 weeks.

### **Int. 60—Alaskan Gardening†**

**\$10.00**

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**

An introduction to the history, geography and economics of the 49th State.

One class, 2 hrs., 12 weeks.



# FACULTY

1961-1962

ALLEN, C. Arthur .....	Physical Education
University of Wyoming, '48, B.S.; '56, M. Ed.	
ANAST, Philip .....	History, Political Science, Journalism, Psychology
Baylor University, '41, BA; '54, MA	
University of Wisconsin, '60, PhD	
ASHCRAFT, Charles .....	Bookkeeping
Phillips University, '58, BS	
BEIRNE, O. Thomas .....	Business Administration, Speech
Kings College, '51, AB	
Colgate University, University of Buffalo, Syracuse University	
BRISCO, Roscoe B. ....	Mathematics
Houston University, '49, BS; '50, MS	
BURLINGAME, Kenneth L. ....	Science
Colorado State University, '60, BS	
BUSS, Anna M. ....	Languages
University of Minnesota, '27, BA; '28, MA	
CARLSON, Dorius D. ....	Auto Mechanics
Utah State Agricultural College, '54, BS	
CERUTTI, John L. ....	Engineering
University of Akron, '49, B. CE.	
CHILDS, George .....	Physics
University of Arizona, '54, B.S.; '56, M.A.	
COMBS, Alex .....	Art
Temple University, '49, B.F.A.; '50, B.S.; '52, M.F.A.	
CROUCH, Wendell .....	English
Idaho State College, '50, B.A.	
EGGERT, Percy Jean .....	English
Eastern Michigan College, '51, B.S.	
University of Southern California, '53, M.S.	
GILLIAM, Ivan .....	Anthropology, Sociology
William Jewell College, '49, A.B.	
GROOM, Harry .....	Photography
Brooklyn College, '46, B.S.; Harvard University, '49, M.A.	
HANDY, Charles E. ....	Carpentry

- 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.
- HAYES, Joe L. .... Civil Engineering  
 University of Washington
- HILLIARD, Truett L. .... History  
 Eastern New Mexico University, '58, B.A.; '59, M.A.
- JOHNSON, Vincent ..... Mathematics  
 St. Olaf College, '56, B.A.  
 University of Pittsburgh, '59, MSH
- KOHLs, Frederick ..... Mathematics  
 University of Alaska, '51, B.S.
- KRAGER, William ..... Woodworking  
 Stout College, '58, B.S.; '59, M.S.
- KURTZ, Lloyd ..... Economics  
 Princeton, A.B.  
 Stanford University, '59, LL.B.
- LASATER, Rebecca ..... Spanish  
 Marian College, '47, B.A.; Highland University, '59, M.A.
- McCLURG, Richard ..... Ground School  
 University of Michigan, '40, A.B.
- McDONALD, Beatrice G. .... Secretarial Science  
 State Teachers College, Salem, Mass., '33, B.E. Ed.;  
 Boston University, '54, M. Ed.
- McMONIGLE, Joseph ..... Ground School  
 University of Portland, '55, A.B.
- MILLER, Hester L. .... Interior Design  
 Cornell University, '59, B.S.; '60, M.S.
- MONSERUD, Sally ..... English and Citizenship  
 Augustana College, '29, B.A.; Washington State College, '34, M.A.
- NELSON, Donald C. .... Aircraft Maintenance
- NICHOLS, Paul ..... Stockmarket
- NORQUIST, Royal ..... Music  
 Carthage College, Illinois, '40, B.A.  
 Northwestern University, '50, M.A.
- O'CONNOR, Betty ..... Speed Reading  
 Colorado State College, '55, A.B.

PADDON, Kathleen .....	Russian
University of London, '28, B.A.	
PARKINS, Rose .....	Clothing
North Dakota Agricultural College, '39, B.S.	
PARK, Anna Elizabeth .....	Art
Syracuse University, '39, B.F.A.	
PAUL, Robert .....	Social Studies
South Dakota State College, '57, B.S.	
PATRICK, Betty Lou .....	Dancing
POST, Harry H. ....	Education
Drew University, '52, A.B.	
New Jersey State College, '59, M.A.	
PRATOR, Agatha .....	Business Administration
Henderson State Teachers College, '42, B.A.	
Oklahoma State University, '59, M.S.	
ROWE, Alvin .....	Engineer Refresher
Iowa, '56, B.S.C.E.	
SCHMIDT, Ruth A.M. ....	Geology
New York University, '36, A.B.	
Columbia University, '39, M.A.; '48, Ph.D.	
SHERWOOD, Clyd M. ....	Accounting
University of Washington, '49, B.A.; '50, C.P.A.	
SCHROYER, Louie .....	English
Northern State Teachers College, '41, B.S. Ed.	
Colorado State College, '53, M.A.	
SEWELL, Charles .....	Sheet Metal
SOLOMON, Lois Ann .....	Art
University of Michigan, '58, B.S.; '59, M.S.	
STEVANH, Gottfried .....	German
University of North Dakota, '50, B.S.	
TULIN, Charles E. ....	Business Administration
University of Washington, '51, B.S.; '54, LL.B.	
VAN SEVENTER, Anthony .....	Accounting
University of Amsterdam, '38, A.B.	
Stanford University, '49, M.B.A.; '49, C.P.A.	
VAN SEVENTER, Ruth E. ....	Botany
DePauw University, '39, B.A.	
University of California, '49, M.A.	
VECERA, Venzy .....	Mathematics
New Mexico Highland University, '41, B.A.; '47, M.A.	
VILLESVIK, Linda .....	Art
University of Denver, '58, B.F.A.	
WARNECKE, Mary Lou .....	IBM Key Punch
WHITMORE, Dorothy G. ....	Education
Western Washington College of Education, '41, B.A.;	
University of Oregon, '52, M. Ed.	
WINEY, Carol .....	Clothing
Iowa State College, '52, B.S.	



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