

1963-64

ANCHORAGE
COMMUNITY
COLLEGE

Anchorage Community College
of the
University of Alaska
in cooperation with the
Anchorage Independent School District
1700 Hillcrest Drive
ANCHORAGE, ALASKA

Cover: ALEX DUFF COMBS

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

The Anchorage Community College of the University of Alaska is operated in cooperation with the Anchorage Independent School District. It is accredited as a part of the State University and offers the first two years of college academic work for transfer students as well as certain upper division and graduate courses. On behalf of the School District it offers terminal courses in general education, vocational-technical education, and continuing education for the adults of all ages in the greater Anchorage area.

Catalog and Announcements
1963-1964

ANCHORAGE COMMUNITY COLLEGE

Administration

EUGENE SHORT	Resident Director
DAVID R. KNAPP	Registrar-Director of Students
WILLIAM R. KRAGER	Vocational Counselor
MISS EFFIE ANDERSON	Coordinator, Practical Nursing Program
MRS. JOY BRILL	Bookkeeper
MRS. MARION DUNHAM	Secretary
MRS. LUCILLE M. ROBINETT	Secretary
MISS LINDA STRICKLER	Secretary

University of Alaska

DR. WILLIAM R. WOOD, President
DR. HOWARD A. CUTLER, Academic Vice-President
DR. CHRISTIAN T. ELVEY, Vice-President for
Research and Advanced Study

The Board of Regents

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

ELMER RASMUSON, Anchorage, President
WILLIAM A. O'NEILL, Anchorage, Vice-President
JOHN J. CONWAY, Sitka
BOYD C. HARWOOD, Nome
ROBERT E. McFARLAND, Anchorage
PHILIP H. MOORE, Sitka
ARUTHUR J. SCHAIBLE, Fairbanks
MRS. WRAY WREDE, Fairbanks
WILLIAM R. WOOD, President of the University
Ex-Officio Member
CATHERINE L. BYRNE, Treasurer, Non-Member Official

Anchorage Independent School District

DR. DON M. DAFOE, Superintendent of Schools
DON E. FRIDLEY, Assistant Superintendent
CLIFFORD R. HARTMAN, Assistant Superintendent

Board of Education

WILLIS AVERY, President
JOHN ASPLUND, Vice President
JOHN HUGHES, Treasurer
MRS. MARILYN WILKINS, Assistant Treasurer
KEITH LESH, Clerk
CLIFFORD GROH, Clerk Pro Tem
FRANK REED, Member

ANCHORAGE COMMUNITY COLLEGE

1963-1964 CALENDAR

Fall Semester (1963)

Registration	Wednesday, September 4, 6:00-10:00 p.m.
	Thursday, September 5, 6:00-10:00 p.m.
	Friday, September 6, 6:00-10:00 p.m.
Instruction Begins	Monday, September 9
End of Late Registration	Friday, September 13
Thanksgiving Vacation	Thursday, November 21
	Friday, November 22 (classes do not meet)
Last Day of Classes	Friday, December 20

Spring Semester (1964)

Registration	Wednesday, January 15, 6:00-10:00 p.m.
	Thursday, January 16, 6:00-10:00 p.m.
	Friday, January 17, 6:00-10:00 p.m.
Instruction Begins	Monday, January 20
End of Late Registration	Friday, January 24
Spring Vacation	Friday, March 20
Last Day of Classes	Friday, May 1
Commencement	Friday, May 8

GENERAL COLLEGE INFORMATION

THE ANCHORAGE 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. In the 1962 Legislature the Community College law was rewritten to make the Community College an integral part of the University's System of Higher Education.

Location

While its classes usually meet in the West 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.

Purpose

The purpose of the Anchorage Community College is to provide, within the scope of its resources, educational opportunities for the post high school age residents of the Anchorage area.

Within this setting students can, to the extent of their abilities, receive intellectual stimulation and learn specific skills necessary for educational or occupational advancement. In working toward these goals, it serves the following groups of people:

1. Those who expect to transfer to a senior college or university.
2. Those who desire specific vocational training.
3. Those who will complete their goal in one or two years of general education.
4. Those who wish to actively participate in community cultural affairs.
5. Those who wish educational or vocational guidance.
6. Those adults of the community who wish to continue and broaden their education.

GENERAL COLLEGE INFORMATION

Accreditation

The academic offerings of the college are fully accredited by the Northwest Association of Secondary and Higher Schools through its organizational relationship as a part of the University of Alaska. Under the Alaska Enabling Act for community colleges the Anchorage Community College may teach courses normally taught by the University of Alaska. These courses meet the standards of teaching personnel and content of the University of Alaska and are under the administration and supervision of the University of Alaska.

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 offered. 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 six credits of college transfer-credit courses are at the rate of \$15.00 per semester hour. A course load of seven academic 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.

The tuition for non-degree (non-academic-vocational-technical and interest) courses is determined by the Board of Education of the Anchorage Independent School District and appear on the Schedule of Classes each semester. Textbooks and supplies are extra. These courses do not have a maximum flat rate and all fees are payable upon registration.

Students registering later than the days designated for that purpose shall pay a late registration fee of \$2.00.

GENERAL COLLEGE INFORMATION

Fee rates shall apply to students auditing any course in the same manner as for those taking it for credit.

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 refund 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 during the first week of classes are eligible for and may claim, in writing, refund in the amount of 75% of total fees. Claims must be made in writing in the College office at the time of withdrawal. The time and date on the withdrawal claim will determine the students eligibility for refund.
3. Students withdrawing during the second week of classes are eligible for and may claim, in writing, refund in the amount of 50% of total fees. Claims must be made in writing in the College office at the time of withdrawal. The time and date on the withdrawal claim will determine the students eligibility for refund.
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.

GENERAL COLLEGE INFORMATION

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 local Veterans Administration office.

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 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 anyone desiring counseling. \$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 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

GENERAL COLLEGE INFORMATION

Affiliated Organizations

In serving the patrons of the Community College and the community in general the following organizations have affiliated with the Community College to the benefit of all parties:

Alaska Festival of Music
The Anchorage Symphony
Anchorage Civic Opera Association
Anchorage Community Chorus
Anchorage Community Theatre
Anchorage Civic Ballet
League of Alaska Writers

Each of these outstanding organizations allows the Community College to implement its community function of contributing to and supporting the cultural activities of the area and it also adds academic stature to many of the endeavors of the participating groups. These affiliates have enabled the Community College to help bring outstanding music, opera, drama and other arts to Anchorage.

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 community colleges located at Anchorage, Palmer, Juneau, Ketchikan and Sitka. Regular credit courses taken in these branches receive University of Alaska credit and the credits are transferable from one program to another or to the University.

The Division of Statewide Services of the University of Alaska is a central agency through which University services are extended to Alaskans throughout the State who are unable to attend the University of Alaska at College.

Uniform standards are required to insure that all off-campus credit courses offered by the University of Alaska are comparable to on-campus offerings; that no instructor should be appointed to teach off-campus courses who could not qualify for appointment as a full-time University instructor.

Assuming this equivalency in instructor qualifications and courses content, plus the availability of adequate library and laboratory facilities, baccalaureate degree requirements could be met by:

1. Meeting the overall requirements of a specific degree.

GENERAL COLLEGE INFORMATION

2. Completing a minimum residence requirement of 30 semester hours, of which 24 would be upper division credits.

Students in the Anchorage area may take upper division courses as they are offered to meet these baccalaureate requirements.

GRADUATE COURSES

The University of Alaska through its Anchorage Community College regularly offers upper division and graduate courses for qualified persons of the Anchorage area. These courses may be used toward a planned Master's Degree program, i.e. Education, Engineering Management, certification renewal, or for salary increment purposes. Tuition for these courses is usually \$15.00 per semester credit.

For a complete listing of classes see sections titled "Education" and "Engineering Management."

For information about 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
6. Director, Sitka Community College, Sitka, Alaska

COURSE INFORMATION

Course Numbering

College transfer-credit courses are numbered with the department followed by a numeral which indicates the college year in which the course is normally taken; this is followed by the title of the course, the number of hours of lecture and laboratory, and the number of college credits per semester course. Courses following each other in sequence will be numbered in sequence, i.e. Eng. 101/102, and the first is generally 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

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

The college transfer-credit courses generally meet for 85 minutes per class, twice a week in the case of a three-credit course. These courses meet 6:30-7:55, 8:00-9:25, or 9:30-10:55. Some two-credit courses meet for one 120-minute period. The vocational and interest courses normally meet twice a week for two-hour classes, scheduled from 7:00-9:00 or 9:00-11:00. Actual times of class meetings will accompany the schedule put out each semester. All classes are held in the evening unless otherwise indicated.

Grading System

Only letter grades appear on the student's record and transcript. Attention is called to the following analysis:

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

B—Indicates outstanding ability, and a performance definitely above the average.

C—Indicates a satisfactory and average response to assignments.

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

F—Indicates failure.

COURSE INFORMATION

I—Given only in cases where additional work is necessary for the satisfactory completion of the course; not given unless the work already performed is grade C or better; may be given for unavoidable absence. The grade for work that is incomplete (I) becomes a failure (F) if the work is not completed by the end of the sixth week of the next semester.

WP—This grade is given when a student makes a regular withdrawal from a course while doing passing work.

WF—Given when a student makes a regular withdrawal from a course while doing failing work.

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

S—Indicates satisfactory completion of a non-degree course.

U—Indicates unsatisfactory completion of a non-degree course.

Grade Points

For the computation of grade points, each credit is multiplied by a grade factor: Grade A by 4, grade B by 3, grade C by 2, grade D by 1, and grade F by 0. The record and transcript of the student show all grades received, together with all rulings on special petitions or authorized substitutions.

Transcripts

Requests for transcripts of classes taken at Anchorage Community College must be made at the Community College office. The University of Alaska will not accept requests made directly to them. One certified transcript is issued free. A charge of \$1.00 will be made for each additional transcript.

Pre Professional Curricula

Following are some typical pre professional curricula similar to those required by many schools. To be sure that you have met the specific requirements of the school to which you wish to transfer, obtain their catalog and take courses according to their requirements.

COURSE INFORMATION

Agriculture

(Agriculture, Forestry, Fisheries, Wild Life Management)

Eng 101, 102	6	Psych 201	3
Biol 105, 106 or 132, 214	13	Humanities	3-6
Hist 231, 232	6	Social Sciences	3-6
PS 101, 102		Natural Science	3-6
Chem 101, 102	8	Electives	4-13
Speech 251	3	Total	<u>60</u>

Business Administration

(General)		(Accounting)	
Eng 101, 102	6	ACC 215, 216	6
Hist 231, 232	6	Math 110	3
PS 101, 102			
BA 111	3		
ACC 115, 116	6	(Secretarial Science)	
OA 231	3	OA 101, 102	6
BA 331, 332	6	OA 103, 105, 106	6
Econ 121, 122	6	OA 201, 202	6
Humanities	3-6	OA 203	3
Natural Science	3-6		
Social Science	3-6		
Electives	6-15		
Total	<u>60</u>		

Education

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

COURSE INFORMATION

Engineering

Eng 101, 102	6	Phys 211, 212	10
Hist 231, 232	6	ES 101, 102	4
PS 101, 102		ES 111, 112	6
Math 107, 108, 109	9	Electives	5-7
Math 201, 202	8	Total	60
Chem 101, 102	8		

Law

Eng 101, 102	6	Speech 251, 252	6
Hist 231, 232	6	Humanities	3-6
PS 101, 102		Natural Science	3-6
ACC 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	16	Electives	0-8
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 105, 106, 214	12	Electives	7
		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. 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 and Office Administration	
E	Engineering	
F	Electives (no more than 4)	
III.	Major Any of A, B, C, D, and/or E (no course may be used in more than one classification)	20-24
IV.	A total of 60 credits numbered 100-299 required for graduation.	
V.	At least 15 University of Alaska credits.	

The graduation requirements are intended to be flexible enough so that transfer students may fulfill the usual lower division requirements. 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, art, foreign language, general science, and social science. Every effort will be made through counseling to meet the usual university lower division requirements.

COURSE INFORMATION

The College offers an intensive two-year program in office administration leading to an Associate in Business Administration Degree. The inclusion of general college requirements in this course of study makes it possible for students to continue work toward a four-year Bachelors Degree if they so desire.

Requirements for An A.B.A. Degree in Office Administration

1. Complete the following general requirements:

Acc. 115-116, Principles of Accounting	6 credits
BA 111, Introduction to Business	3
Econ 121, Principles of Economics	3
Eng 101/102, Composition and Modes of Literature	6
Math 110, Mathematics of Finance	3
Soc 102, Introduction to Sociology	3
Spk 251, Public Speaking I	3
Hist 231/232, History of the U.S. or PS 101/102, American Government	6

2. Complete the following required courses in Office Administration:

O.A. 101/102, Shorthand (or approved elective)	6 credits
O.A. 105, Intermediate Typewriting	2
O.A. 106, Advanced Typewriting	2
O.A. 201, Intermediate Stenography	3
O.A. 202, Advanced Stenography	3
O.A. 203, Office Machines	3
O.A. 204, Key-punching and Data Processing	3
O.A. 207, Business Etiquette and Psychology	3
O.A. 208, Specialized Secretarial Skills	3
O.A. 231, Business Correspondence and Reports	3

The requirements for the Associate of Business Administration Degree in Office Administration vary somewhat from the general requirements for graduation previously listed, but conform to those of the University of Alaska.

Scholastic Requirements for Graduation

The regulations of the Board of Regents of the University of Alaska provide that the Associate Degree be conferred on any student who satisfactorily completes the courses outlined. With counseling and careful selection a transfer student will be able to select his lower division work so that it satisfies the requirements

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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 15 credits of the required 60 credits must be University of Alaska credits.

The first candidate to receive the Associate in Arts Degree was Mr. Vincent Demarest, who received his Degree in Business Administration on May 24, 1956.

Subject Classification

In general the group designations are those used by the University of Alaska:

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 and are listed alphabetically by department. Prerequisites are listed with the course description. Following the title of each course, the figures in () indicate the number of lecture and laboratory hours the class meets per week, the first figure indicating lecture hours; the second laboratory hours. The number of credits listed is for each semester. In general, the 101/102 sequence covers a year's work with the 101 offered in the fall and the 102 in the spring.

† Indicates these classes are offered as demand warrants.

ACCOUNTING COURSES

Acc. 115/116 Principles of Accounting (2+3) 3 credits

Principles and techniques of accounts and financial statements used 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 to partnerships and corporations.

Acc. 215 Intermediate Accounting (3+0) 3 credits

Accounting theory and current accounting practice as related to the more complex problems of maintaining accounts and preparing and interpreting financial statements. Prerequisite: Acc. 116 or by permission.

Acc. 216 Advanced Accounting† (3+0) 3 credits

Application of accounting theory to advanced problems and to special situations encountered in partnerships and corporation practice. Prerequisite: Acc. 215 or by permission.

Acc. 318 Governmental and Municipal Accounting (3+0) 3 credits

Principles and operation of fund accounting; financial reporting, budget control, and auditing for effective financial administration of governmental, municipal and non-profit institutions. Prerequisite: Acc. 216 or by permission.

DESCRIPTION OF COURSES

Acc. 415 Federal and State Tax Accounting (3+0) 3 credits

Procedures and accounting problems related to income taxes and various other taxes affecting business firms and individuals; preparation of tax returns for individuals, partnerships, corporations and estates. Prerequisite: Acc. 216 or by permission.

ANTHROPOLOGY COURSES

Anth. 101 Introduction to the Study of Man (3+0) 3 credits

Introduction to anthropological and geographical 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.

Anth. 212 Human Origins (3+0) 3 credits

Survey of Old World prehistory from the lower Paleolithic to historical times.

Anth. 302 Physical Anthropology (3+6) 5 credits

Basic physical and constitutional anthropology, designed especially for students preparing for medical school or professional work in anthropology. Prerequisite: Anth. 101, 212 or Biol. 105, 106.

ART COURSES

Art 101/102 Art Fundamentals (2+4) 3 credits

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.

Art 107/108 Water Color† (2+4) 3 credits

A course in painting with water color, casein, and gouache from still life, figure, landscape, imagination, and memory. Prerequisite: Art 101 or by permission.

Art 109/110 Oil Painting (2+4) 3 credits

A course in painting with oil from still life, figure, landscape, imagination and memory. Prerequisite: Art 101 or by permission.

DESCRIPTION OF COURSES

Art 201 Art Appreciation (2+0) 2 credits

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

Art 202 Art Methods (2+0) 2 credits

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

Art. 205/206 Oil Painting (1+3) 2 credits

Advanced course in oil painting. Prerequisite: Art 101 or by permission.

BIOLOGICAL SCIENCE COURSES

Biol. 105 Fundamentals of Biology (3+3) 4 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.

Biol. 106 Fundamentals of Biology (3+3) 4 credits

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

Biol. 132 The Plant Kingdom† (2+3) 3 credits

Classification, morphology and evolution of the plant divisions with a brief discussion of their ecological relationships. Prerequisite: Biol. 105 or by permission.

Biol. 205 Vertebrate Anatomy (1+6) 3 credits

Anatomy of bony fishes, birds and mammals. Laboratory dissections emphasized. Prerequisite: Biol. 105 or by permission.

Biol. 208 Organic Evolution† (2+0) 2 credits

The evidences, mechanisms, and directive forces in organic evolution. Prerequisite: Biol. 105 or by permission.

Biol. 214 Bacteriology† (2+6) 4 credits

General Bacteriology, Micro-organisms, classification, morphol-

DESCRIPTION OF COURSES

ogy. Disease, sources and modes of infection, sterilization. Laboratory includes preparation of culture media, examinations of milk, water, air, and soil. Prerequisite: Chem. 102 or 202 or equivalent, a lab course in Elementary Biology, or by permission.

BUSINESS ADMINISTRATION COURSES

B.A. 111 Introduction to Business (3+0) 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.

B.A. 223 Real Estate (3+0) 3 credits

A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

B.A. 234 Business and Economic Statistics† (3+2) 3 credits

Basic methods of collecting, analyzing, presenting and interpreting economic data; frequency distribution, inference, index numbers, time series, and correlations. Prerequisite: Econ. 121/122 and Math 110 or by permission.

B.A. 242 Marketing (3+0) 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 or by permission.

B.A. 331/332 Business Law (3+0) 3 credits

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

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

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

Acceptable toward an Associate Degree.

DESCRIPTION OF COURSES

B.A. 361 Personnel Management (3+0) 3 credits

Personnel practice in industry and analysis of labor-management problems and administration of recruiting, selecting, training, and compensating employees; labor laws and their applications.

CHEMISTRY COURSES

Chem. 101 General Chemistry† (3+3) 4 credits

102 General Chemistry and Introductory Qualitative Analysis† (3+3) 4 credits

Integrated course in general chemistry and introductory qualitative analysis.

101: general principles, chemistry of the nonmetals.

102: chemistry of metals, and qualitative analysis.

Chem. 201/202 General and Quantitative Chemistry (3+3) 4 credits

201: Classical principles of chemistry, atomic structures and the periodic table, molecular structure, the states of matter. For students in engineering. Prerequisite: Math 102 and high school chemistry or Chem. 104 or Chem. 101 recommended.

202: Continuation of Chem. 201. Chemistry of the principal elements, nuclear chemistry, brief introduction to organic chemistry. Laboratory will be quantitative work. Prerequisite: Chem. 102 or Chem. 201 and Math 102.

ECONOMICS COURSES

Econ. 121 Principles of Economics (3+0) 3 credits

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

Econ. 122 Principles of Economics (3+0) 3 credits

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

DESCRIPTION OF COURSES

EDUCATION COURSES

Ed. 121 Introduction to Education (2+0) 2 credits

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.

Ed. 202 Audio Visual Education (2+1) 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.

Ed. 206 Teaching of Arithmetic (2+0) 2 credits

Present day concepts, methods and materials.

Ed. 301-501 Social Studies (3+0) 3 credits

Methods and materials adaptable to the present-day curriculum in the Social Studies. Open to students of both the elementary and secondary curricula.

Ed. 302-502 Language Arts (3+0) 3 credits

Materials and methods in the teaching of reading, spelling, language, and writing in the elementary grades.

Ed. 304-504 Literature for Children (3+0) 3 credits

Suitable literature, selection of library books, practice in story telling.

Ed. 305 Science for Elementary Teachers† (3+0) 3 credits

Elementary school science with emphasis on subject matter used in grades one to eight.

**Ed. 306-506 Teaching of Science in
Elementary Schools (2+0)** 2 credits

Present day concepts, methods and materials of teaching science.

Ed. 321-521 The Secondary School (3+0) 3 credits

Development of a working concept of the secondary school, its aims, curriculum, organization and practices.

DESCRIPTION OF COURSES

Ed. 402 Method of Teaching (3+0) 3 credits

Principles and methods of teaching, management, routine, daily programs, etc. Must be taken concurrently with Ed. 452. Prerequisite: 96 collegiate credits, 10 credits of which are in education.

Ed. 409-509 The Teaching of Reading (3+0) 3 credits

The importance and nature of reading. Careful attention to the specific steps involved in the teaching of reading—word analysis, comprehension, interpretation, and reading rate. New developments analyzed in reading instruction with specific emphasis on appropriate materials. Problems in organization of the classroom reading program.

Ed. 425-525 Public School Finance† (3+0) 3 credits

Contemporary basis for raising and distributing Federal, State and Local funds for education. Problems of school financing in Alaska. Open only to advanced students in education.

Ed. 427-527 Principles of Individual Counseling (3+0) 3 credits

Examination of counseling techniques and procedures developed and used in education, social work, and on a limited basis, clinical psychology. Study of their applications by the classroom teacher as well as the guidance specialist in assisting students with adjustment problems which fall within a normal range.

Ed 431-531 Curriculum Development (3+0) 3 credits

Basic definition of curriculum. Present need for curriculum improvement. Criteria for selection of broad goals. Types of curriculum frameworks examined. Consideration of the organization of specific learning experiences as part of the curriculum structure.

Ed. 441-541 School Law (2+0) 2 credits

Rights and responsibilities of teachers, and pupils; rulings of the Attorney General; decisions of the courts, regulations of the State Board of Education. Open only to advanced students in education.

Ed. 442-542 Public School Administration (3+0) 3 credits

Fundamentals of public school administration. Relation of Federal, State and local agencies, problems incident to the administration of public school systems in Alaska. Open only to advanced students in education.

DESCRIPTION OF COURSES

Ed. 452 Directed Teaching (0+16)

6 credits

Teaching under supervision in either the elementary or the secondary schools of Anchorage or in a school approved by the Department of Education. The Department reserves the right to limit registration, to determine assignments, to prescribe the number of hours required for performing directed teaching and to cancel the registration of any student doing unsatisfactory work. Prerequisite: 96 collegiate credits, 10 credits of which are in education. A minimum program of 15 hours teaching and one conference a week. Must be taken concurrently with Ed. 402.

Ed. 493 Special Topics-School Math Study Group (3+0) 3 credits

A study of the mathematical concepts which are being introduced in the newer mathematics curriculum, especially as embodied in the School Math Study Group materials.

Ed. 629 Individual Tests of Intelligence (2+0)

2 credits

A study of various individual intelligence tests with emphasis on the revised Stanford-Binet Intelligence Scale and the Wechsler Intelligence Scales. Prerequisite: Permission of the instructor.

Ed. 630 Laboratory Course in Individual Tests of Intelligence (0+6)

2 credits

Designed to provide laboratory experience in the administration of either the Revised Stanford-Binet Intelligence Scale or the Wechsler Intelligence Scales. Prerequisite: Ed. 629 and by permission only.

ENGINEERING MANAGEMENT COURSES

E.M. 603/604 Arctic Engineering (3+0)

3 credits

Arctic Engineering is considered to be the application of engineering, scientific and mathematic fundamentals to the problems of advancing civilization in the Arctic regions. The course content will be in fields of logistics for arctic operations, foundations on ice and frozen ground, thermal aspects of structures and materials, arctic transport and communications, heating and ventilating of arctic installations. Specialists will be used as guest lecturers.

E.M. 605 Advanced Engineering Economy (3+0)

3 credits

Engineering Economy is the science of fiscal decision making. The subjects covered by this course will be graduate level studies

DESCRIPTION OF COURSES

in problems of replacement, economic selections, income tax accounting, engineering evaluation and an introduction to the problems of depreciation.

E.M. 611 Engineering Management (3+0) 3 credits

The first course in Engineering Management will consist of a rapid review of accounting principles; industrial accounting including cost accounting; business organization; business finance. The emphasis is on the use of data in management rather than its generation.

E.M. 612 Engineering Management (3+0) 3 credits

This course aims to develop the ability to seek out needed information, to analyze it, and to make recommendations over a wide range of managerial problems involving fiscal matters. It is a course based upon study of cases involving capital acquisitions, profit maximization, methods improvement, pricing, modification of controls, and other management problems. Prerequisites: E.M. 611 and E.M. 605.

E.M. 613 Engineering Management (3+0) 3 credits

This course consists of study of the human element involved in management. It includes subject matter often covered in courses on labor relations, human relations, personnel administration, industrial psychology, employee relations, and labor economics from the viewpoint of the needs of a manager rather than from the viewpoint of one who desires to become an expert in one of these specialties.

C.E. 620 Civil Engineering Construction (3+0) 3 credits

Construction equipment and methods, construction management and accounting, construction estimates and costs. Prerequisite: E.S. 450 or equivalent and graduate standing.

C.E. 653 Thesis or Project credits arranged

Individual study or research for students of special aptitude.

ENGINEERING SCIENCE COURSES

E.S. 101 Graphics (0+6) 2 credits

Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Graphs, charts and diagrams.

DESCRIPTION OF COURSES

E.S. 102 Graphics (0+6) 2 credits

Descriptive geometry; graphic solution of 3 dimensional problems.

E.S. 111 Engineering Science (2+3) 3 credits

Engineering problem solving with emphasis on trigonometry and the statics and dynamics of engineering systems. Prerequisite: concurrent registration in Math.

E.S. 112 Engineering Science (2+3) 3 credits

Engineering problem solving with emphasis on heat, sound, electricity, and geometric optics.

E.S. 207 Measurement (1+6) 3 credits

Theory of measurement, precision, dispersion, distribution of error; with practice problems taken from all fields of engineering. Prerequisite: E.S. 112.

E.S. 208 Mechanics (3+3) 4 credits

Review of statics and dynamics of engineering systems. Moments and products of inertia, laws of motion, rotational dynamics, momentum, energy, work, power, and impulse. Vibrating systems. Prerequisite: E.S. 112, Math. 102.

E.S. 331 Mechanics of Materials (2+3) 3 credits

Analysis of stresses and deformation of elastic and plastic materials. Two dimensional stress distribution. Homogeneous and heterogenous systems. Determinate and indeterminate systems. Prerequisite: E.S. 208, Math. 201.

ENGLISH COURSES

Eng. A Elementary English (3+0) 3 H.S. credits

Designed for students inadequately prepared for Eng. 101. Intensive practice in written and oral comprehension and expression. Frequent writing assignments.

Eng. 101/102 Composition and Modes of Literature (3+0) 3 credits

Orderly thought and its clear expression, stressing variety in both. Introduction to expository and creative literature, training

DESCRIPTION OF COURSES

the student to perceptively read essays, short stories, poems, plays, and novels. Weekly writing assignments requiring the student to comment critically on works of literature and to demonstrate his ability to carry out and document research.

Eng. 221/222 Survey of English Literature (3+0) 3 credits

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

Eng. 231/232 Survey of American Literature (3+0) 3 credits

Literature in the United States from the beginning to the present time: development of a nationalistic literature expressive of our national life in different periods; examination of those literary forms, both derivative and native, which figure in this literature. Prerequisite: Eng. 102 or by permission.

Eng. 246 Greek and Roman Mythology (3+0) 3 credits

Myths of Greece and Rome; their contribution to literature and art. Prerequisite: Eng. 102 or by permission.

Eng. 275 Introduction to Prose and Poetry† (3+0) 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 permission.

Eng. 313 Advanced Exposition† (2+½) 3 credits

Clarity and vigor in the written communication of facts and ideas. Basic principles of direct styles, and analysis of exposition into its different subject matters and aims. Students write for individual weekly conferences, usually on topics in their major and technical fields. Designed to be a complete course in advanced writing. Prerequisite: Eng. 102.

Eng. 314 Scholarly and Technical Writing (2+½) 3 credits

Advanced style, including paragraphing and prose rhythm and cadence. Varied styles of abstract exposition, including political, historical, critical, and scientific writing. Technical writing, including the aims and format of a technical report. Students write long papers for individual weekly conferences; those in technical courses write technical reports. Prerequisite: Eng. 313 or by arrangement.

DESCRIPTION OF COURSES

Eng. 342 Contemporary Drama (3+0) 3 credits

European, British, Irish, and American drama from the time of Ibsen to the present. Prerequisite: Eng. 222, or Eng. 102 with grade A or B.

FRENCH COURSES

Fren. 101/102 Elmenetary French (5+0) 5 credits

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

Fren. 201/202 Intermediate French (3+0) 3 credits

Intended to give the students an accurate and fluent reading knowledge of French. Classes conducted in French. Prerequisite: French 102 or by permission.

GEOGRAPHY COURSES

Geog. 101 Introductory Geography (3+0) 3 credits

World regions; an analysis of environment.

Geog. 201 Elements of Physical Geography (3+0) 3 credits

Description of physical environment and introduction to techniques of geographic analysis. Prerequisite: Geog. 101 or by permission.

Geog. 302 Geography of Alaska (3+0) 3 credits

Regional geography of Alaska. Prerequisite: Geog. 101.

GEOLOGY COURSES

Geol. 101 Elements of Geology (3+0) 3 credits

A non-laboratory introductory combined course in physical and historical geology; a study of the earth, its origin, the processes that affect it, the sequence of events in its evolution, and the succession of life on it. An introduction to the appreciation of the modern landscape. Not acceptable toward a degree in geology or fulfilling a laboratory science requirement.

DESCRIPTION OF COURSES

Geol. 201 General Geology (3+3) 4 credits

Introduction to physical geology; a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and the recognition of common rocks and minerals.

Geol. 202 Historical Geology (3+3) 4 credits

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

Geol. 211 Mineralogy† (2+6) 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 or Chem. 102 or by permission.

GERMAN COURSES

Ger. 101/102 Elementary German (5+0) 5 credits

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

Ger. 201/202 Intermediate German (3+0) 3 credits

Intended to give students an accurate and fluent reading knowledge of German and a review of grammar. Prerequisite: Ger. 102 or by permission.

HISTORY COURSES

Hist. 117 Formation of European Civilization (3+0) 3 credits

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

DESCRIPTION OF COURSES

Hist. 118 Development of Modern Europe (3+0) 3 credits

Political, social, economic, and cultural history of Europe from 1500 to the present. Evaluation of nationalism, democracy, their interrelationship with the Industrial Revolution. Prerequisite: Hist. 117 or by permission.

Hist. 221/222 English History† (3+0) 3 credits

221: Pre-Roman England to the end of the Puritan Revolution, emphasizing constitutional developments.

222: From the Restoration of 1660 to the present, emphasizing social and economic developments.

Hist. 225 Ancient History (3+0) 3 credits

Political, social, economic and cultural development of the ancient Near East, Greece and Rome.

Hist. 231/232 History of the United States (3+0) 3 credits

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.

Hist. 254 History of Canada† (3+0) 3 credits

The French foundation to the establishment of dominion status, relations with the United States and British Commonwealth of Nations.

Hist. 261 Russian History (3+0) 3 credits

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

Hist. 341 History of Alaska (3+0) 3 credits

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

Hist. 344 The Soviet Union (3+0) 3 credits

The origin and development of the Soviet Union from the Revolution of 1917 to the present day. Prerequisite: Hist. 118 or Hist. 261 or by permission.

Hist. 363 The Far East in Modern Times (3+0) 3 credits

Nations of eastern Asia; their relations with the West since

DESCRIPTION OF COURSES

the early nineteenth century. Prerequisite: Admission by arrangement.

HOME ECONOMICS COURSES

H.E. 113 Clothing Construction and Selection (1+6) 3 credits

Fundamental sewing processes in actual construction of garments using modern method of sewing techniques. Clothing selection and wardrobe study and the psychological and social significance.

H.E. 236 Marriage and Family Life (3+0) 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.

JOURNALISM COURSES

Jour. 201 Introduction to Journalism (2+1) 3 credits

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 by permission.

Jour. 202 Advanced News Writing (2+1) 3 credits

Study and writing of involved news stories; emphasis on the feature. Prerequisite: Jour. 201 or by permission.

Jour. 203 Photography† (1+3) 2 credits

Picture-taking techniques and darkroom procedures; emphasis on the camera in the modern press.

Jour. 301/302 Creative Writing (3+0) 3 credits

Designed to give the student individual attention in his writing problems and to illustrate the various types of composition. Emphasis on the short story. Prerequisite: Eng. 102 or by permission.

Jour. 311 Magazine Article Writing (3+0) 3 credits

Study and practice in writing articles suitable for publication

DESCRIPTION OF COURSES

in national media. Students repeating the course limited to a total of six credits. Admission by permission.

MATHEMATICS COURSES

Math. A-5 Review of Algebra (3+0) 3 H.S. credits

Required of those insufficiently prepared in Mathematics. May be used to remove high school deficiency.

Math. 101/102 Introduction to Analysis (4+0) *Math 105* 4 credits

Sequences, series, limits, derivatives, integrals, determinants and matrices, plane and solid analytic geometry. Prerequisite: High school trigonometry or Math. 108.

Math. 105 Statistical Techniques† (3+0) 3 credits

For students who need only a few basic techniques. Examples from business, education, social science, etc. Not applicable to science engineering or mathematics majors.

Math 107 College Algebra (3+0) 3 credits

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching probability, and applications.

Math. 108 Trigonometry (3+0) 3 credits

Plane trigonometry with emphasis on the analytical and periodic properties of the trigonometric functions.

Math. 109 Analytic Geometry (3+0) 3 credits

Rectangular coordinate system, the straight line, conic sections, transcendental curves, polar coordinates, parametric equations, and solid analytic geometry. Prerequisite: High School trigonometry or Math. 108.

Math. 110 Mathematics of Finance (3+0) 3 credits

Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation and capitalization. Prerequisite: Math. A-5 or by permission.

Math. 111 Beginning Calculus (3+0) 3 credits

Sequences, limits, differentiation and applications, integration

DESCRIPTION OF COURSES

and applications, differentiation of algebraic and transcendental functions.

Math. 201/202 Intermediate Calculus (4+0) 4 credits

Further techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. Prerequisites: for Math 201, Math. 111; for Math. 202, Math. 201.

Math. 204 Elementary Statistics† (3+0) 3 credits

Frequency distributions; computations of sample mean, standard deviation, percentiles. Elementary probability; theoretical distributions; correlations; curve fitting. Prerequisite: one year college mathematics or by permission.

Math. 302 Differential Equations (3+0) 3 credits

Differential equations designed for students in science and technical courses. Prerequisite: Math. 202.

Math. 303 Introduction to Modern Algebra (3+0) 3 credits

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

Math. 304 Numerical Analysis (3+0) 3 credits

Finite differences, numerical solutions of differential equations, relaxation methods, interpolation, equations and matrices. Prerequisite: Math. 302 or by permission.

MUSIC COURSES

Music 101/102 Community Chorus (0+2) 1 credit

201/202 1 credit

301/302 1 credit

401/402 1 credit

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

DESCRIPTION OF COURSES

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 103/104	Community Orchestra (0+2)	1 credit
203/204		1 credit
303/304		1 credit
403/404		1 credit

Admission by audition.

Music 107/108	Instrumental Ensemble† (0+3)	1 credit
207/208		1 credit
307/308		1 credit
407/408		1 credit

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 111/112	Vocal Ensemble (0+3)	1 credit
211/212		1 credit
311/312		1 credit
411/412		1 credit

Admission by audition.

Music 129	Music Fundamentals (0+1)	1 credit
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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.

Music 141/142	Beginning Theory (1+2)	2 credits
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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.

Music 145/146	Music History and Appreciation (2+0)	2 credits
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This is a two semester course covering a study in brief of music history, commencing with the ancient Jewish and Greek influences

DESCRIPTION OF COURSES

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.

OFFICE ADMINISTRATION COURSES

O.A. 101/102 Shorthand (2+2) 3 credits

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

O.A. 103 Elementary Typewriting (2+2) 2 credits

Beginning typewriting. Emphasis on basic typewriting skills, techniques of copy work and introduction to letter writing and simple tabulations. For students who have had no previous typewriting.

O.A. 105 Intermediate Typewriting (2+2) 2 credits

Speed development and application of typewriting skill to special letter problems, tabulations and office problems. For students who have had one year of high school typewriting or O.A. 103.

O.A. 106 Advanced Typewriting (2+2) 2 credits

Letter writing with special problems, reports, business forms, statistical tabulations and legal documents with emphasis on speed and meeting office standards. For students who have had O.A. 105 or equivalent and who have attained a minimum of 40 words per minute.

O.A. 201 Intermediate Stenography (2+2) 3 credits

202 Advanced Stenography 3 credits

High speed shorthand dictation and transcription. Emphasis on theory, vocabulary, office standards. Prerequisite: O.A. 102 and O.A. 106 or equivalent.

O.A. 203 Office Machines (1+2) 3 credits

Basic operation of calculating, adding, duplicating, and dicta-

DESCRIPTION OF COURSES

tion machines and other equipment in general business use. Prerequisite: O.A. 105 or equivalent.

O.A. 204 Key-punching and Data Processing (3+0) 3 credits

Training and practice in the fundamentals of key punching. Survey of the basic machines used in data processing and their functions as applied to business operations. Prerequisite: O.A. 106.

O.A. 207 Business Etiquette and Psychology (3+0) 3 credits

Business etiquette as applied in and out of the organization. Receptionist training in meeting customers, visitors, employees, etc. Techniques in the use of the telephone. Understanding of human relations, morale, tension and health. The development of personal leadership and cooperation. The course is designed to show office personnel proper techniques for efficient performance of their duties.

O.A. 208 Specialized Secretarial Skills (3+0) 3 credits

Training in the principles and operation of various duplicators and the fundamentals of mimeographing. The principles, practices and rules of filing as used in various systems. Training and practice in the operation of transcribing machines and the use of executive typewriters. Prerequisite: O.A. 106 and O.A. 231.

O.A. 231 Business Correspondence and Reports (3+0) 3 credits

Fundamentals of business writing; emphasis on clarity, accuracy, and effectiveness in the writing of business letters and reports. Prerequisite: Eng. 102, O.A. 105 or equivalent.

O.A. 302 Secretarial Training (3+0) 3 credits

Business office systems, procedures, and organization; professional secretarial standards and practices. Prerequisite: O.A. 106 or equivalent or by permission.

O.A. 304 Office Management (3+0) 3 credits

The office as a business producing unit; organization and control; selection of equipment; flow of work; layout and working conditions; work simplification.

PHILOSOPHY COURSES

Phil. 201/202 Introduction to Philosophy (3+0) 3 credits

An introduction to the methods and problems of philosophy

DESCRIPTION OF COURSES

with a discussion of significant philosophers. Prerequisite: Eng. 102 or by permission.

Phil. 204 Introduction to Logic† (3+0) 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.

PHYSICAL EDUCATION COURSES

P.E. 101/102 First Year Physical Education for Women (0+3) 1 credit

A variety of activities designed to improve the physical condition, coordination and skills of the individual.

P.E. 105/106 First Year Physical Education for Men (0+3) 1 credit

Activities for the acquisition of physical skills and leisure-time activities.

PHYSICS COURSES

Phys. 103/104 College Physics (4+3) 4 credits

Classical physics and an introduction to modern physics. Primarily for majors in the liberal arts, biological sciences, and education. Prerequisite: High School mathematics. Not open to Engineers.

Phys. 211/212 Engineering Physics (3+6) 5 credits

Classical physics with an introduction to modern physics. Basic physics course for students in engineering, chemistry, and physics. Prerequisite: Concurrent registration in Math 201 or 202. See Engineering Science 111/112.

POLITICAL SCIENCE COURSES

P.S. 101/102 American Government (3+0) 3 credits

101: principles and practices of constitutional democracy; American national government. Federalism, separation of powers,

DESCRIPTION OF COURSES

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.

P.S. 201 Governments of Foreign Powers (3+0) 3 credits

Comparative study of government and politics of major world powers.

P.S. 211 State and Local Government (3+0) 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, public services, and problems of growing communities. Prerequisite: P.S. 102 or by permission.

P.S. 221 American Political Parties (3+0) 3 credits

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

P.S. 302 The Soviet Union (3+0) 3 credits

Analysis of the Soviet political system in relation to its theoretical and historical bases and its socio-economic setting. Topics included are: the role of the Party, the nature of governmental institutions and mass organizations, economic structure and policy, and selected problems of domestic and foreign policy. Prerequisite: P.S. 201.

PSYCHOLOGY COURSES

Psych. 201 General Psychology (3+0) 3 credits

Fundamentals of general psychology and human behavior.

Psych. 202 Psychology of Adjustment (3+0) 3 credits

Application of psychological principles to the problems of every day life. Prerequisite: Psych. 201 or by permission.

Psych. 301 Child Development (2+3) 3 credits

Child growth and developmental patterns from birth to adolescence. Prerequisite: Psy. 201.

DESCRIPTION OF COURSES

Psych. 302 Psychology of Adolescence (3+0) 3 credits

Growth and developmental patterns during the adolescent years. Prerequisite: Psych. 201 or permission.

Psych. 304 Abnormal Psychology (3+0) 3 credits

Abnormalities of human behavior. Prerequisite: Psych. 201, 202 or by permission.

Psych. 332 Tests and Measurements (3+0) 3 credits

Theory and practice of educational and psychological measurement to make effective use of available tests and scales and aid in the construction of new type examinations. Practice in test construction.

RUSSIAN COURSES

Russ. 101/102 Elementary Russian (5+0) 5 credits

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

Russ. 201/202 Intermediate Russian (3+0) 3 credits

Accuracy and fluency in the reading of Russian classics, review of grammar. Prerequisite: Russ. 102 or by permission.

SOCIOLOGY COURSES

Soc. 102 Introduction to Sociology (3+0) 3 credits

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

Soc. 106 Social Welfare† (3+0) 3 credits

Social welfare functions. Development of modern social welfare and the distinctive features of the profession.

Soc. 201 Social Problems (3+0) 3 credits

Problems of contemporary society. An analysis of factors giving rise to these problems. Prerequisite: Soc. 102 or by permission.

DESCRIPTION OF COURSES

SPANISH COURSES

Span. 101/102 Elementary Spanish (5+0) 5 credits

For those who have had no previous experience with this language. Drill in 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.

Spanish. 201/202 Intermediate Spanish (3+0) 3 credits

Intended to give the student an accurate and fluent reading knowledge of Spanish. Classes conducted in Spanish. Prerequisite: Span. 101/102 or by permission.

Span. 321/322 Studies in Spanish Literature (3+0) 3 credits

Choice of authors, genres, or periods of Spanish literature for intensive study. Prerequisite: Spanish 202 or equivalent.

SPEECH COURSES

Sp. 207/208 Fundamentals of Acting† (1+3) 3 credits

An introduction to the fundamentals of acting based upon the principles of the Stanislavsky method; exercises, demonstrations, and live presentation.

Sp. 251—Public Speaking (1+3) 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 permission.

Sp. 252 Public Speaking (1+3) 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 or by permission.

DESCRIPTION OF COURSES

Sp. 301 Introduction to the Theater (1+4) 3 credits

Basic principles of acting developed through pantomime, improvisation, and sense-memory. The Stanislavsky Method as applied to arena theater production. Participation as an actor or technician in one Drama Workshop production required.

Sp. 302 Theater Production (1+4) 3 credits

Techniques in acting and directing small scenes for laboratory production. Principles of makeup, lighting, and production. Participation as an actor or technician in one Drama Workshop production required. Course may be repeated for a maximum of six credits. Prerequisite: Sp. 301 or by arrangement.

WILDLIFE MANAGEMENT COURSES

W.M. 102 Conservation of Natural Resources (2+0) 2 credits

Conservation of renewable and non-renewable natural resources emphasizing the United States situation.

W.M. 103/104 Introduction to Forestry† (2+0) 2 credits

As a general introduction to the field of forestry, the course deals with the definition of the forestry profession and its basic subject matter: the functions and characteristics of forests, their uses, distribution, importance, and conservation. Brief outlines of the forest sciences are offered in forest measurements, surveying and mapping, dendrology, silviculture, logging, forest fire control, forest pathology and entomology, timber management, forest economics, forest policy, etc.

DESCRIPTION OF COURSES

NON-DEGREE COURSES

On behalf of the Anchorage Independent School District and as an integral part of the Anchorage Community College, the following non-degree courses and programs are offered. Certificates of satisfactory completion of a course and diplomas of graduation from programs may be issued. Tuition charges for each course or program offered appear on the semester schedule. In general, these charges will approximate 50-75c per clock hour of instruction.

Many of these offerings are under the direct approval, support, and supervision of the State Department of Education, Office of Vocational Education.

Voc. 21 Bookkeeping

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.

Voc. 23 Advanced Bookkeeping†

Study of special journals, special ledgers, voucher system, perpetual inventories, and comparative statements. Prerequisite: Voc. 21 or one year of recent high school bookkeeping.

Voc. 25 Professional Engineer Refresher

The purpose of this course is to enable engineers to pass the State Engineer-in-Training (Fundamental) Examination. Will cover thermodynamics, physics, chemistry, mathematics (calculus), electricity, statics, dynamics, strength of materials, kinematics, and hydraulics. 8-10 hours work on assignments weekly.

Voc. 27 Refresher Course in Surveying

Designed to prepare qualified personnel for the State Surveying Examination covering problems and procedures in the surveying field.

Voc. 32a Charter Life Underwriters

A course designed to prepare the student for Part I of the Charter Life Underwriters examination.

DESCRIPTION OF COURSES

Voc. 32b Charter Life Underwriters

A course designed to prepare the student for Part II of the Charter Life Underwriters examination.

Voc. 34 Clothing Construction (Modern Method)

Classes are designed to teach specific sewing techniques in regular progression with each new technique demonstrated by the instructor. 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:

- 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 Advance 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

DESCRIPTION OF COURSES

techniques requisite to designing and constructing their own clothing.

Voc. 42-49 Practical Nursing Program

Classes enter once a year in September. This program is 12 months in length on a full time basis. Classes are held in the day-time; these will be related to the students' closely supervised clinical practice in local hospitals. An average day includes five hours of practice and two hours of class.

The courses listed below are included in this 12 months of practical nursing education:

Theory Courses:

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

Practice Courses:

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

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

This course is accredited by the Alaska Board of Nursing and graduates are eligible to take the state examination in practical nursing. Successful candidates are privileged to practice as practical nurses within Alaska. Interstate licensure may usually be accomplished if the graduate wishes.

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

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

DESCRIPTION OF COURSES

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

Voc. 50a Private Pilot Ground School

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 condition, 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.

Voc. 50b Commercial Pilot Ground School†

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.

Voc. 50c Instrument Rating Ground School†

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

Voc. 50d Air Transport Rating Ground School

A course designed to prepare students for the FAA written examination.

Voc. 50f Aerial and Marine Celestial Navigation

Instruction will include the use of the sextant, position location, star and planet identification, and special short methods of navi-

DESCRIPTION OF COURSES

gation. Some other areas to be covered and their relationship to navigation are:

- a. Basic concept of time.
- b. The celestial sphere.
- c. Basic dead reckoning navigation.
- d. Development of the hour angle.
- e. The moon latitude "shot."

Voc. 51 Electronics Technician

The objective of this program is to qualify students for a first-class radioman's license as issued by the Federal Communications Commission. In addition, it is expected that those graduated will be sought-after employees by Alaskan industries. The Anchorage Community College will issue a Certificate of Completion and a letter of recommendation to each student successfully completing this Electronics Technician program. Also to give the youth of Alaska an opportunity to receive true vocational education in their chosen field (immediately upon graduation from Alaska's high schools) in the belief that interested talent should be given this opportunity to learn saleable skills.

The complete course will consist of 1,500 hours broken down in the following manner:

- 500 hours spent in the classroom
- 1,000 hours spent in the laboratory.

Will include the following courses:

- ER 114—Technical Mathematics I (Algebra & Trig.)
- ER 115—Direct Current Circuits & Machines
- G 111—Shop Processes
- G 161—Technical Report Writing
- ER 164—Technical Mathematics II (Analytical Geo. & Calculus)
- ER 185—Time Varying Circuits
- R 212—Circuits Tracing
- R 165—Basic Electronics
- R 215—Special Electronic Circuit Design & Analysis
- R 225—Transmitter Theory and Operation
- R 265—Ultra-High Frequencies & Microwaves
- R 275—Television Circuits.

Contact the Anchorage Community College for further information.

Voc. 51a Electronics Fundamentals

A course designed to teach students the basic concepts of AC

DESCRIPTION OF COURSES

and DC circuit analysis, vacuum tube fundamentals, and preparation for the FCC second class radioman's license.

Voc. 51b Advanced Electronics

A continuation of Voc. 51a with the emphasis placed on advanced electronic circuit analysis, semi-conductors, communications, radar, and microwave. Also includes preparation for the FCC first class radioman's license.

Voc. 51c Radio and Television Repair

A course designed to equip the student with the basic skills necessary for this field of employment.

The emphasis is placed on analysis and trouble shooting. The majority of the time in this course is spent in the laboratory working on actual malfunctioning equipment. Prerequisite: Voc. 51a, 51b, or equivalent.

Voc. 52 Slide Rule & Mathematics for the Building Trades

A dual objective course designed to teach the fundamental mathematical operations on the slide rule.

The slide rule will be used for computing results to problems assigned to the students.

Persons working in the Anchorage area crafts should be particularly interested in this course since the course covers fractions, decimal equivalents, percentages, vocational finance, surface measurements, volume, mechanics, electricity, machines, and efficiency.

Voc. 55 IBM Key Punch

Basic card system, card design, operation of keypunch, preparation of cards.

Voc. 57 Tabulating Systems Operators

Basic principles of IBM machines, (082 sorter, 085 collator, 514 reproducing punch, 548 interpreter, 402 tab), including board wiring and concepts of operations.

Voc. 62a Blueprint Reading

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

DESCRIPTION OF COURSES

Voc. 62b Advanced Blueprint Reading

A course designed for the specific study in the four basic areas of blueprint reading; the architectural, mechanical, structural, and electrical blueprints.

The majority of the time in this program will be spent on specific detail problems encompassed within the above listed areas.

Voc. 63a Basic Mechanical Drawing

A first course in drawing stressing the use of equipment, different types of drawings, sketching, and duplications.

Voc. 63b Advanced Mechanical Drawing

Advanced problems involving projections, revolutions, sections, details and layouts. Prerequisite: Voc. 63a or equivalent.

Voc. 68 Residential Planning

A course designed for those persons planning to purchase a home, improve a home, have a home built, or to build it themselves.

Topics to be covered include: the site, excavating, financing, economic construction, room placement, lighting, insulation, sound factors, and traffic considerations.

Voc. 70 Automotive Engineering

The automotive engineering department of the Anchorage Community College is designed to develop saleable skills for those desiring employment in the automotive repair field. The entire four course program, if successfully completed, should allow the student to secure entrance positions with local automotive shops or to operate an independent automotive repair garage.

Voc. 70a Engine Overhaul

Voc. 70b Engine Tune-up

Voc. 70c Body and Fender Repair (including finishing)

Voc. 70d Automatic Transmission Overhaul

Voc. 71 Welding

The majority of the time in this course will be spent in electric arc welding; however, oxygen and acetylene welding and heliarc welding are also part of this course.

In all three the proper use of equipment is stressed along with the proper techniques needed for certified welding proficiency using the equipment on different forms of metals, alloys, and shapes.

DESCRIPTION OF COURSES

Voc. 75 Aircraft and Engine Maintenance

Maintenance of personal aircraft—basic problems. Students given opportunity to become proficient in the procedures outlined in Manual 18 of the FAA.

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 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 trade.

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

Voc. 86 Photography

A study of the basic principles of photography. The course will include laboratory and classroom demonstrations. Portraiture, flash, and composition; general photography such as landscapes, scenery, people, and animals. Special projects of general class interest.

Voc. 86b Color Photography

An advanced course in photography for those especially interested in color work. A study of how to take the picture, processing of the film, and the printing of the photograph.

DESCRIPTION OF COURSES

INTEREST COURSES

Recognizing the many educational desires of the community, Interest courses are designed for the students personal enrichment and do not necessarily lead to vocational advancement or satisfy prerequisites for advanced academic courses.

Int. 10c Ballroom Dance

Basic techniques and steps of modern ballroom dance. Basically a class for beginners.

Int. 10d Advanced Ballroom Dance

Advanced techniques and steps of modern ballroom dance—experienced dancers.

Int. 14 Interior Decorating

A basic course in the principles of interior decorating with the emphasis placed upon color schemes, textures, room arrangement, lighting techniques, and esthetic improvement.

Int. 16a Recreational Physical Education

Course for adults desiring to keep physically fit by the use of leisure time sports. The course makes available to the student basketball, volleyball, handball, gymnastics, and weight lifting, and also includes physical fitness counseling by a certified instructor.

Int. 17 English for Foreign Born

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

Int. 18 Citizenship for Naturalization

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 consecutively except by students born in English speaking countries who do not need Int. 17. Twelve weeks in length.

DESCRIPTION OF COURSES

Int. 19 Theatre Workshop

Techniques of acting and directing small scenes. Principles of production, makeup, lighting, and stage craft.

Int. 20 Financial Problems in Business Management†

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.

Int. 21 Stockmarket and Other Investments

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.

Int. 25 Speed Reading

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 HIGH comprehension—superior students will be expected to do better. Recommended for all serious college and college-bound students.

Int. 26 Practical Politics

This class will cover the following items: The Individual in Politics, Political Party Organization, The Political Precinct, The Political Campaign, Political Clubs, The Political Leader's Problems, Political Meetings, Businessmen in Politics, and the Politician Speaks.

Int. 27 Administrative Management

A course designed to acquaint the student with the practices of management operation and of a small business, under the joint auspices of the Small Business Administration and the Anchorage Chamber of Commerce.

Int. 45 Vocal Ensemble

Same as academic course Music 112. Carries no college credit.

DESCRIPTION OF COURSES

Int. 49 General Mathematics

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.

Int. 53 Mathematics A-5-2

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.

Int. 60 Alaskan Gardening†

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.

Int. 66 Introduction to Alaska†

A course designed to acquaint those interested in the many and varied facets of Alaska including its people, climate, geography, economics, natural resources, and folklore.

Taught by a panel of old-time Alaskans specialized in the various areas.

An absolute must for the newcomer to Alaska.

FACULTY

(1963-1964)

FULL TIME

- ANDERSON, Effie I. Practical Nursing
University of Washington, '49, B.S.;
University of Colorado, '59, M.S.
- APPEL, Darlene Office Administration
Mankato State College, '56, B.S.
- BRISCO, Roscoe Mathematics
Houston University, '49, B.S.; '50, M.S.
- CLUTTS, Joan B. Education
Colorado College, '51, B.A.;
University of Missouri, '58, M.Ed.
- COMBS, Alex Art
Temple University, '49, B.F.A.; '50, B.S.; '52, M.F.A.
- DAHM, Joan M. Practical Nursing
St. Ambrose College, '58, B.S.
- GAINES, Richard English, Speech
Texas Christian University, '26, B.A.;
University of Southern California, '59, M.A.
- HARRISON, Hollis P. Program Counselor, Military Students
Bob Jones University, '51, B.S.;
University of Alaska, '62, M.A.
- KEIM, Dorcas I. Practical Nursing
University of Washington, '51, B.S.
- McDONALD, Beatrice G. Office Administration
State Teachers College, Salem, Mass., '33, B.E.Ed.;
Boston University, '54, M.Ed.
- MANNING, John H. Engineering Management
Northeastern University, '39, B.S.;
University of Alaska, '62, M.S.
- STRASH, Victor History, Russian
University of Washington, '36, M.A.
- VOTH, Elvera Music
Bethel College, '46, B.A.;
Northwestern University, '48, M.M.Ed.

PART TIME

ARNDT, Richard	English
University of Wisconsin, '53, B.S.Ed.;	
Marquette University, '62, M.Ed.	
ASHCRAFT, Charles	Bookkeeping
Phillips University, '58, B.S.	
BANKS, William J.	Electronics
BEIRNE, O. Thomas	Public Relations
Kings College, '51, A.B.;	
Colgate University, '62, M.A.	
University of Buffalo, Syracuse University	
BOWKETT, Norma	Speed Reading
San Francisco State College, '52, B.S.	
BURT, Ray	Data Processing
Fresno State College	
BUSS, Anna M.	French
University of Minnesota, '27, B.A.; '28, M.A.	
CARLSON, Albin	Blueprint Reading
State Teachers College, Bemidji, Minn., '47, B.S.	
CARLSON, Dorius	Automotive Engineering
Utah State Agricultural College, '54, B.S.	
DARBY, Theodore	Psychology
St. Cloud State, '49, B.S.;	
Indiana State, '49, M.S.	
DAVIS, Nancy	Anthropology
University of Chicago	
DEANE, Walter	Sociology
Hofstra College, '57, B.S.Ed.; '59, M.A.	
DEKREON, Joseph	Residential Planning
United States Merchant Marine Academy, '44, B.S.	
EGGERT, P. Jean	English
Eastern Michigan College, '51, B.S.;	
University of Southern California, '53, M.S.	
FLORCKE, Bernard	Ground School
Colorado School of Mines;	
University of Alaska	
GIERSDORF, Joe	Welding
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.
- HART, John Social Studies
 Ursinus College, '49, B.Ed.;
 Temple University, '59, M.Ed.
- HARTLIEB, Gordon Business Law
 Kent State University, '50, B.A.;
 Ohio State University, '53, LL.B.
- HENDERSON, Margaret Citizenship, English
 Baylor University, '36, B.A.;
 Texas Woman's College, '51, M.Ed.
- JOSEPHSON, Joe Political Science
 University of Chicago, '53, B.A.;
 Catholic University of America, '60, LL.B.
- KURTZ, Lloyd Economics
 Princeton, A.B.;
 Stanford University, '59, LL.B.
- MASON, Isabel Accounting
 '47, CPA
- NELSON, Donald Aircraft Maintenance
- NIELSON, Burl E. Mathematics
 Nebraska State College, '48, B.S.
 University of Wyoming, '52, M.A.
- PARKER, Allen Psychology
 Oregon State University, '43, B.S.
 University of Portland, '51, M.S.; '53, Ph.D.
- PARKINS, Rose Clothing
 North Dakota Agricultural College, '39, B.S.
- REHDER, Dennis M. Mechanical Drawing
 Concordia College, '50, B.A.
 Colorado State College, '59, M.A.
- REISINGER, David Photography
- SCHMIDT, Ruth A.M. Geology
 New York University, '36, A.B.;
 Columbia University, '39, M.A.; '48, Ph.D.
- SCHROYER, Louie English
 Northern State Teachers College, '41, B.S.Ed.;
 Colorado State College, '53, M.A.
- SEWELL, Charles Sheetmetal

- SHERWOOD, Clyde M. Accounting
University of Washington, '49, B.A.; '50, CPA
- STELIOES, George Physical Education
Butler University, '52, A.B.;
University of Wyoming, '61, M.Ed.
- STEVAHN, Gottfried German
University of North Dakota, '50, B.S.
- TULIN, Charles Real Estate
University of Washington, '51, B.S.; '54, LL.B.
- WAGNER, Donald Plumbing
- WALKER, Willie J. Plumbing
Southwestern College, '51, B.A.
- WANDELL, Jack Drama
- WOOLDRIDGE, Mary Lou IBM Key Punch
- WELCH, William Accounting, Office Machines
University of Washington, '48, B.A.; '50, CPA; '54, M.B.A.
- WILLIAMSON, Francis Biology
San Diego State College, '50, B.S.
University of California, '55, M.A.
- WILSON, Rebecca Spanish
Marian College, '47, B.A.
Highland University, '59, M.A.
- WINEY, Carol Clothing
Iowa State College, '52, B.S.
- ZIDICK, Clement Chemistry
Wisconsin State College, '58, B.S.
University of Alaska, '62, M.S.

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