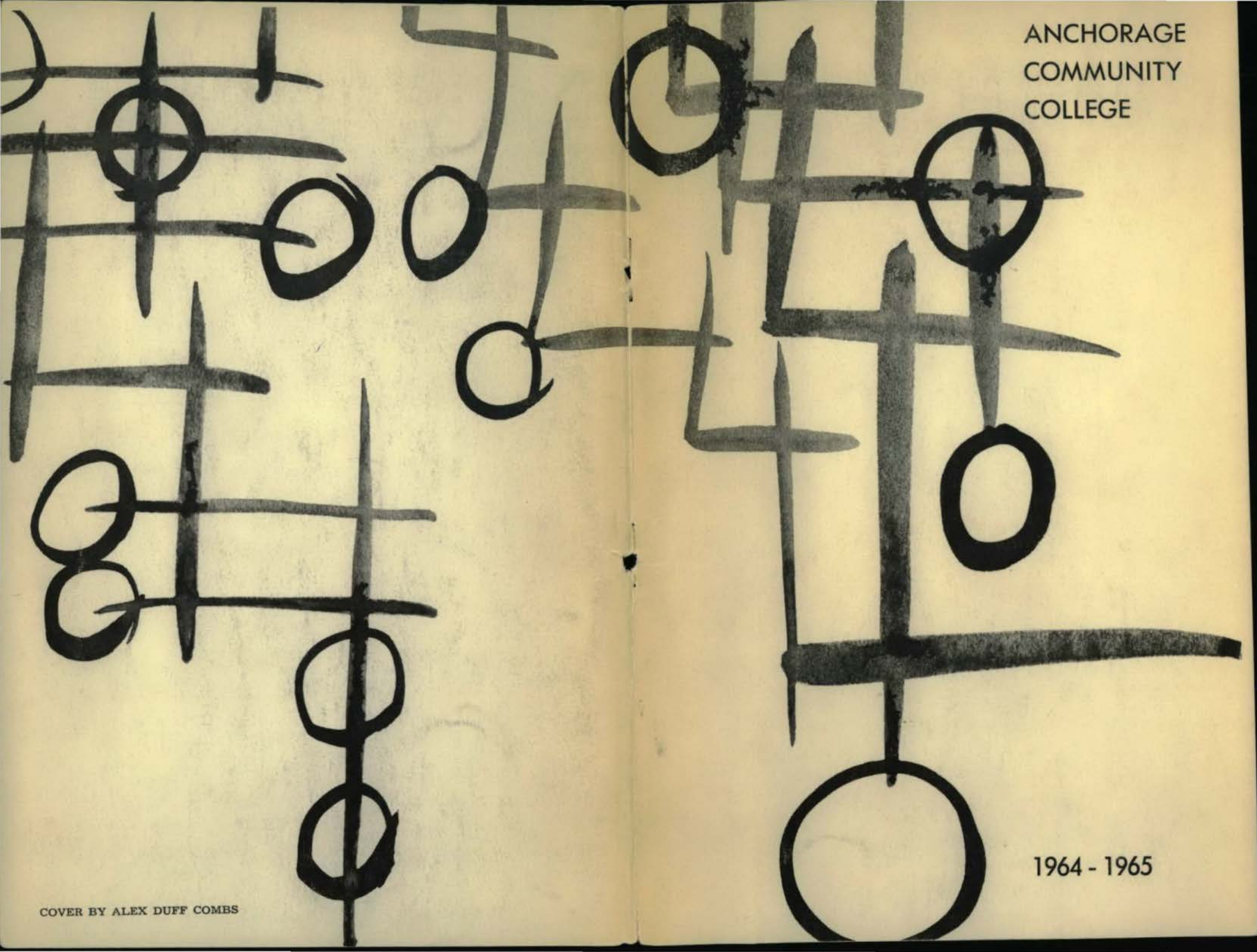

ANCHORAGE COMMUNITY COLLEGE

1964 - 1965

COVER BY ALEX DUFF COMBS

Volume XI **Number 1**

ANCHORAGE COMMUNITY COLLEGE

of the

University of Alaska

in cooperation with the

Anchorage Independent School District

150 Bragaw — Anchorage, Alaska

FEderal 3-3359

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. 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

1964-1965

ANCHORAGE COMMUNITY COLLEGE

Administration

EUGENE SHORT ..... Resident Director
DAVID R. KNAPP ..... Registrar-Director of Students
WILLIAM R. KRAGER ..... Manpower Supervisor
DENNIS M. REHDER ..... Vocational Counselor
MISS EFFIE ANDERSON ..... Coordinator, Practical Nursing Program
MRS. LORRAINE BLAKE ..... Fiscal Clerk
MRS. LUCILLE M. ROBINETT ..... Secretary
MRS. JEAN CUFFEL ..... Records Clerk
MRS. MARILYN LASSAHN ..... Vocational Secretary
MRS. HELEN PAPPAS ..... Secretary

University of Alaska

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DR. HOWARD A. CUTLER, Academic Vice-President
DR. KENNETH M. RAE, Vice-President for Research and Advanced Study
DR. ARTHUR S. BUSWELL, Dean Division of Statewide Services

The Board of Regents

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

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WILLIAM A. O'NEILL, Anchorage, Vice-President
DOROTHY A. WREDE, Fairbanks, Secretary
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ANCHORAGE COMMUNITY COLLEGE

1964-1965 TRIMESTER CALENDAR

Fall Term (1964)

Registration	Wednesday, September 9, 6:00-10:00 p.m.
	Thursday, September 10, 6:00-10:00 p.m.
	Friday, September 11, 6:00-10:00 p.m.
Instruction Begins	Monday, September 14
End of Late Registration	Friday, September 18
Thanksgiving Vacation	Thursday, November 26
	Friday, November 27
	(classes do not meet)
Last Day of Class	Friday, December 18

Winter Term (1965)

Registration	Monday, December 28, 6:00-10:00 p.m.
	Tuesday, December 29, 6:00-10:00 p.m.
	Wednesday, December 30, 6:00-10:00 p.m.
Instruction Begins	Monday, January 4
End of Late Registration	Friday, January 8
Spring Vacation	Friday, April 9
Last Day of Classes	Friday, December 18
Commencement	Friday, April 23

Summer Term (1965)

Registration	Wednesday, April 28, 6:00-10:00 p.m.
	Thursday, April 29, 6:00-10:00 p.m.
	Friday, April 30, 6:00-10:00 p.m.
Instruction Begins	Monday, May 3
End of Late Registration	Friday, May 7
Independence Day Holiday	Monday, July 5
Last Day of Classes	Friday, August 13

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 will usually meet in the Orah Dee Clark Junior High School Building, 150 Bragaw, 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.

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

Persons whose objective is the Associate in Arts degree should meet the entrance requirements of the Associate Degree Program.

Any person who has a high school diploma or is 19 years of age or over and passes a suitable qualification test will be admitted to the program. The Anchorage Community College uses the ACT test for placement purposes.

Admission of Special Students — Mature students, at least 19 years of age, who have graduated from high school and/or attended college previously may be admitted without filing transcripts of high school or college work completed. Such students are limited to enrollment in two classes unless special permission is obtained. Special students are subject to the academic regulations of the University, but are not considered degree candidates until regular admission requirements are met and transcripts are filed.

Persons whose eventual educational objective is a baccalaureate degree are required to meet the admission requirements of the University of Alaska.

Admission of Alaskans — An Alaskan whose high school grades averaged less than "C" will be considered for admission to the University only if his performance on a qualifying test demonstrates that he has the capacity to undertake successfully college academic work. The test required in such cases is prepared by the American College Testing Program. The ACT test is administered at testing centers throughout the country in November, February, April and June of each year. Most Alaska high schools serve as ACT testing centers in November and/or February. Arrangements for taking the ACT test may be made through

each high school's principal or guidance officer. The cost of the test to the student is $4.00.

Admission of Non-Alaskans — All non-residents of Alaska who seek admission to the University as freshmen are required to have a better than average high school record or to take the test prepared by the American College Testing Program. Information concerning ACT testing centers and dates may be obtained from most high schools throughout the nation and from the American College Testing Program, Post Office Box 168, Iowa City, Iowa. If the student resides in a part of the country where the ACT may not be administered, the University will accept College Entrance Examination Board scores in lieu of ACT scores.

Admission from Secondary School — A student offering the following pattern of studies will have no deficiencies in any program that he enters.

Subject	Units
English	3
Mathematics:	
Algebra	2
Geometry	1
Trigonometry	½
One Foreign Language	2
United States History	1
Physics or Chemistry	1
Natural or Social Science	1
Elective	4
TOTAL	15½

The specific entrance requirements of the six Colleges of the University are given below.

College	English	Math.	**For. Lang.	U. S. Hist.	Nat. or Soc. Sci.	Elect. and Acad.
College of Arts and Letters	3	Algebra-1 Geom.-1	2	1	2	5
College of Behaviorial Sciences and Education						
Anthropology & Geography, Psychology and Sociology	3	2	2	1	2	5
Education and Home Economics	3	*2	0	1	2	7

(Plane geometry required of Education students who select teaching majors and/or minors in mathematics, chemistry, and/or physics.)

College of Biological Sciences and Renewable Resources	3	+Algebra-2 Geom.-1 Trig.-½	0	1	Physics or Chem. or Biology-1 Elective-1	7

(Two years of French, German, or Russian language highly recommended. See departmental curricula.)

College of Business, Economics and Government						
Business Admin.	3	2	0	1	2	7
Economics, History and Political Science	3	2	2	1	2	5
College of Earth Sciences and Mineral Industry	3	Algebra-2 Geom.-1 Trig.-½	0	1	Physics or Chemistry-1	7½
College of Math., Physical Sciences and Engineering	3	Algebra-2 Geom.-1 Trig.-½	0	1	Physics or Chemistry-1	7½

*Plane Geometry required of Education students who intend to select teaching majors and/or minors in mathematics, chemistry, and/or physics.

**Students who offer 2 units of high school foreign language will enroll in second year language, and no credit will be allowed for first-year college courses in the same language.

+ 1 year of algebra and 1 year of geometry will be acceptable for students in Agriculture and Biological Sciences not wishing to continue with advanced studies, such as graduate work, medicine, etc.

Entering freshmen whose background of training in English and mathematics appears to be deficient when measured by placement tests may be required to take English A or Math A or both. Achievement of a certain level of excellence in these subjects is essential to success in other areas of study. These basic English and mathematics courses are especially designed to assist the student in achieving these competencies.

Courses completed at the junior high school level and certified on the official high school transcript by secondary school officials as being equivalent to courses normally offered at the high school level will be accepted as meeting college entrance requirements.

When a student is deficient in specific subjects, but offers a satisfactory general record, he may enter with an entrance deficiency. The student must remove deficiencies during the freshman year. All courses taken to remove deficiencies must satisfy the department head concerned, and must be in the subject in which the student is deficient.

Admission of Transfer Students — Transfer students from other accredited institutions are considered for admission provided they have a 2.00 grade point average and honorable dismissal. The University of Alaska will transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Transfer credits are evaluated and equated by the Registrar and approved by the department head after a student is admitted to the University. The University reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Members of the Armed Forces who have taken USAFI courses may upon presentation of credentials to the University's Director of Admissions, receive credits as recommended in the Evaluation of Educational Experiences of the Armed Forces. College credit will not be allowed for General Educational Development Tests.

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 $82.50 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 appears 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.

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. Tution 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 coursese 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.

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. The final day of training under Public Law 550 is January 31, 1965.

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 the 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. The above fees are levied only when the counseling service involves testing. 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.

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.

Apprenticeship Programs

In cooperation with the Joint Apprenticeship Committees, the Anchorage Community College-Anchorage Independent School District sponsors apprenticeship classes in sheetmetal, plumbing, and carpentry at the present time. It is anticipated that more apprenticeship programs under the same auspices will be developed in the future. Entrance into the apprenticeship class is contingent upon approval of the applicant by the Joint Apprenticeship Committee.

Vocational Education-Manpower Development Training Act

On June 24, 1964 the Anchorage Community College received approval of a multi-occupational project under Public Law 88-214 of the Manpower Development Training Act of 1963. This grant made available approximately $900,000 for the implementation and conduct of a variety of vocational training programs. Training programs ranging from Basic Education to Auto Mechanics are currently under development for conduct, starting in the Fall. Under this project a temporary new facility will be developed in the Spenard area to house these programs for the duration of this grant (June 30, 1965). All such programs are developed after the State Department of Labor has identified appropriate employment areas by survey. The local office of employment screens and certifies all students to these programs.

Upper Division and Graduate Courses

The University of Alaska, through the facilities of its Anchorage Community College, regularly offers certain upper divisions and/or graduate level courses. Persons interested in these courses, including Engineering management and Education courses, are en-

couraged to write for a complete listing of these offerings. The listing will indicate the courses to be taught each semester of the appropriate school year.

Division of Statewide Services

The Division of Statewide Services makes available to residents of the State audit and non-credit education programs. Through its various departments, classes are offered throughout the State. Non-credit programs and special services are also available.

These services are carried on through the University's Community Colleges, Department of Evening and Correspondence Study, Summer Sessions, Conferences and Short Courses, Cooperative Extension in Agriculture and Home Economics, Mining Short Course, Mining Extension Courses, Fisheries Extension Courses, National Science Foundation Institutes, Audio-Visual Communications.

Baccalaureate degree requirements can be met by:

1. Meeting the overall requirements of a specific degree.
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 by the University of Alaska, to meet these baccalaureate requirements.

For information about programs write to:

1. Department of Evening Classes and Correspondence Study, University of Alaska, College, Alaska
2. Resident Director, Anchorage Community College, 150 Bragaw, Anchorage, Alaska
3. Resident Director, Palmer Community College, Palmer, Alaska
4. Resident Director, Juneau - Douglas Community College, 1250 Glacier Avenue, Juneau, Alaska
5. Resident Director, Ketchikan Community College, P. O. Box 2550, Ketchikan, Alaska
6. Resident Director, Sitka Community College, Sitka, Alaska
7. Resident Director, Kenai Community College, Drawer E, Kenai, Alaska

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. English 101/102, and the first is generally a prerequisite for the second. These courses will be numbered 100 and above.

Associate Degree level courses are those that may be used toward the attainment of the Associate Degree and may or may not be transferred toward a baccalaureate program. The determination of transferability of courses numbered 50-99 would be the decision of the baccalaureate institution to which the student wishes to transfer.

Non-credit courses will be numbered 0-49 and will not be allowed toward an Associate Degree or be considered transfer-credit courses.

Class Hours and Schedule

The college transfer-credit courses meet for 14 or 15 weeks. Vocational and interest courses usually meet for 15 weeks or less as indicated.

The college transfer-credit courses generally meet for 2 hours per class, twice a week in the case of a three-credit course. These courses meet 6:30-8:30 and 8:30-10:30. Some two credit courses meet for one 120-minute period per week. 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.

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-credit course.

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

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.

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.

Curricula

Following are some typical curricula similar to those suggested by many schools. The curricula are pre-professional and vocational-technical.

Following are some examples of pre-professional and vocational-technical curricula. The student should regard these as *suggested* courses of study and *not* necessarily mandatory. If you wish to transfer your credits from the Anchorage Community College to a four year institution, be *sure* that you are following a program that will meet the specific requirements of *that school.* To do this, obtain their catalog and determine their course requirements for freshmen and sophomores. Students are encouraged to check with the Community College registrar to make sure their program of study will meet the requirements for the Associate in Arts Degree.

ACCOUNTING

English	6	Accounting 51-52 (Principles)	6
History 231, 232)		Accounting 61 (Intermediate)	3
P. S. 101, 102)	6	Accounting 75 (Cost)	3
Econ. 121, 122	6	Accounting 81 (Tax)	3
Nat. Science	6-8	Accounting 90 (Auditing)	6
Humanities	0-6		
Math.	0-6		

Business Administration (General)

Eng. 101, 102	6	Acc. 215, 216	6
Psych. 101, 102	6	Humanities (Eng.)	6
Econ. 121, 122	6	Soc. Science	8
Math.	8	B. A. 331, 332	6
Science	8	Total	60

Business Administration (Secretarial)

Eng. 101, 102	6	O. A. 101, 102	6
Hist. 231, 232	6	O. A. 103, 105, 106	6
P. S. 101, 102		O. A. 201, 202	6
Psych. 101, 102	6	O. A. 231	3
Humanities	3-6	Electives	3-12
Nat. Science	3-6		
Math.	3-6		

Education

Eng. 101, 102	6	Math.	7
Hist. 231, 232	6	Nat. Science	8
P. S. 101, 102	6	Proposed major	11-15

Psych. 101	3	Electives (Educ.)	2-6
Eng. 213	3	Electives	0-6
Speech	2	Total	60

Electronics

Elec. Tech. 30	4	Elec. Tech. 39	5
Elec. Tech. 31	4	Elec. Tech. 40	4
Elec. Tech. 32	3	Elec. Tech. 41	4
Elec. Tech. 33	5	Elec. Tech. 42	4
Elec. Tech. 34	4	Elec. Tech. 43	3
Elec. Tech. 35	3	Elec. Tech. 44	5
Elec. Tech. 36	4	B. A. 66	4
Elec. Tech. 37	3	P. S. 68	4
Elec. Tech. 38	3	Total	66

Engineering

Eng. 101, 102	6	Nat. Sci. (chem. 201, 202)	8
P. S. 101, 102	6	Engr. Sci. 101, 102, 111	7
Hist. 231, 232		E. S. 112, 207, 208	10
Math. 107, 108, 109	8	Eng. 213	3
Math. 111, 201, 202	11	Spk. 251	5
		Total	61

Law

Eng. 101, 102	6	Nat. Science	0-6
Hist. 231, 232	6	Math.	0-6
P. S. 101, 102		Electives	1-7
Acc. 215, 216	6	Total	60
Econ. 121, 122	6		
Foreign Language	16		
Spk. 251, 252			
Psych. 101	3		

Liberal Arts

Eng. 101, 102	6	Social Science	3
Hist. 231, 232	6	Natural Science	8
P. S. 101, 102		Math.	0-6
Foreign Language	16	Proposed Major	11-17
Speech 251, 252	2	Total	60

Medical Sciences

Eng. 101, 102	6	Math. 107, 108, 109	8
Hist. 231, 232	6	Humanities	6
P. S. 101, 102		Social Science	6
Biol. 105, 106, 214	12	Electives	8
Chem. 101, 102	8	Total	60

Police Science

Eng. 51, 52 or		Humanities	4
Eng. 101, 102	6	Police Sciences	28
P. S. 101, 102	6	Nat. Science	0-6
Psych. 101, 102	6	Math.	0-6
Spk. 251	2	Electives	0-2

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. General Education Requirements			
A. Specific Requirements			12
1. English (51-52 or 101-102)	6		
2. American Government or American History	6		
B. General Education			18
1. Humanities			
2. Social Science			
3. Natural Science			
4. Mathematics			
5. Other			
(At least 6 credits each in any 3 areas above.)			
II. Major			
A. Specific Requirements			20-30
Any of 1, 2, 3, 4, 5 (No course used to meet the general education requirements may be used to meet the requirements of the major.)			
B. Electives		to total	60
III. A total of 60 credits numbered 50-299 required for graduation.			
IV. At least 15 University of Alaska credits.			

The graduation requirements are intended to be flexible enough so that transfer students may fulfill the usual lower

division requirements. A student desiring to continue into a baccalaureate degree program will be counseled to assure that the courses he takes will be acceptable to the institution of his choice.

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.

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

1. Complete the following general requirements:

Acc 215-216, 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 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

Subjects and courses are classified as follows:

Natural Sciences	Social Sciences	Humanities
Anthropology 302	Anthropology	Art
Biological Sciences	Economics	English
Chemistry	Geography	Foreign Language and Literature
Geography 201, 401	History	Journalism
Geology	Home Economics	Linguistics
Mathematics	Law	Music
Physics	Political Science	Philosophy
	Psychology	Speech and Drama
	Sociology	

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. 1 (Voc. 21) Bookkeeping (2+2) 0 credits

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

Acc. 2 (Voc. 23) Advanced Bookkeeping (2+2) 0 credits

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

Accounting

Acc. 51-52, Principles of Accounting (0+6) 6 credits

Principles and techniques of accounting: Accounting as a factor in business management and control.

Fall semester: Basic accounting principles as they apply to business transactions.

Spring semester: Application of accounting principles and practices to business situations; preparation of financial statements.

Acc. 61, Intermediate Accounting (0+6) 3 credits

Advanced principles and techniques of accounting; analysis and interpretation of financial statements with emphasis on the relation of accounting to business management and control.

Acc. 75, Cost Accounting (3+0) 3 credits

Principles and procedure applicable to the determination of manufacturing costs; interpretation of cost data.

Acc. 81, Federal and State Tax Accounting (0+6) 3 credits

Basic rules and accounting procedures involving the Federal income tax as they affect individuals, partnerships, and corporations; income taxes and other levies imposed by the State of Alaska.

Acc. 90, Auditing (3+0) 6 credits

Principles, standards and working procedures of audit verifications and analysis.

Acc. 215 Principles of Accounting (0+6) 3 credits
216 3 credits

Principles and techniques of accounting; Accounting as a factor in business management and control. Fall semester: Basic accounting principles as they apply to business transactions. Spring semester: Application of accounting principles and practices to business situations; preparation of financial statements. Prerequisite: Sophomore standing or permission of the instructor for Acc. 215. Accounting 215 or equivalent for Acc. 216.

AERONAUTICS

Aeron. 1 (Voc. 50a) Private Pilot Ground School (6+0) 0 credits

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.

Aeron. 2 (Voc. 50b) Commercial Pilot Ground School (6+0) 0 credits

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

Aeron. 3 (Voc. 50c) Instrument Rating Ground School (6+0) 0 credits

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

Aeron. 4 (Voc. 50d) Air Transport Rating Ground School (6+0) 0 credits

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

Aeron. 5 (Voc. 50e) Aerial and Marine Celestial Navigation (4+0) 0 credits

Instruction will include the use of the sextant, position location, star and planet identification, and special short methods of navigation. 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".

Aeron. 6 (Voc. 75) Aircraft and Engine Maintenance (1+5) 0 credits

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

AGRICULTURE

Agr. 1 (Int. 60) Alaskan Gardening (2+0) 0 credits

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.

ANTHROPOLOGY

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 sciences.

Anth. 202 Introduction to Cultural Anthropology (3+0) 3 credits

Ways of living among different peoples of the world including the basic theories and concepts of current cultural anthropology. Prerequisite: Anth. 101.

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

Survey of Old World prehistory from the Lower Paleolithicto historical times.

ART

Art 1 (Int. 14) Interior Decorating (3+0) 0 credits

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

Art 105 First Year Freehand Drawing (0+4) 2 credits
106 2 credits

Pictorial design, life drawing, landscape drawing, using varied techniques and media.

Art 161 Basic Design and Color Theory (1+3) 2 credits
162 2 credits

Creative designing and rendering. Emphasis on mass-space relationships and composition, value transitions and hues, colorwheel, color and intensity movements.

Art 205 Second Year Life Drawing and Composition (0+4) 2 credits
206 2 credits

Problems in drawing from life, exploring the possibilities in pictorial design and composition, still life, anatomy and perspective. Prerequisite: Art 106 or by permission.

Art 207 First Year Printmaking (0+4) 2 credits
208 2 credits

Introduction to the various intaglio and relief printing media, engraving, etching, woodcut and other graphic media. Prerequisites: Art 106 or by permission.

Art 209 First Year Metalcraft (0+4) 2 credits
210 2 credits

Material processes and techniques for silver jewelry and silversmithing. Prerequisite: Art 161 or by permission.

Art 211 First Year Sculpture (0+6) 3 credits
212 3 credits

Original, creative studies in clay, wood and stone sculpture. Emphasis on the mastery of techniques and material processes.

Art 213 First Year Oil Painting (0+6) 3 credits
214 3 credits

Basic investigation of materials of the painter and their use in expressing the students' ideas. Prerequisite: Art 106 and 162 or by permission.

Art 261 History of World Art (3+0) 3 credits
262 3 credits

Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Prerequisite: Sophomore standing. A term paper is required at the end of each semester.

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.

Auto. Engr. 1 (Voc. 70a) Engine Overhaul (1+4) 0 credits

Auto. Engr. 2 (Voc. 70b) Engine Tune-up (1+4) 0 credits

Auto. Engr. 3 (Voc. 70c) Body and Fender Repair (including finishing) (1+4) 0 credits

Auto. Engr. 4 (Voc. 70d) Automatic Transmission Overhaul (1+4) 0 credits

BIOLOGICAL SCIENCE COURSES

Biol. 105 Fundamentals of Biology (3+3) 4 credits
106 4 credits

Basic principles of living systems as illustrated in unicellular and multicellular organisms; the mechanisms of growth, develop-

ment, heredity, and evolution; introduction to plant and animal kingdoms. Fall semester: Origin of life, structures and functions of cells, cumulative development of structures and functions in the plant kingdom. Spring semester: Genetics, ecology, cumulative development of structures and functions in the animal kingdom. An introductory course open to students in all curricula.

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

Evidences, mechanisms, and directive forces in organic evolution. Prerequisite: Biol. 105, 106.

Biol. 214 Bacteriology (2+6) 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. Prerequisites: Chem. 102, a laboratory course in elementary biology, or by permission.

Biol. 233 Morphology of Nonvascular Plants (2+3) 3 credits

Comparative study of the structure, reproduction, development, and phylogenetic relationships of the major groups of nonvascular plants. Prerequisite: Biol. 105.

Biol. 234 Morphology and Anatomy of Vascular Plants (3+3) 4 credits

Comparative study of the morphology and developmental anatomy of the major groups of vascular plants with emphasis on life history and organization of fundamental tissue system. Prerequisite: Biol. 105.

BUSINESS ADMINISTRATION COURSES

B.A. 1 (Voc. 32a) Charter Life Underwriters (3+0) 0 credits

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

B.A. 2 (Voc. 32b) Charter Life Underwriters (3+0) 0 credits

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

B.A. 3 (Voc. 32c) Charter Life Underwriters (3+0) 0 credits

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

B.A. 4 (Voc. 32d) Charter Life Underwriters (3+0) 0 credits

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

B.A. 5 (Voc. 32e) Charter Life Underwriters (3+0) 0 credits

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

B.A. 7 (Int. 20) Financial Problems in Business Management (2+0) 0 credits

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.

B.A. 8 (Int. 27) Administrative Management (3+0) 0 credits

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.

B. A. 55 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. 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.

CHEMISTRY COURSES

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

102 Gen. Chem. & Introductory Qual. Anal. (3+3) 4 credits

Integrated course in general chemistry and introductory qualitative analysis. Fall Semester: General principles, chemistry of the non-metals. Spring Semester: Chemistry of the metals, and qualitative analysis.

Chem. 103 Introductory Chemico-Physicial Science (3+0) or (3+3) 3 or 4 credits

104 3 or 4 credits

Descriptive course in Chemico-Physical Science. Either semester may be taken separately. One 3-hr. laboratory period may be elected but must be concurrent with lecture program.

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

Chem. 202 4 credits

Fall Semester: Classical principles of chemistry, atomic structures and the periodic table, molecular structure, the states of matter. For students in engineering. Prerequisites: Math. 102, E. S. 112, high school chemistry or Chem. 104 or Chem. 101 recommended.

Spring Semester: Continuation of Chem. 201. Chemistry of the principal elements, nuclear chemistry, brief introduction to organic chemistry. Laboratory will be quantitative work. Prerequisites: Chem. 102 or Chem. 201, Math. 102, and E. S. 112.

Chem. 207 Problems in Chemistry (Arrange) 1 or 2 credits

208 1 or 2 credits

Supplementary work, problems or topics in chemistry designed for those especially interested in chemistry. Prerequisite or concurrent: Chem. 101 or 201.

Chem. 212 Introductory Quantitave Analysis (2+6) 4 credits

General principles of chemical analysis; introduction to volumetric and gravimetric methods. Theory, problems and laboratory. Prerequisites: Chem. 102 or 202, and Math. 102 or 104.

Chem. 217 Elemental Qualitative Analysis (2+6) 4 credits

Qualitative Analysis including rarer elements. The theoretical basis of equilibria and its applications, etc., lectures, laboratories, problems. Prerequisites: Chem. 102 or Chem. 201, Math. 101 or 103 or equivalent.

Chem. 223 Introductory Organic Chemistry (3+3) 4 credits

For students in curricula requiring a one-semester terminal course in Organic Chemistry. Prerequisite: Chem. 102 or Chem. 202.

Chem. 224 Introductory Biochemistry (2+3) 3 credits

For students in curricula requiring a one-semester terminal course in Biochemistry. Prerequisites: Chem. 223 or Chem. 321.

ECONOMICS COURSES

Econ. 1 (Int. 21) Stockmarket and Other Investments (1+0) 0 credits

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.

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

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

EDUCATION COURSES

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

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. Prerequisite: Math. 205.

ELECTRONICS TECHNICIAN

The following courses will become a part of the entire electronics program as they are developed.

E. T. 30 Basic Concepts and D. C. Circuits 4 credits

Together with E. T. 31, the first introductory course in electricity for electronic technicians. Basic physics, electrical terms and units, meters and their use, resistance, Ohm's law, simple circuits, magnetic fundamentals, batteries, Kirchoff's laws, D. C. circuit analysis, inductance, capacitance. Includes lecture, computation and laboratory. Prerequisite: Concurrent registration in E. T. 31.

E. T. 31 Fundamentals of A. C. Circuits 4 credits

The companion course to E. T. 30. Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance, A. C. circuit analysis, series and parallel resonant circuits, transformer theory and application. Includes lecture,

computation, and laboratory. Prerequisite: Concurrent registration in E. T. 30.

E. T. 32 Shop Practice and Fundamentals I 3 credits
E. T. 33 Shop Practice and Fundamentals II 3 credits
E. T. 34 Shop Practice and Fundamentals III 3 credits

Electronic drawings, soldering, electrical connections, use of hand tools, layout and assembly of audio- and radio-frequency equipment, practical aspects of electronics, alignment and repair procedure, writing of technical reports and letters, oral presentation of technical subjects, practical experience in electronics. Includes lecture and laboratory periods.

E. T. 35 Mathematics for Electronic Technicians 5 credits

Review of arithmetic. Selected topics in algebra, trigonometry, sliderule computation, graphs, analytical geometry, waveform analysis. The applications to electronics are developed. Lecture, computation, and recitation. Prerequisite: High school mathematics.

E. T. 36 Vacuum-Tube and Semiconductor Fundamentals 4 credits

Together with E. T. 37 and 38, the core course for electronic technicians. Vacuum-tube and semiconductor fundamentals; vacuum-tube and semiconductor diodes; vacuum-tube and semiconductor triode construction, characteristics, and parameters; vacuum-tube tetrodes and pentodes; beam power and multisection tubes; tetrode, power, and special-purpose transistors; multigrid and special-purpose tubes; specifications. Includes lecture, computation, and laboratory. Prerequisites: E. T. 30 and 31, E. T. 35, concurrent registration in E. T. 37 and 38.

E. T. 37 Basic Electronic Circuits 3 credits

Companion course to E. T. 36 and 38. Power supplies, basic amplifiers, loud speakers, microphones and pickups, basic oscillators. Includes lecture, computation and laboratory. Prerequisites: E. T. 30 and 31, E. T. 35, concurrent registration in E. T. 36 and 38.

E. T. 38 Basic Electronic Systems 4 credits

Companion course to E. T. 36 and 37. The radio transmitter, transmission of radio waves, reception and detection of radio waves, antennas and transmission lines, the radio receiver, special receiver circuits, frequency-modulation transmitters and receivers, transistor applications, single-sideband communications. Includes lecture, computation, and laboratory periods. Prerequisites: E. T. 30 and 31, E. T. 35, concurrent registration in E. T. 36 and 37.

E. T. 39 Advanced Electronic Circuits I 5 credits
E. T. 40 Advanced Electronic Circuits II 4 credits

Non sinusoidal waveshapes, multivibrators, blocking and shock-excited oscillators, waveshaping circuits, limiters, clampers, counters, sweep-generator circuits, special power supplies, systems, transistor applications, television transmitters and receivers. Includes lecture, computation, and laboratory. Prerequisites: E.T. 36, 37, and 38.

E. T. 41 Microwave Electronics 4 credits

Microwaves; microwave oscillators, transmitters, duplexers, antennas, amplifiers, mixers, receivers; multiplexing. The course has lectures, computing periods and laboratories. Prerequisites: E. T. 36, 37, and 38, concurrent registration in E.T. 39 and 40.

E. T. 42 System Maintenance 4 credits

Principles and practice of system maintenance. The course includes experience with full-size system, such as a transmitter or carrier communications system, including work with system drawings, the logbook, routine maintenance, and repair of troubles. Lecture and laboratory periods. Prerequisite: Concurrent registration or credit in E. T. 39 and 40.

E. T. 43 Industrial Electronics 3 credits

Generators, motors, small power systems, synchros and control systems, servo devices and control systems, industrial electronics. The course includes lecture, computation and laboratory. Prerequisites: E. T. 36, 37, and 38.

E. T. 44 Advanced Electronic Systems 5 credits

The organization, functioning, and maintenance of large electronic systems such as radars and computers. Lecture and laboratory. Prerequisites: E. T. 40 and 41.

B. A. 66 Business Administration for Technicians 4 credits

The small business, the part of the technicians in a large organization, elements of stock control and accounting, labor law, business law and customs. Primarily for technicians.

P. S. 68 Social Science for Technicians 4 credits

A course emphasizing contemporary political, economic and social problems and designed to give the student a basic understanding of American history, national and international affairs.

Until such time as all of the above are implemented, the following courses will be offered:

Voc. 45 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.

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

It will include the following courses:

Technical Mathematics I (Algebra and Trig.)
Direct Current Circuits and Machines
Shop Processes
Technical Report Writing
Technical Mathematics II (Analytical Geo. and Calculus)
Time Varying Circuits
Circuits Tracing
Basic Electronics
Special Electronic Circuit Design and Analysis
Transmitter Theory and Operation
Ultra-High Frequencies and Microwaves
Television Circuits

Contact the Anchorage Community College for further information.

Voc. 45a Electronics Fundamentals

A course designed to teach students the basic concepts of AC and DC circuit analysis, vacuum tube fundamentals.

Voc. 45b Intermediate Electronics

A continuation of Voc. 45a leading to the FCC second class radioman's license.

Voc. 45c Advanced Electronics

A continuation of Voc. 45b 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. 45d 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. 45a, Voc. 45b, and Voc. 45c, or equivalent.

ENGINEERING SCIENCE COURSES

E. S. 1 (Voc. 25) Professional Engineer Refresher (2+2) 0 credits

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

E. S. (Voc. 27) Refresher Course in Surveying (3+1) 0 credits

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

E. S. 3 (Voc. 68) Residential Planning (3+1) 0 credits

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.

E. S. 4 (Voc. 62a) Blueprint Reading (2+0) 0 credits

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

E. S. 5 (Voc. 62b) Advanced Blueprint Reading (2+0) 0 credits

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.

E. S. 6 (Voc. 63a) Basic Mechanical Drawing (1+4) 0 credits

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

E. S. 7 (Voc. 63b) Advanced Mechanical Drawing (1+4) **0 credits**

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

E. S. 8 (Voc. 71) Welding (1+3) 0 credits

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.

E. S. 9 (Voc. 56) Basic Principles of Punched Card Accounting Equipment (2+1) 0 credits

This course will assist the student in gaining an understanding of a punch card accounting system. It is designed towards the principles of machine operation and card manipulation and not towards actual control panel wiring. It will be beneficial to those who supervise, work near or have an interest in the equipment towards an understanding of its general capabilities. Specifically, the course will encompass the equipment in place at Business Service Bureau, namely, the 26 Card Punch, 56 Card Verifier, 82 Sorter, 548 Interpreter, 519 Reproducer, and 407 Accounting Machine.

E. S. 10 (Voc. 57) Tabulating Systems Operators (4+2) 0 credits

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

E. S. 101 Graphics (0+6) 2 credits
102 2 credits

Fall Semester: Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Charts, graphs, and diagrams.

Spring Semester: Descriptive geometry; graphic solution of 3 dimensional problems.

E. S. 111 Engineering Science (2+3) 3 credits
112 3 credits

Engineering problem solving with emphasis on the statistics, kinematics and dynamics of engineering systems. Conservation laws, oscillations, fluid mechanics, heat, and sound. Prerequisite: Credit or registration in Math. 101 (Fall) and Math. 102 (Spring).

E. S. 207 Measurements (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.

ENGLISH COURSES

Eng. 1 (Int. 17) English for Foreign Born (3+0) 0 credits

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

Eng. 2 (Int. 25) Speed Reading (2+2) 0 credits

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.

Eng. 49 (Eng. A) Elementary English (3+0) 0 credits

For students inadequately prepared for English 101. Intensive practice in written and oral comprehension. Frequent writing assignments.

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

Orderly thought and its clear expression, stressing variety in both. Introduction to expository and creative literature, training the student to read perceptively, 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. English A also required of any student weak in English. English 101 and 102 Honors for students highly proficient in English.

Eng. 201 Masterpieces of World Literature (3+0) 3 credits
202 3 credits

Masterworks of literature, studied for the purpose of acquiring a broad background and developing standards of literary judgment. Fall Semester: Homer through Dante. Spring Semester: Renaissance to the present. Not open to English majors. Prerequisites: Eng. 101 and 102.

Eng. 213 Advanced Exposition (3+0) 3 credits

Clarity and vigor in the written communication of facts and ideas. Principles of style and methods of exposition. Students write for individual weekly conferences. Prerequisite: Eng. 102.

Eng. 239 Forms and Technique of Poetry (3+0) 3 credits

Devices, esthetic and criticism of verse composition. Prerequisite: Eng. 101 and 102.

Eng. 240 Forms and Technique of Fiction (3+0) 3 credits

Devices, esthetic and criticism of prose composition. Prerequisite: Eng. 101 and 102.

FRENCH COURSES

Fren. 101 Elementary French (5+0) 5 credits
102 5 credits

Rapid acquisition of a knowledge of French. Fundamentals of grammar, exercises in elementary composition and conversation.

Fren. 150 Scientific French (3+0) 3 credits

Rapid acquisition of a reading knowledge of scientific French. Offered as demand warrants.

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

Acquisition of an accurate and fluent reading knowledge of French. Classes conducted in French. Prerequisite: French 102, or equivalent.

GEOGRAPHY COURSES

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

World regions; and 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.

GEOLOGY COURSES

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

A non-laboratory introductory combined course in physical and historical geology; 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.

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

Introduction to physical geology; 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; plant and animal life throughout geologic times. Prerequisite: Geol. 201.

Geol. 213 Mineralogy (3+6) 5 credits

Introduction to mineral chemistry, atomic structure, elementary crystallography, and descriptive and determinative mineralogy. Includes introduction to instrumental determinative techniques, simple qualitative chemical tests, and the theory and use of the petrographic microscope. May be taken for 4 credits by arrangement. Prerequisites: Math. 101, 102, Chem. 101, 102.

GERMAN COURSES

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

Rapid acquisition of a knowledge of German. Fundamentals of grammar; exercises in elementary composition and conversation.

Ger. 150 Scientific German (3+0) 3 credits

Rapid acquisition of a reading knowledge of scientific German. Offered as demand warrants.

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

Acquisition of an accurate and fluent reading knowledge of German. Classes conducted in German. Prerequisite: German 102, or equivalent.

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.

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

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

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

Spring Semester: 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 History of the U. S. (3+0) 3 credits
232 3 credits

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

Spring Semester: From the Reconstruction to the present.

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

The French foundation to the establishment of dominion status, relations with the U. S. and British Commonwealth of nations. Offered as demand warrants.

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

Earliest times to the present. Establishment of Tsarist Russia; Revolution of 1917.

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.

HOME ECONOMICS COURSES

H. E. 1 (Voc. 34a) Basic Clothing Construction (1+3) 0 credits

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.

H. E. 2 (Voc. 34b) Intermediate Clothing Construction (1+3) 0 credits

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).

H. E 3 (Voc. 34c) Basic Tailoring (1+3) 0 credits

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

H. E. 4 (Voc. 34d) Advanced Tailoring (1+3) 0 credits

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

H. E. 5 (Voc. 34e) Design and Pattern Making (1+3) 0 credits

Development of individual designs. Making patterns from the design.

H. E. 6 (Voc. 34f) Pattern Making and Construction (1+3) 0 credits

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

JOURNALISM COURSES

Jour. 1 (Voc. 86) Photography (1+2) 0 credits

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.

Jour. 2 (Voc. 86b) Color Photography (1+2) 0 credits

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.

Jour. 201 Introduction to Journalism (2+3) 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 arrangement.

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

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

Jour. 203 Photography (1+3) 2 credits

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

Jour. 204 Journalism Laboratory (0+3, 6 or 9) 1, 2, or 3 credits

Credits arranged for students holding editorial or other positions on university publications or obtaining other similarly supervised experience in journalism practices. Prerequisite: Eng. 102 or permission by instructor. By arrangement.

MATHEMATICS COURSES

Math. 46 (Int. 49) General Mathematics (3+0) 0 credits

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.

Math. 47 (Voc. 52) Slide Rule and Mathematics for the Building Trades (4+0) 0 credits

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.

Math. 48 (Math. A5) Review of Algebra (3+0) 0 credits

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

Math. 49 (Int. 53) Mathematics A-5-2 (3+0) 0 credits

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.

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

First Semester: College algebra and introductory calculus.

Second Semester: Topics in elementary calculus; analytic trigonometry, and plane and solid analytic geometry. Prerequisite: High school trigonometry, or Math. 108 concurrently.

Math. 103 Survey of College Mathematics (3+0) 3 credits
104 3 credits

Survey course designed to give understanding and appreciation of mathematics. Primarily it is a terminal college course.

Math. 106 College Algebra and Trigonometry (5+0) 5 credits

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability, and applications. Plane trigonometry with emphasis on the analytical and periodic properties of the trigonometric functions.

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 (2+0) 2 credits

Plane trigonometry with emphasis on the analytical and periodic properties of the trigonometric functions. Prerequisite: Math. 107.

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

Rectangular co-ordinate system, the straight line, conic sections, transcendental curves, polar co-ordinates, 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 or by arrangement.

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

Sequences, limits, differentiation and applications, integration and applications, differentiation of algebraic and transcendental functions. Prerequisite: Math 109

Math. 115 Foundations of Mathematics (4+0) 4 credits

Selected topics from arithmetic, algebra, geometry, sets, logic, elementary functions and probability.

Math. 121 Introduction to Modern Algebra (4+0) 4 credits
122 and Analysis with Applications (4+0) 4 credits

Sets, relations, functions, mappings, limits, continuity, differentiation, integration, differential equations, difference equations, groups, rings, fields, vectors, matrices, linear transformations, and other related topics. Not open for credit for mathematics majors. Prerequisite: Math. 106 or 108 or equivalent. The student may enroll in Math. 201 upon completion of this sequence and Math. 109 or its equivalent.

Math. 200 Calculus (4+0) 4 credits
201 4 credits
202 4 credits

Techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. Prerequisite: Math. 106 or 108. Admission to Math. 201 is also possible on completion of Math. 102 or Math. 111.

Math. 204 Elementary Probability and Statistics (3+0) 3 credits

Basic statistical concepts. Descriptive statistics, methods of presenting data, frequency distributions, mean, median, mode, standard deviation. Elementary probability. Inferential statistics, estimation of population parameters, point estimates, confidence interval estimates, tests of hypotheses. Introduction to regression, correlation, and analysis of variance. Prerequisite: Math 106 or Math 108.

Math. 205 Mathematics for Teachers (3+0) 3 credits

A background for better understanding and appreciation of the fundamental principles underlying the mathematics taught in the elementary school. Prerequisite: Math 115.

MUSIC COURSES

Music 47 (Music 129) Music Fundamentals (0+1) 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 with the elements of musicianship through ear-training, sight-singing and diction.

Music 48 (Int. 45) Vocal Ensemble (2+0) 0 credits

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

Music 49 (Int. 46) Vocal Ensemble (2+0) 0 credits

Same as academic course Music 103. Carries no college credit.

Music 101, 201 Chorus (0+2) 1 credits
102, 202 1 credit

Music 103, 203 Orchestra (0+2) 1 credit
104, 204 1 credit

Admission by audition.

Music 107, 207 Chamber Music (0+2) 1 credit
108, 208 1 credit

Students will prepare works for performance under the guidance of faculty members.

Music 111, 211 Vocal Ensemble (0+3) 1 credit
112, 212 1 credit

Admission by audition. At least one concert each semester.

Music 113, 213 Opera Workshop (0+2 or 4 or 6) 1, 2, or 3 credits
114, 214 1, 2, or 3 credits

Study and preparation of excerpts from the standard opera literature. Admission by audition.

Music 121 History and Literature A (1+0) 1 credit
122 1 credit

Survey of music history. An introductory course for Music Majors and Minors; of general interest to students in other departments.

Music 131 Theory and Composition A (1+3) 2 credits
132 2 credits

Fall Semester: Harmony in four parts up to and including all seventh chords, and simple modulation.

Spring Semester: Ninth, eleventh, and thirteenth chords; advanced modulation; post-Wagnerian and Impressionistic harmony. Prerequisite: Music A, or equivalent.

Music 151, 251 Class Lessons (1+0) ½ credit
152, 252 ½ credit

Class instruction in piano, voice or an orchestral instrument. Fees for Class Lessons: Lesson Fee — $15.00. Practice Room Rental Fee — $7.50.

Above fees waived for students enrolled in 7 or more credit hours and majoring or minoring in Music or Music Education.

Music 161, 261 Private Lessons (1+0) 1 credit
162, 262 1 credit

Private instruction in piano, voice, or an orchestral instrument. Prerequisite: Admission by examination.

Fees for Private Lessons: Lesson Fee — $45.00. Practice Room Rental Fee — $7.50.

Above fees waived for students enrolled in 7 or more credit hours and majoring or minoring in Music or Music Education.

Music 221 History and Literature B (1+0) 1 credit
222 1 credit

Fall Semester: Life and works of J. S. Bach.

Spring Semester: Influence of Bach on music since his time.

Music 231 Theory and Composition B (1+3) 2 credits
232 2 credits

Fall Semester: Counterpoint in two parts, including imitative work.

Spring Semester: Counterpoint in more than two parts, fugal exposition, passacaglia, chorale prelude.

Music 263 Accompaniment for Pianists (0+3) 1 credit
264 1 credit

Students will serve as accompanists in the repertory class for singers.

NURSING SCIENCE

Nursing Science 42 (Voc. 42) 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 daytime; 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.

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.

OFFICE ADMINISTRATION COURSES

O. A. 45 Business Correspondence (3+0) 0 credits

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

O. A. 49 (Voc. 55) IBM Key Punch (2+4) 0 credits

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

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

Beginning Gregg Shorthand for secretarial students. Theory and reading practice first semester; dictation and transcription practice second semester.

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

Basic typewriting skills, techniques of copy work and instruction 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. Prerequisite: 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. Prerequisite: O. A. 105 or equivalent and speed 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. 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 dictation machines. Prerequisite: O. A. 105 or equivalent.

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

Principles, practices, and rules of filing. Training and practice

in the operation of transcribing machines. Responsibilities and duties of the secretary, business ethics and the preparation of office manuals.

PHILOSOPHY COURSES

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

Terms, concepts and problems as reflected in writings of great philosophers. Prerequisite: Eng. 102, Sophomore standing. Three classes 1 hour.

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

Principles of deductive and inductive logic, application of these laws to science and other fields; brief introduction to symbolic logic and its applications. Prerequisite: Sophomore standing. Three classes 1 hour.

PHYSICAL EDUCATION COURSES

P. E. 1 (Int. 10c) Ballroom Dance (0+4) 0 credits

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

P. E. 2 (Int. 10d) Advanced Ballroom Dance (0+4) 0 credits

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

P. E. 3 (Int. 16a) Recreational Physical Education (0+4) 0 credits

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.

P. E. 51 First Aid (2+0) 2 credits

The immediate and temporary care given in case of accident, illness, and emergency childbirth. Course shall qualify students for the Standard or Advanced Red Cross First Aid Certificate.

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

Required for women. A variety of activities designed to improve the physical condition, coordination and skills of the individual. Regulation gym suits must be purchased and will be required.

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

Required for men, except for R.O.T.C. Cadets and ex-servicemen. Activities for the acquisition of physical skills and leisure-time activities.

PHYSICS COURSES

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

Unified classical and modern physics for majors in the arts, biological sciences and education. Prerequisite: High school algebra and geometry.

Phys. 111 General Physics (2+3) 3 credits
112

Mechanics, conservation laws, statics, oscillations, gravitation, fluids, sound and heat. Identical with E.S. 111-112. Prerequisite: Credit or registration in Math. 101 (Fall) and Math. 102 (Spring).

Phys. 211 General Physics (3+3) 4 credits
212 4 credits

Thermodynamics and kinetic theory, electricity and magnetism, electromagnetic oscillations, waves and propagation, optics, quantum physics. Prerequisites: Math. 102, Phys. 112 or E.S. 112, credit or registration in Math. 201 (Fall), Math. 202 (Spring).

Phys. 275 Astronomy (3+0) 3 credits
276

Science elective for the general student. Fall: Stellar astronomy. Nature of radiation, physical properties and distribution of the stars, galactic structure and cosmology. Spring: The solar system. Laws of motion, the earth, the moon, planets, comets, and meteors, cosmogony. Evening demonstrations both semesters. Prerequisite: Sophomore standing. Phys. 275 not required for 276.

POLITICAL SCIENCE COURSES

Political Science 1 (Int. 18) Citizenship for Naturalization (3+0) 0 credits

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 (English for Foreign Born), 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.

P. S. 101 American Government (3+0) 3 credits
10½ 3 credits

Fall Semester: Principles and practices of constitutional democracy; American national government. Federalism, separation of powers, suffrage, representation, political parties and elections; the executive, legislative, and judicial branches.

Spring Semester: Functional and administrative practices and problems of the national government; state, territorial, and local governments. Prerequisite: P. S. 101.

P. S. 201 Comparative Government (3+0) 3 credits

Comparative study of government and politics of major world powers. Admission by consent of instructor.

P. S. 203 International Relations (3+0) 3 credits

Development of internationalism in relation to nationalism and imperialism; attempts at world government: The League of Nations, and the United Nations; International law and settlement of disputes. May be taken concurrently with P. S. 102.

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, and public services; problems of growing communities. Prerequisite: P. S. 102.

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; survey of contemporary political issues. Admission by consent of instructor.

PSYCHOLOGY COURSES

Psych. 101 Introduction to Psychology (3+0) 3 credits

Fundamentals of general psychology and human behavior.

Psych. 102 Introduction to Psychology (3+0) 3 credits

Survey of the principal areas of general psychology. A continuation of Psych. 101. Prerequisite: Psych. 101.

Psych. 205 Statistics for the Behavioral Sciences (3+0) 3 credits

Introduction to the purposes and procedures of statistics; calculating methods for the descripition of groups (data reduction)

and for simple inferences about groups and differences between group means. Requires high school algebra.

Psych. 209 Social Psychology (3+0) 3 credits

Social influences on human behavior. Prerequisite: 6 hours in Psych. and/or Soc.

POLICE SCIENCE COURSES

Police Sci. 51 Introduction to Criminology (3+0) 3 credits

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

Police Sci. 52 Criminal Law (3+0) 3 credits

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

Police Sci. 53 Criminal Evidence (3+0) 3 credits

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

Police Sci. 54 Administration of Justice (3+0) 3 credits

Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

Police Sci. 55 Criminal Investigation (3+0) 3 credits

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.

Police Sci. 56 Patrol Procedures (3+0) 3 credits

Responsibilities, techniques, and methods of police patrol.

Police Sci. 57 Traffic Control (3+0) 3 credits

Traffic law enforcement, regulation, and control; fundamentals of traffic accident investigation; California Vehicle Code.

Police Sci. 58 Juvenile Procedures (3+0) 3 credits

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

RUSSIAN COURSES

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

102 5 credits

Rapid acquisition of a knowledge of Russian. Fundamentals of grammar; exercises in elementary composition and conversation.

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

Acquisition of an accurate and fluent reading knowledge of Russian. Classes conducted mainly in Russian. Prerequisite: Russian 102 or equivalent.

SOCIOLOGY COURSES

Soc. Sci. 51-52 Introduction to Behavioral Sciences 3 credits

As a part of the police science program, this course is the introduction to the basic concepts in psychology and sociology, with attention to the applied fields of these disciplines constituting the behavioral sciences.

Soc. 101 Introduction to Sociology (3+0) 3 credits
102

Systematic study of man's relationship 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. 101 and 102.

Soc. 205 Group Processes in Modern Society (3+0) 3 credits

Systematic study of the formation, structure, and functioning of groups. Analysis of group processes and group products. Implications of various research techniques. Prerequisite: Soc. 101 and 102.

Soc. 207 Population (3+0) 3 credits

Analysis of world populations; its growth and decline patterns, migratory trends and ecology. Worldwide implications to current population growth. A critical review of the major theoretical contributions in the field with an introduction to demographic methods. Prerequisite: Soc. 101 and 102.

Soc. 209 Urban Sociology (3+0) 3 credits

Analysis of growth and development of urban communities with reference to migration patterns, differentiation of functions, ecological patterns of land use, social control in secondary group associations of metropolitan magnitude. Prerequisites: Soc. 101 and 102.

Soc. 232 Family and Society (3+0) 3 credits

The family as a social institution; its dynamics in the socialization process; social change and social values. Prerequisite: Soc. 101 and 102.

SPANISH COURSES

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

Rapid acquisition of a knowledge of Spanish. Fundamentals of grammar; exercises in elementary composition and conversation.

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

Acquisition of an accurate and fluent reading knowledge of Spanish. Classes conducted in Spanish. Prerequisite: Spanish 102 or equivalent.

SPEECH COURSES

Sp. 1 (Int. 19) Theatre Workshop (1+2) 0 credits

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

Sp. 251 Public Speaking I (1+2) 2 credits

Basic principles of speech, and proficiency in their use in practical speaking situations. Fundamental speech skills—good voice production, diction, bodily action, selection and organization of materials. Prerequisite: Eng. 101 or by arrangement.

Sp. 252 Public Speaking II (1+2) 2 credits

Study and practices in various forms of speaking—group discussion, oral reading, radio delivery, interpretative reading, platform delivery; use of the International Phonetic Alphabet as an aid in correction of individual speech defects. Prerequisite: Sp. 215.

Sp. 253 Phonetics (2+0) 2 credits

Practical use of the International Phonetic Alphabet. Assimilation and dialectal problems. Use in acting, teaching, speech improvement. Prerequisite: Sp. 251 or by arrangement. Offered as demand warrants.

Sp. 254 Voice and Diction (1+2) 2 credits

Development of fluency and clearness in the use of the speak-

ing voice. Study and practice to improve the student's speech and eliminate faults of articulation and pronunciation; phrasing, inflection and emphasis, including individual analysis and tape recordings. Prerequisite: Sp. 251 or by arrangement.

Sp. 256 Argumentation and Debate (1+2) 2 credits

Theory of argumentation and debate applied to contemporary issues. Practice in briefing and presenting arguments. Prerequisite: Sp. 251 or by arrangement.

Sp. 257 Discussion (1+2) 2 credits

Nature and operation of discussion groups; use of evidence, reasoning, reflective thinking, group psychology, and participant and leader behavior. Prerequisite: Sp. 251 or by arrangement.

Sp. 261 Introduction to Broadcasting (3+0) 3 credits

A survey of radio and television, with emphasis on the history, financing, regulation, and operation of the broadcasting industry.

Sp. 262 Writing for Radio and Television (3+0) 3 credits

Preparation of announcements, interviews, music continuity, special events, programs, documentaries, commentaries, news, and other basic radio and television continuity.

Sp. 263 Announcing (1+2) 2 credits

Microphone techniques, the role of the announcer in broadcasting today. Fundamentals of radio announcing and their practical application. Prerequisite: Sp. 251 or by arrangement.

Sp. 264 Production (1+4) 3 credits

Use of studio equipment, radio-tv production techniques, radio-tv station organization, tape editing, sound effects, and television directing.

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.

FACULTY

1964-65

Full - Time

ANDERSON, Effie I. ..... Practical Nursing
University of Washington, '49, B.S.
University of Colorado, '59, M.S.

APPEL, Darlene M. ..... Office Administration
Mankato State College, '56, B.S.

BERGERON, Earldeane A. ..... Practical Nursing
Emory & Henry College, '56, B.S.

COMBS, Alex Duff ..... 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 H. ..... English
Texas Christian University, '26, B.A.
University of Southern California, '59, 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.S.Ed.
Boston University, '54, M.Ed.

MONSERUD, Sally ..... MDTA - Basic Education
Augustana College, S. D., '27, B.A.
Washington State College, '34, M.A.

STRASH, Victor C. ..... History, Russian
University of Moscow, Russia, B.A.
University of Washington '36, M.A.

SULLIVAN, Robert A. ..... Mathematics
St. Bonaventure Univ., N. Y., '61, M.S.

TURNER, Joy M. ..... Practical Nursing
Modesto Jr. College, '35, A.A.
University of Portland, '40, B.S.

VOTH, Elvera K. ..... Music
Bethel College, '46, B.A.
Northwestern University, '48, M.M.Ed.

WILSON, Helen W. ..... Librarian
University of Colorado, '50, B.A.
University of Denver, '63, M.A.

Part - Time

ABERLE, Daniel D. ..... Interior Decorating

ANDERSON, Jerry A. ..... Economics
S. D. State College, '62, B.S.
Kansas State University, '63, M.A.

ASHCRAFT, Charles A. ..... Bookkeeping
Phillips University, '58, B.S.; M. S. '64

BANKS, William J. ..... Electronics

BOLTON, Harold E. ..... Data Processing

BROWN, Betty J. ..... Ballroom Dance
Veloz & Yolanda; Arthur Murray; David LeVay

BURT, Raymond D. ..... I.B.M. Key Punch
Fresno State College

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

CADWELL, Willie R. ..... Electronics

CARLSON, Albin M. ..... Blueprint Reading
State Teachers College, Bemidji, Minn., '47, B.S.

COATS, James W. ..... Psychology
College of Idaho, '48, B.A.
University of Utah, '54, M.S.

CROUCH, Wendell H. ..... Writing Workshop
Idaho State College, '47, B.A.

DAVIS, Nancy Y. ..... Anthropology
University of Chicago

DECKER, Doris S. ..... MDTA - Business Education
Husson College, Maine, '59, B.S.

DEKREON, Joseph M. ..... Residential Planning
U. S. Merchant Marine Academy, '44, B.S.

EGGERT, Percy Jean ..... General Mathematics & English
Eastern Michigan College, '51, B.S.
University of Southern California, '53, M.S.

ELLEDGE, Roland G. ..... Aeronautics
Washington State College, '52, B.S.
Whitworth College, '63, M.A.

FORSELL, Carl F. ..... MDTA - Business Education
University of Washington '52, B.B.A.
University of Southern California, '63, M.S.

FROSTAD, Norman G. ..... Plumbing

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 C. ..... History
Ursinus College, Pa., '49, B.A.
Temple University, Philadelphia, '59, M.Ed.

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

HATCHER, Joy E. ..... Speed Reading
Arizona State University, '60, B.A.

HENDERSON, Margaret ..... English
Baylor University, '36, B.A.
Texas Woman's College, '51, M.Ed.

JANIS, Sally A. ..... MDTA - Business Education
Michigan State College, '54, B.A.

JEFFERS, James R. ..... Psychology
University of Denver, '49, B.A.; '55, M.A.

JUNGHERR, J. Anton ..... Accounting
University of Connecticut, '54, B.S.
Syracuse University, '58, M.P.A.

KIRSCHBAUM, Armond M. ..... Art
California School of Fine Arts
Stevens School of Commercial Art, Calif.

LANE, Darlene L. ..... MDTA - Drafting
Boeing Engineering Drafting School, Seattle
University of Washington

MADDEN, William J. ..... MDTA - Basic Education
University of Minnesota, '60, B.A.

NIELSON, Burl E. ..... Mathematics
Nebraska State College, '48, B.S.
University of Wyoming, '52, M.A.

PARKER, Dr. Allen H. ..... Psychology
Oregon State University, '43, B.S.
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