

*Anchorage  
Community  
College*

1966-1967

# ANCHORAGE COMMUNITY COLLEGE

AN EXTENSION PROGRAM

of the

UNIVERSITY OF ALASKA

in cooperation with the

ANCHORAGE BOROUGH SCHOOL DISTRICT

1700 Hillcrest Drive

Anchorage, Alaska

Phone 277-5511

**CATALOG**

**1966 - 1967**

# Anchorage Community College

## ADMINISTRATION

Eugene Short .....	Resident Director
David R. Knapp .....	Registrar-Director of Students
Gene Johnson .....	Counselor
William R. Krager .....	Non Degree Supervisor
Dennis Rehder .....	Manpower Coordinator
Miss Dorcas Keim .....	Coordinator, Practical Nursing Program

The Anchorage Community College is an extension of the University of Alaska, operated in cooperation with the Anchorage Borough School District. It is accredited as a part of the University of Alaska, offering academic courses for University credit. On behalf of the school district it offers terminal courses in general education, vocational-technical education, and continuing education for adults of all ages in the Greater Anchorage Area.

## University of Alaska

DR. WILLIAM R. WOOD, President

DR. HOWARD A. CUTLER, Academic Vice President

DR. KENNETH M. RAE, Vice President for  
Research and Advanced Study

DR. DON M. DAFOE, Provost,  
Anchorage Regional Center

ANCHORAGE COMMUNITY COLLEGE

# 1966-1967 Trimester Calendar

## FALL TERM (1966)

Registration .....	Tuesday, September 6, 6:00-10:00 p.m.
	Wednesday, September 7, 6:00-10:00 p.m.
	Thursday, September 8, 6:00-10:00 p.m.
Instruction Begins .....	Monday, September 12
End of Late Registration .....	Friday, September 16
Thanksgiving Vacation (Classes do not meet) .....	Thursday, November 24, Friday, November 25
Last Day of Class .....	Friday, December 16

## SPRING TERM (1967)

Registration .....	Monday, January 16, 6:00-10:00 p.m.
	Tuesday, January 17, 6:00-10:00 p.m.
	Wednesday, January 18, 6:00-10:00 p.m.
Instruction Begins .....	Monday, January 23
End of Late Registration .....	Friday, January 27
Easter Vacation (Classes do not meet) .....	Friday, March 24
Last Day of Classes .....	Friday, April 28
Commencement .....	Friday, May 5

## SUMMER TERM (1967)

Registration .....	Wednesday, May 31, 6:00-10:00 p.m.
	Thursday, June 1, 6:00-10:00 p.m.
	Friday, June 2, 6:00-10:00 p.m.
Instruction Begins .....	Monday, June 5
End of Late Registration .....	Friday, June 9
Independence Day (Classes do not meet) .....	Tuesday, July 4
Last Day of Classes .....	Friday, September 1



# 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 2000. 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. On July, 1, 1966, the Administration of Anchorage Community College was changed from the University of Alaska Statewide Services to Anchorage Regional Center.

### LOCATION

While its classes will usually meet in the West Anchorage High School Building, 1700 Hillcrest Drive, 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.

## GENERAL COLLEGE INFORMATION

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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.

### ADMISSION REQUIREMENTS

Admission of Part-time Students—Adults, 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.

Full-time students 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.

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

### FEES AND EXPENSES

The first six (6) credits of college transfer credit courses are at the rate of \$15.00 per semester hour. A course load of seven aca-



## GENERAL COLLEGE INFORMATION

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demic 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.

The tuition for courses not involving college credit is determined by the Board of Education of the Anchorage Borough School District and appears on the schedule of classes each semester. 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.

Credit by examination—a minimum charge of \$3.00 for credit by examination, plus an additional \$1.00 for each credit over three, will be levied.

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

### REFUND POLICY

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

1. Complete refund of all fees will be made when requested in writing by the student in the event withdrawal is made prior to the first class period, or in the event courses registered for are cancelled.
2. Students withdrawing during the first week of classes are eligible for and may claim in writing, refund in the amount of 75% of total fees. Claims must be made in writing in the College office at the time of withdrawal. The time and date on the withdrawal claim will determine the student's eligibility for refund.
3. Students withdrawing 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 student's eligibility for refund.

## GENERAL COLLEGE INFORMATION

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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.

### 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 Post Education Office, Fort Richardson.

### VETERAN EDUCATION

Anchorage Community College is approved by the Veterans Administration for veterans desiring to attend college under the "Cold War G.I. Bill." A veteran may obtain the necessary application forms from the Registrar or from the Veterans Administration.

Under this bill, 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.

### HIGH SCHOOL DIPLOMA

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 adult to obtain a high school diploma.



## GENERAL COLLEGE INFORMATION

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### COUNSELING SERVICE

The objective of counseling is to assist each individual, whether student or not, in his attempts to identify his particular educational and vocational goals. Counseling is provided to help the individual answer questions that he has about himself and his surroundings so he can better make his own educational and vocational decisions. Such questions often revolve around the identification of interests, aptitudes, personal attitudes and values. Any individual may contact the counselor directly or may make an appointment with him through the College office. Various tests are available and a nominal fee may be charged if testing is involved.

### ANCHORAGE COMMUNITY COLLEGE TESTING CENTER

In addition to the counseling tests mentioned above, the Anchorage Community College functions as a test center for a wide variety of national test programs. These are, for example, to establish certain levels of professional competency, college entrance, high school equivalency, etc. The center will also proctor special examinations at the request of the student, or established organization.

### 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 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.

## GENERAL COLLEGE INFORMATION

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While presented more as a class than an affiliated organization, the Anchorage Community College is able also to present the Lyric Opera Theater and the Community College Concert Band.

### APPRENTICESHIP PROGRAMS

In cooperation with the Joint Apprenticeship Committees, the Anchorage Community College-Anchorage Borough School District sponsors apprenticeship classes in sheetmetal, plumbing, and carpentry at the present time. Entrance into the apprenticeship class is contingent upon approval of the applicant by the Joint Apprenticeship Committee.

### 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 performance definitely above the average.

C—Indicates 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 make a regular withdrawal from a course while doing failing work.

## GENERAL COLLEGE INFORMATION

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**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 for those courses being taken for credit.

**S**—Indicates satisfactory completion of a non-credit course.

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

### GRADE POINTS

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

### TRANSCRIPTS

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



# 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

	Credits
I. General Education Requirements	
A. Specific Requirements	12
1. English	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, or 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 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.	
V. To receive an Associate Degree a student must have been enrolled during the year preceding graduation.	

## COURSE INFORMATION

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### 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.

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

Biological Sciences  
Chemistry  
Geography 201  
Geology  
Mathematics  
Physics

#### SOCIAL SCIENCES HUMANITIES

Anthropology	Art
Economics	English
Geography	Foreign Language
History	Journalism
Home Economics	Linguistics
Political Science	Music
Psychology	Philosophy
Sociology	Speech and Drama

### CURRICULA

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.

## COURSE INFORMATION

### REQUIREMENT FOR AN A.B.A. IN OFFICE ADMINISTRATION

1. Complete the following general requirements:

Acc. 215-216—Principles of Accounting	6 credits
Econ. 121—Principles of Economics	3 credits
Econ. 122 or P. S. 101	3 credits
Engl. 101-102—Composition and Modes of Literature	6 credits
Math. 110—Math of Finance	3 credits
Spk. 211—Public Speaking	2 credits
Soc. 101 or Psych. 101	3 credits
M. S. or P. E.	4-6 credits

2. Complete the following required courses in Office Administration:

O.A. 101-102—Shorthand (or approved electives)	6 credits
O.A. 105—Intermediate Typewriting	2 credits
O.A. 106—Advanced Typewriting	2 credits
O.A. 201—Intermediate Stenography	3 credits
O.A. 202—Advanced Stenography	3 credits
O.A. 203—Office Machines	3 credits
O.A. 208—Specialized Secretarial Skills	3 credits
O.A. 231—Business Correspondence	3 credits
Approved Electives	6 credits

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.

### ART (Vocational)

I. General Education

B. Specific Requirements (12)

1. English 6
2. American Government or American History 6

B. General Requirements (18)

At least 6 credits each in any three areas listed below:

1. Humanities
2. Social Studies
3. Natural Science
4. Mathematics
5. Other



## COURSE INFORMATION

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### II. Major (20-30)

No course used to meet the General Education requirements may be used to meet the requirements of the major.

#### A. Specific Requirements

- |  |           |
|--|-----------|
| 1. Art 55 or 105, Beginning Drawing      | 2 credits |
| Art 56 or 106, Beginning Drawing         | 2 credits |
| 2. Art 57 or 207, Beginning Printmaking  | 2 credits |
| Art 58 or 208, Beginning Printmaking     | 2 credits |
| 3. Art 59 or 209, Beginning Metalcraft   | 2 credits |
| Art 60 or 210, Beginning Metalcraft      | 2 credits |
| 4. Art 61 or 211, Beginning Sculpture    | 3 credits |
| Art 62 or 212, Beginning Sculpture       | 3 credits |
| 5. Art 63 or 213, Beginning Oil Painting | 3 credits |
| Art 64 or 214, Beginning Oil Painting    | 3 credits |
| 6. Art 65 or 213, History of World Art   | 3 credits |
| Art 66 or 262, History of World Art      | 3 credits |

#### B. Electives 4-16 credits

A total of 60-75 credits numbered 50-299 are required for graduation.

### LIBERAL ARTS

A total of 60 required for graduation.

#### I. General Education

##### A. Specific Requirements (12)

- |  |   |
|--|---|
| 1. English (Comp. and Modes of Lit.)                                     | 6 |
| 2. History (Hist. of U.S.) or Political Science<br>(American Government) | 6 |

##### B. General Requirements (18)

At least 6 credits each in any three areas listed below:

1. Humanities
2. Social Studies
3. Natural Science
4. Mathematics
5. Other

### II. Major in Liberal Arts

No course used to meet the General Education requirements may be used to meet the requirements of the major.

## COURSE INFORMATION

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A. Specific Requirements	(14-20)
1. One year of foreign language	6-10
or	
two years of high school in one foreign language	
2 Speech (Public Speaking)	4
3. Formal Humanities Course	4-6
B. Approved Electives	10-16
of which six must be in one department.	

### POLICE SCIENCE

Eng. 51, 52, or		Humanities	4
Eng. 101, 102	6	Police Science	28
P.S. 101, 102	6	Nat. Science	0-6
Psych. 101, 102	6	Math.	0-6
Spk. 211	2	Electives	0-2

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.

### Sample

#### BUSINESS ADMINISTRATION CURRICULUM (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

## COURSE INFORMATION

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### Sample

#### BUSINESS ADMINISTRATION CURRICULUM (Secretarial)

Eng. 101, 102	6	Math.	3-6
Hist. 131, 132 or		O.A. 101, 102	6
P. S. 101, 102	6	O.A. 103, 105, 106	6
Psych. 101, 102	6	O.A. 201, 202	6
Humanities	3-6	O.A. 231	3
Nat. Science	3-6	Electives	3-12
		Total	60

### Sample

#### ENGINEERING

Eng. 101, 102	6	Nat. Sci. (Chem. 201, 202)	8
P.S. 101, 102 or		Engr. Sci. 101, 102, 111	7
Hist. 131, 132	6	E.S. 112, 207, 208	10
Math. 107, 108, 109	8	Eng. 213	3
Math. 111, 201, 202	11	Spk. 211	2
		Total	61

#### LAW

Eng. 101, 102	6	Spk. 211, 212	4
Hist. 131, 132 or		Psych. 101	3
P. S. 101, 102	6	Nat. Science	0-6
Acc. 215, 216	6	Math.	0-6
Econ. 121, 122	6	Electives	1-7
Foreign Language	16	Total	60

#### MEDICAL SCIENCES

Eng. 101, 102	6	Math. 107, 108, 109	8
Hist. 131, 132 or		Humanities	6
P.S. 101, 102	6	Social Science	6
Biol. 105, 106, 214	12	Electives	8
Chem. 101, 102	8	Total	60



## 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 offered in the spring.

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 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.  
+ Indicates these classes are offered as demand warrants.

### CLASS HOURS AND SCHEDULE

The college transfer-credit courses meet for 14 weeks. Non-credit courses usually meet for 14 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. The usual beginning times for classes are; 4:00, 5:00, 6:30, and 8:30. Some two credit courses meet for one 120-minute period per week. The non-credit 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.

## DESCRIPTION OF COURSES

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### ACCOUNTING COURSES

Acc. 1 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 Advanced Bookkeeping (2+2) 0 credits

Study of special journals, special ledgers, voucher system, perpetual inventories, and comparative statements. Prerequisite: Acc. 1 or one year of recent high school bookkeeping.

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

Accounting as a factor in business management and control. Accounting principles as they apply to the organization and conduct of business. Prerequisite: Sophomore standing.

Acc. 216 Accounting Principles (3+0) 3 credits

Application of accounting principles and practices to business situations: preparation of financial statements. Prerequisite: Acc. 215 or equivalent.

### AERONAUTICS

Aeron. 1 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

## DESCRIPTION OF COURSES

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awarded. FAA will give the Private Pilot Written Examination during the final class period.

Aeron. 2 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 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. 6 Aircraft Preventive Maintenance

Keeping the light aircraft airworthy year around (wheels, skis, and floats). A course for pilots and non-pilots wishing to know more about the functions of and the problems arising in light aircraft systems.

## 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 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 or by permission.

## ART

Art 2 Commercial Art 1 (3+0) 0 credits

Introduction to commercial art, including layout and design,



## DESCRIPTION OF COURSES

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mechanical and freehand lettering methods, and techniques of production and reproduction.

Art 3    Advanced Commercial Art    (3+0)    0 credits

Advanced course in commercial art. Will include silk screen.

Art 5    Lapidary Crafts and Gemology    (0+4)    0 credits

A brief introduction into the study of gem stones with laboratory work in the actual cutting and polishing of stones for jewelry purposes.

Art 105    Freehand Drawing (0+4)    2 credits

Art 106    2 credits

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

Art 207    Beginning Printmaking    (0+4)    2 credits

208    2 credits

Various intaglio and relief printing media, engraving, etching, woodcut and other graphic media.

Prerequisite: Art 106 or permission.

Art 211    Beginning Sculpture    (0+6)    3 credits

212    3 credits

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

Art 213    Beginning Oil Painting    (0+6)    3 credits

214    3 credits

Basic investigation of materials and their use in expressing the students' ideas. Prerequisite: Art 106 and 162 or 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. Term paper required each semester.

## DESCRIPTION OF COURSES

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### AUTOMOTIVE ENGINEERING

Auto 1 General Auto Mechanics (1+4) 0 credits

A basic course in auto diagnosis and repair including: engine, hydraulic, electrical, suspension, and cooling system analysis.

### BIOLOGICAL SCIENCES

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

Principles of living systems as illustrated in unicellular and multicellular organisms; mechanisms of growth, development, heredity and evolution; introduction to plant and animal kingdoms. An introductory course open to students in all curricula. Basic principles; structure and function of vertebrates and vascular plants.

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

Plant and animal kingdoms. Prerequisite Biol. 105 or permission.

### BUSINESS ADMINISTRATION

B.A. 3 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. 16 Stock Market and Other Investments (3+0) 0 credits

A general course on the securities market, covering types of securities, methods of trading, and analysis of investment opportunities.

B.A. 39 Insurance Underwriting (3+0) 0 credits

B.A. 40 Advanced Insurance Underwriting (3+0) 0 credits

The analysis of automobile insurance and certain fire coverages, including the rating, the actual typing, and "servicing" of policies. Theoretical aspects will be tied to practical procedures. Women only.

## DESCRIPTION OF COURSES

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B.A. 45 Real Estate (3+0) 0 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 Business Law (3+0) 3 credits

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Contracts, agency, employment, negotiable instruments, personal property sales.

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

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law. Insurance, suretyship, partnerships, corporations, real property, trusts and wills, bankruptcy, torts and business crimes. Prerequisite: Third-year standing.

## CHEMISTRY

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

General chemistry and introductory qualitative analysis. General principles, chemistry of the non-metals.

Chem. 102 General Chemistry and Introductory Qual. Analysis  
(3+3) 4 credits

General chemistry and introductory qualitative analysis. Chemistry of the metal, and qualitative analysis.

## ECONOMICS

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.



## DESCRIPTION OF COURSES

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

Theory of prices and markets, income distribution, contemporary problems of labor, agriculture, public utilities, inter-national economic relations.

### ELECTRONICS

E.T. 45 General Electronics 0 credits

A three semester course designed to prepare the student for entry into electronics technician work in general, and for entry into training in advanced systems of electronics. Each semester consists of approximately 500 hours divided equally between classroom and laboratory work.

1st Semester: Introduction to Electronics,  
Mathematics for Electronics

2nd Semester: Electronics Circuits,  
Electronics Systems

3rd Semester: Service techniques and test equipment,  
F.C.C. First Class License preparation

E.T. 45A Electronics Fundamentals (4+4) 0 credits

A beginning course covering vacuum tube and semiconductor fundamentals and basic circuit analysis.

E.T. 45B Intermediate Electronics (3+5) 0 credits

A continuation of E.T. 45A covering circuits and systems required for successful completion of the F.C.C. Second Class license.

E.T. 45C Advanced Electronics 0 credits

A continuation of 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.

E.T. 45E Electronics Workshop (2+6) 0 credits

A laboratory course designed to give the student practice in

## DESCRIPTION OF COURSES

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shop techniques, reading schematic drawings, and the use of test equipment. Individual projects are permitted with the approval of the instructor.

### E.T. 46 Avionics

0 credits

A three semester course designed to prepare the student for entry into aircraft electronics service, in which a knowledge of highly sophisticated circuits and systems is required. The study of systems in jet aircraft will be stressed. Each semester consists of approximately 500 hours divided equally between classroom and laboratory.

1st semester: Air Safety, aircraft electrical systems

2nd semester: Control systems, communications systems

3rd semester: Computer circuits and systems, navigational systems.

Prerequisite: Successful completion of E.T. 45, General Electronics.

## ENGINEERING SCIENCE

### E.S. 1 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. 2 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 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.

## DESCRIPTION OF COURSES

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

E.S. 4 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. 6 Basic Drafting (1+4) 0 credits

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

E.S. 8 Welding 0 credits

The majority of the time in this course will be spent in electric arc welding, however, oxygen and acetylene welding and other types of welding may be covered. In all types of welding 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 Basic Principles of Punched Card  
Accounting Equipment (2+2) 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 such equipment as the card punch, card verifier, sorter, interpreter, reproducer, and accounting machine.

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

Basic principles of data processing, (sorter, collator, reproducing punch, interpreter, tab), including board wiring and concepts of operations.



## DESCRIPTION OF COURSES

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E.S. 14 Basic Computer Concepts 0 credits

The basic function of the computer, understanding the capabilities, formulation of different computer systems, and simple programming.

E.S. 14A Advanced Computer Concepts 0 credits

E.S. 15 Cabinet Making 0 credits

A course designed for individuals wishing to become familiar with basic furniture and cabinet design and construction. The identification of woods. How to select and make woodworking joints. The proper use and care of both hand and machine tools and an introduction to wood finishing.

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

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

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

Descriptive geometry; graphic solution of 3 dimensional problems.

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

112 3 credits

Engineering problem solving with emphasis on the statics, kinematics and dynamics of engineering systems. Conservation laws, fluid mechanics and heat. Prerequisite: Credit or registration in Math. 108 and Math. 200.

E.S. 207 Measurements (2+3) 4 credits

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

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

Statics, kinematics, dynamics. Both classical and vector methods are used. Graphical solutions, work and energy, impulse and momentum, virtual work. Prerequisites: E.S. 112 and Math. 200.

## DESCRIPTION OF COURSES

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### ENGLISH

Eng. 1 Elementary English (3+0) 0 credits

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

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

This course will 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. 68 Elementary Exposition 3 credits

Training in oral and written communication.

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

Intensive instruction in orderly thought, clear expression, and analysis of creative literature.

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

Masterworks of literature, studied to acquire a broad background and develop standards of literary judgment. Prerequisite: English 101 and 102.

Eng. 213 Advanced Exposition (1+2) 3 credits

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

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

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

## DESCRIPTION OF COURSES

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### FRENCH

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

Designed to teach students to hear, speak, read, and write French. Oral practice is emphasized. Prerequisite for 102: French 101.

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

A continuation of French 102. Increasing emphasis on reading ability and cultural material. Conducted in French. Prerequisite: French 102 or 2 years of high school French.

### GEOGRAPHY

Geog. 101	Introductory Geography (3+0)	3 credits
World regions; an analysis of environment.		

Geog. 201	Elements of Physical Geography (3+0)	3 credits
Description of physical environment and introduction to techniques of geographic analysis. Prerequisite: Geog. 101.		

### GEOLOGY

Geol. 101	General Geology (3+3)	4 credits
Introduction to physical geology; a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and the recognition of common rocks and minerals.		

Geol. 102	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 and structure sections; Prerequisite: Geol. 101.		



## DESCRIPTION OF COURSES

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### GERMAN

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

Designed to teach students to hear, speak, read, and write German. Oral practice is emphasized. Prerequisite for Ger. 102: Ger. 101.

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

Continuation of German 102. Increasing emphasis on reading ability and cultural material. Conducted in German. Prerequisite: German 102 or 2 years of high school German.

### HISTORY

Hist. 117	Formation of European Civilization (3+0)	3 credits
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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
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Political, social, economic and cultural history of Europe from 1500 to the present. Evolution of nationalism, democracy; their interrelationship with the Industrial Revolution.

Hist. 131	History of the U. S. (3+0)	3 credits
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The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

Hist. 132	History of the U. S. (3+0)	3 credits
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History of the U. S. from the Reconstruction to the present.

Hist. 225	Ancient History (3+0)	3 credits
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Political, social, economic and cultural development of the ancient Near East, Greece and Rome.

## DESCRIPTION OF COURSES

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

Origins of Russia. Kievan Russia. The Mongol Era and the Rise of Moscovy. Early modern Russia.

Hist. 262 Russian History (3+0) 3 credits

The Romanoffs and the Development of the Russian Empire, the Petrine Reforms, the Great Reform of the 19th Century, revolutionary movements, strains and stresses in Tsarist Russia.

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

H.E. 1 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 should be considered a prerequisite for all of the following home ec. classes.

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

This class will emphasize pattern alteration and fitting plus improved skill in basic techniques. Basic Clothing Construction is a prerequisite for this class.

H.E. 3 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.

H.E. 8 Self Improvement 0 credits

Special interest course to women of all ages. This is a self-improvement course offering training in every phase; visual poise,

## DESCRIPTION OF COURSES

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diets, nutrition, personal care, nail, skin, and hair care. It will also include make-up, wardrobe planning, accessories, conversation, etiquette in business and social use.

### JOURNALISM

Jour. 1 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. 3 Advanced Photography 0 credits

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

Structure of news stories, various news leads and feature stories; gathering and evaluating information for simple news stories; writing 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.

### MATHEMATICS

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

A course in basic mathematics. Review of fundamental arithmetic processes. Introduction to short methods in these operations. The purpose of the course is to prepare the student to be able to solve daily mathematics problems.

Math. 47 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.



## DESCRIPTION OF COURSES

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

The course will cover fractions, decimal equivalents, percentages, vocational finance, surface measurements, volume, mechanics, electricity, machines, and efficiency.

Math. A    Review of Algebra    (5+0)    0 credits

Required of those insufficiently prepared to take Math. 107.  
May be used to remove high school deficiency.

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 trigonometric functions. Prerequisite: Math. A or equivalent.

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. 121    Introduction to Modern Algebra and Analysis    4 credits

Sets, relations, functions, algebraic systems, groups, rings, fields, vectors spaces, matrices, and linear transformations.

Math. 122    Introduction to Modern Algebra and Analysis    4 credits

Trigonometry limits, continuity, differentiation, intergration, differential equations, difference equations.

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

## DESCRIPTION OF COURSES

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Techniques and application of differential and integral calculus, vector analysis, partial derivatives, multiple integrals and infinite series. Prerequisite for Math 200 is 108 or 122.

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

Background for better understanding and appreciation of fundamental principles underlying mathematics taught in elementary schools. Prerequisite: Math 121.

### MUSIC COURSES — APPLIED MUSIC

Music 48 Vocal Ensemble (2+0) 0 credits

Admission by audition. At least one concert each semester.

Music 51 Music Fundamentals (0+1) 3 credits

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 dictation.

Music 52 Music Fundamentals 3 credits

A continuation of Music 51.

Music 101 Community Chorus (0+3) 1 credit

Music 123 Introduction to Music (2+3) 3 credits

Cultivation of the understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles. Open to all students, including music majors, but not a part of the music major curriculum. May be repeated for maximum of 6 hours credit.

Music 151 Class Lessons (0+3) 1 credit

152 1 credit

Class instruction in voice or string instruments.

## DESCRIPTION OF COURSES

Music 203	Orchestra (0+3)	1 credit
Music 205	Concert Band (0+3)	1 credit
Music 243	Education, Music for the Classroom Teacher (2+3)	3 credits

Introduction to music through experience related to the teaching of music in the elementary school classroom.

Music 293 Arctic Knights, Men's Choral Group

Classes held on Elmendorf A.F.B. Admission by audition.

## NURSING SCIENCE

### Nursing Science 42 Practical Nursing Program

This program is 12 months in length on a full time basis. Classes are held in the daytime; these will be related to the student's 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



## DESCRIPTION OF COURSES

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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.

There is a 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

O.A. 45 Elementary Typewriting (2+2) 0 credits

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

O.A. 49 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

Beginning Gregg Shorthand for secretarial students. Theory and reading practice.

## DESCRIPTION OF COURSES

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

Beginning Gregg Shorthand for secretarial students. Dictation and transcription practice. Prerequisite: O.A. 101

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

Basic typewriter skills, techniques of copy work and introduction to letter writing and simple tabulations. For students who have had no previous typewriting.

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

Speed development and application of typewriting skill to special letter problems, tabulations and office problems. 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; emphasis is on speed and 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.

## DESCRIPTION OF COURSES

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

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

### PHILOSOPHY

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.

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

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

### PHYSICAL EDUCATION

P.E. 1 Ballroom Dance (0+3) 0 credits

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

P.E. 2 Advanced Ballroom Dance (0+3) 0 credits

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

P.E. 3 Recreational and Physical Education (0+4) 0 credits

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

P.E. 5 Basic Horsemanship 0 credits

A series of lectures and labs on the care and handling of Alaska horses including: training, grooming, nutrition, and medical aid.



## DESCRIPTION OF COURSES

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Classes will be held in various stables and classrooms in the Anchorage area.

P.E. 7 Basic Mountaineering 0 credits

Complete basic course in mountaineering and mountain climbing. Emphasizing equipment, techniques, and safety.

P.E. 146 First Aid (2+0) 2 credits

Knowledge and skills necessary to provide efficient aid and treatment in emergencies.

### PHYSICS

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

112 3 credits

Mechanics, conservation laws, statics, oscillations, gravitation, fluids, sound and heat. Prerequisite: Credit or registration in Math. 107.

Phys. 275 Astronomy (3+0) 3 credits

Science elective for the general student. Stellar astronomy. Nature of radiation, physical properties and distribution of stars, galactic structure and cosmogony. Evening demonstrations.

Phys. 276 Astronomy (3+0) 3 credits

Science elective for the general student. The solar system, laws of motion, the earth, the moon, planets, comets and meteors, cosmogony.

### POLICE SCIENCE

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.

## DESCRIPTION OF COURSES

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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.

### POLITICAL SCIENCE

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

U.S. Constitution and its philosophy; evolution of the branches of government; political process in American government; and contemporary political issues.

P.S. 102 Introduction to Political Science (3+0) 3 credits

The political process and its examination. Goals, methods, and levels of government.

P.S. 201 Comparative Politics:  
The Political Process (3+0) 3 credits

Different constitutional molds in which the political process operates; the effect on political processes of modern techniques; and emerging political forms.

P.S. 202 Comparative Politics: Case Studies (3+0) 3 credits

Case studies from selected nations grouped into four classes: Western Democracies, Russian Communism, Chinese Communism, and "emerging" nations.

### PSYCHOLOGY

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

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

## DESCRIPTION OF COURSES

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

Introduction to the purposes and procedures of statistics; calculating methods for the description of groups (data reduction) and for simple inferences about groups and differences between group means. Requires high school algebra.

Psych. 213 Experimental Psychology (2+3) 3 credits

Supervised experiments in sensory psychology and animal and human learning. Data collection and analysis; report writing. Prerequisite: Psy. 101, 102, and 205.

Psych. 214 Experimental Psychology (2+3) 3 credits

Continuation of Psy. 213. Experimental design and experiments in interpersonal relations and psychodynamics. Prerequisite: Psy. 213.

Psych. 251 Child Development (2+3) 3 credits

Mental, emotional, social, and physical development patterns from birth to adolescence; laboratory arranged for observations of children in a variety of settings, including public schools. Prerequisite: Psy. 101 and permission of instructor.

Psych. 252 Psychology of Adolescence (3+0) 3 credits

Mental, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings including public schools. Prerequisite: Psy. 101, 45 collegiate credits, and permission of instructor.

## SOCIOLOGY

Soc. Sci. 51 Introduction to Behavioral Sciences 3 credits

52 3 credits

Introduction to the basic concepts in psychology and sociology with attention to the applied fields of these disciplines constituting the behavioral sciences.



## DESCRIPTION OF COURSES

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

Man's relationship to the society in which he lives.

Soc. 106	Social Welfare (3+0)	3 credits
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Functions and development of modern social welfare and the distinctive features of the profession.

Soc. 201	Social Problems (3+0)	3 credits
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Problems of contemporary society; analysis of factors giving rise to them. Prerequisite: Soc. 101 and 102.

Soc. 209	Urban Sociology (3+0)	3 credits
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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. Prerequisite: Soc. 101 and 102.

### SPANISH

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

Designed to teach students to hear, speak, read and write Spanish; oral practice emphasized.

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

Continuation of Spanish 102. Increasing emphasis on reading ability and cultural material; conducted in Spanish. Prerequisite: Spanish 102 or 2 years of high school Spanish.

### SPEECH

Sp. 1	Theatre Workshop (1+2)	0 credits
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Techniques of acting and directing small scenes. Principles of production, makeup, lighting, and stage craft.

## DESCRIPTION OF COURSES

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Sp. 211 Public Speaking I (1+2) 2 credits

Basic oral composition and criticism. Theory and practice of exposition and persuasion. Prerequisite: Eng. 101 or Phil. 201 or by arrangement.

Sp. 212 Public Speaking II (2+0) 2 credits

Theory and practice of rhetoric and public address. Basic works from Plato to Quintillian. Practice in advanced forms of exposition and persuasion.

# FACULTY - 1966-67

## FULL - TIME

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

BANKS, WILLIAM  
Electronics  
Yale University

BERGERFON, EARLDEANE A.  
Practical Nursing  
Emory & Henry College, '56, B.S.

COMBS, ALEX DUFF  
(On Sabbatical Leave)  
Art  
Temple University, '49, B.F.A.;  
'52 M.F.A.

English  
DECKER, DORIS  
MDTA—Business Education  
Husson College, '59, B.S.

GAINES, RICHARD H.  
Texas Christian Univ. '26, B.A.  
Univ. of Southern Calif., '59, M.A.

HART, JOHN C.  
History  
Ursinus College, '49 B.A.  
Temple University, '59, M.S.

HOKE, DAVID OLIVER  
Mathematics  
Manchester College, '61, B.A.  
Arizona University, '63, M.S.

JOHNSON, RUTH  
Librarian  
Western Reserve University,  
'58, A.B., '59, M.S.

KEIM, DORCAS I.  
Practical Nursing  
Univ. of Washington, '51, B.S.

McDONALD, BEATRICE G.  
(On Sabbatical Leave Spring Sem.)  
Office Administration

State Teachers College, Salem  
Massachusetts, '33 B.S.Ed.  
Boston University, '54, M.Ed.

MONSERUD, SALLY  
MDTA—Basic Education  
Augustana College, '27, B.A.  
Washington State Col. '34, M.A.

MUNGIU, JUDITH P.  
English  
Queens College, '59, B.A.; '61, M.S.  
New York University, '63, M.A.

PINKERTON, FRANK  
Music  
Eastman School of Music, '53, B.A.  
Univ. of New Mexico, '61, M.A.

STOWELL, ANNA BUSS  
French  
Univ. of Minnesota, '27, B.A.;  
'28, M.A.

STRASH, VICTOR C.  
History  
University of Moscow, B.A.  
Univ. of Washington, '36, M.A.

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 Univ., '48, M.M.Ed.



# FACULTY - 1966-67

## PART - TIME

ANDERSON, JERRY A.

Economics

S. D. State College, '62, B.S.  
Kansas State Univ., '63, M.A.

ASHCRAFT, CHARLES A.

Bookkeeping

Phillips University, '58, B.S.;  
'64, M.S.

BURT, RAYMOND D.

Data Processing

Fresno State College

COATS, JAMES W.

Psychology

College of Idaho, '48, B.A.  
University of Utah, '54, M.S.

DIEMER, EDWARD D.

Meteorology

St. Louis University, '55, B.S.;  
'60, M.S., '65, PhD.

EGGERT, PERCY JEAN

General Mathematics and English

E. Michigan College, '51, B.S.  
Univ. of So. Calif., '53, M.S.

ELLEDDGE, ROLAND G.

Aeronautics

Washington State Col., '52, B.S.  
Whitworth College, '63, M.A.

FINK, THOMAS

Insurance

Bradley University, '50, B.S.  
University of Illinois, '52, LL.B.  
American College of Life  
Underwriters, '63, CLU.

FROSTAD, NORMAN G.

Plumbing

HANDY, CHARLES E.

Carpentry

HARRISON, IVAN

Mathematics

E. Cen. State Col. of Okla., '39, B.S.  
S.E. State Col., '50, B.A.  
No. Texas State Col., '56, M.S.

HARTLIEB, GORDON W.

Business Law

Kent State University, '50, B.A.  
Ohio State University, '58, LL.B.

HENDERSON, MARGARET

English

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

KIRSCHBAUM, ARMOND M.

Art

Calif. School of Fine Arts  
Stevens School of Comm. Arts

MARTIN, LARRY C.

Political Science

Willamette University, '58, B.A.  
University of Oregon, '60, M.A.

MILLIGAN, JOSEPH

Welding

NIELSEN, BURL E.

Mathematics

Nebraska State College, '48, B.S.  
University of Wyoming, '52, M.A.

PARKER, DR. ALLEN H.

Psychology

Oregon State U., '43, B.S.  
U. of Portland, '51, M.S.; '53, Ph.D.

PARKINS, ROSE

Home Economics

N. Dak. Ag. College, '39, B.S.

REINHOLZ, HARVEY

Biology

Lawrence College, '51, B.S.  
Northwestern University, '56, M.S.

SCHMIDT, DR. RUTH A. M.

Geology

New York University, '36, A.B.  
Columbia University, '39, M.A.;  
'48, Ph.D.

SCHROYER, LOUIS J.

English

No. State Teachers Col., '41, B.S.  
Colorado State College, '53, M.A.

SEWELL, CHARLES  
Sheetmetal

SHERWOOD, CLYDE M.  
Accounting

Univ. of Washington, '49, B.S.;  
'50, C.P.A.

SPESHOCK, MICHAEL  
Sociology

University of Scranton, '50, B.S.  
Boston College, '54, M.S.W.

STEVAHN, GOTTFRIED  
German

University of No. Dakota, '50, B.S.  
Univ. of Heidelberg, '55, German  
Language Certificate

STRAIGHT, WILLARD  
Music

University of Kansas, '51, B.Mus.  
Chicago Musical College

TAYLOR, MAYNARD  
Drafting

TULIN, CHARLES E.  
Real Estate

Univ. of Wash., '51, B.S.; '54, 'LL.B.

WALKER, WILLIE J.  
Slide Rule

Southwestern College, '51, B.A.

WETHERHORN, DR. MITCHELL  
Psychology

Florida State Univ., '49, B.S.;  
'49, M.S.; '58, Ph.D.

WILSON, REBECCA M.  
Spanish

Marian College, '47, B.A.  
Highland University, '59, M.A.

WILTROUT, WILLIAM W.  
Physical Education

West Virginia Univ., '53, B.S.;  
'58, M.A.

WINEY, CAROL J.  
Home Economics

Iowa State College, '52, B.S.

#### CLERICAL STAFF

Dennis Beier .....	Accountant	Marion Dunham .....	Textbook
Jean Cuffel .....	Records Clerk		Supervisor
Donna Sankey .....	Secretary	Winnie Freeman .....	Library Clerk
Jeanne Ann Bruce .....	Secretary	Hattie Gardner .....	MDTA—Clerk
Katie Payton ....	MDTA—Fiscal Clerk		

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