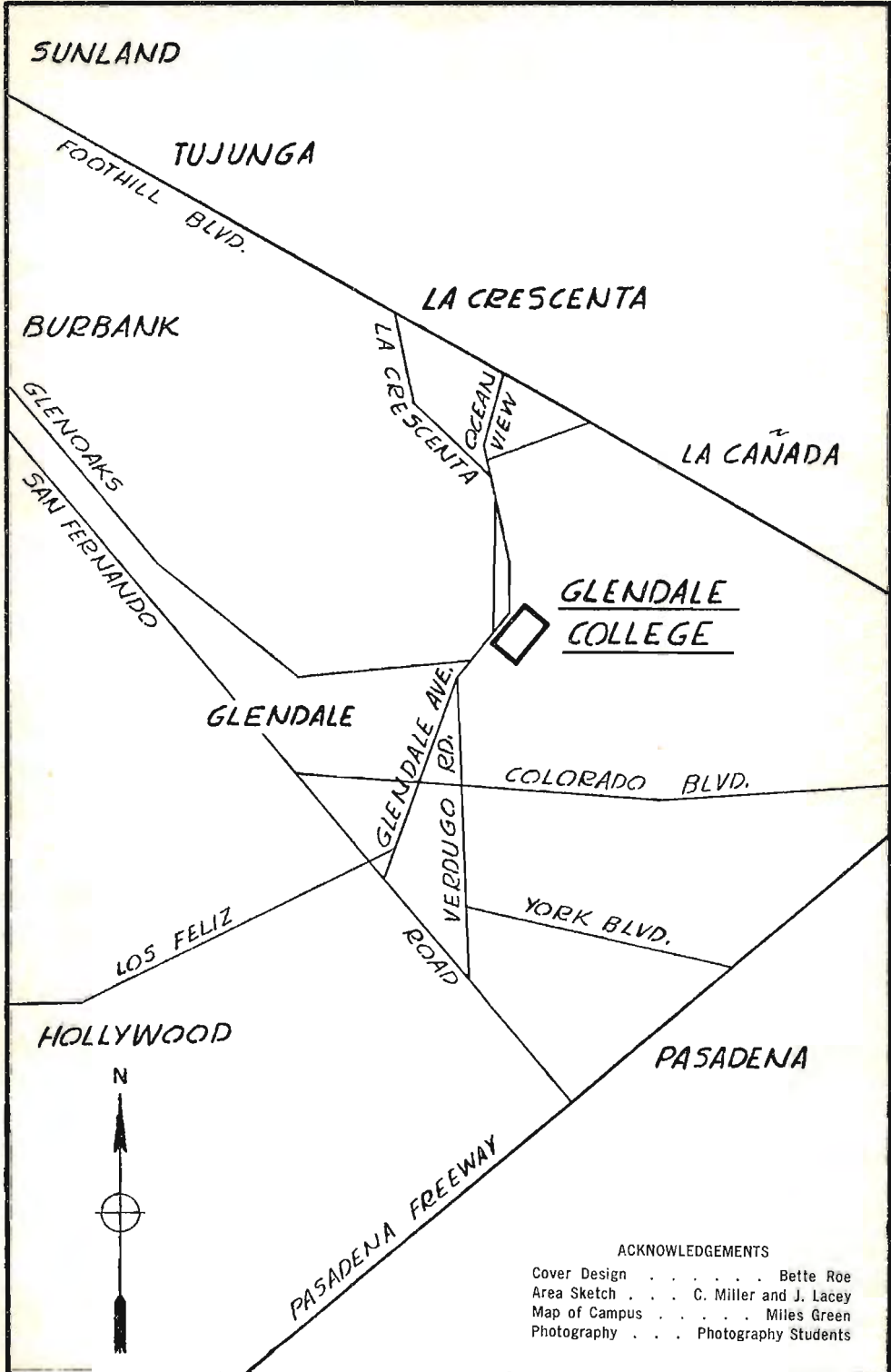




CATALOG

Glendale College

**1963
1964**



GLENDALE
COLLEGE



ACKNOWLEDGEMENTS

- Cover Design Bette Roe
- Area Sketch C. Miller and J. Lacey
- Map of Campus Miles Green
- Photography Photography Students

GLENDALE COLLEGE

A PUBLIC JUNIOR COLLEGE OFFERING INSTRUCTION IN THE AREAS OF
GENERAL EDUCATION, PRE-PROFESSIONAL TRAINING, VOCATIONAL,
TECHNICAL AND INDUSTRIAL EDUCATION



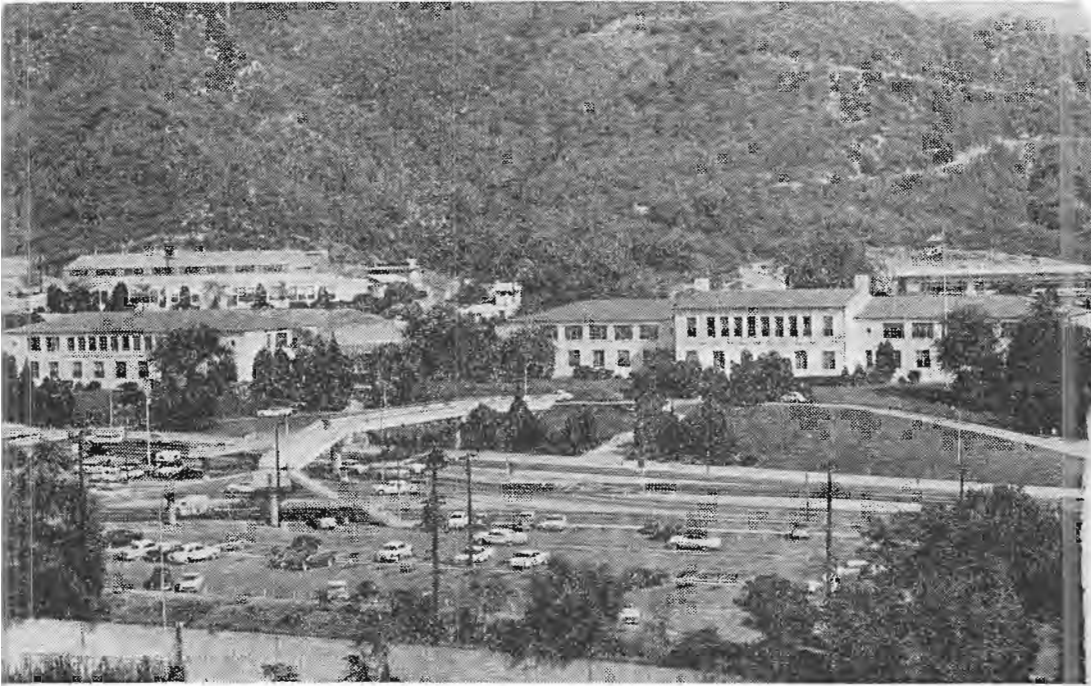
CATALOG
1963-1964

GLENDALE COLLEGE

1500 N. VERDUGO ROAD

GLENDALE 8, CALIFORNIA

Citrus 2-6861



A Message to Every Student



This catalog can be your most important educational guide. The only condition is that you read it and make use of its information.

It will help you become adjusted to a college point of view about educational training and social group activities.

It will tell you the answers to most of the questions you have about courses, preparation for careers, present and prospective job opportunities, and how to plan for university transfer.

It will acquaint you with the many opportunities which exist on campus to participate in social, professional and student body government groups.

Higher education is devoted to the proposition that the accumulated experiences of mankind can be concentrated and distilled and the essence thereof transferred to each generation.

This catalog can help you to understand how this is done.



Glendale College



Glendale College is a public junior college. An Associate in Arts degree, junior standing in a four-year institution, or specialized vocational training may be earned in two years of qualifying work.

The campus consists of 119 acres and twelve permanent buildings. It is beautifully located on the slopes of the San Rafael mountains, overlooking the valleys in the Glendale area. Recreational facilities are numerous, both on the campus and in the vicinity.

A library of 20,000 books and 276 periodicals is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday and until 5:00 p.m. on Friday. A new language laboratory permits students to become fluent with the spoken as well as written language. The laboratory is composed of 35 individual booths each containing a tape recorder, a microphone, earphones, and selector switches.

The student body of over 3,000 has a vigorous student government. Many interest and service clubs are open to all who wish to participate in them.

Board of Education

MRS. REID L. BEERS
1959 - 1963

BENJAMIN O. HAGEN
1961 - 1965

SCOTT T. MACDONALD
1959 - 1963

PAUL G. TAYLOR
1961 - 1965

MRS. DONALD R. WILLIAMS
1961 - 1965

School District Administration

JAMES H. WILLIAMS *Superintendent*

WAYLAND PARSONS *Deputy Superintendent*

MISS MILDRED E. HALL . . . *Assistant Superintendent (Educational Services)*

M. A. HESSE *Business Manager*

Glendale College Administration

ROBERT D. HAUGH *President*

ELSIE T. BISHOP *Administrative Dean - Student Personnel*

JOHN S. KREIDER *Administrative Dean - Instruction*

CLAYTON B. WESTOVER *Administrative Dean - Extended Day*

HAROLD B. COCHRANE *Dean - Guidance and Counseling*

CARL E. MCCONNELL *Dean - Admissions and Records*

J. WALTER SMITH *Dean - Student Activities*

CARROLL THOMPSON *Assistant Director - Adult Education*

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College Calendar

FIRST SEMESTER—1963-1964

- May 31 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.
ACE Psychological Examination, 9:00 a.m.
English Placement Examination, 10:00 a.m.

Mathematics 3 Placement Examination, 2:00 p.m.
Chemistry 1 Placement Examination, 2:00 p.m.
- June 1 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.
ACE Psychological Examination, 9:00 a.m.
English Placement Examination, 10:00 a.m.
- June 6 Mathematics 3 Placement Examination, 11:00 a.m.
Chemistry 1 Placement Examination, 11:00 a.m.
- June 13 Mathematics Proficiency Examination, 11:00 a.m.
Mathematics 3 Placement Examination, 11:00 a.m.
Chemistry 1 Placement Examination, 11:00 a.m.
- June 14 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.
ACE Psychological Examination, 9:00 a.m.
English Placement Examination, 10:00 a.m.
- June 18 Mathematics 3 Placement Examination, 11:00 a.m.
Chemistry 1 Placement Examination, 11:00 a.m.
- June 24 Mathematics 3 Placement Examination, 2:00 p.m.
Chemistry 1 Placement Examination, 2:00 p.m.
- June 28 **PRE-REGISTRATION EXAMINATIONS, 1:00 p.m.**
Employee Aptitude Survey Test, 1:00 p.m.
Mathematics Proficiency Examination, 1:00 p.m.
ACE Psychological Examination, 1:30 p.m.
English Placement Examination, 2:30 p.m.
- August 1 Mathematics 3 Placement Examination, 1:00 p.m.
Chemistry 1 Placement Examination, 1:00 p.m.
- Aug 19-Sept. 13 **REGISTRATION**
- August 28 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.
ACE Psychological Examination, 9:00 a.m.
English Placement Examination, 10:00 a.m.
- August 29 **PRE-REGISTRATION EXAMINATIONS, 5:30 p.m.**
Employee Aptitude Survey Test, 5:30 p.m.
Mathematics Proficiency Examination, 5:30 p.m.
ACE Psychological Examination, 6:00 p.m.
English Placement Examination, 7:00 p.m.
- September 3 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.
ACE Psychological Examination, 9:00 a.m.
English Placement Examination, 10:00 a.m.
- September 5 Mathematics 3 Placement Examination, 8:30 a.m.
Chemistry 1 Placement Examination, 8:30 a.m.
- September 9 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
Employee Aptitude Survey Test, 8:30 a.m.
Mathematics Proficiency Examination, 8:30 a.m.

| | |
|------------------|---|
| | ACE Psychological Examination, 9:00 a.m. English Placement Examination, 10:00 a.m. |
| September 10 | Mathematics 3 Placement Examination, 1:00 p.m. Chemistry 1 Placement Examination, 1:00 p.m. |
| September 13 | Vaqueritos Day (all new students are expected to attend 9:30 a.m. to 12 noon) |
| September 16 | Class Instruction Begins Chemistry Aptitude Test, 8:00 a.m. Chemistry Aptitude Test, 9:00 a.m. |
| September 17 | Mathematics 3 Placement Examination, 11:00 a.m. Chemistry 1 Placement Examination, 11:00 a.m. |
| September 19 | Chemistry 1 Placement Examination, 11:00 a.m. Chemistry Aptitude Test, 11:00 a.m. |
| September 24, 26 | Group Counseling, 11:00 a.m. |
| October 25 | Last day to drop class without possible penalty (see catalog statement on Withdrawal from Class or College) |
| November 11 | Veterans Day (Legal Holiday) |
| November 15 | Mid-Semester Grade Reports |
| November 26 | Group Counseling, 11:00 a.m. |
| November 28, 29 | Thanksgiving Vacation |
| December 6 | All students withdrawing from class or college after this date will receive WF grades (see catalog statement on Withdrawal from Class or College) |
| December 19 | PRE-REGISTRATION EXAMINATIONS, 8:30 a.m. Employee Aptitude Survey Examination, 8:30 a.m. Mathematics Proficiency Examination, 8:30 a.m. ACE Psychological Examination, 9:00 a.m. English Placement Examination, 10:00 a.m. Mathematics 3 Placement Examination, 2:00 p.m. Chemistry 1 Placement Examination, 2:00 p.m. |
| Dec. 19-Jan. 1 | Christmas Vacation |
| December 27 | Mathematics 3 Placement Examination, 8:30 a.m. Chemistry 1 Placement Examination, 8:30 a.m. |
| January 4 | PRE-REGISTRATION EXAMINATIONS, 8:30 a.m. Employee Aptitude Survey Test, 8:30 a.m. Mathematics Proficiency Examination, 8:30 a.m. ACE Psychological Examination, 9:00 a.m. English Placement Examination, 10:00 a.m. |
| January 16 | Mathematics 3 Placement Examination, 11:00 a.m. Chemistry 1 Placement Examination, 11:00 a.m. PRE-REGISTRATION EXAMINATIONS, 5:30 p.m. Employee Aptitude Survey Test, 5:30 p.m. Mathematics Proficiency Examination, 5:30 p.m. ACE Psychological Examination, 6:00 p.m. English Placement Examination, 7:00 p.m. |
| January 21 | Mathematics 3 Placement Examination, 11:00 a.m. Chemistry 1 Placement Examination, 11:00 a.m. |
| January 22 | Last Day of Class Instruction |
| January 23 | Final Examinations Begin |
| January 27 | PRE-REGISTRATION EXAMINATIONS, 8:30 a.m. Employee Aptitude Survey Test, 8:30 a.m. Mathematics Proficiency Examination, 8:30 a.m. ACE Psychological Examination, 9:00 a.m. English Placement Examination, 10:00 a.m. |

Mathematics 3 Placement Examination, 2:00 p.m.
 Chemistry 1 Placement Examination, 2:00 p.m.
 January 31 End of Semester

SECOND SEMESTER—1963-1964

December 19 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
 Employee Aptitude Survey Test, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.
 Mathematics 3 Placement Examination, 2:00 p.m.
 Chemistry 1 Placement Examination, 2:00 p.m.

December 27 Mathematics 3 Placement Examination, 8:30 a.m.
 Chemistry 1 Placement Examination, 8:30 a.m.

January 4 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
 Employee Aptitude Survey Test, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.

January 13-31 Registration

January 16 Mathematics 3 Placement Examination, 11:00 a.m.
 Chemistry 1 Placement Examination, 11:00 a.m.

PRE-REGISTRATION EXAMINATIONS, 5:30 p.m.
 Employee Aptitude Survey Test, 5:30 p.m.
 Mathematics Proficiency Examination, 5:30 p.m.
 ACE Psychological Examination, 6:00 p.m.
 English Placement Examination, 7:00 p.m.

January 21 Mathematics 3 Placement Examination, 11:00 a.m.
 Chemistry 1 Placement Examination, 11:00 a.m.

January 27 **PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.**
 Employee Aptitude Survey Test, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.
 Mathematics 3 Placement Examination, 2:00 p.m.
 Chemistry 1 Placement Examination, 2:00 p.m.

February 3 Class Instruction Begins
 Chemistry Aptitude Test, 8:00 a.m.
 Chemistry Aptitude Test, 9:00 a.m.

February 4 Vaqueritos Day
 Mathematics 3 Placement Examination, 11:00 a.m.
 Chemistry 1 Placement Examination, 11:00 a.m.

February 6 Chemistry 1 Placement Examination, 11:00 a.m.
 Chemistry Aptitude Test, 11:00 a.m.

February 12 Lincoln's Birthday (Legal Holiday)

February 13 Group Counseling, 11:00 a.m.

March 13 Last day to drop class without possible penalty (see catalog statement on Withdrawal from Class or College)

March 23-27 Easter Vacation

April 10 Mid-Semester Grade Reports

April 21 Group Counseling, 11:00 a.m.

April 24 All students withdrawing from class or college after this date will receive WF grades (see catalog statement on Withdrawal from Class or College)

May 29

PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.
 Employee Aptitude Survey Test, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.

Mathematics 3 Placement Examination, 2:00 p.m.
 Chemistry 1 Placement Examination, 2:00 p.m.

June 6

PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.
 Employee Aptitude Survey Test, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.

Mathematics 3 Placement Examination, 2:00 p.m.
 Chemistry 1 Placement Examination, 2:00 p.m.

June 10

Last Day of Class Instruction

June 11

Chemistry 1 Placement Examination, 11:00 a.m.
 Mathematics 3 Placement Examination, 11:00 a.m.
 Final Examinations Begin

June 12

PRE-REGISTRATION EXAMINATIONS, 8:30 a.m.
 Employee Aptitude Survey Examination, 8:30 a.m.
 Mathematics Proficiency Examination, 8:30 a.m.
 ACE Psychological Examination, 9:00 a.m.
 English Placement Examination, 10:00 a.m.

June 14

Baccalaureate and Commencement Exercises

June 16

Mathematics 3 Placement Examination, 11:00 a.m.
 Chemistry 1 Placement Examination, 11:00 a.m.

June 19

End of Semester

1963

| MAY | | | | | | | JUNE | | | | | | | JULY | | | | | | | AUGUST | | | | | | | |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | 30 | | | | | | | | | | | | | | | | | | | | | |

| SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | |

1964

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | |

| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
|-------|----|----|----|----|----|----|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | |

General Information



EDUCATIONAL PHILOSOPHY. In the acceptance of its role as a community college, Glendale College is especially concerned with the growth of its students as individuals and as responsible citizens in a democratic society. As a public school it extends the quality of educational opportunity to all who can profit from its offerings. Co-educational in nature and comprehensive in scope, it furnishes both general and specialized education designed to help each student reach the maximum development of his full potential. It is dedicated to the principle that each individual has worth, integrity, and dignity; that each can make a contribution as an informed and conscientious citizen, family member, and worker; and that each can grow in the attainment of intellectual curiosity, creativity, appreciations, and moral and spiritual values. This principle is basic in the development of the curriculum, and guides the determination of specific requirements and highly diversified electives designed to achieve the aims and purposes of the college.

Specific Objectives. The educational offerings of Glendale College, including the Extended Day and Adult Education Division, intended to fulfill the stated purposes, may be grouped into seven categories, which are not to be considered mutually exclusive:

Guidance and Counseling. A guidance and counseling program is provided by which each student is offered assistance designed to help him become an integrated, self-sufficient, socially adjusted, and vocationally competent individual. To this end counselors encourage students to work for the A.A. degree, the requirements for which include a significant number of general education courses.

Education beyond the high school level for vocational competence. Two-year and one-year programs of study are offered in a number of occupational fields. Students completing such programs are qualified to enter occupational life without additional college instruction.

Education for meeting the lower division requirements of a university or a four-year college in a student's particular field. Courses are offered which are equivalent to those available in the freshman and sophomore years at the University of California and other colleges and universities in the United States. A student with a satisfactory high school and junior college record will receive full credit for all university type work done in Glendale College provided he has met the specific requirements of the college or university to which he transfers.

Refresher and remedial education. A student unable to enter a university or a four-year college because of his high school record may, by diligent work, make up his grade and/or subject deficiencies and enter upon a program leading to advanced standing at a four-year institution. Such a student will often need more than four semesters in junior college to complete the Lower Division requirements.

Extended day and adult education. Extended day opportunities in semester and short-term classes, lecture series, and workshops designed for interests and needs of adults are offered.

General education for all members of the community. Both mature and younger citizens of the community will find offerings in English, art, music, philosophy, psychology, history, foreign language, mathematics, physical and biological science, political science, economics, and sociology.

Community service. Faculty and students cooperate to present programs of value to community groups.

ACCREDITATION. Glendale College is accredited by the Western College Association. The University of California and other colleges and universities of high rank give full credit for appropriate courses completed at Glendale College.

VETERAN EDUCATION. Veterans are invited to avail themselves of the guidance services and the educational training offered by Glendale College. Returned service men are helped and encouraged to secure the training necessary to realize their vocational aims. In order that this may be achieved, Glendale College cooperates with the Veterans Administration and with the California Department of Veterans Affairs.

CREDIT FOR MILITARY TRAINING. Glendale College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. College work completed through the United States Armed Forces Institute will be accepted. In order to receive credit for military training, veterans must petition for such credit and present authentic military service and training records including a copy of discharge papers.

Applicants desiring credit for military training will be required to prove their capability by earning fifteen units with "C" average at Glendale College before credit for military service can be granted. Credit earned for military training will count toward satisfying requirements for the degree of Associate in Arts.

SUMMER TERM. The summer term will open June 24, 1963 and close August 2, 1963. Students enrolling for work may complete four to six units of college credit during the six weeks. Courses will be offered in all fields in which there is sufficient demand. Summer term circulars may be requested by telephone. (Citrus 2-6861)

STUDENT EMPLOYMENT SERVICE. The college maintains an employment service to assist students and graduates in securing part-time and full-time employment. Applications should be made in person at the employment office in the men's gymnasium.

Referrals for placement are made on the basis of the student's experience, training, and, where desirable, approval of faculty members.

Since it is not always possible to secure employment immediately, the student who plans to be self-supporting should not begin his college course without sufficient funds to cover the major expenses of at least the first semester.

ADVISORY COMMITTEES. The Advisory Committee procedure is widely used as a method of bringing members of the College and community into a cooperative working situation so that the offerings of the College may more adequately meet the needs of the community as seen by people charged with specific community responsibilities.

HOUSING. Glendale College has no housing facilities for its students, most of whom reside with members of their immediate family or relatives. A limited number of housing accommodations are available in private homes. It is possible for some students to work for room and/or board. Any student interested should call in person at the office of the Dean of Student Personnel, Ad 104, at the beginning of the semester.

STUDENT HEALTH CENTER. The Glendale Unified School District provides facilities for health appraisal of new students enrolled in physical education.

Students having special health problems are referred to the nurse by administrative personnel, counselors or faculty. The necessary medical evaluation is obtained, and assistance in meeting school-related medical problems is offered.

Health Counseling, Health Information and First Aid are available to students and faculty during office hours at the Student Health Center. A registered public health nurse is on the campus full time and physicians are employed, as needed, for consultation and examination of students.

LOANS. A student loan fund was started in 1930 by a contribution of \$150.00 from the Faculty Club. An equal contribution from the student body made a total of \$300.00. From this beginning a loan fund for worthy and needy students has been maintained and increased by contributions from the American Legion Auxiliary, the Montrose-La Crescenta-Kiwanis Club, the Patrons Club, the Glendale Multiple Listing Association and private donors. Applications for loans may be made either to the Dean of Student Personnel or Dean of Student Activities.

SCHOLARSHIPS. A number of scholarships are available each semester for both men and women students. Selection is made by the Scholarship Committee on the basis of academic achievement, financial need, integrity of character, and service to the College. Each is contingent upon the student's having completed one semester of college work. Application may be made in the office of the Dean of Student Personnel, Ad 104. The list includes:

Alpha Gamma Sigma Scholarship. The Glendale College Chapter of Alpha Gamma Sigma State Scholarship Society awards a scholarship of \$50.00 each semester to one of its current members. Candidate must have a minimum grade point average of 3.4 and must have displayed an active interest in club activities.

American Association of University Women Scholarship for \$200.00 is awarded to an outstanding sophomore woman who plans to enter a four-year college or university. Scholarship is given first consideration but leadership,

participation in school activities, a well adjusted personality and financial need are also considered.

American Legion Auxiliary, Glendale Unit No. 129 awards a scholarship of \$100.00 to the son or daughter of a California veteran.

Arion Music Awards. A medal is awarded to the outstanding student in each of the following musical activities of Glendale College:

- Outstanding Woman in College Choir by the La Crescenta Women's Club
- Outstanding Man in College Choir by the Patrons Club
- Orchestra by the La Crescenta Rotary Club
- Band by the Glendale American Legion

Assistance League of Glendale. Each year the Assistance League of Glendale awards \$100.00 for college expenses while attending Glendale College, to an outstanding student who is in need of financial assistance.

Associated Women Students' Scholarship. Each semester the Associated Women Students award \$50.00 to a woman student who has been a member of the board for a minimum of two semesters, has a good scholastic record, and who plans to continue her education.

Bank of America Business Awards. The Bank of America awards 2 scholarships of \$100.00 each to an outstanding man and woman in the fields of business and secretarial science respectively.

Delta Kappa Gamma Society Award. The Xi Chapter makes several awards of \$50.00 each to women who intend to enter upon teaching as a career. Emphasis is placed on character, scholarship, and need of assistance.

Executive Secretaries Incorporated Scholarship. The Los Angeles Chapter of the Executive Secretaries, Incorporated, each year awards \$150.00 for college expenses to an outstanding woman secretarial student. Nominations are made by teachers of secretarial science from the Business Division. The final selection is made by the Scholarship Committee of the Executive Secretaries.

Faculty Wives Club Scholarship. Each semester Faculty Wives Club give \$25.00 to a Glendale College student for the purchase of books for the new semester.

Gateway Kiwanis Scholarship. The Gateway Kiwanis Club of Glendale each year awards \$300.00 to an outstanding sophomore student who is planning to transfer to a four-year institution. Candidates are chosen from those planning careers as teachers with preference for the field of industrial art.

Glendale Academy of Dentists Scholarship. The Glendale Academy of Dentists makes a scholarship award of \$100.00 to a student who has been accepted for admission to the Dental College of the University of Southern California.

Glendale Business and Professional Women's Club awards the Nellie Dewey Wilbur Scholarship of \$100.00 to an outstanding woman student in the Business Education Division.

Glendale Teachers' Association Teaching Scholarship. The Glendale Teachers' Association makes a \$100.00 scholarship award each year to an outstanding Glendale College student who transfers to a four-year institution to prepare for a career of teaching.

Glendale Women's Classified Service Clubs Scholarship. The Altrusa, Pilot, Soroptomist, and Zonta Classified Women's Service Clubs award a scholarship of \$300.00 to an outstanding woman who is entering an accredited college as a candidate for a degree of arts, letters, or science. The purpose of this scholarship is to encourage women to continue their higher education. Candidates must indicate a desire to continue a career in their chosen field.

Hudson-Phillips Dental Award. Drs. Hudson and Phillips make a \$50.00 scholarship award each year to an outstanding Glendale College pre-dental student who is accepted for admission at an accredited dental school.

Hutchinson and Bloodgood Public Accounting Scholarships. The firm of Hutchinson and Bloodgood, C.P.A.'s, the three junior partners of which are former Glendale College students, will award \$1,000.00 as follows: \$500.00 for the junior year and \$500.00 for the senior year to a Glendale College student transfer to upper division work preparing for a C.P.A. career. The selection is made each spring by the Scholarship Committee from nominations of qualified students by accounting instructors.

Little Theater of the Verdugos Award. The Little Theater of the Verdugos each year awards \$200.00 to an outstanding student in theater arts. Consideration by the Scholarship Committee for this award is made each spring upon the recommendation of the faculty of the theater arts classes.

Oakmont League of Glendale Scholarship. The Oakmont League has established a \$2,000.00 scholarship to be awarded annually to a sophomore to assist him in completing his education at a four-year accredited college or university. The selection is based on financial need, academic achievement, integrity of character, and chances of success. The scholarship is not restricted to any one field, but the candidate must have determined his occupational goal.

Patrons Club Scholarships of \$50.00 each are available each semester to both men and women. These are awarded primarily on the basis of financial need.

Patrons Club Highest Man and Woman Awards. The Patrons Club makes a \$50.00 cash award each year to the man and woman having the highest grade point average in the graduating class.

Rebecca Mane Scholarship Fund. In memory of her mother, Rebecca Mane, the sum of two thousand dollars has been donated by her daughter, Miss Florence K. Mane, to be awarded as follows: two \$100.00 scholarships each year will be awarded to two students selected by the Scholarship Committee in co-operation with the donor until the fund is expended.

Tuesday Afternoon Club makes an award of \$100.00 to an outstanding man who has majored in science, is interested in research rather than teaching, and is transferring to a four-year institution to complete his training in science.

Valley District Dental Auxiliary. The Women's Auxiliary of the 4th District Dental Society grants one or more awards of \$200.00 during the spring semester to a student who has been admitted to a dental college of his choice.

Wall Street Journal Award. The Wall Street Journal makes an award of a medal and one year's subscription to the Wall Street Journal to an outstanding student in the field of business administration.

Webb's Department Store Scholarships. Webb's Department Store gives a scholarship of \$100.00 to an outstanding woman in the field of merchandising.

Webb's Store for Men makes an award of \$100.00 to an outstanding man in the field of merchandising.

Women's Athletic Club Study Grant. The Women's Athletic Club of Glendale makes a \$100.00 scholarship award to an outstanding woman in the graduating class who plans to make a career in physical education.

THE CAMPUS CENTER provides facilities for the Associated Students as well as a place where student clubs and other organizations may meet together for social and business functions. A lounge, dining room, and snack bar are housed here.

The Patrons Club, Faculty Wives' Club, civic groups, and other friends of the college may use the Campus Center for their business meetings and social affairs. Arrangements for such use must be made through the Business Office at the Board of Education.

STUDENT ORGANIZATIONS AND ACTIVITIES. The Associated Students of Glendale College is the official student body organization. Numerous opportunities are provided students to participate in its activities. The Student Legislature is elected each semester and meets each Tuesday at 9:00 a.m. in the Conference Room of the Campus Center for the purpose of discussing and determining policies, procedures, and expenditures of student government. This meeting is open to all members of the Associated Students. Social and athletic programs and an accounting office for student funds are maintained. A well stocked bookstore is operated under the supervision of a business manager and any net income is used to promote the program of the Associated Students. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

Activity Period. No classes are scheduled Tuesday and Thursday at 11:00 a.m. This hour is reserved for A.W.S. and A.M.S. Board meetings, club meetings, student committee meetings, and student assemblies.

Athletic Program. A complete program of athletics is sponsored by Glendale College. As a member of the Western State Intercollegiate Athletic Conference, competitive athletics are carried out in all sports for men. The Women's Recreation Association and the Physical Education Department for Women sponsor a complete program of sports and athletic activities for women.

Clubs. Opportunity to render service to Glendale College or to pursue a special interest is provided through participation in the club program offered on the campus. For a list of clubs see Organization Roster. All students are urged to affiliate with at least one organization. Club policies are coordinated by the Inter-Club Council.

Hazing. According to the State Education Code, Article VIII, no club, group, organization or individual may participate in any activity that involves hazing. Hazing includes any method of initiation or any pastime or amusement which causes, or is likely to cause, bodily danger or physical harm to any student or other person attending any educational institution in this State. Further, hazing also includes any act that tends to injure, degrade, or disgrace any fellow student attending Glendale College.

Any Glendale College student who participates in hazing of any kind shall be suspended from college or further disciplined by authorities, and if a member

of an on-campus club, shall be suspended from the club of which he is a member. Also the club shall be placed on probation or suspended.

Honors. Superior scholarship and distinguished service to the college are recognized by various awards presented at the Honor Awards Banquet.

Honor Societies. The following honor societies function at Glendale College: Alpha Gamma Sigma—State Scholarship Society; Beta Phi Gamma—National Inter-Collegiate Journalism Fraternity; Delta Psi Omega—Drama Club; Epsilon Omega—Women's Honorary Club; Sigma Xi Sigma—Honorary Physics and Chemistry Club.

"Howdy Hop." With student body officers acting as hosts and hostesses, the Howdy Hop is held in the Campus Center from 8 p.m. to 12 midnight the first Friday night of each semester. Dancing and games help new students to meet each other. This event is either "stag" or "drag."

Sponsored by the Associated Women Students, the "Friendship Tea" and "Dungaree Dinner" are two added features of the Orientation Program for women students. They help the new woman student to become better acquainted with other women and with the purposes and activities of the A.W.S. and Women's Service Clubs.

Intramural. Members of the Associated Students are offered the opportunity to join the intramural sports program. Most competition is between campus organizations, but individuals are encouraged to participate. The intramural office is located in the Campus Center.

Recreation. Both students and faculty participate in the many recreational activities provided by the Associated Student Body. In addition to dances and games regularly held in the Campus Center and Corral, four Co-Rec nights are scheduled each year in the College Gymnasium. This popular activity attracts an average attendance of about 400 students and faculty.

"Vaqueritos Day." New students are expected to attend Vaqueritos Day program in the Auditorium on the Friday immediately preceding the first day of the Fall semester from 9:30 a.m. to 12 noon. Vaqueritos Day program will be held the first Tuesday of the second semester at 11:00 a.m. Members of student government and administrators are introduced and procedures of the complete Orientation Program are explained. The general meeting is followed by the Hen Party of the Associated Women Students and the Stag Party of the Associated Men Students where regulations, policies, and future events of these two organizations are presented. A tour of the campus and a social hour in the Campus Center will complete the morning's program of the first semester.

In addition to their participation in the Vaqueritos Day an effort is made to acquaint foreign students with the traditions of American college life as it may be related to them on the Glendale College Campus.

Associated Men Students and Associated Women Students are especially helpful in aiding in this program. Each year the culmination of additional activities for foreign students is the dinner given in their honor by the Executive Boards of A.W.S. and A.M.S.

ORGANIZATION ROSTER

| | | Membership | Meets 1 & 3 Tuesday | Meets 2 & 4 Tuesday | Open to All | Subject to Qualifications |
|--------------------------|----------------|------------|---------------------|---------------------|-------------|---------------------------|
| A.S.B. GOVERNMENT | | | | | | |
| A.S.B. Legislature | Governing Body | Both | x | x | | x |
| A.S.B. Executive Board | Governing Body | Both | | | | |
| A.M.S. Board | Governing Body | Men | | | | x |
| A.W.S. Board | Governing Body | Women | | | | x |
| Inter-Club Council | Governing Body | Both | | | | x |

ATHLETIC ORGANIZATIONS

| | | | | | | |
|--------------------------|----------------|-------|--|--|--|---|
| Women's Recreation Assn. | Women's Sports | Women | | | | x |
|--------------------------|----------------|-------|--|--|--|---|

INTEREST CLUBS

| | | | | | | |
|----------------------------------|------------------|------|---|--|---|--|
| Alpha Chi | Art | Both | x | | x | |
| Aqua Vaqs | Skindiving | Both | x | | x | |
| Archi | Architecture | Both | x | | x | |
| Beta Kappa | Business | Both | x | | x | |
| Biology | Biology | Both | x | | x | |
| Campus Christian Forum | Religious | Both | x | | x | |
| Delta Tau | Engineering | Both | x | | x | |
| Discussion Club | Group Discussion | Both | x | | x | |
| Intersivity Christian Fellowship | Bible Study | Both | x | | x | |
| Kappa Pi Sigma | World Friendship | Both | x | | x | |
| Pre-Dental Club | Dentistry | Both | x | | x | |
| Tau Omega Phi | Teaching | Both | x | | x | |
| Vaq-Aeros | Flying | Both | x | | x | |
| Young Republicans | Political | Both | x | | x | |

HONORARY ORGANIZATIONS

| | | | | | | |
|-------------------|-------------------|-------|--|---|--|---|
| Alpha Gamma Sigma | Scholarship | Both | | x | | x |
| Beta Phi Gamma | Journalism | Both | | x | | x |
| Delta Psi Omega | Dramatics | Both | | x | | x |
| Epsilon Omega | Honorary-Service | Women | | x | | x |
| Sigma Xi Sigma | Physics-Chemistry | Both | | x | | x |

SERVICE ORGANIZATIONS

| | | | | | | |
|-----------------|---------|-------|--|---|--|---|
| Circle K | Service | Men | | x | | x |
| Delta Chi Delta | Service | Women | | x | | x |
| Gamma Delta Phi | Service | Women | | x | | x |
| Phi Alpha Theta | Service | Women | | x | | x |
| Psi Delta Phi | Service | Women | | x | | x |
| Sigma Pi Delta | Service | Women | | x | | x |
| Zeta Sigma Phi | Service | Women | | x | | x |

Interest clubs may be joined by attending the meetings.

Application for membership in Women's Service Clubs may be made through the office of the Dean of Student Personnel.

EXTENDED DAY. Late afternoon and evening college credit classes are provided by the Extended Day Division of Glendale College. These courses parallel day courses in prerequisites, content, time devoted to preparation of assignments, and examinations. In addition there are programs in apprenticeship, police science, supervisory training, and trade extension. The regular facilities of the college, including the library, bookstore, auditorium, laboratories, and shops are available to Extended Day classes. Attendance and withdrawal rules, scholarship standards, and requirements for graduation with the Associate in Arts degree are the same as for the day college.

Educational opportunities are also provided in a modern program of adult education, for those seeking personal and occupational improvements, in non-credit courses which include business and distributive education, clothing, craft and graphic arts, engineering and technology, English, foreign languages, life science, mathematics, music, parent education, and physical science. Other courses may be developed to meet the special needs of those desiring general interest studies. Classes are scheduled at various locations throughout the school district.

The teaching staff is made up of persons highly qualified to instruct these classes. Most of the Extended Day faculty also teach on the regular day staff of the Glendale City schools. Business, professional, and industrial persons of the community who have obtained adequate teaching credentials also give the benefit of their knowledge and skills to the students.

Specialized guidance and counseling, in addition to counseling through instructional contacts in classes, are available through the Extended Day Division on certain evenings, appointments for which may be arranged by telephone.

Any adult who complies with established registration procedures may enroll in Extended Day classes. Pre-registration examinations are required for enrollment in certain courses in electronics, English, mathematics, social sciences, and speech. Pre-registration examinations are given by the college in June, July, August, September, December, and January, and prior to the opening of each semester these will be given in the evening on dates to be announced. An adult who is not a high school graduate may petition for transfer of college credits to fulfill high school graduation requirements.

There are no tuition or registration fees for college credit courses; however, students pay for books and personal supplies.

Admission, Counseling and Registration



ADMISSION REQUIREMENTS. Applicants who are high school graduates or are over 18 years of age and give evidence that they will profit from the instruction given at Glendale College may be admitted.

When considering applications for admission of persons having exhibited a questionable standard of citizenship, the basic test will be how other students will be affected by contact or association with these persons. Each case will be considered on an individual basis by the Executive Committee after consultations between the applicant and the Dean of Student Activities.

Application. All applications for admission should be sent to the Office of Admissions and Records, Glendale College, Glendale 8, California.

Transcripts. Each applicant must file a certified transcript of his high school record with Glendale College. Applicants who have attended another college or university must, in addition, file transcripts from each attended, showing all attempted work. Glendale College reserves the right to evaluate work completed in other colleges. Transfers with acceptable grades will be granted advanced standing in so far as the work completely corresponds with that of Glendale College or the lower division work offered in the University of California. Transfers accepted with previous college academic records 6 grade points or more below a "C" average will be placed on probation upon admission.

Failure to file transcripts may delay or prevent admission. Transcripts should be sent directly from the high school or college to Glendale College. All transcripts become the property of Glendale College and will not be returned.

Pre-registration Examinations. Each applicant must take Pre-registration Examinations, which are given in June, July, August, September, December, and January (see College Calendar for dates and hours). Failure to take these examinations will delay or prevent registration; applicants are advised to take them at the earliest date possible.

The results of these examinations are not used to disqualify any person seeking admission, but are used to help the student and his counselor in arranging a satisfactory program of studies.

A Psychological Examination gives information on the student's general aptitude for various types of college work. An English Placement Examination is given to determine the student's ability to read, write, and comprehend English. The results of this examination will also be used to determine for the student

his eligibility for enrollment in courses offered by the Social Science as well as the Language Arts division. The Pre-registration Examination yields a score on the mathematics section evidencing the student's proficiency in mathematics required for graduation. A Mathematics 3 Placement Examination and a Chemistry 1 Placement Examination are administered to all students having the other catalog prerequisites and planning to enroll in Mathematics 3, Analytic Geometry and Calculus, and Chemistry 1 respectively. An Employee Aptitude Survey Test is administered to students planning to enroll in an 8 unit technical and industrial education course.

Residence Requirements. The Glendale Junior College District is composed of Glendale, Montrose, La Crescenta, Highway Highlands, and a part of La Canada.

At the time of registration each student is required to file a "Statement of Residence."

Legal regulations concerning residence of junior college students make necessary the following rules:

(a) A student living in Glendale Unified School District may attend Glendale College provided his legal residence is in the district. The legal residence of a student under 21 is with his father or legal guardian. The legal residence of the father or guardian is in the school district in which he is qualified to vote. The father is the legal guardian except when deceased or made exempt by action of a court of law.

(b) *A student whose residence is outside the Glendale Unified School District and not in another junior college district in California* may attend Glendale College.

(c) *A student whose residence is outside the Glendale Unified School District and in another junior college district in California* may attend Glendale College if he presents a transfer permit from the district of residence. Applicants from a district which maintains a junior college cannot be permitted to register unless a transfer permit has been granted.

A student who is attending Glendale College on a transfer permit should carry a full program so that he will graduate in two years, because transfer permits are usually not renewed after a two-year period.

(d) *An out-of-state student* may be admitted to Glendale College.

Poliomyelitis Immunization. All students registering at Glendale College are required by state law to have at least one poliomyelitis immunization, either the Salk or Sabin type, prior to first registration, and to have completed the series of three within a period of one year *or* to file a "contrary to beliefs" statement.

GUIDANCE SERVICES. Glendale College includes within the structure of its administrative organization a guidance program with a counseling service providing skilled assistance for:

Helping the individual student to understand himself and to plan the best use of his abilities and opportunities.

Advising with and assisting the individual student to implement decisions which he makes in working out solutions to his personal problems.

Aiding the individual for college life adjustment through group guidance activities.

Assisting the individual to achieve success in and beyond college by means of services such as health, course planning, financial aid, placement, and follow-up.

Prior to registration and according to his vocational interest, every student is assigned a counselor who will approve a Study-List in preparation for formal registration. It is the responsibility of the student to plan his own course and make his own decisions; the counselor will help with suggestions based upon the information derived from the student's high school record, the ability and placement tests given at the Pre-registration Examination, and other special interest and personality tests administered as the need arises. After the initial interview, the counselor will be available at scheduled hours for conferences to give personal assistance to individuals about careers, education, student activities, employment, and personal and social problems that may arise with the adjustment to college life.

The Guidance Services are available in the Administration Building. The office of the Dean, Guidance and Counseling and the Guidance Testing Services are located in Room 112. The Counselors' offices are in Room 113.

GUIDANCE TESTING. In addition to the tests included in the Pre-registration Examinations, the counseling staff has available a variety of standardized test materials for the assistance of students. Among these are other tests of ability, vocational interest, and achievement, as well as tests of various aptitudes, special skills, and of personality.

ELIGIBILITY FOR COURSES. A student is eligible to enroll in any course offered at Glendale College provided he has fulfilled the stated prerequisites for the course. A student may occasionally have had outstanding experience in a given area which he may feel will substantially satisfy the stated prerequisite for a course. Where it is desired to offer such experience for the regular prerequisite, the student must have a Petition to the Executive Committee approved to make such substitution. Once such a petition has been approved by the Executive Committee the student may not later receive credit for a course for which he substituted the outside experience.

Credit for lower level courses will not be granted if credits have been earned in higher level courses.

Many courses have no stated prerequisite. Here the student should realize that it may be assumed that he has had previous successful experience with related subjects, the ability to read with speed and understanding, and the ability to express himself in clear and concise English. These factors are considered by counselors when assisting a student with his program.

A student with a poor scholastic record in any subject field should not expect to carry advanced work in that field.

REGISTRATION. Each student must see his counselor and have a Study List approved prior to registration. Registration, the formal arranging in a program from the classes listed on the Study List, takes place after the student is counseled, at which time a Program Card is filed. Changes from this Program may be made by the student if he completes a Petition for Change of Program.

The student is held accountable for all classes on the Program Card or for classes which have been added by Petition for Change of Program; the student may

not receive credit for classes not on the Program Card or for classes which have not been added by a Petition for Change of Program. All students must register in classes for credit; registration for auditing is not permitted. (See section on Withdrawal from Class or College.)

COSTS. No tuition fee is charged at Glendale College. A student, however, will be held responsible for any loss or breakage of college equipment or furniture.

At registration time students will have the expense of purchasing textbooks, supplies, and other incidentals. Students should bring about \$50.00 at the time of registration to cover these expenses. There will be need for additional supplies during the semester but the amount varies with the course taken. A student taking flight training must contract for these services at his expense.

Students are provided the opportunity to become members of the Associated Student Body. The charge for membership is established each year by the Legislative branch of the Associated Students. For the past few years an accident insurance policy has been available at a nominal rate to students who are members of the Associated Student Body. According to the constitution of the Associated Student Body, a proportional part of the membership fee may be refunded to students who withdraw during the first three weeks of the semester, but after that no refund on fees is made.

ASSOCIATED STUDENT BODY MEMBERSHIP REFUND SCHEDULE

| | REGULAR MEMBER | ASSOCIATE MEMBER |
|-------------------|-----------------------|-------------------------|
| First Week | \$10.00 | \$5.00 |
| Second Week | 5.00 | 2.50 |
| Third Week | 2.50 | 1.25 |

The revenue derived from the Associated Student Body dues supports a variety of necessary college activities, including assemblies, athletics, dramatics, music, publications, radio production, and the social activities of the college.

TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES. A student may take a program at Glendale College which will qualify him for junior standing in most of the four-year colleges and universities of the United States. The requirements of colleges and universities vary so greatly that it is not possible to prescribe a program of work which will apply to all of them.* Two procedures are recommended:

1. A student should consult the catalog of the college or university to which he intends to transfer. He should choose his courses at Glendale College in accordance with the lower division (Freshman and Sophomore) requirements of the college or university of his choice as outlined in its catalog.
2. In addition, it is advisable for him to submit his high school transcript plus his proposed junior college program to the registrar of the chosen college or university for tentative approval.

Catalogs of schools, colleges and universities are on file in the Guidance Office, the Office of Admissions and Records and the Library for reference purposes. Students are urged to obtain catalogs directly from the college or university by writing the Registrar of the institution in which the individual is interested.

*See page 136, this catalog.

Scholastic Information and Regulations



UNIT OF WORK. The credit value in semester units of each course is indicated after the title of the course under "Course Descriptions." Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation. For each hour of lecture-recitation, two hours of preparation are assumed.

UNIT LIMITATIONS. The normal program for a student at Glendale College is 16 units; a minimum full time load is 14 units. A student who is working 20 hours per week should carry no more than 10 units with a minimum load of 8 units; 30 hours per week, no more than 8 units with a minimum load of 6 units, and 40 hours per week, no more than 6 units. An individual having a health problem should make a proportionate adjustment in his college load.

A first semester student, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, may not register for more than 16 units plus one unit of music performance and a physical education activity. Advanced students may not register in more than 18½ semester units. These unit limitations apply to the total of day and extended day courses.

SCHOLARSHIP STANDARDS. Glendale College interprets a "C" average as a satisfactory scholarship standard—which means that the student should receive grade points equal to twice the number of units *attempted*. (See Grades, Grade Points, and Grade Point Average.)

Students who fail to maintain satisfactory scholarship may be placed on academic probation and may be dismissed.

1. **ACADEMIC PROBATION.** A student will be placed on probation if his total accumulated record is six grade points or more below a "C" average. A student on probation will be limited in his study program by his counselor. In no case will such a student be allowed to carry more than 16 units excluding physical education.
2. **DISMISSAL.** A student will be dismissed if, while on probation, his grade point average for the units attempted during any semester falls below a "C" average.
3. A student whose ratio of grade points to units *attempted* is low or a student who shows that he is not profiting from his college work may be placed on academic probation or excluded from college.

If good cause exists for making an exception to the above rules, the student should petition the Executive Committee.

GRADES, GRADE POINTS, AND GRADE POINT AVERAGE. The standing of students in each course will be determined by class work and examinations. Grades will be reported and grade points allowed as follows:

| | |
|------------------------|-------------------------|
| A—Excellent | 4 grade points per unit |
| B—Good, above average | 3 grade points per unit |
| C—Average | 2 grade points per unit |
| D—Barely passing | 1 grade point per unit |
| F—Failure | 0 grade points |
| WF—Withdrew Failing | 0 grade points |
| WU—Withdrew Unofficial | 0 grade points |
| Inc—Incomplete | 0 grade points |
| W—Withdrawn | |
| Cr—Credit | |

An incomplete grade (Inc.) will be given only when an unforeseen emergency prevents a student from completing the work in a course. The incomplete grade must be removed by the end of the sixth school week after the beginning of the semester subsequent to the one in which the "Inc." was made, regardless of whether or not the student re-registers. An "Inc." is computed the same as an "F" for grade point purposes until made up. If not removed, the incomplete grade automatically becomes a grade of "F."

The grade of "F" in any course denotes failure. It does not fulfill requirement for entry into any new course for which the course failed is a prerequisite, and the course must be repeated if the student desires credit. An "F" cannot be removed by examination. Except in the case of an "Inc." or clerical error, instructors will not be permitted to change a grade once it has been accepted by the Office of Admissions and Records, and all changes involving clerical error must, prior to being made, have approval of the Executive Committee.

A student having earned a grade of "A," "B," or "C" in a course will not receive credit or grade points on the repeat. Units *attempted* in computing grade point average will not be increased by such a repeat. A student who has received a grade of "D" may repeat the course and receive the grade points earned upon repetition. A student who has received an "F," "WF," or "WU" may repeat the course and receive the credit and grade points earned upon repetition. Units *attempted* in computing grade point average will be increased by the unit value of each course repeated after receiving a "D," "F," "WF," "WU," or "Inc."

Grade point average is the total number of grade points divided by the units *attempted*. The units *attempted* is the sum of the units in which passing grades have been received and, where there is an "F," "WF," "WU," or "Inc.," the units which would have been allowed if a passing grade had been earned. An "Inc." made up carries the grade points per unit appropriate to the grade given on make up; an "Inc." not made up automatically becomes an "F" as indicated above and is computed as such in units *attempted* and grade points. Units of "W's" are not counted in the units *attempted*. In case of the repetition of a course in which a "D," "F," "WF," or "WU" has been earned, the unit credit value of the course will be figured in the units *attempted* for each time attempted. The unit value of courses in which credit (Cr) only is allowed on satisfactory completion of the course is not included in units *attempted* in computing grade point average. No grade points are allowed in these courses.

The grade point equivalent of a "C" is 2.00.

GENERAL CONDUCT. Students are expected to maintain the highest standards of citizenship. If, in the judgment of the administration, a student's conduct is improper, either on campus or off campus, the student will be placed on probation or withdrawn from college. The decision in each case will be a college decision based upon the welfare of the greatest number of students.

ATTENDANCE AND PUNCTUALITY. Students are expected to attend all classes regularly. There are no authorized cuts from classes, and irregular attendance may result in exclusion from classes or from college. Although absence may be unavoidable, such as illness of the student or serious illness or death of a member of the family, all work missed must be satisfactorily made up, and responsibility for making up this work rests with the student.

Students finding that they must be absent because of some unavoidable reason should call the Office of Admissions and Records (CItrus 2-6861) stating that they will be absent and stating the reason.

A list of these calls where it involves personal illness and family bereavement, is published each day for the instructors' information. In addition to this, the student upon return to each class should check with the instructor about what work can be made up and make arrangements for making up this work.

TEMPORARY LEAVE OF ABSENCE. Students who find it necessary to be absent from college for one or more classes should complete a Petition to Make Up Work in advance of leaving.

Petition forms for a personal leave of absence may be obtained from the student's counselor. If a leave is for a school sponsored activity, the faculty member in charge will issue the petition. For any unpremeditated absence because of personal illness or family bereavement, the student should phone the Office of Admissions and Records (CItrus 2-6861).

WITHDRAWAL FROM CLASS OR COLLEGE. Once a student has registered for a class, he is not considered to have withdrawn from this class unless he files a Petition for Change of Program or a Petition for Honorable Dismissal, which is the withdrawal from college. These petitions are obtained from the student's counselor. Failure to attend classes does not constitute a regular withdrawal, and may result in an "F" or "WU" in the course. The date of withdrawal is when the completed petition is received in the Office of Admissions and Records; not the last date of attendance in classes.

Students withdrawing from class or from college during the first six weeks of the semester will be assigned a "W" mark. Students withdrawing from class or college from the seventh week through the twelfth week of the semester will receive a "W" if passing in the course on the date of withdrawal; a "WF" if not passing. All students withdrawing from class or college after the twelfth week of the semester will receive a "WF" in each course unless special approval otherwise is made by the Executive Committee. The responsibility for petitioning the Executive Committee to do this rests with the student. All students leaving school after the sixth week of the semester who have not made out an official withdrawal will receive an "F" or a "WU" on their records. "WU's" or "WF's" are figured the same as "F's" for grade point purposes in determining scholarship standing.

Students must have taken out petitions by noon of the Friday of the sixth week and by noon of Friday of the twelfth week and have completed them before the Office of Admissions and Records closes on the respective Friday if penalty is to be avoided.

PHYSICAL EDUCATION. Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that he (1) has attained the age of 21 years, or (2) is registered for 8 units or less, or (3) has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate.

FINAL EXAMINATIONS. At the end of each semester a special Final Examination Schedule is followed. Students must attend all classes in accordance with the special schedule for that period. This arrangement permits the giving of final examinations in those classes which require them and the completion of the instructional program in the other classes.

No student shall be excused from taking a final examination where such is required as part of a course.

PETITIONS TO THE EXECUTIVE COMMITTEE. A student feeling that there are circumstances warranting special consideration for adjustment in his case may petition the Executive Committee.

CLEARANCE OF OBLIGATIONS. All obligations to the college must be met before a student's record may be considered clear.

TRANSCRIPTS TO OTHER COLLEGES. Upon the request of a student, a transcript of the student's record at Glendale College will be sent to any college or university.

Graduation Requirements



The Associate in Arts Degree is granted to persons who file in the Office of Admissions and Records a Petition for Graduation and who satisfactorily complete a two-year junior college curriculum of 60 units, including the following:

1. Two units in American Institutions. Courses which satisfy this requirement include History 17-18*; Political Science 1, 5; Social Science 31-32†.
2. One unit in State and Local Government. Courses which satisfy this requirement include Political Science 6, Social Science 31-32†.
3. Two units in American History. Courses which satisfy this requirement include Economics 11; History 3-4, 5, 10, 17-18*; Social Science 31-32†.
4. Six units in oral and written English. Courses which satisfy this requirement include English 1, 2, 3, 4, 8, 10, 11, 12, 16, 18, 19, 20, 41, 42, 51, 52; Commerce 15, 16; Journalism 2; and Speech 1, 3.
5. Satisfactory evidence of proficiency in mathematics. This evidence may be a satisfactory score on the Mathematics Proficiency Examination, or a passing grade in either Commerce 29 or Mathematics 50.
6. Health and Physical Education; H&PE 1 or 2, H&PE 10, and four semesters of H&PE activity courses unless legally exempt.
7. One of the following conditions:
 - a. Last 15 units in residence with a "C" average in all work attempted at Glendale College and in all college work attempted.
 - b. A minimum of 54 units in residence with a "C" average in all work attempted at Glendale College and in all college work attempted.
 - c. 60 or more units in residence with a "C" average in all work attempted at Glendale College.

*This course satisfies requirement 1 and 3.

†This course satisfies requirement 1, 2, and 3.

Associate In Arts Degree Curriculums



CURRICULUMS. Curriculums are designed to meet the objectives of the college as stated in its Educational Philosophy. Three principal divisions are as follows: for students planning to transfer to four-year colleges with full junior standing, for students preparing for full time employment after one or two years of college training, and for those planning to participate actively in the community as responsible citizens.

These curriculums are suggestions; the student should consult his counselor regarding his educational and vocational objectives and the courses necessary and desirable to carry them out.

Students majoring in one of the two-year semi-professional curriculums and planning to graduate with an Associate in Arts degree must comply with the graduation requirements previously stated.

Students may graduate from Glendale College and subsequently transfer to another college or university and pursue their studies without loss of time. In some instances it will be advantageous to make the transfer to another institution after completing only one year of lower division work. Those planning to transfer with junior standing have several requirements to fulfill: (1) removal of any existing entrance deficiencies in grades or subject matter required by the senior college and maintain a specified grade-point average; (2) satisfaction of lower division major field requirements prescribed by the senior college; (3) fulfillment of general lower division requirements prescribed by the senior college for all students; (4) satisfy the required grade-point average; and (5) make a satisfactory score on a Scholastic Aptitude Test. Those planning to make the transfer without being admitted to junior standing need to complete only the first requirement listed above and to have made satisfactory progress on the others.

For the most part, the suggested courses are based upon the requirements and recommendations of the University of California. Students planning to transfer to another institution of higher learning should study carefully the lower division requirements of those institutions, some of which are printed under Programs for Transfer Students in the section of this catalog describing programs for transfer students.

Accounting

The accounting curriculum provides training for employment as bookkeepers and accountants in the accounting departments of business firms and as junior accountants in the public accounting field. Students who contemplate meeting the additional requirements for the

CPA certificate should consult with their accounting instructor or write to the State Board of Accountancy for a copy of the California Accounting Act.

Students who have a definite interest in this type of office work and are willing to make the intensive study necessary in a two-year preparation may obtain the basic training to qualify for positions of responsibility in the accounting departments of business enterprises. This curriculum also provides a broad general education in the field of business administration. This program is not recommended for students planning to enter upper division upon the completion of a two-year course of study. It includes the following subjects: Commerce 1A-1B, 5A-5B or 5C, 5F, 11, 15-16, 21-22 (or Economics 13-14), 23, 27-28, 29, 41, 42; Law 17-18; H&PE 1, 10; History 5, and Political Science 5 and 6.

Advertising Art

Training in art may lead to many types of employment. Positions available and opportunities for advancement will largely be determined by the background of training and the ability of the applicant. The curriculum listed below is designed to prepare the student for employment in the commercial field. Those majoring in the field of advertising art will find it advantageous to know how to type. Students transferring to professional art schools for advanced training may receive credit for courses taken at Glendale College.

The following courses are recommended: Art 1-2, 3A-4, 5-6, 7-8, 11-12, 23-24, 35-36, 37-38; Architecture 3, 5. Architecture 1 is recommended for students who have not had mechanical drawing in high school. For graduation requirements see Page 28.

Aerospace Technologies—Airlines Administration

Airlines Administration is for those who wish to enter airline work as Clerks, Agents, Station and Traffic Managers, etc. Required courses include Aerospace Technologies 9, 49; Commerce 21-22 or 5A-5B, Commerce 29. Recommended courses include: Social Science 31-32; Psychology 1 or 10; Geography 5; and Speech 1 or 3.

Aerospace Technologies—Airlines Hostess

Airlines Hostess is for those who wish to become air hostesses. The airlines differ in specific requirements, but the following are typical: age 21-26 years; weight 100-125 pounds; height 62-66 inches; vision 20-40 or better; and two years of college. Applicants must be neat in appearance, interested in people and their travel problems, acceptable personally and physically. Recommended courses include: Aerospace Technologies 9, 49; Commerce 1A, 21-22 or 5A-5B; Geography 5; Home Arts 33; Psychology 10; Social Science 31-32; Speech 1 or 3.

Aerospace Technologies—Aircraft Maintenance and Overhaul (FAA Airframe License)

Required courses are: Aerospace Technologies 25.

Recommended courses include: English 51, 52; H&PE 1, 10; History 5; Political Science 5, 6; Technical and Industrial Education 29, 43-44, 75-76.

Aerospace Technologies—Aircraft Powerplant Maintenance and Overhaul (FAA Powerplant License)

Required courses are: Aerospace Technologies 21.

Recommended courses include: H&PE 1, 10; English 1-2 or 51-52; History 5; Political Science 5-6; Technical and Industrial Education 29, 43-44, 75-76.

Aerospace Technologies—Aircraft and Powerplant Maintenance and Overhaul (FAA Powerplant and Airframe License)

This course of study is designed for those students who wish to complete the work for the "A" and "P" certificates in the shortest possible time. Required courses include: Aerospace Technologies 21-25 combined.

Note: The AA degree may be obtained in 2 years alone with the combined A and P course which requires 3½ semesters by taking subjects required for graduation during the remaining half semester, plus a summer session or in the Extended Day Program.

Aerospace Technologies—Pilot Training

Four types of training are offered in this field:

1. *Training* for those who wish to complete two years of college to be eligible to enter Air Force or Navy pilot training.
2. *Private Pilot* training for those who wish to use flying in their occupation, those who wish to enter some field of aviation other than as commercial pilots, and those who wish to fly for personal pleasure. It is recommended that those training as aviation mechanics take this course.
3. *Advanced Pilot* training for those who wish to make flying their occupation as Commercial and Instrument Rated Pilots.

Required courses include: Aerospace Technologies 1-2A, 2B, 4, 9, 10, 11, 12, 13, 14, 16, 19, 20; Commerce 47-48; Mathematics 1 or Technical and Industrial Education 43, or their equivalents.

Agriculture

University of California, College of Agriculture, Berkeley, Davis, Los Angeles, and Riverside:

Students wishing to major in any of the various branches of Agriculture may specialize in Agricultural Business Management, Agricultural Economics, Agricultural Education, Agricultural Production, Animal Science, Engineering in Agriculture, Entomology and Parasitology, Forestry, Food Science, Home Economics, Irrigation Science, Nutritional Sciences, Plant Science, Range Management, and Soil Science. These students should consult the Bulletin of the University of California College of Agriculture for the detailed requirements of each specialty. Many variations exist in the specific courses required, but training in these fields is highly specialized and scientific and leads to a Bachelor of Science degree.

California State Polytechnic College:

California State Polytechnic College offers degree curricula at both the Kellogg and the San Luis Obispo campuses in Agricultural Business Management, Animal Husbandry, Crop Production, and Ornamental Horticulture. In addition to the common offerings at both campuses, San Luis Obispo offers degree curricula in Agricultural Engineering, Dairy Husbandry, Dairy Manufacturing, Farm Management, Food Processing, Poultry Husbandry, and Soil Science. Kellogg offers additional degree curricula in Agricultural Services and Inspection, and Landscape Architecture. Students interested in these programs should consult the catalog of California State Polytechnic College for details of requirements. For lower division requirements to California State Polytechnic College see page 139 in this catalog.

Apparel Design

A curriculum designed to train persons for employment in the clothing industry as pattern makers and designers, layout workers, sample makers, inspectors, drapers, fitters, cutters and finishers. Ample opportunity exists for students majoring in this field to obtain, through a wise selection of electives, a broad and liberal education. The following courses are recommended: Art 23-24; Commerce 15-16 or English 51-52; Home Arts 17, 18, 19, 20, 33, 37; Theater Arts 23. Electives recommended: Commerce 1A and 21; Political Science 5, 6; History 5; H&PE 1, 10. Satisfactory evidence of proficiency in Mathematics.

Architectural Drafting

This two-year curriculum prepares a student to enter employment as an architectural draftsman in the building construction field. The program follows the employment requirements of Southern California firms in the building trades. Fundamentals of architectural design and current drafting practice are stressed. The following courses are recommended: Art 3A, 4, 5, 6, 11, 12; Architecture 1, 3, 5, 9, 10, 11, 12, 17, 23; Engineering 11, and Technical and Industrial Education 45-46; Commerce 1A; Law 17; Technical and Industrial Education 51. For graduation requirements from Glendale College see page 28.

Architecture

Students who wish to become candidates for a degree in Architecture must plan on five years of college work. A representative exhibit of junior college work in Art and Architecture together with a statement from the instructors as to the content of the course must

be presented to the University for evaluation during the early part of Registration Week to determine the amount of advanced standing in Architecture to be given each individual.

Note: In addition to satisfying the general university requirements, the high school course should include, whenever possible, a year of freehand drawing, architectural or mechanical drawing; algebra, plane and solid geometry, trigonometry, physics or chemistry. If the entrance requirement of two years of foreign language in high school is satisfied, no foreign language is required in the Department of Architecture at the University of California, Berkeley, or the University of Southern California.

California Polytechnic College (San Luis Obispo)

Required: Art 5; Architecture 3, 9-10; Mathematics 1-2-3-4-5-6; Physics 1-2-3; English 1-2; H&PE 1; Engineering 11; Chemistry 1; also, Law 17; Biology 1 or 5; Psychology 1; History 10 and Political Science 1 or 5 (or History 17-18, or Social Science 31-32).

Recommended: Architecture 5, 11, 17, 23; Art 3A, 4, 6. (Placement in Architecture classes after transfer depends entirely on the quality of the student's portfolio, not upon courses completed at Glendale College.)

University of California, Berkeley, for five-year Bachelor of Architecture degree:

The student should work toward satisfying the following courses required for the major: Architecture 1, 3, 5, 23; Art 3A, 4, 5, 6, 11; English 1-2 or Speech 3-4; Engineering 11; Mathematics 3-4; Physics 5-6; Social Science (6 units) or Philosophy (6 units).

Note: On entrance at Berkeley, all students transferring to the Department of Architecture with advanced standing are required to submit for review a well-organized comprehensive exhibit of their previous college work in design, freehand drawing, water color, sculpture, perspectives, shades and shadows, descriptive geometry, and notes in any architectural history courses they may have undertaken. A semester of special required curriculum including Architecture 23 (Architecture 2 and 3 combined) is only open to transfer students who previously completed courses equivalent to Architecture 1 and 2.

University of Oregon:

Students must satisfy the lower division requirements before admission with junior standing.

Recommended: Architecture 3, 5, 9-10, 23; Art 3A, 4, 5, 6; Mathematics 2, 3, 8; Physics 5-6 or 1, 2, 3, 4.

University of Southern California, School of Architecture:

Students who plan to study architecture or industrial design should confer with the office of the Dean of the School of Architecture at the University for a recommended program.

Art Major

For the student who is interested in art as a career, this curriculum will prepare him for advanced work in an art school, or for further intensive work in the field of his choice. If the student plans to transfer to a university he should consult the catalog of that university for requirements.

The following courses are recommended: Art 1, 2, 3A, 3B, 4, 5, 6, 7, 8, 11, 12, 15, 16, 23, 24, 25, 34, 35, 36, 47, 48; Photography 7; Biology 1 or 5; English 8, 13, 14; Art 39-40, 41-42 are recommended for students interested in Ceramics.

Students who are interested in industrial design but who have not had mechanical drawing in high school should elect Architecture 1. Recommended: Architecture 3, 5, and 23.

Bacteriology (College of Letters and Science, University of California at Los Angeles)

Students planning to major in this field should follow the lower division requirements of the College of Letters and Science. In addition the following subjects should be included: Chemistry 1-2, 3, 5; Microbiology 1; Zoology 1-2; Physics 5-6; a modern foreign language. Recommended courses: elementary courses in French or German.

Students should satisfy the lower division requirements for the College of Letters and Science and should include the following required subjects: Chemistry 1-2, 5-6; English 1-2; History 3-4 or 17-18; Music 3 and Art 1; Physics 5-6; Political Science 5, 6; foreign language 8 units; Zoology 1-2.

Banking

Many types of financial institutions such as banks, savings and loan associations, mortgage companies, loan brokers, investment banks, and stock exchanges offer a variety of job opportunities. The suggested curriculum provides a wide general education in business administration important in these fields, as well as basic training in the specialty. It includes the following subjects: Commerce 1A-1B, 5A-5B, 11, 15-16, 21-22 (or Economics 13-14), 23, 29, 41, 42; Law 17-18; Economics 1-2; H&PE 1, 10; History 5, Political Science 5 and 6.

Botany

A major in Botany is offered by many Colleges and Universities. Interested students should consult the catalogs for the lower division requirements.

Business Administration (University of California, Berkeley)

A student transferring from a junior college must have followed a program of studies which would make him eligible for junior standing in one of the colleges of the University. For those who elect lower division requirements for the College of Letters and Science the following courses must be included: Economics 1-2, 7, 13-14; English 1-2 or Speech 1-2; an additional course in English or Speech; Mathematics 3 or 14; course 2 of a foreign language; six units of natural science, including one laboratory science (the laboratory requirement may be fulfilled in high school); Sociology 1 or Psychology 1 plus additional sociology, psychology, anthropology. For those who elect lower division requirements for other schools or colleges, e.g. engineering, the following courses must be included: Economics 1-2, 7, 13-14; Mathematics 3 or 14. Recommended: Law 77 and Commerce 11.

Business Administration (University of California, Los Angeles)

A student transferring from Glendale College must have followed a program of studies which would make him eligible for upper division standing in one of the colleges of the University such as the College of Letters and Science* and must complete the following: Economics 1-2, 13-14, Mathematics 4 or 14, English 1, and course 2 (or equivalent) in a foreign language. Recommended: Commerce 11.

*Students wishing to meet only the entrance requirements to the School of Business Administration by fulfilling the requirements of the College of Letters and Science are required to have completed 8 units of one language and need not have the amount of 16 units in not more than two languages. They may count Economics 7 or Mathematics 3 in satisfaction of three units of natural science.

Business Administration (Los Angeles State College)

Students planning to enter the Division of Business and Economics, Los Angeles State College, at the end of two years at Glendale College, must complete a minimum of 48 transferable units and may have a maximum of 64 units, with an over-all "C" average in all work attempted. Courses should be included which will apply on the general graduation requirements for the Bachelor's degree. The following courses are recommended: Economics 1-2, 13-14 or Commerce 11, 21-22; Mathematics 11, 12, 14; Geography 5, 6; Law 17-18; Commerce 5A, 5B, or 5C. See page 000 for lower division requirements for Los Angeles State College.

Business, School of (University of Southern California)

The University of Southern California offers curricula in Accounting, Advertising, Business Education, Finance, Food Distribution, General Management, Industrial Management, Insurance, International Trade, Marketing Management, Personnel and Industrial Relations, Real Estate, Retailing, Sales Administration, Secretarial Administration, and Transportation; each leading toward the degree of Bachelor of Science. The following courses are required: Economics 1-2, 13-14; English 1-2 or 3-4; English 8, 10, 11, 12 (4 units); History 5, 7-8; Mathematics 11, 12; Political Science 5-6; Psychology 1; Sciences, 8-11 units (with one year of high school chemistry or physics with laboratory, take 4 units of elective physical science and 4 units of Science 32; without high school chemistry or physics, take 11 units including Science 31-32). Elective credit is given for many Glendale College courses. Those approved may be verified with the counselor.

Business (General)

The general business curriculum is intended for students who are undecided concerning their field of business. All such students are advised to change to one of the specialized curricula as early as possible. Such a change can usually be made with the counselor's help during the first year without loss of time or credits. Nevertheless, if no such change is made, the students following this curriculum have a broad general education in the field of business administration. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 33, 34, 39, 41, 42, 43; Law 17-18; Economics 1-2; H&PE 1, 10; History 5; Political Science 5 and 6.

Business (Small)

Small business operation constitutes a large segment of all business activity since small stores, shops, and manufacturing establishments are the most numerous types of business enterprises in nearly every community. Because the owner or manager of a small business makes a success or failure largely by reason of his own ability, experience, and training, each factor in the operation of that business is exceedingly vital to him.

Since the types of activities of small business are quite varied, it is recommended that the student engage in a part-time job where he can acquire technical information in his particular field of interest. This curriculum provides general technical information for the small business operator and includes a broad general education in business administration. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 32, 33, 34, 39, 42, 43; Law 17-18; Economics 1-2; H&PE 1, 10; History 5; Political Science 5 and 6.

Carpenter Trade

This course of study offers a basic training for a carpenter entering the building trades. The training is fundamental, giving a student the all-around ability and speed necessary to fill positions successfully. The continued demand for trained men in the building trades is such as to insure an interesting, healthful and well paying occupation that has exceptional opportunity for advancement to estimator, foreman, superintendent or building contractor. Recommended courses include: Technical and Industrial Education 21, 22, 23, 24, 43, 44, 46; English 51, 52; H&PE 1, 10; History 5; Political Science 5, 6.

Chemistry (College of Chemistry, University of California)

Admission to upper division chemistry is contingent upon a grade point standing of at least 2.5 in courses basic to the major. Recommended courses include: Chemistry 1-2, 3-4, 5-6; Physics 1-2, 3-4; Mathematics 3-4, 5-6; English 1-2 or Speech 3-4; Economics 1; German 1-2; History 17-18; Psychology 1 and Sociology 1.

A student may pursue the study of chemistry on any campus of the University by enrolling in the College of Letters and Science, with a major in chemistry. Students planning to take upper division courses in biochemistry should include Microbiology 1, Zoology 1.

Clerical Work

The clerical curriculum is outlined for students who wish to prepare for general office work in commercial, industrial, and financial companies, or in government service, as typists, office machine operators, filing clerks, mailing clerks, switchboard operators, or receptionists. The subject matter is designed to cover various phases of civil service examinations for general clerical positions. It includes the following subjects: Commerce 1A-1B-1C-1D, 5A-5B, 11, 15-16, 21-22, 29, 45; Law 31; H&PE 1, 10; History 5; Political Science 5 and 6. Recommended: Home Arts 33.

Clinical Technology (Medical Technology) (College of Letters, Arts, and Sciences, University of Southern California)

Students should complete the following lower division requirements: Microbiology 1; Chemistry 1-2, 3-4; English 1-2 or 3-4; Art 1 or Music 3; 12 units in one foreign language; History 5 or 10, 7-8; Physics 5-6; Political Science 5, 6; Zoology 1-2 or Biology 5-6.

Dental Hygienist

University of California:

Dental Hygiene bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students may complete the two-year Pre-Dental Hygiene curriculum at Glendale College and then transfer for the remaining two years to the University of California (San Francisco).

The required courses are:

Chemistry 1, 5
English 1-2 or 3-4
Foreign language (12 units, part or all of which may be completed in high school)
Health and Physical Education 1
Zoology 1-2
Psychology 1-2
Social Science, 12 units
Humanities, 12 units
Physical Education Activities—4 semesters.

Electives from:

Biological Science
Foreign Languages (in addition to required units)
English Literature
Philosophy
Social Science
Music or Art Appreciation
History 5
Political Science 5-6
Sociology 1

University of Southern California:

Dental Hygiene is a profession limited to women. It bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students may complete the two-year Pre-Dental Hygienist curriculum at Glendale College and then transfer for the remaining two years to the University of Southern California.

The required courses are:

Chemistry 1-2
English 1-2 or 3-4
Health and Physical Education 1
Zoology 1-2 or Biology 5-6
Speech 3
Psychology 1
History 5
Political Science 5-6
Sociology 1
Physical Education Activities—4 semesters.

Electives from:

Biological Science
Foreign Languages
English Literature
Philosophy
Social Science
Music or Art Appreciation

Dental Secretary

Students interested in working in a doctor's office should take courses in shorthand, typing, bookkeeping, and office practice. These should be a part of a two-year course which includes Anatomy 11; Chemistry 41, 45, 46, or Chemistry 10, 15, 16; Microbiology 1; Physiology 11 or 41; Psychology 1 or 10; Home Arts 33. See Page 28 for graduation requirements.

Dentistry

College of Letters and Science, Pre-Dental Curriculum, University of California:

Those wishing to enter the School of Dentistry must have completed 60 units of required college study, including general University requirements and the following courses: Chemistry 1-2, 3, 5; Physics 5-6; Zoology 1-2; English 1-2 or 3-4 or Speech 3-4; foreign language (12 units in one language, part or all of which may be completed in high school); Social Science and Humanities, 12 units. Recommended: Art 51-52, Art 1 or 2 or Music 3, History 7-8, foreign language (in addition to 12 acquired units), American History and Institutions, Psychology 1.

University of Southern California:

Students may apply for admission to the School of Dentistry after completing 60 units of college work including the following courses: Chemistry 1-2, 5-6; Physics 5-6; Zoology 1-2 or Biology 5-6; English 1-2 or 3-4. Recommended: Art 51-52, Art 1 or 2 or Music 3, English 5-6 or 11-12, History 5, 7-8, foreign languages, Political Science 5-6, Psychology 1.

Loma Linda University:

Students may apply for admission to the School of Dentistry after completing 60 units of college work including the following courses: Anatomy 11; Chemistry 10; English 1-2; History 17-18; Physiology 11; Psychology 1, 2; Sociology 1; Speech 3; Zoology 1. Recommended: Art 51-52.

Draftsman (Junior Engineer)

This course of study provides basic and advanced training in Technical Drawing. It covers the fundamentals of all types of drafting. The work is so organized that the student learns the manipulative skills, layout procedures, and drafting techniques required of the professional draftsman or junior engineer. A basic course in mechanics, strength of materials, materials and shop processes, physics, electronics, structural and machine design is integrated within the framework of the two years of preparation. Recommended courses include: Technical and Industrial Education 5, 31, 32, 33, 34, 43, 44, 45, 46, 75; English 51, 52; Engineering 3; H&PE 1, 10; History 5; Political Science 5, 6. Mathematics 1, 2, 3, 4, 8 should be substituted for Technical and Industrial Education 43 and 44 if the student is qualified for them. For graduation requirements see Page 28 of this Catalog.

Drama and Radio Production

A curriculum designed to train students in the field of public speaking, drama, oral interpretation, radio, and television. Those satisfactorily completing the suggested program will be qualified for employment in radio, television, theater, and motion pictures. Recommended courses include: English 1-2, 8, 10; French 1-3; Theater Arts 1, 3-4, 5-6, 21, 31-32; Speech 3-4 or 1-2, and Speech 31-32. If two years of foreign language were taken in high school, it is recommended that the following electives be substituted for the language in the sophomore year: Psychology 1-2; Art 1-2; Music 3-4. For graduation requirement see Page 28.

Economics (College of Letters and Science)

Economics majors should follow the curriculum pattern outlined under lower division requirements, taking into consideration the following requirements and recommendations:

See Programs for Transfer Students Page 000.

At UC (Berkeley):

Required: Economics 1-2.

Recommended: Economics 7.

At UCLA:

Required: Economics 1-2.

Recommended: Economics 11, 13, and Mathematics 4.

At USC:

Required: Economics 1-2.

Recommended: Mathematics 6, Economics 7, 13.

Electronic Research Technician

The completion of this curriculum will prepare the student to work as a skilled aide to the research engineer. The research or engineering technician is the newest member of the engineering team, the man who translates the engineer's drafting board ideas to the technicians and supervises the construction of original models.

The student must take Technical and Industrial Education 71-74 (Electronics); Engineering 2, 3, and 41; Mathematics 3; and Physics 5-6. If the prerequisites for some of the above courses have not been met in high school, more than two years will be required to complete the course. See Page 28 for the graduation requirements.

Electronics Technician

Development of electronics and communications devices is in a large part responsible for the industrial growth of this country. Craftsmen and scientists conducting research in these fields are constantly adding new methods and machines to an already extensive industry. New discoveries are creating additional employment opportunities in the many fields of electronics. Recommended courses include: Technical and Industrial Education 43, 44, 45, 46, 71, 72, 73, 74; English 51-52; H&PE 1, 10; History 5; Political Science 5, 6. Mathematics 1, 2, 3, 4, 8 should be substituted for Technical and Industrial Education 43, 44 if the student is qualified for them.

Engineering

Engineering students should have completed the following courses in high school: mathematics, 4 units, including two years of algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to obtain an engineering degree in four years as 140 semester hours credit are required by many of the universities. In the first two years, students should include in the course of study: Chemistry 1-2, Mathematics 3, 4, 5, 6, Physics 1, 2, 3, 4, Engineering 2, 3, 8, 10, 11. Non-technical electives including courses in Life Science, English, Humanities and Social Studies.

Engineer—Junior Engineer (See Draftsman)

English (College of Letters and Science)

English majors should follow the curriculum pattern outlined under lower division requirements for the college or university to which they intend to transfer. Students must complete English 1-2 and English 5-6. It is advantageous for students in lower division of college to continue study of one modern foreign language. It is also recommended that a course in philosophy be taken, either History 1-2 or 7-8, Art 2 and Music 3.

See Programs for Transfer Students Page 000.

Fisheries and Game Management

At Humboldt State College the student may obtain either a B.S. or M.S. degree in either Fisheries or Game Management leading to employment by state, federal, or private agencies concerned with water, land, and animal research and management. Specialization in water pollution or oceanography is possible.

For both majors the recommended courses include: general chemistry (1 year), general zoology (1 year), general botany (1 semester), trigonometry, and English.

Foreign Language (College of Letters and Science, University of California, Berkeley)

Students majoring in a foreign language should follow the program of studies outlined under lower division requirements. The courses that are required or recommended for each particular language are as follows:

FRENCH:

Required: French 1, 2, 3, 4. Unless student receives grade of "A" or "B" in French 4 it will be necessary to complete French 25 at the University of California prior to being admitted to upper division work.

Recommended: History 1-2; Philosophy 1-2; English 1-2, 5-6; high school Latin.

GERMAN:

Required: German 1, 2, 3, 4.

Recommended: History 1-2 and a literature course.

SPANISH:

Required: Spanish 1, 2, 3, 4. Unless student receives grade of "A" or "B" in Spanish 4 it will be necessary to complete Spanish 25A-25B at the University of California prior to being admitted to upper division work.

Students may not major in Spanish unless a "C" average is maintained in all lower division Spanish courses. Two years of Latin in high school are required of majors in this field. This requirement may be completed by taking Latin 1, 2 at the University of California before commencing senior year.

Forestry

The School of Forestry, University of California at Berkeley, offers the following degrees: B.S., M.S., M.F., and Ph.D. Junior College transfer students are admitted in junior standing with at least 60 units of courses as specified. Minimum requirements may be met by Botany 1, Biology 1, Chemistry 1-2, 5-6, Economics 1, 2, 7, Engineering 11, Geology 1, Mathematics 3, Physics 5-6 and English 1-2 or Speech 3-4.

The Division of Natural Resources of Humboldt State College offers a B.S. and M.S. degree in Forest Management. Recommended lower division courses include Botany 1, Chemistry 1, 2, Engineering 1, Mathematics 2, 8, Physics 5, 6 and English 1, 2 and Speech 1. Suggested electives: Geology 1, Economics 13 and Law 17.

Geography

Students majoring in this field should follow the lower division requirements for the College of Letters and Science. In addition, the following required and recommended courses should be completed at the college or university of their choice.

Required: Geography 1, 2; Geology 1.

Recommended: Geography 5, Paleontology 1, Economics 7, Geology 1.

See Programs for Transfer Students Page 136.

Geology

Students may specialize in geology in the petroleum engineering branch of the College of Engineering or in the College of Letters and Science. Those taking petroleum engineering should follow the curriculum for engineering given above. Those electing geophysics should consult the University of California catalog. Those majoring in geology in the College of Letters and Science at a four-year college or university should fulfill the stated lower division requirements, taking into consideration the following requirements and recommendations:

Required: Chemistry 1-2; Geology 1-2; Mathematics 3-4; Physics 5-6; Engineering 11-12; Mineralogy 1.

Recommended: Mathematics 5, 6.

See Programs for Transfer Students Page 136.

History (College of Letters and Science)

History majors should follow the curriculum pattern outlined under lower division requirements, taking into consideration the following requirements and recommendations:

At UC (Berkeley):

Required: History 1-2 and 3-4 or 17-18.

At UCLA:

Required: History 1-2 and 17-18.

Recommended: An introductory course in an allied field and reading knowledge of at least one foreign language is usually essential.

At USC:

Required: History 7-8.

Home Arts

Training is given in home management, creative design, and skills useful in the home. The one-year program is intensive. The two-year program offers opportunities for electives of personal interest, as well as basic training in home making.

For the one-year course the following subjects should be taken: Art 23, 29, 3A; Home Arts 11, 12, 21, 22, 25, 39, 43; Psychology 31; H&PE 1. For the two-year course these subjects should be taken: Art 3A, 23, 29; Commerce 15-16 or English 1-2; Commerce 45; Home Arts 3, 11, 12, 21, 22, 25, 37, 39, 43; and Psychology 1, 31.

For the graduation requirements see Page 28.

Home Economics (College of Letters and Science at UCLA;* Professional Departments of the State Colleges)

College graduates in home economics are in demand as hospital dietitians, specialists in governmental and industrial technical research, department store personnel and as teachers.

Students majoring in general home economics or planning to become teachers of home economics should complete the lower division requirements of the College of Letters and Science, University of California at Los Angeles or of a State College, and include the following required subjects:

*The degree of Bachelor of Science in Home Economics will not be awarded at UCLA after June 30, 1965, but Home Economics programs are being expanded at the Davis and Santa Barbara campuses of the University. Nutritional Sciences curricula at UCLA are in the School of Public Health.

See Programs for Transfer Students Page 136.

At the University of California at Los Angeles

Curriculum in Home Economics:

Designed primarily for students planning to teach in the secondary schools. Degrees in this curriculum will not be offered after June, 1965. Art 3A, Chemistry 1-2, 5-6, English 1 or 3, and 2 or 4, or Speech 3, Economics 1-2, Psychology 1, Sociology 1, Health and Physical Education 2.

Industrial Arts

Students majoring in industrial arts should be primarily planning to secure a teaching credential. This type of training, however, is also designed to qualify for entering industry in a technical capacity. At present, programs in industrial arts education leading to degrees and fulfilling credential requirements are offered at Fresno, San Jose, Long Beach, and Los Angeles State Colleges. The catalogs of these particular colleges should be consulted for details of requirements. The following courses are recommended in addition to the General Education requirements of the preceding schools: Technical and Industrial Education 5, 15, 17; Engineering 2; Art 5, 47.

See Programs for Transfer Students Page 136.

Industrial Technology

At LONG BEACH STATE COLLEGE

Architecture Option: Architecture 1, 3, 5, 9, 10, 11, 12, 23; Art 3A, 4, 5, 6, 11, Chemistry 10; Commerce 21; Economics 13; English 1, 2; Health and Physical Education 1, 10; History 5; Law 17, Mathematics 2, 3; Philosophy 1, Physics 5, Political Science 5, 6; Psychology 1 and Speech 1.

Building and Construction Coordination: Architecture 1, 3, 5, 9, 10, 11, 12, 23; Art 2, 3A, 5, 6, 11; Chemistry 10; Commerce 21 or Economics 13; English 1, 2; Health and Physical Education 1, 10; History 5; Law 17; Mathematics 2, 3; Philosophy 1; Physics 5; Psychology 1; Political Science 5, 6; Speech 1.

Electronics Option: Technical and Industrial Education 5, 71, 72, 73; Mathematics 3; English 1, 2; Economics 1, 11; Physics 5, 6; Speech 1; Political Science 5, 6; History 5; Health and Physical Education 1, 10. Electives 7 units.

Suggested Electives: Biology 1, Chemistry 10, Commerce 31, Psychology 1.

Tool Engineering Option: Technical and Industrial Education 1, 2, 3, 17, 31; Mathematics 3; English 1, 2; Economics 11; Physics 5, 6; Speech 1; Political Science 5, 6; History 5 or 10; Health and Physical Education 1, 10. Electives 2 units.

Suggested Electives: Biology 1, Chemistry 10, Commerce 31, Economics 1, Psychology 1.

Insurance

The several types of organizations to be found in the insurance field offer many specialized opportunities for individual proprietorship.

In the following insurance curriculum, attention is given to the license requirements in California. The state requires that solicitors, agents, and brokers pass examinations before they can operate in their respective fields. An examination is given for life insurance and another examination for all other types of insurance.

The insurance curriculum includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 33, 39, 41, 43, 47-48; Law 17-18; H&PE 1, 10; History 5; Political Science 5 and 6.

International Relations (College of Letters and Science, University of California)

International relations majors should follow the curriculum pattern outlined under lower division requirements. See Programs for Transfer Students Page 136.

At UC (Berkeley):

Required: Political Science 1-2; Economics 1-2; History 1-2 or 17-18.

At UCLA:

Required: Political Science 1-2; Economics 1-2; Geography 1-2; History 1-2 or 17-18; and 12 units from Economics 1-2, Geography 1-2, Anthropology 2, Sociology 1-2.

In addition to the required courses, students are advised to obtain a fluency in one foreign language. Courses in other fields of social science are also recommended.

Journalism

The two-year journalism curriculum is designed to give students planning to transfer to a four-year institution the necessary lower division preparation. For students who are planning to enter the journalism field immediately after graduation from junior college, the program offers a background in general education and the opportunity to learn the basic techniques required for newspaper work. See Page 28 for the graduation requirements.

The general program should include English 1, 2, 5, 6; Economics 1; Psychology 1; American History and Institutions; Journalism 1 or 2, 3, and 4. For UCLA the student should include a foreign language, physical and biological science, and a course in fine arts; for USC, History 7, 8; Psychology 2; Economics 2; H&PE 1; Political Science 6; for Los Angeles State, Speech 3 and H&PE 1 should be included. See Programs for Transfer Students Page 136.

Laboratory Assistant

A curriculum designed to prepare the student for routine chemical work in chemical, medical and some industrial laboratories. Sufficient background is provided to the end that when employed the graduate may learn the more specific tasks of the individual laboratory on the job.

The following courses are recommended: Chemistry 41, 45, 46; Anatomy 11; Physics 5, 6; Microbiology 1; Physiology 11.

This course presupposes high school preparation which includes English, plane geometry, trigonometry and chemistry. Students lacking this background may find it advantageous to spend two years at Glendale College.

See Page 28 for graduation requirements.

Law

Students desiring to study law may pursue their professional training

1. after earning the A.B. degree
2. upon completion of 90 units of work toward the A.B. degree
3. upon completion of 60 units of work toward the A.B. degree

All law schools recommend as broad a background as possible and prefer students to have earned the A.B. degree before seeking admission. The catalog of the school of law which the student wishes to attend should be checked to determine its entrance requirements.

In any case the requirements of the first two years of college work are practically the same. A background knowledge of history, economics, and current political and social theories and a thorough training in English expression are required. Suggested courses include: History 1-2 or History 7-8; Economics 1-2; Political Science 1-2; English 1-2; Speech 3.

Courses recommended in addition to the above are accounting, mathematics, science, psychology, philosophy, and a foreign language. Law 17 and 18 should help a student decide whether he has an aptitude for this profession.

Legal Secretary

This curriculum is designed for those students who are preparing for a secretarial position in a law firm. Students interested in becoming a legal secretary should take the following courses: Commerce 1A-1B, 1C-1D; 3A-3B, 3C, 3L; 5A-5B; 11; 15-16; 21-22 (or Economics 13-14); 29; Law 31. These courses should be a part of a two-year curriculum which includes Commerce 39, 43; Psychology 1 or 10; Home Arts 33; H&PE (activity), 1, 10; History 5; Political Science 5 and 6.

Librarianship

There are five library schools in California; they are located at Immaculate Heart College, in Los Angeles, San Jose State College, University of Southern California, University of California at Los Angeles, and at Berkeley. Two, Immaculate Heart and San Jose State, are primarily concerned with training librarians for elementary and secondary schools, and are not accredited by the American Library Association. San Jose offers a program leading

to a school librarianship credential in the regular four-year period, as well as a longer program for the Master of Arts degree.

The programs at Immaculate Heart, the University of California at Los Angeles, and at Berkeley and the University of Southern California are all primarily graduate courses leading to a Masters degree, though a few units at both the University of Southern California and Immaculate Heart are open to undergraduate students.

Students should study very carefully the announcements of all five institutions, for no two have exactly the same entrance requirements, or feature the same course offerings. All of them prepare a student for school librarianship credentials, but beyond that have strengths in very different fields.

In general, the broadest preparation possible is the best, and it should include at least 16 units of modern foreign languages, preferably French, German, or a modern oriental language. See Programs for Transfer Students Page 136.

Machinist Trade

The two-year curriculum is designed to prepare for positions in industry. This training should prove particularly beneficial in such occupations as machinist, tool and die maker, tool designer, production planner, tool planner, draftsman, and other manufacturing engineering positions. Completion of the two years will satisfy pre-apprenticeship requirements. Recommended courses include: Technical and Industrial Education 1, 2, 3, 4, 17, 29, 43, 44, 45, 46; English 51, 52; H&PE 1, 10; History 5; Political Science 5, 6.

Mathematics (College of Letters and Science)

Students wishing to major in mathematics should follow the lower division requirements of the College of Letters and Science. The following required and recommended subjects should also be included: See Programs for Transfer Students Page 136.

Required: Mathematics 2, 3, 4, 5, 6.

Recommended: Courses in Physics, French and German.

Medical Secretary

This curriculum is designed for those students who are preparing for a secretarial position in a physician's office. Students interested in becoming a medical secretary should take the following courses: Commerce 1A-1B, 1C-1D; 3A-3B, 3M-3N; 5A-5B; 11; 15-16; 21-22 (or Economics 13-14); 29; Law 31. These courses should be a part of a two-year curriculum which includes Commerce 39; Anatomy 11; Microbiology 1; Physiology 11; Psychology 1 or 10; Home Arts 33; H&PE (activity), 1, 10; History 5; Political Science 5, and 6. See Page 28 for graduation requirements.

Medical Technologists

The University of California School of Medicine (San Francisco) offers a one-year (three semesters) curriculum to students preparing to be medical technologists. The curriculum covers instruction and laboratory practice in medical bacteriology, serology, parasitology, mycology, biochemistry, clinical microscopy, hematology, blood bank procedures, and histologic technic. To be admitted to this curriculum students must either have a bachelor's degree including a major in one of the biological sciences with completion of certain required courses, or have completed three years of a regulation curriculum in medical technology which must have included various required courses. In the latter case applicants will not be considered unless the college they attended will grant a bachelor's degree to them upon satisfactory completion of the four-year program. Students should consult the Announcement of the University of California School of Medicine (San Francisco) for a list of the required courses and for details of this curriculum.

Medicine

University of California.

The four-year professional program leading to the degree of Doctor of Medicine is based upon the satisfactory completion of a minimum of 90 units of college work, which must include the specific requirements listed in the Announcement of the School of Medicine, San Francisco. *Equivalents of these requirements are listed below.

Courses beyond the minimum can be selected to satisfy the interests and needs of the undergraduate student as well as fulfill the requirements of his particular college or university. College mathematics through calculus is practically mandatory for those seeking a career in medical research and, although not a specific requirement, is desirable for all

prospective medical students. Courses in the physical, biological, behavioral or social sciences, or in the humanities, are acceptable as electives. Students are encouraged to take a four-year undergraduate curriculum leading to a baccalaureate degree. This affords them the opportunity to pursue a wider choice of electives, thus broadening their general educational experience. In selecting from the applicants for admission to the first year medical class, the Committee considers, in addition to academic performance, the scores earned on the Medical College Admission Test, personal interviews, letters of recommendation and the applicant's physical and emotional fitness for the study of medicine.

*90 units including:

English 1-2

Physics 5-6 (or 1, 2, 3)

Chemistry 1-2, 3, 5

Zoology 1-2

8 units of one modern foreign language

Detailed information about the offerings and requirements is available in the Announcement of the School of Medicine, San Francisco, and the Announcement of the School of Medicine, Los Angeles.

University of Southern California:

The completion of the following studies is recommended: English 1-2; Mathematics, recommended Mathematics 3, Physics 5-6; Chemistry 1-2, 3-4, 5-6; Zoology 1-2, or Biology 5-6 and Foreign Language, 12 units.

California College of Medicine:

The candidate to the California College of Medicine at Los Angeles must present evidence of satisfactory completion of three full years of pre-osteopathic work (90 units), fulfilling the requirements as given in the bulletin of the college. The following courses should be included: Chemistry 1-2, 3, 5-6; English 1-2; Physics 5-6; Psychology 1; Zoology 1-2. Electives chosen from the following: comparative anatomy, history, literature, mathematics, philosophy, public speaking and sociology. A reading knowledge of a foreign language is recommended.

Music

Students majoring in music should check carefully the requirements in foreign language, natural science and high school mathematics, and complete the lower division requirements of the college of their choice. The following required and recommended subjects should be included:

At UC (Berkeley):

Required: Music 1-2, 5-6, 7-8, ability to play the piano. (An examination in piano is required of all entering students.)

Recommended: Reading ability in French, German or Italian.

At UCLA (College of Fine Arts or Letters and Science)

Required: The Basic Music Test and the Piano Sight Reading Test required of all entering students. (Students entering above the beginning level in music theory take the Advanced Standing Examination in harmony and musicianship in lieu of the Basic Music Test.) Music 1-2, 5-6, 7-8, two semesters from Music 11, 15, 31, 41, 49 and a year of college French, German, or Italian, or its high school equivalent.

The Secondary Teaching Credential requires 4 units in Piano and Music 21-22 in addition to the above.

Recommended: Physics 5-6 or 10, or 11.

At USC:

Required: Placement test in Harmony and Musicianship for all entering students. Music Education majors must take entrance examinations in musical aptitude, piano and voice and be able to play on the piano and sing simple songs. Music 1-2, 5-6, 7-8, 2 units in one of the following: Music 15, 31, 41, 49.

At University of Redlands:

Required: Music 1-2, 5-6, 7-8. Voice majors require French 1 and German 1-2 or German 1 and French 1-2, ability to play the piano moderately well.

At Occidental College:

Required: Music 5-6, elementary knowledge of the piano.

At Pomona College:

Required: Music 1-2, 5-6.

Music—For Teachers

The *kindergarten-primary credential* requires the ability to play the piano and sing a simple song. The *general elementary credential* requires the ability to teach simple songs. All students who plan to be elementary education majors and who do not have a thorough knowledge of the fundamentals of music should enroll in Music 9. This is a basic course in preparation for the required upper division music course in elementary education. The following courses are also recommended: Music 1, 2, 21, 69.

Students who wish to work toward a *public school music major* with special secondary credential and an A.B. degree from a state college, should complete the lower division requirements of the college of their choice, including the following music courses: Music 1-2, 5-6, 7, 8, and one major and one activity from the following: 11, 15, 21-22, 31, 41, 69, 70, 71, 72.

Music—Instrumental

Two-year curricula in special fields designed to give the instrumental specialist training in knowledge and performance. Includes all necessary courses required for upper division work leading to a degree in music. Performance experience offered. Students preparing for careers in music may enrich their background by elective courses in foreign language, art and social sciences.

Those working toward a college degree as a performance major should complete the lower division academic requirements of the college or university of their choice. The following music courses should be taken in lower division work: Music 1, 2, 5, 6, 7, 8, and instrumental ensembles (31, 35, 41, 57, 61, 65) and 69-71. Music 23, 24 offer a knowledge of the potential string, woodwind, and brass instruments.

See Programs for Transfer Students Page 136.

Music—Vocal

Two-year curricula in special and general music fields designed to provide training necessary to develop performance and knowledge. Includes all necessary courses required for upper division work leading to a degree in music. Performance experience offered. Students preparing for careers in music may enrich their background by elective courses in foreign language, art and social sciences.

Those working toward a college degree as a performance major should complete the lower division academic requirements of the college or university of their choice. The following music courses should be taken in lower division work: Music 1, 2, 5, 6, 7, 8, and a choral ensemble (11, 15, 45, or 49) and 69-71.

See Programs for Transfer Students Page 136.

Nursing—(R.N.)

Students wishing to enter a professional school of nursing should consult the catalog of the school they wish to enter. The following courses are recommended: Chemistry 1 or 10; Microbiology 1, Mathematics 50, Anatomy 11, Physiology 11, English 1-2, Sociology 1, Psychology 1, Home Arts 21.

Nursing—Vocational (See Vocational Nursing)

Office Work

See Clerical Work.

Optometry

University of California, Berkeley.

The School of Optometry offers a curriculum leading to a Bachelor of Science degree, and to a Certificate of Completion in Optometry and the Master of Optometry degree. Admission is granted to students who have completed the requirements for the degree of Associate in Arts in the College of Letters and Science, and also the prerequisite subjects for the study of optometry.

The following courses are recommended: Chemistry 1, Organic Chemistry, Mathematics 3, English 1-2, Foreign Language, Psychology 1-2, Physiology 11, Physics 5-6, Microbiology 1:

Los Angeles College of Optometry requires 60 units for entrance including:

Chemistry 1, 2 or 10, 15
Mathematics 3
English 1-2
History 5 and Political Science 5
Psychology 1-2
Zoology 1
Microbiology 1
Physics 5-6
Physiology 11
Foreign Language 8 units
Philosophy 1
Art, Music, Literature 4 units
Health and Physical Education

Pharmacy (University of California, Berkeley) (University of Southern California)

Students planning to secure the degree of Doctor of Pharmacy must complete two years of pre-pharmacy and four years in residence in a College of Pharmacy. To be admitted to a College of Pharmacy, students must have satisfied the requirements for admission to one of the academic colleges of a University and must have completed in a University or in another institution of approved standing, and with an average grade of "C" or better, at least 60 units of pre-pharmacy studies. Students should consult the catalog of the College of Pharmacy of the university to which they intend to transfer for detailed requirements. The pre-pharmacy curriculum should include Chemistry 1-2, Botany 1, English 1-2, Zoology 1-2, Physics 5-6, Mathematics 3, History 17-18 and elective courses chosen from social science, philosophy or the fine arts.

Students planning to enter the University of California, Berkeley, should present six units of electives chosen from one of the following fields of study: foreign language, advanced mathematics, social sciences, philosophy, fine arts or literature.

Students planning to enter the University of Southern California should present a "C" average and should include Economics 1, Psychology 1, History 7-8, and Mathematics 1-2 rather than 3 in the pre-pharmacy curriculum. They may omit Botany 1, and add English 3-4 as an alternate for English 1-2.

Photography

Designed to prepare a student to enter the field as a photographer in commercial studio work, a photographic technician in scientific work, or as a news photographer. Students planning to enter commercial studio work would find it advantageous to elect courses in art; if planning to specialize in technical work, they should take courses in chemistry and physics; and if wishing to become newspaper photographers, they would profit by courses in journalism.

The following courses are recommended: Photography 1, 2, 3, 5, 7; English 1-2; Social Science 31-32; Chemistry 10; Physics 5-6; Art 3A, 4, 5.

See Page 28 for graduation requirements.

Physical Education Teacher

A student planning to become a physical education teacher should consult write-up under "Teaching" for teacher credential requirements. While at Glendale College mastery of skills in a variety of physical education activities should be attained by taking at least two activity classes each semester and the following theory courses are recommended: H&PE 2, 10, 19, 20; Physiology 11; and Anatomy 11.

Physical Therapy

Physical Therapy is the treatment of disease by non-medical means. Such treatments involve massage, exercise, and the use of physical, chemical, and other properties of light, heat, water, and certain forms of electricity. Three years of approved college training or a bachelor's degree from an accredited institution will qualify students to enter physical therapy schools approved by the Council on Medical Education of The American Medical Association. Five such schools are located in California: University of California, San Francisco; Stanford University; Children's Hospital, Los Angeles; Loma Linda University, Loma Linda; and the University of Southern California, Los Angeles. Students planning to enter this field should complete a two-year program at Glendale College and qualify for

junior standing in an accredited institution and complete all work for the bachelor's degree, or at the University of California (Berkeley and Los Angeles) in the College of Letters and Science, the student may matriculate into the curriculum in physical therapy in his fourth year of college and obtain the degree of Bachelor of Science and a certificate of completion in physical therapy.

Each of the five schools mentioned above has specific requirements for admission and it is recommended that a student write to the Director of the Physical Therapy School for specific information regarding the entrance requirements.

Physics (College of Letters and Science)

Students planning to major in physics should follow the lower division requirements of the College of Letters and Science. In addition, the following required and recommended subjects should be included:

See Programs for Transfer Students Page 136.

Required: Physics 1, 2, 3, 4; Chemistry 1, 2; Mathematics 2, 3, 4, 5, 6.

Recommended: A reading knowledge of German and French; Mathematics 8.

Podiatry (California Podiatry College, San Francisco)

The candidate to California Podiatry College in San Francisco must present evidence of satisfactory completion of two full years (60 semester units) of pre-podiatry work, fulfilling the requirements as given in the bulletin of the college. The following courses should be included: Chemistry 1-2, 5; English 1-2; Physics 5-6; Zoology 1-2.

Police Science (Los Angeles State College)

Police Science majors intending to transfer to Los Angeles State College to continue work for a Bachelor of Science Degree in the law enforcement area are advised to familiarize themselves with the requirements of that college. Los Angeles State College will accept for transfer credit to be applied toward the major a total of 20 units of lower division work in Police Science earned by the Police Science major.

Police Science courses which are acceptable for transfer credit at Los Angeles State College to meet major requirements for the Bachelor of Science Degree are Police Science 1, 3, 5, 7, 8, 13, 19, 21. The Police Science major who plans upon graduation to continue his work at Los Angeles State College should limit his program to the Police Science courses listed above. In addition, he should complete as many as possible of the lower division General Education courses required of all majors at Los Angeles State College.

Political Science (College of Letters and Science)

Students majoring in political science should follow the program of studies outlined in the lower division requirements of the College of Letters and Science. The following required and recommended subjects should be included.

See Programs for Transfer Students Page 136.

At UC (Berkeley):

Required: Political Science 1-2; Economics 1-2; and either History 1-2 or 17-18.

Recommended courses from: History 3-4; Sociology 1-2; Philosophy 1-2; Geography 1-2; Psychology 1; Anthropology 2.

At UCLA:

Required: Political Science 1-2.

Psychology (College of Letters and Science)

The lower division requirements of the College of Letters and Science should be followed by students planning to major in psychology. The following required and recommended subjects should be included:

See Programs for Transfer Students Page 136.

At UC (Berkeley):

Required: Psychology 1-2; Zoology 1-2; Mathematics 1 or equivalent.

Recommended: English composition, mathematics, and statistics (Economics 7).

At UCLA:

Required: Psychology 1-2.

Recommended: zoology, mathematics, sociology, anthropology, chemistry, physics.

Public Health (School of Public Health, University of California, Los Angeles)

Students who major in public health concentrate during their junior and senior years in one of the following areas: biostatistics, environmental health, health administration, health education, health medical records science, public health nutrition, or occupational health. Students preparing for the major in public health should take two semesters of beginning foreign language (if they have not taken three years of one language in high school); English 1; Chemistry 1; Mathematics 3 or 8; Microbiology 1; Zoology 1-2; History 17-18 and six additional units of social science; Philosophy 1-2.

Prenutritional Sciences Curriculum: Two years.

Designed to prepare students for admission to the School of Public Health from which they may attain the degree of Bachelor of Science in nutritional sciences. Students may apply for admission to the School of Public Health upon completion of 60 units of the lower division program with a "C" average or better.

Foreign Language (completion of course 3); English 1-2 or 3-4; Chemistry 1-2; Mathematics 8; Zoology 1; year course in History; Economics 1; and three-unit course in one other Social Science; one year course from two of the following: literature, philosophy and the arts.

Radio and Television Servicing (See Electronics Technician)

Real Estate

Many job opportunities exist in the larger real estate offices, title companies, in real estate departments in banks, and in various departments of governmental agencies. The real estate field also offers excellent opportunities for individual proprietorship. Such opportunities and advancement depend upon basic training as well as upon individual initiative and experience in the field.

In the following real estate curriculum, special attention is given to the license requirements in California. The state requires that salesmen, agents, and brokers pass examinations before they may work in their respective fields.

The curriculum suggested provides a wide general education in business administration as well as basic training in the specialty. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 33, 34, 39, 43; Law 17-18; H&PE 1, 10; History 5; Political Science 5 and 6.

Salesmanship and Merchandising

The several types of organizations to be found in the distributive industry offer many specialized types of work, and opportunities exist for single proprietorship.

This curriculum is designed for those who plan careers in activities such as retail or wholesale selling, retail store management, advertising, or warehousing. The suggested curriculum offers a wide general education in business administration as well as basic training in the specialty. It includes the following courses: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31-32, 33, 34; Law 17-18; H&PE 1, 10; History 5; Political Science 5 and 6.

Secretarial Work

This curriculum is designed for those students who are willing to devote two full years to prepare for positions as office secretaries or as private secretaries to executives. Such opportunities exist in commercial, industrial and financial companies, as well as in government service.

Apprenticeship in routine jobs generally precedes advancement, but a good basic training is essential to obtain the type of position desired. It includes the following courses: Commerce 1A-1B, 1C-1D, 3A-3B, 3C-3D, 5A-5B, 11, 15-16, 21-22 (or Economics 13-14), 29; Law 31. For those students having had typing and shorthand in high school, Home Arts 33 is recommended. Those preparing to take the examination for Certified Professional Secretary should take Law 17-18 instead of Law 31; H&PE 1, 10; History 5; Political Science 5 and 6.

Social Work (College of Letters and Science)

Students planning to qualify for positions of social service should major in Social Welfare. Beyond the Bachelor of Arts degree it is possible to secure additional training on

graduate level leading to the Certificate of Completion in Social Welfare. Training in this field prepares students for such positions as probation officer, institutional case worker, family case worker in public welfare agencies, and child welfare worker. Those majoring in the field are advised to secure a broad background of training in life science, social science, and psychology. Foreign language often proves beneficial. The regular College of Letters and Science lower division requirements should be met, including the following required and recommended subjects:

See Programs for Transfer Students Page 136.

UCLA

Required: Anthropology 2, Biology 1-2, Sociology 1, Psychology 1-2, Economics 1-2, 7, Political Science 1-2.

UC

Required: Psychology 1-2, Sociology 1-2, Economics 7.

Recommended: Anthropology 2, Economics 1-2, Political Science 1.

Speech (College of Letters and Science)

A curriculum designed to train students in the speech arts for the areas of public speaking, group discussion, radio, and television. Recommended courses for students who plan to pursue a speech major should include: Speech 3-4, Public Speaking, Theater Arts 3 Fundamentals of Oral Interpretation and Speech 31-32 Speech for Radio and Television.

Teaching

A credential of the proper type is necessary for teaching in the public schools of the various states. Students planning to become teachers in California must complete the requirements for the type of credential which they expect to use. Recently the California State Legislature set up the framework for a new credential law. Details in the law are to be implemented by the State Board of Education. The new law becomes effective July 1, 1963, and provides for five types of credentials of which two are teaching credentials.

The Standard Designated-Subjects Teaching Credential authorizes service in vocational, trade and technical teaching.

The Standard Teaching Credential includes specialization in elementary, secondary and junior college teaching.

Specialization in elementary teaching requires five years of college work with the B.A. or higher degree. The fifth year may be completed within five years after beginning teaching. A major and minor, one of which shall be in an academic subject matter field area, are required.

Specialization in secondary teaching requires five years of college work with the B.A. or higher degree. This authorizes service in teaching any subject in which a subject matter major or minor is held.

Specialization in junior college teaching requires five years of college work with the M.A. or higher degree. This authorizes service in teaching any course in which a subject matter major is held.

Since the teacher training institutions of California differ in their lower division requirements, a student should consult the catalog of the institution to which he wishes to transfer. The most significant difference is in the field of foreign language, where the requirements vary from sixteen to none. In general a student planning to transfer to a university or state college should complete at Glendale College the requirements for junior standing in the College of Letters and Science of the institution of his choice.

Technical Illustration

The field of technical illustration lies midway between drafting and advertising art, and entails the preparation of drawings showing the appearance and operation of manufactured articles. These are used in the manuals and catalogs of manufacturers of mechanical devices. Technical illustration is not a new field but it is now expanding considerably. This curriculum is designed to equip the student with drawing ability in pencil and ink technique, the technical knowledge, and the appreciation for sound method that characterize the successful technical illustrator. Recommended courses include: Technical and Industrial Education 65 or 31, 66, 67, 68, 75; Art 5, 6; Engineering 3; Architecture 5; English 51, 52; H&PE 1, 10; History 5; Political Science 5 and 6; Physics 41.

Theater Arts (College of Fine Arts)

A curriculum designed to train students in the field of dramatic art for the areas of television, legitimate theater, radio, and motion pictures. For students who plan to continue their theater training at the University of California at Los Angeles the following courses are recommended: English 1, 2, 8; French 1-3 or Spanish 1-3; Art 5-6; Speech 3; Psychology 1-2; Theater Arts 1, 3-4, 5-6; eight units of the following: Theater Arts 21, 31, 34, 35-36.

Theater Arts (Two-Year Curriculum)

A curriculum designed to train students for the professional theater, fields of radio, television, stage, and motion pictures. The following program is intended primarily for students who plan to enter the profession immediately upon completion of the Associate in Arts degree at Glendale College. The following courses are recommended: Theater Arts 1, 3-4, 5-6, 7-8, 9-10, 21-22, 31-32, 33-34; English 1, 8, 10; Speech 3; Social Science 31-32; Psychology 10.

Tool and Die Maker

Students completing the Machinist Trade training program with a "B" average in Technical and Industrial Education 1, 2, 3, 4 and with a strong mathematical background are eligible for apprenticeship training leading to a journeyman tool and die maker.

Tool Designer

Two years of instruction to prepare students for an apprenticeship as a tool designer or tool engineer. Required courses: Technical and Industrial Education 1, 2, 3, 4, 45, 46; Engineering 1, 3; Mathematics 1, 2.

Note: See Industrial Technology, Long Beach State College on Page 39.

Veterinary Medicine

The School of Veterinary Medicine of the University of California (Davis) offers a curriculum of four years, based upon a two-year pre-veterinary program. The latter can be completed at Glendale College. The pre-veterinary program should include 60 units of course work with the following courses recommended: Chemistry 1-2, 3, 4, 5, 6; Physics 5-6; Zoology 1-2; English 1; English 2 or Speech 1-2; History 17-18; Botany 1; and Microbiology 1. Consult the Bulletin of the School of Veterinary Medicine, University of California (Davis) for specific pre-veterinary requirements.

Vocational Nursing

A twelve month program in vocational nursing. Satisfactory completion of the program leads to the Glendale College vocational nursing pin and certificate, and to the California State Board examinations in vocational nursing.

Zoology (College of Letters and Science)

Students planning to major in this field should follow the lower division requirements of the College of Letters and Science. In addition, the following subjects should be included: Zoology 1-2; Chemistry 1-2, 5-6.

See Programs for Transfer Students Page 136.





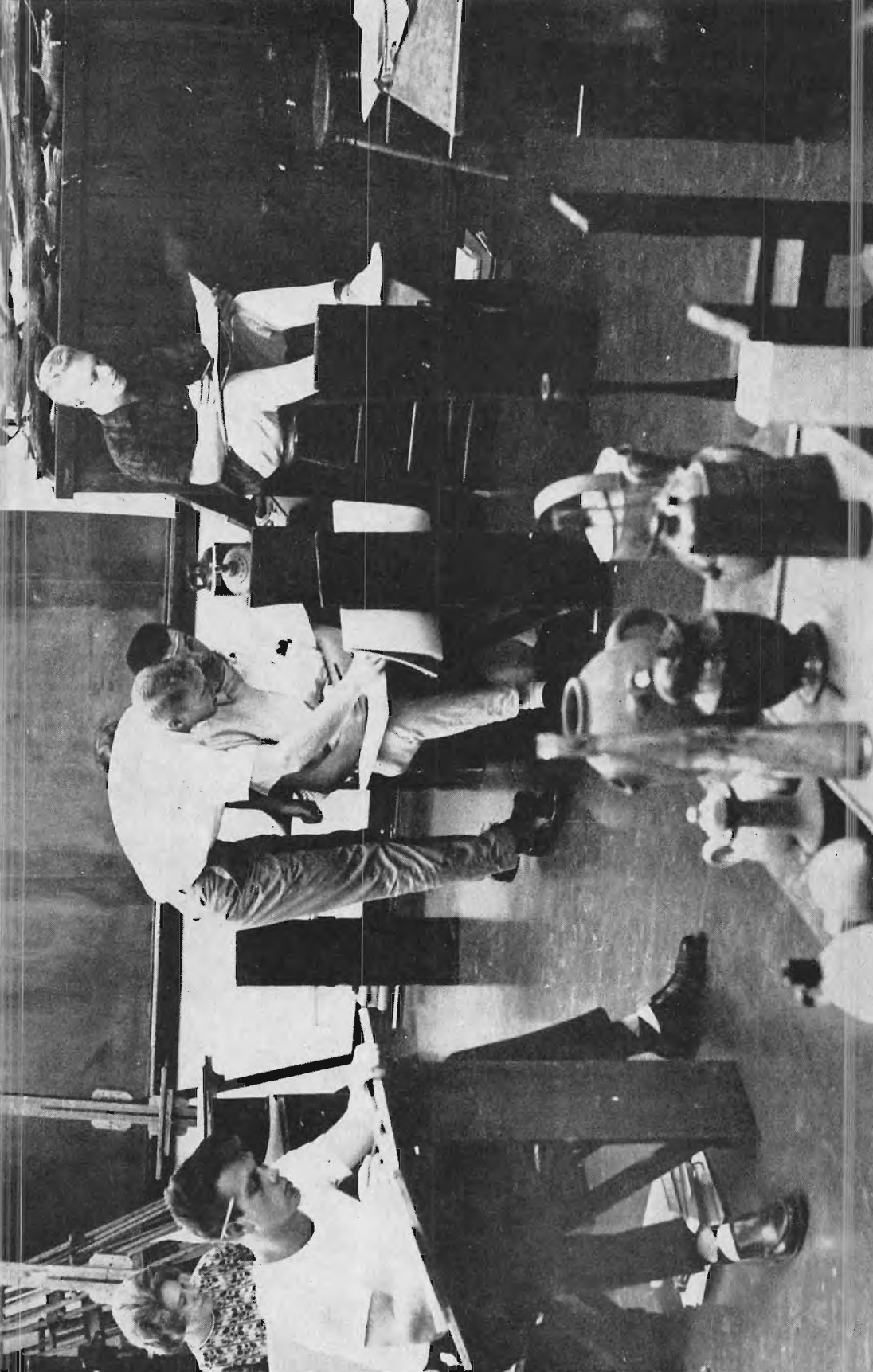












Course Descriptions



Courses are listed in numerical order under department headings, which are in alphabetical order. Some courses are of only one semester duration; hence only one number appears in front of the course title. Others continue for two or more semesters; these are designated by one of two methods. One is by a number-letter combination, e.g., Commerce 5A-B; the other is by consecutive numbers, e.g., Commerce 21-22.

The credit of each course is indicated for each semester opposite the title of the course, e.g., 3 units. 3-3 units indicates that the course is a continuation course carrying units of credit for each semester of two consecutive semesters. Glendale College gives unit credit for each semester's work of continuing courses.

Whether or not all courses described will be offered during the present academic year will depend on the student enrollment.

ACCOUNTING

PRINCIPLES OF ACCOUNTING

See Economics 13-14.

BOOKKEEPING

See Commerce 21-22.

APPLIED ACCOUNTING

See Commerce 27-28.

AEROSPACE TECHNOLOGIES

1—PRIVATE PILOT FLIGHT COURSE (35-40 HOURS OF FLYING) 3 UNITS

Prerequisite: Aerospace Technologies 9 and 10 must be taken prior to or concurrently with this course.

The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.

A course of flight training which meets the F.A.A. flight experience requirements for the private pilot's certificate. The student is individually scheduled at the airport and must meet with the college supervisor at a scheduled period.

2A—COMMERCIAL PILOT FLIGHT COURSE 3 UNITS

Prerequisite: Aerospace Technologies 1 or a Private Pilot's License.

Note: The required flight training must be contracted for by the individual student at his expense with any F.A.A. approved flight training school. The fee is paid directly to the flight operator.

A course of flight training which meets F.A.A. basic maneuvers and Cross Country requirements for the Commercial Pilot's License. The flights are scheduled by the student at the airport and in addition the student must meet the college flight supervisor as scheduled.

2B—COMMERCIAL PILOT FLIGHT COURSE 3 UNITS

Prerequisites: Aerospace Technologies 2A or 100 hours of flight experience. Aerospace Technologies 11, 12, 13, 14, 19, and 20 must be taken prior to or concurrently with this course or hold a passing grade on the F.A.A. Commercial Pilots Written Examination taken within 18 months of registration in this course.

Note: The required flight training must be contracted for by the individual student at his expense from any F.A.A. approved flight training school. The fee is paid directly to the flight operator.

A course of flight training which meets F.A.A. advanced maneuvers, night flight, and instrument requirements for the Commercial Pilot's License. The flights are scheduled by the student at the airport and in addition the student must meet with the college flight supervisor as scheduled.

4—INSTRUMENT FLIGHT COURSE**3 UNITS**

Prerequisites: Commercial Pilot License or 200 hours of flight time, and Aerospace Technologies 9, 10, 11, 12, 13, 14, 19 and 20 prior to or concurrently.

Note: The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.

A course of flight instruction which meets the F.A.A. requirements for the Instrument Pilot Rating. The flights are scheduled by the individual at the airport and in addition he must meet with the college flight supervisor at the scheduled period.

5—LINK TRAINER COURSE**1 UNIT**

Prerequisite: None.

An introduction to modern aviation. A series of simulated flight experiences and problems in the Link Trainer. Students are individually scheduled for this training.

6—LINK TRAINER INSTRUCTOR COURSE**2 UNITS**

Prerequisite: Aerospace Technologies 5 or a Private Pilot's License.

A course designed to meet the F.A.A. requirements for the Link Trainer Ground Instructor rating. Students are trained in the teaching, use of, and repair of the Link Trainer. Students are individually scheduled.

9—INTRODUCTION TO AEROSPACE TECHNOLOGIES**2 UNITS**

Prerequisite: None.

Note: Students who had Aerospace Technologies 10 prior to 1960 cannot receive credit for Aerospace Technologies 9. A course in the history of aviation from early times to the present. Civil Air Regulations for the Private Pilot and Aerodynamics of Flight. F.A.A. approved Basic and Advanced Ground School Certificate No. 7001.

10—BASIC AERONAUTICS**3 UNITS**

Prerequisite: Aerospace Technologies 9 taken prior to or concurrently.

A course in preparation for the F.A.A. Private Pilots written examination. It covers basic Meteorology, Navigation, Principles of Engine Operation and enroute procedures common to general aviation. F.A.A. approved Basic and Advanced Ground School Certificate No. 7001.

11—NAVIGATION**2 UNITS**

Prerequisite: Aerospace Technologies 10.

A study of dead reckoning aerial navigation. Approved F.A.A. Advanced Ground School for Commercial Pilots No. 7001. Course is not limited to pilots.

12—METEOROLOGY**3 UNITS**

Prerequisite: Aerospace Technologies 10.

Elementary study of the basic principles of meteorology with emphasis placed on physical laws that operate in the atmosphere, particularly as they affect aircraft flight. Weather maps and their interpretation are stressed. Approved F.A.A. Advanced Ground School for Commercial Pilots No. 7001.

AEROSPACE TECHNOLOGIES

13—AIRCRAFT STRUCTURE AND AERODYNAMICS 2 UNITS

Prerequisite: Aerospace Technologies 9.

A course in aircraft structures and aerodynamics as they apply to the pilot. Course meets F.A.A. requirements for Commercial Pilots in the study of aircraft. Approved F.A.A. Advanced Ground School No. 7001.

14—RADIO PROCEDURES AND FLIGHT REGULATIONS 2 UNITS

Prerequisite: Aerospace Technologies 9.

A course covering radio navigation, voice procedures, radio code, and civil air regulations. It prepares the student for the F.A.A. Commercial Pilot written examination on Civil Air Regulations and Radio. Approved F.A.A. Advanced Ground School No. 7001.

16—RADIO NAVIGATION 3 UNITS

Prerequisites: Aerospace Technologies 11, 12, 13, 14, 19, 20 prior to or concurrently or a valid commercial pilot's certificate meets all prerequisites.

A detailed study of the use of radio orientation, beam flying, weather forecasting, advanced radio navigation and standard instrument approaches. Students are prepared for the F.A.A. Instrument examination.

19—AIRCRAFT POWER PLANTS 2 UNITS

Prerequisite: Aerospace Technologies 10.

A course in aircraft power plants. The study includes structures, operation, maintenance, and servicing as they apply to the pilot. Course meets F.A.A. requirements for commercial pilots in the study of engines. Approved F.A.A. Advanced Ground School No. 7001.

20—COMMERCIAL PILOT PROBLEMS 2 UNITS

Prerequisites: Aerospace Technologies 11, 12, 13, 14, 19 prior to or concurrently or a valid Commercial Pilot's Certificate meets all prerequisites.

A core course designed to integrate all phases of the commercial pilot program in application to problems of the type a commercial pilot might expect to find in actual flight.

21—AIRCRAFT POWERPLANT MAINTENANCE AND OVERHAUL 16-16 UNITS

Prerequisite: All theoretical and practical instruction must be completed prior to the final 120 hours of training and review in preparation for the Federal Aviation Agency Examination.

This course qualifies the student for industry employment as a maintenance and overhaul technician and prepares him practically and theoretically to successfully obtain the Federal Aviation Agency Powerplant Rating.

The course content consists of practical application and theoretical study of powerplant overhaul procedures, precision inspections, lubrication systems, Federal Aviation Agency regulations, electrical systems, including magneto, generators and starting systems, carburetion, including float, pressure and injection systems, propeller and governors, including wood, two position, constant speed and hydro-matic types, weight and balance, systematic trouble shooting, F.A.A. forms, inspections and line maintenance.

Ten three-hour periods per week provide sufficient hours for the students to complete the course in 2 semesters and qualify for F.A.A. certification.

The course content is based on standards required for F.A.A. certificated schools. Approved F.A.A. Mechanics School No. 3415.

25—AIRCRAFT MAINTENANCE AND OVERHAUL**16-16 UNITS**

Prerequisite: All theoretical and practical instruction must be completed prior to the final 120 hours of training and review in preparation for the Federal Aviation Agency Examination.

This course qualifies the student for industry employment as a maintenance and overhaul technician and prepares him practically and theoretically to successfully obtain the Federal Aviation Agency Airframe Rating.

The course content consists of practical application and theoretical study of structural repairs to aircraft, wood rib and wing structures, wing covering materials of cotton and fabrication, rivetting, layout practices, electrical systems, instrumentation, radio, hydraulic systems, fuel systems, weight and balance, control systems, rigging correction of faulty flight characteristics, F.A.A. forms, inspections, and line maintenance.

Ten three-hour periods per week provide sufficient hours for the students to complete the course in 2 semesters and qualify for F.A.A. certification.

The course content is based on standards required for F.A.A. certificated schools. Approved F.A.A. Mechanics School No. 3415.

21-25—COMBINED AIRCRAFT AND POWERPLANT MAINTENANCE AND OVERHAUL**16-16-16-8 UNITS**

Prerequisite: None.

Note: It is strongly recommended that the student obtain both the airframe and powerplant ratings. All flight and flight line mechanics are required to have both certificates.

This course combines the practical and theoretical content of Aerospace Technologies 21 and Aerospace Technologies 25. The student enrolling in Aerospace Technologies 21-25 would be able to complete this course in 3½ semesters.

Aerospace Technologies 21-25 meets two three-hour periods, 5 days per week for 3 semesters and one three-hour period, 5 days per week for 1 semester. Approved F.A.A. Mechanics School No. 3415.

37—JET ENGINE OVERHAUL AND MAINTENANCE**8 UNITS**

Prerequisite: Aerospace Technologies 21 or the Federal Aeronautics Administration Engine ("P") Mechanic's Certificate.

Practical and theoretical instruction on jet engines and their accessories. Intensive instruction will be given in the following fields: engine theory, fuel, lubrication and electrical systems, and flight line maintenance. Fundamentals of rocket propulsion systems, including solid and liquid fuels, air dependent and non-air dependent engines.

49—AIR TRANSPORTATION**3 UNITS**

Prerequisite: None.

Development of air transportation, commercial airplanes, organization and functions of airlines, regulations, airline routes in the United States and the world, schedules and services, revenue sources and potential operating overhead. Importance of airports and airways, of advertising, and of public relations stressed.

ANATOMY—ANTHROPOLOGY—ARCHITECTURE

ANATOMY

11—INTRODUCTION TO ANATOMY

4 UNITS

Prerequisite: Two semester courses in a life science taken in the 11th or 12th grades or a one semester life science course taken in college.

Study of human structure. Use is made of charts, models and skeletons; and there is a complete dissection of a mammal and a shark head.

Lecture 2 hours, laboratory 6 hours.

ANTHROPOLOGY

2—GENERAL ANTHROPOLOGY—CULTURAL

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-test of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Studies the origin and development of cultures including material traits, social organization, political, religious, communication, family and kinship systems emphasizing contemporary primitives.

ARCHITECTURE

1—DRAFTING*

3 UNITS

Prerequisite: None.

Note: Required for architecture majors who have not had at least one year of architectural drafting in high school. Recommended for art majors.

The fundamentals of drafting prerequisite to work in art and architecture; architectural symbols and conventions; plan and working drawings and building code requirements for a minimal house.

2—ARCHITECTURAL DRAFTING*

3 UNITS

Prerequisite: Architecture 1 or one year of Architectural Drafting in high school.

Note: A student may not receive credit for both Architecture 2 and Architecture 9.

A study of the dwelling house and its design with emphasis on the one-story house. Discussion of modern trends. Scale detailing, framing and blueprint reading. The application of building codes to such construction. Course includes the study of dimensions and spacing of members; modular framing and modern practices; also a study of heating, insulation, acoustics and sound-proofing, plumbing, wiring and orientation.

3—DESCRIPTIVE GEOMETRY*

2 UNITS

Prerequisite: One year of architectural or mechanical drawing in high school, Architecture 1, or Engineering 1.

Note: Required for architecture majors.

An applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows.

*The college reserves the right to retain student work for one year for exhibit purposes.

5—PERSPECTIVE***3 UNITS**

Prerequisite: Architecture 3 and Art 3A, and Art 5 and Art 6 (Art 6 may be taken concurrently).

Note: Required for architecture majors.

A course in technical perspective. Drawing of various type objects and their shadows, rendering in various media, sketching in of people and landscape background and foreground.

9-10—ARCHITECTURAL DRAFTING***4-4 UNITS**

Prerequisites for 9: Art 3A and Art 5, and Architecture 1 or one full year of architectural drafting in high school. (All the college prerequisites may be taken concurrently.)

Prerequisite for 10: Architecture 9.

Note: A student may not receive credit for both Architecture 2 and Architecture 9.

A study of the residence and its design, and discussion of modern trends. Measured and scale detailing, framing and blueprint reading. The application of building codes to such construction. This course includes the study of dimensions and spacing of framing lumber; the calculation of the size and spacing of members; modular framing and modern practice; also a study of heating, insulation, acoustics and sound-proofing, plumbing, wiring, orientation, etc.

11-12—ADVANCED ARCHITECTURAL DRAFTING***5-5 UNITS**

Prerequisite for 11: Architecture 10.

Prerequisite for 12: Architecture 11.

Planning and detailing of structural framing and materials for erection of commercial and institutional buildings. Use of building codes and specifications with reference to fire resistant types of construction. Study of physical properties and strength of materials in practical applications. Preparation of complete sets of working drawings, including various presentation media.

17—INTERIOR ARCHITECTURE AND DECORATION***3 UNITS**

Prerequisites: Art 3A and 5.

Basic planning and design of architectural interiors and surveys of contemporary furnishings. Practical treatments of interior construction, cabinet work, materials, sources of supply and costs.

23—INDUSTRIAL DESIGN***2 UNITS**

Prerequisites: Art 3A and 4. (Art 4 may be taken concurrently.)

A course leading the student through a series of experiences which include the making of abstract designs, drafting designs for utilitarian articles, and the making of three-dimension models. Students use shop equipment and actual building materials (wood, metal, clay, thermoplastics, fiberglass) to translate design principles into solutions of architectural, furniture, and industrial design problems.

Note: Offered spring semester only.

*The college reserves the right to retain student work for one year for exhibit purposes.

ART**1—HISTORY OF ART* 3 UNITS**

Prerequisite: None.

A survey and appreciation of the architecture, painting and sculpture from their origins in prehistoric times to the Gothic.

2—HISTORY OF ART* 3 UNITS

Prerequisite: None.

A survey and appreciation of the architecture, painting and sculpture from the Gothic period to the present day.

3A-3B—ART STRUCTURE* 2-2 UNITS

Prerequisite for 3A: None. (Photography 7 is recommended.)

Prerequisite for 3B: Art 3A.

A study of the organization and structure of works of art. Provides fundamental understanding and control of color and space relationships. This course is "basic" for art students and very helpful to students in related fields.

4—ADVANCED ART STRUCTURE* 2 UNITS

Prerequisite: Art 3A.

A study of space and color relationship expressed three-dimensionally in line, mass, volume and texture.

Note: Offered spring semester only.

5-6—FREEHAND DRAWING* 2-2 UNITS

Prerequisite for 5: None. (Photography 7 is recommended.)

Prerequisite for 6: Art 5.

A study of line, mass, space, texture, and light and shade as used in representational drawing. This course includes still life, landscape, buildings, figure and imaginative composition rendered in various media.

7-8—LIFE DRAWING* 2-2 UNITS

Prerequisite for 7: Art 5. (Art 5 may be taken concurrently.)

Prerequisite for 8: Art 7.

Drawing from the model to master the problems of drawing the human figure. Quick studies and longer poses to study problems such as proportions, design and the animation of the body. An exploration of media and techniques as applied to life drawing. A beginning study of anatomy.

9-10—ADVANCED LIFE DRAWING* 2-2 UNITS

Prerequisite for 9: Art 8.

Prerequisite for 10: Art 9.

A further and more intensive study of the human anatomy as it relates to figure drawing. Continued work from the model to increase understanding, and to develop greater skill in rendering the figure in all attitudes and expressions. Problems involving composition with the figure are undertaken, and a creative use of the figure is stressed.

*The college reserves the right to retain student work for one year for exhibit purposes.

11-12—WATER COLOR* 2-2 UNITS

Prerequisites for 11: Art 3A and 5.

Prerequisites for 12: Art 6 and 11. (Art 6 may be taken concurrently.)

A study of the watercolor medium and techniques. The problems of painting are directed with a regard for the special qualities of watercolor. Class problems include landscape, still life, and figure painting. Outdoor painting trips are used to help gain experience and skill in landscape painting.

15-16—DRAWING AND PAINTING* 2-2 UNITS

Prerequisite for 15: Art 5. (Art 5 may be taken concurrently.)

Prerequisite for 16: Art 15.

Development of skill, technique, and composition in drawing and painting, using mediums such as oils or casein. Problems include representation and abstraction.

17-18—ADVANCED DRAWING AND PAINTING* 2-2 UNITS

Prerequisites for 17: Art 16, Art 6.

Prerequisite for 18: Art 17.

The application of the principles of art in drawing and painting for the more advanced student. Choice of media among oil, tempera, or casein painting. Problems include representation and abstraction.

23-24—SILK SCREEN PRINTING* 2-2 UNITS

Prerequisite for 23: None.

Prerequisite for 24: Art 23.

Various techniques of silk screen stencil preparations, printing on different materials, using water color, oil paint, and textile pigments. In the second semester the student may choose more advanced individual projects in the fields of advertising, fine arts, or applied arts. A very practical course which can be the basis for either a business or a professional career.

29—INTERIOR DESIGN* 3 UNITS

Prerequisite: None.

A study of the floor plan and fixed background and the selection and arrangement of furniture. Emphasis is placed on the selection of floor coverings, draperies, curtains, upholstery, accessories, and color in the contemporary interior.

34—LETTERING* 1 UNIT

Prerequisite: None.

Note: Recommended for architecture majors and all art majors as a foundation for more advanced work in the art department. Offered fall semester only.

Fundamental study of letter forms. Short history of lettering and typography; problems in the forming and spacing of letters, including the single stroke alphabet.

35-36—ADVERTISING DESIGN* 2-2 UNITS

Prerequisites for 35: Art 3A and Art 5. (Art 3A and 5 may be taken concurrently.)

Prerequisites for 36: Art 35 and one of the following: Art 4, 6, 7, 11, 15. (Art 4, 6, 7, 11, and 15 may be taken concurrently.)

Note: See Commerce 34 for a course in advertising theory.

Introduction to advertising design: roughs, layouts, comprehensives to finished work. Lectures on typography and methods of reproduction. Problems adapting lettering to packaging, posters, etc.

*The college reserves the right to retain student work for one year for exhibit purposes.

ART

37-38—ADVANCED ADVERTISING DESIGN* 2-2 UNITS

Prerequisite for 37: Art 36.

Prerequisite for 38: Art 37.

Practice in various phases of advertising: book jackets, newspapers, magazines, posters, etc. Black and white to full color. Emphasis on finished art and layouts.

39-40—CERAMICS* 2-2 UNITS

Prerequisite for 39: None.

Prerequisite for 40: Art 39.

Art 39 is a comprehensive introductory study of ceramics to include: a study of clay and clay bodies, methods of forming clay (including wheel throwing), firing, glazing and decorating techniques. Art 40 carries the student into advanced study in the areas explored in Art 39. A more intensive study of clay bodies, glazes and throwing on the potter's wheel.

41-42—ADVANCED CERAMICS* 2-2 UNITS

Prerequisite for 41: Art 40.

Prerequisite for 42: Art 41.

Art 41 is the general study continued. Intensive research and practice in areas of individual interest. Introduction to ceramic sculpture. In Art 42 there is advanced independent study and practice in areas of individual interest.

47—JEWELRY MAKING* 2 UNITS

Prerequisite: None.

The study and application of the basic principles of jewelry and gem cutting to include: use of precious and semi-precious metals, cutting and polishing of precious and semi-precious stones; basic principles of handwrought jewelry making, and the use of the Lost Wax Casting techniques. Emphasis is placed on learning to design original pieces.

48—JEWELRY MAKING* 2 UNITS

Prerequisite: Art 47.

Art 48 places emphasis in the art of faceting, both in the cutting of stones and the designing of jewelry for faceted stones. The continuing studies of gem identification; precision investment casting.

49—ADVANCED JEWELRY MAKING* 2 UNITS

Prerequisite: Art 48.

Note: Course offered in extended day schedule only.

Advanced study of and uses of precious metals and gems. Continue emphasizing facet cutting; precision investment casting, and advanced designing techniques.

50—ADVANCED JEWELRY MAKING* 2 UNITS

Prerequisite: Art 49.

Note: Course offered in extended day schedule only.

Advanced studies and designing in facet cutting; casting; handwrought and wax pattern duplication.

*The college reserves the right to retain student work for one year for exhibit purposes.

51—DENTAL MATERIALS*

2 UNITS

Prerequisite: Enrollment in the pre-dental program.

Basic studies of the various materials used in the field of dentistry. The development of laboratory techniques through the uses of wax, chalk, and plastics carvings; the casting of projects; the proper use of dental instruments and equipment. This course is designed to prepare the student for the American Dental Association (ADA) Examination.

52—ADVANCED DENTAL MATERIALS*

2 UNITS

Prerequisite: Art 51.

Advanced studies and techniques of dental materials and processes. Emphasis is placed on plaster and clay carvings; advanced techniques in the casting of wax models; the transfer of wax to plastic models. This course is designed to prepare the student for the American Dental Association (ADA) Examination.

55—ART WORKSHOP*

1 UNIT

Prerequisite: None.

Advanced or independent work in an art field, *approved* by the Art Department. It is adapted to both beginning and advanced students, since they will be working within the range of their own individual goals and degree of maturation.

INDUSTRIAL DESIGN

See Architecture 23.

INTERIOR DESIGN

See Art 29.

ASTRONOMY

1—ELEMENTS OF ASTRONOMY

3 UNITS

Prerequisite: None.

An introductory, descriptive course in the fundamental facts of the universe, presented as far as possible in non-technical language. A study is made of the solar system and the sidereal universe.

BIOLOGY

1-2—FUNDAMENTALS OF BIOLOGY

3-3 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Biology 1.

Important principles of biology illustrated by studies of structure and activities of living organisms, both plant and animal.

Lecture 3 hours.

*The college reserves the right to retain student work for one year for exhibit purposes.

BIOLOGY—BOTANY—CHEMISTRY

5-6—PRINCIPLES OF BIOLOGY

5-5 UNITS

Prerequisite for 5: None.

Prerequisite for 6: Biology 5.

Note: Biology 5 allows 5 units for students who have completed Biology 1. If a student has completed both Biology 1 and 2, he will receive only 2 units for either Biology 5 or Biology 6 (a possible total of 4 units).

Important facts and principles of biology including structure, function, genetics, evolution and community relationships of plants and animals. Biology 6 emphasizes the application of biological principles to the human and the human situation.

Lecture 4 hours, laboratory 3 hours.

BOTANY

1—BOTANY

5 UNITS

Prerequisite: None.

A study of the representatives of the plant kingdom from the more primitive forms through the flowering plants; the physiology of cells and the structure of tissues; the mechanism of inheritance; and the evolution of the major plant groups.

Lecture 3 hours, laboratory 6 hours.

CHEMISTRY

1—CHEMISTRY

5 UNITS

Prerequisites: A satisfactory grade in the Chemistry Placement Examination or completion within the previous semester or summer session of Chemistry 10 with grade of "C" or better; and completion of any two of the following courses in college or high school: chemistry, physics, or trigonometry. Chemistry is recommended for one of the two.

A course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed.

Lecture 3 hours, laboratory 6 hours.

2—CHEMISTRY

5 UNITS

Prerequisite: Chemistry 1.

A continuation of the study of the basic concepts of general chemistry introduced in Chemistry 1, with emphasis on the theory and technique of qualitative analysis.

Lecture 3 hours, laboratory 6 hours.

3—QUANTITATIVE ANALYSIS

3 UNITS

Prerequisite: Chemistry 2.

Note: Chemistry 3 is required of pre-medical students. Chemistry 3-4 is recommended for majors in chemistry, physics, pharmacy, mining engineering, economic geology, metallurgical or petroleum engineering, sanitary and municipal engineering, certain agriculture and public health curricula and medical technologists.

The principles and techniques of quantitative chemical analysis, including calibration, volumetric, gravimetric and extraction procedures. Large numbers of illustrative problems are solved.

Lecture 2 hours, laboratory 6 hours.

4—QUANTITATIVE ANALYSIS**3 UNITS****Prerequisite:** Chemistry 3.

Continuation of Chemistry 3. Additional gravimetric, volumetric and redox techniques, potentiometric procedures, electrolytic deposition, gas analysis, and specialized techniques are covered.

Lecture 2 hours, laboratory 6 hours.

5—ORGANIC CHEMISTRY**3 UNITS****Prerequisite:** Chemistry 2.

Note: Required of pre-medical and pre-dental students; recommended for majors in chemistry, petroleum engineering, sanitary and municipal engineering, and pharmacy; and for certain home economics, public health, and agriculture majors.

An introductory study of the compounds of carbon, including aliphatic derivatives.

Lecture 2 hours, laboratory 6 hours.

6—ORGANIC CHEMISTRY**3 UNITS****Prerequisite:** Chemistry 5.

Continuation of Chemistry 5. Aromatic compounds and derivatives, dyes, carbohydrates, amino acids and proteins, and pharmaceuticals are covered.

Lecture 2 hours, laboratory 4 hours.

10—ELEMENTS OF GENERAL CHEMISTRY**5 UNITS**

Prerequisites: Mathematics 41 or one year of algebra in high school and Mathematics 40 or one year of plane geometry in high school and a satisfactory grade in Chemistry Aptitude Test.

A basic course in the fundamental principles and laws of inorganic chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds.

Lecture 4 hours, laboratory 3 hours.

15—ORGANIC, MEDICAL, AND FOOD CHEMISTRY**3 UNITS****Prerequisite:** Chemistry 1 or 10.

Note: Recommended for nurses, home economics and physical education majors and pre-optometry students.

A course of instruction in the chemistry of carbohydrates, fats, and proteins, body tissues, body secretions, medical and pharmaceutical products.

Lecture 1 hour, laboratory 6 hours.

16—ORGANIC, MEDICAL, AND FOOD CHEMISTRY**3 UNITS****Prerequisites:** Chemistry 3, 15, or 5-6 (Chemistry 6 may be taken concurrently.)

Note: Recommended for nurses, home economic and physical education majors and pre-optometry students.

Digestion and enzymes. Blood and urine analysis.

Lecture 1 hour, laboratory 6 hours.

CHEMISTRY

17—RADIOLOGICAL DEFENSE

2 UNITS

Prerequisite: Previous training in physics and/or chemistry.

The principal aim of the course is to develop the ability to use the instruments which measure nuclear radiations. As much background material as possible will be offered. This will deal with the biological effects of these radiations, the health hazards, methods of protection, and the operation of the Civil Defense Service.

41—INTRODUCTION TO CHEMISTRY

5 UNITS

Prerequisite: A satisfactory grade in the Chemistry Aptitude Test.

Note: Recommended as a foundation course for either Chemistry 10 or 1. A grade of "A" or "B" in this course satisfies the chemistry requirements for nurses as prescribed by the California State Board of Nursing Examiners. A modified form of this course is offered in the extended day program for 3 units of credit.

An introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts and including a brief introduction to elementary organic chemistry. Reference is made to industrial and practical home chemistry.

Lecture 4 hours, laboratory 3 hours.

45—BIOCHEMISTRY

3 UNITS

Prerequisite: One semester of chemistry in college or one year of chemistry in high school.

A study of physiological chemistry of the body; the place of proteins, carbohydrates and fats in digestion; role played by vitamins and hormones. A course similar to Chemistry 15 in subject matter.

Lecture 1 hour, laboratory 6 hours.

46—BIOCHEMISTRY

3 UNITS

Prerequisite: One semester of chemistry in college or one year of chemistry in high school.

The role of enzymes in digestion. Chemistry of blood and urine; and calorific value of foods. Sufficient laboratory technique is acquired by the student to undertake office and laboratory work in the medico-dental field. A course similar to Chemistry 16 in subject matter but designed and treated particularly for students enrolled in the Laboratory Technician curriculum.

Lecture 1 hour, laboratory 6 hours.

47-48—CHEMICAL APPARATUS

1-1 UNIT

Prerequisite for 47: One semester of chemistry in college or one year of chemistry in high school.

Prerequisite for 48: Same as for 47.

Laboratory work in designing and constructing apparatus for chemical lecture demonstrations. Instruction in glass blowing. Three hours each week, arranged to suit the student's needs.

COMMERCE

1A—BEGINNING TYPING

3 UNITS

Prerequisite: None.

Lecture and demonstration 5 hours per week.

The basic skills of keyboard techniques are developed to give the foundation for advanced training in typing and the skill for personal use. Training is given in the preparation of outlines, personal letters, business letters, and simple tabulation.

1B—INTERMEDIATE TYPING

3 UNITS

Prerequisite: Commerce 1A or a net speed of at least 30 words a minute.

Lecture and demonstration 5 hours per week.

Continuation of Commerce 1A. Refinement and development of technique with increased emphasis on accuracy and speed. Detailed study of business letters, special office forms, tabulated reports, and manuscripts.

1C—ADVANCED TYPING

2 UNITS

Prerequisite: Commerce 1B or a net speed of at least 40 words a minute.

Lecture, discussion and demonstration 3 hours per week.

Advanced typing is vocational, and the standards are set in terms of business demands. A complete review of business communications and forms is given. Introduction to legal typing, accounting reports, and typing master copies for duplication are covered.

1D—ADVANCED TYPING

2 UNITS

Prerequisite: Commerce 1C or a net speed of at least 50 words a minute.

Lecture, discussion and demonstration 3 hours per week.

Continuation of Commerce 1C. This course is designed for those students who wish to develop their skill to the expert level. Emphasis is placed upon the development of judgment in planning a variety of typing projects for an executive. Advanced study of legal forms and tabulation problems are covered.

3A—BEGINNING SHORTHAND

5 UNITS

Prerequisite: Average grade of "C" in high school or college English; a typing speed of 50 words a minute or concurrent enrollment in typing.

Note: This course may not be taken by students who have completed one year of shorthand in high school with grade of "C" or better within the past two years. Commerce 15 or English 1 should precede or be taken concurrently.

An intensive course in shorthand covering theory and transcription. Fundamentals of shorthand are mastered and a minimum skill of 60 words a minute is developed in taking dictation. Lecture 5 hours.

3B—INTERMEDIATE SHORTHAND

5 UNITS

Prerequisite: Commerce 3A or one year of shorthand in high school with the ability to take dictation at the rate of 60 words a minute. A typing speed of 60 words a minute or typing taken concurrently.

Note: Commerce 15 or English 1 should precede or be taken concurrently.

Continuation of Commerce 3A. Dictation, transcription, and a review of theory. A minimum skill of 80 words a minute in taking dictation is developed. Lecture 5 hours.

COMMERCE

3C—ADVANCED SHORTHAND

4 UNITS

Prerequisite: Commerce 3B or two years of shorthand in high school with the ability to take dictation at the rate of 80 words a minute for five minutes. A typing speed of 60 words a minute or typing taken concurrently.

Continuation of Commerce 3B. This course is designed to train stenographers to meet the demands of the business world. Emphasis is placed on mailable transcripts and a minimum skill of 100 words a minute in taking dictation is developed. Lecture 5 hours.

3D-E-F—ADVANCED SHORTHAND

4-3-3 UNITS

General Prerequisite: A typing speed of 60 words a minute or typing taken concurrently.

Prerequisite for 3D: Five-minute 100-word test or Commerce 3C.

Prerequisite for 3E: Five-minute 120-word test of Commerce 3D.

Prerequisite for 3F: Five-minute 130-word test or Commerce 3E.

A thorough review of theory, development of shortcuts and phrasing, and introduction to congressional record material. Emphasis is placed on shorthand speed and transcription speed. Lecture 5 hours.

3L—LEGAL SECRETARIAL TRAINING

2 UNITS

Prerequisite: Ability to take shorthand at the rate of 100 words per minute and to type at the rate of 60 words per minute.

A course offering specialized training in legal phraseology; spelling; specific training in the preparation of legal documents; office routine and methods; other legal procedure information.

3M-3N—MEDICAL TERMINOLOGY AND DICTATION

3 UNITS

Prerequisite: Ability to take Gregg shorthand at 80 words per minute and type at the rate of 50 words per minute.

A course to provide a working knowledge of the requirements of a medical secretary. A study of medical terminology and a brief study of anatomy, physiology, and diseases and abnormalities of each anatomical system as they relate to the needs of a medical secretary.

5A-B—OFFICE PRACTICE

4-4 UNITS

Prerequisite for 5A: Commerce 1C or typing speed of 50 words a minute or typing taken concurrently.

Prerequisite for 5B: Same as for 5A.

Note: Commerce 15 or English 1 should precede or be taken concurrently.

Development of usable skill in the operation of various types of office machines, including 10-key adding machine; key-driven and rotary calculators; typewriter transcription from Dictaphone; and mimeograph and ditto duplication machines, on a rotation basis. A detailed study is made of the duties of various types of office workers and good secretarial practices including filing, communications media, travel arrangements, preparation of business reports, financial and legal duties, and applying for a job.

5C—BUSINESS MACHINES

2 UNITS

Prerequisite: Economics 13 or Commerce 21 (may be taken concurrently). Not open to clerical or secretarial majors who should take Commerce 5A-5B. No credit for students who have taken Commerce 5A or 5B.

Development of skill in the operation of various office computing machines, including the Monroe, Marchant, Comptometer, Burroughs, ten-key adding machines and printing calculator. Qualifies transferring students to take machines proficiency test required at some four-year institutions. Recommended for all students in the field of accounting.

Lecture, demonstration, discussion, and laboratory 3 hours.

5E—PBX

3 UNITS

Prerequisite: Commerce 5A or 5B taken concurrently. Registration by special arrangement.

An introduction to switchboard operation; not less than nine hours a week.

5F—MACHINE BOOKKEEPING

3 UNITS

Prerequisite: Commerce 5A or 5B taken concurrently; Commerce 21 or Economics 13. Registration by special arrangement.

An intensive course of not less than nine hours a week to develop a salable skill in machine bookkeeping.

11—INTRODUCTION TO BUSINESS

3 UNITS

Prerequisite: None.

Orients students to the field of business. Introducing, in survey form, the functions, characteristics, organization and problems of business. Serves as a foundation for later specialized study, and directs the thinking of students to possible careers. Lecture and discussion 3 hours.

15—ENGLISH FOR BUSINESS

3 UNITS

Prerequisite: None.

A course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary, syllabication, and sentence structure. Lecture and discussion 3 hours.

16—WRITING IN BUSINESS

3 UNITS

Prerequisite: Commerce 15 or equivalent.

A course designed to help students develop proficiency in writing modern business letters and reports. A vigorous up-to-date approach is given to managerial problems in correspondence including dictation, and letters of adjustment, credit, collection, and sales. Special emphasis is given to application letters. Lecture and discussion 3 hours.

21-22—BOOKKEEPING

4-4 UNITS

Prerequisite for 21: None.

Prerequisite for 22: Commerce 21 or two years of bookkeeping in high school.

Note: Students in Commerce 21 shall be transferred to Economics 13 upon the request of the division chairman.

An introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and profit and loss statements. Commerce 22 includes bookkeeping principles as applied to partnerships, corporations, departments and branches. Emphasis on practical bookkeeping problems more than theory. Lecture 3 hours. Laboratory 2 hours.

COMMERCE

23—INTRODUCTION TO BUSINESS DATA PROCESSING 3 UNITS

Prerequisite: None (Economics 13 or Commerce 21 should precede or be taken concurrently.)

A basic introduction to automatic business data processing. The history of data processing, features of data processing equipment, numbering systems, computer programming principles, and systems analysis. Lecture 3 hours.

25G—STENOTYPE 2 UNITS

Prerequisite: Ability to use typewriter.

An evening class to develop a salable skill in writing on and transcribing from a stenotype machine.

27-28—APPLIED ACCOUNTING 3-3 UNITS

Prerequisite for 27: Commerce 21 or Economics 13 or one year of bookkeeping in high school.

Prerequisite for 28: Same as for 27.

Practical experience in the Student Accounting Office. The theory and practice of budgetary accounting including controlling accounts and subsidiary ledgers; the receipt and disbursement of money and the preparation of vouchers including analysis of transactions; transactions with a bank including making deposits, writing checks, and reconciling accounts; recording transactions, posting and proving cash, balancing the bank account, the general ledgers, and subsidiary ledgers daily; and the preparation of reports and financial statements. Problems related to tax accounting and reports for sales, admission, social security and payroll, and individual income taxes.

Lecture 2 hours, work in Accounting Office 5 hours.

29—BUSINESS MATHEMATICS 2 UNITS

Prerequisite: None.

An intensive course in the fundamentals of arithmetic designed for merchandising, secretarial, clerical, and accounting students. Practical problems are assigned to develop speed, accuracy, and a knowledge of possible short-cuts. Attention is given to calculations in billing, mark-up, pricing, percentage, turnover of inventory, payrolls, interest, discounts, installment selling, stocks, bonds, insurance, and annuities. Lecture, discussion, and laboratory 2 hours.

31—PRINCIPLES OF MARKETING 3 UNITS

Prerequisite: None.

A general course intended to acquaint students with the activities, the middlemen, and the business practices involved in the moving of goods from farms, factories, and mines to the ultimate consumers. The course deals with the problems of wholesalers, retailers, transportation companies, warehouses, and cooperatives. Consumer protection, analyses of marketing costs, and the establishment of sound sales policies and methods are emphasized. Lecture and discussion 3 hours.

32—MERCHANDISING 3 UNITS

Prerequisite: None.

Problems considered in this course are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turn-over, stock control, inventory methods, layout, advertising and display. Outside speakers from local stores will be scheduled. Lecture 3 hours.

33—SALESMANSHIP

2 UNITS

Prerequisite: None.

A salesmanship class in which each student selects an article or sales proposition, makes a careful study of it, and presents it before the class or a qualified prospect. His methods of approaching the prospect, demonstrating his goods, and closing his sales are discussed and criticized. Successful salesmen are invited to give demonstrations of how sales actually are made. Fundamental principles of retail, wholesale and specialty selling are given in sufficient detail to fit the student for an apprenticeship position in any of these fields, whether it be selling ideas, services, or goods. Lecture 2 hours.

34—ADVERTISING

2 UNITS

Prerequisite: None.

An introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department. Lecture, discussion, and special reports 2 hours.

39—INSURANCE PRINCIPLES

3 UNITS

Prerequisite: None.

A course designed to acquaint the student with insurance of various types, such as personal liability, sickness, accidental injury, unemployment, workmen's compensation, death, fire and other property hazards. Policies are analyzed to understand costs in relation to benefits provided, losses excluded, and obligations of both parties. Insurance is studied from the standpoint of (1) the businessman, (2) the insurance company, (3) the broker or agent, and (4) the state. Lecture, discussion, films, and speakers 3 hours.

41—MONEY AND BANKING

2 UNITS

Prerequisite: None.

A course designed to help young men and women secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. The study of the American monetary system and of the history of American financial institutions provides much of the vocational background. Lectures, class discussions, problems, and reports. Lecture and discussion 2 hours.

42—INVESTMENTS

2 UNITS

Prerequisite: None.

A course designed to acquaint the students with sources of capital, types of securities, and the operation of brokerage and investment banking houses. Objectives of the course are the understanding of investment principles and the acquisition of the skills needed for a salesman or clerical worker to succeed in the securities business. Lecture and discussion 2 hours.

COMMERCE—ECONOMICS

43—REAL ESTATE

3 UNITS

Prerequisite: None.

A course treating real estate and the economy which includes property rights, real estate and the national economy, real estate and the city land and development, and building and its problems; legal processes and instruments; the real estate market, values, appraisals, sales, rentals, and management; real estate financing including primary and secondary sources of funds, servicing of mortgage loans and foreclosures; and public interest including taxes and insurance, eminent domain and condemnation, planning and zoning, and public and veterans housing. Outside speakers from local real estate offices. Lecture 3 hours.

45—CONSUMER PROBLEMS

2 UNITS

Prerequisite: None.

Personal finance involving effective use of family income, which includes savings for major investments and retirements, by a study of such consumer problems as intelligent buying, an evaluation of consumer research and product-testing organizations, taxes, insurance, household budget, cooperatives, banking, and renting or buying a home. Lecture and discussion 2 hours.

47-48—INDUSTRIAL ORGANIZATION AND MANAGEMENT 2-2 UNITS

Prerequisite for 47: None.

Prerequisite for 48: None.

An appreciation of industrial organization, economics, and government rules and regulations applied to industrial and labor relations. Emphasis is placed on industrial organization during the first semester and on personnel management during the second. Included are advantages and disadvantages of various methods of organization; management policies and problems; establishment of compatible working relations; causes of labor unrest; methods of selecting, testing, placing and training; building morale; methods of giving orders; counseling; merit rating; wage analysis; safety and accident prevention; and collective bargaining. Lecture and discussion 2 hours.

PERSONAL DEVELOPMENT

See Home Arts 33.

ECONOMICS

1-2—PRINCIPLES OF ECONOMICS

3-3 UNITS

Prerequisite for 1: Second semester standing.

Prerequisite for 2: Economics 1.

An introductory course dealing with the fundamental principles of economics. The first semester emphasizes the micro or price and market approach. The second semester emphasizes the macro approach and covers such topics as banking, international trade, taxation and fiscal policy and business cycles.

7—PROBABILITY AND STATISTICS

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

An introduction to modern methods of gathering, classifying, analyzing and presenting statistical data. Useful for students of sociology, education, psychology and economics.

11—ECONOMIC HISTORY OF THE UNITED STATES

3 UNITS

Prerequisite: None.

A history of economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of institutions and movements in our modern society. This course meets the California State requirement in American History.

13-14—PRINCIPLES OF ACCOUNTING

4-4 UNITS

Prerequisite for 13: Good scholarship.

Prerequisite for 14: Economics 13.

Note: See Commerce 21-22.

The accounting equation, the theory of debit and credit, the classification of accounts, the *study* of recording, analyzing and summarizing procedures in modern accounting devices; the preparation and analysis of balance sheets and income statements, payroll and tax accounting, partnership and corporation accounts, manufacturing and cost accounting and supplementary statements. Lecture, discussion, and laboratory 5 hours.

EDUCATION

1—INTRODUCTION TO EDUCATION

2 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

An introductory course designed to acquaint the student with the field of teaching, with the personal and professional qualifications needed by the successful teacher, with the duties and opportunities of the professional educator, and with the availability of teacher training facilities and requirements.

PROBABILITY AND STATISTICS

See Economics 7.

ENGINEERING

1—ENGINEERING DRAWING

3 UNITS

Prerequisite: None.

Training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning.

2—ADVANCED ENGINEERING DRAWING

3 UNITS

Prerequisite: Engineering 1 or Technical and Industrial Education 31 or one year of mechanical drawing in high school.

Note: Engineering students should take Engineering 3 prior to Engineering 2.

Delineation of simple machine parts including problems in visualization, dimensioning and tolerances, screw threads and fasteners, freehand sketching, pictorial drawing, piping, welding, gears and cams, assembly and working drawings. Special emphasis is laid upon the interpretation and production of drawings which conform to standard practice.

ENGINEERING

3—DESCRIPTIVE GEOMETRY

2 UNITS

Prerequisite: Engineering 1 or Technical and Industrial Education 31 or 65 or Architecture 1, or mechanical drawing in high school.

Note: This course may not be taken for credit by students who have completed Architecture 3.

A valuable engineering tool which facilitates the solution of engineering problems graphically. A study of lines and planes in space. The representation of surfaces, solids, interferences, and intersections. Excellent training in visualization and interpretation of engineering drawings.

8—PROPERTIES OF ENGINEERING MATERIALS

2 UNITS

Prerequisites: Chemistry 2 (may be taken concurrently), Physics 2, and Mathematics 4.

A study of the fundamental structural thermodynamic, and quantum considerations underlying the properties of materials, with accent on crystal structure, phase rule, phase diagrams, and alloy systems, of ferrous and non-ferrous metals, and engineering properties of organic and inorganic compounds. Applications of basic principles to the selection and use of engineering materials.

10—STATICS

3 UNITS

Prerequisites: Physics 1-2 and Mathematics 5-6. (Mathematics 6 may be taken concurrently.)

Force systems and equilibrium conditions as applied to mechanical engineering problems. The course includes graphical methods and the use of diagrams as an aid to algebraic solutions.

11—PLANE SURVEYING

3 UNITS

Prerequisites for 11: Mathematics 2 or trigonometry in high school and Engineering 1 or mechanical drawing in high school.

A course in the fundamentals of surveying for all students of engineering. The measurements of distances by pacing, chaining, and the stadia; the use and adjustment of Wye and Dumpy level's in differential leveling; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, in prolonging lines, and in the closed traverse. The computation and layout of horizontal and vertical curves; solar and Polaris observation for latitude and azimuth. Topographical mapping, by means of the stadia, using transit and plane table.

Lecture 2 hours, laboratory and field work, 3 hours.

41—ENGINEERING COMPUTATIONS

1 UNIT

Prerequisite: Mathematics 2 or trigonometry in high school.

Note: For engineering and science majors. This course may not be taken for credit by students who have completed Engineering 42.

Lectures and instruction in the use of the slide rule. Mannheim and log-log trigonometric slide rules will be explained and used in computation. Estimating, checking, and solving problems in computation will be required of the student.

42—SLIDE RULE

1 UNIT

Prerequisite: None.

Note: For non-science majors. This course may *not* be taken for credit by students who have completed Engineering 41.

Lectures and instruction in the use of the slide rule. Estimating, checking, and solving problems in computation will be required of the student.

ENGLISH

1—FRESHMAN ENGLISH**3 UNITS**

Prerequisite: A satisfactory grade in the English Placement Examination or a grade of "C" or better in English 41.

A foundation course in writing and reading, strongly recommended for those students intending to transfer to a university. English 1 provides instruction and practice in expository writing, analysis and criticism of selected prose models.

2—FRESHMAN ENGLISH**3 UNITS**

Prerequisite: English 1.

English 2 is an introduction to literature. It continues practice in writing, related to the study and evaluation of types of imaginative literature, including the short story, novel, drama and poetry.

3-4—FRESHMAN READING AND COMPOSITION**3-3 UNITS**

Prerequisite for 3: A satisfactory grade in the English Placement Examination; a superior score on the Verbal Aptitude section of the College Board Examination; recommendation of the counselor.

Prerequisite for 4: A grade of "C" or better in English 3; a grade of "A" in English 1; recommendation of counselor.

The objectives of the course are those of English 1-2 with additional emphasis upon the study of literature and an increased understanding and use of inductive and deductive processes of reasoning in reading, writing, and oral expression. Open only to those students who have evidenced superior ability and scholarship in English.

Note: No credit for 3 will be allowed students who have completed English 1; no credit for 4 will be allowed those who have completed English 2.

5-6—SURVEY OF ENGLISH LITERATURE**3-3 UNITS**

Prerequisite for 5: English 2.

Prerequisite for 6: English 2.

Note: Required of all English majors. Open to all who have completed English 2. Either English 5 or English 6 may be taken first.

A survey course covering the field of English literature from the beginnings to the present time.

8—THE MODERN DRAMA**2 UNITS**

Prerequisite: None.

A study of modern plays and playwrights. Representative works of European and American dramatists are read with special attention given to the literary and sociological importance of plays written since 1870. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama.

10—SHAKESPEARE**2 UNITS**

Prerequisite: None.

A comprehensive reading course including about fifteen of Shakespeare's plays. Lectures on the background of Elizabethan drama are given; class discussions follow the reading assigned. The course aims to provide a basic familiarity with the work of Shakespeare.

ENGLISH

11—READINGS IN AMERICAN LITERATURE

2 UNITS

Prerequisite: None.

Intensive reading of masterpieces in American literature to the Civil War. The course is designed to enrich the student's understanding and appreciation of the works of major writers, including Emerson, Thoreau, Hawthorne, and Melville. Reading, reports, discussion.

12—MODERN AMERICAN LITERATURE

2 UNITS

Prerequisite: None.

A course designed to provide a wide reading experience in the significant American literature since the Civil War. The important literary movements with their sociological implications are traced chronologically from the 1890's to the present day so that the student may have background for critical judgment of contemporary American writing.

15—CHILDREN'S LITERATURE

3 UNITS

Prerequisite: None.

This course is a survey of the literature suitable for children of different age levels. The student is taught to develop standards by which to judge the merits of the literature that is available for children. The course is recommended for prospective nursery, kindergarten, and elementary teachers, and also for parents.

19—INTRODUCTION TO WORLD LITERATURE

3 UNITS

Prerequisite: English 2.

A study of masterpieces of world literature in translation from early Chinese and Hindu writings to the literature of the Middle Ages. Emphasis is placed on Greek and Latin classics. Extensive reading, class discussion, and lectures.

20—INTRODUCTION TO WORLD LITERATURE

3 UNITS

Prerequisite: English 2.

A survey of world literature since 1350 presented from the standpoint of cultural history and correlated with materials from the history of ideas. The central purpose is to emphasize the importance of literature in reflecting man's ideas and to introduce the student to some of the great books outside of English literature.

40—ACCELERATED READING

2 UNITS

Prerequisite: A satisfactory score on the English Placement Examination.

A course planned to help the student with average or better vocabulary develop the skills required for rapid, effective reading of both pleasure and study materials. Emphasis is on reading speed. Special clinical methods are applied, including the use of the flashmeter, the controlled reader, and graded reading materials.

41—REMEDIAL ENGLISH

2 UNITS

Prerequisite: None.

Note: This course should be elected by those who fail to make a satisfactory grade in mechanics in the English Placement Test.

A course to improve grammar, punctuation, sentence structure, spelling, and composition.

42—READING IMPROVEMENT

2 UNITS

Prerequisite: None.

A course in reading improvement for the student with below average reading skills. Emphasis is on improvement of word recognition, vocabulary, and comprehension. The flashmeter and controlled reader are used with relatively simple materials. Book reviews and summaries are assigned.

43—ENGLISH FOR FOREIGN STUDENTS

2 UNITS

Prerequisite: Any student whose native tongue is not English may enter the course.

The class is designed to help foreign students acquire skill in written and spoken English. Attention will be given to each student's special problems. Vocabulary (including idiomatic English), grammar, spelling, and pronunciation will be stressed.

51-52—INDUSTRIAL ENGLISH

3-3 UNITS

Prerequisite for 51: None.

Prerequisite for 52: English 51.

A course designed especially for students taking Technical and Industrial Education courses including training in writing, reading, listening, and speaking.

FRENCH

1—BEGINNING FRENCH

4 UNITS

Prerequisite: A satisfactory score on the English Placement Examination.

Note: This course may not be taken for credit by students who have completed two years of French in high school with grades of "C" or better within the past two years.

Fundamentals of French grammar. The student is trained to pronounce correctly, to acquire a small working vocabulary which he uses in conversation and writing, and to learn to read simple French.

2—BEGINNING FRENCH

4 UNITS

Prerequisite: French 1, or two years of French in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed

FRENCH—GEOGRAPHY

three years of French in high school with grades of "C" or better within the past two years.

Fundamentals of French grammar completed. Continued training in correct pronunciation. Study of more difficult elementary prose. Discussions in French with stress on correct use of verbs and idioms and efficient methods of vocabulary building.

3—INTERMEDIATE FRENCH

4 UNITS

Prerequisite: French 2, or three years of French in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed four years of French in high school with grades of "C" or better within the past two years.

Review of the fundamentals of French grammar. Stress on correct diction and efficient methods of vocabulary building. Reading of intermediate prose with stress on documentary aspects of French life, character analysis, and the study of ideas. Oral and written discussions in French.

4—INTERMEDIATE FRENCH

4 UNITS

Prerequisite: French 3, or four years of French in high school completed within the past two years.

Review of the fundamentals of French grammar completed. Continued stress on correct diction and efficient methods of vocabulary building. Reading of intermediate French prose of increasing difficulty. Free conversation and composition with stress on documentary aspects of French life, character analysis, and the study of ideas.

GEOGRAPHY

1—ELEMENTS OF GEOGRAPHY

3 UNITS

Prerequisite: None.

A study of the basic physical elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its astronomical relationships, weather, climate, and landforms.

2—ELEMENTS OF GEOGRAPHY

3 UNITS

Prerequisites: Geography 1 or 5.

A study of the basic physical and cultural elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to the earth and its soils, natural vegetation, minerals, populations, and general land use patterns.

5—ECONOMIC GEOGRAPHY

3 UNITS

Prerequisite: None.

A study of the physical and cultural elements of environment and their relation to the economic activities of man. Special attention is given to the climatic regions, the soils, the products and the resultant economy.

6—ECONOMIC GEOGRAPHY

3 UNITS

Prerequisites: Geography 1 or 5.

A study of the physical and cultural elements of environment and their relation to the economic activities of man. Special attention is given to the economic significance of the sea, minerals, power utilization, selected industrial regions, and transportation.

GEOLOGY

1—PHYSICAL GEOLOGY

3 UNITS

Prerequisite: None.

A general study of the earth, its minerals, rocks, structures, and dynamic forces. Geology 1 is a study of physical forces: erosion, volcanism, earthquakes, etc. Three one-half day field trips are required in Geology 1 for which the student is charged a transportation fee. Lecture 3 hours per week.

2—HISTORICAL GEOLOGY

3 UNITS

Prerequisite: Geology 1 or Geography 1, or two years of natural science in high school.

Note: Geology majors in lieu of a laboratory period will be expected to comply with additional home work requirements involving geologic map and fossil description projects in order to satisfy university standards normally predicated. Lecture 3 hours per week.

Designed broadly for both geological science majors as well as for non-majors. As a complementary course to Geology 1, but not essentially dependent on it, Geology 2 is concerned with the origin of the earth and its physical and biological evolution since cosmic time to the present. Special emphasis is lent to learning the geologic time scale and the correlation of successive divisions of geochronology.

GERMAN

1—BEGINNING GERMAN

4 UNITS

Prerequisite: A satisfactory score on the English Placement Examination.

Note: This course may not be taken for credit by students who have completed two years of German in high school with grades of "C" or better within the past two years.

Training in accurate pronunciation through daily drill. Elementary grammar and sentence structure. Reading and reproduction of simple prose.

2—BEGINNING GERMAN

4 UNITS

Prerequisite: German 1 or two years of German in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed three years of German in high school with grades of "C" or better within the past two years.

Continuation of German 1. Completion of elementary grammar essentials. Reading and interpretation of prose of increasing difficulty. Conversation, diction, composition. Some knowledge of German tradition and character folklore. Essential geographical and historical data concerning German people.

GERMAN—HEALTH AND PHYSICAL EDUCATION (MEN)

3—INTERMEDIATE GERMAN

4 UNITS

Prerequisite: German 2, or three years of German in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed four years of German in high school with grade of "C" or better within the past two years.

A review of elementary grammar. A study of word analysis, sentence structure, idioms, and composition. Intensive reading of modern prose and drama, with rapid reading of simple stories, plays, or science material.

4—INTERMEDIATE GERMAN

4 UNITS

Prerequisite: German 3, or four years of German in high school completed within the past two years.

Continuation of German 3. Reading and interpretation of more difficult prose. Increasing stress on conversation and free composition.

HEALTH AND PHYSICAL EDUCATION FOR MEN

Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that he (1) has attained the age of 21 years, or (2) is registered for 8 units or less, or (3) has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate.

No student may receive credit for more than two Health and Physical Education activity classes in any one semester. It is recommended that a variety of activities be taken during a student's attendance at Glendale College.

1—HEALTH EDUCATION

2 UNITS

Prerequisite: None.

Note: Required of all students for graduation.

A consideration of health and its effect upon the quality of human life, the effect of exercise and fatigue, prevention of specific diseases, the significance of nutrition in health and disease, and the hygiene of the different body systems. Practices and problems in community health.

2—HEALTH EDUCATION—COEDUCATIONAL

3 UNITS

Prerequisite: None.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors. This course meets the graduation requirement of hygiene. Only 1 unit of credit will be allowed students having credit in Health and Physical Education 1.

Fundamentals of healthful living to provide the prospective teacher with scientific health information and desirable attitudes and practices in healthful living.

10—FIRST AID—COEDUCATIONAL

1 UNIT

Prerequisite: None.

Note: Required of all students for graduation. Recommended for physical education majors.

Prevention and care of accidents or sudden illness.

HEALTH AND PHYSICAL EDUCATION (MEN)

18—FOOTBALL THEORY

1 UNIT

Prerequisite: Health and Physical Education 26C taken concurrently.

Note: Recommended for physical education majors.
Theory and development of offensive and defensive formations.

19—RECREATIONAL LEADERSHIP—COEDUCATIONAL

2 UNITS

Prerequisite: None.

Note: Recommended for physical education majors and students entering the recreation field.

A basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation.

20—INTRODUCTION TO PHYSICAL EDUCATION

2 UNITS

Prerequisite: None.

Note: Recommended for physical education majors.

A course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored.

21A—PHYSICAL EDUCATION ACTIVITIES

½ UNIT

Prerequisite: None.

Instruction in the fundamentals of individual activities. Free and competitive participation in seasonal sports. Adapted activities to meet the needs of special students.

22B—INTERMEDIATE BASEBALL

½ UNIT

Prerequisite: None.

Note: Designed for those who wish to compete on varsity teams, and recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction in rules and game strategy. Practice in fundamental techniques of throwing, fielding, batting, and team play. Fall semester only.

22C—ADVANCED BASEBALL (VARSITY)

1 UNIT

Prerequisite: Some previous playing experience in baseball.

Note: Limited to students trying out for the varsity teams.
Development of team play for competitive participation. Spring semester only.
Daily.

23A—BEGINNING BASKETBALL

½ UNIT

Prerequisite: None.

Instruction and practice in the fundamental techniques and rules of the game.
Development of team play and competitive participation.

HEALTH AND PHYSICAL EDUCATION (MEN)

23B—INTERMEDIATE BASKETBALL

½ UNIT

Prerequisite: None.

Note: Designed for those who wish to compete on varsity teams, and recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction in rules and game strategy, practice in fundamental techniques.

23C—ADVANCED BASKETBALL (VARSITY)

1 UNIT

Prerequisite: Some experience on an organized team.

Note: Limited to students competing for the varsity team. Individual instruction and development of team play for competitive participation. Fall semester. Daily.

26A—TOUCH FOOTBALL

½ UNIT

Prerequisite: None.

Instruction and practice in fundamentals, with the development of team play and competition.

26B—INTERMEDIATE FOOTBALL

½ UNIT

Prerequisite: None.

Note: Recommended for physical education majors and those interested in varsity competition. This course should be taken one semester only to satisfy the physical education requirements.

Instruction and practice in techniques of individual offense and defense. Spring semester only.

26C—ADVANCED FOOTBALL (VARSITY)

1 UNIT

Prerequisite: Previous experience on an organized team.

Note: Limited to students trying out for the varsity team.

Development of team play for competitive participation. Fall semester only. Daily.

27A—BEGINNING TENNIS

½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the basic strokes, fundamental techniques and rules of the game.

27B—INTERMEDIATE TENNIS

½ UNIT

Prerequisite: Some previous playing experience in tennis.

Note: Recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in individual fundamentals, development of team play and court strategy.

HEALTH AND PHYSICAL EDUCATION (MEN)

27C—ADVANCED TENNIS (VARSITY)

1 UNIT

Prerequisite: Some previous playing experience in tennis.

Note: Limited to students trying out for the varsity team.

Development of team play for competitive participation. Offered Spring semester only. Daily.

28C—ADVANCED GOLF (VARSITY)

½-1 UNIT

Prerequisite: Some previous playing experience in golf.

Note: Limited to students competing for the varsity team. ½ to 1 unit credit will be given depending on the number of days the class is offered per week.

Development of play for competitive participation. Spring semester only.

29A—SENIOR LIFE SAVING

½ UNIT

Prerequisite: Intermediate swimming or pass test to qualify.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in all phases of life saving as set up by the American Red Cross.

29B—WATER SAFETY INSTRUCTOR'S COURSE

½ UNIT

Prerequisite: Must be 18 years old or over and must hold current Senior Life Saving card.

A course in water safety instruction, the successful completion of which will qualify the student to receive the American Red Cross Water Safety Instructor's Certificate. Lecture ½ hour per week and laboratory 1½ hours per week.

30—DIVING

½ UNIT

Prerequisite: Must be able to swim.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamentals of the five diving groups, including the approach and entry.

31A—BEGINNING SWIMMING

½ UNIT

Prerequisite: Inability to maintain oneself in deep water.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamentals of swimming and survival in the water.

31B—INTERMEDIATE SWIMMING

½ UNIT

Prerequisite: Ability to maintain oneself in deep water.

Note: Recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the swimming strokes and the development of endurance.

HEALTH AND PHYSICAL EDUCATION (MEN)

31C—ADVANCED SWIMMING AND DIVING (VARSITY) 1 UNIT

Prerequisite: Some previous swimming or diving experience.

Note: Limited to students trying out for the varsity team.

Instruction and practice in fundamental techniques for competitive participation. Daily.

32B—INTERMEDIATE WATER POLO ½ UNIT

Prerequisite: Be able to maintain oneself in deep water.

Note: Designed for those who wish to compete on varsity teams and recommended for physical education majors. This course should be taken for one semester only to satisfy the physical education requirement.

Instruction in rules and game strategy, practice in fundamental techniques.

32C—WATER POLO (VARSITY) 1 UNIT

Prerequisite: Some previous experience or an advanced swimmer.

Note: Limited to students trying out for the varsity team.

Instruction and practice in fundamental techniques of water polo. Development of team play for competitive participation. Fall semester only. Daily.

34—UNDERWATER SAFETY INSTRUCTION ½ UNIT

Prerequisites: Intermediate Swimming, HGPE 31B or its equivalent.

To teach the student the art of skin diving and the use and safety factors of SCUBA. Diving physics and physiology of diving. Marine life and environment.

35B—INTERMEDIATE TRACK AND FIELD ½ UNIT

Prerequisite: None.

Note: Designed for those who wish to compete on varsity teams and recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in fundamental techniques of running and field events.

35C—ADVANCED TRACK AND FIELD (VARSITY) 1 UNIT

Prerequisite: None.

Note: Limited to students trying out for the varsity team.

Designed for competitive participation. Spring semester only. Daily.

36C—CROSS COUNTRY RUNNING (VARSITY) 1 UNIT

Prerequisite: None.

Note: Recommended for distance runners and track men wishing to condition themselves for track.

Designed for competitive participation. Fall semester only. Daily.

37A—BEGINNING VOLLEYBALL ½ UNIT

Prerequisite: None.

Instruction in the rules and practice in the fundamental techniques of volleyball. Development of team play and competitive participation.

HEALTH AND PHYSICAL EDUCATION (MEN)

37B—INTERMEDIATE VOLLEYBALL ½ UNIT

Prerequisite: Previous playing experience.

Note: Recommended for physical education majors.

Instruction and practice in individual fundamentals, development of team play and court strategy.

38A—BEGINNING BADMINTON ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamentals of badminton.

38B—INTERMEDIATE BADMINTON ½ UNIT

Prerequisite: Beginning badminton.

Note: Recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy.

39A—BEGINNING WRESTLING ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamental techniques and rules of amateur wrestling.

39B—INTERMEDIATE WRESTLING ½ UNIT

Prerequisite: Some previous experience in wrestling or beginning wrestling.

Note: Designed for those who wish to compete on varsity teams and recommended for physical education majors. This course should be taken for one semester only to satisfy the physical education requirement.

Instruction in rules and wrestling strategy, practice in fundamental technique.

39C—ADVANCED WRESTLING (VARSITY) 1 UNIT

Prerequisite: Some previous experience in wrestling or beginning wrestling.

Note: Limited to students trying out for the varsity team.

Instruction and practice in fundamental techniques for competitive participation.

41—BOWLING ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamental techniques and rules of the game. Individual and team play.

HEALTH AND PHYSICAL EDUCATION (MEN)

42A—BEGINNING GYMNASTICS

½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamental techniques of tumbling and apparatus.

42B—INTERMEDIATE GYMNASTICS

½ UNIT

Prerequisite: 42A or its equivalent.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in more advanced techniques of tumbling and apparatus.

42C—ADVANCED GYMNASTICS (VARSITY)

1 UNIT

Prerequisite: Previous experience in gymnastics.

Note: Limited to students trying out for the varsity team.

Development of advanced techniques in tumbling and apparatus for varsity competition.

50A—BEGINNING FOLK DANCING—COEDUCATIONAL

½ UNIT

Prerequisite: None.

Instruction in folk dances of all nations with discussion of festival costumes.

55—BODY MECHANICS

½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation.

60—ADAPTED ACTIVITIES

½ UNIT

Prerequisite: The student must have on file with the nurse an exemption from all physical education activity.

A class for the student whose medical examination indicates that he should take restricted activities. Rest, sunbaths, or limited activities as need is indicated on the health record. The student will receive credit but no grade for this course.

71A—AMERICAN FOLK DANCING—COEDUCATIONAL

½ UNIT

Prerequisite: None.

Note: Recommended for physical education majors. This course should be taken one semester only to satisfy the physical education requirement.

Instruction and participation for recreational groups in American cowboy, square, and circle dancing.

HEALTH AND PHYSICAL EDUCATION (MEN)

72A—BEGINNING ARCHERY—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction in the technique of archery and participation in a tournament using the Junior Columbia Round.

72B—INTERMEDIATE ARCHERY—COEDUCATIONAL ½ UNIT

Prerequisite: H&PE 72A or credit in high school.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Practice in target and tournament shooting using Columbia Round.

73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamental steps of the fox-trot, tango, waltz, rumba, and other popular dances.

73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL ½ UNIT

Prerequisite: H&PE 73A or a knowledge of basic steps.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in various combinations of steps of the fox-trot, tango, waltz, rumba, samba, New Yorker, mambo, and other popular dances.

74—BADMINTON—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation.

75A—BEGINNING GOLF—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamentals of golf.

75B—INTERMEDIATE GOLF—COEDUCATIONAL ½ UNIT

Prerequisite: Beginning golf or equivalent.

Note: Each student is expected to pay a fee for use of golf facilities. This course should be taken one semester only to satisfy the physical education requirement.

Advanced instruction and practice on the golf course.

HEALTH AND PHYSICAL EDUCATION (MEN-WOMEN)

76A—BEGINNING TENNIS—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the basic strokes, fundamental techniques and rules of the game.

76B—INTERMEDIATE TENNIS—COEDUCATIONAL ½ UNIT

Prerequisite: Some previous playing experience in tennis.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in individual fundamentals, development of team play and court strategy.

77A—VOLLEYBALL—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in volleyball techniques with team tournaments.

78—INTERMEDIATE MODERN DANCE—COEDUCATIONAL ½ UNIT

Prerequisite: H&PE 51A or credit in high school or equivalent.

Analysis of dance form and group movement; practice in increasingly difficult techniques.

79—BOWLING—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Note: This course should be taken one semester only to satisfy the physical education requirement.

Instruction and practice in the fundamental techniques and rules of the game.

HEALTH AND PHYSICAL EDUCATION FOR WOMEN

Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in a physical education activity for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that she (1) has attained the age of 21 years, or (2) is registered for 8 units or less, or (3) has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate.

Students may receive credit for two Health and Physical Education activity classes each semester.

Women students must during the first three semesters elect from each of the following groups:

1. Team Sports—H&PE 21A, 21B, 77A.
2. Individual—Dual: H&PE 27A, 27B, 29A, 31A, 31B, 33, 72A, 72B, 74, 75A, 79.
3. Rhythmic Activities: H&PE 4, 50A, 51A, 51B, 55, 71A, 73A, 73B.

Students who have completed the above requirements may elect any activity.

HEALTH AND PHYSICAL EDUCATION (WOMEN)

1—HEALTH EDUCATION

2 UNITS

Prerequisite: None.

Note: Required of all students for graduation.

A consideration of health and its effect upon the quality of human life, the effect of exercise and fatigue, prevention of specific disease, the significance of nutrition in health and disease, and the hygiene of the different body systems.

2—HEALTH EDUCATION—COEDUCATIONAL

3 UNITS

Prerequisite: None.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors. This course meets the graduation requirements of hygiene. Only 1 unit of credit will be allowed students having credit in Health and Physical Education 1.

Fundamentals of healthful living to provide the prospective teacher with scientific health information and desirable attitudes and practices in healthful living.

3—ELEMENTARY SCHOOL GAME ACTIVITIES—COEDUCATIONAL 1 UNIT

Prerequisite: Sophomore standing.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors.

Games which are adapted to the needs and interests of elementary school children to provide the prospective teacher and youth leader with skills in and understanding and appreciation of a wide variety of physical education activities.

4—ELEMENTARY SCHOOL RHYTHM ACTIVITIES

1 UNIT

Prerequisite: Sophomore standing.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors.

Rhythm activities for elementary school children to provide the prospective teacher with knowledge of movement skills for promoting growth and development. An introduction to equipment, records, and audio-visual aids commonly used in the physical education program.

5-6—OFFICIATING FOR WOMEN

1½-1½ UNITS

Prerequisite: Participation in team sports.

Note: It is recommended that this course be taken by physical education and recreation majors and by prospective community youth leaders.

Instruction and practice in officiating women's team games and organizing intramural programs, sports days and tournaments.

10—FIRST AID—COEDUCATIONAL

1 UNIT

Prerequisite: None.

Note: Required of all students for graduation.

Prevention and care of accidents and emergencies in the home and school.

19—RECREATIONAL LEADERSHIP—COEDUCATIONAL

2 UNITS

Prerequisite: None.

Note: Recommended for physical education majors and students entering the recreation field.

HEALTH AND PHYSICAL EDUCATION (WOMEN)

A basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation, sports and athletics.

21A—BEGINNING SPORTS 1/2 UNIT

Prerequisite: None.

Instruction in the fundamental techniques of seasonal sports: speedaway, basketball, volleyball, hockey, and softball.

21B—INTERMEDIATE SPORTS 1/2 UNIT

Prerequisite: H&PE 21A or credit in high school.

Development of team play in seasonal sports: basketball, speedaway, volleyball, hockey, and softball.

Participation with all junior colleges in all of the sports offered, as members of the Women's Recreation Association.

27A—BEGINNING TENNIS 1/2 UNIT

Prerequisite: None.

Instruction and practice in tennis strokes, techniques, and rules.

27B—INTERMEDIATE TENNIS 1/2 UNIT

Prerequisite: H&PE 27A or credit in high school.

Instruction and practice in tennis strokes, techniques, umpiring, and doubles and singles tactics.

29A—SENIOR LIFE SAVING 1/2 UNIT

Prerequisite: Intermediate swimming or pass the test to qualify.

Instruction and practice in all phases of life saving and water safety. American Red Cross certificate issued upon successful completion of the course.

29B—WATER SAFETY INSTRUCTOR'S COURSE 1/2 UNIT

Prerequisite: Must be 18 years old or over and must hold current Senior Life Saving card.

A course in water safety instruction, the successful completion of which will qualify the student to receive the American Red Cross Water Safety Instructor's Certificate. Lecture 1/2 hour per week and laboratory 1 1/2 hours per week.

31A—BEGINNING SWIMMING 1/2 UNIT

Prerequisite: Inability to maintain oneself in deep water.

Instruction and practice in the fundamental swimming strokes with emphasis on over-all knowledge of strokes and deep water safety.

31B—INTERMEDIATE SWIMMING 1/2 UNIT

Prerequisite: Ability to maintain oneself in deep water.

Instruction and practice in swimming strokes with emphasis on development of form and endurance.

HEALTH AND PHYSICAL EDUCATION (WOMEN)

33—SYNCHRONIZED SWIMMING 1/2 UNIT

Prerequisite: Intermediate swimming or equivalent.

Instruction and practice in aquatic stunts and rhythmic swimming. Participation in synchronized swimming routines. Laboratory 2 hours.

50A—BEGINNING FOLK DANCING—COEDUCATIONAL 1/2 UNIT

Prerequisite: None.

Instruction in folk dances of all nations with discussion of festival costumes.

51A—BEGINNING MODERN DANCE 1/2 UNIT

Prerequisite: None.

Instruction in the fundamentals of rhythmic forms with practice in individual and group composition.

51B—INTERMEDIATE MODERN DANCE 1/2 UNIT

Prerequisite: H&PE 51A or credit in high school.

Analysis of dance form and group movement; practice in increasingly difficult techniques.

55—BODY MECHANICS 1/2 UNIT

Prerequisite: None.

Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation.

60—ADAPTED ACTIVITIES 1/2 UNIT

Prerequisite: None.

A class for the student whose medical examination indicates that she should take restricted activities. Rest, sunbaths, or limited activities as need is indicated on the health record.

71A—AMERICAN FOLK DANCING—COEDUCATIONAL 1/2 UNIT

Prerequisite: None.

Instruction and participation for recreational groups in American cowboy, square, and circle dances.

72A—BEGINNING ARCHERY—COEDUCATIONAL 1/2 UNIT

Prerequisite: None.

Instruction in the technique of archery and participation in a tournament.

72B—INTERMEDIATE ARCHERY—COEDUCATIONAL 1/2 UNIT

Prerequisite: H&PE 72A or credit in high school.

Practice in target and tournament shooting using the Columbia Round.

HEALTH AND PHYSICAL EDUCATION (WOMEN)—HISTORY

73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Instruction and practice in the fundamental steps of the fox-trot, tango, cha cha cha, waltz, rumba, samba, and other popular dances.

73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL ½ UNIT

Prerequisite: H&PE 73A or a knowledge of basic steps.

Instruction and practice in various combinations of steps of the fox-trot, tango, cha cha cha, waltz, rumba, samba, New Yorker, mambo, and other popular dances.

74—BADMINTON ½ UNIT

Prerequisite: None.

Instruction in the rules and practice in fundamentals, development of singles and doubles play, and competitive participation.

75A—BEGINNING GOLF—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Instruction and practice in golf strokes, techniques and rules.

77A—VOLLEYBALL—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Instruction and practice in volleyball techniques with team tournaments.

78—INTERMEDIATE MODERN DANCE—COEDUCATIONAL ½ UNIT

Prerequisite: H&PE 51A or credit in high school or equivalent.

Analysis of dance form and group movement; practice in increasingly difficult techniques.

79—BOWLING—COEDUCATIONAL ½ UNIT

Prerequisite: None.

Instruction and practice in the fundamental techniques and rules of the game.

HISTORY

1-2—HISTORY OF WESTERN EUROPE 3-3 UNITS

Prerequisite for 1: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Prerequisite for 2: History 1.

Note: A student may not receive credit for both History 2 and History 8.

The growth of western European civilization from the decline of the Roman Empire to the present time. An introduction to the study of history, giving a general prospective of the development of those political, economic, social-ecclesiastical institutions which explain our present-day civilization. An attempt is made to orient the student's thinking on present world problems.

3-4—HISTORY OF THE AMERICAS**3-3 UNITS**

Prerequisite for 3: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Prerequisite for 4: History 3.

A general survey of the history of the Western Hemisphere from the discovery to the present time. The planning of the European civilization in the Western Hemisphere, the growth of the colonies of the different nations, colonial systems, the international contest for the continents, the wars of independence in English-America and Hispanic-America, the development of independent American republics, their relations with each other and with the rest of the world. This course (if both semesters are completed) meets the California State requirement in American History.

5—UNITED STATES HISTORY**2 UNITS**

Prerequisite: None.

Note: It is recommended that this course be completed prior to enrollment in a course to meet the California State requirement in the American Constitution.

This course allows only one unit of credit for students who have completed History 17 and no credit for those who have completed History 4, or History 17-18.

A brief study of the political, economic, and social history of the United States since 1789. Emphasis is placed upon the development of American ideals and policies. This course meets the California State requirement in American History.

7-8—HISTORY OF CIVILIZATION**3-3 UNITS**

Prerequisite for 7: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Prerequisite for 8: History 7.

Note: A student may not receive credit for both History 2 and History 8.

A general survey of the development of human ideas, arts, and institutions from the earliest times to the present. Emphasis is placed upon the contributions to civilizations made in ancient times by Egypt, Greece, Rome, India, and China. The modern world is analyzed by a study of the principal factors—cultural, social, economic, and political—which brought it into being. An attempt is made to give the student a perspective on the past and a basis for interpreting current world events.

10—UNITED STATES HISTORY**3 UNITS**

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Note: This course allows only one unit of credit for students who have completed History 17 and no credit for those who have completed History 4, History 5, or History 18.

An interpretation of the more meaningful and significant issues, events and ideas of the past which have played a major role in shaping present day America. Main attention is focused upon political and economic aspects with some treatment of social and cultural developments. This course meets the California State requirement in American History. Recommended for students transferring to Los Angeles State College.

HISTORY—HOME ARTS

12—PACIFIC COAST HISTORY

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

A survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon the development of their particular political, economic, and cultural institutions, along with their relationships with each other and the rest of the world.

17-18—HISTORY OF THE UNITED STATES

3-3 UNITS

Prerequisite for 17: Second semester standing is required of all students. In addition, a satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Prerequisite for 18: History 17.

Note: History 17 allows only 2 units of credit for students who have completed History 5 and 1½ units of credit for those who have completed History 10. History 17-18 allows only units of credit for students who have completed History 5. History 17-18 allows only 3 units of credit for students who have completed History 10.

A history of American civilization, European backgrounds, the English colonies, the Revolutionary War, the Constitution, and the political, social, and economic history of the United States. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution.

ECONOMIC HISTORY OF THE UNITED STATES

See Economics 11.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

HOME ARTS

3-4—CRAFTS

2-2 UNITS

Prerequisite for 3: None.

Prerequisite for 4: Home Arts 3.

Lab and lectures to provide a series of exploratory experiences in materials through the design and construction of objects in clay, paper, wire, wood, leather, metal, fabric, plastic, etc.

11—CLOTHING

3 UNITS

Prerequisite: None.

The study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is also made of textiles and of the care and selection of clothing for personality as well as appearance. Two machine projects are made in class from either a commercial pattern or a pattern of the student's own design. A fashion show is required at the end of the semester showing the work accomplished in class.

12—ADVANCED CLOTHING**3 UNITS**

Prerequisite: Home Arts 11 or 17.

The techniques of tailoring in hand and machine work necessary to turn out fine, well tailored garments. A coat, suit and hand project are required as well as a fashion show at the end of the semester showing the accomplished work.

17-18—APPAREL DESIGN**8-8 UNITS**

Prerequisite for 17: Home Arts 11 or one year of Clothing in the 10th, 11th, or 12th grade in high school. (Home Arts 11 may be taken concurrently.)

Prerequisite for 18: Same as for 17.

Vocational training to prepare the individual to enter the apparel industry. The development of the block pattern and its application to all type patterns.

Designing and construction of blouses, skirts, dresses, formals, children's clothing, and crotch items as used in California play clothes industries.

Five three-hour periods each week.

19-20—ADVANCED APPAREL DESIGN**8-8 UNITS**

Prerequisite for 19: Home Arts 17.

Prerequisite for 20: Home Arts 17.

Advanced vocational training in pattern making of suits and coats and the designing and construction of suits and coats, and the art of draping. Employment of the hard and soft tailoring as applied to production of women's and children's garments. Planning, arranging and write-up for a style show is required at the end of each semester showing the finished designs and creations.

Five three-hour periods each week.

21—FOOD STUDY**3 UNITS**

Prerequisite: None.

Scientific and artistic approach to foods. The subject matter of nutrition is combined with that of food preparation for the purpose of applying nutritional facts realistically. Emphasis is placed upon the importance of fulfilling psychological as well as physiological needs in the selection of foods for the daily diet. Laboratory experiences in planning and preparing a variety of foods.

Lecture and laboratory.

22—MEAL PREPARATION AND TABLE SERVICE**SEE NOTE**

Prerequisite: None.

Note: This course allows one to three units of credit, with a maximum of 3 units. Credit earned dependent upon satisfactory completion of two hours of class per week per unit.

Emphasis on management costs in time, money and energy in the preparation of attractive and nutritious family meals. Food service and hostess experience for all types of meals, teas and receptions. Food is prepared using modern equipment.

Lecture and laboratory.

COSTUME CONSTRUCTION

See Theater Arts 23.

HOME ARTS

25—ELEMENTS OF NUTRITION

2 UNITS

Prerequisite: None.

A study of foods in relation to body needs. Emphasis is placed upon diet for optimum health. Meals are planned for the individual and the family group, with consideration of costs and of modern dietetic trends.

33—PERSONAL DEVELOPMENT

3 UNITS

Prerequisite: None.

Development of social competence, discriminating dress, poise and personality attributes. Good health, grooming habits, diet and exercise stressed. Emphasis on wardrobe planning, make-up, hair styling, and personal analysis. Applications to home, careers, and social occasions. Lectures, consultations with experts, and class discussions.

35—PRE-SCHOOL CHILD

3 UNITS

Prerequisite: None.

The growth, development, and guidance of the child from birth through age five. Development values of play, significance of creative activities, interpretation of child-adult relationships, standards for wholesome routines of management and discipline, for both men and women. Nursery schools and pre-school classes used as laboratory for course.

37—TEXTILES AND NON-TEXTILES

2 UNITS

Prerequisite: None.

A study of materials used in clothing and household equipment. This course includes tests and analysis of shrinkage, color fastness, heat retention, reaction to cleansing agents and other practical information. It provides the basis of good judgment in buying. Materials studied include wool, silk, linen, cotton, and synthetics in the textile fields; leather, fur, metal, wood, porcelain, and glass among the non-textiles.

39—HOME MANAGEMENT

3 UNITS

Prerequisite: None.

Consideration of essentials in establishing a home as a background for gracious living.

The attainment of values and goals through intelligent financial, time, and energy planning. Lectures, reports and discussions on housing facilities, equipment, furnishings, and accounting of expenses. Speakers and field trips.

INTERIOR DESIGN

See Art 29.

MARRIAGE AND FAMILY LIVING

See Psychology 31.

SILK SCREEN PRINTING

See Art 23-24.

JOURNALISM

1—INTRODUCTION TO MASS COMMUNICATIONS

3 UNITS

Prerequisite: None.

A survey of the mass communication media, including newspapers, magazines, radio, and television, with emphasis on the newspaper. Study of theory and function of news, features, editorials, and advertising, historical development of the media, legal freedoms and limitations of the media, and the ethics of communication. Stress is placed on the relationships and responsibilities of the mass media to society.

2—REPORTING THE NEWS

3 UNITS

Prerequisite: A satisfactory grade in the English Placement Test or a grade of "C" in English 41.

An introductory course in the gathering and writing of news, features, and editorials. Emphasis on clear and concise written expression with laboratory drill in English fundamentals. Study of news sources, acceptable forms for stories, style and methods of various media, elementary editing, and law and ethics of communication. Newspapers and other media at the local community level as well as the national metropolitan level are utilized.

3-4—ADVANCED NEWS WRITING AND NEWSPAPER PRODUCTION

3-3 UNITS

Prerequisite for 3: Journalism 2 or publication experience.

Prerequisite for 4: Journalism 2 or 3.

An advanced course in writing news, feature, and editorial copy, copy reading and editing, headline writing, newspaper layout and make-up, and the mechanics of newspaper production. Study of law and ethics of the press and overall emphasis on the function and responsibility of the newspaper. Second semester stress is on interpretative reporting. Class produces the campus newspaper *El Vaquero*.

5-6—TRADE PUBLICATION WRITING AND EDITING

3-3 UNITS

Prerequisite for 5: None.

Prerequisite for 6: None.

Theory and practice of preparation and submission of articles for publication in local, regional, and national magazines, trade journals, and house organs. Thorough market studies are made. Study of law and ethics of communication. Second semester laboratory work includes production of college handbook magazine and other campus publications.

LAW

17-18—BUSINESS LAW

3-3 UNITS

Prerequisite for 17: None.

Prerequisite for 18: Law 17.

A practical course in the principles of law that affect business relations including historical background, judicial and administrative procedures, contracts, agency, real property, personal property (sales and bailments), negotiable instruments, business organizations, security devices, insurance and trade regulations (business torts and restraint of trade). Lecture and discussion 3 hours.

LAW—MATHEMATICS

25—REAL ESTATE LAW

2 UNITS

Prerequisite: None.

A practical, applied study of the legal aspects of interests in real property with stress on the recognition and avoidance of the legal difficulties which can beset real estate transactions. The every day application of the principles of real estate law is emphasized, and illustrative cases are utilized in class discussions. This course, together with the course in Real Estate Principles, is recommended for those preparing for the California Real Estate License test. Offered in the Extended Day Program only.

31—LAW FOR THE LAYMAN

3 UNITS

Prerequisite: None.

A survey of legal problems which confront people in their everyday life activities. Included is a study of courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgages, trust deeds, conditional sales, crimes, torts, homesteads, the Corporate Securities Act, the Workmen's Compensation Act, and many other principles of business law. Lecture and discussion 3 hours.

MATHEMATICS

1—INTERMEDIATE ALGEBRA

5 UNITS

Prerequisites: Mathematics 40 and 41, or one year of algebra and one year of plane geometry in high school. Mathematics 40 may be taken concurrently.

Fundamental laws, curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binomial theorem, the factor theorem, the remainder theorem, synthetic division, logarithms, and second and third order determinants.

2—TRIGONOMETRY

3 UNITS

Prerequisite: Mathematics 1 or one and one-half years of algebra and one year of plane geometry in high school.

An elementary course in plane trigonometry with practical applications: trigonometric functions, the right triangle, functions of multiple angles, trigonometric equations and identities, radians, inverse functions, the oblique triangle, logarithms and their application and trigonometric analysis.

3—ANALYTIC GEOMETRY AND CALCULUS

5 UNITS

Prerequisite: Mathematics 8, or Mathematics 1 and 2, or two years of algebra, one year of plane geometry, and one semester of trigonometry in high school. In addition the student must attain a satisfactory grade in the Mathematics Placement Examination given prior to registration.

Note: Only three units of credit are allowed students having credit in Mathematics 8, or who take Mathematics 8 concurrently.

Algebra, rectangular coordinates, the straight line, equations of curves, differentiation of algebraic functions and applications, indefinite and definite integrals and applications.

4—ANALYTIC GEOMETRY AND CALCULUS

3 UNITS

Prerequisite: Mathematics 3.

Conics, polar coordinates, parametric equations, curvature of plane curves, and differentiation of transcendental functions.

5—DIFFERENTIAL AND INTEGRAL CALCULUS 3 UNITS

Prerequisite: Mathematics 4.

Indefinite and definite integrals, techniques of integration, applications, infinite series.

6—SOLID ANALYTIC GEOMETRY, DIFFERENTIAL INTEGRAL CALCULUS 3 UNITS

Prerequisite: Mathematics 5.

Solid analytic geometry, partial differentiation, multiple integration, with applications, ordinary differential equations.

8—COLLEGE ALGEBRA 3 UNITS

Prerequisite: Mathematics 2 or all of the following: One and one-half years of algebra, one year of plane geometry, and trigonometry in high school. Mathematics 2 may be taken concurrently.

Note: This course may not be taken for credit by students having credit in Mathematics 3.

A review of fundamental processes of algebra and advanced work in progressions, determinants, theory of equations, permutations and combinations and probability.

11—INTERMEDIATE ALGEBRA FOR BUSINESS 3 UNITS

Prerequisite: Mathematics 41 or one year of algebra in high school.

Note: Not open for credit to students having credit for Mathematics 1. Recommended for business administration majors.

A study is made of the fundamental operations in algebra and their applications to commercial problems. The course provides a comprehensive foundation in mathematical skills for the understanding of problems commonly met in business and as preparation for more advanced topics in business and economics. Special attention is given to skills needed in the field of electronic computers. Lecture, demonstration and discussion 3 hours.

12—MATHEMATICS OF FINANCE 3 UNITS

Prerequisite: Mathematics 11. (Students may substitute two years' algebra in high school or Mathematics 1 or Mathematics 2 for the Mathematics 11 prerequisite.)

Note: Recommended for business administration majors.

A study of interest, discount, annuities, amortization, sinking funds, valuation of bonds, depreciation, and life insurance. Lecture, demonstration and discussion 3 hours.

14—INTRODUCTORY MATHEMATICAL ANALYSIS FOR BUSINESS 3 UNITS

Prerequisite: Mathematics 12.

Elementary differential and integral calculus and curve fitting, with applications to business and economics.

38—ARITHMETIC FOR ELEMENTARY TEACHERS 3 UNITS

Prerequisites: One year of algebra in high school or Mathematics 41; one year of plane geometry or Mathematics 40; proof of competence in arithmetic (satisfactory score on the Mathematics Proficiency Examination) or Mathematics 50 or Commerce 29; Sophomore standing.

MATHEMATICS—MICROBIOLOGY—MINERALOGY

Designed primarily for prospective teachers of arithmetic. The study of the fundamental operations on integers and fractions is stressed, together with suitable visual aids. Although efficiency in arithmetical skills is required, the emphasis is on the understanding of arithmetical procedures.

40—PLANE GEOMETRY

3 UNITS

Prerequisite: Mathematics 41 or one year of algebra in high school.

A comprehensive course in plane geometry: parallel lines, proportion, congruent and similar triangles, right and oblique triangles, circles, and polygons.

41—FUNDAMENTALS OF ALGEBRA

3 UNITS

Prerequisite: None.

A course in the fundamental operations of algebra. This course is the equivalent of one year of algebra in high school.

50—BASIC MATHEMATICS

2 UNITS

Prerequisite: None.

A course in the fundamental processes of arithmetic designed to develop both accuracy and speed in computation. This course will fulfill the mathematics requirement for the A.A. degree.

PROBABILITY AND STATISTICS

See Economics 7.

MICROBIOLOGY

1—MICROBIOLOGY

5 UNITS

Prerequisites: Biology 5 or Botany 1 or Zoology 1 or Chemistry 1 or 10 or 41.

A study of the fundamental life processes using microorganisms as prototype organisms, including biochemical activities, variation and genetics, cellular activities, applied microbiology, and pathogenic microorganisms.

Lecture 3 hours per week, laboratory 6 hours per week.

MINERALOGY

1—MINERALOGY

4 UNITS

Prerequisite: Chemistry 1 or 10 or 41; or chemistry in high school. Chemistry 1 may be taken concurrently.

Note: It is recommended that Geology 1 be taken prior to or concurrently.

Lectures and laboratory work on the physical properties of minerals, their occurrence and crystal morphology. Practice in determination of minerals by physical properties and simple chemical tests.

Two lectures and two three-hour laboratory periods each week.

41—MINERALOGY AND ORE IDENTIFICATION

2 UNITS

Prerequisite: None.

An introductory course, including laboratory, on minerals and ores and means of identifying them both in the field and confirmation in the laboratory. The interrelationships of geological structure and economic geology. Formation of ore bodies, prospecting, mineral types, use of Geiger Counter and Scintillometer for identification of uranium-radium bearing ores.

MUSIC

1-2—MUSICIANSHIP

4-4 UNITS

Prerequisite for 1: Evidence of a basic knowledge of the theory of music. (Note values, metric patterns, etc.) Ability to sing a voice part, or play an instrument is desirable.

Prerequisite for 2: Music 1.

Basic course for all music majors, both instrumental and vocal. Extensive drill in sight reading, ear training, and melodic and rhythmic dictation.

Lecture 3 hours, laboratory 2 hours.

3—HISTORY AND APPRECIATION OF MUSIC

3 UNITS

Prerequisite for 3: None.

This course is designed especially for *non-music* majors. Music majors should enroll in Music 7-8.

Note: Students having credit for Music 7 or 8 may not receive credit for Music 3.

A study of form and style in music through lectures, illustrations, readings, and live musical performances with regard to the structure and aesthetics of musical compositions. The historical development of music is shown through a study of the works of composers from the 17th Century to the present day. The course also assists the student in a better understanding of music literature.

5-6—HARMONY

3-3 UNITS

Prerequisite for 5: Music 1 or Music 9 or one year of harmony in high school, or its equivalent, in which case Music 1 should be taken concurrently with Music 5.

Prerequisite for 6: Music 5.

Study of materials used in music, both diatonic and chromatic. Chord relationships and progressions. Harmonization of melodies and figured bass. Modulation. Creative work. The aim of this course is to give command of music materials and to enable the student to write music in simplest forms, and to hear and recognize progressions rapidly.

7—HISTORY AND LITERATURE

3 UNITS

Prerequisite: A substantial background in music is required of all students who enroll in Music 7.

The following courses will satisfy this requirement: High School Harmony or Musicianship and the following Glendale College courses, or their equivalent: Music 1-2, 3, 5-6.

Note for Music Majors: Music 7 is required for all music majors. This course is designed primarily for the music major and meets the partial transfer requirements of Music History and Literature courses for a music major into a four-year college. Music majors may enroll in Music 8 before enrolling in Music 7, this is not advised unless absolutely necessary.

Music 7 covers the history of music from the Golden Age of Greece to the Baroque Period. In addition to lectures and readings, the course includes a study of live and recorded musical performances and also requires attendance at concerts.

8—HISTORY AND LITERATURE

3 UNITS

Prerequisite: A substantial background in music is required of all students who enroll in Music 8. The following courses will satisfy this requirement:

High School Harmony or Musicianship and the following Glendale College courses, or their equivalent: Music 1-2, 3, 5-6, 7.

Note for Music Majors: Music 8 is required for all music majors. This course is designed primarily for the music major and meets the partial transfer require-

MUSIC

ment of Music History and Literature courses for a music major into a four-year college. Music majors may enroll in Music 8 before enrolling in Music 7, this is not advised unless absolutely necessary.

Music 8 begins with the Late Baroque and continues with musical history up to and including the contemporary period. In addition to lectures and readings, the course includes a study of live and recorded musical performances and also requires attendance at concerts.

9—FUNDAMENTALS OF MUSIC

3 UNITS

Prerequisite: None.

A course designed especially for elementary education majors and music majors not qualified to enter Music 1. The study of the piano keyboard, music notation, musical symbols and terms, major and minor scales, simple and compound metre, simple sight-singing and dictation, intervals, and triads, use of autoharp, tonette, and baton technique. Recommended that Music 69 be taken concurrently.

11—CHORUS

(SEE NOTE)

Prerequisite: None.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

Appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required.

15—COLLEGE CHOIR

(SEE NOTE)

Prerequisite: Music 11 or at least one year of choir experience in high school and evidence of musicianship and vocal ability.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

An advanced form of choral art. Repertoire drawn from all ages and cultures. Emphasis on interpretation, choral techniques, and public performances.

21-22—VOICE TRAINING

2-2 UNITS

Prerequisite for 21: A sufficiently accurate ear to sing in tune.

Prerequisite for 22: Music 21.

The principles of correct vocal production and their application to the simpler songs and ballads in English. Good breathing habits, poise, diction, style, tone-color, and interpretation are stressed. The development of appreciation for the vocal art is an important aspect of the course.

23—INSTRUMENTAL TECHNIQUES (Wood Wind-Brass)

1 UNIT

Prerequisite: None.

Music 23 provides class instruction in the basic techniques of wood wind and brass instruments. This course is primarily designed as a preparatory course for music majors who plan to enter the field of music education. The course is, however, open to non-music majors; it is of special value to those students who wish to become elementary teachers, but it also provides a fundamental knowledge of the potential of wood wind and brass instruments for purposes of composition and arranging.

24—INSTRUMENTAL TECHNIQUES (Strings)**1 UNIT****Prerequisite:** None.

Music 24 provides class instruction in the basic techniques of stringed instruments. This course is primarily designed as a preparatory course for music majors who plan to enter the field of music education. The course is, however, open to non-music majors; it is of special value to those students who wish to become elementary teachers, but it also provides a fundamental knowledge of the potential of string instruments for purposes of composition and arranging.

31—ORCHESTRA**(SEE NOTE)****Prerequisite:** Ability to perform on a standard orchestral instrument.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is subject to approval by the instructor.

The orchestra meets one evening each week for three hours, thus providing an opportunity to participate in this organization with the minimum of program conflicts. The repertoire includes both serious music for symphony orchestra, and music of a more popular nature, symphonically arranged. The orchestra performs at both college and community activities.

35—STAGE BAND**(SEE NOTE)****Prerequisite:** The ability to perform in a proficient manner upon the trumpet, trombone, saxophone, drums, string bass, guitar, or piano.

Note: This course may be taken for one unit each semester for a total of four semesters (4 units).

Workshop for the study and performance of music in the contemporary idiom. Performances are made at Glendale College, and for various programs in the community. Membership is limited to twenty and is subject to final approval of the instructor following an audition.

41—BAND**(SEE NOTE)****Prerequisite:** Ability to perform on a standard band instrument.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

The band meets twice each week for the first ten weeks of the fall semester. One meeting per week is for rehearsal and one meeting per week is for performance at football games. The band also plays for pep rallies and similar activities during the football season.

45—VOCAL ENSEMBLES**(SEE NOTE)****Prerequisite:** The ability to sing with good pitch and acceptable vocal quality. The display of good musicianship.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

The study and performance of choral literature composed for the small vocal ensembles (quartets, trios, etc.). Included in Music 45 is a larger ensemble of women's voices. Membership is by audition only. Emphasis is placed on choral blend, balance, and correct habits in vocal production. Preparation of music for public presentation. Auditions should precede registration.

MUSIC

49—MADRIGAL SINGERS

(SEE NOTE)

Prerequisite: Evidence of previous choral experience of a satisfactory nature. Ability to sight-read at least simple vocal parts; a basic knowledge of techniques of choral work. Admission by audition only.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is limited to 16.

A group of highly selected voices which performs representative works of the sixteenth and seventeenth century madrigal writers; of Bach, Brahms, and other foremost composers, including the contemporary school.

57—BRASS ENSEMBLE

(SEE NOTE)

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

Membership requires the final approval of the instructor.

61—WOODWIND ENSEMBLE

(SEE NOTE)

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

Membership requires the final approval of the instructor.

65—STRING ENSEMBLE

(SEE NOTE)

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

Membership requires the final approval of the instructor.

69—BEGINNING PIANO

2 UNITS

Prerequisite: None.

Note: Music 69 is not open to students having previous instruction or experience in piano playing.

This course is designed for students who wish to gain an elementary knowledge of the piano keyboard and the rudiments of music reading. Students are required to have a piano available for practice. The content of the course will be based on the assumption that students have had no previous musical training.

70-71-72—INTERMEDIATE AND ADVANCED PIANO

2-2-2 UNITS

Prerequisite for 70: Music 69 or ability to play correctly examples of fundamental keyboard technique and to read at sight simple four part songs and hymns.

Prerequisite for 71: Music 70.

Prerequisite for 72: Music 71.

The theory and interpretation of works from the pre-classical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone color, dynamics and phrasing. Qualified students will have the opportunity to perform at college programs. Students are required to have a piano available for practice.

73—ORGAN

(SEE NOTE)

Prerequisite: Ability to play with ease piano literature of moderate difficulty.

Note: This course may be taken for 2 units each semester for a total of 2 semesters (4 units).

A course designed to acquaint the student with fundamentals of organ technique. Emphasis on pedal facility and the principles of artistic registration.

A survey of organ literature of moderate difficulty with emphasis on individual progress and the development of a suitable repertoire for sacred and secular use. Includes field trips to visit various pipe organs in the metropolitan area.

75-76—ACCOMPANIST TRAINING

(SEE NOTE)

Prerequisite: Ability to sight read and play with ease piano literature of more than moderate difficulty.

Note: The student may take accompanist training for 1 or 2 units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration.

A course designed to give training in the piano accompaniment of choral or instrumental groups, or solo performances. Opportunity will be given the student to accompany performing musical organizations of Glendale College.

80—MUSIC THEATER WORKSHOP

(SEE NOTE)

Prerequisite: None.

Note: The student may enroll in Music 80 for one to three units as designated by him at time of registration.

A course designed to provide training and experience in the theater arts with emphasis on music drama. Scores of light operas, musical comedies, one act operas, and other vehicles of the musical stage are studied and performed. Opportunity for public performance will be provided. Training in set design, make-up, and other elements of stagecraft are included in the material of the course.

NURSING

NURSING—SEE VOCATIONAL NURSING

PALEONTOLOGY

1—GENERAL PALEONTOLOGY

3 UNITS

Prerequisite: None.

A survey of the classification and history of life including both plants and animals. An interpretation of the significance of fossils as evidence of organic evolution and of the adaptations of life to its physical and biologic environments. The sequences of floras and faunas as found in the rocks. An outline of man's physical development.

PHILOSOPHY

1—INTRODUCTION TO PHILOSOPHY

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes. Sophomore standing preferred.

An overview of idealism and naturalism and the problems of truth, beauty, knowledge, right, freedom of the will, God, and immortality.

PHILOSOPHY—PHOTOGRAPHY

2—INTRODUCTION TO PHILOSOPHY

3 UNITS

Prerequisite: Philosophy 1.

Metaphysics, epistemology, historical and political philosophical problems. A consideration of the problems of knowing, of reality, of the beautiful, of justice, and of the making of judgments in historical and political situations.

15—COMPARATIVE WORLD RELIGIONS

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

A comparative study of the salient ideas of the world's major religions, including Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism, Shintoism, and others.

PHOTOGRAPHY

1—ELEMENTS OF PHOTOGRAPHY*

2 UNITS

Prerequisite for 1: None.

A two-hour lecture course. Survey of still cameras; photographic optics and shutters; study of light sensitive materials; chemistry with application to dark-room techniques. Coverage of accessories (exposure meters, flash, filters). Photography 2 or 3 should be taken concurrently. A modified form of this course is usually given in the Extended Day program.

2—ELEMENTS OF PHOTOGRAPHY*

(SEE NOTE)

Prerequisite for 2: Photography 1.

Note: Photography 2 allows one unit of credit for two hours of satisfactory laboratory work a week; two units for four hours a week. A maximum of 2 units credit is allowed for this course.

Photography 2 is lecture and laboratory practice. A modified form of this course is usually given in the evening.

3—INTERMEDIATE PHOTOGRAPHY*

(SEE NOTE)

Prerequisite for 3: Photography 1 (which may be taken concurrently).

Note: The student may earn 1, 2, or 3 units each semester, with a maximum of 6 units, the hours to be arranged at the time of registration. Credit earned dependent upon satisfactory completion of two hours of laboratory work per week per unit.

A lecture and laboratory course designed for students who preferably have had some experience in photography. A modified form of this course is usually given in the evening.

5—ADVANCED PHOTOGRAPHY*

(SEE NOTE)

Prerequisite for 5: Photography 3.

Note: Photography 5 allows one to five units of credit each semester, with a maximum of ten units, the hours to be arranged at the time of registration.

*The college reserves the right to retain student work for one year for exhibit purposes.

Credit earned dependent upon satisfactory completion of two hours of laboratory work per week per unit. A modified form of the course is usually given in the evening.

An advanced course for competent students with previous training and experience.

7—SPECIAL PROJECTS—PHOTOGRAPHY*

(SEE NOTE)

Prerequisite: None.

Note: The student may earn 1, 2, or 3 units each semester, with a maximum of 6 units, the hours to be arranged at the time of registration. Credit earned dependent upon satisfactory completion of two hours of laboratory work per week per unit.

A course to develop the talent of students unable to devote full time to photography, to enable advanced photography students to attempt individual assignments not offered in the intermediate and advanced courses, and to offer art majors an opportunity to experiment and combine artistic ability with photo technique.

PHYSICS

1—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 11, or Physics 10 taken prior to September, 1960, or physics taken in high school and Mathematics 3. (Mathematics 3 may be taken concurrently.)

Note: Physics 1 is restricted to engineering and science majors.

Mechanics and properties of matter. An intensive study of motion, dynamics, statics, and vectors.

Lecture 3 hours, laboratory 2 hours.

2—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 1 and Mathematics 4. (Mathematics 4 may be taken concurrently.)

Fluids, heat, wave motion, and sound. An intensive study of liquids, gases, heat effects, change of state, calorimetry, heat transfer, thermodynamics, wave propagation, and sound.

Lecture 3 hours, laboratory 2 hours.

3—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 2 and Mathematics 5. (Mathematics 5 may be taken concurrently.)

Study of the laws of magnetism, static electricity, direct and alternating current, electromagnetism and induced currents, radiation, and conduction through gases.

Lecture 3 hours, laboratory 2 hours.

4—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 2 and Mathematics 5. (Mathematics 5 may be taken concurrently.)

Geometrical and physical optics. A study of the laws of wave motion in light, lenses and mirrors, interference and diffraction, color, polarized light, and photometry. Introduction to modern physics, relativity, quantum and wave mechanics.

Lecture 3 hours, laboratory 2 hours.

*The college reserves the right to retain student work for one year for exhibit purposes.

PHYSICS

5—GENERAL PHYSICS

4 UNITS

Prerequisites: Physics or chemistry (any one of: Physics 10 or 11, one year of physics in high school, Chemistry 41 or 10, or one year of chemistry in high school) and trigonometry (one semester of trigonometry in high school or Mathematics 2 which may be taken concurrently with Physics 5.)

Note: Required of pre-medical students.

A general course including a study of properties of matter, mechanics, heat and sound. Lectures, demonstrations, problems, and laboratory work.

Lecture 3 hours, laboratory 3 hours.

6—GENERAL PHYSICS

4 UNITS

Prerequisite: Physics 5 or Physics 2.

Note: Required of pre-dental and pre-medical students.

A general course including a study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work.

Lecture 3 hours, laboratory 3 hours.

10—INTRODUCTION TO PHYSICS

3 UNITS

Prerequisites: Mathematics 41 and 40, or one year of algebra and one year of geometry in high school.

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 11.

A brief presentation of some of the more important phenomena in physics with experimental illustration.

11—ENGINEERING PREPARATORY PHYSICS

3 UNITS

Prerequisites: Mathematics 2, or trigonometry in high school.
(Mathematics 2 may be taken concurrently.)

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 10.

A mathematical course in general physics designed to prepare students for engineering physics (Physics 1-4), particularly those students who have not had an adequate high school course in physics. Emphasis upon analysis and solution of problems.

41—ELEMENTARY PHYSICS

3 UNITS

Prerequisite: None.

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 10.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to everyday living.

47-48—PHYSICAL APPARATUS

1-1 UNIT

Prerequisite for 47: Physics 10 or physics in high school.

Prerequisite for 48: Same as for 47.

Laboratory work in designing, construction, and repairing apparatus for physics laboratory and lecture demonstrations. Three hours each week.

PHYSIOLOGY

11—INTRODUCTION TO PHYSIOLOGY

4 UNITS

Prerequisite: Anatomy 11 or a laboratory biological science course completed in the 11th or 12th grades or in college. Previous work in chemistry and physics is recommended but not required.

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and experimental materials. Course required for pre-nursing students, elective for others.

Lecture 3 hours, laboratory 3 hours.

POLICE SCIENCE

Classes in Police Science are offered as in-service training for law enforcement officers by the extended day division of the Glendale College. These classes will accept students and adults in the community who plan on going into Law Enforcement work. Consult extended day schedule for classes open to other than enforcement officers.

1—BASIC POLICE ADMINISTRATION

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

This course covers the organization and administration of a police department; the personnel development program; the conduct and ethics of an officer; departmental orders; routine patrol duties; specialized patrol and observation work including foot, plain clothes, juvenile and radio; traffic patrol; special situations, such as riots, parades and spectacles; and the technique of arrest, search, seizure, and confinement. Instruction will include lectures given by officers currently engaged in law enforcement.

3—GENERAL ADMINISTRATION OF JUSTICE

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

This introductory course provides orientation in the field of agencies dealing with the administration of justice, including a study of criminal procedure from apprehension to conviction.

4—POLICE CIVIL LAW

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

A brief survey is made of the fundamentals of the law of contracts, torts, and personal property, including liens, landlord and tenant, with special reference to their application to police. Emphasis is placed upon legal reasoning and analysis through a study of court decisions. The case method of instruction is used.

5—CRIMINAL INVESTIGATION

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

This introductory course deals with investigation of different types of crime. With the cooperation of various law enforcement agencies in the area, experts in the field will lecture in their specialties.

7—CRIMINAL LAW I

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

A study is made of the elements of crimes against persons, property, and the State as they are recognized in the penal code and general laws of California including parties in crime, culpability, and incomplete offenses.

POLICE SCIENCE

8—CRIMINAL LAW II

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

In this advanced course criminal law is studied from the point of view of the peace officer. The elements of the major crimes and laws of particular interest to peace officers, such as the Deadly Weapons Act, are dealt with in detail.

9—ACCIDENT INVESTIGATION

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

A study of the principles and practices of accident investigation including the purposes of investigation, selective enforcement procedures and data use, normal hit and run accidents, determination of speed from skid marks, the nature and use of the intoxication testing devices, and field practice in actual cases.

11—INTRODUCTION TO LAW ENFORCEMENT

3 UNITS

Prerequisite: None.

A course designed to acquaint interested students with the broad field of criminal justice in a democratic society and to give assistance to the beginning student in determining whether this is a field for him.

13—CRIMINAL EVIDENCE

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

A discussion of the statutes and pertinent decisions of the courts of the State of California dealing with the production and presentation of evidence in criminal trials. Special emphasis is given to the law as it affects actual arrest of criminal offenders and subsequent court trials.

A study of the development, importance and purpose of evidence; a discussion of the laws of the Federal Government as they affect the conduct of law enforcement officers. Supplemented by recent decisions of the U.S. Supreme Court.

15—PHYSICAL ASPECTS OF ARREST

3 UNITS

Prerequisite: Open to law enforcement officers only.

Methods and techniques of self-defense, disarmament, use of the baton, civil disturbance formations and the use of tear gas. Also techniques in how to interview suspects, witnesses, etc., how to stop and search automobiles, how to apprehend prowlers, and the important points in how to make misdemeanor and felony arrests.

17—INTERROGATION AND LIE DETECTION

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

Principles and psychology in interviews and interrogation. Methods of handling victims, witnesses, informants and suspects. Information evaluation. Civilian interview versus police interrogation. Rules of evidence regarding court acceptance of confessions, admission, *res gestae*. Study of mechanical truth devices, truth serums, types of approaches, interview preparation.

19—INTRODUCTION TO POLICE PATROL

3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

This course is designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and practices: responsibilities, powers and duties of the uniform and patrol officer; patrol procedure; foot patrol, vehicle patrol and observation; field interrogation, pedestrians, vehicles; preliminary handling of field problems; stake-outs; arrest and transportation of prisoners; booking of property; marking and handling of evidence; report writing; civil disputes; special events and how to handle; riots and crowd control.

POLICE SCIENCE—POLITICAL SCIENCE

21—TRAFFIC LAW

2 UNITS

Prerequisite: None.

A study of the California Vehicle Code and traffic sections of the Penal Code. Interpretations of these codes, court decisions, techniques of traffic law enforcements and the officer-violator contact, point and intersection control techniques.

25—JUVENILE CONTROL (LEGAL & ADMINISTRATIVE ASPECTS) 3 UNITS

Prerequisite: Police Science 11 or employment as a peace officer.

Instruction in legal and administrative aspects. Legislation governing juveniles, juvenile court act, laws, enforcement, crime prevention, civil rights and liabilities.

Administrative techniques applied in juvenile problems, organization, records, personnel staffing and selection, manual of procedures, agency coordination and cooperation, setting up a working juvenile program, and methods and techniques of prevention.

POLITICAL SCIENCE

1—INTRODUCTION TO GOVERNMENT

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Note: Political Science 1 allows only one unit of credit for students who have completed Political Science 5 or Social Science 32.

An introduction to the principles and problems of government in the United States with emphasis placed on the national government and its relationships with the state governments. Political Science 1 meets the California State requirement in the United States Constitution.

2—MODERN COMPARATIVE GOVERNMENTS

3 UNITS

Prerequisite: Political Science 1 or 5, or Social Science 31-32 and a satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

A comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments.

5—AMERICAN POLITICAL IDEALS

2 UNITS

Prerequisite: None.

Note: It is recommended that the California State requirement in American History be completed prior to enrollment in this course. Political Science 5 allows no credit for students who have completed Political Science 1 or Social Science 32.

An historical, philosophical and analytical study of the theory and practice of American government. Special emphasis is placed on American constitutional history and the development of American democratic thought. A critical study of modern political ideology is made. Political Science 5 meets the California State requirement in the United States Constitution.

POLITICAL SCIENCE—PSYCHOLOGY

6—AMERICAN STATE AND LOCAL GOVERNMENT

1 UNIT

Prerequisite: None.

Note: It is recommended that this course be taken after the completion of the constitution requirement. This course or Social Science 31-32 is a graduation requirement. No credit is allowed for this course to students having credit in Social Science 31-32.

A historical and functional study of California government and politics emphasizing the state, but including county, municipal and special districts.

10—CONTEMPORARY WORLD PROBLEMS

3 UNITS

Prerequisite: None.

Current problems of too many people, too little food, and too little space. Accent is on the political, but the sociological solutions to the problems posed by excess fertility and declining food per capita are also explored in depth.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

PSYCHOLOGY

1—GENERAL PSYCHOLOGY

3 UNITS

Prerequisite: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes. Sophomore standing preferred.

An intensive study of human behavior; emotions, learning, memory, motivation, thinking, and imagination; the individual differences in ability, intelligence, personality, maturation, and development; personal applications.

2—GENERAL PSYCHOLOGY

3 UNITS

Prerequisite: Psychology 1.

The application of basic psychological principles to such areas as child development, communication, industry, mental illness, law and education.

10—PERSONAL AND SOCIAL ADJUSTMENT

2 UNITS

Prerequisite: None.

A course designed to acquaint the student with basic principles of human behavior, with emphasis on helping the individual to adjust in life situations in the family, in social relations, in career development, in education, and in leadership roles.

21—OCCUPATIONAL PLANNING

1 UNIT

Prerequisite: None.

This course is planned to provide students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of personal interest, abilities, and educational plans. Lectures, standardized tests, self-analysis, interviews.

31—MARRIAGE AND FAMILY LIVING

3 UNITS

Prerequisite: None.

Basic information for making a successful marriage. Courtship, learning to live together as husband and wife, children, financial and legal problems, conflicts and possible solutions, relatives, family and community relations are studied.

Lectures, discussions, modern film, temperament tests, reading and reports.

41—HOW TO STUDY

1 UNIT

Prerequisite: None.

A ten-week course designed to aid students in improving their study habits. Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures.

PRE-SCHOOL CHILD

See Home Arts 35.

PROBABILITY AND STATISTICS

See Economics 7.

SCIENCE

31—GENERAL PHYSICAL SCIENCES

4 UNITS

Prerequisite: None.

Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. An integrated treatment of major phenomena in physics, chemistry, astronomy, and geology. Primarily for students majoring in fields other than the physical sciences.

Lecture 4 hours, laboratory 2 hours.

32—GENERAL BIOLOGICAL SCIENCES

4 UNITS

Prerequisite: None.

Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. A liberalized approach to the study of living organisms, both plant and animal. The emphasis is on the dynamic processes and functional inter-relationships between living organisms, viewed against the background of chemical and physical foundations of the universe. Primarily for students majoring in fields other than the biological sciences.

Lecture 4 hours, laboratory 2 hours.

SOCIAL SCIENCE

31-32—INTRODUCTION TO SOCIAL SCIENCE

4-4 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Social Science 31.

Note: Social Science 31-32 allows only six units of credit for students who have completed Political Science 1 or 5, and only seven units for students having credit in Political Science 6.

SOCIAL SCIENCE—SOCIOLOGY—SPANISH

The interrelationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principal facts and concepts of sociology, economics, and political science. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary problems, and to obtain a realistic view of the total scene. This course (if both semesters are completed) meets the California State requirements in American History, the American Constitution, and State and Local Government.

41—STUDENT LEADERSHIP

2 UNITS

Prerequisite: None.

Note: Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll.

Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems.

SOCIOLOGY

1-2—INTRODUCTION TO SOCIOLOGY

3-3 UNITS

Prerequisite for 1: A satisfactory score on the Reading and Language sub-tests of the Pre-registration Examination, or a "C" average in high school or college social science classes.

Prerequisite for 2: Sociology 1.

A study of society and culture, population trends and problems, personality, social roles, collective behavior, human groups and their interaction, communication, public opinion, social institutions and social change. Lectures, discussions, reports.

SPANISH

1—BEGINNING SPANISH

4 UNITS

Prerequisite: A satisfactory grade in the English Placement Test.

Note: This course may not be taken for credit by students who have completed two years of Spanish in high school with grade of "C" or better within the past two years.

Fundamentals of Spanish grammar. The student is trained to pronounce Spanish correctly, to acquire a small working vocabulary which he uses in conversation and writing, and to learn to read simple Spanish.

2—BEGINNING SPANISH

4 UNITS

Prerequisite: Spanish 1, or two years of Spanish in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed three years of Spanish in high school with grades of "C" or better within the past two years.

This course is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronunciation and review of the fundamentals of Spanish grammar.

3—INTERMEDIATE SPANISH

4 UNITS

Prerequisite: Spanish 2, or three years of Spanish in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed four years of Spanish in high school with grades of "C" or better within the past two years.

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral resumés or readings, and written composition.

4—INTERMEDIATE SPANISH

4 UNITS

Prerequisite: Spanish 3 or four years of Spanish in high school completed within the past two years.

A continuation of Spanish 3 with reading of more difficult literary texts.

SPEECH

1-2—FUNDAMENTALS OF SPEECH

2-2 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Speech 1.

Training in oral communication to assist the student in eliminating stage fright and developing self confidence, poise, and an acceptable speaking voice. Exercises in voice development, in reading aloud, and in preparing simple speeches.

3—PUBLIC SPEAKING

3 UNITS

Prerequisite: A satisfactory grade in the English Placement Test or a grade of "C" or better in English 41.

Emphasis is placed upon organization and delivery of the complete speech given as a term project. Short exercises and informal talks are utilized in the development of rhetorical skills. This course satisfies speech requirements of those expecting to transfer to specialized and professional work in colleges and universities.

4—PUBLIC SPEAKING

4 UNITS

Prerequisite: Speech 3.

Emphasis is placed on the development of further effectiveness in the organization and delivery of the complete speech and on the preparation of students for effective participation in group discussion and debate.

31-32—SPEECH FOR RADIO AND TELEVISION

2-2 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Speech 31.

A course in the fundamentals of all forms of microphone speech for radio and television. It is recommended for prospective announcers, commentators, and disc-jockeys as well as for students interested in dramatic productions over the broadcasting mediums.

SUPERVISORY TRAINING

SUPERVISORY TRAINING

An extended day training program especially for foremen, supervisors, leadmen, and other group leaders in business and industry. The purpose of the program is to supplement job experience with the best in supervisory training. For information about classes offered each semester consult the extended day schedule of classes.

1—ELEMENTS OF SUPERVISION

2 UNITS

Prerequisite: None.

A basic, introductory course covering in general terms the total responsibilities of a supervisor, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quantity control, management-employee relations, safety, etc.

2—BASIC PSYCHOLOGY FOR SUPERVISORS

2 UNITS

Prerequisite: Supervisory Training 1.

Course to assist the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities, etc.

3—HUMAN RELATIONS (Developing Supervisory Leadership)

2 UNITS

Prerequisite: Supervisory Training 2.

To show the practical applications of basic psychology in building better employer-employee relationships by studying human relations techniques.

4—SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL

2 UNITS

Prerequisite: Supervisory Training 1.

Personnel techniques for which the supervisor is partially responsible and for which he should have some training. Selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.

5—ORGANIZATION AND MANAGEMENT

2 UNITS

Prerequisite: Supervisory Training 1.

The supervisor's responsibility for planning, organizing, directing, controlling, and co-ordinating. Teaches the supervisor these basic functions of an organization and his responsibility for carrying out these objectives in accordance with the organization's plan. Establish lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations, etc.

6—LABOR-MANAGEMENT RELATIONS

2 UNITS

Prerequisite: Supervisory Training 1.

The history and development of the labor movement. The development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedure.

7—INDUSTRIAL ECONOMICS

2 UNITS

Prerequisite: Supervisory Training 1.

Significant economic facts. Development of a critical attitude toward industrial economics. Institutions and practices that determine our social environment. Management-supervisory employee relationships to economy and local industry.

8—WORK SIMPLIFICATION

2 UNITS

Prerequisite: Supervisory Training 1.

The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.

9—COST CONTROL FOR SUPERVISORS

2 UNITS

Prerequisite: Supervisory Training 1.

How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control: costs, materials, waste, salvage, quality control, quantity control, control of time, etc.

10—JOB ANALYSIS FOR WAGE ADMINISTRATION

2 UNITS

Prerequisite: Supervisory Training 1.

The history of wages. Inequalities in rates of pay. Management and the union movement toward a "fair wage" plan. The supervisor and job descriptions, job specifications, job evaluations, and job classifications. The wage plan devised by the Department of Labor. The Federal Employment Service Wage administration and the line organization.

11—ORAL COMMUNICATIONS (English)

2 UNITS

Prerequisite: Supervisory Training 1.

Effective speaking and listening. Kinds of supervisory communications. Saying what we mean. Oral and written communications. Understanding what is communicated. Intent and effect. Planning a meeting; the agenda. Conference leading techniques, instruction in conference leading, practice in conference leading.

12—WRITTEN COMMUNICATIONS FOR SUPERVISORS

2 UNITS

Prerequisite: Supervisory Training 1.

Review of writing mechanics: grammar, punctuation, sentence structure, paragraphing. Business letter writing, report writing, memos, bulletins, manual writing. Format, content, structure.

13—SAFETY TRAINING AND FIRE PREVENTION

2 UNITS

Prerequisite: Supervisory Training 1.

Problems of accident and fire in industry. Management and supervisory responsibility for fire and accident prevention. Accident reports and the supervisor. Good house-keeping and fire prevention. Machine guarding and personnel protective equipment. State Industrial Accident Code and fire regulations. The First Aid department and the line supervisor's responsibility. Job instruction and safety instruction. Company rules and enforcement. Use of safety committees. Your insurance carrier and the Insurance Rating Bureau. Advertising and promoting a good safety and fire prevention program.

SUPERVISORY TRAINING—TECHNICAL AND INDUSTRIAL EDUCATION

14—DEVELOPING EMPLOYEES THROUGH TRAINING 2 UNITS

Prerequisite: Supervisory Training 1.

The supervisor's responsibility for developing employees through training. Orientation and induction; vestibule and on-the-job techniques. Job instruction training principles, apprenticeship training, technical training, supervisory training and management development. Use of outside agencies; advisory committees.

15—MANAGEMENT CONTROL AND THE SUPERVISOR 2 UNITS

Prerequisite: Supervisory Training 1.

Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over the organization, control over personnel, etc.

TECHNICAL AND INDUSTRIAL EDUCATION

1—MACHINE SHOP 8 UNITS

Prerequisite: None.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Fundamentals of the machinist trade. Instructions on the proper care and use of precision and hand tools. Basic Training in tool grinding, machine set-up, and the operation of lathes, shapers, milling machines, drill presses, and grinders.

This course consists of five three-hour periods each week of which a minimum of two hours per week will be lectures on basic related science and mathematics. Machine demonstrations will precede all new operations.

2—ELEMENTARY MACHINE SHOP 8 UNITS

Prerequisite: Technical and Industrial Education 1.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Fundamentals of the machinist trade. More advanced training in set-up work, tool grinding, and machine operations. Related lectures will cover types of threads and threading, calculating and cutting of tapers, gears and gear trains. Basic design and capacity of machine tools will be investigated.

This course consists of five three-hour periods each week of which a minimum of two hours per week will be lecture. Machine demonstrations will precede all new operations.

3—ADVANCED MACHINE SHOP 8 UNITS

Prerequisite: Technical and Industrial Education 2.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

More advanced and complicated operations of machine tools and equipment. Precision inspection, production and assembly, are studied. Lectures and demonstrations on specialized machine tools and equipment will give the student a better understanding of their use and capacities. This course consists of five three-hour periods each week of which a minimum of two hours per week will be lecture.

TECHNICAL AND INDUSTRIAL EDUCATION

4—ADVANCED MACHINE SHOP

8 UNITS

Prerequisite: Technical and Industrial Education 3.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

More advanced and complicated operations of machine tools and equipment. Lectures and demonstrations will include a thorough investigation of heat-treatment of metals, special metals and their uses, abrasives, grinding wheels, and efficient use of surface, cylindrical, and tool cutter grinders. Basic tool and die work in which the student designs and builds jigs and fixtures is offered to students showing advanced abilities.

This course consists of five three-hour periods each week of which a minimum of two hours per week will be lecture.

5—INTRODUCTION TO MACHINE SHOP

5 UNITS

Prerequisite: None.

Note: Not open to students who have completed Technical and Industrial Education 1. Credit per semester will be indicated on schedule. A maximum of 5 units for Technical and Industrial Education 5.

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

6—INTRODUCTION TO MACHINE SHOP

5 UNITS

Prerequisite: 5 units of Technical and Industrial Education 5.

Note: Not open to students who have completed Technical and Industrial Education 1.

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

7-8—MACHINE SHOP PRACTICE

(SEE NOTE)

Prerequisite for 7: None.

Prerequisite for 8: Technical and Industrial Education 7.

Note: Credit per semester will be indicated on schedule. Proportionately less credit may be earned for carrying less than a full schedule. A maximum of 32 units of credit will be allowed for the combined work of Technical and Industrial Education 7 and 8.

A course to provide practice on machine shop equipment. Students will work on individual projects.

9—PRINCIPLES OF TOOL ENGINEERING

8 UNITS

Prerequisite: Technical and Industrial Education 4.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design. Theories of milling fixtures, drill jigs, and bushings; locating and clamping of parts, tooling for horizontal turret lathes, and inspection gauges are studied. The tooling engineer's training, duties, and place in a manufacturing organization are investigated.

TECHNICAL AND INDUSTRIAL EDUCATION

11—SHEETMETAL APPRENTICE TRAINING 3 UNITS

Prerequisite: Employment as an indentured apprentice.

A four-year course designed to provide the related instruction for apprentices in the sheet metal trades covering related mathematics, blueprint reading, layout and pattern drafting, tools and machines, shop practice, employer-employee relations, state and federal laws affecting workers.

15—GENERAL METALS (IA) 3 UNITS

Prerequisite: None.

A course designed to aid students in allied fields of metal working. Emphasis is placed on teaching techniques for industrial arts majors. The course includes theory and practice in metal working, pattern drafting, heat-treating, foundry, welding, art metal and metals in every day living. A suggested related course for engineering students.

17—GENERAL WELDING (IA) 3 UNITS

Prerequisite: None.

This course includes the principles and techniques involved in general welding, and the uses of metallic arc welding, inert arc welding and the studies of the basic metals. Emphasis is also placed on teaching techniques for industrial arts majors. The student is given experience in applying the principles by individual practice on a sequence of selected plates of various metals.

18—GENERAL WELDING (IA) 3 UNITS

Prerequisite: Technical and Industrial Education 17.

This course carries on the advanced studies of metals and alloys in industry as: monel, stainless steel, titanium, beryllium, zirconium, aluminum and magnesium. Emphasis is placed on more heli-arc welding and the studies of atomic-arc welding and other new techniques of fabrication. Principles of pattern development are discussed and developed.

21—CARPENTRY 8 UNITS

Prerequisite: None.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

This course includes general introduction to the carpenter trade including blueprint reading, foundations, framing, building layout, building code and laws, rough hardware and material listing.

The practical work of this course includes the instruction and use of both hand and power tools in the construction of various projects and buildings. In most all cases full credit towards the apprenticeship training is given those students who complete this course.

22—CARPENTRY 8 UNITS

Prerequisite: Technical and Industrial Education 21.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Included in this section of the trade is roof framing, steel square usage, exterior finish including doors and windows, porches, roof coverings, blueprint reading, building codes and material listing.

The practical work of this course includes the instruction and use of both hand and power tools in the construction of various projects and buildings. In most all cases full credit towards the apprenticeship training is given those students who complete this course.

23—CARPENTRY**8 UNITS**

Prerequisite: Technical and Industrial Education 22.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

This section of the course includes interior finish, fitting and hanging doors, cabinets, finish hardware, floors, stair layout, blueprint reading, material listing.

The practical work of this course includes the instruction and use of both hand and power tools in the construction of various projects and buildings. In most all cases full credit towards the apprenticeship training is given those students who complete this course.

24—CARPENTRY**8 UNITS**

Prerequisite: Technical and Industrial Education 23.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Cost estimating, contractor's responsibilities, cost breakdown, general introduction to class "A" construction and general review are included in this section of the course.

The practical work of this course includes the instruction and use of both hand and power tools in the construction of various projects and buildings. In most all cases full credit towards the apprenticeship training is given those students who complete this course.

29—BASIC BLUEPRINT READING AND SHOP SKETCHING**2 UNITS**

Prerequisite: None.

A course to develop the ability to visualize objects and obtain information pertaining to them from blueprints. Sketching procedures are used as an aid in visualization. A recommended course for all Technical and Industrial Education students.

31—TECHNICAL DRAFTING**8 UNITS**

Prerequisite: None.

Note: Students must register for the full number of hours for which the course is scheduled.

A basic course in drafting consisting of the techniques used in the use of instruments for technical drawing, lettering, geometry used in technical drawing, orthographic projection and visualizing in three dimensions, revolutions, sections, primary and secondary auxiliary views, isometric drawing, types of fasteners, springs, oblique drawing, freehand drawing and sketching.

32—INTERMEDIATE TECHNICAL DRAFTING**8 UNITS**

Prerequisite: Technical and Industrial Education 31 or Technical and Industrial Education 65.

Note: Students must register for the full number of hours for which the course is scheduled.

An intermediate course in the application of drafting techniques. Special emphasis on industrial and military specification dimensioning practices in drawing detail drawings in accordance to professional standards. Application of tolerancing, metal fits between parts, mating dimensions for surfaces of mating parts, and indicating which surfaces will be machined for drawing production detail drawings.

TECHNICAL AND INDUSTRIAL EDUCATION

33—ADVANCED TECHNICAL DRAFTING

8 UNITS

Prerequisite: Technical and Industrial Education 32, 43, and 44.

Note: Students must register for the full number of hours for which the course is scheduled.

Correlation of drafting design practices with production methods used by industry to achieve mass production through the use of castings, forgings, metal spinning, hydro-press and drop hammer forming, standard parts, and welding. Preparing production casting, forging, gear, and cam drawings of professional quality to meet military specifications and production processes and materials, installation drawings in double line piping and structural steel drawings. Machine design as related to detail and assembly drawings.

34—ADVANCED DRAFTING IN STRUCTURAL DESIGN, AERONAUTICAL, AND ELECTRONIC PACKAGING

8 UNITS

Prerequisite: Technical and Industrial Education 33, 41 and 46.

Note: Students must register for the full number of hours for which the course is scheduled.

Design as applied to drafting through strength of materials, statics, and structural design by applied problems in equilibrium, centroid and moment of an area, simple stress and strain, beams, deflection and statically indeterminate beams, reinforced concrete floor slabs, bending combined with tension and compression, and structural connections. Development of aeronautical contours, electrical and electronic symbols, wiring or connection and block diagrams, electron tube and transistor symbols, electronic schematic diagrams, electric power drafting, and an electronic package drawing.

35—ADVANCED ELECTRONICS DRAFTING AND DESIGN

8 UNITS

Prerequisite: Technical and Industrial Education 34 and a placement examination to determine the student's ability to read electrical schematic drawings.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

A course designed to give the student training in printed circuit drawings which meet military (government) standards and specifications. From schematic drawings, to design models of miniature electronic components and to lay out the drawings to meet professional design standards. Lecture 5 hours and laboratory 10 hours.

36A-36B-37A-37B—TECHNICAL DRAFTING

3-3-3-3 UNITS

Prerequisite: None for Technical and Industrial Education 26A.

An evening basic course in drafting consisting of lettering, orthographic projection, detail and assembly drawing, freehand drawing, shop sketching; blue-print reading; production drawings, including design for production materials and processes; layout, lofting, engineering department routing.

41—TECHNICAL PHYSICS

2 UNITS

Prerequisites: 1 year high school physics or Technical and Industrial Education 45; a passing grade on the Mathematics Proficiency Examination or Mathematics 50.

Covers the areas of mechanics and heat and stresses the definite and continuing emphasis on industrial and technical application of physics throughout the course.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to industrial problems.

TECHNICAL AND INDUSTRIAL EDUCATION

42—TECHNICAL PHYSICS

2 UNITS

Prerequisites: 1 year high school physics or Technical and Industrial Education 45; a passing grade on the Mathematics Proficiency Examination or Mathematics 50.

Covers the areas of sound, light, optics, industrial electronics and atomic energy. It stresses the definite and continuing emphasis on industrial and technical application of physics throughout the course.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to industrial problems.

43—TECHNICAL AND INDUSTRIAL EDUCATION MATHEMATICS

3 UNITS

Prerequisite: A satisfactory grade on the Mathematics Proficiency Examination or Mathematics 50.

A review of the basic principles of arithmetic covered briefly. Practical algebra through quadratic equations will be covered. The work is illustrated by practical problems drawn from the industrial field.

44—TECHNICAL AND INDUSTRIAL EDUCATION MATHEMATICS

3 UNITS

Prerequisite: Technical and Industrial Education 43, or satisfactory grade on the Mathematics Proficiency Examination plus Mathematics 41 or one year of high school algebra.

Mensuration, including geometric figures and the use of constants, plane trigonometry, logarithms and the use of the slide rule will be covered. The work is illustrated by practical problems drawn from the field of industry.

45—PHYSICS FOR INDUSTRY

3 UNITS

Prerequisite: A satisfactory grade on the Mathematics Proficiency Examination or Mathematics 50.

The application of physics to industry. Fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy and power, composition and resolution of forces, heat—its measurement, transfer and conversion to work, light and color, magnetism and electronics.

46—MATERIALS AND PROCESSES

3 UNITS

Prerequisite: None.

A study of the manufacture and properties of ferrous and non-ferrous alloys, clay products, wood, cements, plastics, fabrics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry will be studied. Methods of manufacture and testing techniques currently used will be covered.

47—JEWELRY AND METAL DESIGN

2 UNITS

Prerequisite: None.

Note: This course may be entered for 1 unit of credit after the beginning of the semester.

The use and knowledge of hand tools, equipment and the various materials such as gold, silver, copper, brass, hard and soft solders. The study and uses of the various processes in casting, Sand and the Lost Wax Processes. Techniques in working the metals by the handwrought process. The study of and the cutting of precious and semiprecious stones in cabochon techniques.

TECHNICAL AND INDUSTRIAL EDUCATION

48—JEWELRY AND METAL DESIGN

2 UNITS

Prerequisite: Technical and Industrial Education 47.

Advanced studies in metal design, Lost Wax Process and wax duplication. The identification of precious and semiprecious metals and stones. Art of facet cutting is emphasized.

50—CARPENTRY APPRENTICE TRAINING

(SEE NOTE)

Prerequisite: Employment as an indenture apprentice.

Note: Students may earn 3 units during the semester when this class is offered three hours per week, or 6 units when it is offered for six hours per week. A maximum of 36 units of credit will be allowed for Technical and Industrial Education 50.

A four-year course designed to provide related instruction for apprentices in the carpentry trade. The course includes carpentry mathematics, blueprint reading, foundation and form construction, framing, roof framing, exterior covering and finishing, interior finish, stair building, reinforced concrete construction, heavy timber construction, safety, and employer-employee relations.

51—WOODWORK AND CARPENTRY

(SEE NOTE)

Prerequisite: None.

Note: Maximum credit per semester will be 5 units. Proportionately less credit may be earned for carrying less than a full schedule. A maximum of 20 units of credit will be allowed for Technical and Industrial Education 51.

The course includes basic hand tool skills, the operation of woodworking machinery, blueprint reading, and material listing. Workmanship, construction and design are emphasized. The course will also offer opportunity to review skills and related knowledge previously acquired in various phases of wood-working, including house construction and cabinet making. Projects shall be selected by enrollees.

60—DENTAL ASSISTANT TRAINING

3 UNITS

Prerequisite: Approval of the instructor.

This introductory course is to prepare qualified persons to become valuable assistants in dental offices. The course includes instruction in basic office practice and dental hygiene, and familiarization with dental materials and processes. Offered in the extended day program.

65—BASIC TECHNICAL ILLUSTRATION

8 UNITS

Prerequisite: None.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

This course covers the basic methods required by industry for the preparation of drawings of mechanical devices. It includes a basic course in drafting consisting of instruments used in technical drawing; lettering and briefing charts, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, dimensioning, fasteners, springs, intersections, and oblique and isometric drawing.

66—INTERMEDIATE TECHNICAL ILLUSTRATION

8 UNITS

Prerequisite: 65 or 31, Engineering 1 or the passing of an equivalent test.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

TECHNICAL AND INDUSTRIAL EDUCATION

This course covers many of the techniques used in industry to prepare pictorial art work by means of; dimetric drawing, trimetric drawing, and isometric drawing. The application of the isometric protractor is stressed in great detail. Basic single rotation problems are undertaken with the emphasis on typical industrial application. Other techniques covered include; preparation of technical art for photo reproduction, electrical schematics, ink and pencil techniques, application of ellipse guides, Le Roy lettering instrument techniques, use of proportional dividers, Varigraph lettering instrument instruction, an introduction to the basic techniques of rendering through the mediums of pastel chalks, prisma-color pencils, and tempera paints.

67—INTERMEDIATE TECHNICAL ILLUSTRATION

8 UNITS

Prerequisite: Technical and Industrial Education 66.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

Covers the general technical knowledge and skills used by the professional illustrators, with the aim of preparing the student to perform complicated assignments in the preparation of technical publications such as operational handbooks, illustrated parts break-down, visual aids, and manuals concerning maintenance, repair and overhaul procedures. Covers the rotation from the isometric plane in single and double directional rotations.

68—ADVANCED TECHNICAL ILLUSTRATION

8 UNITS

Prerequisite: Technical and Industrial Education 67.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

Expanded theory in perspective to include a section on faster and simpler methods of lay-out and construction. Basic rendering techniques using air brush, chalks, transparent water colors, and opaque water colors. Preparation of art work from selected industrial blueprints. Information covering employment procedures, job interviews, employment opportunities, and employee relationships.

71—BASIC ELECTRONICS I

8 UNITS

Prerequisite: Students will be admitted on the basis of a selection test.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Ohm's law and applications of ohm's law. Study of DC and AC circuit principles and characteristics. DC and AC measuring instrument theory and operation. Study of magnetism and magnetic units.

Fundamental skills are developed in shop practice, soldering techniques, wiring practice, schematic reading and circuit tracing, use of meters, oscilloscopes, and other test equipment. Practice in lay-out and construction of simple electronic circuits.

72—BASIC ELECTRONICS II

8 UNITS

Prerequisite: Technical and Industrial Education 71, and Technical and Industrial Education 43 or 1 year of high school algebra, and Technical and Industrial Education 45 or 1 year of high school physics.

TECHNICAL AND INDUSTRIAL EDUCATION

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Principles of vacuum tubes, AF and RF vacuum tube amplifiers, power supplies, oscillators, introduction to transistors.

Lab experiments with vacuum tubes, transistors, amplifiers, oscillators and power supplies. Use of signal generators, oscilloscopes and other test instruments.

73—ADVANCED ELECTRONICS

8 UNITS

Prerequisite: Technical and Industrial Education 72, and Technical and Industrial Education 44 or plane trigonometry.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Theory and application of transistors and other semi conductor devices. Transistors, used as oscillators, AF and RF amplifiers, pulse amplifiers, etc. Vacuum tube and transistor TRF and superhet theory.

Laboratory experiments for checking transistor parameters and behaviour, and superhet circuits.

74—ADVANCED ELECTRONICS

8 UNITS

Prerequisite: Technical and Industrial Education 73.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Transmitter circuits, antennas and transmission lines, test instruments, pulse circuits, wave shaping circuits, computer logic circuits, survey of industrial electronics and military electronics.

Lab includes trouble shooting, test instrument use and maintenance, and experiments with special circuits.

75—BASIC ELECTRONIC THEORY I

3 UNITS

Prerequisite: None.

Note: Reduced credit if Technical and Industrial Education 71 taken prior to or subsequent to Technical and Industrial Education 75-76.

A course in the basic principles of electricity and electronics for non-electronics majors. It is designed to provide the student with a sound understanding of the basic principles of electronic circuits and their applications.

Ohm's law, DC and AC circuit principles and characteristics, magnetism and magnetic units, and meters.

76—BASIC ELECTRONIC THEORY II

3 UNITS

Prerequisite: Technical and Industrial Education 75.

Note: Reduced credit if Technical and Industrial Education 71 taken prior to or subsequent to Technical and Industrial Education 75-76.

Continuation of Technical and Industrial Education 75. Principles of vacuum tubes, AF and RF vacuum tube amplifiers, power supplies, oscillators, and introduction to transistors.

TECHNICAL AND INDUSTRIAL EDUCATION

77—BASIC ELECTRONICS I*

3 UNITS

Prerequisite: Satisfactory grade on Mathematics Proficiency Test or credit in Mathematics 50. (Mathematics 50 may be taken concurrently.)

Note: A student entering Technical and Industrial Education 77 and who has completed Technical and Industrial Education 43 will not receive credit for Technical and Industrial Education 77.

Review of arithmetic, fundamentals of algebra, slide rule and power of ten, Ohm's law, series and parallel circuits, Kirchhoff's laws, meter circuits, simultaneous equations, exponents, and radicals, trigonometric functions, elementary plane vectors, AC fundamentals, AC circuits, vector algebra, logarithms.

Laboratory includes use of oscilloscopes, meters and other instruments to test inductance, transformers, capacitance and tuned circuits.

This class is offered in the Extended Day Program only.

78—BASIC ELECTRONICS II*

3 UNITS

Prerequisite: Electronics I or equivalent.

Electricity, Ohm's law, series, parallel and series parallel circuits, DC meters, conductors and insulators, magnetism and electro magnetism, alternating current, inductance and inductive reactance, inductive circuits, capacitance and capacitive reactance, capacitive circuits. Laboratory: Schematics, soldering, use of meters, meter shunts and multipliers, oscilloscopes, operation, inductance, inductive circuits, capacitance, capacitive circuits, transformers, (jobs selected dependent upon available time).

This class is offered in the Extended Day Program only.

79—BASIC ELECTRONICS III*

3 UNITS

Prerequisite: Electronics II or equivalent.

AC circuits, series and parallel circuits containing R, C & L. Real and apparent power, power factor, series and parallel resonance, Q factor, bandwidth, response curves, filters, electron tubes, vacuum tube amplifiers, transistors, transistor amplifiers.

AC circuits, resonance, diodes, triodes, tube testing, vacuum tube amplifier circuits, transistor circuits.

This class is offered in the Extended Day Program only.

80—BASIC ELECTRONICS IV

3 UNITS

Prerequisite: Electronics 111 or equivalent.

RF losses, vacuum tube and transistor AF and RF circuits, vacuum tube and transistor oscillators, power supplies. Laboratory: Power supplies, filters, doublers, AF amplifiers, oscillators, transistor amplifiers and oscillators.

This class is offered in the Extended Day Program only.

*Note: Students having had Technical and Industrial Education 71 will receive no credit for Technical and Industrial Education 77 and 78 and only one unit for Technical and Industrial Education 79. Students having had Technical and Industrial Education 72 should not register for Technical and Industrial Education 77, 78, 79 or 80 for credit.

TECHNICAL AND INDUSTRIAL EDUCATION—THEATER ARTS

81—ADVANCED ELECTRONICS V

3 UNITS

Prerequisite: Electronics IV or equivalent.

Modulation and transmitters, transmitter circuits, antennas and transmission lines, principles of receivers, superheterodyne receivers, receiver circuits.

Laboratory: Alignment and servicing of vacuum tube and transistor radio receivers. Much of the material in this lab manual may have to be skipped.

This class is offered in the Extended Day Program only.

82—ADVANCED ELECTRONICS VI

3 UNITS

Prerequisite: Technical and Industrial Education 80 or equivalent.

Test instruments, pulse circuits, industrial electronics, military electronics (including radar), electronic navigational aids.

This class is offered in the Extended Day Program only.

INDUSTRIAL ENGLISH

See English 51-52.

THEATER ARTS

1—HISTORY OF THEATER ARTS

2 UNITS

Prerequisite: None.

A survey planned to build a background in theater history for the student and to develop in him a point of view toward the art of the theater.

3—FUNDAMENTALS OF ACTING (VOCAL INTERPRETATION)

2 UNITS

Prerequisite: None.

A course planned to introduce the student to the theory and basic mechanics of vocal control and interpretation necessary for the successful study of acting.

4—FUNDAMENTALS OF ACTING (BODY CONTROL)

2 UNITS

Prerequisite: Theater Arts 3.

Theater Arts 4 deals with the development of bodily control and interpretation and the integration of a controlled voice and body.

5—THEATER ARTS WORKSHOP

(SEE NOTE)

Prerequisite: Theater Arts 3-4 either completed or in progress, or consent of instructor.

Note: The student may take Theater Arts 5 for 1-3 units each semester for a total of 12 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. Courses are to be taken in sequence.

Students enrolled in this course will be organized in the form of a company for the Glendale College drama productions. Each student will be assigned to work in accordance with his interests and talents, and the training will be comparable to an internship or apprenticeship. The following phases of a producing theater are involved: acting, directing, playwriting, business administration, and publicity.

9-10—STAGE MAKE-UP

1-1 UNIT

Prerequisite for 9: None.

Prerequisite for 10: Theater Arts 9.

Instruction in the use and application of all types of stage make-up. Students from this course will compose the make-up crew for all college productions. Theater Arts majors should have at least one semester of make-up.

21-22—STAGE SCENIC DESIGN

2-2 UNITS

Prerequisite for 21: None.

Prerequisite for 22: Theater Arts 21.

A practical course in instruction in the fundamentals of designing stage scenery. All the sets used in Glendale College productions are designed by this class. Some ability in art, costuming, or theater techniques is helpful.

23—COSTUME CONSTRUCTION

(SEE NOTE)

Prerequisite for 23: Home Arts 17 and/or Home Arts 11 (Home Arts 17 may be taken concurrently.)

Note: Students may earn a maximum of 4 units in one semester for a maximum total of 16 units. This course is within the administrative jurisdiction of the Fine and Applied Arts Division.

Designing and construction of group costumes for stage, ensembles, etc. This course includes the planning for and the buying of suitable materials, design and color schemes, the design and construction of costumes and accessories, arrangement and maintenance of the costume wardrobe. Students in this course design and make costumes for school dramatic programs.

31—TECHNICAL STAGE

(SEE NOTE)

Prerequisite: None.

Note: The student may take Theater Arts 31 for 1-3 units each semester for a total of 9 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration.

A laboratory class in the construction, painting, and handling of scenery and scenic effects and in the operation of the stage. All technicians for staging the various Glendale College productions will be drawn from this class. It is required that class members have free time to devote to rehearsals and performances. Theater Arts majors should have at least one semester of technical stage. See also Theater Arts 5.

34—PRACTICAL AND THEORETICAL ASPECTS OF STAGE LIGHTING

2 UNITS

Prerequisites: Theater Arts 31 and the consent of the instructor.

This course is for the advanced student in technical theater. It is a course designed to develop the skills and techniques which are necessary for the student's participation and appreciation of the art of stage lighting. It is hoped that the student will develop, as a result of familiarity with stage lighting practice, a sense of balance and rhythm with regard to color, light and shadow, and mass.

Laboratory 4 hours.

35-36—SOUND RECORDING

1-1 UNIT

Prerequisite for 35: Experience with sound equipment.

Prerequisite for 36: Same as for 35.

A practical course in the operation and maintenance of tape disc-recording equipment in connection with radio production.

VOCATIONAL NURSING

1—NURSING FUNDAMENTALS

4 UNITS

Prerequisite: None.

Study leading to understanding of the principles of mental and physical health and the maintenance of health.

Study leading to knowledge of health services and resources in the local region, and the part of nurses in these health services.

Development of basic interpersonal, technical, and manual nursing service competencies as required in most normal and abnormal conditions of the body.

Lecture 72 hours, laboratory 36 hours.

2—MEDICAL-SURGICAL NURSING

12 UNITS

Prerequisite: None.

Study of normal conditions of the systems of the body and the care of children, adults and aged persons with abnormal medical and surgical conditions of these systems.

Lecture 140 hours, laboratory 288 hours.

3—NURSING FUNDAMENTALS

1 UNIT

Prerequisite: Completion of the first semester of Vocational Nursing.

Consideration of intermediate principles and practices involving the maintenance of health and the treatment of disease.

Lecture 18 hours, laboratory 18 hours.

4—MEDICAL-SURGICAL NURSING

11 UNITS

Prerequisite: Completion of the first semester of Vocational Nursing.

Continued study of normal conditions of the systems of the body and the care of children, adults and aged patients with abnormal medical and surgical conditions of these systems.

Lecture 99 hours, laboratory 300 hours.

5—NURSING IN OBSTETRICS AND THE CARE OF THE NEW BORN

5 UNITS

Prerequisite: Completion of the first semester of Vocational Nursing.

Study leading to understanding of the relationship of the reproductive process to health and family life, and to knowledge and understanding of principles, processes and procedures necessary for satisfaction of the nursing needs of the obstetrical patient and the newborn.

Lecture 45 hours, laboratory 150 hours.

6—NURSING FUNDAMENTALS

1 UNIT

Prerequisite: Completion of the first term in the Vocational Nursing Program.

Advanced consideration of principles and practices involving the maintenance of health and the treatment of disease.

Lecture 12 hours, laboratory 12 hours.

7—MEDICAL-SURGICAL NURSING

11 UNITS

Prerequisite: Completion of the first term in the Vocational Nursing Program.

Study of normal conditions of the systems of the body and the care of children, adults and aged patients with abnormal medical and surgical conditions of these systems. Total care of patients with abnormal conditions of these systems.

Lecture 88 hours, laboratory 306 hours.

ZOOLOGY

1-2—GENERAL ZOOLOGY

4-4 UNITS

Prerequisite for 1: Two semesters of a laboratory science course in the eleventh or twelfth grades of high school or one semester of a science course in college, Chemistry 10 or Chemistry 1 preferred.

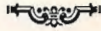
Prerequisite for 2: Zoology 1.

Note: Required of pre-medical and pre-dental students, and psychology, paleontology, and zoology majors. A knowledge of chemistry is recommended.

An introduction to the principles of animal biology with special reference to the structure, function, heredity, and evolution of animals. Structure and functions of chordate types, including their embryonic development. Study and dissection of animal types, assisted by charts and models.

Lecture 2 hours, laboratory 6 hours.

Programs For Transfer Students



THE REQUIREMENTS FOR COLLEGE AND UNIVERSITY ENTRANCE WITH ADVANCED STANDING VARY SIGNIFICANTLY.

It is important for a student who plans to transfer to a four-year college or university at the close of his junior college studies to decide early which college he will enter. Having decided this, he should plan his program in accordance with the requirements of that institution.

In general, a student who is eligible for admission to a university at the time of twelfth year graduation is admitted to that institution with full credit for all courses which are listed by that university as first two year courses which he has completed at Glendale College, provided he has maintained a satisfactory record in all work taken since twelfth year graduation.

Ordinarily a student with high school deficiencies is not permitted to transfer to a higher institution in advanced standing until he has proven his ability to do college work. He may remove his high school grade and subject deficiencies, by completing specific courses and maintaining a specific grade-point average. As an alternative to making up high school subject deficiencies, an applicant may be admitted on the basis of a record showing completion of at least 60 units of transfer courses maintaining a specified grade-point average and completing all of the subjects required for junior standing in a school or college of the university.

TRANSFERS TO THE UNIVERSITY OF CALIFORNIA

An applicant who has attended a junior college since graduation from high school* is subject to regulations governing admission to advanced standing. The applicant may not disregard his college record and apply for admission to freshman standing.

Applicants for admission to advanced standing must meet the requirements listed below. These requirements apply to California residents; for special requirements for out-of-state students, see the University of California UNDERGRADUATE ADMISSIONS CIRCULAR.

Satisfaction of High School Subject Requirements

Students must satisfy, either in high school or by college courses, the subjects required for admission of high school graduates to freshman standing. The applicant must therefore have included in his college program courses acceptable for removing high school subject deficiencies caused by omission or by grades of "D" or lower.

An applicant who was eligible for admission in freshman standing or whose only deficiency arose from not having studied one or more required high school subjects may be admitted at any time if he has satisfied the subject requirements for admission of high school graduates and his advanced standing work is no lower than "C" average in the last college attended and a "C" average in college work attempted accepted by the University of California.

Deficiencies in subject requirements will be waived in an amount not exceeding two high school units if the applicant presents at least 56 units acceptable for advanced-standing credit with a grade-point average of 2.4 or higher in advanced-standing credit accepted.

As an alternative to making up high school subject deficiencies, an applicant for admission no later than Spring 1964 may be admitted on the basis of a record showing completion of at least 60 units of transfer courses with a grade-point average of 2.4 or higher in which must be included *all* of the subjects required for junior standing in a school or college of the University. There will be no deduction of credit.

Minimum Scholarship Requirements

The applicant's record must have met the minimum scholarship requirement of a 2.0 average in transfer courses in the last college attended and an over-all 2.0 average in all transfer courses attempted. If the applicant was ineligible at the time of high school graduation because of low scholarship or a combination of low scholarship and incomplete subject preparation he must present a minimum of 56 units of courses acceptable for advanced standing credit with a grade-point average of at least 2.4.

The applicant must also be entitled to return as a student in good standing to the last college attended.

*Completion of the following subjects, and a "B" average in work completed in grades 10 to 12:

- (a) History (U.S. History or U.S. History and Civics).....1 unit
- (b) English3 units
- (c) Mathematics (elementary algebra and plane geometry).....2 units
- (d) Science (a third or fourth year course with laboratory).....1 unit
- (e) Foreign Language (in one language).....2 units
- (f) Additional1 unit

Chemistry or Physics (If not used for (d) or Advanced Mathematics or Foreign Language). (If in a language other than that offered under (e), 2 units will be required.)

UNIVERSITY OF CALIFORNIA, BERKELEY COLLEGE OF LETTERS AND SCIENCE

The requirements for junior standing are:

First: the completion of not less than 60 units of college work.

Second: the fulfillment of the following general and specific requirements.

a. General University Requirements:

English Subject A—Students completing English 1 or 3 in Glendale College with grade of "C" or better satisfy this requirement.

b. A year course in English reading and composition, normally in the freshman year.

English 1-2 or 3-4

c. Foreign Language

At least 12 units in one foreign language. High school work in foreign language, when successfully validated by examination, will reduce the number of additional units required, but will receive no University credit.

d. Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40, at Glendale College, but on transfer no unit credit for advanced standing will be allowed.

Students who enter the University in September, 1960 or later, or graduate from the College of Letters and Science in June, 1964 or later, must meet this requirement in one of the following ways: (1) by passing the mathematical section of the College Entrance Examination Board Scholastic Aptitude Test with a score of 400 or higher out of 800; (2) by passing any course given on the Berkeley campus of the University of California by the Department of Mathematics or the Department of Statistics, or an equivalent course elsewhere; (3) by passing the Qualifying Examination in Elementary Mathematics with a score of 20 or higher out of 40.

e. Natural Science

At least 12 college units, including 6 hours of laboratory science which may be satisfied by a course or course-sequence from the following list, or by an 11th or 12th grade laboratory course in biology, chemistry, or physics. The 12 units must include at least one course from Group A and one from Group B.

Group A:

Chemistry 1, 10
Physics 1, 5, 10, 11

Group B:

Biology 1-2 (Both semesters must be completed), 5
Botany 1
Zoology 1

Group C:

Astronomy 1
Biology 6
Chemistry 2, 5
Geography 1
Geology 1, 2
Mathematics 3, 4
Mineralogy 1
Paleontology 1
Physics 2, 3, 4, 6
Physiology 11 (Does not complete laboratory requirement)
Zoology 2

f. Social Science

At least 12 units (history limited to 6 units).

Anthropology 2
Economics 1-2
Economics 11 (Included in History limit)
Geography 2, 5, 6
History 1, 2, 3, 4, 7, 8, 10, 12, 17, 18
Political Science 1, 2, 10
Psychology 1
Social Science 31, 32
Sociology 1, 2

g. Humanities

At least 12 units (history limited to 6 units and performing arts courses to 4 units).

Art 1, 2
Art (Performing Arts) 3A, 3B, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18
English 5, 6, 8, 10, 11, 12, 19, 20
French 4
German 4
History 1, 2, 3, 4, 7, 8, 10, 12, 17, 18
Music 1, 2, 3, 5, 6, 7, 8
Music (Performing Arts) 11, 15, 31, 45, 49
Philosophy 1, 2, 15
Spanish 4
Speech (Performing Arts) 3, 4
Theater Arts (Performing Arts) 3, 4

**UNIVERSITY OF CALIFORNIA, DAVIS
COLLEGE OF LETTERS AND SCIENCE**

The requirements for junior standing are:

First: the completion of not less than 60 units of college work.

Second: the fulfillment of the following general and specific requirements.

a. General University Requirements:

English Subject A—Students completing English 1 or 3 in Glendale College with grade of "C" or better satisfy this requirement.

b. A year course in English reading and composition, normally in the freshman year.

English 1-2 or 3-4

c. Foreign Language

At least 12 units in one foreign language. High school work in foreign language, when successfully validated by examination, will reduce the number of additional units required, but will receive no University credit.

d. Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40, at Glendale College, but on transfer no unit credit for advanced standing will be allowed.

Students who enter the University in September, 1960 or later, or graduate from the College of Letters and Science in June, 1964 or later, must meet this requirement in one of the following ways: (1) by passing the mathematical section of the College Entrance Examination Board Scholastic Aptitude Test with a score of 400 or higher out of

800; (2) by passing any course given on the Davis campus of the University of California by the Department of Mathematics or the Department of Statistics, or an equivalent course elsewhere.

e. Natural Science

At least 12 college units, including 6 hours of laboratory science which may be satisfied by a course or course-sequence from the following list, or by an 11th or 12th grade laboratory course in biology, chemistry, or physics. The 12 units must include at least one course from Group A and one from Group B.

Group A:

Chemistry 1, 10
Physics 1, 5, 10, 11

Group B:

Biology 1-2 (Both semesters must be completed), 5
Botany 1
Zoology 1

Group C:

Astronomy 1
Biology 6
Chemistry 2, 5
Geography 1
Geology 1, 2
Mathematics 3, 4
Mineralogy 1
Paleontology 1
Physics 2, 3, 4, 6
Physiology 11 (Does not complete laboratory requirement)
Zoology 2

f. Social Science

At least 12 units (history limited to 6 units).

Anthropology 2
Economics 1-2
Economics 11 (Included in History limit)
Geography 2, 5, 6
History 1, 2, 3, 4, 7, 8, 10, 12, 17, 18
Political Science 1, 2, 10
Psychology 1
Social Science 31, 32
Sociology 1, 2

g. Humanities

At least 12 units (history limited to 6 units and performing arts courses to 4 units).

Art 1, 2
Art (Performing Arts) 3A, 3B, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18
English 5, 6, 8, 10, 11, 12, 19, 20
French 4
German 4
History 1, 2, 3, 4, 7, 8, 12, 17, 18
Music 1, 2, 3, 5, 6, 7, 8
Music (Performing Arts) 11, 15, 31, 45, 49
Philosophy 1, 2, 15
Spanish 4
Speech (Performing Arts) 3, 4
Theater Arts (Performing Arts) 3, 4

**UNIVERSITY OF CALIFORNIA, LOS ANGELES
COLLEGE OF LETTERS AND SCIENCE**

The completion of 60 units of acceptable college work is required for junior standing. Students are advised to meet the following general requirements for the Bachelor of Arts degree so far as possible within these 60 units.

- a. General University Requirements:
English Subject A—Students completing English 1 or 3 in Glendale College with grade of "C" or higher satisfy this requirement.
- b. Foreign Language
At least 16 units in not more than two languages. The first two years of high school work in a foreign language will be counted as four units of this requirement; the third and fourth years of high school work in the same language will be counted as four units each. Only high school work of grade "C" or better may be counted. No credit is given for less than two years of high school work in a foreign language. If a new language is begun on the college level, course 2 with its prerequisites must be completed.
- c. Matriculation Mathematics
Elementary algebra and plane geometry. Students should fulfill these requirements in high school; those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing will be allowed.
- d. English Composition
English 1 or 3, 3 units, with grade of "C" or better.
- e. Natural Science
 1. At least five units in physical science chosen from the following:
Astronomy 1
Chemistry 1, 10
Geography 1
Geology 1, 2
One course (not more than three units) from Mathematics 2, 3, 8, Economics 7
Physics 1, 2, 5, 6, 10 or 11
Science 31
 2. At least 5 units in biological science, chosen from the following:
Anatomy 11
Biology 1, 2, 5, 6
Botany 1
Microbiology 1
Paleontology 1
Physiology 11
Science 32
Zoology 1, 2
- f. Social Sciences
 1. A six-unit year course in history, chosen from the following:
History 1-2, 3-4, 7-8, 17-18
 2. At least six units in social sciences exclusive of history and including courses in at least two subjects, chosen from the following:
Anthropology 2
Economics 1
Geography 2
Political Science 1, 2
Psychology 1
Sociology 1
Social Science 31-32 (Both parts must be completed and will count only as one of the two subjects.)
- g. Humanities. Two of the following three groups:
 1. Literature—4 units.
English 5-6, 19-20
 2. Philosophy—a six-unit lower division course.
Philosophy 1-2
 3. The Arts—4 units selected from the following:
Art 1, 2
Music 3, 7, 8

UNIVERSITY OF CALIFORNIA, LOS ANGELES
COLLEGE OF FINE ARTS

REQUIREMENTS FOR THE A.B. DEGREE

I. *Completion of an approved major or curriculum* in the College of Fine Arts:

MAJOR IN ART

History of Art
History and Studio
Pictorial Arts*
Design*

MAJOR IN MUSIC

MAJOR IN THEATER ARTS

Theater Arts
Language Arts*

MAJOR IN DANCE

CURRICULUM IN APPAREL
DESIGN

(To be discontinued in summer of 1964)

Students will be admitted to the Apparel Design program only if they can graduate by the final date indicated.

With the proper selection of courses, *teaching credentials* are available in the majors and specializations marked with asterisk (*)

II. *Completion of General University Requirements:*

A. Subject A (English composition) examination or course. Students completing English 1 or 3 in Glendale College with a grade of "C" or better satisfy this requirement.

B. American History and Institutions.

III. *Completion of General College Requirements:*

Either: OLD APPLIED ARTS PATTERN

(Optional for students earning a bachelor's degree by September, 1965)

A. *Either Foreign Language.* At least 16 units in one foreign language. Without reducing the total number of units required for the bachelor's degree, high school work with grades of "C" or better and not duplicated by college work will count as follows: 4 units for the first two years together, and 4 units each for the third and fourth years.

Or, *Natural Science.* At least 12 units chosen from the following list, including at least one course having 30 or more hours of laboratory work. Courses marked with an asterisk (*) meet the laboratory requirement.

Anatomy 11*
Astronomy 1
Biology 1, 2, 5*, 6*
Botany 1*
Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 10*, 15*, 16*
Geography 1, 5 (see note)
Geology 1, 2
Mathematics 3, 4, 5, 6, 8, Economics 7
Microbiology 1*
Mineralogy 1*
Paleontology 1
Physiology 11*
Physics 1*, 2*, 3*, 4*, 5*, 6*, 10 or 11
Zoology 1*, 2*

Or, a combination of *Foreign Language and Natural Science* distributed as follows:

Foreign Language. At least 16 units in not more than two languages. Without reducing the total number of units required for the bachelor's degree, high school work with grades of "C" or better and not duplicated by college work will count as follows: 4 units for the first two years together, and 4 units each for the third and fourth years. If a new language is begun in college, it may not apply on this requirement unless course 2 with its prerequisites is completed.

Natural Science. At least 9 units chosen from the natural science listed above, including at least one course having 30 hours of laboratory work.

- B. *Matriculation Mathematics*. Elementary algebra and plane geometry. Students should fulfill these requirements in high school: those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing is allowed.
- C. *Three Year Courses*. A year course chosen from three of the following seven groups, one sequence to be selected from group 1, 2, or 3.
1. English 1-2 or 3-4, 5-6, Speech 3-4, or English 1 or 3, Speech 3.
 2. Foreign Language additional to III-A above. No high school work may be counted.
 3. Mathematics additional to III-A above, chosen from any two of the following: Mathematics 3, 4, 5, 6, 8.
 4. Social Science chosen from Economics 1-2, History 1-2, 3-4, 7-8, 17-18, Geography 1-2, 5-6 (see note), Political Science 1-2, Sociology 1-2, Social Science 31-32.
 5. Psychology 1-2
 6. Philosophy 1-2
 7. Art 1-2, 3A-3B, 5-6; Music 1-2, 5-6, 7-8
(Acceptable only when art or music is not the major.)
- D. *The Minor*. At least 20 units of coordinated courses, of which at least 6 units must be in closely related upper division courses.

Or: NEW FINE ARTS PATTERN**

(Required for students earning the bachelor's degree after September, 1965)

- A. *English Reading and Composition* (English 1-2, or 3-4). At least 6 units, with grade of "C" or better.
- B. *Foreign Language*. At least 12 units in one foreign language. Without reducing the total number of units required for the bachelor's degree, high school work with grades of "C" or better and not duplicated by college work will count as follows: 4 units for the first two years together, and 4 units each for the third and fourth years. (With the approval of the student's major department and the dean of the college, 16 units in two languages may be presented in lieu of 12 units in one language. This approval is by petition only.)
- C. *Natural Science*. At least 9 units, including 3 units each from groups 1 and 2, and one course having a minimum of 30 hours of laboratory work.

Courses marked with an asterisk (*) meet the laboratory requirement. A high school course acceptable for the admission requirement in laboratory science satisfies the College laboratory requirement, but does not reduce the unit requirement on total or in groups 1 and 2.

1. Physical science and/or mathematics
 - Astronomy 1
 - Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 10*, 15*, 16*
 - Geography 1, 5 (see note)
 - Geology 1-2
 - Mathematics 3, 4, 5, 6, 8, Economics 7
 - Mineralogy 1*
 - Physics 1*, 2*, 3*, 4*, 5*, 6*, 10 or 11
2. Biological science
 - Anatomy 11*
 - Biology 1, 2, 5*, 6*
 - Microbiology 1

**Any course applied on one of the (A) to (E) requirements may not also be applied on another of these requirements.

Botany 1*
Paleontology 1
Physiology 11*
Zoology 1*, 2*

3. History of science and/or philosophy of science

- D. *Social Science*. At least 9 units, including 6 units of history of western civilization (History 1-2). Courses used by the student to satisfy the American History and Institutions requirement may not be applied on this requirement.

Anthropology 2
Economics 1, 2, 11
Geography 1, 2, 5, 6
History, all courses
Political Science 1, 2, 5, 10
Psychology 1, 2
Sociology 1, 2

- E. *Humanities*. At least 9 units, including 3 or more units in each of two of the following three areas:

1. The Arts. May not include courses offered by the student's major department.
Art: 1, 2, 3A, 3B, 4, 5, 6
Music: 1, 2, 3, 5, 6, 7, 8
Theater Arts, all courses
2. Literature
English 5, 6
3. Philosophy
Philosophy 1, 2

Note: Geography 1 or 5 may be used for the natural science requirement or for the social science requirement, but not for both.

UNIVERSITY OF CALIFORNIA, RIVERSIDE COLLEGE OF LETTERS AND SCIENCE

a. General University Requirements

1. Subject A—Students completing English 1 or 3 in Glendale College with grades of "C" or higher satisfy this requirement.
2. American History and Institutions*

- b. Foreign Language: All students are required to maintain a reasonable proficiency in the use of at least one foreign language, modern or ancient. Formal fulfillment of this requirement will be by completion of 12 units in one foreign language or by demonstration of an equivalent knowledge.**

c. English 1-2 or 3-4

d. History 1-2 (recommended) or 7-8

e. Science division—Physical and Life:

Any two semesters of the following Laboratory Science Courses.

Biology 5, 6
Chemistry 1, 2
Zoology 1, 2
Physics 5, 6
Anatomy 11
Physiology 11

*May be completed at the University by examination.

**A student will receive no unit credit toward graduation for a language course taken on the Riverside campus which duplicates work for which he has received credit in high school. Two years of high school equal one semester of college language course, three years equal to two semesters, four years equal three semesters.

Microbiology 1
 Chemistry 10
 Botany 1

f. Humanities and Social Science Courses

A one year sequence from each of the following groups.

Group A—Humanities Division†

Art 1-2
 Music 7-8
 Philosophy 1-2
 English 5-6

Group B—Social Science Division

Economics 1-2
 Geography 1-2
 Political Science 1-2
 Psychology 1-2
 Sociology 1-2

g. Additional six units chosen from any area above other than the student's division of specialization. Courses 1, 2, 3 or 8 in mathematics may also be used by everyone except mathematics majors to satisfy this 6 unit requirement.

**UNIVERSITY OF CALIFORNIA AT SANTA BARBARA
 COLLEGE OF LETTERS AND SCIENCE**

| | Units |
|---|-------|
| 1. English 1-2 or 3-4 | 6 |
| 2. Foreign Language (Ancient or Modern)..... | 0-12 |
| May be met by completion of Language 3 (third semester), or by passing Language 2 or its equivalent in each of two foreign languages. | |
| 3. Humanities | 12-14 |
| (a) Literature, English or Foreign | 3 |
| (b) Philosophy 1 | 3 |
| (c) Fine Arts, History and Appreciation | 4-5 |
| Art 1, 2 | |
| Music 3 or 7 | |
| (d) Humanities Electives | 2-3 |
| One additional course from 3a, b, c above or any philosophy course, Speech 3, 4. | |
| 4. History, Social Sciences and Psychology | 12 |
| (a) History: Any course*..... | 3 |
| (b) Two courses in separate areas from the following: | 6 |
| Anthropology 2 | |
| Economics 1 | |
| Political Science: Any course* | |
| Psychology 1 | |
| Sociology 1 | |
| (c) One course from the following: | 3 |
| Anthropology 2 | |
| Economics 1 | |
| Geography 2, 5, 6 | |
| History: Any course* | |
| Political Science: Any course* | |
| Psychology 1 | |
| Sociology 1 | |

†A student may not use a course in his major to meet the Group A requirement.

*The attention of the student is directed to the requirement in American History and Institutions which may be satisfied by certain lower and upper division courses in history and/or political science, or by non-credit examination.

| | |
|--|-------|
| 5. Natural Science and Mathematics | 11-12 |
| (a) Biology 5; Botany 1; Zoology 1 | 4 |
| (b) Chemistry 1, 10; Physics 1, 5 | 4 |
| (c) One course from the following: | 3-4 |
| Astronomy 1; Biology 1, 5; Botany 1; Chemistry 1, 10; Geology 1; Mathematics (any transfer course); Physics 1, 5, 10, 11; Zoology 1. | |
| 6. Physical Education (Activities) | 2 |

OCCIDENTAL COLLEGE

To qualify for a degree from Occidental it is necessary to maintain a grade average of "C" or better. Admission at all levels is competitive and is based on several factors, including academic records, aptitude test scores and personal qualifications. A minimum of 60 units of acceptable credit is required for junior standing. It is recommended that a student complete as many of the following Glendale College equivalents of Occidental College lower division requirements as possible before transferring.

| | Units |
|--|-------|
| *English 1 or 3 | 3 |
| History of Civilization equivalents: | |
| *History 7 | 3 |
| (History 8 recommended as elective) | |
| Social Science 31-32 | |
| or | |
| History 5 or 10, Political Science 5, | |
| Political Science 6, and Economics 1 | 8 |
| Philosophy 1 | 3 |
| *Art 1 or 2 | 3 |
| Music 3 or 7 | 3 |
| English 10, 12, 19, 20 | 6 |
| (English 5 and 6 may in an emergency be substituted for the above) | |
| *Physical Education (Basic Skills and Basic Swimming)..... | 2 |
| (May be met by transferred credit or tests) | |
| Foreign Language: Beginning | 8 |
| or | |
| Intermediate | 4 |
| (May be postponed to upper division at Occidental if necessary to substitute lower division courses prerequisite to major) | |
| Science: | |
| for Science Majors: | |
| 3 semesters of laboratory science.....minimum | 12 |
| for Non-Science Majors: | |
| Biology 1 and 2 or 5 and 6 | 6 |
| Geology 1, Chemistry 10 | 3-5 |
| Physics 5, or 10, or 11 | 4-3 |
| or Science 31-32 | 8 |
| and Biology 1-2 or 5-6 | 6 |
| or Geology 1 | 4 |

*Students expecting to transfer at the end of one year in Glendale College should include these courses. Before starting program it is urged that students who plan to transfer at the end of one year's work should have an interview with Registrar, Occidental College.

Note: A maximum of 16 units will be accepted for lower division work in any one department. Maximum total credit acceptable on transfer from junior college is 70 units.

**COLLEGE OF LETTERS, ARTS AND SCIENCES
UNIVERSITY OF SOUTHERN CALIFORNIA**

The requirements for junior standing are the completion of 60 units of transfer work of acceptable quality. Other factors, e.g., course distribution of work presented, strength of recent record, physical facilities of the University, and the score on the required College Entrance Examination Board Scholastic Aptitude Test, will affect admission.

It is recommended that a student complete within the 60 units the general requirements listed below.

| | Units |
|---|-------|
| a. Art or Music Appreciation | 2 |
| Art 1 or 2 or Music 3 or 7. Students who transfer with 60 or more units may substitute 2 units of electives in fine arts or music. | |
| b. English | 6 |
| English 1-2 or 3-4 | |
| c. Foreign language (of the same language)..... | 12 |
| Language 1, 2, 3. Each year of one foreign language taken in high school will be accepted in fulfillment of three units of this requirement, if the same language is continued in college above the high school level of achievement. | |
| d. General Studies | 14 |
| 1. Man and Civilization | 6 |
| History 7-8. Students who transfer with 60 or more units may substitute 6 units of electives in social studies. | |
| 2. Problems of Human Behavior, or Human Values in Modern Society | 3 |
| Psychology 1 or Philosophy 1. Students who transfer with 60 or more units may substitute 3 units in Psychology or Philosophy. | |
| 3. American Civilization and Institutions | 5 |
| Economics 11 or History 5 or 10; Political Science 1 or 5, 6. Any pattern of courses other than this which meets the same requirement will be accepted, such as History 17-18; Political Science 6; and Social Science 31-32. | |
| e. Literature | 4 |
| Units chosen from among English 5, 6, 8, 10, 11, 12, 19 and 20 will meet this requirement. | |
| f. Physical Education | 6 |
| 1. Activities, 4 semesters | |
| 2. Health Problems | 2 |
| Health and Physical Education 1 or 2 | |
| Students who transfer with 60 or more units are exempt from the physical education requirement. | |
| g. Sciences | 10 |
| *1. Students who do not present for admission either one high school unit of chemistry or physics with laboratory. Science 31 or an introductory course in chemistry or physics. | |
| *2. Students who do not present for admission either one high school unit of approved advanced biology or physiology with laboratory. Science 32 or Biology 5 or Botany 1 or Zoology 1. | |

*Note: The student must include 4 units of physical science and 4 units of biological science in the 10 units required in college science. At least 3 units of college laboratory science must be included.

Substitutions—Students who transfer with 60 units of college credit may waive the 3 unit laboratory requirement, provided that the prescribed distribution of physical and biological sciences has been met and an approved laboratory course has been completed in high school.

STANFORD UNIVERSITY

- a. Basic requirements for all students
 1. Freshman English (Composition and Literature) English 1-2 or 3-4.
 2. History of Western Civilization
History 1-2 (in addition one quarter of Western Civilization at Stanford) and courses to fulfill U. S. History, U. S. Constitution, and State and Local Government requirements for graduation.
 3. Foreign Language or Mathematics
 - a. Foreign Language—French 1, 2, 3, 4 or Spanish 1, 2, 3, 4 or German 1, 2, 3, 4
NOTE: A student who has completed only French 3, Spanish 3, or German 3 will be required to take a placement test to determine whether or not additional work will be required.
 - b. Mathematics—Mathematics 3, 4, 5, 6
 4. Group Activity (Students who have had military service may be exempt from the group activity requirement)
Physical Education—2 years
- b. Area requirements for all students—all students must complete the following requirements in the two areas in which they are not majoring
 1. Humanities—a minimum total of 6 units selected from General Studies Courses in any two of the following three fields:
 - a. Fine Arts—
Music 3, 7, 8
Art 3A, 3B or 4, 5, 6
Speech 3
 - b. Philosophy 1, 2
 - c. Literature—
English 8, 10, 11, 19
 2. Social Sciences—2 courses selected from the following:
Economics 1, Psychology 1,
Sociology 1, Anthropology 2.
 3. Natural Sciences—students who have not take biology in high school will take Zoology 1-2 or Biology 5-6. Those who have had biology but no physical science in high school will take one of the following complete series:
 - a. Chemistry 1-2
 - b. Physics 1-2-3-4
 - c. Physics 5-6

STATE COLLEGES OF CALIFORNIA

ADMISSION WITH ADVANCED UNDERGRADUATE STANDING

Applicants Who Were Eligible for Admission with Freshman Standing:

An applicant is eligible for admission with advanced undergraduate standing if he meets all of the following standards:

1. At the time of his graduation from high school, he was eligible for admission with freshman standing in accordance with the standards for "Admission, High School Graduates."
2. A student who had 14 semester grades of A or B (other than physical education or military science in grade 10, 11, and 12,) may transfer to a state college at any time provided he has earned college credit in one or more accredited degree-granting colleges or universities and attained a grade point average of 2.0 (grade of C on a five-point scale) or better in the total program attempted at such colleges or universities.
3. A student who had 10-13 semester grades of A or B (other than physical education or military science) in grades 10, 11, and 12 may transfer to a

state college at any time, provided he has a C average in junior college, and provided also that he attain the 20th percentile or higher on the national norm of the college aptitude test given by the state college.

Applicants Who Were Not Eligible for Admission with Freshman Standing:

An applicant who was ineligible for admission with freshman standing in accordance with the standards for "Admission of High School Graduates," is eligible for admission with advanced undergraduate standing if he was in good standing at the last accredited college or university attended and meets all of the requirements in either of the following:

1. A student who had fewer than 10 semester grades of A or B (other than physical education or military science) in grade 10, 11 and 12 but has earned in one or more accredited colleges or universities 60 semester units of college credit with a grade point average of 2.0 (grade of C on a five-point scale) or better in the total program attempted at such colleges or universities.
2. He has earned in one or more accredited colleges or universities 24 semester units of credit with a grade point average of 3.0 (grade of B on a five-point scale) or better in the total program attempted at such colleges or universities.

CHICO, FRESNO, HUMBOLDT, LONG BEACH, SACRAMENTO, SAN DIEGO, SAN FRANCISCO

A student expecting to transfer to one of the above State Colleges is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for study program. The following requirements are common to all, and it is recommended that these be fulfilled as far as possible in the lower division.

General Education requirements:*

1. Social Science, 9 to 12 units
The social sciences include required instruction in U.S. History, Constitution and California State and Local Government, and courses in the fields of economics, geography, history, political sciences, sociology, and similar fields. Courses must be selected from two or more of these fields.
2. Natural Sciences, 9 to 12 units
Natural sciences include the fields of astronomy, botany, chemistry, physical geology, physics, physiology, zoology, and similar fields. At least one course must be selected from a physical science and one from a life science, and one laboratory course is usually required.
- **3. Literature, Philosophy or the Arts, 6 to 8 units.
Fine and practical arts not to exceed 4 of the 8 units.
- †4. Health Education, 2 units.
5. Physical Education activity, four semesters, with two units of credit.
- ‡6. Oral and Written Expression, 6 units.
7. General Psychology, 3 units.
- §8. Additional units in General Education, 14 units.
The courses to meet this requirement are determined largely by the particular college. These may be mainly distributed among the foregoing six general areas, may include one or more courses in family life education and in mathematics, and in all cases the student may elect not over six semester units of this requirement in courses in foreign language.
9. Elect from above to total 45 units.

- **Chico—Humanities 6 units
 Art 1, 2, or 3 units
 Music 3 or 7 3 units
 English 5, or Philosophy 1 3 units
- **Humboldt—Literature, Philosophy, or the Arts (6 units), 3 units of which must be in Literature or Philosophy. All students transferring with less than 24 units must meet Humboldt State College General Education requirements.
- **Fresno—For details of revised general education program see 1963-64 catalog.
- **Long Beach—Literature, Philosophy, or the Arts (6 units), 3 units of which must be in Literature or Philosophy.
 Two semesters of laboratory required in the Natural Sciences.
- **Sacramento—Literature and Philosophy 3-5 units
 and Fine Arts 1-3 units, to total 6 units.
 Practical arts not accepted to meet this requirement.
- **San Diego State—Literature, Philosophy or The Arts (6-12 units), at least 3 units of which must be in Literature or Philosophy.
 For details of requirements in Liberal Arts and Sciences program, see the 1963-64 catalog.
- †San Francisco—Health Education is not required.
- ‡Chico—English Composition, 6 units and 3 units Speech recommended.
- ‡Sacramento—Effective Fall 1963 must present 6 units of written expression and 2 units of Speech.
- ‡San Diego—Oral and Written Expression, 5 units.
- ‡San Francisco—Oral and Written Expression, 3 units.
- §Sacramento—Must include 3 units of mathematics.
- §San Diego—9 additional units.
- *Selections are to be made from university transfer courses.

SAN JOSE STATE COLLEGE

The degree requirements at San Jose State College consist of two parts: First, the General Education requirements which are required of all students regardless of proposed field of specialization; and second, the major departmental requirements in the field of specialization. Students are transferred in junior standing to San Jose State College on the completion of 60 units with a minimum grade point average of "C."

Credit earned in accredited junior colleges will be evaluated by the Admissions Office in accordance with the following provisions: First, not more than 70 semester hours of credit may be allowed for junior college work. Junior college credit earned after the student has completed 70 semester hours of credit, for all college work done, may be used to satisfy subject requirements, but may not be applied toward the total units required for the bachelor's degree. Students who transfer to the college must meet all of the major subject requirements as well as all college requirements in upper division credit and in general education for graduation; and second, while no specific pattern of course is required for transfer in junior standing it is permissible for the student to select his courses in terms of the major requirements for graduation. Students planning to transfer to San Jose State College should consult the San Jose State College Catalog for the listing of major departmental requirements and lower division requirements.

General Education Requirements for All Students.

The general education program is a plan of instructions and study requiring the completion of a total of 45 semester units distributed among the following areas:

- Natural Science—9 units
 Literature, Philosophy and the Arts—9 units
 Social Science—9 units
 Written Communication—3 units

Oral Communication—3 units
 Psychology—3 units
 Physical Education—2 units
 Electives—7 units

Units

1. Natural Science 9
 The 9 unit requirement in natural science must include at least one course chosen from the biological science courses and at least one course chosen from the physical science courses, and at least one of the courses taken to satisfy the 9 unit requirement must have laboratory work associated with it.
 - a. Life Science Area:
 - Anatomy 11
 - Biology 1, 2, 5, 6
 - Botany 1
 - General Science 32
 - Physiology 11
 - Zoology 1, 2
 - b. Physical Science Area:
 - Astronomy 1
 - Chemistry 1, 2, 10
 - Geography 1
 - Geology 1, 2
 - General Science 31
 - Physics 1, 2, 3, 4, 5, 6, 10, 11

2. Social Science 9-12
 - a. A course or courses involving American History and Government, the Constitution, and American Institutions and Ideals—Social Science 31-32*. This requirement may be satisfied by courses which Glendale College indicates as having met the American Institution and History requirements for graduation.
 - b. A course or courses involving the study of world cultures and history or European history and culture. Acceptable courses include History 1, 2, 7, 8, Political Science 2.
 - c. A course or courses involving the Study of Man in his Environment. Such courses include:
 - Economics 1, 2
 - Geography 5-6
 - Sociology 1, 2
 - Anthropology 2

*Note: Students who have met the United States History requirement in another way should not take Social Science 31-32 as social science general education.

3. Literature, Philosophy and the Arts 9
 - a. At least three units must be taken in literature and/or philosophy. It is recommended that a student with a major in any of the fields mentioned should satisfy this area requirement by taking courses in the fields other than his major. Courses could be selected from the following:
 - Art 1, 2 (practical arts not to exceed more than 3 units)
 - English 5, 6, 19, 20
 - Music 3
 - Philosophy 1, 2

4. Written Communication 3
 - a. English 1 or English 3

5. Oral Communication 3
 - a. Speech 3

- 6. Psychology 3
 - a. Psychology 1
- 7. Physical Education 2
 - a. Four semesters of physical education are required of all students unless specifically excused.
- 8. Electives in General Education
 - a. All elective general education courses must be courses outside of the student's major department chosen with the guidance of his adviser. The elective units may be taken in one or several of the following fields:
 - Natural Science
 - Psychology
 - Philosophy
 - Mathematics
 - Written Communication
 - Social Science
 - Literature
 - Art

Up to 6 units may be taken in a foreign language.
Health and Hygiene may be used to satisfy 2 units of elective credit.

CALIFORNIA STATE POLYTECHNIC COLLEGE
San Luis Obispo and Kellogg Campuses

A student preparing to transfer to California State Polytechnic College should consult the catalog of that College and as closely as possible take those courses, including the general education courses, shown as requirements in the particular major he is selecting. Cal Poly provides students with occupationally-centered educational opportunities in agriculture, engineering, applied arts, and applied sciences fields. Applicants may transfer up to 70 semester units to Cal Poly. Transfer from Glendale to Cal Poly is governed by California state college regulations. In addition to the general education guide listed below, Glendale College has an agreement with Cal Poly wherein is stated specifically the courses used for transfer credit.

| General Education Requirements for All Students | Minimum Units |
|--|------------------|
| 1. <i>Social Sciences</i> | 10 |
| a. Any transfer course(s) in history, government and constitution certified by Glendale College, is accepted as meeting the State requirement. The transfer course(s) in history, government and constitution is also accepted as meeting part of Cal Poly's social sciences requirement in general education. | |
| b. One course from Anthropology 2, Economics 1, 2, 13, Geography 2, Law 17, Social Science 31. | |
| 2. <i>Natural Sciences</i> | 10 |
| a. Life Sciences (2-8 semester units) Microbiology 1, Biology 1, 5, Botany 1, Palcontology 1, Zoology 1. | |
| b. Physical Sciences (2-8 semester units) Astronomy 1, Chemistry 1, 2, 5, 10, Geology 1, Physics 1, 2, 3, 5, 6, 10, 11. | |
| 3. <i>Mathematics</i> | 2 |
| a. Mathematics 1, 2, 3, 8, 12. | |
| 4. <i>Literature, Philosophy and the Arts</i> | 6 |
| a. English 5, 6, 12, 16. | |
| b. Philosophy 1 | |
| c. Fine and Practical Arts Art 5, Engineering 2, 11, Technical and Industrial Education 1. | |

| | |
|---|---|
| 5. <i>Health and Physical Education</i> | 4 |
| a. Health and Physical Education 1 or 2. | |
| b. Health and Physical Education activity courses | |
| 6. <i>Psychology</i> | 2 |
| a. Psychology 1 | |
| 7. <i>Oral and Written Expression</i> | 6 |
| a. English 1-2, or 3-4. | |
| 8. <i>Additional Units from the above courses</i> | 5 |

SAN FERNANDO VALLEY STATE COLLEGE

The degree requirements at San Fernando Valley State College consist of two parts: First, the General Education requirements which are required of all students regardless of the proposed field of specialization; and second, the major department requirements in the field of specialization. The requirement for transfer in junior standing is 60 units with a minimum grade point average of "C." (The state colleges will accept a maximum of 70 units lower division work).

While no specific pattern of courses is required for transfer in junior standing, it is advisable that the 60 units be selected in terms of the college's degree requirements. Students should consult the State College catalog for a listing of major department lower division requirements. Glendale College courses which satisfy the General Education requirements are listed below:

1. Oral and Written Expression
 - a. Oral Expression: Three units required. Speech 3.
 - b. Written Expression: Three units required. English 1 or 3.
2. Social Sciences
 - a. A course or courses involving American History and Government, the Constitution, and American Institutions and Ideals.
This requirement may be satisfied by courses which Glendale College indicates as meeting the American Institutions and History requirements for graduation.
 - b. A course or courses involving the study of world cultures and history or European history and culture. Acceptable courses include: History 1, 2, 7, 8, Political Science 2.
 - c. A course or courses involving the Study of Man in his Environment. Approved courses include: Economics 1, 2; Geography 5-6; Sociology 1, 2; Social Science 31-32. (Note: Social Science 31-32 will fulfill requirements both a and c). Anthropology 2.
3. Natural Sciences

A total of 9 units is required with at least one three-unit course from the life science area and one three-unit course from the physical science area.

 - a. Life Science area: Anatomy 11; Biology 1, 2, 5, 6; Botany 1; Microbiology 1; Physiology 11; Zoology 1, 2; General Science 32.
 - b. Physical Science area: Astronomy 1; Chemistry 1, 2, 10; Geography 1; Geology 1, 2; Physics 1, 2, 3, 4, 5, 6, 10, or 11; General Science 31.
4. General Psychology

Psychology 1
5. Literature and/or Philosophy

Six units required. Courses should be selected from the following:
English 5, 6, 12, 19, 20
Philosophy 1, 2, 15
6. Fine or Practical Arts

Three units are required. A course should be selected from the following:
Art 1, 2
Music 3, 7, 8

7. Physical Education and Hygiene
Health and Physical Education 1, and 2 units of activity courses are required.
8. Total General Education Requirements:
Students must complete the specific requirements indicated above and electives from the above fields or in other fields of general education exclusive of courses in the major to make a total of 45 units.

LOS ANGELES STATE COLLEGE

The General Education Program consists of a pattern of specially designed courses to total 45 units, distributed among selected subject fields. The student who takes only the minimal number of courses in each of the five fields will have accumulated 40 units. He will then complete 45 units by selecting five units from among the courses listed under Item 6. Maximum of 70 units may be transferred with an over-all "C" average in all work attempted. Consult Los Angeles State College catalog for major field requirements.

| | Units |
|--|-------|
| 1. Social Science | 9 |
| Required courses: | |
| a. History 10 or 17-18 | |
| b. Political Science 1 | |
| c. One of the following: | |
| Anthropology 2 | |
| Economics 1 | |
| Geography 2 | |
| Sociology 1 | |
| 2. Natural Science | 9 |
| Required courses: | |
| a. Biology 1 or 6, or Botany 1; or Zoology 1; or General Science 32. | |
| b. Chemistry 1 or 10; or Geography 1; or Geology 1; or Physics 1, or 5, or 10, or 11; or General Science 31. | |
| c. Biology 2 or 5; or Zoology 2, or Chemistry 2; or Geology 2; or Physics 2, or 3, or 4, or 6. | |
| 3. The Humanities | 9 |
| Philosophy 1 | |
| Three units are required. | |
| Fine Arts (Must be in Department of Music or Art) | |
| Three units are required. A course should be selected from the following: | |
| Art 1, 2, 3A, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 31, 33, 34, 39, 40, 47, 48. | |
| Music 1, 2, 3, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 69, 70, 71, 73 | |
| English 2 or 4 | |
| Three units are required. | |
| 4. Communication | 6 |
| Required Courses: | |
| English 1, or 3; and Speech 3 | |
| 5. Personal and Social Fitness..... | 7 |
| Required courses: | |
| Psychology 1 | |
| Health and Physical Education 1 or 2 and 2 units H&PE activity | |

6. Electives

The students who takes only the minimal number of courses in each of the above five fields will have accumulated 40 units. He will then complete his 45 units by selecting five units from among the following:

- a. Any excess of units earned in meeting the requirements of 1 through 5.
- b. Any of the courses listed under 1 above which were *not* taken to complete the minimum requirements in Social Sciences.
- c. Any basic foreign language courses.
- d. Any courses from the Natural Sciences (2c); from the Biological Sciences if the Physical Sciences requirement has been completed; or from the Physical Sciences if the Biological Sciences requirement has been completed.
- e. *Any of the following:*
Philosophy 2 or Geography 1 or History 1 and 2, or 7 and 8

Faculty

1963-1964



- ANDERSON, CLARA JO.....Business Education
B.S., Indiana University
M.Ed., University of California at Los Angeles
- ANDROFF, ABRAM A.....Health and Physical Education,
B.S., M.S., University of Southern California Basketball
- BARSAM, RICHARD M.English
B.S., M.A., University of Southern California
- BELKNAP, ROBERT D.Music
A.B., San Jose State College
M.A., Columbia University
- BELNAP, ROBERT E.Technical and Industrial Education
A.B., M.A., Los Angeles State College
- BENNETT, DONALD FAIRFIELD.....Health and Physical Education,
A.B., Los Angeles State College Football
- BISHOP, ELSIE T.Administrative Dean—Student Personnel
A.B., M.A., Occidental College
- BLOOMFIELD, EMILY MARY.....Chemistry
A.B., M.A., University of Southern California
- BOUEY, JAMES G.Division Chairman, Life Science; Zoology,
A.B., University of California at Los Angeles Biology
- BRADBURY, ROSCOE C.Mathematics
A.B., University of California at Los Angeles
M.A., University of Southern California
- BRADY, ARTHUR CLINTON.....Theater Arts
A.B., M.A., Occidental College
- BROWN, BRUCE MILTONEnglish
A.B., Antioch College
M.A., San Francisco State College
- BROWN, ROBERT W.Art
A.B., San Francisco State College
M.F.A., California College of Arts and Crafts
M.F.A., University of Southern California

- BUTERA, JERRY V.Health and Physical Education
A.B., Los Angeles State College
- CAHOON, GENE W.Division Chairman, Aero Space Technologies
and Technical and Industrial Education; Mathematics
B.S., M.A., Los Angeles State College
- CHAMBLESS, BEAUFORDHistory, Political Science
A.B., Washington University (St. Louis)
M.A., Ph.D., Rice University
- CHAMPLIN, WINIFRED E.Division Chairman,
B.S., University of Washington Health and Physical Education
M.A., University of Southern California
- CHERTOK, KAY C. MACKENZIE.....Counselor, Psychology
A.B., Western Washington State College
M.A., Stanford University
- CHRISTOFFERSEN, THORVAL T.Counselor, Technical Illustration
B.S., M.S., University of Southern California
- CLARK, ALBERT F.Mathematics, Physics, Chemistry
B.S., University of Colorado
M.S., University of Utah
- CLARK, CHANNING.....Aero Space Technologies
- COCHRANE, HAROLD B.Dean, Guidance and Counseling
A.B., M.A., University of Southern California
- COLEMAN, DONALD V.Life Science
B.S., George Pepperdine College
M.A., Los Angeles State College
- CONNETT, THEODORE R.English
A.B., University of California, Berkeley
M.A., Columbia University
- CRAVEN, JOHN B.English
A.B., LaSierra College
M.A., University of Southern California
- DANFORTH, CHARLES G.Biology
A.B., Stanford University
M.A., University of California, Berkeley
Ph.D., Oregon State University
- DEGRASSI, LEONARD R.Art
A.B., B.F.A., M.A., University of Southern California
- DESSERT, SHIRLEY C.Counselor, Psychology
A.B., University of California at Los Angeles
M.S., Los Angeles State College
- DIPIETRO, HARRIET LOUISE.....Speech, English
A.B., M.A., University of Southern California
- DONOVAN, BLANCHE KELLER.....Health and Physical Education
A.B., Occidental College

| | |
|--|--|
| DOYLE, MARK A. | Sociology, Anthropology |
| B.S., Villanova University | |
| M.A., University of Pennsylvania | |
| FELLINGHAM, WARREN C. | Counselor, Technical and Industrial Education |
| A.B., Occidental College | |
| FISCHER, EGBERT DANIEL | Physics |
| A.B., Sam Houston State College | |
| M.A., University of Texas | |
| FISHER, EVERETT G. | Electronics |
| FLINT, LOIS H. | Counselor, Psychology |
| A.B., M.A., Syracuse University | |
| Ed.D., Stanford University | |
| GIBSON, CHARLES H. | History, Political Science |
| A.B., University of California, Berkeley | |
| M.A., University of Southern California | |
| GODDARD, FRANK L. | Counselor, Psychology |
| A.B., M.A., Occidental College | |
| GONZALES, JAMES E. | Technical Drawing |
| A.B., Adams State College, Colorado | |
| GREENLAW, KENNETH | Spanish |
| A.B., Occidental College | |
| GROSS, LOUIS | Architecture, Art |
| A.B., University of California, Berkeley | |
| M.F.A., California College of Arts and Crafts | |
| GUILMETTE, COLLIN SCARBOROUGH | History |
| A.B., M.S., University of Southern California | |
| GUTSCHOW, NATHAN ROBERT..... | Chemistry |
| B.S., York College, Nebraska | |
| M.S., University of Nebraska | |
| HADEN, HARLEY JOHN | Physics |
| A.B., Occidental College | |
| M.A., University of Southern California | |
| HARDISON, RICHARD C. | Philosophy, Psychology |
| A.B., M.A., Occidental College | |
| Ed.D., University of Southern California | |
| HARVEY, SALLY JEAN..... | English, Spanish |
| A.B., University of California at Los Angeles | |
| M.A., Inter-American School of Spanish, Mexico | |
| HAUGH, ROBERT D. | President |
| A.B., M.S., Ed.D., University of Southern California | |
| HERNDON, LEROY TRAVERS | Counselor, Spanish |
| A.B., M.A., Stanford University | |
| HOPE, IDA-WELLS..... | Health and Physical Education |
| A.B., San Francisco State College | |

- HORTON, ERNEST H., JR.Philosophy, Psychology
 A.B., Los Angeles Pacific College
 B.D., Asbury Theological Seminary
 Ph.D., University of Southern California
- HORTON, FLORA M.Business Education
 A.B., University of Texas
 M.A., Los Angeles State College
- HOSTETTER, H. LYNN.....Engineering Drawing
 B.Ed., University of California at Los Angeles
- JANICKI, CYRIL B.Speech
 A.B., Central Y.M.C.A. College, Chicago
 M.A., Northwestern University
- JOHNSON, CLYDEArt
 A.B., Eastern Kentucky State Teachers College
- JONAS, JAMES L.Political Science, Social Science
 A.B., M.A., University of Southern California
- JONES, KATHRYN L.English
 B.S., University of Southern California
- JONES, W. MACKElectronics
- KARSON, BURTON LEWISMusic
 A.B., M.A., University of Southern California
- KENNEDY, GWEN M.Counselor, Business Education
 B.S., M.S., University of Southern California
- KING, GRACE HAMILTON.....Division Chairman, Language Arts;
 A.B., Barnard College, Columbia University English
 M.A., Ph.D., New York University
- KIRK, ELIZABETH D.Home Arts
- KLOTZ, DOROTHY E.Astronomy, Geography
 B.S., A.B., Ohio State University
 M.S., University of Southern California
- KRAUSE, ARTHUR E.Business Education
 B.Ed., Whitewater State Teachers College, Wisconsin
 M.A., State University of Iowa
- KREIDER, JOHN S.Administrative Dean—Instruction
 Ph.B., Dickinson College
 M.A., University of Southern California
- LEEK, DAVID C.English
 A.B., Huron College
 M.A., Willamette University
- LILLIE, ELLA L.Mathematics
 A.B., Western Michigan University
 M.A., University of Michigan
- LIVINGOOD, EARL RICHARDHistory
 A.B., M.A., University of California at Los Angeles

- LYNCH, CHESTER B.Mathematics
A.B., M.A., Occidental College
- MATH, JOHN C.Health and Physical Education
A.B., University of California
- MAYER, PURCELLMusic
M.A., Occidental College
- MCCONNELL, CARL E.Dean, Admissions and Records
A.B., University of Kansas City
M.Ed., University of Southern California
- MCCREARY, JACK E.Division Chairman, Social Science;
A.B., M.A., University of Southern California Psychology
- MCDONALD, WILLIAM E.Counselor, Education, History
A.B., University of California at Los Angeles
M.A., University of California, Berkeley
- MCLANE, LUCILLE M.Health and Physical Education
B.S., University of California at Los Angeles
- MEJIA, ERIKAGerman
A.B., M.A., University of Arizona
- MESEC, MURRAY.....Health and Physical Education, Baseball
B.S., M.A., Northwestern University
- MILLER, EMIL A.Art, Applied Physics, Technical and
B.V.E., M.A., Los Angeles State College Industrial Education
- MILLER, SHERMAN C.Counselor, Business Education
A.B., Carleton College
M.B.A., Harvard Graduate School of Business Administration
- MONDRUS, MARTINArt
A.B., Los Angeles State College
M.F.A., Claremont Graduate School
- MORROS, GEORGE P.History, Political Science
A.B., M.A., University of Southern California
- NEAL, ELIZABETH HASTINGS.....College Nurse
R.N., Riverside Community Hospital School of Nursing
B.S., University of California at Los Angeles
- NOBLE, LOYD S.Division Chairman, Business Education;
A.B., Simpson College Accounting, Law
LL.B., LL.M., University of Southern California
- NORMAN, RUSSELL F.Accounting, Mathematics of Finance,
B.S., M.Ed., University of California at Los Angeles Business Communications
- NUNN, MARSHALL EARLLibrarian
A.B., Stanford University
M.S.L.S., University of Southern California
- PEZZUTI, ANNEBusiness Education
B.S., State Teachers College, Indiana, Pennsylvania
M.A., New York University

- PLACE, DERRILL R. English
 A.B., Wabash College
 M.A., Ohio State University
- QUINN, PAULINE..... Vocational Nursing Arts
 R.N., St. Mary's Hospital School of Nursing, Clarksburg, W. Va.
 B.S., Los Angeles State College
- RASMUSON, N. ARTHUR History, Political Science
 A.B., M.A., Occidental College
- REEVE, F. PAMELA..... Counselor, Architecture, Engineering
 B.Arch., New York University
 M.A., University of California at Los Angeles
- REINHARD, C. WILLIAM..... Health and Physical Education, Swimming
 A.B., University of California, Berkeley
- SCHEE, HELEN EDITH..... Vocational Nursing Arts
 R.N., St. Luke's Hospital School of Nursing, San Francisco
 B.S., M.A., Los Angeles State College
- SCOTT, ROBERT K. Theater Arts
 A.B., M.A., Los Angeles State College
- SEIFERT, RAMONA LOUISE..... Business Education
 A.B., Colorado State College of Education
- SHEA, WILLIAM D. Mathematics
 A.B., Occidental College
 M.A., Los Angeles State College
- SHIVELY, JOHN D. JR. Machine Shop
 A.B., Whittier College
- SMITH, A. IRVING Architecture
 Ed.B., University of California at Los Angeles
 M.A., Claremont Graduate School
- SMITH, J. WALTER..... Dean of Student Activities
 B.S., M.S., University of Southern California
- SMITH, LESLIE L. Mathematics, Physics
 B.S., North Missouri State
 M.S., University of Southern California
- SOBELLE, MARGARET ELIZABETH French
 Wellesley College
 Diplôme Supérieur d'Etudes Françaises, L'Université de Nancy
 Degré Supérieur, La Sorbonne
 A.B., Occidental College
- SPAGNOLI, DONALD VERNE..... History, Mathematics
 A.B., M.A., University of California, Berkeley
- SPIVEY, KENNETH V. Commerce
 B.S., A.B., M.S., M.Ed., University of Southern California
- STONE, JOSEPH F. Aero Space Technologies
- STONEY, DAISIE ADRIA..... Home Arts
 A.B., University of California at Los Angeles

- TAYLOR, HALSEY P. English
 A.B., Colorado College
 M.A., University of Southern California
- THOMAS, JOSEPH G. Journalism, Director College News Bureau
 A.B., M.Ed., University of New Hampshire
- THOMPSON, CARROLL WAYNE.....Assistant Director of Adult Education,
 Assistant Dean of Extended Day,
 Principal of Evening High School
 A.B., Chapman College
 M.A., B.D., University of Southern California
 Ed.D., Teachers College, Columbia University
- THOMSEN, ROBERT E. Division Chairman, Fine and Applied Arts;
 A.B., California College of Arts and Crafts Art, Photography
 M.A., Stanford University
- THRELKELD, GEORGIA MARIE REED.....Mathematics
 A.B., University of California at Los Angeles
 M.A., University of Southern California
- TITCHENAL, DAVID L. Athletic Director, Division Chairman,
 Health and Physical Education
 A.B., San Jose State College
 M.A., University of Southern California
- TOOHEY, THOMAS J. Librarian, Business Law
 A.B., University of California at Los Angeles
 M.S. in L.S., University of Southern California
 LL.B., Loyola University of Los Angeles
- TUCKER, DELOS RAYMOND.....Engineering, Geology
 B.S., M.S., Louisiana State University
 Ph.D., University of Texas
- TUCKER, EDWARD B. Health and Physical Education, Track
 A.B., San Jose State
 M.A., Stanford University
- TURRILL, PARK LOVEJOY.....Division Chairman, Physical Science
 and Mathematics; Chemistry
 A.B., B.S., University of Redlands
 M.S., University of California, Berkeley
- VANCE, ALBERT D. Aero Space Technologies
 B.S., Lewis and Clark College
- VARGO, EDWARD M. Aero Space Technologies
- VELTMAN, CLARENCEChemistry
 A.B., Hope College, Holland, Michigan
 M.S., Washington University, St. Louis, Missouri
- WARNER, J. M. English
 A.B., M.A., University of Southern California
- WEILER, CONRAD PETER.....Biology
 B.S., Fairleigh Dickinson University
- WESTOVER, CLAYTON B. Administrative Dean—Extended Day and
 Director of Adult Education
 B.S., University of Idaho
 M.S., University of Southern California

- WILLIAMS, JOHN BRINDLEYEnglish
 A.B., University of Southern California
 M.A., University of California at Los Angeles
- WILSON, CLARENCE O.Carpentry
- WOODROW, ELLAApparel Design, Clothing
 B.S., M.A., Los Angeles State College
- YARICK, BURNELL E.Botany, General Science
 B.S., University of California at Los Angeles
- YOUNG, MILTON B.Music
 B.Mus., University of Redlands
 M.Mus., University of Southern California
- YOUNGQUIST, JOEL C., JR.Economics
 A.B., Occidental College
 M.B.A., Harvard Graduate School of Business Administration

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Glendale College

APPLICATION FOR ADMISSION

Fill out this application, in ink, and return to Glendale College, Glendale 8, California.

Mr.

Print Miss

1. Name Mrs.

Last

First (Not Nickname)

Middle

List any name you may have used (nickname, maiden, etc.):

2. Present Address

Street and Number

City

Zone

Phone

3. If you are not living at home, give your home address:

Street and Number

City

State

4. Age

Date of Birth

(month-date-year)

Place of Birth

City

State

5. Are you a citizen of the United States? If not, what country?

If not, what type of visa do you possess?

6. Father's Name
(or Guardian)

Mother's Name

Address

Address

City

Zone

State

City

Zone

State

7. List high schools, including the school in which ninth grade was completed, in order of their attendance:

(1)..... Name of School..... City & State..... Dates.....

(2).....

Are you a high school graduate?..... Month..... Year.....

If so, name the high school..... City..... State.....

8. Have you ever attended Glendale College in either regular or summer session?..... If so, when.....

9. Have you ever applied for admission to Glendale College before?.....

10. Have you ever taken classes offered by Glendale Adult Education Department?..... If so, when.....

11. Have you ever attended any other College?..... If so, please list all colleges attended:.....

..... Name of College..... Location.....

12. Date you expect to enter Glendale College:..... Month..... Year.....

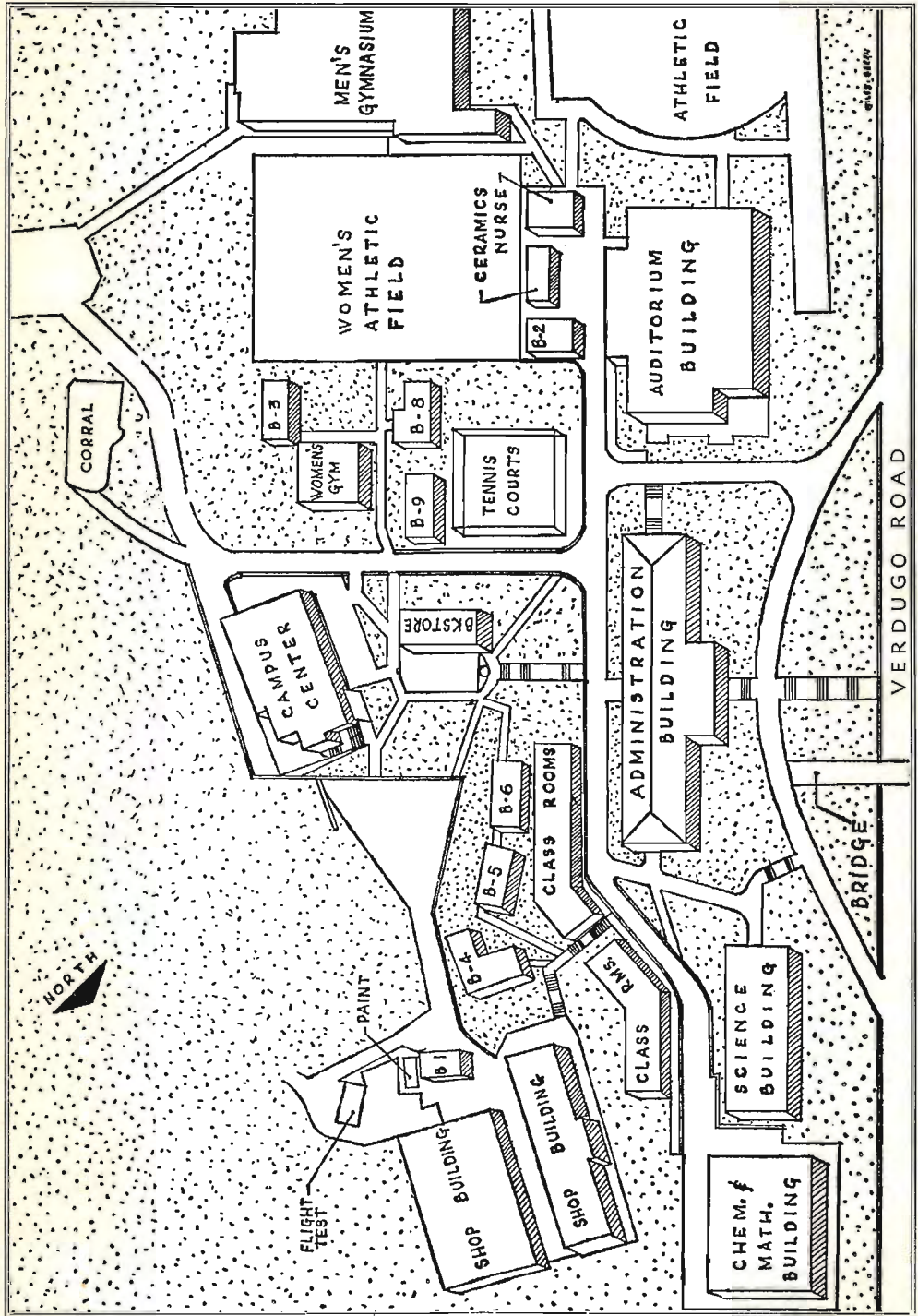
13. What type of course do you expect to take at Glendale College?.....

Do you expect to transfer to a four-year college or university upon completion of work at Glendale College?..... If yes, what college or university.....

Applicants for admission must arrange for transcripts from high school and each college attended to be forwarded to the Office of Admissions and Records, Glendale College. These transcripts become the property of Glendale College.

I hereby certify that information I submit in this application is complete and correct to the best of my knowledge and belief.

Date..... Signature of Applicant.....



CORRAL

FLIGHT TEST

PAINT

SHOP BUILDING

SHOP BUILDING

B-1

B-4

B-5

B-6

CLASS ROOMS

BKSTORE

CAMPO CENTER

B-9

B-8

WOMEN'S GYM

B-3

TENNIS COURTS

CERAMICS NURSE

B-2

WOMEN'S ATHLETIC FIELD

MEN'S GYMNASIUM

ADMINISTRATION BUILDING

AUDITORIUM BUILDING

ATHLETIC FIELD

SCIENCE BUILDING

CHEM. & MATH. BUILDING

CLASS RMS

BRIDGE

VERDUGO ROAD

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GLENDALE COLLEGE
1500 N. Verdugo Road
Glendale 8, California