

**GLENDALE**

*College*

CATALOG AND  
ANNOUNCEMENT  
OF COURSES

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# GLENDALE COLLEGE

## CATALOG

*AND ANNOUNCEMENT OF COURSES*

1948 - 1949



GLENDALE, CALIFORNIA

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# COLLEGE YEAR

1948

JULY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	31

AUGUST

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SEPTEMBER

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OCTOBER

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31	---	---	---	---	---

NOVEMBER

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DECEMBER

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1949

JANUARY

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FEBRUARY

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MAY

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JUNE

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**FIRST SEMESTER**

August 28	Pre-registration Examinations, 8:00 A.M.-12 M.
September 7	Pre-registration Examinations, 8:00 A.M.-12 M.
September 10	Vaqueritos Day (All new students are expected to attend.)
September 13	Registration of Former Glendale College Students According to Permanent Registration Number
September 14	Registration of New Students According to Registration Number
September 15	Class Instruction Begins
September 27, 28	File Permanent Programs
October 22	Last Day to Drop Class Without Penalty
November 11	Armistice Day—Holiday
November 12	Mid-Term Grade Reports
November 25-26	Thanksgiving Vacation
December 20-31	Christmas Vacation
January 19	Last Day of Class Instruction
January 20	Final Examinations Begin
January 28	End of Semester

**SECOND SEMESTER**

December 4	Pre-registration Examinations, 8:00 A.M.-12 M.
January 8, 22	Pre-registration Examinations, 8:00 A.M.-12 M.
January 28	Vaqueritos Day (All new students are expected to attend.)
Jan. 31 - Feb. 1	Registration of Former Glendale College Students According to Permanent Registration Number, Followed by Registration of New Students
February 2	Class Instruction Begins
February 14, 15	File Permanent Programs
February 22	Washington's Birthday—Holiday
March 11	Last Day to Drop Class Without Penalty
April 8	Mid-Term Grade Reports
April 11-15	Spring Vacation
May 14, 21	Pre-registration Examinations, 8:00 A.M.-12 M.
May 30	Memorial Day—Holiday
June 8	Last Day of Class Instruction
June 9	Final Examinations Begin
June 11, 15, 16	Pre-registration Examinations, 8:00 A.M.-12 M.
June 16	Graduation Exercises
June 17	End of Semester

## GLENDALE COLLEGE ADMINISTRATION

### BOARD OF EDUCATION

Dr. Arthur L. Hudson, *President*

Earl R. Morgan, *Vice-President*

A. L. Lawson, *Secretary*

Mrs. Bernard Brennan

Mrs. James D. Buchanan

### GLENDALE CITY SCHOOLS ADMINISTRATORS

Normal C. Hayhurst . . . . . *Superintendent*

Kenneth M. Montgomery . . . . . *Deputy Superintendent*

John T. Cate . . . . . *Business Manager*

### COLLEGE STAFF

Elmer T. Worthy . . . . . *Director*

Sam A. Tenison . . . . . *Dean of Men*

Elizabeth A. Rowley . . . . . *Dean of Women*

James H. Bedford, Clara Brees, Harold B. Cochrane,

Lois H. Flint, Leroy T. Herndon, Jr., Anne Rambo,

Eugene Wolfe . . . . . *Counselors*

Margaret R. Anderson . . . . . *Secretary to the Director*

Margaret F. McElroy . . . . . *Recorder*

### VETERANS GUIDANCE CENTER

Ralph H. Carter, Russell T. Cripe,

Frank P. Lauridsen . . . . . *Vocational Counselors*

Florence B. Brawer . . . . . *Psychometrist*

## FACULTY

- ABEL, C. JEANNETTE . . . . . *Art*
- ADAMS, ERCIL WESLEY . . . . . *English*  
A.B., M.A., University of Southern California.
- ALLEN, GERALD NATHAN . . . . . *Chairman, Division of Languages  
and Literature, English*  
A.B., M.A., Occidental College.
- AP SIT, MARGER . . . . . *Physical Education*  
B.S., B.A., University of Southern California.
- BEDFORD, JAMES H. . . . . *Counselor, Industrial Drafting*  
A.B., Valparaiso University; M.A., University of California; Ph.D.,  
University of Southern California.
- BLOOMFIELD, EMILY MARY . . . . . *Chemistry*  
A.B., M.A., University of Southern California.
- BOUEY, JAMES G. . . . . *Biological Science*  
A.B., University of California at Los Angeles.
- BRADBURY, ROSCOE C. . . . . *Mathematics*  
A.B., University of California at Los Angeles; M.A., University of  
Southern California.
- BRAWER, FLORENCE . . . . . *Psychometrist, Veterans Guidance Center*  
B.A., University of Michigan.
- BREES, CLARA . . . . . *Counselor, Mathematics*  
A.B., University of Minnesota; M.S., University of Southern Cali-  
fornia.
- BREWSTER, HAROLD L. . . . . *Radio Production, Speech*  
A.B., M.A., Ph.D., University of Southern California.
- CAHOON, GENE . . . . . *Aviation Mechanics*
- CARTER, RALPH H. . . . . *Veterans Appraiser*  
A.B., Doane College; M.S., University of Southern California.
- CAYA, O. HOWARD . . . . . *Chairman, Division Fine and Applied Arts,  
Art*  
A.B., Santa Barbara State Teachers' College; B.A., California College  
of Arts and Crafts.
- CHAMPLIN, WINIFRED E. . . . . *Co-chairman, Division of Physical  
Education, Hygiene, Physical Education*  
B.S., University of Washington; M.A., University of Southern Cali-  
fornia.

- COCHRANE, HAROLD B. . . . . *Counselor, Chemistry*  
A.B., M.A., University of Southern California.
- CRIFE, RUSSELL T. . . . . *Director, Veterans Guidance Center*  
A.B., Wabash College.
- DODSON, JAMES L. . . . . *Social Science*  
A.B., Colorado College; M.A., Princeton University; Ph.D., University of Colorado.
- ELLIOTT, ABRAHAM F. . . . . *Co-chairman, Division of Physical Education, Hygiene, Physical Education*  
A.B., Occidental College.
- ELLIOTT, MILDRED . . . . . *English*  
A.B., Occidental College; M.A., University of Southern California.
- FELLINGHAM, WARREN C. . . . . *Mathematics*  
A.B., Occidental College.
- FISCHER, EGBERT D. . . . . *Physics*  
A.B., Sam Houston State Teachers College; M.A., University of Texas.
- FLINT, LOIS H. . . . . *Counselor, Psychology*  
A.B., M.A., Syracuse University.
- FOX, MARGUERITE V. . . . . *French, Spanish*  
A.B., DePauw University.
- GILL, PHILIP . . . . . *Chemistry, Mathematics*  
B.S., University of Alaska; M.S., Oregon State College.
- HADEN, HARLEY J. . . . . *Physics*  
A.B., Occidental College; M.A., University of Southern California.
- HARRINGTON, CHARLES H. . . . . *Mathematics, Photography*  
A.B., M.A., Stanford University.
- HAWKES, ERNEST W. . . . . *Biological Science*  
A.B., Dakota Wesleyan University; M.A., Ph.D., University of Pennsylvania.
- HERNDON, LEROY TRAVERS, JR. . . . . *Counselor, Spanish*  
A.B., M.A., Stanford University.
- HOLLAND, LELAND W. . . . . *Mathematics, Physics*  
A.B., M.A., University of Southern California.
- JOHNS, RALPH LESLIE . . . . . *Philosophy, Psychology*  
A.B., M.A., University of California; B.D., Pacific School of Religion.
- JONAS, JAMES L. . . . . *Social Science*  
A.B., M.A., University of Southern California.



- KENNEDY, GWEN M. . . . . *Commerce*  
B.S., M.S., University of Southern California.
- KERR, WILLIAM C. D. . . . . *French, Spanish*  
A.B., University of North Carolina.
- KIENLE, JOHN E. . . . . *Social Science*  
A.B., Central Wesleyan College; M.A., University of Southern California.
- KITCH, LORAN W. . . . . *Biological Science*  
B.S., University of Idaho; M.S., University of Southern California.
- KLOTZ, DOROTHY E. . . . . *Geography*  
B.S., A.B., Ohio State University; M.S., University of Southern California.
- KRAUSE, ARTHUR . . . . . *Commerce*  
B.Ed., Whitewater, Wisconsin, State Teachers College; M.A., University of Iowa.
- KREIDER, JOHN S. . . . . *Social Science*  
A.B., Dickinson College; M.A., University of Southern California.
- LAURIDSEN, FRANK P. . . . . *Vocational Counselor*  
A.B., M.A., Occidental College.
- LAUSMAN, ELLA E. . . . . *Mathematics*  
A.B., Western Michigan College of Education; A.M., University of Michigan.
- LEVINE, ELLIS M. . . . . *German, Social Science*  
A.B., University of California; M.A., Harvard University.
- LIVINGSTON, BERNARD . . . . . *Engineering Drawing*  
B.S., DePaul University.
- MANE, FLORENZE K. . . . . *Commerce*  
A.B., University of California; M.A., Columbia University.
- MANETTA, LAURA . . . . . *French, Spanish*  
A.B., University of California; M.A., University of Southern California.
- MCCLASKEY, FRANK L. . . . . *Aviation Mechanics*
- MCCREARY, JACK E. . . . . *Home Arts, Social Science*  
A.B., M.A., University of Southern California.
- MCLANE, LUCILLE . . . . . *Physical Education*  
B.S., University of California at Los Angeles.
- MCLAUGHLIN, J. HOBERT . . . . . *Music*  
B.S., M.S., North Texas State Teachers College.

- MESERVE, CLEMENT D. . . . . *Geology, Paleontology*  
A.B., Yale College; M.A., University of California.
- MILLER, SHERMAN C. . . . . *Commerce*  
A.B., Carleton College; M.B.A., Harvard Graduate School of Business Administration.
- MORRIS, ROBERT . . . . . *Machine Shop, Sheet Metal Shop*
- NELSON, DONALD L. . . . . *English*  
A.B., Iowa State Teachers College; M.A., University of Colorado.
- NICHOLS, CHARLES LESLIE . . . . . *Engineering, Mathematics*  
B.S., Franklin College; M.S., University of Nebraska.
- NOBLE, LOYD S. . . . . *Chairman, Division of Business Training,*  
*Commerce, Law*  
A.B., Simpson College; L.L.B., University of Southern California.
- PAINE, ROBERT . . . . . *English, Spanish*  
A.B., M.A., Occidental College.
- PATTISON, IRENE MADDOCKS . . . . . *Music*  
B.M., College of the Pacific; M.M., University of Southern California.
- PETERS, DONALD WILSON . . . . . *Social Science*  
A.B., Occidental College; M.A., Claremont Colleges.
- PLACE, DERRILL . . . . . *English, Journalism*  
A.B., Wabash College; M.A., Ohio State University.
- RAMBO, ANNE . . . . . *Counselor, Aviation, Social Science*  
A.B., Walla Walla College; M.A., Occidental College.
- RAMONT, ESTHER . . . . . *Librarian*  
A.B., University of Southern California.
- ROWLEY, ELIZABETH . . . . . *Dean of Women, Social Science*  
A.B., Western College for Women; M.S., University of Southern California.
- RYAN, THOMAS S. *Chairman, Division of Aviation and Trades,*  
*Aviation, Engineering Drawing*  
B.S., M.S., University of Southern California.
- SALTNESS, ARTHUR E. . . . . *Commerce*  
B.S., University of Minnesota; M.A., Columbia University.
- SCHROEDER, NEVA B. . . . . *English*  
A.B., University of Minnesota.
- SHIVELY, JOHN JR. . . . . *Machine Shop, Sheet Metal Shop*  
A.B., Whittier College.

- SMITH, ALBERT IRVING . . . . . *Architecture, Art*  
Ed.B., University of California at Los Angeles.
- SMITH, ELTON . . . . . *Aviation, Mathematics*  
B.S., University of Southern California.
- SMITH, JAMES W. . . . . *Physical Education*  
B.S., University of Southern California.
- SPAGNOLI, DONALD VERNE *Chairman, Division of Social Science,*  
*Mathematics, Social Science*  
A.B., M.A., University of California.
- SPENCER, DORIS C. . . . . *Architecture, Art*  
B.S., M.S., University of California.
- SPERRY, GEORGE S. . . . . *Physical Education*  
A.B., College of Pacific.
- STEELE, HELEN COX . . . . . *Hygiene, Physical Education*  
B.S., M.S., University of Southern California.
- TAYLOR, HALSEY P. . . . . *English*  
A.B., Colorado College.
- TEED, MABEL . . . . . *Commerce*  
A.B., University of California; M.A., University of Southern California.
- TENISON, SAM ALFRED . . . . . *Dean of Men, Social Science*  
B.S., James Millikin University.
- THOMTE, KARL A. . . . . *Aviation Mechanics*
- TITCHENAL, DAVID L. . . . . *Hygiene, Physical Education*  
A.B., San Jose State College; M.A., University of Southern California.
- TURRILL, PARK L. . . . . *Chairman, Division of Science and*  
*Mathematics, Chemistry*  
A.B., B.S., University of Redlands; M.S., University of California.
- UELAND, EMMA M. . . . . *Home Arts*  
B.S., Oregon State College; M.A., Columbia University.
- WIEBE, HERMAN E. . . . . *German*  
A.B., University of Nebraska; M.A., University of Wisconsin.
- WOLFE, EUGENE . . . . . *Counselor, Hygiene*  
A.B., M.A., University of Southern California.
- WOODROW, ELLA . . . . . *Art, Home Arts*

WORTHY, ELMER T. . . . . *Director*  
A.B., J.D., Stanford University; M.A., University of Southern California.

YOUNGQUIST, JOEL C. JR. . . . . *Social Science*  
A.B., Occidental College; M.B.A., Harvard Graduate School of Business Administration.

## SCHEDULE OF CLASSES

College courses require much study, library research, and reading in addition to regular class work. To allow ample time for study and preparation, the typical student program will not contain a full schedule of classes through the college day, nor will the program be the same every day of the college week. It is the responsibility of each student to use his free periods for study. See "Unit of Work," page 27.

*Day and Evening Classes.* In order to provide for the large number of students which it is anticipated will desire to enroll at Glendale College, classes will be scheduled Monday through Friday during the day and on Tuesday and Thursday evenings. Although students may attend both day and evening classes it is considered desirable to enroll for a schedule of courses which is as compact as possible.

### Time Schedule of Day Classes

#### Monday through Friday

Period I	8:05- 9:00	A.M.
Period II	9:05-10:00	A.M.
Period III	10:05-11:00	A.M.
Period IV	11:05-12:00	M.
Period V	12:05- 1:00	P.M.
Period VI	1:05- 2:00	P.M.
Period VII	2:05- 3:00	P.M.
Period VIII	3:05- 4:00	P.M.
Period IX	4:05- 5:00	P.M.

### Time Schedule of Evening Classes

#### Tuesday and Thursday

Period XI	6:05- 7:00	P.M.
Period XII	7:05- 8:00	P.M.
Period XIII	8:05- 9:00	P.M.
Period XIV	9:05-10:00	P.M.

NOTE: A limited number of classes in Aviation Mechanics and Machine Shop will be offered on Monday, Wednesday and Friday evenings.

### Time Schedule of Summer Classes

The schedule for summer classes will be announced at the beginning of the session.

## GENERAL INFORMATION

### Location

The Glendale College, established in March, 1927, is a unit of the Glendale Unified School District, and is located at 1500 North Verdugo Road, Glendale 8, California. Glendale, a city of one hundred thousand persons, is adjacent to the city of Los Angeles in Southern California.

### Buildings and Facilities

Three main buildings, including an auditorium, on the campus are occupied by class rooms, offices, and laboratories which are excellently equipped for college work. Two others house technological instruction in aviation, sheetmetal and machine manufacturing. In addition, there are two locker and shower buildings, and a Student Union building. During 1946 there were added to the campus a small building which is being used as the Student Bookstore and eight surplus military housing units. Six of the temporary buildings are being used as classrooms, one is an additional locker-shower room for men, and the other an auxiliary cafeteria.

Recently the Board of Education purchased a tract of land including seventeen and one-half acres adjoining the present college site. With this new addition the campus totals forty-two and one-half acres, providing ample space for all college activities and for the erection of additional buildings.

During regular session the college library is open Monday through Friday from 7:45 a.m. to 5 p.m. and on Tuesday and Thursday evenings from 6 p.m. to 9 p.m. The library contains approximately 13,500 books and bound magazines and receives regularly 205 periodicals and daily and weekly newspapers in addition to government documents and indexes to magazines and current publications.

For recreation, there are outdoor basketball, badminton, and handball courts; a football field; concrete-surfaced tennis courts; an archery range; a turf hockey field; and the Corral with its outdoor fireplace which is popular for club meetings.

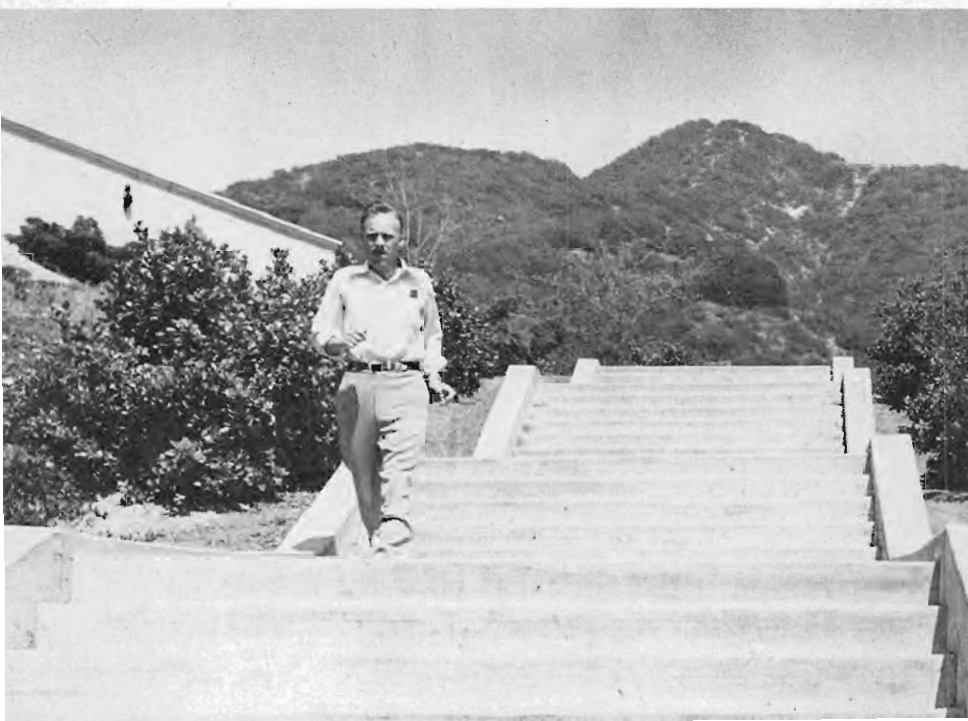
### Purpose

The Glendale College is organized to offer educational services designed to meet the needs of all mature citizens of the community. The following general types of educational services are provided:





*Science Building . . . Stairway from Trades*





### *Semi-professional Training for an Occupation*

Two-year and one-year programs of study are offered in a number of occupational fields. Students completing such programs should be qualified to enter occupational life without additional college instruction. (See page 32 for detailed descriptions of the various curricula.)

### *Lower Division University Curricula*

Courses are offered which are equivalent to those offered in the freshman and sophomore years at the University of California and other colleges and universities in the United States. (See page 32.) A student with a satisfactory high school and junior college record will receive full credit for all work done in Glendale College provided he has met the specific requirements of the college or university to which he transfers. The University of California usually will not accept more than 70 units of junior college work for transfer.

### *Opportunities to Make Up High School Deficiencies*

A student unable to enter a four-year university or college, because of his high school record, may by diligent work make up his 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. The program should be planned with the written advice of the registrar of the institution to which the student expects to transfer.

### *Opportunities for Cultural Study*

Students wishing to pursue a program of general cultural education will find a broad schedule at Glendale College. Older as well as young citizens of the community will find offerings in English, art, music, philosophy, psychology, history, foreign language, mathematics, physical and biological science, political science, and economics. Instruction in many of these fields is available in the evening as well as during the day.

### *War Veteran Training*

Instruction is offered to qualify war veterans for high school graduation, for entering industry, and for advanced study in a four-year college or university.

## **Veteran Education**

War veterans are invited to avail themselves of the free guidance service and the educational training offered by Glendale College and the Veterans Guidance Center. Returned service men are helped and encouraged to secure the training necessary to realized their vocational aims. In order that this may be achieved, Glendale College cooperates with the Veterans Administration, the California Department of Veterans' Affairs, and with the California State Bureau of Vocational Rehabilitation.

Certain veterans are eligible to get free education under the G. I. Bill of Rights (Public Law 346), others to obtain free education under Vocational Rehabilitation (Public Law 16), and still others may find it advantageous to attend college under one of the California State Programs.

All veterans should thoroughly investigate various possibilities for aid and file an application for benefits just as soon as possible after discharge. Summaries of provisions of the various laws may be obtained from the representative of the Veterans Administration, who may also be consulted for the latest information about laws and correct procedure to follow in each case.

### *How to Apply*

1. Under the G. I. Bill (Public Law 346)  
File with the Veterans Administration an application for authorization to enroll at Glendale College under terms of the G. I. Bill. Forms are available at the Veterans Administration Office, 1041 South Broadway, Los Angeles 15.
2. Under Federal Vocation Rehabilitation (Public Law 16)  
Make application directly to the Veterans Administration, 1041 South Broadway, Los Angeles 15, California. Those wishing to qualify under this program must complete all arrangements with the Veterans Administration before applying for admission to Glendale College.
3. Under California State Department of Veterans' Affairs  
Make application at Black Building, 357 S. Hill St., Los Angeles 13, California.
4. Under State Vocational Rehabilitation  
Make application directly to the California State Bureau of Vocational Rehabilitation, 30 N. Raymond Ave., Room 308, Pasadena 1, California.

### *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. 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 copy of discharge papers.

Applicants desiring credit for military training, who have had no previous college work or whose previous college record is below "C" average, will be required to prove their capability by earning fifteen units with "C" average at Glendale College before credit for military service is granted. Credit earned for military training will count toward satisfying requirements for the degree of Associate in Arts. However, under no circumstances will Glendale College graduate any veteran who has not completed at least one full semester of work as a resident student.

### *Completion of High School Graduation*

Discharged veterans who are not high school graduates may enter Glendale College and complete the necessary requirements for high school graduation. A diploma will be awarded either by the high school of previous attendance or by one of the local Glendale high schools. A three unit course completed in college is considered the equivalent of a one unit (one year) course in high school. Students may not use credit earned in Glendale College for both high school and junior college graduation.

If a veteran attended Glendale schools or is a resident of Glendale, he may receive a diploma of high school graduation upon passing the General Educational Development Tests. In addition, he must pass either courses or examinations on the United States Constitution and in United States history. The G. E. D. tests are administered by the Glendale Evening High School, Office 140, 1440 East Broadway. For further information consult a counselor.

### **Specialized Training**

#### *Aviation Education*

Aviation education is considered to be essential to the national and international postwar world. Glendale College

maintains a complete training program in the field of aviation. Instruction is available for those desiring to learn to fly for either military or commercial purposes, and to qualify for engine ("E") and airframe ("A") aviation mechanic's licenses. Instruction may also be obtained by those desiring to work for airline industries.

### *Nurse's Training*

According to the National Nursing Council, the termination of the war has in no way lessened the demand for trained nurses. If anything, a combination of post-war conditions has accentuated such a demand. Glendale College offers one year and two year pre-nursing programs which completely meet the entrance requirements of hospitals and universities.

### **Extended Day and Evening Classes**

Late afternoon and evening classes have been designed to meet the college educational needs of the youth and the adults of the community. Veterans and others desiring to work during the day, either full or part time, may find it advantageous to attend evening classes. Although a basic schedule of classes has been planned for the evenings, it is not possible to offer as broad a program as that scheduled during the day.

### **Summer Term**

Glendale College has operated summer terms for the past six years. The seventh summer term will open June 21 and close July 30, 1948. Students enrolling for work may complete 4 to 6 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 obtained by calling Citrus 2-6861.

### **Office of Administration**

All problems of registration, attendance, academic status, and graduation should be referred to the Main Office, room 100.

### **Student Health**

The Glendale Unified School District maintains an examining physician who has office hours at the College one day a week, and a registered nurse who has daily office hours at the College. For the use of both students and faculty, first aid materials are dispensed by the school nurse.

### **Scholarships, Aid Funds and Loans**

Scholarships are available each semester for both men and women students. A student who has completed at least twelve (12) units with a "B" average is eligible for the scholarships given by the Patrons' Club. Selection is made by the faculty Scholarship Committee on the basis of academic record, student need, character, and service in the College.

This year a Zonta Club scholarship for study in the Summer Session of the University of Mexico is available to a qualified Glendale College woman student. To meet eligibility requirements one (1) must be of less than graduate status; (2) must be in attendance at Glendale College at the time of application and award; (3) must have completed a minimum of 15 units at Glendale College at the time of application, with a minimum grade point average of 1.8 (based on units for which a final grade is given); (4) must have completed at the time of application a minimum of three years of Spanish in high school or the second course in Spanish (Spanish 2) at Glendale College; (5) must be between 18 and 25 years of age. Final selection is made by the faculty Scholarship Committee on the basis of academic record, character, and service to the college.

A student grant fund, established by the Glendale Branch of the American Association of University Women, is available for worthy and needy women students. Applicants may secure information concerning this fund from the Dean of Women.

Students desiring information about scholarships or loans should consult the Chairman of the Scholarship Committee or one of the Deans.

### **Student Employment**

A student employment office is located in room 111, where students may confer with the Placement Officer regarding part-time and full-time work.

### **Student Union and Bookstore**

The Student Union consists of the bookstore and two fountain-cafeteria units. They are operated by the Associated Student Body under the supervision of separate managers. Books and supplies are sold at moderate prices. Service to the student body rather than profit is the main objective.

### **Student Organizations and Activities**

The Associated Students of Glendale College is the official

student body organization. Numerous opportunities are provided students to participate in activities of the Associated Student Body. An extensive social program, an athletic program, a bookstore, a cafeteria and an accounting office for A.S.B. funds are sponsored by 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 o'clock. This hour is reserved for club meetings and for student assemblies.

### *Clubs*

Opportunity to render service to Glendale College or to pursue a special interest is provided through participation in one of the thirty-three different campus clubs.

### *Athletic Program*

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

### *Honor Societies*

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

## ADMISSION AND REGISTRATION

### Entrance Requirements

#### *Eligibility*

Any high school graduate or any graduate of an equivalent secondary school may be admitted to Glendale College. Other individuals over 18 years of age, may be admitted upon the recommendation of the Director of the College.

#### *Application*

Each applicant must file an application blank for admission to Glendale College. All applications for admission should be sent to the Director, Glendale College, Glendale 8, California, from whom registration blanks and information may be obtained.

#### *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 showing all previously completed 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 completed corresponds with that of Glendale College, or the lower division work offered in the University of California.

Failure to file such transcripts may delay or prevent admission. Transcripts should be sent directly from the high school or college to Glendale College.

#### *Residence Requirements*

The Glendale Junior College District is composed of Glendale, Montrose, La Crescenta, and Highway Highlands.

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 the Glendale Junior College 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 Junior College District and not in another Junior College District may attend Glendale College.*

(c) *A student whose residence is outside the Glendale Junior College District and in another Junior College District 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 admitted 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 provided his application is accepted by the Administration.*

(e) Out-of-district students who enroll under Public Law 346 or Public Law 16 do not need permits.

### **Registration**

Formal registration takes place during the month prior to the beginning of each semester. All students are expected to register during regularly scheduled registration days. Only a limited number of classes are open to late entrants.

### *Schedule of Classes*

A Schedule of Classes is printed each semester indicating the courses to be offered, the time schedule, the room schedule, and a detailed statement of directions and instructions for registration. This may be obtained from the office, room 100, prior to registration.

### **Costs**

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

The executive board of the Associated Student Body has agreed upon dues of \$10.00 per semester. At registration time students will also have the expense of purchasing textbooks and other incidentals. According to the constitution of the Asso-



ciated Student Body no refund on dues is payable after the fifth week of the college year.

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.

### **Vaqueritos Day**

New students are expected to attend Glendale College on the Friday before registration each semester. From 9:00 A.M. to 12:30 P.M. a series of orientation meetings will explain opportunities for scholastic and vocational training at Glendale College, and also the social life, campus activities, student government and students' responsibilities to the College. Lunch will be served at 12:30 P.M., followed by dancing and sports.

### **Guidance and Counseling**

Glendale College maintains the following services: (1) educational counseling; (2) vocational guidance; (3) employment placement; (4) testing; and (5) the Veterans Guidance Center.

#### *Counselors*

Prior to registration, each student is assigned a faculty counselor to advise him in choosing a program that will suit his needs. Counseling examinations supplement the high school record in determining a student's interests and ability. Aided by the information derived from these tests and by the high school record, the counselor will assist the student in selecting a program, and will thereafter be available for conferences on courses, activities, and problems that may arise in connection with college life. Students are urged to consult their counselors at the earliest possible date.

#### *Counseling Examinations*

All students are required to take pre-registration examinations. An English Placement examination is given to determine the student's ability to read, write and comprehend English. On the basis of the results of this examination the counselor recommends the courses in English to be taken. A Psychological Examination is given to test the student's ability in various types of work. A Vocational Interest Test and a Personality Test are given in order to help the student understand himself. The results of the tests are useful aids in registration.

In addition to the pre-registration examinations, the counseling staff has available a number of tests that students may take. Among them are the O'Connor Finger Dexterity Test, the Minnesota Clerical Ability Test, the Iowa Test for Reading Ability, the Otis Intelligence Scale, the Bell Personality Adjustment Inventory, the Meier Art Judgment Test, and the Minnesota Mechanical Ability Test.

### *Veterans Guidance Center*

Glendale College, in cooperation with the Veterans Administration, maintains a Guidance Center for veterans under Public Law 346 and Public Law 16. The Center, under the immediate administration of a staff of vocational appraisers, psychometrists, and others is maintained to assist veterans in clarifying educational, vocational, and personal objectives. Veterans are urged to make use of the services of the Guidance Center. Those interested should consult their counselors or the training officer at the college.

### **Eligibility for Courses**

A student may enroll in any course offered at Glendale College provided he has fulfilled the stated prerequisites for the course. A student should realize, however, that the prerequisites for some courses cannot be stated in terms of specific subjects previously studied. In the case of many courses which have no stated prerequisites, the actual prerequisites may consist of previous successful experience with related subjects, the ability to read with speed and understanding, and the ability to express one's self 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 unless he can convince his counselor of his present ability to do such advanced work.

### **Transfers to the University of California**

The University of California admits students to freshman standing under the University of California Admissions Plan by certificate\*, by reason of superior scholarship, and by examination (see University of California Catalog).

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\*Completion of the following subjects in grades 9 to 12. (The student must have a "B" average in the subjects completed in grades 10 to 12.)

A student who has qualified for admission to the University of California as a freshman may enter Glendale College and transfer to the University of California at the end of any term provided he has maintained a "C" average in all junior college work acceptable for advanced standing.

A student who has *not* qualified for admission to the University of California as a freshman may enter Glendale College and transfer to the University of California after he has met the requirements for making up high school deficiencies\*, as stated by the University of California:

"by courses in junior colleges . . . completed with satisfactory grades and in proper amount. In addition, all requirements for admission to the University in advanced standing must be satisfied. The high school record of an applicant for admission with advanced standing from another collegiate institution will be considered on the same basis as the high school record of a student applying for admission to freshman standing in the University, provided his college record is satisfactory. Students who make up deficiencies in this way must continue in junior college . . . long enough to make up entrance deficiencies and in addition, complete at least 15 units with a "C" plus average (1.5), or remain until completing 60 units with a "C" average (1.0) . . ."

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(a) History .....	1 unit
(b) English .....	3 units
(c) Mathematics (elementary algebra and plane geometry).....	2 units
(d) Science (a third or fourth year subject with laboratory).....	1 unit
(e) Foreign Language (in one language).....	2 units
(f) Additional .....	1 unit
Chemistry or Physics or	
Advanced Mathematics or	
Foreign Language (if in a language other than that	
offered under (e), 2 units will be required)	

\*A subject deficiency under the University of California Admissions Plan results from a student's not having completed, with a grade of at least "C," all the high school subjects listed under (a) to (f). See Footnote for Admission by Certificate.

A grade deficiency results from a student's failure to make an "A" or "B" in subjects listed under (a) to (f). However, grades of "A" can be used to offset grades of "C"; therefore, if a student has a "B" average in subjects listed under (a) to (f), he will not have any grade deficiencies.

### **Transfers to Other 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 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 available in the Counseling office, the college library and the main office. They may also be obtained from the registrar of the college or university in which the student is interested.

# REGULATIONS

## GRADES AND SCHOLARSHIP

### Unit of Work

College work is measured in terms of the "unit." One hour of class work a week for one semester is considered one "unit of work."\* In *Courses and Their Content*, pages 66 to 116 in this catalog, the number of units of credit offered for each course may be found. Each unit of class work requires approximately two hours of preparation. A student carrying a normal college program of 16 units would be expected to attend class a minimum of 16 hours, and study in preparation for class approximately 32 hours, making 48 hours of work, a college week.

### Unit Limitations

The normal program for a student at Glendale College is 16 units, with a minimum of 12 units for regular students. A student who is working part-time should make a proportionate adjustment in his college load.

First semester students may not register for more than 16 units plus physical education. The University of California will not accept more than 16½ units (including physical education) a semester unless the student has achieved a "B" average in a program the preceding semester.

### Scholarship Standards

Glendale College interprets a "C" average as a satisfactory scholarship standard—which means that the student should receive grade points equal to the number of units *completed*.

Students who fail to maintain satisfactory scholarship may be placed on probation and may be subject to dismissal.

1. *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 15 units excluding physical education.

2. *Dismissal.* A student will be subject to dismissal:

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\*In some laboratory and physical education courses more hours may be required for one unit of credit.

- a. If after one semester on probation his accumulated record shows that he is 15 grade points or more below a "C" average.
- b. If he has been on probation for two consecutive semesters or terms unless he achieved a "C" average or better during his last semester of attendance.

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

### Grades

The standing of students in each course will be determined by class work and examinations. Grades will be reported in the following manner:

A—Excellent	D—Barely passing
B—Good, above average, very satisfactory	E—Incomplete or condition
C—Average	F—Failure
	W—Withdrawn

An incomplete grade (E) will be given only when an unforeseen emergency prevents a student from completing his work in a course. The incomplete grade must be removed within six weeks after the beginning of the semester subsequent to the one in which the "E" was made. If not removed, the incomplete grade automatically becomes a grade of "F." Before an instructor may give a student an incomplete grade rather than an "F" at the end of a semester, he must make arrangements with the office. Except in the case of an "E," instructors will not be permitted to change a grade once it has been accepted by the office.

The grade of "F" in any course denotes failure, and the course must be repeated if the student desires credit. An "F" cannot be removed by examination.

A student who has received a grade of "D" or "F" may repeat the course and receive the grade points earned upon repetition.

### Grade Points

To determine student standing and fitness for graduation, grades are evaluated numerically as follows:

- Each unit completed with the grade of "A"—3 grade points.
- Each unit completed with the grade of "B"—2 grade points.
- Each unit completed with the grade of "C"—1 grade point.

Each unit completed with the grade of "D"—0 grade points.

Each unit completed with the grade of "F"—0 grade points.

For example: a three unit course completed with a grade of "A" earns 9 grade points; with a grade of "B" earns 6 grade points; with a grade of "C" earns 3 grade points; with a grade of "D" or "F" earns no grade points.

### **Attendance**

A college student is expected to attend all sessions of the classes in which he is enrolled. Irregular attendance may result in exclusion from classes. Although there is no penalty for absence when it is due to the illness of a student, the serious illness or death of a member of a student's family, or a student's being authorized to represent the college, all work missed must be satisfactorily made up.

### **Temporary Leave of Absence**

Students who find it necessary to be absent from college for a short period of time should petition for a temporary leave of absence in advance (if possible) of leaving. Suitable forms may be obtained from the student's counselor.

### **Withdrawal From College**

A student who wishes to withdraw from college before the end of a semester may obtain an honorable dismissal by making an application to his counselor. When the office accepts the application, the student will receive a "W" (Withdrawn) in each course in which he is passing at the time. In any subject in which the student is failing at the time of withdrawal, he will be given a grade of "F." Students will receive "W" in all courses, if withdrawal is made prior to the deadline for dropping classes without "F" penalty. (See calendar page 5.) Formal withdrawal from college will facilitate future admission to other educational institutions or re-admission to Glendale College.

### **Withdrawal From Class**

A student may withdraw from a class anytime during the first five weeks without penalty. The total unit load, however, should never go below 12 units unless the student is working.

Those withdrawing from class after the first five weeks will receive a "W" in the course if passing at the time and an "F" if not passing.

**Physical Education**

Each student is required to enroll in physical education unless he has (1) attained the age of 25 years; (2) is carrying an initial load of seven units or less; (3) has a medical excuse on file (in this case the physical education department may develop a program of modified activities); or (4) is a junior college graduate.

**Examinations**

Final examinations are required in all courses except Physical Education. No student shall be excused from taking a final examination. No examination exceeds three hours. Before the end of each semester a schedule of final examinations will be announced.

Re-examinations are not given except as a means of removing an incomplete or conditional grade "E." See page 28.

**Clearance of Obligations**

All obligations to the college must be met before an honorable dismissal will be granted.

**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

Glendale College grants the degree of Associate in Arts. The rules of the State Board of Education provide that the governing board of any junior college district shall confer the degree of Associate in Arts upon any student who shall complete satisfactorily a two-year junior college curriculum of 60 units, including the following:

1. Two units in the Constitution of the United States, including the study of American Institutions and Ideals. Courses satisfying this requirement are: History 17-18\* (6 units); Political Science 1 (3 units); Political Science 5 (2 units); Social Science 31-32\* (8 units).
2. Two units in American History. Courses which may be completed in Glendale College to satisfy this requirement include History 3-4 (6 units); History 5 (2 units); History 17-18\* (6 units); Social Science 31-32\* (8 units); Economics 11.
3. Six units in oral and written English. Courses which may be completed in Glendale College to satisfy this requirement include: English 1, 2, 8, 10, 13, 14, 16, 18, 41, 42; Commerce 15, 16; and Speech 3.
4. A program of health and physical education as follows:
  - a. Two units in hygiene.
  - b. Completion of physical education requirements. (See page 30.)
5. At least 15 units of residence work must be completed.
6. A "C" average must be earned in all collegiate work completed or at least a "C" average must be earned in 60 or more units in Glendale College.

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\*This course satisfies both requirements 1 and 2.

## SUGGESTED CURRICULA

Outlined on the following pages are a number of curricula showing how courses may be combined in a balanced program in order to prepare for a specific objective. Some of the curricula are for students preparing for employment in industry or a trade, some are for those planning on transferring to some other institution, and some are for those maintaining or establishing a home or business.

These curricula given are suggestions; the student should consult his counselor regarding his life plan and the courses necessary and desirable to carry out that plan.

Students majoring in one of the two-year semi-professional curricula and planning to graduate with an Associate in Arts degree must comply with the graduation requirements on page 31 of this catalog.

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 junior college training. Those planning to transfer with junior standing have four requirements to fulfill: (1) removal of any existing entrance deficiencies in grades or subject matter required by senior college; (2) satisfaction of lower division major field requirements prescribed by senior college; (3) fulfillment of general lower division requirements prescribed by senior college for all students; (4) completion of Glendale College requirements for graduation. Those planning to make up the transfer prior to graduation need to complete only the first requirement listed above and to have made satisfactory progress on the other three.

For the most part, the suggested programs of courses are based upon the requirements and recommendations of the University of California. Students planning to transfer to other institutions of higher learning should study carefully the lower division requirements of those institutions, some of which are printed in the Appendix, page 117.

In each curriculum, physical education is listed with  $\frac{1}{2}$  unit credit. However, for this next school year, all women students taking physical education will receive  $\frac{3}{4}$  unit credit instead of  $\frac{1}{2}$ .

### 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 C.P.A. 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 who 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 5A-5B	4	4
Commerce 15-16 or English 1-2	3	3	Commerce 27-28	3	3
Commerce 21-22 or Economics 13-14	4	4	Commerce 42-41	2	2
Commerce 29-45	2	2	Law 21	2	..
Law 17-18	3	3	Economics 1-2	3	3
Physical Education	1/2	1/2	History 5 -	2	2
			Political Science 5	2	2
			Hygiene 1	..	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

## 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 will receive credit for courses taken at Glendale College.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 1-2	3	3	Art 7-8	2	2
Art 3-4	2	2	Art 11-12	2	2
Art 5-6	2	2	Art 37-38	2	2
Art 34	1	..	Architecture 1	3	..
Art 35-36	2	2	Architecture 5	3	..
Biology 1	..	3	Anatomy 31	..	4
English	3	3	History 5 -		
Hygiene 1	2	..	Political Science 5	2	2
Electives	1	1	Electives	2	4
Physical Education	1/2	1/2	Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

### Aeronautical Engineering (University of Southern California, College of Aeronautics, Santa Maria)

The degree of Bachelor of Engineering is awarded by the University of Southern California for the satisfactory completion of eight semesters of specified courses in aeronautical engineering. Although two full years of the specified curriculum may be completed at Glendale College, the broad scope of training may require more than two additional years upon transfer to the University of Southern California.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 3-4	3	3
Mathematics 3-4	3	3	Mathematics 5-6	3	3
English 1-2	3	3	History 7-8	3	3
Physics 1-2	3	3	History 5 -		
Engineering 1-3	3	2	Political Science 5	2	2
Physical Education	1/2	1/2	Hygiene 1	..	2
			Economics 1 -		
			Psychology 1	3	3
			Law 17	3	..
			Physical Education	1/2	1/2
Total	17 1/2	16 1/2	Total	17 1/2	16 1/2

### Agriculture (University of California, College of Agriculture, Berkeley and Davis)

Students wishing to graduate from Glendale College with an Associate in Arts degree must in addition to the suggested programs listed below, complete six units of *English* and *Hygiene 1*. Students planning to major in agriculture may specialize in any one of several curricula: such as animal science, plant science, forestry, and soil science. Training in these fields is highly specialized and scientific and if completed leads to a Bachelor of Science degree.

#### ANIMAL SCIENCE

(Animal Husbandry, Poultry Husbandry, Dairy Industry)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Economics 1-2	3	3
Zoology 1-2	4	4	Chemistry 5-6	3	3
Physics 5-6	4	4	Botany 1 -		
Mathematics 1-2			Bacteriology 31	4	4
(if needed)	3	3	Geology 1	3	..
Physical Education	1/2	1/2	History 5 -		
			Political Science 5	2	2
			Electives	1	4
			Physical Education	1/2	1/2
Total	16 1/2	16 1/2	Total	16 1/2	16 1/2

## FORESTRY

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
English 1-2 or Speech 3-4	3	3	Engineering 11-12	3	3
Mathematics 3-4	3	3	Chemistry 5	3	..
Geology 1 - Biology 1	3	3	Botany 1-2	4	4
History 5 - Political Science 5	2	2	Economics 1-2	3	3
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Electives	..	2
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>16<math>\frac{1}{2}</math></b>	<b>Total</b>	<b>17<math>\frac{1}{2}</math></b>	<b>16<math>\frac{1}{2}</math></b>

## PLANT SCIENCE

(Agronomy, Fruit Products, Irrigation, Genetics, Plant Pathology, Pomology, Sub-Tropical Horticulture at U.C.L.A., Truck Crops, Viticulture)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Economics 1	3	..
Bacteriology 31 - Biology 1	4	3	Chemistry 5-6	3	3
English 1-2 or Speech 3-4	3	3	Botany 1-2	4	4
Mathematics 1-2 (if needed)	3	3	Physics 5-6	4	4
Electives	1	1	History 5 - Political Science 5	2	2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Electives	..	4
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>15<math>\frac{1}{2}</math></b>	<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>17<math>\frac{1}{2}</math></b>

## SOIL SCIENCE

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Botany 1-2	4	4	Economics 1-2	3	3
English 1-2	3	3	Geology 1 - Bacteriology 31	3	4
Mathematics 3-4	3	3	History 5 - Political Science 5	2	2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Physics 5-6	4	4
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<b>Total</b>	<b>15<math>\frac{1}{2}</math></b>	<b>15<math>\frac{1}{2}</math></b>	<b>Total</b>	<b>15<math>\frac{1}{2}</math></b>	<b>16<math>\frac{1}{2}</math></b>

## Airlines Industry

Two types of training are offered in this field:

1. *Airline Administration* for those who wish to become Reservation Clerks and Junior Passenger Agents for the airlines.
2. *Airline Hostess* for those who wish to become air hostesses. The airlines all 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; two years of college. Applicants must be neat in appearance, interested in people and their travel problems, acceptable personally and physically. Because of age limitations it is suggested that individuals interested start as clerks in one of the airlines and progress into air hostess work.

#### AIRLINES ADMINISTRATION

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	3	3	Social Science 31-32	4	4
Aviation 10	3	..	Psychology 1-5	3	3
Aviation 1	3	..	Geography 31	..	3
Commerce 21-22 or 5A-5B	4	4	Commerce 49	3	..
Commerce 1A-1B	3	3	Speech 1 or 3	2-3	..
Commerce 29	..	2	Hygiene 1	..	2
Electives	..	3	Aviation 11-12	2	2
Physical Education	1/2	1/2	Electives	..	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>14 1/2-15 1/2</b>	<b>16 1/2</b>

#### AIRLINES HOSTESS

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	3	3	Social Science 31-32	4	4
Aviation 10	3	..	Psychology 1-5	3	3
Aviation 1	3	..	Commerce 49	3	..
Geography 31	..	3	Hygiene 1	2	..
Commerce 1A	..	3	Commerce 21-22 or 5A-5B	4	4
Physiology 31	4	..	Speech 1 or 3	..	2-3
Home Arts 41	..	3	Electives*	..	2
Electives*	2	3	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>15 1/2-16 1/2</b>

\*Recommended electives: Commerce 16 and Law 31

#### Airplane Pilot Training

Four types of training are offered in this field:

1. *Preliminary training* for those who wish to complete two years of college to be eligible to enter Army or Navy pilot training.
2. *Private Pilot* training for those who wish to use flying in their occupations, those who wish to enter some field of aviation other than as pilots, and those who wish to fly for personal pleasure. It is recommended that those training as aviation mechanics take this course.
3. *Commercial Pilot* training for those who wish to make flying their occupation.
4. *Advanced Pilot* training for those who wish to train for the Flight Instructor and Instrument Ratings.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Aviation 1-2A	3	3	Aviation 2B-3	3	3
Aviation 10-11	3	2	Aviation 13-4	2	3
Aviation 12	..	2	Aviation 15	..	3
English	3	3	Aviation 16	..	3
Hygiene 1	2	..	Commerce 47-48	2	2
History 5 -			Commerce 49	3	..
Political Science 5	2	2	Electives	5	2
Mathematics 1 or			Physical Education	1/2	1/2
Trade 43	3	..			
Electives	..	3			
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>

### Animation

In animation there are three fields for which the student may prepare: Animator, Inker, and Colorist. While primarily intended for the Animator, this curriculum will prepare for apprenticeship in any of the three.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 3-4	2	2	Physiology 31	4	..
Art 5-6	2	2	Art 9-10	2	2
Art 7-8	2	2	Architecture 5	3	..
Art 34	1	..	Art 25-21	2	2
Art 11-12	2	2	Art 27-28	2	2
English 13-14	2	2	Art 35-36	2	2
Zoology 1-2	4	4	English 8	..	2
Electives	1	2	History 5 -		
Physical Education	1/2	1/2	Political Science 5	2	2
			Hygiene 1	..	2
			Elective	..	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>17 1/2</b>	<b>16 1/2</b>

### Apparel Design

A curriculum designed to train persons for employment in the clothing industry as pattern designers, drafters, layout workers, markers, sample makers, inspectors, drapers, fitters and cutters. Ample opportunity exists for students majoring in this field to obtain through a wise selection of electives a broad and liberal education.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 17-18	6	6	Home Arts 19-20	6	6
Art 13-14	3	3	Home Arts 15-16	2	2
English	3	3	Hygiene 1	2	..
Social Science 31-32	4	4	Electives	6	8
Physical Education	1/2	1/2	Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

## 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-Speech 3	3	3	Art 4-Architecture 23	2	2
History 5	..	2	Art 11 -		
Architecture 1-5	3	3	Political Science 5	2	2
Art 43-3	3	2	Architecture 11-12	5	5
Architecture 9-10	4	4	Architecture 17-18	3	3
Art 5-6	2	2	Engineering 11-8	3	3
Physical Education	1/2	1/2	Hygiene 1	..	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>17 1/2</b>

Recommended: Commerce 1A and Law 17.

## Architecture (University of Southern California)

Candidates for the degree of Bachelor of Fine Arts may be admitted to the third year of the College of Architecture and Fine Arts upon the completion of two years of work at Glendale College. Candidates for the degree of Bachelor of Architecture are advised to transfer at the end of the freshman year at Glendale College.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 3-4	2	2	Physics 5-6	4	4
Art 5-6	2	2	Mathematics 3	3	..
English 1-2 or Speech 3-4	3	3	Architecture 17-18	3	3
History 5	2	..	Political Science 5	..	2
Architecture 23	..	2	History 7-8	3	3
Mathematics 2-8*	3	3	Economics 1	3	..
Architecture 3-5	2	2	Psychology 1	..	3
Art 11	..	2	Hygiene 1	..	2
Physical Education	1/2	1/2	Physical Education	1/2	1/2
<b>Total</b>	<b>14 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>17 1/2</b>

Note: Two years of foreign language in high school or six units of foreign language in college is required. Mechanical Drawing should be taken in high school.

\*Mathematics 1 may be substituted for Mathematics 8.

## Aviation Mechanic Trades

Two training programs are offered in this field, one meets the requirements of the Civil Aeronautics Administration "E" license (Airplane Engine) and the other to meet the requirements of the Civil Aeronautics Administration "A" license (Airplane). Both "A" and "E" licenses may be obtained in the course of two years.



Although there are no required prerequisites, students having a high school background including courses in mathematics, physics, mechanical drawing and machine shop will be better qualified to meet the high standards set by the C.A.A.

**AIRCRAFT ENGINE OVERHAUL AND MAINTENANCE**  
(“E” license)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Aviation 21AB-22AB	8	8	Aviation 23AB	8	..
Trade 43	3	..	Aviation 1	..	3
Hygiene 1	2	..	Aviation 10	..	3
Engineering 1	..	3	Trade 5	..	3
English 1-2	3	3	Commerce 49	3	..
Elective	..	2	Commerce 47-48	2	2
Physical Education	1/2	1/2	Social Science 31-32	4	4
			Physical Education	1/2	1/2
Total	16 1/2	16 1/2	Total	17 1/2	15 1/2

**AIRPLANE MAINTENANCE AND REPAIR** (“A” license)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Aviation 25AB-26AB	8	8	Aviation 27AB	8	..
Trade 43-44	3	3	Aviation 1	..	3
Engineering 1	3	..	Aviation 10	..	3
Hygiene 1	..	2	Social Science 31-32	4	4
English	3	3	Commerce 49	3	..
Physical Education	1/2	1/2	Commerce 45	..	2
			Electives	..	3
			Physical Education	1/2	1/2
Total	17 1/2	16 1/2	Total	15 1/2	15 1/2

**Bacteriology (College of Letters and Science)**

Students will find it advantageous to transfer to the University after spending only one year in Glendale College.

<i>First Year</i>	<i>Units</i>	
Chemistry 1-2	5	5
French or German	4	4
Zoology 1-2	4	4
Economics 1-2*	3	3
Physical Education	1/2	1/2
Total	16 1/2	16 1/2

\*Special permission required to take Economics 1-2 in freshman year.

**Banking**

The many types of financial institutions such as banks, building 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 5A-5B	4	4
Commerce 15-16 or English 1-2	3	3	Commerce 42-41	2	2
Commerce 21-22 or Economics 13-14	4	4	Commerce 47-48	2	2
Law 17-18	3	3	Law 21-Hygiene 1	2	2
Commerce 29	2	..	Law 25 -		
History 5	..	2	Political Science 5	2	2
Physical Education	1/2	1/2	Economics 1-2	3	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>

### Botany (College of Letters and Science)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Zoology 1-2	4	4
Botany 1-2	4	4	Chemistry 5 -		
French 1-2 or German 1-2	4	4	Hygiene 1	3	2
English 1-2	3	3	Social Science	3	3
Physical Education	1/2	1/2	Philosophy 1-2, Art 1-2 or Music 3-4	3	3
			History 5 -		
			Political Science 5	2	2
			Biology 11	..	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>17 1/2</b>

### Business Administration (U.C., Berkeley)

To be admitted to the School of Business Administration, students must have at least junior standing in one of the colleges of the University of California or, if entering from another institution, must have completed an equivalent program of work. This means that the first two years of work may follow the pattern prescribed by the College of Letters and Science, the College of Agriculture, or the College of Engineering.

Students attending Glendale College and planning at the end of two years to enter the School of Business Administration (Berkeley) should complete the following required courses: Economics 1-2, Economics 13-14, History 5, Mathematics 9 or 3-4, and Political Science 5. Geography 32 is highly recommended. Mathematics 3-4 is desirable for those planning to specialize in the mathematical side of business.

### Business Administration (University of California at Los Angeles)

The curriculum of the College of Business Administration is designed to give students who choose to work toward the Bachelor of

Science degree a well-balanced introduction to professional careers in business. Certain fundamental courses are included in the first two years of work which should give the student the proper background for more technical offerings when the upper division is reached.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-Speech 3	3	3	Economics 1-2	3	3
Geography 31-32 or 1-32	3	3	Mathematics 1-9	3	3
Foreign Language or Natural Science	4-5	4-5	History 1-2 or Psychology 1-2 or 1-5	3	3
Economics 13-14	4	4	Foreign Language or Science (if needed)	4-3	4-3
History 5 - Political Science 5	2	2	Hygiene 1	2	..
Physical Education	1/2	1/2	Electives	2	4
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2-17 1/2</b>	<b>16 1/2-17 1/2</b>	<b>Total</b>	<b>17 1/2-16 1/2</b>	<b>17 1/2-16 1/2</b>

### **Business Administration (University of Southern California)**

The University of Southern California offers several curricula in the College of Commerce and Business Administration leading toward the degree of Bachelor of Science. These curricula are accounting, advertising, commercial aviation, finance, foreign trade, industrial management, marketing, industrial relations, retailing, secretarial administration, and transportation. The following curriculum is the one generally accepted as meeting the lower division general business requirement.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 1-2	3	3
History 5 - Political Science 5	2	2	Psychology 1 - Speech 3	3	3
Geography 1-2	3	3	Mathematics 1-9	3	3
Economics 13-14	4	4	History 7-8	3	3
Hygiene 1	2	..	Law 17-18	3	3
Electives	2	3	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>

### **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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Law 17-18	3	3
Commerce 15-16 or English 1-2	3	3	Economics 1-2	3	3
Commerce 21-22 or Economics 13-14	4	4	Commerce 39-41	3	2
Commerce 29	2	..	Commerce 31-43	3	3
Commerce 34-33	2	2	Commerce 47-48	2	2
Commerce 42-Hygiene 1	2	2	History 5 -		
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Political Science 5	2	2
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>14<math>\frac{1}{2}</math></b>	<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>15<math>\frac{1}{2}</math></b>

### 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 47-48	2	2
Commerce 15-16 or English 1-2	3	3	Economics 1-2	3	3
Commerce 21-22 or Economics 13-14	4	4	Commerce 39-43	3	3
Commerce 31-29	3	2	Commerce 34-33	2	2
Law 17-18	3	3	Commerce 42-32	2	3
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	History 5 -		
			Political Science 5	2	2
			Hygiene 1	2	..
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>15<math>\frac{1}{2}</math></b>	<b>Total</b>	<b>16<math>\frac{1}{2}</math></b>	<b>15<math>\frac{1}{2}</math></b>

### 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 and well paying occupation that has exceptional opportunity for advancement. The completion of this curriculum satisfies two years' apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Trade 21-22	8	8	Trade 23-24	8	8
English or Commerce 15-16	3	3	Social Science 31-32	4	4
Hygiene 1	..	2	Commerce 47-48	2	2
Engineering 1-3	3	2	Electives	2	2
Elective	2	..	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

### Chemistry (College of Letters and Science)

Admission to upper division chemistry is contingent upon a grade point standing of at least 1.5 in courses basic to the major.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 3-4 or 5-6	3	3
Mathematics 3-4	3	3	German 1-2	4	4
Physics 1-2	3	3	Mathematics 5-6	3	3
English 1-2	3	3	History 17-18	3	3
Hygiene 1-Electives	2	2	Physics 3-4	3	3
Physical Education	1/2	1/2	Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

### 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 5A-5B	4	4	Commerce 21-22	4	4
Commerce 15-16	3	3	Law 31-Hygiene 1	3	2
Commerce 29-45	2	2	Electives	7	8
Social Science 31-32	4	4	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

### Dental Hygienist (University of California College of Dentistry, Dental Hygiene Curriculum, San Francisco)

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 completing the two-year Pre-Dental Hygienist program and the following two-year curriculum in the University will be granted a Bachelor of Science degree in dental hygiene. Graduates in this field after passing the state examination are licensed to practice and

are eligible to work as hygienists in private dental offices or for state or county health departments. Students planning to enter this field should complete the regular pattern of courses in high school required for admission to the University of California. Applicants for admission to the Dental Hygiene Curriculum (San Francisco) should complete the requirements of the College of Letters and Science for the Associate in Arts degree as well as certain specified additional courses. The following two-year program completed at Glendale College will satisfy requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Chemistry 5-6	3	3
Chemistry 1-2	5	5	History 17-18	3	3
Foreign Language	4	4	Physics 5-6 or		
A year course in: Mathematics,			Zoology 1-2	4	4
Social Science, Philosophy, or			Foreign Language or		
Fine Arts	3	3	Electives	4	4
Physical Education	1/2	1/2	Hygiene 1 - Electives	2	2
			Physical Education	1/2	1/2
	<hr/>			<hr/>	
Total	15 1/2	15 1/2	Total	16 1/2	16 1/2

### Dentistry (College of Letters and Science— Pre-dental Curriculum)

Those wishing to enter the College of Dentistry must have completed all the requirements for the Associate of Arts degree in the College of Letters and Science and also specific pre-dental requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
English 1-2 or			Physics 5-6	4	4
Speech 3-4	3	3	History 17-18	3	3
Foreign Language	4	4	Hygiene 1 - Electives	2	2
Zoology 1-2	4	4	Mathematics or		
Physical Education	1/2	1/2	Foreign Language	3-4	3-4
			Physical Education	1/2	1/2
	<hr/>			<hr/>	
Total	16 1/2	16 1/2	Total	15 1/2-16 1/2	15 1/2-16 1/2

### Draftsman (Junior Engineer)

This course of study offers a basic training for a draftsman entering the field of design and manufacturing. The work is fundamental rather than specialized and is organized to equip the student with all the necessary tools, manipulative skills, and drafting techniques required to fill any position as a draftsman or semi-professional engineer successfully. The continued demand for draftsmen in the rapidly expanding industrial world is such as to insure an interesting and well paying occupation in industry. The completion of this curriculum satisfies two years' apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Trade 31-32	6	6	Trade 33-34	6	6
Trade 43-44	3	3	Trade 15	3	..
Trade 45-46	3	2	Trade 17-5	3	3
Engineering 3	..	2	History 5 -		
English or			Political Science 5	2	2
Commerce 15-16	3	3	Hygiene 1	..	2
Physical Education	1/2	1/2	Commerce 47-48	2	2
			Physical Education	1/2	1/2
Total	15 1/2	16 1/2	Total	16 1/2	15 1/2

### Drama and Radio Production

A curriculum designed to train students in the field of public speaking, drama, oral interpretation and radio broadcasting. Those satisfactorily completing the suggested program should be qualified for employment in radio production.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	3	3	Speech 25-26	3	3
Speech 1-2	2	2	Speech 31-32	2	2
Theater Practice 1-2	2	3	Theater Practice 32-33	3	3
Theater Practice 21	2	..	Hygiene 1	2	..
Theater Practice 31	..	3	Social Science 31-32	4	4
Electives*	6	4	Electives*	2	4
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Total	15 1/2	15 1/2	Total	16 1/2	16 1/2

\*Recommended electives: Physics 10, Foreign Language (Spanish, French), Psychology 1, English 8.

### Economics (College of Letters and Science)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 13-14	4	4
Economics 1-2*	3	3	Select year course from 2 fields:		
Foreign Language	4	4	additional foreign language,		
Natural Science	3-4	3-4	mathematics, social science,		
History 5 -			philosophy, fine arts	6	6
Political Science 5	2	2	Hygiene 1	2	..
Physical Education	1/2	1/2	Foreign Language or Natural		
			Science if needed, or		
			Electives	4	6
			Physical Education	1/2	1/2
Total	15 1/2-16 1/2	15 1/2-16 1/2	Total	16 1/2	16 1/2

\*A minimum grade of "C" must be earned in these courses.

### Electrical Technician

A two year semi-professional engineering curriculum designed to train people for employment in the fields of electronics, public utilities,

communication, aircraft, television, radio and related industries. High school students in preparing for this training should complete algebra, geometry, trigonometry and physics or chemistry. Mechanical drawing also is desirable.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	3	3	Commerce 47-48	2	2
Physics 5-6	4	4	Trade 46	2	..
Physics 29-30	4	4	Physics 31-32	4	4
Mathematics 43-44	3	3	Social Science 31-32	4	4
Electives	2	2	Hygiene 1	..	2
Physical Education	1/2	1/2	Physics 47-48	1	1
			Electives	3	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

### Engineering—Aeronautical, Civil, Electrical, Mechanical, Mining, Geology, and Petroleum Processing (University of California—Berkeley or U.C.L.A.)

Engineering students should have completed the following courses in high school: mathematics, 4 units including trigonometry and solid geometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to complete the required curriculum in four years. Except for mining, students may complete two years of work in all fields at Glendale College. Mining engineers should transfer to the university when ready to commence the sophomore year. Rating of applicants for both lower division and upper division standing in the university will be based on the standing of the applicant in scholarship and in examinations designed to test aptitude for engineering.

(Same program for all branches of engineering)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Mathematics 3-4	3	3	Mathematics 5-6	3	3
Physics 1-2	3	3	Physics 3-4	3	3
Chemistry 1-2	5	5	English*	3	3
Engineering 11-12	3	3	Engineering 3-8	2	2
Engineering 41 -			Geology 1	3	..
Hygiene 1	1	2	Engineering 2 or		
Physical Education	1/2	1/2	Elective**	..	3
			History 5 -		
			Political Science 5	2	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

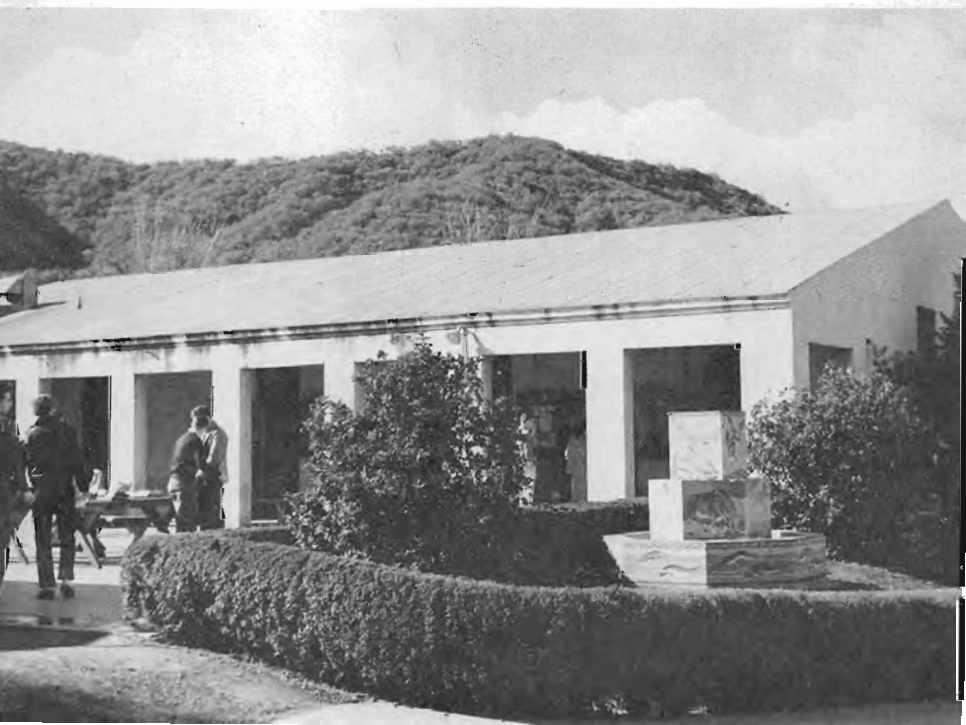
\*Must be completed by those desiring junior college graduation.

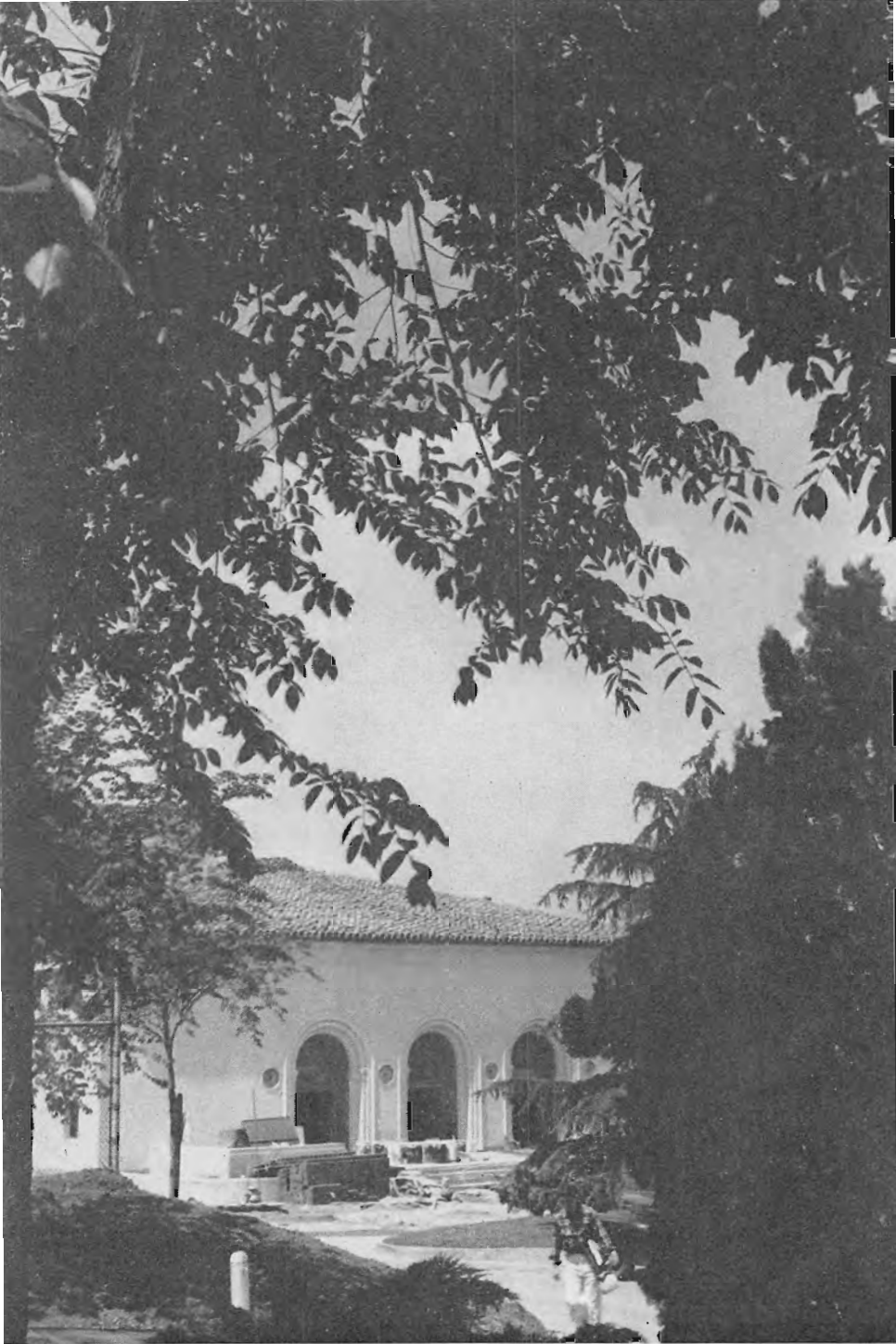
\*\*Civil engineers may substitute an elective for Engineering 2. Agricultural engineers (branch of mechanical engineering) should complete Economics 1-2.





*Between classes . . . Student Union*





*Auditorium Building nearing completion*

### English (College of Letters and Science)

English majors should follow the curriculum pattern outlined under lower division requirements. Students must complete English 1-2 and English 5-6. The completion of English 13-14 is also recommended. 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.

### Foreign Language (College of Letters and Science)

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, Latin in high school.

#### GERMAN:

Required: German 1, 2, 3, 4.

Recommended: History 1-2.

#### 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.

### General Curriculum (College of Letters and Science)

In the General Curriculum a student distributes his studies through two or three departments rather than emphasizing one major department. The student must complete the lower division requirements for Letters and Science. In addition a General Curriculum student must complete the basic lower division courses required by each of the departments in which he wishes to distribute his studies during his junior and senior years. Consult the catalog of the University of California for combinations of courses. Some sample combinations are as follows:

1. Combination of Economics, Psychology and Public Speaking:  
Economics 1, 2; Psychology 1, 2; Speech 3, 4.
2. Combination of Physics and Mathematics:  
Physics 1, 2, 3, 4; Mathematics 3, 4, 5, 6, 8, 9.
3. Combination of English, History and Psychology:  
English 1, 2, 5, 6; History 1, 2; Psychology 1, 2.

### Geography (College of Letters and Science)

Students majoring in this field should follow the lower division requirements of Letters and Science. In addition, the following required and recommended courses should be completed:

Required: Geography 1, 2.

Geography 4, Map Reading and Map Interpretation, would have to be completed at the University of California during junior year.  
Recommended: Geology 1, Geography 32.

### Geology (College of Letters and Science)

Students may specialize in geology either in the petroleum engineering branch of the College of Engineering or in the College of Letters and Science. Mathematics through trigonometry should be completed in high school.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
Geology 1-2	3	3	Engineering 11-12	3	3
History 5 -			English 1-2 or		
Political Science 5	2	2	English 1 - Speech 3	3	3
Foreign Language			Mathematics 3 -		
(French or German)	4	4	Mineralogy 1	3	3
Art 5 - Hygiene 1	2	2	Social Science, Philosophy		
Physical Education	1/2	1/2	or Fine Arts	3	3
			Physical Education	1/2	1/2
	<hr/>			<hr/>	
Total	16 1/2	16 1/2	Total	16 1/2	16 1/2

*Note:* Geometrical drawing (Engineering 3) should be completed in Glendale College if possible.

### History (College of Letters and Science)

History majors should follow the lower division requirements of Letters and Science, taking into consideration the following requirements and recommendations:

At U.C. (Berkeley) required: History 1-2, 3-4 or 17-18, and Economics 1 or Geography 1. All history majors should acquire a reading knowledge of at least one foreign language.

At U.C.L.A. required: History 1-2 and 17-18.

Recommended: Economics 1-2, History 3-4, Geography 1-2, Political Science 1-2, and other history courses and foreign language.

*Note:* History majors planning to transfer to U.S.C. should enroll for History 7-8.

### Home Arts

Training in home management, creative design in the home, skills useful in the home, and problems of courtship and marriage. 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.

<i>One-year Course</i>			
<i>First Semester</i>	<i>Units</i>	<i>Second Semester</i>	<i>Units</i>
Home Arts 11	3	Home Arts 12	3
Home Arts 21	3	Home Arts 22	3
Home Arts 31	3	Home Arts 29	2
Art 43	3	Home Arts 3	2
Art 34	1	Commerce 45	2
Hygiene 1	2	Home Arts 39	3
Physical Education	1/2	Home Arts 33	2
		Physical Education	1/2
Total	15 1/2	Total	17 1/2

Recommended electives: English 1 or 41, Speech 1, Drama, Psychology, Political Science 5, Typing, Music, History 7-8.

<i>Two-year Course</i>					
<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 39	3	..	Home Arts 25	..	2
Home Arts 11-12	3	3	Home Arts 31-33	3	2
Home Arts 21-22	3	3	Home Arts 35	2	..
Home Arts 3	..	2	Home Arts 29	2	..
Art 3-4	2	2	Hygiene 1	2	..
Home Arts 37	2	..	Home Arts 15-16	2	2
Commerce 45	..	2	History 5 -		
English	3	3	Political Science 5	2	2
Physical Education	1/2	1/2	Psychology 1	..	3
			Electives*	3	5
			Physical Education	1/2	1/2
Total	16 1/2	15 1/2	Total	16 1/2	16 1/2

\*Recommended electives: Art 21, Psychology, English, Typing, Music, Art, Biology, Sociology, Philosophy, History 7-8.

### Home Economics (College of Applied Arts at U.C.L.A.: professional departments of the State Colleges).

The following program in home economics is designed for students planning to be teachers and for those desiring home economics as a background for homemaking.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 21-22	3	3	Home Arts 11-12	3	3
Art 3-31	2	3	Chemistry 5 -		
English 1-2	3	3	Hygiene 1	3	2
Chemistry 1-2	5	5	History 5 -		
Year course in: Social science, philosophy, fine arts, mathematics, or foreign language	3	3	Political Science 5	2	2
Physical Education	1/2	1/2	Psychology 1-5	3	3
			Zoology 1 -		
			Physiology 31	4	4
			Electives	1	2
			Physical Education	1/2	1/2
Total	16 1/2	17 1/2	Total	16 1/2	16 1/2

## Industrial Arts (University of California at Santa Barbara and at State Colleges)

Students majoring in industrial or mechanical 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. The Los Angeles campus of the University of California no longer offers an industrial arts major program.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	History 17-18	3	3
Music 3 - Speech 3	3	3	Chemistry 41**	..	5
Trades 43-44	3	3	Philosophy 1 -		
Engineering 1*-2	3	3	Psychology 1	3	3
Physics 5-6	4	4	Economics 1 or 13	3-4	..
Physical Education	1/2	1/2	Art 1-5	3	2
			Electives	3	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2-16 1/2</b>	<b>16 1/2</b>

\*No credit allowed if student has had mechanical drawing in high school.

\*\*If student has had chemistry in high school, he may substitute any science course.

## Insurance

The several types of organizations to be found in the insurance field offer many specialized types of work, and insurance also offers many 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.\*

\*For details of these examinations, address the California Department of Insurance, 925 Forum Building, Sacramento, California. Also secure a copy of "Insurance Manual" (\$.75 plus tax).

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 33-31	2	3
Commerce 15-16 or			Commerce 39-41	3	2
English 1-2	3	3	Commerce 43 - Law 23	3	2
Commerce 21-22 or			Commerce 47-48	2	2
Economics 13-14	4	4	Economics 1-2	3	3
Law 17-18	3	3	Hygiene 1	..	2
Commerce 34-29	2	2	History 5 -		
Physical Education	1/2	1/2	Political Science 5	2	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>

### International Relations (College of Letters and Science)

The major in International Relations is designed for students interested in acquiring an understanding of the forces and influences conditioning present day world politics, as well as the main problems and policies of organized states in their relations with one another in the twentieth century.

<i>First Year</i>		<i>Units</i>		<i>Second Year</i>		<i>Units</i>	
History 1-2	3	3	Psychology 1-2 or 1-5	3	3		
English 1-2 or English 1 - Speech 3	3	3	Advanced Foreign Language (if needed)	4	..		
Foreign Language	4	4	Hygiene 1	..	2		
Natural Science	3-4	3-4	Economics 1-2	3	3		
History 5 - Electives	2	2	Mathematics, Philoso- phy or Fine Arts	3	3		
Physical Education	1/2	1/2	Political Science 1-2	3	3		
			Electives	..	2		
			Physical Education	1/2	1/2		
<b>Total</b>	<b>15 1/2-16 1/2</b>	<b>15 1/2-16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>		

### Journalism (College of Letters and Science)

Majors in this field should follow the lower division requirements of Letters and Science with the inclusion of the required and recommended subjects listed below:

Required: English 1-2 or English 1-Speech 3; Economics 1-2, History 1-2 or 3-4 or 17-18; Political Science 1-2; Journalism 1-2, 11-12.

Recommended: Psychology 1-5, Philosophy 1-2, Geography 1-2, Law 17, Sociology 1-2.

### Laboratory Technicians

Laboratory technicians for which this one-year curriculum is designed are of three classes.

1. *Clinical Laboratory Technicians* do analyses of blood, urine, etc. They are under the jurisdiction of the State Board of Health, Division of Laboratories, Berkeley, California.
2. *X-ray Technicians* come under the jurisdiction of the American Society of Radiologists. This society approves the certificates required for practice in Class A hospitals. There is, however, no state license required. Students planning to enter this field should substitute Zoology for Chemistry 45-46.
3. *Physical Therapy Technicians*. Although no state license is required, a certificate is necessary to practice.

The following curriculum is planned so that it is possible for the student to branch out into any of the above three fields. After completing one year of training at Glendale College it will be necessary for the student to establish contact with one or more hospitals or laboratories for essential clinical training.

<i>First Semester</i>	<i>Units</i>	<i>Second Semester</i>	<i>Units</i>
Anatomy 31	4	Bacteriology 31	4
Physiology 31	4	Chemistry 41 (Medical)	5
Physics 5 (Medical)*	4	Physics 6 (Medical)*	4
Chemistry 45	3	Chemistry 46	3
Physical Education	1/2	Physical Education	1/2
Total	15 1/2	Total	16 1/2

This course presupposes high school preparation which includes English, Plane Geometry, Trigonometry, Chemistry. (Students lacking this background may find it advantageous to spend two years at Glendale College.)

\*In special instances Physics 10 may be substituted for Physics 5-6.

## Law

Students desiring to study law may pursue their professional training in either of two ways:

- (1) In the School of Jurisprudence of a University (Stanford, University of Southern California or University of California, for example) after having previously obtained a bachelor's degree from a four-year college or university.
- (2) In a College of Law requiring only two college years for admission (Hastings College of Law or University of California, for example).

In either case the requirements for the first two years are essentially the same. Students should earn the junior certificate or Associate in Arts degree of the College of Letters and Science. No particular majors and minors are required for law students, but rather it is recommended that a broad training be obtained. Mathematics, science, and language give needed analytical training. Those planning to specialize in civil and political law will find it profitable to take courses in political science, history, economics, public speaking, psychology, sociology, and literature. Students planning to specialize in criminal law should study chemistry, economics, psychology, philosophy, physiology, and public speaking. Latin is recommended.

## Librarian (College of Letters and Science)

Students must have obtained a bachelor's degree from a four-year college or university prior to being admitted to the School of Librarianship. No specific major is recommended for undergraduate training. A good general education provides the best background. Those planning to enter the School of Librarianship must have completed a year each in two modern foreign languages in college. Ability to type is also recommended. One year of training beyond the bachelor's degree leads to Certificate of Librarianship, and two years of training to the degree of Master of Arts.

## Machinist Trade

The following is a two-year curriculum designed to prepare for positions in industry. This training should prove particularly beneficial in such occupations as machinist, tool and die maker, tool de-



signer, production planner, tool planner, draftsman, and other manufacturing engineering positions. Completion of the two years will satisfy pre-apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Trade 1-2	6	6	Trade 3-4	6	6
Trade 43-44	3	3	Trade 45-46	3	2
English or Commerce 15-16	3	3	Trade 15-17	3	3
Engineering 1-2	3	3	Hygiene 1	..	2
Physical Education	1/2	1/2	Social Science 31-32	4	4
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>17 1/2</b>

### Mathematics (College of Letters and Science)

Students wishing to major in mathematics should follow the lower division requirements of Letters and Science. The following required and recommended subjects should also be included:

Required: Trigonometry (Mathematics 2), Mathematics 3, 4, 5, 6, 8, and Introduction to Projective Geometry (Mathematics 9 at U.C. Berkeley).

Recommended: Courses in Physics, French and German.

### Medical Technician (College of Letters and Science)

The need for trained personnel as medical technicians has led the University of California to establish a curriculum in this field leading to the degree of Bachelor of Science through the School of Public Health in cooperation with the University Medical School. The last year of training must be taken on the San Francisco campus. The following program should be completed at Glendale College.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
English 1-2 or English 1 - Speech 3	3	3	Chemistry 5-6	3	3
Zoology 1 - Physiology 31	4	4	Bacteriology 31	4	..
Foreign Language	4	4	History 17-18	3	3
Physical Education	1/2	1/2	Music or Fine Arts	3	3
			Electives	..	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>17 1/2</b>	<b>16 1/2</b>

### Medicine (College of Letters and Science)

Three years of pre-medical training in the College of Letters and Science are required for entrance to the Medical School. During the first two years the regular requirements for the Associate in Arts degree including the specific courses outlined below should be completed. Consult the General Catalog of the University of California for the

courses which must be completed during the third year of pre-medical work.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Zoology 1-2	4	4
English 1-2 or English 1 - Speech 3	3	3	French or German (if needed)* or Chemistry 3-4	4-3	4-3
French 1-2 or German 1-2	4	4	Hygiene 1	2	..
Physics 5-6	4	4	History 17-18	3	3
Physical Education	1/2	1/2	One year course in Mathematics, Philosophy or Fine Arts 3	3	3
			Electives	..	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2-15 1/2</b>	<b>16 1/2-15 1/2</b>

\*At least 10 units of French or German are required for entrance to Medical School.

## Merchandising

Merchandising includes the specialized fields of marketing, advertising, wholesaling and retailing. In general, students enrolling in Colleges of Commerce or Business Administration may receive the proper background of training to pursue work in this field.

Some students may desire to enter the University of Southern California College of Commerce or the University of California to major in Art or Decorative Arts, or U.C.L.A. and major in Apparel Design or Apparel Merchandising.

### CURRICULUM IN RETAILING—U.S.C.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 13-14	4	4
Natural Science (if needed)	3	3	Psychology 1	3	..
History 7-8	3	3	Commerce 31-35*	3	4
Speech 3	3	..	Law 17 - Political Science 5	3	2
Hygiene 1	..	2	Art 3-4	2	2
History 5	..	2	Home Arts 37	..	2
Commerce 29	2	..	Commerce 34	..	2
Commerce 33*-32	2	3	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>

\*Elective credit.

### APPAREL DESIGN AND APPAREL MERCHANDISING—U.C.L.A.

The College of Applied Arts at U.C.L.A. offers the following two special curricula in the field of merchandising: *Apparel Design*: The curriculum in Apparel Design is planned to provide students with the knowledge, taste, originality, and technical skill essential to the successful designer in either the wholesale or retail trade, or for the stage and screen. *Apparel Merchandising*: The curriculum in Apparel Merchandising

ing is designed for students interested in retailing of clothing, preparing for positions as salespeople, buyers, and department managers with manufacturers, retail stores and custom shops. The following program will satisfy the lower division requirements for either curriculum:

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 1-2	3	3
Foreign Language	4	4	History 17-18	3	3
Art 3-4	2	2	Art 7	2	..
Art 5-6	2	2	Art 13-14	3	3
Home Arts 11-12	3	3	Art 23-24	2	2
Hygiene 1 - Electives	2	2	Economics 13	4	..
Physical Education	1/2	1/2	Foreign Language (if needed)	..	4
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>17 1/2</b>	<b>15 1/2</b>

#### DECORATIVE ART MAJOR—U.C., COLLEGE OF LETTERS AND SCIENCE

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 3-4	2	2	Natural Science	3	3
Art 5-6	2	2	Architecture 1	3	..
History 1-2	3	3	Home Arts 1-2	2	2
Foreign Language	4	4	Philosophy or Fine Arts	3	3
History 5 -			Electives or Foreign Language	4	8
Political Science 5	2	2	Hygiene 1	2	..
English 1-2 or			Physical Education	1/2	1/2
English 1 - Speech 3	3	3			
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>17 1/2</b>	<b>16 1/2</b>

#### Mill and Cabinet Trade

This course offers a basic training for a cabinet craftsman entering the building trades. The training is fundamental, giving a student the all-around ability and speed necessary to fill positions in building construction, finishing, millworking, wood turning, store fixtures manufacturing, custom built and general furniture manufacturing and veneering. The continued demand for trained men in the building trades is such as to insure an interesting and well paying occupation that offers opportunity for advancement. The completion of this curriculum satisfies two years' apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Trade 25-26	8	8	Trade 27-28	8	8
English or			Social Science 31-32	4	4
Commerce 15-16	3	3	Commerce 47-48	2	2
Hygiene 1	..	2	Electives	2	2
Engineering 1-3	3	2	Physical Education	1/2	1/2
Elective	2	..			
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

**Music**

Two-year curricula in special music fields designed to provide training necessary to develop performance and knowledge. Experience in radio and concert fields offered. Student preparing for career in music may enrich background by elective courses in foreign language, literature, art and social sciences.

**VOCAL CURRICULUM**

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	2	2	Music 3-4	3	3
Music 1-2	3	3	Music 11-12 or 15-16	1	1
Music 5-6	5	5	History 5 -		
Music 21-22	2	2	Political Science 5	2	2
French or German	4	4	Music 25-26 or 7-8	2	2
Physical Education	1/2	1/2	Theatre Practice 1-2	2	3
			Art 1-2 or		
			Psychology 1-5	3	3
			English - Hygiene 1	2	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>

**INSTRUMENTAL CURRICULUM**

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	2	2	Music 3-4	3	3
Music 1-2	3	3	Music 33-34 or 43-44	1	1
Music 5-6	5	5	Music 25-26	3	3
Music 31-32 or 41-42	1	1	Music 7-8	2	2
Hygiene 1	2	..	History 5 -		
Electives*	3	5	Political Science 5	2	2
Physical Education	1/2	1/2	English	2	..
			Electives*	3	5
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

\*Recommended electives: History 7-8, Art 1-2, Foreign Language, Literature, Science.

**Music (College of Letters and Science, University of California—Berkeley or U.C.L.A.)\***

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Foreign Language	4	4	Music 3-4	3	3
English 1-2 or			Music 7-8	2	2
English 1 - Speech 3	3	3	History 17-18	3	3
Music 1-2	3	3	Music 5-6	5	5
Natural Science	4	4	Foreign Language or additional		
Hygiene 1 - Electives	2	2	Natural Science (if		
Physical Education	1/2	1/2	needed)**	3-4	3-4
			Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2-17 1/2</b>	<b>16 1/2-17 1/2</b>

\*Music majors in the College of Applied Arts at U.C.L.A. should substitute a year course in social science, philosophy or psychology for the year course in natural science.

\*\*If not needed, select desired course in music.

### Music (Occidental College, University of Southern California, and Pomona College)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	History 7-8	3	3
Hygiene 1	..	2	History 5 -		
Music 1-2	2	2	Political Science 5	2	2
Music 5-6	5	5	Music 11-14 or 15-18	1	1
French or German	4	4	Chemistry 11-12 or Geology 1-2 or		
Music 11-12 or 15-18	1	1	Physics 5-6	3-4	3-4
Physical Education	1/2	1/2	Philosophy 1-2*	3	3
			Music 3-4*	3	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>17 1/2</b>	<b>Total</b>	<b>15 1/2-16 1/2</b>	<b>15 1/2-16 1/2</b>

\*If the student is to enter University of Southern California for upper division work, he must substitute for Philosophy 1-2 and Music 3-4 a year of another foreign language and Psychology 1.

### Nursing

Students wishing to enter the School of Nursing at the University of California at Berkeley should complete the following program, which also entitles them to receive the degree of Associate in Arts at the end of the fourth semester. Note that the lower division requirements as prescribed by the College of Letters and Science or the College of Applied Arts, U.C.L.A., must be completed.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Physiology 31	4	..
Chemistry 1 or 11	5-4	..	Anatomy 31	..	4
Bacteriology 31	..	4	Psychology 1-5	3	3
Foreign Language	4	4	Economics 1-2	3	3
Hygiene 1	..	2	History 5 -		
Natural Science	3	3	Political Science 5	2	2
Physical Education	1/2	1/2	Philosophy or Fine Arts	3	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2-14 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>

Recommended: Home Arts 21 or 41 and Home Arts 25.

All students planning on a nursing career should find out the requirements of admission to the Nursing School they wish to enter.

The following one-year curriculum is acceptable for entrance to many schools of nursing.

	Units	
English 1-2	3	3
Chemistry 41 - Bacteriology 31	5	4
Physiology 31 - Anatomy 31	4	4
Home Arts 21 or 41 - Psychology 1	3	3
Elective - Hygiene 1	1	2
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$

Recommended: Home Arts 25.

*Practical Nursing*—Students interested in practical nursing, rather than a registered nurse's certificate, should take the one-year nursing course outlined above.

*Medical Dental Secretary*—Students interested in working in a doctor's office should take the courses listed in the one-year nursing course outlined above plus courses in shorthand, typing, bookkeeping and office practice. All these should be combined into a two-year course.

## Optometry

The School of Optometry offers a curriculum leading to a Bachelor of Science degree, and to a Certificate of Completion in Optometry. 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. Students should complete mathematics through trigonometry, chemistry, physics, three years of foreign language and mechanical drawing in high school.

The following two-year program, if completed, should satisfy all requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
Foreign Language	4	4	Mathematics 3	3	..
Speech 3-4	3	3	Chemistry 5-6	3	3
Physiology 31	4	..	Psychology 1-2, or 1-5	3	3
Bacteriology 31	..	4	History 5 -		
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Political Science 5	2	2
			Hygiene 1	..	2
			Electives	..	2
			Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
Total	$16\frac{1}{2}$	$16\frac{1}{2}$	Total	$15\frac{1}{2}$	$16\frac{1}{2}$

## Osteopathy

Admission to an Osteopathic College is usually predicated upon the completion of the standard three-year pre-medical program. The College of Osteopathic Physicians and Surgeons at Los Angeles strongly recommends that a course in public speaking be completed. Students who

have not completed two years of foreign language in high school must complete one college year of foreign language.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Zoology 1-2	4	4	Physics 5-6	4	4
English 1-2	3	3	Psychology 1-2	3	3
History 5 -			Electives	6	6
Political Science 5	2	2	Physical Education	1/2	1/2
Electives - Hygiene 1	2	2			
Physical Education	1/2	1/2			
	<hr/>			<hr/>	
Total	16 1/2	16 1/2	Total	16 1/2	16 1/2

### Pharmacy

Students planning to secure the Bachelor of Science degree in Pharmacy must complete the last three years of the four-year course at the College of Pharmacy (University of California).

<i>First Year</i>	<i>Units</i>	
Chemistry 1-2	5	5
Mathematics 1-2*	3	3
English 1-2 or		
Speech 3-4	3	3
Botany 1-2	4	4
Physical Education	1/2	1/2
	<hr/>	
Total	15 1/2	15 1/2

\*Students who have completed these courses should take Mathematics 3-4 or a year course in history, psychology, or foreign language.

### Photography

Designed to prepare student to enter field as junior photographer in commercial studio work, or to become a photographic technician in scientific work, or news reporting. 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Photography 1-2	2	2	Photography 5-6	5	5
Photography 3-4	3	3	Hygiene 1	2	..
English	3	3	Electives	9	11
Social Science 31-32	4	4	Physical Education	1/2	1/2
Electives	4	4			
Physical Education	1/2	1/2			
	<hr/>			<hr/>	
Total	16 1/2	16 1/2	Total	16 1/2	16 1/2

**Physical Education (College of Letters and Science at U.C., Berkeley; College of Applied Arts at U.C.L.A.)**

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 11 or 41	5	..	Hygiene 4	2	..
Hygiene 1	..	2	Physiology 31	4	..
Zoology 1-2	4	4	Bacteriology 31	..	4
Philosophy or Fine Arts	3	3	Home Arts 25	..	2
Speech 3-4 or English 1-2	3	3	Foreign Language (if necessary)	4	4
Elective	..	3	Psychology 1-5	3	3
Physical Education (2 courses)	1	1	History 5 - Political Science 5	2	2
			Physical Education (2 courses)	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>Total</b>	<b>16</b>	<b>16</b>

Students may find it desirable to transfer to the university at the beginning of the sophomore year.

**Physical Therapy**

Physical Therapy is the treatment of disease by non-medical means, such as massage, exercise, and the physical, chemical, and other properties of light, heat, water, and certain forms of electricity. The impact of the war has created greater demand for trained physical therapists. Two years of approved college training will qualify students able to pass a required physical examination to enter physical therapy schools approved by the Council on Medical Education of The American Medical Association. Four such schools are located in California: University of California Hospital, San Francisco; Stanford University; Children's Hospital, Los Angeles; College of Medical Evangelists, Los Angeles. Students planning to enter this field should complete the following two-year program at Glendale College.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Zoology 1-2	4	4	Anatomy 31	..	4
Physiology 31	..	4	Chemistry 11-12	4	4
Physics 5-6	4	4	Hygiene 1	2	..
English 1-2	3	3	History 5 - Political Science 5	2	2
Mathematics 2 (if needed)	3	..	Psychology 1-5	3	3
Electives	2	1	Electives	5	3
Physical Education	1/2	1/2	Physical Education	1/2	1/2
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

**Physics (College of Letters and Science)**

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

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

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



### 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 Letters and Science. The following required and recommended subjects should be included:

Required: U.C. Berkeley: Political Science 1-2 and Economics 1-2 or History 1-2 or History 3-4 or History 17-18 or Philosophy 1-2 or Geography 1-2.

U.C.L.A.: Political Science 1-2 and 6.

Recommended: U.C. Berkeley: Any of the alternate courses listed above.

U.C.L.A.: Economics 1-2, History 1-2, 3-4, 17-18, Geography 1-2.

### Psychology (College of Letters and Science)

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

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

*Note:* Psychology 5 (not Glendale College Psychology 5, but a different course) given at U.C., Berkeley, must be completed prior to beginning of senior year.

Recommended: French, German, Chemistry, Physics.

### Public Health (College of Letters and Science)

A certificate for Public Health Nursing may be obtained through graduate study in the University after one has taken a Bachelor's degree. This type of training should not be confused with undergraduate training in which a student majors in Public Health Nursing. The Public Health major should follow the program of studies for the lower division in Letters and Science. Students majoring in this field may find it advisable to transfer to the University at the beginning of the sophomore year.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
English 1-2	3	3	Physiology 31 -		
French or German	4	4	Bacteriology 31	4	4
Zoology 1 - Hygiene 1	4	2	Economics 1-2 or		
History 5	..	2	Geography 1-2	3	3
Physical Education	1/2	1/2	Psychology 1 -		
			Political Science 5	3	2
			Philosophy or Fine Arts	3	3
			Physical Education	1/2	1/2
Total	16 1/2	16 1/2	Total	16 1/2	15 1/2

### Real Estate

Many job opportunities exist in the larger real estate offices, real estate departments in banks, and in various departments of government agencies. The real estate field also offers excellent opportunities for

individual proprietorship. Such opportunities and advancement depend upon basic training as well as 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.

\*For details regarding the examination, address: State of California, Division of Real Estate, Sacramento, California, Hubert B. Scudder, Commissioner.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 39-33	3	2
Commerce 15-16 or English 1-2	3	3	Commerce 43	..	3
Commerce 21-22 or Economics 13-14	4	4	Commerce 47-48	2	2
Commerce 34-29	2	2	Law 25-23	2	2
Law 17-18	3	3	Economics 1-2	3	3
Physical Education	1/2	1/2	History 5	2	2
			Political Science 5	2	2
			Hygiene 1	2	..
			Electives	2	2
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

## 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Law 17-18	3	3
Commerce 15-16 or English 1-2	3	3	Commerce 35-32	4	3
Commerce 21-22 or Economics 13-14	4	4	Commerce 47-48	2	2
Commerce 29-31	2	3	Social Science 31-32	4	4
Commerce 33	2	..	Hygiene 1	2	..
Commerce 34	2	..	Electives	1	4
Electives	..	3	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>16 1/2</b>

## 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.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 3A-3B	5	5	Commerce 3C - 3D	4	4
Commerce 5A-5B	4	4	Commerce 21-22 or		
Commerce 15-16	3	3	Economics 13-14	4	4
Physical Education	1/2	1/2	Commerce 29-45	2	2
			Law 31	..	3
			History 5 -		
			Political Science 5	2	2
			Hygiene 1	2	..
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>	<b>Total</b>	<b>16 1/2</b>	<b>17 1/2</b>

## Sheet Metal Trade

The following is a basic course of study in preparation for positions in industry. This training should prove particularly beneficial in such occupations as sheet metal mechanic, air conditioning construction, operator of power-operated sheet metal manufacturing equipment, jig and fixture designer, production planner, tool planner, draftsman, and other manufacturing engineering positions. The completion of the curriculum satisfies two years' apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Trade 11-12	6	6	Trade 13-14	6	6
Trade 43-44	3	3	Trade 45-46	3	2
Engineering 1-3	3	2	Hygiene 1	2	..
English	3	3	History 5 -		
Elective	..	2	Political Science 5	2	2
Physical Education	1/2	1/2	Commerce 47-48	2	2
			Elective	..	3
			Physical Education	1/2	1/2
<b>Total</b>	<b>15 1/2</b>	<b>16 1/2</b>	<b>Total</b>	<b>15 1/2</b>	<b>15 1/2</b>

## Social Work (College of Letters and Science)

Students planning to qualify for positions of social service should major in Social Welfare. Beyond the Bachelor's 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 this field are advised to secure a broad background of

training in life science, social science, and psychology. Foreign language often proves beneficial. The regular Letters and Science lower division requirements should be met, including the following required and recommended subjects:

Required: Economics 1-2, Psychology 1-2 or 1-5, History 1-2, Elementary statistics (Economics 40) must be completed after transfer to the University.

Recommended: Speech 3-4, Life Science.

## Teaching

Teachers in California must have earned a credential of the proper type in order to hold a position. Students planning to become teachers must complete requirements for one or more of several types of credentials: kindergarten-primary; general elementary; junior high school; general secondary (high school); junior college; special credentials in art, music, business education, physical education, home economics, trade and industrial education.

A minimum of one year of graduate study after completion of the Bachelor's degree is required for the general secondary credential. This graduate year must be completed in a university or the accredited graduate school of a college. The undergraduate work leading to the Bachelor's degree may be completed in any accredited university, state college, or college.

For any of the credentials listed above, except the general secondary and junior college, the student must complete one semester of graduate study, if the requirements for the credentials are completed at the University of California. If the requirements are completed at a State College, it is possible at the same time to work for the Bachelor's degree, provided programs of studies are carefully planned.

Universities and State Colleges differ somewhat in their requirements. The most significant difference is in the field of foreign language. Sixteen units in not more than two foreign languages (high school and college combined) are required by universities at the end of sophomore year. State colleges require only two years of high school foreign language or their equivalent (Fresno) or no foreign language (San Jose, San Francisco).

### A. General Elementary Credential or Kindergarten-primary Credential.

The following program of courses is suggested for junior college students working toward these credentials.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Psychology 1-2 or 1-5	3	3
Botany 1 - Zoology 1	4	4	History 5 -		
History 1-2	3	3	Political Science 5	2	2
Social Science or			Geography 1 -		
Foreign Language	3-4	3-4	Geology 1	3	3
Electives	3-2	3-2	Art 3-4	2	2
Physical Education	½	½	Speech 3 - Hygiene 1	3	2
			Music 3-4	3	3
			Physical Education	½	½
<b>Total</b>	<b>16½</b>	<b>16½</b>	<b>Total</b>	<b>16½</b>	<b>15½</b>

*B. General Secondary Credential or Junior College Credential or Junior High Credential.*

Students planning to secure one of these three teaching credentials should follow the program of studies outlined for the major field in which they wish to teach. Psychology 1-2 should be included. In general, the first two years of training may be completed in Glendale College.

*C. All other Credentials.*

A student desiring to secure one of the other types of credentials is advised to secure a catalog of the institution to which he expects to transfer. The requirements laid down for the credential should be followed precisely.

*D. Emergency Credentials.*

California is in need of qualified teachers, especially on the elementary level. In order to meet the need, emergency or temporary credentials are being granted to junior college graduates who subsequently complete one semester or summer term of special courses in a teacher training institution. Students should consult their counselors regarding particulars.

### **Zoology (College of Letters and Science)**

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

Required: Zoology 1, 2; Chemistry 1, Chemistry 2 or 5.

Recommended: Chemistry 2, 5, 6; French, German; Elementary courses in other biological science and physical sciences.

## COURSES AND THEIR CONTENT

Each course in each department is designated by a number. The title of the course follows. If a course is identified by a *number and a letter*—i.e., Commerce 1A, Commerce 3B—the letter indicates only a part of the entire course numbered 1 or 2. Glendale College gives unit credit for parts of courses so numbered.

The credit value of each course is indicated for each semester by a number in parentheses following the title. For example, a (3) indicates that the course is a one-semester course and carries three units of credit. A (3-3) indicates that the course is a continuation course carrying three units of credit for each semester of two consecutive semesters.

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

### ANATOMY

#### 31 Introductory Anatomy (4)

Prerequisite: Physiology 31 or Zoology 1

Note: Required of pre-nursing students.

A laboratory course in the structure of the human body. By the dissection of a mammal and the use of charts and models the various human systems are illustrated. Three hours of lecture and one three-hour laboratory period each week.

### ARCHITECTURE

#### 1 Elementary Drafting (3)

Prerequisite: None

Note: Required for Architectural majors and recommended for Art majors.

Training in the use of instruments and in the fundamentals prerequisite to work in Art and Architecture.

#### 3 Descriptive Geometry (2)

Prerequisite: Architecture 1

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

## 5 Perspective (3)

Prerequisite: Art 3, 5, 6, and 34

Note: Required for Architectural majors and highly desirable for Art majors. Art 6 and 34 may be taken concurrently. Art 11 is recommended.

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)

Prerequisite for 9: Art 3, 5, and Architecture 1 or one year of architectural drafting in high school.

Prerequisite for 10: Architecture 9

Note: Art 3, 5, and Architecture 1 may be taken concurrently with Architecture 9.

A study of the residence and its design. Measured and scale detailing, framing, and the application of building codes to such construction. This course includes blue print reading, use of symbols and conventions, study of stock dimensions and spacings of framing lumber, and household equipment sizes. Field trips to current jobs.

## 11-12 Advanced Architectural Drafting (5-5)

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.

## 17-18 Interior Architecture and Decoration (3-3)

Prerequisite for 17: Art 3 and 5

Prerequisite for 18: Architecture 17

Basic planning of architectural interiors and application of period and contemporary furnishings. Practical treatments of interior construction, cabinet work, materials, courses of supply and costs. Field trips to stores and decorators' studios.

## 23 Industrial Design (2)

Prerequisites: Art 3 and 4

Note: 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-dimensional models. Students use shop equipment and actual building materials (wood, metal, clay, thermoplastics) to translate design principles into solutions of architectural, furniture, and industrial problems.

## ART

### 1-2 History of Art (3-3)

Prerequisite for 1: None

Prerequisite for 2: Art 1

A study of art and its development from prehistoric man to the present day. Art 1 includes the periods from Primitive through Gothic. Art 2 consists of the periods from Gothic through Modern and includes the art history of the Orient.

### 3-4 Design and Color (2-2)

Prerequisite for 3: None

Prerequisite for 4: Art 3

Note: Art 43 recommended for students without previous art training.

A study of space and color relationships and their application.

### 5-6 Freehand Drawing (2-2)

Prerequisite for 5: None

Prerequisite for 6: Art 5

Note: Art 43 recommended for students without previous art training.

A study of outline, structure, mass, shadows, space relationships, grouping, and texture. Trees, shrubbery, houses, still life, landscapes, with interpretations in pencil and other media.

### 7-8 Elementary Life (2-2)

Prerequisite for 7: Art 43

Prerequisite for 8: Art 3, 5, and 7

Note: Art 43, 3, and 5 may be taken concurrently.

Drawing from life to develop the ability to construct the figure. Study of shapes, proportions, and structural relations of the skeletal masses; the balance of weights and supports in a moving figure. Introductory study of muscle masses.

### 9-10 Advanced Life (2-2)

Prerequisite for 9: Art 8

Prerequisite for 10: Art 9

Drawing from life for development of the ability to use the figure creatively. Art 9 stresses the study of anatomy. Art 10 develops compositional treatment of the figure.

### 11-12 Water Color (2-2)

Prerequisite for 11: Art 3, 5, or a high school major in art.

Prerequisite for 12: Art 4, 6, and 11



Note: Art 4 and 6 may be taken concurrently.

Painting of still life and landscape. Technique and composition through the medium of color. Useful in many fields, especially in the fine arts, applied arts, and architecture.

### 13-14 **Costume Design and Application (3-3)**

Prerequisite for 13 and 14: Art 43

Note: Either semester may be taken first. Art 43 may be taken concurrently.

A course to develop design, line, balance, and color as applied to modern fashion trends for the individual.

### 19 **Oil Painting (2)**

Prerequisite: Art 5

Note: Art 5 may be taken concurrently. Art 3 is recommended.

Development of skill, technique, and composition in oil painting.

### 21 **History of Costume (2)**

Prerequisite: None

A study of the costumes worn by men and women during the various periods of history, with particular emphasis on its application to courses on costume design and construction.

### 23-24 **Applied Design (2-2)**

Prerequisite for 23: None

Prerequisite for 24: Art 23

Note: Art 43 recommended for students without previous art training.

An opportunity for the student to learn by doing. The student elects specific design units, including the plan for object created and the ornamentation thereof. Various materials and techniques are used. A very practical course which can be the basis for either a business or a professional career.

### 25 **Pen and Ink (2)**

Prerequisite: Art 5-6

Note: Art 6 may be taken concurrently. Art 3-4 is recommended.

Facility in the use of this medium prepares the student for work in the fields of animation, magazine and newspaper illustration, and fine arts expression.

### 27-28 **Caricature and Quick Sketch (2-2)**

Prerequisite for 27: Art 5-6

Prerequisite for 28: Art 27

Note: Art 6 may be taken concurrently with Art 27. Art 3-4 is recommended.

Expression of emotions, attitudes, and characteristics. The use of

exaggeration. Planning and drawing the comic strip. Study of action and expression by means of the quick sketch.

## 29 Composition (2)

Prerequisite: Art 4, 6, and a choice of Art 11, 19, or 25

Note: Art 4 and 6 may be taken concurrently. Art 7 is recommended.

A course in the application of the principles of art for the more advanced student. Emphasis on creative work. Choice of media and techniques among oil, water color, tempera, or pen and ink. Among the subjects treated will be life, still life, landscape, commercial illustration, and abstractions.

## 31 Art Survey (3)

Prerequisite: None

Line, color, light, volume, space-time, and texture. Art terminology and the use of this vocabulary. Illustrated and demonstrated by motion pictures, color photography, slides, collections of art objects, guest speakers, and guest artists. Outside lectures and exhibitions are assigned.

## 33 Freehand Sketching (1)

Prerequisite: None

Note: Art majors may *not* take this course for credit.

For engineers, science majors, salesmen, and many others who will find this course to be the answer to a definite need—that of sketching quickly and accurately in order to convey an idea. It teaches how to draw in correct outline and proportion for descriptive purposes only.

## 34 Lettering (1)

Prerequisite: None

Note: Recommended for all Art majors as a foundation for more advanced work in Art Department.

Fundamentals of lettering. Emphasis on the use of the "single stroke" alphabet. This alphabet is used by architects and with its variations may be applied to greeting cards and decorative lettering. It is particularly useful in the science laboratory or in any other place where neat captions or notes must be quickly made.

## 35-36 Elementary Advertising Art (2-2)

Prerequisite for 35: Art 3 and 5

Prerequisite for 36: Art 4, 6, and 35

Note: Art 3 and 5 may be taken concurrently with Art 35. Art 4 and 6 may be taken concurrently with Art 36.

Fundamental forms and their structure, spacing, and application in advertising art. The adaptation of lettering to layouts, package design, and posters.

**37-38 Advanced Advertising Art (2-2)**

Prerequisite for 37: Art 7 and 36

Prerequisite for 38: Art 37

Advertising art in all its various phases: book jackets, magazine pages and covers, design for industrial uses, billboards, show cards, etc.

**43 Elementary Design and Drawing (3)**

Prerequisite: None

Note: Students who have had little or no previous training in art will find this course a necessary preparation for many other courses in this department.

A beginning course in drawing, design, and painting planned to acquaint the student with basic art concepts, techniques, media, and terminology.

**ASTRONOMY****1 Elements of Astronomy (2)**

Prerequisite: None

An introductory, descriptive course in the fundamental facts of the universe, presented as far as possible in non-technical language. The development of the sidereal universe is explained by lectures, field trips to observatories, and constellation and telescopic studies.

**AVIATION****1 Private Pilot Course (3) (35-40 hours of flying)**

Prerequisite: None

A course of flight training which meets the Civil Aeronautics Administration's flight experience requirements. The course includes pre-solo, basic air work, and cross-country flying. The student is individually scheduled at the airport.

**2 A-B Commercial Pilot Flight Course (3-3)**

Prerequisite for 2A: Aviation 1 or a Private Pilot License.

Prerequisite for 2B: Aviation 2 or 100 hours of flight time.

Note: Aviation 11, 12, 13 must be taken prior to or concurrent with this course.

A course of 160 hours of flight training which meets the C.A.A. flight experience requirements for the Commercial Pilot License. The course includes basic air work, cross-country flying, and advanced flight maneuvers. The flights are individually scheduled at the airport.

**3 Flight Instructor Rating Course (3)**

Prerequisite: Commercial Pilot License or 200 hours of solo flight time.

A course of 35 hours of flight training which meets the C.A.A.

requirements for a Flight Instructor Rating. The flights are individually scheduled at the airport.

#### **4 Instrument Rating Course (3)**

Prerequisite: Commercial Pilot License or 200 hours of solo flight.

A course of at least 10 hours of Link Trainer simulated flight and 20 hours of actual instrument flight. The course includes basic instrument flying, radio orientation, and procedures. Students are prepared for the C.A.A. Instrument Rating.

#### **5 Flight Indoctrination (1)**

Prerequisite: None

An introduction to modern aviation. A series of simulated flight experiences and problems in the Link Trainer. When practicable, laboratory flights will be made to acquaint the student with actually piloting a plane. Students are individually scheduled for this training.

#### **10 Introduction to Aviation (3)**

Prerequisite: None

A basic course in general aviation. The course includes a study of civil air regulations, the theory of flight maneuvers, general service of aircraft, aerial navigation, and a brief study of weather and weather maps. Approved C.A.A. Basic Ground School for Private Pilot License No. 7001.

#### **11 Navigation (2)**

Prerequisite: None

A course including a brief study of navigation by visual reference to the ground and thorough study of aerial charts. Stressed are the methods of obtaining the position of aircraft by keeping accounts of directions and distances traveled. Fundamentals of radio navigation are introduced. Approved C.A.A. Advanced Ground School for Commercial Pilots No. 7001.

#### **12 Meteorology (2)**

Prerequisite: None

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

#### **13 Aircraft Structures and Power Plants (2)**

Prerequisite: None

A practical course in aircraft structures and power plants. The study will include structures, operation, maintenance and servicing as they apply to the pilot. Course meets C.A.A. requirements for Com-

mercial Pilots in the subjects of aircraft and engines. Approved C.A.A. Advanced Ground School No. 7001.

### 15 Flight Instruction Technique (3)

Prerequisite: None

A course including demonstrations of maneuvers, lesson plans, psychology of instruction, and grading. Students are prepared for the C.A.A. Flight Instructor written examination.

### 16 Radio Navigation (3)

Prerequisite: Aviation 11

A detailed study of aircraft radio equipment, radio orientation, beam flying, and standard instrument approaches. Students are prepared for the C.A.A. Instrument examination.

### 21AB-22AB-23AB Aircraft Engine Overhaul and Maintenance (4-4-4-4-4-4)

Prerequisite for 21AB: None

Prerequisite for 22AB: None

Prerequisite for 23AB: Aviation 21 and 22

Note: B may be taken prior to A.

A vocational program in three semesters leading to the C.A.A. Engine Mechanic Rating. The work is divided into units of nine weeks in length (one-half semester) designated as parts A and B. The units of work are as follows:

21A Engine theory and magnetic inspection.

B Lubricants, lubrication systems, and powerplant lubrication.

22A Carburetion, carburetors, and fuel systems.

B Electricity, ignition systems, batteries, electric motors and battery charging systems.

23A Propellers and propeller governors.

B Civil Air Regulations, weight and balance, flight line inspections, and trouble shooting.

Five four-hour periods each week combining theory and practical shop work. The courses are based on standards required for C.A.A. Certified Schools. Employed aircraft mechanics may take individual units of Aviation 21, 22, and 23 without regard to prerequisites at the discretion of the instructor.

### 25AB-26AB-27AB Airplane Maintenance and Repair (4-4-4-4-4-4)

Prerequisite for 25AB: None

Prerequisite for 26AB: None

Prerequisite for 27AB: Aviation 25 and 26

Note: B may be taken prior to A.

A vocational program in three semesters leading to the C.A.A. Airplane Mechanic Rating. The work is divided into units of nine weeks

in length (one-half semester) designated as parts A and B. The units are as follows:

25A Aircraft woodwork, fabric work, doping and painting.

B Aerodynamics, assembly and rigging.

26A Aviation sheet metal.

B Aircraft welding.

27A Hydraulics and electrical systems.

B Weight and balance, Civil Air Regulations, instruments, inspection and maintenance.

Five four-hour periods each week combining lectures and shop training. The courses are based on standards required for C.A.A. Certificated Schools. Employed aircraft and engine mechanics may take individual units of Aviation 25, 26, and 27 without regard to prerequisites at the discretion of the instructor.

### 31 Flight Engineer Rating Course (6)

Prerequisite: One of the following: a. Four years of aircraft maintenance experience, b. Aeronautical Engineer Degree, c. 200 hours as first pilot in four-engine aircraft.

A course to prepare for the C.A.A. examination for Flight Engineer Ratings. Intensive instruction will be given in the following: the atmosphere, instruments, power plant principles, operation and performance, airplane principles, operation and performance, flight control, weight and balance, and panel operation.

### 33-34 Aircraft Engine Overhaul and Maintenance

Prerequisite for 33: None

Prerequisite for 34: Aviation 33

Note: One unit of credit is granted for each 45 hours of class work. Limit 24 units.

Practical and theoretical instruction on aircraft power plants and their accessories. Intensive instruction will be given in the following fields: ignition and engine electrical systems, lubrication, carburetion and fuel systems, power plants, propellers, Civil Air Regulations, weight and balance procedures and computations, mechanical drawing, flight line maintenance, and engine test stand operation. Instruction will be given on running engines and accessories. The courses are based on standards required for C.A.A. Certificated Schools. Employed aircraft and engine mechanics may take individual units of Aviation 33 and 34 without regard to prerequisites at the discretion of the instructor.

### 35-36 Airplane Maintenance and Repair

Prerequisite for 35: None

Prerequisite for 36: Aviation 35

Note: One unit of credit is granted for each 45 hours of work. Limit 24 units.

Practical and theoretical instruction on aircraft structures and maintenance. Intensive instruction will be given in the following fields: rigging and assembly, woodwork, fabric, doping, painting, sheet metal, welding, hydraulics, and Civil Air Regulations.

## BACTERIOLOGY

### 31 Introductory Bacteriology (4)

Prerequisite: Physiology 31; or Chemistry 1, 11, or 41; or physiology or chemistry in high school.

Note: Required of pre-nursing students. Physiology 31 is recommended.

The nature, occurrence, classification, and bio-chemical activities of bacterial diseases and preventive practices; disease and immunity, sanitary applications; bacteriology in food and disease; commoner bacterial disease and preventive practices. Laboratory work includes routine techniques, identification, growth characteristics, and microscopic study of important type organisms and pathogens.

## BIOLOGY

### 1 Fundamentals of Biology (3)

Prerequisite: None

Note: This course allows no credit for students who have taken or are taking Botany 1, 2, or Zoology 1.

Important principles of biology illustrated by studies of structure and activities of living organisms, both plants and animals.

### 11 Heredity and Eugenics (3)

Prerequisite: One semester of a college biological laboratory science.

The principles of genetics and their scientific application to the improvements of plants, animals, and man.

## BOTANY

### 1-2 General Botany (4-4)

Prerequisite for 1: None

Prerequisite for 2: Botany 1; or Chemistry 1, 11, or 41; or chemistry and a biological science in high school.

A survey of fundamental biological facts and principles as illustrated by plant life. The properties and activities of protoplasm, the structure and functions of the cell and of the principal tissues and organs of flowering plants, reproduction, and the mechanism of inheritance. The evolution of the plant kingdom dealing with the comparative morphology of all the great plant groups. Two hours of lecture and two three-hour laboratory periods each week.

## CHEMISTRY

### 1-2 General Chemistry (5-5)

Prerequisite for 1: A satisfactory grade in the Chemistry Aptitude Test and completion of any two of the following courses in college

or high school: chemistry, physics, or trigonometry; grades in high school courses must be "B" or better.

Prerequisite for 2: Chemistry 1 with a grade of "C" or better.

A course of fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed. Three hours of lecture and two three-hour laboratory periods each week.

### 3-4 Quantitative Analysis (3-3)

Prerequisite for 3: Chemistry 2 with a grade of "C" or better

Prerequisite for 4: Chemistry 3 with a grade of "C" or better

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

The principles and methods of quantitative chemical analysis. Large numbers of illustrative problems are solved. Fundamental gravimetric, volumetric, and potentiometric procedures are covered, as well as electrolytic deposition, gas analysis, and specialized techniques. Two hours of lecture and two three-hour laboratory periods each week.

### 5-6 Organic Chemistry (3-3)

Prerequisite for 5: Chemistry 2 with a grade of "C" or better

Prerequisite for 6: Chemistry 5 with a grade of "C" or better

Note: Chemistry 5-6 is recommended for pre-medical and pre-dental students, and 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. For Chemistry 5, two hours of lecture and two three-hour laboratory periods each week; for Chemistry 6, one hour of lecture and two two-hour laboratory periods each week.

### 11-12 Elements of General Chemistry (4-4)

Prerequisite for 11: Mathematics 41 and 40, or one year of algebra and one year of geometry in high school.

Prerequisite for 12: Chemistry 11

Note: Recommended for majors in physical education and home economics, and for students wishing to enter the School of Nursing at the University of California at Berkeley.

An intermediate course in the fundamental principles of chemistry emphasizing the descriptive phases. Three hours of lecture and recitation with one three-hour laboratory period each week.

### 15-16 Organic, Medical, and Food Chemistry (3-3)

Prerequisite for 15: Chemistry 2 or 12

Prerequisite for 16: Chemistry 15



A course of instruction in the chemistry of carbohydrates, fats, proteins, body tissues, body secretions, medical and pharmaceutical products. Blood and urine analysis. Recommended for nurses, for home economics and physical education majors. One hour of lecture and two three-hour laboratory periods each week.

#### 41 Introductory General Chemistry (5)

Prerequisite: None

Note: Recommended as a foundation course for either Chemistry 11 or 1.

An introductory course emphasizing the fundamental laws and principles of chemistry and including a brief introduction to elementary organic chemistry. Reference is made to descriptive, industrial, and home chemistry. With a grade of "A" or "B" this course satisfies the chemistry requirements for nurses as prescribed by the California State Board of Nursing Examiners and the School of Nursing at the University of California at Berkeley. Four hours of lecture and recitation with one three-hour laboratory period each week.

#### 45-46 Biochemistry (3-3)

Prerequisite for 45: Chemistry 41 or chemistry in high school.

Prerequisite for 46: Chemistry 41 or 45, or chemistry in high school.

A study of the physiological chemistry of the body; the place of protein, carbohydrates, and fats in digestion; the role played by vitamins and hormones; the chemistry of blood and urine; and the 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 15-16 in subject matter but designed and treated particularly for students enrolled in the Laboratory Technician Curriculum. One hour of lecture and two three-hour laboratory periods each week.

#### 47-48 Chemical Apparatus (1-1)

Prerequisite: Chemistry 41, 11, or chemistry in high school.

Note: Either semester may be taken first.

Laboratory work in designing and constructing apparatus for chemical lecture demonstrations. Three hours each week.

### COMMERCE

#### 1A Beginning Typing (3)

Prerequisite: None

The basic essentials of typing designed to give the foundation for thorough training in typing.

#### 1B Intermediate Typing (3)

Prerequisite: Commerce 1A or a net speed of at least 25 words a minute.

Continuation of Commerce 1A. Emphasis is placed upon usable copy, business letters, reports, and tabulation work.

**1C Advanced Typing (2)**

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

Advanced typing is vocational, and the standards are set in terms of business demands. Emphasis is placed on speed and accuracy in doing professional work.

**1D Advanced Typing (2)**

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

Continuation of Commerce 1C. A complete review of business letters and business forms. A study of legal forms and rough drafts.

**3A Shorthand (5)**

Prerequisite: None

An intensive course in shorthand covering theory and transcription. Fundamentals of shorthand are mastered and emphasis is placed on correct writing technique.

**3B Shorthand (5)**

Prerequisite: Commerce 3A or one year of shorthand in high school.

Note: Typing must be taken concurrently unless student can type 60 words a minute.

Continuation of Commerce 3A. Dictation, transcription, and a review of theory. This course is designed to train stenographers to meet the demands of the business world.

**3C-D-E-F Shorthand (4-4-3-3)**

Prerequisite for 3C: Five-minute 80-word test or Commerce 3B.

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

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

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

Note: Typing must be taken concurrently unless student can type 60 words a minute.

A thorough review with emphasis placed upon short cuts and phrase writing. Individual work in shorthand speed and transcription speed.

**5A-5B Office Practice (4-4)**

Prerequisite: Ability to type 60 words a minute or enrollment in a typing class.

Note: Either semester may be taken first.

A course devoted to secretarial practice, office methods, and office procedures. A study is made of business and office organizations, the duties of various types of office workers, and the basic systems of filing: alphabetic, geographic, subject, and numeric. This course teaches the operation of the machines found in the modern business office, such as





*Scrimmage . . . Rally*



the Comptometer, Monroe, Dictaphone, Mimeograph, and Ditto. Considerable time is devoted to the development of desirable personality traits and qualifications of office workers.

### 15 English for Business (3)

Prerequisite: None

A course designed to help secretarial and commerce students overcome deficiencies in grammar, punctuation, and spelling—those defects which hinder young men and women entering the business world in expressing their thoughts effectively and concisely or in transcribing their shorthand notes correctly.

### 16 Writing in Business (3)

Prerequisite: None

A course designed to help students acquire proficiency in writing business letters and reports, particularly to train them for positions as correspondence, order, and adjustment clerks. Individual supervision is given in the writing of letters of application, order, adjustment, credit, collection, and sales.

### 21-22 Bookkeeping (4-4)

Prerequisite for 21: None

Prerequisite for 22: Commerce 21 or two years of bookkeeping in high school with grades of "A" or "B."

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. Practical bookkeeping problems and practice sets are emphasized more than theory.

### 27-28 Applied Accounting (3-3)

Prerequisite: Commerce 21, Economics 13, or one year of bookkeeping in high school with grades of "A" or "B."

Note: Either semester may be taken first.

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 therefor including analysis of transactions; transactions with a bank including making deposits, writing checks, and reconciling account; 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.

### 29 Business Mathematics (2)

Prerequisite: None

An intensive course in the fundamentals of arithmetic designed to

assist merchandising, secretarial, clerical, and accounting students prepare for a successful career. Practical problems develop the speed and accuracy required by business concerns. Attention will be given to calculations in billing, markup, turnover, payrolls, interest, discounts, installment selling, stocks, bonds, insurance, and annuities.

### **31 Principles of Marketing (3)**

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, the establishment of sound sales policies and methods are emphasized.

### **32 Store Management and Merchandising (3)**

Prerequisite: None

Problems of concern to the person who wishes to organize and operate a small store, the store manager, or a department store buyer. 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, turnover, stock control, inventory methods, layout, advertising and display.

### **33 Salesmanship (2)**

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 to 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.

### **34 Advertising (2)**

Prerequisite: None

An introductory course in the economics, purpose, and principles of advertising, including the organization and functions of advertising agencies. Stress is laid on copy appeals, types of copy, and suggestions for developing good copy. The purpose of this course is to give merchandising and advertising art students a general knowledge of advertising. It is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in lettering and in advertising art are offered by the Art Department.

**35 Supervised Retail Selling (4)**

Prerequisite: Commerce 32 or 33 with a grade of "B"

A practical course in which students develop skill in retail selling by actually working on a job. They spend two class hours each week in the discussion of retail sales problems and in addition work five hours each week in the Student Cooperative Bookstore with supervision on the job by the bookstore manager and the instructor. Students learn methods of ordering, the checking of supplies, the marking of goods for sale, and the operation of the cash register. Each participates in inventory taking, arranges displays, and gains valuable experience in meeting the public.

**39 General Insurance (3)**

Prerequisite: None

A course giving full consideration to the major topics of fire, marine, casualty, and life insurance. It also treats credit and title insurance, fidelity bonds, judicial bonds, contract bonds, and other types of surety contracts.

**41 American Financial Institutions (2)**

Prerequisite: Sophomore standing.

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.

**42 Investments (2)**

Prerequisite: Commerce 29 and sophomore standing.

A course designed to acquaint 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.

**43 Real Estate Analysis (3)**

Prerequisite: None

A course treating real estate and the economy which includes property rights, real estate and national economy, real estate and the city, land and its development, and the building and its problems; legal processes and instruments; the real estate market including price fluctuations and cycles, values and 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.

**45 Managing Personal Finances (2)**

Prerequisite: None

Lectures, class discussions, problems, and reports on making effective use of family income including a study of ways to save for major investments and for retirement. Purpose and operation of a household budget, records for tax purposes, intelligent buying, and an evaluation of the services of consumer research and product testing organizations. Special attention is given to renting and buying a home; financing through building and loan associations, government guaranteed loans, and mortgage loans from individuals. Types of property, health, and life insurance; selection of policies, choice of lump sum, or other plans of claim settlement are considered.

**47-48 Industrial Organization and Management (2-2)**

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; wages analysis; safety and accident prevention; and collective bargaining.

**49 Airline Transportation (3)**

Prerequisite: None

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

**ECONOMICS****1-2 Principles of Economics (3-3)**

Prerequisite for 1: Sophomore standing

Prerequisite for 2: Economics I

An introductory course dealing with fundamental principles of economics. Consumption, production, exchange, distribution. Basic problems relating to our modern economic system.

**11 Economic History of the United States (3)**

Prerequisite: None

A history of the 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)

Prerequisite for 13: None

Prerequisite for 14: Economics 13

Note: Students not meeting entrance requirements for the University of California should enroll in Commerce 21-22.

The accounting equation, the theory of debit and credit, the classification of accounts, the procedure of recording transactions in modern accounting services, the preparation and analysis of balance sheets and income statements.

## ENGINEERING

### 1 Engineering Drawing, Elementary (3)

Prerequisite: None

Training in the manipulation of instruments, lettering, blue print reading, shop sketching, geometric construction, sectioning, dimensioning, and working drawings.

### 2 Engineering Drawing, Advanced (3)

Prerequisite: Engineering 1 or mechanical drawing in high school.

Design and delineation of simple machine parts in the drafting room with special emphasis upon the production of drawings which conform to standard practice.

### 3 Descriptive Geometry (2)

Prerequisite: Engineering 1 or 2

An applied science which treats of the graphic representation of lines, planes, surfaces, and solids. Excellent training in visualization.

### 8 Materials of Engineering Construction (2)

Prerequisite: Chemistry 11 and Physics 10, or chemistry and physics in high school.

A study of the structural properties, behavior, and adaptability of metals and various building materials.

### 11-12 Plane Surveying (3-3)

Prerequisite: Mathematics 2 and Engineering 1, or trigonometry and mechanical drawing in high school.

A course in the fundamentals of surveying for all students of engineering. The measurement of distances by pacing, chaining, and the stadia; the use and adjustment Wye and Dumpy levels 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 observations for latitude and azimuth. Topographical mapping, by means of the stadia, using transit and plane table.

#### 41 Engineering Computations (1)

Prerequisite: None

Lectures and instruction in the use of the slide rule. Mannheim, log-log, 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.

### ENGLISH

#### 1-2 Freshman English (3-3)

Prerequisite for 1: A satisfactory grade in the English Placement Test.

Prerequisite for 2: English 1

A foundation course in writing and reading, strongly recommended for those students intending to transfer to a university. In English 1 training in exposition is given. In English 2 study and practice of exposition are continued, and some attention is given to description and narration. Class reading assignments and book reports are required throughout the course.

#### 5-6 Survey of English Literature (3-3)

Prerequisite for 5: English 1-2

Prerequisite for 6: English 1-2

Note: Required of all English majors. Open to all who have completed English 1-2.

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

#### 8 The Modern Drama (2)

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 the plays written in the last half century. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama. Readings, reports, special assignments, and class discussions.

#### 10 Shakespeare (2)

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.

### 13 Introduction to World Literature (2)

Prerequisite: None

A study of some masterpieces of world literature to provide a background for future reading. This course emphasizes the development of literary movements in relation to history. Extensive reading, class discussion, and lectures.

### 14 Modern American Literature (2)

Prerequisite: None

A course designed to provide a wide reading experience in the significant American literature of the last fifty years. 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 a background for critical judgment of contemporary American writing.

### 16 Modern Periodical Literature (2)

Prerequisite: None

A brief historical survey of the development of the magazine, followed by extensive readings selected from current magazine articles. Special attention is given to the various types of periodicals to aid the student in forming a well-rounded point of view. Readings, reports, discussions.

### 18 Independent Reading (2)

Prerequisite: None

A course in reading books which allows the student considerable choice in the books he reads. Special attention is given to the value of worth-while books, to aid the student in broadening his interest and increasing his understanding and enjoyment of literature. Readings, reports, discussions.

### 41 Remedial English (2)

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, and spelling.

### 42 Reading and Composition (2)

Prerequisite: None

A course in reading and writing with special attention given to methods of improving speed and comprehension in reading and clarity in writing.

## FRENCH

### 1 Elementary French (4)

Prerequisite: None

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.

Training in pronunciation with stress on smoothness and proper intonation. Essentials of grammar, conversation, and composition. Reading of elementary prose with some stress placed on French character and customs.

### 2 Elementary French (4)

Prerequisite: French 1 with a grade of "C" or better, or two years of French in high school with grades of "C" or better completed within the past two years.

Continuation of French 1. Stress on correct use of verbs in conversation and writing, and accuracy of grammatical detail. Elementary syntax completed. Reading of intermediate texts and the reproduction of simple French.

### 3 Intermediate French (4)

Prerequisite: French 2 with a grade of "C" or better, or three years of French in high school with grades of "C" or better completed within the past two years.

A thorough review of grammar, composition, translation, and reading. Oral and written resumes to develop fluency and accuracy in idiomatic usage.

### 4 Intermediate French (4)

Prerequisite: French 3 with a grade of "C" or better, or four years of French in high school with grades of "C" or better completed within the past two years.

Continuation of French 3. Reading of more difficult material representative of the best in French thought. Free written composition and conversation.

## GEOGRAPHY

### 1-2 Elements of Geography (3-3)

Prerequisite for 1: None

Prerequisite for 2: Geography 1

A development of the underlying principles of human geography through a study of the main features of the physical environment in their relationship to man's economic, political, and social activities.

**31 World Geography (3)**

Prerequisite: None

A course designed to develop the ability to view peoples, nations, and theaters of current events in their appropriate environmental settings, and to observe, classify, and analyze problems in terms of local, regional, and global relationships.

**32 Economic Geography (3)**

Prerequisite: None

Note: Geography 1 or 31 is recommended.

Designed to give an understanding of the relation of physical factors and economic conditions to the production and distribution of the world's leading commercial products. Special attention is given to the occupations of hunting, fishing, forestry, grazing, farming, mining, manufacturing, transportation, and trade.

**GEOLOGY****1-2 General Geology (3-3)**

Prerequisite for 1: None

Prerequisite for 2: Geology 1

A general study of the earth, its minerals, rocks, structures, dynamic forces, and history. Geology 1 includes a study of the physical processes: erosion, vulcanism, earthquakes, etc. Geology 2 is concerned with the history of the earth throughout geologic time, the life types from the distant past, and the origin and location of economically important deposits.

**35 The Oil Industry (3)**

Prerequisite: None

A survey course in the production and refining of oil. Emphasis is placed on the essential uses of petroleum products in modern civilization, world and national production, the geological conditions under which oil occurs, the methods of drilling and production, and the principles underlying refining.

**GERMAN****1 Elementary German (4)**

Prerequisite: None

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 Elementary German (4)**

Prerequisite: German 1 with a grade of "C" or better, or two years of German in high school with grades of "C" or better completed 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 in folklore. Essential geographical and historical data concerning German peoples.

**3 Intermediate German (4)**

Prerequisite: German 2 with a grade of "C" or better, or three years of German in high school with grades of "C" or better completed within the past two years.

A review of elementary grammar. A study of world 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)**

Prerequisite: German 3 with a grade of "C" or better, or four years of German in high school with grades of "C" or better completed within the past two years.

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

**HISTORY****1-2 History of Western Europe (3-3)**

Prerequisite for 1: None

Prerequisite for 2: History 1

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 perspective of the development of those political, economic, and social 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)**

Prerequisite for 3: None

Prerequisite for 4: History 3

A general survey of the history of the Western Hemisphere from the discovery to the present time. The planting 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)

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.

A brief study of the political, economic, and social history of the United States since 1763. 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)

Prerequisite for 7: None

Prerequisite for 8: History 7

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 civilization 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.

## 12 Pacific Coast History (2)

Prerequisite: None

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)

Prerequisite for 17: Sophomore standing

Prerequisite for 18: History 17

Note: History 17-18 allows only four units of credit for students who have completed History 5.

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.

**21-22 Latin America (2-2)**

Prerequisite for 21: None

Prerequisite for 22: History 21 or 3

A study of the influences of the Indians, the Spanish, the Portuguese, the English, and the Americans upon Latin America. Geographic, economic, and cultural phases are stressed. Special emphasis is placed on the relations between these areas and the United States of America, stressing contemporary problems. This course is designed for those students who are interested in Latin America and the problems arising from the penetration of Western Civilization but who do not care to major in history.

**33-34 The Orient (2-2)**

Prerequisite for 33: None

Prerequisite for 34: History 33

A study of the geographic, economic, and cultural backgrounds of Russia, China, and India with some attention to Japan and the islands of the Pacific. Special emphasis is placed on relations between these areas and the United States of America, stressing contemporary problems. This course is designed for students interested in the Orient and the problems arising from the penetration of Western Civilization but who do not care to major in history.

**HOME ARTS****3 A-B-C-D Handicrafts (1-1-1-1)**

Prerequisite: None

Note: Courses are to be taken in sequence.

A course offered for the accommodation of housewives and other adults who may wish to learn one or more crafts, to refresh themselves in some already learned, or to specialize on just one or two. The class meets one day a week. The content of this course is essentially the same as that of Home Arts 3-4.

**3-4 Handicrafts (2-2)**

Prerequisite for 3: None

Prerequisite for 4: Home Arts 3

The application of art principles in the following crafts: weaving, leather craft, book binding, wool embroidery, wood carving, block printing, stenciling, and knotting and braiding. A basic course for leaders in Camp Fire and Girl Scout organizations and for those who are interested in occupational therapy; a preparation for recreational aid to hospitals under the Red Cross program.

**11-12 Clothing (3-3)**

Prerequisite: None

Note: Either semester may be taken first.

Construction of garments including sports clothes, afternoon and



evening wearing apparel, and suits and coats. A study of clothing selection through the application of principles of design and color. One hour of lecture and five laboratory periods each week.

### 15-16 Millinery (2-2)

Prerequisite: None

Note: Either semester may be taken first.

Blocking and making of straws and felts to current styles and fashion trends. Making of fabric hats as accessory to costume; millinery design, trim, and construction.

### 17-18 Apparel Design (6-6)

Prerequisite for 17: Home Arts 11

Prerequisite for 18: Home Arts 12 and 17

Note: Home Arts 11 may be taken concurrently with Home Arts 17. Home Arts 12 may be taken concurrently with Home Arts 18.

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 (6-6)

Prerequisite for 19: Home Arts 18

Prerequisite for 20: Home Arts 19

The designing and construction of suits, coats, slacks, and the art of draping. Employment of the hard and soft tailoring as applied to production of women's and children's garments. Five three-hour periods each week.

### 21-22 Elementary Food Study (3-3)

Prerequisite: Chemistry 11 or chemistry in high school.

Note: Chemistry 11 may be taken concurrently. Either semester may be taken first.

Food selection, preparation, service and preservation; study of recipes, their construction and substitutions; menu planning and meal preparation; emphasis on food value and cost. One hour of lecture and five laboratory periods each week.

### 25 Elements of Nutrition (2)

Prerequisite: None

A study of the principles of nutrition and their application to the problems of growth, physical development, and maintenance of health. The application of the scientific principles of nutrition to the individual and to the family group. This course meets the requirements for American Red Cross Standard Nutrition Certificate.

**29 Home Furnishing (2)**

Prerequisite: None

Selection and arrangement of draperies, rugs, pictures, and decorative objects. Floor plans are examined. A study is made of period furniture and decorative accessories.

**31 Marriage and Family Living (3)**

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 their resolution, relatives, family and community relations are studied. Lectures, discussions, conference with experts, readings, and reports.

**33 Personality Clinic (2)**

Prerequisite: None

Development of personality through clothing, adornment, conversation, and character. Personality in the home, the church, business and social life. Emphasis on what one can wear to advantage. Lectures, consultations with experts, visitations, readings, and laboratory projects.

**35 Child Growth and Development (2)**

Prerequisite: None

The care and training of children. This course includes the study of early training in food habits, play and recreation, parent-child relationship, discipline, home training for citizenship, and clothing for children.

**37 Textiles and Non-Textiles (2)**

Prerequisite: None

The physical properties and values of the materials used in clothing and household equipment, including tests and analyses. This course will provide the basis for good judgment in making purchases of such goods. Materials studied include wool, silk, linen, cotton, and synthetics in the textile field; leather, fur, metal, wood, porcelain, and glass among the non-textiles. Class discussions, research, demonstrations, and lectures by experts.

**39 Home Management (3)**

Prerequisite: None

Study of the problems of practical domestic management and solutions offered. Among the topics covered are gracious living, care of the home, upkeep, intelligent purchases, modern equipment and its advantages, including minimum essentials in establishing a home. Lectures by experts in the various fields.

**41-42 Foods: Their Selection, Preparation, and Service (3)**

Prerequisite: None

Note: Either semester may be taken first.

A comparative study of the fundamental processes of cookery in relation to the problem of family meals, with the necessary study of cost. One hour of lecture and five laboratory periods each week.

**HYGIENE****1 Health Education (2)**

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 in specific diseases, the significance of nutrition in health and disease, and the hygiene of the different body systems.

**4 Public Health and Sanitation (2)**

Prerequisite: None

A general survey of the field of public health in the United States, including a consideration of the causes and prevention of disease and disability; the conservation of infant and child life; the home, school, and industrial environment; the communicable and non-communicable diseases; mental hygiene; and present problems of public health. Specialists from the County Health Department address the class.

**10 First Aid (2)**

Prerequisite: None

A course including demonstration and explanation of First Aid methods by the instructor, followed by actual practice work by each student. The American Red Cross Standard First Aid Certificate will be awarded upon satisfactory completion of this course.

**JOURNALISM****1 Introduction to Journalism (2)**

Prerequisite: None

An introductory course in journalism designed to give the student an understanding of the modern newspaper with some practice in writing for publication.

**2 Newspaper Reporting (2)**

Prerequisite: None

A study of the work of the reporter. Practice in news gathering and writing for publication.

**11 Copy Reading (3)**

Prerequisite: None

By handling copy that is to appear in print, the student interested

in writing has an opportunity in this course to prepare copy for publication and to correct the material of other writers. Study of the rules of punctuation; practice in proofreading.

## 12 Newspaper Problems (3)

Prerequisite: None

A practical course in journalism. Students enrolled in this course publish the college newspaper. Practical work in make-up and layout is designed to train those interested in the routine of publication.

## 13-14 Magazine and Trade Publication Writing and Editing (3-3)

Prerequisite: A satisfactory grade in the English Placement Test.

Note: Either semester may be taken first.

A course designed for students interested in working on trade papers, employee publications, and other types of periodicals. The first semester's work is planned to include instruction in the process of article writing. The second semester is planned to provide instruction in make-up layout and picture editing. Provision is made to give practical work in publication.

## LAW

### 17-18 Commercial Law (3-3)

Prerequisite for 17: Sophomore standing preferred.

Prerequisite for 18: Law 17

A practical course in the principles of law that affect business relations including contracts, sales, agency, insurance, negotiable instruments, partnerships, corporations, securityship, real property, and wills. Lectures and discussions are based on the laws in force in most states, with particular emphasis on those of California. Actual cases are assigned for the purpose of understanding legal principles and terms.

### 21 Negotiable Instruments (2)

Prerequisite: None

A practical course in the use of notes, bills of exchange, checks and other types of negotiable instruments in banking, finance, collections, and elsewhere in business. The topics covered include requirements of negotiability, negotiation, holders and holders in due course, rights and liabilities of parties, primary and secondary liability, discharge, checks, and banks and banking.

### 23 Law of Insurance (2)

Prerequisite: None

Preparation for the state examination required for licensed insurance salesmen or brokers. The Insurance Code of California is emphasized including the main principles of insurance and insurance law, together with the legal aspects of different types of policies.

**25 Real Estate and Property Law (2)**

Prerequisite: None

The legal background necessary for those planning to take the state examination required for licensed real estate salesmen or brokers. The course includes the principles of ownership and management applied to conveyancing, deeds, trust deeds, mortgages, leases, brokerage, mechanics' liens, homesteads, wills, and estates.

**31 Law for the Layman (3)**

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.

**MATHEMATICS****1 Intermediate Algebra (3)**

Prerequisite: Mathematics 41 and 40, or one year of algebra and one year of plane geometry in high school.

Note: Mathematics 40 may be taken concurrently. This course may not be taken for credit by students who have completed two years of algebra in high school with grades of "C" or better. Mathematics 1 allows only two units of credit to students who have one and one-half entrance credits in algebra.

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, and logarithms.

**2 Trigonometry (3)**

Prerequisite: Mathematics 1 or one and one-half years of algebra and one year of plane geometry in high school.

Note: This course allows only one unit of credit to students who have completed trigonometry in high school with a grade of "C" or better.

An elementary course in plane trigonometry and spherical right triangles with practical applications. Trigonometric functions, the right triangle, functions of multiple angles, trigonometric equations and identities, radians, inverse functions, the oblique triangle, logarithms, calculations, and trigonometric analysis.

**3 Plane Analytic Geometry (3)**

Prerequisite: Mathematics 2 or two years of algebra, one year of plane geometry, and trigonometry in high school.

A study of the equations representing the straight line, circle, ellipse, and other conic sections as the locus of equations of first and second

degree in rectangular coordinates; the method of writing equations for tangents and normals to circles and conic sections; polar coordinates and transformation of coordinates.

#### 4 Differential Calculus (3)

Prerequisite: Mathematics 3

The study of functions, algebraic and transcendental, and their classification. The derivative defined; its practical use in obtaining velocities and acceleration values in non-uniform straight line and curved line motion, and in obtaining maximum and minimum values useful in design. The differential and infinitesimal and its use in forming derivatives. The use of the first and second derivatives in rapid curve tracing.

#### 5 Integral Calculus and Solid Analytical Geometry (3)

Prerequisite: Mathematics 4

A study of integration in the indefinite and definite integral. Applications of the definite integral in the determination of areas, volumes, centroids, and moments of inertia. The study of surfaces in the geometry of space.

#### 6 Integral Calculus, Solid Analytical Geometry, and Infinite Series (3)

Prerequisite: Mathematics 5

The study of surfaces in the geometry of space; partial differentials, multiple integrals, and infinite series.

#### 8 College Algebra (3)

Prerequisite: Mathematics 2 or one and one-half years of algebra, one year of plane geometry, and trigonometry in high school.

A review of fundamental processes of algebra and advanced work in progressions, determinants, theory of equations, partial fractions, permutations and combinations, probability, and infinite series.

#### 9 Mathematics of Finance (3)

Prerequisite: Mathematics 1 or two years of algebra in high school.

A study of interest, discount, annuities, amortization, sinking funds, valuation of bonds, depreciation, life insurance, investments for students majoring in commerce or business administration.

#### 40 Plane Geometry (3)

Prerequisite: Mathematics 41 or one year of algebra in high school.

Note: This course may not be taken for credit by students who have completed plane geometry in high school with a grade of "C" or better. A student will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 40; if he receives a grade of "C," he will remove only the subject deficiency.

A comprehensive course in plane geometry. Parallel lines, proportion, congruent and similar triangles, the right and oblique triangles, the theorem of Pythagoras, circles, and polygons.

#### 41 Fundamentals of Algebra (3)

Prerequisite: None

Note: This course may not be taken for credit by students who have completed one year of algebra in high school with a grade of "C" or better. A student will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 41; if he receives a grade of "C," he will remove only the subject deficiency.

A course in the fundamental operations of algebra. This course is the equivalent of one year of algebra in high school.

### MINERALOGY

#### 1-2 Elementary Mineralogy (3-2)

Prerequisite for 1: Chemistry 1, 11, or 41; or chemistry in high school.

Prerequisite for 2: Mineralogy 1

Note: Chemistry 1 may be taken 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. One lecture and two three-hour laboratory periods each week.

### MUSIC

#### 1-2 Solfege (3-3)

Prerequisite for 1: None

Prerequisite for 2: Music 1 or chorus and fundamentals in high school.

Note: Music 1 may not be taken for credit by students who have completed one year of chorus and fundamentals in high school.

Basic course for all students of both instrumental and vocal music. Extensive drill in sight reading, ear training, and melodic diction.

#### 3-4 History and Appreciation of Music (3-3)

Prerequisite: None

Note: Either semester may be taken first.

A study of the development of form and style in music through lectures, illustrations, and readings 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 earliest time to the present day. The course also assists the student in a better understanding of music literature.

**5-6 Harmony (5-5)**

Prerequisite for 5: Music 1 or chorus and fundamentals in high school.

Prerequisite for 6: Music 5

Note: Music 1 may be taken concurrently with Music 5. Music 5 allows only two units of credit for students who have completed one year of harmony in high school.

Study of materials used in music, both diatonic and chromatic. Chord relationships and progressions. Harmonization of melodies by section and phrase with use of embellishing tones. Common tone and common tone modulation. Allied chords and modulations. Use of augmented sixth chords. The aim of this course is to give command of music materials and to enable the student to write music in simplest forms, to harmonize a melody, and to hear progressions rapidly.

**7-8 Counterpoint (2-2)**

Prerequisite for 7: Music 5 or one year of harmony in high school.

Prerequisite for 8: Music 7

Fundamental principles of good melody. Strict counterpoint in all orders: two, three, and four voices. Free or modern counterpoint; note to note; second order; two or more notes to one, admitting unharmonized dissonances as changing notes, passing notes, retardations, or suspensions.

**11-12-13-14 Men's Chorus (1-1-1-1)**

Prerequisite: A good voice and the ability to carry a part.

Note: Courses are to be taken in sequence.

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.

**11-12-13-14 Women's Chorus (1-1-1-1)**

Prerequisite: A good voice and the ability to carry a part.

Note: Courses are to be taken in sequence.

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.

**15-16-17-18 A Cappella Choir (1-1-1-1)**

Prerequisite: Evidence of a good voice.

Note: Courses are to be taken in sequence.

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)**

Prerequisite for 21: A sufficiently accurate ear to sing in tune.

Prerequisite for 22: Music 21

The principles of correct tone production and their application to the simpler songs and ballads in English. The course is planned to develop individual talents. Poise, diction, style, tone, color, and interpretation are stressed.

**23-24 Instrumental Training (1-1)**

Prerequisite for 23: A musical background

Prerequisite for 24: Music 23

Elementary instruction on the various orchestral and band instruments for Music majors or students with a musical background who wish to perform in Glendale College organizations.

**25-26 Conducting (2-2)**

Prerequisite for 25: Music 1-2 (or Music 5) and membership in one of the performing musical organizations at Glendale College.

Prerequisite for 26: Music 25

A practical study of conducting choral, instrumental, and church and community singing groups. Criteria of performance, tempo, dynamics, timbre, phrasing, score reading, terminology, instrumentation, program building, rehearsal techniques, and voice production in ensemble are studied. Opportunity for conducting by students is given.

**31-32-33-34 Orchestra (1-1-1-1)**

Prerequisite: Ability to perform on a standard orchestral instrument.  
Note: Courses are to be taken in sequence.

Standard symphonic literature is studied. The orchestra performs at Glendale College and community festivals and programs.

**35-36-37-38 Popular Orchestra (1-1-1-1)**

Prerequisite: Recognized ability as a performer in an established band or orchestra.

Note: Courses are to be taken in sequence. Membership is limited to fifteen.

Workshop through which students may prepare to enter the field of commercial music. Emphasis on sight reading. Practical experience at Glendale College functions.

**41-42-43-44 Band (1-1-1-1)**

Prerequisite: Ability to perform on a standard band instrument.

Note: Courses are to be taken in sequence.

The literature of modern bands is studied. This organization functions at all Glendale College athletic events.

**45-46-47-48 Ensemble (1-1-1-1)***Treble Clef*

Prerequisite: A good voice and the ability to carry a part.

Note: Courses are to be taken in sequence.

A small ensemble group which studies vocal music suitable for public presentation with emphasis on blending and balance.

*Instrumental*

Prerequisite: Recognized ability to perform as a member of a choral or instrumental group.

A small instrumental group which studies music for radio and other public performances. Emphasis on balance, dynamics, phrasing, and interpretation.

*Male Quartet*

Prerequisite: Evidence of a good voice and membership in A Capella or Men's Chorus.

A special male group which studies material suitable for radio and other public performance. Special emphasis on interpretation, tone, shading, and balance.

**PALEONTOLOGY****1 Elementary Paleontology (3)**

Prerequisite: None

A history of life on the earth with particular reference to the principles of and evidences for organic evolution. An appraisal of the physical environment of organisms and animal adaptations thereto. The development of life from the simplest forms to the most complex by a study of fossils from all ages. A brief survey of human development.

**PHILOSOPHY****1-2 Introduction to Philosophy (3-3)**

Prerequisite for 1: None

Prerequisite for 2: Philosophy 1

An introduction to thinking about the fundamental ideas and ideals that play an indispensable part in the life and activities of persons in each cultural area and epoch. Problems of knowing, right and wrong, good and bad, the beautiful, true and false are considered in the concepts and ideals of metaphysics, ethics, epistemology, and religion. Historical and contemporary solutions to these problems form the content of the course.

**PHOTOGRAPHY****1-2 Elements of Photography (2-2)**

Prerequisite for 1: None

Prerequisite for 2: Photography 1

Note: Photography 2 allows one unit of credit for three hours of laboratory a week, two units for six hours a week.

Development of the basic techniques in the art of taking pictures. Making exposures, developing negatives, the making of prints, and the making of enlargements from both miniature and large negatives. By the end of the course, students are expected to master the art of making well finished pictures under all ordinary conditions.

### 3-4 Intermediate Photography (3-3)

Prerequisite for 3: Photography 2

Prerequisite for 4: Photography 3

Note: Photography 3 and 4 allow from one to three units of credit each, three hours of laboratory work a week carry one unit of credit.

A course designed for more advanced students. Those who show suitable skill will be given opportunities in connection with Glendale College drama productions, publications, and sports to take pictures such as those a reporter would have on assignment.

### 5-6 Advanced Photography (5-5)

Prerequisite for 5: Photography 4

Prerequisite for 6: Photography 5

Note: Photography 5 and 6 allow from one to five units of credit each, three hours of laboratory work a week carrying one unit of credit.

An advanced course for competent students with previous training and experience.

## PHYSICAL EDUCATION FOR MEN

Each student is required to enroll in physical education unless he has (1) attained the age of 25 years, (2) is carrying an initial load of seven units or less, (3) has medical excuse on file (in this case the Physical Education Department may develop a program of modified activities), or (4) is a junior college graduate.

### 1 Physical Education Activities (1/2)

Prerequisite: None

Instruction in the fundamentals of individual activities. Free and competitive participation in seasonal sports.

### 2 Beginning Archery (1/2)

Prerequisite: None

Instruction and practice in the fundamental techniques of shooting with the bow and arrow. Target shooting and field archery shooting.

### 3 Intermediate Archery (1/2)

Prerequisite: Some previous experience in archery.

Development of competitive shooting; participation in tournament shoots.

**33 Beginning Archery—Coeducational (1/2)**

Prerequisite: None

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

**34 Intermediate Archery—Coeducational (1/2)**

Prerequisite: P.E. 33

Practice in target and range shooting and tournament using the Columbia Round.

**5 Intermediate Baseball (1/2)**

Prerequisite: None

Note: Designed for those who wish to compete on varsity teams.

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

**6 Advanced Baseball (Varsity and Junior Varsity) (1/2)**

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.

**7 Beginning Basketball (1/2)**

Prerequisite: None

Instruction and practice in the fundamental techniques of shooting, ball handling, passing, dribbling, and floor work.

**8 Intermediate Basketball (1/2)**

Prerequisite: Some previous playing experience in basketball.

Note: Recommended for P. E. majors.

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

**9 Advanced Basketball (Varsity and Junior Varsity) (1/2)**

Prerequisite: Previous experience on an organized team.

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

Development of team play for competitive participation. Daily.

**10 Intermediate Football (1/2)**

Prerequisite: None

Note: Recommended for P. E. majors and those interested in varsity competition.

Instruction in football rules; instruction and practice in techniques of individual offense and defense. Spring semester only.

**11 Advanced Football (Varsity and Junior Varsity) (1/2)**

Prerequisite: Some experience on an organized team.

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

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

**12 Beginning Golf (1/2)**

Prerequisite: None

Instruction and practice in the fundamentals of golf. Development of various golf shots. Golf rules and etiquette.

**13 Advanced Golf (Varsity) (1/2)**

Prerequisite: Some previous playing experience in golf.

Note: Limited to students trying out for varsity team.

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

**15 Golf—Coeducational (1/2)**

Prerequisite: None

Instruction and practice in golf strokes, techniques, rules and etiquette. Development of social phases of golf.

**14 Water Polo (1/2)**

Prerequisite: Some previous swimming experience.

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.

**16 Advanced Swimming (1/2)**

Prerequisite: Some previous swimming experience.

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

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

**19 Adapted Activities (1/2)**

Prerequisite: None

A modified program of activities designed to meet the needs of special students.

**20 Leadership—Coeducational (2)**

Prerequisite: None

Note: Recommended for P. E. majors and students entering the recreation field.

A study of the principal factors necessary for leadership in com-

munity service of such types as playground directing, committee work, camp counseling and church work. Emphasis is placed upon the principles governing the choice, techniques, rules, and organization of group activities.

**21 Cross-Country Running (1/2)**

Prerequisite: None

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

Designed for competitive participation. Fall semester. Daily.

**22 Advanced Track and Field (Varsity) (1/2)**

Prerequisite: None

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

Designed for competitive participation. Daily.

**28 Beginning Volleyball (1/2)**

Prerequisite: None

Instruction in the rules, and practice in the fundamental techniques of volleyball.

**24 Intermediate Volleyball (1/2)**

Prerequisite: Some previous playing experience in volleyball.

Note: Recommended for P. E. majors.

Development of team play and competitive participation.

**23 Volleyball—Coeducational (1/2)**

Prerequisite: None

Instruction and practice in volleyball techniques for men and women.

**25 Beginning Tennis (1/2)**

Prerequisite: None

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

**26 Intermediate Tennis (1/2)**

Prerequisite: Some previous playing experience in tennis.

Note: Recommended for P. E. majors.

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

**27 Advanced Tennis (Varsity) (1/2)**

Prerequisite: Some previous playing experience in tennis.

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

Development of team play for competitive participation. Daily.

**29 Cowboy Dancing (1/2)**

Prerequisite: None

Note: Recommended for P. E. majors.

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

**30 Beginning Social Dancing—Coeducational (1/2)**

Prerequisite: None

Instruction and practice in the fundamental steps of the foxtrot, waltz, rumba, and other popular dances.

**PHYSICAL EDUCATION FOR WOMEN**

Each student is required to enroll in physical education unless he has (1) attained the age of 25 years, (2) is carrying an initial load of seven units or less, (3) has medical excuse on file (in this case the Physical Education Department may develop a program of modified activities), or (4) is a junior college graduate.

**1 Body Mechanics (3/4)**

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.

**15 Beginning Golf—Coeducational (3/4)**

Prerequisite: None

Instruction and practice in golf strokes, techniques, and rules.

**19 Adapted Activities (3/4)**

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.

**20 Leadership—Coeducational (2)**

Prerequisite: None

A study of the principal factors necessary for leadership in community service of such types as playground directing, committee work, camp counseling, and church work. Emphasis is placed upon the principles governing the choice, techniques, rules, and organization of activities.

**23 Volleyball—Coeducational (3/4)**

Prerequisite: None

Instruction and practice in volleyball techniques for men and women.

**25 Beginning Sports (3/4)**

Prerequisite: None

Instruction in the fundamental techniques of seasonal sports: basketball, volleyball, hockey, and baseball.

**26 Intermediate Sports (3/4)**

Prerequisite: P.E. 25 or credit in high school.

Development of team play in seasonal sports: basketball, volleyball, hockey, and baseball.

**27 Beginning Tennis (3/4)**

Prerequisite: None

Instruction and practice in tennis strokes, techniques, and rules.

**28 Intermediate Tennis (3/4)**

Prerequisite: P.E. 27 or credit in high school.

Instruction and practice in tennis strokes, techniques, umpiring, and doubles and singles tactics.

**29 Cowboy Dancing—Coeducational (3/4)**

Prerequisite: None

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

**30 Beginning Social Dancing—Coeducational (3/4)**

Prerequisite: None

Instruction and practice in the fundamental steps of the foxtrot, waltz, rumba, and other popular dances.

**31 Beginning Folk Dancing (3/4)**

Prerequisite: None

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

**33 Beginning Archery—Coeducational (3/4)**

Prerequisite: None

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

**34 Intermediate Archery—Coeducational (3/4)**

Prerequisite: P.E. 33

Practice in target and range shooting and tournament using the Columbia Round.



## PHYSICS

### 1-2 Engineering Physics (3-3)

Prerequisite for 1: Mathematics 3, 4, Physics 10 (or physics or chemistry in high school), and trigonometry in high school.

Prerequisite for 2: Physics 1

Note: Mathematics 3 and 4 may be taken concurrently. Physics 1-2 is restricted to engineering students and science majors.

Mechanics, properties of matter, and heat. An intensive study of motion, dynamics, statics, vectors, liquids, gases, heat effects, change of state, calorimetry, heat transfer. Two hours of lecture and one three-hour laboratory period each week.

### 3-4 Engineering Physics (3-3)

Prerequisite for 3: Physics 1-2 with grades of "C" or better.

Prerequisite for 4: Physics 3

Note: Mathematics 5 and 6 are recommended for Physics 3-4 and may be taken concurrently.

Magnetism, electricity, wave motion, sound and light presented as a continuation of Physics 1-2. Study of laws of magnetism, static electricity, current flow; electromagnetism and induced currents; conduction through gases, radio activity; laws of wave motion in sound and light spectroscopy, etc. Two hours of lecture and one three-hour laboratory period each week.

### 5-6 General Physics (4-4)

Prerequisite for 5: Physics 10 or Chemistry 41 or 11 and Mathematics 2, or physics or chemistry and trigonometry in high school.

Prerequisite for 6: Physics 5

Note: Required of pre-medical students. Mathematics 2 may be taken concurrently with Physics 5.

A general course including a study of properties of matter, mechanics, heat, sound, light, electricity, and magnetism. Lectures, demonstrations, problems, and laboratory work. Three hours of lecture and one three-hour laboratory period each week.

### 10 Introduction to Physics (3)

Prerequisite: Mathematics 41 and 40, or one year of algebra and one year of geometry in high school.

Note: Not open to students who have completed physics in high school with a grade of "B" or better, or to those who have had Physics 1, 2, 5, or 6.

A brief presentation of some of the more important phenomena in physics with experimental illustration.

**29-30 Applied Electricity (4-4)**

Prerequisite for 29: Mathematics 41, 40, and Physics 10; or algebra, geometry, and physics in high school.

Prerequisite for 30: Physics 29

A brief course in electric circuits and machines with emphasis on fundamental principles of electricity and magnetism; their applications to electric power equipment. Laboratory measurement and calculations of various circuits, direct and alternating current generators and motors, transformers, meters and control equipment. Field trips to power plants and industrial applications of electrical power. Three hours of lecture and one three-hour laboratory period each week.

**31-32 Electronic Fundamentals (4-4)**

Prerequisite for 31: Mathematics 41, 40, and Physics 10; or algebra, geometry, and physics in high school.

Prerequisite for 32: Physics 31

A study of vacuum tubes and vacuum tube circuits and their applications to radio, radar, and television; electronic power supply circuits, rectifiers, amplifiers, oscillators and ultra-high frequency generators; the cathode ray oscillograph and its uses in electronics; wave guides, cavity resonators, antennas, and high-frequency transmission lines; non-sinusoidal waves and transients; special circuits for the production of square waves, sawtooth waves and pulses, aircraft radio and electrical systems.

**33 Applied Physics (2)**

Prerequisite: None

The application of physics to industry. Fundamental units: measurement, heat, properties of matter, gases, force and motion, machines and power, electrical circuits, electrical measuring instruments, electric current-effects, sound waves, light, optical instruments. Two three-hour laboratory periods each week.

**35-36 Sound Recording (1-1)**

Prerequisite: None

A laboratory course in which measurements will be made to determine the frequency response, decibel gain, and per cent of distortion of various parts of sound equipment. Required of those who operate the recording system for the radio production class.

**47-48 Physical Apparatus (1-1)**

Prerequisite: Physics 10 or physics in high school.

Note: Either semester may be taken first.

Laboratory work in designing and constructing apparatus for physics lecture demonstrations. Three hours each week.

## PHYSIOLOGY

### 31 Introductory Physiology (4)

Prerequisite: Chemistry 41, or physiology or chemistry in high school.

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and dissection material. Course required for pre-nursing students, elective for others. Three hours of lecture and one three-hour laboratory period each week.

## POLITICAL SCIENCE

### 1-2 Introduction to Government (3-3)

Prerequisite for 1: None

Prerequisite for 2: Political Science 1, 5, or Social Science 31-32.

Note: Political Science 1 allows only one unit of credit for students who have completed Political Science 5.

An introduction to the principles and problems of government. In the first semester particular emphasis is placed on national government in the United States. In the second semester a comparative study is made of constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected governments abroad. Political Science 1 meets the California State requirement in the American Constitution.

### 5 American Political Ideals (2)

Prerequisite: None

Note: It is recommended that the California State requirement in American History be completed prior to enrollment in this course.

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.

### 6 American State and Local Government (2)

Prerequisite: None

A study of the development of state constitutions, practices, and laws. The relation of the states to the Federal government and also to county and municipal government. Particular emphasis is placed upon California government.

## PSYCHOLOGY

### 1-2 General Psychology (3-3)

Prerequisite for 1: Sophomore standing preferred

Prerequisite for 2: Psychology 1

An intensive study of human and animal behavior: emotions, learning, memory, motivation, thinking, and imagination; the individual

differences in ability, intelligence, personality, maturation, and development; personal applications. Statistical procedure in psychology; a series of experiments, both individual and group, with statistical and observational treatment; applications of psychology in medicine, law, education, business, and industry.

## 5 Survey of Psychology (3)

Prerequisite: Psychology 1

Note: This course may not be taken for credit by students who have completed Psychology 2.

Psychology in college life, child development, education, vocational guidance, human adjustments, mental illness, speech correction, propaganda, crime, music, art, leisure, industry, business, and clinical practice. A course intended primarily for students who will not continue in psychology. The sequences of Psychology 1-2 or 1-5 will meet the requirements for junior standing at the University of California or the University of California at Los Angeles.

## 21 Occupational Planning (1)

Prerequisite: None

A course designed to aid students in relating their own interests and abilities to an occupational field. Self-analysis and evaluation will be facilitated by the use of standardized tests.

## 35 Practical Psychology (3)

Prerequisite: None

Note: This course may not be taken for credit by students who have completed Psychology 1-2 or 5.

A survey of motives, emotions, intelligence, aptitudes, imagination, learning, and personality as demonstrated in the home, education, medicine, law and criminology, business and industrial life. Primarily for those desiring a practical knowledge of psychology.

## X How to Study (0)

Prerequisite: None

A laboratory course of eight classroom hours designed to aid students in improving study habits. Special assistance in reading, note taking, writing of term papers, and general study organization. Special help is given to personal problems.

## SOCIAL SCIENCE

### 31-32 Introduction to Social Science (4-4)

Prerequisite for 31: None

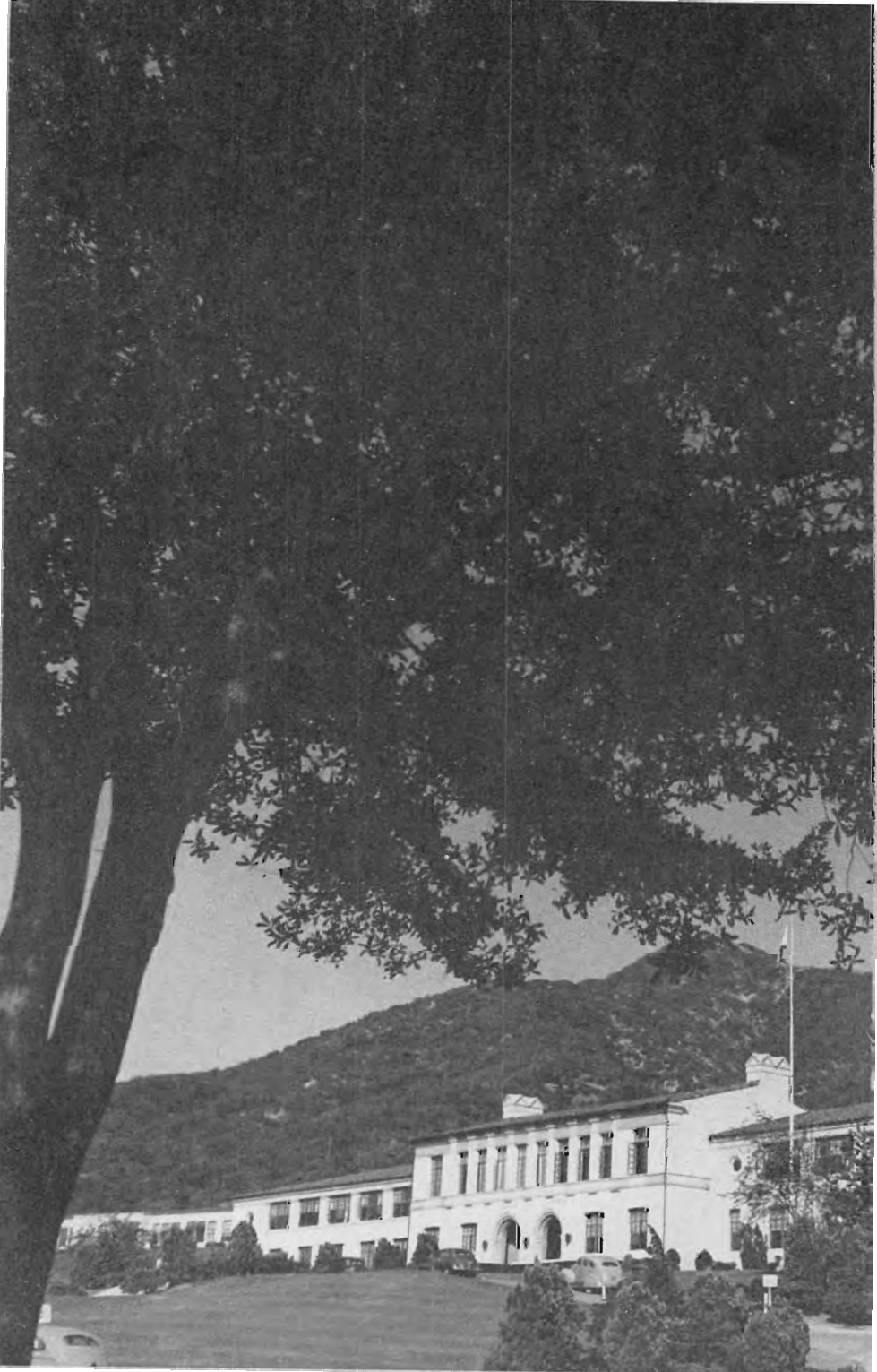
Prerequisite for 32: Social Science 31

Note: Social Science 31-32 allows only six units of credit for students who have completed History 5 or Political Science 5, and only four



*Back to classes . . . Hockey game*





units of credit for those who have completed both History 5 and Political Science 5.

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, to understand the actual experience and situations that confront him, to obtain a realistic view of the total social scene. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution.

#### 41 Student Leadership (2)

Prerequisite: None

Note: Elected officers of student organizations are urged to enroll.

Open to students interested in developing leadership ability.

Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, and democratic organization. During one period each week, the class as members and auditors, hold the regular meeting of the Glendale College Executive Board.

### SOCIOLOGY

#### 1-2 Social Institutions (3-3)

Prerequisite for 1: None

Prerequisite for 2: Sociology 1

A study of the processes of group life and the problems arising from group relationships. Recreation, crime, delinquency, industry, illness, marriage, divorce, and other problems affecting social welfare. Lectures, discussions, reports.

### SPANISH

#### 1 Elementary Spanish (4)

Prerequisite: None

Note: This course may not be taken for credit by students who have completed two years of Spanish in high school with grades 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 Elementary Spanish (4)

Prerequisite: Spanish 1 with a grade of "C" or better, or two years of Spanish in high school with grades of "C" or better completed 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)**

Prerequisite: Spanish 2 with a grade of "C" or better, or three years of Spanish in high school with grades of "C" or better completed within the past two years.

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral resumes or readings, and written composition.

**4 Intermediate Spanish (4)**

Prerequisite: Spanish 3 with a grade of "C" or better, or four years of Spanish in high school with grades of "C" or better 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)**

Prerequisite for 1: None

Prerequisite for 2: Speech 1

The basic principles of speech for communication are studied and applied through practice of original, occasional, informal, and declamatory speeches and interpretative selections.

**3-4 Public Speaking (3-3)**

Prerequisite for 3: A satisfactory grade in the English Placement Test.

Prerequisite for 4: Speech 3

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.

**25-26 Public Discussion (3-3)**

Prerequisite: Some previous speech work.

Note: Either semester may be taken first.

The study and practice of the essentials and types of group discussion by the use of the weekly topics presented by the Town Meeting of the Air. Discussion teams are prepared for campus and off-campus programs.

**31-32 Radio Production (2-2)**

Prerequisite for 31: None

Prerequisite for 32: Speech 31

A laboratory course in writing, acting, announcing, producing, directing, and recording public-service broadcasts over radio station KIEV.



## THEATER PRACTICE

### 1 Introduction to the Theater (2)

Prerequisite: None

A comprehensive study of modern theater practice with particular emphasis on pantomimes, improvisations, and simple acting exercises. Units of study will include the history of the theater and readings from modern plays for specific character studies.

### 2 Applied Acting (3)

Prerequisite: Theater Practice 1

A course in acting techniques including advanced pantomimes and improvisations. Each student is responsible for one five-minute scene each week. Monthly public performances are scheduled.

### 3-4 Rehearsal and Performance (3-3)

Prerequisite for 3: Theater Practice 2

Prerequisite for 4: Theater Practice 3

Students enrolled in this course will rehearse and perform in Glendale College drama productions.

### 21 Stage Design (2)

Prerequisite: None

A study of art principles as applied to stage settings.

### 31-32-33-34 Technical Production (3-3-3-3)

Prerequisite: None

A laboratory course in the construction and lighting of settings designed for Glendale College productions.

## TRADES

In all trade courses one unit of credit is granted for each 45 hours of class and laboratory work. Classes may be entered at any time provided there is an opening in the class.

### 1-2 Machine Shop, Elementary (6-6)

Prerequisite for 1: None

Prerequisite for 2: Trade 1

The fundamentals of the machinist trade. Included are the proper use of hand tools and the correct operation of machine tool equipment such as lathes, shapers, milling machines, drill presses, and grinders. The study of basic science and related information in machine shop work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.

**3-4 Machine Shop, Advanced (6-6)**

Prerequisite for 3: Trade 2

Prerequisite for 4: Trade 3

Advanced and complicated operations of machine shop tools and equipment, and the machining of different kinds of metals. Precision inspection, production, and assembly. Heat treatment of metals and basic tool and die work. Students will carry out complete projects from design to finished results. The course consists of five three-hour laboratory periods each week and gives advanced apprenticeship ratings to students completing it.

**5-6 Machine Shop, Introductory (3-3)**

Prerequisite for 5: None

Prerequisite for 6: Trade 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.

**11-12 Sheet Metal Manufacturing, Elementary (6-6)**

Prerequisite for 11: None

Prerequisite for 12: Trade 11

The fundamentals of the sheet metal trade. Included are the proper use of hand tools and the correct operation of sheet metal machinery and equipment such as hand-operated shears, brakes and rolls, blanking and forming dies, assembly jigs and fixtures, electric drill motors and pneumatic riveting tools, elementary template layout. The study of basic science and related information in sheet metal work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.

**13-14 Sheet Metal Manufacturing, Advanced (6-6)**

Prerequisite for 13: Trade 12

Prerequisite for 14: Trade 13

Advanced and complicated fabrication methods, using different kinds of metals. Hand tools and power-operated machines and equipment are utilized. Sheet metal precision inspection, production, and assembly. Advanced template layout and lofting. Heat treatment of metals. Special tooling problems. Students will carry out complete projects from design to finished results. The course consists of five three-hour laboratory periods each week and gives advanced apprenticeship rating to students completing it.

**15 Sheet Metal, General (3)**

Prerequisite: None

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

**17 Welding, Elementary (3)**

Prerequisite: None

The principles and techniques involved in general welding and cutting. The student is given experience in applying the principles by individual practice on a sequence of selected jobs including welding joints in steel, cast iron, brass, bronze, aluminum; and grazing joints in steel, cast iron, and malleable iron.

**18 Welding, Advanced (3)**

Prerequisite: Trade 17

A course providing an understanding of the extensive usefulness of welding in industry. Practical welding ability is developed that may be applied to enter the field of welding as a vocation.

**21-22-23-24 Carpentry (8-8-8-8)**

Prerequisite for 21: None

Prerequisite for 22: Trade 21

Prerequisite for 23: Trade 21-22

Prerequisite for 24: Trade 21-22-23

The course includes theoretical and practical work necessary to become a carpenter. The theoretical work includes blue print reading, mathematics, materials, estimation, and procedures used in the building trades. The practical work includes shop practice in the use of hand and power tools, and the actual construction of various types of buildings.

**25-26-27-28 Mill and Cabinet (8-8-8-8)**

Prerequisite for 25: None

Prerequisite for 26: Trade 25

Prerequisite for 27: Trade 25-26

Prerequisite for 28: Trade 25-26-27

A course including the theoretical and practical work necessary to enter industry in the mill and cabinet work field. The theoretical work includes blue print reading, related mathematics, materials, estimation and procedures in industry. The practical work includes a sequence of selected jobs to give the student all-around ability and speed.

**31-32 Trade Drafting, Elementary (6-6)**

Prerequisite for 31: None

Prerequisite for 32: Trade 31

A basic course in drafting consisting of instruments of the trade; lettering, orthographic projection, detail and assembly drawings, free hand drawing, shop sketching and blue print reading, and welded and machined parts.

**33-34 Trade Drafting, Advanced (6-6)**

Prerequisite for 33: Trade 32

Prerequisite for 34: Trade 33

Drawing for production, production engineering, shop practices, and sheet metal drafting. Design of castings, forgings, and advanced machine parts. Principles of lofting. Elements of stress analysis. Individual instruction in the field of drafting that the student desires to specialize.

**43-44 Mathematics for Trades (3-3)**

Prerequisite for 43: None

Prerequisite for 44: Trade 43

A thorough review of the basic principles of arithmetic with stress laid on fractions and decimals, proportion and percentage. Basic geometry, practical algebra, trigonometry, and the strength of materials will be covered. Problems applied to industry, such as tapers, screw threads, gears, etc., will complete the course.

**45 Physics for Industry (3)**

Prerequisite: None

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, electric currents and circuits.

**46 Materials and Processes (2)**

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 investigated. The use, functions, and limitations of all commonly used machine tools will be studied. Physical testing of the basic engineering materials.

**ZOOLOGY****1-2 General Zoology (4-4)**

Prerequisite for 1: Biology 1 and Physiology 31 (or Chemistry 11), or biology and physiology (or chemistry) in high school.

Prerequisite for 2: Zoology 1

Note: Required of pre-medical and pre-dental students, and psychology, paleontology, and zoology majors.

An introduction to the principles of animal biology with special reference to the structure, functions, 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. Two hours of lecture and two three-hour laboratory periods each week.

# APPENDIX

## LOWER DIVISION REQUIREMENTS

### For Certain Universities and Colleges in California

#### 1 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 1-2 in Glendale College with grade of "C" or better satisfy this requirement.

Military Science and Tactics (men)

(Note: If a student completes two years of work in a junior college, he is exempt from this requirement.)

b. Foreign Language

At least 16 units in not more than two languages, with not less than four units in any one language. 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 foreign language will be counted as four units each of this requirement. No credit is given for only one year of high school work in a foreign language.

c. Matriculation 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.

d. Natural Science

At least 12 units, including one course in a laboratory science (six hours of laboratory work weekly). The choice of sciences should be made from the following list:

High school physics\*, 3 units. (1 high school credit)

High school chemistry\*, 3 units. (1 high school credit)

Biology 1

Botany 1\*, 2\*

Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*

Geography 1

Geology 1, 2

Paleontology 1

Physics 1-2\*, 3-4\*, 5-6\*, 10

Zoology 1\*, 2\*

\*Laboratory science courses

## c. Additional

A sequence (of 5 or 6 units) in *each of four of* the following six groups:

## 1. English or Public Speaking

English 1-2

Speech 3-4

## 2. Foreign Language

This requirement is in addition to the regular requirement of 16 units. Two years of high school Latin are accepted as the equivalent of a college year course.

## 3. Mathematics

Any two of the following courses: Mathematics 2 or high school trigonometry, 3, 4, 9

## 4. Social Sciences

Economics 1-2

Geography 1-2

History 1-2, 3-4, 17-18

Political Science 1-2

Psychology 1-2 or 1-5

Sociology 1-2

## 5. Philosophy

Philosophy 1-2

## 6. Fine Arts

Art 1-2

Music 3-4

## 2 University of California at Los Angeles— College of Letters and Science

Note: Students who transfer to the College of Letters and Science at U.C.L.A. with 55 or more units in September, 1948, or February, 1949, will be permitted to qualify for upper division standing on the basis of the former pattern of lower division requirements. For those requirements refer to the Glendale College 1947-48 catalog or bulletins of the University of California at Los Angeles.

The requirements for junior standing, recently revised, are:

First: the completion of 60 units of college work with an average grade of "C" or better.

Second: the fulfilling of the following general and specific requirements. (Note: If these requirements are not fully satisfied in junior college, they may be completed in the university).

## a. General University Requirements:

English Subject A—Students completing English 1-2 in Glendale College with grade of "C" or higher satisfy this requirement.

Military Science and Tactics or Naval Science (men).

(Note: If student completes two years of work in a junior college, he is exempt from this requirement.)

Physical Education, 4 semesters.

## b. Foreign Language

At least 16 units in not more than two languages, with not

less than four units in any one language. The first two years of high school work with grade "C" or better 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 of this requirement. No credit is given for less than two years of high school work in a foreign language. If a new language is begun on 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 these courses will not be counted as a part of the 60 units.

d. English Composition

Three units of English composition with grade of "C" or better.

e. Natural Sciences

1. At least 5 units in physical science, chosen from the following:

Chemistry 1, 11

Geography 1

Geology 1, 2

Mathematics, one course, either 1 or 2

Physics 1, 2, 3, 4, 5, 6, 10

2. At least 5 units in biological science, chosen from the following:

Bacteriology 31

Biology 1

Botany 1, 2

Paleontology 1

Psychology 2

Zoology 1, 2

f. Social Sciences

1. A six-unit year course in history chosen from the following:

History 1-2, 3-4, 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:

Economics 1

Geography 2

Political Science 1, 2

Psychology 1

Sociology 1

g. Humanities. Two of the following three groups:

1. Literature—4 units

English 5-6

2. Philosophy—a six-unit lower division course  
Philosophy 1-2
3. The Arts—4 units  
Art 1-2  
Music 3-4

### 3 University of Southern California— College of Letters, Arts, and Sciences

The requirements for junior standing are:

- a. Art Appreciation or Music Appreciation, 2 units  
Students who transfer with 60 or more units of advanced standing may substitute two units of electives in fine arts or music.
- b. English, 6 units  
English 1-2
- c. Foreign Languages—One foreign language, 12 units.  
Each year of foreign language in high school will be accepted in fulfillment of three units of this requirement.
- d. General Studies, 13 units
  1. Man and civilization—6 units  
History 7-8. Students who transfer with 60 or more units of advanced standing may substitute six units of social studies.
  2. American Civilization and Institutions—4 units  
History 5, Political Science 5
  3. Three units to be selected from the following:
    - (a) Problems of Human Behavior (3 units)  
Students who transfer with 60 or more units of advanced standing may substitute 3 units of general psychology.
    - (b) Problems of Human Values (3 units)  
Students who transfer with 60 units of advanced standing may substitute 3 units of philosophy.
- e. Literature, 4 units  
The work may be taken in English, American, or comparative literature.
- f. Physical Education, 6 units  
Physical Education (4 semesters)  
Hygiene 1
- g. Sciences, 11 units  
At least one laboratory course must be included. Chemistry and physics in the third or fourth year of high school will each be accepted in fulfillment of this requirement. The choice of sciences should be made from the following list:  
High school chemistry \* (3 units)



- High school physics\* (3 units)  
 Biology 1  
 Botany 1\*, 2\*  
 Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*  
 Geology 1, 2  
 Physics 1-2\*, 3-4\*, 5-6\*  
 Zoology 1\*, 2\*

\*Laboratory science courses

#### 4 Stanford University—

##### Lower Division Requirements for all Schools of University

Lower Division requirements are designed to introduce the student to fundamental fields of human interest. A "C" average in scholarship is required in all work undertaken. At least 10 semester units are required in each of the three following groups:

Group I—Humanities (English, foreign language, journalism, lecture courses in music, art, speech, and drama).

- a. Completion of year course in English composition.  
 English 1-2
- b. Completion of at least 1½ full college years (12 semester units) or the equivalent in a foreign language.  
 This requirement may be satisfied in part by work completed in high school.  
 French 1-2-3, or Spanish 1-2-3, or German 1-2-3
- c. Electives, if needed, in arts and letters to total 10 semester units.

Group II—Natural sciences, and mathematics (mathematics, biology, botany, chemistry, engineering, geology, hygiene, logic, mathematics, mining and metallurgy, physics, psychology, zoology, and geography).

- a. A year course in a laboratory science.
  1. Biology for those who have not had at least one year of high school credit in a biological science.
  2. Chemistry, physics or physical sciences for those who do not have at least one year of high school credit in physics or chemistry.
  3. Electives to total 10 semester units in this group.

Group III—Social Sciences (history, political science, economics, philosophy, sociology and geography).

- a. History of Western Civilization (8 semester units) History 1-2, 3 or History 3-4, 1.
- b. Electives—select one of the following year courses:  
 Economics 1-2, Philosophy 1-2, Political Science 1-2, Psychology 1-2 or 1-5, Sociology 1-2

Note 1: All lower division students must enroll for physical training. Transfers from other colleges to Stanford may be relieved from certain above requirements by special action of Committee on Lower Division Administration.

Note 2: Students interested in the Stanford University *Honors Program* should complete the following lower division work: World Literature, one year; Fine Arts, one year; Philosophy, one year; Social Science, additional 10 units.

### 5 University of California (Berkeley)— School of Business Administration

Junior standing in any of the colleges of the University of California. Economics 1-2, 13-14, and Mathematics 9 or 3-4 should be completed in Glendale College.

### 6 University of California at Los Angeles— College of Business Administration

The requirements for junior standing are:

#### a. General University Requirements

English Subject A

Physical Education, 4 semesters

Military Science and Tactics (men)

(Note: If a student completes two years of work in a junior college he is exempt from this requirement, but must increase elective units.)

#### b. Foreign Language and Natural Science

A total of 16 units including a minimum of 4 units of language and 4 units of science. Not less than 6 units of the requirement must be taken after graduation from high school.

Foreign Language—The language credit approved for this requirement must be taken in one language only. 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.

Natural Science—Each year of chemistry or physics completed in high school with grades of "C" or better will count as 3 units in satisfaction of this requirement. Not less than 3 units of laboratory science must be included. Courses taken to meet this requirement should be selected from the following:

High school chemistry\*

High school physics\*

Chemistry 11\*

Physics 5-6\*

Botany 1\*

Astronomy 1

Biology 1

Geology 1

\*Laboratory science courses.

- c. Social Science  
(This requirement may be satisfied in upper division)  
At least six units in social science chosen from the following:  
History 1-2, 3-4, 17-18  
Political Science 1-2  
Psychology 1-2 or 1-5
- d. Required courses:  
Economics 1-2, 13-14  
English 1  
Geography 1-32 or 31-32  
Mathematics 1-9  
Speech 3
- e. Mathematics: Elementary algebra (Mathematics 41) and plane geometry (Mathematics 40)
- f. Electives:  
Electives should be chosen to complete a minimum of 64 units.

## 7 University of California at Los Angeles— College of Applied Arts

The College of Applied Arts was established on the Los Angeles campus to meet the demand for training of a specialized character which has a technical or professional appeal, to organize certain scientific and scholarly studies into suitable curricula which may be applied in the fields of industry and the arts, and to provide curricula for the training of teachers in specialized areas. Students who expect to transfer to U.C.L.A. to major in Apparel Design, Apparel Merchandising, Art, Dance, Home Economics, Music, Physical Education, and Theater Arts should enroll in the College of Applied Arts. The lower division requirements of the College of Applied Arts are:

- a. General University Requirements  
English Subject A  
Physical Education, 4 semesters  
Military Science and Tactics (men)  
(Note: If a student completes two years of work in a junior college, he is exempt from this requirement, but must elect other units in its place.)
- b. Foreign Language, Natural Science, combination of Foreign Language and Natural Science, (1), (2), or (3).
  - (1) At least 16 units in one foreign language. High school work with a grade of "C" or better may be counted as four units for the first two years and four units each for third and fourth years.
  - (2) At least 12 units of natural sciences chosen from the following list including one laboratory science. Courses marked with an asterisk (\*) satisfy laboratory requirements.

Biology 1  
 Botany 1\*, 2\*  
 Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*, 15-16\*  
 Geography 1  
 Geology 1-2  
 Paleontology 1  
 Physics 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 10  
 Zoology 1\*, 2\*

- (3) A combination of foreign language and natural science distributed as follows:

*Foreign Language:* At least 16 units in not more than two languages. High school work with grades of "C" or better may count as four units for the first two years together, and four 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 is completed.

*Natural Science:* At least nine units chosen from the natural science list set forth above, of which not less than one unit must be in laboratory work. Three units of mathematics not offered in satisfaction of (d) may be substituted for three units of this requirement.

c. Mathematics

Elementary algebra and plane geometry.

- d. Three year courses. A year course chosen from three of the following groups, at least one of which must be chosen from 1, 2, or 3:

1. English 1-2, 5-6, or Speech 1-2, 3-4.
2. Foreign Language additional to (b) above. No high school work may be counted.
3. Mathematics chosen from Mathematics 1, 2, 3, 4, 5, 6, 8, 9.
4. Social Science chosen from Economics 1-2, History 1-2, or 3-4, 7-8, or 17-18, Geography 1-2, Political Science 1-2, Sociology 1-2.
5. Psychology 1-2 or 1-5.
6. Philosophy 1-2.
7. Art 1-2, 3-4, or 5-6; Music 1-2, 3-4, or 5-6.

## 8 University of California—Santa Barbara College

University of California, Santa Barbara College, at the present time does not maintain the entrance requirements in force on other campuses of the University.

The requirements for junior standing are:

English, 9 units  
 Natural Science, 9 units. (Biological sciences, mathematics, and physical sciences)  
 Psychology, 3 units  
 Philosophy, 3 units  
 Social Sciences, 9 units. (Economics, history, political science, and sociology)  
 Applied Arts, 9 units. (Art, industrial arts, home economics, music, and physical education)

Note: A "C" average is required in 60 units of college work.

## 9 State Colleges of California—

### Chico, Fresno, Humboldt, San Diego, San Francisco, San Jose

The following requirements are common to all State Colleges and are prescribed by ruling of the State Board of Education.

1. English, 6 units
2. Physical Education and Hygiene, 4 units
3. Social Science, 12 units including a course in the study of American Institutions and Ideals
4. Natural Science, 12 units including both physical and biological science. High school chemistry or physics if taken in the junior or senior year may count as three units each toward the total of 12 units.
5. Psychology, 3 units
6. Electives, 23 units. At least six units must be earned in each of two subjects chosen in major or minor fields.
7. Earn "C" average or better in 60 units.

In addition to these requirements certain other subjects are prescribed or recommended as follows:

Required: Elementary algebra, plane geometry, two years of a foreign language in high school or one year of a foreign language in college; a year of English composition in college. In some cases substitutions may be offered for the mathematics and foreign language at San Jose, San Francisco, and San Diego if the student's major field of emphasis makes such advisable.

Recommended: Art, music, literature, dramatics, first aid.

A student expecting to transfer to a State College 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 program study.

## 10 Occidental College

The requirements for junior standing are: English composition, 4 units; foreign language, \*8-0 units; humanities, 10 units; natural science, 12 units; social science, 16 units; speech, 4 units; Biblical literature, \*4-0 units; and electives, 6-18 units.

Note 1: To qualify for a degree from Occidental it is necessary to maintain a grade average of "C" or better.

Note 2: Courses given at Occidental College in social science, humanities, and some sciences are especially integrated. Students should consult their counselors concerning acceptable Glendale College courses which may be substituted for these requirements.

\*If necessary to substitute lower division electives which are prerequisite to a student's major area of concentration, these graduation requirements may be postponed until the last two years of college.

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