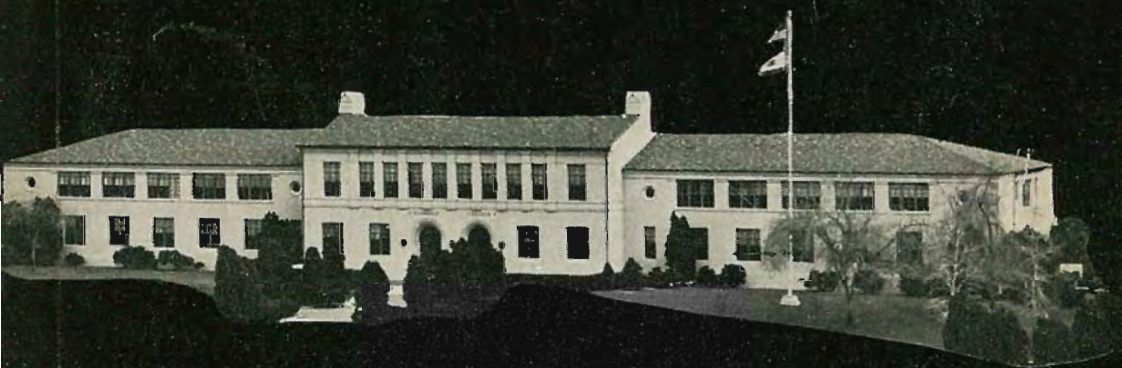
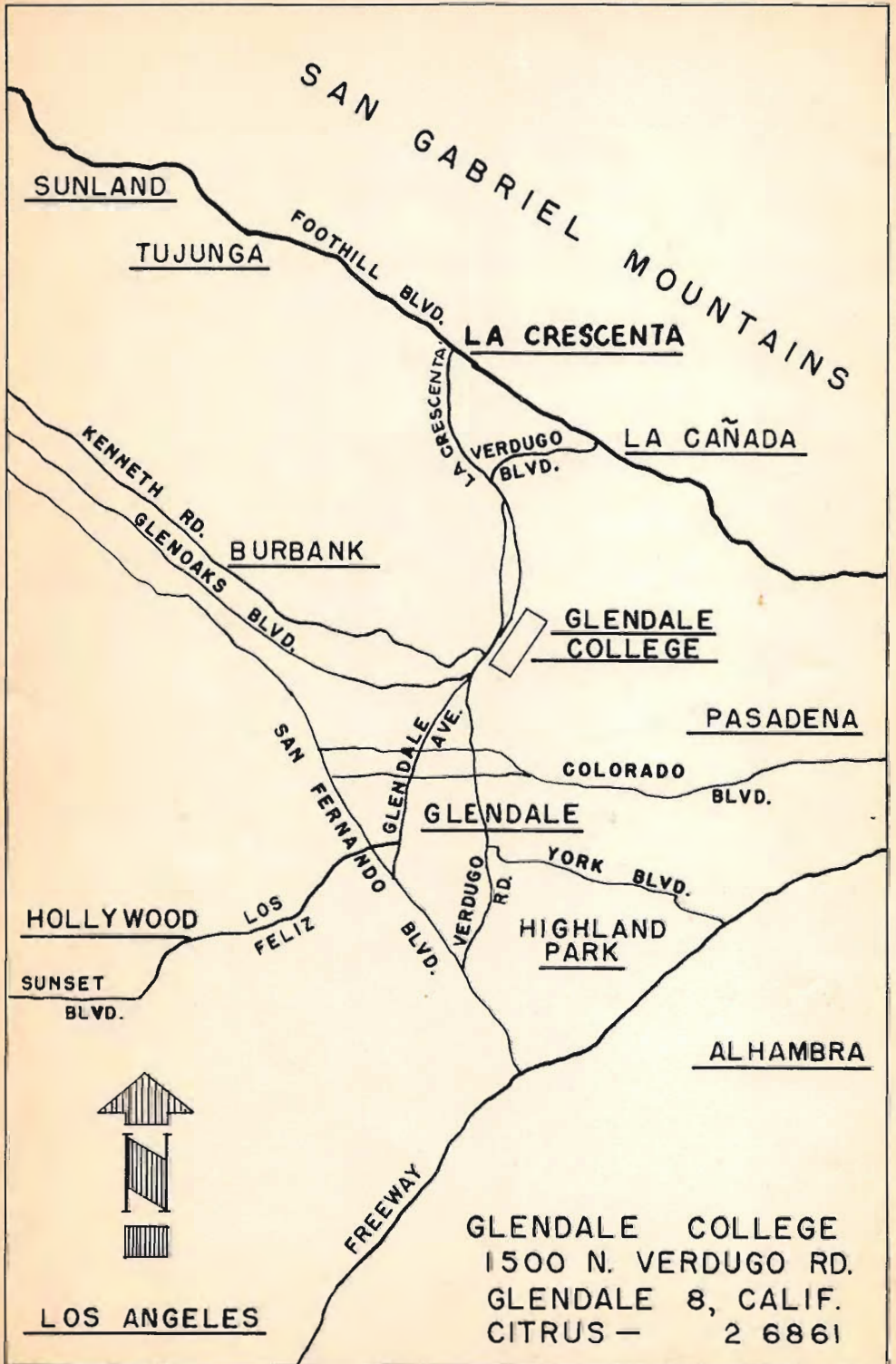


GLENDALE

COLLEGE





GLENDALE COLLEGE
 1500 N. VERDUGO RD.
 GLENDALE 8, CALIF.
 CITRUS — 2 6861



GLENDALE COLLEGE

*"a public junior college offering instruction in the
areas of general education, pre-professional training,
vocational, industrial, and community education."*

CATALOG
1957-1958

GLENDALE COLLEGE

1500 N. VERDUGO ROAD

GLENDALE 8, CALIFORNIA

CITRUS 2-6861

A MESSAGE FROM THE DIRECTOR TO EVERY STUDENT

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

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

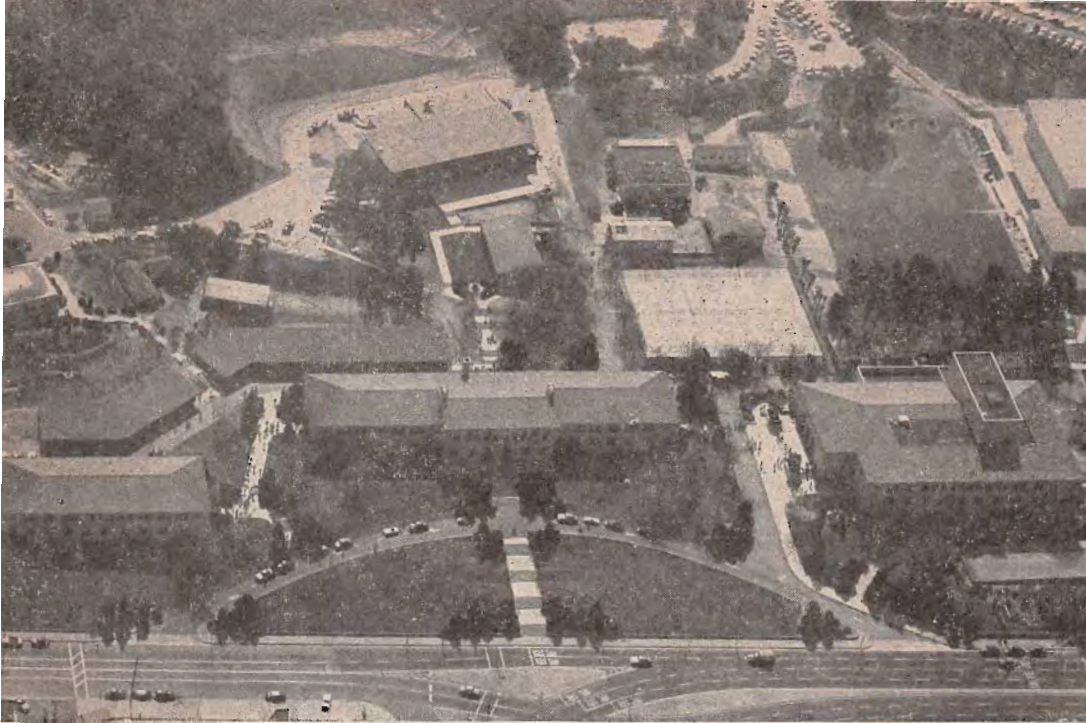
It will tell you the answers to most of the questions you have about courses, preparation for careers, present and prospective job opportunities, and how to plan for university transfer.

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

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

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

GERHARD E. EHMANN



GLENDALE COLLEGE

Glendale College is a public junior college. An Associate in Arts degree may be earned in two years of qualifying work, and junior standing in a four-year institution may be achieved at the same time. In addition specialized vocational training is offered in many fields for those who wish to attend for one or more semesters.

The campus consists of 56 acres and eleven permanent buildings, including a new classroom building and a new Campus Center. The campus is beautifully situated. It is located on the slopes of the San Rafael mountains, overlooking the valleys in the Glendale area.

Recreational facilities are numerous, both on the campus and in the vicinity. A library of 19,000 books and 200 periodicals is open from 7:30 A.M. to 5:00 P.M. on school days.

The student body of over 2,000 has a vigorous student government. Many interest and service clubs are open to all who wish to participate in them.

BOARD OF EDUCATION

MRS. REID L. BEERS.....	<i>President</i>
FRED P. SIMPSON.....	<i>Vice President</i>
MRS. DONALD R. WILLIAMS.....	<i>Secretary</i>
SCOTT T. MACDONALD.....	<i>Member</i>
BENJAMIN O. HAGEN.....	<i>Member</i>

SCHOOL DISTRICT ADMINISTRATION

JAMES H. WILLIAMS.....	<i>Superintendent</i>
KENNETH MONTGOMERY.....	<i>Deputy Superintendent</i>
MORRIS H. WINWARD.....	<i>Assistant Superintendent (Instruction)</i>
M. A. HESSE.....	<i>Business Manager</i>

GLENDALE COLLEGE ADMINISTRATION

GERHARD E. EHMANN.....	<i>Director</i>
JOHN S. KREIDER.....	<i>Dean of Instruction</i>
J. WALTER SMITH.....	<i>Dean of Students</i>
ELSIE T. BISHOP.....	<i>Counselor of Women Students</i>
CARL E. MCCONNELL.....	<i>Registrar</i>
HAROLD B. COCHRANE.....	<i>Coordinator of Guidance and Counseling</i>
CLAYTON B. WESTOVER.....	<i>Director of Extended Day and Adult Education</i>

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1957

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1958

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COLLEGE CALENDAR

First Semester — 1957-1958

May 11	Pre-registration Examinations, 8:30 a.m. - 12
May 16	Pre-registration Examinations, 2:00 p.m. - 5:30 p.m.
May 18, 25	Pre-registration Examinations, 8:30 a.m. - 12
June 1	Pre-registration Examinations, 8:30 a.m. - 12
August 26 to Sept. 13	Registration
August 27, 31	Pre-registration Examinations, 8:30 a.m. - 12
September 4, 7	Pre-registration Examinations, 8:30 a.m. - 12
September 16	Class Instruction Begins
September 17	Vaqueritos Day (all new students are expected to attend 10:30 a.m. - 12:30 p.m.)
October 15, 17	Group Counseling, 11:00 a.m.
October 25	Last Day to Drop Class Without Penalty
November 11	Veterans' Day (Legal Holiday)
November 15	Mid-Semester Grade Reports
November 21, 26	Group Counseling, 11:00 a.m.
November 28, 29	Thanksgiving Vacation
December 19 - January 1	Christmas Vacation
January 23	Last Day of Class Instruction
January 24	Final Examinations Begin
January 31	End of Semester

Second Semester — 1957-1958

December 7	Pre-registration Examinations, 8:30 a.m. - 12
December 12	Pre-registration Examinations, 2:00 p.m. - 5:30 p.m.
January 4	Pre-registration Examinations, 8:30 a.m. - 12
January 13 to 31	Registration
January 18, 23	Pre-registration Examinations, 8:30 a.m. - 12
February 3	Class Instruction Begins
February 4	Vaqueritos Day (all new students are expected to attend 10:30 a.m. - 12:30 p.m.)
February 12	Lincoln's Birthday (Legal Holiday)
March 6	Group Counseling, 11:00 a.m.
March 14	Last Day to Drop Class Without Penalty
March 31 - April 4	Easter Vacation
April 11	Mid-Semester Grade Reports
May 1	Group Counseling, 11:00 a.m.
May 10, 17, 24	Pre-registration Examinations, 8:30 a.m. - 12
May 30	Memorial Day (Legal Holiday)
June 5	Pre-registration Examinations, 2:00 p.m. - 5:30 p.m.
June 12	Last Day of Class Instruction
June 13	Final Examinations Begin
June 14	Pre-registration Examinations, 8:30 a.m. - 12
June 15	Commencement Exercises
June 20	End of Semester

General Information

PURPOSES OF GLENDALE COLLEGE. Glendale College provides an education for its students, commensurate with their abilities, that will equip them for living as well as for making a living. In attaining this goal the educational program stresses:

Further development in fundamentals, including reading, writing, speaking, listening, and the solving of numerical problems

Growth in the understanding of moral and spiritual values as a basis for character and good human relations

Training in critical thinking (drawing sound conclusions from premises, making relevant judgments, and discriminating among values)

Knowledge of the cultural heritage, the accumulated wisdom of mankind

Respect for learning and expression in the creative arts

Cultivation of habits essential to physical and mental health and basic to a satisfactory home and family life

Additional preparation for the responsibilities of citizenship

Foundation, including skills and appropriate attitudes, for a satisfying and socially acceptable vocation

The educational offering of Glendale College, intended to fulfill the stated purposes, may be grouped into three categories, which are not to be considered mutually exclusive:

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

Education for meeting the lower division requirements of a university or a four-year college in a student's particular field. Courses are offered which are equivalent to those available in the freshman and sophomore years at the University of California and other colleges and universities in the United States. A student with a satisfactory high school and junior college record will receive full credit for all university type work done in Glendale College provided he has met the specific requirements of the college or university to which he transfers. The University of California restricts the acceptance of credit from a junior college after a student has completed 70 semester units of college work. Courses taken over this limit will be allowed as meeting specific subject requirements but not as units toward the total required for graduation.

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.

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

ACCREDITATION. Glendale College is accredited by the Western College Association.

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

Credit for Military Training. Glendale College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. College work completed through the United States Armed Forces Institute will be

accepted. In order to receive credit for military training, veterans must petition for such credit and present authentic military service and training records including a copy of discharge papers.

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

SUMMER TERM. Glendale College has operated summer terms for the past fifteen years. The sixteenth summer term will open June 24 and close August 2, 1957. Students enrolling for work may complete four to six units of college credit during the six weeks. Courses will be offered in all fields in which there is sufficient demand. Summer term circulars may be 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, Ad. 100.

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

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

Since it is not always possible to secure employment immediately, the new student who plans to be self-supporting should not begin his college course without sufficient funds to cover the major expenses of at least the first semester. The Employment Service cannot guarantee that work will be found for all applicants, although every effort is made to find opportunities for all. No charge is made for this service.

WORK EXPERIENCE. Glendale College offers two Work Experience programs in which students may earn course credit for work which is supervised by college instructors. A *general* program is offered for the student who works at any kind of approved job and who enrolls in a course in vocational adjustment. Enrollment in this course is limited to one semester. A *related* program is offered for students who hold jobs that relate directly to courses taken concurrently or to their career goals. At the beginning of the semester students may enroll in Work Experience as they do for any other course except that after they have registered for the course, instead of reporting to a classroom they report to the Work Experience Office to fill out employment enrollment forms. This program is designed to facilitate the transition from school to work situations to the better satisfaction of the employer, the employee, and the community.

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

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

STUDENT HEALTH. The Glendale Unified School District maintains an examining physician who is available to the College 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.

LOANS AND AID FUNDS. A student loan fund was started in 1930 by a contribution of \$150.00 from the Faculty Club. An equal contribution from the student body made a total of \$300.00. From this beginning a loan fund for worthy and needy students has been maintained and increased by contributions from the American Legion Auxiliary, the Patrons Club and the Alumni Association. Applications for loans may be made either to the Dean of Students or Counselor of Women Students.

SCHOLARSHIPS. A number of scholarships are available each semester for both men and women students. Selection is made by the Faculty Awards Committee on the basis of academic achievement, financial need, integrity of character, and service to the College. Each is contingent upon the students having completed one semester of college work. The list includes:

Patrons Club Scholarships for \$50.00 each, available each semester for both men and women.

Elizabeth A. Rowley Memorial Scholarship Fund established in 1955 to memorialize the many services to the community and to education throughout California of Elizabeth A. Rowley, Dean of Women from 1945 to 1955. This is a perpetual fund, earnings of which are awarded by the Dean of Students and the Counselor of Women Students to students in need of financial assistance.

Patrons Award to Top Scholastic Ranking Man and Woman Graduate.

Pre-Dental Scholarship for \$150.00, awarded by the Women's Auxiliary, 4th District Dental Society, during the spring semester of each year to a student who has fully qualified for admission to a dental school of his choice.

Pan Hellenic Scholarship for \$100.00 awarded in the spring to a sophomore woman who plans to enter an upper division program in the coming fall semester. This is primarily a scholastic scholarship though activity participation and personal adjustment are given consideration.

American Association of University Women Scholarship for \$200.00 awarded to an outstanding sophomore woman who plans to enter a four year college or university. Scholarship is given first consideration but leadership, participation in school activities, and a well adjusted personality are also considered.

Rebecca Mane Scholarship Fund. In memory of her mother, Rebecca Mane, the sum of two thousand dollars has been donated by her daughter, Miss Florenze K. Mane, to be awarded as follows: two \$100 scholarships each year will be awarded to two students selected by the Scholarship Committee in cooperation with the donor until the fund is expended.

Executives' Secretaries Incorporated Scholarship. The Los Angeles Chapter of the Executives' Secretaries, Incorporated, each year awards \$150.00 for college expenses to an outstanding woman secretarial student. The candidates are chosen by a representative from the Business Division and the Scholarship Committee. The final selection is made by the Scholarship Committee of the Executives' Secretaries.

Gateway Kiwanis Scholarship. The Gateway Kiwanis Club of Glendale each year awards \$300.00 to an outstanding sophomore student who is planning to transfer to a four-year university. Candidates are chosen from the Educational, Scientific and Technical fields.

Little Theater of the Verdugos Award. The Little Theater of the Verdugos each year awards \$100.00 to an outstanding woman student in theater arts. Consideration by the committee for this award is made each spring.

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

Altrusa Club Scholarship for Vocational Nurses. Each year the Altrusa Club of Glendale presents to Vocational Nursing students two \$50.00 awards.

Selection of recipients is made by the Scholarship Committee at the end of the first college semester.

THE NEW CAMPUS CENTER provides facilities for the Associated Students and the Associated Men and Associated Women as well as a place where student clubs and associations may meet together for social and business functions. A cafeteria, dining room, and snack bar are housed here, and student dances are held at scheduled times.

It is anticipated that the Patrons' Club, Alumni, and other friends of the college will use the Campus Center for their business meetings and social affairs.

STUDENT ORGANIZATIONS AND ACTIVITIES. The Associated Students of Glendale College is the official student body organization. Numerous opportunities are provided students to participate in its activities. The Student Legislature is elected each semester, and it meets regularly to discuss and determine policies, practices, and expenditures relating to student government. An extensive social program, an athletic program, and an accounting office for student funds are maintained, and a bookstore is operated under the supervision of a business manager. All necessary textbooks and school supplies are available, and any net income is used to promote the Associated Students program. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

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

Clubs. Opportunity to render service to Glendale College or to pursue a special interest is provided through participation in the club program offered on the campus. (For a list of clubs see page 16.) All students are urged to affiliate with at least one organization. Club policies are coordinated by the Inter-Club Council.

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

Intramural. All students are offered the opportunity to join the intramural sports program. Most competition is between campus organizations, but individuals are encouraged to participate.

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.

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

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

ORGANIZATION ROSTER

		Membership	Meets 1 & 3 Tuesday	Meets 2 & 4 Tuesday	Open to all	Subject to qualifications
A.S.B. GOVERNMENT						
A.S.B. Legislature	Governing Body	Both	x	x		x
A.S.B. Executive Board	Governing Body	Both				
A.M.S. Board	Governing Body	Men				x
A.W.S. Board	Governing Body	Women				x
Inter-Club Council	Governing Body	Both				x
ATHLETIC ORGANIZATIONS						
Lettermen's Club	Men's Sports	Men				x
Women's Recreation Association	Women's Sports	Women				x
INTEREST CLUBS						
Alpha Chi	Art	Both	x		x	
Archi	Architecture	Both	x			x
Beta Kappa	Business	Both	x			x
College Y	Christian Fellowship	Both	x			x
Delta Tau	Engineering	Men	x			x
D Pancho	Journalism	Both	x			x
Intervarsity Christian Fellowship	Bible Study	Both	x			x
Judo Club	Judo	Men	x			x
Kappa Pi Sigma	World Friendship	Both	x			x
Nu Sigma Psi	Nursing	Women	x			x
Pre-Dental Club	Dentistry	Both	x			x
Tau Omega Phi	Teaching	Both	x			x
Vaq-Aeros	Flying	Both	x			x
HONORARY ORGANIZATIONS						
Alpha Gamma Sigma	Scholarship	Both		x		x
Beta Phi Gamma	Journalism	Both		x		x
Charros	Honorary-Service	Men		x		x
Delta Psi Omega	Drama	Both		x		x
Epsilon Omega	Honorary-Service	Women		x		x
Sigma Xi Sigma	Physics-Chemistry	Both		x		x
SERVICE ORGANIZATIONS						
*Alpha Phi Omega	Service	Men		x		x
*Artisans	Service	Women		x		x
*Circle K	Service	Men		x		x
*Niads	Service	Women		x		x
*Phians	Service	Women		x		x
*Seidals	Service	Women		x		x
*Sigma Phi Sigma	Service	Men		x		x
Veteran's Club	Service	Men		x	x	

*Application for membership in these clubs may be made through the office of the Dean of Students the third Wednesday of the semester.

All other clubs may be joined by attending the meetings.

Admission and Registration

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

Application. All applications for admission should be sent to the Registrar, Glendale College, Glendale 8, California.

Transcripts. Each applicant must file a certified transcript of his high school record with Glendale College. Applicants who have attended another college or university must, in addition, file transcripts from each attended, showing all attempted work. Glendale College reserves the right to evaluate work completed in other colleges. Transfers with acceptable grades will be granted advanced standing in so far as the work completed corresponds with that of Glendale College or the lower division work offered in the University of California.

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

Pre-registration Examinations. Each applicant must take Pre-registration Examinations, which are given in May, June, September, December, and January (see page 7 for dates and hours). Failure to take these examinations will delay or prevent registration; prospective students are advised to take them at the earliest date possible.

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

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 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 in California may attend Glendale College.*

(c) *A student whose residence is outside the Glendale Junior College District and in another junior college district in California may attend Glendale College if he presents a transfer permit from the district of residence. Applicants from a district which maintains a junior college cannot be 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.*

COUNSELING SERVICES. Glendale College provides within the structure of its administrative organization a guidance program with a counseling staff especially skilled in:

Helping the individual student to be understood by himself as well as by others.

Advising with and assisting the individual student to implement decisions which he makes.

Aiding the individual through group guidance activities.

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

Prior to registration and according to his vocational interest, every student is assigned a counselor who will approve his Study-List in preparation for formal registration. It is the responsibility of the student to plan his own course and make his own decisions; the counselor will help with suggestions

based upon the information derived from the student's high school record, the ability and interest tests given at the pre-registration examination, and other special tests administered as the need arises. After the initial interview, the counselor will be available at scheduled hours for conferences to give personal assistance to individuals about careers, education, student activities, employment, and personal and social problems that may arise with the adjustment to college life.

Counseling Examinations. All entering students are required to take Pre-Registration Examinations. A Psychological Examination gives information on the student's general aptitude for various types of college work. An English Placement Test is given to determine the student's ability to read, write, and comprehend English. On the basis of results on this examination the counselor recommends the English course to be taken. A Vocational Interest Inventory helps the student analyze his work preferences so that he can plan a suitable college program.

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

REGISTRATION. Each student must see his counselor and make out a Study-List prior to registration. Registration, the formal arranging in a program of the classes listed in the Study-List, takes place after the student is counseled, at which time a Program Card is filed. Changes from this Program may be made by the student if he completes a Petition for Change of Program. Permanent Registration forms showing the permanent program must be filed the first two days of the third week of the semester. The permanent program, however, must be in accord with the Program Card filed and with any Petitions for Change of Program. Classes are not added simply by listing them on the Permanent Registration forms; classes are not dropped simply by not listing them on the Permanent Registration forms. The student is held accountable for all classes on the Program Card or for classes which have been added by Change of Program; the student may not receive credit for classes not on the Program Card or for classes which have not been added by a Petition for Change of Program.

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

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

The legislative branch of the Associated Student Body has agreed upon dues of \$9.75 per semester plus \$1.25 which insures each student for blanket accident coverage not to exceed \$500 per accidental bodily injury received while on campus at Glendale College and/or participation in supervised campus activities (excluding interscholastic sports and off-campus, non-class ac-

tivities). According to the constitution of the Associated Student Body a proportional part of the dues may be refunded to students who withdraw during the first five weeks of the semester, but after that no refund on dues is made.

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 the Vaqueritos Day program on the first Tuesday of each semester, from 10:30 a.m. to 12:30 p.m. Sponsored by the student government and administration together, a series of group meetings explain student life, campus activities, student government, and guidance procedures vital to new students.

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 may occasionally have had outstanding experience in a given area which he may feel will satisfy the stated prerequisite for a course.

Where it is desired to substitute such experience for the regular prerequisite, the student must have a Petition to the Executive Committee approved to make such substitution. Once such a petition has been approved by the Executive Committee the student may not later receive credit for a course for which he substituted the outside experience.

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

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

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).

*Completion of the following subjects in grades 9 to 12. (Of the subjects completed in grades 10 to 12, inclusive, only those with grades of "A", "B", or "C" may be counted, and the student must have a "B" average in the subjects counted.)

(a) History (U.S. history or U.S. history and civics)	1 unit
(b) English	3 units
(c) Mathematics (elementary algebra and plane geometry)	2 units
(d) Science (a third or fourth year course with laboratory)	1 unit
(e) Foreign Language (in one language)	2 units
(f) Additional	1 unit
Chemistry or Physics (if not used for (d) or	
Advanced Mathematics or	
Foreign Language (if in a language other than that	
offered under (e), 2 units will be required)	

A student who has qualified for admission to the University of California as a freshman may enter Glendale College and in most cases may transfer to the University of California at the end of any term provided he has maintained a "C" average in all 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 removal of high school deficiencies,* as stated by the University of California:

By college courses of appropriate content and amount completed with satisfactory scholarship in junior colleges, or in state colleges of California, or University Extension or in any other approved colleges. The applicant must include in his program courses acceptable for removing his subject shortages and present either:

(a) a minimum of 30 units of transfer courses with a grade point average of 1.4 (C=1.0; 2.4 where C=2.00) plus a satisfactory score on the College Entrance Examination Board Scholastic Aptitude Test. Arrangements to take this test may be made through the Educational Testing Service, P.O. Box 27896, Los Angeles 27, California, or P.O. Box 592, Princeton, New Jersey, **or**

(b) sixty units or more of transfer courses with a grade-point average of 1.4. Ordinarily, it is recommended that graduates of California high schools who are not eligible for admission to the University, attend one of the California junior colleges and complete there the lower division requirements of the college in which they wish to register.

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 (Freshman and Sophomore) requirements of the college or university of his choice as outlined in its catalog.
2. In addition, it is advisable for him to submit his high school transcript plus his proposed junior college program to the registrar of the chosen

*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) if taken in tenth, eleventh, and twelfth grades.

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) and taken in the tenth, eleventh and twelfth grades, he will not have any grade deficiencies. Courses taken in the ninth grade and courses used as elective units need show passing grades only.

college or university for tentative approval.

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

Scholastic Information and Regulations

UNIT OF WORK. College work is measured in terms of the "unit." The value of a course in units is reckoned at the rate of one unit for three hours' work per week per semester on the part of the student. The credit value assigned to a course is not determined by the number of class meetings per week, but by the number of hours of work required of the student. For most courses it is expected that the average student will spend two hours in preparation for one hour of lecture or recitation.

Under Course Descriptions, pages 59 to 123 in this catalog, the number of units of credit offered for each course may be found.

UNIT LIMITATIONS. The normal program for a student at Glendale College is 16 units; a minimum full time load is 14 units. A student who is working part-time or has a health problem should make a proportionate adjustment in his college load.

First semester students may not register for more than 16 units plus physical education.

SCHOLARSHIP STANDARDS. Glendale College interprets a "C" average as a satisfactory scholarship standard—which means that the student should receive grade points equal to twice the number of units *attempted*. By units *attempted* is meant all units completed (for which credit toward graduation is allowed) plus all units in which an "F" has been received.

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

1. **Academic Probation.** A student will be placed on probation if his total accumulated record is six grade points or more below a "C" average. A student on probation will be limited in his study program by his counselor. In no case will such a student be allowed to carry more than 16 units excluding physical education.
2. **Dismissal.** A student will be subject to dismissal:
 - 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.
 - c. A student whose ratio of grade points to units *attempted* is low or a student who shows that he is not reasonably profiting from his college work may be placed on academic probation or excluded from college.

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

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

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

An incomplete grade (Inc.) will be given only when an unforeseen emergency prevents a student from completing the work in a course. The incomplete grade must be removed by the end of the sixth school week after the beginning of the semester subsequent to the one in which the "Inc." was made. If not removed, the incomplete grade automatically becomes a grade of "F."

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.

Except in the case of an "Inc." or clerical error, instructors will not be permitted to change a grade once it has been accepted by the office, and all changes involving clerical error must, prior to being made, have approval of the Executive Committee.

A student having earned a grade of "B" or "C" in a course will not receive any additional grade points for repeating the course and receiving a

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

Grade point average is the total number of grade points divided by the *units attempted*. The *units attempted* is the sum of the units in which passing grades have been received and, where there is an "F," "WF," or "Inc.," the units which would have been allowed if a passing grade had been earned. An "Inc." made up carries the grade points per unit appropriate to the grade given on make up; an "Inc." not made up automatically becomes an "F" as indicated above and is computed as such in units attempted and grade points. Units of "W's" are not counted in the units attempted. In case of the repetition of a course in which a "D," "F," or "WF" has been earned, the unit credit value of the course will be figured in the units attempted only once.

The grade point average for a "C" is 2.00.

GENERAL PROBATION. Students who persist in the violation of the established rules and policies of Glendale College may be placed on General Probation by the Dean of Students, Counselor of Women Students, or Director.

ATTENDANCE AND PUNCTUALITY. A college student is expected to attend all sessions of the classes in which he is enrolled. There are no authorized "cuts" from classes. Irregular attendance may result in exclusion from classes or from college. Although absences may be unavoidable, such as those due to the illness of a student, the serious illness or death of a member of a student's family, or participation in a recognized college function, all work missed must be satisfactorily made up.

Punctuality in meeting classes is also imperative. Students arriving late at a class will be marked absent unless they personally establish their attendance with the instructor at the close of class.

TEMPORARY LEAVE OF ABSENCE. Students who find it necessary to be absent from college for one or more classes should complete a Petition To Make Up Work in advance of leaving. Suitable forms may be obtained from the student's counselor, the faculty sponsor of the activity causing the absence, or the Deans.

WITHDRAWAL FROM CLASS. Once a student has registered for a class he is not considered to have withdrawn from it unless he files a Petition for Change of Program dropping the class, or withdraws from college as outlined above. A Petition for Change of Program form is obtainable from the counselor. Failure to attend class or to list classes on Permanent Registration forms does not constitute a regular withdrawal and may result in a "WF" in the course.

A student may withdraw from a class any time during the first six weeks without penalty if the withdrawal is properly made.

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

WITHDRAWAL FROM COLLEGE. A student who wishes to withdraw from college before the end of a semester may obtain from his counselor a Petition for Honorable Dismissal. The student must fill out the Petition for Honorable Dismissal, obtain on it the signatures required, file it in the Registrar's Office, Ad 100, and have no outstanding obligations to the college to be certain of leaving his record clear. Withdrawal is considered to have been made only when the above has been completed, not on the last day of class attendance. Closing grades will be given as of the withdrawal date unless otherwise authorized in cases of emergency. Immediate attention to each detail of withdrawal procedure may make the difference between a "W" or a "WF" on the student's permanent record.

Students completing a withdrawal before the end of the sixth week of school will receive a "W" in each course. Students completing withdrawal after the sixth week of school will receive a "W" in the course if they are passing at the time of withdrawal or a "WF" if not passing at the time of withdrawal.

Formal withdrawal from college will facilitate future admission to other educational institutions or re-admission to Glendale College.

PHYSICAL EDUCATION. Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that he (1) has attained the age of 25 years, or (2) is registered for 8 units or less, or (3) has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate.

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

No student shall be excused from taking a final examination where such is required as part of a course. Re-examinations are not given except as a means of removing an incomplete, "Inc." (See page 24).

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

CLEARANCE OF OBLIGATIONS. All obligations to the college must be met before 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

The Associate in Arts Degree is granted to persons who satisfactorily complete a two-year junior college curriculum of 60 units, including the following:

1. Two units in American Institutions. Courses which satisfy this requirement include History 17-18*; Political Science 1,5; Social Science 31-32**.
2. One unit in State and Local Government. Courses which satisfy this requirement include Political Science 6; Social Science 31-32**.
3. Two units in American History. Courses which satisfy this requirement include History 3-4, 5; 17-18*; Social Science 31-32**; Economics 11.
4. Six units in oral and written English. Courses which satisfy this requirement include English 1,2,8,10,13,14,16,18,41,42,51,52; Commerce 15,16; Journalism 2; and Speech 1, 3.
5. Health and Physical Education: H. & P. E. 1 or 2, H. & P. E. 10, and four semesters of H. & P. E. activity courses unless legally exempt.
6. One of the following conditions:
 - a. Last 15 units in residence with a "C" average in all work attempted at Glendale College and in all college work attempted.
 - b. A minimum of 54 units in residence with a "C" average in all work attempted at Glendale College and in all college work attempted.
 - c. 60 or more units in residence with a "C" average in all work attempted in Glendale College.

*This course satisfies requirements 1 and 3.

**This course satisfies requirements 1, 2, and 3.

Associate in Arts Degree Curricula

SUGGESTED CURRICULA are outlined on the following pages. They show 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 to transfer to some other institution, and some are for those maintaining or establishing a home or business.

These curricula 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 27 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 the senior college; (2) satisfaction of lower division major field requirements prescribed by the senior college; (3) fulfillment of general lower division requirements prescribed by the senior college for all students; (4) completion of Glendale College requirements for graduation. Those planning to make the transfer prior to graduation need to complete only the first re-

quirement 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 under Programs for Transfer Students beginning on page 125.

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 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. It includes the following subjects: Commerce 1A-1B, 5A-5B-5F, 11, 15-16, 21-22 (or Economics 13-14), 27-28, 29, 41, 42, and Law 17-18.

Advertising Art

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

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

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

Students wishing to major in any of the various branches of Agriculture may specialize in Agriculture Economics, Agriculture Education and General Agriculture, Animal Science, Entomology and Parasitology, Food Science, Home Economics, Irrigation Science, Landscape Architecture, Plant Science, Range Management, and Soil Science. These students should consult the Catalog of the University of California College of Agriculture for the detailed requirements of each specialty. Many variations exist in the specific courses required, but training in these fields is highly specialized and scientific and leads to a Bachelor of Science degree. In most of the curricula the following courses are required: Chemistry 1-2, Physics 5-6, Mathematics 1-2 (Mathematics 3-4 in some) and courses in Life Science, such as Zoology 1-2, Bacteriology 11, or Botany 1.

California State Polytechnic College offers degree and non-degree curricula in Agricultural Engineering, Animal Husbandry, Dairy Husbandry and Manufacturing, Field, Fruit, and Truck Corps, Ornamental Horticulture, Poultry Husbandry and Soil Science. Students interested in these programs should consult the Catalog of California State Polytechnic College for details as to requirements.

Apparel Design

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

Architectural Drafting

This two-year curriculum prepares a student to enter employment as an architectural draftsman in the building construction field. The program follows the employment requirements of Southern California firms in the building trades. Fundamentals of architectural design and current drafting practice are stressed. The following courses are recommended: Art 3 or 43, 4, 5, 6, 11, 12; Architecture 1, 3-5, 9, 10, 11, 12, 17, 23; English 1 or Speech 3; Engineering 11, and Trade 45-46; Commerce 1A, Law 17, Trade 51.

Architecture (California State Polytechnic College; University of California, Berkeley; University of Southern California; University of Oregon)

Students who wish to become candidates for a degree in Architecture must enter a five year college. A representative exhibit of junior college work in Art and Architecture together with a statement from the instructors as to the content of the course must be presented to the University for evaluation to determine the amount of advanced standing given each individual.

Note: The high school course should include a year of Art; two years of a foreign language; architectural or mechanical drawing; algebra, geometry, trigonometry, physics or chemistry. If the entrance requirement of two years' foreign languages in high school is satisfied, no foreign language is required in the College of Architecture at the University of California, Berkeley, or the University of Southern California.

California State Polytechnic College, for the four year Bachelor of Science Degree:
The student must satisfy the general educational requirements stated elsewhere in this catalog and include the following subjects: Architecture 3, 5, 9, 10, 11, 12, 23; Art 3, 4, 5, 6; Biology 1; Economics 1, 2; English 1, 2; Engineering 11, 12; Mathematics 2, 3, 4, 5, 8; Physics 5, 6.

University of California, Berkeley, for five-year Bachelor of Architecture Degree:
The student must satisfy the lower division requirements of the College of Architecture and include the following subjects: Architecture 3-5, 23; Art 3-4, 5-6, 11, 25; English 1 or Speech 3; Engineering 11; Mathematics 3-4; Physics 5-6; Social Science, 6 units.

Note: On entrance at Berkeley, all transfers must take a semester of a special required curriculum (which should not extend the time necessary to obtain the degree). This does not apply to students who transfer after only one semester of Junior College work.

University of Southern California, School of Architecture: The student must satisfy the lower division requirements, including the following subjects: English 1-2; History 7-8; History 5; Political Science 5-6; 6 units in one foreign language (may be completed in high school); H. & P.E. 1.

Required for Major: Architecture 3-5, 23; Art 3-4; Art 5-6; Physics 5-6; Mathematics 2 and 1 (or 8).

Electives recommended: Architecture 17; Architecture 9-10; Art 11-12; (A or B grades must be earned to receive credit).

University of Oregon: Students must satisfy the lower division requirements before admission.

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

Art Major

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

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

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

Aviation — Airlines Administration

Airlines Administration is for those who wish to enter airline work as Clerks, Agents, Station and Traffic Managers, etc. Required courses include: Aviation 1, 10, 11, 12, 48, 49; Commerce 21-22 or 5A-5B; Commerce 29. Recommended courses include: Social Science 31-32, Psychology 1, Geography 5, and Speech 1 or 3.

Aviation — Airline Hostess

Airlines Hostess is for those who wish to become air hostesses. The airlines differ in specific requirements, but the following are typical: age 21-26 years; weight 100-125 pounds; height 62-66 inches; vision 20-40 or better; and two years of college. Applicants must be neat in appearance, interested in people and their travel problems, acceptable personally and physically. Recommended courses include: Aviation 10, 48, 49; Commerce 1A, 21-22 or 5A-5B; Geography 5, Home Arts 33, 41, Psychology 10, Social Science 31-32, Speech 1 or 3.

Aviation — Airplane Maintenance and Repair (“A” license)

Required courses are: Aviation 25-28.

Recommended courses include: Aviation 10, 49; Commerce 47; Engineering 1.

Aviation — Engine Overhaul and Maintenance (“E” license)

Required courses are: Aviation 21-24.

Recommended courses include: Aviation 10, 49; Commerce 47; Engineering 1; H. & P. E. 1; English 1-2 or 51-52; History 5; Political Science 5-6.

Aviation — Engine and Airplane Mechanics (“A” and “E”)

This course of study is designed for those students who wish to complete the work for the “A” and “E” certificates in the shortest possible time. Required courses include: Aviation 21-22, 23-24, 25-26, 27-28.

Note: This curriculum does not lead to the Associate in Arts degree. To complete the requirements for the Associate in Arts degree the work may be taken during a fifth semester, in summer session, or at night. Those wishing the Associate in Arts degree should check graduation requirements for subjects required for that objective but not listed above.

Aviation — Pilot Training

Four types of training are offered in this field:

1. *Training* for those who wish to complete two years of college to be eligible to enter Air Force or Navy pilot training.

2. *Private Pilot* training for those who wish to use flying in their occupations, those who wish to enter some field of aviation other than as commercial pilots, and those who wish to fly for personal pleasure. It is recommended that those training as aviation mechanics take this course.
3. *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, Instrument, and Multi-Engine Ratings.

Required courses include: Aviation 1-2A, 2B-3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 47, 48, 49; Commerce 47-48; Mathematics 1 or Trade 43, or their equivalents.

Bacteriology (College of Letters and Science, University of California, Berkeley)

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

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

Chemistry 1-2; Zoology 1; Botany 1; Physics 5-6.

Recommended courses: elementary courses in French or German.

Banking

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. It includes the following subjects: Commerce 1A-1B, 5A-5B, 11, 15-16, 21-22 (or Economics 13-14), 29, 41, 42; Law 17-18; Economics 1-2; H. & P.E. (activity) 1, 10; History 5; Political Science 5 and 6.

Botany (College of Letters and Science—University of California, Berkeley)

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:

Botany 1 and Chemistry 1.

Recommended: German and one other foreign language, and elementary courses in other biological sciences.

Business Administration (University of California, Berkeley)

Students attending Glendale College and planning at the end of two years to enter the School of Business Administration may offer, in place of the full language requirement for the Associate in Arts Degree, 12 units of not more than two languages and English 1 or Speech 3; or 8 units of one language and English 1-2 or Speech 3-4 or a combination of English 1 and Speech 3. Other requirements are the same as in the College of Letters and Science including the following subjects: Economics 1, 2, and 40, and Mathematics 11 and 12. The following basic courses are required for graduation and can be taken in the lower division: Economics 13 and 14, and Law 17.

Business Administration (University of California at Los Angeles)

Students attending Glendale College and planning at the end of two years to enter the School of Business Administration may complete the lower division requirements of

the College of Letters and Science or the College of Applied Arts, excepting that Course 2 (or equivalent) will satisfy the foreign language requirement in either case. The following courses should be included: Economics 1-2, 13-14; Mathematics 11-12 or 3-4; English 1; and one course in natural science at the college level. Geography 5-6 and Law 17-18 are recommended.

Business Administration (University of Southern California)

The University of Southern California offers curricula in accounting, advertising, air and surface transportation, business administration, business education, finance, foreign trade, industrial management, insurance, marketing, office management, personnel and industrial relations, preparation for law, real estate, retailing, secretarial administration, and secretaryship; each leading toward the degree of Bachelor of Science. The following courses are recommended: Geography 5-6; Economics 1-2, 13-14; Law 17-18; Mathematics 11, 12; Commerce 11, 31.

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 counselor's help during the first year without loss of time or credits. Nevertheless, if no such change is made, the students following this curriculum have a broad general education in the field of business administration. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 33, 34, 39, 41, 42, 43; Law 17-18; Economics 1-2; H. & P.E. 1, 10; History 5; Political Science 5 and 6.

Business (Small)

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

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

Carpenter Trade

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

Chemistry (College of Chemistry—University of California)

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

Chiropractic (Los Angeles College of Chiropractic)

The candidate to the Los Angeles College of Chiropractic located in Glendale must present evidence of satisfactory completion of two full years of pre-chiropractic work (60 units). The following courses should be included: Chemistry 1-2, 3, 5-7; English 1-2; Physics 5-6; Psychology 1; Social Science 3 units; Zoology 1-2. Electives may be chosen from the following: anatomy, history, literature, mathematics, philosophy, public speaking.

Clerical Work

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

Dental Hygienist

Dental Hygiene is a profession limited to women. It bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students may complete the two-year Pre-Dental Hygienist curriculum at Glendale College and then transfer for the remaining two years either to the University of California (San Francisco) or to the University of Southern California. Requirements vary, so students are urged to consult the catalog of the institution to which they wish to transfer. For the College of Dentistry at San Francisco, Chemistry 1-2, 5-6, and either Physics 5-6 or Zoology 1-2 should be included.

Dentistry (College of Letters and Science—Pre-Dental Curriculum—University of California)

Those wishing to enter the College of Dentistry must have completed 60 units of required college study including general University requirements and the following courses: Chemistry 1-2, 3 or 6, 5; Physics 5-6; Zoology 1-2; and Mathematics 2, 3-4.

Draftsman (Junior Engineer)

This course of study provides basic training for the drafting trade. It covers the fundamentals of all types of drafting. The work is so organized that the student learns the manipulative skills, layout procedures, and drafting techniques required of the professional draftsman or junior engineer. A basic course in lofting, mechanics, and strength of materials is integrated within the framework of the two years of preparation. Recommended courses include: Trade 5, 31, 32, 33, 34, 43, 44, 45, 46; English 51, 52; Engineering 3; H. & P.E. 1, 10; History 5; Political Science 5, 6. Mathematics 1, 2, 3, 4, 8 should be substituted for Trade 43, 44 if the student is qualified for them.

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 will be qualified for employment in radio, theater, and motion pictures. Recommended courses include: English 1-2, 8, 10; French 1-3; Theater Arts 1, 3-4, 5-6, 21, 31-32; Speech 3-4 or 1-2, and Speech 31-32. If two years of foreign language were taken in high school, it is recommended that the following electives be substituted for the language in the sophomore year: Psychology 1-2, Art 1-2, Music 3-4, Home Arts 31.

Economics (College of Letters and Science)

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

At U.C. (Berkeley):

Required: Economics 1-2 with a minimum grade of "C".

Recommended: Economics 11, 13-14, 40 and at least 6 units in an introductory course in another social science.

At U.C.L.A.:

Required: Economics 1-2.

Recommended: Economics 11, 13, and Mathematics 4.

At U.S.C.:

Required: Economics 1-2.

Recommended: Economics 40 and Mathematics 6.

Electronics Research Technician

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

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

Electronics Technician

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

Engineer — Graduate

Engineering students should have completed the following courses in high school: mathematics, 4 units including 2 years of algebra, trigonometry, and solid geometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to obtain an engineering degree in four years as 140 semester hours credit are required by many of the universities.

Because considerable variation exists in requirements for the different universities, the student must consult the catalog of the university of his choice and meet with his counselor.

Engineer—Junior Engineer (See Draftsman)

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. 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 and either History 1-2 or 7-8.

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

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.

Forestry

Students must consult the catalog of the institution to which they wish to transfer for the specific requirements of the institution in which they are interested. In general the basic program for the first two years will include: Chemistry 1-2, 5-6; Engineering 11-12; Mathematics 3-4; Geology 1; Biology 1; Botany 1; and Physics 5-6.

Geography (College of Letters and Science, University of California)

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

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.

Geology (College of Letters and Science, University of California)

Students may specialize in geology in the petroleum engineering branch of the College of Engineering or in the College of Letters and Science. Those taking petroleum engineering should follow the curriculum for engineering given above. Those electing geophysics should consult the University of California Catalog. Those majoring in geology in the College of Letters and Science should fulfill the lower division requirements on page, taking into consideration the following requirements and recommendations:

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

Recommended: Mineralogy 1, Mathematics 5, 6.

History (College of Letters and Science)

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

At U.C. (Berkeley):

Required: History 1-2, and 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.

Recommended: Other social science courses.

At U.C.L.A.:

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

Recommended:

Political Science 1-2, Economics 1-2, Geography 1-2, and Philosophy 1-2.

A reading knowledge of at least one foreign language is usually essential.

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

Home Arts

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

For the one-year course the following subjects should be taken: Art 23, 43; Home Arts 10 or 11, 12, 21, 22, 25, 29, 31, 39, 43; H. & P.E. 1. For the two-year course, these subjects should be taken: Art 3 or 43, 23; Commerce 15-16 or English 1-2; Commerce 45; Home Arts 3, 10 or 11, 12, 21, 22, 25, 29, 31, 37, 39, 43; and Psychology 1.

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

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

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

University of California, Los Angeles (College of Applied Arts).

General Home Economics; Required: Home Arts 10 or 11 or 12, 21 or 22, 29, 31, 39; Art 3 or 43, 13; Chemistry 1.

Home Economics Teacher Education; Home Arts 10 or 11 or 12, 21 or 22, 29, 31, 39; Art 3 or 43, 13; Chemistry 1-2 and 5 or 10 and 15; Psychology 1-2; Zoology 1.

Majors in Clothing and Textiles; Home Arts 10 or 11, 12, 31, 39; Art 3 or 43, 4; Chemistry 1-2 and 5 or Chemistry 10 and 15; Economics 1-2.

Majors in Foods and Nutrition; Home Arts 10 or 11 or 12, 21 or 22, 29, 31, 39; Bacteriology 11; Chemistry 1-2 and 5 or 10 and 15; Economics 1-2 and 13; Psychology 1-2; Zoology 1; English 1-2 or Speech 3-4.

Majors in Food Technology; Home Arts 10 or 11 or 12, 21 or 22, 29, 31, 39; Bacteriology 11; Chemistry 1-2 and 5 or 10 and 15; Economics 1-2; Physics 5; Psychology 1-2; Zoology 1; Recommended: Mathematics 1.

Los Angeles State College

Required: Home Arts 10 or 11 or 12, 21, 22, 25, 37; Art 3 or 43 and 4.

Recommended: Home Arts 29, 31, 39.

Industrial Arts (IA)

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. At present, programs in industrial arts education leading to degrees and fulfilling credential requirements are offered at the

University of California (Santa Barbara College), Fresno State College, San Jose, Long Beach, and Los Angeles State Colleges. The catalogs of these particular colleges should be consulted for details of requirements.

Insurance

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

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

The insurance curriculum includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 33, 39, 41, 43, 47-48; Law 17-18.

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

International relations majors should follow the curriculum pattern outlined under lower division requirements.

At U.C. (Berkeley):

Required: Political Science 1-2, Economics 1-2, History 1-2 and History 17-18.

At U.C.L.A.:

Required: Political Science 1-2, Economics 1-2, Geography 1-2, History 1-2 and History 3-4.

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

Journalism (College of Letters and Science)

Majors in this field should follow the lower division requirements of the College 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, 3-4.

Laboratory Assistant

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

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

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

Law

Students desiring to study law may pursue their professional training

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

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

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

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

Librarianship

There are two graduate library schools in California; one at the University of California, Berkeley, the other at the University of Southern California. The basic requirement for admission to each of these schools is the Bachelor's degree. The University of Southern California requires ten definite units of prerequisites before students are accepted for entrance to the School of Librarianship. These units may be applied toward the Bachelor's degree. For admission to the School of Librarianship, University of California, Berkeley, no specific major is recommended for undergraduate training. A good general education provides the best background. Those students planning to enter the School of Librarianship must have completed a college year of not less than eight units each in two modern foreign languages, preferably French and German, though other modern languages may be substituted. Ability to use the typewriter with accuracy and a fair degree of speed is expected.

Students who successfully complete the basic curriculum of the School of Librarianship on the Berkeley Campus, University of California, will be awarded the Master of Library Science degree instead of the Bachelor of Library Science degree formerly awarded. Requirements, while basically the same as for the former Bachelor of Library Science degree, include four additional units of graduate work in other departments of the University. These units, which may be taken before entering the School of Librarianship or after the librarianship courses have been completed, must be approved by the Dean. The entire twenty-eight unit program, which may include as many as six units taken in other departments, must be completed with an average grade of "B" or higher. Students who have a master's or a doctor's degree in another field, before entering the School of Librarianship, need complete only twenty-four units of work in librarianship to qualify for the new degree.

The requirements of other Schools of Librarianship will vary somewhat from the above pattern. Students should consult the catalog of the particular School of Librarianship for details of requirements.

Machinist Trade

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

Mathematics (College of Letters and Science)

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

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

Recommended: Courses in physics, French and German.

Medical-Dental Secretary

Students interested in working in a doctor's office should take courses in shorthand, typing, bookkeeping, and office practice. These should be a part of a two year course which includes Anatomy 11; Bacteriology 11; Chemistry 41, 45, 46; Physiology 11; and Psychology 1.

Medical Technician

The University of California (Berkeley) School of Medicine offers a one-year (48 weeks) full-time training program to students preparing to be medical technicians. The training covers biochemistry, medical bacteriology, parasitology, mycology, histology technic, clinical pathology, serology, blood bank procedures, basal metabolism, and electro-cardiography. To be admitted to this training program students must either have a bachelor's degree, including a major in one of the biological sciences with courses in advanced bacteriology and advanced general microbiology, or have completed three years of a regulation curriculum in medical or clinical laboratory technic which must have included courses in biochemistry and advanced bacteriology. In the latter case applicants will not be considered unless the college attended will grant a bachelor's degree to them upon satisfactory completion of the four-year curriculum. Students should consult the Catalog of the University of California for details of this program.

Medicine (University of California)

To meet requirements for admission to the University of California School of Medicine the student must have attained senior standing in the premedical curriculum in the College of Letters and Science. Students who are able to do so are urged to spend four years or longer in the academic departments in their premedical work. They are advised to choose elective subjects not related to requirements specific to medicine, in order that they may acquire a sound background in the humanities. The applicant must give evidence of sufficient training in physics, chemistry, biology, and English literature and composition to enable him to undertake with profit the medical curriculum. He must have a good reading knowledge of a modern foreign language. Consult the School of Medicine Bulletin and the College of Letters and Science Catalog for courses which must be completed in the three years of premedical work.

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, mill-working, wood turning, store fixture manufacturing, custom built and general furniture manufacturing, and veneering. The continued demand for trained men in the building trades is such as to make most probable an interesting, healthful and well paying occupation that offers ample opportunity for advancement. Recommended courses include: Trade 25, 26, 27, 28, 43, 44, 45, 46; English 51, 52; H. & P.E. 1, 10; History 5; Political Science 5, 6.

Music (University of California, Berkeley and Los Angeles; University of Southern California; University of Redlands; Occidental College; Pomona College)

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

University of California, Berkeley

Required: Music 1-2, 3-4, 5-6, ability to play the piano. (An examination in piano is required of all entering students.)

Recommended: Reading ability in French, German or Italian.

University of California, Los Angeles (College of Applied Arts or Letters and Science)

Required: The Basic Music Test and the Sight Reading Test (Piano) required of all entering students, or Advanced Standing Examinations in Musicianship, Harmony, Voice, and Piano required of students entering above beginning level. Music 1-2, 3-4, 5-6, and 2 units in one of the following: Music 11, 15, 31, 41, 49. The Special Secondary Teaching Credential requires 4 units in Piano and Music 21-22 in addition to the above.

Recommended: Physics 5-6 or 10, Art 1-2 or English 5-6, and reading ability in a foreign language.

University of Southern California

Required: Placement test in Harmony and Musicianship for all entering students. Music Education majors must take entrance examinations in musical aptitude, piano and voice and be able to play on the piano and sing simple songs. Music 1-2, 3-4, 5-6, 2 units in one of the following: Music 15, 31, 41, 49. Science requirement should be met.

Recommended: Physics 5-6 or 10 or a Biological Science.

University of Redlands

Required: Music 1-2, 3-4, 5-6. Voice majors require French 1 and German 1-2 or German 1 and French 1-2, ability to play the piano moderately well.

Occidental College

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

Pomona College

Required: Music 1-2, 5-6.

Music — For Teachers

The *kindergarten-primary credential* requires the ability to play the piano and sing a simple song. The *general credential* requires the ability to sing a simple song. A minor in music is strongly recommended for both credentials, including the following courses: Music 1-2, 3, 69-70-71-72, 21.

Students who wish to work toward a *public school music major* with special secondary credential and an A.B. degree from a state college, should complete the lower division requirements of the state college of their choice, including the following music courses: Music 1-2, 3-4, 5-6, and one major and one activity from the following: 21-22, 69-70-71-72, 11, 15, 31, 41.

Music — Instrumental

The following are necessary for an Instrumental Curriculum: Music 1, 2, 3, 4, 5, 6, 25, 26, 31 or 41. Recommended electives are: History 7-8; Art 1-2; Foreign language, literature, science; Music 69, 70, 71, 72, or 73.

Music — Vocal

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

The following courses are recommended for a vocal curriculum: Music 1, 2, 3, 4, 5, 6, 11 or 15, Music 21-22 and/or choral classes, 25, 26; French, German, Philosophy and Theater Arts 1.

Nursing — (R.N.)

Students wishing to enter a professional school of nursing should consult the catalog of the school they wish to enter. The following courses are recommended: *Chemistry 1 or 10, Bacteriology 11.

*Chemistry 41 with a grade of "B" or better will satisfy this requirement.

Nursing — Vocational (See Vocational Nursing)

Optometry (University of California)

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 courses are recommended: Chemistry 1-2, 5-6; Anatomy 11, Bacteriology 11; Physics 5-6; Mathematics 3; Psychology 1-2; Zoology 1.

Office Work

See Clerical Work.

Osteopathy (College of Osteopathic Physicians and Surgeons, Los Angeles)

The candidate to the College of Osteopathic Physicians and Surgeons at Los Angeles must present evidence of satisfactory completion of three full years of pre-osteopathic work (90 units), fulfilling the requirements as given in the bulletin of the college. The following courses should be included: Chemistry 1-2, 3, 5-6; English 1-2; French, German or Spanish 1-2, 3; Physics 5-6; Psychology 1; Social Science—3 units; Zoology 1-2. Electives chosen from the following: anatomy, history, literature, mathematics, philosophy, public speaking and sociology.

Pharmacy

Students planning to secure the Bachelor of Science degree in pharmacy must complete one year of prepharmacy and four years in residence in the College of Pharmacy (University of California). To be admitted to the College of Pharmacy, students must have satisfied the requirements for admission to the academic colleges of the University and must have completed in the University of California or in another institution of approved standing, and with an average grade of "C" or better, at least 30 units of prepharmacy studies. Students should consult the Catalog of the College of Pharmacy of the University of California for detailed requirements.

Photography

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

The following courses are recommended: Photography 1, 2, 3, 4, 5, 6, 7, 8; English 1-2; Social Science 31, 32; Chemistry 10; Physics 5-6; Art 3-4.

Physical Education Teacher

A student planning to become a physical education teacher should consult page 46 of this catalog for teacher credential requirements. While at Glendale College mastery of skills in a variety of physical education "activities" should be attained and the following theory courses are recommended: H. & P.E. 2, Home Arts 25, Chemistry 10, Psychology 1-2, Physiology 11, Anatomy 11.

Physical Therapy

Physical Therapy is the treatment of disease by non-medical means. Such treatments involve massage, exercise, and the use of physical, chemical, and other properties of light, heat, water, and certain forms of electricity. 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. Recommended courses include: Chemistry 10, 15; Zoology 1-2; Anatomy 11; Mathematics 2; Physics 5-6; Physiology 11; Psychology 1-2.

Physics (College of Letters and Science)

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

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

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

Policemen and Firemen

Employed policemen and firemen have the problem of working on changing shifts which makes attendance in the regular college classes impossible. For those employed policemen and firemen who desire to continue their education to the point of securing the Associate in Arts Degree, Glendale College offers courses on an "interchangeable" basis. They include courses in English or speech, history, government, and physical education. Employed policemen and firemen interested in these courses should consult the Adult Education schedule for time, place, and instructor.

Political Science (College of Letters and Science)

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

U.C. (Berkeley):

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

Recommended: History 3-4; Sociology 1-2; Philosophy 1-2; Geography 1-2; or Psychology 1-2.

U.C.L.A.:

Required: Political Science 1-2; and 3 units from the following: Economics 1-2; Geography 1-2; History 1-2, 3-4, 17-18; or Philosophy 1-2.

Recommended: Additional courses from those listed above.

Psychology (College of Letters and Science—University of California)

The lower division requirements of the College of Letters and Science should be followed by students planning to major in psychology. The following required and recom-

mended subjects should be included:

University of California, Berkeley:

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

Recommended: English composition, mathematics, philosophy, sociology, and economics.

University of California at Los Angeles:

Required: Psychology 1-2.

Recommended: Zoology, mathematics, sociology, chemistry, physics.

Public Health (School of Public Health—University of California, Berkeley)

The School of Public Health offers work in majors of Laboratory (Public Health and Clinical), Pre-administration, Public Health Education, Public Health Sanitation, and Biostatistics. Students preparing for any of these majors should take Chemistry 1; Zoology 1; Psychology 1; at least 6 units from English 1-2 or Speech 3-4; and 6 units from Economics 1-2, Geography 1-2, or Mathematics 3-4. Each major has, in addition to these, certain subjects that must be completed for the particular major. The student should consult the University of California Catalog for these particular requirements.

Radio and Television Servicing (See Electronics Technician)

Real Estate

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

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

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

Salesmanship and Merchandising

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

This curriculum is designed for those who plan careers in activities such as retail or wholesale selling, retail store management, advertising, or warehousing. The suggested curriculum offers a wide general education in business administration as well as basic training in the specialty. It includes the following courses: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31-32, 33, 34, 47-48; Law 17-18.

Secretarial Work

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

Apprenticeship in routine jobs generally precedes advancement, but a good basic training is essential to obtain the type of position desired. It includes the following

courses: Commerce 1A-1B, 1C-1D, 3A-3B, 3C-3D, 5A-5B, 11, 15-16, 21-22 (or Economics 13-14), 29; Law 31. Those preparing to take the examination for Certified Public Secretary should take Law 17-18 instead of Law 31.

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 the field are advised to secure a broad background of training in life science, social science, and psychology. Foreign language often proves beneficial. The regular College of Letters and Science lower division requirements should be met, including the following required and recommended subjects:

Required: Economics 1-2, Psychology 1-2, History 1-2, Economics 40 and Sociology 1-2.

Recommended: Speech 3-4, life science.

Teaching

A credential of the proper type is necessary for teaching in the public schools of various states. Students planning to become teachers in California must complete the requirements for the type of credential which they expect to use. The more common types include kindergarten-primary, general elementary, junior high, general secondary, junior college and special secondary in art, business education, home economics, music, physical education and industrial education. Requirements for other credentials can usually be met while working for the Bachelor's degree.

The length of time needed to obtain one of the credentials listed above varies with the credential sought and, to some extent, with the institution chosen for completing the requirements. A minimum of one year of graduate study beyond the Bachelor's degree is necessary for the general secondary and junior college credentials.

Since the teacher training institutions of California differ in their lower division requirements, a student should consult the catalog of the institution to which he wishes to transfer. The most significant difference is in the field of foreign language, where the requirements vary from sixteen units to none. Some institutions specify definite courses to be taken, while others specify only the earning of a prescribed number of units in certain subject matter fields. In general, a student should complete at Glendale College the requirements for junior standing in the college of letters and science of the institution of his choice.

A. Kindergarten-Primary or General Elementary Credential.

Most institutions specify a definite unit requirement in the social sciences, the natural sciences, English and psychology. For some institutions a foreign language, art and music will be found necessary or desirable.

B. Junior High School, General Secondary, or Junior College Credential.

Students planning to secure one of these three credentials should follow the program of studies outlined for the major field in which they wish to teach and required by the institution to which they wish to transfer.

C. Special Secondary Credentials.

Students wishing to secure special secondary credentials should follow the pattern of courses laid down by the institution to which they wish to transfer. Students choosing teaching as a life career will find it advantageous to work for a general secondary rather than a special secondary credential. The latter greatly limits their usefulness to a prospective employer and therefore reduces their chances of possible employment.

D. Emergency Credentials.

The state of California may issue emergency credentials to junior college graduates who complete one summer term of special courses at a teacher training institution and

secure a teaching position for which the local school authorities will certify that no regularly certified teacher is available. The number of such credentials issued is not very great and exists largely on the elementary level.

Technical Illustration (Production Illustration)

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

Theater Arts Major

A curriculum designed to train students in the field of dramatic art for the areas of television, legitimate theater, radio, and motion pictures. For students who plan to continue their theater training at the University of California at Los Angeles the following courses are recommended: English 1, 8, 10; French 1-3; Art 5-6; Speech 3; Social Science 31-32; Theater Arts 1, 3-4, 5-6, 9-10, 21, 31-32.

Theater Arts (Two-year Curriculum)

A curriculum designed to train students for the professional theater, fields of radio, television, stage, and motion pictures. The following program is intended primarily for students who plan to enter the profession immediately upon completion of the Associate in Arts Degree at Glendale College. The following courses are recommended: Theater Arts 1, 3-4, 5-6, 7-8, 9-10, 21-22, 31-32, 33-34; Home Arts 23; English 1, 8, 10; Speech 3, 21, 31-32; Social Science 31-32; Psychology 10; Art 21-22.

Tool and Die Maker

Students completing the Machinist Trade training program with a "B" average in Trade 1, 2, 3, 4 and with a strong mathematical background will be offered opportunities for apprenticeship training leading to a journeyman tool and die maker.

Tool Designer

Two years of instruction to prepare students for an apprenticeship as a tool designer or tool engineer. Students completing this apprenticeship receive a diploma from the State of California as a registered journeyman tool designer. Required courses: Trade 1, 2, 3, 4, 45, 46; Engineering 1, 3; Mathematics 1, 2.

Veterinary Medicine

The School of Veterinary Medicine of the University of California (Davis) offers a curriculum of four years, based upon a two-year preveterinary program. The latter can be completed at Glendale College. Students should consult the catalog of the particular college in which they are interested. Preveterinary programs closely parallel regular pre-medical programs. Recommended courses include: Chemistry 1-2, 3, 4, 5, 6; Physics 5-6; Zoology 1-2; Botany 1; Bacteriology 11.

Vocational Nursing

This course offers a twelve month, intensive program to either young or middle aged

women in the theory and practice of nursing. Being part of a statewide program within the junior colleges and under the State Board of Education, its objective is to meet the current needs of hospital and community for trained nursing personnel. It is fully accredited by the California State Board of Vocational Nurse Examiners. Upon successful completion of the twelve month course, the student is awarded a certificate by the college and is eligible for her state licensure examinations. Also, this year counts toward the requirements for the Associate in Arts Degree.

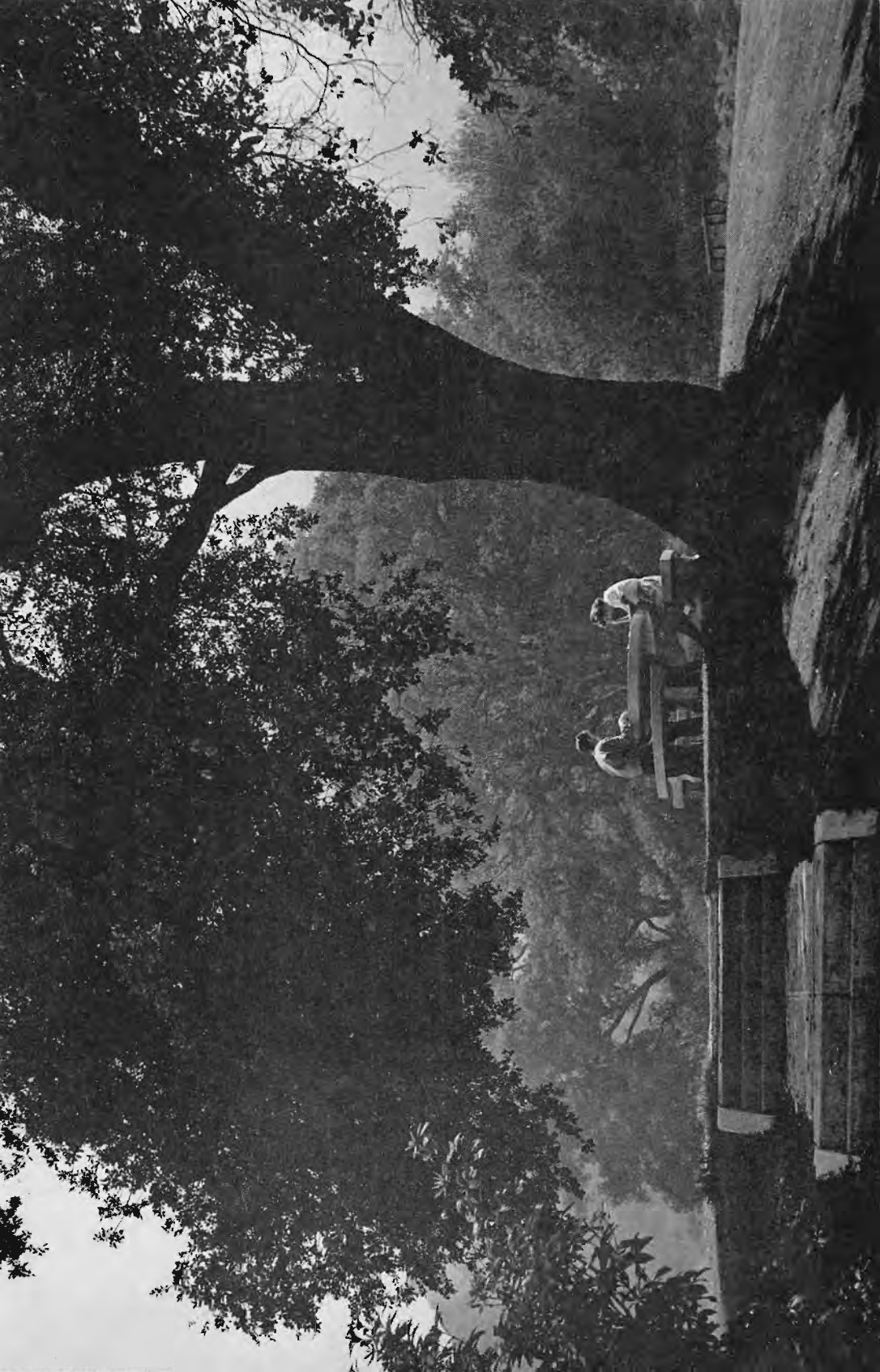
The first semester offers the student instruction and practice in basic nursing principles and skills, nutrition and diet therapy, body structure and function, personal, home and community hygiene, vocational and professional relationships, and pharmacology and therapeutics, in an integrated group entitled Vocational Nursing Principles and Skills I.

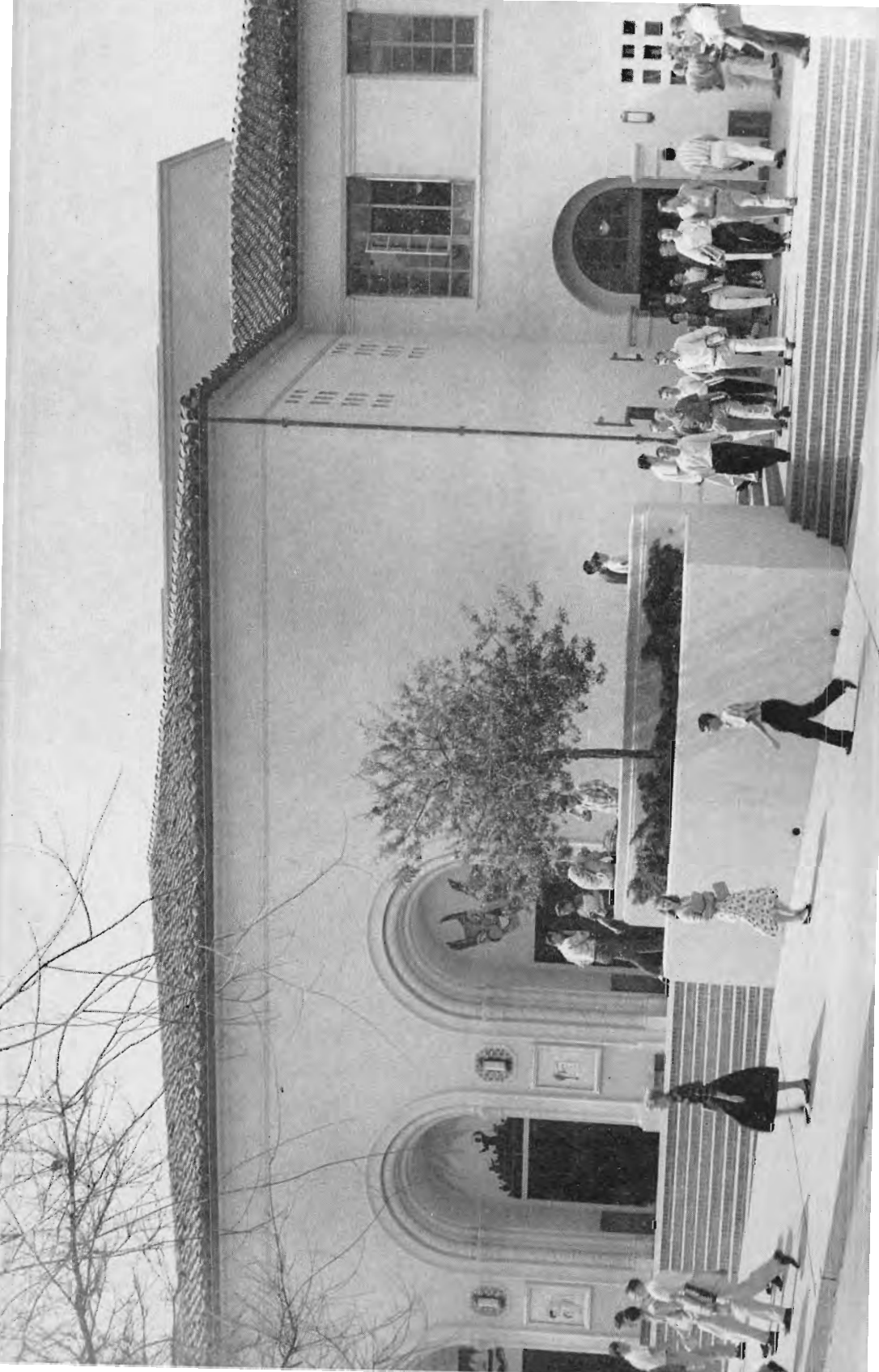
The second semester includes instruction in medical, surgical, obstetric, pediatric, geriatric and special hospital and community services and practice in these areas. This integrated experience is Vocational Nursing Principles and Skills II.

The summer session class is entitled Vocational Nursing Principles and Skills III, and comprises rotated practice and instruction in the various experience areas to complete the licensure requirements. Total year course, 1722 clock hours.

Zoology (College of Letters and Science)

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



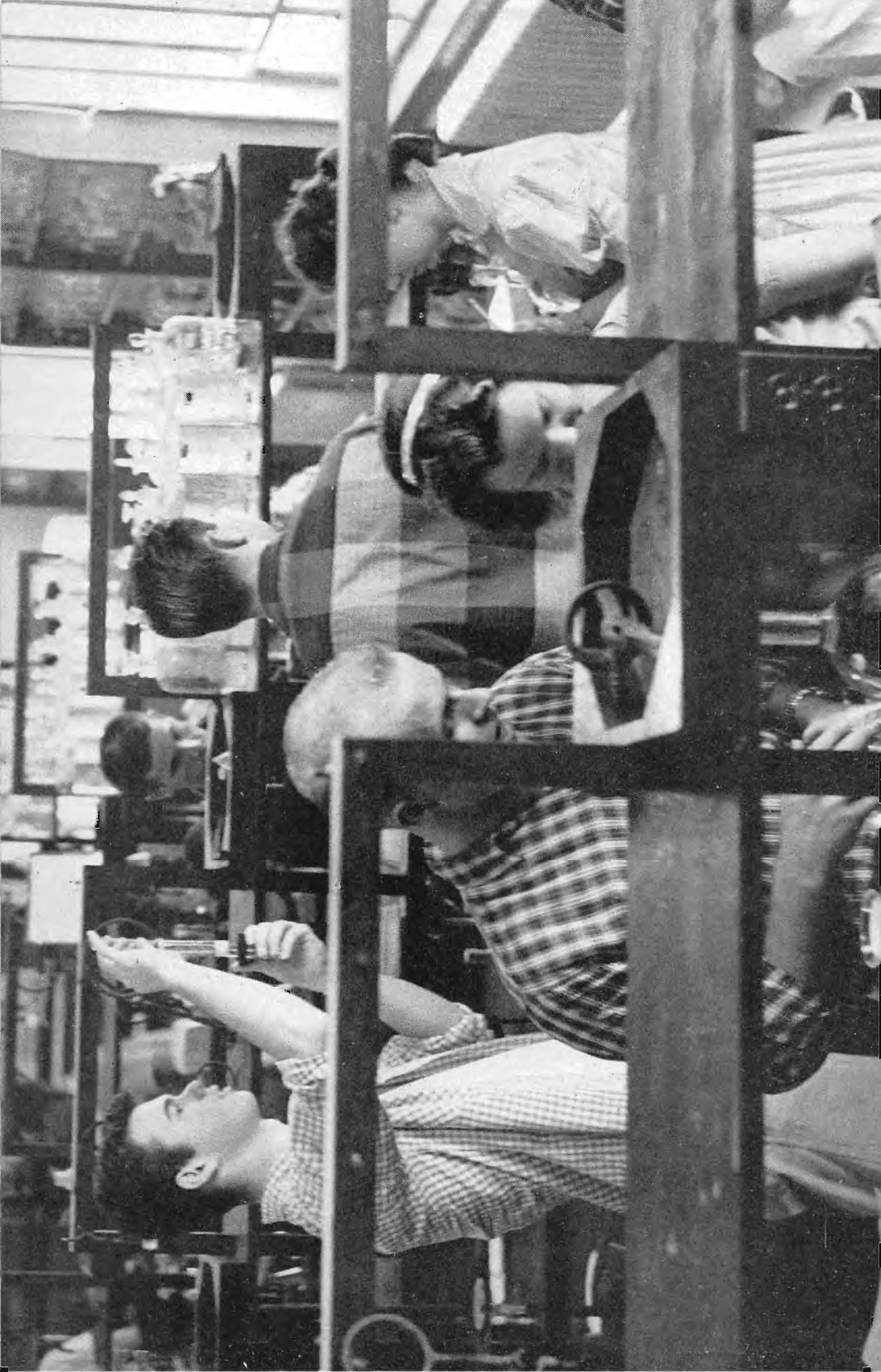




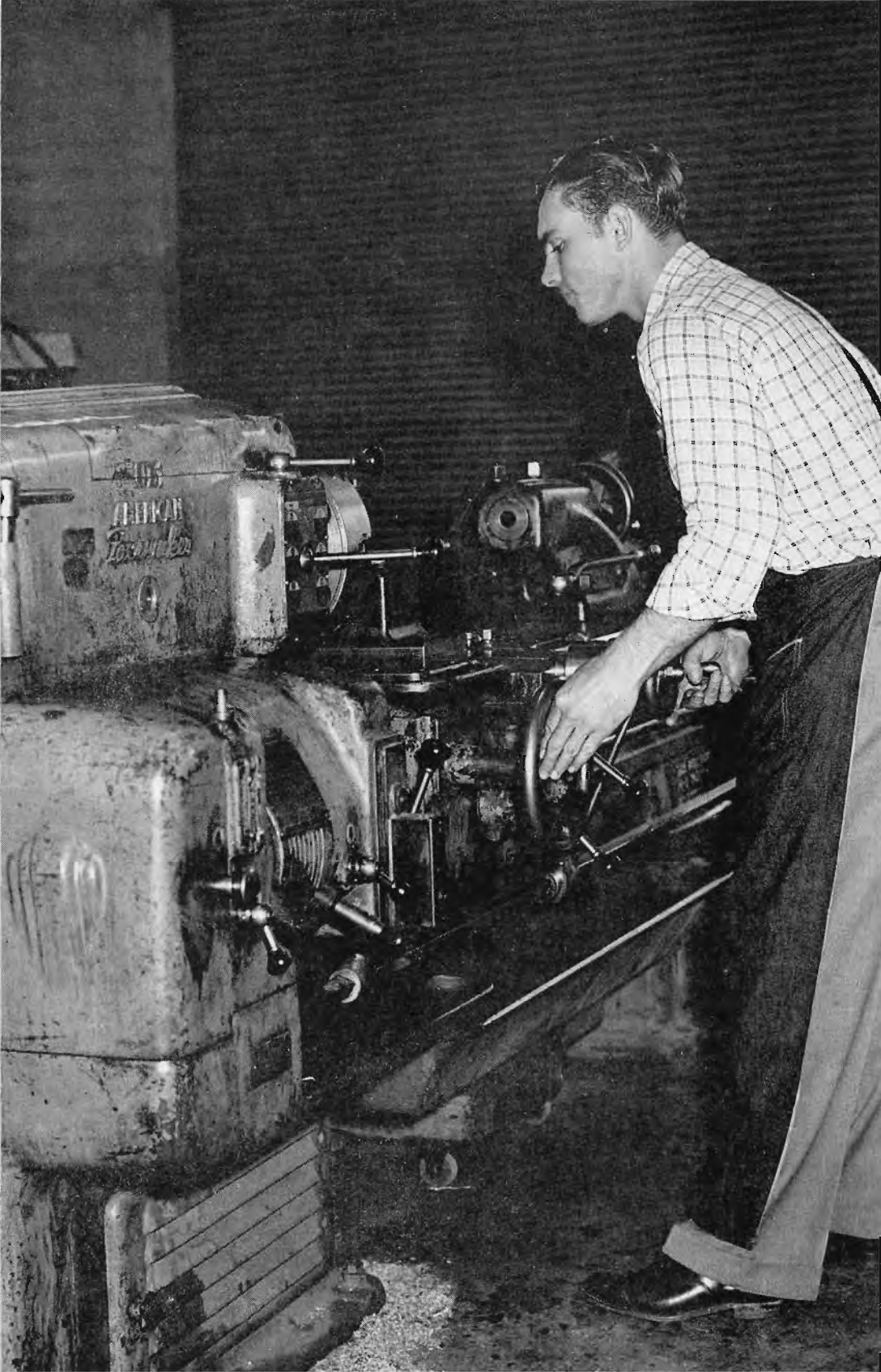


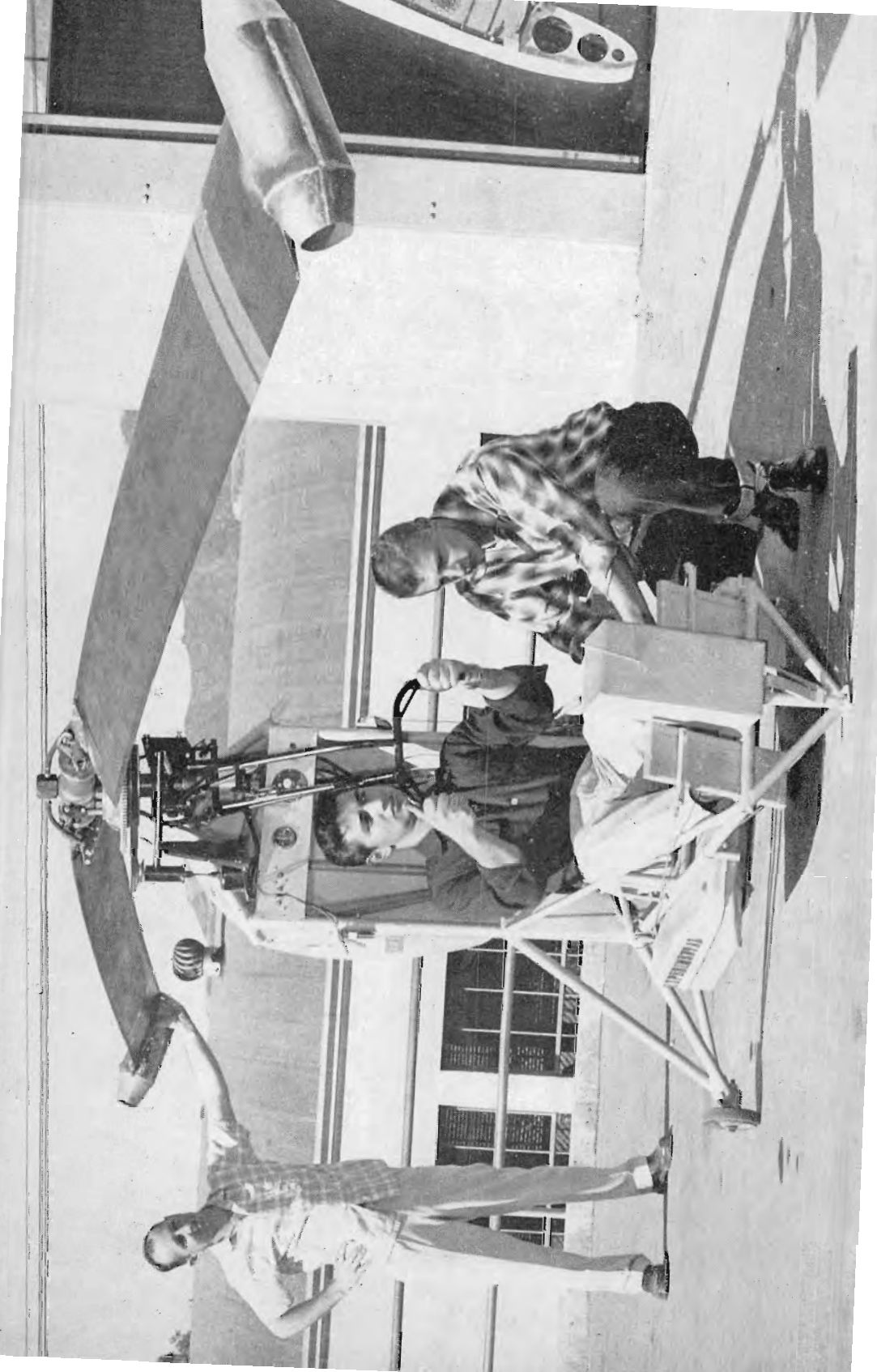












Course Descriptions

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

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

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

ACCOUNTING

PRINCIPLES OF ACCOUNTING

See Economics 13-14.

BOOKKEEPING

See Commerce 21-22.

APPLIED ACCOUNTING

See Commerce 27-28.

ANATOMY

11—INTRODUCTION TO ANATOMY

4 UNITS

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

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

Lecture 2 hours, laboratory 6 hours.

ANTHROPOLOGY

2—GENERAL ANTHROPOLOGY—CULTURAL

3 UNITS

Prerequisite: None.

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

ARCHITECTURE

1—DRAFTING

3 UNITS

Prerequisite: None

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

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

3—DESCRIPTIVE GEOMETRY

2 UNITS

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

Note: Required for architectural majors.

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

5—PERSPECTIVE**3 UNITS**

Prerequisite: Architecture 3, Art 43 or Art 3A, and Art 5-6. (Art 6 may be taken concurrently.)

Note: Required for architectural majors and highly desirable for art majors.

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

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

Prerequisite for 9: Art 3A or 43, 5, and Architecture 1 or one year of architectural drafting in high school. (The college prerequisites may be taken concurrently.)

Prerequisite for 10: Architecture 9.

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

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

Prerequisite for 11: Architecture 10

Prerequisite for 12: Architecture 11

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

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

Prerequisites: Art 3A or 43 and 5

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

23—INDUSTRIAL DESIGN**2 UNITS**

Prerequisites: Art 3A or 43 and 4. (Art 4 may be taken concurrently.)

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

ART**1-2—HISTORY OF ART****3-3 UNITS****Prerequisite for 1: None****Prerequisite for 2: None**

A survey of architecture, sculpture, painting and its development from pre-historic man to the present day. Art 1 includes the periods from Primitive through Gothic. Art 2 consists of the periods from Gothic through Modern.

3A-3B—ART STRUCTURE**2-2 UNITS****Prerequisite for 3A: At least one year of art training (not including crafts) in the 10th, 11th, or 12th grade.****Prerequisite for 3B: Art 3A or Art 43.**

Note: Students without one year of art training exclusive of crafts in high school should take Art 43. Art 3 may not be taken for credit by students who have completed Art 43.

A study of space and color relationship expressed two-dimensionally, involving line and texture.

4—ADVANCED ART STRUCTURE**2 UNITS****Prerequisite: Art 3A**

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

5-6—FREEHAND DRAWING**2-2 UNITS****Prerequisite for 5: None****Prerequisite for 6: Art 5**

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

7-8—LIFE**2-2 UNITS****Prerequisite for 7: Art 5. (Art 5 may be taken concurrently.)****Prerequisite for 8: Art 7**

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

9-10—ADVANCED LIFE**2-2 UNITS****Prerequisite for 9: Art 8****Prerequisite for 10: Art 9**

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

11-12—WATER COLOR**2-2 UNITS****Prerequisites for 11: Art 3A or 43 and 5****Prerequisites for 12: Art 6 and 11. (Art 6 may be taken concurrently.)**

A study of the watercolor medium and techniques. The problems of painting are resolved with a regard for the special qualities of watercolor. Many class problems are slanted toward the use of this medium in the various fields of interest.

15-16—DRAWING AND PAINTING**2-2 UNITS****Prerequisite for 15: Art 5 (Art 5 may be taken concurrently.)****Prerequisite for 16: Art 15**

Note: A modified form of this course is usually given in the evening. Development of skill, technique, and composition in drawing and painting, using various mediums such as chalk, pastel, casein, and oils.

17-18—ADVANCED DRAWING AND PAINTING**2-2 UNITS****Prerequisites for 17: Art 16, Art 6, and a choice of Art 12 or Art 25.****Prerequisite for 18: Art 17.**

The application of the principles of art in drawing and painting for the more advanced student. Choice of media and techniques among oil, water color, tempera, or casein painting. The subjects treated are life, still life, landscape, commercial illustration, and abstractions.

23-24—SILK SCREEN PRINTING**2-2 UNITS****Prerequisite for 23: None.****Prerequisite for 24: Art 23.**

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

25—PEN AND INK**2 UNITS****Prerequisites: Art 5 and 6. (Art 6 may be taken concurrently.)**

Note: Art 3-4 is recommended.

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

31—ART SURVEY**3 UNITS****Prerequisite: None.**

Line, form, light, volume, space-time, and texture. Art terminology and 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.

ART

34—LETTERING

1 UNIT

Prerequisite: None.

Note: Recommended for all art majors as a foundation for more advanced work in the art department.

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

35-36—ADVERTISING DESIGN

2-2 UNITS

Prerequisites for 35: Art 3-A or 43 and 4. (Both may be taken concurrently.)

Prerequisites for 36: Art 4, 6, and 35. (Art 4 and 6 may be taken concurrently.)

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

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

37-38—ADVANCED ADVERTISING DESIGN

2-2 UNITS

Prerequisites for 37: Art 7 and 36.

Prerequisite for 38: Art 37.

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

39-40—CERAMICS

2-2 UNITS

Prerequisite for 39: None.

Prerequisite for 40: Art 39 or at least one year of ceramics in high school.

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

41-42—ADVANCED CERAMICS

2-2 UNITS

Prerequisite for 41: Art 40

Prerequisite for 42: Art 41

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

43—BEGINNING ART STRUCTURE

3 UNITS

Prerequisite: None.

Note: For students who have had less than one year of art training in high school, this course may be substituted for Art 3. Students who have had one year or more of art training (not including crafts) in the 10th, 11th, or 12th

grade in high school should take Art 3. They may not register in Art 43 for more than 2 units credit. Students having credit in Art 3 may not register in Art 43 for credit.

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

47-48—JEWELRY AND GEM CUTTING

2-2 UNITS

Prerequisite for 47: None.

Prerequisite for 48: Art 47.

Use and knowledge of tools, equipment, and various precious and semi-precious metals, such as gold, silver, platinum, copper, brass, etc. Cutting, grinding and polishing of precious and semi-precious stones, and the lost wax process are included. Emphasis is placed on learning to design original articles, among which are earrings, rings, brooches, necklaces, pins, lockets, cuff links, tie clasps.

49-50—ADVANCED JEWELRY AND GEM CUTTING

2-2 UNITS

Prerequisite for 49: Art 48

Prerequisite for 50: Art 49

Note: A modified form of this is usually offered in the evening.

Advanced study of and uses of precious metals and gems. Gem cutting of precious and semi-precious stones, emphasizing facet cutting; identification of stones; plating; wax pattern duplication; precision investment casting.

51-52—DENTAL MATERIALS AND DEXTERITY

2-2 UNITS

Prerequisite for 51: Enrollment in the pre dental program.

Prerequisite for 52: Art 51

Basic and advanced studies of the various materials used in the field of Dentistry. The development of manual dexterity through the techniques of wax, chalk, clay and plaster carvings; the casting of projects and inlays; the proper use of dental hand tools and equipment. This course is designed to prepare the student for the Dental Dexterity Examinations.

55—ART WORKSHOP

1 UNIT

Prerequisite: None.

Introduction to poster design, window decoration, and three-dimensional display. Instruction in airbrush, single stroke letters, collage, and related media.

INDUSTRIAL DESIGN

(see *Architecture*)

INTERIOR DESIGN

(see *Home Arts 29*)

ASTRONOMY

1—ELEMENTS OF ASTRONOMY

2 UNITS

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.

AVIATION

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

Prerequisite: None.

Note: Aviation 10 should be taken prior to or concurrently with this course. The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.

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

2A-B—COMMERCIAL PILOT FLIGHT COURSE 3-3 UNITS

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

Prerequisite for 2B: Aviation 2A or 100 hours of flight time. Aviation 11, 12, 13A, 13B, and 14 must be taken prior to or concurrently with this course.

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

A course of 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 FLIGHT COURSE 3 UNITS

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

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

A course of 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 FLIGHT COURSE 3 UNITS

Prerequisite: Commercial Pilot License or 150 hours of flight.

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

A course of 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—LINK TRAINER COURSE 1 UNIT

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.

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

Prerequisite: Aviation 5 or a Private Pilot's license.

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

7—MULTI-ENGINE FLIGHT COURSE **2 UNITS**

Prerequisite: Aviation 1 or a Private Pilot's license.

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

A theoretical study with from 10 to 14 hours of multi-engine flight instruction to prepare the student for the C.A.A. multi-engine rating examination. This course covers pre-flight inspection, loading, operation and performance, emergency equipment, and single engine operation.

10—INTRODUCTION TO AVIATION **5 UNITS**

Prerequisite: None

Note: Students who have had no aviation background are recommended to take Aviation 48 prior to or concurrently with this course.

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 of weather maps. Approved C.A.A. Basic Ground School for Private Pilot License No. 7001.

11—NAVIGATION **2 UNITS**

Prerequisite: None.

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. Course is not limited to pilots.

12—METEOROLOGY **3 UNITS**

Prerequisite: None.

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

13—AIRCRAFT STRUCTURE AND AERODYNAMICS **2 UNITS**

Prerequisite: None.

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

14—RADIO PROCEDURES AND FLIGHT REGULATIONS **2 UNITS**

Prerequisite: None.

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

AVIATION

15—FLIGHT INSTRUCTION TECHNIQUE 3 UNITS

Prerequisite: None.

Note: Students should have had Aviation 10 or a private pilot's license or equivalent background in aviation.

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 UNITS

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.

17—CELESTIAL NAVIGATION: BASIC 2 UNITS

Prerequisite: None.

A practical course to prepare for the celestial part of the C.A.A. examination for the Aerial Navigator Rating. Students who are planning to get this rating should take Aviation 16.

18—CELESTIAL NAVIGATION: ADVANCED 2 UNITS

Prerequisite: Aviation 17.

A practical study of various methods of celestial navigation with practice in the use of the aircraft octant.

19—AIRCRAFT POWER PLANTS 2 UNITS

Prerequisite: None.

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

21-22-23-24—AIRCRAFT ENGINE OVERHAUL AND MAINTENANCE 8-8-8-8 UNITS

Prerequisite for 21: None.

Prerequisite for 22: None.

Prerequisite for 23: None.

Prerequisite for 24: Aviation 21-22-23, completed or being taken concurrently.

A vocational program in four semesters leading to the C.A.A. Engine Mechanics Rating. The units of work are as follows:

21—Engine theory, magnetic inspection and beginning engine shop. Lubricants, lubrication systems, powerplant lubrication and intermediate engine shop.

22—Weight and balance and advanced engine shop. Ignition and electricity, batteries, electric motors and battery charging systems. Shop work.

23—Carburetion, carburetors and fuel systems. Flight line maintenance, trouble shooting, test stand and shop work.

24—Propellers and propeller governors. Civil Air Regulations, line maintenance,

test stand work and general review.

Five three-hour periods per week combining theory and practical shop work. The course is based on standards required for C.A.A. certificated schools. Employed aviation mechanics may take individual units of Aviation 21-22-23-24. Approved C.A.A. Mechanics School No. 3415.

25-26-27-28—AIRPLANE MAINTENANCE AND REPAIR

8-8-8-8 UNITS

Prerequisite for 25: None.

Prerequisite for 26: None.

Prerequisite for 27: None.

Prerequisite for 28: Aviation 25-26-27, completed or being taken concurrently.

A vocational program in four semesters leading to the C.A.A. Aircraft Mechanics Rating. The units of work are as follows:

25—Aircraft woodwork, fabric and skin, nomenclature, fuel systems and shop practice.

26—Welding and heat treating, hydraulic systems, pressure instruments, aircraft appliances.

27—Sheet metal and riveting, electrical systems, electrical instruments, and aircraft radio.

28—Theory of flight, rigging, weight and balance, inspection, Civil Air Regulations, and shop work.

Five three-hour periods per week combining theory and practical shop work. The courses are based on standards required for C.A.A. certificated schools. Employed aviation mechanics may take individual units of Aviation 25-26-27-28. Approved C.A.A. Mechanics School No. 3415.

31—FLIGHT ENGINEER RATING COURSE (SEE NOTE)

Prerequisite: One of the following: (a) "A" or "E" license, (b) Four years of aircraft maintenance experience, (c) Aeronautical Engineer Degree, (d) Commercial Pilot Certificate.

Note: One unit of credit is granted for each 35 hours of class and laboratory work. Limit 10 units.

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, flight control, weight and balance, and panel operation.

33-34—AIRCRAFT ENGINE OVERHAUL AND MAINTENANCE (SEE NOTE)

Prerequisite for 33: None.

Prerequisite for 34: None.

Note: One unit of credit is granted for each 35 hours of class and laboratory work. Limit 32 units in combined work of Aviation 33 and 34.

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

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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 (SEE NOTE)

Prerequisite for 35: None.

Prerequisite for 36: None.

Note: One unit of credit is granted for each 35 hours of class and laboratory work. Limit 32 units in combined work of Aviation 35 and 36.

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.

37—JET ENGINE OVERHAUL AND MAINTENANCE

SEE NOTE

Prerequisite: Aviation 24 or the Civil Aeronautics Administration Engine ("E") Mechanics Certificate.

Note: One unit of credit is granted for each 35 hours of class and shop work with a maximum limit of 8 units.

Practical and theoretical instruction on jet engines and their accessories. Intensive instruction will be given in the following fields: engine theory, fuel, lubrication and electrical systems, and flight line maintenance.

38—HELICOPTER OVERHAUL AND MAINTENANCE

SEE NOTE

Prerequisite: Aviation 28 or the Civil Aeronautics Administration Airplane ("A") Mechanics Certificate or employed as a Helicopter Mechanic.

Note: One unit of credit is granted for each 35 hours of class and shop work with a maximum limit of 8 units.

Practical and theoretical instruction on helicopter structures and maintenance. Intensive instruction will be given in the following fields: assembly, rigging, transmissions, rotor blades, controls, weights and balance, inspections, and reports.

41-42—FUNDAMENTALS OF AIRCRAFT INSTRUMENT REPAIR

5-5 UNITS

Prerequisite for 41: None.

Prerequisite for 42: Aviation 41.

The course provides basic vocational training in aircraft instrument repair. Intensive instruction will be given in basic design, fundamentals of operation, principles of repair, precision calibration, testing, and servicing.

43-44—AIRCRAFT INSTRUMENTATION

5-5 UNITS

Prerequisite for 43: Aviation 42.

Prerequisite for 44: Aviation 43.

The course provides advanced instruction in instrumentation, electrical systems, and electronic systems used in specific models of modern aircraft.

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45—AIRCRAFT PAINTING

SEE NOTE

Prerequisite: None.

Note: One unit of credit is granted for each 35 hours of class and laboratory work with a maximum of 5 units.

The course includes: materials, primary treatments, conversion coatings, finishes, and blueprint reading.

48—INTRODUCTION TO THE AIR AGE

3 UNITS

Prerequisite: None.

A survey course incorporating a history of aeronautics with basic science work on the theory and practice of flight.

49—AIR TRANSPORTATION

3 UNITS

Prerequisite: None.

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

BACTERIOLOGY

11—BACTERIOLOGY

4 UNITS

Prerequisite: Any one of the following: Physiology 11, Biology 1, Chemistry 1, 10 or 41 or physiology or chemistry in high school.

Note: Required of pre-nursing students.

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 diseases and preventive practices. Laboratory work includes routine techniques, identification, growth characteristics, and microscopic study of important type organisms.

Lecture 2 hours, laboratory 6 hours.

BIOLOGY

1-2—FUNDAMENTALS OF BIOLOGY

3-3 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Biology 1.

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

Lecture 3 hours.

BOTANY

1—BOTANY

5 UNITS

Prerequisite: None.

A survey of fundamental biological facts and principles as illustrated by plant

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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.

Lecture 3 hours, laboratory 6 hours.

CHEMISTRY

1-2—CHEMISTRY

5-5 UNITS

Prerequisites 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. Chemistry in high school is recommended for one of the two.

Prerequisite for 2: Chemistry 1.

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

Lecture 3 hours, laboratory 6 hours.

3-4—QUANTITATIVE ANALYSIS

3-3 UNITS

Prerequisite for 3: Chemistry 2.

Prerequisite for 4: Chemistry 3.

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.

Lecture 2 hours, laboratory 6 hours.

5-6—ORGANIC CHEMISTRY

3-3 UNITS

Prerequisite for 5: Chemistry 2.

Prerequisite for 6: Chemistry 5.

Note: Required of pre-medical and pre-dental students, of 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.

Chemistry 5 — Lecture 2 hours, laboratory 6 hours.

Chemistry 6 — Lecture 2 hours, laboratory 4 hours.

10—ELEMENTS OF GENERAL CHEMISTRY

5 UNITS

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

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

Lecture 4 hours, laboratory 3 hours.

15-16—ORGANIC, MEDICAL, AND FOOD CHEMISTRY 3-3 UNITS

Prerequisite for 15: Chemistry 1 or 10.

Prerequisites for 16: Chemistry 3, 15, or 5-6. (Chemistry 6 may be taken concurrently.)

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

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

Lecture 1 hour, laboratory 6 hours.

17—RADIOLOGICAL DEFENSE 2 UNITS

Prerequisite: Previous training in physics and/or chemistry.

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

41—INTRODUCTION TO CHEMISTRY 5 UNITS

Prerequisite: A satisfactory grade in the Chemistry Aptitude Test.

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

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

Lecture 4 hours, laboratory 3 hours.

45-46—BIOCHEMISTRY 3-3 UNITS

Prerequisite for 45: One semester of chemistry in college or one year of chemistry in high school.

Prerequisite for 46: Same as for Chemistry 45.

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.

Lecture 1 hour, laboratory 6 hours.

47-48—CHEMICAL APPARATUS

1-1 UNIT

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

Prerequisite for 48: Same as for 47.

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

COMMERCE

1A—BEGINNING TYPING

3 UNITS

Prerequisite: None.

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

1B—INTERMEDIATE TYPING

3 UNITS

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 UNITS

Prerequisites: 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 UNITS

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—BEGINNING SHORTHAND

5 UNITS

Prerequisite: Good scholarship and a typing speed of 50 words a minute or typing taken concurrently.

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

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

3B—INTERMEDIATE SHORTHAND

5 UNITS

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

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

Continuation of Commerce 3A. Dictation, transcription, and a review of theory. This course is designed to train stenographers to meet the demands of the business world. A minimum skill of 80 words a minute in taking dictation is developed.

3C-D-E-F—ADVANCED SHORTHAND**4-4-3-3 UNITS**

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

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.

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

5A-B—OFFICE PRACTICE**4-4 UNITS**

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

Prerequisite for 5B: Same as for 5A.

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

A course in secretarial practices, office procedures, and machine calculation. A study is made of the duties of various types of office workers. Projects are worked out in the basic systems of filing, the handling of mail, telephone calls, interoffice communications, telegrams, banking transactions, the use of shipping services, and the planning of itineraries. About half of the student's time is spent in development of skill in the operation of the Comptometer, Monroe, Marchant, Victor, Dictaphone, Ediphone, Mimeograph, and Ditto machines. Time is devoted to the development of desirable personality traits and qualifications of office workers.

5E—PBX**3 UNITS**

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

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

5F—MACHINE BOOKKEEPING**3 UNITS**

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

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

11—INTRODUCTION TO BUSINESS**3 UNITS**

Prerequisite: None.

A general course to survey the forms, functions, characteristics, organization and problems of business. Designed to serve as a foundation for later specialized study, and to direct the thinking of students to possible careers.

15—ENGLISH FOR BUSINESS**3 UNITS**

Prerequisite: None.

A course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary and spelling.

COMMERCE

16—WRITING IN BUSINESS

3 UNITS

Prerequisites: Commerce 15 or equivalent.

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 personnel. Individual supervision is given in the writing of letters of application, order, adjustment, credit, collection, and sales.

21-22—BOOKKEEPING

4-4 UNITS

Prerequisite for 21: None.

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

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.

25G—STENOTYPE

2 UNITS

Prerequisite: Ability to use the typewriter.

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

27-28—APPLIED ACCOUNTING

3-3 UNITS

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

Prerequisite for 28: Same as for 27.

Practical experience in the Student Accounting Office. The theory and practice of budgetary accounting including controlling accounts and subsidiary ledgers; the receipt and disbursement of money and the preparation of vouchers therefore including analysis of transactions; transactions with a bank including making deposits, writing checks, and reconciling accounts; recording transactions, posting and proving cash, balancing the bank account, the general ledgers, and subsidiary ledgers daily; and the preparation of reports and financial statements. Problems related to tax accounting and reports for sales, admission, social security and payroll, and individual income taxes. Lecture 2 hours, work in Accounting Office 5 hours.

29—BUSINESS MATHEMATICS

2 UNITS

Prerequisite: None.

An intensive course in the fundamentals of arithmetic designed 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 UNITS

Prerequisite: None.

A general course intended to acquaint students with the activities, the middlemen, and the business practices involved in the moving of goods from farms,

factories, and mines to the ultimate consumers. The course deals with the problems of wholesalers, retailers, transportation companies, warehouses, and cooperatives. Consumer protection, analyses of marketing costs, and the establishment of sound sales policies and methods are emphasized.

32—STORE MANAGEMENT AND MERCHANDISING**3 UNITS**

Prerequisite: None.

Problems here are 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, turn-over, stock control, inventory methods, layout, advertising and display.

33—SALESMANSHIP**2 UNITS**

Prerequisite: None.

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

34—ADVERTISING**2 UNITS**

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 UNITS**

Prerequisite: Commerce 31, 32, or 33.

A practical course in which students develop skill in retail selling by actually working on the job. The course consists of two hours per week of class discussion on fundamentals of retail selling and retail problems, and in addition an average of ten hours per week in a selling job for grocery, stationery, men's or women's furnishings, department, hardware, or other retail store. Five hours per week in the Cooperative Bookstore may be substituted for the outside sales work, or a combination of work outside and in the Cooperative Store may be arranged with the instructor. In any case, the student is supervised on the job, and the employer is expected to turn in reports regarding his progress. Not to be offered in 1957-58.

39—INSURANCE PRINCIPLES**3 UNITS**

Prerequisite: None.

A course designed to acquaint the student with insurance of various types, such as personal liability, sickness, accidental injury, unemployment, workmen's compensation, death, fire and other property hazards. Policies are ana-

COMMERCE

lyzed to understand costs in relation to benefits provided, losses excluded, and obligations of both parties. Insurance is studied from the standpoint of (1) the businessman, (2) the insurance company, (3) the broker or agent, and (4) the state.

41—MONEY AND BANKING

2 UNITS

Prerequisite: None.

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

42—INVESTMENTS

2 UNITS

Prerequisite: None.

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

43—REAL ESTATE ANALYSIS

3 UNITS

Prerequisite: None.

A course treating real estate and the economy which includes property rights, real estate and the national economy, real estate and the city land and its development, and 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—CONSUMER PROBLEMS

2 UNITS

Prerequisite: None.

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

47-48—INDUSTRIAL ORGANIZATION AND MANAGEMENT

2-2 UNITS

Prerequisite for 47: None.

Prerequisite for 48: None.

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

ECONOMICS

1-2—PRINCIPLES OF ECONOMICS **3-3 UNITS**

Prerequisite for 1: Second semester standing.

Prerequisite for 2: Economics 1.

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

11—ECONOMIC HISTORY OF THE UNITED STATES **3 UNITS**

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 UNITS**

Prerequisite for 13: Good scholarship.

Prerequisite for 14: Economics 13.

Note: See Commerce 21-22.

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

40—PRINCIPLES OF STATISTICS **3 UNITS**

Prerequisite: A year of high school algebra.

An introduction to modern methods of analyzing statistical data, their gathering and classification, with emphasis on analysis and presentation.

EDUCATION

1—INTRODUCTION TO EDUCATION **2 UNITS**

Prerequisite: Second semester standing.

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

ENGINEERING

1—ENGINEERING DRAWING **3 UNITS**

Prerequisite: None.

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

ENGINEERING

2—ADVANCED ENGINEERING DRAWING

3 UNITS

Prerequisite: Engineering 1 or Trades 31 or one year of mechanical drawing in high school.

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

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

3—DESCRIPTIVE GEOMETRY

2 UNITS

Prerequisite: Engineering 1, Trade 31, Trade 65, Architecture 1, or mechanical drawing in high school.

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

A valuable engineering tool which facilitates graphical representation of lines, planes, surfaces, solids, interferences, and intersections. Excellent training in visualization.

8—MATERIALS OF ENGINEERING CONSTRUCTION

2 UNITS

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

A study of the structural properties, behavior, and adaptability of metals and various building materials. Considerable coverage of crystal and molecular structure and phase rule diagrams of metal alloys and cements. Review of the technology of fuels, ceramics, various woods, and plastics.

10—STATICS

3 UNITS

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

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

11-12—PLANE SURVEYING

3-3 UNITS

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

Prerequisite for 12: Engineering 11.

A course in the fundamentals of surveying for all students of engineering. The measurements of distances by pacing, chaining, and the stadia; the use and adjustment of Wye and Dumpy 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.

Lecture 2 hours, laboratory and field work 3 hours.

13—FIELD WORK IN PLANE SURVEYING

1 UNIT

Prerequisite: Engineering 11.

Practical field problems in location and topographic surveys. Precise work in linear and angular measurements. Development of self-reliance, accuracy and

professional skill on the part of the student.
Three hours laboratory and field work per week.

41—ENGINEERING COMPUTATIONS**1 UNIT**

Prerequisite: Mathematics 2 or trigonometry in high school.

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

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

42—SLIDE RULE**1 UNIT**

Prerequisite: None.

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

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

ENGLISH**1-2—FRESHMAN ENGLISH****3-3 UNITS**

Prerequisite for 1: A satisfactory grade in the English Placement Test or a grade of "C" or better in English 41.

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, leading to the completion of a library research project, 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 UNITS**

Prerequisites for 5: English 1-2.

Prerequisites for 6: English 1-2.

Note: Required of all English majors. Open to all who have completed English 1-2. Either English 5 or English 6 may be taken first.

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

8—THE MODERN DRAMA**2 UNITS**

Prerequisite: None.

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

ENGLISH

10—SHAKESPEARE

2 UNITS

Prerequisite: None.

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

13—INTRODUCTION TO WORLD LITERATURE

2 UNITS

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 UNITS

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 background for critical judgment of contemporary American writing.

16—MODERN PERIODICAL LITERATURE

2 UNITS

Prerequisite: None.

A historical survey of the development of the magazine in the United States, followed by the reading of current magazine articles. Special attention is given to the various types of periodicals to aid the student in forming a well-rounded judgment. Reading, reports, discussion.

Note: Not to be offered in 1957-58.

18—INDEPENDENT READING

2 UNITS

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 worthwhile books, to aid the student in broadening his interest and increasing his understanding and enjoyment of literature. Reading, reports, discussion.

Note: Not to be offered in 1957-58.

41—REMEDIAL ENGLISH

2 UNITS

Prerequisite: None.

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

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

42—BETTER READING AND WRITING

2 UNITS

Prerequisite: None.

Note: This course is recommended for those who fail to make a satisfactory grade in reading comprehension in the English Placement Test.

A course to aid in developing the student's ability to understand what he reads and to express himself clearly in writing.

51-52—INDUSTRIAL ENGLISH

3-3 UNITS

Prerequisite to 51: None.

Prerequisite to 52: English 51.

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

READING IMPROVEMENT

See English 42 and Psychology 15.

FRENCH

1—BEGINNING FRENCH

4 UNITS

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—BEGINNING FRENCH

4 UNITS

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

Note: This course may not be taken for credit by students who have completed three years of French in high school with grades of "C" or better 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 UNITS

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

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

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

4—INTERMEDIATE FRENCH

4 UNITS

Prerequisite: French 3, or four years of French in high school 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 — GEOLOGY — GERMAN

GEOGRAPHY

1-2—ELEMENTS OF GEOGRAPHY

3-3 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Geography 1 or 5.

Note: Students who have completed Geography 5 will receive 1½ units of credit for Geography 1.

A study of the basic physical and cultural elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to climate, landforms, soils, natural vegetation, population distribution, general land use patterns, and trade.

5-6—ECONOMIC GEOGRAPHY

3-3 UNITS

Prerequisite for 5: None.

Prerequisite for 6: Geography 1 or 5.

Note: Students who have completed Geography 1 will receive 1½ units of credit for Geography 5. Students who have completed Geography 1 and 2 will receive no credit for Geography 5 and 1½ units of credit for Geography 6.

A study of the physical and cultural elements of environment and their relation to the economic activities of representative occupations, commodities, and trade.

GEOLOGY

1-2—GENERAL GEOLOGY

3-3 UNITS

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 is a study of physical forces: erosion, volcanism, 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. Three one-half day field trips are required in Geology 1, for which the student is charged a transportation fee.

GERMAN

1—BEGINNING GERMAN

4 UNITS

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—BEGINNING GERMAN

4 UNITS

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

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

GERMAN — HEALTH & P.E. (MEN)

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

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

3—INTERMEDIATE GERMAN

4 UNITS

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

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

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

4—INTERMEDIATE GERMAN

4 UNITS

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

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

HEALTH AND PHYSICAL EDUCATION FOR MEN

Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that he (1) has attained the age of 25 years, (2) or is registered for 8 units or less, (3) or has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate. No student may receive credit for more than two Health and Physical Education activity classes in any one semester. It is recommended that a variety of activities be taken during a student's attendance at Glendale College.

1—HEALTH EDUCATION

2 UNITS

Prerequisite: None.

Note: Required of all students for graduation.

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

2—HEALTH EDUCATION—COEDUCATIONAL

3 UNITS

Prerequisite: None.

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

HEALTH & P.E. (MEN)

students having credit in Health and Physical Education I.

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

10—FIRST AID—COEDUCATIONAL 1 UNIT

Prerequisite: None.

Note: Required of all students for graduation.

Prevention and care of accidents and emergencies in the home and school.

18—FOOTBALL THEORY 1 UNIT

Prerequisite: Health and Physical Education 26C taken concurrently.

Note: Recommended for physical education majors.

Theory and development of offensive and defensive formations. Particular emphasis on 'T' formation offense.

19—RECREATIONAL LEADERSHIP—COEDUCATIONAL 2 UNITS

Prerequisite: None.

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

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

21A—PHYSICAL EDUCATION ACTIVITIES ½ UNIT

Prerequisite: None.

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

22B—INTERMEDIATE BASEBALL ½ UNIT

Prerequisite: None.

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

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

22C—ADVANCED BASEBALL (VARSITY AND JUNIOR VARSITY) 1 UNIT

Prerequisite: Some previous playing experience in baseball.

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

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

- 23A—BEGINNING BASKETBALL*** **½ UNIT**
Prerequisite: None.
Instruction and practice in the fundamental techniques and rules of the game. Development of team play and competitive participation.
- 23B—INTERMEDIATE BASKETBALL** **½ UNIT**
Prerequisite: None.
Note: Designed for those who wish to compete on varsity teams.
Instruction in rules and game strategy, practice in fundamental techniques.
- 23C—ADVANCED BASKETBALL (VARSITY AND JUNIOR VARSITY)** **1 UNIT**
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 and spring semesters. Daily.
- 26—TOUCH FOOTBALL*** **½ UNIT**
Prerequisite: None.
Instruction and practice in fundamentals, with the development of team play and competition.
- 26B—INTERMEDIATE FOOTBALL** **½ UNIT**
Prerequisite: None.
Note: Recommended for physical education majors and those interested in varsity competition.
Instruction and practice in techniques of individual offense and defense. Spring semester only.
- 26C—ADVANCED FOOTBALL (VARSITY AND JUNIOR VARSITY)** **1 UNIT**
Prerequisite: Previous experience on an organized team.
Note: Limited to students trying out for the varsity team.
Development of team play for competitive participation. Fall semester only. Daily.
- 27A—BEGINNING TENNIS*** **½ UNIT**
Prerequisite: None.
Instruction and practice in the basic strokes, fundamental techniques and rules of the game.
- 27B—INTERMEDIATE TENNIS*** **½ UNIT**
Prerequisite: Some previous playing experience in tennis.
Note: Recommended for physical education majors.
Instruction and practice in individual fundamentals, development of team play and court strategy.

*This course should be taken one semester only to satisfy the physical education requirement for men.

HEALTH & P.E. (MEN)

27C—ADVANCED TENNIS (VARSITY)

1 UNIT

Prerequisite: Some previous playing experience in tennis.

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

Development of team play for competitive participation. Daily.

28A—BEGINNING GOLF*

½ UNIT

Prerequisite: None.

Note: Each student is expected to pay a fee at the beginning of the course to cover use of golf balls and the driving range facilities.

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

28B—INTERMEDIATE GOLF*

½ UNIT

Prerequisite: Some previous playing experience in golf.

Note: Recommended for physical education majors.

Advanced instruction and practice in the various golf shots. Participation in tournaments.

28C—ADVANCED GOLF (VARSITY)

1 UNIT

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.

31A—BEGINNING SWIMMING

½ UNIT

Prerequisite: Inability to maintain oneself in deep water.

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

Not to be offered in 1957-58.

31B—INTERMEDIATE SWIMMING

½ UNIT

Prerequisite: Ability to maintain oneself in deep water.

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

Not to be offered in 1957-58.

31C—ADVANCED SWIMMING

1 UNIT

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.

Not to be offered in 1957-58.

*This course should be taken one semester only to satisfy the physical education requirement for men.

32C—WATER POLO**1 UNIT****Prerequisite:** Some previous 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.

Not to be offered in 1957-58.

33A—BEGINNING ARCHERY***½ UNIT****Prerequisite:** None.

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

33B—INTERMEDIATE ARCHERY***½ UNIT****Prerequisite:** Some previous experience in archery.

Development of competitive shooting; participation in tournament shoots. Emphasis is placed on the development of instinctive shooting for use in roving and hunting.

35B—INTERMEDIATE TRACK AND FIELD**½ UNIT****Prerequisite:** None.*Note:* Designed for those who wish to compete on varsity teams and recommended for physical education majors.

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

35C—ADVANCED TRACK AND FIELD (VARSITY)**1 UNIT****Prerequisite:** None.*Note:* Limited to students trying out for the varsity team.

Designed for competitive participation. Spring semester only. Daily.

36C—CROSS COUNTRY RUNNING**1 UNIT****Prerequisite:** None.*Note:* Recommended for distance runners and track men wishing to condition themselves for track.

Designed for competitive participation. Fall semester only. Daily.

37—VOLLEYBALL***½ UNIT****Prerequisite:** None.

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

*This course should be taken one semester only to satisfy the physical education requirement for men.

HEALTH & P.E. (MEN)

38—BADMINTON* **½ UNIT**

Prerequisite: None.

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

39—WRESTLING* **½ UNIT**

Prerequisite: None.

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

40—BEGINNING BOXING* **½ UNIT**

Prerequisite: None.

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

41—BOWLING* **½ UNIT**

Prerequisite: None.

Instruction and practice in the fundamental techniques and rules of the game.

42—GYMNASTICS* **½ UNIT**

Prerequisite: None.

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

71A—COWBOY DANCING—COEDUCATIONAL* **½ UNIT**

Prerequisite: None.

Note: Recommended for physical education majors.

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

72A—BEGINNING ARCHERY—COEDUCATIONAL* **½ UNIT**

Prerequisite: None.

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

72B—INTERMEDIATE ARCHERY—COEDUCATIONAL* **½ UNIT**

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

Practice in target and tournament shooting using Columbia Round.

73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL* **½ UNIT**

Prerequisite: None.

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

*This course should be taken one semester only to satisfy the physical education requirement for men.

HEALTH & P.E. (MEN - WOMEN)

73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL* ½ UNIT

74—BADMINTON—COEDUCATIONAL* ½ UNIT

Prerequisite: None.

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

75A—BEGINNING GOLF—COEDUCATIONAL* ½ UNIT

Prerequisite: None.

Note: Each student is expected to pay a fee at the beginning of the course to cover use of golf balls and the driving range facilities.

Instruction and practice in golf strokes, techniques and rules.

76B—INTERMEDIATE TENNIS—COEDUCATIONAL* ½ UNIT

Prerequisite: Some previous playing experience in tennis.

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

77A—VOLLEYBALL—COEDUCATIONAL* ½ UNIT

Prerequisite: None.

Instruction and practice in volleyball techniques with team tournaments.

HEALTH AND PHYSICAL EDUCATION FOR WOMEN

Each student is required to enroll, to attend regularly, and to maintain a satisfactory record in physical education for each semester in Glendale College, except that a person may be exempted upon presentation of evidence that she (1) has attained the age of 25 years, (2) or is registered for 8 units or less, (3) or has a medical excuse on file (in this case the Physical Education Department may develop a program of modified activity), or (4) is a junior college graduate. No student may receive credit for more than two Health and Physical Education activity classes in any one semester.

1—HEALTH EDUCATION

2 UNITS

Prerequisite: None.

Note: Required of all students for graduation.

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

*This course should be taken one semester only to satisfy the physical education requirement for men.

HEALTH & P.E. (WOMEN)

2—HEALTH EDUCATION—COEDUCATIONAL

3 UNITS

Prerequisite: None.

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

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

10—FIRST AID—COEDUCATIONAL

1 UNIT

Prerequisite: None.

Note: Required of all students for graduation.

Prevention and care of accidents and emergencies in the home and school.

19—RECREATIONAL LEADERSHIP—COEDUCATIONAL

2 UNITS

Prerequisite: None.

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

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

21A—BEGINNING SPORTS

½ UNIT

Prerequisite: None.

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

21B—INTERMEDIATE SPORTS

½ UNIT

Prerequisite: H. & P.E. 21A or credit in high school.

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

27A—BEGINNING TENNIS

½ UNIT

Prerequisite: None.

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

27B—INTERMEDIATE TENNIS

½ UNIT

Prerequisite: H. & P.E. 27A or credit in high school.

Instruction and practice in tennis strokes, techniques, umpiring, and doubles and singles tactics.

50A—BEGINNING FOLK DANCING

½ UNIT

Prerequisite: None.

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

HEALTH & P.E. (WOMEN)

- 55—BODY MECHANICS** **½ UNIT**
Prerequisite: None.
Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation.
- 60—ADAPTED ACTIVITIES** **½ UNIT**
Prerequisite: None.
A class for the student whose medical examination indicates that she should take restricted activities. Rest, sunbaths, or limited activities as need is indicated on the health record.
- 71A—COWBOY DANCING—COEDUCATIONAL** **½ UNIT**
Prerequisite: None.
Instruction and participation for recreational groups in American cowboy, square, and circle dances.
- 72A—BEGINNING ARCHERY—COEDUCATIONAL** **½ UNIT**
Prerequisite: None.
Instruction in the technique of archery and participation in a tournament using the Junior Columbia Round.
- 72B—INTERMEDIATE ARCHERY—COEDUCATIONAL** **½ UNIT**
Prerequisite: H. & P.E. 72A or credit in high school.
Practice in target and tournament shooting using the Columbia Round and the American Round.
- 73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL** **½ UNIT**
Prerequisite: None.
Instruction and practice in the fundamental steps of the fox-trot, tango, waltz, rumba, samba, and other popular dances.
- 73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL** **½ UNIT**
Prerequisite: H. & P.E. 73A or a knowledge of basic steps.
Instruction and practice in various combinations of steps of the fox-trot, tango, waltz, rumba, samba, new yorker, mambo, and other popular dances.
- 74—BADMINTON—COEDUCATIONAL** **½ UNIT**
Prerequisite: None.
Instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation.
- 75A—BEGINNING GOLF—COEDUCATIONAL** **½ UNIT**
Prerequisite: None.
Instruction and practice in golf strokes, techniques and rules.

HEALTH & P.E. (WOMEN) — HISTORY

77A—VOLLEYBALL—COEDUCATIONAL

½ UNIT

Prerequisite: None.

Instruction and practice in volleyball techniques with team tournaments.

79—BOWLING

½ UNIT

Prerequisite: None.

Instruction and practice in the fundamental techniques and rules of the game.

HISTORY

1-2—HISTORY OF WESTERN EUROPE

3-3 UNITS

Prerequisite for 1: None.

Prerequisite for 2: History 1.

Note: A student may not receive credit for both History 2 and History 3.

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 UNITS

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 UNITS

Prerequisite: None.

Note: It is recommended that this course be completed prior to enrollment in a course to meet the California State requirement in the American Constitution. This course allows only one unit of credit for students who have completed History 17 and no credit for those who have completed History 4, or History 17-18.

A brief study of the political, economic, and social history of the United States since 1789. Emphasis is placed upon the development of American ideals and policies. This course meets the California State requirement in American History.

7-8—HISTORY OF CIVILIZATION

3-3 UNITS

Prerequisite for 7: None.

Prerequisite for 8: History 7.

Note: A student may not receive credit for both History 2 and History 8.

A general survey of the development of human ideas, arts, and institutions from the earliest times to the present. Emphasis is placed upon the contributions to civilizations made in ancient times by Egypt, Greece, Rome, India, and China. The modern world is analyzed by a study of the principal factors—cultural, social, economic, and political—which brought it into being. An attempt is made to give the student a perspective on the past and a basis for interpreting current world events.

12—PACIFIC COAST HISTORY

2 UNITS

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 UNITS

Prerequisite for 17: Second semester standing.

Prerequisite for 18: History 17.

Note: History 17 allows only 2 units for students who have completed History 5. 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.

ECONOMIC HISTORY OF THE UNITED STATES

See Economics 11.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

HOME ARTS

Men as well as women are eligible for enrollment in all Home Arts courses for which they have fulfilled prerequisites.

3A-B-C-D—HANDICRAFTS

1-1-1-1 UNIT

Prerequisite: None.

Note: Courses are to be taken in sequence. Students having credit in Home Arts 3-4 may not receive credit for Home Arts 3A-B-C-D.

A course offered primarily for adults who wish to learn one or more crafts or to refresh themselves in some crafts already learned. The class meets one day each week.

HOME ARTS

3-4—HANDICRAFTS

2-2 UNITS

Prerequisite for 3: None.

Prerequisite for 4: Home Arts 3.

Note: Students having credit in Home Arts 3A-B-C-D will not receive credit in Home Arts 3-4.

Construction of costume and household accessories in which the student chooses from among the following crafts: hand weaving, leather craft, wood carving, block printing, glove making, stenciling, book binding, knotting and braiding, and decorating glass or wood. Useful for leaders in Girl Scout and Camp Fire organizations.

11—CLOTHING

3 UNITS

Prerequisite: None.

The study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is also made of textiles and of the care and selection of clothing for personality as well as appearance. A style show is required at the end of the semester showing the work accomplished in class.

12—ADVANCED CLOTHING

3 UNITS

Prerequisite: Home Arts 11 or 17.

The techniques of tailoring in hand and machine work necessary to turn out a fine, well tailored garment. A style show is required at the end of the semester showing the accomplished work.

17-18—APPAREL DESIGN

8-8 UNITS

Prerequisite for 17: Home Arts 11 or one year of Clothing in the 10th, 11th, or 12th grade in high school. (Home Arts 11 may be taken concurrently.)

Prerequisite for 18: Same as for 17.

Vocational training to prepare the individual to enter the apparel industry. The development of the block pattern and its application to all type patterns. Designing and construction of blouses, skirts, dresses, formals, children's clothing, and crotch items as used in California play clothes industries.

Five three-hour periods each week.

19-20—ADVANCED APPAREL DESIGN

8-8 UNITS

Prerequisite for 19: Home Arts 17.

Prerequisite for 20: Home Arts 17.

Advanced vocational training. The designing and construction of suits and coats, and the art of draping. Employment of the hard and soft tailoring as applied to production of women's and children's garments.

Five three-hour periods each week.

21—FOOD STUDY

3 UNITS

Prerequisite: None.

Basic information relating to foods and their uses in human nutrition. Preparation of a variety of foods with emphasis on retaining a maximum of nutritive value and attractive appearance. Modern methods of preservation.

22—MEAL PLANNING AND TABLE SERVICE**3 UNITS****Prerequisite: None.**

A study of foods and how to combine them in nourishing family meals. Nutritive value, correct service, cleanliness, cost and the need for variety are emphasized. Type meals are prepared and served. A study is made of the art of being a good hostess.

23—COSTUME CONSTRUCTION (SEE NOTE)**Prerequisite for 23: Home Arts 17. (Home Arts 17 may be taken concurrently.)**

Note: Student may earn a maximum of 4 units in one semester for a maximum total of 16 units in work of Home Arts 23.

Designing and construction of group costumes for stage, ensembles, etc. This course includes the planning for and the buying of suitable materials, design and color schemes, the design and construction of costumes and accessories, arrangement and maintenance of the costume wardrobe. Four hours in class and two hours of research or construction assignments each week.

25—ELEMENTS OF NUTRITION**2 UNITS****Prerequisite: None.**

A study of foods in relation to body needs. Emphasis is placed upon diet for optimum health. Meals are planned for the individual and the family group, with consideration of costs and of modern dietetic trends.

29—INTERIOR DESIGN**3 UNITS****Prerequisite: None.**

A study of the floor plan and fixed background and the selection and arrangement of furniture. Emphasis is placed on the selection of floor coverings, draperies, curtains, upholstery, accessories, and color in the home. Recognition of low income buying.

31—MARRIAGE AND FAMILY LIVING**3 UNITS****Prerequisite: None.**

Basic information for making a successful marriage. Courtship, learning to live together as husband and wife, children, financial and legal problems, conflicts and possible solutions, relatives, family and community relations are studied. Lectures, discussions, modern film, temperament tests, reading and reports.

33—PERSONAL DEVELOPMENT**3 UNITS****Prerequisite: None.**

Development of social competence, discriminating dress, poise and personality attributes. Emphasis on personal analysis. Lectures, consultations with experts, field trips, and class discussions.

35—PRE-SCHOOL CHILD**3 UNITS****Prerequisite: None.**

The growth, development, and guidance of the child from birth through age five. Development values of play, significance of creative activities, interpreta-

HOME ARTS — JOURNALISM

tion of child-adult relationships, standards for wholesome routines of management and discipline. Nursery school used as laboratory for course.

Not to be offered in 1957-58.

37—TEXTILES AND NON-TEXTILES

2 UNITS

Prerequisite: None.

A study of materials used in clothing and household equipment. This course includes tests and analysis of shrinkage, color fastness, heat retention, reaction to cleansing agents and other practical information. It provides the basis of good judgment in buying. Materials studied include wool, silk, linen, cotton, and synthetics in the textile fields; leather, fur, metal, wood, porcelain, and glass among the non-textiles.

39—HOME MANAGEMENT

2 UNITS

Prerequisite: None.

A study of the problems of home living, including care of the house, its upkeep, intelligent buying, and the accounting of expenses, modern equipment, and minimum essentials in establishing a home and gracious living. Lectures by experts in the various fields.

41-42—FOODS: THEIR SELECTION, PREPARATION, AND SERVICE 3-3 UNITS

Prerequisite for 41: None.

Prerequisite for 42: None.

A study of foods designed to give to the college student a knowledge and understanding of the principles involved in their preparation and use in the modern world. Lecture and laboratory.

43—THE MODERN HOSTESS

1 UNIT

Prerequisite: None.

Fundamentals of social planning. What to serve and how to serve it. Food garnishes, tea dainties, planning for guests on various occasions, table arrangements and invitations. Laboratory and lecture. Particularly adapted to adults.

JOURNALISM

1—JOURNALISM IN THE UNITED STATES

3 UNITS

Prerequisite: None.

An introduction to the field of journalism through a study of daily and weekly newspapers, magazines, news agencies, pictorial journalism, advertising, and mechanical trends. The importance of good media of communication as an element in the maintenance of a well-informed and free society is stressed. Outside reading is required.

2—NEWS AND FEATURE WRITING

3 UNITS

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

An introduction to news and feature writing. Laboratory practice in punctua-

JOURNALISM — LAW — MATHEMATICS

tion, vocabulary drill, spelling, and elementary editing. Outside reading is required.

3-4—NEWSPAPER COPY EDITING AND MAKE-UP 3-3 UNITS

Prerequisite for 3: Journalism 2 or publication experience.

Prerequisite for 4: Journalism 2 or 3.

A study of copy reading, heading writing, and special projects in feature writing, editorial writing, and sports writing. Practical work in newspaper layout and make-up. This is the staff class of the campus newspaper, El Vaquero.

5-6—MAGAZINE TRADE PUBLICATION WRITING & EDITING 3-3 UNITS

Prerequisite for 5: None.

Prerequisite for 6: None.

A study of types of periodicals, their function, and the methods used in their manufacture. Practice is given in writing copy, editing, and the make-up of the various publications.

LAW

17-18—BUSINESS LAW 3-3 UNITS

Prerequisite for 17: None.

Prerequisite for 18: Law 17.

A practical course in the principles of law that affect business relations including historical background, judicial and administrative procedures, contracts, agency, real property, personal property (sales and bailments), negotiable instruments, business organizations, insurance and trade regulations (business torts and restraint of trade).

31—LAW FOR THE LAYMAN 3 UNITS

Prerequisite: None.

A survey of legal problems which confront people in their everyday life activities. Included is a study of courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgages, trust deeds, conditional sales, crimes, torts, homesteads, the corporate securities act, the workmen's compensation act, and many other principles of business law.

MATHEMATICS

1—INTERMEDIATE ALGEBRA 5 UNITS

Prerequisites: Mathematics 41 and 40, or one year of algebra and one year of plane geometry in high school. Mathematics 40 may be taken concurrently.

Fundamental laws: curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binomial theorem, the factor theorem, the remainder theorem, synthetic division, and logarithms, second and third order determinants.

MATHEMATICS

2—TRIGONOMETRY

3 UNITS

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

An elementary course in plane trigonometry 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—ANALYTIC GEOMETRY AND CALCULUS

5 UNITS

Prerequisite: Mathematics 8, or Mathematics 1 and 2, or two years of algebra, one year of plane geometry, and one semester of trigonometry in high school. In addition the student must attain a satisfactory grade in the Mathematics Qualifying Examination given prior to registration.

Note: Only three units of credit are allowed students having credit in Mathematics 8, or who take Mathematics 8 concurrently.

Algebra, rectangular coordinates, the straight line, equations of curves, differentiation of algebraic functions and applications, indefinite and definite integrals and applications.

4—ANALYTIC GEOMETRY AND CALCULUS

3 UNITS

Prerequisite: Mathematics 3.

Conics, polar coordinates, parametric equations, curvature of plane curves, and differentiation of transcendental functions.

5—DIFFERENTIAL AND INTEGRAL CALCULUS

3 UNITS

Prerequisite: Mathematics 4.

Indefinite and definite integrals, technique of integrations, applications, infinite series.

6—SOLID ANALYTIC GEOMETRY, DIFFERENTIAL AND INTEGRAL CALCULUS

3 UNITS

Prerequisite: Mathematics 5.

Solid analytic geometry, partial differentiation, multiple integration, with applications, ordinary differential equations.

8—COLLEGE ALGEBRA

3 UNITS

Prerequisite: Mathematics 2 or all of the following: One and one-half years of algebra, one year of plane geometry, and trigonometry in high school. Mathematics 2 may be taken concurrently.

Note: This course may not be taken for credit by students having credit in Mathematics 3.

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

MATHEMATICS — MINERALOGY

11—COMMERCIAL ALGEBRA

3 UNITS

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

Note: Not open for credit to students having credit for Mathematics 1. Recommended for business administration majors.

A study is made of ratio, proportion, percentage, discounts, logarithms, interest, and the arithmetic and algebra essential to understanding of problems commonly met in business and as preparation for more advanced topics, especially in the mathematics of finance.

12—MATHEMATICS OF FINANCE

3 UNITS

Prerequisite: Mathematics 11. (Students may substitute two years' algebra in high school or Mathematics 1 or Mathematics 2 for the Mathematics 11 prerequisite.)

Note: Recommended for business administration majors.

A study of interest, discount, annuities, amortization, sinking funds, valuation of bonds, depreciation, and life insurance.

40—PLANE GEOMETRY

3 UNITS

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

Note: 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 circles, and polygons.

41—FUNDAMENTALS OF ALGEBRA

3 UNITS

Prerequisite: None.

Note: 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 operation of algebra. This course is the equivalent of one year of algebra in high school.

MINERALOGY

1—MINERALOGY

4 UNITS

Prerequisite: Chemistry 1, 11 or 41; or chemistry in high school. Chemistry 1 may be taken concurrently.

Note: It is recommended that Geology 1 be taken concurrently unless taken previously.

Lectures and laboratory work on the physical properties of minerals, their occurrence and crystal morphology. Practice in determination of minerals by physical properties and simple chemical tests.

Two lectures and two three-hour laboratory periods each week.

41—MINERALOGY AND ORE IDENTIFICATION

2 UNITS

Prerequisite: None.

An introductory course, including laboratory, on minerals and ores and means of identifying them both in the field and confirmation in the laboratory. The

MUSIC

interrelationships of geological structure and economic geology. Formation of ore bodies, prospecting, mineral types, use of Geiger Counter and Scintillometer for identification of uranium-radium bearing ores.

MUSIC

1-2—MUSICIANSHIP

2-2 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Music 1 or a satisfactory grade on Music Department Examination.

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

3-4—HISTORY AND APPRECIATION OF MUSIC

3-3 UNITS

Prerequisite for 3: None.

Prerequisite for 4: Music 3.

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 17th Century to the present day. The course also assists the student in a better understanding of music literature.

5-6—HARMONY

3-3 UNITS

Prerequisite for 5: Music 1 (Students who have had one year of harmony in high school may take Music 1 concurrently with Music 5.)
Prerequisites for 6: Music 1 and Music 5.

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. Modulation. Creative work. The aim of this course is to give command of music materials and to enable the student to write music in simplest forms, to harmonize melody, and to hear progressions rapidly.

9—FUNDAMENTALS OF MUSIC

3 UNITS

Prerequisite: None.

A course designed especially for elementary education majors (not for Music Majors). The study of the piano keyboard, music notation, musical symbols and terms, major and minor scales, simple and compound metre, simple sight-singing and dictation, intervals, and triads, use of autoharp, tonette, and baton technique.

11—CHORUS

1 UNIT

Prerequisite: None.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

Appreciation and performance of standard choral literature, with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances may be required.

15—COLLEGE CHOIR**1 UNIT**

Prerequisite: Music 11 or at least one semester of choral experience in high school and evidence of reading ability and musicianship.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

An advanced form of choral art. Repertoire drawn from all ages and cultures. Emphasis on interpretation, choral techniques, and public performances.

21-22—VOICE TRAINING**2-2 UNITS**

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

Prerequisite for 22: Music 21.

The principles of correct 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—INSTRUMENTAL TRAINING (WIND INSTRUMENTS)**1 UNIT**

Prerequisite: None.

This class gives basic instruction in playing upon woodwind or brass instruments that are regular members of the orchestra or band. In addition to providing an opportunity to learn to play an instrument of this kind, this course is of great value to those students who plan to major in either music or in elementary education.

24—INSTRUMENTAL TRAINING (STRINGS)**1 UNIT**

Prerequisite: None.

This class gives basic instruction in playing upon the standard stringed instruments of the orchestra. In addition to providing an opportunity to learn to play an instrument of this kind, this course is of great value to those students who plan to major in either music or in elementary education.

31—ORCHESTRA**1 UNIT**

Prerequisite: Ability to perform on a standard orchestral instrument.

The orchestra meets one evening each week for two hours, thus providing an opportunity to participate in this organization with the minimum of program conflicts. The repertoire includes both serious music for symphony orchestra, and music of a more popular nature, symphonically arranged. The orchestra performs at both college and community activities.

35—DANCE BAND**1 UNIT**

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is limited to 15.

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

41—BAND**1 UNIT**

Prerequisite: Ability to perform on a standard band instrument.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

MUSIC

The band meets one evening each week for two hours, thus providing an opportunity to participate in this organization with the minimum of program conflicts. The repertoire includes music for both concert and marching bands as well as arrangements of a popular nature. The band plays at all college football games, "pep rallies," etc.

45—TREBLE CLEF

1 UNIT

Prerequisite: Membership in the College Choir or Women's Chorus, a good voice, and evidence of good musicianship.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Admission is granted after a satisfactory audition.

A small ensemble group of women which studies vocal music suitable for public presentation.

49—CONCERT CHOIR

1 UNIT

Prerequisite: Evidence of previous choral experience of a satisfactory nature. Ability to sight-read at least simple vocal parts; a basic knowledge of techniques of choral work.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is limited to 25.

A group of highly selected voices which performs representative works of the sixteenth and seventeenth century madrigal writers; of Bach, Brahms, and other foremost composers; and of the modern repertoire.

53—MALE QUARTET

1 UNIT

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

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

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

57—BRASS ENSEMBLE

1 UNIT

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

61—WOODWIND ENSEMBLE

1 UNIT

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

65—STRING ENSEMBLE

1 UNIT

Prerequisite: Ability to play a musical instrument in a band or orchestra.

Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).

A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

69—BEGINNING PIANO

2 UNITS

Prerequisite for 69: None.

Note: Music 69 is not open to students having previous instruction or experience in piano playing. A modified form of this course is usually given in the evening.

This course is designed for students who wish to gain an elementary knowledge of the piano keyboard and the rudiments of music reading. Students are required to have a piano available for practice. The content of the course will be based on the assumption that students have had no previous musical training.

70-71-72—INTERMEDIATE AND ADVANCED PIANO

2-2-2 UNITS

Prerequisite for 70: Music 69 or ability to play correctly examples of fundamental keyboard technique and to read at sight simple four part songs and hymns.

Prerequisite for 71: Music 70.

Prerequisite for 72: Music 71.

The theory and interpretation of works from the pre-classical, classical, and romantic periods as well as modern or contemporary music. Emphasis on development of technique, style, tone color, dynamics and phrasing. Qualified students will have the opportunity to perform at college programs. Students are required to have a piano available for practice.

73—BEGINNING ORGAN

2 UNITS

Prerequisite: Ability to play with ease piano literature of more than moderate difficulty.

A course designed to acquaint the student with fundamentals of organ technique. Emphasis on pedal facility and the principles of artistic registration. A survey of organ literature of moderate difficulty and the development of a suitable repertoire for sacred and secular use.

75-76—ACCOMPANIST TRAINING

SEE NOTE

Prerequisite: Ability to sight read and play with ease piano literature of more than moderate difficulty.

Note: The student may take accompanist training for 1 or 2 units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration.

A course designed to give training in the piano accompaniment of choral or instrumental groups, or solo performances. Opportunity will be given the student to accompany performing musical organizations of Glendale College.

NURSING

NURSING — SEE VOCATIONAL NURSING

PALEONTOLOGY

1—PALEONTOLOGY

3 UNITS

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 their 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—INTRODUCTION TO PHILOSOPHY

3 UNITS

Prerequisite: Sophomore standing preferred.

An overview of idealism and naturalism and the problems of truth, knowledge, right, good, freedom of the will, God and immortality.

2—INTRODUCTION TO PHILOSOPHY

3 UNITS

Prerequisite: Philosophy 1.

Metaphysics, epistemology, historical and political philosophical problems. A consideration of the problems of knowing, of reality, of the beautiful, of justice, and of the making of judgments in historical and political situations.

PHOTOGRAPHY

1-2—ELEMENTS OF PHOTOGRAPHY

SEE NOTE

Prerequisite for 1: None.**Prerequisite for 2: Photography 1.**

Note: Photography 2 allows one unit of credit for two hours of satisfactory laboratory work a week; two units for four hours a week. Photography 1 is lecture and demonstrations and Photography 3 (laboratory) should be taken concurrently. Photography 2 is lecture and laboratory, and Photography 4 should be taken concurrently. A modified form of this course is usually given in the evening.

A survey of still, view, press, reflex, and miniature cameras; characteristics of lens and shutters; character and selection of negative materials, paper, and chemicals. Photographic nomenclature. Coverage of accessories (exposure meters, flash, filters). Introduction to laboratory practice.

3-4—INTERMEDIATE PHOTOGRAPHY

SEE NOTE

Prerequisite for 3: Photography 1 (which may be taken concurrently).**Prerequisite for 4: Photography 2 (which may be taken concurrently).**

Note: Photography 3 and 4 allows from one to three units of credit, each unit requiring satisfactory completion of two hours of laboratory work a week. A modified form of this course is usually given in the evening.

PHOTOGRAPHY — PHYSICS

A laboratory course designed for students who preferably have had some experience in photography. Those who show suitable skill will be given opportunities to take pictures such as those a reporter would have on assignment.

5-6—ADVANCED PHOTOGRAPHY

SEE NOTE

Prerequisite for 5: Photography 4.

Prerequisite for 6: Photography 5.

Note: Photography 5 and 6 allow one to five units of credit, each unit requiring two hours of satisfactory laboratory work a week. A modified form of this course is usually given in the evening.

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

7-8—SPECIAL PROJECTS

SEE NOTE

Prerequisite: None.

Note: The student may earn 1, 2, or 3 units each semester, with a maximum of 6 units, the hours to be arranged at the time of registration. Credit earned dependent upon satisfactory completion of two hours of laboratory work per unit.

A course to develop the talent of students unable to devote full time to photography, to enable advanced photography students to attempt individual assignments not offered in the intermediate and advanced courses, and to offer art majors an opportunity to experiment and combine artistic ability with photo technique.

9—COLOR PHOTOGRAPHY

2 UNITS

Prerequisite: None.

Note: Usually given in the evening in the fall semester.

Formula, dyes, filters for color photography. Discussion, outside assignment, criticism of work done.

10—PHOTOGRAPHY FOR THE TRAVELER

2 UNITS

Prerequisite: None.

Note: Usually given in the evening in the spring semester.

To help students take better pictures and understand their equipment, film and accessories. Highlights of various countries and the United States.

PHYSICS

1—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 10 or physics taken in high school and Mathematics 3. (Mathematics 3 may be taken concurrently.)

Note: Physics 1 is restricted to engineering and science majors.

PHYSICS

Mechanics and properties of matter. An intensive study of motion dynamics, statics and vectors.

Lecture 3 hours, laboratory 2 hours.

2—ENGINEERING PHYSICS

3 UNITS

Prerequisites: Physics 1 and Mathematics 4. (Mathematics 4 may be taken concurrently.)

Fluids, heat, and sound. An intensive study of liquids, gases, heat effects, change of state, calorimetry, heat transfer and sound waves.

Lecture 3 hours, laboratory 2 hours.

3—ENGINEERING PHYSICS

3 UNITS

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

Study of the laws of magnetism, static electricity, direct and alternating currents, electromagnetism and induced currents, radiation and conduction through gases.

Lecture 3 hours, laboratory 2 hours.

4—ENGINEERING PHYSICS

3 UNITS

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

Geometrical and physical optics. A study of the laws of wave motion in light, lenses and mirrors, interference and diffraction, color, polarized light, and modern physics.

Lecture 3 hours, laboratory 2 hours.

5—GENERAL PHYSICS

4 UNITS

Prerequisites: Physics or chemistry (any one of: Physics 10, one year of physics in high school, Chemistry 41, 10, or one year of chemistry in high school) and trigonometry (one semester of trigonometry in high school or Mathematics 2 which may be taken concurrently with Physics 5).

Note: Required of pre-medical students.

A general course including a study of properties of matter, mechanics, heat and sound. Lectures, demonstrations, problems, and laboratory work.

Lecture 3 hours, laboratory 3 hours.

6—GENERAL PHYSICS

4 UNITS

Prerequisite: Physics 5.

Note: Required of pre-medical students.

A general course including a study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work.

Lecture 3 hours, laboratory 3 hours.

10—INTRODUCTION TO PHYSICS 3 UNITS

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

Note: This course may not be taken for credit by students who have completed Physics 1 or 5.

A brief presentation of some of the more important phenomena in physics with experimental illustration.

35-36—SOUND RECORDING 1-1 UNIT

Prerequisite for 35: Experience with sound equipment.

Prerequisite for 36: Same as for 35.

A practical course in the operation and maintenance of tape disc-recording equipment in connection with radio production.

41—ELEMENTARY PHYSICS 3 UNITS

Prerequisite: None.

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 10.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with applications to everyday living.

Lecture 2 hours, laboratory 3 hours.

47-48—PHYSICAL APPARATUS 1-1 UNIT

Prerequisite for 47: Physics 10 or physics in high school.

Prerequisite for 48: Same as for 47.

Laboratory work in designing, constructing, and repairing apparatus for physics laboratory and lecture demonstrations. Three hours each week.

PHYSIOLOGY

11—INTRODUCTION TO PHYSIOLOGY 4 UNITS

Prerequisite: Anatomy 11 or a laboratory biological science course completed in the 12th grade or in college. Previous work in chemistry and physics is recommended but not required.

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and experimental materials. Course required for pre-nursing students, elective for others.

Lecture 3 hours, laboratory 3 hours.

41—PHYSIOLOGY AND ANATOMY 4 UNITS

Prerequisite: None.

This course is designed to meet particularly the needs of students enrolled in the vocational nursing curriculum, but it is open to others. Lecture, and laboratory course dealing with the structure and functions of the various systems of the human body. Charts, models, and experimental materials are employed in the course.

Lecture 3 hours, laboratory 3 hours.

POLITICAL SCIENCE — PSYCHOLOGY

POLITICAL SCIENCE

1—INTRODUCTION TO GOVERNMENT

3 UNITS

Prerequisite: None.

Note: Political Science 1 allows only one unit of credit for students who have completed Political Science 5 or Social Science 32.

An introduction to the principles and problems of government in the United States with emphasis placed on the national government and its relationships with the state governments. Political Science 1 meets the California State requirement in the United States Constitution.

2—MODERN COMPARATIVE GOVERNMENTS

3 UNITS

Prerequisite: Political Science 1, 5, or Social Science 31-32.

A comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments.

5—AMERICAN POLITICAL IDEALS

2 UNITS

Prerequisite: None.

Note: It is recommended that the California State requirement in American History be completed prior to enrollment in this course. Political Science 5 allows no credit for students who have completed Political Science 1 or Social Science 32.

A 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

1 UNIT

Prerequisite: None.

Note: It is recommended that this course be taken after the completion of the constitution requirement. This course or Social Science 31-32, is a graduation requirement. No credit is allowed for this course to students having credit in Social Science 31-32.

A study of the development of state constitutions, practices, and laws. The relations of the states to the Federal Government and also to county and municipal government. Particular emphasis is placed upon California government.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

PSYCHOLOGY

1—GENERAL PSYCHOLOGY

3 UNITS

Prerequisite: Sophomore standing preferred.

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.

2—GENERAL PSYCHOLOGY**3 UNITS****Prerequisite:** Psychology 1.

Psychology in college life, child development, education, vocational guidance, human adjustments, mental illness, propaganda, crime, music, art, leisure, industry, business, and clinical practice.

10—INTRODUCTION TO PSYCHOLOGY**2 UNITS****Prerequisite:** None.

A general introduction to the study of the fundamentals of behavior, emotions, motivation, personality development and conflicts, personal and social adjustment, learning, remembering, and thinking.

15—READING IMPROVEMENT**2 UNITS****Prerequisite:** None.

A laboratory course devoted to the diagnosis and correction of specific reading deficiencies. Individual assistance is given to increase vocabulary as well as reading rate and reading comprehension.

21—OCCUPATIONAL PLANNING**1 UNIT****Prerequisite:** None.

Note: Students having two units of credit in Psychology 22 will receive no credit in Psychology 21.

This course is planned to provide students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of personal interest, abilities, and educational plans. Lectures, standardized tests, self-analysis, interviews.

22—VOCATIONAL GUIDANCE**1 UNIT****Prerequisite:** None.

Note: This course is required of all students participating in Work Experience I.

A course designed to help the student solve problems of vocational adjustment. Inter-personal relationships on the job are explored.

41—HOW TO STUDY**1 UNIT****Prerequisite:** None.

A ten weeks course designed to aid students in improving their study habits. Special emphasis is placed upon how the student learns, the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in selecting essential facts for review, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures.

MARRIAGE AND FAMILY LIVING

See Home Arts 31.

PRE-SCHOOL CHILD

See Home Arts 35.

SCIENCE — SOCIAL SCIENCE

SPEECH IMPROVEMENT

See Speech 21.

SCIENCE

31-32—GENERAL SCIENCE

4-4 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Science 31.

The first semester is an integrated treatment of major phenomena in physics, chemistry, astronomy, and geology. Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. The second semester is a liberalized approach to the study of living organisms, both plant and animal. The emphasis is on dynamic processes and functional interrelationships between living organisms, viewed against the background of chemical and physical foundations of the universe. Primarily for students majoring in fields other than the physical and biological sciences.

Lecture and quiz section 4 hours; laboratory 2 hours.

SOCIAL SCIENCE

31-32—INTRODUCTION TO SOCIAL SCIENCE

4-4 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Social Science 31.

Note: Social Science 31-32 allows only six units of credit for students who have completed Political Science 1 or 5, and only seven units for students having credit in Political Science 6.

The interrelationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principal facts and concepts of sociology, economics, and political science. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary problems, and to obtain a realistic view of the total social scene. This course (if both semesters are completed) meets the California State requirements in American History, the American Constitution, and State and Local Government.

41—STUDENT LEADERSHIP

1 UNIT

Prerequisite: None.

Note: Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll.

Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, and democratic organization. During one period each week, the class participates in the regular meeting of the Glendale College Legislature.

SOCIOLOGY

1-2—INTRODUCTION TO SOCIOLOGY

3-3 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Sociology 1.

A study of society and culture, population trends and problems, personality,

social roles, collective behavior, human groups and their interaction, communication, public opinion, social institutions and social change. Lectures, discussions, reports.

SPANISH

1—BEGINNING SPANISH

4 UNITS

Prerequisite: 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—BEGINNING SPANISH

4 UNITS

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

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

This course is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronunciation and review of the fundamentals of Spanish grammar.

3—INTERMEDIATE SPANISH

4 UNITS

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

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

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral résumés or readings, and written composition.

4—INTERMEDIATE SPANISH

4 UNITS

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

A continuation of Spanish 3 with reading of more difficult literary texts.

SPEECH

1-2—FUNDAMENTALS OF SPEECH

2-2 UNITS

Prerequisite for 1: None.

Prerequisite for 2: Speech 1.

Training in oral communication to assist the student in eliminating stage fright and developing self confidence, poise, and an acceptable speaking voice. Exercises in voice development, in reading aloud, and in preparing simple speeches.

SPEECH — THEATER ARTS

3-4—PUBLIC SPEAKING

3-3 UNITS

Prerequisite for 3: A satisfactory grade in the English Placement Test or a grade of "C" or better in English 41.

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.

21—VOICE IMPROVEMENT

1 UNIT

Prerequisite: None.

A course designed to help students with speech difficulties. The theory of voice improvement and individual drill in the development of skills in voice quality, volume, articulation, and pronunciation are included.

31-32—RADIO PRODUCTION

2-2 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Speech 31.

A course in the fundamentals of all forms of microphone speech for radio and television. It is recommended for prospective announcers, commentators, and disc-jockeys as well as for students interested in dramatic productions over the broadcasting mediums.

THEATER ARTS

1—THEATER AND MOTION PICTURE SURVEY

2 UNITS

Prerequisite: None.

A lecture appreciation course designed to provide the student with a general knowledge of theater and motion picture historical development, theatrical and motion picture method, and a vocabulary of standard terms in common use in these fields. Phonograph records of the world's great plays are heard and some excellent motion pictures are seen.

3-4—FUNDAMENTALS OF ACTING

2-2 UNITS

Prerequisite for 3: None.

Prerequisite for 4: Theater Arts 3.

Study of the acting process: elementary principles of voice and diction, characterization, interpretation, the psychology of acting and the creation of character, and a comparative study of acting periods and styles. Pantomimes, improvisations, and simple acting exercises.

5-6-7-8—THEATER WORKSHOP

SEE NOTE

Prerequisite: None.

Note: The student may take 5, 6, 7, or 8 for 1, 2, or 3 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. Courses are to be taken in sequence.

THEATER ARTS — TRADES

Students should not enroll for both Theater Arts 5-6-7-8 (Theater Workshop) and Theater Arts 31-32-33-34 (Technical Stage) in the same semester.

Students enrolled in this course will be organized in the form of a company for the Glendale College drama productions. Each student will be assigned to work in accordance with his interest and talents, and the training will be comparable to an internship or apprenticeship. The following phases of a producing theater are involved: acting, directing, playwrighting, business administration, and publicity.

9-10—STAGE MAKEUP

1-1 UNIT

Prerequisite for 9: None.
Prerequisite for 10: Theater Arts 9.

Instruction in the use and application of all types of stage makeup. Students from this course will compose the make-up crew for all college productions. Theater Arts majors should have at least one semester of make-up.

21-22—STAGE SCENIC DESIGN

2-2 UNITS

Prerequisite for 21: None.
Prerequisite for 22: Theater Arts 21.

A practical course of instruction in the fundamentals of designing stage scenery. All the sets used in Glendale College productions are designed by this class. Some ability in art, costuming, or theater techniques is helpful.

31-32-33-34—TECHNICAL STAGE

SEE NOTE

Prerequisite: None.

Note: The student may take 31, 32, 33, or 34 for 1, 2, or 3 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. Courses are to be taken in sequence.

A laboratory class in the construction, painting, and handling of scenery and scenic effects and in the operation of the stage. All technicians for staging the various Glendale College productions will be drawn from this class. It is required that class members have free time to devote to rehearsals and performances. Theater Arts majors should have at least one semester of technical stage. See also Theater Arts 5-6-7-8.

COSTUME CONSTRUCTION

See Home Arts 23.

TRADES

1-2—MACHINE SHOP

8-8 UNITS

Prerequisite for 1: None.
Prerequisite for 2: Trade 1 or Trade 5.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 1 and 8 units for Trade 2.

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,

TRADES

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—ADVANCED MACHINE SHOP

8-8 UNITS

Prerequisite for 3: Trade 2.

Prerequisite for 4: Trade 3.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 3 and 8 units for Trade 4.

Advanced and complicated operations of machine shop tools and equipment, and the machining of different kinds of metal. 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—INTRODUCTION TO MACHINE SHOP

5-5 UNITS

Prerequisite for 5: None.

Prerequisite for 6: Trade 5.

Note: Not open to students who have completed Trade 1. Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. A maximum of 5 units each will be allowed for Trade 5 and 6.

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

7-8—MACHINE SHOP PRACTICE

SEE NOTE

Prerequisite for 7: Trade 1 or Trade 6.

Prerequisite for 8: None.

Note: Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. A maximum of 32 units of credit will be allowed for the combined work of Trade 7 and 8.

A course to provide practice on machine shop equipment. Students will work on individual projects.

9—PRINCIPLES OF TOOL ENGINEERING

8 UNITS

Prerequisite: Trade 4.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units.

Advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design. Theories of milling fixtures, drill jigs, and bushings; located and clamping of parts, tooling for horizontal turret lathes, and inspection gages are studied. The tooling engineer's training, duties, and place in a manufacturing organization are investigated.

11-12—SHEETMETAL MANUFACTURING**8-8 UNITS****Prerequisite for 11: None.****Prerequisite for 12: Trade 11.**

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 11 and 8 units for Trade 12.

The fundamentals of the trade. Included are the proper use of hand tools and the correct operation of metal machinery and equipment such as hand-operated shears, brakes and rolls, blanking and forming dies, assembly jigs and fixtures, elementary template layout. The study of basic science and related information in metal work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.

13-14—ADVANCED SHEETMETAL MANUFACTURING**8-8 UNITS****Prerequisite for 13: Trade 12.****Prerequisite for 14: Trade 13.**

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 13 and 8 units for Trade 14.

Advanced and complicated fabrication methods, using different kinds of metal. Hand tools and power-operated machines and equipment are utilized. 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 products. The course consists of five three-hour laboratory periods each week and gives advanced apprenticeship rating to students completing it.

15—GENERAL METALS (IA)**3 UNITS****Prerequisite: None.**

A course designed to aid students in allied fields of metal working. Emphasis is placed on teaching techniques for Industrial Arts majors. The course includes theory and practices in metal working; pattern drafting; heat-treating; foundry; welding; art metal and metals in every day living. A suggested related course for Engineering students.

17-18—GENERAL WELDING (IA)**3-3 UNITS****Prerequisite for 17: None.****Prerequisite for 18: Trade 17.**

Note: Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. For example, a student attending 4 hours per week for the entire semester would receive 2 units of credit. A maximum of 3 units of credit each will be allowed for Trade 17 and 18.

This course includes the principles and techniques involved in general welding and cutting, and the uses of metallic arc welding, inert arc welding, and the studies of atomic-hydrogen, hard facing, surface hardening and the study of alloy metals. Emphasis is also placed on teaching techniques for Industrial Arts majors. The student is given experience in applying the principles by

TRADES

individual practice on a sequence of selected jobs including welding joints in steel, cast iron, brass, bronze, aluminum; and brazing joints in steel, cast iron, and malleable iron.

21-22-23-24—CARPENTRY

8-8-8-8 UNITS

Prerequisite for 21: None.

Prerequisite for 22: Trade 21.

Prerequisite for 23: Trade 22.

Prerequisite for 24: Trade 23.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for each course.

The course includes theoretical and practical work necessary to become a carpenter. The theoretical work includes blueprint 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 UNITS

Prerequisite for 25: None.

Prerequisite for 26: Trade 25.

Prerequisite for 27: Trade 26.

Prerequisite for 28: Trade 27.

Note: Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. For example, a student attending 4 hours per week for the entire semester would receive 2 units of credit. A maximum of 8 units of credit each will be allowed for Trades 25, 26, 27, and 28.

A course including the theoretical and practical work necessary to enter industry in the mill and cabinet work field. The theoretical work includes blueprint reading, related mathematics, materials, estimation and procedures in industry. The practical work includes a sequence of selected jobs to give the student all-round ability and speed.

31-32—INDUSTRIAL DRAFTING

8-8 UNITS

Prerequisite for 31: None.

Prerequisite for 32: Trade 31.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 31 and 8 units for Trade 32.

A basic course in drafting consisting of instruments of the trade; lettering, orthographic projection, detail and assembly drawings, freehand drawing, shop sketching and blueprint reading, welded and machined parts, pattern development and layout.

33-34—ADVANCED INDUSTRIAL DRAFTING**8-8 UNITS****Prerequisite for 33: Trade 32.****Prerequisite for 34: Trade 33.**

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 33 and 8 units for Trade 34.

A course equipping the student to prepare production drawings of professional quality. Includes: design for production; preparation of detail and assembly drawings; materials and processes; layout; lofting; and engineering department routine.

43-44—MATHEMATICS FOR TRADES**3-3 UNITS****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 UNITS****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**3 UNITS****Prerequisite: None.**

A study of the manufacture and properties of ferrous and non-ferrous alloys, clay products, wood, cements, plastics, fabrics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry will be studied. Methods of manufacture and testing techniques currently used will be covered.

47-48—JEWELRY, GEM, AND METAL CRAFT (IA)**5-5 UNITS****Prerequisite for 47: None.****Prerequisite for 48: Trade 47.**

Note: Students who have credit in Art 47-48 may not take Trade 47-48 for credit. Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. For example, a student attending 4 hours per week for the entire semester would receive 2 units of credit. A maximum of 5 units of credit each will be allowed for Trade 47 and 48.

The use and knowledge of tools, equipment, and the various types of materials such as copper, brass, nickel, silver, monel, pewter, soft solder, stainless steel, gold, plastic, and stones. These will be fashioned into many articles among which will be book ends, letter holders, trays, lamps, bowls, pins, chains, lockets, rings, bracelets, belt buckles, necklaces, earrings, tie clips, brooches, and key chains.

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49-50—ADVANCED JEWELRY, GEM, AND METAL CRAFT

5-5 UNITS

Prerequisite for 49: Trade 48.

Prerequisite for 50: Trade 49.

Note: Students enrolling in this course for less than the full scheduled class time or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. For example, a student attending 5 hours per week for the entire semester would receive 2 units credit. A maximum of 5 units credit each will be allowed for Trade 49 and 50.

Advanced study and uses of precious metals and stones. Gem cutting of precious and semi-precious stones; use of diamond saw, grinding wheel, and polish buffs; hardness of minerals; identification of stones; precision investment casting; rubber mold making; plating of gold, silver, copper, nickel; wax-pattern duplication study of the characteristics of the eight precious metals and their uses.

51—WOODWORK AND CARPENTRY (IA)

SEE NOTE

Prerequisite for 51: None.

Note: Students enrolling in this course for less than the full scheduled class time, or students registering late will be allowed credit at the rate of 1 unit for each 35 hours of class and laboratory work completed. For example, a student attending 4 hours per week for the entire semester would receive 2 units credit. A maximum of 20 units of credit will be allowed for Trade 51.

The course includes basic hand tool skills, the operation of woodworking machinery, wood finishing, blueprint reading, and material listing. Workmanship, construction and design are emphasized. The course will also offer opportunity to review skills and related knowledge previously acquired in various phases of woodworking, including house construction and cabinet making. Projects shall be selected by enrollees.

65-66—BASIC TECHNICAL AND PRODUCTION ILLUSTRATION

8-8 UNITS

Prerequisite for 65: None.

Prerequisite for 66: Trade 65 or Trade 31.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 65 and 8 units for Trade 66.

Trains the student in the basic methods required by industry for the preparation of drawings of mechanical devices. The course includes isometric drawing; perspective; blueprint reading; instruments and materials of the trade; shading; inking; textures; and reproduction processes.

67-68—ADVANCED TECHNICAL AND PRODUCTION ILLUSTRATION

8-8 UNITS

Prerequisite for 67: Trade 66.

Prerequisite for 68: Trade 67.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units for Trade 67 and 8 units for Trade 68.

TRADES — VOCATIONAL NURSING

Covers the knowledge and skills used by the professional illustrator, with the aim of preparing the student to perform complicated assignments. Includes typography, page layout, pasteup procedures, color separation, ship sketching, schematics, and engineering department routine.

71-72—BASIC ELECTRONICS

8-8 UNITS

Prerequisite for 71: None.

Prerequisite for 72: Trade 71 or Trade 85.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units.

A course in the fundamentals of electricity and electronics. Study of DC and AC circuit principles and characteristics. DC and AC measuring instrument theory and operation. Introduction of vacuum tubes and basic principles of operation. Fundamental skills are developed in shop practice. Soldering techniques, use of hand tools, wiring practice, schematic reading and circuit tracing, use of test equipment. Practice in layout and construction of power supplies and simple electronic circuits.

73-74—ADVANCED ELECTRONICS

8-8 UNITS

Prerequisite for 73: Trade 72.

Prerequisite for 74: Trade 73.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists. Credit for late entrants will be allowed at the rate of 1 unit for each 35 hours of class and laboratory work completed up to the limit of 8 units.

Advanced theory of vacuum tube operation. Use of vacuum tubes as rectifiers, detectors, amplifiers, voltage regulators, and study of associated circuitry. Theory of wave-performing networks, time base generators, counter circuits, clipper and clamp circuits and other special electronic circuits. Study of application of electronic circuits to industrial use. Shop practice in layout and construction of advanced electronic circuits. Trouble shooting procedures, circuit analysis and use of special test equipment.

INDUSTRIAL ENGLISH

See English 51-52.

VOCATIONAL NURSING ARTS

1—VOCATIONAL NURSING PRINCIPLES AND SKILLS

16 UNITS

The subjects covered include the nursing profession and its development, body structure and function, the hospital and the environment of the patient, basic principles and skills in the care of the ill, nutritional elements of food and their proper use in sickness and in health, observation and recording of symptoms and responses, elementary pharmacology and administration of medicines, emotional and economic aspects of nursing, psychology of patient contact and treatment, personal, home and community hygiene.

Eighteen hours of lecture and twelve hours of supervised practice each week.

VOCATIONAL NURSING — WORK EXPERIENCE

2—ADVANCED VOCATIONAL NURSING PRINCIPLES AND SKILLS 16 UNITS

Classification and prevention of disease, factors affecting response to stress, rehabilitation, general disease conditions, specific diseases and nursing care, care of mothers and infants, sick and well children, the elderly, and special hospital and community services.

Ten hours lecture and thirty hours of supervised practice each week.

3—ADVANCED CLINICAL PRACTICE 12 UNITS

Thirty-eight hours per week of practice under supervision of the instructor in the various experience areas. Case reports and ward classes prepared by the student. Two hours per week of instruction. The elapsed time to complete the Board of Nurse Examiner's requirements for licensure.

WORK EXPERIENCE

1—GENERAL WORK EXPERIENCE SEE NOTE

Prerequisite: Psychology 22 (which may be taken concurrently), and employment for a minimum of 10 hours per week.

Note: A student may register for one semester in Work Experience 1 with a minimum of 2 and a maximum of 4 units allowable. However, at no time during the semester may a student's Work Experience units exceed one-third of the total units he is carrying at that time.

Students who are regularly employed in jobs that are approved by the Employment Office may enroll in the Work Experience program. These students work under the supervision of college personnel who help them accomplish these objectives through their work experience: gain an understanding of actual job requirements of business and industry, develop efficient and constructive work habits and attitudes, and make an intelligent career selection.

2—RELATED WORK EXPERIENCE SEE NOTE

Prerequisite: Employment for at least ten hours per week at a job which is approved by the Work Experience Office as related to a career goal.

Ordinarily the student in Related Work Experience will be expected to show relationship between his work and specific courses taken concurrently.

Note: A student may register for two, three, or four units per semester for a total of twelve units. One unit is granted for each five hours worked per week. However, at no time during the semester may a student's Work Experience units exceed one-third of the total units he is carrying at that time. (An exception to this rule will be made for a student who is enrolled in a program registered with the California State Apprenticeship Council.)

A program designed to provide career training and vocational exploration by giving students an opportunity to work in fields which they are considering following as careers and for which they are preparing in college courses. The student's work is supervised by college personnel. A description of the student's job will be made a part of his permanent record. Application for this course must be made through the Work Experience Office. The job and the related course must be approved by a representative of the division in which the related course is offered.

ZOOLOGY**1-2—GENERAL ZOOLOGY****4-4 UNITS**

Prerequisite for 1: Two semesters of a laboratory science course in the eleventh or twelfth grades of high school or one semester of a science course in college.

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.

Lecture 2 hours, laboratory 6 hours.

Programs for Transfer Students

THE REQUIREMENTS FOR COLLEGE AND UNIVERSITY ENTRANCE WITH ADVANCED STANDING vary significantly among the four year colleges.

It is important for a student who plans to transfer to a four-year college or university at the close of his junior college studies, to decide early which college he will enter. Having decided this, he should plan his program in accordance with the requirements of that institution.

In general, a student who is eligible for admission to a university at the time of twelfth year graduation is admitted to that institution with full credit for all courses which are listed by that university as lower division courses which he has completed at Glendale College, provided he has maintained a satisfactory record in all work taken since twelfth year graduation.

Ordinarily a student with high school deficiencies is not permitted to transfer to a higher institution in advanced standing until he has proved his ability to do college work. Certain institutions such as the University of California require a student to (a) remove his high school deficiencies and (b) complete additional college work with satisfactory grades to prove his ability. Other institutions do not require the removal of high school deficiencies, assuming that if a student has completed one or two years of college level work in a junior college with a satisfactory average, he will be able to do satisfactory college work in his junior and senior years.

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 in Glendale College with grade of "C" or better satisfy this requirement.

Military Science and Tactics (men)

(Note: If a student has completed 60 units of transfer 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, and the third and fourth years of high school work in the same foreign language will each be counted as four units. No credit is given for less than two years of high school work in 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, but on transfer no unit credit for advanced standing will be allowed.

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)

Bacteriology 11

Biology 1, 2

Botany 1*

Chemistry 1,* 2,* 3,* 4,* 5,* 6, 10

†Geography 1

Geology 1, 2

Paleontology 1

Physics 1-2-3 or 4,* 5-6,* 10

Physiology 11

Zoology 1,* 2*

*Laboratory science courses

e. Additional

A sequence (of 5 or 6 units) in *each of four* of the following six groups, one of which may be postponed to the upper division:

1. English or Public Speaking

English 1-2

Speech 3-4

2. Foreign Language

This requirement is in addition to requirement (b) above of 16 units. This may be satisfied by one college course of not less than four units, or by two years of high school Latin.

3. Mathematics
Any two of the following courses: Mathematics 2 (or high school Trigonometry) 3, 4
4. Social Sciences
Economics 1-2
†Geography 1-2, 5-6
History 1-2, 3-4, 7-8, 17-18
Political Science 1-2
Psychology 1-2
Sociology 1-2
5. Philosophy
Philosophy 1-2
6. Fine Arts (any two courses below; not necessarily a sequence)
Art 1, 2
Music 3, 4
English 5, 6

†Geography 1 may be used either in the Natural Science requirements or the Social Science sequence, but not in both.

2 UNIVERSITY OF CALIFORNIA AT LOS ANGELES COLLEGE OF LETTERS AND SCIENCE

The requirements for junior standing are:

First: the completion of 60 units of college work with an average grade of "C" or better. (see (a) and (b) page 21.)

Second: fulfill requirements a, b, c, d, and at least three out of the six requirements under e, f, and g below for upper division standing; all required for graduation.

a. General University Requirements:

English Subject A—Students completing English 1 in Glendale College with grade of "C" or higher satisfy this requirement.

Military Science and Tactics, Air Science, or Naval Science (men).

Physical Education, 4 semesters.

Note: If a student has completed four semesters of college work, at least twelve units each, he is held for neither Military Science nor Physical Education.

b. Foreign Language

At least 16 units in not more than two languages. The first two years of high school in a foreign language will be counted as four units of this requirement; the third and fourth years of high school work in the same language will be counted as four units each. Only high school work of grade "C" or better may be counted. No credit is given for less than two years of high school work in a foreign language. If a new language is begun on the college level, course 2 with its prerequisites must be completed.

c. Matriculation Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing will be allowed.

d. English Composition

Three units of English composition with grade of "C" or better.

e. Natural Science

1. At least five units in physical science chosen from the following:

Astronomy 1
Chemistry 1, 10
Geography 1
Geology 1, 2
Mathematics—one course from Mathematics 1, 2, 3, or 8
Physics 1, 2, 5, 6, 10

2. At least 5 units in biological science, chosen from the following:

Anatomy 11
Bacteriology 11
Biology 1, 2, 11
Botany 1
Paleontology 1
Physiology 11
Zoology 1, 2

f. Social Sciences

1. A six-unit year course in history, chosen from the following:

History 1-2, 3-4, 7-8, 17-18

2. At least six units in social sciences exclusive of history and including courses in at least two subjects, chosen from the following:

Economics 1
Geography 2
Political Science 1, 2
Psychology 1
Sociology 1
Social Science 31-32 (Both parts must be completed and will count only as one of the two subjects.)

g. Humanities. Two of the following three groups:

1. Literature—4 units.

English 5-6

2. Philosophy—a six-unit lower division course

Philosophy 1-2

3. The Arts—4 units selected from the following:

Art 1, 2
Music 3, 4

3 UNIVERSITY OF SOUTHERN CALIFORNIA— COLLEGE OF LETTERS, ARTS, AND SCIENCES

The requirements for junior standing are the completion of 60 units acceptable work and a "C" average or better in all college work attempted. It is recommended that a student complete, if possible, within the 60 units the general requirements listed below:

- a. Art Appreciation or Music Appreciation, 2 units

Students who transfer with 60 or more units 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, 14 units

1. Man and Civilization—6 units

History 7-8. Students who transfer with 60 or more units may

substitute six units of social studies.

2. Three units to be selected from the following:

(a) Problems of Human Behavior, 3 units

Psychology 1. Students who transfer with 60 or more units may substitute 3 units of psychology.

(b) Problems of Human Values, 3 units

Students who transfer with 60 units may substitute 3 units of philosophy.

3. American Civilization and Institutions—5 units

History 5, Political Science 5, 6

e. Literature, 4 units

The work may be taken in English, American, or comparative literature, English 5, 6, 8, 10, 13, and 14.

f. Physical Education, 6 units

Physical Education activity (4 semesters) 2-4 units

Health and Physical Education 1

Students who transfer with 60 units may substitute electives for the 6 unit requirement in physical education.

g. Sciences, 11 units

The 11 units of science must be divided in such a way that at least 4 units fall in biological sciences, and 4 units in physical sciences.

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 partial fulfillment of this requirement, but not for unit credit towards a degree. The choice of sciences should be made from the following list:

High School chemistry* (3 units)

High school physics* (3 units)

Anatomy 11*

Astronomy 1

Bacteriology 11*

Biology 1, 2, 11

Botany 1*

Chemistry 1,* 2,* 3,* 4,* 5,* 6,* 10*

Geology 1, 2

Mineralogy 1*

Physics 1,* 2,* 3,* 4,* 5,* 6,* 10

Physiology 11*

Zoology 1,* 2*

*Laboratory science courses.

4 STANFORD UNIVERSITY—

LOWER DIVISION REQUIREMENTS FOR ALL SCHOOLS OF THE 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 1—Humanities

a. Completion of year course in English composition.
English 1-2

b. Completion of at least 12 semester units or the equivalent in a foreign language.

French 1-2-3, or Spanish 1-2-3, or German 1-2-3

This requirement may be satisfied in part by work completed in high school. Students may substitute mathematics through calculus for the

language requirement; but if the mathematics option is chosen, additional electives must be taken in Group I as mathematics courses are in Group II.

- c. Electives in arts and letters to total 10 semester units in this group, if the above requirements have not totaled that amount, may be chosen from the following: English 5, 6, 8, 10, 13, 14, foreign language, Art 1, 2, 3, 4, 5, 6, Journalism 1, 2, Speech 1, 2, 3, 4, Theater Arts 3, 4, Music 1, 2, 3, 4, 5, 6, Engineering 1, 2, 3, Philosophy 1, 2.

Group II—Natural Sciences and Mathematics

- a. A year course in a laboratory science.
 1. Biology 1-2 or Zoology 1 for those who have not had at least one year of high school credit in a biological science.
 2. Chemistry 10, 1-2, Physics 1-2-3-4, 5-6, or Geology 1-2 for those who do not have at least one year of high school credit in physics or chemistry.
- b. Electives to total 10 semester units in this group, if the above requirements have not totaled that amount, may be chosen from the following: biology, botany, chemistry, geology, mathematics, physics, and zoology.

Group III—Social Science

- a. History of Western Civilization (8 semester units)
History 1-2 and courses to fulfill U.S. History, U.S. Constitution, and State and Local Government requirements for graduation.
- b. Social Sciences. One of the following year courses: Economics 1-2, Philosophy 1-2, Political Science 1-2, Psychology 1-2, Sociology 1-2.
- c. Electives to total 10 semester units in this group, if the above requirements have not totaled that amount, may be chosen from the following: history, political science, economics, philosophy, sociology, geography.

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

A student transferring from a junior college must have followed a program of studies which would make him eligible for junior standing in one of the colleges of the University such as the College of Letters and Science* (see page 126) and must include in his program the following: Economics 1-2, 40, Mathematics 1-2 or 11-12 and 3. It is recommended that the student include Economics 13-14, and Law 17.

Languages duplicated in college, such as 2 years high school French, and French 1, will only count as 4 units toward the 16 unit language requirement; however, a duplicated language taken in college will count as part of the 120 units required for graduation.

Language for Foreign Students: Students whose earlier education was in a country where the native language is other than English may offer their secondary English as a foreign language.

*Students qualifying to enter the School of Business Administration by meeting the requirements of the College of Letters and Science may offer, in place of the full language requirement, twelve units of not more than two languages and English 1 or Speech 3; eight units of one language and

English 1-2 or Speech 3-4 or a combination of English 1 and Speech 3. Students using this plan may not offer the English or speech courses used in substitution for the foreign language in partial satisfaction of the group (e) requirement of the College of Letters and Science requirements.

6 UNIVERSITY OF CALIFORNIA AT LOS ANGELES— SCHOOL OF BUSINESS ADMINISTRATION

A student transferring from Glendale College must have followed a program of studies which would make him eligible for upper division standing in one of the colleges of the University such as the College of Letters and Science* (see page 127) and must complete the following: Economics 1-2, 13-14, Mathematics 3, English 1, and course 2 (or equivalent) in a foreign language.

*Students wishing to meet only the entrance requirements to the School of Business Administration by fulfilling the requirements of the College of Letters and Science are required to have completed course 2 (or equivalent) in a foreign language and need not have the amount of sixteen units in not more than two languages.

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, Business Education, 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—Students completing English 1 in Glendale College with a grade of "C" or better satisfy this requirement.

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, or combination of Foreign Language and Natural Science.

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 towards this requirement, but no unit credit for advanced standing is allowed.

or 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.

Anatomy 11*

Astronomy 1

Bacteriology 11*

Biology 1, 2, 11

Botany 1*

Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 10*, 15*, 16*

Geography 1, 5 (see note)

Geology 1-2

Mineralogy 1*

Paleontology 1

Physics 1*, 2*, 3*, 4*, 5*, 6*, 10

Physiology 11*

Zoology 1*, 2*

- or 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 towards this requirement, but no unit credit for advance standing is allowed. If a new language is begun in college, it may not apply on this requirement unless course 2 is completed.

Natural Sciences: 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. Students should fulfill these requirements in high school: those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing is allowed.

- 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, Speech 3-4, or English 1-Speech 3.
2. Foreign Language additional to (b) above. No high school work may be counted.
3. Mathematics chosen from any two of the following: Mathematics 1, 2, 3, 4, 5, 6, 8, 12.
4. Social Science chosen from Economics 1-2, History 1-2, 3-4, 7-8, 17-18, Geography 1-2, 5-6 (see note), Political Science 1-2, Sociology 1-2, Social Science 31-32.
5. Psychology 1-2.
6. Philosophy 1-2.
7. Art 1-2, 3-4, 5-6; Music 1-2, 3-4, 5-6.
(Acceptable only when art or music is not major.)

Note: Geography 1 or 5 may be used for the natural science requirement or for the social science requirement, but not for both.

8 UNIVERSITY OF CALIFORNIA—SANTA BARBARA COLLEGE

Application for admission to advanced standing with less than 60 accepted units must fulfill admission subject requirements on the same basis as new freshman students. At least a "C" average is required in all college work attempted and at least a "C" average in the institution last attended. A student is classified in junior standing if he has completed 60 accepted units.

A student with unsatisfactory scholarship in his high school work will be required to present a college record of better than a "C" average.

Program in General Education for Majors in Division of Letters and Science:

1. Art and Music, 8 units
Art 1-2, Music 3-4
2. English and Speech, 12 units
a. English 1-2

- b. At least 6 additional units from English or from Speech and English.

English 5, 6
Speech 3

3. Foreign Language, 12 units

The divisional requirement of 12 units in one foreign language or 16 units in not more than two foreign languages may be satisfied in whole or in part in high school. The first two years of high school work in a foreign language will be counted in satisfaction of 4 units of this requirement and each year of the same language thereafter as 4 units. Thus students who have received credit for four years of one language in high school will be deemed to have fulfilled the requirement. The majority, however, will find it necessary to take at least one college course of four units in order to meet the requirements of the Division or of the major department. It is advisable for students continuing in college a language begun in high school to complete divisional requirements as soon after entrance as possible.

4. Natural Sciences and Mathematics, 13 units—Choice of a or b

- (a) Biology 1, Physiology 11 and at least six additional units from Physical Sciences as follows: Chemistry 1, 2, 10, Physics 5, 6, 10.

- (b) Chemistry 10 and Physics 10 with at least 7 additional units from the Biological Sciences as follows: Biology 1, Botany 1, Physiology 11, Zoology 1, 2.

5. Philosophy, 6 units

Philosophy 1-2

6. Psychology, 3 units

Psychology 1

7. Social Sciences, 12 units

- (a) History 17-18

- (b) Economics 1-2, Geography 1-2, History 1-2, 3-4, 7-8, Political Science 1-2, Sociology 1-2.

8. Military Science (men), 6 units

Students transferring with 48 units advanced standing may substitute electives for this requirement.

9. Physical Education, 2 units

One-half unit activity course per semester.

In order for the student to begin his major field of study in lower division, it may be necessary to defer certain general education requirements to the upper division. Students should consult the Santa Barbara College Catalog for requirements of the various majors, or write directly to the Registrar at Santa Barbara College. A student majoring in science will not follow the general education science requirements listed above.

Program in General Education for Majors in the Applied Arts:

1. Art and Music, 4 units

An appreciation course must be taken in at least one department. Activity courses are allowed in one department.

2. Controlled electives as required by department, 5-6 units

3. English and Speech, 12 units

Including English 1-2, Speech 3.

4. Military Science (men), 0-6 units

Students transferring with 48 units advanced standing may substitute electives for this requirement.

5. Physical Education, 2 units.
6. Psychology, 3 units
Psychology 1
7. Sciences, 9-10 units
Both biological and physical sciences must be included.
8. Social Sciences, 9 units
Including American History and Institutions.

The remaining lower division units are usually chosen with a specific major in mind.

The departments offering majors in the Division of Applied Arts meet the above requirements in somewhat different ways. Students interested in a specific major should consult the Catalog or obtain a list from the Registrar's Office, Santa Barbara College.

9 OCCIDENTAL COLLEGE

The requirements for junior standing are: English composition, 4 units; foreign language, 8-10 units; history of civilization, 24 units; natural science, 12 units; speech, 4 units; Biblical literature, 0-4 units; and electives, 4-16 units. These requirements may be fulfilled at Glendale College as follows:

<i>Course</i>	<i>Units</i>
**English 1-2	6
**Speech 1-2 or Speech 3	4 or 3
**History 7-8	6
Social Science 31-32	8 or 7
or	
History 5, **Political Science 5, Political Science 6, and Economics 1	
Philosophy 1	3
Sociology 1	3
**Art 1 or 2	3
Music 3 or 4	3
English 13 and 10 or 14	4
(English 5 or 6 may in an emergency be substituted for the above)	
*Foreign language	8
**Physical Education (a minimum of 4 semesters)	2
Science	
for <i>Science Majors</i> : 3 semesters of laboratory science; minimum of	12
for <i>Non-science Majors</i> :	
Biology 1 & 2	6
Chemistry 10 or Chemistry 41 if grade "A" or "B" is earned, Physics 5, or Physics 10	5-3
Geology 1	3

Electives to make a total of 64 units

*If necessary to substitute lower division electives which are prerequisite to a student's major, this graduation requirement may be postponed until the last two years of college.

**Students expecting to transfer at the end of one year in Glendale College should include these courses plus two semesters of either language or science. Before starting program it is urged that students who plan to transfer at the end of one year's work should have an interview with Registrar, Occidental College.

Note: To qualify for a degree from Occidental it is necessary to maintain a grade average of "C" or better. Admission is competitive and is based on several factors including academic records and aptitude test scores.

10 STATE COLLEGES OF CALIFORNIA

CHICO, FRESNO, HUMBOLDT, LONG BEACH, SACRAMENTO, SAN DIEGO, SAN FRANCISCO, SAN JOSE

A student expecting to transfer to one of the above State Colleges is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for study program. The following requirements are common to all, and it is recommended that these be fulfilled as far as possible in the lower division.

General Education requirements:

1. Social Sciences, 9 to 12 units

The social sciences include required instruction in U. S. History, Constitution and California State and Local Government, and courses in the fields of economics, geography, history, political science, sociology, and similar fields. Courses must be selected from two or more of these fields.

2. Natural Sciences, 9 units

Natural sciences include the fields of astronomy, botany, chemistry, geology, physics, physiology, zoology, and similar fields. At least one course must be selected from a physical science and one from a life science, and one laboratory course is usually required.

3. Literature, Philosophy or the Arts, 6 to 8 units

Fine and practical arts not to exceed 4 of the 8 units.

4. Health and Physical Education, 2 units plus 2 activity units

5. Oral and Written Expression, 6 units

6. Psychology, 3 units

7. Additional units in General Education, 14 units

The courses to meet this requirement are determined largely by the particular college. These may be mainly distributed among the foregoing six general areas, may include one or more courses in family life education and in mathematics, and in some cases the student may elect not over six semester units of this requirement in courses in foreign language.

11 LOS ANGELES STATE COLLEGE

A Glendale College student seeking admission to Los Angeles State College should during his last semester of attendance at Glendale College, file an application with the State College Admissions Office, and arrange to have sent there from the Glendale College Registrar's Office an official transcript of record. In order to be accepted by the State College, applicants must have completed at least 54 units of approved college courses with a minimum of a "C" average. No specific pattern of courses is required for admission, but students intending to transfer to the State College should plan their program to meet graduation requirements of that institution. Students are cautioned to consult the State College catalog for a complete description of the curriculum and for the regulations of the State College.

The degree requirements at the State College consist, in general, of two parts: First, the general education requirements which are required of all degree candidates regardless of the proposed field of specialization. Second, the major department requirements, which are a part of the student's field of specialization. The general requirements are listed below for the student's use in planning his first two years program. While requirements need not all be met in lower division, it is advisable that the student plan his program in order to satisfy many of these requirements in the first two years.

1. Oral and Written Expression

a. Oral Expression: Three units required. Speech 1-2, 3.

b. Written Expression: Three units required. English 1, 2.

2. Social Sciences

a. A course or courses involving American History and Government, the Constitution, and American Institutions and Ideals.

This requirement may be satisfied by courses which Glendale College indicates as meeting the American Institutions and History requirements for graduation.

- b. A course or courses involving the study of world cultures and history or European history and culture. Acceptable courses include: History 1, 2, 3, 4, 7, 8, Political Science 2.
 - c. A course or courses involving the Study of Man in his Environment. Approved courses include: Economics 1, 2; Geography 2, 5; Sociology 1, 2; Social Science 31-32. (Note: Social Science 31-32 will fulfill requirements both a and c)
3. Natural Sciences
- A total of 9 units is required with at least one three-unit course from the life science area and one three-unit course from the physical science area.
- a. Life Science area: Anatomy 11; Bacteriology 11; Biology 1, 2; Botany 1; Physiology 11; Zoology 1 and 2.
 - b. Physical Science area: Astronomy 1; Chemistry 10, 1, 2; Geography 1; Geology 1, 2; Physics 10, 5, 6, 1, 2, 3, 4.
4. General Psychology
- Psychology 1
5. Literature and/or Philosophy
- Six units required. Courses should be selected from the following:
- English 5, 6, 13, 14
Philosophy 1, 2
6. Fine or Practical Arts
- Three units are required. A course should be selected from the following:
- Art 1, 2, 3-A, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 31, 33, 34, 39, 40, 43, 45.
Home Arts 3, 4, 11, 12, 29.
Music 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 69, 70, 71, 73.
Photography 1, 2.
7. Physical Education and Hygiene
- Health and Physical Education 1, and 2 units of activity courses are required.
8. Total General Education Requirements:
- Students must complete the specific requirements indicated above and electives from the above fields to make a total of 45 units.

12 CALIFORNIA STATE POLYTECHNIC COLLEGE

Students preparing to transfer to California State Polytechnic College should consult the catalog of that institution and as closely as possible take those courses required in a particular major being followed. Applicants must present a junior college transcript showing a "C" average or better on total program attempted. Applicants who were ineligible for admission on basis of high school record must have completed at least 24 semester units of college work. Others may be admitted if they attain the twentieth percentile on a standard college aptitude test. The courses which meet student's particular major requirements will be allowed as such. The courses not allowed as meeting particular subject requirements will be allowed as elective credit.

General Education Requirements for all students

Social Sciences (10 semester units)

1. Social Science 31-32 or History 5 and Political Science 5-6
2. Economics 1-2

- Natural Sciences (10 semester units)
- Physical Sciences (8 semester units)
 - Astronomy 1, Geology 1, Chemistry 10, 1, Physics 10, 5-6, 1-2-3-4.
- Life Sciences (2 semester units)
 - Biology 1, Botany 1, Zoology 1
- Literature, Philosophy, or the Arts (6 units)
 - English 2, Philosophy 1 or English 14, and not more than 2 units from Music or Art.
- Health and Physical Education (4 semester units)
 - Health and Physical Education 1
 - Health and Physical Education activity courses.
- Oral and Written Expression (4 semester units)
 - English 1 and Speech 1 or 3.
- Psychology (2 semester units)
 - Psychology 1
 - Home Arts 31
- Additional Units in General Education (10 semester units)
 - One of Mathematics 1, 2, 8, or 3
 - Additional units from Psychology, Art or Music.

The student should take certain subjects pertaining to the particular division in which he wishes to major. These courses may or may not be included in the above. Recommended courses are as follows:

- Agriculture: Bacteriology 11, Botany 1, Chemistry 10 or 1, Economics 13-14, Mathematics 2, Physics 5-6, Zoology 1-2.
- Engineering: Chemistry 1, Engineering 1, 2, 3, Mathematics 3, 4, 5, and Physics 1-2-3-4 or 5-6.
- Arts and Sciences: Biology 1-2, English 5, 6, 8, 10, 13, 14 (total 6 semester units of literature), Mathematics 2, 3, 8, and Psychology 1.

Faculty

- ADAMS, ERCIL WESLEY.....English
A.B., M.A., University of Southern California.
- ALBRECHT, GUSTAV.....Chemistry, Mathematics
M.S., California Institute of Technology;
Ph.D., University of California at Los Angeles.
- ALLEN, GERALD NATHAN.....Chairman, Division of Languages and
Literature, English
A.B., M.A., Occidental College.
- ANDROFF, ABRAM A.....Health and Physical Education
B.S., M.S., University of Southern California.
- BELKNAP, ROBERT D.....Musicology and Piano
A.B., San Jose State College;
M.A., Columbia University.
- BISHOP, ELSIE T.....Counselor of Women Students
A.B., M.A., Occidental College.
- BLOOMFIELD, EMILY M.....Chemistry
M.A., University of Southern California.

- BOUEY, JAMES G.....Biological Science
A.B., University of California at Los Angeles.
- BOWERS, W. K.....Acting Division Chairman, Aviation
- BRADBURY, ROSCOE C.....Mathematics
A.B., University of California at Los Angeles;
M.A., University of Southern California.
- BRADY, ARTHUR CLINTON.....Theater Arts, English
A.B., M.A., Occidental College.
- BREWSTER, HAROLD L.....Radio Production, Speech
A.B., M.A., Ph.D., University of Southern California.
- BROWN, ROBERT WILLIAM.....Art
B.A., San Francisco State College;
M.F.A., California College of Arts and Crafts;
M.F.A., University of Southern California.
- CAHOON, GENE.....Mathematics, Geology, Physics
B.S., M.A., Los Angeles State College.
- CARLSON, FREDERICK.....Aviation Mechanics
- CHAMBLESS, BEAUFORD.....Aviation
B.A., Washington University
M.A., The Rice Institute
Ph.D., The Rice Institute
- CHAMPLIN, WINIFRED E.....Co-Chairman, Division of Health
and Physical Education,
Physical Education, Health Education
B.S., University of Washington;
M.A., University of Southern California.
- CLARK, CHANNING.....Aviation
- COCHRANE, HAROLD B.....Coordinator of Guidance and Counseling, Chemistry,
Coordinator of Audio-Visual Aids
A.B., M.A., University of Southern California.
- DANFORTH, CHARLES G.....Biology
A.B., Stanford University;
M.A., University of California.
- DOYLE, MARK A.....Social Sciences
B.S., Villanova University;
M.A., University of Pennsylvania.
- EGGERT, FLORENCE J.....Spanish, English
A.B., University of Kansas;
M.A., University of Kansas.

- EHMANN, GERHARD E.....Director
 A.B., Occidental College;
 M.A. Ed.D., University of California at Los Angeles.
- FELLINGHAM, WARREN C.....Counselor, Mathematics, Engineering,
 Acting Division Chairman, Trades
 A.B., Occidental College.
- FISCHER, EGBERT D.....Physics
 A.B., Sam Houston State Teachers College;
 M.A., University of Texas.
- FISHER, EVERETT G.....Electronics
- FLINT, LOIS H.....Counselor, Psychology
 A.B., A.M., Syracuse University;
 Ed.D., Stanford University.
- GASPAROTTI, VIRGINIA McCOLLUM.....Literature and Languages
 A.B., University of Illinois;
 M.A., University of Illinois.
- GIBSON, CHARLES H.....Social Science
 A.B., University of California;
 M.A., University of Southern California.
- GOBRECHT, ELEANOR A.....Theater Arts, English
 A.B., Heidelberg College;
 M.A., Ohio State University.
- GONZALES, JAMES E.....Technical Drawing, Illustration
 and Mechanical Design
 B.A., Adams State College, Colorado.
- GROSS, LOUIS.....Art
 A.B., University of California;
 M.F.A., California College of Arts and Crafts.
- GUILMETTE, COLLIN S.....Social Science
 B.A., M.S., University of Southern California.
- HADEN, HARLEY J.....Physics
 A.B., Occidental College;
 M.A., University of Southern California.
- HAIGHT, FLETCHER M.....Engineering, Mathematics, Trades
 B.A., Pomona College;
 M.S., University of Southern California.

- HARDISON, RICHARD C.....Psychology, Philosophy
A.B., M.A., Occidental College.
- HERNDON, LEROY TRAVERS, JR.....Counselor, Spanish
A.B., M.A., Stanford University.
- ILSE, ANNA F.....Home Arts
B.S., Colorado A. & M.
- 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.
- JONES, W. MACK.....Radio and Television
- KENNEDY, GWEN M.....Counselor, Commerce
B.S., M.S., University of Southern California.
- KING, GRACE HAMILTON.....Counselor, English
A.B., Columbia University;
A.M., Ph.D., New York University.
- KITCH, LORAN W.....Biological Science
B.S., University of Idaho;
M.S., University of Southern California.
- KITCH, MARGUERITE F.....French, Spanish
A.B., De Pauw University;
Certificate of French Studies, University of Bordeaux.
- KLOTZ, DOROTHY E.....Geography, Mathematics
B.S., B.A., Ohio State University;
M.S., University of Southern California.
- KRAUSE, ARTHUR.....Commerce
B.Ed., State Teachers College, Whitewater, Wisconsin;
M.A., State University of Iowa.
- KREIDER, JOHN S.....Dean of Instruction
Ph.B., Dickinson College;
M.A., University of Southern California.
- LEVINE, ELLIS M.....German, Social Science
A.B., University of California;
M.A., Harvard University.

- LILLIE, ELLA LAUSMAN.....Mathematics
 A.B., Western Michigan University;
 A.M., University of Michigan.
- LYNCH, CHESTER B.....Mathematics
 A.B., Occidental College.
- MAYER, WM. PURCELL.....Instrumental Music
 M.A. (Major in Music), Occidental College.
- McCONNELL, CARL E.....Registrar
 A.B., University of Kansas City;
 M.Ed., University of Southern California.
- McCREARY, JACK E.....Home Arts, Social Science
 A.B., M.A., University of Southern California.
- McDONALD, WILLIAM E.....Counselor, Social Science
 A.B., University of California at Los Angeles;
 M.A., University of California.
- McLANE, LUCILLE S.....Health and Physical Education
 A.B., University of California at Los Angeles.
- McMAHON, FRED R., JR.....Theater Arts, Speech
 B.F.A., State University of Iowa;
 M.A., University of Southern California.
- MESEC, MURRAY.....Physical Education
 A.B., M.A., Northwestern University.
- MESERVE, CLEMENT D.....Geology, Paleontology, Mineralogy, Mathematics
 B.A., Yale College;
 M.A., University of California.
- MILLER, EMIL ANTHONY.....Arts and Trades
 B.V.E., Los Angeles State College.
 M.A., Los Angeles State College.
- MILLER, SHERMAN C.....Commerce
 A.B., Carleton College;
 M.B.A., Harvard Graduate School of Business Administration
- MONDRUS, MARTIN.....Art
 A.B., Los Angeles State College;
 M.F.A., Claremont Graduate School.

- MORRIS, ROBERT.....Machine Shop
- NEAL, ELIZABETH.....Public Health Nurse
B.S., University of California at Los Angeles.
- NOBLE, LOYD S.....Chairman, Division of Business Training,
Commerce, Law
A.B., Simpson College;
L.L.B., L.L.M., University of Southern California.
- NORMAN, RUSSELL F.....Commerce
B.S., M.Ed., University of California at Los Angeles.
- PLACE, DERRILL.....English
A.B., Wabash College;
M.A., Ohio State University.
- RASMUSON, N. ARTHUR.....Social Science
A.B., Occidental College;
M.A., Occidental College.
- REEVE, F. PAMELA.....Counselor, Engineering, Drafting
B.A., New York University;
M.A., University of California at Los Angeles.
- REINHARD, C. WILLIAM.....Physical Education
A.B., University of California.
- SCHEE, HELEN EDITH.....Vocational Nursing
Graduate, St. Luke's Hospital School of Nursing, San Francisco;
B.S., Los Angeles State College.
- SHIVELY, JOHN, JR.....Machine Shop
A.B., Whittier College.
- SMITH, ALBERT IRVING.....Architecture, Art
Ed.B., University of California at Los Angeles;
M.A., Claremont Graduate School.
- SMITH, J. WALTER.....Dean of Students
B.S., M.S., University of Southern California.
- SPAGNOLI, DONALD VERNE.....Chairman, Division of Social Science,
Social Science
A.B., M.A., University of California.
- SPIVEY, KENNETH.....Commerce
B.S., A.B., M.S., M.Ed., University of Southern California.

- STEELE, HELEN C.....Health and Physical Education
 B.S., M.S., University of Southern California.
- STONE, JOSEPH F.....Aviation
- TAYLOR, HALSEY P.....Director of Employment, Director of Work Experience,
 Social Science, English
 A.B., Colorado College;
 M.A., University of Southern California.
- THOMSEN, ROBERT E.....Chairman, Division of Fine and Applied Arts,
 Photography, Art
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 M.A., Stanford University.
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 M.A., College of the Pacific.
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 M.A., Stanford University.
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 M.S., University of California.
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 B.S., Lewis and Clark.
- VARGO, EDWARD M.....Aviation
- VELTMAN, CLARENCE.....Science and Mathematics
 A.B., Hope College;
 M.S., Washington University.

- WARNE, MERRIE JO.....Biology
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- WILSON, CLARENCE O.....Carpentry, Woodshop
- WOODROW, ELLA.....Home Arts
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- YOUNGQUIST, JOEL C., JR.....Social Science
 A.B., Occidental College;
 M.B.A., Harvard Graduate School of Business Administration.

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GLENDALE COLLEGE
APPLICATION FOR ADMISSION

Fill out this application, in ink, and return to Glendale College, Glendale 8, California

Mr.
Miss

1. Name Mrs. Last First Middle
Mr.
Miss
2. Present Address Street and Number City Zone Phone
.....
3. If you are not living at home, give your home address: Street and Number
..... City State
4. Age Date of Birth (month-date-year) Place of Birth City State
5. Are you a citizen of the United States? If not, what country?
If non-quota immigrant student give date of entrance to U.S.
6. Father's Name Mother's Name
(or Guardian)
Address Number Street City Zone State
..... City Zone State

7. List high schools, including the school in which ninth grade was completed, in order of their attendance:

(1) Name of School City & State Date

(2)

Are you a high school graduate? Month Year

If so, name the high school..... City State

8. Have you ever attended Glendale College?..... If so, when.....

9. Have you ever attended any other college?..... If so, please fill in the following:

..... Name of College Location

10. Date you expect to enter Glendale College..... Month Year

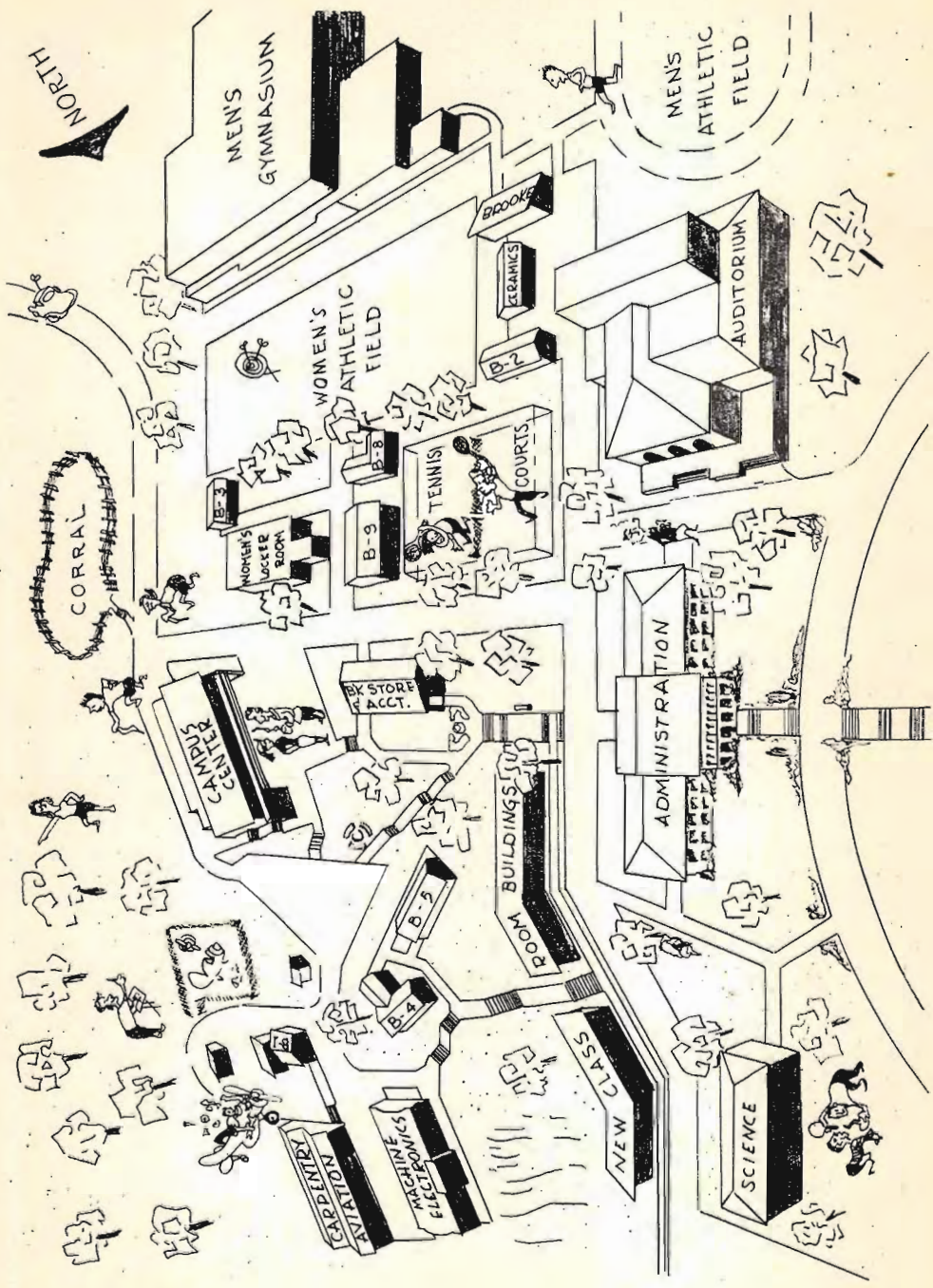
11. What type of course do you expect to take at Glendale College?.....

Do you expect to transfer to a four-year college or university upon completion of work at Glendale College?..... If yes, what college or university.....

Applicants for admission must arrange for transcripts from high school and each college attended to be forwarded to the Registrar, Glendale College. These transcripts become the property of Glendale College.

I hereby certify that information I submit in this application is complete and correct to the best of my knowledge and belief.

Date..... Signature of Applicant.....



NORTH

MEN'S GYMNASIUM

MEN'S ATHLETIC FIELD

WOMEN'S ATHLETIC FIELD

AUDITORIUM

CORRAL

WOMEN'S LOCKER ROOM

TENNIS COURTS

ADMINISTRATION

CANVAS CENTER

BY STORE & ACCT.

ROOM BUILDINGS

SCIENCE

NEW CLASS

MACHINE ELECTRONICS

CARPENTRY

B-1

B-2

B-3

B-4

B-5

B-6

B-7

B-8

B-9

B-10

B-11

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BROOKS

CERAMICS

