

**GLENDALE**

**JUNIOR COLLEGE**

**GLENDALE, CALIFORNIA**



**CATALOG AND  
ANNOUNCEMENT  
OF COURSES  
1941 - - 1942**

# GLENDALE JUNIOR COLLEGE

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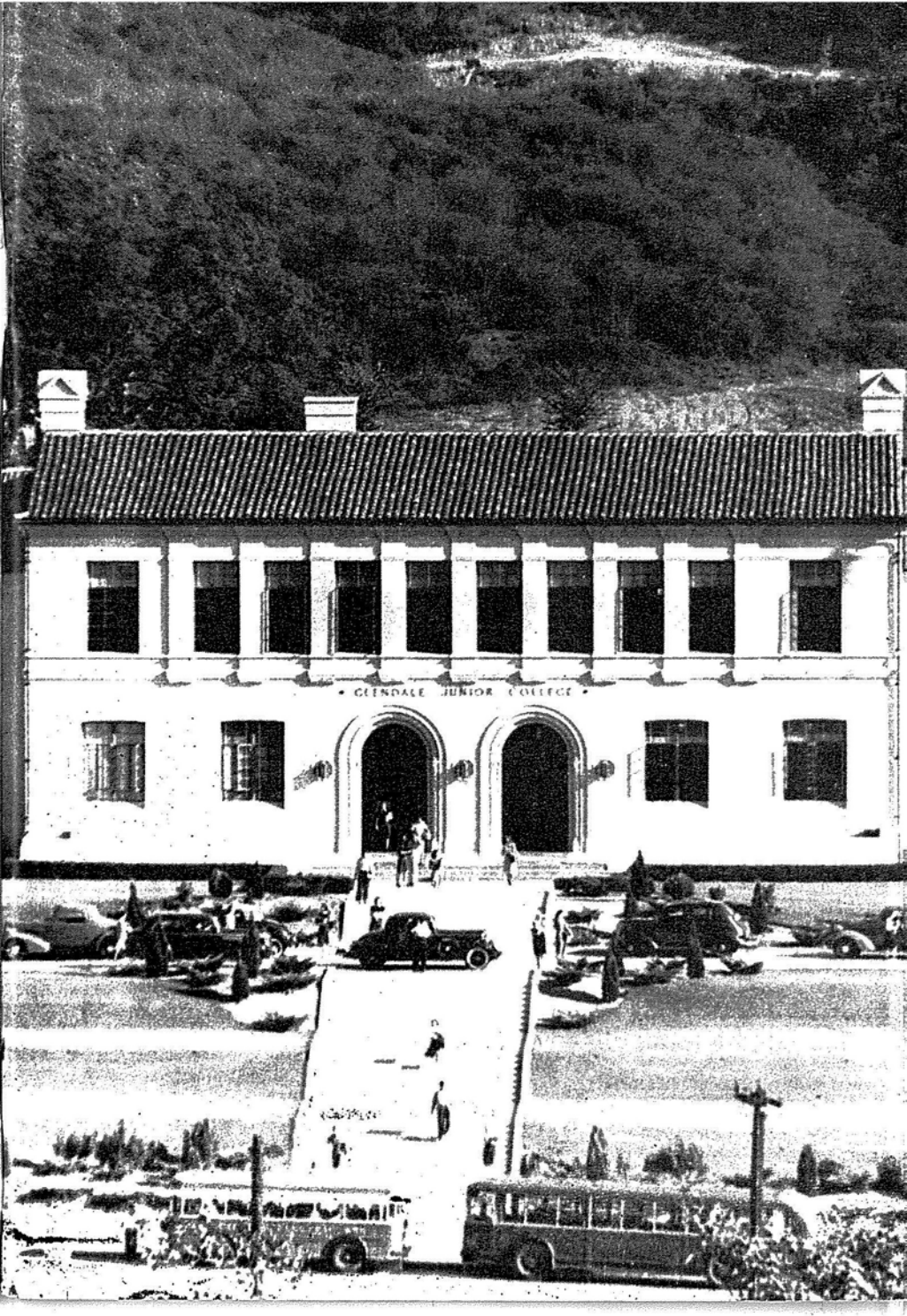
## CATALOG

AND ANNOUNCEMENT OF COURSES

*1941-1942*



GLENDALE, CALIFORNIA



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**COLLEGE YEAR 1941-1942****FIRST SEMESTER****SECOND SEMESTER****SEPTEMBER**

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

**FEBRUARY**

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

**OCTOBER**

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

**MARCH**

S	M	T	W	T	F	S
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29	30	31				

**NOVEMBER**

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30						

**APRIL**

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26	27	28	29	30		

**DECEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

**MAY**

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY**

S	M	T	W	T	F	S
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**JUNE**

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**CALENDAR 1941-1942****Fall Semester**

- Sept. 11 — Psychological Examinations . . . 9:00 A. M.  
Sept. 15 — Registration  
Sept. 16 — Registration  
Sept. 17 — Registration  
Sept. 18 — Class Instruction Begins  
Sept. 26 — File Permanent Programs  
Oct. 17 — Last Day for Filing Graduation Petitions  
Oct. 24 — Grade Reports (First)  
Nov. 7 — Last Day to Drop Courses Without Penalty  
Nov. 11 — Holiday—Armistice Day  
Nov. 20-21— Thanksgiving Vacation  
Dec. 5 — Grade Reports (Second)  
Dec. 22-Jan. 2— Christmas Vacation  
Jan. 30 — End of Semester

**Spring Semester** ◆

- Jan. 28 — Psychological Examinations . . . 1:30 P. M.  
Feb. 2 — Registration  
Feb. 3 — Registration  
Feb. 4 — Class Instruction Begins  
Feb. 13 — File Permanent Programs  
March 1 — Last Day for Filing Graduation Petitions  
March 13 — Grade Reports (First)  
March 27 — Last Day to Drop Courses Without Penalty  
March 30-April 3— Easter Vacation  
April 24 — Grade Reports (Second)  
June 19 — End of Semester



## ADMINISTRATION

### Board of Education

CLENCY H. HASBROUCK . . . . .	President
LINCOLN HEYES . . . . .	Secretary
J. MARION WRIGHT . . . . .	MERRITT P. KIMBALL
	MRS. ROY L. ADAMSON



### Officers of Administration

WILLARD S. FORD . . . . .	Superintendent
A. L. FERGUSON . . . . .	Deputy Superintendent
JOHN T. CATE . . . . .	Assistant Superintendent
GEORGE H. GEYER . . . . .	Director
ELMER T. WORTHY . . . . .	Dean of Men
LOIS H. FLINT . . . . .	Dean of Women
DONALD V. SPAGNOLI . . . . .	Registrar



### Counselors

LOIS H. FLINT	D'ALTON B. MYERS
LEROY T. HERNDON, JR.	PARK L. TURRILL
SHERMAN C. MILLER	ELMER T. WORTHY

**FACULTY**

- ABEL, C. JEANNETTE—Art  
Graduate of the California School of Fine Arts.
- ALLEN, GERALD NATHAN—English  
A.B., M.A., Occidental College.
- ANDERSON, THEODORE W.—Commerce  
B.B.A., Boston University; J.D., University of Arizona.
- CAYA, O. HOWARD—Art  
A.B., Santa Barbara State Teachers College; Bachelor of Art Education,  
California School of Arts and Crafts.
- CHAMPLIN, WINIFRED E.—Physical Education, Hygiene  
B.S., University of Washington; M.A., University of Southern California.
- COLLINS, MARY JANE—English  
A.B., De Pauw University; M.A., University of Southern California.
- DAVIS, JAMES D.—Speech, English  
A.B., University of New Mexico; M.A., University of Southern California.
- \*FALKEN, STANLEY MILTON—Engineering  
A.B., M.A., Gr.A., University of California.
- FLINT, LOIS H.—Dean of Women, Psychology, Counselor  
A.B., M.A., Syracuse University.
- FOX, MARGUERITE V.—French  
A.B., De Pauw University; Diploma of French Literature, University of  
Bordeaux, France.
- GEYER, GEORGE H.—Director  
A.B., Pomona College; M.A., University of California; Ed. D., Columbia  
University.
- GRIFFING, BURGOYNE L.—Physics, Mathematics  
A.B., Washburn College; M.A., University of Kansas.
- HARRINGTON, CHARLES H.—Chemistry, Physics, Mathematics  
A.B., M.A., Stanford University.
- HAWKES, ERNEST W.—Zoology  
A.B., Dakota Wesleyan University; M.A., University of Pennsylvania;  
Ph.D., University of Pennsylvania.
- HERNDON, LEROY TRAVERS, JR.—Spanish, Counselor  
A.B., M.A., Stanford University.
- HIRT, CHARLES C.—Music  
A.B., Occidental College; M.S., University of Southern California.
- \*\*INSLEE, ROBERT RAY—Engineering  
A.B., Gr.A., University of California.

- JOHNS, RALPH LESLIE—Psychology, Philosophy  
A.B., M.A., University of California; B.D., Pacific School of Religion.
- JONAS, JAMES L.—Social Science  
A.B., M.A., University of Southern California.
- \*KENNEDY, GWEN M.—Commerce  
B.S., M.S., University of Southern California.
- KERR, WILLIAM C. D.—French, Spanish, English  
A.B., University of North Carolina.
- KIENLE, JOHN E.—Social Science  
A.B., M.A., Central Wesleyan College; M.A., University of Southern California.
- KITCH, LORAN W.—Bacteriology, Botany, Zoology  
B.S., University of Idaho; M.S., University of Southern California.
- KLOTZ, DOROTHY ESTHER—Commerce  
B.S., Ohio State University; M.S., University of Southern California.
- LEWIS, RICHARD BYRD—Speech  
A.B., San Jose State College; M.A., Stanford University.
- MANE, FLORENZE K.—Commerce  
A.B., University of California; M.A., Columbia University.
- MESERVE, CLEMENT D.—Geology, Mathematics  
A.B., Yale College; M.A., University of California.
- MILLER, SHERMAN C.—Commerce, Counselor  
A.B., Carleton College; M.B.A., Harvard University.
- MURPHY, MAY E.—English  
A.B., University of Montana; M.A., University of Wisconsin.
- MYERS, D'ALTON B.—Commerce, Geography, Counselor  
B.S., M.B.A., University of Southern California.
- NICHOLS, CHARLES LESLIE—Mathematics, Engineering  
B.S., Franklin College; M.S., University of Nebraska.
- NICHOLS, ESTHER RAMONT—Librarian  
A.B., University of Southern California; Credential in Library Craft,  
University of California.
- NOBLE, LOYD S.—Commerce  
A.B., Simpson College; LL.B., University of Southern California.
- PATTISON, IRENE MADDOCKS—Music  
Bachelor of Music, College of the Pacific.
- PLACE, DERRILL—Journalism, English, Speech  
A.B., Wabash College; M.A., Ohio State University.
- RAMBO, ANNE H.—History, Economics  
A.B., Walla Walla College; M.A., Occidental College.

ROBERTS, WALTER C.—Engineering, Mathematics  
A.B., M.A., University of California at Los Angeles.

RYAN, THOMAS S.—Aviation, Physical Education  
B.S., M.S., University of Southern California.

SPAGNOLI, DONALD VERNE—Registrar, History, Economics  
A.B., M.A., University of California.

\*STEELE, HELEN COX—Physical Education, Hygiene  
B.S., M.S., University of Southern California.

TENISON, SAM ALFRED—Physical Education, Hygiene  
B.S., James Millikin University.

TURRILL, PARK L.—Chemistry, Mathematics, Counselor  
A.B., B.S., University of Redlands; M.S., University of California.

UELAND, EMMA M.—Home Arts  
B.S., Oregon State College; M.A., Columbia University.

WIEBE, HERMAN H.—German  
A.B., University of Nebraska; M.A., University of Wisconsin.

WOLFE, EUGENE—Physical Education  
A.B., M.A., University of Southern California.

WORTHY, ELMER T.—Dean of Men, Political Science, Counselor  
A.B., J.D., Stanford University; M.A., University of Southern California

\*Part Time Instructor

\*\*Absent on Leave

## SCHEDULE OF CLASSES

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



### TIME SCHEDULE OF CLASSES

The class schedule is as follows:

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

## **GENERAL INFORMATION**

### **LOCATION, HISTORY, AND ORGANIZATION**

Glendale Junior College is located at 1500 North Verdugo Road in Glendale, California. Glendale, a city of over seventy-five thousand persons, is adjacent to the city of Los Angeles in Southern California. The College has occupied a new hillside campus since the spring of 1937.

Glendale Junior College was established in March, 1927, by a vote of the Glendale citizens. Class instruction began September 19, 1927, with a staff of four full-time and five part-time instructors, and 139 students. Last year, 1940-1941, the college staff numbered 45 full-time and 4 part-time instructors; the supplementary maintenance and office staff numbered 15, and the student body enrollment for the year totaled 1416.

The Glendale Junior College is a unit of the Glendale Unified School District under the jurisdiction of the Glendale Board of Education. Commensurate with increasing enrollment and demands for broader services, the College has increased its facilities, staff, curricular offerings, and program of student activities.

### **BUILDINGS AND EQUIPMENT**

Two main buildings on the campus are occupied by classrooms, laboratories, and offices. In addition, there are two locker and shower buildings and a Student Union building. Each department is supplied with instructional equipment to meet the needs of the college program.

The college library is open Monday through Friday between the hours of 7:30 A.M. and 5:00 P.M. The library contains approximately 10,500 books and bound magazines and receives regularly 210 periodicals and daily and weekly newspapers in addition to government documents and indexes to magazines and current publications.

### **PURPOSE**

The purpose of Glendale Junior College is democratic education for all persons in the community. Democratic education develops good citizens with an understanding of responsible citizenship.

The Glendale Junior College offers the following opportunities for post-high school education:

#### **1. Career Training Opportunities**

- a. Programs of study are offered in many occupational fields: architectural drafting, aviation drafting, secretarial work, merchandising, finance and accounting, sheet metal, welding,

machine shop, auto mechanics, and others.

- b. Several pre-professional curricula are offered which furnish the first two years of courses leading to professional careers.

## **2. Lower Division University Curricula**

Courses are offered which are equivalent to those offered in the freshman and sophomore years at the University of California and other colleges and universities in the United States. Upon transfer to a college or university, students with satisfactory high school and junior college records will receive full credit for all Lower Division work done in Glendale Junior College.

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

Students with poor high school records who wish to enter upon a program leading to work at a college or university may take advantage of opportunities to make up their high school deficiencies. Such students will usually need more than four semesters in junior college to complete the Lower Division requirements. (See Eligibility for Lower Division University Curricula, page 23.)

## **4. Opportunities for Cultural Study**

The student who plans to complete his formal education in junior college will find a wide selection of courses in art, drama, music, speech, science, and the humanities.

### **NUMBERING OF COURSES**

University credit will be given for courses numbered from 1 to 49, inclusive.

Junior college credit will be given for all courses numbered from 1 to 100, inclusive.

### **COUNSELING**

At the time of registration, each student is assigned a faculty counselor to advise him in choosing a program that will suit his needs. The Entrance Examinations which are required of all students supplement the high school record in determining a student's interests and ability. Aided by the information derived from these tests and by the high school record, the counselor will assist the student in selecting a program, and will thereafter be available for conferences on courses, activities, and any problems that may arise in connection with college life.

### **OFFICE OF ADMINISTRATION**

All problems of registration, attendance, academic status, change of program, and graduation should be referred to the Office of Administration, room 100. Here a competent staff is ready to assist the student.

### **ADVISORY COUNCIL**

The Advisory Council acts as a clearing house for problems of significance to the administration, the faculty, and the students. The Council is composed of the Director (Chairman), Dean of Women, Dean of Men, Registrar, and four appointed members.

### **INSTRUCTORS**

Each instructor of the faculty is available to students for conferences on problems related to classes and college activities. Office hours scheduled by each faculty member are listed in the Office of Administration.

### **STUDENT HEALTH**

The Glendale Unified School District maintains a Supervising Nurse who has office hours at the Junior College two days a week. In the first month of each semester a medical examination is given every student enrolled, and health records are filed in the Physical Education Department. If the student health record indicates a need, further examinations are given. Private consultation with the examining physician is arranged if serious defects are indicated. Upon the recommendation of the physical education instructor, clinic service for free diagnostic examination is available to any student. For the use of both students and faculty, first-aid materials are dispensed in the women's gymnasium.

### **STUDENT EMPLOYMENT**

A Junior Employment Bureau is operated in conjunction with the State Employment Office and is located at 207 West Colorado Street. This office is supervised by the schools in co-operation with employer organizations in the community. Its facilities are available to all young men and women. Here application blanks and vocational questionnaires may be filed, and various vocational interest tests and intelligence tests may be taken.

On the campus a student employment office is located in room 117, where conferences may be arranged with the faculty Chairman of the Placement Committee. Students may file applications for part-time or full-time work. Notices of available positions are posted on a bulletin board.

In addition to the positions listed with the placement bureaus, there are a limited number of part-time positions and positions under the National Youth Administration (N.Y.A.) to be assigned. Information about these positions may be obtained in the offices of the Dean of Men and the Dean of Women, or from the faculty Chairman of the Placement Committee.



### **SCHOLARSHIPS**

The Glendale Junior College Patrons Club grants two \$25.00 scholarships each semester, one to a man and one to a woman. Selection is made by the faculty Scholarship Committee from student applicants who have completed at least one semester of work with a "B" average.

Each semester, a scholarship of \$25.00 is granted to a woman student by the Glendale Branch of the American Association of University Women. Candidates must have completed two semesters in Glendale Junior College with a grade average of "B." Selection is made by the faculty Scholarship Committee on the basis of student need, service to the college, and promise of success in college work.

### **ASSEMBLIES AND MEETINGS**

The fourth period on Tuesday and Thursday is reserved for assemblies, class meetings, club meetings, and committee meetings.

### **STUDENT UNION AND BOOKSTORE**

In the Student Union are located the bookstore, where textbooks and college supplies are sold, the cafeteria, and the fountain. They are operated by the Associated Student Body under the supervision of qualified managers and paid student assistants.

### **STUDENT ORGANIZATIONS AND ACTIVITIES**

In addition to the general student body organization, The Associated Students of Glendale Junior College, there are campus clubs organized to serve student interests. Among the fields of interest represented by these organizations are architecture, army and navy, art, athletics, debate, DeMolay, dramatics, engineering, international relations, journalism, music, peace, photography, religion, scholarship, science, service, social arts, Y.M.C.A., Y.W.C.A. Each club has a faculty adviser. The student Inter-Club Council supervises the activities of all clubs.

Extra-curricular activities include athletics for both men and women in the fields of major and minor sports, with competition in intra-mural and conference events. Music, debating, dramatics, and journalism activities are open to students interested in these fields.

Honor students, those who achieve a scholarship average of "B," or better, in any semester, receive recognition through the Honor Roll. Exceptional academic records qualify students for membership in the local chapters of the honorary academic fraternities.

The Associated Students publish a weekly newspaper, a yearbook, and a student directory.

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**STUDENT FINANCES**

Student Body funds, derived from the student body membership fee, are administered by the Student Executive Board. A Student Body Accounting Office, under the supervision of the Commerce Department, handles all receipts and disbursements of the Associated Students and of all student clubs and organizations.

## **ADMISSION AND REGISTRATION**

### **ENTRANCE REQUIREMENTS**

Any high school graduate, or any graduate of an equivalent secondary school, may be admitted to Glendale Junior College. Individuals over 18 years of age who are recommended for admission by the Director of the College may also be admitted.

### **APPLICATION FOR REGISTRATION**

All applications for admission should be directed to the Registrar, Glendale Junior College, Glendale, California, from whom registration blanks and information may be obtained. As soon as possible after graduation from high school, all applicants should have transcripts of credits, certified by the principal, sent to the office of the Registrar. Failure to present a transcript may delay or prevent admission.

Prior to enrollment in Glendale Junior College, all applicants *must*:

File an application blank with the Registrar of the College.  
Have a certified transcript of high school record filed with the Registrar.

Take all scheduled entrance examinations.

Formal registration takes place during the first week of each semester. All students are expected to register during regularly scheduled registration days. Only a limited number of classes are open to late entrants. No registration will be permitted after Monday of the third week of any semester.

### **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". Falsification of this statement will result in dismissal from college.

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

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

(b) *A student whose residence is outside the Glendale Junior College District and not in another Junior College District may attend Glendale Junior College.*

(c) *A student whose residence is outside the Glendale Junior College District and in another Junior College District may attend Glendale Junior 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.*

Students who are attending Glendale Junior College on a transfer permit should carry a full program so that they will graduate in two years, because transfer permits are usually issued for only a two-year period.

(d) *Out-of-state students will not be admitted to the Glendale Junior College. Exceptions to this general rule are as follows:*

1. Out-of-state students who have already been in attendance at the Glendale Junior College will be permitted to complete their courses.
2. Out-of-state students will be admitted who are residing with people who have been residents of the district for at least a year, provided they have the relationship of brother, sister, niece, nephew, first cousin, grandson, or granddaughter, and provided further that the facilities of the junior college are adequate to accept these students after the regular registration is completed.
3. Students who are employed in defense industries and who are self-supporting may be admitted to the junior college for a part-time program, not to exceed  $9\frac{1}{2}$  units of work.

#### ENTRANCE EXAMINATIONS

##### **English Placement Examination**

The English Placement Examination is given to determine the student's ability to read, write, and comprehend English. All entering students are required to take this examination before registration. On the basis of the results of this examination the counselor recommends the courses in English to be taken by the student.

##### **Psychological Examination**

The Psychological Examination is required of all entering students. It is designed to test the student's ability in various types of work; its result should serve as a guide in a student's registration. Admission to college depends in no way upon the results of this examination.

##### **Commerce and Music Placement Tests**

Placement tests are required before registering in certain courses in Commerce (see page 73) and Music (see page 98).

**Tests Available to Students Upon Application**

The counseling staff have available a number of tests that students may take. Among them are a test of Color Blindness, the Minnesota Mechanical Ability Test, the O'Conner Finger Dexterity Test, the Minnesota Clerical Ability Test, the Iowa Test for Reading Ability, the Otis Intelligence Scale, the Bell Personality Adjustment Inventory, the Bernreuter Personality Inventory, and the Strong Vocational Interest Test.

**COSTS**

No tuition fee is charged at Glendale Junior College. However, students will be held responsible for any breakage of equipment. Rules and regulations that are advisable and necessary for the maintenance of the college and different departments will be made by the administration.

The Student Body has agreed upon dues of \$5.00 per semester. This money is allocated by the executive board of the Associated Students to the various student activities of the college, such as assemblies, dramatics, music, debate, athletics, etc.

Upon payment of dues a student is issued an identification card which admits him to many college activities, and entitles him to the weekly college paper and one copy of the college yearbook.

1. For all regularly enrolled students the Associated Student Body dues are \$5.00 per semester.
2. For all students enrolled in 5 units or less, the Associated Student Body dues are \$2.50 per semester.

**PHOTOGRAPHS**

For purpose of identification, each student will be photographed upon his first registration in the college.

**TRANSFERS FROM OTHER COLLEGES**

Students who transfer from other colleges and universities must present a transcript of previous scholastic record. Glendale Junior 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 Junior College, or the lower division work offered in the University of California.

**ELIGIBILITY FOR COURSES**

Any student is eligible to take courses numbered from 50 to 100.

A student with a high school record showing no more than two (2) subject deficiencies or four (4) grade deficiencies (based upon the University of California Admissions Plan—see Eligibility for

Lower Division University Curricula below) is eligible to take any course numbered from 1 to 100.

A student has both a *subject deficiency* and a *grade deficiency* in his high school program:

1. If he did not take one of the courses required under the University of California Admissions Plan, or
2. If he took the course and received a grade of "D" or "F".

A student has only a *grade deficiency* in his high school program if he received a grade of "C" in one of the courses required under the University of California Admissions Plan.

A student with a high school record showing more than two subject deficiencies or four grade deficiencies, but who has shown ability in any particular field, is eligible to take any course *in that field*.

Any student is eligible to take courses in Art, Music, Home Arts, or Physical Education.

#### ELIGIBILITY FOR LOWER DIVISION UNIVERSITY CURRICULA

To be eligible for the courses in Glendale Junior College that are the equivalent of Lower Division university work, a student must have demonstrated by scholastic attainment that he is capable of pursuing the courses successfully.

The high school transcript will be evaluated on the basis of the requirements for the University of California Admissions Plan, as follows:

1. Graduation from an accredited secondary school in California.
2. Completion of high school subjects (a) to (f) as follows:
 

(a) History.....	1 unit
(b) English.....	3 units
(c) Mathematics (elementary algebra and plane geometry) .....	2 units
(d) Science (a third or fourth year subject with laboratory) .....	1 unit
(e) Foreign Language (in one language).....	2 units
(f) Additional.....	1 unit

Chemistry or Physics or

Advanced Mathematics or

Foreign Language (If in a language different from that offered under (e), two units will be required.)

Subject requirements may be completed in either the junior or senior high school, or in a four-year high school. Grade requirements are based upon the grades obtained in the last three years of the high school course.

3. A graduate of an accredited high school in California shall present a properly certified high school record showing the completion of the subjects listed (a) to (f), and the grades obtained in each of them during his last three years in high school.

4. For admission to University Lower Division courses a student must have maintained an average grade of "B" in the subjects listed (a) to (f) which were taken *in the last three years* of the high school course. No grade of "D" may be included in computing this average.

Students who have fulfilled these requirements and who have maintained at least a "C" average at Glendale Junior College in courses numbered 1-49 inclusive may transfer to the University of California at the end of any semester.

A number of students come from high school without proper qualifications for admission to the University of California. High school deficiencies, *if not too numerous*, may be removed through work in the junior college. Work taken in junior college to make up high school deficiencies must be in the subjects in which the deficiencies occur. The completion of a junior college 3 unit course, *numbered 1-49 inclusive*, with a grade of "A," "B," or "C," will remove one high school deficiency. For example: To remove a high school deficiency in English, a student should enroll in a three unit English course, numbered from 1-49 inclusive, and receive a grade of "A," "B," or "C." If a course taken to make up a grade deficiency is successfully completed, it will apply on Lower Division university units. However, a course take to make up a subject deficiency will not apply on Lower Division university units.

A student who removes his deficiencies in this way must continue in junior college long enough to make up entrance deficiencies and, in addition, complete at least 15 units with a C plus average (1.5), or remain until completing 60 units with a C average (1.00).

If a student enters Glendale Junior College with more than two subject deficiencies or more than four grade deficiencies, he is not eligible to take the University Lower Division courses in the fields of his deficiencies. Therefore, to be eligible to take a course that will remove a high school deficiency, a student must meet the following requirements:

1. Pass a course (numbered 50 to 100) with a grade of "B" or better, in the field in which the deficiency occurs, and
2. Receive the written recommendation of the instructor to enroll in courses, in the same field, numbered 1 to 49 inclusive.

## REGULATIONS

### GRADES AND SCHOLARSHIP

#### Unit of Work

College work is measured in terms of the "unit." One hour of class work a week for one semester is considered one "unit" of work.<sup>1</sup> In the Announcement of Courses, pages 65-113 in this catalog, the number of units of credit offered for each course may be found. Each unit of class work requires approximately two hours of preparation. A student carrying a normal college program of sixteen units would be expected to attend class a minimum of sixteen hours, and study in preparation for class approximately thirty-two hours, making a college week of forty-eight hours of work.

#### Unit Limitations

The normal program for a student at Glendale Junior College is  $16\frac{1}{2}$  units.

A student must register in at least 12 units unless he is working, at home or elsewhere. Working includes any regular time-consuming responsibility, whether remunerative or not.

A student may register in less than 12 units only by petitioning the Counseling Committee. If his petition is granted, he becomes a "Special Student." A student who is working half-time (20 hours per week) should not register in more than  $9\frac{1}{2}$  units. A student who is working full time (40 hours per week) should not register in more than  $6\frac{1}{2}$  units.

If a student fails to maintain a "C" average any semester, his study program will be limited to  $12\frac{1}{2}$  units the following semester.

Under no circumstances will a student be permitted to carry more than  $17\frac{1}{2}$  units without the permission of the Counseling Committee. Such permission must be requested in writing at the time of registration. The University of California will not accept more than  $16\frac{1}{2}$  units a semester unless the student has achieved a "B" average in a full program the preceding semester.

#### Classification of Students

Students are classified according to the number of units completed:

ALPHAS—Students who have completed less than 12 units.

BETAS—Students who have completed 12-27 units, inclusive.

GAMMAS—Students who have completed 28-45 units, inclusive.

DELTAS—Students who have completed more than 45 units.

<sup>1</sup>In some laboratory and physical education courses more hours may be required for one unit of credit.



**Grades**

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

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

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

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.

The grade of "D" is the highest grade that a student may receive in the repetition of a course. However, if the course is repeated, no minus grade points will be subtracted for the first failure.

When a student withdraws from college before the end of a semester by due process of application and notification to the office, he shall receive a grade of "W" in each course in which he is passing at the time of withdrawal. In any course that he is failing he will receive a grade of "F".

**Grade Points**

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

- Each unit completed with the grade "A"—3 grade points.
- Each unit completed with the grade "B"—2 grade points.
- Each unit completed with the grade "C"—1 grade point.
- Each unit completed with the grade "D"—0 grade points.
- Each unit completed with the grade "F"—minus 1 grade point.

For example: a three unit course completed with the grade of "A" earns 9 grade points; with a grade of "B" earns 6 grade points; with a grade of "C" earns 3 grade points; with a grade of "D" earns no grade points. A grade of "F" in a three unit course causes 3 grade points to be subtracted from the total number earned.

### ATTENDANCE

Regular attendance in all classes is required. Absence from class will affect scholarship, and irregular attendance may cause the student to be dropped from a course, in which event the grade "F" will be given.

Three tardinesses constitute the equivalent of one absence.

Absences in physical education classes must be made up. This privilege is subject to satisfactory arrangements with the instructor.

### PHYSICAL EDUCATION

All students are required to enroll in physical education and to complete two units of physical education before graduation. Students enrolled in ~~five~~<sup>7</sup> units or less are the only exceptions to this requirement.

### EXAMINATIONS

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

Re-examinations are not given except as a means of removing an incomplete or condition grade ("E"). See page 26.

### CHANGE OF PROGRAM

A student may change his program of courses without penalty until Friday of the second week after the opening of the semester.

At any time before the end of the eighth week of the semester, courses may be dropped without scholarship penalty. If a course is dropped after the end of the eighth week of the semester, the student receives a grade of "F," with a corresponding loss of grade points. However, if he is passing in the course at the time of dropping, and he is forced to drop because of reasons normally beyond his control, he may petition the Counseling Committee to be given a grade of "W."

### CLEARANCE OF OBLIGATIONS

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

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from college before the end of the semester should make application to the Office of Administration. When the office accepts the application, the student will receive a "W" (Withdrawn) in each course in which he is passing at the time of withdrawal. In any subject in which the student is failing at the time of withdrawal, he will be given a grade of "F". Formal withdrawal from college will facilitate future admission to other educational institutions or re-admission to Glendale Junior College.

### **SUSPENSION FROM COLLEGE**

The following regulations concerning suspension have been adopted by the Glendale Junior College:

1. If a student drops below 12 units, he will be suspended from college for the remainder of the semester.
2. If a student drops more than one course, he will be suspended from college for the remainder of the semester.
3. If a student drops only one course, and this cuts his total number of units to less than 10, he will be suspended from college for the remainder of the semester.
4. If a student fails to maintain a "D" average after one semester with an average below "C", he will be suspended from college.
5. If a student is on *Probation* (two semesters with an average below "C") and again fails to maintain a "C" average, he will be suspended from college.

If good cause exists for making an exception to any of the above rules, the student should petition the Committee on Suspensions, which is composed of the Director (Chairman), the Dean of Men, the Dean of Women, and the Registrar.

### **TRANSFERS TO OTHER COLLEGES**

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

Transfer rules vary with each institution, and for specific information on transfer rules, the student should refer to the catalog of the college or university that he expects to enter.

A student not qualifying for admission to a university may find that he is able to qualify for admission to one of the state colleges, the requirements of which vary according to the record and ability of the individual student. The seven California state colleges are as follows: Chico State College, Fresno State College, Humboldt State

College (Arcata, California), San Diego State College, San Francisco State College, San Jose State College, and Santa Barbara State College.

Catalogs of schools, colleges, and universities are available in the college library and in the office of the counseling staff.

## **GRADUATION REQUIREMENTS**

Glendale Junior College grants the title of Associate of Arts. The rules of the State Board of Education state that the governing board of any junior college district shall confer the title of Associate of Arts upon any student who shall complete satisfactorily a two-year junior college curriculum of 64 semester units, including the following:

1. A major consisting of at least 20 semester units in a specified field of study
2. Four semester units in health and physical education, as follows:
  - a. Two semester units in physical education, earned at the rate of  $\frac{1}{2}$  unit per semester, for a minimum of two periods of not less than 50 minutes per week, in directed physical education activities
  - b. Two semester units in hygiene (community and personal) earned in a one semester course of two periods of not less than 50 minutes per week (Hygiene 1)
3. Two semester units in the Constitution of the United States, including the study of American institutions and ideals (Political Science 5,55, or 3-4)
4. Such requirements in oral and written English as may be established by the governing board. Glendale Junior College requires the satisfactory completion of six units of English.

## INSTRUCTIONAL OFFERINGS

Courses at Glendale Junior College are organized into curricula corresponding to fields of student interest. Each curriculum is carefully planned to provide training in a specific field, and also to offer opportunities for electives in other areas of personal interest.

The two year program of the Glendale Junior College includes definite training for many important fields of work in which there are employment opportunities today. For some of these fields, successful completion of a two year curriculum at the junior college will prepare for direct entrance into employment and for continued progress on the job. For other fields of work, further study at advanced institutions will be necessary in order to complete the required preparation. Completion of one of these curricula is recognized by a diploma of graduation from Glendale Junior College. Training curricula for various fields are listed and described in the following pages.

Courses marked with a star (★) are strongly recommended. The counselor should be consulted if other courses are substituted.

### AGRICULTURE

This curriculum is designed to prepare men for training in agriculture, horticulture, or livestock production, leading to positions in production or public service.

A student who follows the program given below may graduate from Glendale Junior College and transfer to the California Polytechnic School at San Luis Obispo or San Dimas, with 60 units of credit toward a B.S. degree.

However, a student who wishes to work for a Technical Certificate should plan to transfer at the end of his first year.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English 51, Language and Life, or Commerce 57, English for Business.....	3	English 52, Reading and Think- ing, or Commerce 58, Writing in Business.....	3
Commerce 60, Business Mathematics.....	2	Mathematics 61, Fundamentals of Algebra.....	3
Zoology 51, Biology and Man..	3	Botany 51, Botanical Principles	3
Chemistry 51, Chemical Principles.....	3	Physics 51, Physical Principles	3
Hygiene 1, Health Education...	2	Political Science 55, American Political Ideals.....	2
Electives.....	3	Electives.....	2
Total.....	16½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Botany 1, General Botany.....	4	Botany 2, General Botany.....	4
Chemistry 11, Elements of Chemistry.....	4	Chemistry 12, Elements of Chemistry.....	4
Commerce 81, Principles of Marketing.....	3	Mathematics 62, Practical Trigonometry.....	3
Economics 61, Social and Eco- nomic Survey of the United States.....	3	Economics 51, Introduction to Economics.....	3
Electives.....	2	Electives.....	2
Total.....	16½	Total.....	16½

### AIR CORPS

Applicants for training as pilots and officers in the Air Corps of the United States Army or Navy must have graduated from junior college, or must have completed all lower division requirements at the university. The Navy requires that this preliminary training include plane and solid geometry, college algebra, physics, and trigonometry; these courses are advised for the Army Air Corps, but are not required. In addition, applicants must pass a rigid physical examination. Since these requirements may be changed from time to time, students are advised to secure the latest data directly from recruiting offices.

### ARCHITECTURE

Complete preparation in this field requires four to seven years of university training. Choice of this field demands unusual ability as well as a serious purpose and an interest in the profession as a life career.

Completion of the following curriculum will permit a student to enter the University of Southern California with full credit for the first two years of study in architecture.

High school preparation should include mechanical drawing, two units of high school French, plane geometry, and intermediate algebra. Freehand drawing and solid geometry are desirable.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English 1, Freshman English....	3	English 2, Freshman English....	3
History 1, History of Western Europe.....	3	History 2, History of Western Europe.....	3
Art 5, Freehand Drawing.....	2	Art 6, Freehand Drawing.....	2
Art 3, Design and Color.....	2	Art 4, Design and Color.....	2
Engineering 3, Descriptive Geometry.....	3	Hygiene 1, Health Education....	2
Mathematics 2, Trigonometry....	3	Mathematics 8, College Algebra 3	
Total.....	16½	Total.....	15½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Physics 5, General Physics.....	4	Physics 6, General Physics.....	4
Speech 3, Public Speaking.....	3	Speech 4, Public Speaking.....	3
Psychology 1, General		Political Science 5,	
Psychology.....	3	American Political Ideals.....	2
Art 11, Watercolor.....	2	Mathematics 3,	
Art 34, Lettering.....	1	Plane Analytic Geometry.....	3
Economics 1,		Economics 2,	
Principles of Economics.....	3	Principles of Economics.....	3
Total.....	16½	Total.....	15½

### 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 more than fifty nearby firms in the building trades. It also provides an excellent background for students who wish to enter the building construction field. Approximately one-half of the class time each semester of the two year program is devoted to the fundamentals of architectural design and to actual drafting practice.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Engineering 71, Elementary		Engineering 72, Elementary	
Architectural Drafting.....	8	Architectural Drafting.....	8
Mathematics.....	3	Mathematics.....	3
Chemistry 51,		Engineering 58,	
Chemical Principles.....	3	Materials of Construction.....	2
Engineering 60,		Political Science 55,	
Engineering Computations.....	1	American Political Ideals.....	2
Art 34, Lettering.....	1	★Speech 50, Speech Improvement	1
Total.....	16½	Total.....	16½
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education.....	½	Physical Education.....	½
Engineering 73, Advanced		Engineering 74, Advanced	
Architectural Drafting.....	8	Architectural Drafting.....	8
English 51, Language and Life	3	English 52,	
Hygiene 1, Health Education.....	2	Reading and Thinking.....	3
★Geology 51, Earth Science.....	3	Home Arts 2,	
Total.....	16½	Interior Decoration.....	2
		Electives.....	3
		Total.....	16½

### ART

Training in art may lead to many types of employment. Positions available and opportunities for advancement will be determined by

the training and ability of the applicant. The two-year curricula in art listed on the following pages are in the commercial field. Students transferring to professional art schools for advanced training will receive credit for courses taken at Glendale Junior College. Students who wish to continue art training at a university must fulfill the Lower Division requirements in their program at junior college. University requirements are listed on page 49.

### Advertising Art

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 1, History of Art.....	3	Art 2, History of Art.....	3
Art 3, Design and Color.....	2	Art 4, Design and Color.....	2
Art 5, Freehand Drawing.....	2	Art 6, Freehand Drawing.....	2
Art 35, Elementary Advertising Art.....	2	Art 36, Elementary Advertising Art.....	2
English.....	3	English.....	3
★Commerce 71, Store Management and Merchandising.....	3	Art 34, Lettering.....	1
		Hygiene 1, Health Education.....	2
		Speech 50, Speech Improvement 1	1
Total.....	15½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 7, Life—Elementary.....	2	Art 8, Life—Elementary.....	2
Art 11, Watercolor.....	2	Art 12, Watercolor.....	2
Art 37, Advanced Advertising Art.....	2	Art 38, Advanced Advertising Art.....	2
Political Science 55, American Political Ideals.....	2	Commerce 74, Advertising.....	2
Commerce 81, Principles of Marketing.....	3	★Psychology 51, Practical Applications of Psychology....	3
Commerce 75, Salesmanship.....	2	★Commerce 80, Non-Textiles.....	2
★Commerce 79, Textiles, or Zoology 51, Biology and Man.....	2-3	Electives.....	3
Total.....	15½-16½	Total.....	16½

### Costume Design

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 13, Costume Design.....	2	Art 14, Costume Design.....	2
Art 3, Design and Color.....	2	Art 4, Design and Color.....	2
Home Arts 11, Clothing.....	3	Home Arts 12, Clothing.....	3
Home Arts 73, Pattern Construction.....	2	Home Arts 74, Pattern Construction.....	2
English.....	3	English.....	3
★Speech 50, Speech Improvement 1	1	Art 51, Art Survey.....	3
Electives.....	3	Elective.....	1
Total.....	16½	Total.....	16½



THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 15, Stage Costume Design....	2	Art 16, Stage Costume Design..	2
Art 11, Watercolor.....	2	Art 12, Watercolor.....	2
Commerce 79, Textiles.....	2	Psychology 51, Practical	
Hygiene 1, Health Education....	2	Applications of Psychology....	3
Electives .....	8	Political Science 55,	
		American Political Ideals.....	2
Total.....	16½	Electives .....	7
		Total.....	16½

### Fashion Illustration

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 13, Costume Design.....	2	Art 14, Costume Design.....	2
Art 5, Freehand Drawing.....	2	Art 6, Freehand Drawing.....	2
Art 3, Design and Color.....	2	Art 4, Design and Color.....	2
Art 7, Life—Elementary.....	2	Art 8, Life—Elementary.....	2
Hygiene 1, Health Education....	2	Political Science 55,	
Art 34, Lettering.....	1	American Political Ideals.....	2
English.....	3	English.....	3
Electives .....	2	Art 51, Art Survey.....	3
Total.....	16½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Art 17, Costume Illustration....	2	Art 18, Costume Illustration....	2
Art 35, Elementary		Art 36, Elementary	
Advertising Art.....	2	Advertising Art.....	2
Art 9, Life—Advanced.....	2	Art 10, Life—Advanced.....	2
Art 1, History of Art.....	3	Art 2, History of Art.....	3
Art 11, Watercolor.....	2	Psychology 51, Practical	
Electives .....	5	Applications of Psychology....	3
Total.....	16½	Art 12, Watercolor.....	2
		Electives .....	2
		Total.....	16½

### AUTOMOTIVE MECHANICS

The two-year curriculum in automotive mechanics is designed for students who wish to enter employment in the automotive industry upon graduation from junior college. Approximately one-third of the total class time each semester is spent in shop practice.

The curriculum may begin in the senior year of high school and be completed by one year at Glendale Junior College, or the two-year program may begin in junior college. The Automotive Shop Practice and Theory courses are given in the high school shops.

High school preparation should include mechanical drawing, science, and mathematics. Elementary machine shop is strongly urged.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English.....	3	English.....	3
Engineering 81, Automotive Shop Practice and Theory.....	8	Engineering 82, Automotive Shop Practice and Theory.....	8
Electives.....	5	Electives.....	5
Total.....	16½	Total.....	16½
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Engineering 83, Advanced Automotive Shop Practice and Theory.....	8	Engineering 84, Advanced Automotive Shop Practice and Theory.....	8
Political Science 55, American Political Ideals.....	2	Hygiene 1, Health Education....	2
★Economics 61, Social and Economic Survey of the United States.....	3	Electives.....	6
Electives.....	3	Total.....	16½
Total.....	16½		

### AVIATION DRAFTING

Most opportunities for employment in aircraft construction require basic engineering training. Glendale Junior College provides a two-year curriculum in this field which emphasizes instruction in the theory of aircraft design, practice in drafting detail, and skill in the reading of blue prints.

High school preparation should include mathematics, mechanical drawing, and machine shop. Machine shop is not offered at Glendale Junior College but may be secured at the Evening High School.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Aviation 71, Elementary Aircraft Design.....	8	Aviation 72, Elementary Aircraft Design.....	8
Aviation 77, Aircraft Materials and Processes.....	2	Aviation 78, Stress Analysis.....	2
Mathematics.....	3	Mathematics.....	3
English.....	3	English.....	3
Total.....	16½	Total.....	16½
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Aviation 73, Advanced Aircraft Design.....	8	Aviation 74, Advanced Aircraft Design.....	8
Engineering 60, Engineering Computations.....	1	Physics 51, Physical Principles..	3
Hygiene 1, Health Education....	2	Speech 50, Speech Improvement 1	
Political Science 55, American Political Ideals.....	2	★Economics 61, Social and Economic Survey of the United States.....	3
Electives.....	3	Total.....	15½
Total.....	16½		

### COMMERCE AND BUSINESS

Glendale Junior College provides several curricula for students interested in preparing for a career within the general business field. A two-year training program is offered in each of the following divisions: Clerical, Secretarial, Merchandising, Finance and Accounting. Each curriculum includes basic study in business fundamentals, instruction in specific job skills, and a background of related courses of professional and personal value.

Students who wish advanced training in commerce at a university or college are offered several lower division curricula which meet university requirements.

Programs for Commerce and Business curricula are outlined below:

#### Clerical

This two-year curriculum will prepare students for general office work or clerical positions such as receptionist, file clerk, mail clerk, payroll clerk, switchboard operator, or office machine operator (Comptometer or Monroe Calculator). Included in the curriculum are courses which emphasize the correct use of English, the ability to write effective letters, typing of business letters and reports, bookkeeping, and office procedures.

<b>FIRST SEMESTER</b>	<b>Units</b>	<b>SECOND SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
Commerce 57, English for Business, or		Commerce 58,	
Commerce 59, Readings in		Writing for Business.....	3
Business.....	3	Commerce 60,	
Commerce 55, Office Practice....	4	Business Mathematics.....	2
Commerce 51,		Commerce 56, Office Practice....	4
Beginning Typing .....	3	Commerce 52,	
Hygiene 1, Health Education....	2	Intermediate Typing.....	3
Electives .....	4	Electives .....	4
Total.....	16½	Total.....	16½
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
Commerce 55A,		Commerce 55B,	
Advanced Office Practice.....	2	Advanced Office Practice.....	2
Commerce 51A,		Commerce 51B,	
Advanced Typing.....	2	Advanced Typing.....	2
Commercial 61, Bookkeeping....	4	Commerce 62, Bookkeeping.....	4
Electives .....	8	Political Science 55,	
		American Political Ideals.....	2
Total.....	16½	Electives .....	6
		Total.....	16½

### Secretarial

Preparation for employment in the secretarial field today emphasizes a broad general educational background as well as a mastery of certain professional skills. The two-year secretarial curriculum offers complete training in the essential skills, and additional opportunities for an enriched program of college study. Courses in literature, economics, and sociology are suggested as possible electives.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
Commerce 53, Beginning Shorthand .....	5	Commerce 54, Intermediate Shorthand.....	5
Commerce 51, Beginning Typing .....	3	Commerce 52, Intermediate Typing.....	3
Commerce 57, English for Business, or		Commerce 58, Writing in Business.....	3
Commerce 59, Readings in Business.....	3	Commerce 62, Bookkeeping, or	
Commerce 61, Bookkeeping, or		Economics 15, Accounting Principles .....	4-3
Economics 14, Accounting Principles .....	4-3	Elective .....	1-2
Elective .....	1-2	Total.....	16½
Total.....	16½		
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
Commerce 53A, Advanced Shorthand.....	4	Commerce 53B, Advanced Shorthand.....	4
Commerce 51A, Advanced Typing.....	2	Commerce 51B, Advanced Typing.....	2
Commerce 55, Office Practice....	4	Commerce 56, Office Practice....	4
Hygiene 1, Health Education....	2	Political Science 55, American Political Ideals.....	2
Commerce 67, Law for the Layman.....	3	Electives .....	4
Elective .....	1	Total.....	16½
Total.....	16½		

### Merchandising

The merchandising curriculum is designed to assist students who are interested in preparing for careers in the distributive industries, including retail and wholesale selling, retail store management, advertising, and warehousing.

The two-year program particularly emphasizes training preparatory for employment in retail selling and retail store management, although broad fundamental business and related courses are included. During the second year of training, actual on-the-job selling is possible under the supervision of the Coordinator of Distributive

Education. Cooperation by local business houses will permit four to six hours of selling experience per week for each student.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
Commerce 61, Bookkeeping.....	4	★Commerce 62, Bookkeeping.....	4
Commerce 60,		Commerce 71,	
Business Mathematics.....	2	Store Management.....	3
Commerce 75, Salesmanship.....	2	★Geography 55,	
★Commerce 51, Typing.....	3	Economic Geography .....	3
Commerce 59,		Hygiene 1, Health Education....	2
Readings in Business, or		Political Science 55,	
Commerce 57,		American Political Ideals.....	2
English for Business.....	3	Commerce 58,	
Electives .....	2	Writing in Business.....	3
	<hr/>		<hr/>
Total.....	16½	Total.....	17½
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
Commerce 81,		Commerce 67,	
Principles of Marketing.....	3	Law for the Layman.....	3
Commerce 77,		Art 51, Art Survey.....	3
Supervised Selling.....	4	Commerce 80, Non-Textiles.....	2
Commerce 79, Textiles.....	2	Commerce 74,	
Speech 50, Speech Improvement	1	Principles of Advertising.....	2
Electives .....	6	Psychology 51, Practical	
	<hr/>	Applications of Psychology....	3
Total.....	16½	Home Arts 31,	
		Modes and Manners.....	1
		Electives .....	2
			<hr/>
		Total.....	16½

The field of merchandising or selling applies to many different types of goods and services: consumer goods, such as food, clothing, furniture; industrial goods, such as metals, machinery, chemicals, and lumber; services, such as life insurance and securities. Students who choose this two-year curriculum should take as electives courses which will provide a good background for the particular field chosen. For example, chemistry and physics courses should be elected as a background for the industrial goods field.

### Finance and Accounting

The finance and accounting curriculum provides training for employment in banks, in accounting departments of business firms, and in the public accounting field as a junior accountant. This curriculum is offered for students who have a definite interest in this type of office work, and who are willing to make the intensive study necessary in a two-year preparation.

FIRST SEMESTER		Units	SECOND SEMESTER		Units
Physical Education.....		1/2	Physical Education.....		1/2
Commerce 61, Bookkeeping.....		4	Commerce 62, Bookkeeping.....		4
Commerce 68, Business Law.....		3	Commerce 69, Business Law.....		3
Commerce 59, Readings in Business, or			Hygiene 1, Health Education....		2
Commerce 57, English for Business.....		3	Political Science 55, American Political Ideals.....		2
Speech 50, Speech Improvement		1	★Commerce 58, Writing in Business.....		3
★Commerce 60, Business Mathematics.....		2	Electives .....		2
★Commerce 51, Beginning Typing.....		3	Total.....		16 1/2
Total.....		16 1/2			
THIRD SEMESTER		Units	FOURTH SEMESTER		Units
Physical Education.....		1/2	Physical Education.....		1/2
Commerce 90, American Financial Institutions.....		2	Commerce 95, Investments.....		2
Commerce 81, Principles of Marketing.....		3	Commerce 63, Accounting Problems .....		3
★Commerce 71, Store Management.....		3	★Geography 55, Economic Geography .....		3
★Commerce 55, Office Practice....		4	★Commerce 56, Office Practice....		4
Electives .....		3	★Home Arts 31, Modes and Manners.....		1
Total.....		15 1/2	Electives .....		3
			Total.....		16 1/2

### Lower Division University Requirements in Commerce and Business Administration

For advanced training at the university leading to a degree in commerce or business administration, the following requirements must be met in the Lower Division:

#### University of California (Berkeley) College of Commerce

##### a. General University Requirements:

English Subject A	
Physical Education.....	2 units
Military Science and Tactics (men)	
(Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement, but must elect 6 other units.)	

##### b. Foreign Language—One foreign language..... 12 units

##### c. Mathematics:

Mathematics of Finance.....	3 units
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This requirement may be deferred until the junior year at the university. The prerequisite for Mathematics of Finance, which should be fulfilled before transferring to the university, is either Mathematics 1 or two years of high school algebra.

d. <i>Natural Science</i> .....	9 units
High School Physics	
High School Chemistry	
Astronomy 1	
Botany 1, 2	
Chemistry 1-2, 3, 4, 5, 6, 11-12	
Geology 1, 2	
Paleontology 1	
Physics 1-2, 3-4, 5-6	
Zoology 1-2, 3	
e. <i>English or Public Speaking</i> .....	6 units
English 1-2 or Speech 3-4	
f. <i>History or Political Science</i> .....	6 units
History 1-2, History 3-4, Political Science 1-2, or Political Science 3-4	
g. <i>Geography</i> .....	6 units
Geography 1-2	
h. <i>Economics</i> .....	6 units
Economics 1-2	
Elementary Statistics is also a requirement but may be deferred until the junior year at the university.	
i. <i>Electives</i> .....	10 units
TOTAL.....	60 units

The following curriculum will meet the Lower Division requirements in the College of Commerce at the University of California (Berkeley). It presupposes the completion in high school of 2 years of algebra, and either chemistry or physics.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English 1, Freshman English....	3	English 2, Freshman English....	3
Foreign Language.....	5	Foreign Language.....	5
Geography 1, Elements of Geography.....	3	Geography 2, Regional Geography.....	3
Hygiene 1, Health Education....	2	Mathematics 2, Trigonometry....	3
<sup>1</sup> Electives .....	3	<sup>1</sup> Electives.....	3
Total.....	16½	Total.....	17½
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Economics 1, Principles of Economics.....	3	Economics 2, Principles of Economics.....	3
<sup>2</sup> Economics 14, Elements of Accounting, or		<sup>2</sup> Economics 15, Elements of Accounting, or	
Law 18, Commercial Law.....	3	Law 19, Commercial Law.....	3
Science.....	3	Science.....	3
<sup>3</sup> Social Science.....	3	<sup>3</sup> Social Science.....	3
Foreign Language.....	3	Foreign Language.....	3
Political Science 5, American Political Ideals.....	2	Total.....	15½
Total.....	17½		

**University of California at Los Angeles,  
College of Business Administration**

a. *General University Requirements:*

English Subject A

Physical Education ..... 2 units

Military Science and Tactics (men)

(Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement, but must elect 6 other units.)

b. *Either Foreign Language or Natural Science:*

Foreign Language—At least 16 units in one foreign language or

Natural Science—At least 14 units chosen from the following list, including not less than 4 units of college courses with laboratory work. (Courses marked with an asterisk (\*) meet the laboratory requirement.)

<sup>1</sup> A student should elect Economics 10 or Economics 11.

<sup>2</sup> Neither Economics 14 nor Law 18 is a Lower Division requirement in Commerce. However, both of these courses are required for graduation. It is advisable that at least one of them be taken as an elective in the first two years.

<sup>3</sup> The student is required to select either History 1-2, History 3-4, Political Science 1-2, or Political Science 3-4.



High School Chemistry  
 High School Physics  
 Chemistry 11-12\*  
 Physics 5-6\*  
 Zoology 1\*  
 Botany 1\*  
 Astronomy 1  
 Zoology 3  
 Geology 1-2 (by petition)

c. *Social Science:*

At least 6 units in social science chosen from the following:

Economics 11  
 History 1-2, 3-4  
 Political Science 3-4  
 Psychology 1-2

d. *Required Courses:*

Economics 1-2  
 Economics 14-15  
 English 1  
 Geography 1-2  
 Mathematics 8  
 Mathematics of Finance (May be deferred until junior year)  
 Speech 3

e. *Electives*

Electives should be chosen to complete a minimum of 64 units.

The following curriculum will meet the Lower Division requirements in the College of Business Administration at the University of California at Los Angeles. It presupposes the completion in high school of 2 years of algebra, and either chemistry or physics.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	1/2	Physical Education.....	1/2
English 1, Freshman English....	3	English 2, Freshman English....	3
<sup>1</sup> Foreign Language.....	5	<sup>1</sup> Foreign Language.....	5
Geography 1, Elements of		Geography 2, Regional	
Geography.....	3	Geography.....	3
<sup>2</sup> Social Science.....	3	<sup>2</sup> Social Science.....	3
Hygiene 1, Health Education....	2	Mathematics 2, Trigonometry....	3
Total.....	16 1/2	Total.....	17 1/2

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
'Foreign Language.....	3	'Foreign Language.....	3
Economics 1, Principles of Economics.....	3	Economics 2, Principles of Economics.....	3
Economics 14, Elements of Accounting.....	3	Economics 15, Accounting Principles.....	3
Economics 11, Economic His- tory of the United States.....	3	Speech 3, Public Speaking.....	3
Political Science 5, American Political Ideals.....	2	Mathematics 8, College Algebra	3
Electives.....	2	Elective.....	1
Total.....	16½	Total.....	16½

**University of Southern California, College of Commerce  
and Business Administration, School of Merchandising**

There are many different curricula possible in the commerce field at the University of Southern California. Students who wish to complete their work at that institution should carefully consult the university catalog.

**COSMETOLOGY**

The requirements in this curriculum are set up by the State Board of Cosmetology. Sixteen hundred class hours in subjects related to cosmetology are necessary before a student may take the Board Examination.

The curriculum may begin in the senior year of high school and be completed by one year at Glendale Junior College, or the two-year program may begin in the junior college. The basic courses in Cosmetology Practice and Theory are given in the Cosmetology Department of Glendale High School.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English.....	3	English.....	3
Home Arts 81, Cosmetology Practice and Theory.....	8	Home Arts 82, Cosmetology Practice and Theory.....	8
Electives.....	5	Electives.....	5
Total.....	16½	Total.....	16½

<sup>1</sup>The student may substitute courses in Natural Science in place of the Foreign Language courses.

<sup>2</sup>The student is required to select either Economics 11, History 1-2, History 3-4, Political Science 3-4, or Psychology 1-2.

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Home Arts 83, Advanced Cosmetology Practice and Theory.....	8	Home Arts 84, Advanced Cosmetology Practice and Theory.....	8
Political Science 55, American Political Ideals.....	2	Hygiene 1, Health Education....	2
Electives.....	6	Electives.....	6
Total.....	16½	Total.....	16½

### DENTISTRY

Most standard dental colleges require two years of preliminary academic training. The University of California College of Dentistry requires a candidate to meet the regular requirements for junior standing in the College of Letters and Science. (See pages 50-51.) The University of Southern California College of Dentistry requires the candidate to complete not fewer than sixty semester units of satisfactory ("C" average) lower division work, preceded by a high school course acceptable for admission to freshman standing in the College of Letters, Arts, and Sciences at the University of Southern California, or to any other college of approved standing.

High school preparation should include the completion of chemistry, physics, trigonometry, and mechanical drawing.

Before arranging a pre-dental program, the student should consult the catalog of the college which he expects to attend.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Chemistry 1, General Chemistry	5	Chemistry 2, General Chemistry	5
Physics 5, General Physics.....	4	Physics 6, General Physics.....	4
French 1, Elementary French		French 2, Elementary French	
or		or	
German 1, Elementary German	5	German 2, Elementary German	5
Mathematics.....	3	Hygiene 1, Health Education....	2
Total.....	17½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Zoology 1, General Zoology.....	4	Zoology 2, General Zoology.....	4
Chemistry 5, Organic Chemistry	3	Chemistry 6, Organic Chemistry	3
French 3, Intermediate French		French 4, Intermediate French	
or		or	
German 3, Intermediate German	3	German 4, Intermediate German	3
English 1, Freshman English....	3	English 2, Freshman English....	3
Political Science 3, American Government.....	3	Political Science 4, American Government.....	3
Total.....	16½	Total.....	16½

**ENGINEERING**

An engineering career usually requires a four-year study program, with graduation from a college or university offering advanced work in engineering. If the high school preparation has met the university entrance requirements, satisfactory completion of the following two-year engineering curriculum at the Glendale Junior College will permit the student to enroll in the university with junior standing.

High school preparation should include the completion of advanced algebra, trigonometry, solid geometry, chemistry, physics, and mechanical drawing.

There are many branches in the field of engineering, but the preparation during the first two years of training is very much the same for all branches. However, certain specific courses should be taken for each different branch. Provision is made for these special courses in the electives listed in the curriculum outline.

<b>FIRST SEMESTER</b>	<b>Units</b>	<b>SECOND SEMESTER</b>	<b>Units</b>
Physical Education.....	1/2	Physical Education.....	1/2
Chemistry 1, General Chemistry	5	Chemistry 2, General Chemistry	5
Physics 1, General Physics.....	3	Physics 2, General Physics.....	3
Mathematics 3, Plane		Mathematics 4, Differential	
Analytic Geometry.....	3	Calculus.....	3
English 1, Freshman English.....	3	English 2, Freshman English....	3
Hygiene 1, Health Education....	2	Political Science 5, American	
		Political Ideals.....	2
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education.....	1/2	Physical Education.....	1/2
Engineering 6, Plane Surveying	3	Engineering 7, Plane Surveying	3
Physics 3, General Physics.....	3	Physics 4, General Physics.....	3
Mathematics 5, Integral Cal-		Mathematics 6, Integral Cal-	
culus, Solid Analytical		culus, Solid Analytical	
Geometry, and Infinite Series	3	Geometry, and Infinite Series	3
Engineering 3, Descriptive		Engineering 8, Materials of	
Geometry.....	3	Construction.....	2
Electives.....	4	Electives.....	5
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

Students in mining, metallurgical, or petroleum engineering should elect Chemistry 3-4, Quantitative Analysis.

Students in petroleum, or sanitary and municipal engineering must take Chemistry 5-6, Organic Chemistry.

All students in civil and mining engineering should elect Geology 1-2, Physical and Historical Geology.

**HOME ARTS**

The curriculum in home arts offers basic training in home management and creative design in the home, and an understanding of the problems of marriage and family relationships. The two-year program also includes many opportunities for electives of personal interest.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English.....	3	English.....	3
Home Arts 21 or 61, Elementary Food Study.....	3	Home Arts 22 or 62, Elementary Food Study.....	3
Home Arts 1, The American Home.....	2	Home Arts 4, Handicrafts.....	2
Art 3, Design and Color.....	2	Art 51, Art Survey.....	3
Commerce 79, Textiles.....	2	Commerce 91, Managing Personal Finances.....	2
Hygiene 1, Health Education....	2	Electives.....	3
Electives.....	2		
Total.....	16½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
Home Arts 11, Clothing.....	3	Home Arts 12, Clothing.....	3
Home Arts 25, Elements of Nutrition .....	2	Psychology 51, Practical Applications of Psychology....	3
Electives.....	10	Home Arts 2, Interior Decoration.....	2
Total.....	15½	Political Science 55 or 5, American Political Ideals.....	2
		Electives .....	6
		Total.....	16½

**JOURNALISM**

The journalism curricula at Glendale Junior College are based on two assumptions: (1) that some students are preparing to seek jobs after the completion of two years at junior college, and (2) that other students are preparing to enter a college or university school of journalism which is a member of the American Association of Schools and Departments of Journalism.

In either case the student is urged to gain specific knowledge of social, industrial, and political principles, as well as to acquire technical ability in journalism.

The following curriculum is suggested for students who plan to seek work after graduation from junior college.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English.....	3	English.....	3
Journalism 61, Copy Reading....	3	Journalism 62, Newspaper Problems.....	3
Hygiene 1, Health Education....	2	Political Science 55 or 5, American Political Ideals....	2
History.....	3	History.....	3
★Photography.....	2	★Law.....	3
Electives.....	3	Electives.....	2
Total.....	16½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English.....	3	English.....	3
Economics.....	3	Economics.....	3
Journalism 1, Introduction to Journalism.....	2	Journalism 2, Newspaper Reporting.....	2
★Geography.....	3	★Geography.....	3
★Philosophy or		★Philosophy or	
★Political Science.....	3	★Political Science.....	3
Electives.....	2	Electives.....	2
Total.....	16½	Total.....	16½

Students who plan to transfer to a college or university should follow the curriculum outlined below.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English 1, Freshman English....	3	English 2, Freshman English....	3
Foreign Language.....	5	Foreign Language.....	5
Science.....	4	Science.....	4
Journalism 1, Introduction to Journalism....	2	Journalism 2, Newspaper Reporting.....	2
Hygiene 1, Health Education....	2	Political Science 5, American Political Ideals.....	2
Total.....	16½	Total.....	16½

THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education.....	½	Physical Education.....	½
English 5, Survey of English Literature..	3	English 6, Survey of English Literature..	3
Economics 1, Principles of Economics.....	3	Economics 2, Principles of Economics.....	3
Foreign Language, or Science.....	3	Foreign Language, or Science.....	3
Philosophy 3, History of Philosophy.....	3	Philosophy 4, History of Philosophy.....	3
Journalism 61, Copy Reading.....	3	Journalism 62, Newspaper Problems.....	3
Elective.....	1	Elective.....	1
Total.....	16½	Total.....	16½

**LAW**

Students planning to study law should take a general course in the College of Letters and Science or the College of Liberal Arts, and, in particular, courses in political science, social science, and English. Those who plan to enter Stanford, the University of California, or the University of Southern California should satisfy the regular Lower Division requirements for these schools. (See pages 49-54.) The State law requires a minimum of two years of pre-legal study as a prerequisite to the study of law. However, the University of California and the University of Southern California require three years before a student may enter law school, and Stanford requires an A.B. degree.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education .....	1/2	Physical Education .....	1/2
English 1, Freshman English.....	3	English 2, Freshman English.....	3
Foreign Language.....	5	Foreign Language.....	5
History 1,		History 2,	
History of Western Europe....	3	History of Western Europe....	3
Political Science 3,		Political Science 4,	
American Government .....	3	American Government .....	3
Electives .....	2	Hygiene 1, Health Education....	2
Total.....	16 1/2	Total.....	16 1/2
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education .....	1/2	Physical Education .....	1/2
Science.....	3	Science.....	3
Economics 1,		Economics 2,	
Principles of Economics.....	3	Principles of Economics.....	3
Speech 3, Public Speaking.....	3	Speech 4, Public Speaking.....	3
Foreign Language, or		Foreign Language, or	
Mathematics, or		Mathematics, or	
Philosophy 3,		Philosophy 4,	
History of Philosophy.....	3	History of Philosophy.....	3
Electives .....	4	Electives .....	4
Total.....	16 1/2	Total.....	16 1/2

**LIBERAL ARTS**

Students who desire a general cultural education without specific preparation for any one career may select a two-year curriculum especially designed for this purpose. This curriculum does not prepare for advanced study at a university. For electives, courses in social science and science are suggested.

FIRST SEMESTER		Units	SECOND SEMESTER		Units
Physical Education .....	1/2		Physical Education .....	1/2	
English 51, Language and Life..	3		English 52,		
Social Science .....	3		Reading and Thinking.....	3	
Science.....	3		Social Science .....	3	
Hygiene 1, Health Education....	2		Science.....	3	
Speech 50, Speech Improvement 1	1		Political Science 5 or 55,		
Electives .....	4		American Political Ideals.....	2	
			Psychology 51, Practical		
Total.....	16 1/2		Applications of Psychology...	3	
			Electives .....	2	
			Total.....	16 1/2	
THIRD SEMESTER		Units	FOURTH SEMESTER		Units
Physical Education .....	1/2		Physical Education .....	1/2	
English 66,			English 68,		
Modern Periodical Literature 2			Independent Reading.....	2	
Commerce 51,			Art 51, Art Survey.....	3	
Beginning Typing .....	3		Music 4, History and		
Music 3, History and			Appreciation of Music.....	3	
Appreciation of Music.....	3		Philosophy 51, Social Ethics....	2	
Political Science 65, American			Electives .....	6	
State and Local Government..	2		Total.....	16 1/2	
Electives .....	6				
Total.....	16 1/2				

### Lower Division University Requirements

Students who plan to continue in Liberal Arts study leading to graduation from a college or university may complete their first two years of work at Glendale Junior College. Courses which are accepted for university credit are numbered from 1 to 49 in this catalog. (See page 23 for eligibility to take such courses.)

In order to transfer to a college or university with junior standing, a student must complete sixty hours of work. In addition, every college or university sets up certain subject requirements which must be completed during the first two years.

Upper division study in Liberal Arts requires specialization in a major field. Beginning courses in this special field should be included in the student's lower division program. (See page 55.)

Every student should choose at the earliest possible moment the college or university which he plans to attend. Each institution differs somewhat in its requirements for entrance or transfer, for junior standing, and for major fields. The student's lower division program should be planned in terms of the requirements of the school to which he intends to transfer. Counselors will assist in planning each semester's program, but the student is held respon-



sible for studying carefully the catalog of the college which he plans to attend.

The Lower Division requirements of the major universities of the state are listed below:

### **University of California (Berkeley)**

*First*, the completion of not less than sixty units of college work.

*Second*, the fulfillment of the following general and specific requirements:

#### a. *General University Requirements:*

English Subject A	
Physical Education .....	2 units
Military Science and Tactics (men)	
(Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement, but must elect 6 other units.)	

#### b. *Foreign Language*

At least 15 units in not more than two languages. Each year of high school work in a foreign language will be counted in satisfaction of three units of this requirement.

#### 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 61 and Mathematics 50 at Glendale Junior College.

#### d. *Natural Science*

At least 12 units, including at least one course in a laboratory science. (6 hours of laboratory work.) 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)
- Astronomy 1
- Botany 1\*, 2\*
- Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*
- Geology 1, 2
- Paleontology 1
- Physics 1-2\*, 3-4\*, 5-6\*
- Zoology 1\*, 2\*, 3

(\* )Laboratory science courses.

e. *Additional*

A year course (of at least six units) in *each of three* of the following *six* groups:

## 1. English or Public Speaking

English 1-2

Speech 3-4

## 2. Foreign Language

This requirement is in addition to the regular requirement of 15 units. This may be satisfied in whole or part in high school provided the language be Latin.

## 3. Mathematics

Any six units from the following: 2, 3, 4, 5, 6, 8. High school trigonometry will be accepted in partial satisfaction of this requirement.

## 4. Social Sciences

Economics 1-2

Geography 1-2

History 1-2, 3-4

Political Science 1-2, 3-4

Psychology 1-2

## 5. Philosophy

Philosophy 1-2, 3-4

## 6. Fine Arts

Art 1-2

Music 3-4

The work offered in satisfaction of requirement (e) must consist of subjects of college grade, except as otherwise provided.

**University of California at Los Angeles**

*First*, the completion of 60 units of college work with an average grade of "C" or better.

*Second*, the fulfillment of the following general and specific requirements:

a. *General University Requirements*

English Subject A

Physical Education..... 2 units

Military Science and Tactics, or Naval Science and Tactics (men)

(Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement, but must elect 6 other units.)

b. *Foreign Language*

At least 15 units in not more than two languages, with not less than six units in any one language. Each year of high school work completed with a grade of at least "B" in foreign language not duplicated by college work will be counted in satisfaction of three units of this requirement. If a new language is begun in junior college, it may not apply on this requirement unless the course numbered 2 is completed.

This requirement may also be satisfied by passing a proficiency examination in one language. (This examination is given by the University, not by Glendale Junior College.)

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 61 and Mathematics 50 at Glendale Junior College.

d. *Natural Science*

At least 12 units chosen from the following list, of which not less than one unit shall be in laboratory work. Courses marked with an asterisk (\*) meet the laboratory requirement. Three units of the requirement may be satisfied by any third or fourth year laboratory science taken in high school and completed with a grade of at least "B." Three units of mathematics not offered in satisfaction of requirement (e) may be substituted for three units of this requirement.

High School Science (third year or fourth year laboratory course)\*

Botany 1\*, 2\*

Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11\*, 12\*

Geology 1, 2

Paleontology 1

Physics 1\*, 2\*, 3\*, 4\*, 5\*, 6\*

Zoology 1\*, 2\*, 3

e. *Additional*

A year course (of at least six units) in *each* of *three* of the following *seven* groups. At least one year course must be chosen from group 1, 2, or 3.

1. English or Public Speaking  
English 1-2  
Speech 3-4
2. *Foreign Language*  
This requirement is in addition to the regular requirement of 15 units listed under (b) above. No high school work may be counted on this requirement.
3. *Mathematics*  
Any two of the following courses: Mathematics 2, 3, 4, 5, 8
4. *Social Science*  
Economics 1-2  
Geography 1-2  
History 1-2, 3-4  
Political Science 1-2, 3-4
5. Philosophy  
Philosophy 1-2, 3-4
6. Psychology  
Psychology 1-2
7. Art, Music  
Art 1-2  
Music 3-4, 5-6

### University of Southern California

- |  |          |
|--|----------|
| a. <i>American Political Institutions</i> .....  | 2 units  |
| Political Science 5  |          |
| b. <i>Art Appreciation or Music Appreciation</i> .....   | 2 units  |
| Students who transfer with sixty or more units of advanced standing may substitute two units of electives in fine arts or music. |          |
| c. <i>English</i> .....  | 6 units  |
| English 1-2  |          |
| d. <i>Foreign Language</i> —One foreign language.....  | 12 units |
| Each year of a foreign language in high school will be accepted in fulfillment of three units of this requirement.               |          |
| e. <i>General Studies</i> .....  | 15 units |
| 1. Principles of Learning.....   | 1 unit   |
| Students who transfer with twenty-eight or more units of advanced standing will be excused from this requirement.                |          |

- |    |  |          |
|----|--|----------|
| 2. | Man and Civilization.....  | 8 units  |
|    | Students who transfer with sixty or more units of advanced standing may substitute six units of social studies, and two units of electives.  |          |
| 3. | Problems of Human Behavior.....  | 3 units  |
|    | Students who transfer with sixty or more units of advanced standing may substitute three units of psychology.  |          |
| 4. | Problems of Modern Society.....  | 3 units  |
|    | Students who transfer with sixty or more units of advanced standing may substitute three units in economics, sociology, or political science (but not the course used to satisfy the requirement in American Political Institutions).  |          |
| f. | <i>Literature</i> .....  | 4 units  |
|    | The work may be taken in English, American, or comparative literature.   |          |
| g. | <i>Physical Education</i>  |          |
|    | Physical Education—Four semesters.   |          |
|    | Hygiene 1  |          |
| h. | <i>Sciences</i> .....  | 11 units |
|    | One laboratory course (with 6 semester hours of laboratory) must be included. Chemistry and physics in the third or fourth year of high school will each be accepted in fulfillment of three units of this requirement. The choice of sciences should be made from the following list: |          |
|    | High School Chemistry* 3 units (1 high school credit)  |          |
|    | High School Physics* 3 units (1 high school credit)  |          |
|    | Astronomy 1  |          |
|    | Botany 1*, 2*  |          |
|    | Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 11-12*, 15*, 16*   |          |
|    | Geology 1, 2   |          |
|    | Physics 1-2*, 3-4*, 5-6*   |          |
|    | Zoology 1*, 2*   |          |
|    | (*)Laboratory science courses.   |          |

### **Stanford University**

The work of the Lower Division is divided into three groups. Every student is required to take at least ten units (fifteen quarter units)

in each of these groups during the first two years in the university.

Group I. *Arts and Letters*

English, Foreign Language, Music, and Art

Group II. *Natural Sciences and Mathematics*

Group III. *Social Sciences*

History, Political Science, Economics, and Philosophy

Two years of physical education are required of all students. Students transferring from other institutions with advanced standing will be relieved from such of the group requirements of the Lower Division as, in the judgment of the Committee on Lower Division Administration, they have substantially completed elsewhere.

#### **Lower Division Requirements—Major Fields**

In planning his Lower Division work, a student should consult the catalog of the institution he plans to attend. Below are listed the courses given at Glendale Junior College which are equivalent to the Lower Division requirements for major fields at the University of California at Berkeley and at Los Angeles.

<i>University Major</i>	<i>Required</i>	<i>Recommended</i>
Art	Art 1-2, 3-4, 5-6	
Botany	Botany 1-2 Chemistry 1-2, 5-6	French, German, and elementary courses in other biological sciences
Chemistry	Chemistry 1-2, 3-4, 5-6 Physics 1-2, 3-4 Mathematics 3-4, 5-6 Reading knowledge of German	
Economics	Economics 1-2	Economics 10 or 11 Economics 14-15 An introductory course in another social science (6 units)
English	English 1-2, 5-6	Philosophy 1-2, 3-4 Foreign Language
French	French 1, 2, 3, 4	History 1-2 Philosophy 3-4

Geography	Geography 1, 2	Botany 1-2 Chemistry 1-2 Economics 1-2 Foreign Language Geology 1 Physics 1-2 Political Science 3-4
Geology	Geology 1-2 Chemistry 1-2 Physics 5-6 Engineering 1, 6-7 Mathematics 2 Art 5-6	French and German
German	German 1, 2, 3, 4	History 1-2 Philosophy 3-4
History	History 1-2, 3-4 Economics 1-2	Political Science 3-4 Geography 1-2
Home Economics	Chemistry 11-12 or 1 Economics 1-2 Psychology 1-2 Home Arts 11-12, 21-22 Art 3-4	Chemistry 15-16 Home Arts 25
Journalism	Journalism 1-2 History 1-2 Political Science 1-2 Economics 1-2 English 1-2	Philosophy 1-2 or 3-4 Psychology 1-2
Mathematics	Mathematics 1, 2, 3, 4, 5, 6, 8	
Music	Music 1-2, 3-4, 5-6, 7-8	French or German
Paleontology	Paleontology 1 Geology 1-2 Botany 1-2 or Zoology 1-2	Chemistry 1-2 French and German
Philosophy	Philosophy 3-4	

Physical Education	Chemistry 1 Psychology 1 Zoology 3 or Zoology 1	Speech 1-2 Speech 3-4 Psychology 2
Physics	Physics 1-2, 3-4 Chemistry 1-2 Mathematics 2, 3, 4, 5, 6	Mathematics 8 French and German
Political Science	Political Science 1-2 Political Science 3-4 One of the following: Economics 1-2 Geography 1-2 History 1-2 History 3-4	
Psychology	Psychology 1-2 Zoology 1-2	French and German Chemistry and Physics
Spanish	Spanish 1, 2, 3, 4 Reading knowledge of Latin	History 3-4 English 5-6
Speech	Speech 1, 2, 3, 4	
Zoology	Zoology 1-2 Chemistry 1-2	Chemistry 5-6 French and German Elementary courses in other biological sci- ences

### MACHINE SHOP

The two-year curriculum in machine shop prepares a student for employment as a machinist's helper, a machinist's apprentice, a machine tool operator, or a craftsman in the mechanics field. The kind of position available and the opportunities it offers for advancement will be determined by the degree of skill and ability possessed by the applicant. The two-year preparation includes training in the fundamental operation of the standard machine tools used in industry and also in the proper use of hand tools used by machinists.

The curriculum may begin in the senior year of high school and may be completed by one year at Glendale Junior College, or the



two-year program may begin in the junior college. The basic courses in Machine Shop Practice and Theory are given in the high school shops.

High school preparation should include mechanical drawing, science, mathematics, and industrial arts courses.

FIRST SEMESTER		Units	SECOND SEMESTER		Units
Physical Education.....		½	Physical Education.....		½
Engineering 85, Machine Shop Practice and Theory.....		8	Engineering 86, Machine Shop Practice and Theory.....		8
English.....		3	English.....		3
Electives.....		5	Engineering 1, Instrumental Drawing.....		3
			Electives.....		2
Total.....		16½	Total.....		16½
THIRD SEMESTER		Units	FOURTH SEMESTER		Units
Physical Education.....		½	Physical Education.....		½
Engineering 87, Advanced Ma- chine Shop Practice & Theory		8	Engineering 88, Advanced Ma- chine Shop Practice & Theory		8
Political Science 55, American Political Ideals.....		2	Hygiene 1, Health Education....		2
★Economics 61, Social and Eco- nomic Survey of the United States.....		3	Electives.....		6
Electives.....		3	Total.....		16½
Total.....		16½			

### MEDICAL OR DENTAL SECRETARY

A two-year program at Glendale Junior College provides the science and business training needed for employment as an office and laboratory assistant to a physician or a dentist. This type of position requires the ability to make simple laboratory tests, to write business letters, to keep accurate accounts and issue monthly statements, and to meet the public capably and efficiently.

High school preparation should include algebra, geometry, and chemistry.

FIRST SEMESTER		Units	SECOND SEMESTER		Units
Physical Education.....		½	Physical Education.....		½
Commerce 57, English for Business.....		3	Commerce 58, Writing in Business.....		3
Physiology 1, Physiology for Nurses.....		4	Bacteriology 1, Bacteriology for Nurses.....		4
Chemistry 51, Chemical Principles.....		3	Physics 51, Physical Principles.....		3
Commerce 51, Beginning Typing.....		3	Commerce 52, Intermediate Typing.....		3

Electives.....	3
Total.....	16½

Hygiene 1, Health Education....	2
Home Arts 31,	
Modes and Manners.....	1
Total.....	16½

THIRD SEMESTER	Units
Physical Education .....	½
Chemistry 65, Organic, Medical, and Food Chemistry	3
Commerce 61, Bookkeeping.....	4
Political Science 5, American Political Ideals.....	2
Commerce 53, Shorthand.....	5
Electives.....	2
Total.....	16½

FOURTH SEMESTER	Units
Physical Education .....	½
Chemistry 66, Organic, Medical, and Food Chemistry	3
Commerce 56, Office Practice....	4
Psychology 51, Practical Applications of Psychology....	3
Commerce 54, Shorthand.....	5
Speech 50, Speech Improvement	1
Total.....	16½

### MEDICINE

The student in the pre-medical curriculum should make certain that his program is arranged to satisfy the general lower division requirements of the university, and also the particular requirements of the medical school he is planning to attend.

The *minimum* requirements for entrance to standard medical colleges, as prescribed by the American Medical Association, include the following subjects:

English Composition and Rhetoric .....	6 units	General Chemistry.....	8 units
Physics.....	8 units	Organic Chemistry .....	4 units
Biology or Zoology.....	8 units	Electives.....	30 units
		Total.....	64 units

Quantitative Chemical Analysis, Chemistry 3, is required by the University of California and the University of Southern California, and recommended by Loma Linda.

French and German are common requirements and should be included in the electives if possible. However, some medical schools do not have a language requirement.

For specific requirements, the student should consult the catalog of the college which he expects to attend.

High school preparation for the curriculum given below should include the completion of chemistry, physics, trigonometry, and 2 years of foreign language.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
English 1, Freshman English....	3	English 2, Freshman English....	3
French 1, Elementary French, or		French 2, Elementary French, or	
German 1, Elementary German	5	German 2, Elementary German	5
Political Science 3, American Government .....	3	Political Science 4, American Government .....	3
Chemistry 1, General Chemistry.....	5	Chemistry 2, General Chemistry.....	5
Total.....	16½	Total.....	16½
THIRD SEMESTER	Units	FOURTH SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
French 3, Intermediate French, or		French 4, Intermediate French, or	
German 3, Intermediate German .....	3	German 4, Intermediate German .....	3
Zoology 1, General Zoology.....	4	Zoology 2, General Zoology.....	4
Chemistry 5, Organic Chemistry.....	3	Chemistry 6, Organic Chemistry.....	3
Electives.....	6	Hygiene 1, Health Education....	2
Total.....	16½	Electives.....	4
		Total.....	16½

General Physics (Physics 5-6) and Quantitative Analysis (Chemistry 3-4) are also pre-medical requirements. It is suggested that these be taken in the junior year at the university. In some cases, it may be advisable to substitute or add these courses in the curriculum listed above.

### MUSIC

The two-year curriculum in music at Glendale Junior College offers courses in special music fields. Experience in radio and concert programs is offered for those ready for public appearance. The student preparing for a career in music may also enrich his background by taking the elective courses in foreign language, literature, art, and social science.

A student who intends to continue further music training at a university must fulfill the Lower Division requirements in his program at junior college. University requirements are listed on page 49.

FIRST SEMESTER	Units	SECOND SEMESTER	Units
Physical Education .....	½	Physical Education .....	½
English.....	3	English.....	3
Music 1, Solfege .....	2	Music 2, Solfege .....	2
Music 5, Harmony.....	5	Music 6, Harmony.....	5
Music 21, Voice Training.....	2	Music 22, Voice Training.....	2

Music 11, Chorus, or Music 15, A Cappella.....	1	Music 12, Chorus, or Music 16, A Cappella.....	1
Music 31, Orchestra, or Music 41, Band .....	1	Music 32, Orchestra, or Music 42, Band .....	1
Electives.....	2	Electives.....	2
<b>Total.....</b>	<b>16½</b>	<b>Total.....</b>	<b>16½</b>
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
Music 3, History and Appreciation of Music.....	3	Music 4, History and Appreciation of Music.....	3
Music 13, Chorus, or Music 17, A Cappella.....	1	Music 14, Chorus, or Music 18, A Cappella .....	1
Music 33, Orchestra, or Music 43, Band .....	1	Music 34, Orchestra, or Music 44, Band .....	1
Music 91, Arranging and Conducting .....	3	Music 92, Arranging and Conducting .....	3
Speech 57, The Theater Today.....	3	Speech 58, Theater Acting, Directing, and Producing.....	3
Hygiene 1, Health Education... 2	2	Political Science 55, American Political Ideals.....	2
Electives.....	3	Electives.....	3
<b>Total.....</b>	<b>16½</b>	<b>Total.....</b>	<b>16½</b>

### NURSING

Training schools for nurses usually require two years of preliminary study and three years of professional training. The following curriculum includes the usual preliminary requirements, but to be certain of special requirements students in nursing must consult with the nursing school which they expect to attend. Students who plan to transfer to the University of California must meet the requirements outlined on pages 50-51.

High school preparation should include algebra and geometry, and either chemistry or physiology.

<b>FIRST SEMESTER</b>	<b>Units</b>	<b>SECOND SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
English 1, Freshman English... 3	3	English 2, Freshman English... 3	3
Chemistry 41, Chemistry for Nurses.....	4	Chemistry 42, Chemistry for Nurses.....	4
Physiology 1, Physiology for Nurses.....	4	Anatomy 1, Anatomy for Nurses.....	4
Foreign Language, or Electives.....	5	Hygiene 1, Health Education... 2	2
<b>Total.....</b>	<b>16½</b>	Electives.....	3
		<b>Total.....</b>	<b>16½</b>

THIRD SEMESTER		Units	FOURTH SEMESTER		Units
Physical Education .....		½	Physical Education .....		½
Psychology 1, General Psychology.....		3	Psychology 2, General Psychology.....		3
Economics 1, Principles of Economics.....		3	Economics 2, Principles of Economics.....		3
Home Arts 21, Elementary Food Study.....		3	Bacteriology 1, Bacteriology for Nurses.....		4
Home Arts 25, Elements of Nutrition.....		2	Sociology 52, Applied Sociology		3
Political Science 5, American Political Ideals.....		2	Electives.....		3
Electives.....		3	Total.....		16½
Total.....		16½			

### PRINTING

The two-year curriculum in printing provides training leading to employment in the printing industry. Occupations for which training is offered include hand composition, newspaper make-up, press operation, proof-reading, and machine composition.

The curriculum may begin in the senior year of high school and be completed by one year at Glendale Junior College, or the two-year program may begin in the junior college. The basic courses in Print Shop Practice are given in the high school shops.

High school preparation should include courses in English composition and literature.

FIRST SEMESTER		Units	SECOND SEMESTER		Units
Physical Education .....		½	Physical Education .....		½
English.....		3	English.....		3
Journalism 81, Print Shop Practice and Theory.....		5	Journalism 82, Print Shop Practice and Theory.....		5
Electives.....		8	Electives.....		8
Total.....		16½	Total.....		16½

THIRD SEMESTER		Units	FOURTH SEMESTER		Units
Physical Education .....		½	Physical Education .....		½
Journalism 83, Advanced Print Shop Practice and Theory.....		5	Engineering 84, Advanced Print Shop Practice and Theory.....		5
Political Science 55, American Political Ideals.....		2	Hygiene 1, Health Education .....		2
Electives.....		9	Electives.....		9
Total.....		16½	Total.....		16½

### SHEETMETAL

The sheetmetal curriculum offers training leading to employment in building construction, aircraft, air-conditioning, and similar industries.

The curriculum may begin in the senior year of high school and be completed by one year at Glendale Junior College, or the two-year program may begin in the junior college. The basic courses in Sheetmetal Practice and Theory are given in the high school shops.

High school preparation should include mechanical drawing, science, and mathematics.

<b>FIRST SEMESTER</b>	<b>Units</b>	<b>SECOND SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
English.....	3	English.....	3
Engineering 95, Sheetmetal Shop Practice and Theory.....	8	Engineering 96, Sheetmetal Shop Practice and Theory.....	8
Electives.....	5	Electives.....	5
<hr/>		<hr/>	
Total.....	16½	Total.....	16½
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education .....	½	Physical Education .....	½
Engineering 97, Advanced Sheetmetal Shop Practice and Theory.....	8	Engineering 98, Advanced Sheetmetal Shop Practice and Theory.....	8
Political Science 55, American Political Ideals.....	2	Hygiene 1, Health Education....	2
Electives.....	6	Electives.....	6
<hr/>		<hr/>	
Total.....	16½	Total.....	16½

### TEACHING

A career in teaching in the elementary school requires a four year university or college preparation. Five years are necessary to teach in junior high, senior high, or junior college. The first two years of preparation may be secured at junior college. For Lower Division requirements, the student should consult the catalog of the institution which he plans to attend. The beginning course in General Psychology (Psychology 1-2) should be included as an elective. Professional courses in teaching methods are not usually offered in the lower division program, but the student should elect the lower division courses required for the major fields in which he expects to teach.

### WELDING

The welding curriculum prepares a student for employment in such fields as aviation, petroleum, ship building, heavy construction, or various production shops.

The curriculum may begin in the senior year of high school and be completed by one year at Glendale Junior College, or the two-year program may begin in the junior college. The basic courses in Welding Shop Practice and Theory are given in the high school shops.

High school preparation should include mechanical drawing, machine shop, science, and mathematics.

<b>FIRST SEMESTER</b>	<b>Units</b>	<b>SECOND SEMESTER</b>	<b>Units</b>
Physical Education .....	1/2	Physical Education .....	1/2
English.....	3	English.....	3
Engineering 91, Welding Shop Practice and Theory.....	5	Engineering 92, Welding Shop Practice and Theory.....	5
Chemistry 51, Chemical Principles .....	3	Engineering 1, Instrumental Drawing.....	3
Electives.....	5	Electives.....	5
	16 1/2		16 1/2
Total.....	16 1/2	Total.....	16 1/2
<b>THIRD SEMESTER</b>	<b>Units</b>	<b>FOURTH SEMESTER</b>	<b>Units</b>
Physical Education .....	1/2	Physical Education .....	1/2
Engineering 93, Advanced Welding Shop Practice and Theory.....	5	Engineering 94, Advanced Welding Shop Practice and Theory.....	5
Political Science 55, American Political Ideals.....	2	Hygiene 1, Health Education .....	2
★Economics 61, Social and Economic Survey of the United States.....	3	Electives.....	9
Electives.....	6		16 1/2
	16 1/2	Total.....	16 1/2
Total.....	16 1/2		

## ANNOUNCEMENT OF COURSES

Each course in each department is designated by a number. In listing the courses the first number on the line refers to the number of the course. The title of the course follows.

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

A notation or an abbreviation follows which indicates the semester in which the course is given.

**I**—indicates that the course is given during the first semester.

**II**—indicates that the course is given during the second semester.

**YR**—indicates that the course is a year course. This means that the course begins in September and continues as a year course ending in June of the following year.

**EI**—indicates that the course is given *either* semester—both the first and the second semesters.

**NO**—indicates that the course will probably *not* be given during the present academic year.

Examples in History Department (page 90):

**1-2. History of Western Europe. (3-3) . . . . . EI**

History 1-2 is a year course entitled History of Western Europe. It carries three units of credit each semester and it is possible to begin the course in either the first or second semester.

**12. Pacific Coast History. (2) . . . . . I**

History 12 is a semester course entitled Pacific Coast History. It carries two units of credit and is given in the first semester.



**ANATOMY**

ERNEST W. HAWKES . . . . . Instructor

**1. Anatomy for Nurses. (4) . . . . . II**

The essential features of the systems of the human body, presented by lectures, text assignments, and the use of skeletons, charts, and models. The dissection of the cat furnishes correlation for the study of human structures.

Prerequisite: Physiology 1 or Zoology 1.

**ART**

C. JEANNETTE ABEL . . . . . Instructor

O. HOWARD CAYA . . . . . Instructor

**1-2. History of Art. (3-3) . . . . . YR**

A study of art from prehistoric man to the present day. Art 1 includes the time from the Primitive through the Romanesque period. Art 2 includes the period from the Renaissance through Modern.

Parallels University of California Art 1A-1B.

**3-4. Design and Color. (2-2) . . . . . YR**

A study of space and color relationships and their application.

Parallels University of California at Los Angeles Art 2A-2B.

**5-6. Freehand Drawing. (2-2) . . . . . YR**

A study of outlines of objects, their shadows, space relationships, and grouping. The study of texture, trees, shrubbery, houses, landscapes, with interpretations in pencil and water color.

Parallels University of California at Los Angeles Art 4A-4B.

**7-8. Life—Elementary. (2-2) . . . . . YR**

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

Prerequisite: Art 3, 5. (May be taken concurrently.)

**9-10. Life—Advanced. (2-2) . . . . . YR**

Drawing from life to develop the ability to use the figure creatively. The first semester stresses a study of anatomy. The second semester develops compositional treatment of the figure.

Prerequisite: Art 7-8.

**11-12. Watercolor. (2-2) . . . . . YR**

Painting of still-life and landscape forms to give the student ability to build simple form in paint, and an opportunity to experiment in the medium of watercolor to develop a technique for use in either the commercial or fine arts field. The second semester emphasizes painting composition.

Prerequisite: Art 3, 5. (May be taken concurrently.)

**13-14. Costume Design (2-2) . . . . . YR**

A study of the fundamentals of costume art in relation to personality analysis. Designing clothes suitable to the various personalities, with emphasis placed upon creative design. The aim of the course is the orientation of the student in problems of the personality, dress, and the market, together with the development and organization of creative ideas.

Prerequisite: Art 3. (May be taken concurrently.)

**15-16. Stage Costume (2-2) . . . . . YR**

A study of costumes and scenery for theater and dance productions. Designing of the sets and costumes of various plays and ballets with their application to miniature stage productions. Practical work in collaboration with the drama and home arts departments.

Prerequisite: Consent of instructor.

**17-18. Costume Illustration. (2-2) . . . . . YR**

Stylization of the figure for fashion illustration. Careful study of techniques with emphasis on original presentation. Analysis of the problems of illustration. Methods of reproduction and printing processes are studied. Emphasis is placed on training for skill in rendering, layout, and figure drawing.

Prerequisite: Art 3, 5. (May be taken concurrently.)

**34. Lettering. (1) . . . . . EI**

Fundamentals of lettering. Emphasis on the use of the "single stroke" alphabet. This alphabet is used by architects and with its variations may be applied to greeting cards and decorative lettering. It is particularly useful in the science laboratory or in any other place where neat captions or notes must be quickly made. This course is a foundation for more advanced work in the art department and is required for all art majors.

**35-36. Advertising Art—Elementary. (2-2) . . . YR**

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

Prerequisite: Art 3, 5. (May be taken concurrently.)

**37-38. Advertising Art—Advanced. (2-2) . . . YR**

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

Prerequisite: Art 35-36.

**51. Art Survey. (3) . . . . . II**

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

**ASTRONOMY**

ERNEST W. HAWKES . . . . . Instructor

**1. Elements of Astronomy. (2) . . . . . EI**

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

**AVIATION**

WALTER C. ROBERTS . . . . . Instructor

THOMAS S. RYAN . . . . . Instructor

**61. Primary Flight Ground School. (5) . . . . . EI**

A detailed study of six phases of aviation: history of aviation; theory of flight and aircraft; civil air regulations; aviation; meteorology; and instruments, power plants, and radio. An understanding of the scientific and natural laws involved in the flight of aircraft as well as an appreciation of the possibilities and limitations of these laws.

**62. Secondary Flight Ground School. (5) . . . EI**

An advanced study of aircraft operation; aerodynamics and aircraft; navigation; radio aids and code. A requirement for students taking the advanced Civilian Pilot Training. An aid to students studying for their commercial or flight instructor's ratings.

Prerequisite: Aviation 61.

**63. Aircraft Power Plants. (3) . . . EI**

A detailed study of the fundamentals of powerplants; operation; output factors; carburetion; fuels; lubrication and lubricants. A requirement for students taking the Secondary Civil Pilot Training. An aid to students studying for their commercial or flight instructor's ratings.

**71-72. Elementary Aviation Drafting. (8-8) . . . YR**

Lettering, descriptive geometry, projections, orthographic projections, intersections, and developments will constitute the basic work. The study and practice of factory procedure, standards, terms, systems, detailed drawing, and blueprint reading will constitute the technical work. To develop students so that they will possess the necessary knowledge and manipulative skill in aviation drafting to secure positions as junior draftsmen in the aviation industry.

**73-74. Advanced Aviation Drafting. (8-8) . . . YR**

A continuation of the first year of aviation drafting designed to give the student further technical training in all types of drawing and blueprint reading used in the construction of aircraft.

**77. Aircraft Materials and Processes. (2) . . . I**

A comprehensive study of the materials and processes used in aircraft construction. The development of an understanding of the abilities and limitations of these processes and materials; and the attainment of skill in testing and selecting materials.

**78. Stress Analysis. (2) . . . II**

A fundamental course in statics and stress employing both the analytic and graphical methods.

Prerequisite: Mathematics 62 or its equivalent. (May be taken concurrently.)

**80. Aircraft Blue Print Reading. (2) . . . . II**

An introductory study of general details, drafting conventions, limits, tolerances, drawing changes, assembly print reading, symbols, and the use of reference tables applied primarily to aircraft. This course is planned for students who are training for positions in aircraft production where a general knowledge of print reading is required.

**BACTERIOLOGY**

LORAN W. KITCH . . . . . Instructor

**1. Bacteriology for Nurses. (4) . . . . II**

The nature, occurrence, classification, and bio-chemical activities of bacteria; bacteriology of everyday life; fermentation; industrial and sanitary applications; bacteriology in food and disease; commoner bacterial diseases and preventive practices; disease and immunity. Laboratory work includes routine techniques, identification, growth characteristics, and microscopic study of important type organisms and pathogens. Three hours of lecture and one three-hour laboratory period each week.

Prerequisite: High school chemistry, Chemistry 1, 11, 41, or 51, and Physiology 1, Zoology 3, or Zoology 51.

**BOTANY**

LORAN W. KITCH . . . . . Instructor

**1-2. General Botany. (4-4) . . . . YR**

An introduction to plant life. A study of the structure, functions, and economic importance of the major plant groups. First semester: the morphology and physiology of seed plants; their identification and economic uses; the influence of plant distribution on human geography; variations and heredity and their applications in agriculture and plant propagation. Second semester: comparison of the major plant groups; the relation of plants to their environment; economic importance in soil formation; plant diseases; identification of trees and of spring wild flowers. Lectures, laboratory work, special topics, and field trips. Two lectures, two three-hour laboratory periods each week.

Prerequisite: High school chemistry.

**51. Botanical Principles. (3) . . . . . II**

A survey course in plant science based on the principles of plant structure, reproduction, growth, and functions, with an emphasis on landscape gardening and design. The course is planned to give the student an appreciation of the importance of plants, and an insight into the problems of irrigation, cultivation, propagation, and garden planning.

**CHEMISTRY**

CHARLES H. HARRINGTON . . . . .	Instructor
LORAN W. KITCH . . . . .	Instructor
PARK L. TURRILL . . . . .	Instructor

**1-2. General Chemistry. (5-5) . . . . . YR**

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

Prerequisite: High school chemistry, physics, and trigonometry, or any two of these three subjects, or high school chemistry with a grade of "B" or better.

Parallels University of California Chemistry 1A-1B.

**3-4. Quantitative Analysis. (3-3) . . . . . YR**

The principles and methods of quantitative chemistry. Large numbers of illustrative problems are solved. Applications to industrial chemical analysis are studied. Chemistry 3-4 should be elected by pre-medical students, and all students majoring in chemistry, physics, pharmacy, mining engineering, and metallurgical or petroleum engineering. One hour lecture, two three-hour laboratory periods each week.

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

Parallels University of California at Los Angeles Chemistry 6A-6B.

**5-6. Organic Chemistry. (3-3) . . . . . YR**

Lectures, recitations, laboratory work, and problems in an introductory study of the compounds of carbon. Chemistry 5-6 should be taken by pre-medical students, and all students majoring in chemistry, petroleum engineering, sanitation and municipal engineering, and pharmacy. For Chemistry 5, two hours lecture, and

two two-hour laboratory periods each week; for Chemistry 6, one hour lecture, and two three-hour laboratory periods each week.

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

Parallels University of California Chemistry 8-9 if both semesters are taken.

**11-12. Elements of Chemistry. (4-4) . . . . YR**

An intermediate course in fundamental college chemistry, in which the descriptive phases are emphasized. This course should be elected by all physical education and home economics majors, and by those desiring a cultural knowledge of scientific matters. Chemistry 11-12 can be taken in partial fulfillment of the Lower Division requirement in science at the University of California. Three hours lecture and recitation and a three-hour laboratory period each week.

Prerequisite: Elementary algebra and plane geometry.

Parallels University of California at Los Angeles Chemistry 2A-2B.

**15-16. Organic, Medical, and Food Chemistry. (3-3) . YR**

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

Prerequisite: Chemistry 1-2, or 11-12.

Parallels University of California at Los Angeles Chemistry 10 for 4 units and includes also 2 units of instruction in medical and clinical chemistry.

**41-42. Chemistry for Nurses. (4-4) . . . . YR**

A foundation course in college chemistry in which sufficient fundamentals are stressed to furnish a basic course for those students enrolled in the nursing curriculum. Three hours lecture and recitation and a three-hour laboratory period each week.

Prerequisite: Elementary algebra and plane geometry.

**51. Chemical Principles. (3) . . . . I**

A survey of fundamental science and scientific principles, with applications to chemistry. A study of basic science, covering the fundamental laws that govern matter, how we are dependent upon them, how they may be employed in the service of mankind. This

course is intended for students who are not specializing in science, yet desire to understand something of the scientific world in which they live. No credit is given if the student has taken high school chemistry and obtained a grade of "C" or better.

**65-66. Organic, Medical, and Food Chemistry. (3-3) . YR**

A study of the physiological chemistry of the body; the place of proteins, 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 medicodental field. A course similar to Chemistry 15-16 in subject matter but designed and treated particularly for students enrolled in the Medico-Dental Secretarial Curriculum. One hour lecture, two three-hour laboratory periods each week.

Prerequisite: High school chemistry or consent of instructor.

**90-91. Shop Work and Instrument Making. (1-1) . EI**

Laboratory work in designing and constructing apparatus for lecture demonstrations and for use in connection with Chemistry 1-2, 3-4, 5-6, and 15-16. Registration in this course by permission of the instructor in charge. Three hours each week.

**COMMERCE**

THEODORE W. ANDERSON . . . . .	Instructor
GWEN KENNEDY . . . . .	Instructor
DOROTHY ESTHER KLOTZ . . . . .	Instructor
FLORENZE K. MANE . . . . .	Instructor
SHERMAN C. MILLER . . . . .	Instructor
D'ALTON B. MYERS . . . . .	Instructor
LOYD S. NOBLE . . . . .	Instructor

Proficiency in typing is essential to success in Shorthand (Commerce 53, 54, 53A-B-C-D) and Office Practice (Commerce 55, 56, 55A-55B). Students enrolled in these courses must also register in typing unless they have already acquired a net speed of 60 words a minute. Such net speed (determined by both accuracy and speed) will be demonstrated by a standard ten minute typing speed test given in a typing class, or by tests given at the beginning of each semester. Placement in typing classes will likewise be determined on the basis of the results of these tests.

**51. Beginning Typing. (3) . . . . . EI**

The basic essentials of typing designed to give the foundation for



thorough training in typing. Five hours each week. Open to all students.

**52. Intermediate Typing. (3) . . . . . EI**

Continuation of Commerce 51. Emphasis is placed upon usable copy, business letters, reports, and tabulation work. Five hours each week.

Prerequisite: Commerce 51 or a net speed of 26 to 40 words a minute.

**51A. Advanced Typing. (2) . . . . . EI**

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. Three hours each week.

Prerequisite: Commerce 52 or a net speed of 41 to 50 words a minute.

**51B. Advanced Typing. (2) . . . . . EI**

Continuation of Commerce 51A. A complete review of business letters and business forms. A study of legal forms and rough drafts. Three hours each week.

Prerequisite: Commerce 51A or a net speed of 51 to 60 words a minute.

**53. Shorthand. (5) . . . . . EI**

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

**54. Intermediate Shorthand. (5) . . . . . EI**

Continuation of Commerce 53. Dictation, transcription, and a review of theory. This course is designed to train stenographers to meet the demands of the business world. Five hours each week.

Prerequisite: Commerce 53 or one year of high school shorthand.

**53A-B-C-D. Advanced Shorthand. (4-4-3-3) . . . EI**

A thorough review with emphasis placed upon short-cuts and phrase-writing. Individual work in shorthand speed and transcription speed. Five hours each week.

Prerequisite: Commerce 53A: 80 word certificate

Commerce 53B: 100 word certificate

Commerce 53C: 120 word certificate

Commerce 53D: 130 word test

**55-56. Office Practice. (4-4) . . . . . YR**

A course devoted to secretarial practice, office methods, and office procedures. A study is made of business and office organizations, the duties of various types of office workers, and the basic systems of filing: alphabetic, geographic, subject, and numeric. This course teaches the operation of the machines found in the modern business office, such as the Comptometer, Monroe, Dictaphone, Mimeograph, and Ditto. Considerable time is devoted to business etiquette, the development of desirable personality traits, and qualifications of office workers. Five hours each week. *Students may enroll in Commerce 56 without having taken Commerce 55.*

**55A-55B. Advanced Office Practice. (2-2) . . . . . YR**

In advanced office practice, a high degree of skill in office procedures and speed in machine calculation is developed. In addition to individual projects, students complete a set of Visible Kardex records of prospects, job analyses, sales analyses, purchases, etc. Miniature filing sets are used in learning various methods of filing, including direct alphabetic index, Variadex alphabetic, numeric, triple-check automatic index, geographic, and subject correspondence. Two hours each week. *Students may enroll in Commerce 55B without having taken Commerce 55A.*

Prerequisite: Commerce 55 and 56 with a grade of "C" or better.

**57. English for Business. (3) . . . . . EI**

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

**58. Writing in Business. (3) . . . . . II**

This course is designed to help students acquire proficiency in writing business letters and reports, particularly to train them for positions as correspondence, order, and adjustment clerks. Individual supervision is given in the writing of letters of application, order, adjustment, credit, collection, and sales; and in planning and executing direct mail selling campaigns.

Prerequisite: Grade of "C" in Commerce 57 or 59, or in English 1.

**59. Readings in Business. (3) . . . . . NO**

A survey of fiction and non-fiction of particular interest to students of commerce and business. Special emphasis will be given to

biographies of business men, to histories of businesses, and to the development of modern industries. The aim is a more comprehensive understanding of the business world.

**60. Business Mathematics. (2) . . . . . EI**

An intensive course in the fundamentals of arithmetic, designed to assist the clerical, secretarial, and accounting student in preparing for a successful career. Students are assigned practical problems and exercises to develop speed and accuracy. Special consideration will be given to interest, discounts, partial payments, taxes, and insurance problems.

**61-62. Bookkeeping. (4-4) . . . . . EI**

An introductory course for bookkeepers and accountants; complete training for the keeping of office books by secretaries; accounting routine which is often required of merchandising and clerical workers. Cash basis accounting is stressed to conform to common income tax practice, and the procedure of recording transactions taught is that most often found on the job in small businesses.

**63. Accounting Problems. (3) . . . . . II**

A course designed for students who plan to follow accounting as a profession. It includes a study of payroll taxes; income taxes; accounting and management; analysis of financial statements; working papers; and advanced theory problems.

Prerequisite: Commerce 61-62 or Economics 14-15.

**67. Law for the Layman. (3) . . . . . EI**

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

**68-69. Business Law. (3-3) . . . . . YR**

A practical course in the principles of law that affect the business relations of persons. Contracts, agency, negotiable instruments, sales, partnership, corporations, property, trusts, and wills. Special emphasis is placed on California laws relating to the conduct of every day business affairs. Legal principles are learned from case studies.

**71. Store Management and Merchandising. (3) . . . EI**

Problems of the store manager and the department buyer. Retail outlets, store location and layout, organization, problems of buying, pricing merchandise, and methods of control for improving efficiency.

**74. Advertising. (2) . . . . . II**

Principles and practices of advertising. Purpose, copy, layout, mechanics, and media. Special stress is laid on copy appeals, types of copy, and suggestions for development of copy. The purpose of this course is to give the merchandising and advertising art student a general knowledge of advertising and the psychology behind advertisements that get results.

**75. Salesmanship. (2) . . . . . EI**

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 to a qualified prospect. His methods of approaching the prospect, demonstrating his goods, and closing his sale are discussed or criticized with a view toward perfecting his selling technique. 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.

**77. Supervised Retail Selling. (4) . . . . . I**

The ideal way for a salesperson to develop skill after he has studied the theory of selling is to work at an actual selling job. In this course, the student spends part of his time in school studying the correct methods, and is expected to work at least ten hours a week as a salesperson in a store, filling station, or other selling agency. The student enrolled in this course can earn while learning. He is supervised on the job, and is given an opportunity to discuss his problems with other class members and the instructor. On the job he has a chance to prove his technique in actual competition with others.

Prerequisite: Commerce 75 or Commerce 71, and consent of instructor.

**79. Textiles. (2) . . . . . I**

A study of textile fabrics, fibres, and processes. Students become familiar with the physical properties of cotton, wool, silk, linen, and

acetates by analyzing and testing samples of materials. Class discussions, individual research projects, demonstrations, and lectures by experts in the fields of merchandising, clothing, costume design, commercial art, color and design.

**80. Non-Textiles. (2) . . . . . II**

A study of leather, fur, metals, woods, porcelains, and glass, and products made from these materials. Class discussions, individual research projects, demonstrations and lectures by experts. Aims to familiarize the students with physical properties and values and to provide the related technical knowledge necessary for students planning to enter those fields of business in which such knowledge is essential.

**81. Principles of Marketing. (3) . . . . . I**

Survey of marketing functions and the agencies concerned in the moving of goods from growers, factories, and mines to the ultimate consumers. Wholesaling, retailing, warehousing, advertising, sales managing, mail order houses, chain stores, and cooperatives.

**90. American Financial Institutions. (2) . . . . . I**

This course is designed to help the young man and woman 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.

**91. Managing Personal Finances. (2) . . . . . II**

A study of the principal problems of personal finance including renting vs. purchasing the home; buying insurance policies and annuities; planning and operating a household budget; providing for a disability or retirement pension; investing and speculating in stocks or bonds; borrowing money; and establishing and using credit. Class discussions, lectures, advice from specialists in finance, problems, and individual research reports.

**95. Investments. (2) . . . . . II**

This course assists the student to prepare for a position with a brokerage company or a stock and bond exchange. The functions and operations of those institutions and their terminology; vocational opportunities and requirements. Individual attention is given to those students having personal investment problems.

**ECONOMICS**

JOHN E. KIENLE . . . . .	Instructor
LOYD S. NOBLE . . . . .	Instructor
ANNE H. RAMBO . . . . .	Instructor
DONALD V. SPAGNOLI . . . . .	Instructor

**1-2. Principles of Economics. (3-3) . . . . YR**

An introductory course dealing with fundamental principles of economics, value, price, wealth, wages, population, and social welfare. An attempt is made to give the student an approach to the economic problems of the day with an intelligent appreciation of the factors which make for sound public policy.

Prerequisite: At least second semester standing.

Parallels University of California Economics 1A-1B.

**10. Economic History of Europe. (3) . . . . II**

A critical survey of the economic history of Europe from the earliest historical times to the present. Stresses economic and social movements and developments, such as Manorism, the Guilds, the Industrial Revolution, the development of cotton and wool industries, the mercantile system, water commerce, and trusts. Emphasis is placed upon the growth and development of English industry.

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

Economic and social history of the United States from its settlement to the present day. Emphasizes geographic, climatic, and economic factors in the development of institutions and organizations. Stress is laid on imperialism and its effects upon world markets; changes occasioned by the factory system, by mass production; and the problems of labor. Internal conditions since 1918 are studied intensively.

Parallels University of California at Los Angeles History 46.

**14-15. Accounting Principles. (3-3) . . . . YR**

Accounting equation; theory of debit and credit; classification of accounts; procedure of recording transactions in modern accounting devices; preparation of balance sheets and profit and loss statements.

Parallels University of California Economics 6A-6B.

**51. Introduction to Economics. (3) . . . . II**

A study of the economic principles and policies that affect the daily life of man. An understanding of the fundamental economic problems and institutions in our present day world. Practical con-

sideration is given to problems of prices, taxation, wages, rent, profit, competition, monopoly, etc. Lectures, reports, and discussions.

**61. Social and Economic Survey  
of the United States. (3) . . . . . EI**

A general study of the economic and social problems of the United States with special emphasis placed on their modern aspects. Such subjects as social security, organized labor, agricultural policies, transportation, etc., will be studied with the idea of acquainting the student with the contemporary world in which he lives. Lectures, readings, and discussions.

**ENGINEERING**

STANLEY M. FALKEN . . . . .	Instructor
ROBERT R. INSLEE . . . . .	Instructor
C. LESLIE NICHOLS . . . . .	Instructor
WALTER C. ROBERTS . . . . .	Instructor
PARK L. TURRILL . . . . .	Instructor

**1. Instrumental Drawing. (3) . . . . . EI**

Training in the manipulation of instruments and in the fundamentals prerequisite to work in engineering. Students with matriculation credit in mechanical drawing cannot take this course for credit. Six hours each week.

**2. Machine Drawing. (3) . . . . . II**

Design and delineation of simple machine parts in the drafting room, with special emphasis upon the production of drawings which conform with standard practice. Six hours each week.

Prerequisite: Engineering 1 or its equivalent.

Parallels University of California Mechanical Engineering 6.

**3. Descriptive Geometry. (3) . . . . . I**

An applied science which treats of the graphic representation of lines, planes, surfaces, and solids. Six hours each week.

Prerequisite: Engineering 1.

**6. Plane Surveying. (3) . . . . . I**

A course in the fundamentals of surveying for all students of engineering. The measurement of distances by pacing, chaining, and the stadia; the use of the Brunton Transit in compass traverses; the computation of area by coordinates; the use and adjustment of Wye and Dumpy levels in differential leveling, level circuits, and cross

sectioning; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, prolonging lines, and the transit traverse. The computation of notes for the staking out of simple curves.

Prerequisite: Plane trigonometry and instrumental drawing.

Parallels University of California Civil Engineering 1A.

**7. Plane Surveying. (3) . . . . . II**

A continuation of Engineering 6. The principles of the stadia as used in the transit and plane table. The stadia triangulation for "control" of topographical surveys. Topographical mapping with the transit and plane table. Observations on Polaris for latitude and "meridian" with the transit and sextant. Solar observations for latitude and azimuth. The use of the Solar Ephemeris in surveying and navigation.

Prerequisite: Engineering 6.

Parallels University of California Civil Engineering 1B.

**8. Materials of Construction. (2) . . . . . II**

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

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

Parallels University of California Civil Engineering 8.

**58. Materials of Construction. (2) . . . . . II**

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

Prerequisite: Chemistry 51 with a grade of "C" or better.

**60. Engineering Computations. (1) . . . . . I**

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

**71-72. Elementary Architectural Drafting. (3-3) . YR**

Skill development based on fundamentals of the manipulation and care of drafting instruments, lettering, line work, use of symbols and conventions, freehand sketching, blue print reading, measured and scale detailing. A study of stock material and equipment sizes, types of frame construction, building codes and styles as related to residential usage. Field trips to current jobs.



**73-74. Advanced Architectural Drafting. (3-3) . YR**

Continuation of Engineering 71-72. Training in presentation media; detailing of structural framing and materials for erection of a building; use of building codes and specifications with reference to fireproof types of construction. Study of physical properties and strength of materials on practical job applications of completed sets of working drawings. Field trips to current construction jobs.

**81-82. Automotive Shop Practice and Theory. (3-3) . YR**

This course is limited to students who are enrolled in the Automotive Mechanics Curriculum. The work is given in the Herbert Hoover High School shops. Transportation must be provided by the student. Four hours daily are required. Three hours of shop and laboratory and one hour of related technical work.

**83-84. Advanced Automotive Shop Practice and Theory. (3-3) . . . . YR**

Continuation of Engineering 81-82.

**85-86. Machine Shop Practice and Theory. (3-3) . YR**

This course is limited to students enrolled in the Machine Shop Curriculum. The work is given at the Glendale High School shops. Transportation must be provided by the student. Four hours daily are required. Three hours of shop and one hour of related technical work.

**87-88. Advanced Machine Shop Practice and Theory. (3-3) . . . . YR**

Continuation of Engineering 85-86.

**91-92. Welding Shop Practice and Theory. (5-5) . YR**

This course may be taken only by students enrolled in the Welding Curriculum. The work is given in the Glendale High School shops. Transportation must be provided by the student. Three hours daily are required.

**93-94. Advanced Welding Shop Practice and Theory. (5-5) . . . . YR**

Continuation of Engineering 91-92.

**95-96. Sheetmetal Shop Practice and Theory. (3-3) . YR**

This course may be taken only by students enrolled in the Sheetmetal Curriculum. The work is given in the Herbert Hoover High

School shops. Transportation must be provided by the student. Four hours daily are required. Three hours of shop and laboratory and one hour of related technical work.

**97-98. Advanced Sheetmetal Shop  
Practice and Theory. (3-3) . . . . . YR**

Continuation of Engineering 95-96.

**ENGLISH**

GERALD NATHAN ALLEN . . . . .	Instructor
MARY JANE COLLINS . . . . .	Instructor
W. C. D. KERR . . . . .	Instructor
RICHARD B. LEWIS . . . . .	Instructor
MAY E. MURPHY . . . . .	Instructor
DERRILL PLACE . . . . .	Instructor

**1-2. Freshman English. (3-3) . . . . . EI**

A foundation course in written composition and reading. Both the reading and the composition work of the first semester are concerned with exposition and the development of the research paper. Novels, short stories, and plays are read, both for enjoyment and for appreciation of purpose and technique. Frequent written assignments will be required each semester, including book reports.

Parallels University of California English 1A-1B.

**5-6. Survey of English Literature. (3-3) . . . . . YR**

The survey course covers the entire field of English literature from the beginnings to the present time. Required of all students whose major subject is English and open to all who have completed English 1-2. The chief objective of the course is to familiarize students with the movements, names, dates, and facts which have been significant in the development of English literature and to provide a sound basis for further and more specialized study. Special consideration of the forms of literature is included.

Prerequisite: English 1-2.

Parallels University of California English 46A-46B.

**3. The Modern Drama. (2) . . . . . II**

A study of modern plays and playwrights. Representative works of European and American dramatists are read, with especial attention given to the literary and sociological importance of the plays written in the last half century. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama. Readings, reports, special assignments, and class discussions.

**10. Shakespeare. (2) . . . . . I**

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.

**50. Mechanics of Writing. (2) . . . . . EI**

A course to improve grammar, punctuation, sentence structure, and spelling. Practice is given in reading and writing. Standards of usage are discussed.

**51. Language and Life. (3) . . . . . I**

A course in reading, writing, and discussion, with emphasis upon the problems of communication.

Several sections of English 51 are offered: Language and Health, Language and Industry, Language and Liberal Arts, Language and the Theater, etc. A student should enroll in the particular section which emphasizes his major interest.

**52. Reading and Thinking. (3) . . . . . II**

A course in reading, writing, and discussion, with emphasis upon improvement of reading comprehension. Basic skills in reading are taught, and reading comprehension tests are taken for every selection read. The readings are accompanied by vocabulary study and assignments in written composition.

Prerequisite: English 51.

**58. The Modern Drama. (2) . . . . . NO**

A study of approximately eighteen of the most important European and American plays of the last fifty years. Especial attention is given to the literary and social significance of the dramas read. The aim of the course is to provide the student with a basis for the intelligent appreciation of modern drama. Readings, reports, and class discussions.

**63. Introduction to World Literature. (2) . . . . . I**

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.

**64. Modern American Literature. (2) . . . . . II**

A course designed to provide a wide reading experience in the

significant American literature of the last fifty years. The important literary movements with their sociological implications are traced chronologically from the 1890's to the present day so that the student may have a background for critical judgment of contemporary American writing.

**66. Modern Periodical Literature. (2) . . . . . I**

A brief historical survey of the development of the magazine, followed by extensive readings selected from current magazine articles. Especial attention is given to the various types of magazines, to aid the student in discovering the more authoritative and better ones. Readings, reports, discussions.

**68. Independent Reading. (2) . . . . . II**

Selected readings. General introduction to types of literature, followed by extensive readings of representative works. Especial attention is given to the value of worthwhile books, to aid the student in broadening his interests and increasing his understanding and enjoyment of literature. Readings, reports, discussions.

**FRENCH**

MARQUERITE V. FOX . . . . . Instructor

W. C. D. KERR . . . . . Instructor

**1. Elementary French. (5) . . . . . EI**

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. May *not* be taken *for credit* by students who have had two years of high school French. Students who have had one year of high school French receive only 2 units of college credit.

Parallels University of California at Los Angeles French A.

**2. Elementary French. (5) . . . . . EI**

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.

Prerequisite: French 1 or two years of high school French.

Parallels University of California at Los Angeles French B.

**3. Intermediate French. (3) . . . . . I**

A thorough review of grammar; composition, translation, and

reading. Oral and written résumés to develop fluency and accuracy in idiomatic usage.

Prerequisite: French 2 or three years of high school French.

Parallels University of California at Los Angeles French C.

**4. Intermediate French. (3) . . . . . II**

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

Prerequisite: French 3 or four years of high school French.

Parallels University of California at Los Angeles French D.

**51. French Culture and Civilization. (3) . . . . . I**

A brief survey of French civilization with the aim of understanding the people of France and their influence in the cultures of other countries. Stress on the growth of political and economic institutions and contributions to science, art, and literature. Background material presented in lectures. Extensive reading and reports by students. Conducted in English.

**51A. French Culture and Civilization. (2) . . . . . I**

French 51 is organized into units of work. For this reason it is possible for students to enter the regular three unit course in French Culture and Civilization at the end of the first grade report period. The class meets three times each week for the remainder of the semester and carries two units of credit.

**52. Conversational French. (3) . . . . . II**

A course in the elements of conversation. It offers drill on correct sounds, practical words, and simple constructions of everyday speech. It is conducted as a progressive journey to and through a foreign land. Words and sentences are taught as they are needed for each day's use. The course is planned to make possible a better understanding of another people and its ways. *Not open to students who have had previous training in French.*

## GEOGRAPHY

D'ALTON B. MYERS . . . . . Instructor

**1. Elements of Geography. (3) . . . . . I**

A development of the underlying principles of human geography through a study of the main features of the physical environment in

their relationship to man's life and activities, particularly as exemplified in type regions; varied map study.

Parallels University of California Geography 1.

**2. Regional Geography. (3) . . . . . II**

Natural divisions of the world and their utilization under different cultural systems. Systematic regional map studies.

Prerequisite: Geography 1.

Parallels University of California Geography 2.

**51. World Geography. (3) . . . . . I**

Geographic knowledge of the climates, rains and winds, temperatures, soils, resources, and locations of countries, cities, and regions helps the student to understand more adequately our complicated economic and social world. By means of lectures, discussions, motion pictures, maps, individual reports, and field trips the student gains knowledge of the geography of Southern California, the United States, and the more important foreign countries.

**55. Economic Geography. (3) . . . . . II**

A survey of the world's resources, industries, and trade routes designed to give the student an understanding of where and how important metals, foodstuffs, fuels, etc., are produced. Iron and steel, coal and petroleum, cotton and silk, wheat, water power, and chemicals are studied in detail, but in addition each student is given the opportunity to investigate special resources in which he is particularly interested.

## GEOLOGY

CLEMENT D. MESERVE . . . . . Instructor

**1. Physical Geology. (3) . . . . . EI**

Dynamic and Structural Geology. A general study of the earth, its materials, structures, and the processes, internal and external, which have aided in determining its present form. Includes the major features of minerals, rocks, erosion, structures, vulcanism, and earthquakes. Three lectures each week, and three or more half-day field trips.

Parallels University of California Geology 1A.

**2. Historical Geology. (3) . . . . . II**

A general study of the origin of the earth, its geological history, the sequence of formations, and the types of life represented in each

period. Stress is laid on ancient climates, former topographies, and economically important deposits.

Prerequisite: Geology 1.

Parallels University of California Geology 1B.

**51. Earth Science. (3) . . . . . EI**

A survey course combining the essentials of physical and historical geology. Emphasis in the first half is placed on geologic processes and in the second half on geologic events. The practical applications of geology are stressed throughout. An attempt is made to give the student an appreciation of the part geology plays in every day life; to increase his enjoyment of the world around him by increasing his understanding of it; to give him a concept of geologic time and some of the forms which have lived in the geologic past.

**72. The Oil Industry. (3) . . . . . I**

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

**GERMAN**

HERMAN H. WIEBE . . . . . Instructor

**1. Elementary German. (5) . . . . . I**

Training in accurate pronunciation through daily drill; elementary grammar and sentence structure. Reading and reproduction of simple prose. This course may *not* be taken *for credit* by students who have had two years of high school German. Students who have had *one* year of high school German receive only 2 units of college credit.

Parallels University of California at Los Angeles German A.

**2. Elementary German. (5) . . . . . II**

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.

Prerequisite: German 1 or two years of high school German.

Parallels University of California at Los Angeles German B.

**3. Intermediate German. (3) . . . . . I**

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.

Prerequisite: German 2 or three years of high school German.

Parallels University of California at Los Angeles German C.

**4. Intermediate German. (3) . . . . . II**

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

Prerequisite: German 3 or four years of high school German.

Parallels University of California at Los Angeles German D.

**51. German Culture and Civilization. (3) . . . . . II**

A brief survey of German civilization with the aim of gaining an international insight and understanding. This class tours Germany. It makes a study of the ports, industrial centers, the Rhine district, the Black Forest, and many cities. The German characteristics and institutions are studied. German music and art are discussed; the reflections of Germanic psychology and philosophy in American history and civilization are traced; and outstanding German contributions in the United States are noted. Conducted in English.

**51A. German Culture and Civilization. (2) . . . . . II**

German 51 is organized into units of work. For this reason it is possible for students to enter the regular three unit course in German Culture and Civilization at the end of the first grade report period. The class meets three times each week for the remainder of the semester and carries two units of credit.

**52. Conversational German. (3) . . . . . I**

A course in the elements of conversation. It offers drill on correct sounds, practical words, and simple constructions of everyday speech. It is conducted as a progressive journey to and through a foreign land. Words and sentences are taught as they are needed for each day's use. The course is planned to make possible a better understanding of another people and its ways. *Not open to students who have had previous training in German.*



**HISTORY**

JAMES L. JONAS . . . . .	Instructor
JOHN E. KIENLE . . . . .	Instructor
ANNE H. RAMBO . . . . .	Instructor
DONALD V. SPAGNOLI . . . . .	Instructor

**1-2. History of Western Europe. (3-3) . . . . EI**

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.

Parallels University of California History 4A-4B.

**3-4. History of the Americas. (3-3) . . . . YR**

A general survey of the history of the western hemisphere from the discovery to the present time. The planting of 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.

Parallels University of California History 8A-8B.

**7-8. The History of Civilization. (3-3) . . . . YR**

The world in which we live today is explained through the study of the progress of civilization. Emphasis is placed upon the economic and social experiments attempted by Egypt, Greece, Rome, India, China, and Japan during ancient times. The modern world is analyzed by a study of those factors which tend to determine present world conditions; namely, Individualism, Christianity, Industrial Capitalism, Imperialism, Democracy, Republicanism, Dictatorships, etc. The survey will give the development of man's achievements from prehistoric to present times, thus giving the student a perspective on past history and an interpretation of current world events.

**12. Pacific Coast History. (2) . . . . I**

A survey of the discovery, exploration, and settlement of Mexico, California, Oregon, Washington, and Alaska. Emphasis is placed upon the development of their particular political, economic, and cultural institutions, along with their present day relationships with each other and the rest of the world, particularly the Orient.

Parallels University of California at Los Angeles History 39.

**61. Pacific Coast History. (2) . . . . . I**

A study of the contributions of the Indians, the Spanish, the Russians, the English, and the Americans to the west coast of the Americas. The economic position of the Pacific Coast is studied in relationship to the power of the United States of America in world affairs.

**62. Contemporary Problems of the Pacific Ocean. (2) . II**

A discussion of the economic and cultural background of Russia, Japan, China, the Philippine Islands, and the Hawaiian Islands; trade; defense; possibilities of war; the opium question; etc. This course is designed for those students who are interested in the Orient and the problems arising from the penetration of Western Civilization. Special emphasis is placed on relations between these areas and the United States of America.

Prerequisite: History 61, or History 3, or History 12.

**63. Contemporary Problems of Latin America. (2) . II**

A study is made of the background of relations between Latin America and the United States. The problems of the Monroe Doctrine, Pan Americanism, and the Good Neighbor Policy are stressed. The advantages and disadvantages of trade relations with the United States of America are discussed. Special attention is paid to Mexico and the ABC powers.

Prerequisite: History 61, or History 3, or History 12.

**HOME ARTS**

EMMA M. UELAND . . . . . Instructor

**1. The American Home. (2) . . . . . I**

Problems of social usage, personality development, and the art of entertaining. Teas, luncheons, and dinners are served. A comparative study is made of customs and manners in foreign countries.

**2. Interior Decoration. (2) . . . . . II**

A study of house planning and furnishing in accordance with art principles. Problems of selection and arrangement of furniture, draperies, rugs, pictures, and decorative objects are emphasized. A study is made of period furniture and historic decorative accessories.

**4. Handicrafts. (2) . . . . . EI**

The application of art principles in the following crafts: weaving,

batik, leather tooling, book binding, wood carving, block printing, stenciling, and wool embroidery.

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

Construction of garments, including sport clothes, afternoon and evening wearing apparel, and suits and coats. A study of pattern construction is made. Clothing selection through the application of art principles of design and color. Two laboratories of three hours each and one lecture each week.

Parallels the University of California Decorative Art 10A-10B.

**21-22. Elementary Food Study. (3-3) . . . . . YR**

The study of the underlying principles of food selection, preparation, service, and preservation; study of recipes, their construction and substitutions; menu making and meal preparation, with emphasis on cost and food value. Two three-hour laboratory periods and one hour lecture each week.

Prerequisite: High School Chemistry or Chemistry 11. (May be taken concurrently.)

Parallels University of California Home Economic 1A-1B.

**25. Elements of Nutrition. (2) . . . . . I**

A study of the principles of nutrition and their application to the problems of growth, physical development, and maintenance of health. This course is planned for pre-nursing students.

Prerequisite: Home Arts 21. (May be taken concurrently.)

**31. Modes and Manners for Men. (1) . . . . . II**

Special consideration is given to practical everyday social problems. Good manners and correct dress, both in the social and the business world, are stressed.

**31. Modes and Manners for Women. (1) . . . . . II**

This course aims to develop good taste in dress. Art principles are emphasized in the study of line and color in costume, and in the use of fabric. Personality types are studied. Practical problems of the clothing budget, dressing on a limited income, and shopping suggestions are also part of this course. Students taking Home Arts 11-12 should not register for this course.

**55. Advanced Handicrafts. (2) . . . . . EI**

An advanced course in handicrafts. Three two-hour laboratory periods each week.

**60. Marriage and the Home. (2) . . . . NO**

A course in the art and science of family life. Such topics as friendships, the engagement, personality adjustments in marriage, and social and economic responsibilities of family members are discussed.

**61-62. Foods: Their Selection, Preparation, and Service. (3-3) . . . . YR**

A comparative study of the fundamental processes of cookery in relation to the problem of family meals, with the necessary study of costs. Two three-hour laboratory periods and one hour lecture each week.

**64. Child Growth and Development. (2) . . . . NO**

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

**65. Domestic Management. (2) . . . . NO**

A systematic study of the problems of domestic management designed to meet the needs of students who will soon have homes of their own, and also for those who are working for their room and board. It will deal with practical home problems, such as cleanliness and sanitation, modern equipment, meal planning and table service, time and money budgeting, relationship of employer and employee, and other subjects of special interest to the home maker.

**73-74. Pattern Construction. (2-2) . . . . NO**

Flat pattern work, drafting, and draping. Each student will make a foundation pattern to fit her figure, and from this other patterns will be developed. The aim of this course is to give the student an understanding of figure construction to the extent that she will not be dependent upon commercial patterns. Two three-hour laboratory periods per week.

**81-82. Cosmetology Practice and Theory. (3-3) . . YR**

The State Board of Cosmetology requires this basic course for certification in the field. Enrollment is limited to students in the Cosmetology Curriculum. The work is given in the cosmetology laboratories at Glendale High School. Transportation must be provided by the student. Four hours daily are required. Three hours

daily are devoted to practical training and one hour to related science study.

**83-84. Advanced Cosmetology Practice  
and Theory. (3-3) . . . . . YR**

Continuation of Home Arts 81-82.

**HYGIENE**

WINIFRED E. CHAMPLIN . . . . .	Instructor
JAMES L. JONAS . . . . .	Instructor
HELEN COX STEELE . . . . .	Instructor
SAM A. TENISON . . . . .	Instructor

**1. Health Education. (2) . . . . . EI**

A consideration of health and its effect on the quality of human life; the effect of exercise and fatigue; prevention in specific diseases; and the hygiene of the different body systems. Required of all students for graduation.

**JOURNALISM**

DERRILL PLACE . . . . .	Instructor
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**1. Introduction to Journalism. (2) . . . . . I**

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

**2. Newspaper Reporting. (2) . . . . . II**

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

**61. Copy Reading. (3) . . . . . I**

By handling copy that is to appear in print, the student interested in writing has an opportunity in this course to prepare copy for publication and to correct the material of other writers. Study of the rules of punctuation; practice in proofreading.

**62. Newspaper Problems. (3) . . . . . II**

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

**81-82. Print Shop Practice and Theory. (5-5) . . . YR**

This course may be taken only by students enrolled in the Printing Curriculum. The work is given in the Glendale High School shop. Transportation must be provided by the student. Three hours daily are required.

**83-84. Advanced Print Shop Practice and Theory. (5-5) . . . . . YR**

Continuation of Journalism 81-82.

**LAW**

LOYD S. NOBLE . . . . . Instructor

**18. Commercial Law. (3) . . . . . I**

A practical course in the principles of law that affect the business relations of persons, including contracts, sales, agency, and insurance. Special emphasis is placed on the study of the laws of California that a person should know in order to take care of his every day business affairs.

Parallels University of California at Los Angeles Business Administration 18A.

**19. Commercial Law. (3) . . . . . II**

A continuation of Law 18. A study of negotiable instruments, partnerships, corporations, securityship, real property, and wills.

Prerequisite: Law 18.

Parallels University of California at Los Angeles Business Administration 18B.

**67. Law for the Layman. (3) . . . . . EI**

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

**LIBRARY SCIENCE**

ESTHER RAMONT NICHOLS . . . . . Instructor

**1. Library Science. (2) . . . . . I**

An orientation course in the use of books and libraries for students who are interested in the field of librarianship as a possible

vocation. It is designed to familiarize students with the tools, techniques, and responsibilities of this field. Practical experience in the routine of the library is an important phase of the course. One hour of lecture and discussion and five hours of laboratory work each week.

### MATHEMATICS

BURGOYNE L. GRIFFING . . . . .	Instructor
CHARLES H. HARRINGTON . . . . .	Instructor
LORAN W. KITCH . . . . .	Instructor
CLEMENT D. MESERVE . . . . .	Instructor
C. LESLIE NICHOLS . . . . .	Instructor
WALTER C. ROBERTS . . . . .	Instructor
PARK L. TURRILL . . . . .	Instructor

#### 1. Intermediate Algebra. (3) . . . . . EI

Fundamental laws, curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binomial theorem, and logarithms. Students who have *two* entrance units in algebra may *not* receive college credit for this course. Students who have one and one-half entrance units in algebra may receive only 2 college credits for this course.

Prerequisite: One year of high school algebra.

#### 2. Trigonometry. (3) . . . . . EI

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, trigonometric analysis, and Napier's rule as used in solving spherical right triangles. A student who has completed a high school course in trigonometry will receive only one unit of credit for this course.

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

#### 3. Plane Analytic Geometry. (3) . . . . . EI

A study of the equations representing the straight line, circle, ellipse, and other conic sections as the locus or equations of first and second degree in rectangular coordinates; methods of writing equations for tangents and normals to circles and conic sections; polar coordinates and transformation of coordinates.

Prerequisite: Two years of high school algebra, plane geometry, and trigonometry, or Mathematics 1 and 2.

Parallels University of California Mathematics 3A.

**4. Differential Calculus. (3) . . . . . EI**

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

Prerequisite: Mathematics 3.

Parallels University of California Mathematics 3B.

**5-6. Integral Calculus, Solid Analytical  
Geometry, and Infinite Series. (3-3) . . . YR**

A study of integration in the indefinite and definite integral. Applications of the definite integral in the determination of areas, volumes, centroids, and moments of inertia. The study of surfaces in the geometry of space; partial differentials, multiple integrals, and infinite series.

Prerequisite: Mathematics 4.

Parallels University of California Mathematics 4A-4B.

**8. College Algebra. (3) . . . . . EI**

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

Prerequisite: Mathematics 2.

Parallels University of California Mathematics 8.

**50. Plane Geometry. (3) . . . . . EI**

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

If a student has not had geometry in high school, he will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 50; if he receives a grade of "C", he will remove only the subject deficiency. If the student has received a "D" in high school geometry, he can raise this grade no higher than a "C"; this will remove the subject deficiency but not the grade deficiency.

A student who has already completed the course in high school geometry with a grade of "C" should *not* enroll in this course. No credit is allowed for the duplication of a high school course.



**61. Fundamentals of Algebra. (3) . . . . . EI**

A course in the fundamental operations of algebra and selected topics in advanced algebra. This course is equivalent to one and one-half years of high school algebra. If completed with a grade of "B" or better, it fulfills the prerequisite for Mathematics 1.

If a student has not had algebra in high school, he will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 61; if he receives a grade of "C", he will remove only the subject deficiency. If the student has received a "D" in high school algebra, he can raise this grade no higher than a "C"; this will remove the subject deficiency but not the grade deficiency.

A student who has completed one year of high school algebra will receive only one unit of credit for this course. A student who has completed one and one-half years of high school algebra will *not* receive credit for this course.

**62. Practical Trigonometry. (3) . . . . . EI**

A general course of instruction in trigonometric computations with applications to problems in navigation and engineering. Slide rule and logarithmic solution of problems. No complex derivation of formulas will be given. The chief emphasis will be on the use of formulas in various fields of activity.

Prerequisite: Mathematics 50 and Mathematics 61, or their equivalents.

**MUSIC**

CHARLES C. HIRT . . . . . Instructor  
IRENE MADDOCKS PATTISON . . . . . Instructor

**1-2. Solfeggio. (2-2) . . . . . YR**

Basic course for all students of both instrumental and vocal music. Extensive drill in sight reading, ear training, and melodic dictation. Students who have had one year of high school chorus and fundamentals may *not* take Music 1 for credit.

**3-4. History and Appreciation of Music. (3-3) . . . . . YR**

A study of the development of form and style in music through lectures, illustrations, and readings with regard to the structure and esthetics of music compositions. The historical development of music is shown through a study of the works of composers from the earliest time to the present day. The course also assists in a better understanding of music literature. Either semester may be taken first.

**5-6. Harmony. (5-5) . . . . . YR**

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

Students who have had one year of high school harmony will receive only 2 units of credit for Music 5. Students who have had one year of high school harmony may enter Music 6 with the consent of the instructor.

Prerequisite: Music 1 or equivalent. (May be taken concurrently.)

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

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

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

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

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. Three hours a week.

Prerequisite: Consent of instructor.

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

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. Three hours a week.

Prerequisite: Consent of instructor.

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

An advanced form of choral art. Repertoire drawn from all ages and cultures. Emphasis on interpretation, choral techniques, and public performance. Three hours a week.

Prerequisite: Consent of instructor.

**21-22. Voice Training. (2-2) . . . . . YR**

The principles of correct tone production and their application to the simpler songs and ballads in English. The course is planned to develop individual accomplishment. Poise, diction, style, tone color, and interpretation are stressed. Class meets once a week for lecture and discussion and once in smaller groups for laboratory work.

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

Standard symphonic literature is studied. The orchestra appears at the college operetta, many college functions, and the Annual Spring Junior College Festival.

Prerequisite: Consent of instructor.

**41-42-43-44. Band. (1-1-1-1) . . . . . NO**

The literature for modern bands is studied. Functions at all college athletic events.

Prerequisite: Consent of instructor.

**81-82-83-84. Ensemble. (1-1-1-1) . . . . . EI**

Small instrumental and vocal groups, meeting as trios, quartets, quintets, etc., will study music suitable for public performance. Special emphasis on phrasing, interpretation, and stage presence. The aim is to prepare for public appearance on programs and radio broadcasts and to gain experience in blending and balance in performance.

Prerequisite: Consent of instructor.

**91-92. Arranging and Conducting. (3-3) . . . . . YR**

The practical essentials of arranging music for various combinations of instruments such as string quartet, brass quartet, dance orchestra, band, and symphony orchestra. Part of the term will be spent in arranging for the popular dance orchestra. The student should be well acquainted with brass, woodwind, or stringed instruments.

Prerequisite: Consent of instructor.

**PALEONTOLOGY**

CLEMENT D. MESERVE . . . . . Instructor

**1. Elementary Paleontology. (3) . . . . . II**

A history of life on the earth with particular reference to the principles of and evidences for organic evolution. An appraisal of the

physical environment of organisms and animal adaptations thereto. The development of life from the simplest forms to the most complex by a study of fossils from all ages. A brief survey of human development.

Parallels University of California Paleontology 1.

### PHILOSOPHY

RALPH LESLIE JOHNS . . . . . Instructor

#### **1-2. Introduction to Philosophy. (3-3) . . . . . YR**

The aims and uses of philosophical study and the relation of philosophy to other subjects. A discussion of how the problems of philosophy arise in the ordinary course of our experience. A review of the more important answers which have been proposed for these problems.

Prerequisite: Sophomore standing preferred.

Parallels University of California Philosophy 6A-6B.

#### **3-4. History of Philosophy. (3-3) . . . . . YR**

The development of philosophical theories from the early Greek period to the end of the eighteenth century, with a brief outline of philosophical movements of the nineteenth century. Attention will be given throughout to the relations of philosophy with social and political conditions and with science, literature, and religion.

Prerequisite: Sophomore standing preferred.

Parallels University of California Philosophy 10A-10B.

#### **51. Social Ethics. (2) . . . . . II**

A survey of the challenging social and moral problems of the present day. Practical application of social ethics in politics, business, the school, and the home. Lectures, discussions, and reports.

### PHOTOGRAPHY

CHARLES H. HARRINGTON . . . . . Instructor

#### **51. Elements of Photography. (2) . . . . . EI**

Development of the basic techniques in the art of taking pictures. Making exposures, developing negatives, the making of prints, and the making of enlargements from both miniature and large negatives. It is expected that the student will, by the end of the course, have mastered the art of making well finished pictures under all ordinary conditions.

Prerequisite: A camera and the consent of the instructor.

**52. Intermediate Photography. (2) . . . . EI**

For more advanced students. Those who show suitable skill will be given opportunities in connection with the drama department, school publications, and sports to take pictures such as those a reporter would have on assignment.

Prerequisite: Consent of the instructor.

**53-54. Advanced Photography. (2-2) . . . . EI**

Continuation of Photography 52.

Prerequisite: Photography 52.

**PHYSICAL EDUCATION FOR MEN**

JAMES L. JONAS . . . . .	Instructor
THOMAS S. RYAN . . . . .	Instructor
SAM A. TENISON . . . . .	Instructor
EUGENE WOLFE . . . . .	Instructor

After registering in a physical education class, a student may substitute practice and participation in a major sport *after* he has been approved by the college physician and accepted by the coach of the sport. However, he must report back to the original physical education class at the close of the season of the particular sport.

**1-2-3-4. Physical Education Activity. (½-½-½-½) . EI**

Limited free exercise and class athletics in various games: touch football, tennis, badminton, volley ball, basketball, soft ball, and horseshoes.

**5. Adapted Activities. (½) . . . . EI**

A modified program of restricted activities to meet the needs of students as indicated by the health records and recommendations of the college physician.

**7. Tennis and Handball—Elementary. (½) . . . EI**

Instruction in fundamentals. Participation in the game for inexperienced players.

**8. Tennis and Handball—Intermediate. (½) . . EI**

Continuation of Physical Education 7.

**9. Badminton and Volley Ball—Elementary. (½) . EI**

Instruction in fundamentals. Participation in the game for inexperienced players.

**10. Badminton and Volley Ball—Intermediate. (½) . EI**

Continuation of Physical Education 9.

**11. Social Dancing—Elementary. (½) . . . . EI**

Instruction in social dancing for men and women who do not know how to dance.

**12. Social Dancing—Intermediate. (½) . . . . EI**

Continuation of Physical Education 11.

**13. Boxing and Wrestling—Elementary. (½) . . EI**

Instruction in fundamentals. Participation in the sport for inexperienced players.

**15. Basketball—Elementary. (½) . . . . EI**

Instruction in fundamentals and participation in the game.

**17. Archery—Elementary. (½) . . . . EI**

Instruction in fundamentals.

**19. Golf—Elementary. (½) . . . . EI**

Instruction in fundamentals.

**30. Leadership. (2) . . . . NO**

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

**PHYSICAL EDUCATION FOR WOMEN**

WINIFRED E. CHAMPLIN . . . . . Instructor

HELEN COX STEELE . . . . . Instructor

**1. Formal Gymnastics. (½) . . . . I**

Instruction in Danish and Swedish gymnastic exercises with marching and games. To improve posture, increase or decrease weight, and develop an appreciation of simple rhythm.

**2. Beginning Sports. (½) . . . . EI**

Instruction in the fundamental techniques of volley ball, basketball, hockey, and baseball in season.

**3. Intermediate Sports. (½) . . . . . EI**

Development of techniques in volley ball, basketball, hockey, and baseball in season with matches and tournaments.

**4. Beginning Tennis. (½) . . . . . EI**

Instruction in fundamental strokes and practice for beginners.

**5. Intermediate Tennis. (½) . . . . . EI**

Practice for those who have had beginning tennis and can pass an examination in fundamental strokes. Instruction in umpiring, doubles and singles tactics.

Prerequisite: Physical Education 4.

**6. Beginning Rhythmic Activities. (½) . . . . . EI**

Instruction in simple clogs and tap dancing with an opportunity for creative expression.

**7. Intermediate Rhythmic Activities. (½) . . . . . II**

Intermediate instruction in clogs and tap dancing.

Prerequisite: Physical Education 6.

**8. Beginning Folk Rhythms. (½) . . . . . EI**

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

**9. Adapted Activities. (½) . . . . . EI**

Rest, ping-pong, sun-baths, or other limited activities as need is indicated on the health record. A class for the student whose medical examination indicates that she should take restricted activities.

**10. Social Sports. (½) . . . . . EI**

Practice in badminton, ping-pong, and deck tennis for fourth semester students.

Prerequisite: Consent of instructor.

**11. Social Dancing. (½) . . . . . EI**

Instruction in social dancing for men and women who do not know how to dance. This class meets once a week for two hours.

**12. Intermediate Social Dancing. (½) . . . . . II**

A continuation of Physical Education 11.

**14. Beginning Archery. (½) . . . . . EI**

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

**15. Intermediate Archery. (½) . . . . . EI**

Practice in shooting and a tournament using the Columbia Round.  
Prerequisite: Physical Education 14.

**30. Leadership. (2) . . . . . NO**

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

**PHYSICS**

BURCOYNE L. GRIFFING . . . . . Instructor

CHARLES H. HARRINGTON . . . . . Instructor

**1-2. General Physics. (3-3) . . . . . YR**

Mechanics, heat, and sound. The laws of motion, dynamics, statics; molecular nature of heat, laws of heat transfer; fundamental laws of sound and musical tone, acoustics of buildings, and modern applications of the theory of sound. Two hours lecture, one three-hour laboratory period each week.

Only engineering students and science majors should enroll in Physics 1-2.

Prerequisite: High school physics or chemistry, and trigonometry (trigonometry may be taken concurrently).

Parallels University of California Physics 1A-1B.

**3-4. General Physics. (3-3) . . . . . YR**

Continuation of Physics 1-2. Electricity and light. The laws of magnetic fields; the laws and measurements of current flow and potential difference; Ohm's law; electromagnetism and induced currents; conduction of electricity through gases; ferromagnetism; radio activity; laws of illumination; photometry; measurement of wave length; spectroscopy. Two hours lecture, one three-hour laboratory period each week.

Prerequisite: Physics 1-2 with a grade of "C" or better.

Parallels University of California Physics 1C-1D.



**5-6. General Physics. (4-4) . . . . . YR**

A study of properties of matter, mechanics, heat, sound, light, electricity, and magnetism. Lectures, demonstrations, problems, and laboratory work. Required of pre-medical students. Elective for liberal arts students. Students desiring a general knowledge of physics should enroll in this course. Three hours lecture, one three-hour laboratory period each week.

Prerequisite: High school physics or chemistry, and trigonometry (trigonometry may be taken concurrently).

Parallels University of California Physics 2A-2B, 3A-3B.

**51. Physical Principles. (3) . . . . . II**

A study of mechanics, heat, sound, light, and electricity, with emphasis on their relation to everyday life. The history of the discovery of important facts and principles, and a study of the biography of some of the great scientists intended to give the student an appreciation of scientific methods. This course is intended for students who are not specializing in science, yet desire to understand something of the physical world in which they live. No credit is given if the student has taken high school physics and obtained a grade of "C" or better

**60. Sound Recording. (1) . . . . . EI**

A laboratory course in which measurements will be made to determine the frequency response, decibel gain, and percent of distortion of various parts of sound equipment. Required of those who operate the college recording equipment.

Prerequisite: Consent of instructor.

**90-91. Shop Work and Instrument Making. (1-1) . EI**

Laboratory work in designing and constructing apparatus for lecture demonstrations and for use in connection with Physics 1-2, 3-4, and 5-6. Registration in this course by permission of instructor in charge. Three hours each week.

**PHYSIOLOGY**

ERNEST W. HAWKES . . . . . Instructor

**1. Physiology for Nurses. (4) . . . . . I**

A study of the functions of the various systems of the human body. Lectures, text assignments, charts, models, and laboratory material.

Prerequisite: High school physiology or chemistry.

**POLITICAL SCIENCE**

JAMES L. JONAS . . . . .	Instructor
JOHN E. KIENLE . . . . .	Instructor
ELMER T. WORTHY . . . . .	Instructor

**1-2. Comparative Government. (3-3) . . . . . NO**

A study of the historical development of the governments of the chief European states: England, France, Germany, Italy, Russia, and others. Governmental institutions, principles, and problems, national and international, are studied. Modern political technique and ideology are analyzed and evaluated in the light of history and man's social development.

Parallels University of California Political Science 1A-1B.

**3-4. American Government. (3-3) . . . . . YR**

A broad survey of the structures, the functioning processes, the services, ideals, and problems of American government. The origin and purpose of various governmental institutions of the United States and how they function. Lectures, discussions, and reports. Students who have credit for Political Science 5 should not enroll in Political Science 3-4; duplication of material studied will result in deduction of units.

Parallels University of California at Los Angeles Political Science 3A-3B.

**5. American Political Ideals. (2) . . . . . EI**

An historical, philosophical, and analytical study of the theory and practice of American government. Special emphasis is placed on American Constitutional history and the development of American democratic thought. A critical study of modern political ideology is made. This, or a similar course, must be taken by all students graduating from a college, and by all who desire a certificate to teach in the State of California.

Prerequisite: At least second semester standing.

**55. American Political Ideals. (2) . . . . . EI**

A study of the individual's part in the functions and processes of government in a democracy. Practical political problems confronting the American people are analyzed by a study of the Constitution, its background, its provisions, and its interpretation. Lectures, reports, and discussions. This course meets the graduation requirement of a two-unit course in the Constitution of the United States.

It is not open to students who have completed Political Science 3-4, or Political Science 5.

**65. American State and Local Government. (2) . . . I**

A study of the development of state constitutions, practices, and laws. The relation of the states to the Federal government and also to county and municipal governments. Political and legal practices are analyzed and evaluated.

**PSYCHOLOGY**

LOIS H. FLINT . . . . . Instructor  
RALPH LESLIE JOHNS . . . . . Instructor

**1-2. General Psychology. (3-3) . . . . . YR**

An intensive study of human and animal behavior: emotions, learning, memory, motivation, thinking, and imagination; the individual and his environment; individual differences in ability, intelligence, personality, maturation, and development; personal applications.

Statistical procedure in psychology; a series of experiments, both individual and group, with statistical and observational treatment; applications of psychology in medicine, law, education, business, and industry.

Prerequisite: Sophomore standing preferred.

Parallels University of California Psychology 1A-1B.

**51. Practical Applications of Psychology. (3) . . . II**

A survey of the practical applications of psychology in the home, school, theater, press, street, vocational and personal relations. The relation of heredity and eugenics to psychology; a psychological study of marriage, the home, the child, adolescence, and adulthood; mental health and conflicts; emotions and their control. Lectures, discussions, readings.

**60. Social Psychology. (2) . . . . . EI**

Student relations to college problems; practical applications of the principles of social psychology in relation to personal development. A survey of several vocations is undertaken by each student. Through lectures, discussions, and reports two objectives are pursued: the student's discovery of himself, and his discovery of a vocation fitting his own characteristics and abilities.

**SOCIOLOGY**

JOHN E. KIENLE . . . . . Instructor

**51. Introduction to Sociology. (3) . . . . . I**

A study of social groups of which students themselves are members; why and how persons act differently under similar circumstances; the basic processes of group behavior and fundamental concepts concerning human relations. Lectures, discussions, and reports.

**52. Applied Sociology. (3) . . . . . II**

A study of specific problems of cultural inefficiencies and social handicaps in society; subnormal and abnormal groups and conditions; problems of marriage, the family, and other social institutions; agencies and methods of treatment, control, and prevention of social maladjustment. Lectures, discussions, and reports.

**SPANISH**

LEROY T. HERNDON . . . . . Instructor

W. C. D. KERR . . . . . Instructor

**1. Elementary Spanish. (5) . . . . . EI**

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. Students who have had one year of high school Spanish receive only 2 units of college credit. May not be taken for credit by students who have had two years of high school Spanish.

Parallels University of California Spanish A.

**2. Elementary Spanish. (5) . . . . . EI**

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.

Prerequisite: Spanish 1, or two years of high school Spanish.

Parallels University of California Spanish B.

**3. Intermediate Spanish. (3) . . . . . I**

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral résumés of readings, and written composition.

Prerequisite: Spanish 2, or three years of high school Spanish.  
Parallels University of California Spanish C.

**4. Intermediate Spanish. (3) . . . . . II**

A continuation of Spanish 3, with reading of more difficult literary texts.

Prerequisite: Spanish 3, or four years of high school Spanish.  
Parallels University of California Spanish D.

**51. Spanish Culture and Civilization. (3) . . . . . II**

The growth of Spanish culture and its expansion into Spanish America through the periods of exploration, colonial development, and independence. Attention is given to the cultural, political, and economic relations between Latin America and North America. The specific contributions of Spain to California history and institutions are studied in detail. This course is conducted in English.

**51A. Spanish Culture and Civilization. (2) . . . . . II**

Spanish 51 is organized into units of work. For this reason it is possible for students to enter the regular three unit course in Spanish Culture and Civilization at the end of the first grade report period. The class meets three times each week for the remainder of the semester and carries two units of credit.

**52. Conversational Spanish. (3) . . . . . I**

A course in the elements of conversation. It offers drill on correct sounds, practical words, and simple constructions of everyday speech. It is conducted as a progressive journey to and through a foreign land. Words and sentences are taught as they are needed for each day's use. The course is planned to make possible a better understanding of another people and their ways. *Not open to students who have previously studied Spanish.*

**SPEECH**

JAMES D. DAVIS . . . . .	Instructor
RICHARD B. LEWIS . . . . .	Instructor
DERRILL PLACE . . . . .	Instructor

**I. Fundamentals of Expression. (2) . . . . . EI**

A study of the fundamentals of speech including the principles governing voice quality, articulation, and clarity of expression. The

course, including modes of speaking, the proper use of action and gesture, the study and improvement of the voice, is designed to give the principles of speech preparation and to help the student acquire a simple, direct manner of speaking. Frequent organized speeches, voice recordings, practice in group discussion, conferences.

**2. Oral Interpretation. (2) . . . . . II**

A continuation of Speech 1 with stress upon reading aloud from prose, poetry, and plays. Choral reading of poetry and group reading of plays. Speaking for radio and public address systems.

Prerequisite: Speech 1.

**3-4. Public Speaking. (3-3) . . . . . JEI**

A study of the fundamental principles of speech preparation, and of simple and direct speaking. Practice in outlining speech material and in presenting extemporaneous speeches. A forum of organized student discussion centering about a study of contemporary affairs. Training in oral composition.

Parallels University of California Public Speaking 1A-1B.

**5-6. Principles of Argumentation. (2-2) . . . . . YR**

The application of the rules of evidence and reasoning to public debate and discussion. Analysis of the types of arguments and refutations. Debate technique. Practice in gathering materials, in briefing, and in preparing a speech for intercollegiate debating.

Prerequisite: Speech 3. (May be taken concurrently.)

**7. Introduction to the Theater. (3) . . . . . I**

A general introductory course offering foundation study for acting and play production, but with stress upon appreciation and enjoyment of the modern stage, radio, and motion pictures. Play reading and evaluation with concentration upon the contemporary period. An introduction to acting and a practical study of general body control for social poise and for acting. Discussions and research in theories of play production. Field trips. Introduction to stage make-up.

**8. Techniques of Dramatic Production. (3) . . . . . II**

A critical and experimental study of the actor's craft. Preparation of plays for production including how to study a play, how to cast, how to plot action, how to plan sets, properties, and lighting. Stage organization and management. Advanced study of make-up.

Each student will produce at least one scene for public presentation and will act in several plays.

Prerequisite: Speech 7.

**50. Speech Improvement. (1) . . . . . EI**

This short, concentrated course is designed to improve speaking in everyday situations. Each section will meet two hours each week for one-half a semester for one unit of credit. At mid-semester, new sections will begin. Class work will include methods of overcoming stage fright, and techniques in conversation and in making class recitations and reports.

**51. Speech Fundamentals. (2) . . . . . II**

This course surveys the fields of informal public speaking, group discussion, conversation, speaking for radio and public address equipment, and reading from the printed page. Individual attention will be given to the improvement of voice and articulation. One lecture session and one laboratory section each week.

**55-56. Fundamentals of Debate. (2-2) . . . . . YR**

A study of the fundamental principles of argumentation and debate, including the analysis of a question, the technique of gathering evidence, essentials of briefing, the construction of arguments, and the principles of rebuttal.

**57. The Theater Today. (3) . . . . . I**

A consideration of the methods used in evaluating stage plays, radio productions, and motion pictures. Materials will include current productions, reviews by critics, and articles and books on the mediums of entertainment. Class activities will include acting for stage and radio, and stage make-up.

**58. Theater Acting, Directing, and Producing. (3) . II**

This course is planned to show how individuals can present stage and radio plays for enjoyment and at the same time develop abilities to act, design, and produce in the theater.

**61-62. Repertory Acting. (2-2) . . . . . YR**

Open to a limited number of advanced students. Plays will be prepared for presentation in the community.

Prerequisite: Speech 7-8 or Speech 57-58.

**71-72. Radio Production. (2-2) . . . . . YR**

A laboratory course in radio script writing, acting, announcing, and producing. Broadcasts will be prepared for presentation over the air.

Prerequisite: Consent of instructor.

NOTE: The courses in drama are planned to give students an introduction to the theater. Work in the department is not primarily intended to train students for the professional stage or radio, but experience and knowledge which are essential to a theatrical career can be acquired. Emphasis is placed upon training for non-professional theater work and enjoyment of stage, radio, and screen productions through a trained appreciation.

**STAGECRAFT**

LEROY T. HERNDON . . . . . Instructor

RICHARD B. LEWIS . . . . . Instructor

**1-2. Stagecraft. (2-2) . . . . . NO**

A laboratory study of techniques in modern stage design, construction, painting, lighting, and backstage organization.

**51-52. Stagecraft. (2-2) . . . . . YR**

Laboratory experience in backstage organization: designing, building, painting, lighting, and handling settings for college plays.

**ZOOLOGY**

ERNEST W. HAWKES . . . . . Instructor

LORAN W. KITCH . . . . . Instructor

**I. General Zoology. (4) . . . . . I**

An introduction to the principles of animal biology, with special reference to the structure, functions, heredity, and evolution of animals. Study and dissection of animal types, assisted by charts and models. Two lectures and two three-hour laboratory periods.

Required of pre-medical and pre-dental students, and psychology, paleontology, and zoology majors.

Prerequisite: High school biology and physiology, or high school chemistry.

Parallels University of California Zoology 1A.



**2. General Zoology. (4) . . . . . II**

A continuation of Zoology 1. Structure and functions of chordate types, including their embryonic development. Two lectures and two three-hour laboratory periods.

Prerequisite: Zoology 1.

Parallels University of California Zoology 1B.

**3. General Biology. (3) . . . . . EI**

A study of the fundamentals, functions, and principles of animal and plant life; the relation of organisms to their environment; modern conceptions of heredity, variation, and evolution; and the biological aspects of human problems. Lectures, demonstrations, readings, reports. Open without prerequisite to all students, but designed for those not specializing in zoology. Not open for credit to students who have had Zoology 1, but students who have taken Zoology 3 may elect Zoology 1-2 for credit.

**51. Biology and Man. (3) . . . . . I**

An exploratory course in the life sciences, particularly a study of man in his relation to other living things; his origin and inherited characteristics; and his future from a biological standpoint. Lectures, demonstrations, and related laboratory work.

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## NOTES

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