

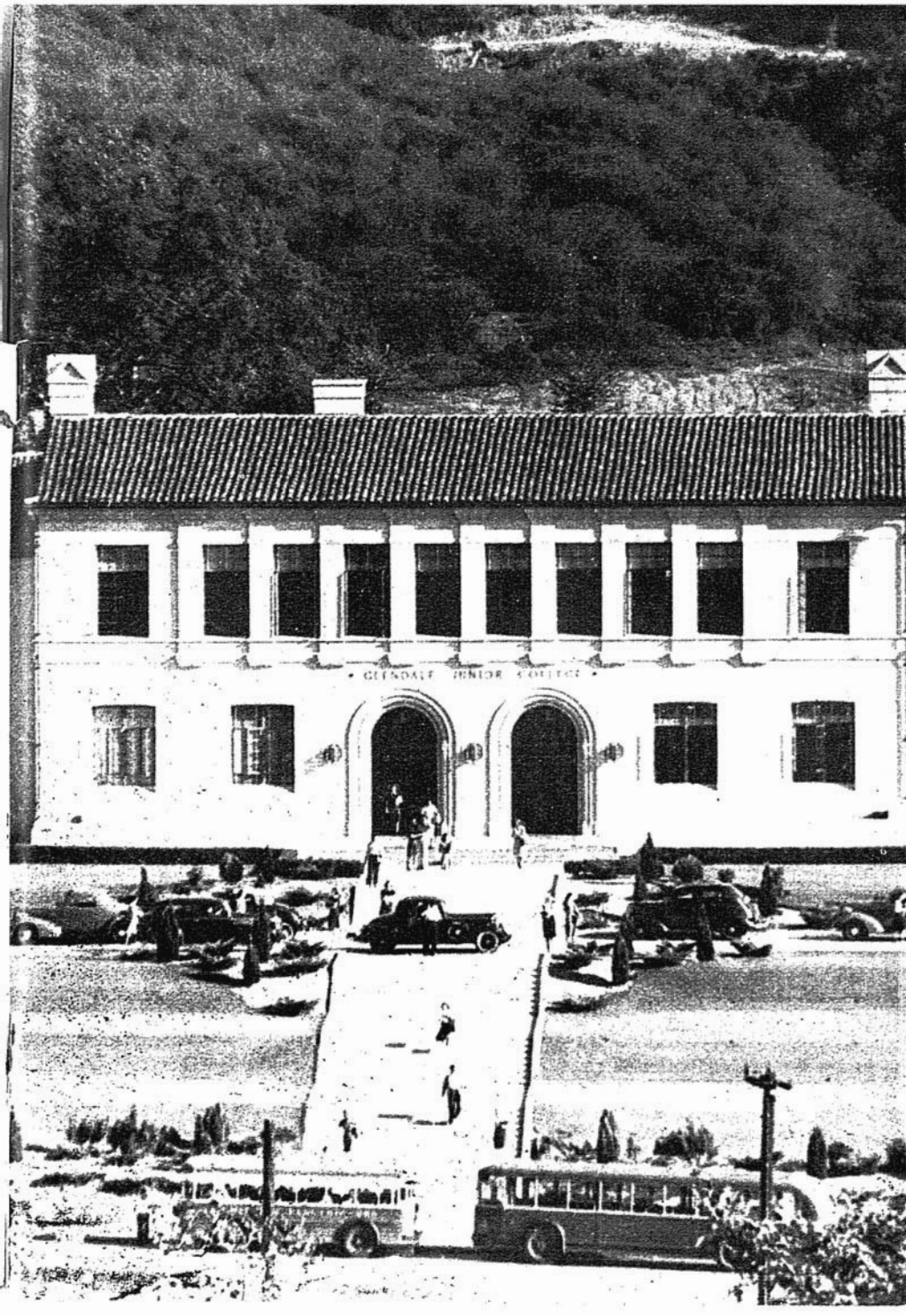
GLENDALE

JUNIOR COLLEGE

GLENDALE, CALIFORNIA



**CATALOG AND
ANNOUNCEMENT
OF COURSES
1942--1943**



GLENDALE JUNIOR COLLEGE

CATALOG

AND ANNOUNCEMENT OF COURSES

1942-1943



GLENDALE, CALIFORNIA

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COLLEGE YEAR 1942-1943

FIRST 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			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

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					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	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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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SECOND SEMESTER

FEBRUARY

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						

MARCH

S	M	T	W	T	F	S
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28	29	30	31			

APRIL

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MAY

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
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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			

CALENDAR 1942-1943**Fall Semester**

- September 10—Psychological Examinations 8:30 A. M.
September 14—Registration
September 15—Registration
September 16—Registration
September 17—Class Instruction Begins
September 25—File Permanent Programs
October 23—Grade Reports (First)
November 11—Holiday—Armistice Day
Nov. 26-27—Thanksgiving Vacation
December 4—Grade Reports (Second)
Dec. 21-Jan. 4—Christmas Vacation
January 29—End of Semester

Spring Semester

- January 28—Psychological Examinations 8:30 A. M.
February 1—Registration
February 2—Registration
February 3—Class Instruction Begins
February 11—File Permanent Programs
February 12—Holiday—Lincoln's Birthday
February 22—Holiday—Washington's Birthday
March 12—Grade Reports (First)
April 19-23—Easter Vacation
April 30—Grade Reports (Second)
May 31—Holiday—Memorial Day
June 18—End of Semester

ADMINISTRATION

Board of Education

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



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

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.

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.

HANSON, JOHN M.—Sheetmetal

Diploma, University of California at Los Angeles.

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.

KLOTZ, DOROTHY ESTHER—Commerce
B.S., Ohio State University; M.S., University of Southern
California.

LEASE, LELAND J.—Physics
A.B., Ohio Wesleyan University; M.A., Stanford Uni-
versity.

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.
- NASHT, WILLIAM L.—Machine Shop
Diploma, Ecole de Mecanique, Switzerland.
- 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, Aviation
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; MA., 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.

*Absent on leave.

**Absent on military 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

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

BUILDINGS AND EQUIPMENT

Two main buildings on the campus are occupied by classrooms, laboratories, and offices. A new technological building housing a machine shop, a sheet metal shop, and a drafting room opened in the spring of 1942. 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 Glendale Junior College is designed to serve the educational needs of all mature citizens of the community.

The following general types of educational services are provided:

1. Career Training Opportunities

- a. Programs of study are offered in several occupational fields: aviation drafting, secretarial work, merchandising, finance and accounting, sheet metal, machine shop, 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. A student with a satisfactory high school and junior college record will receive full credit for all work done in Glendale Junior College provided he has met the specific requirements of the college or university to which he transfers. The University of California usually will not accept more than 70 units of junior college work for transfer.

3. Opportunities To Make Up High School Deficiencies

A student with a poor high school record who wishes to enter upon a program leading to advanced standing at a four-year college or university may take advantage of opportunities to make up his high school deficiencies. Such a student will often need more than four semesters in junior college to complete the Lower Division requirements. The program should be planned with the written advice of the registrar of the school to which the student expects to transfer.

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.

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. Entrance Examinations supplement the high school record in determining a student's interests and ability. Aided by the information derived from these tests and by the high school record, the counselor will assist the student in selecting a program, and will thereafter be available for conferences on courses, activities, and problems that may arise in connection with college life.

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.

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 student employment office is located in room 111 where students may confer with the faculty chairman of the Placement Committee, and file applications for part-time or full-time work. Notices of available positions are posted on a bulletin board and published weekly in El Vaquero, the college newspaper.

In addition to the positions listed with the placement bureau, 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

Each semester there are scholarships available for both men and women students. A student who has completed at least one semester in Glendale Junior College with a "B" average is eligible for the Patrons' Club scholarships. Sophomore women students who have maintained a "B" average are eligible for the scholarship awarded by the American Association of University Women. Selection of students for these scholarships is made by the faculty Scholarship Committee on

the basis of academic record, student need, character, and service to the school. Students desiring information about scholarships or loans should consult the Dean of Women or the Dean of Men.

STUDENT UNION AND BOOKSTORE

In the Student Union are located the bookstore, the cafeteria, and the fountain. They are operated by the Associated Student Body under the supervision of a manager 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, aviation, art, athletics, debate, DeMolay, dramatics, engineering, international relations, journalism, music, photography, religion, scholarship, science, service, social arts, Y.M.C.A., and 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.

The Associated Students sponsor three publications: EL VAQUERO, a weekly newspaper, LA REATA, a yearbook, and a student directory.

STUDENT FINANCES

Student body funds, derived from the student body membership fees, the student book store and cafeteria, and all other student body activities, 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. Other individuals, over 18 years of age, may be admitted upon the recommendation of the Director of the College.

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. Students transferring from another college or university must also present transcripts covering this work.

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.

RESIDENCE REQUIREMENTS

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

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

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

(a) A student living in the Glendale Junior College District may attend Glendale 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.

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

(d) **An out-of-state student** may be admitted to the Glendale Junior College provided his application is accepted by the Administration.

ENTRANCE EXAMINATIONS

English Placement Examination

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

Psychological Examination

The Psychological Examination is designed to test the student's ability in various types of work and should serve as a guide to 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 necessary in certain commerce and music courses. If these tests are not taken prior to registration, considerable time may be lost in case failure to qualify requires a complete re-registration.

Tests Available to Students Upon Application

The counseling staff has 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, and the Strong Vocational Interest Test.

COSTS

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

The executive committee of the Associated Student Body has agreed upon dues of \$6.00 per semester for the next college year. A year's membership may be purchased for \$10.00. According to the constitution of the Associated Student Body no refund on dues is payable after the sixth week of the college year.

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

PHOTOGRAPHS

For purposes 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

A student may enroll in any course offered at the Glendale Junior College provided he has fulfilled the stated prerequisites, if any, for the course. However, a student should realize that the prerequisites for some courses can not be stated in terms of specific subjects previously studied. In the case of many courses which have no stated prerequisites, the actual prerequisites may consist of previous successful experience with related subjects, the ability to read with speed and understanding, and the ability to express one's self in clear and concise English. These factors are considered by counselors when assisting the student with his program.

A student with poor scholastic records in any subject field should not expect to carry advanced work in that field unless

he can present definite evidence to his counselor concerning his present capacity for such advanced work.

TRANSFERS TO THE UNIVERSITY OF CALIFORNIA

The University of California admits students to Freshman standing under the University of California Admissions Plan by certificate¹, by reason of superior scholarship, and by examination (see University of California Catalog).

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

A student who has **not** qualified for admission to the University of California as a freshman may enter Glendale Junior College and transfer to the University of California after he has met the requirements for making up high school deficiencies², as stated by the University of California:

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

¹Completion of the following subjects in grades 9 to 12. (The student must have a "B" average in the subjects completed in grades 10 to 12.)

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

²A subject deficiency under the University of California Admissions Plan results from a student's not having completed, with a grade of at least "C", all the high school subjects listed under (a) to (f). See Footnote for Admission by Certificate.

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

TRANSFERS TO OTHER COLLEGES AND UNIVERSITIES

A student may take a program at the Glendale Junior College which will qualify him for junior standing at any of the four year colleges and universities of the United States. The requirements of colleges and universities vary so greatly that it is not possible to prescribe a program of work which will apply to all of them.

In all cases the student should consult the catalog of the college or university to which he intends to transfer. He should choose his courses at the Glendale Junior College in accordance with the lower division requirements of the college or university of his choice as outlined in its catalog.

In addition, it is advisable for him to submit his high school transcript plus his proposed junior college program to the registrar of the chosen college or university for tentative approval.

Catalogs of schools, colleges, and universities are available in the college library and in the counselors' office. They may also be obtained from the registrar of the college or university in which the student is interested.

REGULATIONS

GRADES AND SCHOLARSHIP

Unit of Work

College work is measured in terms of the "unit". One hour of class work a week for one semester is considered one "unit" of work.¹ In the Announcement of Courses, pages 40 to 84 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.

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

Unit Limitations

The normal program for a student at Glendale Junior College is 16½ units.

A student should 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 who is working half-time (20 hours per week) should not register in more than 9½ units. A student who is working full time (40 hours per week) should not register in more than 6½ units.

If a student fails to maintain a "C" average any semester, his study program will be limited to 12½ units the following semester.

Under no circumstances will a student be permitted to carry more than 17½ 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 16½ units a semester unless the student has achieved a "B" average in a full program the preceding semester.

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 removed, the incomplete grade automatically becomes a grade of "F". Before an instructor may give a student an incomplete rather than an "F" at the end of a semester, he must make arrangements with the office. Except in the case of an "E", instructors will not be permitted to change a grade once it has been accepted by the 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.

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

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"—0 grade points.

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

ATTENDANCE

A junior college student is expected to attend all sessions of the classes in which he is enrolled. Absence from class may result in a lowered grade or in exclusion from class. The following regulations govern the attendance policies of the Glendale Junior College.

1. Instructors will give consideration to the number of avoidable absences, if any, in the determination of final grades. Instructors may drop a student who has excessive absences from class.
2. The Administration Committee will consider any case of a student who is negligent concerning attendance to determine whether or not such negligence is cause for dismissal from college.
3. There is no penalty for absence caused by illness of the student or by serious illness or death in the family, provided the work can be and is made up.

PHYSICAL EDUCATION

Each student is required to enroll in physical education and to complete with passing grades four semesters of work.

A student who is twenty-six years of age or older at the time of registration may be exempt from this requirement provided he petitions the Physical Education department and the petition is granted.

A student carrying an initial program of seven units or less may be exempt from this requirement provided he petitions the Physical Education department and the petition is granted.

A student with a physical disability should file the medical evidence of his disability with the Registrar at the time of registration. The Physical Education department will cooperate in developing a program of modified activities for such cases.

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.

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 may obtain an honorable dismissal by making an 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. 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 fails to maintain a "D" average after one semester with an average below "C", he will be suspended from college.
2. 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 either of the above rules, the student should petition the Administration Committee, which is composed of the Director (Chairman), the Dean of Men, the Dean of Women, and the Registrar.

TRANSCRIPTS 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 the requirements for transfer, the student should refer to the catalog of the college or university that he expects to enter.

Catalogs of schools, colleges, and universities are available in the college library and in the office of the counseling staff, or can be obtained from the registrar of the college or university in which the student is interested.

GRADUATION REQUIREMENTS

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

1. Two semester units in the Constitution of the United States, including the study of American Institutions and Ideals.
2. 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.
3. A major consisting of at least 20 semester units in a specified field of study.
4. A program of health and physical education as follows:
 - a. 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).
 - b. Passing grades in four semesters of physical education.¹

¹A student with a recognized physical disability should consult with the registrar's office concerning this requirement.

SUGGESTED CURRICULA

Upon entering Junior College it is advisable for every student to make out a two-year program with a specific goal in mind, planning for the proper sequence of courses.

Any curriculum suggested below may be modified to meet the needs of the individual student.

An entering student who plans to transfer to a college or university must assume the responsibility of learning both the entrance and transfer requirements of the college or university which he expects to attend, and outline his junior college work accordingly.

ARCHITECTURE**(University of Southern California)**

High school preparation: Mechanical Drawing

French (2 years)

Plane Geometry

Intermediate Algebra

Freehand drawing and solid geometry are recommended.

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English 1-2	3	3	Physics 5-6	4	4
History 1-2	3	3	Speech 3-4	3	3
Art 5-6	2	2	Economics 1-2	3	3
Art 3-4	2	2	Psychology 1	3	
Mathematics 2-8	3	3	Art 11	2	
Engineering 3	3		Art 34	1	
Hygiene 1		2	Political Science 5		2
			Mathematics 3		3
Total	16½	15½	Total	16½	15½

ART**Advertising Art**

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Art 1-2	3	3	Art 7-8	2	2
Art 3-4	2	2	Art 11-12	2	2
Art 5-6	2	2	Art 37-38	2	2
Art 35-36	2	2	Commerce 31	3	
Art 34	1		Commerce 33	2	
Zoology 3		3	Commerce 34		2
English	3	3	Commerce 37-38	2	2
Hygiene 1	2		Sociology 31-32	3	3
Speech 41	1		Psychology 32		3
Total	16½	15½	Total	16½	16½

Costume Design

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Art 3-4	2	2	Art 1-2	3	3
Art 13-14	2	2	Speech 11	3	
Art 34	1		Psychology 32		3
Art 31		3	Commerce 37-38	2	2
Home Arts 11-12	3	3	Sociology 31-32	3	3
Home Arts 15		2	Home Arts 3	2	
English	3	3	Electives	2	4
Speech 41	1				
Hygiene 1	2		Total	15½	15½
Electives	2				
Total	16½	15½			

AVIATION

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English	3	3	Aviation 31-35	5	5
Sociology 31-32	3	3	Aviation 32-36	3	2
Mathematics	3	3	Aviation 37		3
Meteorology 1	2		Physics 10	3	
Geography 45	2		¹ Radio Code	1	1
Navigation 1		3	Electives	4	5
Navigation 2		2			
Electives	3	2	Total	16½	16½
Total	16½	16½			

¹Radio Code will probably be given as part of the Extended Day program of the Glendale Junior College.

AVIATION DRAFTING

High school preparation: Mathematics
Mechanical Drawing
Machine Shop

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Aviation 21-22	8	8	Aviation 23-24	8	8
Physics 10		3	Aviation 11	2	
Engineering 41	1		Aviation 12		2
Mathematics	3	3	Physics 5-6	4	4
English 31-32	3	3	Sociology 31-32	3	3
Hygiene 1	2				
Total	17½	17½	Total	17½	17½

COMMERCE AND BUSINESS

Clerical

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Commerce 15-16	3	3	Commerce 21-22	4	4
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 5A-5B	4	4	Commerce 5C-5D	2	2
Commerce 29		2	Commerce 45		2
Sociology 31-32	3	3	Commerce 32		3
Electives	3		Law 31	3	
			Hygiene 1	2	
			Electives	3	3
Total	16 1/2	15 1/2	Total	16 1/2	16 1/2

Secretarial

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 3A-3B	5	5	Commerce 3C-3D	4	4
Commerce 15-16	3	3	Commerce 5A-5B	4	4
Commerce 21-22	4	4	Law 31		3
			Sociology 31-32	3	3
Total	15 1/2	15 1/2	Hygiene 1	2	
			Total	15 1/2	16 1/2

Medical or Dental Secretary

High school preparation: Algebra
 Geometry
 Chemistry

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Commerce 15-16	3	3	Commerce 21-22	4	4
Commerce 1A-1B	3	3	Commerce 3A-3B	5	5
Commerce 5A		4	Chemistry 45-46	3	3
Sociology 31-32	3	3	Psychology 31	3	
Chemistry 41-42	4	4	Bacteriology 41		4
Physiology 41	4		Hygiene 1	2	
Total	17 1/2	17 1/2	Total	17 1/2	16 1/2

Merchandising

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Commerce 21-22	4	4	Commerce 37-38	2	2
Commerce 15-16	3	3	Commerce 31	3	
Commerce 29	2		Commerce 35	4	
Commerce 33	2		Commerce 34		2
Commerce 1A	3		Law 31		3
Commerce 32		3	Sociology 31-32	3	3
Geography 32		3	Psychology 31-32	3	3
Hygiene 1		2	Speech 41	1	
Electives	2		Art 31		3
Total	16½	15½	Total	16½	16½

Finance and Accounting

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Commerce 21-22	4	4	Commerce 27-28	3	3
Commerce 15-16	3	3	Commerce 5A-5B	4	4
Commerce 29	2		Commerce 41	2	
Commerce 1A	3		Commerce 42		2
Sociology 31-32	3	3	Commerce 31	3	
Geography 32		3	Commerce 32		3
Hygiene 1		2	Law 18-19	3	3
Speech 41	1		Total	15½	15½
Total	16½	15½			

Commerce

(University of California, Berkeley)

High school preparation: Algebra (2 years)
Chemistry or Physics

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English 1-2	3	3	Economics 1-2	3	3
Foreign Language	5	5	¹ Economics 14-15 or		
Geography 1-2	3	3	Law 18-19	3	3
Hygiene 1	2		Science	3	3
Mathematics 2		3	² Social Science	3	3
Economics 11		3	Foreign Language	3	3
Electives	3		Political Science 5	2	
Total	16½	17½	Total	17½	15½

¹Neither Economics 14-15 nor Law 18-19 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.

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

Business Administration

(University of California at Los Angeles)

High school preparation: Algebra (2 years)
Chemistry or Physics

FIRST YEAR	UNITS	SECOND YEAR	UNITS
Physical Education	1/2 1/2	Physical Education	1/2 1/2
English 1-2	3 3	¹ Foreign Language	3 3
¹ Foreign Language	5 5	Economics 1-2	3 3
Geography 1-2	3 3	Economics 14-15	3 3
² Social Science	3 3	Mathematics 8	3 3
Hygiene 1	2	Political Science 5	2
Mathematics 2	3	Speech 3	3
Total	16 1/2 17 1/2	Economics 11	3
		Electives	2
		Total	16 1/2 15 1/2

¹The student may substitute courses in Natural Science in place of the Foreign Language courses.

²The student is required to select either History 1-2, History 3-4, Political Science 3-4, or Psychology 1-2.

DENTISTRY

High school preparation: Chemistry
Physics
Trigonometry
Mechanical Drawing

FIRST YEAR	UNITS	SECOND YEAR	UNITS
Physical Education	1/2 1/2	Physical Education	1/2 1/2
Chemistry 1-2	5 5	Zoology 1-2	4 4
Physics 5-6	4 4	Chemistry 5-6	3 3
French 1-2 or		French 3-4 or	
German 1-2	5 5	German 3-4	3 3
Mathematics	3	English 1-2	3 3
Hygiene 1	2	Political Science 3-4	3 3
Total	17 1/2 16 1/2	Total	16 1/2 16 1/2

ENGINEERING

High school preparation: Algebra (2 years)

Trigonometry
Solid Geometry
Chemistry
Physics
Mechanical Drawing

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Chemistry 1-2	5	5	Engineering 11-12	3	3
Physics 1-2	3	3	Physics 3-4	3	3
Mathematics 3-4	3	3	Mathematics 5-6	3	3
English 1-2	3	3	Engineering 3-8	3	2
Hygiene 1	2		¹ Electives	4	5
Political Science 5		2			
			Total	16½	16½
Total	16½	16½			

¹Students in mining, metallurgical, or petroleum engineering should elect Chemistry 3-4. Students in petroleum, or sanitary and municipal engineering must take Chemistry 5-6. All students in civil and mining engineering should elect Geology 1-2.

HOME ARTS

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Home Arts 1-2	2	2	Home Arts 3-4	2	2
Home Arts 21-22	3	3	Home Arts 11-12	3	3
English	3	3	Home Arts 25	2	
Art 3	2		Sociology 31-32	3	3
Commerce 37	2		Psychology 31	3	
Hygiene 1	2		Law 31	3	
Commerce 1A		3	Commerce 45		2
Art 31		3	Hygiene 1D		2
Electives	2	2	Electives		3
			Total	16½	15½
Total	16½	16½			

JOURNALISM

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
Journalism 1-2	2	2	Journalism 11-12	3	3
Foreign Language	5	5	Economics 1-2	3	3
English 1-2	3	3	English	3	3
Science	3	3	Foreign Language or		
Law 31	3		Science	3	3
Hygiene 1		2	History	3	3
			Political Science 5	2	
Total	16½	15½	Electives		2
			Total	17½	17½

LAW

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English 1-2	3	3	Science	3	3
Foreign Language	5	5	Economics 1-2	3	3
History 1-2	3	3	Speech 3-4	3	3
Political Science 3-4	3	3	Foreign Language or		
Hygiene 1		2	Mathematics or		
Electives	2		Philosophy 1-2	3	3
Total	16½	16½	Electives	4	4
			Total	16½	16½

MACHINE SHOP

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English	3	3	Sociology 31-32	3	3
Mathematics	3	3	Physics	3	
Engineering 1-2	3	3	Aviation 11	2	
Shop 1-2	8	8	Shop 3-4	8	8
Total	17½	17½	Hygiene 1		2
			Electives		2
			Total	16½	15½

MEDICINE

High school preparation: Chemistry
 Physics
 Algebra (2 years)
 Trigonometry
 Foreign Language (2 years)

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English 1-2	3	3	French 3-4 or		
French 1-2 or			German 3-4	3	3
German 1-2	5	5	Zoology 1-2	4	4
Political Science 3-4	3	3	Chemistry 5-6	3	3
Chemistry 1-2	5	5	Hygiene 1	2	
Total	16½	16½	¹ Electives	4	6
			Total	16½	16½

¹Physics 5-6 and 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

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Music 1-2	2	2	Music 3-4	3	3
Music 5-6	5	5	Music 7-8	2	2
Music 11-12 or			Music 25-26	3	3
Music 15-16	1	1	Music 13-14 or		
Music 21-22	2	2	Music 17-18	1	1
Music 31-32	1	1	Speech 11-12 or		
English	3	3	Speech 31-32	3-2	3-2
Hygiene 1	2	2	Sociology 31-32	3	3
Electives		2			
Total	16 1/2	16 1/2	Total	15 1/2-	15 1/2-
				14 1/2	14 1/2

NURSING**(One Year Course)**

High school preparation: Algebra
 Geometry
 Chemistry or Physiology

FIRST SEMESTER	UNITS		SECOND SEMESTER	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
English	3	3	Psychology	3	3
Chemistry 41	4	4	Bacteriology 41	4	4
Physiology 41	4	4	Anatomy 41	4	4
Home Arts 21	3	3	Hygiene 1	2	2
Hygiene 10	2	2	Hygiene 4	2	2
Total	16 1/2	16 1/2	Total	15 1/2	15 1/2

NURSING**(Two Year Course)**

High school preparation: Algebra
 Geometry
 Chemistry or Physiology

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	1/2	1/2	Physical Education	1/2	1/2
Chemistry 41-42	4	4	Psychology 1-2	3	3
Physiology 41	4	4	Sociology 31-32	3	3
Foreign Language	5	5	Home Arts 21	3	3
English	3	3	Home Arts 25	2	2
Anatomy 41		4	Bacteriology 41		4
Total	16 1/2	16 1/2	Hygiene 1	2	2
			Hygiene 4		2
			Hygiene 10		2
			Electives	3	3
			Total	16 1/2	14 1/2

SHEETMETAL

FIRST YEAR	UNITS		SECOND YEAR	UNITS	
Physical Education	½	½	Physical Education	½	½
English	3	3	Sociology 31-32	3	3
Mathematics	3	3	Physics	3	
Engineering 1	3		Aviation 11	2	
Shop 11-12	8	8	Shop 13-14	8	8
Shop 16		3	Hygiene 1		2
			Industrial Organization		2
Total	17½	17½	Total	16½	15½

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 for 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 in **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 61):

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

41. 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 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.) (This prerequisite may be waived for students who are not majoring in art.)

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.)

31. 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.

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 when 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) . . . ^{EL}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-) 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.

AVIATION

ANNE H. RAMBO INSTRUCTOR

WALTER C. ROBERTS INSTRUCTOR

THOMAS S. RYAN INSTRUCTOR

11. Aircraft Materials and Processes. (2) ^{no} 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.

12. Elementary Stress Analysis. (2) ^{no} II-

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

Prerequisite: Mathematics 2 or equivalent. (May be taken concurrently.)

21-22. Elementary Aviation Drafting. (8-8) ^{EI} 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.

23-24. Advanced Aviation Drafting. (8-8) ^{EI} 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.

31. Elementary Ground School. (5) ^{no} EI-

A detailed study of six phases of aviation: history of aviation; theory of flight and aircraft; civil air regulations; navigation; meteorology; and instruments. 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. A requirement for students taking Elementary Civilian Pilot Training. An aid to students studying for their private pilot license.

32. Elementary Flight Instruction. (3) ~~EL~~ ^{no}

Actual training in flight under the supervision of an approved flight school. A minimum of thirty-five dual and solo hours is required of all students enrolled in Elementary Civilian Pilot Training.

35. Secondary Ground School. (5) ~~EL~~ ^{no}

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

36. Secondary Flight Instruction. (2) ~~EL~~ ^{no}

Actual training in flight in ships of 150 horsepower or more under the supervision of an approved flight school. A minimum of 40 dual and solo hours is required of all students enrolled in Secondary Civilian Pilot Training.

37. Aircraft Power Plants. (3) ~~EL~~ ^{no}

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

BACTERIOLOGY

ERNEST W. HAWKES INSTRUCTOR

41. 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.

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

CHEMISTRY

CHARLES H. HARRINGTON . . . 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) ^{EI}~~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) ^{EI}~~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.

45-46. Biochemistry. (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 medico-dental 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.

47-48. Chemical Apparatus. (1-1) EI

Laboratory work in designing and constructing apparatus for chemical lecture demonstrations. Registration in this course by permission of the instructor in charge. Three hours each week.

COMMERCE

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 3A, 3B, 3C, 3D, 3E, 3F) and Office Practice (Commerce 5A, 5B, 5C, 5D). 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.

1A. 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.

1B. Intermediate Typing. (3) EI

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

Prerequisite: Commerce 1A or a net speed of 26 to 40 words a minute.

1C. 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 1B or a net speed of 41 to 50 words a minute.

1D. Advanced Typing. (2) EI

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

Prerequisite: Commerce 1C or a net speed of 51 to 60 words a minute.

3A. 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.

3B. Intermediate Shorthand. (5) EI

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

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

3C-D-E-F. 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 3C: 80 word certificate
Commerce 3D: 100 word certificate
Commerce 3E: 120 word certificate
Commerce 3F: 130 word test

5A-5B. 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 desir-

able personality traits, and qualifications of office workers. Five hours each week. **Students may enroll in Commerce 5B without having taken Commerce 5A.**

5C-5D. 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 5D without having taken Commerce 5C.**

Prerequisite: Commerce 5A and 5B with a grade of "C" or better.

11A-11B-11C. Intensive Business Training. (5-5-5) . . . EI

An intensive course designed to meet the needs of the student who has a limited time to prepare for a position in business. Beginning and advanced shorthand, typing, office machine calculation, duplicating processes, Dictaphone transcription, filing, office techniques, business English, mathematics, and accounting are offered. Instruction is individualized and every opportunity is given the student to complete the work he needs as quickly as he can master the subject matter. Students may enroll in any or all of these subjects at any time. Certificates of Proficiency are granted upon attainment of set standards. Four hours daily. Five units of credit are granted for the completion of each six weeks period. Minimum credit is five units and the maximum credit is 15 units.

15. 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.

16. 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.

21-22. Bookkeeping. (4-4) ^{no} ~~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.

27-28. Bookkeeping—Applied. (3-3) **YR**

3. Theory and practice of budgetary accounting. Practical experience in Student Accounting Office: receipt and disbursement of money, preparation of daily deposits, recording transactions, posting, balancing books daily, reconciling bank statements, and preparation of monthly financial statements. Problems related to tax reports (sales, payroll, amusement, and property taxes) and insurance (workmen's compensation, fire, and theft).

29. 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.

31. 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.

32. Store Management and Merchandising. (3) ^{no} ~~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.

33. Salesmanship. (2) ~~El~~

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.

34. Advertising. (2) ~~El~~

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.

35. 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 33 and Commerce 32 or consent of instructor.

37. Textiles. (2)

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.

38. Non-Textiles. (2)

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.

41. American Financial Institutions. (2)

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.

42. Investments. (2)

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.

45. Managing Personal Finances. (2)

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.

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.

11. Economic History of the United States. (3) II

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. Principles of Accounting. (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.

ENGINEERING

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 deliniation 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.

8. Materials of Engineering 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.

11-12. Plane Surveying. (3-3) **YR**

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 adjustment of Wye and Dumpy levels in differential leveling; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, prolonging lines, and the transit traverse. The computation and layout of horizontal and vertical curves. Topographical mapping with the transit and plane table. Observations on Polaris and the sun for latitude and azimuth.

Prerequisite: Plane trigonometry and instrumental drawing.

Parallels University of California Civil Engineering 1A-1B.

41. Engineering Computations. (1) **EI**

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.

48. Engineering Materials. (2) **II**

A study of the structural properties, behavior, and adapt-

ability of metals and various building materials.

Prerequisite: Chemistry.

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.

8. 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.

13. 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.

14. 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.

16. 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.

18. 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.

31-32. Reading and Composition. (3-3) YR

A course in reading, writing, and discussion with emphasis upon improvement of reading comprehension. Assignments will be given in both oral and written communication.

41. Mechanics of Writing. (1) EI

A course to improve grammar, punctuation, sentence structure, and spelling. Standards of usage are discussed.

45. Remedial Reading. (1) EI

A course to improve speed and comprehension in reading.

FRENCH

MARGUERITE 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.

10. French Culture and Civilization. (2) II

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.

21. Introduction to French Conversation. (3) I

A course in elementary conversation, thorough drill on correct sounds, practical words, simple constructions of everyday speech. Words and their uses are taught as they are needed for each day's use. **Not open to students who have studied more than one semester of French.**

GEOGRAPHY

D'ALTON B. MYERS INSTRUCTOR

1-2. Elements of Geography. (3-3) YR

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

Parallels University of California Geography 1-2.

31. 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. This course is designed for students not majoring in social sciences.

32. 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. This course is designed for students not majoring in social sciences.

45. Map Making and Map Reading. (2) 44

An elementary course in the construction and interpretation of maps, and in the graphic representation of geographic data. One hour of lecture and one three-hour laboratory period each week.

GEOLOGY

CLEMENT D. MESERVE INSTRUCTOR

1-2. General Geology. (3-3) **YR**

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

Parallels University of California Geology 1A-1B.

31. Mineral Industries. (3) **I**

This course is concerned with the importance of minerals in modern life. The chief economic minerals, both metallic and non-metallic, are studied and practice is given in their identification. The physical, crystal, and optical properties of minerals in general are considered. The major emphasis of the course is placed on the practical applications of minerals in mining and industry.

35. The Oil Industry. (3) II

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; ele-

mentary 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.

10. German Culture and Civilization. (2) I

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.

21. Introduction to German Conversation. (3) . . . **II**

A course in elementary conversation, thorough drill on correct sounds; practical words; simple constructions of everyday speech. Words and their uses are taught as they are needed for each day's use. **Not open to students who have studied more than one semester of 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) **YR**

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.

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

A study of the influences of the Indians, the Spanish, the English, and the Americans upon Latin America. Emphasis is placed upon the cultural, educational, and economic phases of their contributions. A study of the background of relations between Latin America and the United States. The topics of the Monroe Doctrine, Pan Americanism, and the Good Neighbor Policy are stressed. Special attention is paid to Mexico and the ABC powers.

25. 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.

Progress of the War
HOME ARTS

EMMA M. UELAND INSTRUCTOR

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

American ideals in family life. Problems of home living. The art of entertaining is emphasized. Teas, luncheons, and dinners are served. A comparative study is made of customs and manners in foreign countries.

2. Home Decoration and Furnishing. (2) **II**

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

3. Handicrafts. (2) **I**

The application of art principles in the following crafts: weaving, batik, leather tooling, book binding, wood carving, block printing, screen printing, stenciling, and wool embroidery. A basic course for nurses interested in occupational therapy. Three two-hour laboratory periods each week.

4. Advanced Handicrafts. (2) II

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

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

Construction of garments, including sports 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 University of California Decorative Art 10A-10B.

15. Pattern Construction. (2) II

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. Three two-hour laboratory periods each week.

21-22. Elementary Food Study. (3-3) ^{K1}YR

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 Economics 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. Application of the scientific principles of nutrition to the individual and family group.

41-42. Foods: Their Selection, Preparation, and Service. (3-3) ^{K1}YR

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

HYGIENE

WINIFRED E. CHAMPLIN . . .	INSTRUCTOR
ERNEST W. HAWKES . . .	INSTRUCTOR
JAMES L. JONAS . . .	INSTRUCTOR
HELEN COX STEELE . . .	INSTRUCTOR
SAM A. TENISON . . .	INSTRUCTOR
EUGENE WOLFE . . .	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.

4. Public Health and Sanitation. (2)

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

Parallels University of California Hygiene 4.

10. First Aid. (2) EI

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

JOURNALISM

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.

11. 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.

12. 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.

LAW

LOYD S. NOBLE INSTRUCTOR

18-19. Commercial Law. (3-3) YR

A practical course in the principles of law that affect business relations, 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. A study of negotiable instruments, partnerships, corporations, securityship, real property, and wills.

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

31. Law for the Layman. (3) ^{no} 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

1-2. Library Science. (2-2) YR

An orientation course in the use of books and libraries for students who are interested in the field of librarianship as a vocation, and for students who are interested in knowing how to use books and libraries more effectively. It is designed to familiarize students with the tools, techniques, and responsibili-

ties of this field. Practical experience in the routine of the library is an important phase of the course.

MATHEMATICS

BURGOYNE L. GRIFFING	INSTRUCTOR
CHARLES H. HARRINGTON	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.

10. Solid Geometry. (2) ~~EI~~

The geometry of solids: polyhedral angles, polyhedra, the cylinder, the cone, and the sphere.

Parallels University of California Mathematics E.

40. 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. A student will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 40; if he receives a grade of "C", he will remove only the subject

deficiency. A student who has already completed high school geometry will **not** receive credit for this course.

41. Fundamentals of Algebra. (3) EI

A course in the fundamental operations of algebra. This course is the equivalent of one year of high school algebra. A student will remove both subject and grade deficiencies if he receives a grade of "B" or better in Mathematics 41; if he receives a grade of "C", he will remove only the subject deficiency. A student who has completed one year of high school algebra will **not** receive credit for this course.

45. Mathematical Computations. (3) EI

A laboratory course of instruction in mathematical computations with specific applications to problems in navigation and engineering. Slide rule and logarithm solution of problems. The chief emphasis will be on the use of formulas in various fields of activity.

Prerequisite: Mathematics 41 or equivalent.

METEOROLOGY

CLEMENT D. MESERVE INSTRUCTOR

1. Introductio nto Meteorology. (2) I

An elementary study of the basic principles of meteorology together with their application to weather forecasting. Emphasis is placed on the physical laws that operate in the atmosphere, particularly as these affect aircraft in flight.

MUSIC

CHARLES C. HIRT INSTRUCTOR

IRENE MADDOCKS PATTISON INSTRUCTOR

1-2. Solfegge. (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.

25-26. Conducting. (3-3) YR

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

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.

45-46-47-48. Ensemble. (1-1-1-1) EI

Madrigal Singers.

A research into English, German, French, and Italian polyphonic music of the 16th and 17th centuries with emphasis on the culture and mores of the people as revealed through the Madrigal. The music is prepared and rendered in the style

of the period. Public performance. Designed for especially capable students.

Treble Clef.

A small ensemble group will study vocal music suitable for public presentation, with emphasis on blending and balance.

Vaquero Singers.

A male quartet will study vocal music for public presentation.

Instrumental.

A small instrumental group will study music for radio and public performance, with emphasis on balance, dynamics, phrasing, and interpretation.

NAVIGATION

WALTER C. ROBERTS . . . INSTRUCTOR

✓ 1. **Piloting and Dead Reckoning. (3) EI**

Methods of obtaining the position of aircraft and ocean-going vessels by keeping account of the directions and distances sailed. Chart work, air and marine. Introduction to nautical astronomy. Three hours lecture and two three-hour laboratory periods each week.

✓ 2. **Celestial Navigation. (2) EI**

Methods of obtaining the position of aircraft and ocean-going vessels by observation of celestial bodies. Determination of apparent, mean, and civil time. Methods of solving the astronomical triangle.

Prerequisite: Navigation 1.

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 at Los Angeles Philosophy 2A-2B.

35. Social Ethics. (2)

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

RICHARD B. LEWIS INSTRUCTOR

1-2. Elements of Photography. (2-2) 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.

3-4. Intermediate Photography. (3-3) 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 instructor.

5-6. Advanced Photography. (3-3) EI

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

Prerequisite: Consent of instructor.

PHYSICAL EDUCATION FOR MEN

SAM A. TENISON INSTRUCTOR
 EUGENE WOLFE INSTRUCTOR

1-2-3-4. Physical Education Activities—

Instructional ($\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$) **EI**

Instruction in touch football, badminton, volley ball, basketball, soft ball, individual athletics, relays, and barricade runs.

5. Boxing—Instructional. ($\frac{1}{2}$) **EI**

Instruction in fundamentals. Students enrolled in this course must also register in Physical Education 25.

6. Wrestling—Instructional. ($\frac{1}{2}$) **EI**

Instruction in fundamentals. Students enrolled in this course must also register in Physical Education 26.

19. Adapted Activities. ($\frac{1}{2}$) **EI**

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

20. 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.

21-22-23-24. Physical Education Activities—

Free and Competitive. ($\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$) **EI**

Free and competitive participation in touch football, badminton, volley ball, basketball, soft ball, handball, tennis, individual athletics, relays, and barricade runs.

25. Boxing—Free and Competitive. ($\frac{1}{2}$) **EI****26. Wrestling—Free and Competitive.** ($\frac{1}{2}$) **EI****PHYSICAL EDUCATION FOR WOMEN**

WINIFRED E. CHAMPLIN INSTRUCTOR
 HELEN COX STEELE INSTRUCTOR

1-2-3-4. Formal Gymnastics. ($\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$ - $\frac{1}{2}$) **EI**

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.

19. Adapted Activities. (1/2) EI

Rest, ping-pong, sunbaths, 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.

20. 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.

25. Beginning Sports. (1/2) EI

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

26. Intermediate Sports. (1/2) EI

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

27. Beginning Tennis. (1/2) EI

Instruction in fundamental strokes and practice for beginners.

28. Intermediate Tennis. (1/2) EI

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

Prerequisite: Physical Education 27.

29. Beginning Rhythmic Activities. (1/2)

Instruction in simple clogs and tap dancing with an opportunity for creative expression.

31. Beginning Folk Rhythms. (1/2) EI

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

33. Beginning Archery. (1/2) EI

Instruction in the technique of archery and a tournament

using the Junior Columbia Round.

34. Intermediate Archery. (1/2) EI

Practice in shooting and a tournament using the Columbia Round.

Prerequisite: Physical Education 33.

40. Social Sports. (1/2) II

Practice in badminton, ping-pong, and deck tennis for fourth semester students.

Prerequisite: Consent of instructor.

PHYSICS

BURGOYNE L. GRIFFING INSTRUCTOR

CHARLES H. HARRINGTON INSTRUCTOR

LELAND J. LEASE 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.

10. Introduction to Physics. (3) **EI**

A brief presentation of some of the more important phenomena in physics with experimental illustration. Open to students with or without high school physics, but not open to those who have had Physics 1, 2, 5, or 6.

Parallels University of California Physics 10.

31-32. Radio Engineering. (4-4) **YR**

A study of direct current machinery, including dynamos, motors, batteries of all kinds, rectifying systems, and maintenance of equipment; alternating current theory and its application to circuits containing inductance and capacity; methods of measuring alternating and direct currents, resistance, inductance, and capacity; fundamentals of radio circuits. The student will have an opportunity to connect in the laboratory all important parts of transmitters and receivers used in ordinary radio work. Three hours lecture and one three-hour laboratory period each week.

35-36. Sound Recording. (1-1) **YR**

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 system.

47-48. Physical Apparatus. (1-1) **EI**

Laboratory work in designing and constructing apparatus for physics lecture demonstrations. Registration in this course by permission of the instructor in charge. Three hours each week.

Military Physics
PHYSIOLOGY

ERNEST W. HAWKES INSTRUCTOR

41. 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

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.

6. American State and Local Government. (2) . . . II

A study of the development of state constitutions, practices, and laws. The relation of the states to the Federal government and also to county and municipal government. Political and legal practices are analyzed and evaluated.

PORTUGUESE

W. C. D. KERR	INSTRUCTOR
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1. Elementary Portuguese. (5)

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

2. Elementary Portuguese. (5)

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

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

General Language
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.

31. Principles of Psychology. (3) *E*

A survey of emotions, motives, attention, intelligence, aptitudes, imagination, learning, and personality with emphasis upon the principles of psychology used in elementary teaching, nursing, journalism, merchandising, home economics, and community life.

32. Applications of Psychology. (3) *II*

The application of psychological principles in the home, military life, education, law, medicine, business, and industry. A survey of mental health and conflicts; overcoming fear, anger, inferiority; criminal tendencies; emotions and their control. Lectures, reports, collateral readings, and term project.

Military Psychology

45. Techniques of Study. (1) I

Training in making lecture and textbook notes, outlining, study methods in the various subjects taught in college, and remedial study techniques. Emphasis is placed upon directed practice and the correction of study disabilities.

SHOP

JOHN M. HANSON INSTRUCTOR
WILLIAM L. NASHT INSTRUCTOR

1-2. Machine Shop—Elementary. (8-8) EI

The fundamentals of the machinist trade. This includes the proper use of hand tools and the correct operation of machine tools such as the lathe, shaper, milling machine, drill press, and grinding machines. A study of the properties of metals and their uses. This course will satisfy pre-apprenticeship requirements in the machinist trade.

3-4. Machine Shop—Advanced. (8-8) EI

Advanced and complicated operations of machine tools and the machining of many different kinds of metals. Precision inspection, production, and assembly. Heat treatment of metals and some tool and die work. Students will carry out complete projects, from design to finished project. Advanced apprenticeship ratings will be given students completing this course.

11-12. Sheetmetal—Elementary. (8-8) EI

Hand and simple machine operations in the layout, forming, and fabrication of sheetmetal and its alloys. Particular attention will be given to the application of sheetmetal to the aircraft industry.

13-14. Sheetmetal—Advanced. (8-8) EI

Production methods, including hand and machine forming of metals. The application of template layout and development as it is used in production. Heat treating of metals. Students completing two years of Sheetmetal will be given advanced apprenticeship ratings by the aircraft industry.

15. Template Layout. (3) II

Instruction in bending and stretching of metals, angles and curves, production procedures, tolerances, and design. Fabrication and final assembly for aircraft, shipbuilding, and other industries.

SOCIOLOGY

LOIS H. FLINT	INSTRUCTOR
JAMES L. JONAS	INSTRUCTOR
JOHN E. KIENLE	INSTRUCTOR

1-2. Social Institutions. (3-3) YR

A study of the processes of group life and the problems arising from group relationships. Recreation, crime, delinquency, industry, illness, marriage, divorce, and other problems affecting social welfare. Lectures, discussions, reports.

31-32. Introduction to Social Science. (3-3) YR

The principal facts and concepts of sociology, economics, and political science through a study of contemporary social problems. The student is led to acquire a body of knowledge through an analysis of contemporary problems; to understand the actual experiences and situations that confront him; to obtain a realistic view of our total social scene. This course meets the California State requirement of a two unit course in the Constitution of the United States.

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 two 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.

10. Spanish Culture and Civilization. (2) ~~II~~

Legendary and historical origins of Spain. The spiritual and cultural growth of Spanish-speaking peoples. Spanish culture in nineteenth and twentieth century Latin America. Conducted in English.

21. Introduction to Spanish Conversation. (3) I

A course in elementary conversation, thorough drill on correct sounds, practical words, simple constructions of everyday speech. Words and their uses are taught as they are needed for each day's use. **Not open to students who have studied more than one semester of Spanish.**

31. Commercial Spanish. (3)

Vocabulary and usage for business letters, commercial forms, and practices in the various Spanish-speaking countries.

Prerequisite: Spanish 2 or equivalent.

General Language
SPEECH

JAMES D. DAVIS INSTRUCTOR

RICHARD B. LEWIS INSTRUCTOR

DERRILL PLACE INSTRUCTOR

1-2. Fundamentals of Speech. (2-2) ~~II~~

A study of the fundamentals of speech including the principles governing voice quality, articulation, and clarity of expression. The course includes: modes of speaking; the proper use of action and gesture; the study and improvement of the

voice; reading aloud from prose, poetry, and plays; speaking for radio and public address systems; frequent organizer speeches; voice recordings; practice in group discussion; conferences.

3-4. Public Speaking. (3-3) EI

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.

11. 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.

12. Techniques of Dramatic Production. (3) ~~II~~^{no}

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.

21-22. Principles of Argumentation. (2-2) ~~YR~~^{K1}

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 inter-collegiate debating.

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

23-24. Advanced Debate. (2-2) ~~YR~~^{K1}

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.

31-32. 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.

41. Speech Improvement. (1) ~~EF~~

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.

STAGECRAFT

LEROY T. HERNDON INSTRUCTOR

RICHARD B. LEWIS INSTRUCTOR

1-2. Scenery and Lighting. (2-2)

A laboratory study of techniques in modern stage design, construction, painting, lighting, and backstage organization.

3-4. Organization and Management. (2-2)

Laboratory experience in backstage organization: designing, building, painting, lighting, and handling settings for college plays.

ZOOLOGY

ERNEST W. HAWKES INSTRUCTOR

1-2. General Zoology. (4-4) YR

An introduction to the principles of animal biology, with special reference to the structure, functions, heredity, and evolution of animals. Structure and functions of chordate types, including their embryonic development. Study and dissection of animal types, assisted by charts and models. Two lectures and two three-hour laboratory periods each week. 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-1B.

3. General Biology. (3) ^{no} 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.

Parallels University of California Zoology 10.

APPENDIX**LOWER DIVISION REQUIREMENTS****University of California (Berkeley)
College of Letters and Science**

The requirements for junior standing are:

First: the completion of not less than 60 units of college work.

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

a. General University Requirements:

English Subject A

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, with not less than 6 units in any one language. Each year of high school work in a foreign language will be counted in satisfaction of 3 units of this requirement. In French, German, Portuguese, or Spanish, courses 1 and 2 (5 units each) will be accepted as equivalent to 6 units each in fulfillment of this requirement. A student may satisfy this requirement either wholly or in part by giving such evidence of his proficiency in foreign language as may be authorized by the Executive Committee of the College of Letters and Science of the University of California (Berkeley).

c. Matriculation Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40 at Glendale 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)
- High school chemistry* (3 units)
- Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 11-12*
- Geology 1, 2
- Paleontology 1
- Physics 1-2*, 3-4*, 5-6*, 10
- Zoology 1*, 2*, 3

*Laboratory science courses

e. Additional

A sequence (of 5 or 6 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. It may be satisfied by a 5 unit foreign language course. Two years of high school Latin are accepted as the equivalent of a college year course.
3. Mathematics

Any two of the following courses: Mathematics 2 or high school trigonometry, 3, 4, 5, 6, 8.
4. Social Sciences
 - Economics 1-2
 - Geography 1-2
 - History 1-2, 3-4
 - Political Science 3-4
 - Psychology 1-2
 - Sociology 1-2
5. Philosophy
 - Philosophy 1-2
6. Fine Arts
 - Art 1-2
 - Music 3-4

**University of California at Los Angeles
College of Letters and Science**

The requirements for junior standing are:

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

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 will be counted in satisfaction of three units of this requirement. If a new language is begun in junior college, it may not be applied 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 41 and Mathematics 40 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 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)*

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

Geology 1, 2

Paleontology 1

Physics 1*, 2*, 3*, 4*, 5*, 6*, 10

Zoology 1*, 2*, 3

e. Additional

A year-course 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 3-4

5. Philosophy

Philosophy 1-2

6. Psychology

Psychology 1-2

7. Art, Music

Art 1-2, 3-4

Music 3-4, 5-6

University of Southern California
College of Letters, Arts, and Sciences

The requirements for junior standing are:

- a. American Political Institutions 2 units
 Political Science 5
- b. Art Appreciation or Music Appreciation 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. English 6 units
 English 1-2
- d. Foreign Language—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. General Studies 14 units
- I. Man and Civilization
 History 7-8 plus two units of electives.
 Students who transfer with 60 or more units of advanced standing may substitute 6 units of social studies, and 2 units of electives.
- II. Six units to be selected from the following:
- a. Problems of Human Behavior (3 units)
 Students who transfer with 60 or more units of advanced standing may substitute 3 units of psychology.
- b. Problems of Modern Society (3 units)
 Students who transfer with 60 or more units of advanced standing may substitute 3 units in economics, sociology, or political science (but not the course used to satisfy the requirement in American Political Institutions).
- c. Problems of Human Values (3 units)
 Students who transfer with 60 or more units of advanced standing may substitute 3 units of philosophy.

- f. Literature 4 units
The work may be taken in English, American, or comparative literature.
- g. Physical Education 5 units
Physical Education (4 semesters)
Hygiene 1
- h. Sciences 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)
 - High school physics* (3 units)
 - Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 11-12*
 - Geology 1-2
 - Physics 1-2*, 3-4*, 5-6*
 - Zoology 1*, 2*, 3
- *Laboratory science courses

**Stanford University
School of Humanities**

The requirements for junior standing are:

Group I. Arts and Letters

English 1-2

Foreign Language (14 units)

This requirement may be satisfied in part by work completed in high school.

Electives (2 units)

Group II. Natural Sciences and Mathematics

Science (6 units)

Biological science, or physical science, or both, depending upon the science taken in high school.

Electives (4 units)

Group III. Social Sciences

History of Western Civilization (8 units)

Electives (6 units)

One of the following year courses:

Economics 1-2
 Philosophy 1-2
 Political Science 3-4
 Psychology 1-2
 Sociology 1-2
 Sociology 31-32

University of California (Berkeley)
College of Commerce

The requirements for junior standing are:

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

(Each year of high school work in the language offered is counted in satisfaction of 3 units of the requirement.)

c. Mathematics:

Mathematics of Finance 3 units
 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. Natural Science 9 units

High school physics (3 units)
 High school chemistry (3 units)
 Chemistry 1-2, 3, 4, 5, 6, 11-12
 Geology 1, 2
 Paleontology 1
 Physics 1-2, 3-4, 5-6, 10

- Zoology 1-2, 3
- e. English or Public Speaking 6 units
English 1-2 or Speech 3-4
- f. History or Political Science 6 units
History 1-2, History 3-4, Political Science 3-4,
or any combination of the foregoing courses.
- g. Geography 6 units
Geography 1-2
- h. Economics 6 units
Economics 1-2
Elementary Statistics is also a requirement
but may be deferred until the junior year at
the university.
- i. Electives:
Electives should be chosen to complete a
minimum of 60 units.

University of California at Los Angeles
College of Business Administration

The requirements for junior standing are:

a. General University Requirements:

- English Subject A
Physical Education 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—At least 16 units in one foreign
language.
(Each year of high school work in the language
offered is counted in satisfaction of 3 units of this
requirement.)

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.)

High school chemistry (3 units)

High school physics (3 units)

Chemistry 11-12*

Physics 5-6*

Zoology 1*, 3

Geology 1

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 I

Speech 3

Geography 1-2

Mathematics 8

Mathematics of Finance (May be deferred until junior year.)

e. Electives:

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

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