

**GLENDALE**



**COLLEGE**

**GLENDALE, CALIFORNIA**



**CATALOG AND  
ANNOUNCEMENT  
OF COURSES  
1945--1946**

# **GLENDALE COLLEGE**

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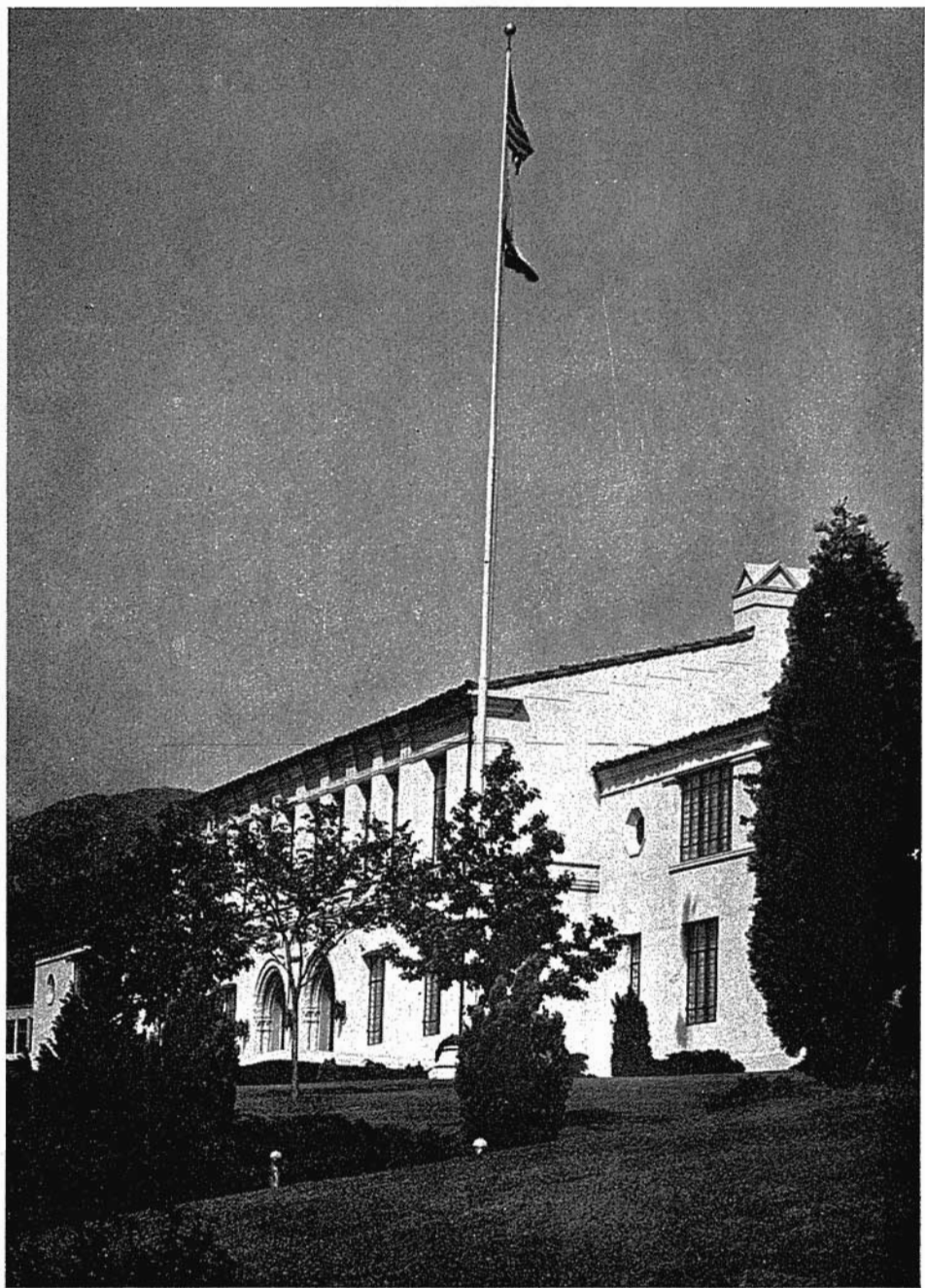
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## **C A T A L O G**

**AND ANNOUNCEMENT OF COURSES**

*1945-1946*

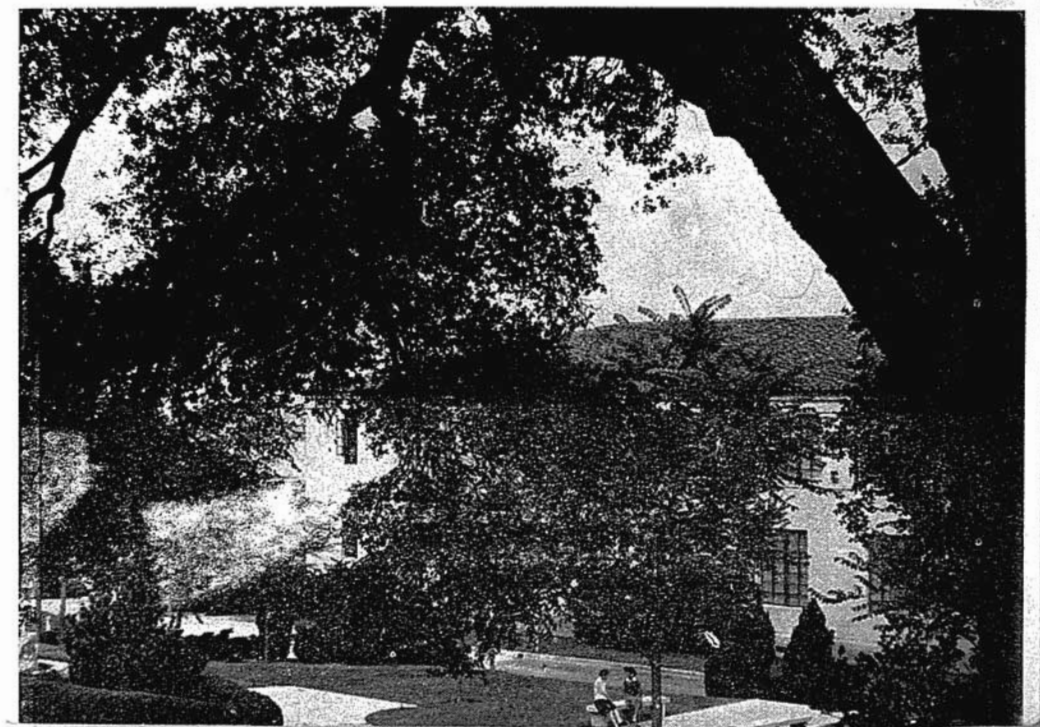
**GLENDALE, CALIFORNIA**

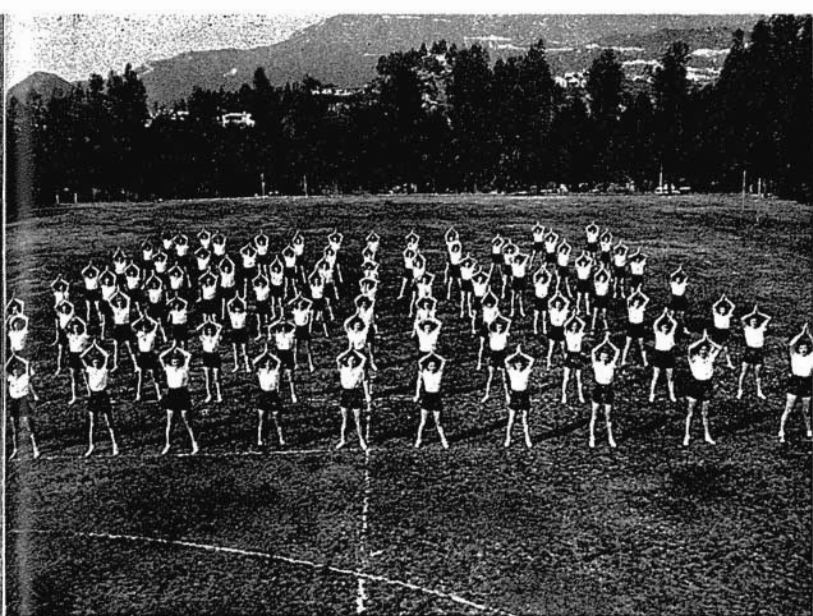


*Glendale College Extends Cultural and Practical Education to Old and Young*



*A Beautiful Campus Offers Relaxation and Invites Informal Gatherings*

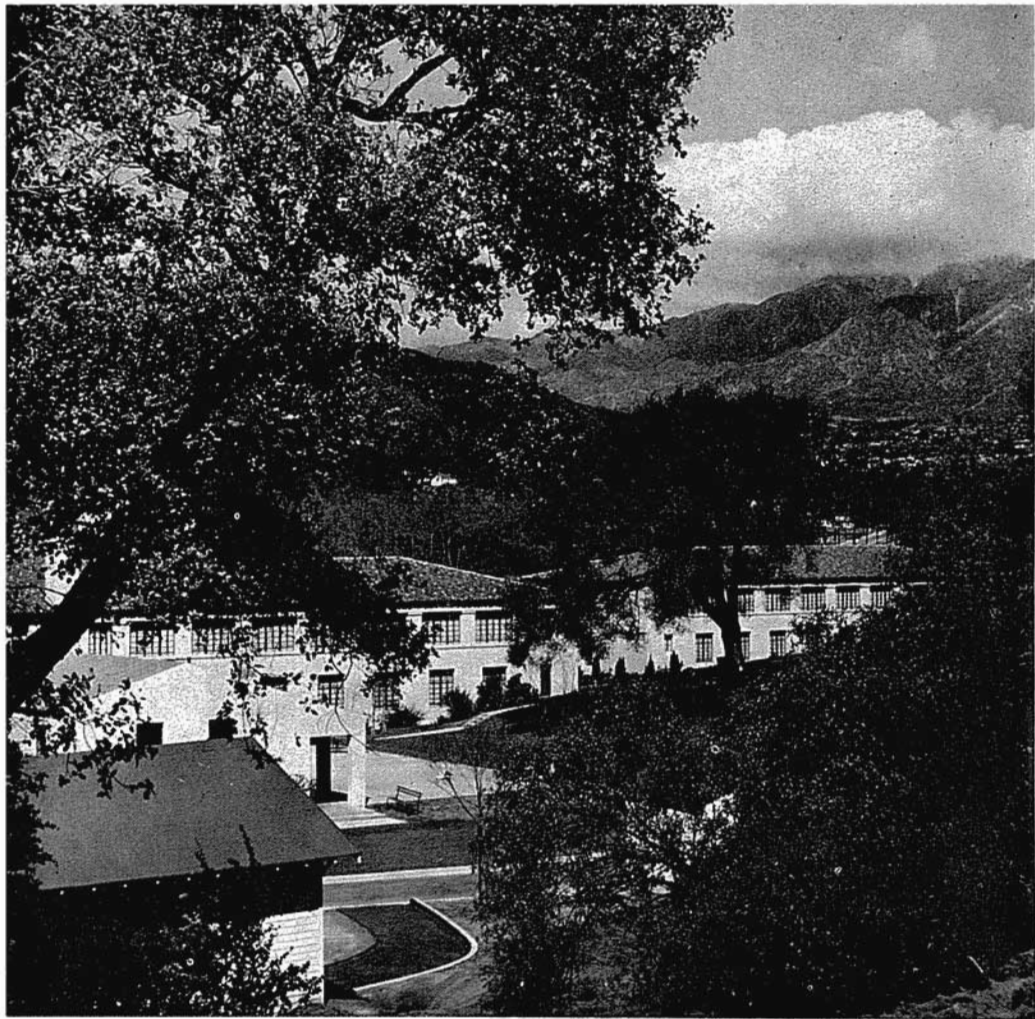




*Supervised Exercise is Part of a Modern College Program*

*Football is but One of the Many Planned Sports*





*Spacious Oaks Offer Both Shade and Beauty*

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**CALENDAR 1945 - 1946****FIRST SEMESTER**

- September 6—Pre-Registration Examinations 8:00 A.M.  
 September 10-11—Registration  
 September 12—Class Instruction Begins  
 September 20—File Permanent Programs  
 October 17—Pre-Registration Examinations for 8:00 A.M.  
     students entering second half of semester  
 October 19—Grade Reports (First)  
 October 19—Registration for second half of semester  
     (term schedule of 10 weeks)  
 October 22—Term Classes Begin  
 November 16—Last Day to drop semester class without "F" grade  
 November 21—Grade Reports (Term Classes)  
 November 22-23—Thanksgiving Vacation  
 November 30—Last Day to drop term class without "F" grade  
 November 30—Grade Reports (Second—for semester classes)  
 December 17-31—Christmas Vacation  
 January 1—New Year's Day—Holiday  
 January 16—Last Day of Class Instruction  
 January 17—Final Examinations Begin  
 January 25—End of Semester

**SECOND SEMESTER**

- January 24—Pre-Registration Examinations 8:00 A.M.  
 January 28-29—Registration  
 January 30—Class Instruction Begins  
 February 7—File Permanent Programs  
 March 13—Pre-Registration Examinations for 8:00 A.M.  
     students entering second half of semester  
 March 15—Grade Reports (First)  
 March 15—Registration for second half of semester  
     (term schedule of 10 weeks)  
 March 18—Term Classes Begin  
 April 12—Last Day to drop semester class without "F" grade  
 April 15-19—Spring Vacation  
 April 26—Grade Reports (Term Classes)  
 May 3—Last Day to drop term class without "F" grade  
 May 3—Grade Reports (Second—for semester classes)  
 May 30—Memorial Day—Holiday  
 June 5—Last Day of Class Instruction  
 June 6—Final Examinations Begin  
 June 14—End of Semester

### SEMESTER AND TERM SCHEDULE

Glendale College operates on a year-around schedule of two semesters of twenty weeks and a summer term of ten weeks. Students are permitted to enroll at the beginning of each semester and summer term and also near the mid-point date (see calendar opposite) of each semester. This provides opportunity to begin college at five different times each year, thus avoiding long delays. Those beginning in the middle of a semester will be able to complete one-half of a full semester of work in a period of ten weeks.

## COLLEGE YEAR

## JULY 1945

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	31				

## JANUARY 1946

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	31		

## AUGUST 1945

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	31	

## FEBRUARY 1946

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		

## SEPTEMBER 1945

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						

## MARCH 1946

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 1945

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	31			

## APRIL 1946

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			

## NOVEMBER 1945

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	

## MAY 1946

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
31						

## DECEMBER 1945

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	31					

## JUNE 1946

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						

## GLENDALE COLLEGE ADMINISTRATION

### GENERAL

Glendale College, a junior college, is a unit of the Glendale Unified School District for which the Board of Education is the governing board. The membership and executive officers of the board are:

J. MARION WRIGHT, *President*

MRS. BERNARD BRENNAN

LINCOLN HEYES

CLENCY H. HASBROUCK

MERRITT P. KIMBALL

WILLARD S. FORD . . . . . *Superintendent of Schools*

A. L. FERGUSON . . . . . *Deputy Superintendent*

JOHN T. CATE . . . . . *Assistant Superintendent*

### COLLEGE ADMINISTRATIVE STAFF

BASIL H. PETERSON . . . . . *Director*

ELMER T. WORTHY . . . . . *Dean of Men*

ELIZABETH A. ROWLEY . . . . . *Dean of Women*

ELIZABETH A. ROWLEY, PARK L. TURRILL, EUGENE

WOLFE, ELMER T. WORTHY . . . . . *Counselors*

..... *Secretary to the Director*

MARGARET F. MCELROY . . . . . *Recorder*

### CONSULTATION SERVICE

General college interests, public relations,  
matters of policy . . . . . Basil H. Peterson, *Director*

Social program, activities of women,  
housing for women . . Elizabeth A. Rowley, *Dean of Women*

Testing, "G. I. Bill of Rights," counsel for veterans,  
men's activities . . . . . Elmer T. Worthy, *Dean of Men*

Employment . Eugene Wolfe, *Counselor and Placement Officer*

Entrance requirements, transcripts,  
records . . . . . Margaret F. McElroy, *Recorder*

## FACULTY

\*ABEL, C. JEANNETTE . . . . . *Art*

Graduate San Francisco Institute of Art, Graduate with Normal Art Prize California School of Design and Fine Arts. Pupil of Armin Hansen and Xavier Martínez. Studied with Rudolph Schaeffer, Adolfe Best-Maugard, Ramos Martínez, Millard Sheets, Special courses at the Chouinard Art Institute, Los Angeles Art Center, Arts and Crafts School Oakland, University of California, Columbia University. Formerly Teacher Visalia and Glendale schools; Reconstruction Aide in Occupational Therapy Base Hospital Fort Houston. Painter-Sculptress. Glendale College since 1938.

ALLEN, GERALD NATHAN . . . . . *English, Physics*

A. B., M. A., Occidental College. Graduate study Stanford University, University of Southern California. Formerly Teacher Santa Ana schools, Glendale High School. Glendale College since 1928.

\*ANDERSON, THEODORE W. . . . . *Commerce*

B. B. A., Boston University; J. D., University of Arizona. Formerly Teacher Massachusetts, Arizona, California high schools; Head Commercial Department Amesbury High School; Instructor San Bernardino Valley Junior College; with Thomas G. Plant Company, Boston; Attorney. Glendale College since 1939.

CAYA, O. HOWARD . . . . . *Art, Engineering*

A. B., Santa Barbara State Teachers' College; B. A., California College of Arts and Crafts. Graduate study University of California, University of Washington. European tour. Formerly Teacher Portola schools, Francis W. Parker School in San Diego, University High School in Oakland. Glendale College since 1929.

CHAMPLIN, WINIFRED E. . . . . *Physical Education, Hygiene*

B. S., University of Washington; M. A., University of Southern California. Graduate study University of California, University of Nevada. Tours of British Isles, Scandinavia, Europe, West Indies Central and South America. Formerly Teacher Paso Robles High School, Glendale High School; Director of Nevada State Pageantry; Teaching Fellow University of California; Instructor University of Nevada. Glendale College since 1929.

\*COLLINS, MARY JANE . . . . . *English*

A. B., De Pauw University; M. A., University of Southern California. Graduate study University of Southern California, Stanford University. Formerly Teacher Glendale High School, Teaching Fellow University of Southern California, Instructor De Pauw University. Glendale College since 1927.



\*FLINT, LOIS H. . . . . *Psychology*

A. B., M. A., Syracuse University. Graduate study Vassar College, New York University, Columbia University, Stanford University. Formerly Assistant Instructor and Dean of Women Syracuse University; Head Resident Stanford University; Assistant Professor Illinois Wesleyan University; Counselor in New York Settlement House. Glendale College since 1938.

FOX, MARGUERITE V. . . . . *French, Spanish*

A. B., De Pauw University; Certificate of French, University of Bordeaux, France. Graduate study University of Southern California. Formerly Teacher Monmouth High School; Instructor Missouri State Teachers' College. European travel. Glendale College since 1927.

\*\*GEYER, GEORGE H. . . . . *Director*

A. B., Pomona College; M. A., University of California; Ed. D., Columbia University. Formerly Teacher Westlake Junior High School; Director of Curriculum Westwood Public Schools; District Superintendent Westwood Public Schools. Glendale College since 1940.

\*GRIFFING, BURGoyNE L. . . . . *Physics, Mathematics*

A. B., Washburn College; M. A., University of Kansas. Graduate study University of Southern California, University of Chicago. Formerly Assistant Fellow University of Kansas; Instructor Yen Tsing University China; Head of Physics Department University of Nanking, China; Professor LaVerne College. Glendale College since 1928.

HARRINGTON, CHARLES H. . . . . *Chemistry, Physics, Photography*

A. B., M. A., Stanford University. Formerly Instructor Stanford University; Industrial Chemist. Glendale College since 1930.

HAWKES, ERNEST W. . . . . *Biological Science*

A. B., Dakota Wesleyan University; M. A., Ph. D., University of Pennsylvania. Formerly Instructor University of Pennsylvania, University of Pittsburgh; Research Fellow Columbia University; Wistar Institute of Anatomy; Coordinator United States Veterans' Bureau; Member Canadian Geological Survey; United States Research Council; Staff of Surgeon-General World War I. Glendale College since 1928.

\*\*HERNDON, LEROY TRAVERS, JR. . . . . *Spanish*

A. B., M. A., Stanford University. Graduate study University of California, University of Mexico, Stanford University. Travel in Europe, Mexico, Latin America. Formerly Instructor Arosi High School, Central School Modern Languages Barcelona, Spain, Sacramento Junior College. Glendale College since 1930.

\*HIRT, CHARLES C. . . . . *Music*

A. B., Occidental College; M. S., University of Southern California. Formerly Teacher Corona schools, Glendale schools; Instructor University of Southern California. Glendale College since 1940.

\*\*INSLEE, ROBERT RAY . . . . . *Engineering*

A. B., Gr. A., University of California. Graduate study University of California. Formerly Architectural Draftsman; Instructor Hoover High School Glendale. Glendale College since 1938.

JOHNS, RALPH LESLIE . . . . . *Philosophy, Psychology, History*

A. B., M. A., University of California; B. D., Pacific School of Religion. Graduate study University of Southern California, Stanford University, Indiana University. Formerly Assistant Superintendent San Francisco schools; Director Golden Gate College; Member Los Angeles schools Bureau Psychology and Research; Personnel Associate Standard Oil Company of California. Glendale College since 1928.

\*\*JONAS, JAMES L. . . . . *Social Science*

A. B., M. A., University of Southern California. European travel. Formerly Instructor Santa Monica Evening High School. Glendale College since 1933.

KENNEDY, GWEN M. . . . . *Commerce*

B. S., M. S., University of Southern California. Travel in Orient, Canada, and Mexico. Formerly Credential Secretary School of Education University of Southern California; Teacher Hoover High School, Glendale. Glendale College since 1937.

KERR, WILLIAM C. D. . . . . *French, Spanish, Portuguese*

A. B., University of North Carolina. Graduate study Harvard University, Columbia University, University of Mexico, Europe. Formerly Instructor Armour Technological School, Columbia University; Assistant Professor University of Richmond, University of North Carolina; Lecturer Columbia University, University of Paris, University of California; Interpreter Service A.E.F. France. Glendale College since 1929.

KIENLE, JOHN E. . . . . *Social Science*

A. B., Central Wesleyan College; M. A. University of Southern California. Graduate study University of California, University of Southern California, Northwestern University. Formerly Teacher Colton High School, Glendale High School; Lecturer University of Southern California. Glendale College since 1931.

KITCH, LORAN W. . . . . *Biological Science, Mathematics*

B. S., University of Idaho; M. S., University of Southern California. Instructor since 1924 in Glendale and Hoover High Schools, Glendale. Glendale College since 1938.

- KLOTZ, DOROTHY E. . . . . *Commerce, Geography*  
 B. S., A. B., Ohio State University; M. S., University of Southern California; Diploma Bliss College. Tours of Scandinavia, British Isles, West Indies, Orient, Central and South America. Formerly Statistician; Assistant Research Director; Business Analyst. Glendale College since 1933.
- \*\*LEWIS, RICHARD BYRD . . . . . *Speech, Photography*  
 A. B., San Jose State College; M. A., Stanford University. Graduate study Stanford University, Columbia University. Formerly Instructor San Jose Adult Education Program. Glendale College since 1935.
- MANE, FLORENZE K. . . . . *Commerce*  
 A. B. University of California; M. A., Columbia University. Glendale College since 1931.
- MESERVE, CLEMENT D. . . . . *Geology, Mathematics, Meteorology*  
 A. B., Yale College; M. A., University of California. Formerly Teacher Franklin High School; Instructor Chaffey Junior College, University of California at Los Angeles; Teaching Fellow California Institute of Technology; Oil Field Inspector and Petroleum Engineer California State Mining Bureau; United States Geological Survey. Glendale College since 1928.
- \*MILLER, SHERMAN C. . . . . *Commerce*  
 A. B., Carleton College; M. B. A., Harvard Graduate School of Business Administration. Formerly Instructor and Coach Crookton High School, Benson High School; Manager Country Club; Salesman; Superintendent Department Store; Department Superintendent; Credit Interviewer; Payroll Clerk. Glendale College since 1938.
- MURPHY, MAY E. . . . . *English*  
 A. B., University of Montana; M. A., University of Wisconsin. Graduate study University of California, University of Southern California. Formerly Teacher Coronado schools, Santa Barbara High School, Manual Arts High School, Los Angeles; Department Head Santa Ana Junior College and High School; Teaching Fellow University of Wisconsin; newspaper staff; magazine staff. Glendale College since 1928.
- NICHOLS, CHARLES LESLIE . . . . . *Engineering, Mathematics*  
 B. S., Franklin College; M. S., University of Nebraska. Formerly Teacher Lincoln Nebraska High School; Instructor Citrus Junior College, New Mexico School of Mines; Engineer City of Azusa. Glendale College since 1929.

NICHOLS, ESTHER R. . . . . *Librarian*

A. B., University of Southern California; Credential in Library Craft, University of California. Formerly Cataloger and Reference Librarian McHenry Public Library Modesto; Modesto High School and Junior College Librarian; Santa Barbara State College Summer Session Librarian; Cataloger Signal Hill Branch Library Summer Service. Glendale College since 1929.

\*\*NOBLE, LOYD S. . . . . *Commerce*

A. B., Simpson College; L.L. B. University of Southern California. Graduate study University of California. European travel. Formerly Instructor Business College Des Moines, Armstrong College of Business Administration Berkeley, Santa Ana High School. Glendale College since 1927.

PATTISON, IRENE MADDOCKS . . . . . *Music*

B. M., College of the Pacific; M. M., University of Southern California. Formerly Supervisor of Music, Globe, Arizona schools, Paso Robles schools; Director Church Choirs; Director Community Choruses. Glendale College since 1928.

PETERSON, BASIL H. . . . . *Director*

A. B., M. A., Ph. D., University of California. Formerly Instructor and Athletic Coach, Bakersfield High School and Junior College. Instructor and Athletic Coach Piedmont High School; Director of Vacation Camps, City of Berkeley; Principal Mt. Shasta High School; Assistant to Dean and Lecturer in Education, University of California, Davis; Assistant Business Manager, Radiation Laboratory, University of California Berkeley. Glendale College since 1943.

PLACE, DERRILL . . . . . *Journalism, English, Speech*

A. B., Wabash College; M. A., Ohio State University. Formerly Instructor Valparaiso University. Glendale College since 1937.

\*\*RAMBO, ANNE . . . . . *History, Economics, Aviation*

A. B., Walla Walla College; M. A., Occidental College. Graduate study University of Mexico, University of Paris, Columbia University. Travel in South America, Europe, Orient. Formerly Instructor Walla Walla College; Teacher Glen Cove High School, New York. Ground School Ratings in Navigation, Meteorology, and Civil Air Regulations. Glendale College since 1927.

\*ROBERTS, WALTER C. *Engineering, Mathematics, Navigation*

A. B., M. A., University of California. Formerly Assistant Mathematics Department University of California. Instructor Immaculate Heart College, John Dewey Schools, University of California Extension Division. Glendale College since 1937.

ROWLEY, ELIZABETH . . . . . *Dean of Women, Counselor*

A. B., Western College for Women; M. S., University of Southern California. Formerly Instructor in Ohio and Glendale, California schools. Glendale College since 1944.

\*\*RYAN, THOMAS S. . . . . *Aviation, Physical Education*

B. S. M. S., University of Southern California. Formerly Instructor Burbank High School, and Hoover High School, Glendale; with R.K.O. Studios, Hollywood, and Twentieth Century-Fox Studio, Hollywood. Glendale College since 1939.

SCHREITER, HERBERT G. . . . . *Physics, Mathematics*

A. B., University of Wisconsin; M. A., University of Chicago. Graduate study University of Southern California and University of Chicago. Formerly Lecturer in Physics and Supervisor E.S.M.W.T. University of Southern California; Mathematics Instructor Curtiss Wright Technical Institute; Instructor Compton Junior College; Instructor Carnegie Institute of Technology. Glendale College since 1944.

SPAGNOLI, DONALD VERNE *History, Economics, Mathematics*

A. B., M. A., University of California. Graduate study University of Mexico. World tour, Mexican tour. Formerly Teacher El Dorado County High School. Glendale College since 1928.

SPERRY, GEORGE S. . . . . *Physical Education*

A. B., College of Pacific. Graduate study Stanford University, University of Southern California, University of California, University of California at Los Angeles. Formerly Athletic Director at Chico State College, Taft Union High School. Instructor and Coach at Glendale High School. Glendale College since 1944.

STEELE, HELEN COX . . . . . *Physical Education, Hygiene*

B. S., M. S., University of Southern California. Tour of Orient. Formerly Teacher in Glendale High School. Glendale College since 1931.

\*TENISON, SAM ALFRED . . . . . *Physical Education, Hygiene*

B. S., James Millikin University. Graduate study Springfield College, University of Southern California. Formerly Teacher and Coach Butte High School, Wisconsin State Normal, California Institute of Technology. Glendale College since 1928.

TURRILL, PARK L. . . . . *Chemistry, Counseling*

A. B., B. S., University of Redlands; M. S., University of California. Graduate study California Institute of Technology. Consulting Chemist and Chemical Engineer. Glendale College since 1927.

UELAND, EMMA M. . . . . *Home Arts*

B. S., Oregon State College; M. A., Columbia University. Formerly Teacher in Oregon and Alaska schools; Instructor in William Smith College. Glendale College since 1931.

WIEBE, HERMAN H. . . . . *German, Political Science*

A. B., University of Nebraska; M. A., University of Wisconsin. Graduate study University of Illinois, University of California, University of Southern California. Formerly Teacher in Glendale schools; Instructor Bethel College, University of California, University of Nebraska Summer Session; Head of German Department University of Illinois. Glendale College since 1931.

WOLFE, EUGENE . . . . . *Hygiene, Counseling*

A. B., M. A., University of Southern California. Formerly Teacher Oklahoma schools, Glendale High School; Vice-Principal Glendale High School; Principal Woodrow Wilson Junior High School. Glendale College since 1939.

WORTHY, ELMER T. . . . . *Dean of Men, Political Science*

A. B., J. D., Stanford University; M. A., University of Southern California. Formerly Attorney; Instructor and Debate Coach Santa Ana High School, Santa Ana Junior College, Glendale High School. United States Army World War I. Glendale College since 1927.

\*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. See "Unit of Work," page 35.

### Time Schedule of Day Classes

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

### Time Schedule of Night and Summer Classes

The class schedule for night and summer classes is announced at the beginning of each session.

## GENERAL INFORMATION

### Location

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

### Buildings and Facilities

Two main buildings on the campus are occupied by classrooms, offices, and laboratories which are excellently equipped for college work. A third building houses technological instruction on aviation, sheetmetal and machine manufacturing. In addition, there are two locker and shower buildings, a Student Union building and a music building.

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

The college library is open Monday through Friday between the hours of 7:45 A.M. and 4:00 P.M. The library contains approximately 12,000 books and bound magazines and receives regularly 205 periodicals and daily and weekly newspapers in addition to government documents and indexes to magazines and current publications.

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

### Purpose

The Glendale College is organized to offer educational services designed to meet the needs of all mature citizens of the community. The instructional program has been geared to meet war as well as post-war needs. The following general types of educational services are provided:

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

Two-year and one-year programs of study are offered in a number of occupational fields. Students completing such programs should be qualified to enter occupational life without additional college instruction. (See page 40 for detailed descriptions of the various curricula.)



### *Lower Division University Curricula*

Courses are offered which are equivalent to those offered in the freshman and sophomore years at the University of California and other colleges and universities in the United States. (See page 50). A student with a satisfactory high school and junior college record will receive full credit for all work done in Glendale College provided he has met the specific requirements of the college or university to which he transfers. The University of California usually will not accept more than 70 units of junior college work for transfer.

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

A student 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 institution to which the student expects to transfer.

### *Opportunities for Cultural Study*

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

### *War Service Training*

Instruction is offered to prepare students for war service, either in industry or in the armed forces.

### **War Training**

Glendale College is not under contract with the United States Army or Navy for conducting specialized training programs. However, the college maintains close contact with the various branches of the armed services and with local draft boards. The latest information and rulings on all matters are available to students through the Dean of Men and Dean of Women.

### *Pre-Induction Training for Men*

Students may secure valuable training by attending Glendale College for a short period of time prior to being inducted or enlisting in the armed forces. Pre-induction training should include instruction in the following fields: English, Mathematics, Physics, and Physical Education. Training in the following fields should also prove valuable: Chemistry, History, Meteorology, Navigation, Speech, Geography, Map Making, Machine Drawing, and Instrumental Drawing.

### *Opportunities for Women*

The Army and Navy have recognized the necessity to utilize the knowledge, skill and training of women in non-combatant positions. As long as the war continues Glendale College graduates will find opportunities available for service in the Women's Army Corps (WACS), the WAVES (Navy), SPARS (Coast Guard), and Marines. Detailed information regarding qualifications, required training and nature of openings in each service may be obtained from the Dean of Women.

### *Nurse Training*

The war situation has increased the demand for nurses. Glendale College offers one-year and two-year pre-nursing programs that qualify students for entrance to the nursing schools of hospitals or Universities. (See page 65).

### **Veteran Education**

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

Certain veterans are eligible to get free education under the G. I. Bill of Rights (Public Law 346), others to obtain free education under Vocational Rehabilitation (Public Law 16), and still others may find it advantageous to attend college under the California State Program of Vocational Rehabilitation. The procedure to follow can best be determined by consultation with the Dean of Men. Summaries of the provisions of the various laws may be secured from the Recorder, room 100.

### *How to Apply*

1. *Under G. I. Bill (Public Law 346)*

a. File with the Veterans Administration, Los Angeles 25, California an application for authorization to enroll at Glendale College under terms of the G. I. Bill. Forms are available at the Veterans Administration Office, Sawtelle, Los Angeles 25, or the Recorder's Office, Glendale College, Glendale 8, California.

b. Complete registration at Glendale College after consultation with Dean of Men. This may be done even before word is received from the Veterans Administration. Payment begins the day the veteran enrolls provided he has made application to the regional veterans office before that date.

2. *Under Federal Vocational Rehabilitation (Public Law 16)*

a. Make application directly to the Veterans Administration, Sawtelle, Los Angeles 25, California. Those wishing to qualify under this program must complete all arrangements with the Veterans Administration before applying for admission to Glendale College.

b. Consult with Dean of Men and complete registration procedure.

3. *Under State Vocational Rehabilitation*

a. Make application directly to the California State Bureau of Vocational Rehabilitation, 306 West Third St., Los Angeles 13, California.

b. Complete registration at Glendale College after consultation with the Dean of Men.

### *Credit for Military Training*

Glendale College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. Work completed through the United States Armed Forces Institute will be accepted. In order to receive credit for military training, veterans must apply for such credit through the United States Armed Forces Institute, Madison 3, Wisconsin. Credit can only be granted upon receipt of authentic records.

Applicants desiring credit for military training, who have had no previous college work or whose previous college record

is below "C" average, will be required to prove their capability of doing college work (by at least one semester of residence work) before credit for military service is granted. Credit earned for military training will count toward satisfying requirements for the degree of Associate in Arts. However, under no circumstances will Glendale College graduate any veteran who has not completed at least one full semester of work as a resident student.

### *Completion of High School Graduation*

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

### **Training for War Industry**

Glendale College offers intensive training in certain fields designed to prepare students for entering war industries.

This is possible in the fields of commerce, art, mathematics, aircraft service and maintenance, metal trades and photography. Rather than complete a full two-year program leading to graduation some students may find it advisable and necessary to spend only one year in Glendale College. With careful selection it may be possible to secure adequate training to enter war industry after spending one year or less in college.

### **Evening Classes**

Glendale College Evening Classes will be offered in fields in which there is sufficient demand. The courses will be of college grade, and will carry college credit. Some of the same ones offered during the day will be available at night. (See pages 40, 71 for course descriptions.) During 1944-45 college year classes were held each week on Monday and Wednesday evenings from 7:00 to 9:00 P.M. The courses offered included the following:

Art 40	Arts and Skills (including section in weaving)	1 unit
Chemistry 11-12	Elements of Chemistry	4-4 units
Chemistry 41-42	Chemistry for Nurses	4-4 units
Commerce 11	Intensive Business Training— (including shorthand, typing, office machines, duplicating processes)	•

Commerce 33A	Salesmanship	1 unit
English 1-2	Freshman English	3-3 units
English 41	Remedial English	2 units
Mathematics 1	Intermediate Algebra	3 units
Physical Education 20A	Leadership (for camp counselors)	1 unit
Physics 10	Introduction to Physics	3 units
Psychology 31A	Principles of Psychology	2 units
Psychology 32A	Applications of Psychology	2 units
Technology 11	Airplane Engine Servicing	*
Technology 15	Airplane Servicing	*
Technology 31	Elementary Ground School	*

\* Credit granted will depend on work completed.

It is anticipated that during 1945-46 a similar pattern of courses will be given. The College is anxious to serve the community and will offer subjects for which there is need. Additional information may be obtained by calling Citrus 2-6861.

### Summer Term

Glendale College has operated summer terms for the past three years. The fourth summer term will open June 18 and close August 25, 1945. Students enrolling for work may complete from 6 to 9 units of college credit during the ten weeks. Courses will be offered in fields in which there is sufficient demand. Summer term circulars may be obtained by calling Citrus 2-6861.

### Office Administration

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

### Student Health

The Glendale Unified School District maintains a Supervising Nurse who has office hours at the College two days a week. In the first month of each term 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 101 where students may confer with the Placement Officer regarding part-time and full-time work.

### **Scholarships**

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

This year a Zonta Club scholarship for study in the Summer Session of the University of Mexico is available to a qualified Glendale College student. To be eligible for this scholarship a student must have completed at least twelve (12) units in Glendale College and present evidence of superior achievement in Spanish and social studies. Final selection is made by the faculty Scholarship Committee on the basis of academic record, character, and service to the college.

Students desiring information about scholarships or loans should consult the Dean of Men or the Dean of Women.

### **Student Union and Bookstore**

In the Student Union are located the bookstore and the fountain-cafeteria. They are operated by the Associated Student Body under the supervision of a manager and paid student assistants.

### **Student Organizations and Activities**

The Associated Students of Glendale College is the official student body organization. Numerous opportunities are provided students to participate in activities of the Associated Student Body. An extensive social program, an athletic program, a bookstore, a cafeteria and an accounting office for finances are sponsored by the Associated Students. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

#### *Activity Period*

No classes are scheduled Thursday at 11:00 o'clock. This hour is reserved for club meetings and for student assemblies.

## Clubs

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

### *Athletic Program*

A complete program of athletics is sponsored by Glendale College. As a member of the Metropolitan Conference, competitive athletics is carried out in all sports for men. The Women's Athletic Association and the physical education department for women sponsor a complete program of sports and athletic activities for women.

### *Honor Societies*

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

## ADMISSION AND REGISTRATION

### Entrance Requirements

#### *Eligibility*

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

#### *Application*

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

#### *Transcripts*

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

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

#### *Residence Requirements*

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

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

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

(a) A student living in the Glendale Junior College District may attend Glendale College provided his legal residence is in the district. The legal residence of a student under 21 is with his father, or legal guardian. The legal residence of the father, or guardian, is in the school district in which he is qualified



to vote. The father is the legal guardian except when deceased, or made exempt by action of a court of law.

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

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

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

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

### **Registration**

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

### *Schedule of Classes*

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

### *Counselors*

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

### **Counseling Examinations**

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

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

### **Costs**

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

The executive board of the Associated Student Body has agreed upon dues of \$6.00 per semester. 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.

### **Eligibility for Courses**

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

are considered by counselors when assisting 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 convince his counselor of his present ability to do such advanced work.

### Transfers to the University of California

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

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

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

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

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

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

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

A grade deficiency results from a student's failure to make an "A" or "B" in subjects listed under (a) to (f). 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 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 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 main office. They may also be obtained from the registrar of the college or university in which the student is interested.

## REGULATIONS

### GRADES AND SCHOLARSHIP

#### Unit of Work

College work is measured in terms of the "unit". One hour of class work a week for one semester is considered one "unit" of work.\* In the Announcement of Courses, pages 71 to 104 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.

\*In 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 College is 17 units (including physical education).

A student should register in at least 12 units unless he is working at home or elsewhere. Those working outside should not attempt to carry a full load in college.

Under no circumstances will a student be permitted to carry more than 18 units without the permission of the Administration Committee. Such permission must be requested in writing at the time of registration. The University of California will not accept more than 17 units (including physical education) a semester unless the student has achieved a "B" average in a full program the preceding semester.

NOTE: The maximum load which students will be permitted to carry on a term schedule (half-semester) will be 9½ units (including physical education).

#### Grades

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

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

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

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

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, 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 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 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 about 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.

### **Temporary Leave of Absence**

Students who find it necessary to be absent from college for a short period of time should petition for a temporary leave of absence in advance (if possible) of leaving. Suitable forms may be obtained from the office of the Recorder, room 100.

### **Withdrawal from College**

A student who wishes to withdraw from college before the end of a semester may obtain an honorable dismissal by making an application to the office of Recorder. 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 College.

### **Physical Education**

Each student is required to enroll in physical education.

A student who is twenty-five 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 Administration 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 two hours. Before the end of each semester a schedule of final examinations will be announced.

Re-examinations are not given except as a means of removing an incomplete or conditional grade "E". See page 35.

**Clearance of Obligations**

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

**Transcripts to Other Colleges**

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

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 main office, or can be obtained from the registrar of the college or university in which the student is interested.



## GRADUATION REQUIREMENTS

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

1. Two units in the Constitution of the United States, including the study of American Institutions and Ideals. Courses which may be completed in Glendale College to satisfy this requirement include History 17-18 (6 units); Political Science 3 (3 units); Political Science 5 (2 units); Social Science 31-32 (6 units).
2. Such requirements in oral and written English as may be established by the governing board. Glendale College requires the satisfactory completion of six units of English.
3. A major consisting of at least 20 units in a specified field of study.
4. A program of health and physical education as follows:
  - a. Two units in hygiene.
  - b. Passing grades in four semesters of physical education. (See page 37).
5. At least 15 units of residence work must be completed.

## SEMI-PROFESSIONAL CURRICULA

### For Students Planning to Complete Training at Glendale College

Glendale College offers the following two-year or one-year curricula to students planning to enter occupational or home life directly upon finishing junior college. Although the completion of the various courses included in the two-year programs will, in certain instances, permit one to transfer to other collegiate institutions and receive some credit, they are not specifically designed for this end. The semi-professional curricula are: Advertising Art; Aircraft Service and Maintenance, Airplane Engine Servicing; Animation; Bookkeeping (one-year curriculum); Clerical Work; Dressmaking Design; Finance and Accounting; Home Arts; Intensive Business Training; Laboratory Technician (one-year curriculum); Machine and Tool Manufacturing; Merchandising; Music; Photography; Secretarial Work; Sheetmetal Manufacturing; and Speech and Radio Production.\*

Students majoring in one of the two-year curricula and planning to graduate with an Associate in Arts degree must comply with the graduation requirements on page 39 of this catalog.

\* *Whether or not training in all these curricula will be offered during 1945-1946 will depend upon the war situation and the enrollment of students.*

#### 1 Advertising Art

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 1-2	3	3	Art 7-8	2	2
Art 3-4	2	2	Art 11-12	2	2
Art 5-6	2	2	Art 37-38	2	2
Art 34	1	..	Engineering 1	3	..
Art 35-36	2	2	Art 45-46	3	3
Biology 1	..	3	Anatomy 41	..	4
English	3	3	Political Science 5	2	..
Hygiene 1	2	..	Electives	2	3
Electives	1	1	Physical Education	1	1
Physical Education	1	1			
Total	17	17	Total	17	17

## 2 Aircraft Service and Maintenance

Two training programs are offered in this field, one designed to meet the requirements of the Civil Aeronautics Administration "E" license (Aircraft Engine Overhaul) and the other to meet the requirements of the Civil Aeronautics Administration "A" license (Airframe Servicing).

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

In addition to passing required examinations, applicants for an Aircraft Mechanic rating must comply with the following general requirements: Be 18 years or over; be an American citizen; have good moral standing; have a complete and thorough knowledge of either aircraft engines or airframes; have at least one year of practical experience or equivalent practical training in chosen field of work; be thoroughly familiar with the provisions of parts 01, 24 and 18, and generally familiar with manual 18, 14, 13, and 04 of Civil Air Regulations.

### *Airplane Engine Servicing*

This two year curriculum prepares students for the C.A.A. "E" license. Those successfully completing the training program and qualifying for a license may enter industry as specialized technician, inspector, or in some other capacity requiring a knowledge of aircraft engines and regulations.

After completing the prescribed two year training program applicants for the "E" license must pass the following tests:

1. Complete a weight and balance computation.
2. Written examination composed of 50 multiple choice questions on the following subjects:  
Magnetos and ignition; Maintenance of power plants, fuels, carburetion and carburetors; Lubrication; Propellers; Regulations (Civil Air Regulations).
3. Prove by practical demonstration ability in the shop on actual power plant overhaul, etc.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Technology 27-28 - English for Technical Students	3	3	Technology 26	2	..
Technology 21-22 - Mathematics for Industry	3	3	Sociology 31 32	3	3
Technology 11-12	8	8	Technology 13-14	8	8
Hygiene 1	..	2	Technology 23-24	2	2
Technology 29 - Applied Physics	2	..	Electives *	1	3
Physical Education	1	1	Physical Education	1	1
	-----			-----	
	Total	17 17		Total	17 17

\* Course in Machine drawing (Engineering 2) is recommended.

### *Airplane Servicing*

This two year curriculum prepares students for the C.A.A. "A" license. Those successfully finishing the training program and qualify-

ing for a license may secure positions in the general field of aviation, particularly pertaining to the manufacture, repair and maintenance of aircraft.

After completing the prescribed two years training program, applicants for the "A" license must pass the following tests:

1. Complete a weight and balance computation.
2. Written examination composed of 50 multiple choice questions on the following subjects:  
Rigging and assembly; Wood, fabric, covering and draping; Sheet metal and welding; Hydraulics; Propellers; Regulations (Civil Air Regulations).
3. Prove by practical demonstration ability in the shop on actual aircraft structure and rigging, including control systems, aircraft appliances, etc.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Technology 27-28 - English for Technical Students	3	3	Technology 26	2	..
Technology 21-22 - Mathematics for Industry	3	3	Sociology 31-32	3	3
Technology 15-16	8	8	Technology 17-18	8	8
Hygiene 1	..	2	Technology 23-24	2	2
Technology 29 - Applied Physics	2	..	Electives *	1	3
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
	Total	17 17		Total	17 17

\* Course in Sheet Metal Drawing is recommended (Technology 25).

### 3 Animation

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 3-4	2	2	Physiology 41	4	..
Art 5-6	2	2	Art 9-10	2	2
Art 7-8	2	2	Art 11-12	2	2
Art 34	1	..	Art 21	..	2
Art 45-46	3	3	Art 25	2	..
English 13-14	2	2	Art 27-28	2	2
Zoology 1-2	4	4	Art 35-36	2	2
Electives	..	1	English 8	..	2
Physical Education	1	1	Hygiene 1 - Political Science 5	2	2
	<hr/>		Electives	..	2
	Total	17 17	Physical Education	1	1
	<hr/>			<hr/>	
	Total	17 17		Total	17 17

### 4 Bookkeeping (one-year curriculum)

A one-year course in bookkeeping which provides training for employment as bookkeeper, stock control clerk, record keeper, time-

keeper, machine calculator operator, and general clerical work. Those wishing to obtain a more thorough training in this field may find it advantageous to pursue the two-year curriculum in Finance and Accounting.

<i>First Semester</i>	<i>Units</i>	<i>Second Semester</i>	<i>Units</i>
Commerce 1A	3	Commerce 1B	3
Commerce 5A	4	Commerce 5B	4
Commerce 21	4	Commerce 15	3
Commerce 29	2	Commerce 22	4
Electives *	3	Electives *	2
Physical Education	1	Physical Education	1
	Total		Total
	17		17

\* Suggested electives: Commerce 27-28, Commerce 42, Geography 32, Law 31.

## 5 Clerical Work

Clerical positions in commercial, industrial, and financial companies, and in governmental and other institutional organizations require as basic training skill in typing, ability to use office machines, and a command of English. Knowledge of bookkeeping methods will often improve a worker's opportunity to obtain a desired position.

The clerical curriculum prepares the student for general office work or positions as receptionist, file clerk, mail clerk, payroll clerk, switchboard operator, or office machine operator. A student majoring in this field will obtain most from his two years at Glendale College if he plans his program with a definite field of interest.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 5A-5B	4	4	Commerce 5C-5D	2	2
Commerce 15-16	3	3	Commerce 21-22	4	4
Commerce 29	2	..	Law 31	3	..
Electives	4	6	Political Science 5	..	2
Physical Education	1	1	Hygiene 1	2	..
			Electives	2	5
			Physical Education	1	1
	Total	17		Total	16
	17	17		16	16

Recommended electives:

Commercial: Merchandising, Salesmanship, Geography;

Non-commercial: Psychology, Speech, Music, Social Arts.

## 6 Dressmaking Design

A curriculum designed to train persons for employment in the clothing industry as pattern designers, drafters, layout workers, markers, sample makers, inspectors, drapers, fitters and cutters. Ample oppor-

tunity exists for students majoring in this field to obtain through a wise selection of electives a broad and liberal education.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 17-18 (dressmaking design)	6	6	Home Arts 19-20 (dressmaking design)	6	6
Related Subjects* and Electives	6	6	Related Subjects* and Electives	7	7
English	3	3	Hygiene 1 - Political Science 5	2	2
Physical Education	1	1	Physical Education	1	1
-----			-----		
Total			16	16	16

\* Related subjects include courses in Art and Home Arts.

## 7 Finance and Accounting

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 5A-5B	4	4
Commerce 15-16	3	3	Commerce 27-28	3	3
Commerce 21-22 or Economics 14-15	4-3	4-3	Commerce 41-42	2	2
Geography 1-2	3	3	Law 18-19	3	3
Electives	3	3	Hygiene 1 - Political Science 5	2	2
Physical Education	1	1	Electives	1	1
-----			-----		
Total			17-16	17-16	16

## 8 Home Arts

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

<i>One-Year Course</i>					
<i>Semester One</i>	<i>Units</i>		<i>Semester Two</i>	<i>Units</i>	
Home Arts 11	3		Home Arts 12	3	
Home Arts 21	3		Home Arts 22	3	
Home Arts 32	3		Home Arts 4 or Art 23	2	
Art 3	2		Art 4 (Optional)	(2)	
Commerce 37	2		Commerce 45	2	
Hygiene 1	2		Hygiene 10	2	
Electives	1		Home Arts 1	2	
Physical Education	1		Home Arts 33	2	
-----			-----		
Total			17	Total	17

Suggestive electives: English 1 or 41, Speech 1, Drama, Psychology, Political Science 5, Typing, Music, History of Civilization.

## Two-Year Course

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 1	2	..	Home Arts 25	2	..
Home Arts 11-12	3	3	Home Arts 32	3	..
Home Arts 21-22	3	3	Home Arts 33	..	2
Home Arts 4 or Art 23	..	2	Home Arts 64	..	2
Art 3-4	2	2	Home Arts 65	..	2
Commerce 37	2	..	Home Arts 2	2	..
Commerce 45	..	2	Hygiene 1	2	..
English 1-2 or English 41	3	3	Hygiene 10	..	2
Electives	1	1	Political Science 5	2	..
Physical Education	1	1	Psychology 1 or 32	..	3
			Electives	5	5
			Physical Education	1	1
	<hr/>			<hr/>	
	Total	17 17	Total	17	17

Suggested electives: History of Costume, Child Psychology, English, Typing, Music, Art, Biology, Social Problems, Philosophy, History of Civilization.

## 9 Intensive Business Training

Students desiring intensive training in business for a short period of time should enroll in Commerce 11. Those qualified may enroll in this course at any time and pursue business training in any field as rapidly as capability permits. Instruction is available in beginning and advanced typing, beginning and advanced shorthand, office machines, filing, business mathematics, bookkeeping, and secretarial practice. (See page 77).

## 10 Laboratory Technicians (one-year curriculum)

Laboratory technicians for which this training is designed are of three classes:

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

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

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

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

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

## 11 Machine and Tool Manufacturing

Two-year curriculum designed to prepare for positions in industry. This training should prove particularly beneficial in such occupations as machinist, tool and die maker, tool designer, production planner, tool planner, draftsman, and other manufacturing engineering positions. Completion will satisfy pre-apprenticeship requirements.

<i>First Year</i>		<i>Units</i>		<i>Second Year</i>		<i>Units</i>	
Technology 27-28 - English for Technical Students	3	3	Sociology 31-32	3	3	Hygiene 1	2
Technology 21-22 - Mathematics for Industry	3	3	Technology 3-4	6	6	Engineering 2 - Technology 26	3
Technology 1-2	6	6	Engineering 23-24	2	2	Electives	3
Engineering 1-3	3	3	Physical Education	1	1		
Physical Education	1	1					
<b>Total</b>		<b>16</b>	<b>16</b>	<b>Total</b>		<b>17</b>	<b>17</b>

## 12 Merchandising

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

The two-year program particularly emphasizes training preparatory for employment in retail selling and retail store management, although broad fundamental business and related courses are included. During the second year of training, actual on-the-job selling is possible under the supervision of the Coordinator of Merchandising. Cooperation by local business houses will permit four to six hours of selling experience per week for each student.

<i>First Year</i>		<i>Units</i>		<i>Second Year</i>		<i>Units</i>	
Commerce 1A	3	..	Commerce 31-32	3	3	Commerce 33-34	2
Commerce 15-16	3	3	Commerce 35	..	4	Commerce 37-38	2
Commerce 21-22 or Economics 14-15	4-3	4-3	Commerce 31	3	..	Geography 32	..
Commerce 29	..	2	Hygiene 1	2	..	Electives *	3
Sociology 31-32	3	3	Electives *	3	3	Physical Education	1
Psychology 31-32 or 1-2	3	3	Physical Education	1	1		
Electives *	0-1	0-2					
Physical Education	1	1					
<b>Total</b>		<b>17</b>	<b>17</b>	<b>Total</b>		<b>17</b>	<b>17</b>

\* Recommended electives: Speech, Art Survey, Introduction to Social Science, World Geography.



### 13 Music

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

#### VOCAL CURRICULUM

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2 or 41, 10, 13, 14	3-2	3-2	Music 3-4	3	3
Music 1-2	2	2	Music 11-12 or 15-16	1	1
Music 5-6	5	5	Hygiene 1 - Political Science 5	2	2
Music 21-22	2	2	Music 25-26 or 7-8	3-2	3-2
French or German	4	4	Speech 11-12	3	3
Physical Education	1	1	Art 1-2 or Psychology 1-2	3	3
			Electives	1-2	1-2
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17-16	17-16	Total	17	17

#### INSTRUMENTAL CURRICULUM

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2 or 41, 10, 13, 14	3-2	3-2	Music 3-4	3	3
Music 1-2	2	2	Music 33-34 or 43-44	1	1
Music 5-6	5	5	Music 25-26	3	3
Music 31-32 or 41-42	1	1	Music 7-8	2	2
Hygiene 1	2	..	Political Science 5	2	..
Electives *	3-4	5-6	Electives *	5	7
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

\* It is suggested that the electives be taken in the following: History 7-8, History of Civilization; Art 1-2, History of Art; Foreign Language; Literature; Science.

### 14 Photography

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Photography 1-2	2	2	Photography 5-6	5	5
Photography 3-4	3	3	Hygiene 1	2	..
English	3	3	Political Science 5	..	2
Electives	8	8	Electives	9	9
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

## 15 Secretarial Work

Designed to train secretaries and stenographers for positions with commercial, industrial, and financial companies, and in governmental and institutional organizations. Skills in shorthand, typing and use of office machines required. A good secretary must have command of English. Knowledge of bookkeeping methods will often improve a worker's opportunity to obtain a desired position.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Commerce 1A-1B	3	3	Commerce 1C-1D	2	2
Commerce 3A-3B	5	5	Commerce 3C-3D	4	4
Commerce 15-16	3	3	Commerce 21-22	4	4
Commerce 5A-5B	4	4	Hygiene 1	2	..
Electives	1	1	Political Science 5	..	2
Physical Education	1	1	<del>Law 31</del>	..	3
			Electives	3	..
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	16	17

Recommended electives:

Commercial: Merchandising, Salesmanship, Geography;

Non-commercial: Psychology, Speech, Music, Social Arts.

## 16 Sheetmetal Manufacturing

Designed to prepare for positions in industry. This training should prove particularly beneficial to such occupations as sheet metal mechanic, operator of various types of power operated sheet metal manufacturing equipment, jig and fixture designer, production planner, tool planner, draftsman, and other manufacturing engineering positions. Satisfies pre-apprenticeship requirements.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Technology 27-28 - English for Technical Students	3	3	Sociology 31-32	3	3
Technology 21-22 - Mathe- matics for Industry	3	3	Hygiene 1	2	..
Engineering 1-3	3	3	Technology 26	..	2
Technology 5-6	6	6	Technology 7-8	6	6
Physical Education	1	1	Technology 25	3	..
			Technology 23-24	2	2
			Electives	..	3
			Physical Education	1	1
	<hr/>			<hr/>	
Total	16	16	Total	17	17

## 17 Speech and Radio Production

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English	3	3	Speech 3-4	3	3
Speech 1-2	2	2	Speech 31-32 (Radio Production)	2	2
Speech 11-12 (Introduction to Theater - Techniques of Dramatic Production)	3	3	Stagecraft 3-4 (Organization and Management)	2	2
Stagecraft 1-2 (Scenery and Lighting)	2	2	Hygiene 1 - Political Science 5	2	2
Electives	5	5	Electives	6	6
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
	Total	16	Total	16	16

Recommended electives

Physics 10, Foreign Language (Spanish, French), Psychology 1 or 32, English 8.

## SUGGESTED PROGRAMS OF COURSES

### For Students Planning to Transfer to

#### Colleges and Universities

Students may graduate from the Glendale College and subsequently transfer to another college or university and pursue their studies without loss of time. In some instances it will be advantageous to make the transfer to another institution after completing only one year of junior college training. Those planning to transfer with junior standing have four requirements to fulfill: (1) Remove any existing entrance deficiencies in grades or subject matter required by senior college planning to enter; (2) satisfy lower division major field requirements prescribed by senior college; (3) fulfill general lower division requirements prescribed by senior college for all students; (4) complete Glendale College requirements for graduation. Those planning to make up the transfer prior to graduation need only to complete the first requirement listed above and have made satisfactory progress on the other three.

The following suggested outlines of curricula \* are based on the premise that the students have completed the usual pattern of high school subjects (with "B" average) required for university admission: English, 3 units; algebra, 1 unit; geometry, 1 unit; history, 1 unit; foreign language, 2 units in one language; laboratory science, 1 unit; and additional 1 unit in advanced mathematics, science, or language. Students entering Glendale College with deficiencies in any of these subjects must enroll for a program of studies taking into consideration such shortages.

For the most part, the suggested programs of courses are based upon the requirements and recommendations of the University of California. Students planning to transfer to other institutions of higher learning should carefully study their lower division requirements.

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

Students wishing to graduate from Glendale College with an Associate in Arts degree must in addition to the suggested programs listed below, complete six units of *English* and *Hygiene* 1. Students planning to major in agriculture may specialize in any one of nine curricula: animal science, plant science, entomology and parasitology, agricultural economics, forestry, soil science, landscape design, agricultural educa-

tion, and home economics. Training in these fields is highly specialized and scientific and if completed leads to a bachelor of science degree.

\* Whether or not it will be possible to offer all of the courses listed during 1945-46 will depend upon the war situation and on the student enrollment.

\*\* Davis campus reinstated civilian instruction on March 1, 1945.

### ANIMAL SCIENCE

(Animal Husbandry, Poultry Husbandry, Dairy Industry)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Economics 1-2	3	3
Zoology 1-2	4	4	Chemistry 5-6	3	3
Physics 5-6	4	4	Botany 1 - Bacteri- ology 41	4	4
Mathematics 1-2 (if needed)	3	3	Geology 1 - Political Science 5	3	2
Physical Education	1	1	Electives	3	4
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

### PLANT SCIENCE

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Economics 1-2	3	3
Botany 1-2	4	4	Chemistry 5-6	3	3
Geology 1 - Political Science 5	3	2	Zoology 1 - Bacteri- ology 41	4	4
Math. 1-2 (if needed)	3	3	Physics 5-6	4	4
Electives	1	2	Electives	2	2
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

### ENTOMOLOGY AND PARASITOLOGY

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Botany 1-2	4	4
English 1-2 or Speech 3-4	3	3	Chemistry 5 - Bac- teriology 41	3	4
Zoology 1-2	4	4	Physics 5 or 10	4-3	..
Math. 1-2 (if needed)	3	3	Political Science 5	..	2
Physical Education	1	1	Geology 1	3	..
			Electives	2-3	6
			Physical Education	1	1
	<hr/>			<hr/>	
Total	16	16	Total	17	17

## AGRICULTURAL ECONOMICS

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Botany 1-2	4	4
English 1-2 or Speech 3-4	3	3	History, Philosophy or Political Science	3	3
Geology 1 - Psychology 1	3	3	Political Science 5	2	..
Economics 1-2	3	3	Mathematics 1-2 (if needed)	3	3
Electives	2	2	Zoology 1 - Electives	4	6
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

## FORESTRY

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
English 1-2 or Speech 3-4	3	3	Engineering 11-12	3	3
Mathematics 3-4	3	3	Chemistry 5 - Geology 1	3	3
Economics 1-2	3	3	Botany 1-2	4	4
Political Science 5 - Electives	2	2	Electives	2	2
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

## SOIL SCIENCE

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Botany 1-2	4	4	Economics 1-2	3	3
English (recommended)	3	3	Geology 1 - Bac- teriology 41	3	4
Mathematics 1-2 (if needed)	3	3	Elective - Political Science 5	3	2
Physical Education	1	1	Physics 5-6	4	4
	<hr/>		Physical Education	1	1
	<hr/>			<hr/>	
Total	16	16	Total	17	17

## LANDSCAPE DESIGN

(One year of work in this major is available at Glendale)

<i>First Year</i>	<i>Units</i>	
Art 1-2	3	3
English 1-2 or Speech 3-4	3	3
Economics 1-2	3	3
Geology 1-2	3	3
History or Philosophy	3	3
Physical Education	1	1
	<hr/>	
Total	16	16

## AGRICULTURAL EDUCATION

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Botany 1-2	4	4
Zoology 1-2	4	4	Chemistry 5	3	..
Geology 1 - Electives	3	4	Physics 1-2 or 5-6	3-4	3-4
Mathematics 1-2 (if needed)	3	3	Economics 1-2	3	3
Physical Education	1	1	Speech 3	..	3
			Electives	3-2	3-2
			Physical Education	1	1
	<hr/>			<hr/>	
Total	16	17	Total	17	17

## HOME ECONOMICS

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Home Arts 21-22	3	3	Home Arts 11-12	3	3
Economics 1-2	3	3	Psychology 1-2	3	3
Hygiene 1 - Political Science 5	2	2	Physiology 41 - Bac- teriology 41	4	4
English 1-2, History 1-2 or Speech 3-4	3	3	Chemistry 5	3	..
Chemistry 1-2	5	5	Art 3-4	2	2
Physical Education	1	1	Electives	1	4
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

## 2 Architecture and Fine Arts (University of Southern California)

Students may be admitted to the third year of the College of Architecture and Fine Arts upon completion of two years of work at Glendale College. Those entering this field may anticipate the completion of a program leading to the degree of Bachelor of Architecture with three years of additional study, or the degree of Bachelor of Fine Arts with two years' additional study.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Art 5-6	2	2	Physics 5-6	4	4
Art 34	1	..	Speech 3-4	3	3
Mathematics 2-8*	3	3	Economics 1-2	3	3
English 1-2	3	3	Mathematics 3*	3	..
Art 3-4	2	2	Engineering 3	3	..
History 7-8	3	3	Psychology 1	..	3
Hygiene 1 - Political Science 5	2	2	Engineering 6	..	3
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	16	Total	17	17

\* Students planning to major in various fields of fine arts should omit mathematics and add courses in art.

NOTE: Two years of high school foreign language or 6 units of college credit in this field is required.

### 3 Bacteriology (In the College of Letters and Science)

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

<i>First Year</i>	<i>Units</i>	
Chemistry 1-2	5	5
French or German	4	4
Zoology 1-2	4	4
Economics 1-2	3	3
Physical Education	1	1
Total	17	17

### 4 Botany (In the College of Letters and Science)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Zoology 1-2	4	4
Botany 1-2	4	4	Chemistry 5-6	3	3
French 1-2 or German 1-2	4	4	Social Science	3	3
English 1-2	3	3	Philosophy 1-2 or Art 1-2 or Music 3-4	3	3
Physical Education	1	1	Political Science 5		
			Hygiene 1	2	2
			Physical Education	1	1
Total	17	17	Total	16	16

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

The curriculum of the College of Business Administration is designed to give students who choose to work toward the Bachelor of Science degree a well-balanced introduction to professional careers in business. Certain fundamental courses are included in the first two years' work which should give the student the proper background for more technical offerings when the upper division is reached.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English - Speech 3	3	3	Economics 14-15	3	3
Geography 1-2	3	3	Mathematics 1-9	3	3
Foreign Language or Natural Science	4-5	4-5	History 1-2 or Psychology 1-2	3	3
Economics 1-2	3	3	Continued Foreign Language or Science	4-3	4-3
Electives	3-2	3-2	Hygiene 1 - Political Science 5	2	2
Physical Education	1	1	Electives	1-2	1-2
			Physical Education	1	1
Total	17	17	Total	17	17

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

On July 1, 1943, the School of Business Administration replaced the College of Commerce and offers undergraduate curricula leading to the degree of Bachelor of Science. To be admitted to the School of



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

Students attending Glendale College and planning at the end of two years to enter the School of Business Administration (Berkeley) should complete the following required courses: Economics 1-2, Economics 14-15, and Political Science 5. Economic History and Economic Geography are highly recommended. Mathematics 3-4 is desirable for those planning to specialize in the mathematical side of business.

## 7 Chemistry (In the College of Letters and Science)

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Mathematics 3-4	3	3	German 1-2	4	4
Physics 1-2	3	3	Mathematics 5-6	3	3
English 1-2	3	3	Social Science or Philo- sophy or Fine Arts	3	3
Hygiene 1 - Political Science 5	2	2	Physics 3-4	3	3
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

## 8 Dentistry (In the College of Letters and Science— Pre-Dental Curriculum)

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2 or 11-12	5-4	5-4	Chemistry 5-6	3	3
English 1-2 or Speech 3-4	3	3	Physics 5-6	4	4
Foreign Language	4	4	Social Science or Philosophy or Fine Arts	3	3
Zoology 1-2	4	4	Hygiene 1 - Political Science 5	2	2
Physical Education	1	1	Mathematics or Foreign Language	3-4	3-4
	<hr/>		Physical Education	1	1
	<hr/>			<hr/>	
Total	17-16	17-16	Total	16-17	16-17

## 8A Dental Hygienist (University of California College of Dentistry, Dental Hygiene Curriculum, San Francisco)

Dental Hygiene is a profession limited to women. It bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students completing the two-year Pre-Dental Hygienist program and the following two year curriculum in the University will be

granted a Bachelor of Science Degree in dental hygiene. Graduates in this field after passing the state examination are licensed to practice and are eligible to work as hygienists in private dental offices or for state or county health departments. Students planning to enter this field should complete the regular pattern of courses in high school required for admission to the University of California. Applicants for admission to the dental hygiene curriculum (San Francisco) should complete the requirements of the College of Letters and Science for the Associate in Arts degree as well as certain specified additional courses. The following two-year program completed at Glendale College will satisfy requirements:

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

\* The first two years or high school work in a foreign language will be counted as 4 units of this requirement; the third and fourth years of high school work in a foreign language will be counted as 4 units each of this requirement. A total of 16 units is required.

## 9 Economics (In the College of Letters and Science)

### See also Business Administration

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 14-15	3	3
Economics 1-2	3	3	Select year course from 2		
Foreign Language	4	4	fields: additional foreign		
Natural Science	3-4	3-4	language, mathematics,		
Hygiene 1 - Political			social science, philoso-		
Science 5	2	2	phy, fine arts	6	6
Physical Education	1	1	Foreign Language or		
			Natural Science if		
			needed, or electives	7	7
			Physical Education	1	1
<b>Total</b>	<b>16-17</b>	<b>16-17</b>	<b>Total</b>	<b>17</b>	<b>17</b>

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

Engineering students should have completed the following courses in high school: mathematics, 4 units including trigonometry and solid geometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing, 1 unit. Without this preparation it will be difficult to complete the

required curriculum in four years. Except for mining, students may complete two years of work in all fields at Glendale College. Mining engineers should transfer to the university when ready to commence the sophomore year.

(Same program for all branches of engineering)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Mathematics 3-4	3	3	Mathematics 5-6	3	3
Physics 1-2	3	3	Physics 3-4	3	3
Chemistry 1-2	5	5	Engineering 3-8	3	2
Engineering 11-12	3	3	Geology 1	3	..
Political Science 5 -			Engineering 6 or		
Hygiene 1 *	2	2	elective **	..	3
Physical Education	1	1	English *	3	3
			Electives	1	2
			Physical Education	1	1
	-----			-----	
	Ttal	17 17		Total	17 17

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

\*\* Civil engineers may substitute an elective for Engineering 6. Agricultural engineers (branch of mechanical engineering) should complete Economics 1-2.

## 11 English (In the College of Letters and Science)

English majors should follow the curriculum pattern outlined under Letters and Science (Number 22). Students must complete English 1-2 and English 5-6 with an average grade of C or higher. It is advantageous for students in lower division of college to continue study of one modern foreign language. It is also recommended that a course in philosophy be taken.

## 12 Foreign Language (In the College of Letters and Science)

Students majoring in a foreign language should follow the program of studies outlined under the Letters and Science Curriculum (Number 22). The courses that are required or recommended for each particular language are as follows:

### FRENCH:

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

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

### GERMAN:

Required: German 1, 2, 3, 4.

Recommended: History 1-2.

### SPANISH:

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

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

### 13 General Curriculum (In the College of Letters and Science)

In the General Curriculum a student distributes his studies through two or three departments rather than emphasizing one major department. In the lower division (freshman and sophomore years) the student must complete the requirements for the Letters and Science Curriculum (Number 22). In addition a General Curriculum student must complete the basic lower division courses required by each of the departments in which he wishes to distribute his studies during his junior and senior years. Consult the catalog of the University of California for combinations of courses. Some sample combinations are as follows:

FOR Combination of Economics, Psychology and Public Speaking:  
Economics 1, 2; Psychology 1, 2; Speech 3, 4.

FOR Combination of Physics and Mathematics:  
Physics 1, 2, 3, 4; Mathematics 3, 4, 5, 6, 8, 9.

FOR Combination of English, History and Psychology:  
English 1, 2, 5, 6; History 1, 2; Psychology 1, 2.

### 14 Geology (In the College of Letters and Science)

Students may specialize in geology either in the Petroleum Engineering branch of the College of Engineering or in the College of Letters and Science.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
Geology 1-2	3	3	Engineering 11-12	3	3
Mathematics 2	3	..	English 1-2 or Speech 3-4	3	3
Hygiene 1	..	2	Mathematics 3-4	3	3
Foreign Language (French or German)	4	4	Social Science, Philosophy or Fine Arts	3	3
Political Science 5	..	2	Physical Education	1	1
Physical Education	1	1			
	<hr/>			<hr/>	
Total	16	17	Total	17	17

*Note.* Mineralogy 1A, 1B, and 2 would have to be completed at the University of California during junior year. Freehand drawing (Art 5) and geometrical drawing (Engineering 3) should be completed in Glendale College if possible.

### 15 Geography (In the College of Letters and Science)

Students majoring in this field should follow the Letters and Science Curriculum (Number 22). In addition, the following required and recommended courses should be completed:

Required: Geography 1, 2, 45.

Recommended: Geology 1.

**16 History (In the College of Letters and Science)**

History majors should follow the Letters and Science Curriculum (Number 22), taking into consideration the following requirements and recommendations:

Required: At U.C. (Berkeley): History 1-2, 17-18, and Economics 1 or Geography 1.

At U.C.L.A.: History 1-2 and History 3-4 or 17-18.

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

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

**17 Home Economics (In the College of Applied Arts at U.C. L.A.; in the professional departments at the state colleges). See curriculum of College of Agriculture (Number 1) for U.C.**

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

<i>First Year</i>	<i>Units</i>	<i>Second Year</i>	<i>Units</i>
Home Arts 21-22	3 3	Home Arts 11-12	3 3
Art 3-21	2 2	Chemistry 15-16	3 3
English 1-2	3 3	Political Sc. 5-Hygiene 1	2 2
Zoology 1 - Physiology 41	4 4	Psychology 1-2	3 3
Chemistry 11-12	4 4	Year course in: Social science, philosophy, fine arts, mathematics, foreign language	3 3
Physical Education	1 1	Electives	2 2
		Physical Education	1 1
Total	17 17	Total	17 17

**18 Industrial Arts (In the College of Applied Arts at U.C. L.A.; in the professional departments at state colleges; not available at U.C., Berkeley)**

Students majoring in industrial or mechanic arts may find it desirable to transfer as sophomores. Training in this field is designed primarily for those desiring to become teachers. Students transferring to U.C.L.A. may choose between foreign language and natural science provided they have already completed two years of high school foreign language with acceptable grades. Those planning to enter state colleges should choose science.

<i>First Year</i>	<i>Units</i>	<i>Second Year</i>	<i>Units</i>
English 1-2 or Speech 3-4	3 3	Technology 1-5	6 6
Mathematics 2-8	3 3	Engineering 1-3	3 3
Social Science	3 3	Physics 5-6	4 4
Natural Science	3 3	Psychology 1-2	3 3
Political Sc. 5-Hygiene 1	2 2	Physical Education	1 1
Art 5 - Electives	2 2		
Physical Education	1 1		
Total	17 17	Total	17 17

## 19 International Relations (In the College of Letters and Science)

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
History 1-2	3	3	Psychology 1-2	3	3
English 1-2 or Speech 3-4	3	3	Adv. Foreign Language (if needed)	4	4
Foreign Language	4	4	Economics 1-2	3	3
Natural Science	3-4	3-4	Mathematics, Philosophy or Fine Arts	3	3
Hygiene 1 - Political Science 5	2	2	Political Science 3-4	3	3
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	16-17	16-17	Total	17	17

## 20 Journalism (In the College of Letters and Science)

Majors in this field should follow the Curriculum in Letters and Science (Number 22) with the inclusion of the required and recommended subjects listed below:

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

Recommended: Psychology 1-2, Philosophy 1-2, Geography 1-2, Law 18, Sociology 1-2.

## 21 Law

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

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

In either case the requirements for the first two years are essentially the same. Students should earn the junior certificate or Associate in Arts degree of the College of Letters and Science (see Number 22). No particular majors and minors are required for law students, but rather it is recommended that a broad training be obtained. Mathematics, science, and language give needed analytical training. Those planning to specialize in civil and political law will find it profitable to take courses in political science, history, economics, public speaking, psychology, sociology, and literature. Students planning to specialize in criminal law should study chemistry, economics, psychology, philosophy, physiology, and public speaking. Latin is recommended.

## 22 Letters and Science (University of California)

This is the fundamental general course leading to upper division standing at the University of California or most other institutions for all those students majoring in the various academic subjects (English, mathematics, foreign language, natural science, philosophy, social science, and the arts).

The requirements for junior standing are:

- (1) The completion of not less than 60 units of college work.
- (2) The fulfillment of the following general and specific requirements:

a. General University requirements:

English Subject A — Students completing English 1-2 in Glendale College with grade of "C" or higher satisfy this requirement.

Military Science and Tactics (men).

(Note: If a student completes two years' work in a junior college, he is exempt from this requirement.)

b. Foreign Language

At least 16 units in not more than two languages, with not less than 4 units in any one language. The first two years of high school work in a foreign language will be counted as 4 units of this requirement; the third and fourth years of high school work in a foreign language will be counted as 4 units each of this requirement. No credit is given for only one year of high school work in a foreign language.

c. Matriculation Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College.

d. Natural Science

At least 12 units, including one course in a laboratory science (6 hours of laboratory work weekly). The choice of sciences should be made from the following list:

High school physics\*, 3 units. (1 high school credit).

High school chemistry\*, 3 units. (1 high school credit).

Biology 1

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\*

\* 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 an addition to the regular requirements of 16 units. Two years of high school Latin are accepted as the equivalent of a college year course.
3. Mathematics  
Any two of the following courses: Mathematics 2 or high school trigonometry, 3, 4, 9.
4. Social Sciences  
Economics 1-2  
Geography 1-2  
History 1-2, 3-4, 17-18  
Political Science 3-4  
Psychology 1-2  
Sociology 1-2
5. Philosophy  
Philosophy 1-2
6. Fine Arts  
Art 1-2  
Music 3-4

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Foreign Language	4	4	Foreign Language		
Natural Science	3-4	3-4	(if needed)	4	4
Group "c" requirement	3	3	Natural Science (if needed)	3	..
Preparation for major	3	3	Group "e" requirement	3-6	3-6
Hygiene 1 - Political			Preparation for major	3-6	3-6
Science 5	2	2	Electives as needed	..	..
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
	Total	16-17	16-17	Total	17
				17	17

### 23 Librarianship (In the College of Letters and Science)

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

### 24 Mathematics (In the College of Letters and Science)

Students wishing to major in mathematics should follow the Letters and Science Curriculum (Number 22). The following required and recommended subjects should also be included.

Required: Trigonometry (Mathematics 2), Solid Geometry (Mathematics 10), Mathematics 3, 4, 5, 6, 8, and Introduction to Projective Geometry (Mathematics 9 at U. C. Berkeley).

Recommended: Courses in Physics, French and German



## 25 Medicine (Pre-medical curriculum in the College of Letters and Science)

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Zoology 1-2	4	4
English 1-2 or Speech 3-4	3	3	French or German (if needed)*	4	4
French 1-2 or German 1-2	4	4	Hygiene 1 - Political Science 5	2	2
Physics 5-6	4	4	Two one-year courses in Mathematics, Social, Science, Philosophy or Fine Arts	6	6
Physical Education	1	1	Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

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

## 26 Merchandising

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

Some students may desire to enter the University of Southern California School of Merchandising, or the University of California and major in Art or Decorative Arts.

### SCHOOL OF MERCHANDISING - U.S.C.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Economics 14-15	3	3
Economics 1-2	3	3	Psychology 1	3	..
History 7-8	3	3	Commerce 31-35	3	4
Speech 3	3	..	Law 18-19	3	3
Hygiene 1	..	2	Mathematics 1*	..	3
Political Science 5	..	2	Commerce 37-38	2	2
Commerce 29	2	..	Commerce 34	2	..
Commerce 33-32	2	3	Physical Education	1	1
Physical Education	1	1			
	<hr/>			<hr/>	
Total	17	17	Total	17	16

\* Students planning to specialize in retailing should substitute Art 3-4 for Mathematics 1.

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

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

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Foreign Language	4	4	Music 3-4	3	3
English 1-2 or Speech 3-4	3	3	Music 7-8	2	2
Music 1-2	2	2	Social Science or Philoso-		
Music 5-6	5	5	phy or Psychology	3	3
Hygiene 1 - Political			Natural Science	3-4	3-4
Science 5	2	2	Foreign Language or addi-		
Physical Education	1	1	tional Natural Science (if		
			needed)*	4-3	4-3
			Physical Education	1	1
	-----			-----	
Total	17	17	Total	16-17	16-17

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

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

**(Occidental College, University of Southern California,  
and Pomona College)**

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

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

## 28 Nursing

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Physiology 41	4	..
Chemistry 1	5	..	Anatomy 41	..	4
Bacteriology 41	..	4	Psychology 1-2	3	3
Foreign Language	4	4	Economics 1-2	3	3
Hygiene 1	..	2	Political Science 5	2	..
Electives	3	2	Philosophy or Fine Arts	3	3
Physical Education	1	1	Electives	..	2
			Physical Education	1	1
	<hr/>			<hr/>	
	Total	16 16		Total	16 16

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

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

<i>First Semester</i>	<i>Units</i>		<i>Second Semester</i>	<i>Units</i>	
English 1	3		English 2	3	
Chemistry 41	4		Bacteriology 41	4	
Physiology 41	4		Anatomy 41	4	
Home Arts 21 or 41	3		Psychology 1	3	
Electives	2		Hygiene 1	2	
Physical Education	1		Physical Education	1	
	<hr/>			<hr/>	
	Total	17		Total	17

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

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

## 29 Optometry

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

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Physics 5-6	4	4
Foreign Language	4	4	Mathematics 2-3 or 3-4	3	3
Speech 3-4	3	3	Chemistry 5-6	3	3
Physiology 41	4	..	Psychology 1-2	3	3
Bacteriology 41	..	4	Political Science 5 -		
Physical Education	1	1	Hygiene 1	2	2
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	16	16

### 30 Osteopathy

Admission to an Osteopathic College is usually predicated upon the completion of the standard two-year pre-medical program. The College of Osteopathic Physicians and Surgeons at Los Angeles strongly recommends that a course in public speaking be completed. Students who have not completed two years of foreign language in high school must complete one college year of foreign language.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Zoology 1-2	4	4	Physics 5-6	4	4
English 1-2	3	3	Psychology 1-2	3	3
Hygiene 1 - Political			Electives	6	6
Science 5	2	2	Physical Education	1	1
Electives	2	2			
Physical Education	1	1			
	<hr/>			<hr/>	
Total	17	17	Total	17	17

### 31 Pharmacy

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

<i>First Year</i>	<i>Units</i>	
Chemistry 1-2	5	5
Mathematics 1-2*	3	3
English 1-2 or Speech 3-4	3	3
Botany 1-2	4	4
Physical Education	1	1
	<hr/>	
Total	16	16

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

### 32 Physics (In the College of Letters and Science)

Students planning to major in physics should follow the Letters and Science Curriculum (Number 22). In addition, the following required and recommended subjects should be included:

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

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

### 33 Physical Education (In the College of Letters and Science at U.C., Berkeley; in the College of Applied Arts at U.C.L.A.)

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1 or 11 -			Hygiene 4	2	..
Hygiene 1	5-4	2	Physiology 41	4	..
Zoology 1-2	4	4	Bacteriology 41	..	4
Philosophy or Fine Arts	3	3	Physics 10	..	3
Speech 3-4 or English 1-2	3	3	Foreign Language (if necessary)	4	4
Political Science 5	..	2	Psychology 1-2	3	3
Electives	0-1	1	Electives	2	1
Physical Education (2 courses)	2	2	Physical Education (2 courses)	2	2
Total			Total		
17			17		

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

### 34 Physical Therapy

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Zoology 1-2	4	4	Anatomy 41	..	4
Physiology 41 (Nurses)	..	4	Chemistry 41-42 or 11-12	4	4
Physics 5-6 (Medical)	4	4	Hygiene 1	2	..
English 1-2	3	3	Political Science 5	2	..
Mathematics 2 (if needed)	3	..	Psychology 1-2	3	3
Electives	2	1	Electives	5	5
Physical Education	1	1	Physical Education	1	1
Total			Total		
17			17		

### 35 Political Science (In the College of Letters and Science)

Students majoring in Political Science should follow the program of studies outlined in the Letters and Science Curriculum (Number 22). The following required and recommended subjects should be included:

Required: U.C. Berkeley	Political Science 3-4 and Economics 1-2 or History 1-2 or History 3-4 or Philosophy 1-2 or Geography 1-2
U.C.L.A.	Political Science 3-4 or History 17-18
Recommended: U.C. Berkeley	Any of courses listed above
U.C.L.A.	Economics 1-2, History 1-2, 3-4, 17-18, Geography 1-2

### 36 Psychology (In the College of Letters and Science)

The Letters and Science Curriculum (Number 22) should be followed by students planning to major in psychology. The following required and recommended subjects should be included:

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

Note: Psychology 5 given at U. C. Berkeley, should be completed prior to beginning of junior year.

Recommended: French, German, Chemistry, Physics.

### 37 Public Health (In the College of Letters and Science)

A Certificate for Public Health Nursing may be obtained through graduate study in the University after having obtained a Bachelor's degree. This type of training should not be confused with undergraduate training, in which a student majors in Public Health Nursing. The Public Health major should follow the program of studies for the Letters and Science Curriculum (Number 22). Students majoring in this field may find it advisable to transfer to the University at the beginning of the sophomore year.

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
Chemistry 1-2	5	5	Chemistry 5-6	3	3
Economics 1-2 or Geography 1-2	3	3	Physiology 41 - Bacteriology 41	4	4
French or German	4	4	English 1-2	3	3
Zoology 1 - Hygiene 1	4	2	Psychology 1-2	3	3
Political Science 5	..	2	Philosophy or Fine Arts	3	3
Physical Education	1	1	Physical Education	1	1
Total	17	17	Total	17	17

### 38 Social Welfare (In the College of Letters and Science)

Students planning to qualify for positions of social service should major in Social Welfare. After receiving the bachelor's degree it is possible to secure additional training on graduate level leading to the Certificate of Completion in Social Welfare. Training in this field prepares students for positions such as: Probation officer, institutional case worker, family case worker, case worker in public welfare agencies, child welfare worker. Those majoring in this field are advised to secure a broad background of training in life science, social science, and psychology. Foreign language often proves beneficial. The regular Letters and Science Curriculum (Number 22) including the following required and recommended subjects should be followed:

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

Recommended: Speech 3-4, Life Science

## 39 Teaching

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

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

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

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

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

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

<i>First Year</i>	<i>Units</i>		<i>Second Year</i>	<i>Units</i>	
English 1-2	3	3	Psychology 1-2	3	3
Botany 1 - Zoology 1	4	4	Political Science 5 -		
History 1-2	3	3	Hygiene 1	2	2
Social Science or			Geography 1 - Geology 1	3	3
Foreign Language	3-4	3-4	Art 3-4	2	2
Electives	3-2	3-2	Speech 3 - Electives	3	3
Physical Education	1	1	Music 3-4	3	3
			Physical Education	1	1
	<hr/>			<hr/>	
Total	17	17	Total	17	17

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

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

*C. All Other Credentials.*

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

*D. Emergency Credentials.*

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

#### **40 Zoology (In the College of Letters and Science)**

Students planning to major in this field should follow the Letters and Science Curriculum (Number 22). In addition, the following subjects should be included:

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

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



## ANNOUNCEMENT OF COURSES

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

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

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

### ANATOMY

#### 41 Anatomy for Nurses (4)

A study of the essential features of the human body. By the dissection of a mammal for correlated structure, and the use of charts, models, and other laboratory material the various human systems are illustrated. Prerequisite: Physiology 41 or Zoology 1.

### ART

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

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.

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

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)

A study of outlines of objects, their structure, shadows, space relationship, and grouping. The study of texture, trees, shrubbery, houses, landscapes, with interpretations in pencil and water color. Parallels University of California at Los Angeles Art 4A-4B.

#### 7-8 Life—Elementary (2-2)

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)**

Drawing from life to develop the ability to use the figure creatively. Art 9 stresses a study of anatomy. Art 10 develops compositional treatment of the figure. Prerequisites: Art 7-8.

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

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. Art 12 emphasizes painting composition. Prerequisite: Art 3, 5. (May be taken concurrently.) This prerequisite may be waived for students who are not majoring in art.

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

A study of the costumes worn by men and women during the various periods of history, with particular emphasis on its application to dramatic productions.

**23-24 Advanced Design (2-2)**

A crafts course for advanced students majoring in art.

**25 Pen and Ink (2)**

Facility in the use of this medium will prepare the student for work in the fields of Animation, Magazine and Newspaper Illustration and fine arts expression. Prerequisites: Art 5-6. Art 6 may be taken concurrently.

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

Expression of emotions, attitudes and characteristics. The use of exaggeration. Planning and drawing the comic strip. Study of action and expression by means of the quick sketch. Prerequisite: Art 5.

**\*31 Art Survey (3)**

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)**

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.

\* Probably will not be offered in 1945-46.

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

The fundamental forms and their structure, spacing, and application in advertising art uses. The adaption of lettering to layouts, package design and posters. Prerequisite: Art 3, 5. (May be taken concurrently.)

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

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.

**\*40 Arts and Skills (2)**

A study of art craft. Students will be trained in four or more skills selected from the following: thermoplastics (plexiglass and lucite), leather, clay, lettering, braiding and plaiting, weaving, paper and cardboard construction, bookbinding, silk screen printing, cut stencil printing, woodblock, tie and dye, batik, basic design.

**45-46 Perspective (3-3)**

A thorough course in technical perspective. Drawing of various type objects and their shadows; rendering in various media; "sketching in" of landscape backgrounds, foregrounds and people. A basic course for work in Animation and for Production Illustration. Prerequisite: Art 5-6-11, or permission of the instructor. Art 6 and 11 may be taken concurrently.

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

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

**BACTERIOLOGY****41 Bacteriology for Nurses (4)**

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. Prerequisite: High School Physiology or Chemistry. Physiology 41 is recommended.

**BIOLOGY****1 Fundamentals of Biology (3)**

Important principles of biology illustrated by studies of structure and activities of living organisms, both plants and animals. Students who have taken or are taking Botany 1 or Zoology 1 will not receive credit for Biology 1. No prerequisites. Parallels University of California at Los Angeles Biology 1 and University of California Zoology 10.

\* Probably will not be offered in 1945-46.

## BOTANY

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

A survey of fundamental biological facts and principles as illustrated by plant life. The properties and activities of protoplasm, the structure and function of the cell and of the principal tissues and organs of flowering plants, reproduction, and the mechanism of inheritance. The evolution of the plant kingdom, dealing with the comparative morphology of all the great plant groups. (Two hour lectures, two three-hour laboratory periods each week.) Botany 2 may be taken before Botany 1 with the consent of instructor. Parallels University of California Botany 1A-1B.

## CHEMISTRY

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

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: Admission to Chemistry 1 will be determined by the student's scholastic achievement in high school chemistry, physics, and/or trigonometry, and by grade on aptitude test. Parallels University of California Chemistry 1A-1B.

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

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)

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 or 2 or 11-12 with a grade of "C" or better. Parallels University of California at Los Angeles Chemistry 6A-6B.

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

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 recita-

tion and a three-hour laboratory period each week. No credit will be granted for Chemistry 11-12 if Chemistry 41-42 has been completed. If a student elects Chemistry 1-2 after receiving credit for Chemistry 11-12 or 41-42, credit will be granted towards graduation from Glendale College. However, the maximum number of units accepted for Chemistry 11, 12, 1 and 2 by the University of California will be ten. Prerequisite: Elementary algebra and plane geometry. Parallels University of California at Los Angeles Chemistry 2A-2B as given prior to 1943-44.

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

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)**

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)**

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 Laboratory Technician 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)**

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**

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 term. Placement in typing classes will likewise be determined on the basis of the results of these tests.

**1A Beginning Typing (3)**

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

**1B Intermediate Typing (3)**

Continuation of Commerce 1A. Emphasis is placed upon usable copy, business letters, reports, and tabulation work. Prerequisite: Commerce 1A or a net speed of 26 to 40 words a minute.

**1C Advanced Typing (2)**

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. Prerequisite: Commerce 1B or a net speed of 41 to 50 words a minute.

**1D Advanced Typing (2)**

Continuation of Commerce 1C. A complete review of business letters and business forms. A study of legal forms and rough drafts. Prerequisite: Commerce 1C or a net speed of 51 to 60 words a minute.

**3A Shorthand (5)**

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

**3B Intermediate Shorthand (5)**

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

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

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

A course devoted to secretarial practice, office methods, and office procedures. A study is made of business and office organizations, the duties of various types of office workers, and the basic systems of filing: alphabetic, geographic, subject, and numeric. This course teaches the operation of the machines found in the modern business office, such as the Comptometer, Monroe, Dictaphone, Mimeograph, and Ditto. Considerable time is devoted to business etiquette, the development of desirable personality traits, and qualifications of office workers. *Students may enroll in Commerce 5B without having taken Commerce 5A.*

### 5C-5D Advanced Office Practice (2-2)

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 methods of filing, including direct alphabetic index Variadex alphabetic, numeric, triple-check automatic index, geographic, and subject correspondence. *Students may enroll in Commerce 5D without having taken Commerce 5C.* Prerequisite: Commerce 5A and 5B with a grade of "C" or better.

### 11 Intensive Business Training (Credit granted dependent on work completed)

Intensive course designed to meet needs of student having limited time. Instruction individualized and every opportunity given student to complete work needed as rapidly as he can master subject matter. In general student may enroll in any or all of following at any time:

*Beginning and advanced typing.* Standards set in terms of business demands. Emphasis is placed upon usable copy, business letters, reports, tabulations, and legal forms.

*Beginning shorthand.* Simple, legible shorthand based on already familiar writing lines, and written with minimum number of rules. Entire theory covered in eight weeks.

*Advanced shorthand.* Intermediate and advanced classes in readings and dictation. Intermediate shorthand may be either Thomas or Gregg, advanced may be any system learned previously.

*Office machines.* Knowledge and skill in operation of Monroe and Comptometer Calculators, Dictaphone, Mimeograph, and Ditto.

*Filing.* Students work out filing projects as outlined by the Library Bureau Division, Remington Rand, Inc. Miniature filing sets used in learning various methods of filing, including direct alphabetic index, Variadex alphabetic, numeric, triple-check automatic index, geographic, and subject correspondence.

*Business mathematics.* Students given practical problems and exercises to develop speed and accuracy in fundamentals of arithmetic. Special consideration given to discounts, markup, commissions, prorating and distribution of expenses, payroll, interest, insurance, annuities, and taxes.

*Bookkeeping.* Complete training for keeping of office books by secretaries, as well as accounting routine often required of merchandising and clerical workers.

*Secretarial practice.* Study of general office procedures, handling mail, meeting callers, use of telephone, filing, information, transportation of goods, and financial duties.

### 15 English for Business (3)

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)**

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)**

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)**

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)**

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)**

Surveying 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)**

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)**

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)**

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 advertising that gets results.

#### **35 Supervised Retail Selling (4)**

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 student with the 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****1-2 Principles of Economics (3-3)**

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. Parallels University of California Economics 1A-1B.

**14-15 Principles of Accounting (3-3)**

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 Business Administration 6A-6B.

**ENGINEERING****1 Instrumental Drawing (3)**

Training in the manipulation of instruments and in the fundamental prerequisite to work in engineering. Students with matriculation credit in mechanical drawing cannot take this course for credit.

**2 Machine Drawing (3)**

Design and delineation of simple machine parts in the drafting room, with special emphasis upon the production of drawings which conform with standard practice. Prerequisite: Engineering I or its equivalent. Parallels University of California Mechanical Engineering 6.

**3 Descriptive Geometry (3)**

An applied science which treats of the graphic representation of lines, planes, surfaces and solids. Excellent training in visualization. For students in Art, Architecture, Mechanical, Mining and Civil Engineering. Prerequisite: Engineering I.

\* Probably will not be offered in 1945-46.

**6 Elementary Production Illustration (3)**

Elementary techniques of production illustration.

**\*8 Materials of Engineering Construction (2)**

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)**

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)**

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.

**ENGLISH****1-2 Freshman English (3-3)**

A foundation course in written composition and reading. The work of English 1 is concerned with exposition, of English 2 with narration and description. Biographies, essays, novels, short stories, poetry and plays are read. Frequent written assignments are required. Parallels University of California English 1B-1A.

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

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.

\* Probably will not be offered in 1945-46.

**8 The Modern Drama (2)**

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)**

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)**

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)**

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)**

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)**

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 interest and increasing his understanding and enjoyment of literature. Readings, reports, discussions.

**41 Remedial English (2)**

A course to improve grammar, punctuation, sentence structure, spelling, and speed and comprehension in reading.

**45 Reading and Composition (3)**

A course in reading, writing and discussion especially designed for students wishing to meet high school graduation requirements in English. No credit granted to students who have completed required high school English courses.

## FRENCH

### 1 Elementary French (4)

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. Students who have completed two years of high school French may not take this course for credit unless either "D" grades were received in high school or at least two years have elapsed since the completion of last course in high school. Students who have had one and one-half years or less of high school French may take this course and receive full credit. Parallels University of California French 1.

### 2 Elementary French (4)

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 French 2.

### 3 Intermediate French (4)

A thorough review of grammar; composition, translation, and reading. Oral and written resumes to develop fluency and accuracy in idiomatic usage. Prerequisite: French 2 or three years of high school French. Parallels University of California French 3.

### 4 Intermediate French (4)

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 French 4.

## GEOGRAPHY

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

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 term. Parallels University of California Geography 1-2.

### 31 World Geography (3)

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)**

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, fuel, 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 Maps and Charts (3)**

A course designed primarily for those intending to enter the armed forces. It includes the study of map and chart symbols; military symbols; contours, slope, profiles and visibility, aerial photograph interpretation. Field practice in map making.

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

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

**\*31 Mineral Industries (3)**

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 application of minerals in mining and industry.

**\*35 The Oil Industry (3)**

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

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

Training in accurate pronunciation through daily drill; elementary grammar and sentence structure. Reading and reproduction of simple prose. Students who have completed two years of high school German may not take this course for credit unless either "D" grades were received in high school or at least two years have elapsed since the completion of last course in high school. Students who have had one and one-half years or less of high school German may take this course and receive full credit. Parallels University of California German 1.

\* Probably will not be offered in 1945-46.

**2 Elementary German (4)**

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 folk-lore; essential geographical and historical data concerning German peoples. Prerequisite: German 1 or two years of high school German. Parallels University of California German 2.

**3 Intermediate German (4)**

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 German 3.

**4 Intermediate German (4)**

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 German 4.

**\*21 Introduction to German Conversation (3)**

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.

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

The growth of western European civilization from the decline of the Roman empire to the present time. An introduction to the study of history, giving a general perspective of the development of those political, economic, and social institutions which explain our present day civilization. An attempt is made to orient the student's thinking on present world problems. Parallels University of California History 4A-4B.

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

A general survey of the history of the western hemisphere from the discovery to the present time. The planting of the European civilization in the western hemisphere, the growth of the colonies of the different nations, colonial systems, the international contest for the continents, the wars of independence in English-America and Hispanic-America, the development of independent American republics, their relations with each other and with the rest of the world. Parallels University of California History 8A-8B.

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

The world in which we live today is explained through the study of the progress of civilization. Emphasis is placed upon the economic

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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, Dictatorship, 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.

### \*17-18 History of the United States (3-3)

A history of American civilization. European backgrounds, the English colonies, the Revolutionary War, the Constitution, and the political history of the United States. This course meets the requirement in American Institution. Sophomore standing preferred. Parallels University of California History 17A-17B.

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

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)

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.

### 45 United States History (3)

A general course in the development of democracy and democratic principles in the United States. A study of trends in major political, social, and economic developments. This course can be used to meet the high school graduation requirement in United States History. No credit granted to students who have completed United States History in the high school.

## HOME ARTS

### \*1 The American Home (2)

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.

\* Probably will not be offered in 1945-46.



**2 Home Furnishing (2)**

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)**

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.

**4 Advanced Handicrafts (2)**

An advanced course in handicrafts.

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

Construction of garments, including sport clothes, afternoon and evening wearing apparel, and suits and coats. A study of pattern construction is made. Clothing selection through the application of art principles of design and color. One lecture, and two three-hour laboratory periods each week. Parallels University of California at Los Angeles Home Economics 1A-1B.

**\*15 Pattern Construction (2)**

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.

**17-18-19-20 Dressmaking Design (6-6-6-6)**

Study of the manipulative skills and understanding of science and technical knowledge, appreciation of style, value, color harmony, creative design, line proportion and tailoring as applied to production of women's and children's garments. The course consists of five three-hour periods each week involving laboratory and discussions.

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

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 lectures, and four three-hour laboratory periods each week. Prerequisite High School chemistry or Chemistry 11. (May be taken concurrently.) Parallels University of California Home Economic 1A-1B.

**25 Elements of Nutrition (2)**

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.

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**\*32 Marriage and Youth Today (3)**

Courtship and marriage. Learning to live together; money; children; conflicts and their resolution; relatives; family and community relations. Lectures, discussions, conferences with experts, readings, visitations, reports.

**\*33 Personality Clinic (2)**

Manners and etiquette; social usage and customs; development of personality through clothing, adornment, conversation and character; personality in the home, the church, business and social life. Lectures, consultations with experts, visitations, readings, laboratory projects.

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

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

**\*64 Child Growth and Development (2)**

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

**\*65 Home Management (2)**

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

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

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.

\* Probably will not be offered in 1945-46.

**\*10 First Aid (2)**

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

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)**

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

**11 Copy Reading (3)**

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)**

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****18-19 Commercial Law (3-3)**

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 everyday business affairs. A study of negotiable instruments, partnerships, corporations, securityship, real property, and wills.

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

A survey of legal problems which confront people in their every day life activities. Included in this 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 other principles of business law.

\* Probably will not be offered in 1945-46.

## LIBRARY SCIENCE

### \*1-2 Library Science (2-2)

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

## MATHEMATICS

### 1 Intermediate Algebra (3)

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 unless a "D" grade was received in the second high school unit. 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)

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 with the exception that if a "D" grade was earned in high school full credit will be granted. Prerequisite: High School plane geometry and either one and one-half years of high school algebra or Mathematics I.

### 3 Plane Analytic Geometry (3)

A study of the equations representing the straight line, circle, ellipse, and other conic sections as the locus of equations of first and second degree in rectangular coordinates; 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 I and 2. Parallels University of California Mathematics 3A.

### 4 Differential Calculus (3)

The study of functions, algebraic and transcendental, and their classification. The derivative defined; its practical use in obtaining velocities and acceleration values in non-uniform straight line and curved line motion; and in obtaining maximum and minimum values useful

\* Probably will not be offered in 1945-46.

in design. The differential and infinitesimal and its use in forming derivatives. The use of the first and second derivatives 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)**

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)**

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.

### **\*9 Mathematics of Finance (3)**

A study of interest, discount, annuities, amortization, sinking funds, valuation of bonds, depreciation, life insurance, investments. Prerequisite: Two years of high school algebra or Mathematics 1. Parallels University of California Mathematics 2.

### **40 Plane Geometry (3)**

A comprehensive course in plane geometry. Parallel lines, proportion, congruent and similar triangles, the right and oblique triangles, the theorem of Pythagoras, circles, and polygons. 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 plane geometry will *not* receive credit for this course unless a "D" grade was received in high school in which case full credit will be granted.

### **41 Fundamentals of Algebra (3)**

A course in the fundamental operation 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 unless a "D" grade was received in high school in which case full credit will be granted.

### **\*42 Computational Trigonometry (3)**

Trigonometric computations with applications to problems in navigation and engineering.

\* Probably will not be offered in 1945-46.

## METEOROLOGY

### 1 Introduction to Meteorology (2)

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

### 1-2 Solfeggio (2-2)

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

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

### 5-6 Harmony (5-5)

Study of materials used in music, both diatonic and chromatic. Chord relationships and progressions. Harmonization of melodies by section and phrase with use of embellishing tones. 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 rapidly.

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)

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)

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. Prerequisite: Consent of instructor.

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

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. Prerequisite: Consent of instructor.

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

An advanced form of choral art. Repertoire drawn from all ages and cultures. Emphasis on interpretation, choral techniques, and public performance. Prerequisite: Consent of instructor.

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

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

**\*25-26 Conducting (3-3)**

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)**

Standard symphonic literature is studied. The orchestra appears at college and community festivals and programs. Prerequisite: Consent of instructor.

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

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)***Treble clef*

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

*Instrumental*

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

**NAVIGATION****\*1 Piloting and Dead Reckoning (3)**

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.

\* Probably will not be offered in 1945-46.

**2 Celestial Navigation (2)**

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

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

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

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

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)**

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 (5-5)**

An advanced course for competent students with previous training and experience. Prerequisite: Consent of instructor.

**PHYSICAL EDUCATION FOR MEN****1-2-3-4 Physical Education Activities—Instructional (1-1-1-1).**

Instruction in touch football, badminton, volleyball, basketball, softball, individual athletics, and relays. A modern obstacle course patterned after army standards is utilized throughout the year. An individ-

\* Probably will not be offered in 1945-46.



ual motor fitness test is given to all students. Each man has the opportunity to discover his own capacity for balance, flexibility, agility, strength, and endurance.

### 5 **Boxing—Instructional (1)**

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

### 6 **Wrestling—Instructional (1)**

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

### 19 **Adapted Activities (1)**

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)**

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 (1-1-1-1)**

Free and competitive participation in touch football, badminton, volleyball, basketball, softball, handball, tennis, individual athletics, relays, and barricade runs.

### 25 **Boxing—Free and Competitive (1)**

### 26 **Wrestling—Free and Competitive (1)**

## PHYSICAL EDUCATION FOR WOMEN

### 1-2-3-4 **Formal Gymnastics (1-1-1-1)**

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.

### 15 **Body Mechanics (1)**

Instruction in individual exercises for relaxation and to aid in the prevention of functional disorders and the correction of structural defects.

### 19 **Adapted Activities (1)**

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.

\* Probably will not be offered in 1945-46.

**20 Leadership (2)**

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)**

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

**26 Intermediate Sports (1)**

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

**27 Beginning Tennis (1)**

Instruction in fundamental strokes and practice for beginners.

**28 Intermediate Tennis (1)**

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)**

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

**31 Beginning Folk Rhythms (1)**

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

**33 Beginning Archery (1)**

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

**34 Intermediate Archery (1)**

Practice in shooting and a tournament using the Columbia Round. Prerequisite: Physical Education 33.

**40 Social Sports (1)**

Practice in badminton, ping-pong, and deck tennis for fourth semester students. Prerequisite: Consent of instructor.

**PHYSICS****1-2 General Physics (3-3)**

Mechanics, properties of matter, and heat. An intensive study of motion, dynamics, statics, vectors, liquids, gases, heat effects, change of state, calorimetry, heat transfer. Only engineering students and science majors should enroll in Physics 1-2. Prerequisite: High school physics or chemistry, or Physics 10, and trigonometry (trigonometry may be taken concurrently). Parallels University of California Physics 1A-1B.

**3-4 General Physics (3-3)**

Magnetism, electricity, wave motion, sound and light presented as a continuation of Physics 1-2. Study of laws of magnetism, static electricity, current flow; electromagnetism and induced currents; conduction through gases, radio activity; laws of wave motion in sound and light spectroscopy, etc. Prerequisite: Physics 1-2 with a grade of "C" or better. Parallels University of California Physics 1C-1D.

**5-6 General Physics (4-4)**

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)**

A brief presentation of some of the more important phenomena in physics with experimental illustration. Students who have completed high school physics with a grade of "B" or better should not enroll. Not open to those who have had Physics 1, 2, 5, or 6. Prerequisite: Elementary algebra and plane geometry. Parallels University of California Physics 10.

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

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.

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

A laboratory course in which measurements will be made to determine the frequency response, decibel gain, and per cent of distortion of various parts of sound equipment. Required of those who operate the college recording system.

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

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

**PHYSIOLOGY****41 Physiology for Nurses (4)**

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, biology, or chemistry.

## POLITICAL SCIENCE

### 3-4 American Government (3-3)

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 or its equivalent should not enroll in Political Science 3-4; students who have credit for Political Science 5 or its equivalent will receive only one unit for Political Science 3. Parallels University of California at Los Angeles Political Science 3A-3B.

### 5 American Political Ideals (2)

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)

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

### 1 Elementary Portuguese (4)

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. Students who have completed two years of high school Portuguese may not take this course for credit unless either "D" grades were received in high school or at least two years have elapsed since the completion of last course in high school. Students who have had one and one-half years of high school Portuguese may take this course and receive full credit.

### 2 Elementary Portuguese (4)

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

\* Probably will not be offered in 1945-46.

## PSYCHOLOGY

### 1-2 General Psychology (3-3)

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. Sophomore standing preferred. Parallels University of California Psychology 1A-1B.

### 21 College and Life Planning (2)

Consideration and study of personal adjustment to college, to life work, and to problems of social relationships. Consideration of cultural training.

### 31 Principles of Psychology (3)

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)

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.

### \*45 Techniques of Study (1)

\* 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.

## SOCIAL SCIENCE

### 31-32 Introduction to Social Science (3-3)

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. Students who have credit for Political Science 5 will receive only one unit of credit for Social Science 32.

\* Probably will not be offered in 1945-46.

## SOCIOLOGY

### \*1-2 Social Institutions (3-3)

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

## SPANISH

### 1 Elementary Spanish (4)

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 completed two years of high school Spanish may not take this course for credit unless either "D" grades were received in high school or at least two years have elapsed since the completion of last course in high school. Students who have had one and one-half years or less of high school Spanish may take this course and receive full credit. Parallels University of California Spanish 1.

### 2 Elementary Spanish (4)

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 at Los Angeles Spanish 2.

### 3 Intermediate Spanish (4)

This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral resumes of readings, and written composition. Prerequisite: Spanish 2, or three years of high school Spanish. Parallels University of California at Los Angeles Spanish 3.

### 4 Intermediate Spanish (4)

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 at Los Angeles Spanish 4.

### \*21 Introduction to Spanish Conversation (3)

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.

### \*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.

\* Probably will not be offered in 1945-46.

## SPEECH

### 1-2 Fundamentals of Speech (2-2)

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 organized speeches; voice recordings; practice in group discussion; conferences.

### 3-4 Public Speaking (3-3)

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)

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)

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)

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.

### \*23-24 Advanced Debate (2-2)

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)

A laboratory course in radio script writing, acting, announcing, and producing. Broadcasts will be prepared for presentation over the air. Prerequisite: Consent of instructor.

\* Probably will not be offered in 1945-46.

## STAGECRAFT

### 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.

## TECHNOLOGY

### Metal Trades

### 1-2 Machine Shop, Elementary (6-6)

The fundamentals of the machinist trade. This includes the proper use of hand tools and the correct operation of machine tool equipment such as lathes, shapers, milling machines, drill presses, and grinders. The study of basic science and related information in machine shop work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.

### \*3-4 Machine Shop, Advanced (6-6)

Advanced and complicated operations of machine shop tools and equipment, and the machining of different kinds of metals. Precision inspection, production and assembly. Heat treatment of metals and basic tool and die work. Students will carry out complete projects, from design to finished results. The course consists of five three-hour laboratory periods each week and gives advanced apprenticeship ratings to students completing it.

### 5-6 Sheet Metal Manufacturing, Elementary (6-6)

The fundamentals of the sheet metal trade. This includes the proper use of hand tools, and the correct operation of sheet metal machinery and equipment such as hand operated shears, brakes and rolls, blanking and forming dies, assembly jigs and fixtures, electric drill motors and pneumatic riveting tools, elementary template layout. The study of basic science and related information in sheet metal work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.

### 7-8 Sheet Metal Manufacturing, Advanced (6-6)

Advanced and complicated fabrication methods, using different kinds of metals. Utilizes hand tools and power operated machines and equipment. Sheet Metal precision inspection, production and assembly. Advanced template layout and lofting. Heat treatment of metals. Special tooling problems. Students will carry out complete projects, from design to finished result. The course consists of five three-hour laboratory periods each week and gives advanced apprenticeship ratings to students completing it.

\* Probably will not be offered in 1945-46.



## Aviation

### 11-12-13-14 Airplane Engine Servicing (8-8-8-8)

Practical and theoretical instruction on aircraft power plants, propellers, and their appliances; inspection maintenance and repair of same. Intensive instruction will be given in the following fields: ignition, lubrication, carburetion, power plants, propellers, regulations (Civil Air Regulations), hand tools, and mechanical drawing. Five four-hour periods of shop and related training each week.

### 15-16-17-18 Airplane Servicing (8-8-8-8)

Practical and theoretical instruction on aircraft structure and rigging including the control systems, and aircraft appliances; inspecting maintenance and repair of same. Intensive instruction will be given in the following fields: rigging and assembly; wood, fabric, covering and draping; sheet metal and welding; hydraulics; propellers; regulations (Civil Air Regulations); hand tools; and mechanical drawing. Five four-hour periods of shop and related training each week.

### 31 Elementary Ground School (7)

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)

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.

### \*33 Intermediate Ground School (3)

An advanced study of Navigation (24 hours); Aerology (12 hours); and Radio Code (12 hours).

### \*34 Intermediate Flight Instruction (2)

Actual training in flight in ships of 225 H.P. under the supervision of approved flight instructors. A minimum of 18 hours dual and solo flying is required of all students who complete the intermediate course.

## Related Courses

### 21-22 Mathematics for Industry (3-3)

The study of the basic principles of arithmetic, algebra, plane geometry, solid geometry, and trigonometry, with special emphasis on problems applied to industry.

\* Probably will not be offered in 1945-46.

**\*23-24 Industrial Organization and Management (2-2)**

An appreciation of industrial organization, economics, governmental rules and regulations applied to industrial and labor relations.

**\*25 Sheet Metal Drawing (3)**

Design and delineation of sheet metal maps and structures, with special emphasis upon the production of drawings which conform with standard practice in industry. Prerequisite: Engineering 1 or equivalent.

**\*26 Materials and Processes (2)**

A broad study of materials and processes used in manufacturing. The development and understanding of the characteristics and limitations of various processes and materials; and the attainment of skill in the selection and use of materials.

**27-28 English for Technical Students (3-3)**

A foundation course in written composition and reading with training in the preparation of technical reports. Introduction to the study of literature. Fundamental principles of public speaking with the preparation of oral reports in field of technology. Required of all Technology students.

**29 Applied Physics (2)**

The application of physics to airplanes. Fundamental units; measurement; heat; properties of matter; gases; force and motion; machines and power; electrical circuits; electrical measuring instruments; electric current-effects; sound waves; light; optical instruments. Two three-hour laboratories each week.

**ZOOLOGY****1-2 General Zoology (4-4)**

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.

\* Probably will not be offered in 1945-46.

## APPENDIX

### LOWER DIVISION REQUIREMENTS

#### For Certain Universities and Colleges in California

#### 1 University of California (Berkeley)— College of Letters and Science

The requirements for junior standing are:

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

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

a. General University Requirements:

English Subject A—Students completing English 1-2 in Glendale College with grade of "C" or higher satisfy this requirement.

Military Science and Tactics (men)

(Note: If a student completes two years work in a junior college, he is exempt from this requirement.)

b. Foreign Language

At least 16 units in not more than two languages, with not less than 4 units in any one language. The first two years of high school work in a foreign language will be counted as 4 units of this requirement; the third and fourth years of high school work in a foreign language will be counted as 4 units each of this requirement. No credit is given for only one year of high school work in a foreign language.

c. Matriculation Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College.

d. Natural Science

At least 12 units, including one course in a laboratory science (6 hours of laboratory work weekly). The choice of sciences should be made from the following list:

High school physics\*, 3 units. (1 high school credit)

High school chemistry\*, 3 units. (1 high school credit)

Biology 1

Botany 1\*, 2\*

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

Geology 1, 2

Paleontology 1

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

Zoology 1\*, 2\*

\* 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 16 units. Two years of high school Latin are accepted as the equivalent of a college year course.
3. Mathematics  
Any two of the following courses: Mathematics 2 or high school trigonometry, 3, 4, 9
4. Social Sciences  
Economics 1-2  
Geography 1-2  
History 1-2, 3-4, 17-18  
Political Science 3-4  
Psychology 1-2  
Sociology 1-2
5. Philosophy  
Philosophy 1-2
6. Fine Arts  
Art 1-2  
Music 3-4

## 2 University of California at Los Angeles— College of Letters and Science

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—Students completing English 1-2 in Glendale College with grade of "C" or higher satisfy this requirement.

Physical Education, 4 units

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

(Note: If a student completes two years work in a junior college, he is exempt from this requirement.)

b. Foreign Language

At least 16 units in not more than two languages, with not less than 4 units in any one language. The first two years of high school work with grade of "C" or higher in a foreign language will be counted as 4 units of this requirement; the third and fourth years of high school work in a foreign language will be counted as 4 units each of this requirement. No credit is given for only one year of high school work in a foreign language. If a new language is begun on the college level, course 2 with its prerequisites must be completed.

c. Matriculation Mathematics

Elementary algebra and plane geometry. Students should fulfill these requirements in high school; those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College.

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 "C". 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)\*

Biology 1

Botany 1\*, 2\*

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

Geology 1, 2

Geography 1 (may not be used on both requirement (d) and (e-4).

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

Zoology 1\*, 2\*

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, 5-6

Speech 3-4

2. Foreign Language

This requirement is in addition to the regular requirement of 16 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, 9,

4. Social Science

Economics 1-2

Geography 1-2

History 1-2, 3-4, 17-18

Political Science 3-4

Sociology 1-2

5. Philosophy

Philosophy 1-2

6. Psychology

Psychology 1-2

7. Art, Music

Art 1-2, 3-4

Music 3-4, 5-6

### 3 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 Languages—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
    1. 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.
    2. 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  
At least one laboratory course must be included. Chemistry and Physics in the third or fourth year of high school will each be accepted in fulfillment of this requirement. The choice of sciences should be made from the following list:
    - High school chemistry \* (3 units)
    - High school physics \* (3 units)
    - Biology 1
    - Botany 1\*, 2\*
    - Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*
    - Geology 1, 2
    - Physics 1-2\*, 3-4\*, 5-6\*
    - Zoology 1\*, 2\*
- \* Laboratory science courses

#### 4 Stanford University—

##### Lower Division Requirements for all Schools of University

Lower Division requirements are designed to introduce the student to fundamental fields of human interest. A "C" average in scholarship is required in all work undertaken. At least 10 (semester) units are required in each of the three following groups:

Group I—Arts and Letters (English, foreign language, journalism, music, art, speech and drama).

a. Completion of at least  $1\frac{1}{2}$  full college years (12 semester units) or the equivalent in a foreign language. This requirement may be satisfied in part by work completed in high school.

French 1-2-3, or Spanish 1-2-3, or German 1-2-3.

b. Completion of year course in English composition. English 1-2.

c. Electives, if needed, in arts and letters to total 10 semester units.

Group II—Natural Sciences, mathematics (applied mathematics, biology, botany, chemistry, engineering, geology, hygiene, logic, mathematics, military science, mining and metallurgy, physics, psychology, zoology, and entomology).

a. A year course in a laboratory science.

1. Biology for those who have not had at least one year of high school credit in a biological science.

2. Chemistry, physics or physical sciences for those who do not have at least one year of high school credit in physics or chemistry.

3. Electives to total 10 semester units in this group.

Group III—Social Sciences (history, political science, economics, philosophy, sociology and education).

a. History of Western Civilization (8 semester units)  
History 1-2, 3 or History 3-4, 1.

b. Electives—select one of the following year courses:  
Economics 1-2, Philosophy 1-2, Political Science 3-4,  
Psychology 1-2, Sociology 1-2.

Note: All lower division students must enroll for physical training. Transfers from other colleges to Stanford may be relieved from certain of above requirements by special action of Committee on Lower Division Administration.

#### 5 University of California (Berkeley)—

##### School of Business Administration

Junior standing in any of the colleges of the University of California. Economics 1-2, 14-15, Mathematics 9 and Political Science 5 should be completed in Glendale College.

#### 6 University of California at Los Angeles—

##### College of Business Administration

The requirements for junior standing are:

a. General University Requirements  
English Subject A

Physical Education 4 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. (1), (2) or (3):
- (1) Foreign Language—At least 16 units in one foreign language. The first two years of high school work in a foreign language will together be counted in satisfaction of four units of this requirement; the third and fourth years will be counted in satisfaction of four units each.
  - (2) 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)
    - Biology 1
    - Botany 1\*
    - Chemistry 11-12\*
    - Geology 1
    - Physics 5-6\*
    - Zoology 1\*
  - (3) Foreign Language and Natural Science—At least 25 units in foreign language and natural science, of which 16 units must be in not more than two languages and 9 units must be natural science courses listed above, including at least 3 units with laboratory work. In partial fulfillment of this requirement (but not in satisfaction of unit requirements for a degree) the first two years of high school work in a foreign language will be counted together in satisfaction of 4 units each; one year only of chemistry or physics completed in the high school will count as 3 units and will satisfy the requirements of laboratory work.
- c. Social Science
- (This requirement may be satisfied in upper division.)  
 At least 6 units in social science chosen from the following:  
 History 1-2, 3-4, 17-18  
 Political Science 3-4  
 Psychology 1-2
- d. Required Courses:
- Economics 1-2
  - Economics 14-15
  - English 1
  - Geography 1-2
  - Mathematics 1-9
  - Speech 3
- e. Mathematics: Elementary algebra (Mathematics 41) and plane geometry (Mathematics 40)
- f. Electives:  
 Electives should be chosen to complete a minimum of 64 units.



## 7 University of California at Los Angeles— College of Applied Arts

The College of Applied Arts was established on the Los Angeles campus to meet a demand for curricula of a specialized character which have to a considerable extent technical or professional appeals and to maintain and develop certain curricula leading to special secondary teaching credentials. Students who expect to transfer to U.C.L.A. to major in Art, Home Economics, Mechanical Arts, Music, and Physical Education should enroll in the College of Applied Arts. The lower-division requirements of the College of Applied Arts are:

### a. General University Requirements

#### Subject A

Physical Education, 4 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, Natural Science, combination of Foreign Language and Natural Science, (1), (2), or (3).

(1) At least 16 units in one foreign language. High school work with grade of "C" or better may be counted with 4 units for the first two years and 4 units each for third and fourth years.

(2) At least 12 units of natural sciences chosen from the following list including one laboratory science. Courses marked with an asterisk (\*) satisfy laboratory requirement.

Biology 1

Botany 1\*, 2\*

Chemistry 1\*, 2\*, 3\*, 4\*, 5\*, 6\*, 11-12\*, 15-16\*

Geography 1, 2

Geology 1-2

Paleontology 1

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

Zoology 1\*, 2\*

(3) A combination of foreign language and natural science distributed as follows:

Foreign Language. At least 16 units in not more than two languages. High school work with grades of "C" or better may count with 4 units for the first two years together, and 4 units each for the third and fourth years. If a new language is begun in college, it may not apply on this requirement unless course 2 is completed. Natural Science. At least 9 units chosen from the natural science list set forth above, of which not less than one unit must be in laboratory work. Three units of mathematics not offered in satisfaction of (d) may be substituted for three units of this requirement.

### c. Mathematics: Elementary algebra and plane geometry.

- d. Three year courses. A year course chosen from three of the following groups, at least one of which must be chosen from 1, 2, or 3:
1. English 1-2, 5-6, or Speech 3-4.
  2. Foreign Language additional to (b) above. No high school work may be counted.
  3. Mathematics chosen from Mathematics 2, 3, 4, 5, 6, 8, 9.
  4. Social Science chosen from Economics 1-2, History 1-2 or 3-4, or 17-18, Geography 1-2, Political Science 1-2, Sociology 1-2.
  5. Psychology 1-2
  6. Philosophy 1-2
  7. Art 1-2 or 3-4 or 5-6; Music 3-4 or 5-6

## 8 State Colleges of California—

### Fresno, San Diego, San Francisco, San Jose, etc.

The following requirements are common to all State Colleges and are prescribed by ruling of the State Board of Education:

1. A passing grade in Subject A, the English Classification Examination, or English X.
2. Physical Education and Hygiene, 4 units.
3. Social Science, 14 units including a course in the study of American Institutions and Ideals.
4. Natural Science, 14 units including both physical and biological science. High school chemistry or physics if taken in the junior or senior year may count as 3 units each toward the total of 14 units.
5. Psychology, 3 units.

In addition to these requirements certain other subjects are prescribed or recommended as follows:

Required: Elementary algebra, plane geometry, two years of a foreign language in high school or one year of a foreign language in college; a year of English composition in college. In some cases substituting may be offered for the mathematics and foreign language at San Jose, San Francisco, and San Diego if the student's major field of emphasis makes such advisable.

Recommended: Art, music, literature, dramatics, first aid.

A student expecting to transfer to a State College is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for program study.

## 9 University of California—Santa Barbara College (1945-1946)

Santa Barbara College, University of California, at the present time does not maintain the entrance requirements in force on other campuses of the University.

- a. *Lower Division Requirements.* In general students completing the pattern of lower division courses for the state colleges will

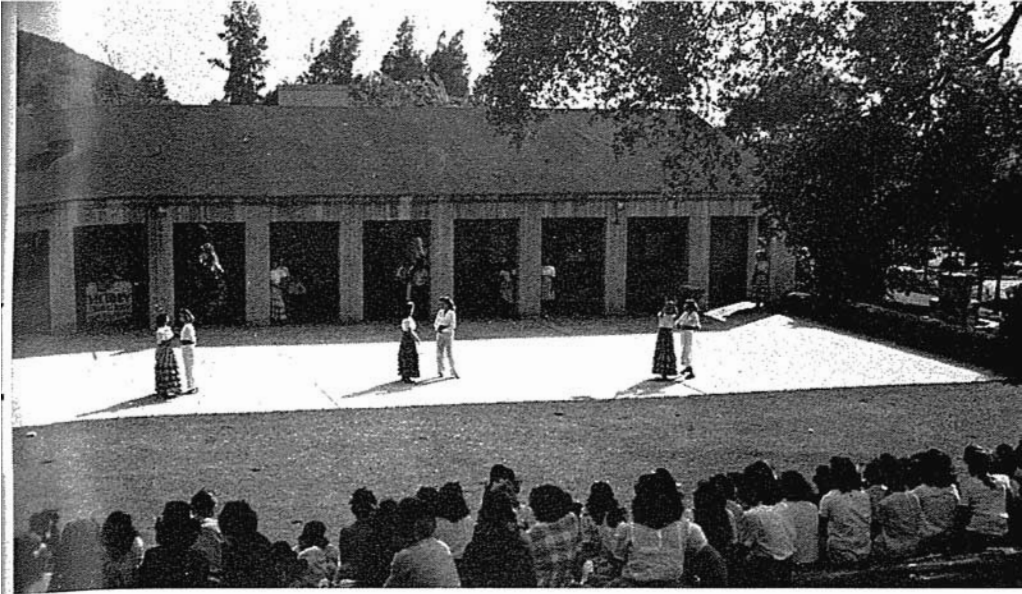
satisfy requirements for Santa Barbara College. The specific requirements which must be satisfied include: social science, 12 units; natural science, 14 units; English, 6 units; psychology, 3 units; physical education, 4 semesters.

- b. *Admission to Advanced Standing.* A "C" average is required in all previous work of college level completed. Slight deviations from this standard are allowed on a probationary status upon the approval of the Committee on Admissions.
- c. *Admission Directly from High School.*
  1. From approved four-year high schools.
    - For regular standing: graduation with 10 units of grade A or B.
    - For provisional standing: graduation with 8 units of grade A or B.
  2. From approved three-year high schools.
    - For regular standing: graduation with 8 units of grade A or B.
    - For provisional standing: graduation with 6 units of grade A or B.

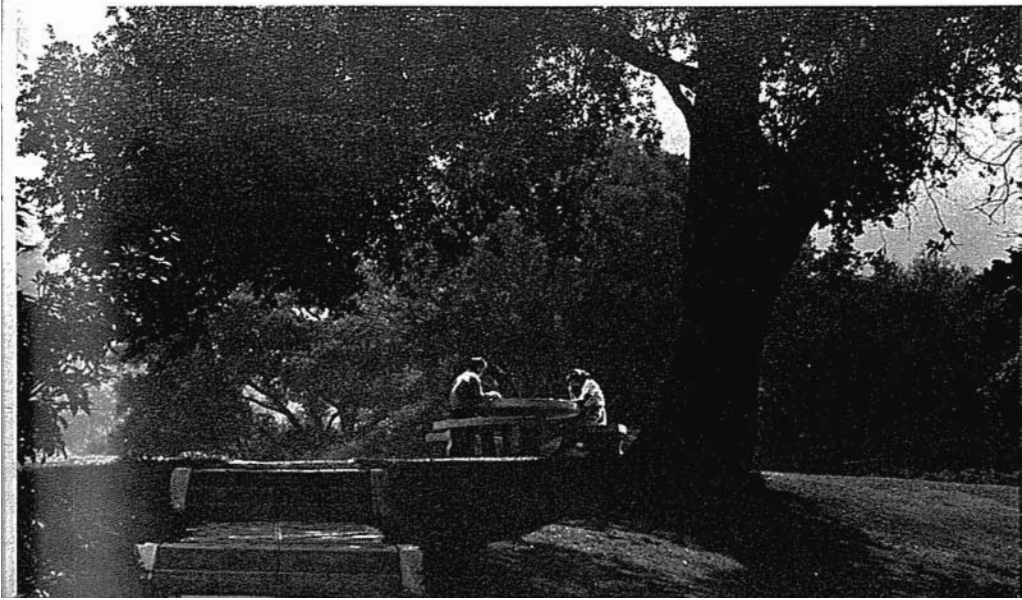
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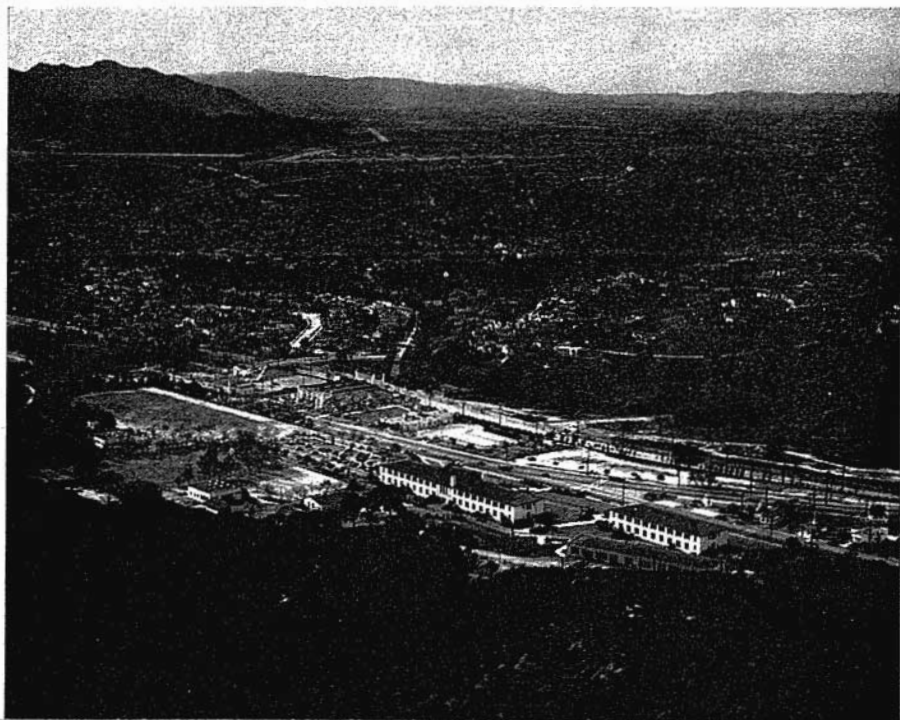


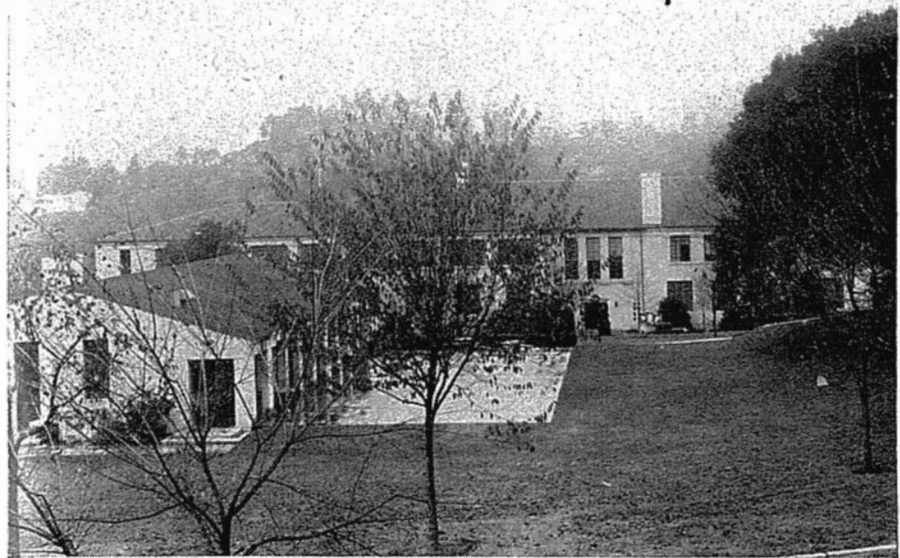
*Student Union Building and Patio*





*Modern Equipment for Surveying*

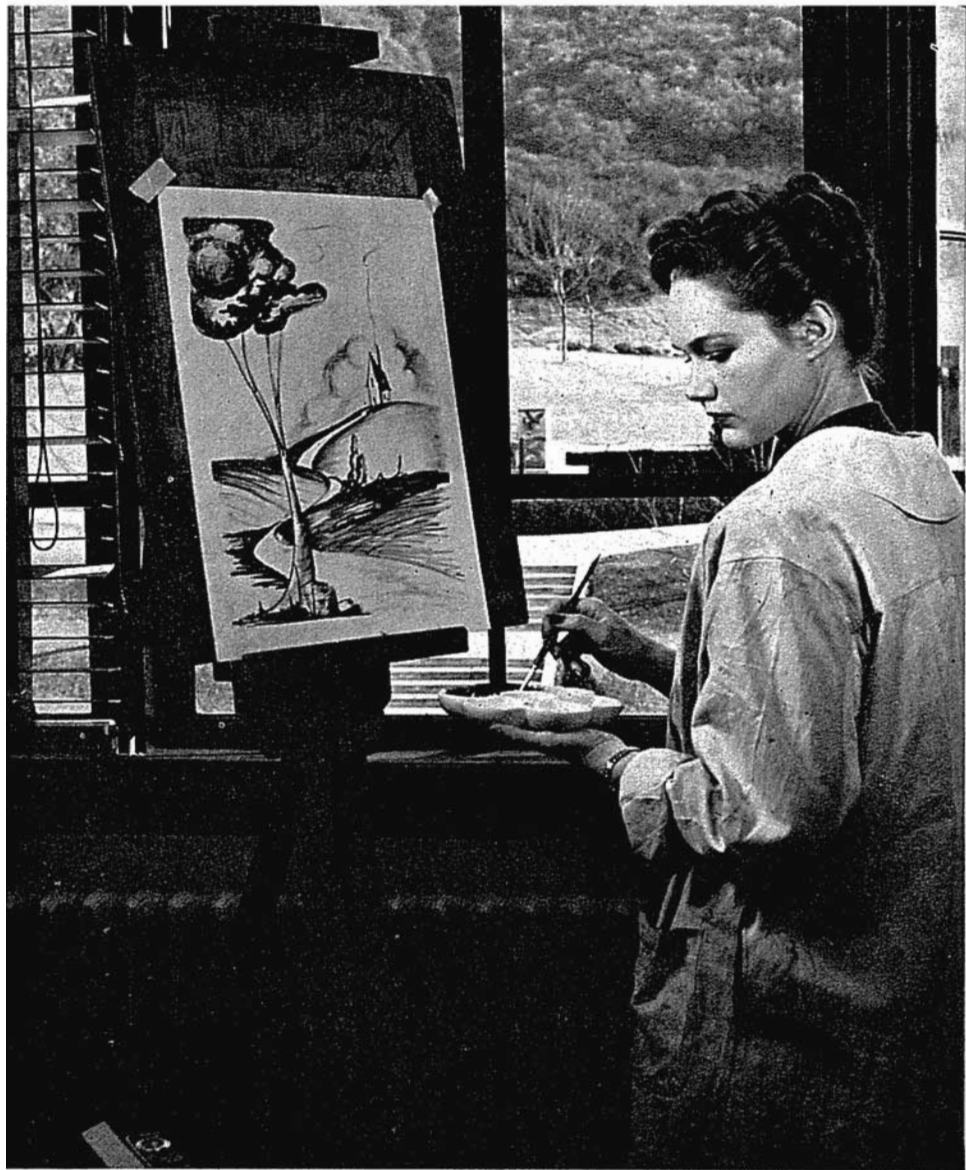




*Student Union Building — Women's Physical Education*







*The College Offers Wide Range of Courses*

*for Those Who Wish Training in Art*

*Either for Pleasure or Business*

