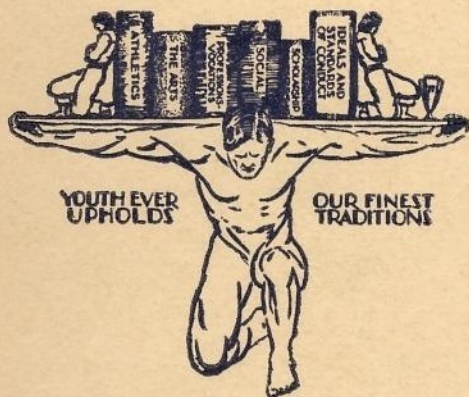


# GLENDALE JUNIOR COLLEGE GLENDALE ■ CALIFORNIA



YOUTH EVER  
UPHOLDS

OUR FINEST  
TRADITIONS

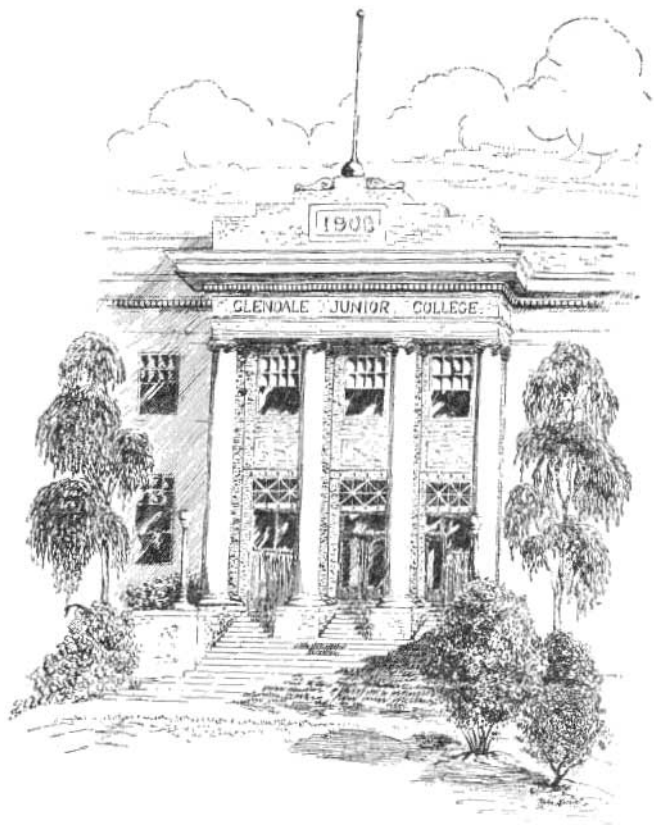
**ANNOUNCEMENT  
OF COURSES FOR  
1931-1932**

*Glendale Junior College*

BULLETIN AND  
ANNOUNCEMENT  
OF COURSES  
1931-1932



GLENDALÉ, CALIFORNIA



## TABLE OF CONTENTS

	Page
I. Administration .....	7
II. General Information and Regulations.....	10
III. Grades and Scholarship.....	18
IV. Admission and Registration.....	20
V. Graduation Requirements.....	24
VI. Lower Division Requirements at Various Universities.....	25
VII. Semi-Professional Curricula .....	30
VIII. College and Professional Curricula.....	39
IX. Announcement of Courses.....	55

## CALENDAR 1931-1932

### FALL SEMESTER

September 5.....	Subject "A" Examination 9:00 A. M. Aptitude Examination 2:00 P. M.
September 7.....	Holiday—Labor Day
September 8.....	Sophomore Registration
September 9.....	Holiday—Admission Day
September 10-11.....	Freshman Registration
September 14.....	Class Instruction Begins
October 16.....	First Scholastic Report Period
October 23.....	Last Day to Drop Courses
November 11.....	Holiday—Armistice Day
November 25.....	Second Scholastic Report Period
November 26-27.....	Thanksgiving Recess
December 14-18.....	Teachers' Institute Week
December 21-25.....	Christmas Vacation Week
December 28.....	College Re-opens
January 1.....	Holiday—New Year's
January 29.....	End of Semester

### SPRING SEMESTER

January 30.....	Subject "A" Examination 9:00 A. M.
February 1.....	Sophomore Registration
February 2.....	Freshman Registration
February 3.....	Class Instruction Begins
March 11.....	First Scholastic Report Period
March 18.....	Last Day to Drop Courses
March 21-25.....	Easter Vacation
March 28.....	College Re-opens
April 29.....	Second Scholastic Report Period
May 30.....	Holiday—Memorial Day
June 17.....	End of Semester

## ADMINISTRATION

## BOARD OF TRUSTEES

Alphonso W. Tower.....	President
Roy Q. MacDonald.....	Vice-President
Mrs. Alice E. Adamson.....	Clerk
Lawrence E. Olson	Norman G. Davidson

## OFFICERS OF ADMINISTRATION

George U. Moyse.....	Principal
Charles A. Nelson.....	Director
Elmer T. Worthy.....	Dean of Men
Ethel Hume Flood Moyse.....	Dean of Women
Donald V. Spagnoli.....	Registrar
Irving H. Oliver.....	Business Manager

**FACULTY 1930-31****Allen, Gerald Nathan — English**

A. B., M. A., Occidental College.

**Beason, James Prince — Speech**

A. B., Muhlenberg College; M. A., University of Washington.

**Burr, William A. — Physical Education**

B. S., Oregon State College.

**Caya, O. Howard — Art**

Bachelor of Arts Education, California School of Arts and Crafts.

**Champlin, Winifred — Physical Education, Assistant Dean of Women**

B. S., University of Washington.

**\*Chesley, Dorothy N. — Spanish, French**

A. B., M. A., University of Washington.

**Cox, Emerson C. — Speech**

A. B., Ph. B., Linfield College; M. A., University of Southern California.

**Crawford, H. H. — Aviation**

B. S. in Engineering, University of Missouri; B. S. in Vocational Education, Oregon State College.

**Farner, Mary Jane Collins — English**

A.B., De Pauw University; M.A., University of Southern California.

**Fox, Marguerite V. — French**

A. B., De Pauw University; Diploma of French Literature, University of Bordeaux, France.

**Griffing, Burgoyne L. — Physics**

A. B., Washburn College; M. A., University of Kansas.

**Harrington, Charles H. — Chemistry, Physics, Mathematics**

A. B., M. A., Stanford University.

**Hawkes, Ernest William — Zoology**

A. B., Dakota Wesleyan University; M. A., University of Pennsylvania; Ph. D., University of Pennsylvania.

**Herndon, Leroy Travers, Jr. — Spanish**

A. B., Stanford University.

**Johns, Ralph Leslie — Psychology, Philosophy**

A. B., University of California; B. D., Pacific School of Religion; M. A., University of California.

**Kerr, William C. D. — French, Spanish**

A. B., University of North Carolina.

**\*Mane, Florenze K. — Commerce**

A. B., University of California; M. A., Columbia University.

**Meserve, Clement D. — Geology, Mathematics**

A. B., Yale College; M. A., University of California.

**Moyse, George U. — Principal**

A. B., University of California.

**Moyse, Ethel Hume Flood — Dean of Women**

A. B., University of California; M. A., Columbia University.

**Murphy, May Elizabeth — English**

A. B., University of Montana; M. A., University of Wisconsin.

**Nelson, Charles A. — Director**

A. B., University of Washington; M. A., Leland Stanford, Jr., University.

**Nichols, C. Leslie — Mathematics**

B. S. in Mathematics, Franklin College; M. S. in Civil Engineering, University of Nebraska.

**Noble, Loyd S. — Commerce**

A. B., Simpson College; LL. B., University of Southern California.

**Pattison, Irene Maddocks — Music**

Bachelor of Music, College of the Pacific.

**Rambo, Anne Haussler — Social Science**

A. B., Walla Walla College; M. A., Occidental College.

**Ramont, Esther — Librarian**

A. B., University of Southern California.

**Ruenitz, Edward T. — Commerce**

B. S., University of Southern California.

**Spagnoli, Donald Verne — Registrar, Social Science**

A. B., M. A., University of California.

**Tenison, Sam Alfred — Physical Education**

B. S., James Millikin University.

**Thompson, Lillian E. — Commerce**

A. B., Washington State College.

**Turrill, Park Lovejoy — Chemistry**

A. B., B. S., University of Redlands; M. S., University of California.

**Ueland, Emma M. — Social Arts**

B. S., M. A., Columbia University.

**\*Wiebe, Herman H. — German**

A. B., University of Nebraska; M. A., University of Wisconsin.

**Worthy, Elmer Thomas — Dean of Men, Social Science**

A. B., J. D., Leland Stanford, Jr. University.

\*Part time instructor.



## General Information

### HISTORY AND ORGANIZATION

In March, 1927, the voters of Glendale, by a vote of nineteen to one, approved the establishment of the Glendale Junior College District. The Junior College District is coterminous with the high school district and is governed by the same Board of Trustees, who are regularly organized as the Board of Trustees of the Glendale Junior College District.

Class instruction began for the first time on September 19, 1927. There were four full time and five part time Junior College instructors. During this first year the total enrollment reached 139, with an average daily attendance of 102 for the entire year.

The enrollment in the Junior College for the 1928-1929 school year totaled 360. There were 17 full time and 12 part time Junior College instructors.

Increased enrollment was characteristic of the school year 1929-1930. The enrollment reached 547. This was an increase of approximately 52% over the previous year. The faculty included 26 full time and 2 part time Junior College instructors.

764 students, which is an increase of approximately 40%, enrolled during the school year 1930-1931. There were 30 full time and 3 part time Junior College instructors.

The Junior College has attained considerable success during its first four years. The University of California has placed it on the accredited list. The students have an excellent collegiate spirit. There are many clubs and organizations. The honor system is in force. Regular inter-collegiate competition in men's athletics, women's playday games, and debating, have been introduced. Many social gatherings are held. A weekly newspaper and an annual are published each year.

### LOCATION OF COLLEGE

The Glendale Junior College is located in Glendale, California, a city of about 65,000 people. The college has separate buildings on its own campus near the uptown district, at Harvard and Louise streets.

Here, with a new library and the latest modern equipment for lower division work in all departments, the students enjoy all the advantages of any junior college. Besides having further advantages to be derived from close proximity to a large city, the college has access to the unusually fine library facilities of Los Angeles and of several universities.

### EQUIPMENT

Every effort has been made to equip adequately every department of the institution for college work. There are two separate gymnasiums, three tennis courts, and an athletic field on the campus.

During the last two years, the chemistry and physics department have been equipped with the very best type of apparatus. Laboratory work of college type is undertaken with satisfactory results. The biological and geological departments are well supplied with necessary

equipment and supplies. Instruments have been purchased for the music department while calculating machines and other office appliances have been secured for the commerce department. Fine instruments for the surveying classes have been provided and the aviation shop has been fully equipped for standard courses in ground aviation. New equipment and supplies have been liberally added from time to time by the Board of Trustees.

### **LIBRARY**

The Junior College library is housed in attractive rooms on the first floor of one of the main buildings and contains more than 7000 carefully selected volumes. Eighty-five periodicals covering a wide range of subjects are regularly received. New books are being added from time to time.

The library is open from 7:45 A. M. to 4:30 P. M. from Monday to Friday.

### **PURPOSE OF THE JUNIOR COLLEGE**

During the last quarter of a century college education has become increasingly popular. In fact, the number of high school graduates seeking college training has been so great that the four year colleges and universities have been unable to accommodate all.

Many of these institutions are now taking steps to provide for the junior and senior years only, in undergraduate work. This move is forcing many of the larger communities to make provision for the lower division work, or the freshman and sophomore years. In this way the local public Junior College has come into existence.

The instruction in the Junior College is planned to meet the problems of individual students, paying special attention to high school graduates who enter college less mature than formerly. This attention to the individual is made possible because even the largest Junior Colleges have only a few hundred students as compared with the thousands in many of the universities. This naturally results in small classes and a close contact between instructor and student, and under such conditions the student may receive personal attention. Then, too, in the Junior College, the student himself develops initiative because the small student body and small classes stimulate him to express himself and take his share of responsibility.

Furthermore, the public Junior College exists for the purpose of reducing the tremendous expense of a college education. Living expenses naturally are minimized for the college student living at home.

Finally, with two years of educational training continued beyond high school, under the influence of home, community and church, young men and women should be capable of meeting the problems of everyday life and adapting themselves to strange surroundings when it finally becomes necessary for them to leave home. Thus, the Junior College is the "People's College" at home, giving young men and young women who have ambition and capacity, an opportunity to develop and train themselves along their natural adaptabilities preparatory for lives of happiness and useful citizenship.

## COLLEGE ATTITUDE

There is every reason to believe that the great majority of young men and women attend college for the purpose of improving and equipping themselves for lives of happiness and usefulness. In order to attain this end, and thereby get the most from college, each student must maintain a proper attitude toward work and a well poised campus conduct. College students should take the initiative to institute a campus citizenship which will develop the most and the best in all. With the development of this spirit, problems of discipline become very few.

## AUTHORITY OF INSTRUCTORS

No student shall be permitted to enter a class if the instructor concerned believes that he is not sufficiently prepared to do the work involved.

A student enrolled in any class is expected to attend regularly and comply with all assignments to the satisfaction of his instructor.

Any instructor satisfied that a student is wilfully neglecting his work may, with the Director's approval, exclude such student from his class. Under such circumstances the student shall be given an "F" in the course, unless the Director and the Administration Committee decide to the contrary.

## ATTENDANCE

Registration and enrollment in the different classes in the Junior College presupposes that recitations, lectures, and laboratory sessions will be attended regularly. Absence from class necessarily lowers a student's grade. For this reason, regular attendance is required.

The administration sets the following absence limits to care for legitimate absences:

- 3 absences in a 3, 4, or 5 unit course.
- 2 absences in a 2 unit course.
- 1 absence in a 1 unit course.

Three tardinesses shall constitute the equivalent of one absence.

After the limit has been reached in any course the student is subject to being dropped by the Director and given an "F" in the course.

Instructors will be expected to take into consideration attendance and attitude in determining each student's final grade.

Permission to be absent with privilege to make up work does not excuse the absence.

Absences in physical education must be made up, subject to satisfactory arrangements with the instructors.

## EXAMINATIONS

Final examinations shall be conducted in all courses. An examination schedule will be announced, stating the time for examinations, all of which will be conducted in writing wherever practicable. No examination shall exceed three hours.

No student shall be excused from taking a final examination.

A student arriving late for an examination may be denied the privilege of writing, provided the person conducting the examination considers such tardiness inexcusable.

Re-examinations are not given except as a means of removing an incomplete or condition grade (E). See page 18.

### **CHANGE OF PROGRAM**

A student may change his program up to but no later than Friday of the second week of college, after the opening of any semester, without penalty.

A student may drop a course before the end of the eighth week of any semester without having an 'F' (Failure) recorded as his grade in the course. A student dropping a course after the expiration of the first eight weeks will have an "F" recorded against his record, with corresponding loss of grade points.

When a student withdraws from college during a given semester, by due process of application and notification to the office, he shall receive a grade of "W" providing he is passing in each particular subject when he leaves college. In any subject that he is failing at the time of withdrawal, he will receive a grade of "F".

### **HONORABLE DISMISSAL**

Any student who finds it necessary to withdraw from college, except at the end of a semester, should make a statement to that effect and petition the faculty to grant him an honorable dismissal. All higher institutions require, as a prerequisite to admission, an honorable dismissal clearance from the institution previously attended. Even though the student may not expect to attend college again, the Glendale Junior College recognizes this clearance as the businesslike method of withdrawing from college. Such procedure may prevent the individual from being graded "F" in all courses. Furthermore, a record of such dismissal will make subsequent readmission privilege possible with little delay.

### **STUDENT COUNSELING**

The Junior College Faculty assists the administration in advising and counseling with students about their work and college problems. Vocational guidance will be given to students in every way possible. Every effort will be made to adjust students in their natural interests, keeping in mind their life careers.

At the time of registration each student is assigned a faculty adviser. This adviser will counsel the student during his entire career at the Junior College. Advisers are assigned to students on the basis of the student's major interests.

### **PLACEMENT BUREAU**

A Placement Bureau is established to assist students in finding employment. Special attention will be given to students who are specializing in commercial and secretarial courses. Systematic effort

will be made to find positions for those students who are dependable and have attained skill and proficiency.

### ASSOCIATED STUDENT BODY BOOK STORE

A cooperative book store is operated by the Associated Student Body. The book store manager is appointed by the student executive committee.

The book store handles all the text books needed in the various classes. In addition, a full line of school supplies is carried in stock. This includes pens, pencils, notebooks of various kinds, etc. They are all sold on a very small margin of profit, which goes into the student body treasury.

In the student body store there is also a lunch counter and refreshment stand, operated for the convenience of the students.

### FEES

No tuition fee is charged in the Glendale Junior College. Laboratory fees will be charged to cover actual cost of breakage and materials. The chemistry fees as listed below include a \$2.50 breakage deposit. The physics fees include a \$1.00 breakage deposit. No laboratory fees are returnable after three weeks from the beginning of the semester, except the unused science breakage deposit.

There is a student body fee of \$10.00 per year, payable at the time of registration. The following regulations for the payment of Student Body fees have been drawn up:

1. All regularly enrolled students will pay \$10.00 for the year.
2. Any student declaring his intention to go for the first semester **only** will have the option of paying \$6.00. (If he should then enroll for the second semester he must pay an additional \$6.00).
3. Students enrolling in February will pay \$6.00 for the one semester.
4. Any student enrolling in five or less than five units will be exempt from paying the fee.

The college reserves the right to charge laboratory, syllabus, and locker fees in any course where it is necessary or advisable. The following is a schedule of the most general fees.

Student fee per year.....	\$10.00
Student fee per semester.....	6.00
Psychological Examination.....	1.00
Late registration.....	1.00
Change of program.....	1.00
Chemistry 1-2 or 11-12.....	5.00 per semester
Chemistry 3-4.....	10.00 per semester
Chemistry 7-8.....	10.00 per semester
Chemistry 15-16.....	10.00 per semester
Physics (all courses).....	4.00 per semester
Zoology 1-2.....	2.50 per semester
Physiology 1.....	3.00 per semester
Bacteriology 1.....	10.00 per course

Students must pay the required fee for change of program after the second week of each semester. **Any change** in a student's program, whether voluntary or compulsory, must be cleared through the Registrar's office and the required fee of \$1.00 paid.

### NUMBERING OF COURSES

All courses listed in the Catalog are accepted toward the degree of Associate in Arts.

However, only courses numbered from 1 to 49, inclusive, will be accepted in the fulfillment of requirements for the Junior Certificate at the University of California. Such courses meet the lower division requirements for the Bachelor of Arts (A.B.) or Bachelor of Science (B.S.) degree.

College preparatory courses, vocational courses, and certain special liberal arts courses are numbered from 50 to 100. These courses are not accepted by the University of California in meeting the unit requirements for the Junior Certificate. In some cases, however, they aid the student in meeting certain high school subject matter deficiencies for the Junior Certificate, i. e., Mathematics 50 (High School Geometry which is a subject matter requirement for the Junior Certificate at the University of California).

### MATHEMATICS REQUIREMENTS

One year of high school algebra and one year of plane geometry must be completed before a student can qualify for upper division standing in a standard university. No college credit can be given for these two subjects.

### FOREIGN LANGUAGE REQUIREMENTS

Students registering in foreign languages should note the following suggestions very carefully:

1. If a student has had no high school course in a foreign language which he desires to study in Junior College, he should enroll in the foreign language course numbered 1. In such a case the student will receive 5 units for the course.
2. If a student has had **one** year in a high school course in a foreign language which he desires to study in Junior College he must enroll in the foreign language course numbered 1. In such a case, however, the student will receive only 2 units for the course. The reason for this reduction in the number of units is due to duplication of high school work.
3. If a student has had **two** years of recommended work in a high school course in a foreign language which he desires to study in Junior College he should enroll in the foreign language course numbered 2. In such a case the student will receive 5 units for the course. If the student should enroll in the course numbered 1 he will receive no college credit for the repetition of his high school work.

4. Students who have had **three** years of a high school foreign language should enroll in the foreign language course numbered 3.
5. Students who have had **four** years of high school foreign language should enroll in the foreign language course numbered 4.

### TRANSFERS TO OTHER COLLEGES

A transcript of a student's record at the Glendale Junior College will be sent to a college or university upon the request of the student. Transcripts of record are not given to individual students.

The admission of a student to a college or university rests entirely with the college or university. Recommendations to higher institutions are given only to students who have proven their general worth and scholastic ability. A scholarship average of "C" with no grades of "D" or "F" would entitle a student to an official recommendation of the Glendale Junior College. Exceptions may be made to this general rule where the student has shown a marked improvement in the last year of his collegiate work.

### REQUIREMENTS FOR PARTICIPATION IN STUDENT ACTIVITIES

Before any student is eligible for any school office or any inter-class or inter-collegiate contest or conference he must have passed in at least 12 units of work completed during the semester that he last attended college, and be passing in at least 12 units of work at the time of his candidacy for such office, conference, or contest.

### STUDENT ACTIVITIES

Each student entering Glendale Junior College pays a student body fee of \$10.00, which entitles him to membership in the Associated Student Body. This membership includes admission to all regularly scheduled conference athletic contests, receipt of the Galleon and the Log, and the right to vote at student body elections. A cabinet is elected by means of which the Associated Student Body may control various campus activities.

In addition to the authorized intercollegiate athletics, college activities have taken on a broad scope in all phases of college life. For the women there are the Associated Women Students' Organization, the Women's Athletic Association, the Y. W. C. A., and Epsilon Omega. The men have the Associated Men Student's, Y. M. C. A. and the Orange and Black Club. Epsilon Omega and the Orange and Black Club are composed of leaders of the college and are organized primarily for service to the school.

To promote greater interest scholastically, as well as serve the school, are the Honor Society; Press Club; Forensic Club, a debate and oratory organization; Science Club; Sigma Xi Sigma, Honorary Science Club; Phoenix, Honorary Literary Club; Phi Rho Pi, National Honorary Forensic Fraternity; Delta Psi Omega, National Honorary Dramatics Fraternity; Aeronautics Club; Tau Alpha Delta, science club; Gamma Alpha Pi, Geology-Paleontology club; Lettermen's Club; Entre Nous, library club; the Galleon, the weekly school paper; and the Log, the college annual.

## THE HONOR SOCIETY

The Glendale Junior College chapter of the state honor society was founded in 1927. Although membership is based on the scholastic average in any given semester, the real purpose of the organization is to create as stimulating an atmosphere as possible for general intellectual development among the students. The college hopes the honor students may be distinguished for mental alertness, keen analysis, and fine appreciations. Grades, as they represent such qualities as these, have a genuinely human value which the entire student body can honestly recognize. Temporary membership by semester is based on an average of 32 grade points. A faculty committee chooses permanent members, on a basis of personality and service to the college, from members of the graduating class with an average of 35 grade points a semester.

During the college year of 1930-1931, Phi Theta Kappa, national Junior College scholastic fraternity, granted to Glendale Junior College a charter for a chapter known as the Alpha Psi of California. Membership in this fraternity constitutes the highest scholastic honor a student may achieve before graduation, at which time permanent membership in the State Honor Society is granted.

The regular semester recognition for scholarship is temporary membership in the State Honor Society. Membership in Phi Theta Kappa, however, is possible only on the completion of three semesters of recognized lower division work with not less than 45 quantity units and a minimum average of 35 quality units per semester. Election to the fraternity, thus, marks a definite recognition of consistently fine attainments and gives to its members an organization through which they may work to give to scholarship the important place it should share with other aspects of student life.

Permanent members of the State Honor Society and members of Phi Theta Kappa are designated at graduation as "graduates with honor".

## STUDENT FINANCES

A student body accounting office has been established under the supervision of the Commerce Department for handling all receipts and disbursements of the Associated Student Body and all clubs and organizations of the Glendale Junior College.

## ASSEMBLIES

Official college assemblies are held twice each school month under the auspices of the Associated Students. Attendance is expected of all students. Administration problems of the college are brought before the students by the Director. Lectures, concerts, and dramatic productions are offered to the student body.

Unofficial assemblies, athletic rallies, and special student meetings are permitted by special consent of the Director.



## Grades and Scholarship

### UNITS OF WORK AND CREDIT

A "unit" is the term used to indicate one semester-hour of work, or credit—i. e., one hour of work a week continued throughout one semester is considered one "unit" of work. Each unit of work requires approximately two hours of preparation, exclusive of the time spent in recitation. A student pursuing a subject that continues throughout two semesters will not be given credit toward graduation in such subject unless he completes both semesters' work.

Sixty-two units, with an average grade of "C" in all work taken, are required for graduation.

### UNIT LIMITATIONS

Regular students must enroll for no less than 12 units, and no more than 16½ units, unless granted permission to the contrary by petition to the Administration.

Entering freshmen will not be permitted to enroll in more than 16½ units.

### GRADES

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

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

An incomplete grade (E) will be given only when an unforeseen emergency prevents a student from completing his work in a given course. The incomplete grade must be removed within six weeks after the beginning of the semester subsequent to the one in which the "E" was made. If not so removed, the incomplete grade automatically becomes a grade of "F" with consequent loss of grade points. Before an instructor may give a student an incomplete rather than an "F" in a given course, he must make arrangements with the office. Besides making up the deficiency, a student must also pay a fee of \$1.00 before an incomplete grade will be removed. Except in the case of an "E" instructors will not be permitted to change a grade once it has been accepted by the Registrar.

The grade of "F" in any course denotes failure and the course must be repeated if the student desires credit. An "F" cannot be removed by examination. A student receiving an "F" in a required course must repeat the course the next regular semester of his attendance in school.

When a student withdraws from college during a given semester, by due process of application and notification to the office, he shall re-

ceive a grade of "W" providing he is passing in each particular subject when he leaves college. In any subject that he is failing at the time of withdrawal, he will receive a grade of "F."

### GRADE POINTS

In addition to the semester grades, a system of grade points is used to determine the student's general standing and fitness for graduation. Every semester unit successfully completed will be credited with grade points corresponding to grades in the following manner:

The grade of A is credited with three grade points.

The grade of B is credited with two grade points.

The grade of C is credited with one grade point.

The grade of D is credited with 0 grade points.

The grade of F is credited with -1 grade point.

Explanation: A three unit course, three units per semester 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 earns no grade points; with a grade of F loses 3 grade points.

In order to graduate, a student must have at least as many grade points as he has units of credit.

### DISQUALIFICATION

Any student who is not passing in 9 units of work may be dropped from college.

Students thus dismissed from college may, upon petition, be reinstated by the Administration Committee with the approval of the Director of the Junior College.

A student who is dropped a second time for failure is not eligible for reinstatement.

### SCHOLARSHIP REQUIREMENT

Any student whose scholarship falls below a total of 24 grade points for two consecutive semesters will not be allowed to continue collegiate work that leads to Junior Standing at the University of California without permission from the Director of the College.

### REPETITION OF A FAILURE COURSE

If a student fails in a required course, such as Orientation, English 1, or Hygiene, he must repeat the course the next regular semester of his attendance in college.

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

## Admission and Registration

### APPLICATION FOR REGISTRATION

All applications and requests for information should be directed to the Registrar, Glendale Junior College, Glendale, California. From the Registrar all blanks for registration may be secured. As early as possible after graduation from high school, all applicants should send transcripts of credits, certified by the principal of their school.

Formal registration takes place during the first week of each semester. Information and advice may be received at the Registrar's office previous to this time.

No registration will be permitted after Friday of the second week of any semester.

Students entering late will be permitted to enter **only** those classes in which registration is not closed. The college assumes no responsibility to satisfy late entrants as to choice of subjects.

### ENTRANCE REQUIREMENTS

Students must be graduates of a high school or secondary school.

Students over 18 years of age will be admitted to take special liberal arts and vocational courses. It is advisable, however, for students to graduate from high school before attempting collegiate work.

At the time of registration, accompanying the application for registration, a transcript of secondary school record **must** be filed.

Applicants from a district which maintains a district junior college cannot be admitted.

Students from unaccredited high schools will be classified as Provisional students.

### ADMISSION CLASSIFICATION

The Glendale Junior College aims to serve the needs of four groups of students:

#### Group I—Regular Students

Students in this group shall be designated as **regular students**. This group consists primarily of students who have graduated from accredited high schools with recommendations sufficient to admit them to the University of California, and who desire to complete in the junior college the requirements for admission to the Upper Division of the University of California, or of an equivalent institution.

The entrance requirements for admission to the University of California are as follows:

(a) History .....	1 unit
(b) English .....	3 units
(c) Mathematics (elementary algebra and plane geometry) .....	2 units
(d) Science: a third- or fourth-year subject with laboratory.....	1 unit

(c) Foreign Language (in one language).....	2 units
(f) Advanced mathematics; or chemistry, or physics (if not offered under (d); or additional foreign language in the language offered under (e) (if in another foreign language, 2 units will be required).....	1 (or 2) units
(g) Unrestricted electives.....	5 (or 4) units
Total required for admission.....	15 units

The applicant must present a properly certified high school record showing completion of the subjects of the high school program, (a) to (g), inclusive, with grade of "1" or "2" in at least 10 of the units specified above. However, not more than two units of such grades in subjects presented in fulfillment of requirement (g) unrestricted electives, may be counted in the required total of 10 units of first and second grades, and then only if in subjects chosen from the following list: history, English, mathematics, foreign language, natural science, drawing.

The requirement as to grades, which is based on a system of four passing grades (A, B, C, D,) provides that no subject in which the applicant has received the fourth or lowest passing grade (D) may be counted in the total of fifteen (15) units required for admission. Moreover, the applicant's record must show that he has attained first or second grades (A or B) in at least ten (10) units of the subjects specified under requirements (a) — (g), inclusive, of the High School Program; but not more than two units of such grades in subjects presented as unrestricted electives, requirements (g), may be counted in the required total of 10 units of first or second grades, and then only if in subjects chosen from the following list: history, English, mathematics, natural science, foreign language, drawing.

### Group II—Provisional Students

Students in this group shall be designated as provisional students. This group consists of students who have graduated from non-accredited high schools, or who have graduated from accredited high schools but with recommendations insufficient to admit them to the University of California, but who desire to complete the Junior Certificate requirements for graduation from the Junior College.

Students enrolled in this group have a provisional or probationary status. The successful completion of the Junior Certificate requirements of the University of California will admit the student to the University with junior standing.

Students who do not desire to remain at Junior College until the completion of the Junior Certificate requirements may transfer to the University of California upon completion of certain work as outlined by the University. It is possible to make up deficiencies in the high school program at the Junior College. The completion of a Junior College 3 unit course with a grade of "A" or "B" will count as the equivalent of one high school recommended unit. It should be noted, however, that the work taken in Junior College to

make up recommended units, must be in subjects in which the student has deficiencies in his high school program. The completion of such work will give the student Freshman standing at the University of California.

Students from unaccredited high schools will be classified as Provisional students.

Provisional students must carry a full program of  $15\frac{1}{2}$  units per semester. Any student whose scholarship falls below a total of 24 grade points for two consecutive semesters will not be allowed to continue collegiate work that leads to Junior Standing at the University of California without permission from the Director of the College.

### Group III—Special Liberal Arts Students

- Students in this group shall be designated as **special liberal arts students**. Any high school graduate, regardless of high school recommendations, or any person over 18 years of age, regardless of high school training, who desires further educational advantages of so-called liberal arts type, may be admitted to Group III. Students enrolled in 10 units or less of college work will be considered as special liberal arts students.

### Group IV—Vocational Students

Students in this group shall be designated as **vocational students**. Any high school graduate, and any person over 18 years of age, regardless of high school training, who seeks opportunities in vocational education, may be admitted to Group IV and may be permitted to enroll in such special vocational courses, or may be admitted to such terminal vocational courses of study as in the judgment of the Director best meet his individual needs. This work will lead to the degree of Associate of Arts.

## SPECIAL ENTRANCE EXAMINATIONS

For the purpose of aiding registration and making counseling more effective, certain examinations are given at the time of registration. These examinations will be scheduled for some time during the week preceding formal registration each semester.

### Subject A Examination

The examination known as the Subject A Examination is designed to test the student's ability to write English without gross errors in spelling, diction, sentence-structure, and punctuation.

The papers will be graded either "Passed" or "Failed", such grades being posted the day after the examination is held. A student whose paper is passed must register in written composition, continuing such work for two semesters in order to be eligible for the Junior Certificate. A student whose paper is failed is required to take immediately a course

in Subject A, which gives no college credit, but which, when passed, entitles the student to register in courses in college English to which he is eligible.

### **The College Aptitude Test**

This test is required of all students entering Junior College. It is a psychological test designed to test the student's ability in various types of work, and its result should serve as a material guide in a student's registration. Admission to college depends in no way upon the results of this examination.

### **Physical Examination**

All students are given a physical examination at least once during the college year. This is done by a local physician assisted by the college nurse. Records of these examinations are kept on file and are used in outlining courses in remedial and corrective exercises in physical education.

### **TRANSFERS FROM OTHER COLLEGES**

Students who transfer from other colleges and universities, with acceptable grades, will be granted advanced standing in so far as the work completed corresponds with that of the Glendale Junior College, or the lower division work offered in the University of California.

Students must produce a transcript of previous scholastic record when transferring. The Glendale Junior College reserves the right to evaluate work completed in other colleges.

Students who have been disqualified in any other College, on account of scholarship, conduct, or any other cause, cannot enter Glendale Junior College until they have qualified for re-admission to the institution from which they were dismissed.

## Graduation Requirements

Glendale Junior College grants the degree of Associate of Arts. This degree is granted upon the successful completion of:

1. Certain requirements as set down by the State Board of Education or
2. The lower division requirements of the University of California.

All candidates for the degree must meet the following general requirements:

1. Completion of at least 62 semester units
2. A scholarship average of "C" or better—i.e., at least as many grade points as semester units.
3. Orientation 1 ..... 1 unit
4. Political Science 5..... 2 units
5. Subject A
6. English ..... 6 units
7. Hygiene 10..... 2 units
8. Physical Education..... 2 units

The State Board of Education sets the following requirements:

1. English ..... 6 units
2. Hygiene 10..... 2 units
3. Physical Education..... 2 units
4. Social Science..... 6 units
5. Science or Mathematics..... 6 units
6. A major of not less than 20 semester hours in a selected field.

The lower division requirements for the College of Letters and Science at the University of California are found on page 25.

## Lower Division Requirements, Etc.

One of the primary functions of the Junior College is to present work of a collegiate nature for students desiring to continue their work in a college or university. Glendale Junior College offers many certificate courses which include the requirements demanded by the various institutions of higher learning for the completion of the work in the Lower Division. The work of the lower division comprises the studies of the freshman and sophomore years. By careful choice of subjects taken in the Junior College, the student is able to matriculate in the college or university of his choice without any subject deficiencies. Lower division requirements can be completed at the Glendale Junior College.

The following lower division requirements in the College of Letters and Science for the larger colleges and universities of the state are included for the use of the student in order that he may plan his course with a definite objective in mind. It is naturally expected and necessary that the student fulfill the prerequisites for the major work upon which he will concentrate in the upper division. In addition, various general requirements are added with the purpose of establishing a basis for that breadth of culture which will give the student a realization of the methods and results of some of the more important types of intellectual endeavor, and a mental perspective that will aid him in reaching sound judgments.

**Every student should choose at the earliest possible moment the college or university which he plans to attend. Colleges and universities differ in certain specific requirements. The early choice of a particular college or university will enable the student to meet the lower division requirements of that particular institution. The early choice of a major subject or department will also aid and facilitate the student in planning his program. The catalog of the college or university which the student plans to attend should be studied carefully. This responsibility is placed upon the student!**

### JUNIOR CERTIFICATE REQUIREMENTS UNIVERSITY OF CALIFORNIA

**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

Subject A.

Physical Education

Military Science and Tactics (men), 6 units.

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

#### b. Foreign Language

At least 15 units in not more than two languages. Each year of high school work in a foreign language will be counted in satisfaction of 3 units of this requirement.



**c. Mathematics**

Elementary Algebra and Geometry. This requirement should be fulfilled in the high school. No university credit is given for them.

**d. Natural Science**

At least 12 units, including at least one course in a laboratory science.

The choice of sciences should be made from the following list:

- High School Physics\* 3 units (1 high school credit)
- High School Chemistry\* 3 units (1 high school credit)
- Astronomy 1
- Botany 1\*, 2\*
- Chemistry 1\*, 2\*, 3\*, 4\*, 5, 6, (7-7)\*, (11-12)\*
- Geology 1, 2
- Paleontology 1
- Physics 1-2\*, 3-4\*, 5-6\*
- Physiology 1
- Zoology 1\*, 2\*, 3

\*Laboratory science courses.

**3. Additional**

A year course (of at least 6 units) in **each** of three of the following groups:

1. English or Public Speaking
  - English 1-2
  - Speech 3-4
2. Foreign Language
 

This requirement is in addition to the regular requirement of 15 units. College work in French, German, or Spanish will satisfy this requirement. This may be satisfied in whole or in part in the high school, providing the language be Latin.
3. Mathematics
 

Any six units from the following: 2, 3, 4, 5, 6, 8, 10. High School plane trigonometry and plane analytic geometry will be accepted in partial satisfaction of this requirement, each to count for 2 units.
4. Social Sciences
  - Economics 1-2
  - Economics 10-11
  - Geography 1-2
  - History 1-2
  - History 3-4
  - History 5-6
  - Political Science 1-2
  - Psychology 1-2
5. Philosophy
  - Philosophy 3-4

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

## JUNIOR CERTIFICATE REQUIREMENTS UNIVERSITY OF CALIFORNIA AT LOS ANGELES

The requirements for the completion of the Lower Division work in the College of Letters and Science at the University of California at Los Angeles are identical with the requirements at the University of California at Berkeley (given above) except for the additional requirement that all students must take Psychology X. Orientation 1 at Glendale Junior College satisfies this requirement.

## JUNIOR CERTIFICATE REQUIREMENTS UNIVERSITY OF SOUTHERN CALIFORNIA

The Lower Division curriculum as offered in the College of Letters, Arts, and Sciences at the University of Southern California includes the following:

**English** (Rhetoric and Composition); six units.

**Sciences**; a minimum of 11 units. Chemistry and physics in the third or fourth year of high school will each be accepted in fulfillment of three units of this requirement. A laboratory course must be included.

**Foreign Language**; 15 units, in not more than two languages. Each year of a foreign language in high school will be accepted in fulfillment of three units of this requirement.

**Physical Education** (Activities); four semesters.

**Health Education (Hygiene)**; two units.

**Social Science** (History, Political Science, Economics, or Sociology); six units.

**Philosophy or Psychology**; six units.

**Orientation**; one unit.

**Electives**; to complete a minimum of 60 units.

The requirements in the Lower Division are so arranged that through the operation of certain authorized exemptions and substitutions a student who has completed the junior certificate requirements of the University of California may enter the junior year without deficiencies.

The junior college student planning to enter the University of Southern California for an A.B. degree is advised to include in his electives the lower division courses recommended by the department of his proposed major. The requirements of major departments may be found under department headings in the Bulletin of the Colleges of Letters, Arts and Sciences. A student planning to enter a professional school at the University of Southern California should be guided by the requirements announced in the bulletin of the school of his choice.

The following is an outline of the policy governing the admission of students from junior colleges to the University of Southern California. This policy was adopted in May 1931.

A. If student entered junior college with twelve or more recommended units as counted by the University for entrance to freshman

**standing, or with the new requirements for admission to the University of California.**

1. Student may transfer after one or more semesters in junior college as from an accredited standard college. This means that the student may transfer provided he is not under probation or other penalty for low scholarship or unsatisfactory conduct, and provided his grade point average in all college work attempted is not below 1.0, computed according to the Southern California system. Advanced standing credit will be given only for work certified by the junior college as strictly of college grade, that is, worthy of credit towards a baccalaureate degree, and the amount of such advanced standing credit will be determined under regulations which govern the transference of credit from standard colleges, except that not more than two years of college credit will be allowed for work in junior college.

2. Entrance subject requirements not covered in high school or junior college will be assigned as entrance shortages to be made up within a specified time after transference to the University.

3. Completion of the junior certificate requirements in junior college will be accepted for admission to full junior standing in the College of Letters, Arts, and Sciences. The completion of the junior certificate requirements will permit the student to enroll with junior classification in the College of Music, School of Religion, School of Speech, College of Pharmacy, College of Commerce and Business Administration, School of Merchandising, School of Education, the Los Angeles University of International Relations, College of Architecture, College of Engineering, and School of Citizenship and Public Administration, but required subjects of the freshman and sophomore years in these divisions not covered in junior college will be assigned as shortages to be made up within a specified time after transference to the University.

**B. If student entered junior college with fewer than twelve recommended units as counted for admission to freshman standing by the University, or without the new requirements for admission to the University of California.**

1. Student may transfer to the University after completing the requirements laid down by his junior college for full and unconditioned admission to college work in that junior college, provided such requirements are based on not less than one semester of satisfactory junior college work. (This privilege may be withdrawn in the case of any junior college whose students, transferred under this provision, prove to be inadequately prepared for university work).

2. Or, the student's junior college work may be counted back to meet deficiencies in the high school record. Such work counted back to offset deficiencies in recommended units must be of A or B grade, unless the junior college indicated C as a recommending grade, and the junior college work counted back must be "in kind." (For example, junior college foreign language credit may be counted back to meet scholarship or subject deficiencies in high school foreign language, but the junior college language need not be the same as

that taken in high school.) The rate at which junior college work may be counted back is three semester units for one high school unit (except in foreign languages, where the ratio shall be five to one).

3. Any advanced standing credit allowed a student transferring to the University under either of the two preceding paragraphs will be tentative, pending the completion of at least one full semester of work in the University, unless the student is certified as having completed in full the junior certificate requirements, in which case the student will be admitted to junior classification as indicated under A-3 above.

4. Entrance subject requirements not covered in high school or junior college will be assigned as entrance shortages to be made up within a specified time after transference to the University.

### JUNIOR CERTIFICATE REQUIREMENTS STANFORD UNIVERSITY

The work of the Lower Division is divided into three groups. Every student is required to take at least six units (nine quarter units) in **each** of these groups **each** year.

Group I. Language and Literature (English and foreign.) Formative Art (including Graphic Arts and drawing courses in the Engineering Departments).

- a. Four units (six quarter units) of English composition. English A (Subject A) is also prescribed for first year undergraduates who do not satisfy the matriculation examination.
- b. Ten units (15 quarter units) (two high school years) of each of **two** foreign languages, or 15 units (22 quarter units) (3 high school years) of **one** foreign language.

Group II. Natural Sciences and Mathematics.

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

- a. Eight units (12 quarter units) of citizenship in the first year.
- b. Six units (9 quarter units) of history in the second year. It is desired that students become acquainted with both general and American history. (One of these requirements may be completed in high school.)

Two years of Physical Education are required of all students.

## Semi-Professional Curricula

The following type courses are listed as guides primarily for those students who wish to complete their formal education in two years.

These type courses have been designed as terminal or finishing courses. They better prepare the student to enter a trade or general business life and take his place in the social and economic world.

### ART

#### FIRST YEAR

First Semester		Second Semester	
	Units		Units
English .....	3	English .....	3
Physical Education 1.....	$\frac{1}{2}$	Physical Education 2.....	$\frac{1}{2}$
Orientation 1.....	1	Hygiene 1.....	2
Art 1.....	3	Art 2.....	3
Art 3.....	2	Art 4.....	2
Art 5.....	2	Art 6.....	2
Art 19.....	2	Art 20.....	2
Electives .....	3	Electives .....	2
Total.....	<u>16<math>\frac{1}{2}</math></u>	Total.....	<u>16<math>\frac{1}{2}</math></u>

#### SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	$\frac{1}{2}$	Physical Education 4.....	$\frac{1}{2}$
Science or Mathematics.....	3	Science or Mathematics.....	3
Art 9.....	1	Political Science 5.....	2
Art 15.....	3	Art 16.....	3
Art 23.....	2	Art 24.....	2
Art 25.....	2	Art 26.....	2
Art 27.....	2	Electives .....	4
Electives .....	3		
Total.....	<u>16<math>\frac{1}{2}</math></u>	Total.....	<u>16<math>\frac{1}{2}</math></u>

### AVIATION

This curriculum is arranged to give the preliminary training essential for those desiring to enter the field of aviation either as a mechanic, a pilot, an inspector, or a designer; and for those desiring to enter the field of commercial aviation.

## FIRST YEAR

First Semester	Units	Second Semester	Units
English .....	3	English .....	3
Orientation 1.....	1	Hygiene 1.....	2
Physical Education 1.....	½	Physical Education 2.....	½
Aviation 1.....	3	Aviation 2.....	3
Mathematics 1 or 8.....	2-3	Mathematics 2.....	2
Mechanical Arts 1.....	3	Mechanical Arts 2.....	3
Physics 51.....	3	Physics 71.....	3
Total.....	15½-16½	Total.....	16½

## SECOND YEAR

First Semester	Units	Second Semester	Units
Physical Education 3.....	½	Physical Education 4.....	½
Aviation 3.....	3	Aviation 4.....	3
Aviation 7.....	2	Physics 61.....	3
Social Science.....	3	Social Science.....	3
Electives .....	8	Political Science 5.....	2
Total.....	16½	Total.....	16½

Students in Aviation who plan to continue their study in a university are advised to take Mathematics 3-4-5-6 and Physics 1-2-3-4 instead of the courses in Mathematics and Physics noted above.

## COMMERCE AND BUSINESS

The vocational curricula in Commerce and Business are designed as terminal courses, preparing for business occupations and vocations. Increasingly, business demands trained workers. To become a real estate salesman, or an accountant, one must pass an examination before a state board. An equal amount of training is demanded of the bookkeeper, stenographer, secretary, retail salesman, civil service employee, and business man or woman.

These courses will acquaint the student with economic problems and with actual business practice in accounting, salesmanship, secretarial activities, merchandising, advertising, and other fields. **Through a choice of electives**, the student may adapt his course to his particular needs. Consultation with the instructors in business and commerce will aid materially in making the proper selection.

## ONE YEAR BUSINESS COURSE\*

First Semester		Second Semester	
	Units		Units
Physical Education 1.....	½	Physical Education 2.....	½
Commerce 61.....	4	Commerce 62.....	4
Commerce 51.....	3	Commerce 52.....	3
Commerce 57.....	3	Commerce 58.....	3
Commerce 60.....	2	Commerce 67.....	3
Commerce 73.....	3	Commerce 74.....	3
Total.....	15½	Total.....	16½

\*One year courses are equivalent to those given at Business College.

## TWO YEAR BUSINESS COURSE

## FIRST YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Commerce 60.....	2	Commerce 62.....	4
Commerce 61.....	4	Commerce 52.....	3
Commerce 51.....	3	Geography 5 or Economics 11..	3
Geography 1 or Economics 10..	3	Electives .....	4
Electives .....	3	Total.....	16½
Total.....	16½	Suggested Second Semester	
Suggested First Semester		Electives:	
Electives:		Commerce 71.....	3
Commerce 91.....	3		
Commerce 81.....	3		

## SECOND YEAR \*

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Commerce 57.....	3	Commerce 58.....	3
Commerce 68.....	3	Commerce 69.....	3
Commerce 73.....	3	Commerce 74.....	3
Commerce 65.....	3	Commerce 72.....	3
Electives .....	4	Political Science 5.....	2
Total.....	16½	Electives .....	2
Suggested Electives:		Total.....	16½
Commerce 82.....	3	Suggested Electives:	
		Commerce 86.....	3

**ONE YEAR STENOGRAPHIC COURSE**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 1.....	½	Physical Education 2.....	½
Commerce 57.....	3	Commerce 58.....	3
Commerce 61.....	4	Commerce 55.....	4
Commerce 51.....	3	Commerce 52.....	3
Commerce 53.....	4	Commerce 54.....	4
<b>Total.....</b>	<b>14½</b>	<b>Total.....</b>	<b>14½</b>

**TWO YEAR SECRETARIAL COURSE****FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 1.....	½	Physical Education 2.....	½
Commerce 57.....	3	Commerce 58.....	3
Commerce 51.....	3	Commerce 52.....	3
Commerce 53.....	4	Commerce 54.....	4
Commerce 61.....	4	Commerce 62.....	4
Orientation 1.....	1		
<b>Total.....</b>	<b>15½</b>	<b>Total.....</b>	<b>14½</b>

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Geography 1.....	3	Geography 5.....	3
Commerce 68.....	3	Commerce 69.....	3
Commerce 82.....	3	Commerce 72.....	3
Commerce 52-A.....	2	Commerce 55.....	4
Commerce 54-A.....	2	Political Science 5.....	2
Hygiene 1.....	2		
<b>Total.....</b>	<b>15½</b>	<b>Total.....</b>	<b>15½</b>

**PRACTICAL ELECTRICITY**

Students desiring to enter fields in which a knowledge of electricity is essential should first decide which type of work they wish to pursue. If they intend to go to a University or technical school, they should elect subjects that will meet the lower division requirements of the school they wish to attend. The courses listed below give less emphasis to the technical and theoretical aspects of the work, than the standard engineering courses. The courses in electricity provide a starting point of entry into a great variety of trades and professions, such as the telephone industry, the generation and distribution of power, radio



broadcasting, installation and design of sound amplification, as well as many other allied fields.

Every student should always consult his class adviser in order to get the best arrangement of courses.

### FIRST YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 1.....	1/2	Physical Education 2 .....	1/2
Orientation 1.....	1	Hygiene 1.....	2
English .....	3	English .....	3
Mathematics .....	2-3	Mathematics .....	2-3
Physics 51.....	3	Physics 71.....	3
Mechanical Arts 1.....	3	Mechanical Arts 2.....	3
Social Science.....	3	Political Science 5.....	2
<hr/>		<hr/>	
Total.....	15 1/2-16 1/2	Total.....	16 1/2

### SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Physics 61.....	3	Physics 72.....	3
Mechanical Arts 6.....	3	Mechanical Arts 7.....	3
Mechanical Arts 8.....	3	Mechanical Arts 9.....	3
Mechanical Arts 61.....	3	Mechanical Arts 62.....	3
Electives .....	4	Electives .....	4
<hr/>		<hr/>	
Total.....	16 1/2	Total.....	16 1/2

Students in the Practical Electrical Curriculum are advised to take electives in Mathematics.

### LIBERAL ARTS

The following course is designed for students who desire to increase their cultural background by furthering their school work for two additional years. The student should make a particular effort to choose subjects in which he is definitely interested. Women students who pursue this course are strongly advised to include courses in the Social Arts Department.

### FIRST YEAR

First Semester		Second Semester	
	Units		Units
English .....	3	English .....	3
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
History 1.....	3	History 2.....	3
Foreign Language 1*.....	5	Foreign Language 2*.....	5
Electives .....	3	Electives .....	3
<hr/>		<hr/>	
Total.....	15 1/2	Total.....	16 1/2

**SECOND YEAR**

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Science* .....	3	Science* .....	3
Economics 10.....	3	Economics 11.....	3
Foreign Language 3.....	3	Political Science 5.....	2
Electives .....	4	Foreign Language 4.....	3
Psychology 1.....	3	Electives .....	5
Total.....	16 1/2	Total.....	16 1/2

\*The student should choose the science and foreign language he is most interested in.

**MECHANICAL ARTS**

A practical course in Mechanical Arts is provided by the following curriculum. The student who elects this course should be much better prepared to take his place in the mechanical and industrial world upon its successful completion. Practical work in drawing, surveying, auto shop, woodwork, architectural drawing and machine shop is included.

**FIRST YEAR**

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
English .....	3	English .....	3
Physics 51.....	3	Physics 71.....	3
Mechanical Arts 1.....	3	Mechanical Arts 2.....	3
Mechanical Arts 8.....	3	Mechanical Arts 9.....	3
Mathematics 2.....	2	Political Science 5.....	2
Total.....	15 1/2	Total.....	16 1/2

**SECOND YEAR**

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Mechanical Arts 71.....	3	Mechanical Arts 72.....	3
Mechanical Arts 61.....	3	Mechanical Arts 62.....	3
Mechanical Arts 6.....	3	Mechanical Arts 7.....	3
Mechanical Arts 60.....	2	Social Science.....	3
Aviation 1.....	3	Aviation 2.....	3
Electives .....	2		
Total.....	16 1/2	Total.....	15 1/2

**Medico-Dental Assistant's Course**

This course is designed particularly for students planning on entering a doctor's or dentist's office as his assistant, upon graduation. Such students should be able (a) to make simple laboratory tests, (b) to keep the Doctor's books, (c) to handle his correspondence, including monthly statements, (d) to meet the public capably and efficiently.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English (Commerce 57).....	3	English (Commerce 58).....	3
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
Chemistry 11.....	4	Chemistry 12.....	4
Political Science 5.....	2	Bacteriology.....	4
Commerce 61.....	4	Commerce 71.....	3
Zoology 3.....	3		
<b>Total.....</b>	<b>17 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Commerce 51.....	3	Commerce 52.....	3
Commerce 53.....	4	Commerce 54.....	4
Chemistry 15.....	3	Chemistry 16.....	3
Psychology 1.....	3	Lab. Technique.....	3
Physics.....	3		
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>13 1/2</b>

**NURSING**

This course is designed for students who desire a year course of theoretical work for nurses.

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English.....	3	Speech.....	3
Orientation 1.....	1	Hygiene 1.....	2
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Chemistry 11.....	4	Chemistry 12.....	4
Physiology 1.....	3	Bacteriology 1.....	4
Physiology 51.....	2	Social Arts 25.....	3
Psychology 1.....	3		
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

**SOCIAL ARTS**

This suggested curriculum is particularly designed for those who are not especially interested in going to the university after finishing the Junior College. It is intended to be both practical and cultural. Students who are interested in this type of work can arrange their courses so as to graduate provided they are careful in selecting courses that fulfill graduation requirements.

While this curriculum features social arts, yet students are advised to select courses in music, dramatics and art in order to make the training both comprehensive and more interesting. Students who intend to major in Home Economics should strive to fulfill the major requirements of the institution in which they intend to earn their degree.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English .....	3	English .....	3
Orientation 1.....	1	Hygiene 1.....	2
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Social Arts 1.....	2	Social Arts 2.....	2
Social Science.....	3	Social Science.....	3
Art 3.....	2	Social Arts 25.....	3
Electives .....	5	Art 4.....	2
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>15 1/2</b>

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Social Arts 3.....	2	Social Arts 4.....	2
Social Arts 11.....	3	Social Arts 12.....	3
Social Arts 21.....	3	Social Arts 22.....	3
Science or Mathematics.....	3	Science or Mathematics.....	3
Political Science 5.....	2	Electives .....	5
Electives .....	3		
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

**VOCATIONAL MUSIC**

The subjects included in the following group are designed to form a two year course which

1. Will give a thorough working knowledge of the elements of music.
2. Will develop a cultural background for the appreciation of the arts.
3. Will encourage further music study after graduation.
4. Will furnish a necessary degree of musicianship to make music a vocation.

The course is also designed to give the student a desirable general education.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English .....	3	English .....	3
Physical Education 1.....	$\frac{1}{2}$	Physical Education 2.....	$\frac{1}{2}$
Orientation 1.....	1	Hygiene 1.....	2
Music 1.....	3	Music 2.....	3
Music 11.....	3	Music 12.....	3
Music 5 or 7.....	1 or 2	Music 6 or 8.....	1
Music 3.....	1	Music 4.....	1
Electives .....	3-4	Political Science 5.....	2
Total.....	$16\frac{1}{2}$	Total.....	$15\frac{1}{2}$

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	$\frac{1}{2}$	Physical Education 4.....	$\frac{1}{2}$
Speech 3.....	3	Speech 4.....	3
Social Science.....	3	Social Science.....	3
Music 13.....	3	Music 14.....	3
Music 9.....	2	Music 10.....	2
Science or Mathematics.....	3	Science or Mathematics.....	3
Electives .....	2	Electives .....	2
Total.....	$16\frac{1}{2}$	Total.....	$16\frac{1}{2}$

## College and Professional Curricula

The following type courses are listed as guides for those students who wish to secure the Junior Certificate at the University of California and at the same time who desire to complete the lower division requirements for the various majors in higher institutions of learning. The students are advised to follow the suggestions and courses outlined in this section.

### ARCHITECTURE

This course presupposes the completion in high school of chemistry, physics, instrumental drawing, two units of a foreign language, and at least four units of mathematics, including algebra and trigonometry. Substitutions for courses listed herein may be made only on approval of the department head.

#### FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	Physical Education 2.....	½
Physical Education 1.....	½	French 2.....	5
Orientation 1.....	1	Mathematics 4.....	3
French 1.....	5	Architecture 3.....	3
Mathematics 3.....	3	Architecture 4.....	3
Architecture 2.....	1	Architecture 15.....	2
Architecture 9.....	2		
Total.....	15½	Total.....	16½

#### SECOND YEAR

First Semester		Second Semester	
	Units		Units
English 2.....	3	Physical Education 4.....	½
Physical Education 3.....	½	French 4.....	3
French 3.....	3	Physics 2.....	3
Physics 1.....	3	Psychology 1.....	3
Architecture 7.....	2	Architecture 8‡.....	2
Architecture 11*.....	2	Architecture 6.....	3
Hygiene 1.....	2	Political Science 5.....	2
Electives.....	1		
Total.....	16½	Total.....	16½

\*Architectural Engineering students substitute Mathematics 5, 3 units, with no elective allowed.

‡Architectural Engineering students substitute Mathematics 6, 3 units, with one unit elective.

**ART****Course A**

This course is recommended for those students who have had neither foreign language nor a science in high school, but who wish to major in art. If the student is planning on teaching art it is desirable to have completed a course in instrumental drawing preferably in high school.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 1.....	5	Foreign Language 2.....	5
Science .....	3	Science .....	3
Art 1.....	3	Art 2.....	3
Total.....	15½	Total.....	16½

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Foreign Language 3.....	3	Foreign Language 4.....	3
Science .....	3	Science .....	3
Social Science 3* } .....	6	Social Science 3* } .....	6
Mathematics 3		Mathematics 3	
Philosophy 3		Philosophy 3	
Art 3.....	2	Political Science 5.....	2
Art 5.....	2	Art 25 or Art 7.....	2
Total.....	16½	Total.....	16½

Adjustments may be made by consulting the departmental head.

\*The student may choose two of these.

**ART****Course B**

This course is recommended for those students who have had two years of foreign language and both chemistry and physics in high school. If the student is considering the teaching of art as a profession, then instrumental drawing should also have been completed in high school.

## FIRST YEAR

First Semester	Units	Second Semester	Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 2.....	5	Foreign Language 3.....	3
Art 1.....	3	Art 2.....	3
Architecture 2.....	1	Art 6.....	2
Art 5.....	2	Art 15.....	3
Total.....	15½	Total.....	16½

## SECOND YEAR

First Semester	Units	Second Semester	Units
Physical Education 3.....	½	Physical Education 4.....	½
Foreign Language 4.....	3	Science (Laboratory).....	3
Science (Laboratory).....	3	Social Science* }.....	6
Social Science* }.....	6	Mathematics }.....	
Mathematics }.....		Philosophy }.....	
Philosophy }.....		Art 4.....	2
Art 3.....	2	Art 19.....	2
Political Science 5.....	2	Art 25.....	2
Total.....	16½	Electives.....	1
		Total.....	16½

\*The student may choose two of these.

## COMMERCE

Requirements for the Junior Certificate in Commerce at the University of California.

Note: The requirements for an Economic Major at the University of California are met by substituting for Geography 1 and 5, three units of science and additional units of foreign language in order to total 16.

**Foreign Languages:** Students must pass an examination designed to test their ability to read one of the following languages: Greek, Latin, German, French, Spanish, Italian, Russian, Japanese, or Chinese.

**English Composition:** Subject A. In addition 6 units of English, chosen from the following courses: English 1-2 or Speech 3-4..... 6 units

**History or Political Science:** History 1-2, or History 3-4, or Political Science 1-2..... 6 units

**Geography.** Geography 1 and Geography 2..... 6 units

**Natural Sciences:**..... 9 units

Courses in physics and chemistry taken in high school may be applied toward the satisfaction of the science requirement.



<b>Mathematics:</b> Mathematics 12.....	3 units
<b>Economics:</b> Economics 1-2.....	6 units
<b>Physical Education:</b> .....	2 units
<b>Electives:</b> .....	26 units
Total.....	64 units

The following curriculum will meet the requirements for the Junior Certificate in Commerce.

### FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language.....	3-5	Foreign Language.....	3-5
Economics 10.....	3	Economics 11.....	3
Geography 1.....	3	Geography 5.....	3
Electives .....	0-3	Electives .....	0-2
Total.....	16½	Total.....	16½

### SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Economics 1.....	3	Economics 2.....	3
Economics 14 or		Economics 15 or	
Commercial Law 18*.....	3	Commercial Law 19.....	3
Science‡.....	3	Science.....	3
Social Science†.....	3	Social Science.....	3
Mathematics 1§.....	2	Mathematics.....	3
Political Science 5.....	2	Elective.....	1
Total.....	16½	Total.....	16½

\*Neither Economics 14 or Commercial Law 18 are required for the Junior Certificate in Commerce. However, both of these courses are required for graduation. It is therefore advisable that at least one of them be taken as electives in the first two years.

‡The student should elect a science course which has special appeal to him. It should be noted that the student must complete nine units of science in order to complete Junior Certificate requirements. This requirement may be partially satisfied in the high school.

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

§If the student has completed Trigonometry and two years of Algebra in the high school he is not required to take Mathematics 1. In such a case the student is allowed to take more elective subjects.

## DENTISTRY

The following are the requirements for admission to the first year class of the College of Dentistry, University of Southern California, in the curriculum leading to the degree of Doctor of Dental Surgery. (D.D.S.)

1. A high school record acceptable for admission to the College of Letters, Arts and Sciences, University of Southern California.
2. A minimum of 30 semester units of college work, with an average scholarship not below C, including (a) the requirements of the Dental Educational Council of America in English, chemistry, biology and physics\*, and (b) electives.

The courses which cover fully the subjects prescribed by the Dental Educational Council of America, with the exception of physics, are as follows:

English 1-2, First Year Reading and Composition.....	6 units
Chemistry 1-2, General Chemistry.....	10 units
Zoology, 1-2, General Zoology.....	8 units

\*The requirements in physics may be cancelled and electives substituted if one unit of physics has been taken in high school. If physics has not been taken in high school, the subject may be omitted from the junior college program and taken during the first year in the College of Dentistry. It is not considered advisable for the student to undertake physics in the same year in which he takes laboratory courses in chemistry and zoology. Non-laboratory courses may be taken instead.

Any Academic College course may be used as an elective to complete the required 30 semester units, but the pre-dental student is earnestly advised to take one course in mechanical or engineering drawing.

A student who desires to obtain the degree of Bachelor of Science in Dentistry should include in his course either French or German in order to meet the foreign language requirements.

First Semester	Units	Second Semester	Units
English 1.....	3	English 2.....	3
Physical Education.....	1/2	Physical Education.....	1/2
Zoology 1.....	4	Zoology 2.....	4
Orientation 1.....	1	Chemistry 2.....	5
Chemistry 1.....	5	Electives.....	4
Mechanical Arts 1.....	3		
Total.....	16 1/2	Total.....	16 1/2

## PRE-ENGINEERING

The following curriculum prepares the student for further work in any or the branches of engineering. However, certain specific courses should be taken by different engineering majors. It is necessary therefore that the individual student's program differ somewhat from the general type course set up because of his special interests along certain engineering lines.

This curriculum presupposes the completion of the following subjects in high school:

Plane Geometry.....	1 unit
Elementary Algebra.....	1 unit
Algebraic Theory.....	½ unit
Trigonometry .....	½ unit
Physics .....	1 unit
Chemistry .....	1 unit
Geometric Drawing.....	1 unit

It is further desirable that the student have a knowledge of solid geometry and some training in freehand drawing.

All students in engineering fields must take:

Chemistry 1-2.
Mathematics 3-4, 5-6.
Physics 1-2, 3-4.
Mechanical Arts 3.

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

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

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

A reading knowledge of French and German is not only highly desirable, but essential if a student wishes to pursue advanced work in engineering, or allied scientific fields. For the student taking an engineering major, but not desiring to take work beyond the Bachelor's degree, it is strongly recommended that either French or German be included.

Students who do not follow the above recommendations, or the outline given, cannot expect to complete the lower division requirements of the University of California or the California Institute of Technology, in any time less than three years.

### FIRST YEAR

First Semester		Second Semester	
	Units		Units
Mechanical Arts 6.....	3	Mechanical Arts 7.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Chemistry 1.....	5	Chemistry 2.....	5
Mathematics 3.....	3	Mathematics 4.....	3
Physics 1.....	3	Physics 2.....	3
Total.....	15½	Total.....	16½

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Mathematics 5.....	3	Mathematics 6.....	3
English 1.....	3	English 2.....	3
Physics 3.....	3	Physics 4.....	3
Mechanical Arts 3.....	3	Political Science 5.....	2
Electives* .....	4	Electives* .....	5
<hr/>		<hr/>	
Total.....	16½	Total.....	16½

\*The student should be very careful in the choice of his electives, making certain that he chooses courses which will (1) remove any deficiencies in his work and (2) aid him in attaining his ultimate goal in some particular branch of engineering. Such a choice of electives should only be made after consultation with instructors in the engineering field.

**JOURNALISM****FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language*.....	3-5	Foreign Language *.....	3-5
Science .....	4	Science .....	4
Journalism 1.....	2	Journalism 2.....	2
Journalism 51.....	1	Journalism 52.....	1
Electives .....	0-2		
<hr/>		<hr/>	
Total.....	16½	Total.....	15½-17½

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
English 5.....	3	English 6.....	3
Economics 1.....	3	Economics 2.....	3
Foreign Language*.....	0-3	Foreign Language*.....	0-3
Philosophy 3.....	3	Philosophy 4.....	3
Science* .....	3	Science* .....	2-3
Journalism 3.....	2	Political Science 5.....	2
Electives .....	0-1	Electives .....	0-4
<hr/>		<hr/>	
Total.....	15½-17½	Total.....	15½-17½

\*If the student has taken foreign language or chemistry or physics in the high school some of the starred courses may be eliminated. 15 units of foreign language and 12 units of science are required for graduation. Each year of work in the high school in these subjects counts as 3 units in the fulfillment of this requirement.

**PRE-LEGAL**

Students planning to study law should take a general course in Letters and Science or Liberal Arts, and in particular, courses in Political Science, Social Science, and English. Those planning on entering Stanford, University of California, or University of Southern California, should satisfy the regular lower division requirements for those schools. Most of the law schools require three years of Pre-legal work as a prerequisite to the study of law. Some schools, as Stanford and Harvard require an A. B. degree for entrance to the law school. The law course proper is three years in practically every law school.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language.....	3-5	Foreign Language.....	3-5
History 1.....	3	History 2.....	3
Economics 1.....	3	Economics 2.....	3
Electives .....	0-3	Electives .....	0-2
<hr/>		<hr/>	
Total.....	16½	Total.....	16½

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Foreign Language.....	0-3	Foreign Language.....	0-3
Science .....	3-5	Science .....	3-5
Political Science 3.....	3	Political Science 4.....	3
Speech 3.....	3	Speech 4.....	3
Elementary Law 1.....	3	Electives .....	0-6
Electives .....	0-3		
<hr/>		<hr/>	
Total.....	16½	Total.....	16½

The student should make sure that in choosing his electives he makes his choice in subjects that will count toward the requirements for the Junior Certificate at the University of California. The student should also plan his foreign language requirements so that he will not have to take a five unit Foreign Language course during his third semester. If this is not done the student will find that he is not able to take all of the recommended courses.

**LIBERAL ARTS AND SCIENCE**

The following Liberal Arts courses should serve as a guide to students in making their semester programs. The Liberal Arts course is designed for students who have not yet decided in which field they wish

to specialize or for those who may desire a general cultural education embracing many fields of knowledge. It is expected that the individual interests and previous preparation will cause many individual programs to differ somewhat from these suggested courses. However, these suggested programs may well serve as a fundamental basis from which to work.

Students following these suggested programs will have completed the requirements for the majority, if not all, of the institutions of higher learning in this state, and most other states of the United States. Students planning to enter the University of California should include Psychology 1 in their program the first semester of the second year.

In choosing electives, the student should make certain that he elects courses in a department in which he intends to do advanced work. Suggestions for preparatory work for a major in each department are given in the announcement of courses under each subject division.

The student should make certain that he include in his science courses at least one course in laboratory science. Practically all colleges and universities demand some science work and the majority demand a laboratory science. The choice of sciences should be made from the science list on page 26.

Algebra and Plane Geometry are requirements in mathematics which must be met before the student receives the Upper Division rating. No college credit is given for either high school Algebra or Plane Geometry.

### LIBERAL ARTS COURSE A

Liberal Arts Course A is designed primarily for students having neither a science nor a foreign language in the high school.

#### FIRST YEAR

First Semester	Units	Second Semester	Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 1.....	5	Foreign Language 2.....	5
Science*.....	3	Science*.....	3
History 1.....	3	History 2.....	3
Total.....	15½	Total.....	16½

#### SECOND YEAR

First Semester	Units	Second Semester	Units
Physical Education 3.....	½	Physical Education 4.....	½
Foreign Language 3.....	3	Foreign Language 4.....	3
Science*.....	3	Science*.....	3
Mathematics.....	3	Mathematics.....	3
Electives.....	7	Political Science 5.....	2
		Electives.....	5
Total.....	16½	Total.....	16½

\*Concerning Science Announcement see page 26.

## LIBERAL ARTS COURSE B

Liberal Arts Course B is designed primarily for students who have completed high school Chemistry and high school Physics but no foreign language.

## FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 1.....	5	Foreign Language 2.....	5
Mathematics.....	3	Mathematics.....	3
History 1.....	3	History 2.....	3
<hr/>		<hr/>	
Total.....	15 1/2	Total.....	16 1/2

## SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Foreign Language 3.....	3	Foreign Language 4.....	3
Science*.....	3	Science*.....	3
Speech 3.....	3	Speech 4.....	3
Economics 1.....	3	Economics 2.....	3
Electives.....	4	Political Science 5.....	2
		Electives.....	2
<hr/>		<hr/>	
Total.....	16 1/2	Total.....	16 1/2

\*Concerning Science Announcement see page 26.

## LIBERAL ARTS COURSE C

Liberal Arts Course C is designed primarily for students who have completed two years of a foreign language in the high school but **neither** high school Chemistry nor Physics.

## FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 2.....	5	Foreign Language 3.....	3
Science*.....	3	Science*.....	3
Mathematics.....	3	Mathematics.....	3
		Electives.....	2
<hr/>		<hr/>	
Total.....	15 1/2	Total.....	16 1/2

\*Concerning Science Announcement see page 26.

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Foreign Language 4.....	3	Science* .....	3
Science* .....	3	Speech 4.....	3
Speech 3.....	3	Economics 2.....	3
Economics 1.....	3	Political Science 5.....	2
Electives .....	4	Electives .....	5
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

\*Concerning Science Announcement see page 26.

**LIBERAL ARTS COURSE D**

Liberal Arts Course D is designed primarily for students who have completed two years of a foreign language in the high school in addition to high school Chemistry and Physics.

**FIRST YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	1/2	Physical Education 2.....	1/2
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language 2.....	5	Foreign Language 3.....	3
Mathematics .....	3	Mathematics .....	3
History 1.....	3	History 2.....	3
		Electives .....	2
<b>Total.....</b>	<b>15 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

**SECOND YEAR**

<b>First Semester</b>		<b>Second Semester</b>	
	Units		Units
Physical Education 3.....	1/2	Physical Education 4.....	1/2
Foreign Language 4.....	3	Science* .....	3
Science* .....	3	Speech 4.....	3
Speech 3.....	3	Economics 2.....	3
Economics 1.....	3	Political Science 5.....	2
Electives .....	4	Electives .....	5
<b>Total.....</b>	<b>16 1/2</b>	<b>Total.....</b>	<b>16 1/2</b>

\*Concerning Science Announcement see page 26.

**PRE-MEDICAL**

The student in the pre-medical curriculum should make sure that his program is so arranged as to satisfy the Junior Certificate require-



ments at the University of California and also the particular requirements of the Medical School he is planning to attend.

This curriculum presupposes the completion of the following subjects in high school:

English .....	3 years
History .....	1 year
Mathematics .....	2 years
Chemistry .....	1 year
Physics .....	1 year
Foreign Language.....	2 years

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

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

French and German are common requirements and should be included in the electives if possible. However, some medical schools will admit students without either.

Students should consult the catalog of the school of their choice before arranging their pre-medical work.

### FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Orientation 1.....	1	Physical Education 2.....	$\frac{1}{2}$
Physical Education 1.....	$\frac{1}{2}$	Chemistry 2.....	5
Chemistry 1.....	5	French or German 2.....	5
French or German 1.....	5	Political Science 4.....	3
Political Science 3.....	3		
Total.....	$17\frac{1}{2}$	Total.....	$16\frac{1}{2}$

### SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	$\frac{1}{2}$	Physical Education 4.....	$\frac{1}{2}$
Physics 5.....	4	Physics 6.....	4
Zoology 1.....	4	Zoology 2.....	4
Chemistry 5.....	3	Chemistry 6.....	3
French or German 3.....	3	French or German 4.....	3
Chemistry 7.....	2	Chemistry 8.....	1
		Hygiene 1.....	2
Total.....	$16\frac{1}{2}$	Total.....	$17\frac{1}{2}$

## MUSIC

The following curriculum will lead to the Associate of Arts degree at Glendale Junior College. The successful completion of the course will entitle the student to admission in the Teachers College at the University of California at Los Angeles with Junior standing. This outlined program presupposes the completion of 2 years of foreign language, chemistry, and physics in the high school.

Students who plan to enter the University of Southern California should study the music requirements as outlined in the catalog of that institution.

## FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Orientation 1.....	1	French or German.....	3-5
French or German.....	3-5	Music 2.....	3
Music 1.....	3	Music 12.....	3
Music 11.....	3	Music 4, or 6, or 8.....	1-2
Music 3, or 5, or 7.....	1-2		
Total.....	16½	Total.....	16½

## SECOND YEAR

First Semester		Second Semester	
	Units		Units
Physical Education 3.....	½	Physical Education 4.....	½
Science.....	3	Science.....	3
Psychology 1.....	3	Psychology 2.....	3
Political Science 3.....	3	Political Science 4.....	3
Music 9.....	2	Music 10.....	2
Music 13.....	3	Music 14.....	3
Hygiene 1.....	2	Electives in Music.....	2
Total.....	16½	Total.....	16½

## NATURAL SCIENCE

The following curriculum is designed to give students interested in the Natural Sciences a background for further work in the fields of Geology, Astronomy, or the Biological Sciences.

## FIRST YEAR

First Semester		Second Semester	
	Units		Units
English 1.....	3	English 2.....	3
Physical Education 1.....	½	Physical Education 2.....	½
Astronomy 1.....	2	Geology 1.....	3
Orientation 1.....	1	Hygiene 1.....	2
Foreign Language.....	3-5	Foreign Language.....	3-5
Chemistry 1.....	5	Chemistry 2.....	5
Electives.....	0-2		
Total.....	16½	Total.....	16½-18½

## SECOND YEAR

First Semester	Units	Second Semester	Units
Physical Education 3.....	½	Physical Education 4.....	½
Geology 2.....	3	Paleontology 1.....	3
Zoology 1.....	4	Zoology 2.....	4
Physics 1.....	3	Physics 2.....	3
Mathematics.....	3	Mathematics.....	3
Electives.....	3	Electives.....	3
	<hr/>		<hr/>
Total.....	16½	Total.....	16½

To satisfy the Junior Certificate requirements of the University of California 15 units of foreign language must be taken. Each year of a language studied in high school counts as fulfilling 3 units of this requirement. In case the foreign language requirement is satisfied early, mathematics should be substituted.

It is strongly urged that mathematics at least through trigonometry should be completed by the end of the lower division work.

The above outlined course satisfies two of the three year courses required for the Junior Certificate, namely English and Mathematics. The student should choose his electives so as to complete this requirement, selecting courses in History, Economics, Philosophy or additional Foreign Language.

It is important that the student take at least one year of college work in both Chemistry and Physics because they are fundamental to all other sciences. Further work in these departments, as also in Mathematics, may be desirable but will be determined by the needs of the individual student.

## PRE-PHARMACY COURSE

A junior college student who plans to undertake the study of pharmacy at the University of Southern California may, by the proper selection of courses in junior college, secure the equivalent of one year's credit on the four-year course leading to the degree of Bachelor of Science in Pharmacy. In general, however, it will be impossible for the student to complete the remaining three years in six semesters without summer session work, because of difficulties in arranging programs at the University due to the lack of professional pharmacy courses in the junior college.

It is not possible for a junior college student to shorten the three-year pharmacy course at University of Southern California by junior college work.

The following is a curriculum suggested for prospective pharmacy students:

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
English 1.....	3	English 2.....	3
Orientation 1.....	1	Hygiene 1.....	2
Physical Education 1.....	½	Physical Education 2.....	½
Chemistry 1.....	5	Chemistry 2.....	5
Physics 5.....	4	Physics 6.....	4
Economics 14.....	3	Economics 15.....	3
Total.....	16½	Total.....	17½

It is possible for a student who has completed the above curriculum to take the State Board examination for Assistant Pharmacists after a summer session and a year of pharmacy at the University of Southern California. The candidate for this examination, however, must have one year of experience in a drug store in order to obtain the assistant's license.

### PHYSICAL EDUCATION FOR MEN

Many men students desire to major in Physical Education with the ultimate goal of athletic coaching. The following course is designed for these students.

#### FIRST YEAR

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
Physical Education 1.....	½	Physical Education 2.....	½
English 1.....	3	English 2.....	3
Orientation 1.....	1	Foreign Language 2.....	5
Foreign Language 1.....	5	Chemistry 12.....	4
Chemistry 11.....	4	Philosophy or Mathematics.....	3
Philosophy or Mathematics.....	3		
Total.....	16½	Total.....	15½

#### SECOND YEAR

<b>First Semester</b>	Units	<b>Second Semester</b>	Units
Physical Education 3.....	½	Physical Education 4.....	½
Foreign Language 3.....	3	Foreign Language 4.....	3
Speech 3.....	3	Speech 4.....	3
Economics 1.....	3	Economics 2.....	3
Zoology 3.....	3	Physiology 1.....	3
Psychology 1.....	3	Hygiene 1.....	2
Electives.....	1	Political Science 5.....	2
Total.....	16½	Total.....	16½

## PHYSICAL EDUCATION FOR WOMEN

These courses parallel the lower division courses at the University of California in preparation for the group in Physical Education and Hygiene.

### FIRST YEAR

First Semester	Units	Second Semester	Units
Physical Education 1.....	½	Physical Education 2.....	½
English 1.....	3	English 2.....	3
Orientation 1.....	1	Hygiene 1.....	2
Chemistry 11.....	4	Chemistry 12.....	4
Foreign Language.....	3-5	Foreign Language.....	3-5
Electives.....	3-5	Physiology 1.....	3
Total.....		Total.....	
	16½		15½-17½

### SECOND YEAR

First Semester	Units	Second Semester	Units
Physical Education 3.....	½	Physical Education 4.....	½
Physical Education 7.....	2	Zoology 3.....	3
Speech 3.....	3	Speech 4.....	3
Economics 1.....	3	Economics 2.....	3
Psychology 1.....	3	Bacteriology 1.....	4
Political Science 5.....	2	Philosophy or Mathematics.....	3
Philosophy or Mathematics.....	3		
Total.....		Total.....	
	16½		16½

Students majoring in Physical Education should note that they must meet the specific requirements for the Junior Certificate in the College of Letters and Science. (Liberal Arts.)

### PRE-TEACHER

Students planning to enter the teaching profession should choose one of the Liberal Arts courses as described in pages 46-49. In the first two years of collegiate work, these students must

1. Meet the lower division requirements of the institution of higher learning which they plan to attend.\*
2. Lay the foundation for advanced work in departments in which they desire to major or minor.

All students who plan on teaching in any type of school or receive any type of credential should enroll in Psychology I during the first semester of their sophomore year.

Detailed requirements for each type of credential are given in the catalogs of the various universities. The student should make certain that he study these requirements carefully and follow their instructions.

\*For such requirements see pages 25-29.

## Announcement of Courses

Many courses are herein described, yet the College makes no pretense of offering all of these courses any one academic year. The offering of a course in many cases, depends upon the number of students who desire it. Other courses than those listed may be offered if there is a sufficient number of students desiring any particular course. Diversification of course offerings and enlargement of faculty personnel will be determined by student requirements and growth of the institution.

At the beginning of each semester, the exact courses offered will be announced in supplement form.

## ARCHITECTURE

O. Howard Caya, Instructor

### 1. Instrumental Drawing. (3)

A course which gives training in the manipulation of instruments, application of water color washes and fundamentals prerequisite to work in Art, Architecture and Engineering. Two units devoted to drawing and one to lettering. Students with matriculation credit in Mechanical Drawing cannot take this course for credit. 6 hours weekly.

Prerequisite: Plane Geometry.

### 2. Lettering. (1)

A course in the fundamentals of lettering, as used by draughtsman, both machine and architectural. A necessity for engineers and architects and valuable to any student who wishes to make neat, legible notes, captions or titles. 3 hours weekly.

### 3. Descriptive Geometry. (3)

An applied science, which treats of the graphical representation of lines, planes, surfaces and solids, and is excellent training in visualization. For students in the colleges of Mechanics, Mining, Civil Engineering and Architecture. Six hours weekly.

Prerequisite: Architecture 1.

### 4. Elements of Architecture. (3)

A study of classic Roman letters, architectural forms and ornament, and the Orders. Rendering in water color and modeling in clay. 6 hours weekly.

Prerequisite: Architecture 1 and 9.

### 6. Shades and Shadows. (3)

A special application of descriptive geometry including perspective, especially as applied to shadows in perspective. Training in the rendering of perspectives with shrubbery and color included. This course is a necessity for architectural students. 6 hours weekly.

Prerequisite: Architecture 1, 3, and 4.

### 7-8. History of Architecture. (2-2)

Ancient and classic architecture; a general survey of the history with illustrated lectures. Architecture 8 is a continuation of Architecture 7 and includes a study of the medieval, renaissance and modern periods. Laboratory work consists of a careful study of one or more features typical of a period style, in water color or in clay. 1 hour lecture and 3 hours laboratory weekly.

Prerequisite: Architecture 1 and 9.

**9-10. Freehand Drawing. (2-2)**

Training in the ability to draw objects both in outline and in light and shade. Work indoors on type objects and still life groups and outdoors on buildings and shrubbery. 6 hours weekly.

**11. Pen and Ink. (2)**

Training in architectural illustrations. Special emphasis on the rendering of buildings and shrubbery. 6 hours weekly.

Prerequisite: Architecture 9 and 10.

**15. Cast Drawing and Modeling. (2)**

Training for appreciation of form and for accuracy of observation and drawing. 6 hours weekly.

**ART**

O. Howard Caya, Instructor

**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 to the Romanesque Period. Art 2 includes the period from the Renaissance to the Modern.

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

A study of space and color relationships and their application. Practical problems requiring application of theory, as designing of greeting cards, wood blocks and stencils. Six hours per week.

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

A study of outlines of objects, their shadows, space relationships and grouping. The study of texture, trees, shrubbery, houses, landscapes, with interpretations in pencil and water color. 6 hours weekly.

**9. Pragmatic Art. (1)**

An intensely practical course for men and women who expect to enter either the business or the professional world. How to dress for the office or other business contacts, how to choose color schemes and patterns for neckties, dresses, etc. How to arrange the pictures on a wall, the furniture in an office, etc.

**15-16. Commercial Art. (3-3)**

A practical course in design, color theory, window design, window display, placards, posters, illustration and lettering with special reference to their application on the industrial world. 9 hours weekly.

Prerequisite: Art 3 and 5.



**19-20. Modeling in Clay and Charcoal. (2-2)**

Training in ability to observe, to draw, and to model accurately. Study of basic forms from plaster models. The object is first modeled in clay and then drawn in charcoal. 6 hours weekly.

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

A practical course in applied design including the use of wood-blocks, and the application of designs to textiles, leather and clay. Includes the building and firing of pottery. 6 hours weekly.

Prerequisite: Art 3, 4, and 5.

**25-26. Pen and Ink. (2-2)**

A practical course leading to the drawing of cuts and illustrations for newspapers and magazines. 6 hours weekly.

Prerequisite: Art 5 and 6.

**27. Artistic Anatomy. (2)**

Study of the skeleton. Drawing and modeling of the superficial muscles.

Prerequisite: Art 19 and 20.

## ASTRONOMY

Ernest W. Hawkes, Instructor

**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. Includes use of telescope, and trip to Mount Wilson. Lectures, field trips, and constellation study.

## AVIATION

H. H. Crawford, Instructor

**1-2. Fundamentals of Aviation. (3-3)**

This course is designed to give a thorough ground course preparing the student to qualify for the flight training and the written examinations required for a private and transport pilot's license. Shop practice devoted to the construction, repairing, and rigging of airplanes, and the maintenance of licensed planes acquaints the student with the work of licensed airplane-mechanics and of licensed aircraft engine mechanics. Occasional field trips to airplane factories and aircraft engine manufacturing plants are made to acquaint the student with modern construction methods. Three hours of lecture and six hours of laboratory work weekly.

**3-4. Principles of Airplane Design. (3-3)**

An introductory course in the strength of materials and stress analysis for those interested in aeronautical engineering and airplane design. It includes problems in the three simple stresses of tension, compression and shear in framed structures; the fiber stresses, the bending moments, the shear diagrams in the stress analysis of gliders and light airplanes will be computed by the class. Three class periods weekly.

Prerequisites: One year algebra and trigonometry.

**7. Commercial Aviation. (2)**

This course will include a brief history of the development of commercial aviation; a study of the cost of construction, maintenance, operation and depreciation of aircraft; the development and maintenance of airway beacons and emergency landing fields; the collecting and the disseminating of weather information by the U. S. weather bureau; the inspection and licensing of aircraft by the U. S. Department of Commerce; the construction and operation of airport facilities; the basis of costs, aircraft insurance, etc. Occasional visits will be made to aircraft manufacturing plants and to commercial airports.

**BACTERIOLOGY**

**Ernest W. Hawkes, Instructor**

**1. General Bacteriology. (4)**

Early history of bacteriology; effects of physical and chemical agencies upon bacteria; biochemical activities of bacteria; the bacteriology of air, water, soil, milk and dairy products, and other foods; industrial applications. The laboratory exercises include an introduction to bacteriological technique.

Prerequisite: Chemistry 1 or High School Chemistry and Physiology 1. Parallels University of California Bacteriology 1.

**BOTANY**

**Ernest W. Hawkes, Instructor**

**Preparation for the Major**

Required:

1. Botany 1-2
2. Chemistry 1-2

Recommended:

1. Chemistry 5-6
2. French
3. German
4. Elementary courses in other biological subjects.

**1. General Botany. (4)**

An introduction to the science of plant life. The structure, functions, and life relations of seed plants. Laboratory, field work, collections, and practical projects. Two lectures and two three-hour laboratory periods.

Prerequisites: High School Biology or Chemistry.

Parallels Botany 2A, University of California at Los Angeles.

**2. General Botany. (4)**

The lower orders of plants, and the comparative morphology of the great plant groups.

Prerequisite: Botany 1.

Parallels Botany 2B, University of California at Los Angeles.

## CHEMISTRY

Charles H. Harrington, Instructor

Park L. Turrill, Instructor

**All Chemistry Majors:**

The minimum requirement for students majoring in Chemistry is: Chemistry 1-2, which must be passed with a grade of C or better before any further work in Chemistry is taken; Physics 1-2; Mathematics 3-4; a comprehensive reading knowledge of German; Chemistry 3-4 and Chemistry 5-6-7-8. In addition, students are strongly advised to include Physics 3-4 and Mathematics 5-6 in their programs. French 1-2 is desirable. For those planning to transfer to the California Institute of Technology advanced shop work and Mechanical Drawing will be required in addition to the above.

**Advanced Standing:**

All Sophomores from other institutions who desire courses in Chemistry more advanced than Chemistry 1-2 must present themselves to the Chemistry instructor on or before the date of their registration for an informal examination, or test of their fitness to undertake such work.

**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; descriptive Chemistry follows, and is deemed secondary in importance to the fundamental theories and laws. (This course is prerequisite to Chemistry 3-4-5-6-7-8.) Three hours recitation and quiz, six hours laboratory each week.

Prerequisites: High School Chemistry, Physics and Trigonometry, any two of these three subjects, or High School Chemistry with a grade of B or better.

Parallels University of California Chemistry 1A-1B.

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

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 (a) all students majoring in Chemistry, Physics, Pharmacy, Mining Engineering, Metallurgical or Petroleum Engineering; (b) Pre-medical students. One hour lecture, six hours laboratory each week.

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

Parallels University of California Chemistry 6A-6B.

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

Lectures, recitations and problems in an introductory study of the compounds of carbon, aliphatic, aromatic, alicyclic, and heterocyclic. No laboratory. Three hours each week. Chemistry 5 should be taken by (a) all students majoring in Chemistry, Physics, Petroleum Engineering, or Sanitary and Municipal Engineering, Pharmacy, or Nursing; (b) all Pre-medical students. Chemistry 6 should be taken by all Chemistry majors and Pre-medical students.

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

Parallels University of California at Los Angeles Chemistry 8A-8B.

**7-8. Organic Chemistry Laboratory. (2-1)**

An experimental study of the compounds of carbon, including the common classes of substances studied in Chemistry 5-6. Required of all students electing Chemistry 5-6. Six hours of laboratory the first semester and three hours the second semester. Chemistry 7 must be taken concurrently with Chemistry 5, and Chemistry 8 with Chemistry 6.

Prerequisite: Same as for Chemistry 5-6.

Parallels University of California at Los Angeles Chemistry 9, if both semesters are taken.

**11-12. General Chemistry. (4-4)**

A non-mathematical course in chemistry, in which the descriptive phases are emphasized. This subject 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 science requirements for the junior certificate at the University of California. Three hours lecture and recitation and a three-hour laboratory each week.

Prerequisites: None. High School Chemistry is recommended.

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

**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. Designed particularly for students looking forward to nursing or pharmacy, or becoming a doctor's labor-

atory assistant. Recommended for home economics majors. Two laboratory periods of three hours each, one lecture hour per week.

Prerequisites: 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.

## CIVIL SERVICE

**Ralph Leslie Johns, Instructor**

### 51. Civil Service. (3)

A general survey of civil service vocations in city, county, state and federal classifications, opportunities, qualifications, preparation and appointment. An intensive study of the rudiments necessary to successful passing of a civil service examination. A thoroughly practical course comprising lectures, laboratory and field research, drill and practice. No prerequisites although for certain civil service vocations, much specialized training and education is required. This requirement may be met concurrently or subsequently, and should be undertaken after consultation with the instructor.

## COMMERCE

**Florenze K. Mane, Instructor**

**Loyd S. Noble, Instructor**

**Edward T. Ruenitz, Instructor**

**Lillian E. Thompson, Instructor**

The work in the Commerce Department is organized on a two-year basis. It is not possible to give all the courses in any one year. For this reason, the next time each subject is offered is indicated. Courses which are repeated every year are marked "yearly". Students should plan their programs with this information definitely in mind.

### 51-52. Typing. (3-3)

An intensive course in typewriting. A foundation course for practical use in the business world, with emphasis on accuracy in both speed and business forms, such as business letters, legal forms, rough drafts, and tabulation work. Five class periods a week and four hours outside preparation required.

### 51A. Typing. (2)

Third semester typewriting, designed for the Two-Year Secretarial students. Emphasis on speed and accuracy in doing professional work. A complete review of business letters and business forms. Three class periods a week.

### 53-54. Shorthand. (4-4)

Theory, Dictation, Transcription. An intensive course in Gregg

shorthand for One-Year Stenographic and Two-Year Secretarial students. Fundamentals of Gregg Shorthand are mastered; emphasis on correct writing technique, principles, and phrase-writing. This course is designed to train stenographers in one year to meet the demands of the business world. Eight hours a week.

#### **53A. Shorthand. (3)**

Third semester shorthand for Two-Year Secretarial students who have finished Commerce 53-54 and for advanced shorthand students. This is a speed course. A thorough review of the manual with emphasis on shortcuts and phrasewriting. Five class periods a week.

#### **55. Office Practice. (4)**

An intensive course devoted to the study of office methods and routine. Due consideration is to be given to the Alphabetic, Geographic, and Numeric systems of filing. It also is the purpose of this course to familiarize the student with the use of the various machines commonly found in the modern business office, such as the Comptometer, the Mimeograph, the Monroe Calculator, the Dictophone, and the various makes of adding machines. Each student is required to devote from at least six to eight hours a week in a downtown business office for practical office training.

Prerequisite: Commerce 51, 53, and 57.

#### **57-58. Business English. (3-3)**

A course in modern business English. Both oral and written work will be considered. The following subjects will be included: capitalization and punctuation; common errors in grammar; spelling and the correct use of words; mechanics of the business letter and report; writing letters of all types including: selling, follow-up, inquiries, orders, responses, credit, collection, adjustment, application; advertising copy; parliamentary law; and vocabulary enlargement. Frequent oral and written reports will give the student an ample opportunity for self development.

To be given: Yearly.

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

An intensive course in arithmetic needed for a successful career in business. Special consideration will be given the following: Commercial discounts, Interest, Bank Discount, Partial Payments, Property Taxes, Inheritance Taxes, Pay Rolls, Perpetual Inventory, Building and Loan Associations, etc.

To be given: Fall 1931.

#### **61-62. Bookkeeping and Accounting. (4-4)**

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

To be given: Yearly.

**65. Student Body Finances and Accounting. (3)**

A practical and interesting course in applied bookkeeping and accounting. Budgeting, departmental organization and control, consolidated financial statements, voucher register, periodic summary and adjustments, and practice sets including bookstore, cafeteria, and general student body bookkeeping. Sound accounting principles are applied to situations with which students are familiar. Actual books of first and second entry and financial statements of our student body will be critically studied and analyzed.

Prerequisite: One year's work in bookkeeping or accounting.

**67. Commercial Law. (3)**

A one semester treatment of the same material contained in Commerce 68-69. This course is characterized by an intensive series of lectures and textbook treatment instead of the case method used in Commerce 68-69.

To be given: Spring 1932.

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

A practical course in the principles of law that affect the business relations of persons, including contracts, sales, agency and insurance. Special emphasis is placed on the study of the laws of California that a person ought to know in order to take care of his everyday business affairs. A study of negotiable instruments, partnerships, corporations, securityship, real property and wills.

To be given: Yearly.

**71. Business Organization and Management. (3)**

A critical study of the organization, development, promotion, administration and guidance of single proprietorship, partnership and corporate forms of business organization. Problems in purchasing, marketing, merchandising, selling, with relation to fundamental human needs. Emphasis will be placed on personnel problems and the solution of labor and administrative difficulties.

Prerequisite: Bookkeeping or accounting, or its equivalent. Some familiarity with finance is desirable.

To be given: Spring 1932.

**72. Merchandising. (3)**

A study of problems of production and distribution under the modern competitive system, with emphasis upon sources of raw materials, manufacturing methods, labor, marketing processes, foreign markets and style centers, traffic, and the functions of the buyer as a basis for product analysis and research.

To be given: Spring 1933.

**73. Salesmanship. (3)**

A study of principles underlying salesmanship. Types—wholesale, retail, specialty, jobbing, analysis of buying motives, personal elements,

types of customers, pre-approach, opening, content, and closing of sale; selling by suggestion; relations to credit departments; sales campaigns of installment selling, buying, marketing and merchandising. Ample practice and demonstration sales.

To be given: Fall 1931.

#### **74. Advertising. (3)**

Theory and practice of the fundamental principles underlying effective advertising; psychological principles; typography and proof-reading; headlines, slogans, layout, display, appeals, and responses; writing and preparations of the copy; analysis of the product and the preparation of an advertising campaign; Laboratory periods will be devoted to the physical layout; lettering, sketching, and color. Two lectures and three one hour laboratory periods each week.

To be given: Spring 1932.

#### **81. Money and Banking. (3)**

The elements of monetary theory; the laws of coinage, legal tender, and credit; the history and principles of banking.

To be given: Fall 1931.

#### **82. Investments. (3)**

Bonds, stocks, building and loan investments, real estate, and other types of investments. Markets and exchanges, mathematics of investments, finance, management and operation. This course is of general interest and is not technical in presentation.

To be given: Fall 1932.

#### **86. Insurance. (3)**

An introduction to life, liability, accident, fire, plate glass, wind, marine, merchandising, and other forms of insurance. Problems of individuals, partnerships, and corporations, co-insurance, and rates. This course is of general interest and is not technical in presentation.

To be given: Spring 1933.

#### **91. Real Estate. (3)**

This course prepares for the examination before the Real Estate Commissioner of California. Land economics, merchandising, real estate, conveyancing taxes, escrows, titles, valuations, realty boards, California Real Estate Act. Lectures, demonstrations and talks by practicing real estate men and women of Glendale and Los Angeles.

To be given: Fall 1931.



The following courses in other departments are closely allied to business and commerce. Students majoring in Commerce are strongly advised to consider them in addition to the courses listed above.

Economics 1-2	Principles of Economics.
Economics 10	Economic History of Europe.
Economics 11	Economic History of United States.
Geography 5	Economic Geography.
Speech 3-4	Public Speaking.
Art 15-16	Commercial Art.

## ECONOMICS

**Loyd S. Noble, Instructor**  
**Anne H. Rambo, Instructor**  
**Edward T. Ruenitz, Instructor**  
**Donald V. Spagnoli, Instructor**

Economics 1-2 is prerequisite to all upper division work in the departments of economics at all of the institutions of higher learning in the state.

### Preparation for the Major

Economics 1-2 is required and at least one of the following:

- History 1-2.
- History 3-4.
- Political Science 1-2.
- Philosophy 3-4.
- Geography 1-2.
- Psychology 1-2.

### 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. Sophomore standing preferred.

Parallels University of California Economics 1A-1B.

### 10. Economic History of Europe. (3)

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

Parallels University of California Economics 10.

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

Economics, social and commercial history of the United States from its settlement to the present day. Emphasizes geographical, population, climate, and economic factors in development of institutions and organizations, changes occasioned by factory system, mass production, standardization, etc. Industry and business since 1918 is studied intensively.

Parallels University of California Economics 11.

**14-15. Elements of Accounting. (3-3)**

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

Parallels University of California Economics 14A-14B.

**ENGLISH**

**Gerald Nathan Allen, Instructor**

**Emerson C. Cox, Instructor**

**Mary Jane Collins Farner, Instructor**

**May E. Murphy, Instructor**

**Preparation for the Major in English**

The University of California requires English 1-2 and English 5-6 with an average grade of C to be completed in the Freshman and Sophomore years.

**Subject A. No Credit.**

The completion of this course is a requirement for admission to English 1-2 for students who have failed the Subject A examination. English 1-2 is a requirement for the Junior Certificate at the University of California. Review of grammar, sentence construction, spelling, and diction, according to individual needs.

Parallels University of California Subject A.

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

A foundation course in writing, and in reading as a background for later studies in literature. The composition work in the first semester emphasizes the development of the expository paragraph, that of the second being devoted to the longer expository paper and the elements of descriptive and narrative writing.

Prerequisite: Passing grade in either Subject A examination or course.

Parallels University of California English 1A-1B.

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

A foundation course for the study of all upper division courses in English Literature. First semester covers the field of English Liter-

ature from the beginning to the middle of the 18th century. Second semester continues the study to the present time.

Prerequisite: English 1-2.

Parallels University of California 56A-56B.

#### **7. The Modern Novel. (2)**

A study for students interested in the novel as an expression of the trend of thought and philosophy of the present time. Readings, reports, discussions.

Prerequisites: English 1-2.

#### **8. The Modern Drama. (2)**

A study of modern plays and playwrights. Representative works of European and American dramatists read with special attention to portrayal of character and sociological problems. Readings, reports, discussions.

Prerequisite: English 1-2.

#### **9. The Essay. (2)**

A brief study of the essay as a form of literature. Extensive reading of essays of present day English and American writers, followed by written critical essays. Writing of the personal essay with class criticism and revision.

Prerequisite: English 1-2, or the consent of the instructor.

#### **12. Modern Poetry. (2)**

A study of the writings of the chief English and American poets since 1890. Readings, reports, discussions.

Prerequisite: English 1-2, or consent of the instructor.

#### **13. Introduction of Literature. (2)**

Examples of prose and poetry of unusual excellence are chosen from the whole field of literature. A course primarily for the development of literary appreciation. Open to all students.

#### **14. Modern American Literature. (2)**

A survey of American Literature from 1890 to the present with especial emphasis upon significant movements and leading figures in contemporary letters. Collateral readings. Oral or written reports. Open to all students.

#### **16. Modern Periodical Literature. (2)**

A study of selected works from current magazines. Readings, reports, discussions. Open to all students.

## 51-52. English Language. (3-3)

A course in English, stressing writing of a practical nature and reading of general interest. In the first semester the composition work will deal with various types of letters and reports, whereas the reading matter will be chosen from current periodicals. During the second semester the writing will consist of expository assignments in connection with the vocational interests of individual students, and the reading will be of a non-fiction character, taken chiefly from modern books of travel, history, and biography.

## FRENCH

Marguerite V. Fox, Instructor

W. C. D. Kerr, Instructor

### Preparation for the Major

Required:

1. 16 units of lower division work.
2. A minor in Spanish, German, English, or History, best supplements the work of the major subject.

Recommended:

1. One or two years of Latin.
2. English 1-2.
3. History 1-2.
4. Philosophy—introductory course.
5. Another language (10 units).

Aim:

1. In the elementary classes stress is laid—
  - a. On acquiring accurate pronunciation.
  - b. The mastery of elementary sentence structure.
  - c. The ability to read simple prose.
  - d. To use orally simple conversational forms.
2. In the intermediate classes stress is laid on the mastery of essential verbs and idioms, enlarging the active and passive vocabularies systematically through prose reading and composition.

### 1. Elementary French. (5)

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

Parallels University of California French A.

### 2. Elementary French. (5)

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 I or the recent completion of two years of high school French with a grade of A or B.

Parallels University of California French B.

### **3. Intermediate French. (3)**

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

Prerequisite: French 2 or the recent completion of three years of high school French with a grade of A or B.

Parallels University of California French C.

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

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 the recent completion of four years of high school French with a grade of A or B.

Parallels University of California French D.

### **5. French Literature. (3)**

Lectures, readings, reports and class discussions. Modern French work in the field of the novel, the drama, verse, and the short story.

Prerequisite: Open to all persons with a reading knowledge of French. Fitness to be determined by the instructor.

### **6. Contemporary French Literature. (3)**

Specialized study in one of these four fields: the novel, the drama, verse, or short story.

Prerequisite: Open to all persons with a reading knowledge of French. Fitness to be determined by the instructor.

### **10. Composition and Conversation. (3)**

Reading and analysis of modern magazines, newspapers, and books on French civilization. Oral compositions on special contemporary subjects, general discussions, and short written themes in French.

Prerequisite: Open to students who have completed, with no lower than a C standing, at least three semesters of French.

## GEOGRAPHY

Loyd S. Noble, Instructor

### Preparation for the Major

Required:

1. Geography 1-2.
2. Geography 5.
3. Geology 1-2.

Recommended:

1. History 1-2, or 3-4, or 5-6.

### 1. Elements of Geography. (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 life and activities, particularly as exemplified in type regions; varied map study.

Parallels University of California Geography 1.

### 2. Regional Geography. (3)

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

Prerequisite: Geography 1.

Parallels University of California Geography 2.

### 5. Economic Geography. (3)

The geography of the more important products of farm, range, forest, mine, river, and sea; the development and localization of industries; continental and oceanic trade routes; the character and direction of trade; the interdependence of the great consuming and producing regions of the world. Lectures, problems, and readings.

Parallels University of California at Los Angeles Geography 5.

## GEOLOGY

Clement D. Meserve, Instructor

### Preparation for the Major

Required: Chemistry 1-2; Physics 1, 2, 3, 4; Mechanical Arts 6-7; Geology 1, 2, 4-5, Trigonometry, Freehand and Geometrical Drawing.

Recommended: Chemistry 3-4 for students going into petrological, mineralogical or economic lines. For students going into the Department of Mining (including Petroleum Engineering) Geology 1, 2, 4 and 5 are prerequisites.

Mathematics 3, 4, 6 and 10 are also recommended for geology majors.

Three units of Geology are required in the lower division of the Colleges of Agriculture and Civil Engineering.

**1. General Geology. (3)**

Dynamic and Structural Geology. A general study of the earth, its materials, structures, and the processes, internal and external, which have aided in determining its present form, and are still at work. Three lectures and one hour laboratory section per week, and three or more half day field trips.

Prerequisite: One year of recommended high school Physics or Chemistry.

Parallels University of California Geology 1A.

**2. General Geology. (3)**

Historical. A general study of the origin of the earth, its geological history, sequence of formations, and types of life found represented in each period. Three lectures each week and three or more field trips.

Prerequisite: Geology 1.

Parallels University of California Geology 1B.

**3. Advanced Geology. (3)**

Further work in Field Geology, Physiography, Petrology, and Paleontology. Hours to be arranged.

Prerequisite: Geology 1 and 2.

**4-5. Determinative Mineralogy. (2-2)**

Practice in the determination of mineral species (a) by their physical properties and (b) by the use of the blow-pipe and chemical reagents in the second semester. Also lectures on the morphology of crystals, with practice in the determination of crystal form and in methods of crystal projection. Six hours laboratory each week.

Prerequisite: Marticulation Chemistry.

Parallels University of California Mineralogy 1A-1B.

**6. Oil Field Development. (3)**

A study of the principles of Petroleum Engineering, including oil accumulation, prospecting, drilling and production methods and methods of distributing petroleum. Three lectures each week and one or more Saturday field trips.

Prerequisites: Geology 1, Chemistry 1.

Parallels University of California Petroleum Engineering 115.

**GERMAN**

Herman H. Wiebe, Instructor

**Preparation for the Major**

Required:

1. 16 units of lower division work.
2. A minor in Spanish, English, or History best supplements the work of the major subject.

## Recommended:

1. English 1-2.
2. History 1-2.
3. Philosophy—introductory course.
4. Another language (10 units).

## Aim:

1. In the elementary courses the aim is—
  - a. To enable the student to understand German prose of graded difficulty.
  - b. To master essential grammatical forms.
  - c. To give as much understanding of the spoken language and ability to speak it as time permits.
2. Advanced study aims at more complete mastery of the sentence and paragraph as units and more intimate knowledge of the people, their literary and social traditions.

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

Training in accurate pronunciation through daily drill; elementary grammar and sentence structure. Reading and reproduction of simple graded prose.

Parallels University of California German A.

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

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 stressed.

Prerequisite: German 1 or the recent completion of two years of high school German with a grade of A or B.

Parallels University of California German B.

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

Review of elementary grammar and an advanced study of syntax, idioms, and sentence structure with formal composition. Word analysis. Intensive reading of modern prose, with rapid reading of simple stories or plays.

Prerequisite: German 2 or the recent completion of three years of high school German with a grade of A or B.

Parallels University of California German C.

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

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

Prerequisite: German 3 or the recent completion of four years of high school German with a grade of A or B.

Parallels University of California German D.



## HISTORY

Anne H. Rambo, Instructor  
Donald V. Spagnoli, Instructor

### Introductory Courses

Courses 1-2 and 5-6 are open to freshmen and sophomores. Course 3-4 is designed for sophomores and is not open to freshmen. All other courses open to freshmen and sophomores.

All courses are organized to give supplementary instruction in historical geography, map work, bibliography, the use of the library, and methods of historical study.

### Preparation for the Major

Required:

1. History 1-2, or 3-4, or 5-6.
2. Political Science 1-2, or Economics 1-2, or Geography 1-2.
3. Students who have not had at least two years of European History in the high school must take either History 1-2 or 5-6.

Recommended:

All students who intend to take upper division courses in history are advised to acquire a reading knowledge of at least one of the following languages before they reach their junior year: French, German, Italian, Latin, Spanish.

### 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. First half-year to the 18th century; second half-year to the present time.

Parallels University of California History 8A-8B.

### 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 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 the independent American republics, their relations with each other and with the rest of the world.

Parallels University of California History 4A-4B.

### 5-6. History of England. (3-3)

A survey of the development of the main features of civilization in England and the British Empire. Emphasis is laid upon the evolu-

tion of religious, intellectual and economic forms as well as the growth of political institutions. Thus the course is largely a study of the cultural heritage of America.

Parallels University of California History 5A-5B.

#### **9-10. Great Personalities. (2-2)**

A study of the lives and works of the great leaders of the world.

Parallels University of California at Los Angeles History 9A-9B, 9C-9D.

#### **11. Europe Since 1914. (2)**

A study of the Great War, the Peace Settlements, and the events since, with emphasis on international adjustments and relations.

Prerequisite: History 1-2 or consent of instructor.

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

A survey of the political, constitutional, economic, and cultural phases of the history of California, Oregon, Washington, and Alaska, and their present day relations to the rest of the world.

Parallels University of California at Los Angeles History 39.

#### **13. Contemporary Foreign Relations of the United States. (2)**

A study of foreign relations of the United States since the Spanish-American War, with special emphasis upon the commercial, economical, and social effects of these relations upon the United States with Central and South America.

#### **Economic History of Europe. (3)**

See Economics 10 for description.

#### **Economic History of the United States. (3)**

See Economics 11 for description.

## **HYGIENE**

**Winifred Champlin, Instructor**

**Sam A. Tenison, Instructor**

#### **1. Hygiene and Sanitation. (2)**

The course consists of a consideration of the health problem and its effect on the quality of human life. The effect of exercise and fatigue, prevention in specific diseases, the hygiene of the circulatory system, the excretory system, the respiratory system, the nervous system, and nutrition. One semester is required of all students for graduation.

## JOURNALISM

James P. Beasom, Instructor

### 1-2. Journalism. (2-2)

A course designed to give the student (1) an understanding of the modern newspaper, and (2) practice in news writing. Representative American papers published in different sections of the country are studied and the weekly college paper is produced by the class. Readings and class reports acquaint the student with the lives of great journalists and the history of newspaper development. Readings, reports, discussions and news writing.

Prerequisite: (1) Consent of instructor; (2) English 1-2 unless by special permission.

### 3. Journalism. (2)

Advanced work in journalism for journalism majors, designed to give practical application of the principles of journalism on not only the school paper, but also city papers. Readings, reports, discussions, and news writing.

Prerequisite: Permission of Instructor.

### 51-52. Journalism. (1-1)

A practical course in printing, studying the value of printing, the value of paper, and price. Setting of type and printing of the school paper.

## LAW

Elmer T. Worthy, Instructor

### 1. Elementary Law. (3)

History and development of law. Nature of sovereignty, the Roman law, common law, fundamental concepts of justice, legal rights and duties, the courts, doctrine of stare decisis, nature of property and property rights.

### 18. Commercial Law. (3)

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

Parallels University of California Jurisprudence 18A.

### 19. Commercial Law. (3)

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

Prerequisite: Commercial Law 18.

Parallels University of California Jurisprudence 18B.

## LIBRARY SCIENCE

Students who plan to enter a library school should select an academic program which is well rounded in such departments as English, Modern Languages, and Social Science. A knowledge of typing is imperative.

It is possible for students to enter certain library schools, for a one year course, after completing two years of study at the Junior College.

A special credential is required of high school librarians in California, with qualifications similar to those of the high school teacher. To meet these requirements a four-year course leading to the A.B. degree must be completed, including the work in education, before entering a library school.

### 1-2. Library. (3-3)

The study of the use of books and libraries with detailed problems in reference aids, such as the card catalog, dictionaries, encyclopedias, indexes, yearbooks, etc. Practical experience in the routine of the Junior College Library is an important phase of the course. Instruction includes elements of classification, cataloging, subject headings, and filing, with practical problems in book selection and order routine.

## MATHEMATICS

**H. H. Crawford, Instructor**

**Charles H. Harrington, Instructor**

**Clement D. Meserve, Instructor**

**C. Leslie Nichols, Instructor**

Students making mathematics their major, or desiring to meet the requirements of the University of California, should have recommended grades in the following high school subjects; two years of algebra, plane and solid geometry, and plain trigonometry. Students having had but one year of Algebra should take Algebra 1 before taking more advanced courses in mathematics. Trigonometry should be taken by students intending to take courses in science or engineering in case it has not been taken in high school. Students making mathematics their major should take Mathematics 2, 3, 4, 5, 6, and 8. Students intending to take physics or chemistry should take analytic geometry as early as possible. This applies to students who expect to enter colleges of engineering, geology or architecture. Engineering and technical students having credit for four years of high school mathematics should register for Mathematics 3, 4, 5, and 6 in succession and should take Mathematics 8 as an elective as early as possible during their course.

### 1. Intermediate Algebra. (2)

Fundamental laws, curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binomial theorem, and logarithms. This course is in-

tended as a make-up course in algebra and for students who do not offer two entrance units in algebra. Students who have two entrance units in algebra may not receive college credits for this course. Three recitations per week.

## 2. Trigonometry. (2)

An elementary course, including high school plane trigonometry with practical applications. Trigonometric functions, the right triangle, functions of multiple angles, trigonometric equations and identities, radians, inverse functions, the oblique triangle, logarithmic calculations and trigonometric analysis. Students who have an entrance credit in trigonometry may not receive college credit for this course. Three recitations per week.

Prerequisites: High school plane geometry and either 1½ years of high school algebra or Mathematics 1.

## 3. Plane Analytic Geometry. (3)

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

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

Parallels University of California 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 nonuniform straight line and curved line motion; and in obtaining maximum and minimum values useful in design. The differential, and infinitesimal and its use in forming derivatives. The use of the first and second derivative in rapid curve tracing.

Prerequisite: Mathematics 3.

Parallels University of California Mathematics 3B.

## 5-6. Integral Calculus, Solid Analytic 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 and probability.

**10. Spherical Trigonometry. (1)**

A study of the spherical right triangle, Napier's rule of circular parts, the oblique spherical triangle, Napier's analogies. Application of trigonometry to the astronomical triangle solving for latitude, azimuth and time; the use of the ephemeris of the sun and polaris with sextant and transit observations on the sun and polaris.

Prerequisite: High school plane trigonometry or Mathematics 2.

**12. Mathematical Theory of Investment. (3)**

A course in mathematics adapted to meet the needs of students training for commercial careers and for the public service. A mathematical study of interest and annuities, bonds, sinking funds, depreciation, building and loan association, probability and insurance problems. This course is prescribed for students planning to enter the College of Commerce at the University of California or who are planning to receive a junior certificate in commerce.

Prerequisite: Trigonometry and two years of high school algebra or Mathematics 1 and 2.

Parallels University of California Mathematics 2.

**50. Plane Geometry.**

A course in high school plane geometry is required by the University of California for admission. In order to meet the needs of students who have not included this subject in their high school program, the Junior College offers the course when the demand is sufficient to justify it. It carries no Junior College credit.

**MECHANICAL ARTS**

**O. Howard Caya, Instructor**

**C. Leslie Nichols, Instructor**

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

A course which gives training in the manipulation of instruments, application of water color washes and fundamentals prerequisite to work in Engineering. Students with matriculation credit in Mechanical Drawing cannot take this course for credit. 6 hours weekly.

Prerequisite: Plane Geometry.

**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. 6 hours per week.

Prerequisite: Mechanical Arts 1 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, and is excellent training in visualization. For students in the colleges of Mechanics, Mining, and Civil Engineering. 6 hours weekly.

Prerequisite: Mechanical Arts 1.

**6. Plane Surveying. (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 the Brunton Transit in compass traverses; the computation of area by coordinates; the use and adjustment of Wye and Dumpy levels; in differential leveling, level circuits and cross sectioning; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, prolonging lines and the transit traverse. The computation of notes for the staking out of simple curves.

Prerequisite: Plane trigonometry and Instrumental Drawing.

Parallels University of California Civil Engineering IA.

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

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

Prerequisite: Mechanical Arts 6.

Parallels University of California Civil Engineering 1B.

**8-9. Machine Shop. (3-3)**

A practical application of many engineering problems. Fundamentals will be emphasized for beginners. Advanced work will include screw cutting, making various kinds of gears and the finer applications for the use of the dividing head.

Parallels University of California Mechanical Engineering 9A-9B

**21-22. Electrical Engineering. (3-3)**

This course is designed to give a mathematical and descriptive consideration of the fundamental principles of electrical engineering, with a special study of magnetic and electrical circuits as affecting the design of modern electrical equipment.

Prerequisites: Mathematics 3-4 and Physics 1-2.

**60. Woodwork. (2)**

A practical course in mill cabinet work, including furniture manufacture, wood finishing, and carpentry.

**61-62. Auto Shop. (3-3)**

Auto Shop will cover the theory as well as practice of every phase of the work. A great deal of time will be spent on the study of modern automobile engines.

**71. Mechanics. (3)**

Stress analysis, dynamics of moving bodies, friction, and other applications of the principles of mechanics to engineering problems. Largely a problem course. 3 lectures per week.

Prerequisite: Mathematics 2.

**72. Strength of Materials. (3)**

A study of the behavior of materials in various conditions of practice. Problems. 3 lectures per week.

Prerequisite: Mechanical Arts 71.

## MUSIC

**Irene Maddocks Pattison, Instructor**

**Emerson C. Cox, Instructor**

A Major in music at University of California at Los Angeles is not given in the College of Letters and Sciences but is offered in the Teachers College at that institution. The Lower Division requirements for the Music Major in University of California at Los Angeles Teachers College, are Music 1-2, 9-10, 11-12, 13-14, 3-4, 23-24 (24 units). Music Major students must fill the requirements of science, language, English, mathematics and social science as set forth on pages 26-27 of the catalog. The University of California at Los Angeles requires a certain proficiency in piano playing before the Junior Certificate is granted.

A Major in Music is offered at the University of Southern California in the College of Letters and Arts. The student must have completed at the beginning of the Junior year, Beginning and Advanced Harmony (12 units), History of Music, 2 units per semester (4 units), Applied music, maximum of 6 units (Note: no credit for outside private work in applied music will be accepted at the University of Southern California without examination or a continuation course). Sight-singing (6 units).

The course leading to the Bachelor of Music Education and the Special Secondary Credential in Music is a five year course at University of Southern California, with a major in violin, piano, voice, organ, orchestral instruments or public school music. If the first two years of this course are taken at Glendale Junior College the following courses should be followed: Music 1-2 (6 units); 11-12 (6 units); 13-14 (6 units); 9-10 (4 units); voice (4 units); piano (4 units); English 1-2 (6 units); laboratory science (4 units); natural science (2 or 3 units); political science 5 (2 units); psychology 1 (3 units); foreign language (9 or 10



units); physical education (2 units); orientation (2 units); hygiene (2 units); electives (3 units).

The ten units required in ear training can be taken after the student has transferred to the University of Southern California as this is not offered this year at Glendale. Student should consult adviser in making out a course of study, always keeping in mind the requirements of the college to which transfer will be made.

### **1-2. Musicianship. (3-3)**

Practice in description, written and oral, of what is heard in music; musical sounds and their representation. This course is basic for all music teachers, singers, and players. Solfeggio.

Prerequisite: Familiarity with the symbols and terminology of musical notation.

Parallels University of California Musicianship 1A-1B.

### **3-4. Voice. (1-1)**

Fundamentals of breathing, tone production, and diction. Song literature adapted to students' needs. Two hours a week.

### **5-6. Choral Practice. (1-1)**

Separate classes for men and women. Any one is eligible who can pass the voice examination given by the instructor. Two hours per week.

### **7-8. Orchestral Practice. (2-2)**

Open to students who have fair knowledge of musical notation as well as some experience in playing an orchestral instrument. A preparatory course for Music 117A-117B at the University of California. Four hours per week.

### **9-10. History of Music and Appreciation. (2-2)**

Survey of Music Literature. Lectures, assigned readings, vocal and instrumental illustrative programs, written reports.

Parallels University of California Music 3A-3B.

### **11-12. Elementary Harmony. (3-3)**

A year course in the study of fundamental materials of music. Music 1-2 must be taken as a parallel course by all students who intend to take further work in music. Recommended to students who desire a theoretical basis of appreciation of music.

Prerequisite: Familiarity with the symbols and terminology of musical notation, together with a knowledge of intervals and simple metrical types.

**9-10. History of Music. (2-2)**

Survey of Music Literature. Lectures, assigned readings, vocal and instrumental illustrative programs, written reports.

Parallels University of California Music 3A-3B.

**11-12. Elementary Harmony. (3-3)**

A year course in the study of fundamental materials of music. Music 1-2 must be taken as a parallel course by all students who intend to take further work in music. Recommended to students who desire a theoretical basis of appreciation of music.

Prerequisite: Familiarity with the symbols and terminology of musical notation, together with a knowledge of intervals and simple metrical types.

Parallels University of California Music 4A-4B.

**13-14. Advanced Harmony. 3-3)**

Use of all diatonic harmonies in advanced melodies. Simple modulations through common chord and common tones. Stress on keyboard sequences and modulations.

Prerequisites: Music 1-2, Music 11-12.

Parallels University of California Music 5A-5B.

**23-24. Advanced Voice.**

A continuation of Music 3-4.

**30. Pipe Organ. (2)**

Organ touch and technique. Study of the structure of the organ. Solo work as students are qualified. Students advanced according to individual ability, background and application.

Prerequisite: Piano through the intermediate grade.

**ORIENTATION**

**H. H. Crawford, Instructor**

**R. L. Johns, Instructor**

**C. A. Nelson, Instructor**

**Emma M. Ueland, Instructor**

**Elmer T. Worthy, Instructor**

**Orientation 1 is required of all students.** Orientation 5 is optional, but recommended for all students taking courses 50 or above.

**1. Orientation. (1)**

A study of the adjustment of the college student to college life and college problems; the improvement of study and study methods; the

choice of a vocation. Class discussions supplemented by extensive reading in a select series of books, study of a text, frequent reports, and brief talks by people who are specialists in selected vocations.

### 5. Man and Civilization. (2)

A survey course of current views of the place of man and his activities in nature, as viewed from the standpoint of biology, psychology, sociology, philosophy, economics, and the applied sciences. A free elective course comprising lectures, class discussions, study of a text and frequent quizzes.

## PALEONTOLOGY

**C. D. Meserve, Instructor**

Prerequisites: For upper division work in the Department of Paleontology, both Vertebrate and Invertebrate, Geology 1-2 and Paleontology I are prerequisites.

Recommended: General Biology, Elementary Zoology and Botany 1-2.

### 1. General Paleontology. (3)

A general study of the history of life on the earth with particular reference to the principles of and evidences for organic evolution. Three lectures or recitations each week and three field trips on Saturdays.

Parallels University of California Paleontology 1.

## PHILOSOPHY

**Ralph Leslie Johns, Instructor**

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

The aims and uses of philosophical study and the relation of philosophy to other subjects. 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.

Sophomore standing preferred.

Parallels University of California Philosophy 5A-5B.

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

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

Sophomore standing preferred.

Parallels University of California Philosophy 10A-10B.

## PHYSICAL EDUCATION FOR MEN

Sam A. Tenison, Instructor

Physical Education is required of all freshmen and sophomore students regardless of the course in which they are majoring. Medical examination by the school physician is required of all students.

Freshmen and sophomore men are classified for the work in physical education on the basis of their physical efficiency determined by tests. Men qualified for the Athletic Division may enroll for the regular work in any of the following sports: Football, basketball, track, baseball, boxing, wrestling, golf, tennis, handball, and gymnastics. Men failing to qualify for heavy athletics will be assigned to work adapted to their special needs.

### 1-2. Freshmen Gymnastics. ( $\frac{1}{2}$ - $\frac{1}{2}$ )

A minimum of two hours each week, including corrective and postural work, general gymnastics, and class athletics.

### 3-4. Sophomore Gymnastics. ( $\frac{1}{2}$ - $\frac{1}{2}$ )

A minimum of two hours per week throughout the year. Men transferring to varsity athletic squads must transfer back to original class at close of athletic season in order to obtain credit for the course.

## PHYSICAL EDUCATION FOR WOMEN

Winifred Champlin, Instructor

Two hours per week is required for all women students. Students are assigned to corrective class if the medical or physical examination indicates it is necessary.

### 1. Formal Gymnastics. ( $\frac{1}{2}$ )

Danish and Swedish gymnastic exercises with marching and games.

### 2. Sports. ( $\frac{1}{2}$ )

Volleyball, basketball, hockey, tennis, baseball in season. Development of technique. Matches and tournaments.

### 3. Clogging. ( $\frac{1}{2}$ )

Simple clogs and athletic rhythms.

### 4. Folk Dancing. ( $\frac{1}{2}$ )

Folk dances of all nations with some discussion of costumes.

### 5. Tennis. ( $\frac{1}{2}$ )

Fundamental strokes and practice for beginners.

### 6. Golf. ( $\frac{1}{2}$ )

Lessons by a professional once a week with practice in the cage and on the putting green once a week. Approximate fee of \$5.00 a semester.

### 7. Leadership. (2)

Discussion of the principles governing the choice of activities. Study of technique and rules. Organization and leadership of activities.

**PHYSICS****H. H. Crawford, Instructor****B. L. Griffing, Instructor****Charles H. Harrington, Instructor****Preparation for the Major**

Required:

1. Physics 1, 2, 3, 4.
2. Chemistry 1-2.
3. Mathematics 3, 4, 5, 6.

Recommended: A reading knowledge of French and German.

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

Mechanics, heat, and sound. A study of the laws of motion, dynamics, statics, properties of matter, molecular nature of heat, laws of heat transfer. A study of the fundamental laws of sound, and musical tone; acoustics of buildings; modern applications to theory of sound.

Only engineering students and science majors should enroll in Physics 1-2.

Students planning to enter schools requiring one more credit hour per semester than is offered in Physics 1-2 should elect Physics 11-12.

Prerequisite: One year of high school Physics or Physics 50. Plane Trigonometry.

Parallels University of California Physics 1A-1B.

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

Continuation of Physics 1-2. Electricity and light. The laws of magnetic fields, the laws and measurements of current flow and potential difference; Ohms law electromagnetism and induced currents; conduction of electricity through gasses, ferromagnetism; radio activity; laws of illumination; photometry, measurement of wave length; spectroscopy. A short survey will be made of some of the tendencies in modern physics.

Students planning to enter schools requiring one more credit hour per semester than is offered in Physics 3-4 should elect Physics 13-14.

Prerequisite: Physics 1-2 with a grade of C or above.

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 for pre-medical students. Elective for Liberal Arts students. Students desiring a general knowledge of physics should enroll in this course. Only engineering students and science majors should enroll in Physics 1-2, 3-4.

**11-12. Engineering Problems. (1-1)**

Additional drill in problems similar in scope to those covered in Physics 1-2.

**13-14. Engineering Problems. (1-1)**

Additional drill in problems similar in scope to those covered in Physics 3-4.

**51. Mechanics and Heat. (3)**

Special emphasis will be given to stress analysis of bridges, air-plane trusses, and other engineering problems of a similar nature. Brake horsepower tests of gas and steam engines will be taken.

Prerequisite: High School Physics.

Recommended: Trigonometry should precede or should be taken concurrently with this course.

**61. Radio Communication. (3)**

The study is made of the principles involved in the transmission and reception of code and phone messages. A short wave receiver and transmitter of the school are available for use and study. Consideration will be given to Radio Beacons, and other applications of radio to aviation.

Prerequisite: High School Physics and Physics 71.

**71. Practical Electricity. (3)**

Studies will be made of switchboards, direct current machinery, and other electrical appliances; electrical and magnetic measurements; location of opens and grounds in telephone circuits.

Prerequisite: High School Physics.

**72. Alternating Currents. (3)**

Studies will be made of alternating currents and generators; transformers; transmission and distribution of power; solution of alternating circuits.

Prerequisite: High School Physics and Trigonometry.

## PHYSIOLOGY

Ernest W. Hawkes, Instructor

**1. General Human Physiology. (3)**

A course in general human anatomy and physiology.

Lectures, two hours; laboratory, three hours.

Parallels University of California at Los Angeles Physiology 1.

Prerequisites: Chemistry 11-12 or High School Chemistry.

**51. Public Health. (2)**

An illustrated lecture course on current problems of public health, such as nutrition, sleep, the effect of exercise and fatigue, the prevention of disease, first aid, the hygiene of the body systems, and the principles of bacteriology. Frequent laboratory demonstrations.

**POLITICAL SCIENCE**

**Elmer T. Worthy, Instructor**

**1-2. Comparative Government. (3-3)**

Study of the origin and development of the state; its organization, functions and chief problems, with emphasis placed on the study of the Government of Great Britain and her dominions, France, Italy, Russia, Germany and Switzerland.

Parallels University of California at Los Angeles Political Science 51A-51B.

**3-4. American Government. (3-3)**

A study of principles and problems in relation to the organization and functions of the American system of government. A survey of the organization and functions of the national government with special attention to the features and the principles of the Federal Constitution. Some features of the organization of state and local governments will be briefly considered.

Students who have credit for Political Science 5 will receive only 1 unit for Political Science 3.

Parallels University of California at Los Angeles Political Science 3A-3B.

**5. American Political Ideals. (2)**

This or a similar course must be taken by all students graduating from a four year institution of higher learning in the State of California, and by all teachers before receiving a certificate to teach. The background of American institutions, the Constitution studied from the historical, philosophical and analytical points of view.

Parallels University of California at Los Angeles American Institutions 101.

**PRINTING****51. Printing. (3)**

The first course in printing studies the value of printing, value of paper and price. Setting of type, proof reading, designing of work, and printing is included in this course. Three double periods per week.

## PSYCHOLOGY

**Ralph Leslie Johns, Instructor**

For a Major in psychology, physiology and zoology are required as prerequisite to Psychology 1 and 2, by numerous colleges and universities. Majors in psychology should consult the catalog of the college of their choice for curricula.

Psychology 1 and 2 (6 units) meets the requirement for Junior Certificate, section 4 of "E". Psychology 3 is a free elective course.

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

A systematic treatment of various reactions, traits, and tendencies; reflexes, instincts, feelings, emotions, intelligence, memory, imagination, perception, personality, et cetera. Lectures, collateral reading, laboratory demonstrations, and frequent quizzes.

Sophomore standing preferred.

Parallels University of California Psychology 1A-1B.

### 3. Applied Psychology. (3)

Psychological principles applied to law, medicine, religion, education, business and vocational life. Lectures, extended collateral reading, discussions, and laboratory demonstrations.

Sophomore standing preferred.

## SOCIAL ARTS

**Emma M. Ueland, Instructor**

### 1. The American Home. (2)

The purpose of this course is to present to women students and assist them in putting into practice the highest ideals of woman's part in the scheme of living. The scope of the course is planned to be wide enough to touch the individual needs of each student. Such phases of life as women's part of home making, family relationships, the art of entertaining, correct social usages and the practicing of certain manners and customs are studied. Situations which will arise in life are invented and ways of meeting these situations worked out. A history of home life in various foreign countries as well as in our own, is studied and some interesting foreign customs introduced into class functions of a social nature.

### 2. Home Decoration. (2)

This is a study of house planning and furnishing in accordance with structural art principles. The historic, artistic, economic and sanitary phases are emphasized and problems of selection and arrangement of furniture, draperies, rugs, pictures and decorative objects studied.



**3. Art in Dress. (2)**

This course aims to stimulate students to observe the costume needs of various types of people and to give the student an appreciation of historic costumes. It includes the study of women's costumes from the historic, artistic, and economic view points. Historic costumes from the earliest times to the modern are used as inspirations in costume design. Modern costumes are designed, taking into consideration personality, build and coloring. An analysis is made of each student as to colors and lines which she should wear. A study is made of the selection of appropriate ready-to-wear garments from the shops.

**4. Handicrafts. (2)**

This course aims to stimulate students to observe and appreciate art in the fields of textiles and crafts. The historic, economic, as well as artistic phases are studied. The principles of color, line, and design are applied to household accessories as well as to wearing apparel. The application of the following processes, batik, tie-dyeing, block printing, stenciling, wool embroidery, etc., are used in the construction of simple craft problems.

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

The evolution of typical forms in clothing and household articles; the study of kinds and qualities of materials for different uses; typical forms of clothing; artistic appreciation through design; pattern and color in materials; clothing industries and clothing standards in relation to the economic and social life of the community.

Parallels University of California Household Art 1A-1B.

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

The principles involved in food preparation and preservation. Compilation of recipes; practice in judging food preparations. The classification, occurrence, and general properties of foodstuffs; the legal and sanitary aspects of food products handled in commerce.

Prerequisite: High School Chemistry.

Parallels University of California Household Science 1A-1B.

**25. Elements of Nutrition. (3)**

The principles of nutrition and their application to the feeding problems of everyday life. Discussions of metabolism and feeding experiments for testing biological efficiency of different types of food materials. Attention is given to recent literature bearing upon problems in dietetics, upon growth, and upon normal and subnormal nutrition.

**61. Merchandising Aspects of Textiles. (2)**

This course is planned to give a knowledge of the textiles of our everyday use, how they are produced, how manufactured, how sold, and

their wearing qualities. Laboratory methods are used in testing and identification of fabrics. The economics of the textile industries and comparative values in all types of clothing are studied. Departmental handling of fabrics or any articles made of fabrics are surveyed.

## 62. Merchandising Aspects of Non-Textiles. (2)

This course is a supplement to the above textile course. It is planned to give the student a knowledge of that merchandise sold in department stores and not in the class of textiles. Such merchandise includes articles made from paper, leather, rubber, wood, fur, and metals. Raw materials, sources of supply, manufacture, and methods of judging and selling are studied. The classification of stores departmental stock is surveyed.

The purpose of Social Arts 61-62 is to give some practical knowledge and training to those students who may wish to enter the field of merchandising. The buying or selling of any goods is better accomplished by those who know something about the qualities of the goods. All merchandise may be classified under two heads,—Textiles or any articles made of textiles, and Non-Textiles, or all other goods bought and sold in the field of merchandise. Those who do not sell must buy and the person who knows what he is buying gets better value for his money. These courses are presented for the knowledge of either producer or consumer, and will not be found too technical for any one interested.

## SPANISH

Leroy T. Herndon, Instructor  
W. C. D. Kerr, Instructor

### General Requirements:

- I. Language requirements for entrance to Upper Division standing are as follows, for—
  1. University of California, at least 15 units in not more than two languages.
  2. Stanford, 15 units in one language, or 10 units in each of two languages.
  3. University of Southern California, 16 units. Only 6 need be taken in college, if the high school language is continued.
- II. Requirements for a major in Spanish:
  1. Spanish 1, 2, 3, 4 or four years of high school Spanish.
  2. Stanford and the University of Southern California recommend two years of Latin in the high school. The University of California requires it. It must be taken in the high school, as the universities are not offering elementary Latin.
  3. English 1-2, or equivalent.
- III. Recommended courses. Supplementary choice of electives from the following:
  1. History of Spanish-speaking countries.

2. Additional Latin.
3. Related courses in other literatures.
4. Courses in French, German, Italian. A minor in another language is strongly advised.
5. A thorough course in English grammar.

#### 1. Elementary Spanish. (5)

The equivalent of two years of high school Spanish. It may not be taken by students who offer 6 units of Spanish as matriculation units. The elements of grammar, composition, and conversation, with drill in pronunciation. The course is conducted in Spanish as much as possible. Five hours recitation each week.

Parallels University of California Spanish A.

#### 2. Elementary Spanish. (5)

Spanish 2 is a continuation of Spanish 1. It furthers the study of the grammar, adding much in conversation and reading knowledge. Special emphasis is placed on idioms and oral work. Five hours recitation each week.

Prerequisite: Spanish 1 or two years of recommended high school Spanish.

Parallels University of California Spanish B.

#### 3. Intermediate Spanish. (3)

Reading, translation, and interpretation of Spanish texts. Much practice in oral and written resumes of reading, character sketches, etc. Grammar review. Three hours recitation each week.

Prerequisite: Spanish 1 and 2 or three years of high school Spanish.

Parallels University of California Spanish C.

#### 4. Intermediate Spanish. (3)

A continuation of Spanish 3. Reading of more advanced texts and grammar.

Prerequisite: Spanish 1, 2 and 3 or four years of high school Spanish.

Parallels University of California Spanish D.

## SPEECH

**James P. Beasom, Instructor**

**Emerson C. Cox, Instructor**

#### 1. Fundamentals of Expression. (2)

A study of the principles governing the correct use of the voice. Practice in class exercises for the development of a satisfactory speaking voice. Special emphasis is placed on the co-ordination necessary between

thinking and expression of ideas. A study of Phonetics and of Standard Diction will be made.

Parallels University of California at Los Angeles Public Speaking 2A.

### **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 from the platform extemporaneous speeches. (Students interested in inter-collegiate extemporaneous and oratorical contests will be given special assistance.)

Parallels University of California Public Speaking 1A-1B.

### **5-6. Argumentation and Debating. (3-3)**

The application of the rules of evidence and of inductive and deductive reasoning to public debate and discussion. Practice in gathering materials, in briefing, and in preparation of speeches for inter-collegiate debating.

Prerequisite: Permission of the instructor.

Parallels University of California Public Speaking 5A-5B.

### **7-8. Applied Dramatics. (3-3)**

Study of the theory and technique of acting and directing, with special emphasis on acting. This course is designed to give a fundamental basis of stage technique, leading up to the work in *Commedia Del' Arte*. Students interested in directing will be given opportunities to direct class productions. Problems of production are discussed; and practice in make-up, costuming, designing, etc., is given, as these apply to the class productions.

Prerequisite: Permission of the instructor.

### **11-12. Corrective Speech (3-3)**

A study of speech defects, and the methods that may be used to aid or cure each specific type of speech difficulty. To those who stutter, lisp, or have any other speech defect, clinical assistance and exercises will be given.

Prerequisite: Permission of instructor.

### **19. Parliamentary Law. (1)**

A study and practice of correct parliamentary procedure. Organization of assemblies, drafting of constitutions, practice in presiding over parliamentary bodies is given each student in the practice sessions of the class.

### **23-24. Public Speaking. (2-2)**

A study of the fundamental principles of speech preparation, and of simple and direct speaking. Practice in outlining speech material, and in presenting from the platform extemporaneous speeches. (This course is offered in the evening.)

**ZOOLOGY****Ernest W. Hawkes, Instructor****Preparation for the Major**

Required:

1. Zoology 1-2.
2. Chemistry 1-2.

Recommended:

1. Chemistry 5-6.
2. French.
3. German.
4. Elementary courses in other biological subjects.

**1. General Zoology. (4)**

An introduction to the principles of animal biology, with special reference to the structure, functions, heredity, and evolution of animals. Study and dissection of animal types, assisted by charts and models. Two lectures and two three-hour laboratory periods.

Prerequisites: Biology and Physiology, or Chemistry.

Parallels University of California Zoology 1A.

**2. General Zoology. (4)**

A continuation of General Zoology 1. Structure and functions of chordate types, including their embryonic development. Two lectures and two three-hour laboratory periods.

Prerequisite: Zoology 1.

Parallels University of California Zoology 1B.

**3. General Biology. (3)**

An outline of the principles of animal biology, with special reference to evolution, heredity, eugenics, and the relation of biology to human life. Open without prerequisite to all students, but designed for those not specializing in Zoology. Not open for credit to those students who are taking Zoology 1, but students who have taken General Biology may elect Zoology 1 for credit. Lectures, conferences, and reports.

Parallels University of California Zoology 10.

## INDEX

	Page
Absences .....	12
Administration, Officers of.....	7
Admission Classification.....	20
Advisory Committee.....	13
Announcement of Courses.....	55, 94
Application for Registration.....	20
Art .....	40, 57
Architecture .....	39, 56
Assemblies .....	17
Associated Book Store.....	14
Astronomy .....	58
Attendance .....	12
Authority of Instructors.....	12
Aviation .....	30, 58
Bacteriology .....	59
Board of Trustees.....	7
Bookkeeping, One Year Semi-Professional Curriculum.....	32
Botany .....	59
Calendar .....	6
Change of Program.....	13
Chemistry .....	60
Civil Service.....	62
College and Professional Curricula.....	39
College Attitude.....	12
Commerce .....	62
Commerce and Business, One- and Two-Year Semi-Professional Curriculum .....	31
Commerce, College and Professional Curriculum.....	41
Dental Curriculum.....	43
Disqualification .....	19
Economics .....	66
Electricity, Practical.....	33
Engineering Curriculum.....	43
English .....	67
Entrance Examinations.....	22
Equipment .....	10
Examinations .....	12
Faculty .....	8, 9
Fees .....	14
Final Examinations.....	12
Foreign Language Requirements.....	15
French .....	69

Geography .....	71
Geology .....	71
German .....	72
Grades .....	18
Grade Points.....	19
Graduation Requirements.....	24
History .....	74
History and Organization.....	10
Honor Society.....	17
Honorable Dismissal.....	13
Hygiene .....	75
Journalism .....	45, 76
Law .....	46, 76
Liberal Arts, Semi-Professional Curriculum.....	34
Liberal Arts and Science.....	46, 49
Library .....	11
Library Science.....	77
Location .....	10
Lower Division Requirements.....	25
Mathematics .....	77
Mathematics Requirements.....	15
Mechanical Arts.....	35, 79
Medical Curriculum.....	49
Medico-Dental Assistant's Course.....	36
Music .....	81
Music, College and Professional Curriculum.....	51
Music, Vocational.....	37
Natural Science.....	51
Numbering of Courses.....	15
Nursing, Semi-Professional Curriculum.....	36
Orientation .....	83
Paleontology .....	84
Participation in Student Activities.....	16
Pharmacy .....	52
Philosophy .....	84
Physical Education for Men.....	53, 85
Physical Education for Women.....	54, 85
Physics .....	86
Physiology .....	87
Placement Bureau.....	13
Political Science.....	88
Practical Electricity.....	33
Printing .....	88
Provisional Students.....	21
Psychology .....	89
Purpose of the Junior College.....	11

Regular Students.....	20
Repetition of a Failure Course.....	19
Requirements University of California.....	25
Requirements University of California at Los Angeles.....	27
Requirements University of Southern California.....	27
Requirements Stanford University.....	29
Scholarship Requirement.....	19
Secretarial Course, Two-Year Semi-Professional Curriculum.....	33
Semi-Professional Curricula.....	30
Social Arts.....	37-89
Spanish.....	91
Special Liberal Arts Students.....	22
Speech.....	92
Stenographic Course, One-Year Semi-Professional Curriculum.....	33
Student Activities.....	16
Student Counseling.....	13
Student Finances.....	17
Tardiness.....	12
Teaching Curriculum.....	54
Transfers from other Colleges.....	23
Transfers to other Colleges.....	16
Type College and Professional Courses.....	39, 54
Type Semi-Professional Courses.....	30, 38
Unit Limitations.....	18
Units of Work.....	18
Vocational Music.....	37
Vocational Students.....	22
Withdrawal from College.....	13
Zoology.....	94



