GLENDALE COLLEGE
A Message to Every Student

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

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

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

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

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

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

Glendale College is a public junior college. An Associate in Arts degree, junior standing in a four-year institution, or specialized vocational training may be earned in two years of qualifying work.

The campus consists of 56 acres and eleven permanent buildings. It is beautifully located on the slopes of the San Rafael mountains, overlooking the valleys in the Glendale area. Recreational facilities are numerous, both on the campus and in the vicinity.

A library of 19,000 books and 200 periodicals is open from 7:30 A.M. to 9:00 P.M. Monday through Thursday and until 5:00 P.M. on Friday. A new language laboratory permits students to become fluent with the spoken as well as written language. The laboratory is composed of 35 individual booths each containing a tape recorder, a microphone, earphones, and selector switches.

The student body of over 2,500 has a vigorous student government. Many interest and service clubs are open to all who wish to participate in them.
Board of Education

MRS. REID L. BEERS

BENJAMIN O. HAGEN

SCOTT T. MACDONALD

PAUL G. TAYLOR

MRS. DONALD R. WILLIAMS

School District Administration

JAMES H. WILLIAMS . . . . . . . . . . . . . . . . . . . . . . Superintendant

WAYLAND PARSONS . . . . . . . . . . . . . . . . . . . . . . Deputy Superintendant

MISS MILDRED E. HALL . . . . Assistant Superintendant (Instruction)

M. A. HESSE . . . . . . . . . . . . . . . . . . . . . . . . . . Business Manager

Glendale College Administration

ROBERT D. HAUGH . . . . . . . . . . . . . . . . . . . . . . President

ELSIE T. BISHOP . . . . . . . . . . . . . . . . . . . . Administrative Dean - Student Personnel

JOHN S. KREIDER . . . . . . . . . . . . . . . . . . Administrative Dean - Instruction

CLAYTON B. WESTOVER . . . . . . Administrative Dean - Extended Day

HAROLD B. COCHRANE . . . . . . . Dean - Counseling and Guidance

CARL E. McCONNELL . . . . . . Dean - Admissions and Records

J. WALTER SMITH . . . . . . . . . . . . . . . . . . Dean - Student Activities

CARROLL THOMPSON . . . . . . . . . . . . . . . . . Assistant Director - Adult Education
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College Calendar

FIRST SEMESTER—1960-1961

June 2
Pre-registration Examinations, 2:00 p.m.

June 3
English-Mathematics Placement Examinations

June 9
Mathematics Placement Examination

June 11
Pre-registration Examinations, 8:30 a.m.

June 14
English Placement Examination

June 30
Pre-registration Examinations, 2:00 p.m.

August 22 to Sept. 8
Registration

August 24, 27
Pre-registration Examinations, 8:30 a.m.

September 1
Pre-registration Examinations, 8:30 a.m.

September 2
Mathematics Placement Examination

September 7
Pre-registration Examinations, 8:30 a.m.

September 8
English-Mathematics Placement Examinations, 2:00 p.m.

Vaqueritos Day (all new students are expected to attend 9:30 a.m. to 12 noon)

September 12
Class Instruction Begins

September 13
English-Mathematics Placement Examinations

September 20, 22
Group Counseling, 11:00 a.m.

September 26, 27, 28, 29
Occupational Interest and Temperament Testing

October 21
Last Day to Drop Class Without Penalty

November 10
Mid-Semester Grade Reports

November 11
Veterans' Day (Legal Holiday)

November 22
Group Counseling, 11:00 a.m.

November 24, 25
Thanksgiving Vacation

December 2
All students withdrawing from class or college after this date will receive WF grades

December 19 to Jan. 3
Christmas Vacation

January 18
Last Day of Class Instruction

January 19
Final Examinations Begin

January 27
End of Semester
College Calendar

SECOND SEMESTER—1960-1961

December 15
Pre-registration Examinations, 1:00 p.m.
Mathematics Placement Examination
Mathematics Proficiency Test (for Graduation)

December 19
Pre-registration Examinations, 8:30 a.m.

December 19 to Jan. 3
Christmas Vacation

December 27
English-Mathematics Placement Examinations

January 3
English-Mathematics Placement Examinations

January 7
Pre-registration Examinations, 8:30 a.m.

January 9 to 27
Registration

January 12
Pre-registration Examination, 5:30 p.m.

January 19
English-Mathematics Placement Examinations

January 25
Pre-registration Examination, 8:30 a.m.

January 30
Class Instruction Begins

January 31
Vaqueritos Day (all new students are expected to attend 11:00 a.m. to 12 noon)
English-Mathematics Placement Examinations

February 7, 9
Group Counseling, 11:00 a.m.

February 13
English-Mathematics Placement Examinations
Lincoln's Birthday (Legal Holiday)

February 22
Washington's Birthday (Legal Holiday)

March 10
Last Day to Drop Class Without Penalty

March 13, 14, 15, 16
Occupational Interest and Temperament Testing

March 27 to April 3
Easter Vacation

April 7
Mid-Semester Grade Reports

April 20
Group Counseling, 11:00 a.m.

April 21
All students withdrawing from class or college after this date will receive WF grades

May 30
Memorial Day (Legal Holiday)

June 1
Pre-registration Examinations, 2:00 p.m.

June 2
English-Mathematics Placement Examinations

June 7
Last Day of Class Instruction

June 8
Mathematics Placement Examination
Mathematics Proficiency Examinations for Graduation
Final Examinations Begin

June 9
Pre-registration Examinations, 8:30 a.m.

June 11
Baccalaureate and Commencement Exercises

June 13
English-Mathematics Placement Examinations

June 16
End of Semester
### 1960

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General Information

PHILOSOPHY. Glendale College accepts its role as a community college where the worth of the individual is clearly recognized. In application of this philosophy, Glendale College provides an education for its students, commensurate with their abilities, that will equip them for living as well as making a living. To attain this goal the educational program stresses the following objectives:

- Further development in fundamentals, including reading, writing, speaking, listening, and the solving of numerical problems
- Growth in the understanding of moral and spiritual values as a basis for character and good human relations
- Training in critical thinking (drawing sound conclusions from premises, making relevant judgments, and discriminating among values)
- Knowledge of the cultural heritage, the accumulated wisdom of mankind
- Respect for learning and expression in the creative arts
- Cultivation of habits essential to physical and mental health and basic to a satisfactory home and family life
- Additional preparation for the responsibilities of citizenship
- Foundation, including skills and appropriate attitudes, for a satisfying and socially acceptable vocation

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

- Education beyond the high school level for personal and vocational competence. Two-year and one-year programs of study are offered in a number of occupational fields. Students completing such programs are qualified to enter occupational life without additional college instruction.
- Education for meeting the lower division requirements of a university or a four-year college in a student's particular field. Courses are offered which are equivalent to those available in the freshman and sophomore years at the University of California and other colleges and universities in the United States. A student with a satisfactory high school and junior college record will receive full credit for all university type work done in Glendale College provided he has met the specific requirements of the college or university to which he transfers. The University of California restricts the acceptance of credit from a junior college after a student has completed 70 semester units of college work. Courses taken over this limit will be
allowed as meeting specific subject requirements but not as units toward the total required for graduation.

A student unable to enter a four-year university or college because of his high school record may, by diligent work, make up his deficiencies and enter upon a program leading to advanced standing at a four-year institution.

Such a student will often need more than four semesters in junior college to complete the Lower Division requirements. The program should be planned with the written advice of the Registrar of the institution to which the student expects to transfer.

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

**ACCREDITATION.** Glendale College is accredited by the Western College Association. The University of California and other colleges and universities of high rank give full credit for appropriate courses completed at Glendale College.

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

**Credit for Military Training.** Glendale College will recognize and grant credit to veterans for educational training completed in the armed forces provided such credit is not a duplication of work taken previously. College work completed through the United States Armed Forces Institute will be accepted. In order to receive credit for military training, veterans must petition for such credit and present authentic military service and training records including a copy of discharge papers.

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

**SUMMER TERM.** The summer term will open June 20 and close July 29, 1960. Students enrolling for work may complete four to six units of college credit during the six weeks. Courses will be offered in all fields in which there is sufficient demand. Summer term circulars may be requested by telephone, Citrus 2-6861.

**OFFICE OF ADMISSIONS AND RECORDS.** All problems of admission, registration, attendance, academic status, and graduation should be referred to the Office of Admission and Records, Ad 100.

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

Referrals for placement are made on the basis of the student's experience, training, and, where desirable, approval of faculty members.
Since it is not always possible to secure employment immediately, the new student who plans to be self-supporting should not begin his college course without sufficient funds to cover the major expenses of at least the first semester. The Employment Service cannot guarantee that work will be found for all applicants, although every effort is made to find opportunities for all. No charge is made for this service.

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

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

**STUDENT HEALTH CENTER.** The Glendale Unified School District provides facilities for health appraisal of each new student enrolled in physical education. The examinations are made as soon as possible after the beginning of each semester.

Health Counseling, Health Information and First Aid are always available to students and faculty during office hours at the Student Health Center. A registered public health nurse is on the campus full time and physicians are employed, as needed, for consultation and examination of students.

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

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

- Alpha Gamma Sigma Scholarship. The Glendale College Chapter of Alpha Gamma Sigma State Scholarship Society awards a scholarship of $50.00 to one of their current members. Candidate must have a minimum grade point average of 3.4 and must have displayed an active interest in club activities.

- Altrusian Club Scholarship Fund for Vocational Nurses. Each year the Altrusian Club of Glendale makes the sum of $100.00 available to Vocational Nursing students in need of financial assistance.

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

American Legion Auxiliary, Glendale Unit No. 129, awards a scholarship of
$100.00 to the son or daughter of a veteran of California.

Arion Music Awards. A medal is awarded to the outstanding student in each
of the following musical activities of Glendale College:
   Girls' Glee Club by the La Crescenta Women's Club
   A cappella Choir by the Patrons Club
   Orchestra by the La Crescenta Rotary Club
   Band by the Glendale American Legion

Bank of America Business Awards. The Bank of America awards a $100.00
scholarship each year to an outstanding man and woman in the fields of
business and secretarial science respectively.

Executives' Secretaries Incorporated Scholarship. The Los Angeles Chap-
ter of the Executives' Secretaries, Incorporated, each year awards $150.00 for
college expenses to an outstanding woman secretarial student. Nominations
are made by teachers of secretarial science from the Business Division. The
final selection is made by the Scholarship Committee of the Executives'
Secretaries.

Fluor Scholarship. The Fluor Corporation makes a $200.00 scholarship award
each year to an outstanding second year engineering student at Glendale
College.

Gateway Kiwanis Scholarship. The Gateway Kiwanis Club of Glendale
each year awards $300.00 to an outstanding sophomore student who is plan-
ning to transfer to a four-year institution. Candidates are chosen from those
planning careers as teachers with preference for the field of industrial art.

Glendale Business and Professional Women's Club awards the Nellie
Dewey Wilbur Scholarship of $100.00 to an outstanding woman student in
the Business Division.

Glendale Teachers' Association Teaching Scholarship. The Glendale
Teachers' Association makes a $100.00 scholarship award each year to the
outstanding Glendale College student who transfers to a four-year institution
to prepare for a career of teaching.

Glendale Women's Classified Service Clubs Scholarship. The Altrusa,
Pilot, Soroptomist, and Zonta Classified Women's Service Clubs award a
scholarship of $300.00 to an outstanding woman who is entering an accredited
college as a candidate for a degree of arts, letters, or science. The purpose of
this scholarship is to encourage women to continue their higher education.
Candidates must indicate a desire to continue a career in their chosen field.
Selection is made by the Scholarship Committee from nominations of qualified
students by instructors.

Hudson-Phillips Dental Award. Drs. Hudson and Phillips make a $50.00
scholarship award each year to an outstanding Glendale College pre-dental
student who is accepted for admission at an accredited dental school.

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

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

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

**Patrons Club Highest Man and Woman Awards.** The Patrons Club makes a cash award each year to the man and woman having the highest grade averages in the graduating class.

**Pre-Dental Scholarship** for $200.00, awarded by the Women's Auxiliary, 4th District Dental Society, during the spring semester of each year to a student who has fully qualified for admission to a dental school of his choice.

**Rebecca Mane Scholarship Fund.** In memory of her mother, Rebecca Mane, the sum of two thousand dollars has been donated by her daughter, Miss Florence K. Mane, to be awarded as follows: two $100.00 scholarships each year will be awarded to two students selected by the Scholarship Committee in cooperation with the donor until the fund is expended.

**Tuesday Afternoon Club** makes an award of $100.00 to an outstanding man who has majored in science, is interested in research rather than teaching, and is transferring to a four-year institution to complete his training in science.

**Wall Street Journal Award.** The Wall Street Journal makes an award of a medal and one year’s subscription to the Wall Street Journal to an outstanding student in the field of business administration.

**Women’s Athletic Club Award.** The Women's Athletic Club of Glendale makes a $100.00 scholarship award to an outstanding woman in the graduating class who plans to make a career in physical education.

**THE CAMPUS CENTER** provides facilities for the Associated Students as well as a place where student clubs and other organizations may meet together for social and business functions. A cafeteria, dining room, and snack bar are housed here.

The Patrons Club, civic groups, and other friends of the college may use the Campus Center for their business meetings and social affairs. Arrangements for such use must be made through the Business Office at the Board of Education building.

**STUDENT ORGANIZATIONS AND ACTIVITIES.** The Associated Students of Glendale College is the official student body organization. Numerous opportunities are provided students to participate in its activities. The student Legislature is elected each semester and meets each Tuesday at 9:00 a.m. in the Conference Room of Campus Center for the purpose of discussing and determining policies, procedures, and expenditures of student government. This
meeting is open to all members of this Associated Students. Social and athletic programs and an accounting office for student funds are maintained. A well stocked bookstore is operated under the supervision of a business manager and any net income is used to promote the program of the Associated Students. In addition, the Associated Women Students and the Associated Men Students have programs of activities.

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

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

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

Intramural. Members of the Associated Students are offered the opportunity to join the intramural sports program. Most competition is between campus organizations, but individuals are encouraged to participate. The intramural office is located on the ground floor of the Campus Center.

Honor Societies. The following honor societies function at Glendale College: Alpha Gamma Sigma—State Scholarship Society; Beta Phi Gamma—National Inter-Collegiate Journalism Fraternity; Delta Psi Omega—Drama Club; Epsilon Omega—Women's Honorary Service Club; Sigma Xi Sigma—Honorary Physics and Chemistry Club.

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

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

#### A.S.B. GOVERNMENT

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#### ATHLETIC ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's Recreation Assn.</td>
<td>Women</td>
</tr>
<tr>
<td>Women's Sports</td>
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#### INTEREST CLUBS

<table>
<thead>
<tr>
<th>Club</th>
<th>Area</th>
<th>Membership</th>
<th>Meets 1 &amp; 3 Tuesday</th>
<th>Meets 2 &amp; 4 Tuesday</th>
<th>Open to All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Chi</td>
<td>Art</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Archi</td>
<td>Architecture</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Beta Kappa</td>
<td>Business</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Biology</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Delta Tau</td>
<td>Engineering</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>Intervarsity Christian</td>
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<tr>
<td>Fellowship</td>
<td></td>
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<tr>
<td>Judo Club</td>
<td></td>
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<tr>
<td>Kappa Pi Sigma</td>
<td></td>
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<tr>
<td>Married Students</td>
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<tr>
<td>Nu Sigma Psi</td>
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<tr>
<td>Pre-Dental Club</td>
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<tr>
<td>Tau Omega Phi</td>
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<tr>
<td>Vaq-Aeros</td>
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#### HONORARY ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Area</th>
<th>Membership</th>
<th>Meets 1 &amp; 3 Tuesday</th>
<th>Meets 2 &amp; 4 Tuesday</th>
<th>Open to All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Gamma Sigma</td>
<td>Scholarship</td>
<td>Both</td>
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<td>x</td>
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</tr>
<tr>
<td>Beta Phi Gamma</td>
<td>Journalism</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Delta Psi Omega</td>
<td>Dramatics</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Epsilon Omega</td>
<td>Honorary-Service</td>
<td>Women</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sigma Xi Sigma</td>
<td>Physics-Chemistry</td>
<td>Both</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

#### SERVICE ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle K</td>
<td>Men</td>
</tr>
<tr>
<td>Delta Chi Delta</td>
<td>Women</td>
</tr>
<tr>
<td>Phi Alpha Theta</td>
<td>Women</td>
</tr>
<tr>
<td>Psi Delta Phi</td>
<td>Women</td>
</tr>
<tr>
<td>Sigma Phi Sigma</td>
<td>Men</td>
</tr>
<tr>
<td>Sigma Pi Delta</td>
<td>Women</td>
</tr>
<tr>
<td>Zeta Sigma Phi</td>
<td>Women</td>
</tr>
</tbody>
</table>

Interest clubs may be joined by attending the meetings.

Application for membership in Women’s Service Clubs may be made through the office of the Dean of Student Personnel.

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Admission, Registration and Counseling

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

When considering applications for admission of persons having exhibited a questionable standard of citizenship, the basic test will be how other students will be affected by contact or association with these persons. Each case will be considered on an individual basis by the Executive Committee after consultations between the applicant and the Dean of Student Activities.

Application. All applications for admission should be sent to the Office of Admissions and Records, Glendale College, Glendale 8, California.

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

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

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

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

Residence Requirements. The Glendale Junior College District is composed of Glendale, Montrose, La Crescenta, Highway Highlands, and a part of La Canada.

At the time of registration each student is required to file a “Statement of Residence.”
Legal regulations concerning residence of junior college students make necessary the following rules:

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

(b) A student whose residence is outside the Glendale Unified School District and not in another junior college district in California may attend Glendale College.

(c) A student whose residence is outside the Glendale Unified School District and in another junior college district in California may attend Glendale College if he presents a transfer permit from the district of residence. Applicants from a district which maintains a junior college cannot be permitted to register unless a transfer permit has been granted.

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

(d) An out-of-state student may be admitted to Glendale College.

GUIDANCE SERVICES. Glendale College includes within the structure of its administrative organization a guidance program with a counseling service providing skilled assistance for:

Helping the individual student to understand himself and to plan the best use of his abilities and opportunities.

Advising with and assisting the individual student to implement decisions which he makes in working out solutions to his personal problems.

Aiding the individual for college life adjustment through group guidance activities.

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

Prior to registration and according to his vocational interest, every student is assigned a counselor who will approve a Study-List in preparation for formal registration. It is the responsibility of the student to plan his own course and make his own decisions; the counselor will help with suggestions based upon the information derived from the student's high school record, the ability and placement tests given at the pre-registration examination, and other special interest and personality tests administered as the need arises. After the initial interview, the counselor will be available at scheduled hours for conferences to give personal assistance to individuals about careers, education, student activities, employment, and personal and social problems that may arise with the adjustment to college life.

The Guidance Office is located in the Administration Building, Rooms 110, 111.

SPECIAL COUNSELING. The Dean of Student Personnel and the Dean of Student Activities assist students with personal and social problems requiring special attention. Appointments for this type of counseling may be made in Administration 104.
PRE-REGISTRATION EXAMINATIONS AND GUIDANCE TESTING. All entering students are required to take Pre-Registration Examinations. A Psychological Examination gives information on the student’s general aptitude for various types of college work. An English Placement Test is given to determine the student’s ability to read, write, and comprehend English. On the basis of results on this examination the counselor recommends the English course to be taken. The Pre-Registration Examination yields a score on the mathematics section evidencing the student’s proficiency in mathematics required for graduation. A Mathematics Placement Examination is administered to all students having the other catalog prerequisites and planning to enroll in Mathematics 3, Analytic Geometry and Calculus.

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

REGISTRATION. Each student must see his counselor and have approval of a Study-List prior to registration. Registration, the formal arranging in a program from the classes listed in the Study-List, takes place after the student is counseled, at which time a Program Card is filed. Changes from this Program may be made by the student if he completes a Petition for Change of Program. The student is held accountable for all classes on the Program Card or for classes which have been added by Petition for Change of Program; the student may not receive credit for classes not on the Program Card or for classes which have not been added by a Petition for Change of Program.

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

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

Students are provided the opportunity to become members of the Associated Student Body. The charge for membership is established each year by the Legislative branch of the Associated Students. For the past few years an accident insurance policy has been available at a nominal rate to students who are members of the Associated Student Body. According to the constitution of the Associated Student Body a proportional part of the dues may be refunded to students who withdraw during the first week of the semester, but after that no refund on dues is made.

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

ORIENTATION PROGRAM FOR NEW STUDENTS

"Vaqueritos Day." New students are expected to attend Vaqueritos Day program in the Auditorium on the Friday immediately preceding the first day of each semester from 9:30 a.m. to 12 noon. Members of student government and administrators are introduced and procedures of the complete Orientation Program are explained. The general meeting is followed by the Hen Party of

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the Associated Women Students and the Stag Party of the Associated Men Students where regulations, policies, and future events of these two organizations are presented. A tour of the campus and refreshments in the Campus Center will complete the morning’s program.

"Vaqueritos Mixer." With student body officers acting as hosts and hostesses, the Mixer (a “Sock Hop”) is held in the Campus Center from 8 p.m. to 12 midnight the first Friday night of each semester. Dancing and games help new students to meet each other. This event is either "stag" or "drag."

Sponsored by the Associated Women Students, the “Friendship Tea” and “Dungaree Dinner” are two added features of the Orientation Program for women students. They help the new woman student to become better acquainted with other women and with the purposes and activities of the Women’s Service Clubs.

ELIGIBILITY FOR COURSES. A student is eligible to enroll in any course offered at Glendale College provided he has fulfilled the stated prerequisites for the course. A student may occasionally have had outstanding experience in a given area which he may feel will substantially satisfy the stated prerequisite for a course. Where it is desired to offer such experience for the regular prerequisite, the student must have a Petition to the Executive Committee approved to make such substitution. Once such a petition has been approved by the Executive Committee the student may not later receive credit for a course for which he substituted the outside experience.

Credit for lower level courses will not be granted if credits have been earned in higher level courses.

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

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

TRANSFERS TO FOUR-YEAR COLLEGES AND UNIVERSITIES. A student may take a program at Glendale College which will qualify him for junior standing in most of the four-year colleges and universities of the United States. The requirements of colleges and universities vary so greatly that it is not possible to prescribe a program of work which will apply to all of them. Two procedures are recommended:

1. A student should consult the catalog of the college or university to which he intends to transfer. He should choose his courses at Glendale College in accordance with the lower division (Freshman and Sophomore) requirements of the college or university of his choice as outlined in its catalog.

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

Catalogs of schools, colleges and universities are on file in the Guidance Office, the Office of Admissions and Records and the Library for reference purposes. Students are urged to obtain catalogs directly from the college or university by writing the Registrar of the institution in which the individual is interested.
UNIT OF WORK. The credit value in semester units of each course is indicated after the title of the course under "Course Descriptions." Each unit represents one hour per week of lecture or recitation, or a longer time in laboratory or other exercises not requiring outside preparation. For each hour of lecture-recitation, two hours of preparation are assumed.

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

First semester students, one who has not completed at any college one semester of resident study of 12 semester units of credit or a quarter of resident study of 8 semester units of credit, may not register for more than 16 units plus one unit of music performance and a physical education activity. Advanced students may not register in more than 18½ semester units. These unit limitations apply to the total of day and extended day courses.

SCHOLARSHIP STANDARDS. Glendale College interprets a "C" average as a satisfactory scholarship standard—which means that the student should receive grade points equal to twice the number of units attempted. (See Grades, Grade Points, and Grade Point Average.)

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

1. ACADEMIC PROBATION. A student will be placed on probation if his total accumulated record is six grade points or more below a "C" average. A student on probation will be limited in his study program by his counselor. In no case will such a student be allowed to carry more than 16 units excluding physical education.

2. DISMISSAL. A student will be dismissed if, while on probation, his grade point average for the units attempted during any semester falls below a "C" average.

3. A student whose ratio of grade points to units attempted is low or a student who shows that he is not profiting from his college work may be placed on academic probation or excluded from college.

If good cause exists for making an exception to the above rules, the student should petition the Executive Committee.
GRADES, GRADE POINTS, AND GRADE POINT AVERAGE. The standing of students in each course will be determined by class work and examinations. Grades will be reported and grade points allowed as follows:

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

An incomplete grade (Inc.) will be given only when an unforeseen emergency prevents a student from completing the work in a course. The incomplete grade must be removed by the end of the sixth school week after the beginning of the semester subsequent to the one in which the "Inc." was made, regardless of whether or not the student re-registers. An "Inc." is computed the same as an "F" for grade point purposes until made up. If not removed, the incomplete grade automatically becomes a grade of "F."

The grade of "F" in any course denotes failure. It does not fulfill requirement for entry into any new course for which the course failed is a prerequisite, and the course must be repeated if the student desires credit. An "F" cannot be removed by examination. Except in the case of an "Inc." or clerical error, instructors will not be permitted to change a grade once it has been accepted by the Office of Admissions and Records, and all changes involving clerical error must, prior to being made, have approval of the Executive Committee.

A student having earned a grade of "A," "B," or "C" in a course will not receive credit or grade points on the repeat. Units attempted in computing grade point average will not be increased by such a repeat. A student who has received a grade of "D" may repeat the course and receive the grade points earned upon repetition. A student who has received an "F," "WF," or "WU" may repeat the course and receive the credit and grade points earned upon repetition. Units attempted in computing grade point average will be increased by the unit value of each course repeated after receiving a "D," "F," "WF," "WU," or "Inc."

Grade point average is the total number of grade points divided by the units attempted. The units attempted is the sum of the units in which passing grades have been received and, where there is an "F," "WF," "WU," or "Inc.," the units which would have been allowed if a passing grade had been earned. An "Inc." made up carries the grade points per unit appropriate to the grade given on make up; an "Inc." not made up automatically becomes an "F" as indicated above and is computed as such in units attempted and grade points. Units of "W's" are not counted in the units attempted. In case of the repetition of a course in which a "D," "F," "WF," or "WU" has been earned, the unit credit value of the course will be figured in the units attempted for each time attempted. The unit value of courses in which credit (Cr) only is allowed on satisfactory completion of the course is not included in units attempted in computing grade point average. No grade points are allowed in these courses.

The grade point equivalent of a "C" is 2.00.
GENERAL CONDUCT. Students are expected to maintain the highest standards of citizenship. If, in the judgment of the administration, a student’s conduct is improper, either on campus or off campus, the student will be placed on probation or withdrawn from college. The decision in each case will be a college decision based upon the welfare of the greatest number of students.

ATTENDANCE AND PUNCTUALITY. Students are expected to attend all classes regularly. There are no authorized cuts from classes, and irregular attendance may result in exclusion from classes or from college. Although absence may be unavoidable, such as illness of the student or serious illness or death of a member of the family, all work missed must be satisfactorily made up, and responsibility for making up this work rests with the student.

Students finding that they must be absent because of some unavoidable reason should call the Office of Admissions and Records (CI 2-6861) stating that they will be absent and stating the reason.

A list of these calls where it involves personal illness and family bereavement, is published each day for the instructors’ information. In addition to this, the student upon return to each class should check with the instructor about what work can be made up and make arrangements for making up this work.

TEMPORARY LEAVE OF ABSENCE. Students who find it necessary to be absent from college for one or more classes should complete a Petition to Make Up Work in advance of leaving.

Petition forms for a personal leave of absence may be obtained from the student’s counselor. If a leave is for a school sponsored activity, the faculty member in charge will issue the petition. For any unpremeditated absence, the student should phone the Office of the Dean, Admissions and Records and all instructors involved will be informed.

WITHDRAWAL FROM CLASS OR COLLEGE

Once a student has registered for a class, he is not considered to have withdrawn from this class unless he files a Petition for Change of Program or a Petition for Honorable Dismissal, which is the withdrawal from college. These petitions are obtained from the student’s counselor. Failure to attend classes does not constitute a regular withdrawal, and may result in an “F” or “WU” in the course. The date of withdrawal is when the completed petition is received in the Office of Admissions and Records, and not the last date of attendance in classes.

Students withdrawing from class or from college during the first six weeks of the semester will be assigned a “W” mark. Students withdrawing from class or college from the seventh week through the twelfth week of the semester will receive a “W” if passing in the course on the date of withdrawal; a “WF” if not passing. All students withdrawing from class or college after the twelfth week of the semester will receive a “WF” in each course unless special approval otherwise is made by the Executive Committee. The responsibility for petitioning the Executive Committee to do this rests with the student. All students leaving school after the sixth week of the semester who have not made out an official withdrawal will receive a “F” or a “WU” on their records. “WU’s” or “WF’s” are figured the same as “F’s” for grade point purposes in determining scholarship standing.
Students must have taken our petitions by noon of the Friday of the sixth week and by noon of Friday of the twelfth week and have completed them before the OFFICE OF ADMISSIONS AND RECORDS CLOSES on the respective Friday if penalty is to be avoided.

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

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

No student shall be excused from taking a final examination where such is required as part of a course.

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

CLEARANCE OF OBLIGATIONS. All obligations to the college must be met before honorable dismissal will be granted.

TRANSCRIPTS TO OTHER COLLEGES. Upon the request of a student, a transcript of the student's record at Glendale College will be sent to any college or university.
Graduation Requirements

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

1. Two units in American Institutions. Courses which satisfy this requirement include History 17-18*, Political Science 1, 5; Social Science 31-32†.

2. One unit in State and Local Government. Courses which satisfy this requirement include Political Science 6, 7; Social Science 31-32†.

3. Two units in American History. Courses which satisfy this requirement include Economics 11; History 3-4, 5, 17-18*, Social Science 31-32†.

4. Six units in oral and written English. Courses which satisfy this requirement include English 1, 2, 3, 4, 8, 10, 12, 13, 16, 18, 41, 42, 51, 52; Commerce 15, 16; Journalism 2; and Speech 1, 3.

†5. Satisfactory evidence of proficiency in mathematics. This evidence may be a satisfactory score on the mathematics section of the Pre-registration Examination, or a passing grade in either Commerce 29 or Mathematics 50.

6. Health and Physical Education; H&PE 1 or 2, H&PE 10, and four semesters of H&PE activity courses unless legally exempt.

7. One of the following conditions:
   a. Last 15 units in residence with a “C” average in all work attempted at Glendale College and in all college work attempted.
   b. A minimum of 54 units in residence with a “C” average in all work attempted at Glendale College and in all college work attempted.
   c. 60 or more units in residence with a “C” average in all work attempted in Glendale College.

*This course satisfies requirement 1 and 3.
†This course satisfies requirement 1, 2, and 3.
‡Graduating students will be held for this requirement in June, 1961.
Associate In Arts
Degree Curricula

CURRICULA. Some of the curricula are for students preparing for employment in industry or a trade, some are for those planning to transfer as juniors to a four-year college or university, and some are for those maintaining or establishing a home or business.

These curricula are suggestions; the student should consult his counselor regarding his educational and vocational objectives and the courses necessary and desirable to carry them out. (See page 121.)

Students majoring in one of the two-year semi-professional curricula and planning to graduate with an Associate in Arts degree must comply with the graduation requirements previously stated.

Students may graduate from Glendale College and subsequently transfer to another college or university and pursue their studies without loss of time. In some instances it will be advantageous to make the transfer to another institution after completing only one year of lower division work. Those planning to transfer with junior standing have several requirements to fulfill: (1) removal of any existing entrance deficiencies in grades or subject matter required by the senior college; (2) satisfaction of lower division major field requirements prescribed by the senior college; (3) fulfillment of general lower division requirements prescribed by the senior college for all students; (4) satisfy the required grade-point average; and (5) satisfactory score on a Scholastic Aptitude Test. Those planning to make the transfer without being admitted to upper division standing need to complete only the first requirement listed above and to have made satisfactory progress on the others.

For the most part, the suggested courses are based upon the requirements and recommendations of the University of California. Students planning to transfer to other institutions of higher learning should study carefully the lower division requirements of those institutions, some of which are printed under Programs for Transfer Students in the back part of this catalog.

Accounting

The accounting curriculum provides training for employment as bookkeepers and accountants in the accounting departments of business firms and as junior accountants in the public accounting field. Students who contemplate meeting the additional requirements for the CPA certificate should consult with their accounting instructor or write to the State Board of Accountancy for a copy of the California Accounting Act.
Students who have a definite interest in this type of office work and are willing to make the intensive study necessary in a two-year preparation may obtain the basic training to qualify for positions of responsibility in the accounting departments of business enterprises. This curriculum also provides a broad general education in the field of business administration. This program is not recommended for students planning to enter upper division upon the completion of a two-year course of study. It includes the following subjects: Commerce 1A-1B, 5A-5B-5F, 11, 15-16, 21-22 (or Economics 13-14), 27-28, 29, 41, 42; Law 17-18; H&PE 1, 10; History 5, and Political Science 5 and 6.

Advertising Art

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

The following courses are recommended: Art 1-2, 3A-4, 5-6, 7-8, 11-12, 23-24, 33-36, 37-38; Architecture 3, 5. Architecture 1 is recommended for students who have not had mechanical drawing in high school. For graduation requirements see Page 24.

Agriculture

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

Students wishing to major in any of the various branches of Agriculture may specialize in Agriculture Economics, Agricultural Engineering and General Agriculture, Animal Science, Entomology and Parasitology, Forestry, Food Science, Home Economics, Irrigation Science, Landscape Architecture, Plant Science, Range Management, and Soil Science. These students should consult the Catalog of the University of California College of Agriculture for the detailed requirements of each specialty. Many variations exist in the specific courses required, but training in these fields is highly specialized and scientific and leads to a Bachelor of Science degree. To be admitted in junior standing in the College of Agriculture a student must have completed at least 60 units of college work including:

1. A total of 9 units in mathematics, which may include high school courses required for entrance (count 1 year of high school work as 3 units).
2. 40 units of college level work selected from the courses listed below:

Group A (18 units minimum)
- Bacteriology 11
- Botany 1
- Chemistry 1, 2, 3, 5
- Geology 1
- Mathematics 3, 4
- Physics 5, 6, 10
- Zoology 1, 2

Group B (12 units minimum)
- Economics 1, 2, 13, 14
- English 1, 2
- History 17, 18
- Psychology 1
- Speech 3, 4

California State Polytechnic College:

California State Polytechnic College offers degree and non-degree curricula in Agricultural Engineering, Animal Husbandry, Dairy Husbandry and Manufacturing, Field, Fruit, and Truck Crops, Ornamental Horticulture, Poultry Husbandry and Soil Science. Students interested in these programs should consult the Catalog of California State Polytechnic College for details as to requirements. For lower division requirements to California State Polytechnic College see Page 134.

Apparel Design

A curriculum designed to train persons for employment in the clothing industry as pattern makers and designers, layout workers, sample makers, inspectors, drapers, fitters and cutters. Ample opportunity exists for students majoring in this field to obtain, through a wise selection of electives, a broad and liberal education. The following courses are recommended: Art 23-24; Commerce 15-16 or English 51-52; Home Arts 17, 18, 19, 20, 23, 33, 37. Electives recommended: Commerce 1A and 21; Political Science 5, 6; History 5; H&PE 1, 10. Satisfactory evidence of proficiency in Mathematics.
Architectural Drafting

This two-year curriculum prepares a student to enter employment as an architectural draftsman in the building construction field. The program follows the employment requirements of Southern California firms in the building trades. Fundamentals of architectural design and current drafting practice are stressed. The following courses are recommended: Art 3A or 43, 4, 5, 6, 11, 12; Architecture 1, 3, 5, 9, 10, 11, 12, 17, 23; Engineering 11, and Technical and Industrial Education 45-46; Commerce 1A, Law 17, Technical and Industrial Education 51. For graduation requirements from Glendale College see Page 24.

Architecture

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

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

California State Polytechnic College, for the four-year Bachelor of Science degree:
The student must satisfy the general educational requirements stated on Page 134 in this catalog and include the following subjects: Architecture 1, 3, 5, 9, 10, 11, 13, 23; Art 43 or 3A, 4, 5, 6; Biology 1; Economics 1; English 1, 2; Engineering 11, 12; Mathematics 2, 3, 4, 5, 6; Physics 5, 6.

University of California, Berkeley, for five-year Bachelor of Architecture degree:
The student should work toward satisfying the lower division requirements of the College of Letters and Science, and include the following courses required for the major: Architecture 1, 3, 5, 23; Art 43 or 3A, 4, 5, 6, 11, 25; English 1-2 or Speech 3-4 or English 1 and Speech 3; Engineering 11; Mathematics 5-4; Physics 5-6; Social Science, 6 units.

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

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

Required for Major: Architecture 1, 3, 5, 9-10; 23; Art 3A or 43, 4, 5, 6; Physics 5-6; Mathematics 2 (must be taken in college); Economics 1 or Sociology 1.

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

University of Oregon: Students must satisfy the lower division requirements before admission with junior standing.
Recommended: Architecture 3, 5, 9-10, 23; Art 3A or 43, 4, 5, 6; Mathematics 2, 3, 8; Physics 5-6 or 1, 2, 3, 4.

Art Major

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

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

Students who are interested in industrial design but who have not had mechanical drawing in high school should elect Architecture 1. Recommended: Architecture 3, 5, and 23.
Aviation—Airlines Administration

Airlines Administration is for those who wish to enter airline work as Clerks, Agents, Station and Traffic Managers, etc. Required courses include: Aviation 9, 49; Commerce 21-22 or 5A-5B; Commerce 29. Recommended courses include: Social Science 31-32; Psychology 1; Geography 5; and Speech 1 or 3.

Aviation—Airlines Hostess

Airlines Hostess is for those who wish to become air hostesses. The airlines differ in specific requirements, but the following are typical: age 21-26 years; weight 100-125 pounds; height 62-66 inches; vision 20/40 or better; and two years of college. Applicants must be neat in appearance, interested in people and their travel problems, acceptable personally and physically. Recommended courses include: Aviation 9, 49; Commerce 1A, 21-22 or 5A-5B; Geography 5; Home Arts 33, 41; Psychology 10; Social Science 51-52; Speech 1 or 3.

Aviation—Airplane Maintenance and Repair ("A" License)

Required courses are: Aviation 25-28.
Recommended courses include: English 51, 52; H&PE 1, 10; History 5; Political Science 5, 6; Technical and Industrial Education 29, 43-44, 75-76.

Aviation—Engine Overhaul and Maintenance ("P" License)

Required courses are: Aviation 21-24.
Recommended courses include: H&PE 1, 10; English 1-2 or 51-52; History 5; Political Science 5-6; Technical and Industrial Education 29, 43-44, 75-76.

Aviation—Engine and Airplane Mechanics ("A" and "P")

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

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

Aviation—Pilot Training

Four types of training are offered in this field:

1. Training for those who wish to complete two years of college to be eligible to enter Air Force or Navy pilot training.
2. Private Pilot training for those who wish to use flying in their occupation, those who wish to enter some field of aviation other than as commercial pilots, and those who wish to fly for personal pleasure. It is recommended that those training as aviation mechanics take this course.
3. Commercial Pilot training for those who wish to make flying their occupation.

Required courses include: Aviation 1-2A, 2B-3, 4, 7, 9, 10, 11, 12, 13, 14, 15, 16, 19, 20, 49; Commerce 47-48; Mathematics 1 or Technical and Industrial Education 43, or their equivalents.

Bacteriology (College of Letters and Science, University of California at Los Angeles)

Students planning to major in this field should follow the lower division requirements of the College of Letters and Science. In addition the following subjects should be included: Chemistry 1-2, 3, 5; Bacteriology 11, Zoology 1; Foreny 1; Physics 5-6, a modern foreign language. Recommended courses: Elementary courses in French or German.

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Bacteriology (College of Letters, Arts and Science, University of Southern California)

Students should satisfy the lower division requirements for the College of Letters, Arts and Science and should include the following required subjects: Chemistry 1-2, 5-6; English 1-2; History 5, 7-8; Health and Physical Education 1; Music 3 or Art 1; Physics 5-6; Political Science 5, 6; foreign language 8 units; Zoology 1-2.

Banking

Many types of financial institutions such as banks, savings and loan associations, mortgage companies, loan brokers, investment banks, and stock exchanges offer a variety of job opportunities. The suggested curriculum provides a wide general education in business administration important in these fields, as well as basic training in the specialty. It includes the following subjects: Commerce 1A-1B; SA-5B, 11, 15-16, 21-22 (or Economics 13-14), 29, 41, 42; Law 17-18; Economics 1-2; H&PE 1, 10; History 5, Political Science 5 and 6.

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

Students planning to major in this field should follow the lower division requirements of Letters and Science. In addition the following subjects should be included: Botany 1 and Chemistry 1. Recommended: German and one other foreign language, and elementary courses in other biological sciences.

Business Administration (University of California, Berkeley)

A student transferring from a junior college must have followed a program of studies which would make him eligible for junior standing in one of the colleges of the University and must include in his program the following: Economics 1-2, 40, Mathematics 3. It is recommended that the student include Economics 13-14, and Law 17.

Many applicants from junior colleges will have made their preparation in accordance with the requirements of the College of Letters and Science as they were prior to 1958. These requirements will continue to apply to such applicants until further notice. A student from another institution may, if he prefers, fulfill the new requirements of the College of Letters and Science.

Business Administration (University of California at Los Angeles)

A student transferring from Glendale College must have followed a program of studies which would make him eligible for upper division standing in one of the colleges of the University such as the College of Letters and Science and must complete the following: Economics 1-2, 13-14, Mathematics 3 or 14, English 1, and course 2 (or equivalent) in a foreign language.

*Students wishing to meet only the entrance requirements to the School of Business Administration by fulfilling the requirements of the College of Letters and Science are required to have completed course 2 (or equivalent) in a foreign language and need not have the amount of sixteen units in not more than two languages.

Business Administration (Los Angeles State College)

Students planning to enter the Division of Business and Economics, Los Angeles State College, at the end of two years at Glendale College, must complete a minimum of 48 transferable units and may have a maximum of 64 units, with an over-all "C" average in all work attempted. Courses should be included which will apply on the general graduation requirements for the Bachelor's degree. The following courses are recommended: Economics 1-2, 13-14 or Commerce 21-22; Mathematics 11, 12, 14; Geography 5, 6; Law 17-18; Commerce 5A or 5B. See page 133 for lower division requirements for Los Angeles State College.

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Business, School of (University of Southern California)

The University of Southern California offers curricula in accounting, advertising, business administration, business education, finance, food distribution, foreign trade, industrial management, insurance, marketing, office management, preparation for law, real estate, retailing, secretarial administration, personnel and industrial relations, and transportation; each leading toward the degree of Bachelor of Science. The following courses are required: Economics 1-2, 13-14; English 1-2 or 3-4, 13-14; H&PE activities; Mathematics 1 and 12; History 5; Political Science 5 and 6; Sciences*; Psychology 1; History 7-8. Recommended: Anthropology 2; Commerce 31; Art 3A-3B; Geography 2; Law 17; Mathematics 8; Music 3; Philosophy 1; Speech 3.

Business (General)

The general business curriculum is intended for students who are undecided concerning their field of business. All such students are advised to change to one of the specialized curricula as early as possible. Such a change can usually be made with counselor's help during the first year without loss of time or credits. Nevertheless, if no such change is made, the students following this curriculum have a broad general education in the field of business administration. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 32, 33, 34, 39, 41, 42, 43; Law 17-18; Economics 1-2; H&PE 1, 10; History 5; Political Science 5 and 6.

Business (Small)

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

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

Carpenter Trade

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

Chemistry (College of Chemistry, University of California)

Admission to upper division chemistry is contingent upon a grade point standing of at least 2.5 in courses basic to the major. Recommended courses include: Chemistry 1-2, 3-4, 5-6; Physics 1-2, 3-4; Mathematics 3-4, 5-6; English 1-2 or Speech 3-4; Economics 1; German 1-2; History 17-18; Psychology 1 and Sociology 1.

A student may pursue the study of Chemistry on any campus of the University by enrolling in the College of Letters and Science, with a major in Chemistry. Students planning to take upper division courses in biochemistry should include Bacteriology 11, Zoology 1.

*See page 130.
Clerical Work

The clerical curriculum is outlined for students who wish to prepare for general office work in commercial, industrial, and financial companies, or in government service, as typists, office machine operators, filing clerks, mailing clerks, switchboard operators, or receptionists. The subject matter is designed to cover various phases of civil service examinations for general clerical positions. It includes the following subjects: Commerce 1A-1B-1C-1D, 3A-5B, 15-16, 21-22, 29, 43; Law 31; H&PE 1, 10; History 5; Political Science 5 and 6.

Dental Hygienist

Dental Hygiene is a profession limited to women. It bears a relationship to dentistry similar to that which nursing bears to the medical profession. Students may complete the two-year Pre-Dental Hygienist curriculum at Glendale College and then transfer for the remaining two years either to the University of California (San Francisco) or to the University of Southern California. Requirements vary, so students are urged to consult the catalog of the institution to which they wish to transfer. Recommended courses: English 1-2, Speech 3, Psychology 1, Sociology 1, Zoology 1-2; H&PE 1, American History and Institutions.

Dentistry

College of Letters and Science, Pre-Dental Curriculum, University of California:

Those wishing to enter the College of Dentistry must have completed 60 units of required college study, including general University requirements and the following courses: Chemistry 1-2, 5-6, or 3-4; Physics 5-6; Zoology 1-2; and Mathematics 2. Recommended: Art 51-52.

Three year courses selected from the following groups:
Group I. Economics 1-2; History 17-18, 3-4, 1-2; Political Science 1-2.
Group II. Psychology 1-2; Sociology 1-2.
Group III. Foreign Language.
Group IV. Mathematics 3, 4, 5, and 6.
Group V. Philosophy 1-2.
Group VI. Art 1-2; Music 3-4; English 5-6.

University of Southern California:

Students may apply for admission to the school of Dentistry after completing 60 units of college work including the following courses: Chemistry 1-2, 5-6; Physics 5-6; Mathematics 2 or high school trigonometry; Zoology 1-2; English 1-2. Recommended: Art 51-52, Art 1 or 2 or Music 3, History 7-8, foreign language, American History and Institutions.

Draftsmen (Junior Engineer)

This course of study provides basic and advanced training in Technical Drawing. It covers the fundamentals of all types of drafting. The work is so organized that the student learns the manipulative skills, layout procedures, and drafting techniques required of the professional draftsman or junior engineer. A basic course in mechanics, lofting, strength of materials, materials and shop processes, physics, and design is integrated within the framework of the two years of preparation. Recommended courses include: Technical and Industrial Education 5, 31, 32, 33, 34, 43, 44, 45, 46; English 31, 32; Engineering 3; H&PE 1, 10; History 5; Political Science 5, 6. Mathematics 1, 2, 3, 4, 8 should be substituted for Technical and Industrial Education 43 and 44 if the student is qualified for them. For graduation requirements see Page 24 of this Catalog.

Drama and Radio Production

A curriculum designed to train students in the field of public speaking, drama, oral interpretation, radio, and television. Those satisfactorily completing the suggested program will be qualified for employment in radio, television, theater, and motion pictures. Recommended courses include: English 1-2, 8, 10; French 1-3; Theater Arts 1, 3-4, 5-6, 21, 31-32; Speech 3-4 or 1-2, and Speech 31-32. If two years of foreign language were taken in high school, it is recommended that the following electives be substituted for the language in the sophomore year: Psychology 1-2; Art 1-2; Music 3-4; Home Arts 31. For graduation requirement see Page 24.
Economics (College of Letters and Science)

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

See Programs for Transfer Students Page 121.

At UC (Berkeley):
- Required: Economics 1-2 with a minimum grade of "C."
- Recommended: Economics 13-14, 40 and at least 6 units in an introductory course in another social science.

At UCLA:
- Required: Economics 1-2.

At USC:
- Required: Economics 1-2.
- Recommended: Mathematics 6.

Electronics Research Technician

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

The student must take Technical and Industrial Education 71-74 (Electronics); Engineering 2, 3, and 41; Mathematics 3; and Physics 5-6. If the prerequisites for some of the above courses have not been met in high school, more than two years will be required to complete the course. See Page 24 for the graduation requirements.

Electronics Technician

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

Engineering

Engineering students should have completed the following courses in high school: mathematics, 4 units, including two years of algebra and trigonometry; physics, 1 unit; chemistry, 1 unit; and mechanical drawing 1 unit. Without this preparation it will be difficult to obtain an engineering degree in four years as 140 semester hours credit are required by many of the universities. In the first two years, students should include in the course of study: Chemistry 1-2, Mathematics 3, 4, 5, 6, Physics 1, 2, 3, 4, Engineering 2, 3, 8, 10, 11. Non-technical electives, Biology 1, English 1-2, History 5, Political Science 5.

Engineer—Junior Engineer (See Draftsman)

English (College of Letters and Science)

English majors should follow the curriculum pattern outlined under lower division requirements for the college or university to which they intend to transfer. Students must complete English 1-2 and English 3-6. It is advantageous for students in lower division of college to continue study of one modern foreign language. It is also recommended that a course in philosophy be taken and either History 1-2 or 7-8.

See Programs for Transfer Students Page 121.
Foreign Language (College of Letters and Science, University of California, Berkeley)

Students majoring in a foreign language should follow the program of studies outlined under lower division requirements. The courses that are required or recommended for each particular language are as follows:

**FRENCH:**
- Required: French 1, 2, 3, 4. Unless student receives grade of "A" or "B" in French 4 it will be necessary to complete French 25 at the University of California prior to being admitted to upper division work.
- Recommended: History 1-2; Philosophy 1-2; English 1-2; high school Latin.

**GERMAN:**
- Required: German 1, 2, 3, 4.
- Recommended: History 1-2.

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

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

Forestry

Students must consult the catalog of the institution to which they wish to transfer for the specific requirements of the institution in which they are interested. In general the basic program for the first two years will include: Chemistry 1-2, 5-6; Engineering 11-12; Mathematics 3-4; Geology 1; Biology 1; Botany 1; and Physics 5-6; Economics 1-2, 40; English 1-2 or Speech 3-4; Zoology 1.

Geography

Students majoring in this field should follow the lower division requirements for the College of Letters and Science. In addition, the following required and recommended courses should be completed at the college or university of their choice.

- Required: Geography 1, 2; Geology 1.
- See Programs for Transfer Students Page 121.

Geology

Students may specialize in geology in the petroleum engineering branch of the College of Engineering or in the College of Letters and Science. Those taking petroleum engineering should follow the curriculum for engineering given above. Those electing geophysics should consult the University of California catalog. Those majoring in geology in the College of Letters and Science at a four-year college or university should fulfill the stated lower division requirements, taking into consideration the following requirements and recommendations:

- Required: Chemistry 1-2; Geology 1-2; Mathematics 3-4; Physics 5-6; Engineering 11-12; Mineralogy 1.
- Recommended: Mathematics 5, 6.
- See Programs for Transfer Students Page 121.

History (College of Letters and Science)

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

At UC (Berkeley):

- Required: History 1-2 and 3-4 or 17-18; Economics 1 or Geography 1. All history majors should acquire a reading knowledge of at least one foreign language.
- Recommended: Other social science courses.

At UCLA:

- Required: History 1-2 and 17-18.
Recommended: Political Science 1-2; Economics 1-2; Geography 1-2; and Philosophy 1-2. A reading knowledge of at least one foreign language is usually essential.

At USC:
Required: History 7-8.

Home Arts

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

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

For the graduation requirements see Page 24.

Home Economics (College of Applied Arts at UCLA; professional departments of the state colleges)

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

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

See Programs for Transfer Students Page 121.

At UCLA (College of Applied Arts):

General Home Economics; Home Arts 11, 21, 39; Art 3A or 43, 29; Chemistry 1; Psychology 31.

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

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

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

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

At LOS ANGELES STATE COLLEGE:

Required: Home Arts 11 or 12, 21, 22, 25, 37; Art 3A or 43 and 4.
Recommended: Home Arts 39; Art 29; Psychology 31.

Industrial Arts

Students majoring in industrial arts should be primarily planning to secure a teaching credential. This type of training, however, is also designed to qualify for entering industry in a technical capacity. At present, programs in industrial arts education leading to degrees and fulfilling credential requirements are offered at Fresno, San Jose, Long Beach, and Los Angeles State Colleges. The catalogs of these particular colleges should be consulted for details of requirements. The following courses are recommended in addition to the General Education requirements of the preceding schools: Technical and Industrial Education 5, 15, 17; Engineering 2; Art 5, 47.

See Programs for Transfer Students Page 121.

Insurance

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

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

The insurance curriculum includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31, 33, 39, 41, 43, 47-48; Law 17-18; H&EPE 1, 10; History 5; Political Science 5 and 6.

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

International relations majors should follow the curriculum pattern outlined under lower division requirements. See Programs for Transfer Students Page 121.

At UC (Berkeley):
   Required: Political Science 1-2; Economics 1-2; History 1-2, 17-18.

At UCLA:
   Required: Political Science 1-2; Economics 1-2; Geography 1-2; History 1-2 or 3-4.

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

Journalism

The two-year journalism curriculum is designed to give students planning to transfer to a four-year institution the necessary lower division preparation. For students who are planning to enter the journalism field immediately after graduation from junior college, the program offers a background in general education and the opportunity to learn the basic techniques required for newspaper work. See Page 24 for the graduation requirements.

The general program should include English 1, 2, 5, 6; Economics 1; Psychology 1; American History and Institutions: Journalism 1 or 2, 3, and 4. For UCLA the student should include a foreign language, physical and biological science, and a course in fine arts; for USC, History 7, 8; Psychology 2; Economics 2; H&EPE 1; Political Science 6; for Los Angeles State, Speech 3 and H&EPE 1 should be included. See Programs for Transfer Students Page 121.

Laboratory Assistant

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

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

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

See Page 24 for graduation requirements.

Law

Students desiring to study law may pursue their professional training
1. after earning the A.B. degree
2. upon completion of 90 units of work toward the A.B. degree
3. upon completion of 60 units of work toward the A.B. degree

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

In any case the requirements of the first two years of college work are practically the same. A background knowledge of history, economics, and current political and social theories and a thorough training in English expression are required. Suggested courses include: History 1-2 or History 7-8; Economics 1-2; Political Science 1-2; English 1-2; Speech 3.
Courses recommended in addition to the above are Accounting, Mathematics, Science, Psychology, Philosophy, and a foreign language. Law 17 and 18 should help a student decide whether he has an aptitude for this profession.

Librarianship

There are five library schools in California; they are located at Immaculate Heart College, in Los Angeles, San Jose State College, University of Southern California, University of California at Los Angeles, and University of California. Two, Immaculate Heart and San Jose State, are primarily concerned with training librarians for elementary and secondary schools, and are not accredited by the American Library Association. San Jose offers a program leading to a school librarianship credential in the regular four-year period, as well as a longer program for the Master of Arts degree.

The programs at Immaculate Heart, University of California, University of California at Los Angeles and University of Southern California are all primarily graduate courses leading to the Master of Arts degree, though a few units at both University of Southern California and Immaculate Heart are open to undergraduate students.

Students should study very carefully the announcements of all five institutions, for no two have exactly the same entrance requirements, or feature the same course offerings. All of them prepare a student for school librarianship credentials, but beyond that have strengths in very different fields.

In general, the broadest preparation possible is the best, and it should include at least 16 units of modern foreign languages, preferably French, German, or a modern oriental language. See Programs for Transfer Students Page 121.

Machinist Trade

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

Mathematics (College of Letters and Science)

Students wishing to major in mathematics should follow the lower division requirements of the College of Letters and Science. The following required and recommended subjects should also be included: See Programs for Transfer Students Page 121.

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

Recommended: Courses in physics, French and German.

Medical-Dental Secretary

Students interested in working in a doctor's office should take courses in shorthand, typing, bookkeeping, and office practice. These should be a part of a two-year course which includes Anatomy 11; Bacteriology 11; Chemistry 41, 45, 46, or Chemistry 10, 15, 16; Physiology 11 or 41; Psychology 1 or 10; Home Arts 33. See Page 24 for graduation requirements.

Medical Technician

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

**Medicine**

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

Most schools require applicants for admission to take the Medical College Admission Test. The completion of the following studies is recommended: English 1-2; Mathematics 2, recommended Mathematics 3; Physics 5-6; Chemistry 1-2, 3-4, 5-6; Zoology 1-2 and Foreign Language, 12 units.

**Mill and Cabinet Trade**

This course offers a basic training for a cabinet craftsman entering the building trades. The training is fundamental, giving a student the all-around ability and speed necessary to fill positions in building construction, finishing, mill-working, estimating, store fixture manufacturing, custom built and general furniture manufacturing, and veneering. The continued demand for trained men in the building trades is such as to make most probable an interesting, healthful and well paying occupation that offers ample opportunity for advancement. Recommended courses include: Technical and Industrial Education 25, 26, 27, 28, 43, 44, 45, 46; English 51, 52; Hi&PE 1, 10; History 5; Political Science 5, 6.

**Music**

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

At UC (Berkeley):
- Required: Music 1-2, 3-4, 5-6, ability to play the piano. (An examination in piano is required of all entering students.)
- Recommended: Reading ability in French, German or Italian.

At UCLA (College of Applied Arts or Letters and Science)
- Required: The Basic Music Test and the Sight Reading Test (piano) required of all entering students, or Advanced Standing Examinations in Musicanship, Harmony, Voice, and Piano required of students entering above beginning level. Music 1-2, 3-4, 5-6, and 2 units in one of the following: Music 11, 15, 31, 41, 49. The Special Secondary Teaching Credential requires 4 units in Piano and Music 21-22 in addition to the above.
- Recommended: Physics 5-6 or 10; Art 1-2 or English 5-6, and reading ability in a foreign language.

At USC:
- Required: Placement test in Harmony and Musicanship for all entering students. Music Education majors must take entrance examinations in musical aptitude, piano and voice and be able to play on the piano and sing simple songs. Music 1-2, 3-4, 5-6, 2 units in one of the following: Music 15, 31, 41, 49. Science requirement should be met.
- Recommended: Physics 5-6 or 10 or a biological science.
At University of Redlands:
Required: Music 1-2, 3-4, 5-6. Voice majors require French 1 and German 1-2 or German 1 and French 1-2, ability to play the piano moderately well.

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

At Pomona College:
Required: Music 1-2, 5-6.

Music—For Teachers
The kindergarten-primary credential requires the ability to play the piano and sing a simple song. The general credential requires the ability to sing a simple song. All students who plan to be elementary education majors and who do not have a thorough knowledge of the fundamentals of music should enroll in Music 9. This is a basic course in preparation for the required upper division music course in elementary education. The following courses are also recommended: Music 1, 2, 21, 69.

Students who wish to work toward a public school music major with special secondary credential and an A.B. degree from a state college, should complete the lower division requirements of the college of their choice, including the following music courses: Music 1-2, 5-6, 7, 8, and one major and one activity from the following: 11, 15, 21-22, 31, 41, 69, 70, 71, 72.

Music—Instrumental
Two-year curricula in special fields designed to give the instrumental specialist training in knowledge and performance. Includes all necessary courses required for upper division work leading to a degree in music. Performance experience offered. Students preparing for careers in music may enrich their background by elective courses in foreign language, art and social sciences.

Those working toward a college degree as a performance major should complete the lower division academic requirements of the college or university of their choice. The following music courses should be taken in lower division work: Music 1, 2, 5, 6, 7, 8, and instrumental ensembles (31, 35, 41, 57, 61, 65) and 69-71.

See Programs for Transfer Students Page 121.

Music—Vocal
Two-year curricula in special music fields designed to provide training necessary to develop performance and knowledge. Includes all necessary courses required for upper division work leading to a degree in music. Performance experience offered. Students preparing for careers in music may enrich their background by elective courses in foreign language, art and social sciences.

Those working toward a college degree as a performance major should complete the lower division academic requirements of the college or university of their choice. The following music courses should be taken in lower division work: Music 1, 2, 5, 6, 7, 8, and a choral ensemble (11, 15, 45, or 49) and 69-71.

See Programs for Transfer Students Page 121.

Nursing—(R.N.)
Students wishing to enter a professional school of nursing should consult the catalog of the school they wish to enter. The following courses are recommended: *Chemistry 1 or 10; Bacteriology 11, Mathematics 50.

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

Nursing—Vocational (See Vocational Nursing)

Optometry
University of California, Berkeley.

The School of Optometry offers a curriculum leading to a Bachelor of Science degree, and to a Certificate of Completion in Optometry. Admission is granted to students who have completed the requirements for the degree of Associate in Arts in the College of
Letters and Science, and also the prerequisite subjects for the study of optometry. Students should complete mathematics through trigonometry, chemistry, physics, three years of foreign language and mechanical drawing in high school.

The following courses are recommended: Chemistry 1, Organic Chemistry, Physics 5-6; Mathematics 3; Psychology 1-2; Zoology 1; English 1-2 or Speech 3-4 (Subject A must be satisfied). Language 8 units with two years of High School language.

Los Angeles College of Optometry requires 60 units including:
Chemistry 10, 15 or 1, 2
Mathematics 3
English 1-2
History 5 and Political Science 5
Psychology 1-2
Zoology 1
Bacteriology 11
Physics 5-6
Physiology 11

Office Work
See Clerical Work.

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

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

Pharmacy

Students planning to secure the degree of Doctor of Pharmacy must complete two years of prepharmacy and four years in residence in a College of Pharmacy. To be admitted to a College of Pharmacy, students must have satisfied the requirements for admission to one of the academic colleges of a University and must have completed in a University or in another institution of approved standing, and with an average grade of "C" or better, at least 60 units of prepharmacy studies. Students should consult the Catalog of the College of Pharmacy of the University to which they intend to transfer for detailed requirements. The prepharmacy curriculum should include Chemistry 1-2, Botany 1, English 1-2, Zoology 1-2, Physics 5-6, Mathematics 3-4, American History and Institutions elective courses chosen from social science, philosophy or the fine arts.

Photography

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

The following courses are recommended: Photography 1, 2, 3, 4, 5, 6, 7, 8; English 1-2; Social Science 31-32; Chemistry 10; Physics 5-6; Art 3A or 43, 4, 5.

See page 24 for graduation requirements.

Physical Education Teacher

A student planning to become a physical education teacher should consult write-up under "Teaching" for teacher credential requirements. While at Glendale College mastery of skills in a variety of physical education activities should be attained and the following theory courses are recommended: H&PE 2, 10, 19, 20; Physiology 11; and Anatomy 11.
Physical Therapy

Physical Therapy is the treatment of disease by non-medical means. Such treatments involve massage, exercise, and the use of physical, chemical, and other properties of light, heat, water, and certain forms of electricity. Three years of approved college training or a bachelor's degree from an accredited institution will qualify students to pass a required examination to enter physical therapy schools approved by the Council on Medical Education of The American Medical Association. Four such schools are located in California: University of California Hospital, San Francisco; Stanford University; Children's Hospital, Los Angeles; College of Medical Evangelists, Los Angeles. Students planning to enter this field should complete a two-year program at Glendale College and qualify for Junior standing in an accredited institution and complete all work for the bachelor's degree, or at the University of California (Berkeley and Los Angeles) in the College of Letters and Science, or in the College of Applied Arts the student may matriculate into the curriculum in physical therapy in his fourth year of college and obtain the degree of Bachelor of Science and a certificate of completion in physical therapy.

Physics (College of Letters and Science)

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

See Programs for Transfer Students Page 121.

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

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

Police Science (Los Angeles State College)

Police Science majors intending to transfer to Los Angeles State College to continue work for a Bachelor of Science Degree in the law enforcement area are advised to familiarize themselves with the requirements of that college. Los Angeles State College will accept for transfer credit to be applied toward the major a total of 14 units of work in Police Science earned by the Police Science major. In addition Los Angeles State College will accept for transfer credit six units of electives for a total of twenty units in Police Science.

Police Science courses which are acceptable for transfer credit at Los Angeles State College to meet major requirements for the Bachelor of Science Degree are Police Science 3, Police Science 7, Police Science 8, and five units from the following: Police Science 4, Police Science 5, Police Science 9, Police Science 13, Police Science 19, and Police Science 21. The Police Science major who plans upon graduation to continue his work at Los Angeles State College should limit his program to the Police Science courses listed above. In addition, he should complete as many as possible of the lower division General Education courses required of all majors at Los Angeles State College.

Political Science (College of Letters and Science)

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

See Programs for Transfer Students Page 121.

At UC (Berkeley):

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

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

At UCLA:

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

Recommended: Additional courses from those listed above.

Psychology (College of Letters and Science)

The lower division requirements of the College of Letters and Science should be followed by students planning to major in psychology. The following required and recommended subjects should be included:

See Programs for Transfer Students Page 121.
At UC (Berkeley):
Required: Psychology 1-2; Zoology 1-2; Mathematics 1 or equivalent.
Recommended: English composition, mathematics, philosophy, sociology, economics, and statistics (Economics 7).

At UCLA:
Required: Psychology 1-2.
Recommended: Zoology, mathematics, sociology, chemistry, physics, statistics (Economics 7).

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

The School of Public Health offers work in majors of Laboratory (Public Health and Clinical), Pre-administration, Public Health Education, Public Health Sanitation, and Biostatistics. Students preparing for any of these majors should take Chemistry 1; Bacteriology 11; Zoology 1; Psychology 1; at least 6 units from English 1-2 or Speech 3-4; at least 6 units from Art 1-2, English 5-6, Music 3-4, Philosophy 1-2; and 6 units from Economics 1-2, Geography 1-2, History 3-4, 17-18, Political Science 1-2, Sociology 1-2 or Mathematics 3-4. Each major has, in addition to these, certain subjects that must be completed for the particular major. The student should consult the University of California Catalog for these particular requirements.

Radio and Television Servicing (See Electronics Technician)

Real Estate

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

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

The curriculum suggested provides a wide general education in business administration as well as basic training in the specialty. It includes the following subjects: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 33, 34, 39, 43; Law 17-18; H&PE 1, 10; History 5; Political Science 5 and 6.

Salesmanship and Merchandising

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

This curriculum is designed for those who plan careers in activities such as retail or wholesale selling, retail store management, advertising, or warehousing. The suggested curriculum offers a wide general education in business administration as well as basic training in the specialty. It includes the following courses: Commerce 1A-1B, 11, 15-16, 21-22 (or Economics 13-14), 29, 31-32, 33, 34, 47-48; Law 17-18; H&PE 1, 10; History 5; Political Science 5 and 6.

Secretarial Work

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

Apprenticeship in routine jobs generally precedes advancement, but a good basic training is essential to obtain the type of position desired. It includes the following courses: Commerce 1A-1B, 1C-1D, 3A-3B, 3C-3D, 5A-5B, 11, 15-16, 21-22 (or Economics 13-14), 29; Law 31. Those preparing to take the examination for Certified Public Secretary should take Law 17-18 instead of Law 31; H&PE 1, 10; History 5; Political Science 5 and 6.
Social Work (College of Letters and Science)

Students planning to qualify for positions of social service should major in Social Welfare. Beyond the Bachelor of Arts degree it is possible to secure additional training on graduate level leading to the Certificate of Completion in Social Welfare. Training in this field prepares students for such position as probation officer, institutional case worker, family case worker in public welfare agencies, and child welfare worker. Those majoring in the field are advised to secure a broad background of training in life science, social science, and psychology. Foreign language often proves beneficial. The regular College of Letters and Science lower division requirements should be met, including the following required and recommended subjects:

See Programs for Transfer Students Page 121.

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

Recommended: Speech 3-4, Life Science, Anthropology 2.

Teaching

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

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

Since the teacher training institutions of California differ in their lower division requirements, a student should consult the catalog of the institution to which he wishes to transfer. The most significant difference is in the field of foreign language, where the requirements vary from sixteen units to none. In general, a student should complete at Glendale College the requirements for junior standing in the College of Letters and Science of the institution of his choice. Students working toward a Kindergarten-Primary or General Elementary Credential will find that most institutions also require that one course in music, one in art and at least one in general psychology be taken at the junior college level.

Students working toward other credentials are expected to complete the lower division requirements for their major field as well as the requirements for junior standing while at junior college.

Technical Illustration

The field of technical illustration lies midway between drafting and advertising art, and entails the preparation of drawings showing the appearance and operation of manufactured articles. These are used in the manuals and catalogs of manufacturers of mechanical devices. Technical illustration is not a new field but it is now expanding considerably. This curriculum is designed to equip the student with drawing ability in pencil and ink technique, the technical knowledge, and the appreciation for sound method that characterize the successful technical illustrator. Recommended courses include: Technical and Industrial Education 65 or 31, 66, 67, 68; Art, 5, 6; Engineering 3; Architecture 5; English 51, 52; H&PE 1, 10; History 5; Political Science 5 and 6.

Theater Arts Major

A curriculum designed to train students in the field of dramatic art for the areas of television, legitimate theater, radio, and motion pictures. For students who plan to continue their theater training at the University of California at Los Angeles the following courses are recommended: English 1, 8, 10; French 1-3; Art 5-6; Speech 3; Social Science 31-52; Theater Arts 1, 3-4, 5-6, 9-10, 21, 31-32.

Theater Arts (Two-Year Curriculum)

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

Tool and Die Maker

Students completing the Machinist Trade training program with a "B" average in Technical and Industrial Education 1, 2, 3, 4 and with a strong mathematical background are eligible for apprenticeship training leading to a journeyman tool and die maker.

Tool Designer

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

Veterinary Medicine

The School of Veterinary Medicine of the University of California (Davis) offers a curriculum of four years, based upon a two-year preveterinary program. The latter can be completed at Glendale College. Students should consult the catalog of the particular college in which they are interested. Preveterinary programs closely parallel regular premedical programs. Recommended courses include: Chemistry 1-2, 3, 4, 5, 6; Physics 5-6; Zoology 1-2; Botany 1; Bacteriology 11; English 1-2; History 17-18; Mathematics 2.

Vocational Nursing

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

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

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

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

Zoology (College of Letters and Science)

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

See Programs for Transfer Students Page 121.
Course Descriptions

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

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

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

PRINCIPLES OF ACCOUNTING
See Economics 13-14.

BOOKKEEPING
See Commerce 21-22.

APPLIED ACCOUNTING

ANATOMY

11—INTRODUCTION TO ANATOMY  4 UNITS
Prerequisite: Two semester courses in a life science taken in the 11th or 12th grades or a one semester life science course taken in college.
Study of human structure. Use is made of charts, models and skeletons; and there is a complete dissection of a mammal and a shark head. Lecture 2 hours, laboratory 6 hours.

ANTHROPOLOGY

2—GENERAL ANTHROPOLOGY—CULTURAL  3 UNITS
Prerequisite: None.
Studies the origin and development of cultures including material traits, social organization, political, religious, communication, family and kinship systems emphasizing contemporary primitives.

ARCHITECTURE

1—DRAFTING  3 UNITS
Prerequisite: None.

Note: Required for architecture majors who have not had at least one year of architectural drafting in high school. Recommended for Art majors.
The fundamentals of drafting prerequisite to work in art and architecture; architectural symbols and conventions; plan and working drawings and building code requirements for a minimal house.

3—DESCRiptIVE GEOMETRY  2 UNITS
Prerequisite: One year of architectural or mechanical drawing in high school, Architecture 1, or Engineering 1.

Note: Required for architecture majors.
An applied science treating of graphic representation of lines, planes, surfaces, and solids. Architectural applications are used for subject matter. Simple shades and shadows.
5—PERSPECTIVE  

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

Note: Required for architecture majors.
A course in technical perspective. Drawing of various type objects and their shadows, rendering in various media, sketching in of people and landscape background and foreground.

9-10—ARCHITECTURAL DRAFTING  

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

Prerequisite for 10: Architecture 9.
A study of the residence and its design, and discussion of modern trends. Measured and scale detailing, framing and blueprint reading. The application of building codes to such construction. This course includes the study of dimensions and spacing of framing lumber; the calculation of the size and spacing of members; modular framing and modern practice; also a study of heating, insulation, acoustics and sound-proofing, plumbing, wiring, orientation, etc.

11-12—ADVANCED ARCHITECTURAL DRAFTING  

Prerequisite for 11: Architecture 10.
Prerequisite for 12: Architecture 11.
Planning and detailing of structural framing and materials for erection of commercial and institutional buildings. Use of building codes and specifications with reference to fire resistant types of construction. Study of physical properties and strength of materials in practical applications. Preparation of complete sets of working drawings, including various presentation media.

17—INTERIOR ARCHITECTURE AND DECORATION  

Prerequisites: Art 3A or 43 and 5.
Basic planning and design of architectural interiors and surveys of contemporary furnishings. Practical treatments of interior construction, cabinet work, materials, sources of supply and costs.

23—INDUSTRIAL DESIGN  

Prerequisites: Art 3A or 43 and 4. (Art 4 may be taken concurrently.)
A course leading the student through a series of experiences which include the making of abstract designs, drafting designs for utilitarian articles, and the making of three-dimension models. Students use shop equipment and actual building materials (wood, metal, clay, thermoplastics, fiberglass) to translate design principles into solutions of architectural, furniture, and industrial design problems.
Note: Offered spring semester only.
ART

1-2—HISTORY OF ART

Prerequisite for 1: None.
Prerequisite for 2: None.

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

3A-3B—ART STRUCTURE

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

Note: Students without one year of art training exclusive of crafts in high school should take Art 43. Art 3 may not be taken for credit by students who have completed Art 43.
A study of the organization and structure of the works of art. Provides fundamental understanding and control of color and space relationships. This course is "basic" for art students and very helpful to students in related fields.

4—ADVANCED ART STRUCTURE

Prerequisite: Art 3A or 43.

A study of space and color relationship expressed three-dimensionally in line, mass, volume and texture.
Note: Offered spring semester only.

5-6—FREEHAND DRAWING

Prerequisite for 5: None.
Prerequisite for 6: Art 5.

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

7-8—LIFE

Prerequisite for 7: Art 5. (Art 5 may be taken concurrently.)
Prerequisite for 8: Art 7.

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

9-10—ADVANCED LIFE

Prerequisite for 9: Art 8.
Prerequisite for 10: Art 9.

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

11-12—WATER COLOR 2-2 UNITS

Prerequisite for 11: Art 3A or 43 and 5.
Prerequisite for 12: Art 6 and 11. (Art 6 may be taken concurrently.)

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

15-16—DRAWING AND PAINTING 2-2 UNITS

Prerequisite for 15: Art 5. (Art 5 may be taken concurrently.)
Prerequisite for 16: Art 15.

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

Development of skill, technique, and composition in drawing and painting, using mediums such as oils or casein.

17-18—ADVANCED DRAWING AND PAINTING 2-2 UNITS

Prerequisite for 17: Art 16, Art 6.
Prerequisite for 18: Art 17.

The application of the principles of art in drawing and painting for the more advanced student. Choice of media among oil, tempera, or casein painting. Problems include representation and abstraction.

23-24—SILK SCREEN PRINTING 2-2 UNITS

Prerequisite for 23: None.
Prerequisite for 24: Art 23.

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

29—INTERIOR DESIGN 3 UNITS

Prerequisite: None.

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

34—LETTERING 1 UNIT

Prerequisite: None.

Note: Recommended for architecture majors and all art majors as a foundation for more advanced work in the art department. Offered fall semester only.

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

(Not to be offered 1960-61)
ART

35-36—ADVERTISING DESIGN 2-2 UNITS
Prerequisites for 35: Art 3A or 43 and Art 5. (Art 3A or 43 and 5, may be taken concurrently.)
Prerequisites for 36: Art 35, and one of the following: Art 4, 6, 7, 11, 15. (Art 4, 6, 7, 11, and 15 may be taken concurrently.)

Note: See Commerce 34 for a course in advertising theory.
Introduction to advertising design: roughs, layouts, comprehensives to finished work. Lectures on typography and methods of reproduction. Problems adapting lettering to packaging, posters, etc.

37-38—ADVANCED ADVERTISING DESIGN 2-2 UNITS
Prerequisite for 37: Art 36.
Prerequisite for 38: Art 37.
Practice in various phases of advertising: book jackets, newspapers, magazines, posters, etc. Black and white to full color. Emphasis on finished art and layouts.

39-40—CERAMICS 2-2 UNITS
Prerequisite for 39: None.
Prerequisite for 40: Art 39.

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

41-42—ADVANCED CERAMICS 2-2 UNITS
Prerequisite for 41: Art 40.
Prerequisite for 42: Art 41.

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

43—BEGINNING ART STRUCTURE 3 UNITS
Prerequisite: None.

Note: For students who have had less than one year of art training in high school, this course may be substituted for Art 3. Students who have had one year or more of art training (not including crafts) in the 10th, 11th, or 12th grade in high school should take Art 3A. They may not register in Art 43 for more than 2 units credit. Students having credit in Art 3A may not register in Art 43 for credit.

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

47-48—JEWELRY AND GEM CUTTING 2-2 UNITS
Prerequisite for 47: None.
Prerequisite for 48: Art 47.
Use and knowledge of tools, equipment, and various precious and semi-precious metals, such as gold, silver, platinum, copper, brass, etc. Cutting, grinding and polishing of precious and semi-precious stones, and the lost wax process are included. Emphasis is placed on learning to design original articles, among which are earrings, rings, brooches, necklaces, pins, lockets, cuff links, tie clasps.
49-50—ADVANCED JEWELRY AND GEM CUTTING 2-2 UNITS

Prerequisite for 49: Art 48.
Prerequisite for 50: Art 49.

Note: A modified form of this is usually offered in the evening.
Advanced study of and uses of precious metals and gems. Gem cutting of precious and semi-precious stones, emphasizing facet cutting; identification of stones; plating; wax pattern duplication; precision investment casting.

51-52—DENTAL MATERIALS AND DEXTERITY 2-2 UNITS

Prerequisite for 51: Enrollment in the pre-dental program.
Prerequisite for 52: Art 51.

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

55—ART WORKSHOP 1 UNIT

Prerequisite: None.

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

INDUSTRIAL DESIGN

See Architecture 23.

INTERIOR DESIGN

See Art 29.

ASTRONOMY

1—ELEMENTS OF ASTRONOMY 2 UNITS

Prerequisite: None.

An introductory, descriptive course in the fundamental facts of the universe, presented as far as possible in non-technical language. The development of the sidereal universe is explained.

AVIATION

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

Prerequisite: None.

Note: Aviation 9 and 10 should be taken prior to or concurrently with this course.
The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.
A course of flight training which meets the F.A.A. flight experience requirements for the private pilots certificate. The student is individually scheduled at the airport and must meet with the college supervisor at a scheduled period.
AVIATION

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

Prerequisite for 2A: Aviation 1 or a Private Pilot License.
Prerequisite for 2B: Aviation 2A or 100 hours of flight time. Aviation 11, 12, 13, 14, 19, and 20 must be taken prior to or concurrently with this course.

Note: The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.
A course of flight instruction which meets the F.A.A. requirements for the Commercial Pilots Certificate. The flights are scheduled by the student at the airport and in addition the student must meet with the college flight supervisor as scheduled.

4—INSTRUMENT FLIGHT COURSE 3 UNITS

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

Note: The required flight training must be contracted for by the individual student at his expense. The fee is paid direct to the flight operator.
A course of flight instruction which meets the F.A.A. requirements for the Instrument Pilot Rating. The flights are scheduled by the individual at the airport and in addition he must meet with the college flight supervisor at the scheduled period.

5—LINK TRAINER COURSE 1 UNIT

Prerequisite: None.
An introduction to modern aviation. A series of simulated flight experiences and problems in the Link Trainer. Students are individually scheduled for this training.

6—LINK TRAINER INSTRUCTOR COURSE 2 UNITS

Prerequisite: Aviation 5 or a Private Pilot’s license.
A course designed to meet the F.A.A. requirements for the Link Trainer Ground Instructor rating. Students are trained in the teaching, use of, and repair of the Link Trainer. Students are individually scheduled.

9—INTRODUCTION TO AVIATION* 2 UNITS

Prerequisite: None.
A course in the history of aviation from early times to the present. Civil Air Regulations for the Private Pilot and Aerodynamics of Flight.

10—BASIC AERONAUTICS 3 UNITS

Prerequisite: None.

11—NAVIGATION 2 UNITS

Prerequisite: Aviation 10.
A study of dead reckoning aerial navigation. Approved F.A.A. Advanced Ground School for Commercial Pilots No. 7001. Course is not limited to pilots.

*Students who had Aviation 10 prior to 1960 cannot receive credit for Aviation 9.
12—METEOROLOGY

Prerequisite: Aviation 10.

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

13— AIRCRAFT STRUCTURE AND AERODYNAMICS

Prerequisites: Aviation 9 and 10.

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

14— RADIO PROCEDURES AND FLIGHT REGULATIONS

Prerequisites: Aviation 9 and 10.

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

16— RADIO NAVIGATION

Prerequisites: Aviation 9-10-11-12-13-14-19-20 or 20 concurrently.

A detailed study of the use of radio orientation, beam flying, weather forecasting, advanced radio navigation and standard instrument approaches. Students are prepared for the F.A.A. Instrument examination.

19— AIRCRAFT POWER PLANTS

Prerequisites: Aviation 9 and 10.

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

20— COMMERCIAL PILOT PROBLEMS

Prerequisites: Aviation 9, 10, 11, 12, 13, 14, 19.

A core course designed to integrate all phases of the commercial pilot program in application to problems of the type a commercial pilot might expect to find in actual flight.

21-22-23-34— AIRCRAFT POWERPLANT OVERHAUL AND MAINTENANCE

Prerequisite for 21: None.
Prerequisite for 22: None.
Prerequisite for 23: None.
Prerequisites for 24: Aviation 21-22-23, completed or being taken concurrently.
AVIATION

A vocational program in four semesters leading to the F.A.A. Powerplant Mechanics rating. The units of work are as follows:

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

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

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

24—Propellers and propeller governors. Civil Air Regulations, line maintenance, test stand work and general review.

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

25-26-27-28—AIRPLANE MAINTENANCE AND REPAIR 8-8-8-8 UNITS

Prerequisite for 25: None.
Prerequisite for 26: None.
Prerequisite for 27: None.
Prerequisite for 28: Aviation 25-26-27, completed or being taken concurrently.

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

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

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

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

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


33—AIRCRAFT POWERPLANT OVERHAUL AND MAINTENANCE 2 UNITS

Prerequisite for 33: None.

Note: Limit 32 units in work of Aviation 33.
Practical and theoretical instruction on aircraft power plants and their accessories. Intensive instruction will be given in the following fields: ignition and engine electrical systems, lubrication, carburetion and fuel systems, power plants, propellers, Civil Air Regulations, weight and balance procedures and computations, flight line maintenance, and engine test stand operation.

35—AIRPLANE MAINTENANCE AND REPAIR 2 UNITS

Prerequisite for 35: None.

Note: Limit 32 units in work of Aviation 35.
Practical and theoretical instruction on aircraft structures and maintenance. Intensive instruction will be given in the following fields: rigging and assembly, woodwork, fabric, doping, painting, sheet metal, welding, hydraulics, and Civil Air Regulations.
37—JET ENGINE OVERHAUL AND MAINTENANCE 8 UNITS

Prerequisite: Aviation 24 or the Federal Aeronautics Administration Engine ("P") Mechanic's Certificate.

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

38—HELICOPTER OVERHAUL AND MAINTENANCE 8 UNITS

Prerequisite: Aviation 26 or the Federal Aeronautics Administration Airplane ("A") Mechanic's Certificate or employed as a Helicopter Mechanic.

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

49—AIR TRANSPORTATION 3 UNITS

Prerequisite: None.

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

BACTERIOLOGY 4 UNITS

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

Note: Required of pre-nursing students.

The nature, occurrence, classification, and bio-chemical activities of bacterial diseases and preventive practices; disease and immunity; sanitary applications; bacteriology in food and disease; commoner bacterial diseases and preventive practices. Laboratory work includes routine techniques, identification, growth, characteristics, and microscopic study of important type organisms. Lecture 2 hours, laboratory 6 hours.

BIOLOGY 3-3 UNITS

Prerequisite for 1: None.
Prerequisite for 2: Biology 1.

Important principles of biology illustrated by studies of structure and activities of living organisms, both plant and animal. Lecture 3 hours.
BOTANY—CHEMISTRY

1—BOTANY 5 UNITS

Prerequisite: None.

A survey of fundamental biological facts and principles as illustrated by plant life. The properties and activities of protoplasm, the structure and functions of the cell and of the principal tissues and organs of flowering plants, reproduction, and the mechanism of inheritance. The evolution of the plant kingdom dealing with the comparative morphology of all the great plant groups.
Lecture 3 hours, laboratory 6 hours.

CHEMISTRY 5-5 UNITS

Prerequisite for 1: A satisfactory grade in the Chemistry Aptitude Test and completion of any two of the following courses in college or high school: chemistry, physics, or trigonometry. Chemistry in high school is recommended for one of the two.
Prerequisite for 2: Chemistry 1.

A course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws and chemical calculations are stressed. (Chemistry 2 includes Qualitative Analysis.)
Lecture 3 hours, laboratory 6 hours.

3-4—QUANTITATIVE ANALYSIS 3-3 UNITS

Prerequisite for 3: Chemistry 2.
Prerequisite for 4: Chemistry 3.

Note: Chemistry 3 is required for pre-medical and osteopathic students. Chemistry 3-4 is recommended for majors in chemistry, physics, pharmacy, mining engineering, economic geology, metallurgical or petroleum engineering, sanitary and municipal engineering, certain agriculture and public health curricula and medical technologists.
The principles and methods of quantitative chemical analysis. Large numbers of illustrative problems are solved. Fundamental gravimetric, volumetric, and potentiometric procedures are covered, as well as electrolytic deposition, gas analysis, and specialized techniques.
Lecture 2 hours, laboratory 6 hours.

5-6—ORGANIC CHEMISTRY 3-3 UNITS

Prerequisite for 5: Chemistry 2.
Prerequisite for 6: Chemistry 5.

Note: Required of pre-medical and pre-dental students, of majors in chemistry, petroleum engineering, sanitary and municipal engineering, and pharmacy; and for certain home economics, public health, and agriculture majors.
An introductory study of the compounds of carbon, including both aliphatic and aromatic derivatives.
Chemistry 5—Lecture 2 hours, laboratory 6 hours.
Chemistry 6—Lecture 2 hours, laboratory 4 hours.

10—ELEMENTS OF GENERAL CHEMISTRY 5 UNITS

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

A basic course in the fundamental principles and laws of inorganic chemistry emphasizing the descriptive phases and including a brief introduction to the chemistry of the carbon compounds.
Lecture 4 hours, laboratory 3 hours.
CHEMISTRY

15-16—ORGANIC, MEDICAL, AND FOOD CHEMISTRY 3-3 UNITS
Prerequisite for 15: Chemistry 1 or 10.
Prerequisite for 16: Chemistry 3, 15, or 5-6. (Chemistry 6 may be taken concurrently.)

Note: Recommended for nurses, home economics and physical education majors and pre-optometry students.
A course of instruction in the chemistry of carbohydrates, fats, proteins, body tissues, body secretions, medical and pharmaceutical products. Blood and urine analysis.
Lecture 1 hour, laboratory 6 hours.

17—RADIOLOGICAL DEFENSE 2 UNITS
Prerequisite: Previous training in physics and/or chemistry.

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

41—INTRODUCTION TO CHEMISTRY 5 UNITS
Prerequisite: A satisfactory grade in the Chemistry Aptitude Test.

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

An introductory course emphasizing the essential principles of chemistry with a descriptive survey of chemical facts and including a brief introduction to elementary organic chemistry. Reference is made to industrial and practical home chemistry.
Lecture 4 hours, laboratory 3 hours.

45-46—BIOCHEMISTRY 3-3 UNITS
Prerequisite for 45: One semester of chemistry in college or one year of chemistry in high school.
Prerequisite for 46: Same as for Chemistry 45.
A study of the physiological chemistry of the body; the place of protein, carbohydrates and fats in digestion; the role played by vitamins and hormones; the chemistry of blood and urine; and the caloric value of foods. Sufficient laboratory technique is acquired by the student to undertake office and laboratory work in the medico-dental field. A course similar to Chemistry 15-16 in subject matter but designed and treated particularly for students enrolled in the Laboratory Technician curriculum.
Lecture 1 hour, laboratory 6 hours.

47-48—CHEMICAL APPARATUS 1-1 UNIT
Prerequisite for 47: One semester of chemistry in college or one year of chemistry in high school.
Prerequisite for 48: Same as for 47.
Laboratory work in designing and constructing apparatus for chemical lecture demonstrations. Instruction in glass blowing. Three hours each week, arranged to suit the student’s needs.
# COMMERCE

## 1A—BEGINNING TYPING

**Prerequisite:** None.

The basic essentials of typing designed to give the foundation for thorough training in typing and the skill for personal use. 3 UNITS

## 1B—INTERMEDIATE TYPING

**Prerequisite:** Commerce 1A or a net speed of at least 25 words a minute.

Continuation of Commerce 1A. Emphasis is placed upon usable copy, business letters, reports, and tabulation work. 3 UNITS

## 1C—ADVANCED TYPING

**Prerequisite:** Commerce 1B or a net speed of at least 40 words a minute.

Advanced typing is vocational, and the standards are set in terms of business demands. A complete review of business letters, tabulated reports, and business forms. Introduction to legal typing. 2 UNITS

## 1D—ADVANCED TYPING

**Prerequisite:** Commerce 1C or a net speed of at least 50 words a minute.

Continuation of Commerce 1C. Emphasis is placed upon the development of judgment in planning a variety of typing projects for an executive. Advanced study of legal forms. 2 UNITS

## 3A—BEGINNING SHORTHAND

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

*Note:* This course may not be taken for credit by students who have completed one year of shorthand in high school with grades of "C" or better. Commerce 15 or English 1 should precede or be taken concurrently.

An intensive course in shorthand covering theory and transcription. Fundamentals of shorthand are mastered and a minimum skill of 60 words a minute is developed in taking dictation. 5 UNITS

## 3B—INTERMEDIATE SHORTHAND

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

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

Continuation of Commerce 3A. Dictation, transcription, and a review of theory. A minimum skill of 80 words a minute in taking dictation is developed. 5 UNITS

## 3C—ADVANCED SHORTHAND

**Prerequisite:** Commerce 3B or two years of shorthand in high school with the ability to take dictation at the rate of 80 words a minute for five minutes. A typing speed of 60 words a minute or typing taken concurrently.

Continuation of Commerce 3B. This course is designed to train stenographers to meet the demands of the business world. Emphasis is placed on mailable transcripts and a minimum skill of 100 words a minute in taking dictation is developed. 4 UNITS
3D-E-F—ADVANCED SHORTHAND 4-3-3 UNITS

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

Prerequisite for 3D: Five-minute 100-word test or Commerce 3C.
Prerequisite for 3E: Five-minute 120-word test or Commerce 3D.
Prerequisite for 3F: Five-minute 130-word test or Commerce 3E.

A thorough review of theory, development of shortcuts and phrasing, and introduction to congressional record material. Emphasis is placed on shorthand speed and transcription speed.

5A-B—OFFICE PRACTICE 4-4 UNITS

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

Prerequisite for 5B: Same as for 5A.

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

Development of usable skill in the operation of various types of office machines, including 10-key adding machine; key-driven and rotary calculators; typewriter transcription from Dictaphone; and mimeograph and ditto duplication machines, on a rotation basis. A detailed study is made of the duties of various types of office workers and good secretarial practices including filing, communications media, travel arrangements, and intra office finances and banking transactions.

5E—PBX 3 UNITS

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

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

5F—MACHINE BOOKKEEPING 3 UNITS

Prerequisites: Commerce 5A or 5B taken concurrently; Commerce 21 or Economics 13.

Registration by special arrangement.

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

11—INTRODUCTION TO BUSINESS 3 UNITS

Prerequisite: None.

Orients students to the field of business. Introducing, in survey form, the functions, characteristics, organization and problems of business. Serves as a foundation for later specialized study, and directs the thinking of students to possible careers.

15—ENGLISH FOR BUSINESS 3 UNITS

Prerequisite: None.

A course designed to help secretarial and business students achieve proficiency in grammar, punctuation, vocabulary and spelling.
16—WRITING IN BUSINESS  3 UNITS
Prerequisite: Commerce 15 or equivalent.
A course designed to help students develop proficiency in writing modern business letters and reports. A vigorous up-to-date approach is given to managerial problems in correspondence including dictation, and letters of adjustment, credit, collection, and sales. Special emphasis is given to application letters.

21-22—BOOKKEEPING  4-4 UNITS
Prerequisite for 21: None.
Prerequisite for 22: Commerce 21 or two years of bookkeeping in high school.
Note: Students in Commerce 21 shall be transferred to Economics 13 upon the request of the division chairman.
An introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and profit and loss statements. Commerce 22 includes bookkeeping principles as applied to partnerships, corporations, departments and branches. Practical bookkeeping problems and practice sets are emphasized more than theory.

25G—STENOTYPE  2 UNITS
Prerequisite: Ability to use typewriter.
An evening class to develop a salable skill in writing on and transcribing from a stenotype machine.

27-28—APPLIED ACCOUNTING  3-3 UNITS
Prerequisites for 27: Commerce 21, Economics 13, or one year of bookkeeping in high school.
Prerequisites for 28: Same as for 27.
Practical experience in the Student Accounting Office. The theory and practice of budgetary accounting including controlling accounts and subsidiary ledgers; the receipt and disbursement of money and the preparation of vouchers including analysis of transactions; transactions with a bank including making deposits, writing checks, and reconciling accounts; recording transactions, posting and proving cash, balancing the bank account, the general ledgers, and subsidiary ledgers daily; and the preparation of reports and financial statements. Problems related to tax accounting and reports for sales, admission, social security and payroll, and individual income taxes.
Lecture 2 hours, work in Accounting Office 5 hours.

29—BUSINESS MATHEMATICS  2 UNITS
Prerequisite: None.
An intensive course in the fundamentals of arithmetic designed for merchandising, secretarial, clerical, and accounting students. Practical problems are assigned to develop speed, accuracy, and a knowledge of possible short-cuts. Attention is given to calculations in billing, markup, pricing, percentage, turnover of inventory, payrolls, interest, discounts, installment selling, stocks, bonds, insurance, and annuities.
31—PRINCIPLES OF MARKETING

Prerequisite: None.

A general course intended to acquaint students with the activities, the middlemen, and the business practices involved in the moving of goods from farms, factories, and mines to the ultimate consumers. The course deals with the problems of wholesalers, retailers, transportation companies, warehouses, and cooperatives. Consumer protection, analyses of marketing costs, and the establishment of sound sales policies and methods are emphasized.

32—MERCHANDISING

Prerequisite: None.

Problems here are of concern to the store manager, a department store buyer, or to the person who wishes to organize and operate a small store. The course covers plans for financing, selection of location, choice of partnership or corporation, selection and training of employees, merchandising policies, problems of mark-up, mark-down, turn-over, stock control, inventory methods, layout, advertising and display. Outside speakers from local stores will be scheduled.

33—SALESMANSHIP

Prerequisite: None.

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

34—ADVERTISING

Prerequisite: None.

An introductory course in the purpose and principles of advertising, including the organization and functions of advertising agencies. Buying motives and the writing of good copy are studied. Radio, television, and outdoor advertising methods and costs are covered. This course is not intended to develop artistic ability, but those who can illustrate their copy will find an opportunity to do so. Courses in advertising art are offered by the Art Department.

35—SUPERVISED RETAIL SELLING

Prerequisite: Commerce 31, 32, or 33.

A practical course in which students develop skill in retail selling by actually working on the job. The course consists of two hours per week of class discussion on fundamentals of retail selling and retail problems, and in addition an average of ten hours per week in a selling job for grocery, stationery, men's or women's furnishings, department, hardware, or other retail store. The student is supervised on the job, and the employer is expected to turn in reports regarding his progress. Not to be offered in 1960-61.
39—INSURANCE PRINCIPLES 3 UNITS

Prerequisite: None.

A course designed to acquaint the student with insurance of various types, such as personal liability, sickness, accidental injury, unemployment, workmen’s compensation, death, fire and other property hazards. Policies are analyzed to understand costs in relation to benefits provided, losses excluded, and obligations of both parties. Insurance is studied from the standpoint of (1) the businessman, (2) the insurance company, (3) the broker or agent, and (4) the state.

41—MONEY AND BANKING 2 UNITS

Prerequisite: None.

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

42—INVESTMENTS 2 UNITS

Prerequisite: None.

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

43—REAL ESTATE 3 UNITS

Prerequisite: None.

A course treating real estate and the economy which includes property rights, real estate and the national economy, real estate and the city land and its development, and building and its problems; legal processes and instruments; the real estate market including price fluctuations and cycles, values and appraisals, sales, rentals, and management; real estate financing including primary and secondary sources of funds, servicing of mortgage loans and foreclosures; and public interest including taxes and insurance, eminent domain and condemnation, planning and zoning, and public and veterans’ housing.

45—CONSUMER PROBLEMS 2 UNITS

Prerequisite: None.

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

47-48—INDUSTRIAL ORGANIZATION AND MANAGEMENT 2-2 UNITS

Prerequisite for 47: None.
Prerequisite for 48: None.

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

ECONOMICS

1-2—PRINCIPLES OF ECONOMICS  
3-3 UNITS

Prerequisite for 1: Second semester standing.
Prerequisite for 2: Economics 1.

An introductory course dealing with the fundamental principles of economics. The first semester emphasizes the micro or price and market approach. The second semester emphasizes the macro approach and covers such topics as banking, international trade, taxation and fiscal policy and business cycles.

7—PRINCIPLES OF STATISTICS  
3 UNITS

Prerequisite: A year of high school algebra.

An introduction to modern methods of gathering, classifying, analyzing and presenting statistical data. Useful for students of sociology, education, psychology and economics.

11—ECONOMIC HISTORY OF THE UNITED STATES  
3 UNITS

Prerequisite: None.

A history of the economic development of the United States from its settlement to the present. Emphasis is placed on the growth and development of institutions and movements in our modern society. This course meets the California State requirement in American History.

13-14—PRINCIPLES OF ACCOUNTING  
4-4 UNITS

Prerequisite for 13: Good scholarship.
Prerequisite for 14: Economics 13.

Note: See Commerce 21-22.

The accounting equation, the theory of debit and credit, the classification of accounts, the study of recording, analyzing and summarizing procedures in modern accounting devices; the preparation and analysis of balance sheets and income statements, payroll and tax accounting, partnership and corporation accounts, manufacturing and cost accounting and supplementary statements.

EDUCATION

1—INTRODUCTION TO EDUCATION  
2 UNITS

Prerequisite: Second semester standing.

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

PRINCIPLES OF STATISTICS

See Economics 7.
1—ENGINEERING DRAWING  
3 UNITS

Prerequisite: None.

Training in the manipulation of instruments, lettering, orthographic projection, sketching, drawing auxiliary and pictorial views, sectioning and dimensioning.

2—ADVANCED ENGINEERING DRAWING  
3 UNITS

Prerequisite: Engineering 1 or Technical and Industrial Education 31 or one year of mechanical drawing in high school.

Note: Engineering students should take Engineering 3 prior to Engineering 2. Delineation of simple machine parts including problems in visualization, pictorial drawing, screw threads and fasteners, piping, welding, gears and cams, working drawings. Special emphasis is laid upon the production of drawings which conform to standard practice.

3—DESCRIPTIVE GEOMETRY  
2 UNITS

Prerequisite: Engineering 1, Technical and Industrial Education 31, 65, Architecture 1, or mechanical drawing in high school.

Note: This course may not be taken for credit by students who have completed Architecture 2. A valuable engineering tool which facilitates graphical representation of lines, planes, surfaces, solids, interferences, and intersections. Excellent training in visualization.

8—PROPERTIES OF ENGINEERING MATERIALS  
2 UNITS

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

A study of the fundamental structural thermodynamic, and quantum considerations underlying the properties of materials, with accent on crystal structure, phase rule, phase diagrams, and alloy systems, of ferrous and non-ferrous metals, and engineering properties of organic and inorganic compounds. Applications of basic principles to the selection and use of engineering materials.

10—STATICS  
3 UNITS

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

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

11-12—PLANE SURVEYING  
3-3 UNITS

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

Prerequisite for 12: Engineering 11.

A course in the fundamentals of surveying for all students of engineering. The measurements of distances by pacing, chaining, and the stadia; the use and adjustment of Wye and Dumpy levels in differential leveling; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, in prolonging lines, and in the closed traverse. The compu-
tation and layout of horizontal and vertical curves; solar and Polaris observation for latitude and azimuth. Topographical mapping, by means of the stadia, using transit and plane table.
Lecture 2 hours, laboratory and field work, 3 hours.

13—FIELD WORK IN PLANE SURVEYING 1 UNIT

Prerequisite for 13: Engineering 11.
Practical field problems in location and topographic surveys. Precise work in linear and angular measurements. Development of self-reliance, accuracy and professional skill on the part of the student.
Three hours laboratory and field work per week.

41—ENGINEERING COMPUTATIONS 1 UNIT

Prerequisite: Mathematics 2 or trigonometry in high school.

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

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

42—SLIDE RULE 1 UNIT

Prerequisite: None.

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

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

ENGLISH

1-2—FRESHMAN ENGLISH 3-3 UNITS

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

Prerequisite for 2: English 1.

A foundation course in writing and reading, strongly recommended for those students intending to transfer to a university. In English 1 training in exposition is given. In English 2 study and practice of exposition are continued, leading to the completion of a library research project, and some attention is given to description and narration. Class reading assignments and book reports are required throughout the course.

3-4—FRESHMAN READING AND COMPOSITION 3-3 UNITS

Prerequisite for 3: A satisfactory grade in the English Placement Test; a superior score on the Verbal Aptitude section of the College Board Examination; recommendation of the counselor.

Prerequisite for 4: A grade of "C" or better in English 3; a grade of "A" in English 1; recommendation of counselor.

The objectives of the course are those of English 1-2 with additional emphasis upon the understanding and use of inductive and deductive processes of reasoning in reading, writing, and oral expression. Open only to those students who have evidenced superior ability and scholarship in English.

Note: No credit for 3 will be allowed students who have completed English 1; no credit for 4 will be allowed those who have completed English 2.
ENGLISH

5-6—SURVEY OF ENGLISH LITERATURE 3-3 UNITS

Prerequisites for 5: English 1-2.
Prerequisites for 6: English 1-2.

Note: Required of all English majors. Open to all who have completed English 1-2. Either English 5 or English 6 may be taken first.
A survey course covering the field of English literature from the beginnings to the present time.

8—THE MODERN DRAMA 2 UNITS

Prerequisite: None.
A study of modern plays and playwrights. Representative works of European and American dramatists are read with special attention given to the literary and sociological importance of plays written since 1870. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama.

10—SHAKESPEARE 2 UNITS

Prerequisite: None.
A comprehensive reading course including about fifteen of Shakespeare's plays. Lectures on the background of Elizabethan drama are given; class discussions follow the reading assigned. The course aims to provide a basic familiarity with the work of Shakespeare.

11—READINGS IN AMERICAN LITERATURE 2 UNITS

Prerequisite: None.
Intensive reading of masterpieces in American literature to 1860. The course is designed to enrich the student's understanding and appreciation of the works of major writers, including Emerson, Thoreau, Hawthorne, and Melville. Reading, reports, discussion.

12—MODERN AMERICAN LITERATURE 2 UNITS

Prerequisite: None.
A course designed to provide a wide reading experience in the significant American literature since the Civil War. The important literary movements with their sociological implications are traced chronologically from the 1890's to the present day so that the student may have background for critical judgment of contemporary American writing.

13—INTRODUCTION TO WORLD LITERATURE 2 UNITS

Prerequisite: None.
A study of some masterpieces of world literature to provide a background for future reading. This course emphasizes the development of literary movements in relation to history. Extensive reading, class discussion, and lectures.

15—CHILDREN'S LITERATURE 3 UNITS

This course is a survey of the literature suitable for children of different age levels. The student is taught to develop standards by which to judge the merits of the literature that is available for children. The course is recommended for prospective nursery, kindergarten, and elementary teachers, and also for parents.

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16—MODERN PERIODICAL LITERATURE  
Prerequisite: None.
A historical survey of the development of the magazine in the United States, followed by the reading of current magazine articles. Special attention is given to the various types of periodicals to aid the student in forming a well-rounded judgment. Reading, reports, discussion.

18—INDEPENDENT READING  
Prerequisite: None.
A course in reading books which allows the student considerable choice in the books he reads. Special attention is given to the value of worthwhile books, to aid the student in broadening his interest and increasing his understanding and enjoyment of literature. Reading, reports, discussion.

40—READING IMPROVEMENT  
Prerequisite: None.
A course planned for the student with average or better vocabulary who wishes to improve his reading speed and comprehension.

41—REMEDIAL ENGLISH  
Prerequisite: None.
Note: This course should be elected by those who fail to make a satisfactory grade in mechanics in the English Placement Test.
A course to improve grammar, punctuation, sentence structure, spelling, and composition.

42—BETTER READING AND WRITING  
Prerequisite: None.
Note: This course is recommended for those who have a low score on the English Placement Test which may be attributed to poor reading comprehension.

43—ENGLISH FOR FOREIGN STUDENTS  
Prerequisite: Any student whose native tongue is not English may enter the course.
The class is designed to help foreign students acquire skill in written and spoken English. Attention will be given to each student's special problems. Vocabulary (including idiomatic English), grammar, spelling, and pronunciation will be stressed.

51-52—INDUSTRIAL ENGLISH  
Prerequisite to 51: None.
Prerequisite to 52: English 51.
A course designed especially for students taking Technical and Industrial Education courses including training in writing, reading, listening, and speaking.
FRENCH

1—BEGINNING FRENCH  
Prerequisite: None.

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

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

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

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

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

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

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

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

4—INTERMEDIATE FRENCH  
Prerequisite: French 3, or four years of French in high school completed within the past two years.

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

GEOGRAPHY

1-2—ELEMENTS OF GEOGRAPHY  
Prerequisite for 1: None.
Prerequisite for 2: Geography 1 or 5.

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

A study of the basic physical and cultural elements of geography, their correlation and integrated patterns of world distribution. Special attention is given to climate, landforms, soils, natural vegetation, minerals, population distribution, general land use patterns.
5-6—ECONOMIC GEOGRAPHY

Prerequisite for 5: None.
Prerequisite for 6: Geography 1 or 5.

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

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

GEOLOGY

1-2—GENERAL GEOLOGY

Prerequisite for 1: None.
Prerequisite for 2: Geology 1.

A general study of the earth, its minerals, rocks, structures, dynamic forces, and history. Geology 1 is a study of physical forces: erosion, volcanism, earthquakes, etc. Geology 2 is concerned with the history of the earth throughout geologic time, the life types from the distant past, and the origin and location of economically important deposits. Three one-half day field trips are required in Geology 1, for which the student is charged a transportation fee.

GERMAN

1—BEGINNING GERMAN

Prerequisite: None.

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

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

2—BEGINNING GERMAN

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

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

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

3—INTERMEDIATE GERMAN

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

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

A review of elementary grammar. A study of word analysis, sentence structure, idioms, and composition. Intensive reading of modern prose and drama, with rapid reading of simple stories, plays, or science material.
GERMAN—HEALTH AND PHYSICAL EDUCATION (MEN)

4—INTERMEDIATE GERMAN

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

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

HEALTH AND PHYSICAL EDUCATION FOR MEN

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

1—HEALTH EDUCATION

Prerequisite: None.

Note: Required of all students for graduation.

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

2—HEALTH EDUCATION—COEDUCATIONAL

Prerequisite: None.

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

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

10—FIRST AID—COEDUCATIONAL

Prerequisite: None.

Note: Required of all students for graduation. Recommended for physical education majors.

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

18—FOOTBALL THEORY

Prerequisite: Health and Physical Education 26C taken concurrently.

Note: Recommended for physical education majors.

Theory and development of offensive and defensive formations.
19—RECREATIONAL LEADERSHIP—COEDUCATIONAL  2 UNITS

Prerequisite: None.

Note: Recommended for physical education majors and students entering the recreation field.
A basic training course for playground directors and recreation leaders. A study in the organization and administration of community and school recreation programs. Emphasis is placed on training in leadership techniques and on the development of programs in recreation.

20—INTRODUCTION TO PHYSICAL EDUCATION  2 UNITS

Prerequisite: None.

Note: Recommended for Physical Education majors.
A course designed to acquaint prospective teachers with the social, physical, and professional demands of physical education. A preview of the profession of physical education as a whole is gained through testing, class recitation and field trips. Opportunities in health and recreation are explored.

21A—PHYSICAL EDUCATION ACTIVITIES  ½ UNIT

Prerequisite: None.

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

22B—INTERMEDIATE BASEBALL*  ½ UNIT

Prerequisite: None.

Note: Designed for those who wish to compete on varsity teams, and recommended for physical education majors.
Instruction in rules and game strategy. Practice in fundamental techniques of throwing, fielding, batting, and team play. Fall semester only.

22C—ADVANCED BASEBALL (VARSITY)  1 UNIT

Prerequisite: Some previous playing experience in baseball.

Note: Limited to students trying out for the varsity teams.
Development of team play for competitive participation. Spring semester only. Daily.

23A—BEGINNING BASKETBALL  ½ UNIT

Prerequisite: None.

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

23B—INTERMEDIATE BASKETBALL*  ½ UNIT

Prerequisite: None.

Note: Designed for those who wish to compete on varsity teams, and recommended for physical education majors.
Instruction in rules and game strategy, practice in fundamental techniques.

*This course should be taken one semester only to satisfy the physical education requirement.
HEALTH AND PHYSICAL EDUCATION (MEN)

23C—ADVANCED BASKETBALL (VARSITY AND JUNIOR VARSITY) 1 UNIT

Prerequisite: Some experience on an organized team.

Note: Limited to students competing for the varsity team. Individual instruction and development of team play for competitive participation. Fall semester. Daily.

26—TOUCH FOOTBALL

½ UNIT

Prerequisite: None.

Instruction and practice in fundamentals, with the development of team play and competition.

26B—INTERMEDIATE FOOTBALL*

½ UNIT

Prerequisite: None.

Note: Recommended for physical education majors and those interested in varsity competition. Instruction and practice in techniques of individual offense and defense. Spring semester only.

26C—ADVANCED FOOTBALL (VARSITY AND JUNIOR VARSITY) 1 UNIT

Prerequisite: Previous experience on an organized team.

Note: Limited to students trying out for the varsity team. Development of team play for competitive participation. Fall semester only. Daily.

27A—BEGINNING TENNIS*

½ UNIT

Prerequisite: None.

Instruction and practice in the basic strokes, fundamental techniques and rules of the game.

27B—INTERMEDIATE TENNIS*

½ UNIT

Prerequisite: Some previous playing experience in tennis.

Note: Recommended for physical education majors. Instruction and practice in individual fundamentals, development of team play and court strategy.

27C—ADVANCED TENNIS (VARSITY)

1 UNIT

Prerequisite: Some previous playing experience in tennis.

Note: Limited to students trying out for the varsity team. Development of team play for competitive participation. Daily.

28A—BEGINNING GOLF*

½ UNIT

Prerequisite: None.

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

*This course should be taken one semester only to satisfy the physical education requirement.
HEALTH AND PHYSICAL EDUCATION (MEN)

28B—INTERMEDIATE GOLF*  
½ UNIT
Prerequisite: Some previous playing experience in golf.

Note: Recommended for physical education majors.
Advanced instruction and practice in the various golf shots. Participation in tournaments.

28C—ADVANCED GOLF (VARSITY)  
1 UNIT
Prerequisite: Some previous playing experience in golf.

Note: Limited to students competing for the varsity team.
Development of play for competitive participation. Spring semester only.

29—SENIOR LIFE SAVING*  
½ UNIT
Prerequisite: Intermediate swimming or pass test to qualify.

Instruction and practice in all phases of life saving as set up by the American Red Cross.

30—DIVING*  
½ UNIT
Prerequisite: Must be able to swim.

Instruction and practice in the fundamentals of the five diving groups, including the approach and entry.

31A—BEGINNING SWIMMING*  
½ UNIT
Prerequisite: Inability to maintain oneself in deep water.

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

31B—INTERMEDIATE SWIMMING*  
½ UNIT
Prerequisite: Ability to maintain oneself in deep water.

Note: Recommended for physical education majors.
Instruction and practice in the swimming strokes and the development of endurance.

31C—ADVANCED SWIMMING AND DIVING  
1 UNIT
Prerequisite: Some previous swimming or diving experience.

Note: Limited to students trying out for the varsity team.
Instruction and practice in fundamental techniques for competitive participation. Daily.

32C—WATER POLO  
1 UNIT
Prerequisite: Some previous experience or an advanced swimmer.

Note: Limited to students trying out for the varsity team.
Instruction and practice in fundamental techniques of water polo. Development of team play for competitive participation. Fall semester only. Daily.

*This course should be taken one semester only to satisfy the physical education requirement.
HEALTH AND PHYSICAL EDUCATION (MEN)

33A—BEGINNING ARCHERY* ½ UNIT
Prerequisite: None.
Instruction and practice in the fundamental techniques of shooting with the bow and arrow. Target shooting and field archery shooting.

33B—INTERMEDIATE ARCHERY* ½ UNIT
Prerequisite: Some previous experience in archery.
Development of competitive shooting; participation in tournament shoots. Emphasis is placed on the development of instinctive shooting for use in roving and hunting.

35B—INTERMEDIATE TRACK AND FIELD* ½ UNIT
Prerequisite: None.
*Note: Designed for those who wish to compete on varsity teams and recommended for physical education majors.
Instruction and practice in fundamental techniques of running and field events.

35C—ADVANCED TRACK AND FIELD (VARSITY) 1 UNIT
Prerequisite: None.
*Note: Limited to students trying out for the varsity team.
Designed for competitive participation. Spring semester only. Daily.

36C—CROSS COUNTRY RUNNING 1 UNIT
Prerequisite: None.
*Note: Recommended for distance runners and track men wishing to condition themselves for track.
Designed for competitive participation. Fall semester only. Daily.

37A—VOLLEYBALL ½ UNIT
Prerequisite: None.
Instruction in the rules and practice in the fundamental techniques of volleyball. Development of team play and competitive participation.

37B—INTERMEDIATE VOLLEYBALL ½ UNIT
Prerequisite: Previous playing experience.
*Note: Recommended for physical education majors.
Instruction and practice in individual fundamentals, development of team play and court strategy.

38A—BADMINTON* ½ UNIT
Prerequisite: None.
Instruction and practice in the fundamentals of badminton.

*This course should be taken one semester only to satisfy the physical education requirement.
38B—INTERMEDIATE BADMINTON ½ UNIT

Prerequisite: Beginning Badminton or previous playing experience.

Note: Recommended for physical education majors.
Additional practice and more detailed instruction in fundamentals, development of singles and doubles play, and court strategy.

39—WRESTLING* ½ UNIT

Prerequisite: None.

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

40A—BEGINNING BOXING* ½ UNIT

Prerequisite: None.

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

40B—INTERMEDIATE BOXING* ½ UNIT

Prerequisite: 40A or previous organized boxing experience.

Instruction and practice in the fundamental techniques with emphasis on the more complex offensive and defensive maneuvers.

41—BOWLING* ½ UNIT

Prerequisite: None.

Instruction and practice in the fundamental techniques and rules of the game. Individual and team play.

42A—BEGINNING GYMNASTICS* ½ UNIT

Prerequisite: None.

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

42B—INTERMEDIATE GYMNASTICS* ½ UNIT

Prerequisite: 42A or its equivalent.

Instruction and practice in more advanced techniques of tumbling and apparatus.

42C—ADVANCED GYMNASTICS 1 UNIT

Prerequisite: Previous experience in gymnastics.

Note: Limited to students trying out for the varsity team.
Development of advanced techniques in tumbling and apparatus for varsity competition.

*This course should be taken one semester only to satisfy the physical education requirement.
55—BODY MECHANICS*  
Prerequisite: None.  
Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination.  

1/2 UNIT

60—ADAPTED ACTIVITIES  
Prerequisite: None.  
A class for the student whose medical examination indicates that he should take restricted activities. Rest, sunbaths, or limited activities as need is indicated on the health record. The student will receive credit but no grade for this course.  

1/2 UNIT

71A—COWBOY DANCING—COEDUCATIONAL*  
Prerequisite: None.  
Note: Recommended for physical education majors.  
Instruction and participation for recreational groups in American cowboy, square, and circle dancing.  

1/2 UNIT

72A—BEGINNING ARCHERY—COEDUCATIONAL*  
Prerequisite: None.  
Instruction in the technique of archery and participation in a tournament using the Junior Columbia Round.  

1/2 UNIT

72B—INTERMEDIATE ARCHERY—COEDUCATIONAL*  
Prerequisite: H&PE 72A or credit in high school.  
Practice in target and tournament shooting using Columbia Round.  

1/2 UNIT

73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL*  
Prerequisite: None.  
Instruction and practice in the fundamental steps of the fox-trot, tango, waltz, rumba, and other popular dances.  

1/2 UNIT

73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL*  
Prerequisite: H&PE 73A or a knowledge of basic steps.  
Instruction and practice in various combinations of steps of the fox-trot, tango, waltz, rumba, samba, new yorker, mambo, and other popular dances.  

1/2 UNIT

74—BADMINTON—COEDUCATIONAL*  
Prerequisite: None.  
Instruction in the rules and practice in individual fundamentals, development of singles and doubles play, and competitive participation.  

1/2 UNIT

75A—BEGINNING GOLF—COEDUCATIONAL*  
Prerequisite: None.  
Instruction and practice in the fundamentals of golf.  

1/2 UNIT

*This course should be taken one semester only to satisfy the physical education requirement.
HEALTH AND PHYSICAL EDUCATION (MEN-WOMEN)

75B—INTERMEDIATE GOLF—COEDUCATIONAL*  \( \frac{1}{2} \) UNIT
Prerequisite: Beginning golf or equivalent.

Note: Each student is expected to pay a fee for use of golf facilities. Advanced instruction and practice on the golf course.

76B—INTERMEDIATE TENNIS—COEDUCATIONAL*  \( \frac{1}{2} \) UNIT
Prerequisite: Some previous playing experience in tennis.

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

77A—VOLEYBALL—COEDUCATIONAL*  \( \frac{1}{2} \) UNIT
Prerequisite: None.

Instruction and practice in volleyball techniques with team tournaments.

79—BOWLING—COEDUCATIONAL*  \( \frac{1}{2} \) UNIT
Prerequisite: None.

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

HEALTH AND PHYSICAL EDUCATION FOR WOMEN

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

1. Team Sports—H&PE 21A, 21B, 77A.

Students who have completed the above requirements may elect any activity.

1—HEALTH EDUCATION  2 UNITS
Prerequisite: None.

Note: Required of all students for graduation.

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

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

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HEALTH AND PHYSICAL EDUCATION (WOMEN)

2—HEALTH EDUCATION—COEDUCATIONAL  3 UNITS

Prerequisite: None.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors. This course meets the graduation requirements of hygiene. Only 1 unit of credit will be allowed students having credit in Health and Physical Education 1. Fundamentals of healthful living to provide the prospective teacher with scientific health information and desirable attitudes and practices in healthful living.

3—ELEMENTARY SCHOOL GAME ACTIVITIES—COEDUCATIONAL  1 UNIT

Prerequisite: Sophomore standing.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors.

Games which are adapted to the needs and interests of elementary school children to provide the prospective teacher and youth leader with skills in and understanding and appreciation of a wide variety of physical education activities.

4—ELEMENTARY SCHOOL RHYTHM ACTIVITIES  1 UNIT

Prerequisite: Sophomore standing.

Note: It is recommended that this course be taken by all prospective elementary teachers and physical education and recreation majors.

Rhythm activities for elementary school children to provide the prospective teacher with knowledge of movement skills for promoting growth and development. An introduction to equipment, records, and audio-visual aids commonly used in the physical education program.

5-6—OFFICIATING FOR WOMEN  1½-1½ UNITS

Prerequisite: Participation in team sports.

Note: It is recommended that this course be taken by physical education and recreation majors and by prospective community youth leaders.

Instruction and practice in officiating women’s team games and organizing intramural programs, sports days and tournaments.

10—FIRST AID—COEDUCATIONAL  1 UNIT

Prerequisite: None.

Note: Required of all students for graduation.

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

19—RECREATIONAL LEADERSHIP—COEDUCATIONAL  2 UNITS

Prerequisite: None.

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

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

21A—BEGINNING SPORTS  ½ UNIT
Prerequisite: None.
Instruction in the fundamental techniques of seasonal sports: speedaway, basketball, volleyball, hockey, and softball.

21B—INTERMEDIATE SPORTS  ½ UNIT
Prerequisite: H&PE 21A or credit in high school.
Development of team play in seasonal sports: basketball, speedaway, volleyball, hockey, and softball.

27A—BEGINNING TENNIS  ½ UNIT
Prerequisite: None.
Instruction and practice in tennis strokes, techniques, and rules.

27B—INTERMEDIATE TENNIS  ½ UNIT
Prerequisite: H&PE 27A or credit in high school.
Instruction and practice in tennis strokes, techniques, umpiring, and doubles and singles tactics.

50A—BEGINNING FOLK DANCING  ½ UNIT
Prerequisite: None.
Instruction in folk dances of all nations with discussion of festival costumes.

51A—BEGINNING MODERN DANCE  ½ UNIT
Prerequisite: None.
Instruction in the fundamentals of rhythmic forms with practice in individual and group composition.

51B—INTERMEDIATE MODERN DANCE  ½ UNIT
Prerequisite: H&PE 51A or credit in high school.
Analysis of dance form and group movement; practice in increasingly difficult techniques.

55—BODY MECHANICS  ½ UNIT
Prerequisite: None.
Conditioning exercises to increase body flexibility and strength of musculature in various parts of the body; to develop skilled body control with respect to agility, balance, and coordination; and to produce skills in relaxation.

60—ADAPTED ACTIVITIES  ½ UNIT
Prerequisite: None.
A class for the student whose medical examination indicates that she should take restricted activities. Rest, sunbaths, or limited activities as need is indicated on the health record.
HEALTH AND PHYSICAL EDUCATION (WOMEN)

71A—COWBOY DANCING—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction and participation for recreational groups in American cowboy, square, and circle dances.

72A—BEGINNING ARCHERY—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction in the technique of archery and participation in a tournament using the Junior Columbia Round.

72B—INTERMEDIATE ARCHERY—COEDUCATIONAL ½ UNIT
Prerequisite: H&PE 72A or credit in high school.
Practice in target and tournament shooting using the Columbia Round and the American Round.

73A—BEGINNING SOCIAL DANCING—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction and practice in the fundamental steps of the fox-trot, tango, cha cha, waltz, rumba, samba, and other popular dances.

73B—INTERMEDIATE SOCIAL DANCING—COEDUCATIONAL ½ UNIT
Prerequisite: H&PE 73A or a knowledge of basic steps.
Instruction and practice in various combinations of steps of the fox-trot, tango, cha cha cha, waltz, rumba, samba, new yorker, mambo, and other popular dances.

74—BADMINTON—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction in the rules and practice in fundamentals, development of singles and doubles play, and competitive participation.

75A—BEGINNING GOLF—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction and practice in golf strokes, techniques and rules.

77A—VOLLEYBALL—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction and practice in volleyball techniques with team tournaments.

79—BOWLING—COEDUCATIONAL ½ UNIT
Prerequisite: None.
Instruction and practice in the fundamental techniques and rules of the game.
HISTORY

1-2—HISTORY OF WESTERN EUROPE

Prerequisite for 1: None.
Prerequisite for 2: History 1.

Note: A student may not receive credit for both History 2 and History 8.
The growth of western European civilization from the decline of the Roman
Empire to the present time. An introduction to the study of history, giving a
general perspective of the development of those political, economic, and social
institutions which explain our present-day civilization. An attempt is made to
orient the student’s thinking on present world problems.

3-4—HISTORY OF THE AMERICAS

Prerequisite for 3: None.
Prerequisite for 4: History 3.

A general survey of the history of the Western Hemisphere from the discovery
to the present time. The planning of the European civilization in the Western
Hemisphere, the growth of the colonies of the different nations, colonial sys-
tems, the international contest for the continents, the wars of independence
in English-America and Hispanic-America, the development of independent
American republics, their relations with each other and with the rest of
the world. This course (if both semesters are completed) meets the California
State requirement in American History.

5—UNITED STATES HISTORY

Prerequisite: None.

Note: It is recommended that this course be completed prior to enrollment in
a course to meet the California State requirement in the American Constitution.
This course allows only one unit of credit for students who have completed
History 17 and no credit for those who have completed History 4, or History
17-18.
A brief study of the political, economic, and social history of the United States
since 1789. Emphasis is placed upon the development of American ideals
and policies. This course meets the California State requirement in American
History.

7-8—HISTORY OF CIVILIZATION

Prerequisite for 7: None.
Prerequisite for 8: History 7.

Note: A student may not receive credit for both History 2 and History 8.
A general survey of the development of human ideas, arts, and institutions
from the earliest times to the present. Emphasis is placed upon the contributions
to civilizations made in ancient times by Egypt, Greece, Rome, India, and
China. The modern world is analyzed by a study of the principal factors—
cultural, social, economic, and political—which brought it into being. An
attempt is made to give the student a perspective on the past and a basis for
interpreting current world events.

12—PACIFIC COAST HISTORY

Prerequisite: None.
A survey of the discovery, exploration, and settlement of Mexico, California,
Oregon, Washington, British Columbia, and Alaska. Emphasis is placed upon
the development of their particular political, economic, and cultural institu-
tions, along with their relationships with each other and the rest of the world.
HISTORY—HOME ARTS

17-18—HISTORY OF THE UNITED STATES  3-3 UNITS
Prerequisite for 17: Second semester standing.
Prerequisite for 18: History 17.

Note: History 17 allows only 2 units for students who have completed History 5. History 17-18 allows only four units of credit for students who have completed History 5.

A history of American civilization, European backgrounds, the English colonies, the Revolutionary War, the Constitution, and the political, social, and economic history of the United States. This course (if both semesters are completed) meets the California State requirements in American History and the American Constitution.

ECONOMIC HISTORY OF THE UNITED STATES

See Economics 11.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

HOME ARTS

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

3-4—CRAFTS  2-2 UNITS
Prerequisite for 3: None.
Prerequisite for 4: Home Arts 3.

Lab and lectures to provide a series of exploratory experiences in materials through the design and construction of objects in clay, paper, wire, wood, leather, metal, fabric, plastic, etc.

11—CLOTHING  3 UNITS
Prerequisite: None.

The study and application of the basic pattern and its uses, applications to pattern making, and alteration of commercial patterns. A study is also made of textiles and of the care and selection of clothing for personality as well as appearance. Two machine projects are made in class from either a commercial pattern or a pattern of the student's own design. A style show is required at the end of the semester showing the work accomplished in class.

12—ADVANCED CLOTHING  3 UNITS
Prerequisites: Home Arts 11 or 17.

The techniques of tailoring in hand and machine work necessary to turn out fine, well tailored garments. A coat, suit and hand project are required as well as a style show at the end of the semester showing the accomplished work.
17-18—APPAREL DESIGN 8-8 UNITS

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

Prerequisite for 18: Same as for 17.

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

19-20—ADVANCED APPAREL DESIGN 8-8 UNITS

Prerequisite for 19: Home Arts 17.

Prerequisite for 20: Home Arts 17.

Advanced vocational training. The designing and construction of suits and coats, and the art of draping. Employment of the hard and soft tailoring as applied to production of women's and children's garments. Planning, arranging and write up for a style show is required at the end of each semester showing the finished designs and creations. Five three-hour periods each week.

21—FOOD STUDY 3 UNITS

Prerequisite: None.

Scientific and artistic approach to foods. Emphasis on basic information relating to food groups. Experience in planning, preparing and hostessing for large groups.

Lecture and laboratory.

22—MEAL PREPARATION AND TABLE SERVICE 3 UNITS

Prerequisite: None.

Emphasis on management costs in time, money and energy in the preparation of attractive and nutritious family meals. Food service and hostess experience for all types of meals, teas and receptions.

Lecture and laboratory.

23—COSTUME CONSTRUCTION (SEE NOTE)

Prerequisite for 23: Home Arts 17. (Home Arts 17 may be taken concurrently.)

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

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

25—ELEMENTS OF NUTRITION 2 UNITS

Prerequisite: None.

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

33—PERSONAL DEVELOPMENT 3 UNITS
Prerequisite: None.
Development of social competence, discriminating dress, poise and personality attributes. Emphasis on personal analysis. Lectures, consultations with experts, and class discussions.

35—PRE-SCHOOL CHILD 3 UNITS
Prerequisite: None.
The growth, development, and guidance of the child from birth through age five. Development values of play, significance of creative activities, interpretation of child-adult relationships, standards for wholesome routines of management and discipline. Nursery schools and pre-school classes used as laboratory for course.

37—TEXTILES AND NON-TEXTILES 2 UNITS
Prerequisite: None.
A study of materials used in clothing and household equipment. This course includes tests and analysis of shrinkage, color fastness, heat retention, reaction to cleansing agents and other practical information. It provides the basis of good judgment in buying. Materials studied include wool, silk, linen, cotton, and synthetics in the textile fields; leather, fur, metal, wood, procelain, and glass among the non-textiles.

39—HOME MANAGEMENT 2 UNITS
Prerequisite: None.
Consideration of essentials in establishing a home as a background for gracious living.
The attainment of values and goals through intelligent financial, time, and energy planning. Lectures, reports and discussions on housing facilities, equipment, furnishings, and accounting of expenses. Speakers and field trips.

43—THE MODERN HOSTESS 1 UNIT
Prerequisite: None.
How to enjoy entertaining guests. Emphasis on planning for guests, table arrangements, invitations, and time schedules for the hostess.
Various types of food preparation and service, including: teas, buffets, brunches, dinner parties and showers. Laboratory and lecture. Field trips.

INTERIOR DESIGN
See Art 29.

MARRIAGE AND FAMILY LIVING
See Psychology 31.

SILK SCREEN PRINTING
See Art 23-24.
JOURNALISM

1—JOURNALISM IN THE UNITED STATES 3 UNITS

Prerequisite: None.

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

2—NEWS AND FEATURE WRITING 3 UNITS

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

An introduction to news and feature writing. Laboratory practice in punctuation, vocabulary drill, spelling, and elementary editing. Outside reading is required.

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

Prerequisite for 3: Journalism 2 or publication experience.
Prerequisite for 4: Journalism 2 or 3.

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

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

Prerequisite for 5: None:
Prerequisite for 6: None.

A study of magazine markets is made. Campus articles are prepared for publication in magazines. Practice is given in writing copy, editing, and make-up of various publications.

LAW

17-18—BUSINESS LAW 3-3 UNITS

Prerequisite for 17: None.
Prerequisite for 18: Law 17.

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

31—LAW FOR THE LAYMAN 3 UNITS

Prerequisite: None.

A survey of legal problems which confront people in their everyday life activities. Included is a study of courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgages, trust deeds, conditional sales, crimes, torts, homesteads, the corporate securities act, the workmen's compensation act, and many other principles of business law.
1—INTERMEDIATE ALGEBRA 5 UNITS

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

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

2—TRIGONOMETRY 3 UNITS

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

An elementary course in plane trigonometry with practical applications. Trigonometric functions, the right triangle, functions of multiple angles, trigonometric equations and identities, radians, inverse functions, the oblique triangle, logarithms and their application and trigonometric analysis.

3—ANALYTIC GEOMETRY AND CALCULUS 5 UNITS

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

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

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

4—ANALYTIC GEOMETRY AND CALCULUS 3 UNITS

Prerequisite: Mathematics 3.

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

5—DIFFERENTIAL AND INTEGRAL CALCULUS 3 UNITS

Prerequisite: Mathematics 4.

Indefinite and definite integrals, techniques of integration, applications, infinite series.

6—SOLID ANALYTIC GEOMETRY, DIFFERENTIAL INTEGRAL CALCULUS 3 UNITS

Prerequisite: Mathematics 5.

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

8—COLLEGE ALGEBRA 3 UNITS

Prerequisite: Mathematics 2 or all of the following: One and one-half years of algebra, one year of plane geometry, and trigonometry in high school. Mathematics 2 may be taken concurrently.
Note: This course may not be taken for credit by students having credit in Mathematics 3.
A review of fundamental processes of algebra and advanced work in progressions, determinants, theory of equations, permutations and combinations, and probability.

11—COMMERCIAL ALGEBRA

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

Note: Not open for credit to students having credit for Mathematics 1. Recommended for business administration majors.
A study is made of the fundamental operations in algebra and their applications to commercial problems. The course provides a foundation in mathematical skills for the understanding of problems commonly met in business and as preparation for more advanced topics, including the mathematics of finance.

12—MATHEMATICS OF FINANCE

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

Note: Recommended for business administration majors.
A study of interest, discount, annuities, amortization, sinking funds, valuation of bonds, depreciation, and life insurance.

14—INTRODUCTORY MATHEMATICAL ANALYSIS FOR BUSINESS

Prerequisite: Mathematics 12.
Elementary differential and integral calculus and curve fitting, with applications to business and economics.

40—PLANE GEOMETRY

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

Note: A student will remove both subject and grade deficiencies if he receives a grade of “B” or better in Mathematics 40; if he receives a grade of “C,” he will remove only the subject deficiency.
A comprehensive course in plane geometry. Parallel lines, proportion, congruent and similar triangles, the right and oblique triangles, the theorem of circles, and polygons.

41—FUNDAMENTALS OF ALGEBRA

Prerequisite: None.

Note: A student will remove both subject and grade deficiencies if he receives a grade of “B” or better in Mathematics 41; if he receives a grade of “C,” he will remove only the subject deficiency.
A course in the fundamental operation of algebra. This course is the equivalent of one year of algebra in high school.

50—BASIC MATHEMATICS

Prerequisite: None.

A course in the fundamental processes of arithmetic designed to develop both accuracy and speed in computations. This course will fulfill the mathematics requirement for the A.A. degree.

PRINCIPLES OF STATISTICS

See Economics 7.
MINERALOGY

1—MINERALOGY

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

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

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

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

41—MINERALOGY AND ORE IDENTIFICATION

Prerequisite: None.

An introductory course, including laboratory, on minerals and ores and means of identifying them both in the field and confirmation in the laboratory. The interrelationships of geological structure and economic geology. Formation of ore bodies, prospecting, mineral types, use of Geiger Counter and Scintilometer for identification of uranium-radium bearing ores.

MUSIC

1-2—MUSICIANSHIP

Prerequisite for 1: Passing of fundamentals of music test, or one year of Harmony in high school.

Prerequisite for 2: Music 1.

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

3-4—HISTORY AND APPRECIATION OF MUSIC

Prerequisite for 3: None.

Prerequisite for 4: Music 3 or 7.

These courses are designed especially for non-music majors. Music majors should enroll in Music 7-8.

Note: Students having credit for Music 7 may not receive credit for Music 3. Students having credit for Music 8 may not receive credit for Music 4.

A study of the development of form and style in music through lectures, illustrations, and readings with regard to the structure and aesthetics of musical compositions. The historical development of music is shown through a study of the works of composers from the 17th Century to the present day. The course also assists the student in a better understanding of music literature.

5-6—HARMONY

Prerequisite for 5: Music 1 or Music 9 or one year of harmony in high school, in which case Music 1 should be taken concurrently with Music 5.

Prerequisite for 6: Music 5.

Study of materials used in music, both diatonic and chromatic. Chord relationships and progressions. Harmonization of melodies and figured bass. Modulation. Creative work. The aim of this course is to give command of music materials and to enable the student to write music in simplest forms, and to hear and recognize progressions rapidly.
7-8—HISTORY AND LITERATURE OF MUSIC 3-3 UNITS

Prerequisite for 7: A previous background in music through academic study or as a performer. The student must indicate a knowledge of basic theory (scale and chord structure) and have a general knowledge of the important forms of composition such as oratorio, symphony, chamber forms, etc. The course is designed primarily for the music major. Required by UCLA, USC, and other universities for music majors.

Prerequisite for 8: Music 7.

Note: Students having credit in Music 7 may not receive credit for Music 3. Students having credit in Music 8 may not receive credit in Music 4.

Music in general culture; its stylistic developments, performance ideals, and relation to the other arts. Study of recordings and attendance at concerts included in course work. Medieval through Baroque during first semester, (7), and preclassical through contemporary during second semester (8).

9—FUNDAMENTALS OF MUSIC 3 UNITS

Prerequisite: None.

A course designed especially for elementary education majors and music majors not qualified to enter Music 1. The study of the piano keyboard, music notation, musical symbols and terms, major and minor scales, simple and compound metre, simple sight-singing and dictation, intervals, and triads, use of autoharp, tonette, and baton technique. Recommended that Music 69 be taken concurrently.

11—CHORUS 1 UNIT

Prerequisite: None.

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

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

15—COLLEGE CHOIR 1 UNIT

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

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

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

21-22—VOICE TRAINING 2-2 UNITS

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

Prerequisite for 22: Music 21.

The principles of correct vocal production and their application to the simpler songs and ballads in English. The course is planned to develop individual talents. Good breathing habits, poise, diction, style, tone-color, and interpretation are stressed.

23—INSTRUMENTAL TRAINING (WIND INSTRUMENTS) 1 UNIT

Prerequisite: None.

This class gives basic instruction in playing upon woodwind or brass instruments that are regular members of the orchestra or band. In addition to providing an opportunity to learn to play an instrument of this kind, this course is of great value to those students who plan to major in either music or in elementary education.
24—INSTRUMENTAL TRAINING (STRINGS) 1 UNIT
Prerequisite: None.
This class gives basic instruction in playing upon the standard stringed instruments of the orchestra. In addition to providing an opportunity to learn to play an instrument of this kind, this course is of great value to those students who plan to major in either music or in elementary education.

31—ORCHESTRA 1-1-1-1 UNIT
Prerequisite: Ability to perform on a standard orchestral instrument.
Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is subject to approval by the instructor.
The orchestra meets one evening each week for two hours, thus providing an opportunity to participate in this organization with the minimum of program conflicts. The repertoire includes both serious music for symphony orchestra, and music of a more popular nature, symphonically arranged. The orchestra performs at both college and community activities.

35—DANCE BAND 1-1-1-1 UNIT
Prerequisite: Ability to play a musical instrument in a band or orchestra.
Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is limited to 15 and is subject to final approval by the instructor following an audition.
Workshop through which students may prepare to enter the field of commercial music. Emphasis on sight reading. Practical experience at Glendale College functions.

41—BAND 1-1-1-1 UNIT
Prerequisite: Ability to perform on a standard band instrument.
Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).
The band meets twice each week for the first ten weeks of the fall semester. One meeting per week is for rehearsal and one meeting per week is for performance at football games. The band also plays for pep rallies and similar activities during the football season.

45—VOCAL ENSEMBLE 1 UNIT
Prerequisite: The ability to sing with good pitch and acceptable vocal quality. The display of good musicianship.
Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).
The study and performance of choral literature composed for the small vocal ensemble (quartets, trios, etc.). Emphasis is placed on choral blend, balance, and correct habits in vocal production. Preparation of music for public presentation.

49—CONCERT CHOIR 1 UNIT
Prerequisite: Evidence of previous choral experience of a satisfactory nature. Ability to sight-read at least simple vocal parts; a basic knowledge of techniques of choral work.
Note: This course may be taken for 1 unit each semester for a total of 4 semesters (4 units). Membership is limited to 25.
A group of highly selected voices which performs representative works of the sixteenth and seventeenth century madrigal writers; of Bach, Brahms, and other foremost composers; and of the modern repertoire.
57—BRASS ENSEMBLE  
1 UNIT
Prerequisite: Ability to play a musical instrument in a band or orchestra.

*Note:* This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).
A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

61—WOODWIND ENSEMBLE  
1 UNIT
Prerequisite: Ability to play a musical instrument in a band or orchestra.

*Note:* This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).
A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

65—STRING ENSEMBLE  
1 UNIT
Prerequisite: Ability to play a musical instrument in a band or orchestra.

*Note:* This course may be taken for 1 unit each semester for a total of 4 semesters (4 units).
A small instrumental group which plays for college and community activities. Emphasis on balance, dynamics, phrasing, and interpretation.

69—BEGINNING PIANO  
2 UNITS
Prerequisite: None.

*Note:* Music 69 is not open to students having previous instruction or experience in piano playing. A modified form of this course is usually given in the evening.
This course is designed for students who wish to gain an elementary knowledge of the piano keyboard and the rudiments of music reading. Students are required to have a piano available for practice. The content of the course will be based on the assumption that students have had no previous musical training.

70-71-72—INTERMEDIATE AND ADVANCED PIANO  
2-2-2 UNITS
Prerequisite for 70: Music 69 or ability to play correctly examples of fundamental keyboard technique and to read at sight simple four part songs and hymns.
Prerequisite for 71: Music 70.
Prerequisite for 72: Music 71.

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

73—BEGINNING ORGAN  
2 UNITS
Prerequisite: Ability to play with ease piano literature of more than moderate difficulty.
A course designed to acquaint the student with fundamentals of organ technique. Emphasis on pedal facility and the principles of artistic registration. A survey of organ literature of moderate difficulty and the development of a suitable repertoire for sacred and secular use.
MUSIC—NURSING—PALEONTOLOGY—PHILOSOPHY

75-76—ACCOMPANIST TRAINING

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

Note: The student may take accompanist training for 1 or 2 units each semester. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. A course designed to give training in the piano accompaniment of choral or instrumental groups, or solo performances. Opportunity will be given the student to accompany performing musical organizations of Glendale College.

80—MUSIC THEATER WORKSHOP

Prerequisite: None.

Note: The student may enroll in Music 80 for one to five units as designated by him at time of registration.

A course designed to provide training and experience in the theater arts with emphasis on music drama. Scores of light operas, musical comedies, one act operas, and other vehicles of the musical stage are studied and performed. Opportunity for public performance will be provided. Training in set design, make-up, and other elements of stagecraft are included in the material of the course.

NURSING

NURSING—SEE VOCATIONAL NURSING

PALEONTOLOGY

1—GENERAL PALEONTOLOGY 3 UNITS

Prerequisite: None.

A survey of the classification and history of life including both plants and animals. An interpretation of the significance of fossils as evidence of organic evolution and of the adaptations of life to its physical and biologic environments. The sequences of floras and faunas as found in the rocks. An outline of man's physical development.

PHILOSOPHY

1—INTRODUCTION TO PHILOSOPHY 3 UNITS

Prerequisite: Sophomore standing preferred.

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

2—INTRODUCTION TO PHILOSOPHY 3 UNITS

Prerequisite: Philosophy 1.

Metaphysics, epistemology, historical and political philosophical problems. A consideration of the problems of knowing, of reality, of the beautiful, of justice, and of the making of judgments in historical and political situations.
15—COMPARATIVE WORLD RELIGIONS 3 UNITS

This is a comparative study of the salient ideas of the world's major religions, including Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism, Shintoism, and others.

PHOTOGRAPHY

1—ELEMENTS OF PHOTOGRAPHY 2 UNITS

Prerequisite for 1: None.

A two-hour lecture course. Survey of still cameras; characteristics of lens and shutters; study of negative materials, paper, and chemicals. Photographic nomenclature. Coverage of accessories (exposure meters, flash, filters). Photography 3 should be taken concurrently.

2—ELEMENTS OF PHOTOGRAPHY (SEE NOTE)

Prerequisite for 2: Photography 1.

Note: Photography 2 allows one unit of credit for two hours of satisfactory laboratory work a week; two units for four hours a week. A maximum of 2 units credit is allowed for this course.

Photography 2 is lecture and laboratory practice. A modified form of this course is usually given in the evening.

3—INTERMEDIATE PHOTOGRAPHY (SEE NOTE)

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

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

A laboratory course designed for students who preferably have had some experience in photography. A modified form of this course is usually given in the evening.

5—ADVANCED PHOTOGRAPHY (SEE NOTE)

Prerequisite for 5: Photography 3.

Note: Photography 5 allows one to five units of credit each semester, with a maximum of ten units, the hours to be arranged at the time of registration. Credit earned dependent upon satisfactory completion of two hours of laboratory work per week per unit. A modified form of the course is usually given in the evening.

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

7—SPECIAL PROJECTS—PHOTOGRAPHY (SEE NOTE)

Prerequisite: None.

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

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

9—COLOR PHOTOGRAPHY 2 UNITS

Prerequisite: None.

*Note:* Usually given in the evening in the fall semester.
Formula, dyes, filters for color photography. Discussion, outside assignment, criticism of work done.

10—PHOTOGRAPHY FOR THE TRAVELER 2 UNITS

Prerequisite: None.

*Note:* Usually given in the evening in the spring semester.
To help students take better pictures and understand their equipment, film and accessories. Highlights of various countries and the United States. Outside assignments, criticism of work done.

PHYSICS

1—ENGINEERING PHYSICS 3 UNITS

Prerequisites: Physics 11, or physics taken in high school and Mathematics 3. (Mathematics 3 may be taken concurrently.)

*Note:* Physics 1 is restricted to engineering and science majors.
Lecture 3 hours, laboratory 2 hours.

2—ENGINEERING PHYSICS 3 UNITS

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

Fluids, heat, wave motion, and sound. An intensive study of liquids, gases, heat effects, change of state, calorimetry, heat transfer, thermodynamics, and sound waves.
Lecture 3 hours, laboratory 2 hours.

3—ENGINEERING PHYSICS 3 UNITS

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

Study of the laws of magnetism, static electricity, direct and alternating current, electromagnetism and induced currents, radiation, and conduction through gases.
Lecture 3 hours, laboratory 2 hours.

4—ENGINEERING PHYSICS 3 UNITS

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

Geometrical and physical optics. A study of the laws of wave motion in light, lenses and mirrors, interference and diffraction, color, polarized light, and modern physics.
Lecture 3 hours, laboratory 2 hours.
5—GENERAL PHYSICS

Prerequisites: Physics or chemistry (any one of: Physics 10 or 11, one year of physics in high school, Chemistry 41, 10, or one year of chemistry in high school) and trigonometry (one semester of trigonometry in high school or Mathematics 2 which may be taken concurrently with Physics 5.)

Note: Required of pre-medical students.
A general course including a study of properties of matter, mechanics, heat and sound. Lectures, demonstrations, problems, and laboratory work.
Lecture 3 hours, laboratory 3 hours.

6—GENERAL PHYSICS

Prerequisite: Physics 5 or Physics 2.

Note: Required of pre-medical students.
A general course including a study of light, electricity, magnetism, and modern physics. Lectures, demonstrations, problems, and laboratory work.
Lecture 3 hours, laboratory 3 hours.

10—INTRODUCTION TO PHYSICS

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

Note: This course may not be taken for credit by students who have completed Physics 1 or 5.
A brief presentation of some of the more important phenomena in physics with experimental illustration.

11—GENERAL PHYSICS

Prerequisites: Mathematics 2, or Trigonometry in high school.
(Mathematics 2 may be taken concurrently.)

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 10.
A mathematical course in general physics designed to prepare students for engineering physics (Physics 1-4), particularly those students who have not had an adequate high school course in physics. Emphasis upon analysis and solution of problems.

35-36—SOUND RECORDING

Prerequisite for 35: Experience with sound equipment.
Prerequisite for 36: Same as for 35.
A practical course in the operation and maintenance of tape disc-recording equipment in connection with radio production.

41—ELEMENTARY PHYSICS

Prerequisite: None.

Note: This course may not be taken for credit by students who have completed Physics 1, 5, or 10.
A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to everyday living.

47-48—PHYSICAL APPARATUS

Prerequisite for 47: Physics 10 or physics in high school.
Prerequisite for 48: Same as for 47.
Laboratory work in designing, construction, and repairing apparatus for physics laboratory and lecture demonstrations. Three hours each week.
PHYSIOLOGY—POLICE SCIENCE

PHYSIOLOGY

11—INTRODUCTION TO PHYSIOLOGY 4 UNITS

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

A laboratory course in the functions of the various systems of the human body. Lectures, charts, models, and experimental materials. Course required for pre-nursing students, elective for others.
Lecture 3 hours, laboratory 3 hours.

41—PHYSIOLOGY AND ANATOMY 4 UNITS

Prerequisite: None.

This course is designed to meet particularly the needs of students preparing for Registered Nurse without the A.B. degree. It is open to others. Lecture and laboratory course dealing with the structure and functions of the various systems of the human body. Charts, models, and experimental materials are employed in the course.
Lecture 3 hours, laboratory 3 hours.

POLICE SCIENCE

Classes in Police Science are offered as in-service training for law enforcement officers by the extended day division of the Glendale College. In addition, a few classes will be offered each semester for students and adults in the community who plan on going into Law Enforcement work. Consult extended day schedule for classes open to other than enforcement officers.

1—BASIC POLICE ADMINISTRATION 3 UNITS

This course covers the organization and administration of a police department; the personnel development program; the conduct and ethics of an officer; departmental orders; routine patrol duties; specialized patrol and observation work including foot, plain clothes, juvenile and radio; traffic patrol; special situations, such as riots, parades and spectacles; and the technique of arrest, search, seizure, and confinement. Instruction will include lectures given by officers currently engaged in law enforcement.

3—GENERAL ADMINISTRATION OF JUSTICE 3 UNITS

This introductory course provides orientation in the field of agencies dealing with the administration of justice, including a study of criminal procedure from apprehension to conviction.

4—POLICE CIVIL LAW 3 UNITS

A brief survey is made of the fundamentals of the law of contracts, torts, and personal property, including liens, landlord and tenant, with special reference to their application to police. Emphasis is placed upon legal reasoning and analysis through a study of court decisions. The case method of instruction is used.

5—CRIMINAL INVESTIGATION 3 UNITS

This introductory course deals with investigation of different types of crime. With the cooperation of various law enforcement agencies in the area, experts in the field will lecture in their specialties.

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7—CRIMINAL LAW I

A study is made of the elements of crimes against persons, property, and the State as they are recognized in the penal code and general laws of California including parties in crime, culpability, and incomplete offenses.

8—CRIMINAL LAW II

In this advanced course criminal law is studied from the point of view of the peace officer. The elements of the major crimes and laws of particular interest to peace officers, such as the Deadly Weapons Act, are dealt with in detail.

9—ACCIDENT INVESTIGATION

A study of the principles and practices of accident investigation including the purposes of investigation, selective enforcement procedures and data use, normal hit and run accidents, determination of speed from skid marks, the nature and use of the intoxication testing devices, and field practice in actual cases.

11—INTRODUCTION TO LAW ENFORCEMENT

A course designed to acquaint interested students with the broad field of criminal justice in a democratic society and to give assistance to the beginning student in determining whether this is a career field for him.

13—CRIMINAL EVIDENCE

A discussion of the statutes and pertinent decisions of the courts of the State of California dealing with the production and presentation of evidence in criminal trials. Special emphasis is given to the law as it affects actual arrest of criminal offenders and subsequent court trials. A study of the development, importance and purpose of evidence; a discussion of the laws of the Federal Government as they affect the conduct of law enforcement officers. Supplemented by recent decisions of the U.S. Supreme Court.

15—PHYSICAL ASPECTS OF ARREST

Prerequisite: Open to law enforcement officers only.
Methods and techniques of self-defense, disarmament, use of the baton, civil disturbance formations and the use of tear gas. Also techniques in how to interview suspects, witnesses, etc., how to stop and search automobiles, how to apprehend prowlers, and the important points in how to make misdemeanor and felony arrests.

17—INTERROGATION AND LIE DETECTION


19—INTRODUCTION TO POLICE PATROL

This course is designed to develop basic understandings and a reasonable degree of skill with reference to the following problems and practices: responsibilities, powers and duties of the uniform and patrol officer; patrol procedure; foot patrol, vehicle patrol and observation; field interrogation, pedestrians, vehicles; preliminary handling of field problems; stake-outs; arrest and transportation of prisoners; booking of property; marking and handling of evidence; report writing; civil disputes; special events and how to handle; riots and crowd control.
POLICE SCIENCE—POLITICAL SCIENCE

21—TRAFFIC LAW  2 UNITS
A study of the California Vehicle Code and traffic sections of the Penal Code. Interpretations of these codes, court decisions, techniques of traffic law enforcements and the officer-violator contact, point and intersection control techniques.

25—JUVENILE CONTROL (LEGAL & ADMINISTRATIVE ASPECTS)  3 UNITS
Instruction in legal and administrative aspects. Legislation governing juveniles, juvenile court act, laws, enforcement, crime prevention, civil rights and liabilities.
Administrative techniques applied in juvenile problems, organization, records, personnel staffing and selection, manual of procedures, agency coordination and cooperation, setting up a working juvenile program, and methods and techniques of prevention.

POLITICAL SCIENCE

1—INTRODUCTION TO GOVERNMENT  3 UNITS
Prerequisite: None.

Note: Political Science 1 allows only one unit of credit for students who have completed Political Science 5 or Social Science 32.
An introduction to the principles and problems of government in the United States with emphasis placed on the national government and its relationships with the state governments. Political Science 1 meets the California State requirement in the United States Constitution.

2—MODERN COMPARATIVE GOVERNMENTS  3 UNITS
Prerequisite: Political Science 1, 5, or Social Science 31-32.
A comparative study of the constitutional principles, governmental institutions, political parties, and recent history of policy and action of selected foreign governments.

5—AMERICAN POLITICAL IDEALS  2 UNITS
Prerequisite: None.

Note: It is recommended that the California State requirement in American History be completed prior to enrollment in this course. Political Science 5 allows no credit for students who have completed Political Science 1 or Social Science 32.
A historical, philosophical and analytical study of the theory and practice of American government. Special emphasis is placed on American constitutional history and the development of American democratic thought. A critical study of modern political ideology is made.

6—AMERICAN STATE AND LOCAL GOVERNMENT  1 UNIT
Prerequisite: None.

Note: It is recommended that this course be taken after the completion of the constitution requirement. This course or Social Science 31-32 is a graduation requirement. No credit is allowed for this course to students having credit in Social Science 31-32.
A historical and functional study of California government and politics emphasizing the state, but including county, municipal and special districts.
7—AMERICAN STATE AND LOCAL GOVERNMENT

Prerequisite: Political Science 1 or 5, or History 17-18, or concurrent.

Note: This course, Social Science 31-32, or Political Science 6 is a graduation requirement. No credit is allowed for this course to students having credit in Social Science 31-32 or Political Science 6. This course is intended for Political Science majors or students who desire to apply the laboratory approach to the study of local government.

A historical and functional study of California government and politics emphasizing the state, but including county, municipal and special districts. Students will be expected to visit and report on local government agencies, participate in student elections, perform duties with an active political party, or other projects.

10—CONTEMPORARY WORLD PROBLEMS

Prerequisite: None.

Current problems of population, food, and space, with attention given to diplomatic, political, and security affairs of the world powers since World War II. The accent of the course is upon the contemporary with no background presupposed. However, work in the history of civilization taken previously or concurrently would prove helpful.

INTRODUCTION TO SOCIAL SCIENCE

See Social Science 31-32.

PSYCHOLOGY

1—GENERAL PSYCHOLOGY

Prerequisite: Sophomore standing preferred.

An intensive study of human behavior; emotions, learning, memory, motivation, thinking, and imagination; the individual differences in ability, intelligence, personality, maturation, and development; personal applications.

2—GENERAL PSYCHOLOGY

Prerequisite: Psychology 1.

The application of basic psychological principles to such areas as child development, communication, industry, mental illness, law and education.

10—INTRODUCTION TO PSYCHOLOGY

Prerequisite: None.

A general introduction to the study of the fundamentals of behavior, emotions, motivation, personality development and conflicts, personal and social adjustment, learning, remembering, and thinking. Emphasis is given to practical application of the above mentioned principles.

21—OCCUPATIONAL PLANNING

Prerequisite: None.

This course is planned to provide students with an opportunity to investigate, analyze, and choose a vocational area that is appropriate in terms of personal interest, abilities, and educational plans. Lectures, standardized tests, self-analysis, interviews.
PSYCHOLOGY—SCIENCE—SOCIAL SCIENCE

31—MARRIAGE AND FAMILY LIVING 3 UNITS
Prerequisite: None.
Basic information for making a successful marriage. Courtship, learning to live together as husband and wife, children, financial and legal problems, conflicts and possible solutions, relatives, family and community relations are studied.
Lectures, discussions, modern film, temperament tests, reading and reports.

41—HOW TO STUDY 1 UNIT
Prerequisite: None.
A ten-week course designed to aid students in improving their study habits. Special emphasis is placed upon the time schedule, the discovery of the nature and extent of reading difficulties, outlining the lecture and reading assignments, the efficient use of the facilities for study, developing skill in note taking, and preparing for and taking of examinations. Ample opportunity is provided for the consideration of individual study problems and for practicing suggested procedures.

PRE-SCHOOL CHILD
See Home Arts 35.

PRINCIPLES OF STATISTICS
See Economics 7

SCIENCE

31-32—GENERAL SCIENCE 4-4 UNITS
Prerequisite for 31: None.
Prerequisite for 32: Science 31.
Designed to give a cultural appreciation of the scientific method and an elementary working knowledge of the fields studied. An integrated treatment of major phenomena in physics, chemistry, astronomy, and geology; and a liberalized approach to the study of living organisms, both plant and animal. The emphasis is on dynamic processes and functional interrelationships between living organisms, viewed against the background of chemical and physical foundations of the universe. Primarily for students majoring in fields other than the physical and biological sciences.
Lecture and quiz section 4 hours; laboratory 2 hours.

SOCIAL SCIENCE

31-32—INTRODUCTION TO SOCIAL SCIENCE 4-4 UNITS
Prerequisite for 31: None.
Prerequisite for 32: Social Science 31.
Note: Social Science 31-32 allows only six units of credit for students who have completed Political Science 1 or 5, and only seven units for students having credit in Political Science 6.
The interrelationship of the social sciences and their application to the problems of group living in the twentieth century are developed through a survey of the principal facts and concepts of sociology, economics, and political science. Problems are studied in relationship to the historical development of the United States. The student is led to acquire a body of knowledge through an analysis of historical and contemporary problems, and to obtain a realistic view of the total social scene. This course (if both semesters are completed) meets the California State requirements in American History, the American Constitution, and State and Local Government.

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SOCIAL SCIENCE—SOCIOLOGY—SPANISH

41—STUDENT LEADERSHIP 2 UNITS
Prerequisite: None.

Note: Open to all students interested in developing leadership skills. Officers of all student organizations are urged to enroll.
Fundamentals of student leadership. A study of leadership theory, parliamentary law, committee techniques, democratic organization, principles and functions of student government and group leadership problems.

SOCIOLOGY 3-3 UNITS

1-2—INTRODUCTION TO SOCIOLOGY
Prerequisite for 1: None.
Prerequisite for 2: Sociology 1.
A study of society and culture, population trends and problems, personality, social roles, collective behavior, human groups and their interaction, communication, public opinion, social institutions and social change. Lectures, discussions, reports.

SPANISH 4 UNITS

1—BEGINNING SPANISH
Prerequisite: None.

Note: This course may not be taken for credit by students who have completed two years of Spanish in high school with grade of "C" or better within the past two years.
Fundamentals of Spanish grammar. The student is trained to pronounce Spanish correctly, to acquire a small working vocabulary which he uses in conversation and writing, and to learn to read simple Spanish.

2—BEGINNING SPANISH 4 UNITS
Prerequisite: Spanish 1, or two years of Spanish in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed three years of Spanish in high school with grades of "C" or better within the past two years.
This course is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronunciation and review of the fundamentals of Spanish grammar.

3—INTERMEDIATE SPANISH 4 UNITS
Prerequisite: Spanish 2, or three years of Spanish in high school completed within the past two years.

Note: This course may not be taken for credit by students who have completed four years of Spanish in high school with grades of "C" or better within the past two years.
This course includes further study of Spanish grammar and idioms, intensive and extensive reading in contemporary colloquial Spanish, oral resúmes or readings, and written composition.

4—INTERMEDIATE SPANISH 4 UNITS
Prerequisite: Spanish 3 or four years of Spanish in high school completed within the past two years.
A continuation of Spanish 3 with reading of more difficult literary texts.
SPEECH—SUPERVISORY TRAINING

SPEECH

1-2—FUNDAMENTALS OF SPEECH  2-2 UNITS
Prerequisite for 1: None.
Prerequisite for 2: Speech 1.

Training in oral communication to assist the student in eliminating stage fright and developing self confidence, poise, and an acceptable speaking voice. Exercises in voice development, in reading aloud, and in preparing simple speeches.

3-4—PUBLIC SPEAKING  3-3 UNITS
Prerequisite for 3: A satisfactory grade in the English Placement Test or a grade of "C" or better in English 41.
Prerequisite for 4: Speech 3.

Emphasis is placed upon organization and delivery of the complete speech given as a term project. Short exercises and informal talks are utilized in the development of rhetorical skills. This course satisfies speech requirements of those expecting to transfer to specialized and professional work in colleges and universities.

31-32—RADIO AND TELEVISION PRODUCTION  2-2 UNITS
Prerequisite for 31: None.
Prerequisite for 32: Speech 31.

A course in the fundamentals of all forms of microphone speech for radio and television. It is recommended for prospective announcers, commentators, and disk-jockeys as well as for students interested in dramatic productions over the broadcasting mediums.

SUPERVISORY TRAINING

An extended day training program for foremen, supervisors, leadmen, and other group leaders in business and industry. The purpose of the program is to supplement job experience with the best in supervisory training. For information about classes offered each semester consult the extended day schedule of classes.

1—ELEMENTS OF SUPERVISION  2 UNITS
Prerequisite: None.

A basic, introductory course covering in general terms the total responsibilities of a supervisor, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality and quantity control, management-employee relations, safety, etc.

2—BASIC PSYCHOLOGY FOR SUPERVISORS  2 UNITS
Prerequisite: Supervisory Training 1.

Course to assist the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities, etc.

3—HUMAN RELATIONS (Developing Supervisory Leadership)  2 UNITS
Prerequisite: Supervisory Training 2.

To show the practical applications of Basic Psychology in building better employer-employee relationships by studying Human Relations techniques.
4—SUPERVISOR'S RESPONSIBILITY FOR MANAGEMENT OF PERSONNEL  2 UNITS

Prerequisites: Supervisory Training 1, 2, 3.

Personnel techniques for which the supervisor is partially responsible and for which he should have some training. Selection, testing, placement, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.

5—ORGANIZATION AND MANAGEMENT  2 UNITS

Prerequisite: Supervisory Training 1.

The supervisor's responsibility for planning, organizing, directing, controlling, and co-ordinating. Teaches the supervisor these basic functions of an organization and his responsibility for carrying out these objectives in accordance with the organization's plan. Establish lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations, etc.

6—LABOR-MANAGEMENT RELATIONS  2 UNITS

Prerequisite: Supervisory Training 1, 2.

The history and development of the labor movement. The development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedure.

7—INDUSTRIAL ECONOMICS  2 UNITS

Prerequisite: None.

Significant economic facts. Development of a critical attitude toward industrial economics. Institutions and practices that determine our social environment. Management-supervisory employee relationships to economy and local industry.

8—WORK SIMPLIFICATION  2 UNITS

Prerequisite: None.

The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.

9—COST CONTROL FOR SUPERVISORS  2 UNITS

Prerequisite: None.

How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control: costs, materials, waste, salvage, quality control, quantity control, control of time, etc.

10—JOB ANALYSIS FOR WAGE ADMINISTRATION  2 UNITS

Prerequisite: None.

11—ORAL COMMUNICATIONS (English)  2 UNITS

Prerequisite: None.


12—WRITTEN COMMUNICATIONS FOR SUPERVISORS  2 UNITS

Prerequisite: None.


13—SAFETY TRAINING AND FIRE PREVENTION  2 UNITS

Prerequisite: None.


14—DEVELOPING EMPLOYEES THROUGH TRAINING  2 UNITS

Prerequisite: None.

The supervisor's responsibility for developing employees through training. Orientation and induction; vestibule and on-the-job techniques. Job instruction training principles, apprenticeship training, technical training, supervisory training and management development. Use of outside agencies; advisory committees.

15—MANAGEMENT CONTROL AND THE SUPERVISOR  2 UNITS

Prerequisite: None.

Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over the organization, control over personnel, etc.

TECHNICAL AND INDUSTRIAL EDUCATION

1-2—MACHINE SHOP  8-8 UNITS

Prerequisite for 1: None.
Prerequisite for 2: Technical and Industrial Education 1 or 5.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

The fundamentals of the machinist trade. Included are the proper use of hand tools and the correct operation of machine tool equipment such as lathes, shapers, milling machines, drill presses, and grinders. The study of basic science and related information in machine shop work. The course consists of five three-hour laboratory periods each week and satisfies pre-apprenticeship requirements.
3-4—ADVANCED MACHINE SHOP

Prerequisite for 3: Technical and Industrial Education 2.
Prerequisite for 4: Technical and Industrial Education 3.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

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

5—INTRODUCTION TO MACHINE SHOP

Prerequisite for 5: None.

Note: Not open to students who have completed Technical and Industrial Education 1.

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

6—INTRODUCTION TO MACHINE SHOP

Prerequisite for 5: None.
Prerequisite for 6: 5 units of Technical and Industrial Education 5.

Note: Not open to students who have completed Technical and Industrial Education 1.

An introductory course to aid students in allied fields of training. The course will include theory and practice of hand and machine tool equipment.

7-8—MACHINE SHOP PRACTICE

Prerequisite for 7: None.
Prerequisite for 8: Technical and Industrial Education 7.

Note: Credit per semester will be indicated on schedule. Proportionately less credit may be earned for carrying less than a full schedule. A maximum of 32 units of credit will be allowed for the combined work of Technical and Industrial Education 7 and 8.

A course to provide practice on machine shop equipment. Students will work on individual projects.

9—PRINCIPLES OF TOOL ENGINEERING

Prerequisite: Technical and Industrial Education 4.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

Advanced course in machine shop training presenting systems of production, interchangeability, and dimensioning as they pertain to tool design. Theories of milling fixtures, drill jigs, and bushings; locating and clamping of parts, tooling for horizontal turret lathes, and inspection gauges are studied. The tooling engineer's training, duties, and place in a manufacturing organization are investigated.
15—GENERAL METALS (IA)  
Prerequisite: None.  
A course designed to aid students in allied fields of metal working. Emphasis is placed on teaching techniques for Industrial Arts majors. The course includes theory and practice in metal working; pattern drafting; heat-treating; foundry; welding; art metal and metals in everyday living. A suggested related course for Engineering students.

17-18—GENERAL WELDING (IA)  
Prerequisite for 17: None.  
Prerequisite for 18: Technical and Industrial Education 17.  
This course includes the principles and techniques involved in general welding and cutting, and the uses of metallic arc welding, inert arc welding, and the studies of atomic-hydrogen, hard facing, surface hardening and the study of alloy metals. Emphasis is also placed on teaching techniques for Industrial Arts majors. The student is given experience in applying the principles by individual practice on a sequence of selected jobs including welding joints in steel, cast iron, brass, bronze, aluminum; and brazing joints in steel, cast iron, and malleable iron.

21-22-23-24—CARPENTRY  
Prerequisite for 21: None.  
Prerequisite for 22: Technical and Industrial Education 21.  
Prerequisite for 23: Technical and Industrial Education 22.  
Prerequisite for 24: Technical and Industrial Education 23.  
Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.  
The course includes theoretical and practical work necessary to become a carpenter. The theoretical work includes blueprint reading, mathematics, material listing, estimation, and procedures used in the building trades. The practical work includes shop practice in the use of hand and power tools, and the actual construction of various types of buildings.

25-26-27-28—MILL AND CABINET  
Prerequisite for 25: None.  
Prerequisite for 26: Technical and Industrial Education 25.  
Prerequisite for 28: Technical and Industrial Education 27.  
A course including the theoretical and practical work necessary to enter industry in the mill and cabinet work field. The theoretical work includes blueprint reading, related mathematics, materials, estimation and procedures in industry. The practical work includes a sequence of selected jobs to give the student all-around ability and speed.

29—BASIC BLUEPRINT READING AND SHOP SKETCHING  
Prerequisite: None.  
A course to develop the ability to visualize objects and obtain information pertaining to them from blueprints. Sketching procedures are used as an aid in visualization. A recommended course for all Technical and Industrial students.
31-32—TECHNICAL DRAFTING

Prerequisite for 31: None.
Prerequisite for 32: Technical and Industrial Education 31 or Technical and Industrial Education 65.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

A basic course in drafting consisting of instruments used in technical drawing; lettering, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, isometric drawing and projection, dimensioning, fasteners, springs, intersections, oblique projection, freehand drawing, shop sketching, welded and machined parts, gearing and cams, inking, pattern development and layout and charts and graphs, dimetric and trimetric projection, one, two, and three point perspective, detail and assembly working drawings.

33-34—ADVANCED TECHNICAL DRAFTING

Prerequisite for 33: Technical and Industrial Education 32.
Prerequisite for 34: Technical and Industrial Education 33.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy exists and all work missed is made up.

A course equipping the student to prepare production drawings of professional quality. Includes design for production, preparation of detail, assembly, and installation drawings in structural, jigs and fixtures, charts, graphs, and diagrams, sheet metal layout, electrical, topographical, aeronautical, piping, and architectural drawing; materials and shop processes; lofting layout; inking; strength of materials and mechanics; elementary machine design; field trips; basic employment information; and engineering department routing.

41—TECHNICAL PHYSICS

Prerequisites: 1 year high school physics or Technical and Industrial Education 45; a passing grade on the mathematics proficiency test or Mathematics 50.

Covers the areas of Mechanics and Heat and stresses the definite and continuing emphasis on industrial and technical application of physics throughout the course.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to industrial problems.

42—TECHNICAL PHYSICS

Prerequisites: 1 year high school physics or Technical and Industrial Education 45; a passing grade on the mathematics proficiency test or Mathematics 50.

Covers the areas of Sound, Light, Optics, Industrial Electronics and Atomic Energy. It stresses the definite and continuing emphasis on industrial and technical application of physics throughout the course.

A lecture and laboratory presentation of some of the basic laws and principles of modern physics, with application to industrial problems.
43-44—TECHNICAL AND INDUSTRIAL EDUCATION
MATHMATICS 3-3 UNITS

Prerequisite for 43: A satisfactory grade on the mathematics proficiency examination or Mathematics 50.

Prerequisite for 44: Technical and Industrial Education 43, or satisfactory grade on the mathematics proficiency examination plus Mathematics 41 or one year of high school algebra.

A thorough review of the basic principles of arithmetic with stress laid on fractions and decimals, proportion and percentage. Basic geometry, practical algebra, and trigonometry will be covered. The work is illustrated by practical problems drawn from the industrial field.

45—PHYSICS FOR INDUSTRY 3 UNITS

Prerequisite: A satisfactory grade on the mathematics proficiency examination or Mathematics 50.

The application of physics to industry. Fundamental concepts, pressure and buoyancy in fluids, simple and compound machines, hydraulic and pneumatic machines, work, energy and power, composition and resolution of forces, heat — its measurement, transfer and conversion to work, light and color, magnetism and electronics.

46—MATERIALS AND PROCESSES 3 UNITS

Prerequisite: None.

A study of the manufacture and properties of ferrous and non-ferrous alloys, clay products, wood, cements, plastics, fabrics, fuels, glass, concrete, rubber, etc. Their uses, adaptability, and limitations in industry will be studied. Methods of manufacture and testing techniques currently used will be covered.

47-48—JEWEI, GEM, AND METAL CRAFT 2-2 UNITS

Prerequisite for 47: None.

Prerequisite for 48: Technical and Industrial Education 47.

The use and knowledge of tools, equipment, and the various types of materials such as copper, brass, nickel, silver, monel, soft solder, stainless steel, gold, plastic, and stones. These will be fashioned into many articles among which will be letter holders, trays, lamps, bowls, pins, chains, lockets, rings, bracelets, belt buckles, necklaces, earrings, tie clips, brooches, and key chains.

Gemcutting of precious and semi-precious stone in cabochon and faceted stones, wax pattern duplication; precision investment casting.

51—WOODWORK AND CARPENTRY (SEE NOTE)

Prerequisite: None.

Note: Credit per semester will be indicated on schedule. Proportionately less credit may be earned for carrying less than a full schedule. A maximum of 20 units of credit will be allowed for Technical and Industrial Education 51.

The course includes basic hand tool skills, the operation of woodworking machinery, wood finishing, blueprint reading, and material listing. Workmanship, construction and design are emphasized. The course will also offer opportunity to review skills and related knowledge previously acquired in various phases of woodworking, including house construction and cabinet making. Projects shall be selected by enrollees.
52—BUILDING ESTIMATING

Prerequisite: Technical and Industrial Education 43 or equivalent.

This course is designed to give the student a technical background in the practical application of estimating techniques being used in the building industry. Contractor's responsibilities, construction organization and planning, building codes, interpretation of blueprints and short cut methods of mathematical calculations will be presented with special emphasis placed on quantity take-off and material listings as the most important phase of successful estimating. Lectures, guest speakers, field trips and various visual aids will be used in the presentation of this course.

53—BUILDING ESTIMATING

Prerequisite: Technical and Industrial Education 52.

Costs and cost variations will be discussed in relation to profit percentages. Grade and qualities of materials together with labor costs based on man hours per operation will be given the student. Completed estimates will be based on material lists compiled in Technical and Industrial Education 52. Expenses such as Supervision, overhead, equipment rental and job expense as well as check lists, final compilation of estimate and presentation of final quotation will be explained. All information will be based on latest available data. Lectures, guest speakers and various visual aids will be used in demonstrating this data.

65-66—BASIC TECHNICAL ILLUSTRATION

Prerequisite for 65: None.

Prerequisite for 66: Technical and Industrial Education 65 or Technical and Industrial Education 31 or by passing test equivalent to Technical and Industrial Education 31.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

Trains the student in the basic methods required by industry for the preparation of drawings of mechanical devices. It includes a basic course in drafting consisting of instruments used in technical drawing; lettering and briefing charts, geometry of technical drawing, orthographic projection, revolutions, primary and secondary auxiliaries, sections, isometric drawing and projection, dimensioning, fasteners, springs, intersections, oblique projection, freehand drawing, shop sketching, welded and machined parts, gearing and cams, pattern development and layout, dimetric and trimetric projection, one, two, and three point perspective, detail and assembly working drawings.

67-68—ADVANCED TECHNICAL ILLUSTRATION

Prerequisite for 67: Technical and Industrial Education 66.

Prerequisite for 68: Technical and Industrial Education 67.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists and all work missed is made up.

Covers the knowledge and skills used by the professional illustrator, with the aim of preparing the student to perform complicated assignments. Includes 3 point plots, electronic symbols and their meaning, thick and thin line values, typography, page layout, pastingup procedures, color separation, schematics, introduction to air brush, field trips, basic employment information, and engineering department routine.
71-72—BASIC ELECTRONICS 8-8 UNITS

Prerequisite for 71: Students will be admitted on the basis of a selection test.
Prerequisite for 72: Technical and Industrial Education 71, and Technical and Industrial Education 43, Technical and Industrial Education 45 or equivalent.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.

A course in the fundamentals of electricity and electronics. Study of DC and AC circuit principles and characteristics. DC and AC measuring instrument theory and operation. Introduction to vacuum tubes and transistors and basic principles of operation. Fundamental skills are developed in shop practice, soldering techniques, use of hand tools, wiring practice, schematic reading and circuit tracing, use of meters, oscilloscopes, and other test equipment. Practice in layout and construction of simple electronic circuits.

73-74—ADVANCED ELECTRONICS 8-8 UNITS

Prerequisite for 73: Technical and Industrial Education 72, and Technical and Industrial Education 44 or equivalent.
Prerequisite for 74: Technical and Industrial Education 73, Technical Physics I, and Technical Physics II concurrently.

Note: Students must register for the full number of hours for which the course is scheduled, but late registration is permitted provided a vacancy in the class exists.


75-76—BASIC ELECTRONIC THEORY 3-3 UNITS

Prerequisite for 75: None.
Prerequisite for 76: Technical and Industrial Education 75.

A course in the basic principles of electricity and electronics for non-electronics majors. It is designed to provide the student with a sound understanding of the basic principles of electronic circuits and their application to the communications industry. The course includes a study of DC circuits, magnetism, electromagnetism, DC meters and measurements, inductance, capacitance, reactance, AC circuits, electron tubes and semi-conductor devices.

INDUSTRIAL ENGLISH

See English 51-52.

THEATER ARTS

1—THEATER AND MOTION PICTURE SURVEY 2 UNITS

Prerequisite: None.

A lecture appreciation course designed to provide the student with a general knowledge of theater and motion picture historical development, theatrical and motion picture method, and a vocabulary of standard terms in common use in these fields. Phonograph records of the world's great plays are heard and some excellent motion pictures are seen.
THEATER ARTS

3-4—FUNDAMENTALS OF ACTING 2-2 UNITS

Prerequisite for 3: None.
Prerequisite for 4: Theater Arts 3.

Study of the acting process: elementary principles of voice and diction, characterization, interpretation, the psychology of acting and the creation of character, and a comparative study of acting periods and styles. Pantomimes, improvisations, and simple acting exercises.

5-6-7-8—THEATER WORKSHOP  (SEE NOTE)

Prerequisite: None.

Note: The student may take 5, 6, 7, or 8 for 1, 2, or 3 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. Courses are to be taken in sequence.

Students should not enroll for both Theater Arts 5-6-7-8 (Theater Workshop) and Theater Arts 31-32-33-34 (Technical Stage) in the same semester.

Students enrolled in this course will be organized in the form of a company for the Glendale College drama productions. Each student will be assigned to work in accordance with his interest and talents, and the training will be comparable to an internship or apprenticeship. The following phases of a producing theater are involved: acting, directing, playwriting, business administration, and publicity.

Note: It is recommended that the student take Theater Arts 3-4—Fundamentals of Acting before or concurrently with Theater Workshop.

9-10—STAGE MAKE-UP 1-1 UNIT

Prerequisite for 9: None.
Prerequisite for 10: Theater Arts 9.

Instruction in the use and application of all types of stage make-up. Students from this course will compose the make-up crew for all college productions. Theater Arts majors should have at least one semester of make-up.

21-22—STAGE SCENIC DESIGN 2-2 UNITS

Prerequisite for 21: None.
Prerequisite for 22: Theater Arts 21.

A practical course in instruction in the fundamentals of designing stage scenery. All the sets used in Glendale College productions are designed by this class. Some ability in art, costuming, or theater techniques is helpful.

31-32-33-34—TECHNICAL STAGE  (SEE NOTE)

Prerequisite: None.

Note: The student may take 31, 32, 33, or 34 for 1, 2, or 3 units. A proportionate amount of work will be required according to the number of units elected by the student and signed for at the time of registration. Courses are to be taken in sequence.

A laboratory class in the construction, painting, and handling of scenery and scenic effects and in the operation of the stage. All technicians for staging the various Glendale College productions will be drawn from this class. It is required that class members have free time to devote to rehearsals and performances. Theater Arts majors should have at least one semester of technical stage. See also Theater Arts 5-6-7-8.

COSTUME CONSTRUCTION

See Home Arts 23.

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VOCATIONAL NURSING—ZOOLOGY

VOCATIONAL NURSING

1—VOCATIONAL NURSING PRINCIPLES AND SKILLS

The subjects covered include the nursing profession and its development, body structure and function, the hospital and the environment of the patient, basic principles and skills in the care of the ill, nutritional elements of food and their proper use in sickness and in health, observation and recording of symptoms and responses, elementary pharmacology and administration of medicines, emotional and economic aspects of nursing, psychology of patient contact and treatment, personal, home and community hygiene.

Eighteen hours of lecture and twelve hours of supervised practice each week.

2—ADVANCED VOCATIONAL NURSING PRINCIPLES AND SKILLS

Classification and prevention of disease, factors affecting response to stress, rehabilitation, general disease conditions, specific diseases and nursing care, care of mothers and infants, sick and well children, the elderly, and special hospital and community services.

Eight hours lecture and thirty-two hours of supervised practice each week.

3—ADVANCED CLINICAL PRACTICE

Thirty-eight hours per week of practice under supervision of the instructor in the various experience areas. Case reports and ward classes prepared by the student. Two hours per week of instruction. The elapsed time to complete the Board of Nurse Examiner’s requirements for licensure.

ZOOLOGY

1-2—GENERAL ZOOLOGY

Prerequisite for 1: Two semesters of a laboratory science course in the eleventh or twelfth grades of high school or one semester of a science course in college, Chemistry 10 or Chemistry 1 preferred.

Prerequisite for 2: Zoology 1.

Note: Required of pre-medical and pre-dental students, and psychology, paleontology, and zoology majors. A knowledge of chemistry is recommended.

An introduction to the principles of animal biology with special reference to the structure, functions, heredity, and evolution of animals. Structure and functions of chordate types, including their embryonic development. Study and dissection of animal types, assisted by charts and models.

Lecture 2 hours, laboratory 6 hours.
THE REQUIREMENTS FOR COLLEGE AND UNIVERSITY ENTRANCE WITH ADVANCED STANDING vary significantly.

It is important for a student who plans to transfer to a four-year college or university at the close of his junior college studies to decide early which college he will enter. Having decided this, he should plan his program in accordance with the requirements of that institution.

In general, a student who is eligible for admission to a university at the time of twelfth year graduation is admitted to that institution with full credit for all courses which are listed by that university as lower division courses which he has completed at Glendale College, provided he has maintained a satisfactory record in all work taken since twelfth year graduation.

Ordinarily a student with high school deficiencies is not permitted to transfer to a higher institution in advanced standing until he has proven his ability to do college work. He may remove his high school grade and subject deficiencies, maintaining a specified grade point average. As an alternative to making up high school subject deficiencies, an applicant may be admitted on the basis of a record showing completion of at least 60 units of transfer courses maintaining a specified grade-point average and completing all of the subjects required for junior standing in a school or college of the university.
TRANSFERS TO THE UNIVERSITY OF CALIFORNIA

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

1. An applicant who was eligible for admission in freshman standing or whose only deficiency arose from not having studied one or more required high school subjects, must present evidence that:

(a) He has satisfied, either through high school or college courses, the subjects required for admission of high school graduates in freshman standing:

(b) His advanced work, in institutions of college level, has met the minimum scholarship standard required of transferring students, in no case lower than a C average in the last college attended, and an over-all C average in all college work attempted.

(c) He is entitled to return as a student in good standing to the last college attended.

(d) He has earned a satisfactory score in the College Entrance Examination Board Scholastic Aptitude Test (beginning with Fall semester, 1960)**

2. If an applicant for admission to the University in advanced standing was ineligible at the time of high school graduation because of low scholarship or a combination of low scholarship and incomplete subject preparation, he may remove his deficiencies* by completing college courses of appropriate content and amount. These courses completed with satisfactory grades may be taken in any approved college.

(a) The applicant must include in his program courses acceptable for removing high school subject shortages caused by omission or by grades of D or lower and present: a minimum of 30 units of transfer courses with a grade-point average of at least 2.4 plus a satisfactory score on the College Entrance Examination Board Scholastic Aptitude Test.

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

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

Chemistry or Physics (If not used for (d) or Advanced Mathematics or Foreign Language (If in a language other than that offered under (e), 2 units will be required).

**—The Scholastic Aptitude Test must be taken within the calendar year immediately preceding first registration as an undergraduate student in the University.
(b) As an alternative to making up high school subject deficiencies, an applicant may be admitted on the basis of a record showing completion of at least 60 units of transfer courses with a grade-point average of 2.4 or higher in which must be included all of the subjects required for junior standing in a school or college of the University. Applicants qualifying under this regulation will also be required to present a satisfactory score on the College Entrance Examination Board Scholastic Aptitude Test beginning the fall semester, 1960.

Ordinarily, it is recommended that graduates of California high schools who are not eligible for admission to the University, attend one of the California junior college and complete there the lower division requirements of the college in which they wish to register.

UNIVERSITY OF CALIFORNIA (BERKELEY)
COLLEGE OF LETTERS AND SCIENCE

The requirements for junior standing are:

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

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

a. General University Requirements:

   English Subject A—Students completing English 1 or 3 in Glendale College with grade of "C" or better satisfy this requirement.

   Military Science and Tactics (men)

   (Note: If a student has completed 60 units of transfer work in a junior college, he is exempt from this requirement.)

b. A year course in English reading and composition, normally in the freshman year.

   English 1-2 or 3-4

c. Foreign Language

   At least 12 units in one foreign language. High school work in foreign language, when successfully validated by examination, will reduce the number of additional units required, but will receive no University credit.

d. Mathematics

   Elementary algebra and plane geometry. Students should fulfill these requirements in high school; students who have not done so may take Mathematics 41 and Mathematics 40, at Glendale College, but on transfer no unit credit for advanced standing will be allowed.

   Students who enter the University in September, 1960 or later, or graduate from the College of Letters and Science in June, 1964 or later, must meet this requirement in one of the following ways: (1) by passing the mathematical section of the College Entrance Examination Board Scholastic Aptitude Test with a score of 400 or higher out of 500; (2) by passing any course given on this campus by the Department of Mathematics or the Department of Statistics, or an equivalent course elsewhere; (3) by passing the Qualifying Examination in Elementary Mathematics with a score of 20 or higher out of 40.

e. Natural Science

   At least 12 college units, including 6 hours of laboratory science which may be satisfied by a course or course-sequence from the following list, or by an 11th or 12th grade laboratory course in biology, chemistry, or physics. The 12 units must include at least one course from Group A and one from Group B.
Group A:
Chemistry 1
Physics 1, 5, 10

Group B:
Biology 1-2 (Both semesters must be completed)
Botany 1
Zoology 1

Group C:
Chemistry 2, 5
Geography 1
Geology 1, 2
Mathematics 3, 4
Mineralogy 1
Paleontology 1
Physics 2, 3, 4, 6
Physiology 11 (Does not complete laboratory requirement)
Zoology 2

f. Social Science
At least 12 units (history limited to 6 units).

Economics 1-2
Geography 5-6
History 1-2, 3-4, 17-18
Political Science 1-2
Psychology 1
Sociology 1

g. Humanities
At least 12 units (history limited to 6 units and performing arts courses to 4 units).

Art 1, 2
Art (Performing Arts) 3A, 3B, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 17, 18, 43
English 5, 6, 8, 10, 12, 13
French 4
German 4
History 1, 2, 3, 4, 17, 18
Music 1, 2, 3, 4, 5, 6, 7, 8
Music (Performing Arts) 11, 15, 31, 45, 49, 57, 61, 65
Philosophy 1, 2, 15
Spanish 4
Theater Arts (Performing Arts) 3, 4

UNIVERSITY OF CALIFORNIA AT LOS ANGELES
COLLEGE OF LETTERS AND SCIENCE

The completion of 60 units of acceptable college work is required for junior standing. Students are advised to meet the following general requirements for the Bachelor of Arts degree so far as possible within these 60 units.*

a. General University Requirements:
English Subject A—Students completing English 1 or 3 in Glendale College with grade of "C" or higher satisfy this requirement.
Military Science and Tactics, Air Science, or Naval Science (men).
Physical Education, 4 semesters.
Note: If a student has completed four semesters of college work, at least twelve units each, he is held for neither Military Science nor Physical Education.

b. Foreign Language
At least 16 units in not more than two languages. The first two years of high school work in a foreign language will be counted as four units of this requirement; the third and fourth years of high school

*See page 123.
work in the same language will be counted as four units each. Only high school work of grade "C" or better may be counted. No credit is given for less than two years of high school work in a foreign language. If a new language is begun on the college level, course 2 with its prerequisites must be completed.

c. Matriculation Mathematics
Elementary algebra and plane geometry. Students should fulfill these requirements in high school; those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing will be allowed.

d. English Composition
Three units of English composition with grade of "C" or better.

e. Natural Science
1. At least five units in physical science chosen from the following:
   Astronomy 1
   Chemistry 1, 10
   Geography 1
   Geology 1, 2
   Mathematics—one course from Mathematics 1, 2, 3, or 8,
   Economics 40 (counts 2 units only toward this requirement)
   Physics 1, 2, 5, 6, 10
   Science 31

2. At least 5 units in biological science, chosen from the following:
   Anatomy 11
   Bacteriology 11
   Biology 1, 2
   Botany 1
   Paleontology 1
   Physiology 11
   Science 32
   Zoology 1, 2

f. Social Sciences
1. A six-unit year course in history, chosen from the following:
   History 1-2, 3-4, 7-8, 17-18

2. At least six units in social sciences exclusive of history and including courses in at least two subjects, chosen from the following:
   Anthropology 2
   Economics 1
   Geography 2
   Political Science 1, 2, 10
   Psychology 1
   Sociology 1
   Social Science 31-32 (Both parts must be completed and will count only as one of the two subjects.)

g. Humanities. Two of the following three groups:
1. Literature—4 units.
   English 5-6

2. Philosophy—a six-unit lower division course.
   Philosophy 1-2

3. The Arts—4 units selected from the following:
   Art 1, 2
   Music 3, 4, 7, 8

UNIVERSITY OF CALIFORNIA AT LOS ANGELES
COLLEGE OF APPLIED ARTS

The College of Applied Arts was established on the Los Angeles Campus to meet the demand for training of a specialized and professional character, to organize certain scientific and scholarly studies into suitable curricula which may be applied in the field of the arts, and to provide curricula for the train-
ing of teachers in specialized areas. Students who expect to transfer to U.C.L.A. to major in Apparel Design, Art, Business Education, Home Economics, Music, Physical Education, and Theater Arts should enroll in the College of Applied Arts. The lower division requirements of the College of Applied Arts are:

a. General University Requirements
   English Subject A—Students completing English 1 or 3 in Glendale College with a grade of "C" or better satisfy this requirement.
   Physical Education, 4 semesters
   Military Science and Tactics (men)
   (Note: If a student completes two years of work in a junior college, he is exempt from this requirement, but must elect other units in its place.)

b. Foreign Language, Natural Science, or combination of Foreign Language and Natural Science.
   1. At least 16 units in one foreign language. High school work with a grade of "C" or better and not duplicated by college work may be counted as four units for the first two years and four units each for third and fourth years towards this requirement, but no unit credit for advanced standing is allowed.
   or 2. At least 12 units of natural sciences chosen from the following list including at least one course having 30 or more hours of laboratory work. Courses marked with an asterisk (*) satisfy laboratory requirements.
      Anatomy 11*
      Astronomy 1
      Bacteriology 11*
      Biology 1, 2
      Botany 1*
      Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 10*, 15*, 16*
      Geography 1, 5 (see note)
      Geology 1-2
      Mathematics 1, 2, 3, 4, 5, 6, 8, Economics 40 (2 units only)
      Mineralogy 1*
      Paleontology 1
      Physiology 11
      Physics 1*, 2*, 3*, 4*, 5*, 6*, 10
      Zoology 1*, 2*

or 3. A combination of foreign language and natural science distributed as follows:
   Foreign Language: At least 16 units in not more than two languages. High school work with grades of "C" or better and not duplicated by college work may count as four units for the first two years together, and four units each for the third and fourth years towards this requirement, but no unit credit for advance standing is allowed. If a new language is begun in college, it may not apply on this requirement unless course 2 is completed.
   Natural Sciences: At least nine units chosen from the natural science list set forth above, including at least one course having 30 or more hours of laboratory work.

c. Mathematics
   Elementary algebra and plane geometry. Students should fulfill these requirements in high school; those who have not done so may take Mathematics 41 and Mathematics 40 at Glendale College, but on transfer no unit credit for advanced standing is allowed.

d. Three year courses. A year course chosen from three of the following groups, at least one of which must be chosen from 1, 2, or 3.
   1. English 1-2 or 3-4, 5-6, Speech 3-4, or English 1 or 3, Speech 3.
2. Foreign Language additional to (b) above. No high school work may be counted.

3. Mathematics additional to (b) above, chosen from any two of the following: Mathematics 1, 2, 3, 4, 5, 6, 8, 12.

4. Social Science chosen from Economics 1-2, History 1-2, 3-4, 7-8, 17-18, Geography 1-2, 5-6 (see note), Political Science 1-2, Sociology 1-2, Social Science 31-32.

5. Psychology 1-2.


7. Art 1-2, 3-4, 5-6; Music 1-2, 3-4, 5-6, 7-8
   (Acceptable only when art or music is not major.)
   Note: Geography 1 or 5 may be used for the natural science requirement or for the social science requirement, but not for both.

UNIVERSITY OF CALIFORNIA AT RIVERSIDE
COLLEGE OF LETTERS AND SCIENCE

a. General University Requirements
   1. Subject A—Students completing English 1 or 3 in Glendale College with grades of “C” or higher satisfy this requirement.
   2. Physical Education (2 units), 4 semesters
   3. American History and Institutions.

b. Foreign Language: 12 units in one language
   (Through course 3)

c. English 1-2 or 3-4

d. History 7-8 or History 1-2

e. Science division—Physical and Life:
   Any two of the following Laboratory Science Courses.
   Chemistry 1, 2
   Zoology 1, 2
   Physics 5, 6
   Anatomy 11
   Physiology 11
   Bacteriology 11
   Chemistry 10
   Botany 1

f. Humanities and Social Science Courses
   A one year sequence from each of the following two groups.
   Group 1—Humanities Division
   Art 1-2
   Music 3-4, 7-8
   Philosophy 1-2
   English 5-6

   Group 2—Social Science Division
   Economics 1-2
   Geography 1-2
   Political Science 1-2
   Psychology 1-2
   Sociology 1-2

g. Additional six units chosen from any area above other than the student's Division of specialization. Courses 1, 2, 3 or 8 in Mathematics may also be used by everyone except Mathematics majors to satisfy this 6 unit requirement.
1. Literature and Foreign Language

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) English 1-2 or 3-4</td>
<td>6</td>
</tr>
<tr>
<td>(b) Foreign Language</td>
<td>12</td>
</tr>
</tbody>
</table>

The divisional requirement of 12 units in one foreign language or 16 units in not more than two foreign languages may be satisfied in whole or in part in high school. The first two years of high school work in a foreign language will be counted in satisfaction of 4 units of this requirement and each year of the same language thereafter as 4 units. Thus students who have received credit for four years of one language in high school will be deemed to have fulfilled the requirement.

The majority, however, will find it necessary to take at least one college course of four units in order to meet the requirements of the Division or of the major department. It is advisable for students continuing in college a language begun in high school to complete divisional requirements as soon after entrance as possible.

(c) Elective: 3 to 4 units chosen from

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English: English 5, 6 OR</td>
<td>3-4</td>
</tr>
<tr>
<td>Foreign Language: course 4</td>
<td></td>
</tr>
</tbody>
</table>

2. Natural Sciences and Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Chemistry 1, or 10, or Physics 5 or 10 or General Science 31*</td>
<td>3</td>
</tr>
<tr>
<td>(b) Botany 1 or Zoology 1 or General Science 32</td>
<td>4</td>
</tr>
<tr>
<td>(c) Elective: 3 to 4 units chosen from 6 (b) below</td>
<td>3-4</td>
</tr>
</tbody>
</table>

If 2(a) and 2(b) above are satisfied with General Science 31-32, only Mathematics 5 may be chosen from 6(b) below.

3. Social Science and Psychology

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Psychology 1 or Sociology 1 or Anthropology 2</td>
<td>3</td>
</tr>
<tr>
<td>(b) Elective: 3 units chosen from 6 (c) below</td>
<td>3</td>
</tr>
</tbody>
</table>

4. History and Philosophy

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) History: 1, 3, 7, 12, 17</td>
<td>3</td>
</tr>
<tr>
<td>(b) Philosophy 1</td>
<td>3</td>
</tr>
</tbody>
</table>

5. Art and Music

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Art 1 or 2 and Music 3 or 7</td>
<td>4</td>
</tr>
</tbody>
</table>

6. Area Requirements: at least 15 additional units from outside the major discipline, dispersed among at least 3 areas with no more than 7 units (or two 4-unit courses) in any one area

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) English 5, 6</td>
<td></td>
</tr>
<tr>
<td>Foreign Language: course 4</td>
<td></td>
</tr>
<tr>
<td>Speech 3</td>
<td></td>
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<tr>
<td>(b) Biology 1 and 2 Botany 1 Zoology 2 Chemistry 10 Physics 10 Geology 1, 2 Mathematics 3</td>
<td></td>
</tr>
<tr>
<td>(c) Anthropology 2 Economics 1, 2 Geography 1 Political Science 1, 2 Psychology 1, 2 Sociology 1, 2</td>
<td></td>
</tr>
</tbody>
</table>

*If General Science 31 is elected in 2(a) it must be followed by General Science 32 in 2(b).
(d) History 1, 2, 3, 4, 7, 8, 12, 17, 18
(e) Art 2

7. Additional Requirements
   (a) Physical Education ..................................................... 2
       One-half unit activity course per semester
   (b) Military Science (men) ............................................. 6
       Students transferring with 48 units advanced standing
       may substitute electives for this requirement.

Program in General Education for Majors in the Applied Arts:
1. Art and Music ............................................................... 4
   An appreciation course must be taken in at least one department.
   Activity courses are allowed in one department.
2. Controlled electives as required by departments ................... 5-6
3. English and Speech ................................................... 12
   Including English 1-2 or 3-4, Speech 3.
4. Military Science (men) ................................................ 0-6
   Students transferring with 48 units advanced standing may sub-
   stitute electives for this requirement.
5. Physical Education ..................................................... 2
6. Psychology .............................................................. 3
   Psychology 1
7. Sciences ................................................................. 9-10
   Both biological and physical sciences must be included.
8. Social Sciences ........................................................ 9
   Including American History and Institutions.

The remaining lower division units are usually chosen with a specific
major in mind.

The departments offering majors in the Division of Applied Arts
meet the above requirements in somewhat different ways. Students
interested in a specific major should consult the Catalog or obtain a
list from the Registrar's Office, Santa Barbara.

OCCIDENTAL COLLEGE

To qualify for a degree from Occidental it is necessary to maintain a grade
average of "C" or better. Admission at all levels is competitive and is based
on several factors, including academic records, aptitude test scores and per-
sonal qualifications. A minimum of 60 units of acceptable credit is required
for junior standing. It is recommended that a student complete as many of
the following Glendale College equivalents of Occidental College lower di-
vision requirements as possible before transferring:

**English 1-2 or 3-4 ............................................................ 6
**Speech 1-2 or Speech 3 .................................................. 4 or 3

History of Civilization equivalents:
**History 7 ................................................................. 3
   (History 8 recommended as elective)
   Social Science 31-32

or
History 5, Political Science 5,
Political Science 6, and Economics 1 .................................. 8
Philosophy 1 ............................................................... 3
Sociology 1 or Anthropology 2 .......................................... 3
**Art 1 or 2 .................................................................. 3
Music 3 or 7 .............................................................. 3
English 13, 10 or 12 ............................................ 4
(English 5 or 6 may in an emergency be
substituted for the above)
*Foreign Language: Beginning .................................. 8
or
Intermediate .................................................. 4
(May be postponed to upper division at Occidental if neces-
sary to substitute lower division courses prerequisite to major)
Science:
for Science Majors:
3 semesters of laboratory science ............................. minimum 12
for Non-Science Majors:
Biology 1 and 2 ............................................... 6
Chemistry 10 (or Chemistry 41 if grade "A" or "B"
is earned) or Physics 5 or Physics 10 .......................... 5-3
Geology 1 .................................................... 3
**Physical Education (Basic Skills and Basic Swimming) .... 2
(Physical Education may be made up by transferred credit or tests)
*If necessary to substitute lower division electives which are prerequisite
to a student's major, this graduation requirement may be postponed until
the last two years of college.
**Students expecting to transfer at the end of one year in Glendale College
should include these courses plus two semesters of either language or sci-
ence. Before starting program it is urged that students who plan to transfer
at the end of one year's work should have an interview with Registrar,
Occidental College.
Note: A maximum of 16 units will be accepted for lower division work in
any one department. Maximum total credit acceptable on transfer from
junior college is 70 units.

COLLEGE OF LETTERS, ARTS AND SCIENCES
UNIVERSITY OF SOUTHERN CALIFORNIA

The requirements for junior standing are the completion of 60 units of transfer
work acceptable to the University. No student will be admitted who has less
than a C average (2.0) on all college work attempted. However, achieve-
ment of a 2.0 average does not of itself guarantee admission, as other factors,
e.g., course distribution of work presented and physical facilities of the
University, and the score on the required College Entrance Examination
Board Scholastic Aptitude Test, may affect admission.

It is recommended that a student complete within the 60 units the general
requirements listed below.

a. Art or Music Appreciation ...................................... 2
   Art 1 or 2 or Music 3 or 7. Students who transfer with 60 or
   more units may substitute 2 units of electives in fine arts or
   music.

b. English .......................................................... 6
   English 1-2 or 3-4

c. Foreign language (of the same language) ........................ 12
   Language 1, 2, 3. Each year of one foreign language taken in
   high school will be accepted in fulfillment of three units of this
   requirement, if the same language is continued in college above
   the high school level of achievement.

d. General Studies .................................................. 14
   1. Man and Civilization ........................................ 6
      History 7-8. Students who transfer with 60 or more units
      may substitute 6 units of electives in social studies.
   2. Problems of Human Behavior .................................. 3
      Students who transfer with 60 or more units may substitute
      3 units in Psychology 1 or Philosophy 1.
3. American History and Institutions .......................... 5
   Economics II, History I, Political Science I, 5, 6 or 7. Any
   pattern of courses other than this which meets the same re-
   quirement will be accepted, such as History 17-18, Political
   Science 6 or 7; and Social Science 31-32.

e. Literature .................................................. 4
   Units chosen from among English 5, 6, 8, 10, 12, and 15, will
   meet this requirement.

f. Physical Education .......................................... 6
   1. Activities, 4 semesters
   2. Health Problems .......................................... 2
      Health and Physical Education 1 or 2
   Students who transfer with 60 or more units are exempt from
   the physical education requirement.

g. Sciences .................................................... 11
   1. With one year of laboratory chemistry or physics in high
      school.
      Four semester units of a life science in college plus four se-
      mester units of physical science courses in college.
   2. No chemistry or physics in high school.
      Four semester units of a life science course in college, either
      Chemistry or Physics in college and other elective science
      courses to complete the unit requirement. At least 3 units
      with laboratory must be included. General Science 31-32
      with three units of any natural science course satisfies this re-
      quirement.

STANFORD UNIVERSITY

a. Basic Requirements for all students
   1. Freshman English (Composition and Literature) English 1-2
      or 3-4.
   2. History of Western Civilization
      History 1-2 and courses to fulfill U. S. History, U. S. Con-
      stitution, and State and Local Government requirements for
      graduation.
   3. Foreign Language or Mathematics
      a. Foreign Language—French 1, 2, 3, 4 or Spanish 1, 2, 3, 4
         or German 1, 2, 3, 4
         NOTE: A student who has completed only French 3, Spanish 3,
         or German 3 will be required to take a place-
         ment test to determine whether or not additional work
         will be required.
      b. Mathematics—Mathematics 3, 4, 5, 6
   4. Group Activity (Students who have had military service may be
      exempt from the group activity requirement)
      Physical Education—2 units

b. Area requirements for all students—all students must complete the
   following requirements in the two areas in which they are not majoring
   1. Humanities—a minimum total of 6 units selected from General
      Studies Courses in any two of the following three fields:
      a. Fine Arts —
         Music 3, 4, 7, 8
         Art 1, 2, 3A, 3B or 4, 5, 6
         Speech 3, 4
         Theater Arts 3, 4
      b. Philosophy 1, 2
      c. Literature—
         English 5, 6, 8, 10

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2. Social Sciences—2 courses selected from the following:
   Economics 1, Political Science 1, Psychology 1,
   Sociology 1, Geography 1, Anthropology 2.

3. Natural Sciences—students who have not taken biology in high
   school will take Zoology 1-2. Those who have had biology but
   no physical science in high school will take one of the following
   complete series:
   a. Chemistry 1-2
   b. Physics 1, 2, 3, 4
   c. Physics 5, 6
   d. Geology 1-2

STATE COLLEGES OF CALIFORNIA
CHICO, FRESNO, HUMBOLDT, LONG BEACH, SACRAMENTO,
SAN DIEGO, SAN FRANCISCO, SAN JOSE

A student expecting to transfer to one of the above State Colleges is advised

to examine carefully the current catalog of the particular college he expects
to enter and to follow as closely as possible its particular recommendations
for study program. The following requirements are common to all, and it
is recommended that these be fulfilled as far as possible in the lower division.

General Education requirements:

1. Social Sciences, 9 to 12 units
   The social sciences include required instruction in U.S. History,
   Constitution and California State and Local Government, and
   courses in the fields of economics, geography, history, political
   sciences, sociology, and similar fields. Courses must be selected
   from two or more of these fields.

2. Natural Sciences, 9 to 12 units
   Natural sciences include the fields of astronomy, botany, chemistry,
   geology, physics, physiology, zoology, and similar fields. At least
   one course must be selected from a physical science and one from
   a life science, and one laboratory course is usually required.

*3. Literature, Philosophy or the Arts, 6 to 8 units
   Fine and practical arts not to exceed 4 of the 8 units.

4. Health Education, 2 units.

5. Physical Education activity, four semesters, with or without unit
   credit.

***6. Oral and Written Expression, 6 units

7. General Psychology, 3 units

***8. Additional units in General Education, 14 units
   The courses to meet this requirement are determined largely by
   the particular college. These may be mainly distributed among
   the foregoing six general areas, may include one or more courses
   in family life education and in mathematics, and in all cases the
   student may elect not over six semester units of this requirement
   in courses in foreign language.

*Chico—Humanities
   Art 1, 2, or
   Music 3
   English 5, or Philosophy 1
   Recommended: 6 units of English Composition,
   English 1-2 or 3-4 and 3 units of Speech

*Fresno—Literature, Philosophy or the Arts, 6 to 9 units.
   Fine and practical arts not to exceed 6 of the 9 units.

*Long Beach—Literature, Philosophy, or the Arts (6 units), 3 units of
   which must be in Literature or Philosophy.
*Sacramento—Literature and Philosophy 1-5 units
and Fine Arts 1-5 units, to total 6 units.
Practical arts not accepted to meet this requirement.

*San Jose—Literature, Philosophy or the Arts, 6 to 8 units
Fine Arts, 5 units; practical arts not more than 3 units.

**San Jose—Oral and Written Expression, 5 units.

***Fresno—Fresno State College does not have a limitation on the number of units to be met in foreign language courses.

**LO S A N G E L E S S T A T E C O L L E G E**

In order to be accepted by the State College in upper division, the applicant must complete a total of not less than 48 units with an over-all "C" average in all work attempted. Maximum of 64 units may be transferred. Consult Los Angeles State College catalog for major field requirements.

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1. Oral and written expression
   - Oral—Speech 2, 3. (3 units must be earned in Speech.)
   - Written—English 1. (3 units must be earned in English.)

2. Social Science, selected from two or more fields
   - Field 1 (Required): U.S. History, Constitution, and California Government
   - Other Fields: Anthropology 2
     - Economics 1, 2
     - Geography 5, 6
     - History (If History sequence not used to meet Field 1.)
     - Political Science 2
     - Sociology 1, 2

3. Natural Science
   - At least one course from life science and one from physical science chosen from list:
     a. Life Science area: Anatomy 11, Bacteriology 11; Biology 1, 2; Botany 1; Physiology 11; Zoology 1, 2; General Science 32.
     b. Physical Science area: Astronomy 1, Chemistry 1, 2, 10, Geography 1; Geology 1, 2; Physics 1, 2, 3, 4, 5, 6, 10; General Science 31.

4. Literature
   - English 5, 6, 8, 10, 12, 13, 16.

5. Philosophy 1

6. Fine Arts (Must be in Department of Music or Art)
   - Three units are required. A course should be selected from the following:
     - Art 1, 2, 3A, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 16, 31, 33, 34, 39, 40
     - Music 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 23, 24, 69, 70, 71, 73

7. Psychology 1

8. Health and Physical Education
   - (1) Health Education
   - (2) Physical Education Activities

9. Additional course or courses in general education
   - Additional courses in general education in one or more of the above areas or in other fields of general education which are of particular interest to the student and which may be distributed among courses in family life education, mathematics and foreign language.

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CALIFORNIA STATE POLYTECHNIC COLLEGE
San Luis Obispo and Kellogg-Voorhis Campuses

Students preparing to transfer to California State Polytechnic College should consult the catalog of that institution and as closely as possible take those courses required in a particular major being followed. Applicants must present a junior college transcript showing a "C" average or better on the total program attempted. Applicants who were ineligible for admission on the basis of high school record must have completed at least 24 semester units of college work. The courses which meet a student's particular major requirements will be allowed as such. The courses not allowed as meeting particular subject requirements will be allowed as elective credit.

General Education Requirements for All Students

Social Sciences ........................................ 10
   1. Any 6 semester unit sequence certified by Glendale College as meeting the U.S. Constitution and American Institutions requirement. If 4 units are offered, student must take History 305 at Cal Poly.
   2. Economics 1.
   3. One course from Economics 2, Geography 1, Social Science 31, Anthropology 2.

Natural Sciences .......................................... 10
   1. Physical Sciences (2-8 semester units)
      Astronomy 1, Geology 1, Chemistry 1, 2, 10, 15, 16
      Physics 1, 2, 3, 4, 5, 6, 10, 41.
   2. Life Sciences (2-8 semester units)
      Biology 1, 2, Botany 1, Zoology 1, Bacteriology 11.

Literature, Philosophy, or the Arts ...................... 6
   English 5, 6, 12, 13, Philosophy 1, Music and Art (not to exceed 2 units).

Health and Physical Education .......................... 4
   Health and Physical Education 1, Health and Physical Education activity courses.

Oral and Written Expression ............................ 4
   English 1-2, or 3-4.

Psychology ............................................. 2
   Psychology 31.

Additional Units in General Education .................. 10
   10 additional units in general education chosen from the above or from courses in the following list: Mathematics 1, 2, 3, 8, 11, 12, Speech 3, Economics 13, Psychology 1, Art (Maximum 4 units), Music (Maximum 4 units).

SAN FERNANDO VALLEY STATE COLLEGE

The degree requirements at San Fernando Valley State College consist of two parts: First, the General Education requirements which are required of all students regardless of the proposed field of specialization; and second, the major department requirements in the field of specialization. The requirement for transfer in junior standing is 60 units with a minimum grade point average of "C" (The state colleges will accept a maximum of 64 units lower Division work).

While no specific pattern of courses is required for transfer in junior standing, it is advisable that the 60 units be selected in terms of the college's degree requirements. Students should consult the State College catalog for
a listing of major department lower division requirements. Glendale College
courses which satisfy the General Education requirements are listed below:

1. Oral and Written Expression
   b. Written Expression: Three units required. English 1 or 3.

2. Social Sciences
   a. A course or courses involving American History and Government,
      the Constitution, and American Institutions and Ideals.
      This requirement may be satisfied by courses which Glendale Col-
      lege indicates as meeting the American Institutions and History
      requirements for graduation.
   b. A course or courses involving the study of world cultures and
      history or European history and culture. Acceptable courses in-
      clude: History 1, 2, 7, 8, Political Science 2.
   c. A course or courses involving the Study of Man in his Environ-
      ment. Approved courses include: Economics 1, 2; Geography 5-6;
      Sociology 1, 2; Social Science 31-32. (Note: Social Science 31-32
      will fulfill requirements both a and c)

3. Natural Sciences
   A total of 9 units is required with at least one three-unit course
   from the life science area and one three-unit course from the
   physical science area.
   a. Life Science area: Anatomy 11; Bacteriology 11; Biology 1, 2;
      Botany 1; Physiology 11; Zoology 1, 2; General Science 32.
   b. Physical Science area: Astronomy 1; Chemistry 1, 2, 10; Geog-
      raphy 1; Geology 1, 2; Physics 1, 2, 3, 4, 5, 6, 10; General Science
      31.

4. General Psychology
   Psychology 1

5. Literature and/or Philosophy
   Six units required. Courses should be selected from the following:
   English 5, 6, 13, 14
   Philosophy 1, 2, 15

6. Fine or Practical Arts
   Three units are required. A course should be selected from the fol-
   lowing:
   Art 1, 2
   Music 3, 4, 7, 8

7. Physical Education and Hygiene
   Health and Physical Education 1, and 2 units of activity courses
   are required.

8. Total General Education Requirements:
   Students must complete the specific requirements indicated above
   and electives from the above fields or in other fields of general
   education exclusive of courses in the major to make a total of
   45 units.
AITCHISON, JEAN W. .......................................................... Home Arts
Ed.B., M.S., University of California at Los Angeles

ALLEN, GERALD NATHAN ............... Division Chairman, Language Arts;
A.B., M.A., Occidental College English

ANDERSON, CLARA JO. ...................... Business Education
B.S., Indiana University
M.Ed., University of California at Los Angeles

ANDROFF, ABRAHAM A. .................. Health and Physical Education,
B.S., M.S., University of Southern California Basketball

BELKNAP, ROBERT DONALD .............. Music
A.B., San Jose State College
M.A., Columbia University

BELKNAP, ROBERT E. ....................... Technical and Industrial Education
A.B., M.A., Los Angeles State College

BISHOP, ELSIE T. ............................ Administrative Dean—Student Personnel
A.B., M.A., Occidental College

BLOOMFIELD, EMILY MARY ............. Chemistry
A.B., M.A., University of Southern California

BORING, EUGENE B., JR. ................ Life Sciences
A.B., University of California, Berkeley

BOUEY, JAMES G. ......................... Life Sciences
A.B., University of California at Los Angeles

BRADBURY, ROSCOE CLIFFORD .......... Mathematics
A.B., University of California at Los Angeles
M.A., University of Southern California

BRADY, ARTHUR C. ......................... Theater Arts
A.B., M.A., Occidental College

BROWN, ROBERT W. ......................... Art
A.B., San Francisco State College
M.F.A., California College of Arts and Crafts
M.F.A., University of Southern California
CAHOON, GENE W. .................... Division Chairman, Aviation and B.S., M.A., Los Angeles State College Technical and Industrial Education; Mathematics

CHAMBLES, BEAUFORD .................. History, Political Science A.B., Washington University (St. Louis) M.A., Ph.D., The Rice Institute (Houston)

CHAMPLIN, WINIFRED E. ................. Division Chairman, B.S., University of Washington Health and Physical Education M.A., University of Southern California

CHRISTOFFERSEN, THORVAL T. .......... Counselor, Mathematics and B.S., M.S., University of Southern California Tech. & Prod. Illustration

CLARK, CHANNING ...................... Aviation

COCHRANE, HAROLD B. .................. Dean, Guidance and Counseling A.B., M.A., University of Southern California

COLEMAN, DONALD VINCENT ............... Life Science B.S., George Pepperdine College M.A., Los Angeles State College

CONNETT, THEODORE R. .................. English A.B., University of California M.A., Columbia University

COX, FRANK D. ........................ Psychology, Political Science A.B., M.A., Occidental College

DANFORTH, CHARLES G. ................. Biology A.B., Stanford University M.A., University of California, Berkeley

DIPIETRO, H. LOUISE ................... Speech A.B., M.A., University of Southern California

DOYLE, MARK A. ........................ Sociology, Anthropology B.S., Villanova University M.A., University of Pennsylvania

FELLINGHAM, WARREN C. ................ Counselor, Mathematics A.B., Occidental College

FISCHER, EGBERT DANIEL* .............. Physics A.B., Sam Houston State College M.A., University of Texas

FISHER, EVERETT G. ................... Electronics

FLINT, LOIS H. ........................ Counselor, Psychology A.B., M.A., Syracuse University Ed.D., Stanford University

GIBSON, CHARLES HARVEY ................ Political Science, A.B., University of California, Berkeley Social Science, Intramural M.A., University of Southern California

GIDDINGS, MICHAEL R. .................. Health and Physical Education, A.B., University of California, Berkeley Football

*On leave of absence.
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Kitch, Marguerite F. ............................... French, Spanish
  A.B., DePauw University
  Certificate of French Studies, University of Bordeaux, France

Klotz, Dorothy E. .................................... Earth Science
  B.S., A.B., Ohio State University
  M.S., University of Southern California

Krause, Arthur E. ..................................... Business Education
  B.Ed., Whitewater State Teachers College, Wisconsin
  M.A., State University of Iowa

Kreider, John S. ...................................... Administrative Dean—Instruction
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  M.A., Willamette University

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LL.B., LLM., University of Southern California

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A.B., Whitworth College

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A.B., Whittier College

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Ed.B., University of California at Los Angeles
M.A., Claremont Graduate School

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Diplôme Supérieur d'Etudes Françaises, L'Université de Nancy
Degré Supérieur, La Sorbonne
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B.S., M.S., University of Southern California

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A.B., San Jose State College
M.A., University of Southern California
Health and Physical Education

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                                           M.A., Stanford University  

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                                           Mathematics; Chemistry  
                                           A.B., B.S., University of Redlands  
                                           M.S., University of California, Berkeley  

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                                           B.S., Lewis and Clark College  

Vargo, Edward Mark ............................ Aviation  

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                                           M.S., Washington University, St. Louis, Missouri  

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                                           M.S., University of Southern California  

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                                           M.A., University of California at Los Angeles  

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Woodrow, Ella ................................. Apparel Design, Clothing  
                                           B.S., M.A., Los Angeles State College  

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Young, Milton B. ................................ Music  
                                           B.Mus., University of Redlands  
                                           M.Mus., University of Southern California  

Youngquist, Joel C. Jr. ........................ Economics, Political Science  
                                           A.B., Occidental College  
                                           M.B.A., Harvard Graduate School of Business
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Glendale College
APPLICATION FOR ADMISSION

Fill out this application, in ink, and return to Glendale College, Glendale 8, California

Mr.  Print  Miss

1. Name Mrs. ............................................................. Last (Not Nickname) First .......................................................... Middle
   (List any nicknames you may have used)........................................................................................................

2. Present Address.......................................................... Street and Number .......................................................... Phone..........................................................
   City .......................................................... Zone ................................................................................

3. If you are not living at home, give your home address:..........................................................
   Street and Number ..........................................................
   City .......................................................... State ................................................................................

4. Age.......................................................... Date of Birth..........................................................
   (month-date-year) ..........................................................................................
   Place of Birth..........................................................
   City .......................................................... State ................................................................................

5. Are you a citizen of the United States?..........................................................
   If not, what country?................................................................................

6. Father's Name..........................................................
   (or Guardian) ................................................................................
   Address................................................................................
   City .......................................................... Zone .......................................................... State ................................................................................

   Mother's Name..........................................................
   Address................................................................................
   City .......................................................... Zone .......................................................... State ................................................................................
7. List high schools, including the school in which ninth grade was completed, in order of their attendance:

<table>
<thead>
<tr>
<th>(1)</th>
<th>Name of School</th>
<th>City &amp; State</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you a high school graduate? Month. Year.

If so, name the high school.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
</tr>
</thead>
</table>

8. Have you ever attended Glendale College in either regular or summer session? If so, when.

9. Have you ever taken classes offered by Glendale Adult Education Department? If so, when.

10. Have you ever attended any other college? If so, please list all colleges attended:

<table>
<thead>
<tr>
<th>Name of College</th>
<th>Location</th>
</tr>
</thead>
</table>

11. Date you expect to enter Glendale College: Month Year.

12. What type of course do you expect to take at Glendale College?

Do you expect to transfer to a four-year college or university upon completion of work at Glendale College? If yes, what college or university.

Applicants for admission must arrange for transcripts from high school and each college attended to be forwarded to the Office of Admissions and Records, Glendale College. These transcripts become the property of Glendale College.

I hereby certify that information I submit in this application is complete and correct to the best of my knowledge and belief.

Date. Signature of Applicant.