GLendale
JuniOR ColeGEE

CAtalOG
and announcement of courses
1943-1944

Glendale, California
EVENING SCHOOL COURSE OFFERINGS

The courses listed below are scheduled to operate on a Term Basis and will be concluded on March 31, 1944. Those listed under "English" will operate from January 31 until June 16, 1944, with the exception of English 41, Commerce

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CALENDAR 1943-1944

FIRST TERM

September 9—Pre-Registration Examinations 8:30 A. M.
September 13—First term begins.
September 13—Registration.
September 14—Class instruction begins.
October 15—Grade reports.
November 12—End of first term.

SECOND TERM

November 11—Pre-Registration Examinations 8:30 A. M.
November 15—Second term begins.
November 15—Registration.
November 16—Class instruction begins.
Nov. 25-26—Thanksgiving vacation.
December 10—Grade reports.
January 28—End of second term.

THIRD TERM

January 26—Pre-Registration Examinations 8:30 A. M.
January 31—Third term begins.
January 31—Registration.
February 1—Class instruction begins.
March 3—Grade reports.
March 31—End of third term.

FOURTH TERM

March 30—Pre-Registration Examinations 8:30 A. M.
April 10—Fourth term begins.
April 10—Registration.
April 11—Class instruction begins.
To be decided—Easter vacation.
May 12—Grade reports.
May 29—Holiday—Memorial Day.
June 16—End of fourth term.
# COLLEGE YEAR

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## JANUARY 1944

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## FEBRUARY 1944

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## MARCH 1944

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## APRIL 1944

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## JUNE 1944

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GLENDALE JUNIOR COLLEGE ADMINISTRATION

GENERAL

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

MRS. ROY L. ADAMSON, President
MERRITT P. KIMBALL
LINCOLN HEYES

J. MARION WRIGHT
CLENCY H. HASBROUCK

WILLARD S. FORD . . . . . Superintendent of Schools
A. L. FERGUSON . . . . . Deputy Superintendent
JOHN T. CATE . . . . . Assistant Superintendent

JUNIOR COLLEGE ADMINISTRATIVE STAFF

GEORGE H. GEYER . . . . . . . . . . Director
ELMER T. WORTHY . . Dean of Men and Acting Director
LUCY W. HESTER . . . . . Secretary to the Director
FACULTY

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

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

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

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

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

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

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

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

CHAMPLIN, WINIFRED E. . . Physical Education, Hygiene

B. S., University of Washington; M. A., University of Southern California. Graduate study University of California, University of Nevada. Tours of British Isles, Scandinavia, Europe, West Indies, Central and South America. Formerly Teacher Portola schools, Francis W. Parker School in San Diego, University High School in Oakland; Director of Nevada State Pageantry; Teaching Fellow University of California; Instructor University of Nevada. Glendale Junior College since 1929.

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

A. B., De Paul University; M. A., University of Southern California. Graduate study University of Southern California, Stanford University. Formerly Teacher Glendale High School, Teaching Fellow University of Southern California, Instructor De Paul University. Glendale Junior College since 1927.
*DAVIS, JAMES D. . . . . . . . . . . . . . Speech

A. B., University of New Mexico; M. A., University of Southern California. Formerly Instructor Arkansas City Junior College; Teaching Fellow University of Wisconsin; Member Personnel Department Douglas Aircraft Corporation; Assistant Supervisor Plant Personnel Department Lockheed Aircraft Corporation. Glendale Junior College since 1939.

*FLINT, LOIS H. . . . . Dean of Women, Psychology

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

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

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

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

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

*GRIFFING, BURGOYNE L. . . . . . . . . . . . . Physics, Mathematics

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

HARRINGTON, CHARLES H. . Chemistry, Physics, Photography

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

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

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

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

**Hirt, Charles C.** Music

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

**Inslee, Robert Ray** Engineering

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

**Johns, Ralph Leslie** Philosophy, Psychology

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

**Jonas, James L.** Social Science

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

**Kennedy, Gwen M.** Commerce

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

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

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

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

*Kitch, Loran W. . . Biological Science, Mathematics

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

Klotz, Dorothy E. . . . . . . . . . . Commerce

B. S., A. B., Ohio State University; M. S., University of Southern California; Diploma Bliss College. Tours of Scandinavia, British Isles, West Indies, Orient, Central and South America. Formerly Statistician; Assistant Research Director; Business Analyst. Glendale Junior College since 1933.

**Lewis, Richard Byrd . . . Speech, Photography

A. B., San Jose State College; M. A., Stanford University. Graduate study Stanford University, Columbia University. Formerly Instructor San Jose Adult Education Program. Glendale Junior College since 1935.

Mane, Florenze K. . . . . . . Commerce

A. B., University of California; M. A., Columbia University. Glendale Junior College since 1931.

Meserve, Clement D. . . . Geology, Mathematics

A. B., Yale College; M. A., University of California. Formerly Teacher Franklin High School; Instructor Chaffey Junior College, University of California at Los Angeles; Teaching Fellow California Institute of Technology; Oil Field Inspector and Petroleum Engineer California State Mining Bureau; United States Geological Survey. Glendale Junior College since 1928.

*Miller, Sherman C. . . . . Commerce

A. B., Carleton College; M. B. A., Harvard Graduate School of Business Administration. Formerly Instructor and Coach Crookton High School, Benson High School; Manager Country Club; Salesman; Superintendent Department Store; Department Superintendent; Credit Interviewer; Payroll Clerk. Glendale Junior College since 1938.

Murphy, May E. . . . . . . . . . . English

A. B., University of Montana; M. A., University of Wisconsin. Graduate study University of California, University of Southern California. Formerly Teacher Coronado schools, Santa Barbara High School, Manual Arts High School; Department Head Santa Ana Junior College and High School; Teaching Fellow University of Wisconsin; newspaper staff; magazine staff. Glendale Junior College since 1928.
MYERS, D’ALTON B.  Commerce, Geography  
B. S., M. B. A., University of Southern California. Graduate study University of Chicago. Tours of Europe, Orient, and Latin America. Formerly Instructor American Institute of Banking. Glendale Junior College since 1933.

NICHOLS, CHARLES LESLIE  Engineering, Mathematics  
B. S., Franklin College; M. S., University of Nebraska. Formerly Teacher Lincoln Nebraska High School; Instructor Citrus Junior College, New Mexico School of Mines; Engineer City of Azusa. Glendale Junior College since 1929.

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

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

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

*PLACE, DERRILL  Journalism, English, Speech, Geography  
A. B., Wabash College; M. A., Ohio State University. Formerly Instructor Valparaiso University. Glendale Junior College since 1937.

RAMBO, ANNE  History, Economics, Aviation  

*ROBERTS, WALTER C.  Engineering, Mathematics, Navigation  
A. B., M. A., University of California. Formerly Assistant Mathematics Department University of California. Instructor Immaculate Heart College, John Dewey Schools, University of California Extension Division. Glendale Junior College since 1937.
**Ryan, Thomas S.** . . . . Aviation, Physical Education


**Spagnoli, Donald Verne** History, Economics, Mathematics

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

**Steele, Helen Cox** . . . Physical Education, Hygiene

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

**Tenison, Sam Alfred** . . . Physical Education, Hygiene

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

**Turrill, Park L.** . . . . . . . . . . . Chemistry

A. B., B. S., University of Redlands; M. S., University of California. Graduate study California Institute of Technology. Consulting Chemist and Chemical Engineer; Formerly Chief Gas Identification Officer Glendale OCD; Chief Gas Identification Officer Montrose Sheriff's Office. Glendale Junior College since 1927.

**Ueland, Emma M.** . . . . . . . . . . . Home Arts


**Wiebe, Herman H.** . . . . . . . . . . . German

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

**Wolfe, Eugene** . . . . . . . . . . . Physical Education

A. B., M. A., University of Southern California. Formerly Teacher Oklahoma schools, Glendale High School; Vice-Principal Glendale High School; Principal Woodrow Wilson Junior High School. Glendale Junior College since 1939.
WORTHY, ELMER T. . . Dean of Men, Political Science

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

*Absent on leave.
**Absent on military leave.
SCHEDULE OF CLASSES

College courses require much study, library research, and reading in addition to regular class work. To allow ample time for study and preparation, the typical student program will not contain a full schedule of classes through the college day, nor will the program be the same every day of the college week. It is the responsibility of each student to use his free periods for study. See "Unit of Work", page 28.

Time Schedule of Day Classes

The class schedule is as follows:

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<td>III</td>
<td>10:05 - 11:00 A.M.</td>
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<td>IV</td>
<td>11:05 - 12:00 M.</td>
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<td>12:05 - 1:00 P.M.</td>
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<td>VI</td>
<td>1:05 - 2:00 P.M.</td>
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<tr>
<td>VII</td>
<td>2:05 - 3:00 P.M.</td>
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<tr>
<td>VIII</td>
<td>3:05 - 4:00 P.M.</td>
</tr>
<tr>
<td>IX</td>
<td>4:05 - 5:00 P.M.</td>
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</table>

Time Schedule of Extended Day Classes

The class schedule for extended day classes is announced at the beginning of each semester.
GENERAL INFORMATION

Location

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

Buildings and Facilities

Two main buildings on the campus are occupied by classrooms, offices, and laboratories which are excellently equipped for college work. In addition, there are two locker and shower buildings and a Student Union building. A new technological building housing a machine shop, a sheetmetal shop, and a drafting room is at present operated by the Board of Education of the Glendale Unified School District in co-operation with the educational program of Lockheed Aircraft Corporation.

The college library is open Monday through Friday between the hours of 7:30 A. M. and 5:00 P. M. The library contains approximately 11,000 books and bound magazines and receives regularly 210 periodicals and daily and weekly newspapers in addition to government documents and indexes to magazines and current publications.

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

Purpose

The Glendale Junior College is organized to offer educational services designed to meet the needs of all mature citizens of the community. In this time of war the college is adapting its program to provide educational opportunities to the following groups:

Graduates of High Schools

Graduates of high schools may speed up a program of study leading to training in the critical shortage fields of medicine, nursing, dentistry, engineering, and others.

For such students, the newly adopted scheme of providing five ten-week terms during the calendar year (first term begins
June 21, 1943) will make possible the completion of two years of college work in one and one-quarter years. Obviously, any student traveling at such a rapid pace should not only present evidence of superior intellectual ability but should also be able to give full-time attention to his college work.

Grades and units earned at the Glendale Junior College are transferable in full to leading American colleges and universities provided the student selects his course with intelligent reference to the requirements for upper division work in the college or university to which he intends to transfer. See page 27.

Adult Citizens of the Community

Adult citizens of the community who desire new courses or refresher courses for the purpose of assisting themselves to fit more adequately into employment shortage areas may feel free to call upon the college for assistance. Since September, 1942, a large group of mature citizens has been spending a major portion of every day in becoming expert typists, stenographers, and office machine operators. A small group has been afforded a similarly intensive program in cost accounting. Drafting, particularly aircraft drafting, is a third field in which adult citizens are receiving training at the Glendale Junior College.

The subjects just mentioned will be offered during the ten-week summer term beginning June 21. Other fields of work will be developed upon evidence of sufficient demand from interested adults in the community.

Adult citizens of the community who wish to continue a program of general cultural education may find offerings on the college level in philosophy, psychology, history, English, art, music, foreign language, mathematics, physical and biological science, political science, economics, and photography. Any adult is both eligible and welcome to enroll in any course offered at the Glendale Junior College for which he has the interest and the ability.

Adult citizens who wish to take college courses in the evening hours will wish to consult the supplementary statement of the "Extended Day Program" of the Glendale Junior College. Call Citrus 2-6861 for information. Late afternoon and evening classes will be developed in any field in which there is sufficient demand.

Citizens Faced with Military Service

Citizens faced with military service are offered courses designed to assist them in meeting the demands of such service
more efficiently. Mathematics and physics are particularly stressed by the Armed Forces. Courses in navigation, meteorology, map reading, radio code, and military psychology have proved valuable to many.

**Office of Administration**

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

**Student Health**

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

**Student Employment**

A student employment office is located in room 111 where students may confer with the faculty chairman of the Placement Committee, and file applications for part-time and full-time work.

**Scholarships**

There are scholarships available for both men and women students. A student who has completed at least twelve (12) units in Glendale Junior College with a "B" average is eligible for the Patrons' Club scholarships. Sophomore women students who have maintained a "B" average are eligible for the scholarship awarded by the American Association of University Women. Selection of students for these scholarships is made by the faculty Scholarship Committee on the basis of academic record, student need, character, and service to the college. Students desiring information about scholarships or loans should consult the Dean of Women or the Dean of Men.
Student Union and Bookstore

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

Student Organizations and Activities

The Associated Students of Glendale Junior College is the official student body organization. Student body funds, derived from the student body membership dues, the student bookstore and cafeteria, and all other student body activities, are administered by the Student Executive Board. A Student Body Accounting Office, under the supervision of the Commerce Department, handles all receipts and disbursements of the Associated Students and of all student clubs and organizations.

In addition to the student body organization, there are campus clubs and activities organized to serve student interests. Among the fields of interest represented are art, athletics, debate, dramatics, engineering, international relations, journalism, music, photography, radio, religion, scholarship, science, service, social arts, Y.M.C.A., and Y.W.C.A.
ADMISSION AND REGISTRATION

Entrance Requirements

Eligibility

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

Application

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

Transcripts

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

Residence Requirements

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

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

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

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

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

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

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

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

**Registration**

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

**Schedule of Classes**

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

**Counselors**

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

Prior to registration, two examinations are scheduled for all new students. An English Placement Examination is given to determine the student's ability to read, write, and comprehend English. On the basis of the results of this examination the counselor recommends the courses in English to be taken by the student. A Psychological Examination is given to test the student's ability in various types of work, and the results are useful aids in registration.

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

Costs

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

The executive committee of the Associated Student Body has agreed upon dues of $3.00 per term for the next college year. According to the constitution of the Associated Student Body no refund on dues is payable after the third week of the college term.

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

Eligibility for Courses

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

A student with poor scholastic records in any subject field
should not expect to carry advanced work in that field unless he can convince his counselor of his present ability to do such advanced work.

**Transfers to the University of California**

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

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

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

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

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

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

Chemistry or Physics or
Advanced Mathematics or
Foreign Language (if in a language other than that offered under (e), 2 units will be required)
A subject deficiency under the University of California Admissions Plan results from a student’s not having completed, with a grade of at least “C”, all the high school subjects listed under (a) to (f). See Footnote for Admission by Certificate.

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

Transfers to Other Colleges and Universities

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

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

In addition, it is advisable for him to submit his high school transcript plus his proposed junior college program to the registrar of the chosen college or university for tentative approval. Catalogs of schools, colleges, and universities are available in the college library and in the counselors’ office. They may also be obtained from the registrar of the college or university in which the student is interested.
REGULATIONS

GRADUES AND SCHOLARSHIP

Unit of Work

College work is measured in terms of the "unit." In a ten-week term a normal program is 9½ units. Each hour of class work requires approximately two hours of preparation. A student carrying a normal college program of 9½ units would be expected to attend class a minimum of nineteen hours (including four hours in physical education), and study in preparation for class approximately thirty hours, making a college week of forty-nine hours of work.

Under no circumstances will a student be permitted to carry more than 9½ units without the permission of an Administration Committee.

Grades

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

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

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

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

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

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

Grade Points

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

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

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

Attendance

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

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

Physical Education

Each student is required to enroll in physical education.

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

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

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

Examinations

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

Re-examinations are not given except as a means of removing an incomplete or condition grade "E". See page 28.

Clearance of Obligations

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

Withdrawal from College

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

Transcripts to Other Colleges

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

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

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

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

1. Two units in the Constitution of the United States, including the study of American Institutions and Ideals.
2. Such requirements in oral and written English as may be established by the governing board. Glendale Junior College requires the satisfactory completion of six units of English.
3. A major consisting of at least 20 units in a specified field of study.
4. A program of health and physical education as follows:
   a. Two units in hygiene.
   b. Passing grades in physical education.
ANNOUNCEMENT OF COURSES

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

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

“NO” after any course indicates that the course will probably not be given during the present academic year.

ANATOMY

Ernest W. Hawkes . . . Instructor

41 Anatomy for Nurses (4)

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

ART

C. Jeannette Abel . . . Instructor
O. Howard Caya . . . Instructor

1-2 History of Art (3-3) NO

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

3-4 Design and Color (2-2)

A study of space and color relationships and their application. Parallels University of California at Los Angeles Art 2A-2B.
5-6 Freehand Drawing (2-2)
A study of outlines of objects, their shadows, space relationships, and grouping. The study of texture, trees, shrubbery, houses, landscapes, with interpretations in pencil and water color. Parallels University of California at Los Angeles Art 4A-4B.

7-8 Life—Elementary (2-2) NO
Drawing from life to develop the ability to construct the figure. Study of the shapes, proportions, and structural relations of the skeletal masses; the balance of weights and supports in a moving figure. Introductory study of muscle masses. Prerequisite: Art 3, 5. (May be taken concurrently.)

9-10 Life—Advanced (2-2) NO
Drawing from life to develop the ability to use the figure creatively. Art 9 stresses a study of anatomy. Art 10 develops compositional treatment of the figure. Prerequisite: Art 7-8.

11-12 Watercolor (2-2) NO
Painting of still-life and landscape forms to give the student ability to build simple form in paint, and an opportunity to experiment in the medium of watercolor to develop a technique for use in either the commercial or fine arts field. Art 12 emphasizes painting composition. Prerequisite: Art 3, 5. (May be taken concurrently.) (This prerequisite may be waived for students who are not majoring in art.)

13-14 Costume Design (2-2) NO
A study of the fundamentals of costume art in relation to personality analysis. Designing clothes suitable to the various personalities, with emphasis placed upon creative design. The aim of the course is the orientation of the student in problems of personality, dress, and the market, together with the development and organization of creative ideas. Prerequisite: Art 3. (May be taken concurrently.)

31 Art Survey (3) NO
Line, color, form, light, volume, space, time, and texture. Art terminology and the use of this vocabulary. Fully illustrated and demonstrated wherever possible by motion pic-
tures, color photography, slides, collections of art objects, guest speakers, and guest artists. Outside lectures and exhibitions are assigned.

34 Lettering (1)
Fundamentals of lettering. Emphasis on the use of the “single stroke” alphabet. This alphabet is used by architects and with its variations may be applied to greeting cards and decorative lettering. It is particularly useful in the science laboratory or in any other place when neat captions or notes must be quickly made. This course is a foundation for more advanced work in the art department and is required for all art majors.

35-36 Advertising Art—Elementary (2-2)
The fundamental forms and their structure, spacing, and application in advertising art uses. The adaptation of lettering to layouts, package design, and posters. Prerequisite: Art 3, 5. (May be taken concurrently.)

37-38 Advertising Art—Advanced (2-2)
Advertising art in all its various phases: book jackets, magazine pages and covers, design for industrial uses, billboards, show cards, etc. Prerequisite: Art 35-36.

**AVIATION**

Anne H. Rambo . . . . INSTRUCTOR
Walter C. Roberts . . . . INSTRUCTOR
Thomas S. Ryan . . . . INSTRUCTOR

11 Aircraft Materials and Processes (2) NO
A comprehensive study of the materials and processes used in aircraft construction. The development of an understanding of the abilities and limitations of these processes and materials; and the attainment of skill in testing and selecting materials.

12 Elementary Stress Analysis (2) NO
A fundamental course in statics and stress employing both the analytical and graphical methods. Prerequisite: Mathematics 2 or equivalent. (May be taken concurrently.)
21-22  **Elementary Aviation Drafting (8-8)**

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

23-24  **Advanced Aviation Drafting (8-8)**

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

31  **Elementary Ground School (7)**

A detailed study of six phases of aviation: history of aviation; theory of flight and aircraft; civil air regulations; navigation; meteorology; and instruments. An understanding of the scientific and natural laws involved in the flight of aircraft as well as an appreciation of the possibilities and limitations of these laws. A requirement for students taking Elementary Civilian Pilot Training. An aid to students studying for their private pilot license.

32  **Elementary Flight Instruction (3)**

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

35  **Secondary Ground School (7)**

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

36  **Secondary Flight Instruction (3)**

Actual training in flight in ships of 150 horsepower or more under the supervision of an approved flight school. A minimum of 40 dual and solo hours is required of all stu-
Aircraft Power Plants (3)
A detailed study of the fundamentals of power plants: operation; output factors; carburetion; fuels; lubrication and lubricants. A requirement for students taking Secondary Civilian Pilot Training. An aid to students studying for their commercial or flight instructor's ratings.

Bacteriology
Ernest W. Hawkes . . . Instructor

Bacteriology for Nurses (4)
The nature, occurrence, classification, and bio-chemical activities of bacteria; bacteriology of everyday life; fermentation; industrial and sanitary applications; bacteriology in food and disease; commoner bacterial diseases and preventive practices; disease and immunity. Laboratory work includes routine techniques, identification, growth characteristics, and microscopic study of important type organisms and pathogens. Prerequisite: High School Physiology or Chemistry. Physiology 41 is recommended.

Chemistry
Charles H. Harrington . . Instructor
Park L. Turrill . . . Instructor

General Chemistry (5-5)
A course in fundamental chemistry designed to set forth the most important facts and theories with which chemistry is concerned. Basic laws are stressed. Three hours lecture, two three-hour laboratory periods each week. Prerequisite: High school chemistry, physics, and trigonometry, or any two of these three subjects, or high school chemistry with a grade of "B" or better. Parallels University of California Chemistry 1A-1B.

Quantitative Analysis (3-3)
The principles and methods of quantitative chemistry. Large numbers of illustrative problems are solved. Applications to industrial chemical analysis are studied. Chemistry 3-4 should be elected by pre-medical students, and all students majoring in chemistry, physics, pharmacy, mining engineering, and metallurgical or petroleum engineering.
Two lectures, and four three-hour laboratory periods each week. Prerequisite: Chemistry 1-2 with a grade of "C" or better. Parallels University of California at Los Angeles Chemistry 6A-6B.

5-6 Organic Chemistry (3-3)

Lectures, recitations, laboratory work, and problems in an introductory study of the compounds of carbon. Chemistry 5-6 should be taken by pre-medical students, and all students majoring in chemistry, petroleum engineering, sanitation and municipal engineering, and pharmacy. Two lectures, and four three-hour laboratory periods each week. Prerequisite: Chemistry 1-2 with a grade of "C" or better. Parallels University of California at Los Angeles Chemistry 8-9 if both Chemistry 5 and 6 are taken.

11-12 Elements of Chemistry (4-4)

An intermediate course in fundamental college chemistry, in which the descriptive phases are emphasized. This course should be elected by all physical education and home economics majors, and by those desiring a cultural knowledge of scientific matters. Chemistry 11-12 can be taken in partial fulfillment of the Lower Division requirement in science at the University of California. Five lectures, and two three-hour laboratory periods each week. Prerequisite: Elementary algebra and plane geometry. Parallels University of California at Los Angeles Chemistry 2A-2B.

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

A course of instruction in the chemistry of carbohydrates, fats, proteins, body tissues, body secretions, medical and pharmaceutical products. Blood and urine analysis. Recommended for nurses, for home economics and physical education majors. Two lectures, and four three-hour laboratory periods each week. Prerequisite: Chemistry 1-2, or 11-12. Parallels University of California at Los Angeles Chemistry 10 for 4 units and includes also 2 units of instruction in medical and clinical chemistry.

41-42 Chemistry for Nurses (4-4)

A foundation course in college chemistry in which sufficient fundamentals are stressed to furnish a basic course for those students enrolled in pre-nursing. Five lectures, and two
three-hour laboratory periods each week. Prerequisite: Elementary algebra and plane geometry.

45-46 Biochemistry (3-3)

A study of the physiological chemistry of the body; the place of proteins, carbohydrates, and fats in digestion; the role played by vitamins and hormones; the chemistry of blood and urine; and the calorific value of foods. Sufficient laboratory technique is acquired by the student to undertake office and laboratory work in the medico-dental field. A course similar to Chemistry 15-16 in subject matter but designed and treated particularly for students enrolled in the Medico-Dental Secretarial Curriculum. Two lectures, and four three-hour laboratory periods each week. Prerequisite: High school chemistry or consent of instructor.

47-48 Chemical Apparatus (1-1)

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

COMMERCE

Gwen Kennedy . . . . Instructor
Dorothy Esther Klotz . . . . Instructor
Florene K. Mane . . . . Instructor
Sherman C. Miller . . . . Instructor
D’Alton B. Myers . . . . Instructor
Loyd S. Noble . . . . Instructor

Proficiency in typing is essential to success in Shorthand (Commerce 3A, 3B, 3C, 3D, 3E, 3F) and Office Practice (Commerce 5A, 5B, 5C, 5D). Students enrolled in these courses must also register in typing unless they have already acquired a net speed of 60 words a minute. Such net speed (determined by both accuracy and speed) will be demonstrated by a standard ten minute typing speed test given in a typing class, or by tests given at the beginning of each term. Placement in typing classes will likewise be determined on the basis of the results of these tests.

1A Beginning Typing (3)

The basic essentials of typing designed to give the foundation for thorough training in typing. Open to all students.
1B Intermediate Typing (3)

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

1C Advanced Typing (2)

Advanced typing is vocational, and the standards are set in terms of business demands. Emphasis is placed on speed and accuracy in doing professional work. Prerequisite: Commerce 1B or a net speed of 41 to 50 words a minute.

1D Advanced Typing (2)

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

3A Shorthand (5)

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

3B Intermediate Shorthand (5)

Continuation of Commerce 3A. Dictation, transcription, and a review of theory. This course is designed to train stenographers to meet the demands of the business world. Prerequisite: Commerce 3A or one year of high school shorthand.

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

A thorough review with emphasis placed upon short-cuts and phrase-writing. Individual work in shorthand speed and transcription speed. Prerequisite: Commerce 3C, 80 word certificate; Commerce 3D, 100 word certificate; Commerce 3E, 120 word certificate; Commerce 3F, 150 word test.

5A-5B Office Practice (4-4)

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

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

In advanced office practice, a high degree of skill in office procedures and speed in machine calculation is developed. In addition to individual projects, students complete a set of Visible Kardex records of prospects, job analyses, sales analyses, purchases, etc. Miniature filing sets are used in learning methods of filing, including direct alphabetic index, Variadex alphabetic, numeric, triple-check automatic index, geographic, and subject correspondence. Students may enroll in Commerce 5D without having taken Commerce 5C. Prerequisite: Commerce 5A and 5B with a grade of "C" or better.

11 Intensive Business Training (8-8)

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

15 English for Business (3) NO

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

16 Writing in Business (3) NO

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

21-22 **Bookkeeping (4-4)**

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

27-28 **Bookkeeping—Applied (3-3)**

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

29 **Business Mathematics (2)**

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

31 **Principles of Marketing (3)**

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

32 **Store Management and Merchandising (3)**

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

33 Salesmanship (2)
A salesmanship class in which each student selects an article or sales proposition, makes a careful study of it, and presents it before the class to a qualified prospect. His methods of approaching the prospect, demonstrating his goods, and closing his sale are discussed or criticized with a view toward perfecting his selling technique. Successful salesmen are invited to give demonstrations of how sales actually are made. Fundamental principles of retail, wholesale, and specialty selling are given in sufficient detail to fit the student for an apprenticeship position in any of these fields, whether it be selling ideas, services, or goods.

34 Advertising (2)
Principles and practices of advertising. Purpose, copy, layout, mechanics, and media. Special stress is laid on copy appeals, types of copy, and suggestions for development of copy. The purpose of this course is to give the merchandising and advertising art student a general knowledge of advertising and the psychology behind advertisements that get results.

35 Supervised Retail Selling (4)
The ideal way for a salesperson to develop skill after he has studied the theory of selling is to work at an actual selling job. In this course, the student spends part of his time in school studying the correct methods, and is expected to work at least ten hours a week as a salesperson in a store, filling station, or other selling agency. The student enrolled in this course can earn while learning. He is supervised on the job, and is given an opportunity to discuss his problems with other class members and the instructor. On the job he has a chance to prove his technique in actual competition with others. Prerequisite: Commerce 33 and Commerce 32 or consent of instructor.

37 Textiles (2)
A study of textile fabrics, fibres, and processes. Students become familiar with the physical properties of cotton, wool,
silk, linen, and acetates by analyzing and testing samples of materials. Class discussions, individual research projects, demonstrations, and lectures by experts in the fields of merchandising, clothing, costume design, commercial art, color and design.

38 Non-Textiles (2)  
A study of leather, fur, metals, woods, porcelains, and glass, and products made from these materials. Class discussions, individual research projects, demonstrations and lectures by experts. Aims to familiarize the students with the physical properties and values and to provide the related technical knowledge necessary for students planning to enter those fields of business in which such knowledge is essential.

41 American Financial Institutions (2)  
This course is designed to help the young man and woman secure employment with investment banking houses, commercial banks, finance companies, stock and commodity exchanges, and securities dealers. The study of the American monetary system and of the history of American financial institutions provides much of the vocational background. Lectures, class discussions, problems, and reports.

42 Investments (2)  
This course assists the student to prepare for a position with a brokerage company or a stock and bond exchange. The functions and operations of those institutions and their terminology; vocational opportunities and requirements. Individual attention is given to those students having personal investment problems.

45 Managing Personal Finances (2)  
A study of the principal problems of personal finance including renting vs. purchasing the home; buying insurance policies and annuities; planning and operating a household budget; providing for a disability or retirement pension; investing and speculating in stocks or bonds; borrowing money; and establishing and using credit. Class discussions, lectures, advice from specialists in finance, problems, and individual research reports.
1-2 Principles of Economics (3-3)

In introductory course dealing with fundamental principles of economics, value, price, wealth, wages, population, and social welfare. An attempt is made to give the student an approach to the economic problems of the day with an intelligent appreciation of the factors which make for sound public policy. Parallels University of California Economics 1A-1B.

11 Economic History of the United States (3)

Economic and social history of the United States from its settlement to the present day. Emphasizes geographic, climatic, and economic factors in the development of institutions and organizations. Stress is laid on imperialism and its effects upon world markets; changes occasioned by the factory system, by mass production; and the problems of labor. Internal conditions since 1918 are studied intensively. Parallels University of California at Los Angeles History 46.

14-15 Principles of Accounting (3-3)

Accounting equation; theory of debit and credit; classification of accounts; procedure of recording transactions in modern accounting devices; preparation of balance sheets and profit and loss statements. Parallels University of California Economics 6A-6B.
2 Machine Drawing (3)

Design and delineation of simple machine parts in the drafting room, with special emphasis upon the production of drawings which conform with standard practice. Prerequisite: Engineering 1 or its equivalent. Parallels University of California Mechanical Engineering 6.

3 Descriptive Geometry (3)

An applied science which treats of the graphic representation of lines, planes, surfaces, and solids. Prerequisite: Engineering 1.

6 Elementary Production Illustration (3)

Elementary techniques of production illustration.

8 Materials of Engineering Construction (2) NO

A study of the structural properties, behavior, and adaptability of metals and various building materials. Prerequisite: Chemistry 1-2 with a grade of "C" or better. Parallels University of California Civil Engineering 8.

11-12 Plane Surveying (3-3) 1/2 28.6 Tecum NO

A course in the fundamentals of surveying for all students of engineering. The measurement of distances by pacing, chaining, and the stadia; the use of adjustment of Wye and Dumpy levels in differential leveling; the adjustment of the transit and its use in the measurement of angles in vertical and horizontal planes, prolonging lines, and the transit traverse. The computation and layout of horizontal and vertical curves. Topographical mapping with the transit and plane table. Observations on Polaris and the sun for latitude and azimuth. Prerequisite: Plane trigonometry and instrumental drawing. Parallels University of California Civil Engineering 1A-1B.

41 Engineering Computations (1) NO

Lectures and instruction in the use of the slide rule. The circular type, Mannheim, Log-log, log-log trigonometric, and stadia slide rules will be explained and used in computation. Estimating, checking, and solving problems in computation will be required of the student.
48 Engineering Materials (2)  NO
A study of the structural properties, behavior, and adaptability of metals and various building materials. Prerequisite: Chemistry.

ENGLISH

Gerald Nathan Allen . . . Instructor
Mary Jane Collins . . . Instructor
May E. Murphy . . . . Instructor
Derrill Place . . . . Instructor

1-2 Freshman English (3-3)
A foundation course in written composition and reading. The reading and the composition work of English 1 are concerned with exposition and development of the research paper. In English 2, novels, short stories, and plays are read, and frequent written assignments are required. Parallels University of California English 1A-1B.

5-6 Survey of English Literature (3-3)
The survey course covers the entire field of English literature from the beginnings to the present time. Required of all students whose major subject is English and open to all who have completed English 1-2. The chief objective of the course is to familiarize students with the movements, names, dates, and facts which have been significant in the development of English literature and to provide a sound basis for further and more specialized study. Special consideration of the forms of literature is included. Prerequisite: English 1-2. Parallels University of California English 46A-46B.

8 The Modern Drama (2)  NO
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 the plays written in the last half century. The aim of the course is to enable the student to make an intelligent evaluation of contemporary drama. Readings, reports, special assignments, and class discussions.

10 Shakespeare (2)  NO
A comprehensive reading course including about fifteen of Shakespeare’s plays. Lectures on the background of Eliza-
bethan drama are given; class discussions follow the reading assigned. The course aims to provide a basic familiarity with the work of Shakespeare.

13 Introduction to World Literature (2)
A study of some masterpieces of world literature to provide a background for future reading. This course emphasizes the development of literary movements in relation to history. Extensive reading, class discussion, and lectures.

14 Modern American Literature (2)
A course designed to provide a wide reading experience in the significant American literature of the last fifty years. The important literary movements with their sociological implications are traced chronologically from the 1890's to the present day so that the student may have a background for critical judgment of contemporary American writing.

16 Modern Periodical Literature (2)
A brief historical survey of the development of the magazine, followed by extensive readings selected from current magazine articles. Special attention is given to the various types of magazines, to aid the student in discovering the more authoritative and better ones. Readings, reports, discussions.

18 Independent Reading (2)
Selected readings. General introduction to types of literature, followed by extensive readings of representative works. Special attention is given to the value of worthwhile books, to aid the student in broadening his interests and increasing his understanding and enjoyment of literature. Readings, reports, discussions.

41 Remedial English (2)
A course to improve grammar, punctuation, sentence structure, spelling, and speed and comprehension in reading.

FRENCH
Marguerite V. Fox . . . . Instructeur
W. C. D. Kerr . . . . Instructeur

1 Elementary French (4)
Training in pronunciation with stress on smoothness and
proper intonation. Essentials of grammar, conversation, and composition. Reading of elementary prose with some stress placed on French character and customs. May not be taken for credit by students who have had two years of high school French. Students who have had one year of high school French receive only 2 units of college credit. Parallels University of California at Los Angeles French 1.

2 Elementary French (4)
Continuation of French 1. Stress on correct use of verbs in conversation and writing, and accuracy of grammatical detail. Elementary syntax completed. Reading of intermediate texts and the reproduction of simple French. Prerequisite: French 1 or two years of high school French. Parallels University of California at Los Angeles French 2.

3 Intermediate French (4)
A thorough review of grammar; composition, translation, and reading. Oral and written resumes to develop fluency and accuracy in idiomatic usage. Prerequisite: French 2 or three years of high school French. Parallels University of California at Los Angeles French 3.

4 Intermediate French (4)
Continuation of French 3. Reading of more difficult material representative of the best in French thought. Free written composition and conversation. Prerequisite: French 3 or four years of high school French. Parallels University of California at Los Angeles French 4.

10 French Culture and Civilization (2) NO
A brief survey of French civilization with the aim of understanding the people of France and their influence in the cultures of other countries. Stress on the growth of political and economic institutions and contributions to science, art, and literature. Background material presented in lectures. Extensive reading and reports by students. Conducted in English.

21 Introduction to French Conversation (3) NO
A course in elementary conversation, thorough drill on correct sounds, practical words, simple constructions of everyday speech. Words and their uses are taught as they are needed for each day's use.
GEOGRAPHY

D’ALTON B. MYERS . . . INSTRUCTOR
DERRILL PLACE . . . INSTRUCTOR

1-2 Elements of Geography (3-3)
A development of the underlying principles of human geography through a study of the main features of the physical environment in their relationship to man's economic, political, and social activities. Three required field trips each term. Parallels University of California Geography 1-2.

31 World Geography (3) NO
Geographic knowledge of the climates, rains and winds, temperatures, soils, resources, and locations of countries, cities, and regions helps the student to understand more adequately our complicated economic and social world. By means of lectures, discussions, motion pictures, maps, individual reports, and field trips the student gains knowledge of the geography of Southern California, the United States, and the more important foreign countries. This course is designed for students not majoring in social sciences.

32 Economic Geography (3) NO
A survey of the world's resources, industries, and trade routes designed to give the student an understanding of where and how important metals, foodstuffs, fuels, etc., are produced. Iron and steel, coal and petroleum, cotton and silk, wheat, water power, and chemicals are studied in detail, but in addition each student is given the opportunity to investigate special resources in which he is particularly interested. This course is designed for students not majoring in social sciences.

45 Map Making and Map Reading (3) NO
A course in map reading including aerial photograph interpretation; compass work; elevation and relief; slope; profiles and visibility. Map and chart symbols; military symbols. Field work in practical map making.

GEOLOGY

CLEMENT D. MESERVE . . . INSTRUCTOR

1-2 General Geology (3-3)
A general study of the earth, its minerals, rocks, structures,
dynamic forces, and history. Geology 1 includes a study of the physical processes of erosion, vulcanism, earthquakes, etc. Geology 2 is concerned with the history of the earth throughout geologic time, the life types from the distant past, and the origin and location of economically important deposits. Parallels University of California Geology 1A-1B.

31 Mineral Industries (3)  
This course is concerned with the importance of minerals in modern life. The chief economic minerals, both metallic and non-metallic, are studied and practice is given in their identification. The physical, crystal, and optical properties of minerals in general are considered. The major emphasis of the course is placed on the practical applications of minerals in mining and industry.

35 The Oil Industry (3)  
A survey course in the production and refining of oil. Emphasis is placed on the essential uses of petroleum products in modern civilization; world and national production; the geological conditions under which oil occurs; the methods of drilling and production; and the principles underlying refining.

GERMAN

HERMAN H. WIEBE . . . INSTRUCTOR

1 Elementary German (4)  
Training in accurate pronunciation through daily drill; elementary grammar and sentence structure. Reading and reproduction of simple prose. This course may not be taken for credit by students who have had two years of high school German. Students who have had one year of high school German receive only 2 units of college credit. Parallels University of California at Los Angeles German 1.

2 Elementary German (4)  
Continuation of German 1. Completion of elementary grammar essentials. Reading and interpretation of prose of increasing difficulty. Conversation, diction, composition. Some knowledge of German tradition and character in folklore; essential geographical and historical data concerning German peoples. Prerequisite: German 1 or two years of high school German. Parallels University of California at Los Angeles German 2.
3 Intermediate German (4)
A review of elementary grammar. A study of word analysis, sentence structure, idioms, and composition. Intensive reading of modern prose and drama, with rapid reading of simple stories, plays, or science material. Prerequisite: German 2 or three years of high school German. Parallels University of California at Los Angeles German 3.

4 Intermediate German (4)
Continuation of German 3. Reading and interpretation of more difficult prose. Increasing stress on conversation and free composition. Prerequisite: German 3 or four years of high school German. Parallels University of California at Los Angeles German 4.

10 German Culture and Civilization (2)  NO
A brief survey of German civilization with the aim of gaining an international insight and understanding. This class tours Germany. It makes a study of the ports, industrial centers, the Rhine district, the Black Forest, and many cities. The German characteristics and institutions are studied. German music and art are discussed; the reflections of Germanic psychology and philosophy in American history and civilization are traced; and outstanding German contributions in the United States are noted. Conducted in English.

21 Introduction to German Conversation (3)  NO
A course in elementary conversation, thorough drill on correct sounds, practical words, simple constructions of everyday speech. Words and their uses are taught as they are needed for each day’s use.

HISTORY

<table>
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<tr>
<th>NAME</th>
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<tr>
<td>James L. Jonas</td>
<td>Instructor</td>
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<td>John E. Kienle</td>
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<td>Anne H. Rambo</td>
<td>Instructor</td>
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<td>Donald V. Spagnoli</td>
<td>Instructor</td>
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1-2 History of Western Europe (3-3)
The growth of western European civilization from the decline of the Roman empire to the present time. An introduction to the study of history, giving a general perspective
of the development of those political, economic, and social institutions which explain our present day civilization. An attempt is made to orient the student's thinking on present world problems. Parallels University of California History 4A-4B.

3-4 History of the Americas (3-3)  
A general survey of the history of the western hemisphere from the discovery to the present time. The planting of European civilization in the western hemisphere, the growth of the colonies of the different nations, colonial systems, the international contest for the continents, the wars of independence in English-America and Hispanic-America, the development of independent American republics, their relations with each other and with the rest of the world. Parallels University of California History 8A-8B.

7-8 The History of Civilization (3-3)  
The world in which we live today is explained through the study of the progress of civilization. Emphasis is placed upon the economic and social experiments attempted by Egypt, Greece, Rome, India, China, and Japan during ancient times. The modern world is analyzed by a study of those factors which tend to determine present world conditions: namely, Individualism, Christianity, Industrial Capitalism, Imperialism, Democracy, Republicanism, Dictatorships, etc. The survey will give the development of man's achievements from prehistoric to present times, thus giving the student a perspective on past history and an interpretation of current world events.

21-22 Latin America (2-2)  
A study of the influences of the Indians, the Spanish, the English, and the Americans upon Latin America. Emphasis is placed upon the cultural, educational, and economic phases of their contributions. A study of the background of relations between Latin America and the United States. The topics of the Monroe Doctrine, Pan Americanism, and the Good Neighbor Policy are stressed. Special attention is paid to Mexico and the ABC powers.

25 Contemporary Problems of the Pacific Ocean (2)  
A discussion of the economic and cultural background of Russia, Japan, China, the Philippine Islands, and the
Hawaiian Islands; trade; defense; possibilities of war; the opium question; etc. This course is designed for those students who are interested in the Orient and the problems arising from the penetration of Western Civilization. Special emphasis is placed on relations between these areas and the United States of America.

**HOME ARTS**

**EMMA M. UE LAND . . . INSTRUCTOR**

1 **The American Home** (2)  
American ideals in family life. Problems of home living. The art of entertaining is emphasized. Teas, luncheons, and dinners are served. A comparative study is made of customs and manners in foreign countries.

2 **Home Furnishing** (2)  
Selection and arrangement of furniture, draperies, rugs, pictures, and decorative objects. Floor plans are made. A study is made of period furniture and decorative accessories.

3 **Handicrafts** (2)  
The application of art principles in the following crafts: weaving, batik, leather tooling, book binding, wood carving, block printing, screen printing, stenciling, and wool embroidery. A basic course for nurses interested in occupational therapy.

4 **Advanced Handicrafts** (2)  
An advanced course in handicrafts.

11-12 **Clothing** (3-3)  
Construction of garments, including sport clothes, afternoon and evening wearing apparel, and suits and coats. A study of pattern construction is made. Clothing selection through the application of art principles of design and color. Two lectures, and four three-hour laboratory periods each week. Parallels University of California Decorative Art 10A-10B.

15 **Pattern Construction** (2)  
Flat pattern work, drafting, and draping. Each student will make a foundation pattern to fit her figure, and from this other patterns will be developed.
21-22 Elementary Food Study (3-3)

Food selection, preparation, service, and preservation; study of recipes, their construction and substitutions; menu making and meal preparation, with emphasis on cost and food value. Two lectures, and four three-hour laboratory periods each week. Prerequisite: High school chemistry or Chemistry 11. (May be taken concurrently.) Parallels University of California Home Economics 1A-1B.

25 Elements of Nutrition (2) NO

A study of the principles of nutrition and their application to the problems of growth, physical development, and maintenance of health. Application of the scientific principles of nutrition to the individual and family group.

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

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

HYGIENE

Winifred E. Champlin . . . Instructor
Ernest W. Hawkes . . . Instructor
James L. Jonas . . . Instructor
Helen Cox Steele . . . Instructor
Sam A. Tenison . . . Instructor
Eugene Wolfe . . . Instructor

1 Health Education (2)

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

4 Public Health and Sanitation (2) NO

A general survey of the field of public health in the United States, including a consideration of the causes and prevention of disease and disability; the conservation of infant and child life; the home, school, and industrial environment; the communicable and non-communicable diseases; mental hygiene; and present problems of public health. Specialists from the County Health Department will address the class. Parallels University of California Hygiene
10 First Aid (2)  NO

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

JOURNALISM

Derrill Place . . . Instructor

1 Introduction to Journalism (2)  NO

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

2 Newspaper Reporting (2)  NO

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

11 Copy Reading (3)

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

12 Newspaper Problems (3)

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

LAW

Loyd S. Noble . . . Instructor

18-19 Commercial Law (3-3)

A practical course in the principles of law that affect business relations, including contracts, sales, agency, and insurance. Special emphasis is placed on the study of the laws of California that a person should know in order to take care of his every day business affairs. A study of negotiable instruments, partnerships, corporations, securityship, real
property, and wills. Parallels University of California at Los Angeles Business Administration 18A-18B.

31 Law for the Layman (3)  NO
A survey of legal problems which confront people in their everyday life activities. Included in this course is a study of courts, trials, marriage and divorce, community property, wills, trusts, succession, mortgages, trust deeds, conditional sales, crimes, torts, homesteads, corporate securities act, workmen's compensation act, and many principles of business law.

LIBRARY SCIENCE

ESTHER RAMONT NICHOLS  INSTRUCTOR

1-2 Library Science (2-2)  NO
An orientation course in the use of books and libraries for students who are interested in the field of librarianship as a vocation, and for students who are interested in knowing how to use books and libraries more effectively. It is designed to familiarize students with the tools, techniques, and responsibilities of this field. Practical experience in the routine of the library is an important phase of the course.

MATHEMATICS

BURGOYNE L. GRIFFING  INSTRUCTOR
CHARLES H. HARRINGTON  INSTRUCTOR
CLEMENT D. MESERVE  INSTRUCTOR
C. LESLIE NICHOLS  INSTRUCTOR
WALTER C. ROBERTS  INSTRUCTOR
DONALD V. SPAGNOLO  INSTRUCTOR

1 Intermediate Algebra (3)
Fundamental laws, curve plotting, linear equations, negative and fractional indices, quadratic equations, arithmetic and geometric progressions, the binominal theorem, and logarithms. Students who have two entrance units in algebra may not receive college credit for this course. Students who have one and one-half entrance units in algebra may receive only 2 college credits for this course. Prerequisite: One year of high school algebra.

2 Trigonometry (3)
An elementary course in plane trigonometry and spherical right triangles with practical applications. Trigonometric
functions, the right triangle, functions of multiple angles, trigonometric equations and identities, radians, inverse functions, the oblique triangle, logarithms, calculations, trigonometric analysis, and Napier’s rule as used in solving spherical right triangles. A student who has completed a high school course in trigonometry will receive only one unit of credit for this course. Prerequisite: High school plane geometry and either one and one-half years of high school algebra or Mathematics 1.

3 Plane Analytic Geometry (3)
A study of the equations representing the straight line, circle, ellipse, and other conic sections as the locus of equations of first and second degree in rectangular coordinates; methods of writing equations for tangents and normals to circles and conic sections; polar coordinates and transformation of coordinates. Prerequisite: Two years of high school algebra, plane geometry, and trigonometry, or Mathematics 1 and 2. Parallels University of California Mathematics 3A.

4 Differential Calculus (3)
The study of functions, algebraic and transcendental, and their classification. The derivative defined; its practical use in obtaining velocities and acceleration values in non-uniform straight line and curved line motion; and in obtaining maximum and minimum values useful in design. The differential and infinitesimal and its use in forming derivatives. The use of the first and second derivatives in rapid curve tracing. Prerequisite: Mathematics 3. Parallels University of California Mathematics 3B.

5-6 Integral Calculus, Solid Analytical Geometry, and Infinite Series (3-3)
A study of integration in the indefinite and definite integral. Applications of the definite integral in the determination of areas, volumes, centroids, and moments of inertia. The study of surfaces in the geometry of space; partial differentials, multiple integrals, and infinite series. Prerequisite: Mathematics 4. Parallels University of California Mathematics 4A-4B.

8 College Algebra (3)
A review of fundamental processes of algebra and advanced work in progression, determinants, theory of equations, par-
tial fractions, permutations and combinations, logarithms, probability, and infinite series. Prerequisite: Mathematics 2. Parallels University of California Mathematics 8.

10 **Solid Geometry (2)**

The geometry of solids: polyhedral angles, polyhedra, the cylinder, the cone, and the sphere. Parallels University of California Mathematics E.

40 **Plane Geometry (3)**

A comprehensive course in plane geometry. Parallel lines, proportion, congruent and similar triangles, the right and oblique triangles, the theorem of Pythagorus, circles, and polygons. A student will remove both subject and grade deficiencies if he receives a grade of “B” or better in Mathematics 40; if he receives a grade of “C”, he will remove only the subject deficiency. A student who has already completed high school geometry will not receive credit for this course.

41 **Fundamentals of Algebra (3)**

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

42 **Computational Trigonometry (3)**

Trigonometric computations with applications to problems in navigation and engineering.

**METEOROLOGY**

Clement D. Meserve . . . . Instructor

1 **Introduction to Meteorology (2)**

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

CHARLES C. HIRT . . . INSTRUCTOR
IRENE MADDOCKS PATTISON . INSTRUCTOR

1-2 Solfegge (2-2)

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

3-4 History and Appreciation of Music (3-3)

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

5-6 Harmony (5-5)

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

Students who have had one year of high school harmony will receive only 2 units of credit for Music 5. Students who have had one year of high school harmony may enter Music 6 with the consent of the instructor. Prerequisite: Music 1 or equivalent. (May be taken concurrently.)

7-8 Counterpoint (2-2)

Fundamental principles of good melody. Strict counterpoint in all orders; two, three, and four voices. Free or modern counterpoint; note to note; second order: two or more notes to one, admitting unharmonized dissonances, either as changing notes, passing notes, retardations, or suspensions. Prerequisite: Music 5 or one year of high school harmony.
11-12-13-14 Men’s Chorus \( (\frac{1}{2}-\frac{1}{2}-\frac{1}{2}-\frac{1}{2}) \) NO

Appreciation and performance of standard choral literature with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances. Prerequisite: Consent of instructor.

11-12-13-14 Women’s Chorus \( (\frac{1}{2}-\frac{1}{2}-\frac{1}{2}-\frac{1}{2}) \)

Appreciation and performance of standard choral literature with special emphasis on principles of part singing, vocal control, interpretation, diction, phrasing, and breath control. Public performances. Prerequisite: Consent of instructor.

15-16-17-18 A Cappella Choir \( (\frac{1}{2}-\frac{1}{2}-\frac{1}{2}-\frac{1}{2}) \)

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

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

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

25-26 Conducting \( (3-3) \) NO

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

31-32-33-34 Orchestra \( (1-1-1-1) \) NO

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

41-42-43-44 Band \( (1-1-1-1) \) NO

The literature for modern bands is studied. Functions at all college athletic events. Prerequisite: Consent of instructor.
45-46-47-48 Ensemble (½-½-½-½)

Madrigal Singers.

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

Treble Clef

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

Vaquero Singers

A male quartet will study vocal music for public presentation.

Instrumental

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

NAVIGATION

WALTER C. ROBERTS . . . INSTRUCTOR

1 Piloting and Dead Reckoning (3) NO

Methods of obtaining the position of aircraft and ocean-going vessels by keeping account of the directions and distances sailed. Chart work, air and marine. Introduction to nautical astronomy.

2 Celestial Navigation (2) NO

Methods of obtaining the position of aircraft and ocean-going vessels by observation of celestial bodies. Determination of apparent, mean, and civil time. Methods of solving the astronomical triangle. Prerequisite: Navigation 1.

PALEONTOLOGY

CLEMENT D. MERVEN . . . INSTRUCTOR

1 Elementary Paleontology (3) NO

A history of life on the earth with particular reference to
the principles of and evidences for organic evolution. An
appraisal of the physical environment of organisms and
animal adaptations thereto. The development of life from
the simplest forms to the most complex by a study of fossils
from all ages. A brief survey of human development. Par-
allels University of California Paleontology 1.

PHILOSOPHY

RALPH LESLIE JOHNS . . . INSTRUCTOR

1-2 Introduction to Philosophy (3-3) NO

The aims and uses of philosophical study and the relation
of philosophy to other subjects. A discussion of how the
problems of philosophy arise in the ordinary course of our
experience. A review of the more important answers which
have been proposed for these problems. Parallels University
of California at Los Angeles Philosophy 2A-2B.

35 Social Ethics (2) NO

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

PHOTOGRAPHY

CHARLES H. HARRINGTON . . . INSTRUCTOR
RICHARD B. LEWIS . . . . INSTRUCTOR

1-2 Elements of Photography (2-2)

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

3-4 Intermediate Photography (3-3)

For more advanced students. Those who show suitable skill
will be given opportunities in connection with the drama
department, school publications, and sports to take pictures
such as those a reporter would have on assignment. Prere-
quisite: Consent of instructor.
5-6 **Advanced Photography (3-3)**  

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

**PHYSICAL EDUCATION FOR MEN**

*Sam A. Tenison* . . . . . Instructor  
*Eugene Wolfe* . . . . . Instructor

1-2-3-4 **Physical Education Activities—Instructional** (½-½-½-½)

Instruction in touch football, badminton, volleyball, basketball, softball, individual athletics, and relays. A modern obstacle course patterned after army standards is utilized throughout the year. An individual motor fitness test is given to all students. Each man has the opportunity to discover his own capacity for balance, flexibility, agility, strength, and endurance.

5 **Boxing—Instructional** (½)

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

6 **Wrestling—Instructional** (½)

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

19 **Adapted Activities** (½)

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

20 **Leadership (2)**  

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

21-22-23-24 **Physical Education Activities—Free and Competitive** (½-½-½-½)

Free and competitive participation in touch football, badminton, volleyball, basketball, softball, handball, tennis, individual athletics, relays, and barricade runs.
25 Boxing—Free and Competitive \((\frac{1}{2})\)

26 Wrestling—Free and Competitive \((\frac{1}{2})\)

**PHYSICAL EDUCATION FOR WOMEN**

Winifred E. Champlin . . . Instructor

Helen Cox Steele . . . Instructor

1-2-3-4 Formal Gymnastics \((\frac{1}{2}\times\frac{1}{2}\times\frac{1}{2}\times\frac{1}{2})\)

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

19 Adapted Activities \((\frac{1}{2})\)

Rest, ping-pong, sunbaths, or other limited activities as need is indicated on the health record. A class for the student whose medical examination indicates that she should take restricted activities.

20 Leadership \((2)\)

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

25 Beginning Sports \((\frac{1}{2})\)

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

26 Intermediate Sports \((\frac{1}{2})\)

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

27 Beginning Tennis \((\frac{1}{2})\)

Instruction in fundamental strokes and practice for beginners.

28 Intermediate Tennis \((\frac{1}{2})\)

Practice for those who have had beginning tennis and who can pass an examination in fundamental strokes. Instruction in umpiring, doubles and singles tactics. Prerequisite: Physical Education 27.
29 **Beginning Rhythmic Activities** (½)
Instruction in simple clogs and tap dancing with an opportunity for creative expression.

31 **Beginning Folk Rhythms** (½)
Instruction in folk dances of all nations with some discussion of costumes.

33 **Beginning Archery** (½)
Instruction in the technique of archery and a tournament using the Junior Columbia Round.

34 **Intermediate Archery** (½)
Practice in shooting and a tournament using the Columbia Round. Prerequisite: Physical Education 33.

40 **Social Sports** (½)
Practice in badminton, ping-pong, and deck tennis for fourth semester students. Prerequisite: Consent of instructor.

**PHYSICS**

<table>
<thead>
<tr>
<th>Instructor</th>
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<tbody>
<tr>
<td>GERALD NATHAN ALLEN</td>
<td>Instructor</td>
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<tr>
<td>BURGOYNE L. GRIFFING</td>
<td>Instructor</td>
</tr>
<tr>
<td>CHARLES H. HARRINGTON</td>
<td>Instructor</td>
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**1-2 General Physics** (3-3)
Mechanics, properties of matter, and heat. An intensive study of motion, dynamics, statics, vectors, liquids, gases, heat effects, change of state, calorimetry, heat transfer. Only engineering students and science majors should enroll in Physics 1-2. Prerequisite: High school physics or chemistry, or Physics 10, and trigonometry (trigonometry may be taken concurrently). Parallels University of California Physics 1A-1B.

**3-4 General Physics** (3-3)
Magnetism, electricity, wave motion, sound and light presented as a continuation of Physics 1-2. Study of laws of magnetism, static electricity, current flow; electromagnetism and induced currents; conduction through gases, radio activity; laws of wave motion in sound and light, spectroscopy, etc. Prerequisite: Physics 1-2 with a grade of “C” or better. Parallels University of California Physics 1C-1D.
5-6 General Physics (4-4)

A study of properties of matter, mechanics, heat, sound, light, electricity, and magnetism. Lectures, demonstrations, problems, and laboratory work. Required of pre-medical students. Elective for liberal arts students. Students desiring a general knowledge of physics should enroll in this course. Five lectures, two three-hour laboratory periods each week. Prerequisite: High school physics or chemistry, and trigonometry (trigonometry may be taken concurrently). Parallels University of California Physics 2A-2B, 3A-3B.

10 Introduction to Physics (3)

A brief presentation of some of the more important phenomena in physics with experimental illustration. Open to students with or without high school physics, but not open to those who have had Physics 1, 2, 5, or 6. Prerequisite: Elementary algebra and plane geometry. Parallels University of California Physics 10.

31-32 Radio Engineering (4-4) NO

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

35-36 Sound Recording (1-1) NO

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

47-48 Physical Apparatus (1-1)

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

Ernest W. Hawkes . . . . Instructor

41 Physiology for Nurses (4)
A study of the functions of the various systems of the human body. Lectures, text assignments, charts, models, and laboratory material. Prerequisite: High school physiology or chemistry.

POLITICAL SCIENCE

James L. Jonas . . . . Instructor
John E. Kienle . . . . Instructor
Herman H. Wiebe . . . . Instructor
Elmer T. Worthy . . . . Instructor

3-4 American Government (3-3) NO
A broad survey of the structures, the functioning processes, the services, ideals, and problems of American government. The origin and purpose of various governmental institutions of the United States and how they function. Lectures, discussions, and reports. Students who have credit for Political Science 5 should not enroll in Political Science 3-4; duplication of material studied will result in deduction of units. Parallels University of California at Los Angeles Political Science 3A-3B.

5 American Political Ideals (2)
An historical, philosophical, and analytical study of the theory and practice of American government. Special emphasis is placed on American Constitutional history and the development of American democratic thought. A critical study of modern political ideology is made. This, or a similar course, must be taken by all students graduating from a college, and by all who desire a certificate to teach in the state of California.

6 American State and Local Government (2) NO
A study of the development of state constitutions, practices, and laws. The relation of the states to the Federal government and also to county and municipal government. Political and legal practices are analyzed and evaluated.
PORTUGUESE

W. C. D. Kerr . . . . Instructor

1 Elementary Portuguese (4) NO

Training in pronunciation with stress on smoothness and proper intonation. Essentials of grammar, conversation, and composition. Reading of elementary prose with some stress placed on Portuguese character and customs. May not be taken for credit by students who have had two years of high school Portuguese. Students who have had one year of high school Portuguese receive only 2 units of college credit.

2 Elementary Portuguese (4) NO

Continuation of Portuguese 1. Stress on correct use of verbs in conversation and writing, and accuracy of grammatical detail. Elementary syntax completed. Reading of intermediate texts and reproduction of simple Portuguese. Pre-requisite: Portuguese 1 or two years of high school Portuguese.

PSYCHOLOGY

Lois H. Flint . . . . Instructor
Ralph Leslie Johns . . . . Instructor

1-2 General Psychology (3-3)

An intensive study of human and animal behavior: emotions, learning, memory, motivation, thinking, and imagination; the individual and his environment; individual differences in ability, intelligence, personality, maturation, and development; personal applications. Statistical procedure in psychology; a series of experiments, both individual and group, with statistical and observational treatment; applications of psychology in medicine, law, education, business, and industry. Parallels University of California Psychology 1A-1B.

31 Principles of Psychology (3) NO

A survey of emotions, motives, attention, intelligence, aptitudes, imagination, learning, and personality with emphasis upon the principles of psychology used in elementary teaching, nursing, journalism, merchandising, home economics, and community life.
32 Applications of Psychology (3)  NO
The application of psychological principles in the home, military life, education, law, medicine, business, and industry. A survey of mental health and conflicts; overcoming fear, anger, inferiority; criminal tendencies; emotions and their control. Lectures, reports, collateral readings, and term project.

45 Techniques of Study (1)  NO
Training in making lecture and textbook notes, outlining, study methods in the various subjects taught in college, and remedial study techniques. Emphasis is placed upon directed practice and the correction of study disabilities.

SHOP

1-2 Machine Shop—Elementary (8-9)  NO
The fundamentals of the machinist trade. This includes the proper use of hand tools and the correct operation of machine tools such as the lathe, shaper, milling machine, drill press, and grinding machines. A study of the properties of metals and their uses. This course will satisfy pre-apprenticeship requirements in the machinist trade.

3-4 Machine Shop—Advanced (8-8)  NO
Advanced and complicated operations of machine tools and the machining of many different kinds of metals. Precision inspection, production, and assembly. Heat treatment of metals and some tool and die work. Students will carry out complete projects from design to finished project. Advanced apprenticeship ratings will be given students completing this course.

11-12 Sheetmetal—Elementary (8-8)  NO
Hand and simple machine operations in the layout, forming, and fabrication of sheetmetal and its alloys. Particular attention will be given to the application of sheetmetal to the aircraft industry.

13-14 Sheetmetal—Advanced (8-8)  NO
Production methods, including hand and machine forming of metals. The application of template layout and development as it is used in production. Heat treating of metals. Students completing two years of Sheetmetal will be given advanced apprenticeship ratings by the aircraft industry.
15 Template Layout (3)  
Instruction in bending and stretching of metals, angles and curves, production procedures, tolerances, and design. Fabrication and final assembly for aircraft, shipbuilding, and other industries.

SOCIOLoGY

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

1-2 Social Institutions (3-3)  
A study of the processes of group life and the problems arising from group relationships. Recreation, crime, delinquency, industry, illness, marriage, divorce, and other problems affecting social welfare. Lectures, discussions, reports.

31-32 Introduction to Social Science (3-3)  
The principal facts and concepts of sociology, economics, and political science through a study of contemporary social problems. The student is led to acquire a body of knowledge through an analysis of contemporary problems; to understand the actual experiences and situations that confront him; to obtain a realistic view of our total social scene. This course meets the California State requirement of a two unit course in the Constitution of the United States.

SPANISH

MARGUERITE V. FOX . . . . INSTRUCTOR  
LERoy T. HERNDON . . . . INSTRUCTOR  
W. C. D. KERR . . . . INSTRUCTOR

1 Elementary Spanish (4)  
Fundamentals of Spanish grammar. The student is trained to pronounce Spanish correctly, to acquire a small working vocabulary which he uses in conversation and writing, and to learn to read simple Spanish. Students who have had one year of high school Spanish receive only two units of college credit. May not be taken for credit by students who have had two years of high school Spanish. Parallels University of California at Los Angeles Spanish 1.

2 Elementary Spanish (4)  
This course is based upon the reading and interpretation of idiomatic Spanish prose, with a further study of pronun-
3. Intermediate Spanish (4)

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

4 Intermediate Spanish (4)

A continuation of Spanish 3, with reading of more difficult literary texts. Prerequisite: Spanish 3, or four years of high school Spanish. Parallels University of California at Los Angeles Spanish 4.

10 Spanish Culture and Civilization (2) NO


21 Introduction to Spanish Conversation (3) NO

A course in elementary conversation, thorough drill on correct sounds, practical words, simple constructions of everyday speech. Words and their uses are taught as they are needed for each day's use.

31 Commercial Spanish (3) NO

Vocabulary and usage for business letters, commercial forms, and practices in the various Spanish-speaking countries. Prerequisite: Spanish 2 or equivalent.

**SPEECH**

James D. Davis . . . . Instructor
Richard B. Lewis . . . . Instructor
Derrill Place . . . . Instructor

1-2 Fundamentals of Speech (2-2) NO

A study of the fundamentals of speech including the principles governing voice quality, articulation, and clarity of
expression. The course includes: modes of speaking; the proper use of action and gesture; the study and improvement of the voice; reading aloud from prose, poetry, and plays; speaking for radio and public address systems; frequent organized speeches; voice recordings; practice in group discussion; conferences.

3-4 Public Speaking (3-3)
A study of the fundamental principles of speech preparation, and of simple and direct speaking. Practice in outlining speech material and in presenting extemporaneous speeches. A forum of organized student discussion centering about a study of contemporary affairs. Training in oral composition. Parallels University of California Public Speaking 1A-1B.

11 Introduction to the Theater (3) NO
A general introductory course offering foundation study for acting and play production, but with stress upon appreciation and enjoyment of the modern stage, radio, and motion pictures. Play reading and evaluation with concentration upon the contemporary period. An introduction to acting and a practical study of general body control for social poise and for acting. Discussions and research in theories of play production. Field trips. Introduction to stage make-up.

12 Techniques of Dramatic Production (3) NO
A critical and experimental study of the actor's craft. Preparation of plays for production including how to study a play, how to cast, how to plot action, how to plan sets, properties, and lighting. Stage organization and management. Advanced study of make-up. Each student will produce at least one scene for public presentation and will act in several plays.

21-22 Principles of Argumentation (2-2) NO
The application of the rules of evidence and reasoning to public debate and discussion. Analysis of the types of arguments and refutations. Debate technique. Practice in gathering materials, in briefing, and in preparing a speech for inter-collegiate debating.

23-24 Advanced Debate (2-2) NO
A study of the fundamental principles of argumentation and debate, including the analysis of a question, the technique of gathering evidence, essentials of briefing, the con-
struction of arguments, and the principles of rebuttal.

31-32 Radio Production (2-2) NO

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

STAGECRAFT

LEROY T. HERNDON . . . INSTRUCTOR
RICHARD B. LEWIS . . . INSTRUCTOR

1-2 Scenery and Lighting (2-2) NO

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

3-4 Organization and Management (2-2) NO

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

ZOOLOGY

ERNEST W. HAWKES . . . INSTRUCTOR

1-2 General Zoology (4-4)

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. Four lectures, and four three-hour laboratory periods each week. Required of pre-medical and pre-dental students, and psychology, paleontology, and zoology majors. Prerequisite: High school biology and physiology, or high school chemistry. Parallels University of California Zoology 1A-1B.

3 General Biology (3)

A study of the fundamentals, functions, and principles of animal and plant life: the relation of organisms to their environment; modern conceptions of heredity, variation, and evolution; and the biological aspects of human problems. Lectures, demonstrations, readings, reports. Open without prerequisite to all students, but designed for those not specializing in zoology. Not open for credit to students who have had Zoology 1, but students who have taken Zoology 3 may elect Zoology 1-2 for credit. Parallels University of California Zoology 10.
APPENDIX

LOWER DIVISION REQUIREMENTS

University of California (Berkeley)
College of Letters and Science

The requirements for junior standing are:
First: the completion of not less than 60 units of college work.
Second: the fulfillment of the following general and specific requirements:

a. General University Requirements:
   English Subject A
   Military Science and Tactics (men)
   (Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement.)

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

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

d. Natural Science
   At least 12 units, including one course in a laboratory science (6 hours of laboratory work weekly). The choice of sciences should be made from the following list:
   High school physics* (3 units)
   High school chemistry* (3 units)
   Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 11-12*
   Geology 1, 2
   Paleontology 1
Physics 1-2*, 3-4*, 5-6*, 10
Zoology 1*, 2*, 3
*Laboratory science courses

e. Additional
A sequence (of 5 or 6 units) in each of three of the following six groups:

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

2. Foreign Language
   This requirement is in addition to the regular requirement of 16 units. It may be satisfied by a 5 unit foreign language course. Two years of high school Latin are accepted as the equivalent of a college year course.

3. Mathematics
   Any two of the following courses: Mathematics 2 or high school trigonometry, 3, 4, 5, 6, 8.

4. Social Sciences
   Economics 1-2
   Geography 1-2
   History 1-2, 3-4
   Political Science 3-4
   Psychology 1-2
   Sociology 1-2

5. Philosophy
   Philosophy 1-2

6. Fine Arts
   Art 1-2
   Music 3-4

University of California at Los Angeles
College of Letters and Science

The requirements for junior standing are:
First: the completion of 60 units of college work with an average grade of "C" or better.
Second: the fulfillment of the following general and specific requirements:

a. General University Requirements:
   English Subject A
Physical Education ........................................ 4 units
Military Science and Tactics, or Naval Science and Tactics (men)
(Note: If a student completes 2 years' work in a junior college, he is exempt from this requirement.)

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

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

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

High school science (third year or fourth year laboratory course)*
Chemistry 1*, 2*, 3*, 4*, 5*, 6*, 11*, 12*
Geology 1, 2
Paleontology 1
Physics 1*, 2*, 3*, 4*, 5*, 6*, 10
Zoology 1*, 2*, 3

e. Additional
A year-course in each of three of the following seven groups. At least one year-course must be chosen from group 1, 2, or 3.
1. English or Public Speaking
   English 1-2
   Speech 3-4

2. Foreign Language
   This requirement is in addition to the regular requirement of 16 units listed under (b) above.
   No high school work may be counted on this requirement.

3. Mathematics
   Any two of the following courses: Mathematics 2, 3, 4, 5, 8.

4. Social Science
   Economics 1-2
   Geography 1-2
   History 1-2, 3-4
   Political Science 3-4

5. Philosophy
   Philosophy 1-2

6. Psychology
   Psychology 1-2

7. Art, Music
   Art 1-2, 3-4
   Music 3-4, 5-6

University of Southern California

College of Letters, Arts, and Sciences

The requirements for junior standing are:

a. American Political Institutions .................. 2 units
   Political Science 5

b. Art Appreciation or Music Appreciation .......... 2 units
   Students who transfer with sixty or more units of advanced standing may substitute two units of electives in fine arts or music.

c. English ............................................. 6 units
   English 1-2

d. Foreign Language—One foreign language ....... 12 units
   Each year of a foreign language in high school will be accepted in fulfillment of three units of this requirement.
e. General Studies .......................................................... 14 units

I. Man and Civilization

History 7-8 plus two units of electives.
Students who transfer with 60 or more units of advanced standing may substitute 6 units of social studies, and 2 units of electives.

II. Six units to be selected from the following:

a. Problems of Human Behavior (3 units)
   Students who transfer with 60 or more units of advanced standing may substitute 3 units of psychology.

b. Problems of Modern Society (3 units)
   Students who transfer with 60 or more units of advanced standing may substitute 3 units in economics, sociology, or political science (but not the course used to satisfy the requirement in American Political Institutions).

c. Problems of Human Values (3 units)
   Students who transfer with 60 or more units of advanced standing may substitute 3 units of philosophy.

f. Literature ................................................................. 4 units

   The work may be taken in English, American, or comparative literature.

g. Physical Education ..................................................... 5 units

   Physical Education (4 semesters)
   Hygiene 1

h. Sciences ................................................................. 11 units

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

Stanford University

School of Humanities

The requirements for junior standing are:

Group I. Arts and Letters

English 1-2
Foreign Language (14 units)
   This requirement may be satisfied in part by work completed in high school.
Electives (2 units)

Group II. Natural Sciences and Mathematics

Science (6 units)
   Biological science, or physical science, or both depending upon the science taken in high school.
Electives (4 units)

Group III. Social Sciences

History of Western Civilization (8 units)
Electives (6 units)
   One of the following year courses:
      Economics 1-2
      Philosophy 1-2
      Political Science 3-4
      Psychology 1-2
      Sociology 1-2
      Sociology 31-32

University of California (Berkeley)

School of Business Administration

Junior standing in any of the colleges of the University of California.
The requirements for junior standing are:

a. General University Requirements:

   English Subject A
   Physical Education .................................................. 2 units

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

b. Either:

   Foreign Language—At least 16 units in one foreign
   language.
   (Each year of high school work in the language off-
   ered is counted in satisfaction of 3 units of this re-
   quirement:

Or:

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

   High school chemistry* (3 units)
   High school physics* (3 units)
   Chemistry 11-12*
   Physics 5-6*
   Zoology 1*, 3
   Geology 1

c. Social Science:

   At least 6 units in social science chosen from the fol-
   lowing:
   Economics 11
   History 1-2, 3-4
   Political Science 3-4
   Psychology 1-2

d. Required Courses:

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

e. Electives:

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