

VISALIA
JUNIOR COLLEGE

Junior College Bulletin
1941 - 1942

Published by

BOARD OF TRUSTEES

Visalia Union High School and Junior College District

VISALIA, CALIFORNIA

April, 1941

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TABLE OF CONTENTS

	PAGE
Junior College Calendar for 1941-1942	4
Board of Trustees	5
Officers of Administration	5
Faculty	5
General Information:	7
Organization and Administration	7
Curricula	8
Student Organizations	9
Student Activities	10
Transportation	10
Living Accommodations	11
Employment	11
Library	11
Loans and Scholarships	11
General Regulations:	12
Admission	12
Matriculation Deficiencies	12
Registration	13
Amount of Work	13
English Placement Test	13
Physical Education and Health	13
Conduct	14
Attendance	14
Leave of Absence	14
Withdrawal from Course or College	15
Units and Grade Points	15
Grades	15
Requirements for Graduation:	16
Plan One	16
Plan Two	17
Requirements for a Junior Certificate in California Colleges and Universities	18

	PAGE
University of California (Berkeley and Los Angeles)	18
'Teachers' College of U.C.L.A. Requirements for a Junior Certificate	20
Stanford University Lower Division Requirements	21
University of Southern California Lower Division Requirements	22
California State College (Fresno, San Jose, Santa Barbara, San Diego, San Francisco, etc.) Lower Division Requirements	23
Training Schools for Nurses	24
Suggested Courses:	25
Department of Commerce Curricula	26
Suggested Course in General Business	26
Suggested Course in Accounting	27
Suggested Course in Secretarial Science	32
Description of Courses:	33
Aeronautics	33
Agriculture	34
Art	34
Commerce	35
Engineering	39
English	41
Composition and Literature	41
Speech Arts	43
Foreign Languages	44
Health and Physical Education	46
Mathematics	48
Mechanics	50
Music	51
Philosophy	53
Psychology	53
Science	54
Social Science	57

CALENDAR

1941 - 1942

FIRST SEMESTER

September 15, 1941 — January 30, 1942

September 15, 16	Registration
September 17	Class instruction begins
September 18	Placement test in Gregg shorthand & typing
September 19	Placement test in English
October 24	Last day to drop subject without penalty
November 11	Armistice Day
November 20, 21	Thanksgiving holiday
December 22-January 5	Christmas holiday
January 23-January 29	Semester examinations
January 30	End of first semester

SECOND SEMESTER

February 2, 1942

February 2, 3	Registration
February 4	Class instruction begins
February 5	Placement test in Gregg shorthand & typing
February 6	Placement test in English
March 13	Last day to drop subject without penalty
March 30-April 3	Easter vacation
May 24	Placement test in Gregg shorthand & typing
May 24	Placement test in English
May 30	Memorial Day
June 2-June 8	Semester examinations
June 10	Commencement
June 12	End of second semester

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P. F. Wilhelmsen, A. B.	Physical Education

* Absent on Leave.

GENERAL INFORMATION

The Visalia Junior College was organized by resolution of the Board of Trustees of the Visalia Union High School District in November, 1925, and regular class instruction began September 20, 1926. This action reflected a popular conviction that higher education should be made a part of the public school system of the community, inasmuch as a trained mind has become essential to success in the complex situations of modern life.

As the junior college has grown from year to year in enrollment, new courses have been added and new buildings and equipment provided. It was the thought of the trustees at the time of organization that a junior college should not limit its influence to a single community, but should, as rapidly as possible, extend its services to all students who may be able to attend. In pursuance of this policy, transportation facilities have been extended to neighboring high schools in Tulare and Kings counties with the purpose of offering to the graduates of all high schools within the region that can be served daily the opportunity of higher education.

With the beginning of the fall semester, the junior college will enter upon a new phase in its development. The college will then be located on its own campus with a site of fifty acres and with buildings to accommodate one thousand students, being the first unit of a plan which may be extended as required. This development offers many advantages for organization for instruction and for college activities.

In all its many activities the junior college seeks to attain four principal objectives: (1) to develop responsible citizenship, (2) to train for more abundant and capable living, (3) to prepare students in certain fields to enter gainful employment and (4) to fit students for more advanced study in colleges and universities.

CURRICULA OFFERED

Junior college students may be classified into two large groups: those students who are planning to continue their education in four-year colleges or universities and those students who expect to enter some occupation either before or after graduation from the junior college. Hence, the curricula are designed to meet the needs of the students in both groups.

To aid the student in selecting a curriculum best suited to his major interests, his needs, and his capacities, the junior college during registration week provides guidance through the offices of the Dean of Women and the Dean of Men.

A Junior Certificate is an official statement issued by certain four-year colleges and universities to a student who has completed the regular freshman and sophomore courses of such college or university. Students eligible to enter such an institution as freshmen should be able to complete a junior college course in two years, which covers lower division requirements and gives them junior standing. In most instances such students may transfer to a university at the end of any semester provided their scholarship average for all work undertaken has been of "C" grade or higher.

The Junior Certificate for other institutions cannot be granted by this college. The college will issue, however, to each student a certified transcript of record, and application can be made by the student to the university chosen. The student who plans to transfer to another institution should familiarize himself with the Lower Division requirements of the institution of his choice, and choose his course according to those requirements.

Terminal courses, numbered from 50 to 100, are offered for students who plan to complete only a two-year program of work. Transfer credit is not guaranteed for such courses. The purpose of these is twofold: (1) cultural courses designed for students who wish to complete a general education in th

junior college and to assume immediately their place as active citizens of the community, (2) semi-professional or vocational courses designed for students who wish to enter the business and industrial world after finishing their junior college studies.

STUDENT ORGANIZATIONS

The Associated Students of Visalia Junior College is the official student organization. Upon registration each semester, the student receives a student body card which entitles him to participate in the activities of the organization. The Associated Students sponsor all activities which concern the student body as a whole, including athletics, forensics, publications, social affairs, and assembly programs. Students not only may participate in the activities of the college but may attend all home league games and contests and all social affairs given by the Associated Students. All students receive the college newspaper, The Campus, throughout the year.

The business of the Associated Students is carried on by the Executive Board, the members of which are elected by the students.

A number of organizations offer opportunity to the students to associate with groups encouraging special interests and organized extra-curricular activity. These are: Associated Women's ~~Students~~ ^{Activities}, Associated Men Students, Sans-Soucis (French club), The German club, The Spanish club, Photography club, ~~Women's Athletic Association~~, Student Christian Association, Newman club, ~~Lettermen~~ ^{Varsity} club, Sophomore Men's club, Chi Omega Pi, Women's Commercial club, ~~Tartarottes~~, ~~Tartar Knights~~, International Relations club, Beta Phi Gamma (honorary journalistic fraternity), Phi Rho Pi (honorary forensic fraternity), and Alpha Gamma Sigma (scholarship society). In addition there are two social fraternities: Tau Delta Pi and Beta Kappa Sigma, and two sororities, Delta Kappa Theta and Sigma Delta Xi.

1 Sigma Zeta Pi Sorority (Pre-nurses' club)

STUDENT ACTIVITIES

Student activities of the Visalia Junior College include student government, organized athletics, forensics, dramatics, publications, music, social affairs, and club meetings. Every student is urged to affiliate with at least one student activity.

Athletics: Visalia Junior College is a member of the Central California Junior College Association and has representatives and teams for each athletic activity sponsored by that association. In addition, it sponsors some minor sports.

Forensics: Membership in the Central California Junior College Association determines the basic schedule for activities in debate, oratory, and extemporaneous speaking.

Dramatics: The annual production of one full-length play or group of one-act plays constitutes the student-body activity in dramatics. Other dramatic activities are sponsored by the dramatics class.

Publications: The college maintains a news bureau and sponsors a weekly newspaper, The Campus, and an annual, The Tartar. In addition, the Journalism Department sponsors a daily radio broadcast of V.J.C. campus news and interesting items from other colleges.

Social Affairs: There are a number of student body social affairs under the direction of the social committee. These consist of dances, parties, and picnics.

Music: Men's Glee Club, Mixed Chorus, Soloists, Band, and orchestra furnish music for assemblies and special occasions.

TRANSPORTATION

Bus lines transport students, free of charge, from practically all outlying sections of the Visalia Union High School District, and from Dinuba, Orosi, Exeter, Woodlake, Tulare, Hanford, Lemoore, Corcoran, Lemon Cove, Lindsay, Ash Mountain, Riverdale, Laton, Strathmore, Earlimart, Pixley, Tipton, and Delano.

LIVING ACCOMMODATIONS

A list of available living quarters for students who are away from home is on file in the Dean's office. Students are required to have such living accommodations approved by the Dean concerned before they make final arrangements. Living in apartments is not encouraged by the college.

EMPLOYMENT

An attempt is made to provide students who need it with part-time employment. Women or men students wishing to work for room and board in private families should communicate with the Dean of Women.

The college administration cooperates with the National Youth Administration in providing part-time employment for worthy students.

LIBRARY

The well-lighted library is located in the main building and provides adequate seating space for students and faculty.

A carefully selected and well-rounded book collection meets the present demands of the curriculum and recreational reading needs. Adequate financial support insures rapid growth and the maintenance of highest library standards. The library subscribes to the leading current periodicals and important metropolitan newspapers.

Open stacks make all of the book collection and the bound periodicals easily accessible. At the request of instructors, books in demand are placed on reserve for period and overnight use. The book collection is supplemented by loans from the State Library.

LOANS AND SCHOLARSHIPS

Small temporary loans are available for college students.

Additional loans

Applications should be made directly to the Dean of Women.

A faculty committee encourages students of unusual academic ability who desire to apply for scholarships to four-year colleges and universities and assists them in making such applications.

GENERAL REGULATIONS

Admission:

Graduates of any high school may be admitted to Visalia Junior College, and such other persons over eighteen years of age as may be recommended for admission by the Principal.

Applicants for admission are requested to arrange in advance to have transcripts of their high school records sent directly to the junior college for evaluation.

Students from institutions of collegiate rank may be admitted with advanced standing upon the presentation of transcripts from such institutions subject to approval of the administration of Visalia Junior College.

Matriculation Deficiencies:

In the case of an applicant not eligible for clear admission to a standard college or university at the time of his entrance to junior college, deficiencies in both subject and grade requirements for such admission may be removed as follows:

(1) By passing appropriate examinations of the College Entrance Examination Board (given throughout the country during the last week of June) or

(2) By completing in the junior college with a grade of "A," "B," "C" a college course in the group or groups of subjects in which the deficiencies lie.

No college credit will be granted for such courses when they are used to remove subject deficiencies; but full college credit will be granted for such courses when they are used to remove grade deficiencies.

The rate of exchange is one high school unit for each three

junior college units. Junior college subjects that may be used to remove deficiencies are:

Group (a) Economics, history, geography, political science;

Group (b) Any English course of three units;

Group (c) Any standard college mathematics;

Group (d) Any laboratory science which has at least two units of laboratory work exclusive of the lectures;

Group (e) Any foreign language;

Group (f) Any standard college mathematics; any foreign language, or chemistry or physics.

Registration

Two days at the beginning of each semester are set aside for registration. Students are urged to register on these stated days, for late registration retards the progress not only of the student himself but of every class in which he may be admitted.

Only under extraordinary circumstances will registration be permitted after the end of the second week of class work.

Amount of Work:

The normal requirement for a college schedule comprises sixteen units of work exclusive of physical education. No student will be granted credit in excess of eighteen units a semester, except in the case of a student of proved ability who needs nineteen units to complete required work for graduation.

ENGLISH PLACEMENT TEST

A Placement Test in English is given in January, May, and September of each year to all entering students. The results of the test determine the placement of the students in the various English courses.

PHYSICAL EDUCATION AND HEALTH

All regular students and all special students carrying over eight units of work are required by an act of the state legislature, to enroll in the regularly prescribed courses in physical education and health for four semesters.

CONDUCT

Students are expected to set and observe among themselves a proper standard of conduct. Failure to show such respect for order, morality, and personal honor as is expected of good citizens may be sufficient cause for removal from the college.

ATTENDANCE

Regularity of attendance is fundamental to satisfactory progress in the college. The financial support of the school is based upon the average daily attendance of the students. Every student, therefore, should assume the responsibility of regular attendance, not only because he can work more effectively, but also because his attendance assures the financial support which enables the institution to provide better facilities for all students.

Registration and enrollment in classes in this college presuppose that recitations, lectures and laboratory sessions will be attended regularly. Attendance is a matter between the instructor and the student. If continued absence requires disciplinary action, the matter will be brought to the attention of the Dean of Women or Dean of Men.

LEAVE OF ABSENCE

Students finding it necessary to be absent for one week or more are instructed to file with the proper dean a Leave of Absence Request stating the reason for the absence. Favorable action upon the request will insure an opportunity to make up the classes missed without loss of credit. No leave of absence will, however, relieve the student from the necessity of completing all the work of each course to the satisfaction of the instructor.

Absences to represent the school will be officially excused if students present to their instructors, in advance, requests for such absence filled out on the proper forms and signed by the Dean concerned.

WITHDRAWALS FROM COURSE OR COLLEGE

Students desiring to withdraw from a course or from college should complete and file the proper request with the dean. Requests filed before the end of the sixth week of the semester will enable the student to withdraw without prejudice to his standing. During the second six weeks of any semester a student may be permitted to drop a course without prejudice, only under such circumstances as are considered by the Administration to be beyond the student's control. Otherwise, the dropping of the course during this interval shall be regarded as a failure of the course.

In general, during the final six weeks of any semester, the dropping of a course shall result in a record of failure.

UNITS AND GRADE POINTS

All college work is measured in terms of both quantity and quality. The measure of quantity is the unit and the measure of quality is the grade point.

For purposes of graduation or transfer to other collegiate institutions, it is necessary to obtain a certain number of grade points. In general the requirements are one grade point for every unit of college work undertaken.

Grade points will be awarded as follows: Grade A, three points per unit; B, two; C, one; D, none; ~~E, minus one~~. Students ~~are not permitted~~ ^{are permitted} to raise the passing grade of D, C, or B to a higher grade by later work.

GRADES

A, B, C, and D are passing grades, corresponding to excellent, good, average, and barely passed; F, failure. An incomplete (inc.) grade will be given only with the special approval of the dean. This approval will be given only in cases of illness or other circumstances beyond the student's control and will indicate that the student is entitled to all grade points upon satisfactory completion of assignments

within the first six weeks of continued attendance.

It is understood that instructors' grades, when handed in, are final and not subject to change by reason of a revision of judgment on the part of the instructor.

REQUIREMENTS FOR GRADUATION

INTRODUCTION

Students preparing for graduation from Visalia Junior College should follow one of the two plans outlined below. The title of Associate of Arts is conferred upon graduates of Visalia Junior College who complete either plan as indicated. Plan One is designed for students who do not intend to continue formal collegiate instruction beyond the junior college, while Plan Two is designed for students who desire to be transferred later with junior standing to a four-year college or university.

PLAN ONE

The ~~title~~^{degree} of Associate of Arts is conferred under Plan One on all students who shall have completed satisfactorily ("C" average) a two-year junior college curriculum of 64 semester units including:

1. Two units in physical education.
2. Two units in hygiene.
3. Two units in the Constitution of the United States, including the study of American institutions and ideals.
4. Any six units of English or public speaking or any combination. An exception to this is made for students majoring in the Building Trades Course where a special three-unit course in English fulfills the necessary requirements. Students majoring in Commerce are required to complete four courses in English (9 to 12 units).
5. A major consisting of at least 20 units in a specified field of study.

The requirement of "twenty semester units in a specified field of study" may be met by the completion of twenty units of work in any of the following fields:

GROUP I. Liberal Arts

GROUP II. Social Science

GROUP III. Science and Mathematics

GROUP IV. Art and Music

GROUP V. Pre-nursing course

GROUP VI. Mechanics

GROUP VII. Commerce

GROUP VIII. Building Trades

mechanical + architectural drawing

PLAN TWO

The ^{degree} title of Associate of Arts is conferred under Plan Two on all students who expect to continue, or who may continue in upper division work in a standard four-year college or university, who shall have completed satisfactorily ("C" average) a two-year junior college curriculum of 64 semester units, including:

1. Two units in physical education.
2. Two units in hygiene.
3. Two units in the Constitution of the United States, including a study of American institutions and ideals.
4. Six units in English.
5. The completion of the lower division requirements of the University of California or of any other approved college or university where upper division work will be continued.

Courses completed in high school may be accepted as partial or complete fulfillment of certain departmental requirements as to subject matter, provided that such work shall not reduce the amount of work (64 units) required for the diploma, and shall be limited to those subjects accepted by the particular college.

In order to assist the student to plan his course, the lower

division requirements for certain colleges have been set down. It is highly desirable that the student decide on his major subject as early as possible, so that the required lower division preparation for the major can be met. Such requirements in each department of the college or university are set forth in the college catalogue which may be easily obtained by writing to the Registrar of the institution in which the student is interested.

REQUIREMENTS FOR A JUNIOR ^{Standing} ~~CERTIFICATE~~ IN CALIFORNIA COLLEGES AND UNIVERSITIES

Three principal kinds of requirements must be met in order for a student to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which he may expect to transfer. These are:

1. The removal of all matriculation (entrance) deficiencies.
2. The completion of the specific requirements for the ~~Junior Certificate~~ or junior standing in the proposed senior college.
3. The completion of the lower division prerequisites for the upper division majors and minors. These vary according to the majors and minors selected and also according to the institution in which the student expects to enroll. All students expecting to transfer to some other college or university should consult the catalogue of such institution regarding specific requirements for upper division standing. It is highly desirable that every student decide upon a major as early as possible after entering the junior college. The junior standing requirements of some of California's colleges and universities are here presented.

University of California at Berkeley and at Los Angeles

~~JUNIOR CERTIFICATE IN LETTERS AND SCIENCE~~
The Junior ^{Standing} ~~Certificate~~ will be granted on the completion

of not less than 60 units of college work with a "C" average, and the fulfillment of the following general and specific requirements:

A. General University Requirements

Subject A or its equivalent

Physical Education and Hygiene or Military Science, four units.

B. Foreign Language

At least fifteen units in not more than two languages.

Each year of high school work in a foreign language will be counted in satisfaction of three units of this requirement.

C. Mathematics

Elementary algebra and plane geometry. If these subjects have not been completed in high school, or if they were completed with a grade of "D," they must be taken in the junior college without college credit.

D. Natural Science

At least twelve units chosen from the following list:

High School Physics*, 3 units (1 high school credit);

High School Chemistry*, 3 units (1 high school credit).

Bacteriology 1*

Botany 1a*-1b*

Chemistry 1a*-1b*

Geology 1a, 1b, 2

Physics 1a-1b*

Physiology 1b*

Zoology 1a*, 1b*

The student must include among the courses taken in satisfaction of the requirement in natural science at least one course in laboratory science. Such courses are marked with an asterisk. Courses with but one unit of laboratory science are not accepted in fulfillment of this requirement.

E. Additional. A year-course (of at least six units) in

each of three of the following groups:

1. English, Public Speaking
2. Foreign Language in addition to the requirement B quoted above. This may be satisfied in whole or in part in the high school, provided the language be Latin. Two years of high school Latin are accepted as equivalent to a year course.
3. Mathematics
Any six units from the following courses:
Mathematics c, 8, 3a-3b
4. Social Sciences: History 4a-4b, 8a-8b, Economics 1a-1b, Political Science 1a-1b, Psychology 1a-1b, Geography 1b.
5. Philosophy 6a-6b, 10a-10b.

JUNIOR ~~CERTIFICATE~~ TEACHERS' COLLEGE OF U. C. L. A.

These requirements are the same as for the Junior Certificate in Letters and Science except that 6 units of English 1a-1b or Public Speaking 1a-1b and 6 units of Psychology 1a-1b must be chosen as two of the year-courses prescribed in the group E requirement, and that the other year-course to satisfy the Group E requirement may be chosen from the following list: Economics 1a-1b, Geography 1a-1b, History 4a-4b, or 8a-8b, Political Science 1a-1b, Philosophy 10a-10b, or Mathematics 1c, 8, 3a-3b.

This student must also meet the specific lower division requirements for his upper division major. Some examples follow:

General Elementary Education and Kindergarten
Primary Education

Art 22, 30; Biology 1, 12; Geography 1a-1b; Mathematics 19; Music 60a-60b; Psychology 1a-1b.

Junior High School Education

Lower division prerequisites for two upper division minors in subjects taught in junior or senior high schools.

Special Credentials

Art: Art 1, 2a-2b, 4a-4b, 8a-8b, 9, 12, 32a. Commerce:

Economics 1a-1b and 14a-14b; Political Science; Geography; History; Commerce 16, 17, 18a-18b. Home Economics: Home Economics 1a-1b, 2, 11a-11b, 43a; Art 2a; Chemistry 2a-2b; Psychology 1; Economics 1a. Physical Education: Chemistry 1a or Zoology 1a; Physiology 1; Biology 1; Anatomy.

Stanford University Lower Division Requirements

A change was recently made in the admission requirements for those desiring to enter the upper division at Stanford University. The Registrar states:

"The action taken was to the effect that a student who has completed a two-year program in a recognized institution, and has done so with satisfactory quality, will not be held for the Stanford lower division requirements upon acceptance here. This, as you see, removes specific restrictions that were implied by our old relationships in which candidates for admission who had not fully met our lower division requirements or those of the California junior certificate were held for the balance of the Stanford lower division requirements.

"The spirit of this move is to recognize the fact that in the junior colleges there are guidance facilities whereby the programs of students may be constructed on an intelligent forward-looking basis. Our hope will be that the students anticipating coming to Stanford will build substantial broad backgrounds for upper division and graduate work which will be comprehensive in nature and will include the prerequisites of the particular fields in which they expect to specialize. The emphasis continues to be on quality of work rather than specific details of pattern."

All students are advised to consult both their counselors and the Stanford catalogue so as to meet the necessary prerequisites for Upper Division courses of a professional character.

Students proposing to transfer to Stanford with less than Upper Division standing must rigidly follow the Lower Division requirements of that institution.

University of Southern California Lower Division Requirements

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

- A. English 1a-1b, 6 units.
- B. Foreign Language.
Fifteen units in not more than two languages. Each year of a foreign language in high school will be accepted in fulfillment of three units of this requirement.
- C. Natural Sciences.
A minimum of eleven units including at least one laboratory course. Chemistry and physics in the third or fourth year of high school will be accepted in the fulfillment of three units of this requirement.
- D. Social Science.
Six units of history, economics, political science, or sociology.
- E. Philosophy or psychology, 6 units.
- F. Orientation, 1 unit.
- G. Physical Education and Health, 4 units.
- H. Mathematics.
High school elementary algebra and plane geometry.
- I. Electives to bring total to 64 units.

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

California State College Lower Division Requirements

(Fresno, San Jose, Santa Barbara, San Diego, San Francisco, etc.)

There are a few slight variations in the lower division requirements in various state colleges. Students should consult the catalogues of the particular college they intend to enter. Substantially, the lower division requirements in general elementary, kindergarten-primary, and junior high school education are as follows:

- A. General Requirements.
Subject A or its equivalent.
Physical Education and Hygiene, 4 units.
United States Constitution, 2 units.
- B. Foreign Language, 10 units.
Two years of one foreign language taken in high school will satisfy this requirement if completed with a recommended grade.
- C. Mathematics.
Elementary algebra and plane geometry. If not completed in the high school, these courses must be taken in junior college without college credit.
- D. English, 6-12 units.
English 1a-1b, Public Speaking 21 and three units from other fields of English or Speech Arts. If English is used as a minor, English 5a-5b is required.
- E. Natural Science, 14 units.
A laboratory science must be included. Courses recommended in fulfillment of this requirement are Zoology 1a-1b, Biology 1a-1b, Physiology 1, or any combination of these; Geology 1a-1b, high school Chemistry or Physics.
- F. Social Science, 14 units.
History 4a-4b, 8a-8b, 6-12 units; Political Science 1a-1b; Geography 1b, 3 units; Psychology 1a-1b.
- G. Music (including appreciation) and Art, 2 to 4 units each.
- H. Orientation, 1 unit.

I. Electives in Minors, 8-14 units.

For general elementary and kindergarten-primary grades, it is recommended that one minor be in a general subject and one in a special subject.

J. Electives to bring total to 64 units.

Note: For the special secondary teaching credential in art, commerce, home economics, mechanic arts, music, and physical education, students should consult the specific curricula requirements of the University of California at Los Angeles or the state college to which the student intends to transfer.

Training Schools for Nurses Requirements

Students may obtain nursing education either in (a) hospitals operated by universities (University of California or Stanford) or (b) hospital training schools. For admission to the former the student must obtain regular junior standing in the university to which transfer is desired and also complete certain pre-nursing subjects. The B. S. degree may be obtained by completing an additional year of university study after the student has received the R. N. certificate. For admission to hospital training schools, the student must complete at least thirty units of a college pre-nursing course with a "C" average.

The period required for completion of the training course in an accredited school of nursing is thirty-six months, whether or not the applicant has attended college. However, the Bureau of Registration of Nurses will give credit for the basic sciences if successfully completed, thus enabling the student to devote more time to the actual study of nursing. Subjects for which credit may be received are: Anatomy, Physiology, Chemistry, Bacteriology, Hygiene, Nutrition and Dietetics, and Psychology.

This curriculum presupposes that the student has completed in high school the following courses: Algebra, Geometry, Chemistry, and two years of foreign language.

For details of hospital requirements, students are urged to visit schools of nursing and to make their choice before enrolling in junior college courses. Many hospital schools have specific subject requirements which must be met.

SUGGESTED ONE-YEAR COURSE

First Semester	Units	Second Semester	Units
Chemistry 1a or Chemistry 60	5	Bacteriology 60	5
Anatomy 1a	4	Physiology 1b	4
English 1a	3	English 1b	3
Nutrition	2	Hygiene	2
Psychology 1a	3	Dietetics	2
Physical Education	½	Physical Education	½
	<hr style="width: 50%; margin: 0 auto;"/> 17½		<hr style="width: 50%; margin: 0 auto;"/> 16½

SUGGESTED TWO-YEAR COURSE

First Year

First Semester	Units	Second Semester	Units
Chemistry 1a or Chemistry 60	5	Bacteriology 60	5
Anatomy 1a	4	Physiology 1b	4
English 1a	3	English 1b	3
Electives	3	Electives	3
Physical Education	½	Physical Education	½
	<hr style="width: 50%; margin: 0 auto;"/> 15½		<hr style="width: 50%; margin: 0 auto;"/> 15½

Second Year

First Semester	Units	Second Semester	Units
Psychology 1a	3	Psychology 1b	3
Nutrition	2	Dietetics	2
Hygiene	2	Political Science 5	2
English or Public Speaking	3	English or Public Speaking	3
Economics 1a	3	Economics 1b	3
Electives	3	Electives	3
Physical Education	½	Physical Education	½
	<hr style="width: 50%; margin: 0 auto;"/> 16½		<hr style="width: 50%; margin: 0 auto;"/> 16½

DEPARTMENT OF COMMERCE

Curricula

Training is offered to students in three major courses of business education: Accounting, General Business, and Secretarial Science. Realizing the importance of background courses to provide an understanding of modern business as well as training in the skills which are essential to placement in business, the college has made adequate provision for both types of instruction in the curricula. It is advisable for students to follow as closely as possible the courses as suggested in these major fields.

An effort is made to enable the student to work to capacity and to progress as rapidly as is consistent with the high standards which are required. In order to do this effectively, placement tests in shorthand and typing are given to each student when he registers.

SUGGESTED COURSE IN GENERAL BUSINESS

First Year

First Semester	Units	Second Semester	Units
Commerce 60a—Business		Commerce 60b—Business	
English	3	English	3
Commerce 53a, 53b, or		Commerce 53b, 54a, or	
54a—Typing	2	54b Typing	2
Commerce 69a—Business		Commerce 69b—Business	
Principles	3	Principles	3
Commerce 62a—		Commerce 62b—Business	
Business Law	3	Law	3
Physical Education	1/2	Physical Education	1/2
Electives	4	Electives	5
<hr/>		<hr/>	
Total	15 1/2	Total	16 1/2

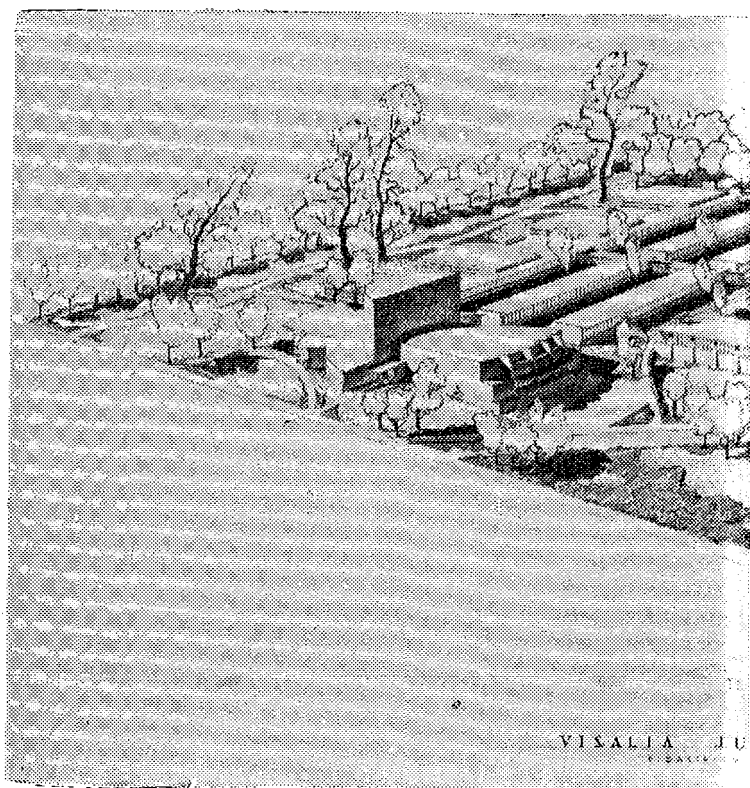
Second Year

First Semester	Units	Second Semester	Units
English	3-2	English	3-2
Commerce 76a— Merchandising	3	Commerce 76b— Merchandising	3
Commerce 71—Filing	1	Commerce 68a—Office Machines	2
Public Speaking 51a	3	Public Speaking 51b	3
Physical Education	½	Physical Education	½
Political Science 5	2	Hygiene	2
Electives	4-5	Electives	2-3
Total		Total	
	16½		15½

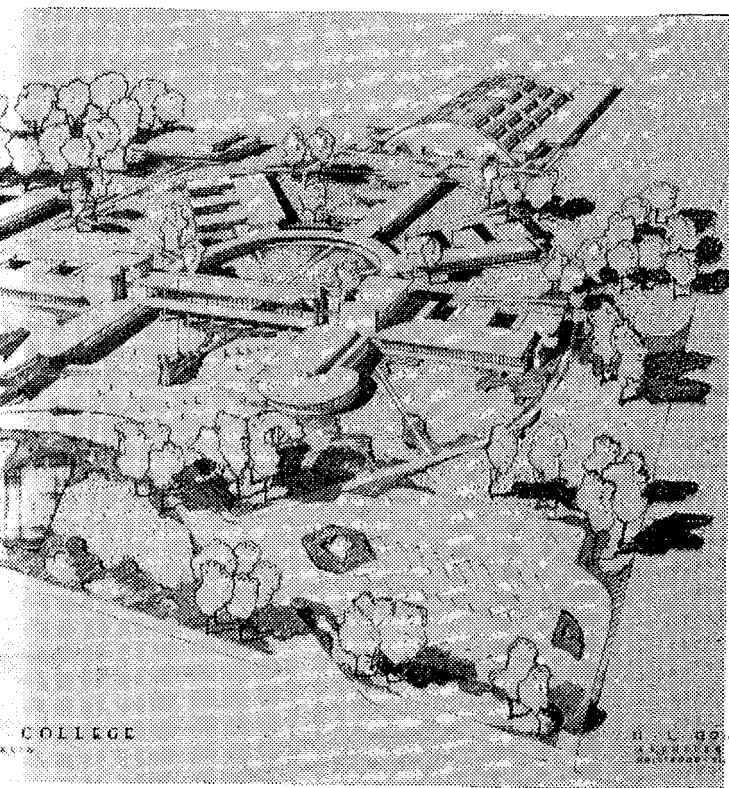
SUGGESTED COURSE IN ACCOUNTING

First Year

First Semester	Units	Second Semester	Units
Commerce 6a or 63a— Accounting *	3	Commerce 6b or 63b— Accounting	3
Commerce 53a, 53b, 54a, 54b—Typing	2	Commerce 53b, 54a, 54b, or 55—Typing	2
Commerce 69a—Business Principles	3	Commerce 69b—Business Principles	3
English	3-2	English	3-2
Physical Education	½	Physical Education	½
Electives	4-5	Electives	5-6
Total		Total	
	15½		16½



The master plan of the Visalia Junior College here shows a building program of time to keep pace with the growth of the college. The plan includes laboratories, shops, gymnasium, library stack room, student rooms, and other facilities to meet the immediate needs of the junior college and to provide for a future expansion. Of these first units the junior college will maintain an excellent record.



Provides for the expansion of the plant over a long period
which were constructed include class rooms, labora-
and administration offices, sufficient to meet the im-
derable increase in attendance. With the completion
separate organization.

Second Year

First Semester	Units	Second Semester	Units
Commerce 64a—		Commerce 64b—	
Accounting	3	Accounting	3
Commerce 62a—		Commerce 62b—	
Business Law	3	Business Law	3
Commerce 60a—		Commerce 60b—	
Business English	3	Business English	3
Commerce 68a—		Commerce 71—	
Office Machines	2	Filing	1
Political Science 5	2	Hygiene	2
Physical Education	½	Physical Education	½
Electives	3	Electives	3
Total	16½	Total	15½

SUGGESTED COURSE IN SECRETARIAL SCIENCE

(Prerequisites: None)

First Year

First Semester	Units	Second Semester	Units
Commerce 50a—		Commerce 50b or 51a—	
Shorthand	5	Shorthand	5
Commerce 53a—Typing	2	Commerce 53b—Typing	2
Commerce 69a—		Commerce 69b—	
Business Principles	3	Business Principles	3
Commerce 68a—		Commerce 68b—	
Office Machines	2	Office Machines	2
Commerce 71—Filing	1	English	3
Physical Education	½	Physical Education	½
English	3		
Total	16½	Total	15½

Second Year

First Semester	Units	Second Semester	Units
Commerce 51a or 70a—		Commerce 51b, 52a or 70b—	
Shorthand	5	Shorthand	5
Commerce 54a—Typing ...	2	Commerce 54b—Typing ...	2
English	3-2	Commerce 60b—	
Commerce 78a—		Business Correspondence	3
Secretarial Training	3	Commerce 78b—	
Political Science 5	2	Secretarial Training	3
Physical Education	½	Hygiene	2
Electives	3-2	Physical Education	½
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Total	16½	Total	15½

SUGGESTED COURSE IN SECRETARIAL SCIENCE

(Prerequisites: High School Major—Commerce)

First Year

First Semester	Units	Second Semester	Units
Commerce 52a—		Commerce 70a or 70b—	
Shorthand	5	Shorthand	5
Commerce 54a-b—Typing	2	Commerce 54b or 55—	
Commerce 69a—		Typing	2
Business Principles	3	Commerce 69b—	
English	3-2	Business Principles	3
Physical Education	½	English	3-2
Electives	3-4	Physical Education	½
	-----	Electives	2-3
Total	16½		-----
		Total	15½

Second Year

First Semester	Units	Second Semester	Units
Commerce 70b—		Commerce 80a—	
Shorthand	5	Shorthand	2
Commerce 60a—		Commerce 60b—	
Business English	3	Business Correspondence	3
Commerce 68a—		Commerce 78b—	
Office Machines	2	Secretarial Training	3
Commerce 62a—		Political Science 5	2
Business Law	3	Physical Education	½
Commerce 71—Filing	1	Electives	5
Hygiene	2		
Physical Education	½		
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Total	16½	Total	15½

Description of Courses

AERONAUTICS

Visalia Junior College offers four major courses to aid students with aviation interests. While chief emphasis is now placed on pilot training, specialized courses will be added as rapidly as possible.

AVIATION 50—C.A.A. PILOT TRAINING CONTROLLED PRIVATE COURSE (4 units for ground school work and 2 units for flight).

This course consists of a minimum of 72 class hours of ground instruction in Civil Air Regulations, Navigation, Meteorology, Theory of Flight and Aircraft; and 35 to 50 hours of flight instruction in Class I aircraft.

Requirements: Applicant must be nineteen years of age, have completed one full year of college work, and must be enrolled in the college with sophomore standing at the time of application for admittance to the course.

AVIATION 51—C.A.A. PILOT TRAINING CONTROLLED SECONDARY COURSE (8 units for ground school work and 2 units for flight).

This course requires a minimum of 108 class hours of ground instruction consisting of:

30 hours in Aerodynamics, 40 hours in Power Plants, 38 hours in Navigation and Radio; and 40 hours of flight instruction consisting of familiarization with aircraft, acrobatics, and cross country.

Requirements: The same as listed for private phase plus satisfactory completion of the Private Course. In addition the applicant must have the approval of the Coordinator of Civil Pilot Training plus the approval of the Flight Contractor.

AVIATION 62a-62b—AIRCRAFT BLUEPRINT READING DRAFTING (3-3).

The student is taught to visualize objects related to the aircraft industry, to describe them in true shape, size, location and material, and to draw essential parts of the airplane. This is an excellent course for the person interested in aviation or in getting a job in an aircraft factory.

AVIATION 64a-64b—AIRCRAFT OXY-ACETYLENE WELDING (3-3).

This course is for students whose primary interests are those of aircraft fabrication in the various factories. The work of the first semester will be largely that of welding principles, materials, and practice. The second semester will be devoted to aircraft materials and fabrication.

AGRICULTURE

AGRICULTURE 50a—ANIMAL HUSBANDRY (3).

A vocational course including the study of origin, characteristics, and adaptation of the breeds of swine, sheep, poultry, horse, dairy cattle, and beef.

AGRICULTURE 50b (3).

A course including the study of management and of feed-stuffs in relation to the feeding of farm animals.

AGRICULTURE 60a—HORTICULTURE AND CROPS (3).

A vocational course including the study of soils, irrigation, disease and insect pest control, cultural practices with various field crops, truck crops, vines, and tree fruits.

AGRICULTURE 60b (3).

The study of crops in relation to farm planning and management.

ART

ART 6a—ART STRUCTURE (2).

Principles and elements of art and their application. Study of various media and their uses.

ART 6b—COLOR AND DESIGN (2).

Systems of color and their application. Decorative arrangement in line, form, and color.

ART 7a—FREEHAND DRAWING (1 or 2).

Freehand and perspective drawing.

ART 7b—FIGURE DRAWING (2).

Drawing from models—human, animal, etc.

ART 7c—PEN AND BRUSH LETTERING (1).

A study of types of alphabets and poster making.

ART 7d—PEN AND BRUSH LETTERING cont'd. (1 or 2).

Continuation of 7c with air brush and silk screen techniques.

ART 12a—ELEMENTARY WATER COLOR (2).

A study of the theory and technique of water color painting as applied to still life studies, flowers, fruits, etc.

ART 12b—ADVANCED WATER COLOR (2).

Landscape painting in water color.

Prerequisite: Art 12a or equivalent.

ART 19—ART APPRECIATION (2) Either Semester.

A course designed to develop the student's capacity to enjoy his surroundings by making him conscious of the beauty he sees daily in his home, his school, his community, and in the works of master craftsmen and artists.

ART 20—COSTUME DESIGN (2).

An introductory course in the study of art principles applied to modern dress with particular emphasis on individual problems.

Prerequisite: Art 6a and 7a. Art 6b recommended.

ART 5c—COMMERCIAL ART (2).

Poster technique, layout, newspaper and book advertising arrangement.

Prerequisite: Art 7c and 7d or equivalent Art 7a. Art 6a and 6b recommended.

ART 56a-56b

COMMERCE

COMMERCE 6a-6b—PRINCIPLES OF ACCOUNTING (3-3).

A course which provides training in the setting up of a set of books, the analysis of work sheets, an interpretation of accounting terminology, and a study of the theory of accounting technique.

COMMERCE 50a-50b—ELEMENTARY SHORTHAND (5-5).

A beginning course in the theory of Gregg Shorthand.

Typewriting must be taken concurrently unless the student makes a satisfactory score in the placement test in Intermediate Typing.

COMMERCE 51a-51b—INTERMEDIATE SHORTHAND (5-5).

Continuation of 50a-50b. Definite speed and accuracy in reading and transcribing emphasized—advanced dictation.

Prerequisite: Shorthand 50a and satisfactory score in Shorthand placement test.

COMMERCE 52a—REMEDIAL SHORTHAND (5-5).

Advanced shorthand dictation and transcription with special emphasis placed on remedial work in shorthand theory.

Prerequisite: Shorthand 50a-50b and a satisfactory score in the shorthand placement test.

COMMERCE 53a-53b—ELEMENTARY TYPING (2-2).

An elementary course covering the fundamentals of typing. Stress is placed upon correct positions, accuracy, and technique. Simple business forms, business letters, and social forms are included in the work. A minimum of speed and accuracy required for credit.

COMMERCE 54a-54b—INTERMEDIATE TYPING (2-2).

Open to all students who have had one year of typing and who meet the minimum speed and accuracy requirement. Intensive practice in touch typewriting, frequent drills to develop correct technique, business letters, legal documents, speed tests. A minimum of speed and accuracy required for credit.

COMMERCE 55a-55b—ADVANCED TYPING (2-2).

A course open to all typewriting students who have a good foundation upon which to build speed. Offers reviews on all past work for the purpose of increasing speed and accuracy. The course is especially designed for those who wish positions where typewriting and dictaphone transcribing are required.

Prerequisites: Typing 54a-54b or its equivalent and a satisfactory score in the Typing Placement Test.

COMMERCE 56—TYPEWRITING FOR PERSONAL USE (2). Spring Semester.

An intensive course planned to cover the application of

touch typing to the personal needs of non-vocational students.

Special emphasis is placed upon such phases of typing as personal and business letters, simple business and social forms, and term papers and manuscripts.

COMMERCE 60a-60b—BUSINESS ENGLISH (3-3).

Advanced course in business correspondence, dealing with central principles underlying effective business letters and providing liberal practice in applying these principles. Study of business reports, graphs, adjustments, sales letters, letters of application, and allied fields. Designed to prepare students for secretarial and stenographic positions. Required of all commerce majors.

Prerequisite: Satisfactory score in English Placement Test.

COMMERCE 62a-62b—BUSINESS LAW (3-3).

An analysis of contract relationships, together with the duties and obligations the individual assumes in such relationships.

Sales, agency, public carriers, master and servant, insurance, negotiable instruments, statute of frauds, sales of real estate, etc., are discussed.

COMMERCE 63a-63b—ELEMENTARY ACCOUNTING (3-3).

A course in fundamental principles of bookkeeping and accounting. The work develops a practical introduction to accounting procedure with a minimum amount of theory. The functions of the work sheet, various statements, journals, adjusting and closing entries are analyzed.

COMMERCE 64a-64b—ADVANCED ACCOUNTING (3-3).

A continuation of 63a-63b. Theory of accounting technique is further developed and the functions of the accountant and auditor are discussed.

Prerequisite: Accounting 63a-63b or an equivalent.

COMMERCE 68a—OFFICE MACHINES (2).

Either Semester.

A course of instruction in the operation of the following

machines with emphasis on touch methods: Comptometer, Burroughs, Marchant, and Monroe calculators; Monroe, Remington-Rand, Underwood-Sundstrand adding machines; the Burroughs Posting Machine; and other office appliances.

This is a survey course open to both secretarial and accounting students.

COMMERCE 68b—OFFICE MACHINES (2).

An advanced course adapted to meet the needs of students desiring intensive drill on the numerous calculating and adding machines. This course provides a background for specialized work involving advanced computations and statistics.

Prerequisite: Commerce 68a.

COMMERCE 69a-69b—BUSINESS PRINCIPLES (3-3).

A comprehensive study of economic theory applied to modern business practice. The first semester provides a substantial background in such phases of economics as wealth, property, capital, labor, production, banking, and investments in relation to business. The second semester covers a survey of business organization, marketing, insurance, credit relations, and contracts.

COMMERCE 70a-70b—ADVANCED SHORTHAND (5-5).

Advanced shorthand dictation and transcription, vocabulary building. Special drills for improvement of typing.

Objective of this course is a shorthand dictation speed of 120 words per minute, with emphasis placed upon rapid transcription of shorthand notes.

Students who complete the course satisfactorily will be recommended for office positions.

Prerequisites: Satisfactory score in Placement Test in Gregg Shorthand and Typing.

COMMERCE 71—PRINCIPLES OF FILING (1).

Either Semester.

Practice in arranging records according to alphabetic, geographic, numeric, and subject methods of filing.

This course is a valuable aid in securing the initial job and is especially recommended for accounting students as well

as for general clerical and secretarial majors.

Prerequisite: Elementary typing.

COMMERCE 76a-76b—MERCHANDISING (3-3).

A study of retailing from the points of view of retailers and of consumers. Designed to equip the student with the fundamentals of retailing, and with information necessary for intelligent buying. Attention is focused on store operation, advertising, selling of goods and services, textiles, and retail credit.

COMMERCE 78a-78b—SECRETARIAL TRAINING (3-3).

A course for advanced commercial majors designed to permit the study of various types of business offices, including the departmental offices of each type of business concern, its functions, records, procedures, personnel, and relation to other departments. Especial emphasis is placed on acquainting the student with forms, lay-out, and procedures peculiar to each type of office activity. The student is afforded an opportunity to acquire some skill in the manipulation of the various appliances used in completing each activity. This course which gives the necessary training for all students entering office occupations, is required for secretarial majors.

Prerequisite: Commerce 70a-70b. May be taken concurrently with Commerce 70a-70b.

COMMERCE 80—SHORTHAND (2).

Advanced course in speed building designed to develop dictation speed to 160 words per minute on tests of lengthy duration.

The Gregg Shorthand Court Reporting materials are used as a basis for the course.

Prerequisites: Commerce 70a-70b or its equivalent.

ENGINEERING

SURVEYING 1a-1b—ELEMENTARY SURVEYING (3-3)

Fundamental principles and practice in methods of land and route surveying. Primarily for engineering majors.

Prerequisites: Trigonometry and Mechanical Drawing which may be taken concurrently with Surveying 1a.

MATHEMATICS 20—INTRODUCTION TO ENGINEERING MATHEMATICS (2)—Either Semester.

Adjustment, operation, and theory of the slide rule; computation rules; graphical methods; introduction to precision of measurements; interpolation and use of the tables; and numerical integration.

MECHANICAL DRAWING 1—ELEMENTARY MECHANICAL DRAWING (3).

A course covering the fundamentals of mechanical drawing. It is designed to give a thorough knowledge of theory, to train in accuracy and technique, and to lay a solid foundation for advanced work.

MECHANICAL ENGINEERING 6—MACHINE DRAWING (3).

A required course in engineering. It is designed to give the student a knowledge of the fundamental elements of machine construction, practice in conventional representation of machine parts, and training in making accurate drawings of machine details.

Prerequisite: Elementary mechanical drawing.

ARCHITECTURE 1—ARCHITECTURAL DRAWING (3).

A course including the making of a complete set of plans for a house, and intended to give the student a knowledge of the different types of architecture, the ability to list materials and figure costs, and also an understanding of good design.

Prerequisite: Elementary Mechanical Drawing.

ARCHITECTURE 2—BUILDING TRADES DRAWING (3). Either Semester.

A course in architectural drawing, in which a complete set of plans is made for a one or two-story building. Special emphasis on types of construction and detail drawings.

CIVIL ENGINEERING 2—ENGINEERING DRAWING (3).

A required course in engineering. Lettering, orthographic

projection, preparation of working drawings, technical sketches, and graphical representation of engineering test data.

Prerequisite: Mechanical or geometrical drawing.

MECHANICAL ENGINEERING 2—DESCRIPTIVE GEOMETRY (3).

A theory and drafting course covering an introduction to engineering graphics, intended to give the student a knowledge of fundamental propositions that will help him to solve engineering problems. A required course in engineering.

Prerequisite: Civil Engineering 2.

CIVIL ENGINEERING 22a-22b—STRUCTURAL DRAFTING AND BUILDING CONSTRUCTION (3-3).

In Structural Drafting, an engineer's design for a steel mill building is used. The framework, including the trusses, is designed and drawn in detail.

Building Construction is a theory course which describes types of construction, materials used, and the methods for estimating and keeping costs.

Prerequisites: Machine Drawing and Architectural Drawing.

ENGLISH

A. Composition and Literature

ENGLISH 1a (3).

A course designed to give the student training in correct and effective written expression through analytical reading and the writing of themes. Organization of material, clarity of expression, and sincerity of style are stressed.

Prerequisite: Satisfactory score in English Placement Test or English 51.

ENGLISH 1b (3).

A course designed to introduce the student to the various forms of literature. The objective is to increase his appreciation of literary values through a critical study of a group of selected essays, plays, short stories, poems, a biography, and a novel.

Prerequisite: English 1a.

ENGLISH 5a-5b—(3·3).

A survey course in English Literature from the Anglo-Saxon Period to the present time, stressing literary backgrounds, literary movements, and literary masterpieces, with illustrative readings from the literary masters, both for inspirational and informative purposes. No single period is emphasized at the expense of the others, although the Georgian Period is but sketchily traced.

Prerequisite: Satisfactory score in English Placement Test or English 51.

ENGLISH 6—THE SHORT STORY (2).

This course outlines the development of the short story from Washington Irving to the present. Contributions to the growth of the short story by the acknowledged masters of the form are considered, the major objective, however, being the reading and enjoyment of types of stories illustrative of the various periods and schools. The modern short story receives a large measure of attention.

ENGLISH 7—THE NOVEL IN ENGLISH (2)

The first part of the course deals with the study and discussion of the values found in literature which relates to reading and judging novels and evaluating their worth-whileness. During this period the student's previous reading background is sufficient. In the second part, the tendencies of the English and the American novel are traced during the nineteenth and twentieth centuries.

ENGLISH 8—DIRECTED READING (2).

The objective of this course is to encourage recreational reading. It is designed to help students to read more rapidly and with better comprehension, to stimulate the student who has not read much to develop a taste for reading, and to develop in all a discriminating sense in the choice of books.

ENGLISH 10a-10b—ELEMENTARY JOURNALISM (2·2).

Instruction and practice in news writing, feature writing, head writing, proof reading, and page make-up. Members of the class write material for the Campus and the Tartar.

Prerequisite: Satisfactory score in English Placement Test or English 51.

ENGLISH 12a-12b—ADVANCED JOURNALISM (3-3).

A study of representative newspapers designed to supply the student with appropriate standards for the reading of the newspaper and evaluating the significance of events. In addition, members of this class will edit and make-up the Campus as part of their semester's work. In the second semester some discussion of newspaper ethics and the libel laws, as well as history of journalism will be studied.

Prerequisite: English 10a and 10b or its equivalent.

ENGLISH 51a (3)—Either Semester.

A constructive, as well as a corrective, course in English expression, both oral and written, primarily intended for those who fall below the median score in the Placement Test.

ENGLISH 51b (3).

A constructive and corrective course in reading with a sufficient amount of informal writing and functional grammar to meet the student's need. The improvement of reading skills is stressed.

Prerequisite: English 51a.

COMMERCE 60a-60b—BUSINESS ENGLISH (3-3).

See Commerce.

B. Speech Arts

PUBLIC SPEAKING 1a-1b (3-3).

A course which deals primarily with construction and delivery of short speeches. Each student is given platform experience as well as the theory of public speaking.

Prerequisite: Satisfactory score in English Placement Test or English 51.

PUBLIC SPEAKING 5a-5b—ARGUMENTATION AND DEBATE (3-3).

Squad practice in preparation for intercollegiate debates. Considerable practice in actual debating. Training in research, discussions, logical analysis, forcefulness and fluency of delivery. Especially good for pre-legal students.

PUBLIC SPEAKING 21 (3). Either Semester.

This course is designed particularly for those students who expect to take teacher training work at Fresno State College.

Practice is given in reading and interpretation. Pronunciation, enunciation, tone quality, vocal variety, and physical control are considered.

PUBLIC SPEAKING 33—PLAY PRODUCTION (2).

The technique of acting and directing are studied. As a term project students will do production work on plays.

PUBLIC SPEAKING 51a-51b (3-3).

A practical course in public speaking designed for those who intend to go directly into homemaking or business upon the completion of their junior college work. Poise, self-confidence, voice, and parliamentary procedure are stressed.

FOREIGN LANGUAGES

FRENCH 1a—ELEMENTARY FRENCH (5).

For students who have had no previous French. The essentials of grammar as a basis for reading, speaking, and writing correctly the French language; reading of simple French stories; practice in conversation.

FRENCH 1b (5).

Continuation of 1a.

Prerequisite: French 1a or one year of high school French.

FRENCH 1c—INTERMEDIATE FRENCH (3).

Grammatical review and composition. Reading and interpretation of typical French writers as: Moliere, Maupassant, Daudet, Hugo.

Prerequisite: French 1a-1b or two years of high school French.

FRENCH 1d (3).

Continuation of French 1c.

Prerequisite: French 1c.

GERMAN 1a—ELEMENTARY GERMAN (5).

Pronunciation; essentials of grammar; emphasis on reading.

GERMAN 1b (5).

A continuation of German 1a. Conversation; drill on

verbs; more extensive reading; short stories by representative authors studied.

Prerequisite: German 1a, or one year of high school German with grade "A" or "B"; or two years with "C".

GERMAN 1c—ADVANCED GERMAN (3).

Classics, and modern literature. Collateral reading of novels and plays. Conversation; written reproduction of material studied.

Prerequisite: German 1b, or two years of high school German with grade "A" or "B."

GERMAN 1d (3).

Continuation of 1c. More extensive reading.

Prerequisite: German 1c.

SPANISH 1a—ELEMENTARY SPANISH (5).

Pronunciation; essentials of grammar; drill on verbs; emphasis on ability to read; Spanish spoken in class as much as possible.

SPANISH 1b (5).

Continuation of Spanish 1a. Idioms stressed; reading material based on Spanish-American countries; conversational Spanish emphasized.

Prerequisite: Spanish 1a, or one year of high school Spanish with grade of "A" or "B", or two years with grade "C".

SPANISH 1c—ADVANCED SPANISH (3).

Modern and classical novels and dramas studied. Spanish used in class room as much as possible. Written reproduction of material read. Collateral reading of representative authors, with consideration of previous experience in reading.

Prerequisite: Two years of high school Spanish.

SPANISH 1d (3).

Continuation of 1c. One novel, one drama, and collection of short stories studied. Brief survey of Spanish literature. Collateral reading of Spanish-American authors.

Prerequisite: Spanish 1c.

SPANISH 51a-51b—CONVERSATIONAL SPANISH (3-3).

A course designed to develop a minimum skill in using the Spanish language for practical, everyday conversational purposes. In the second semester the reading of Spanish newspapers and periodicals supplements the conversational work of the classroom.

Prerequisite: No prerequisite for 51a. Spanish 51a or one year of high school Spanish required for 51b.

SPANISH 53a-53b—SPANISH SHORTHAND AND COMMERCIAL FORMS (3-3).

A course in the writing of Spanish Gregg Shorthand plus drill on Spanish commercial letter forms and vocabulary.

Prerequisite: Two years high school Spanish or one year college Spanish *and* ability to take English dictation in Gregg at a speed of 100 words per minute.

HYGIENE

HYGIENE FOR WOMEN—HEALTH PROBLEMS (2).

Either Semester.

A consideration of the physical and mental well-being of the individual. A study is made of the major problems of health as they affect the student—colds, fatigue, diet, communicable diseases, emotions, and mental habits.

HYGIENE FOR MEN—HEALTH PROBLEMS (2).

Either Semester.

A study of personal, mental, and environmental hygiene designed to meet the needs of the students. A six week's study of First Aid is included in this course so that the student will learn not only what to do in ordinary emergencies or accidents, but what not to do, which is no less important.

PHYSICAL EDUCATION

A wide range of instructive and recreational activities is offered, adapted to the varying needs, interests, and capacities of the students. Four consecutive semesters (2 units) of phy-

sical education activities are required for graduation. All regular students, except those who have already completed physical education requirements, are required to participate in physical education activities for at least one hour twice a week. In special cases this requirement can be satisfied by individual assignment.

Students majoring in Physical Education are encouraged to study carefully the course requirements in the colleges or universities to which they expect to transfer in order that they may complete the proper lower division requirements in junior college.

PHYSICAL EDUCATION 50—GENERAL ACTIVITY PROGRAM ($\frac{1}{2}$).

Activities in this group are for the majority of the students. Participants in this general program are expected to work toward demonstrating their ability in at least three different activity groups out of the six listed below.

1. Raquet (Men and Women) Tennis, badminton, paddle tennis.
2. Implement (Men and Women) Fencing, golf, archery.
3. Dance (Men and Women) Ballroom, folk, modern.
4. Mat (Men only) Boxing, wrestling, tumbling.
5. Group (Men and Women) Basketball, hockey, volleyball, baseball.
6. Swimming (Men and Women) elementary, intermediate, advanced.

PHYSICAL EDUCATION 51—COMPETITIVE PROGRAM ($\frac{1}{2}$).

Team: For students who excel in athletic ability and wish to participate in the intercollegiate program competing against other junior colleges within the Central California Conference. These students participating in this program are also expected to work toward demonstrating minimum ability in at least one activity in any one of the four groups which is not a duplicate of their team activities. Students planning to enter this program are advised to plan their regular schedules so as to be available

for a minimum of ten hours per week during the season of each competitive sport entered.

Basketball, football, tennis, track.

Intramural: (No credit) Program for the benefit of those students who have neither the time nor the skill required for intercollegiate competition. Special organized competition in all activities is offered throughout the year. Open to all interested students.

Ping pong, paddle tennis, shuffleboard, archery, badminton, etc.

MATHEMATICS

MATHEMATICS 1--INTERMEDIATE ALGEBRA (3).

Rapid review of elementary algebra; exponents; radicals; progressions; quadratic equations; logarithms; the binomial theorem.

Prerequisite: One year of high school algebra. This course is not open to students who have received credit for two years of high school algebra.

MATHEMATICS C--TRIGONOMETRY (3).

Trigonometric functions of any angle; logarithms; solution of triangles; trigonometric equations.

Prerequisites: One and one half years of high school algebra and plane geometry.

MATH E--SOLID GEOMETRY (2).

A study of points and lines in space and the properties of regular solids.

Prerequisite: Plain Geometry.

MATHEMATICS 3a--ANALYTIC GEOMETRY (3).

This course includes conic sections and general equations of the second degree.

Prerequisites: One year of high school algebra or mathematics 1; plane geometry; plane trigonometry.

MATHEMATICS 3b--DIFFERENTIAL CALCULUS (3).

Differentiation of algebraic and transcendental functions;

maxima and minima problems, radius of curvature; special stress on parametric representation and polar coordinates.

Prerequisite: Math. 3a.

MATHEMATICS 2—MATHEMATICS OF FINANCE (2).

A study of graphs, logarithms, statistics, interest, annuities, life insurance, amortization, sinking funds, valuation of bonds and depreciation.

A required course in the College of Commerce at the University of California.

Prerequisite: Two years of high school algebra or Math 1.

MATHEMATICS 4a—INTEGRAL CALCULUS (3).

The integration of algebraic and transcendental functions; the areas and volumes of plane figures in polar and Cartesian coordinates; physical applications of work, pressure, attraction, and center of gravity.

Prerequisites: Mathematics 3a-3b.

MATHEMATICS 4b—THE CALCULUS CONTINUED (3).

A review of space geometry; partial differentiation, multiple integrals and their applications; infinite series.

Prerequisite: Mathematics 4a.

MATHEMATICS 8—COLLEGE ALGEBRA (3).

Mathematical induction; determinants; higher equations; theory of equations.

Prerequisites: One and one half year of algebra in the high school, or Mathematics 1.

MATHEMATICS 10 (3).

A review in the fundamentals of arithmetic, intended primarily for prospective teachers.

MATHEMATICS 20—(2).

Introduction to engineering mathematics.

See Engineering.

ELEMENTARY ALGEBRA—FIRST SEMESTER—No college credit.

An intensive one-semester course in elementary algebra covering fundamental operations, linear equations, factoring, graphing, exponents and radicals. This course is given for

students who are deficient in high school algebra.

Prerequisite: None.

PLANE GEOMETRY—SECOND SEMESTER—No college credit.

An intensive course in the elements of plane geometry covering rectilinear figures, the circle, similar figures, ratio and proportion and areas of plane figures. This course is given for students who are deficient in high school geometry.

Prerequisite: Elementary Algebra.

MECHANICS

MECHANICS 55a-55b—BUILDING TRADES PROGRAM (16-16).

A pre-apprentice training curriculum set up as an integral unit of the regular two year junior college program. Manipulative instruction in carpentry, wiring, plastering, painting, plumbing, and concrete under the supervision of local master artisans is given to approved students. As a basis for manipulative training, one major project, such as a residence, is erected each school year.

Trade technical class instruction is given in fundamental and advanced construction procedures, in blue-print reading, in estimating and contracting procedure, and in structural stresses and strains including simple truss designs. Trade related subjects including drafting, mathematics, English, accounting, business law, typing, job ethics, economics, political science, physical education, hygiene, etc. are required as part of the training.

MECHANICS 60a-60b—ELEMENTARY WELDING (3-3).

Through lecture, demonstration, and practice, the student acquires a knowledge of metals and types of construction essential to metallurgy, welding, and welding procedures; and develops ability to test welds and recognize defects.

MECHANICS 61a-61b—ADVANCED WELDING (3-3).

Through projects the student develops the ability to recognize different metals and to select the correct welding procedure for each metal; to set up and operate all kinds of welding

equipment; to secure perfect fusion and penetration; to test welds and to recognize defects. The study of the theory of metallurgy and welding procedures is continued.

MECHANICS 62a-62b—ELEMENTARY SHEET METAL (3-3).

An introductory course in pattern drawing, and layout work. Elementary construction of units required in heating and ventilating.

MECHANICS 63a-63b—ADVANCED SHEET METAL (3-3).

A study of the theory and practice in sheet metal pattern development; forming rectangular, circular, and conical objects; use of all bench and floor machines; raising and stretching metals; fabrication of jobs; methods used in handling alloyed copper, aluminum and stainless steel sheets; planning and estimating.

This work is essential in the two-year vocational course preparing for direct entrance into industry.

Prerequisite: Mechanics 52a-52b.

MECHANICS 64a-64b—ELEMENTARY MECHANICS (3-3).

This course includes the simple operations performed by the general mechanic: bench work, methods of laying out or drawing on metal, simple cylinder turning and screw cutting, drilling, planing, and taper work.

MECHANICS 65a-65b—ADVANCED MECHANICS (3-3).

This course develops skill in students who have already had basic training in machine tool operation, pattern making lay out, molding and casting.

Prerequisite: Mechanics 54a-54b or two years of high school machine shop.

MUSIC

MUSIC 1a-1b—MIXED CHORUS (1).

Chorus in a capella as well as accompanied music—solos, trios, sextettes, and quartettes.

MUSIC 2a-2b—MEN'S GLEE (1-1).

Training in working principles for the use of the singing voice in ensemble, quartettes, trios, and a capella groups as well as accompanied music.

MUSIC 4a-4b—MUSICIANSHIP (3-3).

Notation, terminology, melodic and harmonic dictation, music reading, intervals, inversions, and simple writing

Required for music minor or major at the University of California and state colleges.

MUSIC 9a-9b—PUBLIC SCHOOL MUSIC (3-3).

Includes sight-singing, melodic and rhythmic dictation, methods of teaching rote, observation, study and reading songs.

Lower division requirement for general elementary certificate.

MUSIC 10—MUSIC APPRECIATION (2). Either Semester.

A course designed to broaden the student's acquaintance with good music and to develop active discriminative listening. Class discussion of music heard over the radio, in recordings, in concert, and in motion pictures. Brief survey of the historical development of music with particular stress upon romantic, modern, and contemporary music. Development of the symphony orchestra and the opera will be considered.

MUSIC 50a-50b—ELEMENTARY ORCHESTRA (1 or 2 a semester).

A course for beginners in all instruments.

MUSIC 51a-51b—ADVANCED ORCHESTRA (1 or 2 a semester).

Accepted students have opportunity for advanced instruction with the concert orchestra.

MUSIC 52a-52b—ELEMENTARY BAND (1 or 2 a semester).

A course for beginners in all instruments excepting strings.

MUSIC 53a-53b—ADVANCED BAND (1 or 2 a semester).

Accepted students have opportunity for advanced instruction with the concert band.

PHILOSOPHY

PHILOSOPHY 6a-6b—INTRODUCTION TO PHILOSOPHY (3-3).

A course in philosophy arranged by types or typical world views. It attacks the fundamental problems of living for their own sakes by acquainting the student with representative thinkers and major philosophical systems and aims to make the subject as practical as possible. It plunges directly into the questions to which every thinking person desires to find the answers, helping him to clarify and classify his own thinking but leaving him free to make his own choices and decisions.

PHILOSOPHY 10a-10b—HISTORY OF PHILOSOPHY (3-3).

A course in the history of philosophy, chronologically considered, placing in the foreground the major philosophers of each period and school, so as to interpret the major philosophic systems and to trace the development of philosophic thought from the early Greek period to the Scientific Era. Evolution and modern tendencies in philosophy receive initial attention and acquaintanceship toward the close of the second semester.

PSYCHOLOGY

PSYCHOLOGY 1a-1b—GENERAL PSYCHOLOGY (3-3).

A study of the total activities of the individual. Special emphasis is placed on individual development, intelligence, learning, habit formation, perception, imagination, thinking, and the factors of personality. The second semester course considers especially the different psychological systems, glimpses of psychology in several fields plus an introduction to the psychology of abnormal people.

PSYCHOLOGY 51—PRACTICAL PSYCHOLOGY (3).

Either Semester.

A practical course in psychology designed primarily for students taking the two-year completion curriculum. Factors of human behavior, individual differences, intelligence, heredity and environment, and personality traits are considered.

SCIENCE

ANATOMY 1a (4).

A study of the body first as an integrated whole, followed by a consideration of the organ systems in succession with enough histology added to make the study of gross structures more meaningful. Designed to meet the requirements for pre-nursing courses and as a cultural course in human biology.

Prerequisites: None. High school biology and chemistry are recommended.

BACTERIOLOGY 6o (5).

Spring Semester.

A course designed to give the pre-nursing student an understanding of the principles of bacteriology, including disinfection, immunity, and the specific agents of disease.

Prerequisites: None. High school chemistry and a biological science recommended.

BIOLOGY 1a-1b—GENERAL BIOLOGY (5-5).

A study of biological processes, principles, and laws as observed in plants, animals, and man. Environmental relations and economic importance of specific organism are considered. Genetics, including introductory cytology, variations, heredity, eugenics is emphasized.

Prerequisite: None. High school chemistry or high school physics recommended.

BIOLOGY 53a-54b—MAN AND THE LIVING WORLD (3-3).

A general course in the field of biological sciences: zoology, anatomy, physiology, botany, bacteriology, heredity and genetics, emphasizing the practical aspects of these sciences. It is intended primarily for those students who plan to complete a general education in the junior college.

CHEMISTRY 1a-1b—GENERAL CHEMISTRY (5-5).

A thorough course intended for those whose future work lies in the professional fields needing chemistry as a background.

Prerequisite. None. High school chemistry or high school physics recommended.

CHEMISTRY 53a-53b—ELEMENTARY CHEMISTRY
(4-4).

Fundamentals of chemistry. Rate of progress in the course will insure time for full development of those principles which were not fully mastered in high school chemistry, or for those students having no previous chemistry.

Prerequisite: Ordinary ability in arithmetic.

CHEMISTRY 60 (5). Fall Semester.

A course in general chemistry designed to emphasize the applications of chemistry to the work of the nurse, offered primarily for those who have not had high school chemistry.

GEOLOGY 1a—PHYSICAL GEOLOGY (4).

Study of dynamical geology. Laboratory study of rock and mineral specimens, topographical maps, and supplemental field trips.

Prerequisite: None. Chemistry recommended.

GEOLOGY 1b—HISTORICAL GEOLOGY (4).

Study of origin of the earth and other members of our planetary system from the beginning of geologic time to the present; study of geological maps; field trips.

Prerequisite: Geology 1a; biology recommended.

NUTRITION 1a-1b.

A course planned to meet the laboratory nutrition courses for nurses. Includes a study of the composition and function of foods, and the food requirements of the normal infant and adult, the principles of gaining and reducing diets, and laboratory work in cookery and planning and computing diets.

PHYSICS 1a-1b—GENERAL PHYSICS (3-3).

Fundamental treatment of the general principles of physics, including mechanics, heat, hydraulics, hydrostatics, and properties of matter.

Prerequisite: High school physics or high school chemistry recommended. Trigonometry recommended but may be taken concurrently.

PHYSICS 1c—GENERAL PHYSICS (3).

A study of the fundamentals of electricity and magnetism. Two hours lecture, three hours laboratory. This course parallels the course 1c at the University of California.

Prerequisites: Physics 1a-1b.

PHYSICS 1d—GENERAL PHYSICS (3).

A course covering the fundamentals of wave motion, sound and light. Two hours of lecture and three hours laboratory. This course parallels the course 1d at the University of California.

Prerequisite: Physics 1c.

PHYSICS 53a-53b—ELEMENTARY PHYSICS (3-3)

A survey of Physics with applications to industry and modern life.

Prerequisite: None.

PHYSIOLOGY 1b (4).

A survey of the body structures with special emphasis on the functioning of these structures. Prominence is given to the neuro-muscular, sensory, metabolic, and excretory functions. Designed to satisfy the requirements for pre-nursing courses and as a cultural course in human biology.

Prerequisite: Anatomy 1a.

ZOOLOGY 1a-1b—GENERAL ZOOLOGY (5-5)

A study of the basic principles of animal biology with special emphasis on morphology, taxonomy, ecology, physiology, with introductory embryology, heredity and theories of evolution. Special emphasis is placed on comparative anatomy and microzoology. Satisfies pre-professional and general university requirements.

Prerequisites: None. High school biology and chemistry recommended.

SOCIAL SCIENCE

POLITICAL SCIENCE 1a-1b—COMPARATIVE GOVERNMENTS (3-3).

This is the 1a-1b course given at the University of California (the only undergraduate political science course) and is a prerequisite for advanced courses in political science. A study of the major governments of the world, elementary principles of political science, and the forces behind political processes.

A. (First Semester) The governments and parties of Great Britain and the British Commonwealth of nations; of France and her dependencies.

B. (Second Semester). The governments of Switzerland, Italy, Germany, Russia, and Japan.

POLITICAL SCIENCE 5 (2). Either Semester.

A study of the Constitution of the United States of America. With this background, American institutions and ideals are stressed.

ECONOMICS 1a-1b—PRINCIPLES of ECONOMICS (3-3).

Introduction to the fundamental principles of economics; economic theories and historic background; principles of production, distribution, and exchange of wealth; modern social problems.

GEOGRAPHY 1a-1b—GENERAL GEOGRAPHY (3-3).

Regional geography, with emphasis on physical and human aspects. Climate, rainfall, altitude, and soil conservation as criteria of man's environment are considered. Special emphasis on North and South America.

GEOGRAPHY 5a-5b—ECONOMIC GEOGRAPHY (3-3).

A study of the economic aspects of geographic location, trade relationships, and conservation. Recommends remedial measures to promote world good will and peaceful living between countries.

HISTORY 8a-8b—HISTORY OF THE AMERICAS (3-3).

A general survey of the history of North and South America. Background of discovery, exploration and colonization, independence movements, and national development.

HISTORY 4a-4b—HISTORY OF WESTERN EUROPE
(3-3).

This is a broad survey of western civilization. An introduction to the study of history, giving a general perspective of social, economic, and cultural factors which explain our present day civilization. A required course for history majors.

HISTORY 51—CURRENT AFFAIRS (3). Either semester.

A course designed to acquaint the students with the major movements of the 20th century and stimulate interest in current affairs. The class will be conducted informally without a textbook. Discussions will be based on newspapers, broadcasts, and periodicals.