

College of the Sequoias

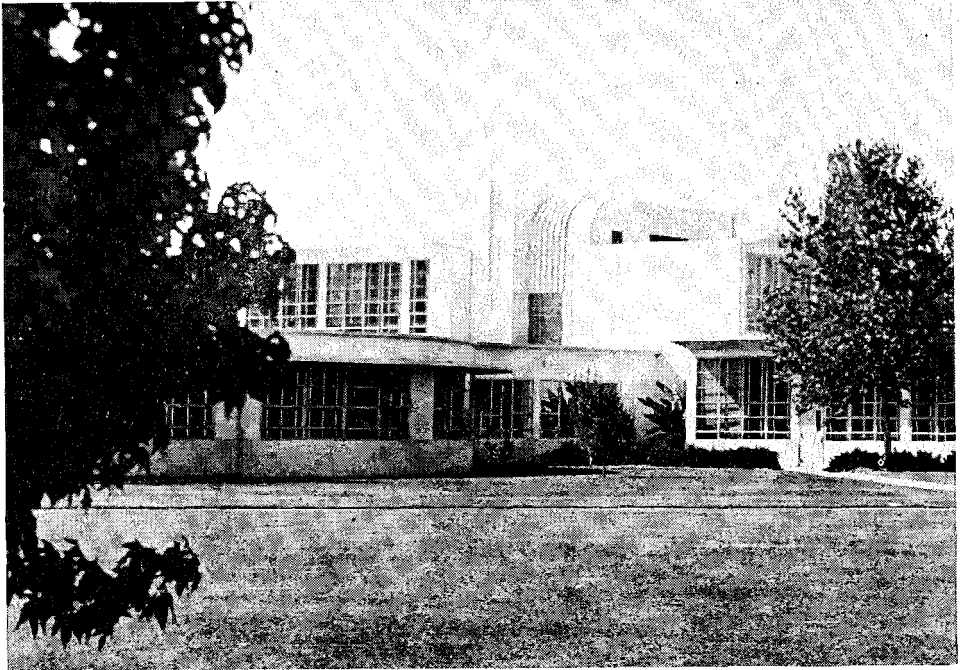
Visalia, California



CATALOG 1954 - 1955

College of the Sequoias

Catalogue 1954-1955



College of the Sequoias Junior College District

Mooney Boulevard

VISALIA, CALIFORNIA

Published by the Board of Trustees

The College of the Sequoias is a member of the American Association of Junior Colleges, the California State Junior College Association, and the Central California Junior College Association.

The college is accredited by the Western College Association.

APPLICATION FOR ADMISSION

**Detach and return this completed information blank to the Registrar,
College of the Sequoias, Visalia, California**

Date.....

Name Mr. Miss Mrs. _____
Last First Middle

I plan to attend College of the Sequoias in the _____ semester, 19____
Fall
Spring

Permanent home address _____
No. Street City County State

Place of birth _____ Date of birth _____

Citizenship _____ Single _____

Married _____ Children _____ Husband/Wife Address _____

Father's name in full _____

Father's home address _____
No. Street City County State

Father's occupation _____

If your mother (and not your father) is your guardian, give her name in
full _____

Mother's home address _____
No. Street City County State

Mother's occupation _____

If neither your father nor your mother is your guardian, but if you have a
guardian appointed by court, give your guardian's name _____

Guardian's home address _____
No. Street City County State

High School or Other Colleges Attended

NAME OF SCHOOL	LOCATION	D A T E S	
		Of Attendance	Of Graduation

Service Veteran? Yes No PL 550 PL 346 PL 16

Branch of Service Dates of service: From To

Service schools attended

.....

Have you requested that transcripts of all high school and college work be sent to College of the Sequoias?
If not, please do so immediately.

.....
 Student's Signature

TABLE OF CONTENTS

College Calendar for 1954-1955	3
Board of Trustees	4
Officers of Administration	4
Faculty	5
General Information	9
The College	9
Counseling and Guidance	10
Curricula	10
The Associated Students	11
Student Activities	11
Veterans' Education	12
State Aid to the Physically Handicapped	12
The Military and Selective Service	13
Expenses	13
Student Insurance Coverage	13
Transportation	13
Living Accommodations	13
Employment	14
Library	14
Scholarships and Loans	14
Extended Day Program	15
General Information	15
Extended Day Program Opportunities	15
Fees	15
General Regulations	15
Admission	15
Matriculation Deficiencies	16
Registration	16
Amount of Work	16
Auditing	16
Scholastic Honors	17
Placement Tests	17
Physical Education Requirements	17
Conduct	17
Attendance	17
Leaves of Absence	18
Withdrawals from Course or College	18
Units and Grade Points	18
Grades	19
Requirements for Graduation	19
Lower Division Requirements in California Colleges and Universities	21
University of California	21
Stanford University	22
University of Southern California	23
California State Colleges (Fresno, San Jose)	24

Suggested Programs in Specialized Fields of Study	25
Agriculture	25
Business	27
Merchandising	29
Accounting	30
Dentistry, Medicine and Pharmacy	31
Education	31
Home Economics	32
Law Enforcement	33
Nurses' Training	34
Trades and Industries	35
A. Building Trades	35
B. Metal Trades	36
Description of Courses	37
Agriculture	37
Art	39
Business	40
Secretarial and Clerical	41
Merchandising	43
Accounting	44
Business Background	44
Education	45
Engineering	47
English	48
A. Composition and Literature	48
B. Speech Arts	50
Foreign Languages	51
Home Economics	52
Hygiene	54
Industrial Arts	54
Law Enforcement	54
Library Science	55
Mathematics	55
Music	57
Philosophy	60
Photography	60
Physical Education	60
Pre-Flight Courses	62
Psychology	63
Science	63
Social Science	69
Trades and Industries	71
A. Building Trades	71
B. Metal Trades	71

CALENDAR 1954-1955

FIRST SEMESTER

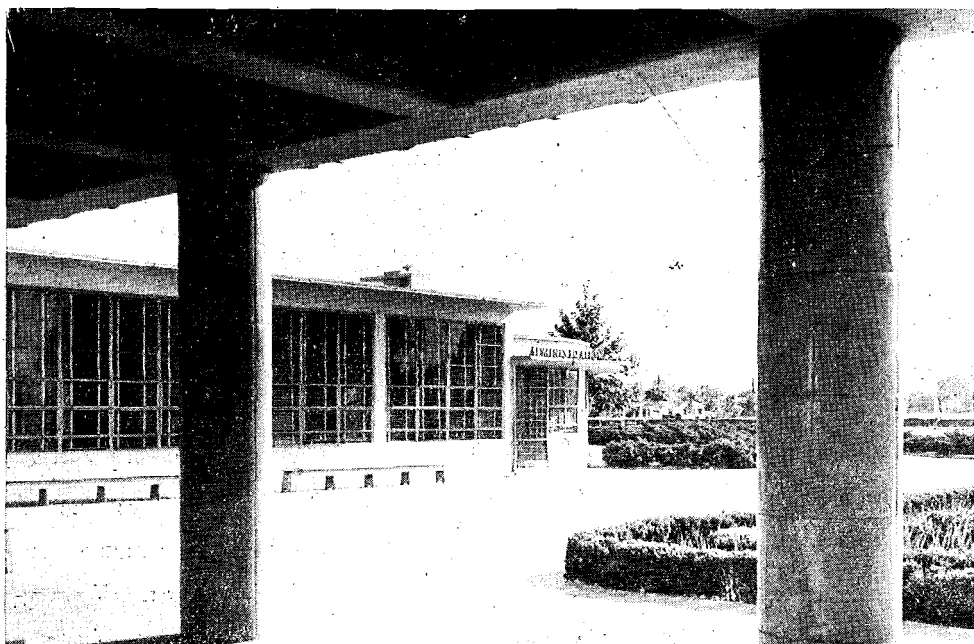
September 7, 1954—January 28, 1955

August 28	- - - - -	Placement Tests
August 30 thru September 4	- - - - -	Student Counseling
September 4	- - - - -	General Faculty Meeting
September 7	- - - - -	Registration of all Students
September 8	- - - - -	Class Instruction Begins
September 21	- - - - -	-Aptitude Tests
October 15	- - - - -	Last Day to Drop Courses Without Penalty
October 20, 21, 22	- - - - -	Teachers' Institute
November 11	- - - - -	Armistice Day
November 25 and 26	- - - - -	Thanksgiving Vacation
December 20 thru December 31	- - - - -	Christmas Vacation
January 21, 24, 25, 26, 27	- - - - -	Semester Examinations
January 28	- - - - -	End of First Semester

SECOND SEMESTER

January 31, 1955—June 10, 1955

January 15	- - - - -	Placement Tests
January 27-28	- - - - -	Counseling of New Students
January 31	- - - - -	Registration of all Students
February 1	- - - - -	Class Instruction Begins
February 15	- - - - -	Aptitude Tests
February 22	- - - - -	Vacation
March 11	- - - - -	Last Day to Drop Courses Without Penalty
April 4 thru 8	- - - - -	Easter Vacation
May 21	- - - - -	Placement Tests
May 30	- - - - -	Memorial Day
June 6, 7, 8, 9, 10	- - - - -	Semester Examinations
June 10	- - - - -	End of Second Semester
June 12	- - - - -	Commencement



BOARD OF TRUSTEES

EMMETT W. PAREGIEN, President

NEVEN L. BURRELL

W. LELAND SWALL

C. RAY BUCKMAN

FRED B. CARROLL, Clerk

ADMINISTRATION

IVAN C. CROOKSHANKS, Superintendent

LAWRENCE J. WILLIAMS, Director of Curriculum

JOHN S. HANSEN, Dean of Students

LOIS A. TILLMAN, Dean of Women

JERRY H. GIRDNER, Director of Counseling

WILLIAM C. MCKINNEY, JR., Director Extended Day Program

AGNES STROM, Registrar

FACULTY

BRYANT, A. E.	Science
A. B., M. A., University of California	
CAREY, KEITH R.	Business
B. S., University of California; M. S. San Francisco State College	
CLEVELAND, WILLIAM R.	Science
B. S., M. S., California Institute of Technology	
CORBETT, MAURICE	Speech, Drama
A. B., University of California	
COX, PAUL R.	Music
B. M., University of Southern California	
CROOKSHANKS, IVAN	Superintendent
A. B., M. A., Redlands University; Ed. D., University of California	
CUNNINGHAM, WILLIAM	Science
S. B., University of Chicago; A. M., University of Illinois	
DURHAM, MARTHA	Physical Education, Hygiene
A. B., University of Illinois; M. A., Stanford University	
FINNI, MILDRED HOLLIS	Home Economics
A. B., San Jose State College	
FISCHER, HAROLD L.	Social Science
B. A., University of Wisconsin; M. A., University of Southern California	
FOREMAN, THOMAS ELTON	Journalism
A. B., Fresno State College	
FOTIAS, C. A.	French, Spanish
A. B., M. A., University of Michigan	
FRITZ, IRVING	Music
A. B., College of the Pacific	
GIBSON, TED AUBREY	Social Science
B. A., University of Iowa; M. A., University of Southern California	
GIRDNER, JERRY H.	Counseling
A. B., San Jose State College; M. A., Stanford University	
GUARISCO, JOSEPH A.	Building Trades
HANKEY, RICHARD O.	Law Enforcement
A. B., University of California	
HANSEN, JOHN S.	Student Activities, Counseling
A. B., Fresno State College; M. A., Stanford University	
HARDEMAN, NICHOLAS P.	Social Science
B. A., M. A., Ph. D., University of California	
HATCHER, GWENDOLYN N.	English
B. S., Southeast Missouri State College; M. A., University of Michigan	
INDVIK, ROBERT L.	Science
B. A., Iowa State Teachers College; M. S., University of Washington	

JENSEN, BRUCE F.	- - - - -	Agriculture
B. S., University of California		
JOST, ERWIN	- - - - -	German, English
A. B., San Jose State College; M. A., Stanford University		
KANERVA, RUTH IRENE	- - - - -	Business
B. S., Northern Michigan College of Education; M. S., University of Wisconsin		
KILER, FRANK O.	- - - - -	Metal Trades
A. B., Santa Barbara State College		
KNIGHT, FRED V.	- - - - -	Agriculture
B. S., Oklahoma Agricultural and Mechanical College		
LAPIKE, NATALIE	- - - - -	Librarian
A. B., University of California		
LINN, JOHN H.	- - - - -	Business
A. B., M. A., San Francisco State College		
MCCULLEY, KATHARINE	- - - - -	Psychology
A. B., Pomona College; A. M., University of California		
McKINNEY, WILLIAM C., JR.	- - - - -	Social Science
A. B., Saint Mary's College; M. A., University of California		
MURRAY, THOMAS	- - - - -	English, Philosophy
A. B., Seattle Pacific College; M. Th., Berkeley Divinity School; Ph. D., Yale University		
MYERS, DOROTHY	- - - - -	Business
B. B. A., University of Washington; M. S., University of Southern California		
OTTO, JOHN D.	- - - - -	English
A. B., Fresno State College; M. A., Stanford University		
PRATT, IRA P., JR.	- - - - -	Science
B. S., Fresno State College		
PUSATERI, SAMUEL J.	- - - - -	Science
A. B., M. A., University of Buffalo; Ph. D., University of Southern California		
RAPHAEL, HOWARD L.	- - - - -	Mathematics, Science
A. B., University of California at Los Angeles		
REID, WILLIAM L.	- - - - -	Science
A. B., Fresno State College		
ROBIN, LOUIS P.	- - - - -	Engineering
A. B., Fresno State College		
ROBINS, FRED P.	- - - - -	Engineering
B. S., California Institute of Technology		
ROULEAU, ALICE G.	- - - - -	Art
A. B., M. A., University of California		
ROUTEN, WILLIAM E.	- - - - -	Agriculture
B. S., University of Kentucky; M. Ed., University of Illinois		
RUSSELL, JO A.	- - - - -	Art
M. A., Colorado State College B. S., Oklahoma Agricultural and Mechanical College		

SCHOR, IRVING M. - - - - - Science
 A. B., New York University; M. S., University of Virginia;
 M. D., Medical College of Virginia

SHIVELY, THORNTON T. - - - - - English
 A. B., Hastings College

SPIGARELLI, DINO - - - - - Physical Education
 B. S., M. S., Kansas State College

STOCKLE, AGNES M. - - - - - Physical Education
 A. B., Fresno State College

STROM, AGNES - - - - - Registrar
 B. S., Armstrong College

TAYLOR, ROY D. - - - - - Physical Education, Hygiene
 A. B., Fresno State College

THOMPSON, LEWIS A. - - - - - Business
 A. B., University of Nebraska; M. A., University of California at Los Angeles

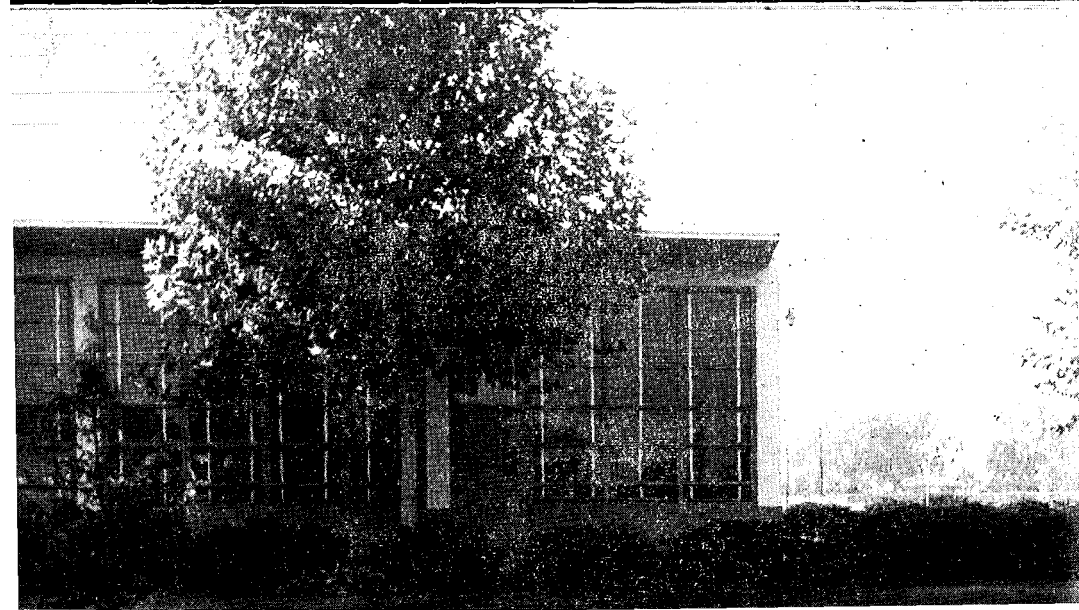
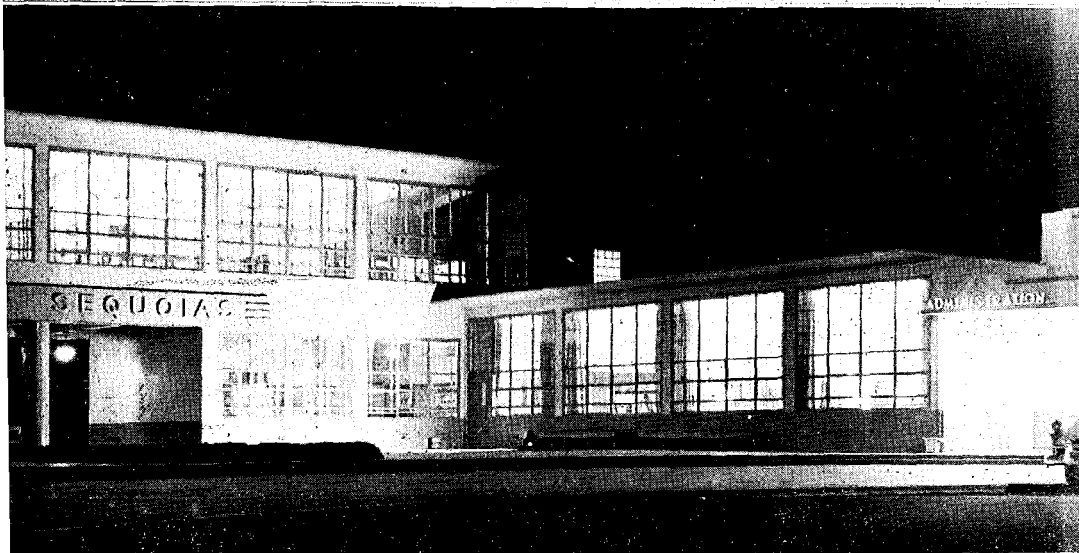
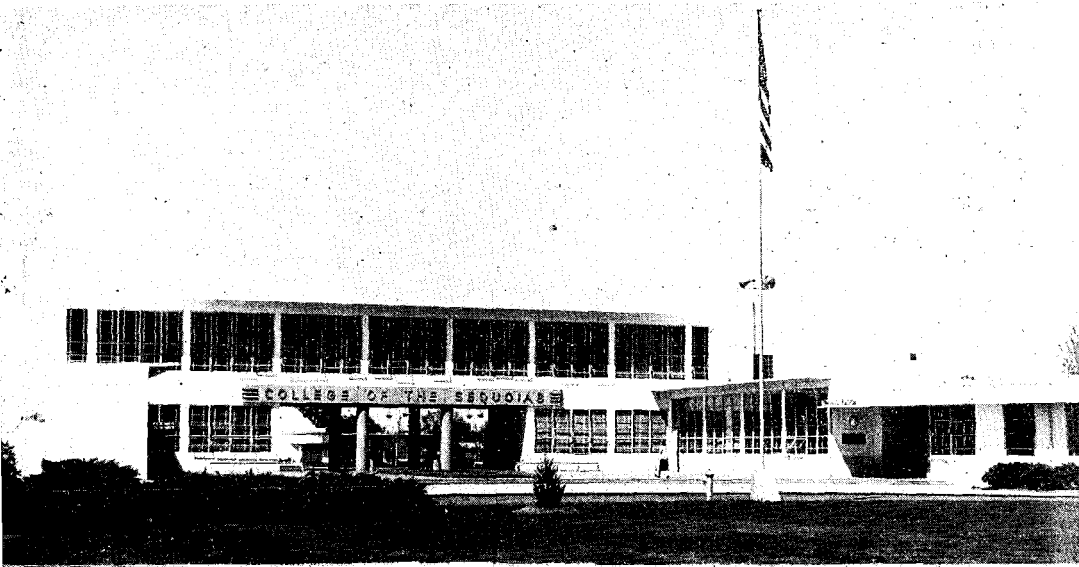
TILLMAN, LOIS A. - - - - - English
 A. B., University of California

WALTERS, DONALD - - - - - Social Science
 A. B., M. A., Ph. D., University of California

WESTON, SUE E. - - - - - Home Economics
 A. B., Oklahoma Baptist University; M. Ed., Oklahoma University

WILHELMSSEN, P. - - - - - Physical Education
 A. B., Fresno State College

WILLIAMS, LAWRENCE J. - - - - - Mathematics
 B. S., M. S. C. E., University of Washington



GENERAL INFORMATION

THE COLLEGE

The college was established by the Visalia Union High School Board of Trustees as Visalia Junior College in 1925, and offered the first post-high school instruction to students of this area beginning September, 1926. College classes were housed in the Visalia Union High School plant until September, 1940. At that time the college moved to its own fifty-acre campus southwest of Visalia where new buildings had been completed.

On January 18, 1949, the voters of the Tulare Union High School District and the Visalia Union High School District elected to organize the areas in those two high school districts into a junior college district. During the spring the students voted on a name for the newly-formed junior college district. From the names suggested by the students, the board of trustees chose the name, College of the Sequoias.

On January 18, 1950, the voters within the Exeter Union High School District and the Woodlake Union High School District voted to join the College of the Sequoias District.

On September 19, 1950, the voters within the Lindsay Unified School District voted to join the College of the Sequoias District.

College of the Sequoias serves an area of more than three thousand square miles in the heart of the San Joaquin Valley. Its offerings include an educational program for students who plan to continue their education at a university or state college, or who desire further general education, as well as terminal courses for specific occupations. The college provides counseling service for all students with special emphasis on vocational problems.

The general aim of the College of the Sequoias is to provide educational service for the various communities of its area. This aim requires of it a variety of functions and programs which include training for occupational competency, for civic competency, and for personal efficiency. The College of the Sequoias will provide formal college education for the youth of the communities and will, as well, serve as an active cultural center, attempting to meet the total post-high school needs of the communities.

The specific aims of the College of the Sequoias are:

1. To provide comprehensive training to those students who will finish their period of formal education in the junior college. This is designed to achieve occupational competence.
2. To provide every student that training which will prepare him to function effectively as a citizen.
3. To assist its students to "find themselves" through proper counseling and guidance.
4. To provide an adequate lower division offering for those students who plan to transfer to a university or college after completing two years in junior college.
5. To provide instruction to meet the needs of adults living in the region.
6. To provide an opportunity for students to remove any deficiencies they may have in entrance requirements to a university.

Our college occupies a fifty-acre site. The buildings are modern and well equipped. Additions have been made each year, and we now have plans being developed by our architect for a small theater and dramatics and music facilities. We plan to begin construction in June 1954.

In addition to the fifty-acre site on which the main buildings are located, we have a farm consisting of 160 acres. This farm has many buildings which include a shop, grade A dairy barn, beef, hog and poultry units. This farm is used as an experimental laboratory by the agriculture department.

It is the plan of the administration to continue our addition of physical facilities on a pay-as-you-go basis.

The College of the Sequoias is fully accredited by:

- A. The University of California.
- B. The State Department of Education
- C. The Western Colleges Association

All college preparatory courses may be transferred without loss of credit or grade points to any four-year college or university.

College of the Sequoias with its strategic location, its excellent buildings and facilities, together with a well-trained staff, will continue to serve the youth of this area. Constructive suggestions from students and patrons are always welcome.

COUNSELING AND GUIDANCE

Counseling and guidance are important aspects of the College program. The counselors and the deans constitute the regular counseling staff. All faculty members participate as advisers, and students are encouraged to consult them on problems concerning their courses.

Specialized counseling services are available from the counseling staff. The purpose of these services is to give students guidance in personal problems and counseling in vocational and educational fields. Professionally-trained counselors use modern scientific personnel methods in assisting students to analyze their aptitudes, interests, abilities, and personality traits. Up-to-date information about vocational training and opportunities is available.

CURRICULA

Junior college students may be classified into two major 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 junior college. The curricula are designed to meet the needs of the students in both groups.

Courses numbered 50 to 100 are in general not transferable to a university. The purpose of these courses is two-fold: (1) cultural courses designed for students who wish to complete a general education in the junior college and to assume immediately their places 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.

THE ASSOCIATED STUDENTS

The Associated Students of College of the Sequoias is the official student body organization. Upon payment of the eight dollar student activity fee at registration each semester, the student receives a student body card which entitles him to participate in the activities of the organization so long as he remains in good standing. All activities which concern the student body as a whole are sponsored by the associated students, including athletics, publications, social affairs and assembly programs. Students receive the weekly college newspaper, *The Campus*, throughout the year; if they are registered for both semesters, they receive the annual, the *Koh-Kyo*, without additional charge.

The business of the associated students is carried on by the Student Executive Board, the members of which are elected by the students. Comprising the executive board, which has the financial control over expenditures of student body money, are the president, vice-president, sophomore class president, freshman class president, Associated Men Students president, Associated Women Students president, and the commissioners of art, finance, records, activities, athletics, publications, and recreation. The *Campus* editor and the Inter-Club Council president are ex-officio members of the board.

STUDENT ACTIVITIES

At College of the Sequoias the responsibility of a junior college to help develop the social, emotional, and physical, as well as the intellectual growth of students is recognized. Consequently, a variety of out-of-class, or extra-curricular, activities are provided. These activities include responsible, self-governing student government, assembly programs which are both educational and entertaining, a diversified athletic and recreation program, and social events which are designed to appeal to all students.

There are 23 actively-functioning clubs, committees, or other organizations on the College of the Sequoias campus. These groups are headed by the Inter-Club Council, which works with, but is subordinate to, the student executive board. The constitution of the Associated Students of College of the Sequoias vests financial control over student body funds in the executive board, which is composed of elected representatives of the student body. This governing group, which is advised by the dean of students, also makes final decisions on virtually all matters concerning extra-curricular activities.

Athletics: The College of the Sequoias is represented by teams in football, basketball, baseball, track, tennis, golf, and swimming. Athletically speaking, the College of the Sequoias has been a stand-out in the Central California Junior College Association, winning, on the average, at least two conference championships each year in major sport activities.

Intramural sports also are stressed, with physical education activities such as bowling, golf, swimming, fencing, tennis, tumbling, badminton, weight lifting, boxing, archery, social dancing, and modern dancing available to students. Most of these classes are offered on a co-educational basis.

Clubs and Organizations: Headed by the Inter-Club Council, the 23 organizations presently active on the campus are the Language Club, Home Economics Club, Alpha Gamma Sigma (scholarship society), Sequoia Christ-

ian Fellowship, College Y, Circle K, Sequoia Actors Guild, Women's Athletic Association, Newman Club, Allied Arts, Beta Phi Gamma (honorary journalism club), International Relations Club, Rodeo Club, Future Teachers Club, Varsity Club, Mike and Key Club, Commerce Club, Social Committee, Rally Committee, Assembly Committee, Publicity Committee, Associated Women Students, and Associated Men Students. The Building Trades Alumni, composed of former students majoring in building trades, also cooperates with the student body in connection with certain student activities.

Dramatics: An experimental theater group offers interested students the opportunity to participate in both one-act and three-act plays. Students in the dramatics department have made an outstanding record in state-wide competition in dramatics, never having been placed lower than second in a junior college play tournament.

Music: The choir, mixed chorus, many smaller vocal groups, a marching band, a dance band, and various instrumental ensembles furnish music for assemblies and many special occasions during the school year.

Operetta: For several years the College of the Sequoias has presented an outstanding operetta or light opera in the spring to packed houses in the Montgomery Auditorium. Last year's production was the famous "Showboat", the first time it was ever presented by a college. The drama, music, and physical education departments, together with almost all other divisions of the college, combine efforts in this annual production.

Publications: College of the Sequoias journalism students publish a weekly newspaper (The Campus) and an annual (Koh-Kyo). Both publications have won many awards in rating contests. A handbook is published for distribution to students when they register in the fall. A weekly news letter also is prepared for distribution to newspapers, radio stations, and high schools in the area served by College of the Sequoias.

Social Affairs: Activities in the social sphere include a number of dances, both formal and sport, an all-school carnival, picnics, teas, barbecues, and luncheon meetings. Many of these functions are college-wide in their participation while others are held mainly by and for the benefit of individual clubs or organizations.

VETERANS' EDUCATION

The College is approved for training veterans under the provisions of Public Law 346 (G. I. Bill) and Public Law 16 (Vocational Rehabilitation of Disabled Veterans) and Public Law 550 (Korean veterans). Public Law 346 and Public Law 16 veterans must present an original or supplemental certificate of eligibility. If the certificate is not presented at the time of registration, the veteran will be obliged to pay his activity fee and purchase all books. Cash receipts should be retained and presented to the Business Office for reimbursement when the certificate has been received by the College.

STATE AID TO THE PHYSICALLY HANDICAPPED

The State of California, through its Bureau of Vocational Rehabilitation, provides financial assistance to students, both civil and military, who have physical disabilities. This assistance equals the necessary school expenses and may include an additional amount to help cover the cost of living. Students who may be entitled to this assistance should consult either the dean of women or the dean of students.

THE MILITARY AND SELECTIVE SERVICE

The College cooperates fully with various military programs to aid students in preparing themselves for their military obligations while remaining in college. College of the Sequoias officials also are in close contact with Selective Service and are in a position to give maximum help to students who desire to be deferred so that they may continue with their education.

EXPENSES

No tuition is charged. An activity fee of eight dollars is payable each semester at the time of registration.

There are no laboratory, gymnasium, library, locker, or shop fees.

Text books and stationery will cost approximately thirty dollars a semester. New and used text books and essential stationery supplies may be purchased on the campus at the Associated Students' Store.

STUDENT INSURANCE COVERAGE

Members of the Associated Students of College of the Sequoias are covered for personal accident or injury by a unique policy paid for by the student body and the College of the Sequoias district. In addition to other benefits, this policy provides non-deductible coverage up to five hundred dollars per injury for accidents occurring during curricular or extra-curricular activities either on or off the campus. Although last year was only the second year that this program has been in effect at College of the Sequoias, a number of students have realized benefits from it.

TRANSPORTATION

Transportation is provided to and from the college by a modern well-kept fleet of busses. These busses operate on "shoe-string" runs, staying over-night at the end of the run. Areas served by busses include Alpaugh, Corcoran, Delano, Dinuba, Exeter, Hanford, Ivanhoe, Laton, Lemoore, Lindsay, Orosi, Riverdale, Stratford, Strathmore, Three Rivers, Tulare, Visalia, and Woodlake.

Any student is eligible to ride these busses providing he lives a sufficient distance from the college.

LIVING ACCOMMODATIONS

Lists of rooms or room-and-board situations available for students who wish to live in the local area are on file in the Deans' Offices. Students are required to have such living accommodations approved by the Dean concerned before they make final arrangements.

Women must have the approval of their parents or guardians and must check with the Dean of Women if they are not residing at home. Living in apartments, except in the case of married students, is not encouraged by the college.

A veterans' housing project where married veterans or small groups of single veterans can be accommodated has been set up on the campus.

EMPLOYMENT

The College recognizes that one of the tests of its program is the success with which students, graduates and former students meet the requirements of employers. The College has centralized its placement services in the Student Personnel Office. Here all students who are interested in part-time or full-time employment may file application forms for work. Every effort is made to place students in jobs for which they will be best suited in terms of interest, aptitudes, and past work experience. The College considers that satisfactory part-time work experience is an important part of the vocational adjustment of students, and the Student Personnel Office, whenever possible, places applicants where the experience will be most beneficial.

Students who wish to work in private homes for room and board should consult the Dean of Women or the Dean of Students. No definite arrangements may be made by correspondence since a personal interview is always necessary.

LIBRARY

The library has seating room for 125 persons. The 11,000 volumes have been carefully selected to meet the requirements of the curricula and recreational reading needs of students and faculty. The book collection is supplemented by loans from the State Library. Approximately 175 current magazines and newspapers are received regularly.

SCHOLARSHIPS AND LOANS

A number of scholarships sufficient to cover the cost of student activity fees, books and supplies are awarded to outstanding incoming students by the College of the Sequoias student body. These scholarships are in the fields of agriculture, pre-education, home economics, business, dramatics, journalism, art, music, and pre-eminence in student citizenship and leadership. Additional scholarship awards are provided by the College of the Sequoias faculty, the Building Trades Alumni, and by service organizations such as Kiwanis and Rotary. The Kiwanis scholarship program for young men and women attending College of the Sequoias is local in nature, while Rotary scholarships are mainly for the benefit of foreign students planning to attend College of the Sequoias.

A faculty committee encourages and aids outstanding students to obtain scholarship awards upon the completion of their work at the College of the Sequoias. Organizations which sponsor scholarships specifically for the benefit of College of the Sequoias graduates who continue their education at four-year colleges or universities are the Soroptimist Club, the Business and Professional Women's Club, the Sequoia Branch of the American Association of University Women, and Delta Kappa Gamma.

Small temporary loans are readily available to students through the offices of the deans. In addition, more substantial sums of money may be borrowed by qualified students who need financial assistance to complete their education after leaving College of the Sequoias. One requirement is that the applicant for such a loan must have completed at least one year's work at College of the Sequoias or two years' work if this college offers a satisfactory two-year curriculum for the student's major.

EXTENDED DAY PROGRAM

GENERAL INFORMATION

The Extended Day Program offers lower division subjects leading to graduation from college and high school, and work to meet the special needs and interests of adults. A regular class schedule of sixteen weeks is planned for each semester. College terminal and transfer credit is granted. Some non-credit courses of varying lengths also are conducted during semesters.

Most classes meet once or twice a week for two or three hours. They are planned to assist the adult learner. These classes are scheduled for both day and evening, from eight o'clock in the morning to ten o'clock in the evening, Monday through Saturday.

EXTENDED DAY PROGRAM OPPORTUNITIES

Because of the flexibility of its organization and its variety of courses, the Extended Day Program is able to serve individuals of post-high school age irrespective of their background, training, and experience.

The Extended Day School Program serves the young college student who finds it convenient to take courses in the evening hours as part of his regular studies or who wishes to make up deficiencies.

The veteran or older adult who is employed during the daytime may enroll in the evening course of his leisure or vocational interest. He may also earn credit leading to graduation from college or high school.

Of immediate use to students are the subjects in general education, business, semi-professional, and technical fields. Featured, also, are upgrading courses in industry, work experience under supervision, as well as refresher, coaching, and avocational courses.

These services for adults are developed in cooperation with the community through representatives from trades, business, industry, commerce, professions, and community agencies.

FEEES

The Extended Day Program charges no tuition fees. Laboratory, shop, and material fees are assessed according to the amount of materials used. There are no fees for academic courses.

GENERAL REGULATIONS

ADMISSION

Graduates of any high school, regardless of high school courses, are admitted to this College, as well as such other persons over eighteen years of age who may be approved for admission by the administration. In cooperation with the high schools of the area, courses taken in the College by students over eighteen years of age but who are not high school graduates may be credited by the high schools towards meeting high school graduation requirements.

Applicants for admission should secure application for admission blanks from the office of the registrar. Registration may not be completed until such blanks have been filled out and returned to the registrar. Transcripts of high school and any college records should be on file in this office sufficiently early to be evaluated before registration day.

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

Students from out of the State of California may enroll at the College of the Sequoias without payment of special fees.

EXTENDED DAY STUDENTS: Any individual 18 years of age, or older, or high school graduates under 18 years of age, may enroll.

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 in the junior college.

Repetition of a college course for the purpose of removing a grade deficiency is permissible only in a case where the student has received a grade below "C".

REGISTRATION

Students are urged to register on the specified days. Late registration retards the progress not only of the student himself but of every class to which he may be admitted.

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

It is essential that a transcript of the student's high school record be on file in the office of the registrar before registration day.

Students may register in the administration office as "Special Students" if they are enrolled for eight units of work or less.

EXTENDED DAY STUDENTS may register in the administration office during the first week of classes. Counseling services from the counseling staff are available to adults at the time of registration. Appointments may be made to see the counselors. Late registrations are handled through the administration office.

AMOUNT OF WORK

The normal requirement for a College schedule comprises fifteen units of work. 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 additional units to complete required work for graduation.

AUDITING

A student may audit a course if he receives permission in advance from the instructor and from a dean. In the event of crowded conditions, students taking a course for credit will be given preference. A student will not receive either credit or a grade for auditing a course. The privilege of examinations and other facilities for credit in a course are not available to auditors.

SCHOLASTIC HONORS

Upon application by the student, at the end of each semester, grade point averages are computed to determine the students with thirty or more grade points. This scholastic record entitles the student to temporary membership in Alpha Gamma Sigma, California Junior College Honor Society. Not over ten percent of the members of each graduating class may become permanent members. Permanent members must have earned a total grade point average of not less than 2.3 and must have been temporary members for three semesters. At Commencement they are awarded the Alpha Gamma Sigma pins and certificates and are graduated with honors.

PLACEMENT TESTS

Placement tests are given in May, September, and January of each year in English, shorthand, typewriting, and choir.

For those who wish to take courses in English or speech, the English test is given to determine the placement of the student in the various English courses. A "C" grade in the test is required for admission to the basic courses, such as English 1a, English 10a, and Speech 1a.

For those who have had previous training in either shorthand, typewriting, or both, tests are given to determine the placement of the students in the various shorthand and typewriting classes.

PHYSICAL EDUCATION REQUIREMENTS

All students carrying over eight units of work and under twenty-five years of age are required by an act of the state legislature to enroll in the regularly prescribed courses in physical education for four semesters, unless proper medical exemptions are presented.

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 school work. Furthermore, the financial support of the college is based upon the daily attendance of students. Every student, therefore, should assume the responsibility of regular attendance, not only because he can thus study most effectively, but also because his attendance assures the financial support which enables the institution to provide better facilities for all students.

The absence policy which has been adopted for College of the Sequoias follows:

- A. Any unexcused absence shall result in "F" for the day's work.
- B. Excused absences are to be made up to the instructor's satisfaction or they shall become unexcused.
- C. Absences in excess of the number of class units must be explained

by the student to the satisfaction of the instructor. A student who fails to give such explanation shall be dropped from the class with a grade of "F".

- D. Upon his return to school after having been absent because of illness, a student shall fill out **in duplicate** the form for Verification of Absence Due to Illness. The instructor issuing the forms shall keep one copy to turn in to the office; the other copy should be retained by the student to present for initialing to all instructors whose classes he has missed. When all instructors concerned have signed this second copy, the student shall leave it at the office where it will be placed in the student's personal file.

LEAVES OF ABSENCE

Students finding it necessary to be absent for a period of three days or more are requested to see the proper dean in order to obtain a leave of absence form. The reason for the absence is indicated on this form as well as the dates of the proposed absence. If the leave is granted the student has the privilege of making up the work missed in his classes. A leave of absence in no way relieves the student of the responsibility of completing all work to the satisfaction of the instructors involved.

WITHDRAWALS FROM COURSE OR COLLEGE

Students desiring to withdraw from a course or from college should file the proper request with a dean. Requests filed before the end of the sixth week of the semester will enable the student to withdraw without prejudice to his standing. After this period a student may be permitted to drop a course without prejudice only under such circumstances as are considered to be beyond the student's control. At this time he will receive "W" in the course if his work is satisfactory, "F" if his work is unsatisfactory.

EXTENDED DAY STUDENTS should notify the College of the Sequoias' Registrar by writing, appearing in person, or telephoning Visalia 4-6761, immediately upon withdrawal from credit courses.

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.

High school courses for which credit was received in high school may be repeated as remedial work in College for improvement in grade, but no College credit will be granted for such work.

For purposes of graduation or transfer to other collegiate institutions, it is necessary for the student to obtain the same number of grade points as units for all work accomplished, which is the equivalent of a "C" average.

Grade points will be awarded as follows: Grade A, three points per unit; B, two; C, one; D, none.

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 his first six weeks of his next semester of college. Failure to remove the incomplete within the designated period will result in a grade of F.

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

REQUIREMENTS FOR GRADUATION

The degree of Associate in Arts will be awarded to all students upon the satisfactory completion of the following requirements:

1. A minimum of 60 units of college work with a "C" grade average. To achieve a grade point average of "C", a student must earn as many grade points as units attempted.
2. Two units in physical education earned at the rate of one half unit per semester.
3. Two units of community and personal hygiene, including fire prevention.
4. Three units in the Constitution of the United States, including the principles of state and local government.
5. A minimum of three units in American History, including a study of American institutions and ideals. This requirement may be met by History 10, History 17a-17b, or History 8a-8b.
6. Six units of English or speech. For students majoring in pre-engineering or building trades this requirement is reduced to three units. Non-transfer students majoring in business are required to complete four courses in English.
7. A major consisting of at least 20 units of satisfactory work in specific subjects or approved related fields. Among the subjects in which a student may major are agriculture, art, building trades, business, drama and speech, engineering, English (including journalism), foreign language, home economics, law enforcement, liberal arts, mathematics, metal trades, music, science, and social science.
8. Fifteen of the total 60 units required for graduation must be completed in residence at the College of the Sequoias in order to qualify for graduation.

When preparing a program which meets the requirements for graduation, a student should plan to enroll in as many courses as is feasible in the field in which he is primarily interested. If he is planning to transfer to another institution upon graduation from the College of the Sequoias, the student also should prepare, with the aid of his counselor, an educational program which will enable him to transfer to a college or university of his choice with full junior standing.



LOWER DIVISION REQUIREMENTS

GENERAL INFORMATION

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 junior standing in the proposed senior college.
3. The completion of the lower division prerequisites for the upper division major and minors. These vary according to the major 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 in certain fields of some of California's colleges and universities are here presented.

UNIVERSITY OF CALIFORNIA

Letters and Science

The degree of Associate in Arts will be granted on the completion or not less than 60 units of college work with "C" average and the fulfillment of the following general and specific requirements:

- A. General University requirements.
Subject A or its equivalent.
Hygiene, two units.
Physical Education—Los Angeles.
- B. Foreign Languages.
At least 16 units in not more than two languages, with not less than 4 units in any one language. The first two years of high school work in a foreign language will be counted in satisfaction of 4 units of this requirement and each year thereafter as 4 units.
- C. Mathematics.
Elementary algebra and plane geometry. If these subjects have not been completed in high school, or if they were completed with grade of "D", they must be taken in the junior college without college transfer 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*.
Chemistry 1a*-1b*, Chemistry 5*, Chemistry 8.
Geology 1a-1b.
Geography 1.

Physics 1a*-1b*, 1c*, 1d*, 2a-2b, 3a-3b*, 10.
Physiology 1a, 1c*.
Zoology 1a*, 1b*, 10.
Botany 1*.
Paleontology 1 or 10.

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.

- E. Additional—a sequence (of 5 or 6 units) in subjects of college level, in each of four of the following six groups, one of which may be postponed to the upper division.
1. English 1a-1b, Speech 1a-1b.
 2. Foreign Language (additional to B). This may be satisfied by one college course of four units or by two years of high school Latin.
 3. Mathematics. Any two of the following courses: Mathematics C (or high school trigonometry), Mathematics 3a-3b.
 4. Social Sciences. History 4a-4b, History 8a-8b, History 17a-17b, Economics 1a-1b, Geography 1a-1b (if not included in requirement D), Political Science 1a-1b. (Psychology 1a-1b may be offered in satisfaction of group 4 by special petition).
 5. Philosophy 6a-6b.
 6. Fine Arts. English 5a-5b, Art 19, Music 10, Music 20. This may be satisfied by two or more courses which may or may not form a sequence.

STANFORD UNIVERSITY

The work of the lower division at Stanford University is divided into three groups of studies. All students are required to take at least ten semester units (fifteen quarter units) in each of these three groups during the first two college years.

Group I Humanities:

- (a) The completion in the lower division of a second year reading course of a foreign language, or of a more advanced foreign language course.
- (b) Subject A or its equivalent.
- (c) English 1a-1b.
- (d) Electives to make up a total of ten units in this group if the above requirements have not totaled that number.

Group II Natural Science; Mathematics:

- (a) A year course in a laboratory science during the first year.
 1. Biology for those who have completed a year of high school Physics or Chemistry only.
 2. Physics or Chemistry for those who have completed a year of Biological Science only.
 3. Biology and Physics or Chemistry for those who have completed neither in high school.
 4. Biology, Physics, or Chemistry for those who have completed a

year of high school Biological Sciences and Chemistry or Physics.

(b) Electives to make up a total of ten units in this group.

Group III Social Science:

(a) First year: Twelve quarter units in History of Western Civilization. (History 4a-4b).

(b) Second year: Either nine quarter units (a year sequence course) in Sociology, Economics, Political Science, or Philosophy, or a combination of any two of the following: Sociology 1a, Psychology 1a, Geography 5a, Political Science 2.

UNIVERSITY OF SOUTHERN CALIFORNIA

The first two years in the College of Letters, Arts, and Sciences are devoted to general education and certain lower division subjects required of all students who are candidates for the Bachelor of Arts degree. In general, these requirements are as follows:

A. English, 6 units.

B. Art Appreciation or Music Appreciation, 2 units.
(Art 19 or Music 10).

C. Foreign Language, 12 units.

Twelve units in a single language. A student may enroll in the college courses for which his previous high school training has prepared him. However, the student must complete the twelve unit requirement in college work; no unit credit is allowed for work below the college level.

D. General Studies, 14 units.

1. Man and Civilization, 6 units. (History 4a-4b).

2. United States History including the study of American institutions and ideals. This requirement for the degree may be met by History 10 and Political Science 5, or History 8a-8b and Political Science 5, or History 17a-17b and Political Science 5.

3. Three units to be selected from:

a. Problems of Human Behavior, 3 units.

b. Problems of Human Values, 3 units.

(Students who transfer with 60 units of advanced standing may substitute 3 units of Psychology for "a" or 3 units of Philosophy for "b").

E. Literature, 4 units. (English 5a-5b).

F. Physical Education, 2 units; Health Education (Hygiene 1 or Hygiene 2), 2 units.

G. Science, 11 units.

Courses may be chosen from the following offered at College of Sequoias: Bacteriology 1; Botany 1a-1b or 10; Chemistry 1a-1b; Geology 1a-1b; Physics 1a-1b or 2a-2b plus 3a-3b or 10; Zoology 1a-1b or 10.

CALIFORNIA STATE COLLEGES

There are several variations in the lower division requirements in the state colleges. The student should consult the major department requirements in the catalogue of the particular college which he intends to enter.

Fresno State College

The Curriculum leading to the A. B. Degree at Fresno State College includes:

- A. English and Speech (both oral and written), 6 units.
English A, English 1 α , Speech 21 or Speech 1 α .
- B. Mathematics.
Elementary algebra and plane geometry. If not completed in high school, these courses must be completed in college.
- C. Science, 9 units.
A laboratory science is required. Both physical and biological science must be included.
- D. Social Science, 12 units.
The combination of History 10 and Political Science 5, or History 8 α -8 β and Political Science 5, or History 17 α -17 β and Political Science 5 may be offered in satisfaction of the degree requirement for American institutions and ideals.
- E. Psychology 1 α , 3 units.
- F. Physical Education (four semesters of one-half unit each.)
- G. Hygiene, 2 units.
- H. Literature, Philosophy, the Arts, Foreign Language, and Mathematics, 9 units.
At least three units must be included in Literature or Philosophy.

San Jose State College

The curriculum leading to the A. B. Degree at San Jose State College includes:

- A. English and Speech, 6 units. (English 1 α , Speech 1 α).
- B. Literature, Philosophy, or the Arts, 6 units. Not more than one half of the total units may be offered in the Fine and Practical Arts.
- C. Natural Science, 10 units, including both Physical and Biological Sciences.
- D. Social Science, 10 units, including a one-year sequence course.
- E. Physical Education, 2 units; Hygiene, 2 units.
- F. General Psychology, 3 units, (Psychology 1 α).

San Jose State College and San Francisco State College no longer make a general requirement of Algebra and Geometry for admission or graduation. These subjects are required in certain majors, however.

SUGGESTED PROGRAMS

AGRICULTURE

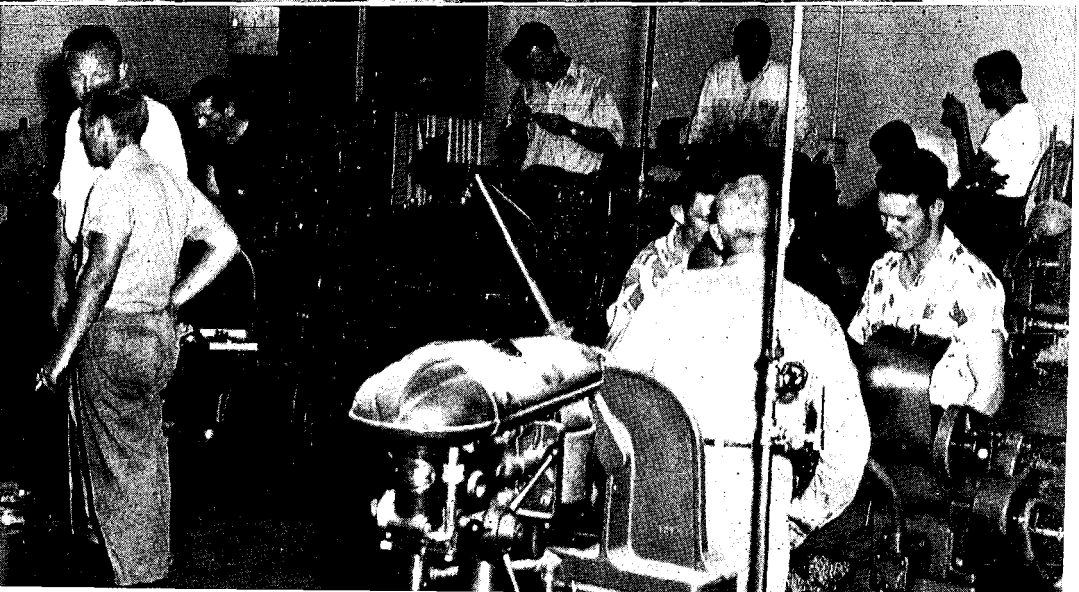
Instruction is offered in three major divisions: plant science, animal science, and agricultural mechanics. Courses are designed to prepare students for farming or for jobs requiring practical agricultural training.

Students who plan to transfer to the University of California, to California State Polytechnic College, or to Fresno State College for degree work in agriculture may take their first two years at the College of the Sequoias. Because of the variations in the lower division requirements of the four-year schools, transfer students should consult a counselor in planning their programs.

The one hundred sixty acre farm laboratory owned by the college is available for demonstration and laboratory work. Animal units including dairy, beef, sheep, swine, and poultry are kept at the farm. Crops including alfalfa, permanent pasture, cotton, corn, cereal crops, and deciduous fruits are provided for practical field work.

SUGGESTED TWO YEAR COURSE

Plant Science			Animal Science		
	FALL	SPRING		FALL	SPRING
English	3	3	English	3	3
Pol. Sci. 5		3	Pol. Sci. 5		3
History 10	3		Hist. 10	3	
Hygiene	2		Hygiene	2	
P. E.	1	1	P. E.	1	1
Botany 10	3		Zoology 10	3	
Agronomy 1		2	Animal Husbandry 7	4	
Pomology 2		4	Animal Husbandry 8	1	
Viticulture 1	2		Agriculture 58a-58b ..	3	2
Agriculture 58a-58b ..	3	2	Agriculture 65		4
Agriculture 82	3		Agriculture 74	1	
Agriculture 84		2	Agriculture 84		2
Agriculture 87		4	Agriculture 87		4
Agriculture 88	4		Agriculture 90		4
Agriculture 90		4	Agriculture 91		2
Agriculture 91		2	Agriculture 92	2	
Agriculture 92	2		Meat Animal Majors		
Agriculture 99	1		Agriculture 72		2
Electives	3	3	Agriculture 75		3
	30	30	Agriculture 76	3	
			Agriculture 99	1	
			Electives	3	
				30	30
			Dairy Majors		
			Agriculture 60	4	
			Agriculture 63	3	
			Agriculture 64		2
			Agriculture 99		1
			Electives		2
				30	30



BUSINESS

Modern business as it becomes increasingly complex requires beginning workers with an understanding of business and its relationship to society as a whole. Those students with a basic knowledge of the organizational structure of business and its functions and with a mastery of those skills required of the entering business worker will find their places more quickly and easily in the business environment. While each type of business has characteristics exclusively its own, the fundamental problems of and principles underlying business present great similarities.

Students of business should register for those courses which will provide them with a foundation upon which, through actual experience in the business world, they may expand their knowledge and thus progress in the careers of their choice.

Students may elect one of the five major study fields of the Business Department: Accounting, general business, merchandising, secretarial, and pre-business administration.

All college transfer courses listed for the Business Department parallel in content those same lower division courses offered at the state colleges and universities. Many of the state colleges will accept for transfer credit any of the business courses regardless of the course number, although they will transfer only the number of units which they allow were the course to be completed on their campuses.

In the terminal business classes students are encouraged to work to capacity and to progress as rapidly as is consistent with the business standards required. The skill-building classes in shorthand and typewriting allow placement of the student at the speed level corresponding to the maximum speed previously attained. Progression is determined by speed rather than by course sequence.

Adults are urged to attend the regular day or evening business classes for training in any skills which they need to qualify them for upgrading and promotion or for qualifying for civil service examinations. Special American Institute of Banking classes are offered each year for the bank employees of the area.

Suggested College Transfer Pre-Business Administration Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Business 1a	4	Business 1b	4
Business 18a	3	Psychology 1a	3
Natural Science	4	Natural Science	4
English 1a	3	English 1b	3
Hygiene	2	Physical Education	½
Physical Education	½		
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	16½		14½

SECOND YEAR

First Semester	Units	Second Semester	Units
Economics 1a	3	Economics 1b	3
Foreign Language	4	Foreign Language	4
Speech 1a	3	Speech 1b	3
History 10	3	Political Science 5	3
Geography 1a	3	Mathematics 2	3
Physical Education	½	Physical Education	½
	16½		16½

Recommended electives: Geography 5a; others selected from those recommended by the college of the student's choice.

Suggested Two-Year (General Business Clerical) Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Business 60a	2	Business 60b	2
Business 68a	2	Business 68b	2
Business 94	3	Business 95b	3
Business 95a	3	Business 90	3
Business 70a	3	Business 70b	3
Business 59a	1	Business 59b	1
Physical Education	½	Hygiene	2
	14½	Physical Education	½
			16½

SECOND YEAR

First Semester	Units	Second Semester	Units
Business 61a	2	Business 61b	2
Business 93	3	Business 69	2
Business 98	3	Business 87	2
Speech 51a	3	Speech 51b	3
History 10	3	Political Science 5	3
Physical Education	½	Electives	3
	14½	Physical Education	½
			15½

Recommended electives: Business 13; Art 19; H. E. 60a, 60b; Music 10; Psychology 26; Speech 40.

Suggested Two-Year Secretarial Program

FIRST YEAR

First Semester	Units	Second Semester	Units
*Business 50a, 51a, or 52a ...	5	*Business 50b, 51b, or 52b ...	5
*Business 60, 61, or 53a	2	*Business 60, 61, or 53b	2
Business 90	3	Business 59a or 59b	1
English, Speech, or		English, Speech, or	
Business 96a	3	Business 96b	3
Business 68a	2	Business 87	2
Physical Education	½	Hygiene	2
	15½	Physical Education	½
			15½

SECOND YEAR

First Semester	Units	Second Semester	Units
Business 52α	5	Business 52b	5
Business 53α	2	Business 53b	2
English or Speech	3	English or Speech	3
History 10	3	Business 58b	3
Business 58α	3	Political Science 5	3
Physical Education	½	Physical Education	½
	16½		16½

Recommended electives for the student who has acquired sufficient shorthand and typewriting skill in high school or the first year of college include: Business 13, 69, 93, 98; Art 19; Home Economics 60 α-b; Music 10; Psychology 26; Speech 40.

*Students are registered in the shorthand and typewriting classes corresponding to the speed levels which they attain in the placement tests given in these subjects. Progression from an elementary to an advanced class is based upon speed attained and may not follow the course sequence indicated.

Suggested One-Year Secretarial Program

First Semester	Units	Second Semester	Units
Business 51α or 52α	5	Business 51b or 52b	5
Business 61 or 53α	2	Business 61 or 53α	2
Business 96α, English, or Speech	3	Business 96b, English, or Speech	3
Business 58α	3	Business 58b	3
Business 68α	2	Business 87	2
Physical Education	½	Business 59α or 59b	1
	15½	Physical Education	½
			16½

MERCHANDISING

This curriculum is designed for the student who desires to fit himself for retail store work or selling in general. The training will qualify him for employment in both large and small organizations. Emphasis is placed upon practical retailing and selling. A close contact is maintained with business in order to supply the student with the training that business firms are demanding.

Suggested Two-Year Merchandising Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Business 70α	3	Business 70b	3
Business 72α	3	Business 72b	3
Business 73α	1 or 2	Business 73b	1 or 2
Business 96α	3	Business 96b	3
Electives	4 or 3	Business 60α or 62	2
Physical Education	½	Electives	2 or 1
	14½	Physical Education	½
			14½

SECOND YEAR

First Semester	Units	Second Semester	Units
Business 80α	3	Business 80b	3
Business 18α or 93	3	Business 18b	3
Hygiene	2	Business 90	3
English or Speech	3-2	English or Speech	3
History 10	3	Political Science 5	3
Electives	1-2	Physical Education	½
Physical Education	½		
	15½		15½

Suggested One-Year Merchandising Program

If the merchandising student desires to take only one year, then it is recommended that he follow the program suggested for Semesters 1 and 2 above.

The first year merchandising student working for an Associate in Arts degree need not take the courses in the exact order given. However, Business 70, 72, and 73 must be taken concurrently so that the student has the greatest opportunity to put into practice on the job material learned in the classroom.

Suggested Two-Year Accounting Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Business 80α or 1α	4	Business 80b or 1b	4
Business 60 or 61	2	Business 60 or 61	2
Business 98	3	Business 22	2
Economics 1α	3	Economics 1b	3
English or Business 96α	3	English or Business 96b	3
Electives	1	Electives	2
Physical Education	½	Physical Education	½
	16½		16½

SECOND YEAR

First Semester	Units	Second Semester	Units
Business 81α	4	Business 81b	4
Speech or English	3-2	Speech or English	3
Business 68α	2	Business 68b	2
Psychology 51 or 1α	3	Psychology 1α or 1b	3
Hygiene	2	Business 59α	1
History 10	3	Political Science 5	3
Physical Education	½	Physical Education	½
	16½		16½

Students who are preparing to qualify as Certified Public Accountants under the California Accountancy Act should include: Business 18α-18b (Business Law).

DENTISTRY, MEDICINE AND PHARMACY

If the student has not completed the high school prerequisites, extra time in junior college or elsewhere will be required for making up deficiencies.

The present law establishes four years of study in residence in a recognized college of pharmacy, as a requirement for admission to the Board of Pharmacy examination for certification as a pharmacist.

University of California at Berkeley and at Los Angeles

Suggested Program

FIRST YEAR

First Semester	Units	Second Semester	Units
English 1a	3	English 1b	3
Chemistry 1a	5	Chemistry 1b	5
Zoology 1a	4	Zoology 1b	4
Mathematics D	3	Mathematics C	3
Physical Education	½	Hygiene	2
	-----	Physical Education	½
	15½		-----
			17½

SECOND YEAR

First Semester	Units	Second Semester	Units
Chemistry 8	3	Chemistry 5	3
Physics 2a	3	Physics 2b	3
Physics 3a	1	Physics 3b	1
Foreign Language	4	Foreign Language	4
History 10	3	Political Science 5	3
Elective	3	Elective	3
Physical Education	½	Physical Education	½
	-----		-----
	17½		17½

Suggested elective for the first semester of the second year is Chemistry 9.

Suggested elective for the second semester of the second year for dentistry is Physiology 1a.

Foreign Language should be French or German.

University of Southern California

Medicine—same as above.

Dentistry—same as above except Biology 1a-1b may be substituted for Zoology 1a-1b.

EDUCATION

The State of California requires a credential of the proper type for teaching in the public schools. Among the credentials issued are the Kindergarten-Primary, General Elementary, Junior High School, Special Secondary, General Secondary, and Junior College. Students planning to secure one of these credentials should follow the lower division program of the institution to which they wish to transfer.

HOME ECONOMICS
Suggested Transfer Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Home Economics 12α	3	Home Economics 12b	3
English 1α	3	English 1b	3
Art 6α	2	History 10	3
Psychology 1α	3	Psychology 1b	3
*Chemistry 1α or 2α	5 or 3	*Chemistry 2b or 8	3
Home Economics 13	2	Physical Education	½
Physical Education	½		
	<u>16½</u>		<u>15½</u>

*If student is going to U. C., Chemistry 1α is advised and Home Economics 13 omitted.

SECOND YEAR

First Semester	Units	Second Semester	Units
Home Economics 10α	3	Home Economics 10b	3
Economics or Sociology 1α	3	Economics or Sociology 1b	3
Speech 1α	3	Physiology 1α	3
Hygiene	2	Nutrition 8	2
Home Economics 26 or		Bacteriology	4
Sociology	2	Physical Education	½
Political Science	3		
Physical Education	½		
	<u>16½</u>		<u>15½</u>

Suggested Non-Transfer Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Home Economics 50α	2	Home Economics 50b	2
Home Economics 51α	2	Home Economics 51b	2
English	3	English or Speech	3
History 10	3	Political Science 5	3
Art 6α	2	Home Economics 57	2
Electives	3	Electives	3
Physical Education	½	Physical Education	½
	<u>15½</u>		<u>15½</u>

SECOND YEAR

First Semester	Units	Second Semester	Units
Home Economics 13	2	Home Economics 52	2
Hygiene 2	2	Home Economics 58	1
Psychology 51	3	Art 21	2
Art 20	2	Home Economics 26 or	
Home Economics 63	1	Sociology	2
Home Economics 14	3	Nutrition 8	2
Elective	2	Music 10	2
Physical Education	½	Physical Education	½
	<u>15½</u>	Elective	4
			<u>15½</u>

Suggested One Year Program

First Semester	Units	Second Semester	Units
Home Economics 50a	2	Home Economics 50b	2
Home Economics 51a	2	Home Economics 51b	2
English	3	Speech	3
History 10	3	Political Science	3
Home Economics 13	2	Home Economics 57	2
Psychology 51	3	Art 6a	2
Physical Education	½	Home Economics 26	2
	—————	Physical Education	½
	15½		—————
			16½

LAW ENFORCEMENT

This curriculum is designed to train men and women for public service in law enforcement agencies.

In addition to the general requirements for admission to the College, the student must possess certain basic qualifications including a satisfactory scholastic record in high school, and the intelligence, aptitude, and moral integrity required for success as a law enforcement officer.

In-service training is provided in this curriculum for men or women already employed by any law enforcement agency. This type of student may enroll, upon consultation with the instructor, for the entire course or for those subjects in which he is interested.

The two-year terminal course as outlined below fulfills the requirements for the degree of Associate in Arts. The student who is planning to complete his training at a college or university should consult with his faculty adviser for proper programing.

Suggested Two-Year Program in Law Enforcement

FIRST YEAR

First Semester	Units	Second Semester	Units
English	3	Speech	3
History 10	3	Political Science 5	3
Political Science 10a	3	Political Science 10b	3
Law Enforcement 51	2	Law Enforcement 52	2
Electives	4	Law Enforcement 54	2
Physical Education	½	Electives	2
	—————	Physical Education	½
	15½		—————
			15½

SECOND YEAR

First Semester	Units	Second Semester	Units
Psychology	3	Natural Science	4
Hygiene	2	Law Enforcement 50b	2
Law Enforcement 50a	2	Law Enforcement 53	4
Law Enforcement 55	3	Law Enforcement 57	3
Law Enforcement 58a	2	Law Enforcement 58b	2
Electives	3	Physical Education	½
Physical Education	½		—————
	—————		15½
	15½		

NURSES' TRAINING

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 complete certain pre-nursing courses. The Bachelor of Science degree may be obtained by completing an additional year of university study after the student has received the Registered Nurse Certificate. For admission to hospital training schools, the student is advised to complete at least thirty units of a college pre-nursing course with a "C" average.

According to a ruling by the California State Board of Nurse Examiners, the course in schools of nursing is one of thirty-six months. An exception is made in some schools which allow nine months time credit for work in junior college toward the thirty-six months required. An applicant must be at least eighteen years of age, a high school graduate and have completed satisfactorily a course in general chemistry. In addition, most schools are now requiring at least a year of college work for entrance, while two years are recommended. This preparation should include science, psychology, and English.

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

Universities and University Hospital Training Schools

This suggested program leads to a Bachelor of Science degree and a certificate of nursing.

FIRST YEAR			
First Semester	Units	Second Semester	Units
Chemistry 1a	5	Chemistry 1b	5
Psychology 1a	3	Psychology 1b	3
English 1a	3	English 1b	3
Foreign Language or Electives	4	Foreign Language or Electives	4
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
Bacteriology 1	5	Physiology 1a	3
Anatomy 1a	4	Physiology 1c	2
Sociology 1a	3	Sociology 1b	3
History 10	3	Political Science 5	3
Physical Education	½	Hygiene	2
	<hr style="width: 50%; margin: 0 auto;"/> 15½	Physical Education	½
			<hr style="width: 50%; margin: 0 auto;"/> 13½

Hospital Training Schools

Either of the following programs is acceptable foundation work for the training course in a Hospital School of Nursing. The two-year program is recommended.

SUGGESTED TWO-YEAR PROGRAM

FIRST YEAR

First Semester	Units	Second Semester	Units
Chemistry 53	4	Bacteriology 60	4
Psychology 1a or 51	3	Psychology 1a or 1b	3
English	3	English	3
History 10	3	Political Science 5	3
Electives	2	Electives	2
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
Anatomy 1a	4	Physiology 1a	3
Hygiene	2	Physiology 1c	2
Speech 21	3	Nutrition 8	2
Sociology 1a	3	Sociology 1b	3
Electives	2	Electives	4
Physical Education	½	Physical Education	½
	<hr style="width: 50%; margin: 0 auto;"/> 14½		<hr style="width: 50%; margin: 0 auto;"/> 14½

SUGGESTED ONE-YEAR PROGRAM

First Semester	Units	Second Semester	Units
Chemistry 53	4	Bacteriology 60	4
Anatomy 1a	4	Physiology 1a	3
Psychology 1a or 51	3	Nutrition 8	3
English	3	Psychology 1b or Elective	3
Physical Education	½	Hygiene	2
	<hr style="width: 50%; margin: 0 auto;"/> 14½	Physiology 1c	1
		Physical Education	½
			<hr style="width: 50%; margin: 0 auto;"/> 16½

TRADES AND INDUSTRIES

A. Building Trades

A training curriculum in the building trades has been 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 master craftsmen is given to approved students. Manipulative training is given each year on one major project, such as a residence.

Trade technical class instruction is given in fundamental and advanced construction procedures, in blueprint 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, job ethics, economics, history 10, political science 5, physical education, and hygiene are required as part of the training.

Upon leaving school or graduating, the student may ask the trade advisory committee of the California Division of Apprenticeship Standards to evaluate his training and experience toward the completion of an apprenticeship and the attainment of a journeyman's status in the carpentry trade.

Suggested Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Building Trades 55α	3	Building Trades 55b	3
Building Trades 65α	6	Building Trades 65b	6
Trade Drawing 51α	2	Trade Drawing 51b	2
Hygiene 1	2	English	3
*Mathematics 50 or Elective	3	Physical Education	½
Physical Education	½		
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	16½		14½

SECOND YEAR

First Semester	Units	Second Semester	Units
Building Trades 56α	3	Building Trades 56b	3
Building Trades 66α	6	Building Trades 66b	6
History 10 or Pol. Sci. 5	3	History 10 or Pol. Sci. 5	3
Business 88	3	Electives	2
Physical Education	½	Physical Education	½
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		14½

*Mathematics 50 is required of students who need additional instruction in mathematics as determined by proper standardized tests.

B. Metal Trades

Suggested Program

FIRST YEAR

First Semester	Units	Second Semester	Units
Mechanics 64α	3	Mechanics 64b	3
Engineering 53α	3	Engineering 53b	3
Mathematics 50	3	Political Science 5	3
English	3	Speech 51α	3
History 10	3	Physical Education	½
Physical Education	½	Electives	3
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	15½		15½

SECOND YEAR

First Semester	Units	Second Semester	Units
Mechanics 65α	6	Mechanics 65b	6
Mechanics 60α or 62	3	Mechanics 60b	3
Hygiene 1	2	Engineering 23	3
Electives	3	Physical Education	½
Physical Education	½	Electives	2
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	14½		14½

DESCRIPTION OF COURSES

AGRICULTURE

AGRICULTURE 50α-50b—VETERANS' AGRICULTURE (12-12)

This course consists of four hours of lecture, two hours of field instruction, and forty hours of work on a supervised farming program per week.

AGRICULTURE 51—FARM MACHINERY (3)

A course in the operation, care and repair of farm machinery with demonstrations and laboratory work on tillage, planting, and harvesting machinery.

AGRICULTURE 56α-56b—FARM STRUCTURES (3-3)

A course in designing, planting, and building the various types of farm buildings necessary to agricultural enterprises of the San Joaquin Valley.

AGRICULTURE 58α-58b—FARM MECHANICS (3-2)

The repair, maintenance, design, and construction of farm machinery and equipment.

AGRICULTURE 60—ELEMENTS OF DAIRYING (4)

A survey of the field of dairying. Study of approved practices in the San Joaquin Valley, including selection, feeding, and management.

AGRICULTURE 63—MILK PRODUCTION (3)

Factors affecting milk production. Practice in milk production skills. Dairy production problems and methods.

AGRICULTURE 64—DAIRY MANAGEMENT (2)

A study of the feeding and management of dairy cattle, record keeping, developing a herd, and raising replacement stock.

AGRICULTURE 65—FEEDS AND FEEDING (3)

A study of the constituents of feeds, the digestive system, and the compiling of rations for livestock.

AGRICULTURE 72—SHEEP PRODUCTION (2)

A study of market sheep production. Selection of breeding stock, feeders, and equipment. Care and management of the flock.

AGRICULTURE 73α-73b—LIVESTOCK SKILLS (1-1)

Laboratory period to develop skills necessary for management of a livestock ranch.

AGRICULTURE 74—FITTING AND SHOWING (1)

A course in the methods of fitting and showing cattle, sheep, and hogs for sale and exhibition.

AGRICULTURE 75—BEEF PRODUCTION (3)

A study of market beef production. Selection of breeding stock, feeders, and equipment. Care and management of the herd.

AGRICULTURE 76—SWINE PRODUCTION (3)

A study of market swine production. Selection of breeding stock, feeders, and equipment. Care and management of the herd.

AGRICULTURE 77—POULTRY BROODING (2)

A study of brooding principles and practices, growth of the chick, care and feeding of young stock.

AGRICULTURE 78—EGG PRODUCTION (2)

A study of the selection, feeding, sanitation, and management of the laying flock.

AGRICULTURE 84—FORAGE CROPS (2)

A study of the common forage crops: alfalfa, permanent pastures, silages.

AGRICULTURE 82—ECONOMIC ENTOMOLOGY (3)

General study of western insects; life cycles, economic importance and control.

AGRICULTURE 87—SOILS (4)

A study of values and management of different types soils.

AGRICULTURE 88—CITRUS FRUITS (4)

A study of the cultural practices necessary to citrus production.

AGRICULTURE 90—FARM MANAGEMENT (4)

A study of prices, economic trends, budgets, credits, and choice of enterprises.

AGRICULTURE 91—FARM ACCOUNTING (2)

A study of farm record keeping and analysis, including inventories, production records, tax records, financial and annual statements.

AGRICULTURE 92—AGRICULTURAL MATHEMATICS (2)

Procedures, problems in soils, dairy, horticulture, poultry, and feeds; equations, discounts and interest, area, volumes, and proportions.

AGRICULTURE 99a-99b-99c-99d—SUPERVISED FARM PRACTICE (1-1-1-1)

Three hours of supervised work experience on the school farm per week.

AGRONOMY 1 (formerly Agriculture 83) INTRODUCTION TO AGRONOMY (2)

The principles and practices of field crop production and soil management. A survey of the production and uses of field crops including cotton, sugar beets, cereals.

ANIMAL HUSBANDRY 7 (formerly Agriculture 70)—

INTRODUCTION TO ANIMAL HUSBANDRY (4)

A survey course of the sources of the world's supply of animal products. The origin, characteristics, and adaptation of the more important breeds of livestock and dairy.

ANIMAL HUSBANDRY 8—LIVESTOCK JUDGING AND SELECTION (1)

A study of the animal form in relation to its various functions.

POMOLOGY (2) (formerly Agriculture 85) PRINCIPLES OF FRUIT GROWING (4)

An introduction to the principles underlying the behavior of fruit trees. Study of climatic influences, varieties, rootstocks, and elementary production practices.

VITICULTURE 1 (formerly Agriculture 86)—

INTRODUCTION TO VITICULTURE (2)

A survey of the grape industry, grape varieties and economics, with a study of the cultural practices in production.

ART

ART 5—PUBLIC SCHOOL ART (2)

A course in the study of the art expression of the child in relation to his creative growth and development. Art principles are stressed in experimenting with various media adapted to the child's level of development. Required for elementary teaching credential.

ART 6a-6b—ART STRUCTURE, COLOR, AND DESIGN (2-2)

A basic course in art with the primary purpose of familiarizing the student with the elements and principles used in art through the study of historic examples from all countries and periods. Creative imagination and judgment are stimulated through problems involving various media. Experiments with line, form, and color, in two and three dimensions.

ART 7a—FREEHAND DRAWING (2)

Freehand and perspective drawing. Use of pencil, pen and ink. Chinese brush, charcoal, water color, and scratch board techniques.

ART 7b—FIGURE DRAWING (2)

Drawing from models—human and animal, in various media.

Prerequisite: Art 7a or permission of the instructor.

ART 12a-12b-12c-12d—WATER COLOR PAINTING (1-1-1-1)

A study of the theory and techniques of water color and gouache painting as applied to still life and landscape.

Prerequisites: Art 6a-6b and Art 7a or permission of the instructor.

ART 14a-14b-14c-14d—OIL PAINTING (1-1-1-1)

Experimental painting of still life, landscape and the human figure. A study of painting procedure, color theory and techniques. Medium—oil paint.

ART 15a-15b—ART FOR THE BUILDING TRADES (1-1)

A practical course in house planning and furnishing, considering the home as a functional unit in relation to the use of new materials, labor saving devices, color schemes, furniture, textiles and accessories.

ART 18a-18b-18c-18d—DISPLAY CRAFT (1-1-1-1)

Frame and Mat making and finishing for oil painting students, or window display designing, show card writing, draping for students of Distributive Education.

ART 19—ART APPRECIATION (2)

A course designed to develop the student's capacity to enjoy his surroundings by making him conscious of the beauty he sees in his home, his school, his community, and in 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. Art 6b and Art 7a recommended.

ART 22a-22b-22c—INTERIOR DESIGN (1-1-1 or 3)

Three separate units are offered. Each unit may be taken separately or all three may be taken in one semester.

Unit 1. Flower arrangement and garden plans.

Unit 2. Color arrangement and design in interior decoration.

Unit 3. Decorative arts applied in the home.

ART 23a-23b-23c-23d—DESIGN IN LEATHER (1-1-1-1)

A course in creative leather craft designing, pattern making, carving, finishing and monogramming.

Prerequisites: None. Art 6a or Art 19 recommended.

ART 24a-24b-24c-24d—DESIGN IN TEXTILES (1-1-1-1)

A study of textiles and creative weaving.

ART 25a-25b-25c-25d—JEWELRY (1-1-1-1)

A basic course in modern jewelry making in creative design and conventional pins, brooches, clasps, rings, earrings. The course is basic for hobby or trade.

ART 27a-27b-27c-27d—LAPIDARY (1-1-1-1)

The art of cutting and polishing semi-precious stones.

Not less than one field trip each semester for the study of geological formations and the collection of suitable materials.

ART 29a-29b-29c-29d—GRAPHIC ARTS (1-1-1-1)

Year book design and layout, photographic composition, printing, air brush, linoleum and wood prints, scratch board, drawing and page paste-up for lithography. Pen and brush lettering.

Prerequisites: None. Art 6a and 7a recommended.

ART 31a-31b-31c-31d—MERCHANDISING ART (1-1-1-1)

A basic course in window and counter display with emphasis on hand lettering, design, and color.

BUSINESS

BUSINESS 1a-1b—PRINCIPLES OF ACCOUNTING (4-4)

Lecture and discussion 3 hours; laboratory 2 hours.

Basic techniques of up-to-date record-keeping based upon the double-entry philosophy. Particular attention is devoted to the basic business procedures of gathering and statistically classifying accounting data for statement analysis and interpretation. A comprehensive coverage of assets, liabilities, income and expense accounts is made and a limited consideration is given to specialized phases of accounting.

BUSINESS 13—CONSUMER PROBLEMS (2)

A transfer course open to all students. Instructors from other departments and professional specialists will discuss such topics as personal finance, insurance, buymanship, home furnishings, clothing and others selected by the class.

Prerequisites: None.

BUSINESS 18a-18b—BUSINESS LAW (3)

The organization and procedure of courts; the law of contracts and torts; common legal forms; agency, partnerships, sale and negotiable instruments, corporations, surety, insurance, personal and real property, mortgages, and tenancy.

Prerequisite: Permission of the instructor.

BUSINESS 22—MATHEMATICS OF ACCOUNTING (2)

A course to acquaint the student with those methods of mathematical analysis which are useful tools in the solution of many practical accounting problems.

Prerequisite: Business 80a or its equivalent.

BUSINESS 40—MONEY AND BANKING (AIB) (3)

The functions and use of money in the American economic system, with emphasis on the historical development of banking from the colonial period to modern monetary problems.

BUSINESS 41—FUNDAMENTALS OF BANKING (AIB) (3)

An introductory course in the fundamentals of banking, which covers organization, customer relations, savings program, lending policies, appraisal and home finance, and financial institutions.

BUSINESS 42—NEGOTIABLE INSTRUMENTS (AIB) (3)

A study of the principles of negotiable instruments and the use of various types of negotiable paper required in business transactions.

SECRETARIAL AND CLERICAL

BUSINESS 50α-50b—ELEMENTARY SHORTHAND (5-5)

An elementary course in the theory and technique of Gregg shorthand. Typewriting must be taken concurrently with Business 50α unless the student makes a satisfactory score in the typewriting placement test.

BUSINESS 51α-51b—INTERMEDIATE SHORTHAND (5-5)

An intermediate course in the theory and techniques of Gregg shorthand. Speed and accuracy in reading, writing and transcribing shorthand notes are emphasized.

Prerequisite: A satisfactory score in the shorthand and typewriting placement tests.

BUSINESS 52α-52b—ADVANCED SHORTHAND DICTATION (5-5)

High speed shorthand dictation, with emphasis placed upon building vocational shorthand vocabularies. The objective of this course is a shorthand dictation speed of 120 words per minute.

Business 53α-53b must be taken concurrently.

Prerequisite: A satisfactory score in the shorthand and typewriting placement tests.

BUSINESS 53α-53b—ADVANCED SHORTHAND TRANSCRIPTION (2-2)

A required transcription course which must be taken concurrently with Business 52α-52b. Emphasis is placed upon the transcription of the vocational dictation given in the shorthand class and upon improvement of typewriting speed. Office standards are maintained.

Prerequisite: A satisfactory score in the shorthand and typewriting placement tests.

BUSINESS 54α-54b—SHORTHAND REPORTING (3-3)

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

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

Prerequisite: Business 52α-52b or its equivalent.

BUSINESS 55—LEGAL SECRETARIES (2)

A course providing background information which enables the legal secretary to understand what is being done in the law office and to improve the necessary legal skills.

BUSINESS 56—MEDICAL SECRETARIES (2)

A basic coverage of a medical secretary's duties and responsibilities; includes questions on legal matters, credit and collection procedure, public relations, business management, terminology, and vocabulary.

BUSINESS 58 α —OFFICE PROCEDURES (3)

A required course for secretarial and clerical majors designed to acquaint the student with the functions of the office in modern business and with the duties, traits, and knowledges required of the general office worker. Students will learn to operate the duplicating machines (Ditto, Mimeograph, Mimeoscope) and will become acquainted with the operation of the transcribing machines (Audograph, Dictaphone, Ediphone, and Soundscribe).

Prerequisite: Typewriting.

BUSINESS 58b—SECRETARIAL OFFICE PROCEDURES (3)

A required course for secretarial majors designed to acquaint the student with the secretary's duties in the office, especially those for which she will be individually responsible. Special emphasis is placed on the status of secretarial work and its relation to office organization; personality development; problems of business etiquette; and methods of obtaining positions and promotions to higher positions.

Prerequisite: Shorthand and typewriting.

BUSINESS 59 α —PRINCIPLES OF FILING (1)

A course covering the basic rules and procedures of filing. Individual practice filing equipment allows actual practice in arranging records according to alphabetic, geographic, numeric, and subject methods of filing.

This course is recommended for accounting, secretarial, and clerical majors.

BUSINESS 59b—FILING IN BUSINESS (1)

An advanced course in the application of filing rules and procedures in which the student learns to collate and file materials and undertakes the task of setting up simple business filing systems.

Prerequisite: Business 59 α or its equivalent in high school.

BUSINESS 60 α -60b—ELEMENTARY TYPEWRITING (2-2)

An elementary course covering the fundamentals of typewriting. Stress is placed upon technique, accuracy, and posture. Simple business forms, business letters, and social forms are included in the work.

Business 60 α is open only to those students who have had no previous instruction in typewriting.

BUSINESS 61 α -61b—ADVANCED TYPEWRITING (2-2)

A course open to all students who have had previous instruction in typewriting and who make a satisfactory score in the typewriting placement test. The emphasis in this course is upon skill-building.

Typical office materials used in the typewriting problems include business letters, legal documents, and other business forms and papers.

BUSINESS 62—TYPEWRITING FOR PERSONAL USE (2)

An intensive course planned to cover the application of touch typewriting to the personal needs of nonvocational students.

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

Business 62 is open only to students who have not had previous instruction in typewriting.

BUSINESS 68a—OFFICE MACHINES (2)

A course of instruction designed to acquaint the student with those machines in most common use in business offices and to build skill in performing the fundamental arithmetic operations upon them. The machines studied are: Comptometer, Burroughs, Marchant, Friden, and Monroe Calculating Machines, Remington-Rand and Underwood Sunstrand Adding Machines, Burroughs and Underwood-Sunstrand Posting Machines.

BUSINESS 68b—OFFICE MACHINES (2)

An advanced course designed to meet the needs of those students who desire to build professional skill in the use of the calculating and adding machines. This course provides specialized work on practical problems chosen from the various major lines of business, thus enabling the operator to obtain proficiency.

Prerequisite: Business 68a and permission of the instructor.

BUSINESS 69—MACHINE TRANSCRIPTION (2)

A course of instruction designed to train the student in the operation and care of the Dictaphone, Ediphone, Audograph, and Soundscribe dictating and transcribing machines and to develop skill in their use. Specialized instruction is also given in the use of electric typewriters.

Prerequisite: Adequate typewriting skill and permission of the instructor.

MERCHANDISING

BUSINESS 70a-70b—SALESMANSHIP (3-3)

A practical vocational salesmanship course designed to show students how to begin a successful career in merchandising through selling. Through cooperative arrangement with the retail organizations of the college area, classroom instruction is correlated with practical work experience for the students.

Students in the cooperative work-experience program must register for this course.

BUSINESS 72a-72b—MERCHANDISING (3-3)

A course dealing with successful merchandising techniques and methods which will aid the student in acquiring job competency in retail service and in preparing for sales positions leading to management in retail stores. Attention is focused upon the following merchandising problems which confront both the large and small retailer: what to buy, where to buy, trade channels, location and layout, stock care and arrangements.

This is a required course for all merchandising majors.

BUSINESS 73a-73b—COOPERATIVE RETAIL TRAINING (2-2)

This course satisfies the work-experience requirement for merchandising majors. To graduate in the cooperative work-experience program, a student must work in the field at an approved job as many hours as he spends in classes at the college (i.e., if a student is registered for 15 units at the college, he must work 15 hours a week in a retailing position in the college area). To be acceptable, this position must be in a retail or service activity, must conform to State wage-and-hour laws, and must provide direct customer contact.

Students in the cooperative work-experience program must register for this course.

Prerequisite: Permission of the instructor.

ACCOUNTING

BUSINESS 80a-80b—ELEMENTARY ACCOUNTING (4-4)

Lecture and discussion 3 hours; laboratory 2 hours.

An elementary course in accounting principles and practice, covering balance sheet accounts, journal entries, control accounts, ledger posting, periodic adjustments, work sheets, financial statements and closing entries. Single proprietorship, partnership, and corporation accounting systems and Federal and California payroll requirements are included. A retail and payroll practice set accompanies the course.

Prerequisite for 80b: Business 80a or 2 years high school bookkeeping.

BUSINESS 81a-81b—ADVANCED ACCOUNTING (4-4)

Lecture and discussion 3 hours; laboratory 2 hours.

An advanced course in the application of specialized phases of accounting theory and practice, with special emphasis on the accounting problems involved in the current Federal Income Tax Act, manufacturing cost accounting, and the techniques and procedures used in auditing. Practice sets in advanced corporation manufacturing cost and auditing are included.

Prerequisite: Business 80a or equivalent.

BUSINESS 87—ACCOUNTING FOR SECRETARIES (2)

A course specifically designed for secretarial majors, its content, organization and emphasis based upon the actual bookkeeping and recording activities performed on the job by the secretary.

This course is for those students who have had neither high school bookkeeping nor college accounting.

BUSINESS 88—BUILDING TRADES ACCOUNTING (3)

A course for building trades majors covering contractors' accounts, payroll requirements, construction loan procedure, review of business procedure, forms used in the building field, and the California Code on legal aspects concerning contractors.

BUSINESS BACKGROUND

BUSINESS 90—MODERN BUSINESS (3)

A business background course presenting a survey of business principles, problems, practices, and procedures of value to all students, whether or not they are majoring in business. For the business major, this course affords assistance in choosing an area of specialization and a background for the more specialized business courses.

Recommended for all business majors.

BUSINESS 93—SURVEY OF BUSINESS LAW (3)

A study of the meaning and operation of the law under which the student lives, the value of such law to his everyday living, and its aid in the conduct of his home, social, and business affairs.

Recommended for business majors; required for non-transfer majors in accounting excepting students taking Business 18a-18b.

BUSINESS 94—BUSINESS LAW FOR BANKERS (AIB) (3)

An AIB course for bankers with emphasis on common contracts, negotiable instruments, partnerships, and corporate business. Other topics covered include ownership of personal and real property and community property.

BUSINESS 95—MATHEMATICS IN BUSINESS (3)

A vocational mathematics course in which the student will develop speed and accuracy in the fundamental processes of arithmetic commonly used in making business calculations and will develop the ability to make many ordinary computations mentally rather than by the use of pencil and paper.

This course is required of all business and building trades majors who do not qualify on the survey test.

BUSINESS 96a—ENGLISH FOR BUSINESS (3)

A course designed to give business students a review of and practice in the basic English skills necessary for office workers. It offers a review of the fundamentals of English grammar, sentence structure, punctuation, and aids in the building of an adequate business vocabulary. Not open to students who have had English 51.

BUSINESS 96b—WRITING FOR BUSINESS (3)

A course in business communications dealing with the central principles underlying the writing of effective business letters and reports, and providing liberal practice in applying these principles. Study is made of the basic and associated forms of business communications, sales writing, credit, collection, adjustment letters, and letters of application.

This course is required of all business majors.

Prerequisite: Satisfactory score in English placement test, or English 51, or Business 96a.

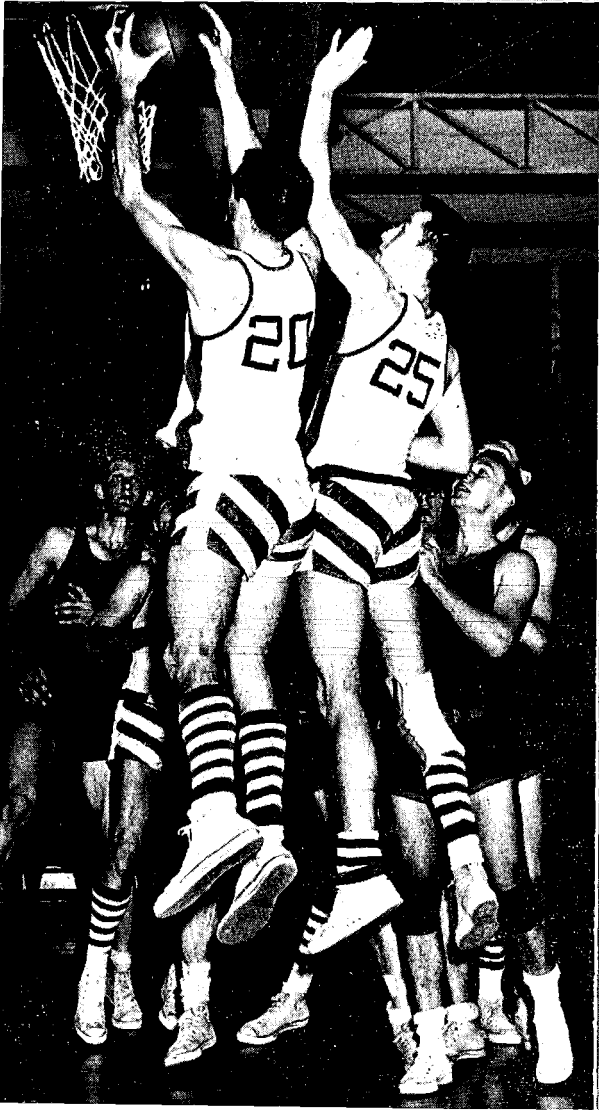
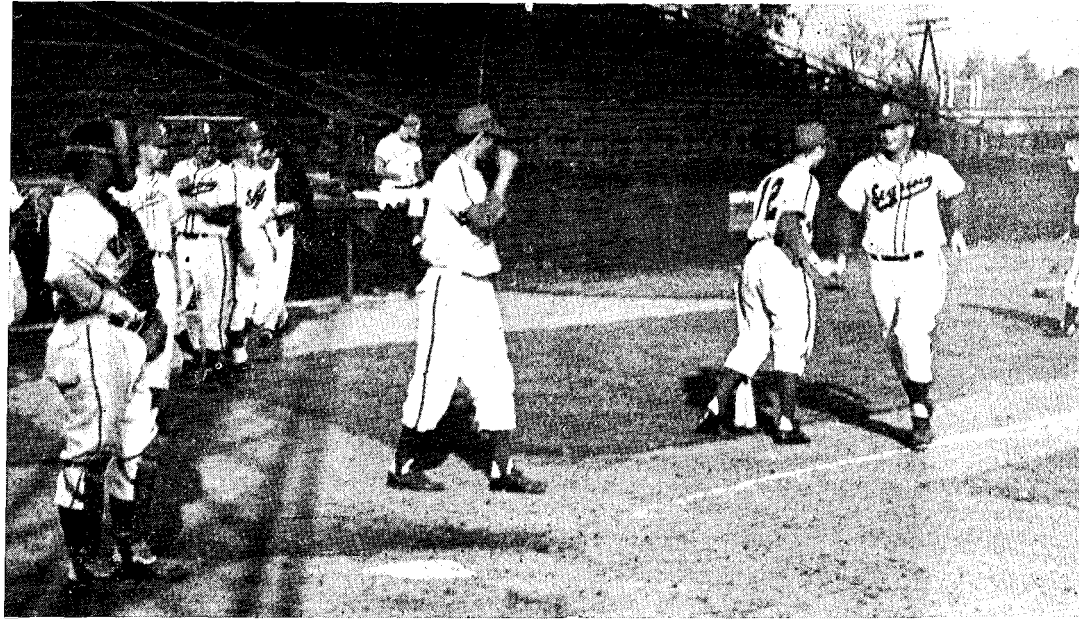
BUSINESS 98—PERSONAL EFFICIENCY IN BUSINESS (3)

A course to acquaint the student with the accepted principles of present-day psychology that will be of practical use for advancing in business, to aid the student in becoming more efficient personally and in understanding the problems of human relations and morale in business.

EDUCATION

EDUCATION 30—INTRODUCTION TO EDUCATION (2)

A brief survey of the fundamental concepts in public education.



ENGINEERING

ARCHITECTURE 1a-1b—ARCHITECTURAL DRAWING (3-3)

Six hours per week.

The preparation of a complete set of plans for a wood frame house from preliminary sketches. A study of materials of construction, specifications, estimating costs, and the California State Building Code.

Prerequisite: Mechanical Drawing.

ARCHITECTURE 51a-51b—TRADE DRAWING - BUILDING TRADES (3)

Five hours per week.

A practical course in drawing for the building trades including the fundamentals of mechanical drawing; introduction to architectural drafting and blue print reading; details; symbols, and specifications.

ENGINEERING 1a-1b—PLANE SURVEYING (3-3)

Two hours lecture and three hours field work per week.

Fundamental principles and practice in methods of land and route surveying. Some Saturday field trips.

Prerequisites: High school trigonometry or Mathematics C and Mechanical Drawing. These may be taken concurrently with Engineering 1a.

ENGINEERING 8—MATERIALS OF ENGINEERING CONSTRUCTION (2)

Two hours lecture per week.

Structural properties and use of various materials.

ENGINEERING 22—ENGINEERING DRAWING (3)

Geometric construction; freehand pictorials; theory of orthogonal projection; simple auxiliaries; sectioning; fasteners; dimensioning; simple working drawings.

Prerequisite: Engineering 52 or one year of high school mechanical drawing.

ENGINEERING 23—DESCRIPTIVE GEOMETRY (3)

Six hours a week.

The fundamental principles of descriptive geometry and their application to the solution of three-dimensional problems arising in the various branches of engineering.

Prerequisite: Engineering 22 and either high school geometry or Mathematics G.

ENGINEERING 24—ADVANCED ENGINEERING DRAWING (3)

Six hours per week.

Cams and gears; detail and assembly drawings of machine parts; free-hand sketching; structural detailing; piping layouts; application of American Standards in drafting room practice; tolerances; classes of fit and machining specifications.

Prerequisites: Engineering 22 and 23.

ENGINEERING 26—MACHINE DESIGN (2)

Five hours per week.

Design of original machines or parts which can subsequently be made in the college shop. Production drafting methods are followed as closely as possible.

Prerequisites: Engineering 22 and 24.

ENGINEERING 35—STATICS (3)

Three lectures per week.

Force systems and equilibrium conditions as applied to engineering problems.

Prerequisites: Physics 1a; Mathematics 4a.

ENGINEERING 52—MECHANICAL DRAWING (3)

Five hours per week.

An elementary course in the fundamentals of mechanical drawing and modern drafting practice; lettering, geometric drawing, orthographic projection, pictorial representation, and blueprinting.

Prerequisite: None.

ENGINEERING 53—TRADE DRAWING—METAL TRADES (3)

Five hours per week.

A practical course in drawing for the metal trades, blueprint reading, sheet metal development and detail, and assembly drawings of machined and fabricated parts.

Prerequisite: Engineering 52 or one year of high school mechanical drawing.

ENGINEERING 60a-60b—ELEMENTARY PROBLEMS IN ENGINEERING (2-2)

A preview of the engineering field with problems in logarithms, slide rule, dimensional analysis, trigonometry, mechanics, uniform motion, friction, work, power, energy, and forces.

ENGLISH

A. Composition and Literature

ENGLISH 1a—FIRST-YEAR READING AND COMPOSITION (3)

This course is designed to provide training in intelligent interpretation and in correct and effective expression, oral and written, through analysis and discussion of expository types of literature, especially the essay and biography, and the writing of themes. Organization of material, clarity and directness of style, and idiomatic correctness are stressed. Experience in the preparation of a formal research paper is included.

Prerequisite: A grade of "C" or better in the English placement test or in English 51.

ENGLISH 1b—FIRST-YEAR READING AND COMPOSITION (3)

The purpose of this course is to improve the student's powers of analysis and expression, and to cultivate his appreciation of literary values, through a critical study of selected plays, poems, short stories and a novel. Oral discussion and written composition are continued.

Prerequisite: English 1a.

ENGLISH 4a-4b—MASTERPIECES OF LITERATURE—

THE ENGLISH NOVEL (3-3)

The course covers the history and development of the English novel from the eighteenth to the twentieth century. Emphasis is placed on the social as well as the aesthetic aspects of the works. Seven representative novels are read and discussed each semester.

Prerequisite: English 1a or permission of the instructor.

ENGLISH 5a-5b—HISTORY OF ENGLISH LITERATURE (3-3)

This course covers the history of English literature from the Anglo-Saxon period to the present, emphasizing the study of social and historical backgrounds and literary movements, with illustrative readings from literary masterpieces, lectures, and discussions.

Prerequisite: English 1a-1b.

ENGLISH 8—DIRECTED READING (2)

The object 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 (3-3)

A course which puts emphasis on writing news stories but which also deals with head writing, copy reading, proof reading, page makeup, and ethics in journalism.

Prerequisites: Satisfactory score in English placement test or a grade of "C" or better in English 51, or permission of the instructor.

ENGLISH 12a-12b—JOURNALISM WORKSHOP (2-2)

A laboratory course in practical journalism. Includes special publicity assignments and advanced work in news writing, copy-editing, and page makeup. Students serve in key positions on campus publications.

Prerequisites: English 10a-10b, or permission of the instructor.

ENGLISH 14—CREATIVE WRITING (2)

The purpose of this course is to provide opportunity for experience in writing short stories, feature articles, verse, and plays. Workshop discussion of the students' own productions forms a large part of the class activity. Members of the class are encouraged to specialize in the type of writing that interests them most.

Prerequisites: English 1a or special permission of the instructor.

ENGLISH 15—CREATIVE WRITING (2)

This course is a continuation of English 14, offered to all students interested in creative writing. Professional standards of writing receive special emphasis.

Prerequisites: English 1a or special permission of the instructor.

ENGLISH 51—GRAMMAR AND COMPOSITION (3)

The course includes drill in mechanics, diction, grammar, punctuation, and spelling, and practice in writing sentences, paragraphs, and themes. It is intended primarily for those students who fall below the median score in the English Placement Test. Some colleges allow partial transfer credit for the course; however, no credit is granted by the University of California.

ENGLISH 52—ESSENTIALS IN READING AND WRITING (3)

This course is planned to assist the student in increasing his ability to read rapidly and understandingly, to write clearly, concisely, and correctly.

Prerequisite: English 51.

ENGLISH 53—PRACTICAL ENGLISH (3)

This course partially fulfills the English requirement for junior college graduation and is intended for those students who do not plan to transfer to a four-year institution. Students desiring preparation for English 1a should take English 51.

ENGLISH 54—PRACTICE IN READING (3)

This course is intended for those students who wish to improve their comprehension and speed in reading.

Prerequisite: None.

ENGLISH 55a-55b—FILM FORUM (2-2)

A discussion and analysis of a series of outstanding foreign and American films. Films are preceded by analytical and critical discussions, then panels are conducted. Collateral reading is required. Student is given an insight into social, historical and literary works.

B. Speech Arts

SPEECH 1a-1b—FUNDAMENTALS OF PUBLIC SPEAKING (3-3)

This course is concerned primarily with training in meeting practical speech situations. The work of the first semester concentrates on such fundamentals as techniques of finding and organizing speech materials, effective use of the voice in communication, and good platform manners. In the second semester, the student receives training in the preparation and delivery of various types of speeches.

Prerequisite: A grade of "C" or better in the English Placement Test or in English 51.

SPEECH 5a-5b—ARGUMENTATION AND DEBATE (3-3)

This course provides squad practice for intercollegiate debates, experience in actual debating, and training in research, discussion, logical analysis, forcefulness, and fluency of delivery. It is especially recommended for pre-legal students.

Prerequisite: Speech 1a-1b.

SPEECH 33a-33b—PLAY PRODUCTION (2-2)

The work of the course comprises a study of the technique of acting and directing, and practical experience in the production of plays. Attendance at outside rehearsals is required for credit.

Prerequisite: A grade of "C" or better in the English Placement Test, or permission of the instructor.

SPEECH 34a-34b—ADVANCED PLAY PRODUCTION (2-2)

A course designed for advanced drama students. Actual experience in acting, directing, and producing short and long plays for public presentation in the College Experimental Theatre and Montgomery Auditorium. Attendance at outside rehearsals is required for credit.

Prerequisite: Speech 33a-33b or permission of the instructor.

SPEECH 35a-35b—PLAY PRODUCTION FOR ADULTS (3-3)

A comprehensive course in make up, costume, technique of acting, stage production and design. Each semester a one act play is produced by the class.

SPEECH 40—RADIO SPEECH (2)

This is a laboratory course in microphone technique, in which voice control, diction, and radio announcing are studied. It is intended especially for speech majors and for students who wish experience in radio announcing.

Prerequisite: None.

SPEECH 51a-51b—PRACTICAL SPEECH (3-3)

This course is arranged for those students who intend to go directly into homemaking or business upon the completion of their junior college work. Stress is placed upon the development of poise and self-confidence, right use of the voice, and parliamentary procedure for meetings of clubs.

Prerequisite: For Speech 51a, None. For Speech 51b, Speech 51a.

FOREIGN LANGUAGES

FRENCH 1a—ELEMENTARY FRENCH (4)

Basic oral and aural French; pronunciation, reading, writing and inductive grammar; French life and culture.

Corresponds to first two years of high school French.

FRENCH 1b—(4)

Continuation of French 1a.

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

FRENCH 1c—INTERMEDIATE FRENCH (4)

Reading and discussion of French novels, plays and short stories. Basic grammar review.

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

FRENCH 1d—(4)

Continuation of French 1c.

Prerequisite: French 1c or four years of high school French.

GERMAN 1a—ELEMENTARY GERMAN (4)

Pronunciation, essentials of grammar, and progressive reading.

Corresponds to first two years of high school German.

Prerequisite: None.

GERMAN 1b—(4)

Continuation of German 1a.

Prerequisite: German 1a or two years of high school German.

GERMAN 1c—INTERMEDIATE GERMAN (4)

Grammar review, written composition, extensive reading, and translation.

Prerequisite: German 1b or three years of high school German.

GERMAN 1d—(4)

Continuation of German 1c.

Prerequisite: German 1c or four years of high school German.

SPANISH 1a—ELEMENTARY SPANISH (4)

Basic oral and aural Spanish; pronunciation, reading, writing and inductive grammar; Spanish life and culture.

Corresponds to first two years of high school Spanish.

SPANISH 1b—(4)

Continuation of Spanish 1a. Spanish life and culture.

SPANISH 1c—INTERMEDIATE SPANISH (4)

Reading and discussion of Spanish novels, plays and short stories. Basic grammar review.

Prerequisite: Spanish 1a-1b or three years of high school Spanish.

SPANISH 1d—(4)

Continuation of Spanish 1c.

Prerequisite: Spanish 1c or four years of high school Spanish.

HOME ECONOMICS

HOME ECONOMICS 10a—FOODS (3)

A study of the relationship between food composition, nutrition and health; basic principles of food preparation to conserve nutritive values; development of the ability to plan, prepare, and serve meals which are attractive, adequate for health, and within different income levels.

HOME ECONOMICS 10b—FOODS (3)

A continuation of 10a, with the application of principles to more complicated techniques of food selection and preparation. This includes buffet, outdoor, regional, and foreign meals.

HOME ECONOMICS 12a—CLOTHING (3)

Fundamentals of clothing selection as applied to the individual for suitability in color, design, needs, and economic status. Selection, use, and alteration of commercial patterns.

Fundamental techniques of clothing construction.

HOME ECONOMICS 12b—CLOTHING (3)

Continuation of 12a with more advanced problems, including some original design and tailoring techniques.

HOME ECONOMICS 13—CONSUMER PROBLEMS (2)

A course designed to meet the needs of young adults in the area of intelligent consumer living. Such topics as personal finance, insurance, home furnishings, clothing and others will be discussed. Instructors from other departments and professional specialists will work with the instructors.

HOME ECONOMICS 14—TAILORING PROBLEMS (3)

This is an advanced course in clothing construction, designed to meet the needs of adults and regular students who have had basic construction, but desire experience in tailoring.

Prerequisite: Home Economics 51a-51b, 12a-12b or the equivalent.

HOME ECONOMICS 26—MARRIAGE AND FAMILY LIFE (2)

This course covers the problems involved in mate selection, family stability and marriage. It is designed to aid the student in gaining a better background upon which to build a successful marriage, with special emphasis on the psychological factors involved. Students of sophomore standing are ordinarily admitted to the class first.

HOME ECONOMICS 50a—CAREER FOODS (2)

An introduction to planning, marketing, and preparation of meals for students who are majors in other fields but who are aware of their need for some food and table service training. Demonstrations with emphasis on quick meals easily prepared and served attractively, participation in menu planning, buying, timing, preparation and serving of quick economical meals.

HOME ECONOMICS 50b—CAREER FOODS (2)

A continuation of 50a with the application of a career person's time and facilities for guest meals, namely brunch, buffet, and outdoor meals. Preparation and variation of quick mixes, frozen foods, care and handling and pressure cooking short-cuts.

HOME ECONOMICS 51_a—CAREER GIRLS' CLOTHING (2)

Designed as an elective for majors in other fields who feel the need of some training in selection, care, alteration and construction of clothing. Course includes wardrobe planning, selection of ready-to-wear as well as fabrics, and basic construction techniques. Also fitting and alteration problems. Use and alteration of commercial patterns.

HOME ECONOMICS 51_b—CAREER GIRLS' CLOTHING (2)

A continuation of 51_a with advanced construction techniques. Emphasis on selection of color and design suited to the individual. Figure analysis and grooming.

HOME ECONOMICS 52—CLOTHING, RENOVATION, AND ALTERATION (2)

A course designed for home makers, and for vocational preparation in the merchandising and alteration fields of ready-to-wear departments.

Major problems in altering ready-to-wear garments and the renovation and re-styling of material from garments that have lost their usefulness.

Prerequisite: None. Home Economics 51_a recommended.

HOME ECONOMICS 53—HOME MANAGEMENT (3)

Housekeeping techniques. Budgeting time and money; purchase, use and care of household equipment and furnishings; care of clothing; organization of work for efficiency and comfort; effect of children in the home. Field trips, lectures, demonstrations, and practice.

HOME ECONOMICS 54—TEXTILES (3)

Textile fibers and fabrics, production and manufacture. Practical problems in testing and dyeing, fundamental weaves, relationship of costs and durability. Development of skill in recognition, selection and care of clothing and household fabrics.

HOME ECONOMICS 57—CHILD CARE AND TRAINING (2)

A course in prenatal care and care of the very young child. Feeding and clothing the infant and child of school age; making a layette and self-help garments for the child. The place of stories, toys, and play in child development. Making of toys at home.

HOME ECONOMICS 58—HOME CRAFTS (1)

A course designed to develop skills in crafts useful for hobbies and for home making. Instruction in major needle arts; knitting, rug making, fabric decoration, making of draperies, slip covers.

Prerequisite: None.

HOME ECONOMICS 61—FOODS AND TABLE SERVICE FOR MEN (2)

Planning, cooking, serving meals keyed to male appetites and nutritional needs. One-dish meals, tasty salads, simple desserts.

Planning camp meals and outdoor cookery.

HOME ECONOMICS 63—HOSTESS AND TABLE SERVICE (1)

Courtesies of home and business life.

Planning and table service for entertaining.

Open to all women students.

HOME ECONOMICS 70—PRACTICAL NURSING REFRESHER COURSE (3)

A comprehensive course designed to enable practical nurses to qualify for their state licenses. Lecture and demonstration of hospital and sick room procedure. Emphasis on body mechanics, nutrition, care of aged, paralyzed, convalescent, medication and nursing ethics.

NUTRITION 8—NUTRITION FOR PHYSICAL FITNESS (2)

Non-technical course open to all students.

Fundamentals of nutrition and diet.

Recommended for physical education majors.

HYGIENE

HYGIENE 1—MEN (2)

A general course including the facts necessary for intelligent maintenance of physical and mental health and a scientific discussion of the effects of narcotics and alcohol. Interpretation of life processes; a study of the principal body systems and of the hygiene and first aid associated with each; includes fire prevention.

HYGIENE 2—WOMEN (2)

An introduction to hygiene with emphasis on the special health problems and health interests of college students; means of promoting health; including a scientific discussion of the effects of narcotics and alcohol; relationship of mental health to physical health; includes fire prevention.

HYGIENE 3—RED CROSS FIRST AID (1)

The American Red Cross Standard First Aid Course.

HEALTH 4—DEFENSIVE HYGIENE (2)

Influences that disturb normal physical, mental and social health, such as disease, accident, habit forming substances, and adverse environmental conditions. Defense of health against these destructive forces.

INDUSTRIAL ARTS

INDUSTRIAL ARTS 30—INDUSTRIAL ARTS FOR ELEMENTARY SCHOOLS (2)

Stationary, movable and mechanical toys, box furniture, play houses to meet needs in kindergarten-primary and elementary schools; tools and their proper use.

LAW ENFORCEMENT

LAW ENFORCEMENT 50a-50b—TRAFFIC REGULATION AND CONTROL (2-2)

Traffic accident investigation and its relation to accident prevention including a study of the California Vehicle Code and related laws.

LAW ENFORCEMENT 51—CRIMINAL LAW (2)

Elements of criminal law; the California Penal Code; specific offenses; elements of crime.

LAW ENFORCEMENT 52—LAW OF ARREST (2)

Rights and duties of peace officers, citizens and prisoners; warrants; techniques of arrest, searches and seizures.

LAW ENFORCEMENT 53—CRIMINAL INVESTIGATION (4)

Three hours lecture and three hours laboratory per week.

Principles and techniques of criminal investigation; scientific crime detection methods; laboratory practice in the techniques of investigation.

Prerequisite: Law Enforcement 51, 54, and 55.

LAW ENFORCEMENT 54—RULES OF EVIDENCE (2)

Obtaining and presenting evidence in court; elemental rules of evidence; weight and value of various types of evidence.

LAW ENFORCEMENT 55—POLICE RECORDS AND REPORTS (3)

A study of the structure and functions of the police record system from the administration aspect; complaint records; criminal files; cross index techniques; modus operandi; report writing; descriptions of persons and property; collateral police records; police statistical method and prediction of significant trends.

Prerequisite: Political Science 10a-10b.

LAW ENFORCEMENT 56—CRIMINAL IDENTIFICATION (3)

Theory and practice in the study of fingerprints, description of persons, and modus operandi in its application to individual characteristics.

LAW ENFORCEMENT 57—CRIME PREVENTION (3)

Nature and extent of juvenile delinquency; the problem of cause; methods of treatment and prevention; police problems and methods of dealing with juvenile delinquency.

Prerequisite: Sophomore standing. Recommended: Sociology or psychology; may be taken concurrently.

LAW ENFORCEMENT 58a-58b—GUNNERY (2-2)

A basic course in firearms training emphasizing the standard police sidearm including safety and range technique.

LAW ENFORCEMENT 60—POLICE TRAINING FOR PEACE OFFICERS (1-5)

Includes the study of laws of arrest, evidence, penal code, report writing, court appearance, field note-taking, investigation, beat patrol, interrogation, and public and race relations. The course is geared to meet the needs of peace officers and law enforcement agencies of this area.

LIBRARY SCIENCE

LIBRARY SCIENCE 50a-50b—(1 or 2)

A course of training in the use of books and libraries for students who wish to learn how to use libraries with greater efficiency, and for those who are interested in librarianship as a vocation. Two or four practice periods per week.

MATHEMATICS

MATHEMATICS A—ELEMENTARY ALGEBRA (3)

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.

Prerequisites: None.

MATHEMATICS B—PLANE GEOMETRY (3)

An intensive one-semester 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.

Prerequisites: Elementary algebra.

MATHEMATICS C—TRIGONOMETRY (3)

Trigonometric functions of any angles; logarithms; solutions of triangles; trigonometric equations.

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

MATHEMATICS D—INTERMEDIATE ALGEBRA (3)

Rapid review of elementary algebra; exponents; radicals; progressions; quadratic equations; systems of 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 G—SOLID GEOMETRY (2)

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

Prerequisite: Plane geometry.

MATHEMATICS 1—COLLEGE ALGEBRA (3)

Mathematical induction; determinants; inequalities; permutations and combinations; probability; partial fraction; higher equations; theory of equations.

Prerequisites: One and one-half years of algebra in high school or Mathematics D.

MATHEMATICS 2—MATHEMATICS OF FINANCE (3)

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

Prerequisite: Two years of high school algebra or Mathematics D.

MATHEMATICS 3 α —ANALYTIC GEOMETRY AND CALCULUS (3)

The plotting of curves, loci, the geometry of the conic sections, the differentiation of algebraic functions and applications.

Prerequisites: Two years of high school algebra or Mathematics D; plane geometry; plane trigonometry. Recommended to take Mathematics 1 concurrently.

MATHEMATICS 3b—ANALYTIC GEOMETRY AND CALCULUS (3)

The integration of algebraic functions, applications, exponential and logarithmic functions; the geometry, differentiation, integrations of the trigonometric functions; parametric equations.

Prerequisites: Mathematics 3 α .

MATHEMATICS 4 α —ANALYTIC GEOMETRY AND CALCULUS (3)

Polar coordinates, transformation, space coordinates; partial differentiations.

Prerequisite: Mathematics 3b.

MATHEMATICS 4b—ANALYTIC GEOMETRY AND CALCULUS (3)

Methods of integration, applications, multiple integrals, series.

Prerequisites: Mathematics 4a.

MATHEMATICS 10—MATHEMATICS FOR ELEMENTARY TEACHERS (3)

Work and tests covering the operations of arithmetic; fundamental concepts; unit plan of organization of subject matter; analysis of skills and difficulties.

MATHEMATICS 19a—VECTORS AND ALLIED TOPICS (2)

A course which includes empirical equations, determinants, nomographs, vector addition, vector dot and cross products with their applications.

Should be taken concurrently with Mathematics 4a.

Prerequisite: Mathematics 3b.

MATHEMATICS 19b—ELEMENTARY DIFFERENTIAL EQUATIONS (2)

A study of the differential equation of the first order and first degree, first order and higher degree, applications, total differential equation, linear differential equations.

Should be taken concurrently with Mathematics 4b.

Prerequisite: Mathematics 4a.

MATHEMATICS 20—SLIDE RULE (2)

Adjustment, operation, and the theory of the slide rule; computation rules, graphical methods, interpolation, logarithms.

Prerequisite: Mathematics C; may be taken concurrently.

MATHEMATICS 50—REVIEW OF ARITHMETIC FUNDAMENTALS (3)

Drill in the fundamentals with emphasis on fractions, decimals, and percentages.

MUSIC

MUSIC 2a-2b-2c-2d—DANCE BAND (1-1-1-1)

A terminal course which includes the organization, training procedures, arranging, vocals and other phases of dance band work. Public performance. Designed for the student desiring to enter the field of professional dance music, radio or theatre orchestra work.

Prerequisite: Permission of the instructor.

MUSIC 4a-4b—MUSICIANSHIP (2-2)

Simple rhythmic notation; scales, intervals, triads; melodies in major mode, emphasizing the tendency of tones individually and their significance in groups; music reading of material containing simple tonal relations and simple rhythmic designs; phrasing and general principles of musical interpretation.

MUSIC 7a-7b-7c-7d—ADVANCED ORCHESTRA (1-1-1-1)

A course designed for students and adults who are proficient in playing their instruments. The orchestra prepares music for accompaniment for oratorio and light opera. Participation in public performances expected.

Two hours classwork.

Prerequisite: Permission of the instructor.

PHILOSOPHY

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

This course in philosophy is presented by types or typical world views. It attacks the fundamental problems by acquainting the student with representative thinkers and major philosophical systems, and aims to make the subject as practical as possible.

Prerequisite: None.

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

This is a course in the history of philosophy, chronologically considered, treating of the major philosophers from the pre-Socratics to the Scientific Era.

Prerequisite: None.

PHOTOGRAPHY

PHOTOGRAPHY 51—ELEMENTARY PHOTOGRAPHY (1)

A lecture course designed to give knowledge of the fundamentals of the photographic process.

PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1)

A three-hour laboratory course to acquaint the student with the fundamental techniques of the photographic process.

Prerequisite: To be taken concurrently with Photography 51, or with the instructor's permission.

PHOTOGRAPHY 53a-53b—ADVANCED PHOTOGRAPHY (2-2)

One hour discussion, three hours laboratory.

Advanced problems in photographic techniques.

Prerequisite: Permission of the instructor.

PHYSICAL EDUCATION

A wide range of activities adapted to the various needs, interests, and capacities of the students is offered. Two units of general physical education activities are required for graduation. Not more than one unit in general activities may be earned in any one semester. All regular students, under 25 years of age, are required to participate in a physical education class for at least two periods each week.

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

PHYSICAL EDUCATION—GENERAL ACTIVITY (½ each)

1. Archery (Men and Women).
2. Badminton (Men and Women).
3. Bowling (Men and Women).
4. Boxing (Men).
5. Dancing (Men and Women); folk, modern, social.
6. Fencing (Men).
7. Golf (Men and Women).

8. Recreation Activities (Men): group games in touch football, volleyball, soccer, softball, basketball.
9. Swimming (Men and Women).
10. Team Sports (Women).
11. Tennis (Men and Women).
12. Tumbling (Men).
13. Weight Lifting (Men).
14. Wrestling (Men).

No general activity course may be repeated. An advanced course will be offered to the fourth semester student.

PHYSICAL EDUCATION 50a-50b—VARSITY FOOTBALL (1-1)

PHYSICAL EDUCATION 51a-51b-51c-51d—VARSITY BASKETBALL (1-1-1-1)

PHYSICAL EDUCATION 52a-52b—VARSITY BASEBALL (1-1)

PHYSICAL EDUCATION 53a-53b—VARSITY TRACK (1-1)

PHYSICAL EDUCATION 54a-54b—VARSITY TENNIS (1-1)

PHYSICAL EDUCATION 55a-55b-55c-55d—INTER-COLLEGIATE

SPORTS NOT LISTED (1-1-1-1)

For students who excel in athletic ability and wish to participate in the inter-collegiate 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 six recreational 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 seasons of each competitive sport entered.

Basketball, football, baseball, tennis and track.

PHYSICAL EDUCATION 20—SKILLS AND ANALYSIS OF TEAM SPORTS (3)

Two lecture hours and two laboratory hours per week.

A course for women in the analytic study of skills, team tactics, rules, testing methods, officiating, development of skills in softball, volleyball, basketball, hockey, speedball, and soccer.

PHYSICAL EDUCATION 21—SKILLS AND ANALYSIS OF INDIVIDUAL

AND DUAL SPORTS (3)

Two lecture hours and two laboratory hours per week.

A course for women in the analytic study of skills, organization, fundamentals, facilities, techniques, and tournaments; development of skills in badminton, archery, golf, bowling, tennis, and swimming.

PHYSICAL EDUCATION 22a—SKILLS AND ANALYSIS OF RHYTHMIC

ACTIVITIES (2)

Two lecture and two laboratory hours per week.

A course in the analytic study of traditional steps of folk, social, and tap.

PHYSICAL EDUCATION 22b—SKILLS AND ANALYSIS OF RHYTHMIC
ACTIVITIES (2)

Two lecture hours and two laboratory hours per week.

Rhythmic elements in movement and application to dance. Practice in dance techniques and composition. Dance and its accompaniment from the primitive to the present.

Prerequisite: One semester of modern dance recommended.

PHYSICAL EDUCATION 23—SOCIAL RECREATION (2)

One lecture hour and two laboratory hours per week.

A course for women in a practical study of the selection and organization of activities acceptable for use in home, organization, and community for any age group; analysis and practice of leadership.

MILITARY

MILITARY 2a-2b—MILITARY LEADERSHIP (1-1)

Three hours per week.

Prerequisite: Approval of instructor.

PRE-FLIGHT COURSES

PRE-FLIGHT 60—NAVIGATION (3)

Three hours per week.

This course is designed to give students the basic fundamentals of Dead-Reckoning Aerial Navigation. A student completing the course should be able to do ground school work in Navigation during his primary training period; he will be qualified to take the C.A.A. examination in Navigation for Commercial Pilot rating; or he should qualify for a Ground School Instructor's rating to teach Navigation.

PRE-FLIGHT 61—THEORY OF FLIGHT, AIRCRAFT ENGINES & STRUCTURES,
AND GENERAL MAINTENANCE OF AIRCRAFT (3)

Three hours a week.

This course will give the student an understanding of how an airplane flies; how and of what materials it is constructed; structure and operation of aircraft engines and engine systems; propellor theory; types and operation; and general maintenance and inspection procedures.

PRE-FLIGHT 62—AVIATION RADIO (2)

Two hours per week.

A course designed to enable the student to pass the radio section for his pilot's licenses. Material covered includes theory and use of receivers, transmitters, radio navigational aids, voice procedures, FCC regulations, the Morse code, and visual signals.

Prerequisites: None.

Meteorology 1 also qualifies as a pre-flight course.

PSYCHOLOGY

PSYCHOLOGY 1a—GENERAL PSYCHOLOGY (3)

The introductory course in psychology is a survey of the processes of adjustment, growth, learning, remembering, perceiving, thinking, sensation, and emotion.

Prerequisite: Open to second semester freshmen and to sophomores.

PSYCHOLOGY 1b—FIELDS OF PSYCHOLOGY (3)

A survey of the fields of contemporary psychology such as social, abnormal, child, educational, and vocational. Local kindergartens and clinics are visited.

Prerequisite: Psychology 1a with a grade of "C" or better, or with the instructor's approval.

PSYCHOLOGY 26—MARRIAGE AND FAMILY LIFE (2)

This course covers the problems involved in mate selection, family stability and marriage. It is designed to aid the student in gaining a better background upon which to build a successful marriage, with special emphasis on the psychological factors involved. Students of sophomore standing are ordinarily admitted to the class first.

PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL ADJUSTMENT (3)

A course designed to give students an understanding of the development of personality and of factors that promote emotional adjustment.

PSYCHOLOGY 59—STUDENT GOVERNMENT AND LEADERSHIP (1)

A course for members of the student executive board and other interested students for the study of the student body constitution, parliamentary procedures, organization, publicity, and finance, and for the development of leadership qualities.

SCIENCE

ANATOMY 1—HUMAN ANATOMY (4)

Three hours lecture and three hours laboratory per week.

A study of the body first as an integrated whole, followed by a consideration of the organ systems in succession with enough histology 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.

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

BACTERIOLOGY 1—GENERAL BACTERIOLOGY (4 or 5)

Three hours lecture and three or six hours laboratory per week.

A course designed to give the student the fundamentals of bacterial life, and to develop scientific and bacteriological technique.

The lectures cover history, morphology, biochemical activities, effects of physical and chemical agents, and an introduction to infection and disease.

The microbiology of the soil, air, water, foods, and industry are also considered.

The laboratory exercises deal with morphology and the physiology of bacteria.

A student who has credit in Bacteriology 60 may earn not more than three units for Bacteriology 1.

Prerequisite: Chemistry 1a.

CHEMISTRY 5—QUANTITATIVE ANALYSIS (3)

One hour lecture, one hour recitation, six hours laboratory per week.

An introductory course in the fundamental principles of quantitative analysis with a theoretical treatment of the laws and theories which apply and general instructions in various methods of gravimetric and volumetric analysis. For students interested in medicine, clinical work, petroleum, or chemical industries in general.

Prerequisite: Chemistry 1a or 1b with a grade of "C" or better.

CHEMISTRY 8—ORGANIC CHEMISTRY (3)

Three hours lecture per week.

A study of the fundamental theories and laws of the chemistry of the aliphatic and aromatic carbon compounds. Designed primarily for majors in pre-medicine, pre-dentistry, related biological fields, and engineering.

Prerequisite: Chemistry 1a or 1b with a grade of "C" or better.

CHEMISTRY 9—ORGANIC CHEMISTRY (3)

One hour lecture and six hours laboratory per week.

A study of the properties and reactions of the common types of carbon compounds. Designed as the laboratory for Chemistry 8.

Prerequisite: Chemistry 8; or Chemistry 8 may be taken concurrently.

CHEMISTRY 53—GENERAL CHEMISTRY (4)

An introduction to the theories, laws and concepts of chemistry. Practical applications of chemistry in daily living will be stressed. This course will satisfy the chemistry requirement for the pre-nursing program and is also suitable for students needing an introductory course in chemistry before studying Chemistry 1a.

FIELD NATURE STUDY 10a-10b-10c—(1 or 2)

A field course designed to acquaint students with natural phenomena as they exist out-of-doors. Trips are taken to areas suitable for study of plant and animal life, geology and other phases of Natural Science.

Offered during Easter vacation and first part of summer vacation. One-unit courses offered at other times when shorter periods are available.

No prerequisites; some knowledge of Biology desirable.

GEOLOGY 1a—PHYSICAL GEOLOGY (3)

Three hours lecture per week.

A consideration of the composition and structure of the earth, and the internal and external processes which modify the crust and surface. One or more field excursions on Saturdays.

Prerequisite: None. Chemistry recommended.

GEOLOGY 1b—HISTORICAL GEOLOGY (3)

Three hours lecture per week.

A study of the geologic history of the earth, as shown by the changing patterns of land and sea, and by succession of flora and fauna. One or more field excursions on Saturdays.

Prerequisite: Geology 1a.

METEOROLOGY 1—ELEMENTARY METEOROLOGY (3)

Three hours lecture per week.

A brief general course, designed to give the student an insight into the physical processes and laws underlying the phenomena of weather and climate. Meets the needs of the general student in addition to covering the specialized material ordinarily required for the commercial pilot ground curriculum.

MINERALOGY 1a-1b—GENERAL MINERALOGY (2-2)

One hour lecture and three hours laboratory per week.

An elementary course in the identification of the common rock and ore minerals. Laboratory practice in the determination of minerals by crystal form and by chemicals and blowpipe analysis. One or more field excursions on Saturdays.

PALEONTOLOGY 10—(3)

Two lectures and one demonstration section per week.

General principles of the history of life. Structures and development of animals and plants revealed in the fossil record. One or more field excursions on Saturdays.

Prerequisite: None. Biology 1a or Geology 1a are recommended.

PHYSICS 1a-1b—GENERAL PHYSICS (3-3)

Three hours lecture and three hours laboratory per week.

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

Prerequisite: Mathematics 3a taken concurrently. High school physics or high school chemistry recommended.

PHYSICS 1c—GENERAL PHYSICS (3)

Three hours lecture and three hours laboratory per week.

A study of the fundamentals of electricity and magnetism.

Prerequisite: Physics 1a-1b.

PHYSICS 1d—GENERAL PHYSICS (3)

Three hours lecture and three hours laboratory per week.

A course covering the fundamentals of wave motion, sound, and light.

Prerequisite: Physics 1a-1b.

PHYSICS 2a-2b—GENERAL PHYSICS (3-3)

Three hours lecture per week.

A survey course in physics covering properties of matter, mechanics, heat, sound, light, electricity, and magnetism. Required for pre-medical students. May be taken by other students as an elective to satisfy science requirements.

Prerequisite: Trigonometry or Mathematics C.

PHYSICS 3a-3b—GENERAL PHYSICS LABORATORY (1-1)

One three-hour laboratory each week in which students may work out experiments dealing with the phases of physics covered in Physics 2a-2b. Should be taken concurrently with Physics 2a-2b.

PHYSICS 10—SURVEY OF PHYSICS (3)

A survey of the physical field for students who do not plan to major in science.

PHYSICS 19 α -19 β —ELEMENTARY ELECTRONICS (3-3)

An elementary lecture, demonstration, and laboratory course for the beginner. Designed to develop an ability to reason how electrons will react when under the influence of electric and magnetic forces within conductors and electron tubes.

Special emphasis at the end of the course on the preparation for a commercial radio-telephone license.

PHYSICS 20 α -20 β —RADIO COMMUNICATION (3-3)

An elementary course covering the fundamentals of alternating and direct current electricity, vacuum tubes, oscillators and amplifiers, design of radio broadcasting and receiving equipment, including circuit analysis.

Prerequisite: High school algebra or Mathematics A; high school trigonometry or Mathematics C recommended.

PHYSICS 23 α -23 β —ELECTRONICS LABORATORY (1-1) or (2-2)

Three or six hours laboratory per week.

Laboratory time to be devoted to electronic tests and measurements.

Prerequisites: Physics 20 α -20 β or permission of instructor.

PHYSICS 45—ELEMENTARY NUCLEAR PHYSICS (1)

Non-mathematical theoretical approach to atomic structure, to practical atomic energy and their applications to the modern world. Demonstrations of radio-activity will be given. Ionization survey chambers, pocket dosimeters, geiger counters, as used in the laboratory and in Civil Defense by the State of California, will be utilized. Elementary physics or chemistry desirable, although not required.

PHYSIOLOGY 1 α —INTRODUCTORY PHYSIOLOGY (3)

Three hours lecture per week.

A survey of the systems of the body and their functions. Special emphasis is placed upon the functional interrelationships of the neuro-muscular, circulatory, respiratory, digestive, and endocrine systems. This course will satisfy the requirements of pre-nursing and physical education majors, and of a general cultural course in life sciences.

Prerequisite: None. Anatomy 1 α is recommended. Physiology 1 c should be taken concurrently.

PHYSIOLOGY 1 c —INTRODUCTORY PHYSIOLOGY LABORATORY (1 or 2)

Three or six hours laboratory per week.

A course covering experimental phases of the lecture material. The experiments cover nerve muscle preparation and recordings, sensory apparatus, blood pressures and clinical blood examinations, respiration, chemistry of food, urinalysis.

Prerequisite: Physiology 1 α , which may be taken concurrently.

Note: Students should check the requirements of the college to which they intend to transfer before signing up for less than two units of laboratory.

ZOOLOGY 1a-1b—GENERAL ZOOLOGY (4-4)

Two hours lecture and six hours laboratory per week.

An introductory study of the basic principles of animal morphology, taxonomy, ecology, physiology, embryology, heredity, and evolution. This course satisfies the zoology requirements of pre-medicine, dentistry, agriculture.

Prerequisite: None.

ZOOLOGY 10—SURVEY OF ZOOLOGY (3)

Three hours lecture per week.

An introductory study of the basic principles of animal life. Open to those students who have no previous course in college zoology.

SOCIAL SCIENCE

POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENTS (3)

A comparative study of constitutional principles, governmental institutions, and political problems of the various major governments of the world.

POLITICAL SCIENCE 5—(3)

An introduction to the principles and problems of national, state, and local government, with particular emphasis on the Constitution of the United States of America.

This course fulfills all state requirements in the Constitution of the United States and the State and local governments of California.

POLITICAL SCIENCE 10a-10b—GENERAL ADMINISTRATION OF JUSTICE (3-3)

The 10a part is a study of the purpose, function, and brief history of the agencies dealing with the administration of justice. The 10b part is a study of the organization, administration and management of municipal police departments.

ECONOMICS 1a-1b—PRINCIPLES OF ECONOMICS (3-3)

An introduction to the fundamental principles of economics. The areas of production, exchange, consumption and distribution of the rights to use goods are studied with particular emphasis placed upon factors influencing prices, the nature of capitalism, the role of government in economic life, and special economic problems confronting the United States.

ECONOMICS 10—FUNDAMENTALS OF ECONOMICS (3)

A study of the general principles underlying economic activity and their relation to present American economic conditions and problems. This is for the student who desires a less intensive course than that presented in Economics 1a-1b.

ECONOMICS 50—ECONOMICS FOR BANKERS (AIB) (3-3)

This course covers the economic concepts of consumption, distribution, and exchange, including the organization of business, the regulation of public utilities, capital and labor, business cycles, international trade, and American economic policies.

GEOGRAPHY 1a—INTRODUCTION TO GEOGRAPHY (3)

A study of physical elements, climate, land forms, soils, map interpretation.

GEOGRAPHY 1b—INTRODUCTION TO GEOGRAPHY (3)

A study of natural and cultural regions, regional distribution of environmental features in patterns on the earth's surface.

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

A study of man's use of the natural resources of the earth.

The first semester is concerned specifically with agriculture, hunting and fishing, mining, manufacturing, trade, transportation, and residential occupancy in the United States and Canada.

The second semester deals with similar materials in the areas of Central America, South America, Europe, Asia, Africa, and Australia.

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

The evolution of western civilization from antiquity to the contemporary scene. The course presents a general perspective through a consideration of the development of religious, political, intellectual, and economic institutions. The aim is to lay a foundation for the understanding of contemporary problems.

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

A general survey of the history of North, Central, and South America. Emphasis the first semester is on the European inheritance, colonial development, and international rivalry. The second semester is devoted to the wars of independence, the development of the American nations, and their interrelations during the nineteenth and twentieth centuries.

This six-unit course fulfills state requirements in American History.

HISTORY 10—AMERICAN HISTORY (3)

A survey of the development of American economics, political, and social institutions.

This course fulfills state requirements in American History.

HISTORY 17a-17b—HISTORY OF THE UNITED STATES (3-3)

A detailed study of the history of the United States from the colonial period to the present. History 17a covers the period of United States history through the Civil War to the present. Social, cultural, intellectual and political developments are presented as a part of the development of American democracy. This course fulfills the state requirements in American History.

SOCIOLOGY 1a-1b—INTRODUCTION TO SOCIOLOGY (3-3)

An introductory course covering the nature and understanding of social organization, social problems, forms and growth of culture, human institutions, personality and group life.

SOCIOLOGY 50—COUNSELING (2)

Designed to aid the professional worker in counseling and guidance. Interviewing techniques, personnel work, testing and vocational information are stressed.

SOCIOLOGY 51—SOCIAL PROBLEMS (2)

An introductory course for the social worker. An investigation is made of the factors in the social life of man and his role in society. Emphasis is placed on social problems of this area.

TRADES AND INDUSTRIES

A. Building Trades

BUILDING TRADES 55α-55b—ELEMENTARY CARPENTRY, TRADE RELATED INFORMATION (3-3)

An introductory course in those phases of carpentry that can be taught in the classroom covers safety, care and use of tools, blueprint reading, material estimating, bearing capacities of soils, termite control, laying out buildings, foundation form construction, framing. This course is required of all regular day school carpentry students.

BUILDING TRADES 56α-56b—ADVANCED CARPENTRY, TRADE RELATED INFORMATION (3-3)

A continuation of 55α and 55b. This course covers roof framing, exterior trim, interior trim and cabinet work. It is required of all regular day school second-year carpentry students.

BUILDING TRADES 65α-65b—ELEMENTARY CARPENTRY, MANIPULATIVE INSTRUCTION (6-6)

For three hours each school day the student works on a project house and performs the work of a beginning carpenter in the trade. He is furnished the hand and power tools found in the trade and is taught how to care for and use them. The beginning student usually works with an advanced student on the job.

BUILDING TRADES 66α-66b—ADVANCED CARPENTRY, MANIPULATIVE INSTRUCTION (6-6)

For three hours each school day the second-year student works on the project house and performs the more advanced work of a carpenter. This includes framing and rafter lay-out, cabinet making, material estimating. He usually works with a beginning student and learns to give instructions and directions to assistants in the manner of a journeyman.

B. Metal Trades

MECHANICS 60α-60b—WELDING (3-3)

Five hours per week.

Study of welding materials, supplies, tools and equipment. Welding procedures using arc welding and acetylene welding and cutting equipment.

MECHANICS 62—SHEET METAL (3)

Five hours per week.

Study of materials, supplies, tools and machines. Project construction on basic processes covering layout, cutting, forming, joining, and surface finish.

MECHANICS 64α-64b—ELEMENTARY MECHANICS (3-3)

Five hours per week.

An introductory course covering the study of materials, processes, tools and machines in the general metal field. Project construction on layout, benchwork, welding, foundry, heat treating, sheet metal and machine shop.

To be taken concurrently with Engineering 53α-53b.

MECHANICS 65a-65b—MACHINE SHOP (6-6)

Ten hours per week.

Study of materials, supplies, tools and equipment. Project construction involving layout, set-up, and operation of jobs on lathes, drill presses, grinders, milling machines, and shapers.

Prerequisite: Mechanics 64a-64b.

MECHANICS 70—COMMERCIAL ELECTRIC WIRING (5)

A 140-hour apprentice course covering the theory of electricity, National Electrical Code requirements, reading electrical blueprints, and practical supervised experience.