



College of the
Sequoias

CATALOG 1962-63

College of the Sequoias

A PUBLIC JUNIOR COLLEGE

Catalog 1962-1963



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 officially accredited by the Western Association of Schools and Colleges, and the California State Department of Education.

The University of California and other colleges and universities of high rank give full credit for appropriate courses completed at College of the Sequoias.

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The California Legislature has passed a law requiring polio immunization for all students admitted to schools after January 15, 1962. The college needs verification that Salk injections have been given to each student, unless an exemption has been filed. New students requesting admission must submit verification of at least one injection before they can be admitted to school in the Fall. If only one shot has been given by September, the student can be only provisionally admitted until the second and third injections have been given. However, all three shots will be needed by the end of the 1962-63 school year.

POLIO IMMUNIZATION VERIFICATION

Name _____ Date _____

 Last First Middle Birth Date

SALK VACCINE	DATE	DOCTOR OR AGENCY
1st		
2nd		
3rd		

Parent's Signature _____ or Adult Student's Signature (if over 21)

POLIO IMMUNIZATION EXEMPTION

Name _____

 Last First Middle

I wish to request exemption from the polio immunization requirement because it is contrary to my belief.

Parent's Signature _____ or Adult Student's Signature (if over 21)

Student's Signature _____

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CALENDAR 1962 - 1963

FIRST SEMESTER

September 4, 1962 to January 18, 1963

August 15	New Student Application and Transcript Due
June 11-August 31	Student Counseling
August 18	Aptitude and Placement Tests
September 3	General Faculty Meeting
September 4	Registration of All Students
September 5	Class Instruction Begins
September 10-13	Evening College Registration
September 14	Last Day to Add Classes
September 17-21	Orientation of New Students
October 12	Last Day to Drop Courses Without Penalty
November 2	Deficiency Notices Mailed
November 22-23	Thanksgiving Vacation
December 19-January 1	Christmas Vacation
January 11-17	Semester Examinations
January 18	End of First Semester

SECOND SEMESTER

January 22, 1963 to June 7, 1963

January 5	Aptitude and Placement Tests
January 14	New Student Application and Transcript Due
January 14-17	Counseling of New Students
January 22	Registration of All Students
January 22-25	Evening College Registration
January 23	Class Instruction Begins
February 1	Last Day to Add Classes
February 22	Washington's Birthday
March 1	Last Day to Drop Courses Without Penalty
March 22	Deficiency Notices Mailed
April 8-12	Easter Vacation
May 11	Aptitude and Placement Tests, Tulare County
May 18	Aptitude and Placement Tests, other counties
May 30	Memorial Day
May 31-June 6	Semester Examinations
June 7	End of Second Semester
June 9	Commencement



BOARD OF TRUSTEES

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AGNES STROM, Registrar

FACULTY

ANDERSON, VERNON A.	Physical Education, Social Science
A. B., M. A., Fresno State College	
ANGOVE, Jerry	English, Physical Education
A. B., M. A., Stanford University	
BALDOCK, ALVIN O.	Business, Physical Education
B. S., M. S., University of Southern California	
BARBA, JOSEPH J.	English, Physical Education
B. S., M. S., Purdue University	
BEARDEN, ALIA	Hygiene, Physical Education
A. B., Whittier College	
BERG, LeROY	Librarian
A. B., M. A., Fresno State College	
BOCK, RUTH C.	Business
A. B., M. A., Fresno State College	
BRICKER, JOHN P.	Social Science
A. B., Michigan State University; M. A., University of California	
BRYANT, A. E.	Biological Sciences
A. B., M. A., University of California	
CABRERA, ANTHONY J.	French, Social Science
A. B., University of California	
CLEVELAND, WILLIAM R.	Physical Science
B. S., M. S., California Institute of Technology	
CORBETT, MAURICE	Speech, Drama
A. B., University of California; M. A., Fresno State College	
COTTRELL, RICHARD S.	Engineering
A. B., M. A., Fresno State College	
CROOKSHANKS, IVAN	Superintendent
A. B., M. A., Redlands University; Ed.D., University of California	
CUNNINGHAM, WILLIAM	Biological Science
B. S., University of Chicago; M. A., University of Illinois	
DEETZ, LINCOLN	Engineering
B. S., River Falls State, Wisconsin	
EGGLESTON, STEPHEN	Psychology, Counseling
A. B., M. S., University of Southern California	
ESSEX, WILFRID L.	Physical Science
A. B., University of Southern California; M. A., Fresno State College	
FERGUSON, ELIZABETH M.	Counseling
B. A., Denison University, Ohio; M. A., Ohio Wesleyan	
FISCHER, CURT	English, German
A. B., M. A., Fresno State College	
FISCHER, HAROLD L.	Social Science
A. B., University of Wisconsin; M. A., University of Southern California	
FLY, JOHN	Building Trades
A. A., College of the Sequoias, Vocational Class A	
FOTIAS, C. A.	Spanish, English
A. B., M. A., University of Michigan	
FRIEDBERG, MARY NORA	Home Economics
B. S., Oregon State College	

FRITZ, IRVING	Music
A. B., College of the Pacific	
GIRDNER, JERRY H.	Counseling
A. B., San Jose State College; M. A., Stanford University	
GRESSINGER, ERWIN	Electronics
Special Secondary, University of California	
GRUMLING, HENRY M.	Photography
A. B., M. A., Chico State College	
GUARISCO, JOSEPH A.	Coordinator Industry and Technology
B. V. E., Fresno State College	
HALL, GERRY	Business
A. B., M. A., Fresno State College	
HALL, LINCOLN H.	Social Science
B. S., University of California at Los Angeles; M. A., Claremont	
JACOBSEN, RICHARD C.	Physical Education
B. S., Drake University; M. S., University of Southern California	
JENSEN, BRUCE F.	Agriculture
B. S., University of California	
KILER, FRANK E.	Metal Trades
A. B., Santa Barbara State College	
KING, JOSEPH A.	English
A. B., Long Island University; M. A., University of Utah	
KLEINFELTER, DALE F.	Physical Science
A. B., Gettysburg College, Pennsylvania; M. A., University of New Mexico	
LAWHORN, FRANK L.	Agriculture
B. S., M. A., California State Polytechnic College	
LEWIS, JAMES GORDON	Social Science
A. B., M. A., Occidental College	
LEWIS, REX O.	Business
B. S., University of Nebraska; M. S., University of Southern California	
McCULLEY, KATHERINE	Psychology
A. B., Pomona College; M. A., University of California	
McKINNEY, WILLIAM C.	Social Science
A. B., St. Mary's College; M. A., University of California; Ed.D., Colorado State College	
MARTIN, N. B.	Social Science
B. S., California Maritime Academy; M. A., University of California; M. A., San Francisco State College	
MERIDITH, CHARLES E.	Physical Science
B. S., M. S., University of Oregon; Ph.D., Stanford University	
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	
NEWCOMER, DUANE	Music
A. B., San Jose State College; M. A., Sacramento State College	
NEWMAN, C. JEAN	Physical Education
A. B., M. A., Fresno State College	
OTTO, JOHN D.	English
A. B., Fresno State College; M. A., Stanford University	
PAPPAS, GEORGE C.	Speech, Drama
A. B., Fresno State College; M. A., University of Southern California	
PARKER, ALLEN W.	Physical Science
A. B., Linfield College; M. S., Oregon State College	
PIETROFORTE, ALFRED	Education
A. B., M. A., Fresno State College	
POLLOCK, EDWIN	Mathematics
B. S., University of Southern California	
PORTER, SAMUEL THOMAS	Social Science
A. B., Stanford University; M. A., Fresno State College	
PUSATERI, SAMUEL J.	Biological Science
A. B., M. A., University of Buffalo; Ph.D., University of Southern California	
QUINN, JAY G.	Business
A. B., M. A., San Francisco State College	
RAPHAEL, HOWARD L.	Mathematics
A. B., University of California at Los Angeles	
REID, WILLIAM L.	Biological Science
A. B., Fresno State College	
ROBERTSON, GLENN E.	English
A. B., University of Utah; M. A., Brigham Young University	
ROBINS, FRED P.	Engineering
B. S., California Institute of Technology	
ROLLINS, GWENDOLYN N.	English
B. S., Southeast Missouri State College; M. A., University of Michigan	
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
B. S., Oklahoma State College; M. A., Colorado State College	
SCHOR, IRVING M.	Physical Science
A. B., New York University; M. S., University of Virginia; M. D., Medical Col. of Virginia	
SILVA, VERNON J.	Student Activities, Counseling
A. B., University of California, Santa Barbara; M. A., Stanford University	
SINDLINGER, ALBERT J.	Auto Technology
A. B., Fresno State College	
SNELLING, CLAUDE	Journalism
A. B., Fresno State College; M. S., University of California at Los Angeles	
SPIGARELLI, DINO	Hygiene, Physical Education
B. S., M. S., Kansas State College	
STAMPER, THOMAS L.	Social Science
A. B., M. A., State College of Washington	
STRINGARI, LAWRENCE	Physical Science
B. S., University of Santa Clara; M. S., College of the Pacific	
STROM, AGNES	Registrar
B. S., Armstrong College	
SWISHER, JAMES	Mathematics
B. S., Idaho State College; M. S., University of Colorado	

TAYLOR, ROY D.	Hygiene, Physical Education
A. B., Fresno State College	
TAYLOR, VERA	Home Economics
B. S., M. S., Iowa State College	
THEIGE, JACK	Business
A. B., M. A., Fresno State College	
THOMPSON, LEWIS A.	Business
A. B., University of Nebraska; M. A., University of California at Los Angeles	
TILLMAN, LOIS A.	Social Science, Counseling
A. B., M. A., University of California	
WALKER, WILMA	Nursing
B. S., Pacific Union College	
WARREN, CAROLYN	English
A. B., University of Colorado; M. A., Brigham Young University	
WILHELMSSEN, P.	Physical Education
A. B., Fresno State College	
WILSON, MARY JEAN	English
A. B., University of California; M. A., Long Beach State College	
To be announced	English
To be announced	Law Enforcement
To be announced	Nursing



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, 1949. 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, 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 services 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. We have recently occupied a new library, social science building, student union, student store, and industrial-technical building. A new swimming pool and physical education building are under construction, and agriculture buildings are being planned.

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.

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 in the Student Personnel Center. 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.

CURRICULUM

College of the Sequoias 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 curriculum is designed to meet the needs of the students in both groups.

Courses numbered 1-49 are designed for college or university transfer as well as credit towards the Associate in Arts degree.

Courses numbered 50-99 are for credit toward the Associate in Arts degree; however 50-99 courses also may be accepted by state colleges. The purpose of these courses is (1) to provide 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) and to provide semi-professional or vocational training 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 ten 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.

The business of the associated students is carried on by the Student Executive Board, the members of which are elected by the students. Compr-



ing the executive board are the president, vice-president, sophomore class president, freshman class president, Inter-Club Council president, Associated Men Students president, Associated Women Students president, and the commissioners of art, finance, records, activities, athletics, and publications.

STUDENT ACTIVITIES

At the 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 the student is recognized. Consequently, a variety of out-of-class, or co-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 32 actively-functioning clubs or college-wide committees 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 Men, also makes final decisions on virtually all matters concerning extra-curricular activities.

Clubs and Organizations: Headed by the Inter-Club Council, the 32 organizations presently active on the campus are Alpha Gamma Sigma (honor scholarship society), Business Club, Canterbury Club, Chess Club, Circle K (men's service society), Delta Psi Omega (drama), Double Clutchers (bus drivers club), Ellen H. Richards Club (home making), Future Teachers Club, Gunnery Club, International Relations Club, Medical Arts Club, Newman Club, Physical Science and Engineering Club, Press Club, Sequoia Christian Fellowship, Ski Club, Speculators Club, Stumblers (folk dance club), Varsity Club, Wesley Club, Young Democrats, Young Republicans, Young Farmers, Associated Men Students, Associated Women Students, Art Services Committee, Assembly Committee, Rally Committee, Social Committee, Student Properties Committee, and Technical Assistance Committee. The Building Trades Alumni, composed of former students majoring in building trades, also cooperates with the student body in connection with certain student activities.

Athletics: The College of the Sequoias is represented by teams in football, basketball, baseball, cross country, swimming, track, tennis, golf, water polo and wrestling. Athletically speaking, the College of the Sequoias has been a standout in the Central California Junior College Association winning, on the average, at least two conference championships each year in major sport activities. Next year the College of the Sequoias will compete in the newly formed Valley Conference composed of Fresno City College, Modesto Junior College, Stockton College, Sacramento City College, American River Junior College and College of the Sequoias.

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

Dramatics: An experimental theatre group offers interested students the opportunity to participate in both one-act and three-act plays.

Music: The choir, 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 in packed houses in the Montgomery Auditorium. Recent productions include "The King and I", "Oklahoma," "The Student Prince," and "The Desert Song." The drama, music and physical-education departments, together with almost all other divisions of the college, combine efforts in these annual presentations.

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 college literary magazine (The Tangent) is also published.

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 planned for college-wide participation while others are held mainly by and for the benefit of individual clubs or organizations.

VETERAN'S EDUCATION

The college is approved for training veterans under the provision of Public Law 550 and Public Law 894. All students planning to receive benefits from any of the aforementioned veterans bills should contact the college registrar as soon as possible.

WAR ORPHANS EDUCATION PROGRAM

This is a program of financial aid for the education of young men and women whose parents—World War II or Korean Veterans—died of injuries or diseases resulting from their military service. The students must be approved for this training by the Veterans Administration. This approval should be made prior to Registration Day.

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STATE AID TO 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 Men.

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 their education.

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, Kingsburg, 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 ACCOMODATIONS

Information regarding rooms or room-and-board situations for MEN who wish to live in the local area may be obtained from the Dean of Men or the main office.

WOMEN may obtain similar information from the Dean of Women office. Women under twenty-five years of age who are not residing at home must have the approval of their parents or guardians if they have not secured local residence through College recommendation. Living in apartment, except in the case of married students, is not encouraged by the College.

EMPLOYMENT

The College recognizes that one of the tests of its programs is the success with which current students, graduates, and former students meet the

requirements of employers. The College has centralized its placement services in the Student Personnel Center. 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 Center, 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 Men. No definite arrangements may be made by correspondence since a personal interview is always necessary.

EXPENSES

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

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

Text books and school supplies will cost approximately forty-five dollars a semester. However, costs for supplies will vary according to the student's major—consult counselor. 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 for accidents occurring during curricular or co-curricular activities either on or off campus.

LIBRARY

The new functional and attractive college library was completed in February, 1959. Open stacks, typing, conference and listening rooms are features of the new facility.

The present book collection of 19,500 volumes has been carefully selected to meet course requirements and the recreational reading needs of students and faculty. More than 250 current magazines and newspapers are received regularly. The resources of other libraries in the state are available through inter-library loans.



SCHOLARSHIPS AND LOANS

A number of scholarships sufficient to cover the cost of activity fees books and supplies are awarded to outstanding incoming students by the College of the Sequoias student body. Awards are based on academic ability, financial need, and pre-eminence in student citizenship and leadership.

During the 1961-62 school year College of the Sequoias also received scholarships from the following organizations or individuals:

American Legion Sierra Post No. 785, Visalia
 Associated Women Students, COS
 Bruce's Lodge, Fowler
 Bud Blosser Memorial, Fresno
 Building Trades Alumni Association
 Burbank Council of Parents and Teachers, Burbank
 Business Club, COS
 Business and Professional Women, Hanford
 C. S. F., Tulare High School
 California Pepsi Cola
 California School Employees Association
 Carpenter's Local No. 1484, Visalia
 Choir Scholarship, COS
 Comision Honorifica, Mexicana, Hanford
 Community Service Organization, Visalia
 Connie's Barber Shop, Visalia
 Corcoran High School, Sergeantette Drill Corps
 COS Dance Band
 COS Faculty Club
 Crowley P. T. A., Visalia
 Cutler-Orosi Latin-American Club
 Daubers Club, Hanford High School
 Delano High School
 Delta Theta Tau, Hanford
 Elks Club, Tulare
 Elks National Foundation
 Emblem Club, Hanford
 Emblem Club, Visalia
 Ex-Animo Club, Lemoore
 Exeter High School Parents Club
 Exeter High School Student Body
 Future Business Leaders of America
 Future Teachers Club, COS
 G. A. A., Corcoran High School
 Hanford High School Future Teachers
 Hanford High School Student Body
 Thoburn S. Haworth
 Inter-Club Council, COS
 James Hayden Memorial Scholarship
 Junior Educators, Mt. Whitney High School
 Kings County Legal Secretaries
 Kings River Mothers Club
 Kiwanis Club, Lemoore

Kiwanis Club, Orosi
 Kiwanis Club, Tulare
 Kiwanis Club, Visalia
 Lemoore High School Student Body, Lemoore
 Lemoore Woman's Club
 Lions Club, Pixley
 Mt. Whitney High School Future Farmers
 Mt. Whitney High School Girls League
 Newman Club, COS
 Optimist Club, Visalia
 Opti-Mrs., Visalia
 Orange Belt Stages, Visalia
 Orange Belt Supply Co., Lindsay
 Orosi High School
 Redwood High School Future Farmers
 Redwood High School G. A. A.
 Redwood High School Student Body, Visalia
 Rotary Club, Mexico and Visalia
 Rotary Club, Tulare
 Rotary Club, Woodlake
 San Joaquin Valley Surveyors Group
 Soroptimist Club, Corcoran
 John C. Stevenson Memorial
 Eldridge Stuart Memorial
 Tipton American Legion
 Tipton Faculty Club
 Torch Club, Tulare High School
 Tulare City Teachers
 Tulare County Legal Secretaries Association
 Tulare County Licensed Vocational Nurses
 Tulare County National Bank
 Tulare Women's Club
 United Council of Church Women, Visalia
 Visalia Community Service Organization
 Visalia Teachers Association
 Visalia 20-30 Club No. 18



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 following:

- Alpha Gamma Sigma Honor Society, COS
- American Association of University Women, Sequoia Branch
- American Business Women's Association
- Bank of America Business Awards
- Business and Professional Women's Club
- Delta Kappa Gamma
- Future Teachers Club, COS
- McMahon Furniture Company
- Soroptimist Club
- Tulare Council of the Parent-Teacher Associations
- University of California Alumni
- Visalia Municipal Hospital Guild Grant-in-Aid
- Visalia Times-Delta

College of the Sequoias has been approved for participation in the National Defense Student Loan Program. Needy students with superior academic backgrounds may borrow up to \$1000 a year. Students majoring in science, mathematics, engineering, modern foreign language, elementary education, and secondary education will be given first priority. A borrower who becomes a full-time teacher in a public elementary or high school may have up to fifty percent of his loan cancelled. Inquiries should be directed to the Dean of Student Personnel or the Scholarship Committee.

Small temporary loans are readily available to students through the offices of the Dean of Men and Dean of Women. 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 for such a loan is that the applicant must have completed the College of Sequoia's curriculum in his major.



GENERAL REGULATIONS

ADMISSION

Graduates of any high school, regardless of high school courses taken, 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. 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 toward meeting high school graduation requirements.

Non-high school graduates will be required to take a scholastic aptitude test prior to counseling or registration for day classes.

Applicants for admission may secure application admission blanks from the office of the registrar. Registration will not be completed until such blanks have been filled out and returned to the registrar. Transcripts of high school and college records must be on file in this office sufficiently early to be evaluated before individual counseling. A student may not be counseled or permitted to register before he has taken the scholastic aptitude test and the placement test(s).

Students from institutions of collegiate rank may be admitted upon the presentation of transcript from such institution, 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.

Evening College Students: Any individual 18 years of age, or older, or high school graduates under 18 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 should 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 as indicated in the college calendar on page 3. Late registration retards the progress of the student and every class to which he may be admitted. Those who register after registration day will find many classes closed and their choice of subjects limited.

ONLY UNDER EXTRAORDINARY CIRCUMSTANCES WILL REGISTRATION 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 counseling or registration.

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

Evening College 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.

TRANSCRIPTS

Each applicant must file a certified transcript of his high school record with the College of the Sequoias. Applicants who have attended another college or university must, in addition, file transcripts from each college or university attended showing all attempted work. College of the Sequoias reserves the right to evaluate work completed in other colleges. Transfers with acceptable grades will be granted advance standing insofar as the work completed corresponds with that of College of the Sequoias or the lower division work offered in the University of California.

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

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 proven ability who needs additional units to complete required work for graduation.

COURSES FOR NON-CREDIT STATUS

A student may enroll in a course for non-credit 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 receive neither credit nor a grade when enrolled in a course for non-credit. The privilege of examinations and other facilities for credit in a course are not available to students enrolled for non-credit. A student may not change from non-credit to credit after the last day for adding classes as shown on the calendar.

SCHOLASTIC HONORS

Upon application by the student at the end of each semester, grade point averages are computed to determine the students with 45 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 3.3 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 AND APTITUDE TESTS

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

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. An acceptable grade in the English placement test is required for admission to the basic courses such as English 1a, English 10a, and Speech 1.

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.

A Mathematics Proficiency Test is required of all students who have had at least three and one-half years of high school mathematics and plan to take calculus. **A scholastic aptitude test (College Qualification Test) is given on the same day as the placement tests and is required of all entering students. A student may not be counseled or permitted to register before he has taken the scholastic aptitude test and the placement test(s).**

ATTENDANCE

Regularity of attendance is fundamental to satisfactory progress in school work. Every student 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 initiating 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.

- E. Unexplained absence for two consecutive weeks shall result in the student's being dropped from the class with a grade of "W".

PHYSICAL EDUCATION REQUIREMENTS

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

Any full-time student who fails to maintain attendance or is recommended for withdrawal from P. E. classes will have his program reduced to eight units or less.

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 College.

LEAVES OF ABSENCE

Students finding it necessary to be absent for a period of three days or more are requested to see the 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. Any withdrawal filed by the student before the end of the first six weeks of a semester entitles him to receive a "W". After the first six weeks period, a student will receive a "WP" if his course work has been satisfactory, "WF" if his work has been unsatisfactory.

Students will not be permitted to drop an individual class(es) during the last six weeks of a semester except for unusual circumstances such as part-time employment, recommendation of a physician, etc.

If a student withdraws unofficially from a course or from college and does not follow the proper withdrawal procedure, he will receive the grade of "WP", or "WF".

DEFICIENCY NOTICES

Deficiency notices are mailed to the student at mid-term (the end of the first nine weeks of a semester) for all classes in which the instructors think he is doing unsatisfactory "D" or "F" work.

A student receiving deficiency notices is urged to discuss with his instructors reasons and possible remedies for his lack of academic success.

GRADING PROCEDURES

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 purpose of graduation or transfer to other collegiate institutions, it is necessary for the student to obtain a "C" average.

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

When a student repeats a course in which he has received a "D" grade, he will be entitled to the grade and grade points which he earns, but will receive no additional units. When he repeats a course in which he has received an "F" grade, he will receive the grade, grade points, and units earned. Units and grade points will not be revised for repeated courses in which a "C" grade has been earned.

It is the responsibility of each student to compute his current grade point average for his own guidance in determining whether his scholastic record is meeting his own needs.

As an example of computing a grade point average let us assume a student undertook the subject shown below and earned grades as indicated.

Subject	Units		Grade	Grade Points
	Attempted	Passed		
Physical Education	½	½	S	1
English 1a	(3)	0	W(F)	0
Chemistry 1a	5	5	A	20
Zoology 1a	4	4	B	12
Math C	3	0	F	0
Hygiene 1	2	0	W(P)	0
	15½	9½		33

Grade point average is 33 divided by 15½ or 2.12.

Explanation: Since Hygiene 1 was dropped with a "W(P)", it does not count as units attempted. All other subjects which were carried count as units attempted including Math C in which the grade was "F", and English 1a in which the grade was "W(F)".

SCHOLASTIC REGULATIONS

The scholarship average is obtained by dividing the total number of grade points by the total number of units for which the student was registered.

Grade points are assigned as follows:

- Grade A receives 4 points per unit of the course taken.
- Grade B receives 3 points per unit of the course taken.
- Grade C receives 2 points per unit of the course taken.
- Grade D receives 1 point per unit of the course taken.
- Grade F receives 0 point per unit of the course taken.

Satisfactory Scholarship means at least a "C" (2.0) average. To achieve at least a "C" (or 2.0) average, a student must have a minimum of twice as many grade points as he has units attempted.

Transfer Students—Any student transferring from another college shall be subject immediately to these same scholastic regulations.

Warning—Whenever a student receives less than a "C" average for semester's work, but is not deficient to the point where he is placed on probation, he will receive a warning notice in the mail.

Probation—A student is placed on probation and notice thereof entered on his permanent record card whenever his scholastic record shows either of the following deficiencies:

1. A deficiency of more than 6 grade points in the first semester's record.
2. A cumulative deficiency of more than 8 grade points.

A student who is placed on probation will be notified by letter of his status. He will remain on probation until he attains a cumulative "C" (2.0) average.

Students on probation will be limited to a maximum program of 15 units except on approval of the Academic Council.

Disqualification—A student on probation will be disqualified if at the end of a semester he falls below a "C" (2.0) average in the units taken that semester.

A student who is disqualified will be so informed by letter and notice of his status entered on his permanent record card. A disqualified student normally shall not be permitted to enroll for the next semester.

A student who has been disqualified and who desires readmission must petition the Academic Council for readmission, through his counselor. Students who have been disqualified more than once are not re-admissible except under the most unusual circumstances. Any student readmitted after disqualification is on probation until he attains a cumulative "C" (2.0) average.

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" (2.0) average. To achieve a grade point average of "C", a student must earn twice 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 the study of fire prevention, home safety, and accident 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.
6. Six units of English or speech. For students majoring in pre-engineering or trades and industries this requirement is reduced to three units. Non-transfer students majoring in business are required to complete four courses in English, or speech.
7. A major consisting of at least 20 units of satisfactory work in specific subject or approved related fields. Among the subjects in which a student may major are Agriculture, Art, Auto Mechanics, Building Trades, Business, Drafting, Drama and Speech, Electronics, Engineering, English (including journalism), Foreign Language, Home Economics, Industrial Arts, 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.

*Liberal Arts major requires 20 units, including 1 or more courses in at least 4 of the following fields:

- a. Social Science, including: Psychology.
- b. Science or Mathematics.
- c. Foreign Language.
- d. Music, Art, or Philosophy.
- e. English.

EXPLANATION SYMBOLS

Example: "BUSINESS 60a—ELEMENTARY TYPING (2) I II E"

"60a" is the number of the course in Business.

"(2)" indicates the number of units of credit earned toward a degree in one semester of successful work in this course.

"I" indicates that this course is given in the fall semester of the school year.

"II" after the course indicates that it is given in the spring semester of the school year.

"Yr." after the course indicates that it is a year sequence course, the "a" part given during the fall semester and the "b" part during the spring semester.

"E" after the course indicates that the course is given in the Evening College program.

COURSES NUMBERED 1-49 are designed for college or university transfer, as well as for credit towards the junior college Associate in Arts Degree.

COURSES NUMBERED 50 THROUGH 99: Though of collegiate grade, most are primarily technical or occupational courses. All may be free transferred to other institutions.

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EVENING COLLEGE

GENERAL INFORMATION

The Evening College is an integral part of the college. It offers lower division subjects leading to graduation from college or 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.

EVENING COLLEGE OPPORTUNITIES

Because of the flexibility of its organization and its variety of courses, the Evening College is able to serve individuals of post-high school age irrespective of their background, training, and experience. Its aims include the extension of opportunities for improved living.

The Evening College 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.

FEES

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

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LOWER DIVISION REQUIREMENTS

GENERAL INFORMATION

A student who expects to transfer to the University of California or another institution maintaining equivalent standards must meet three principal kinds of requirements in order to attain full junior standing. These requirements are:

1. The removal of all matriculation (entrance) deficiencies.
2. The completion of the specific requirements for junior standing at the proposed senior college.
3. The completion of the lower division prerequisites for the upper division major. These prerequisites vary according to the major 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 catalog of that 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 basic junior standing requirements in certain fields of some of California's colleges and universities are here presented.

UNIVERSITY OF CALIFORNIA

All candidates for admission as undergraduates to **any campus** of the University are required to take the Scholastic Aptitude Test of the College Entrance Examination Board. Arrangements to take this examination should be made by the student directly with the office of the College Entrance Examination Board, Box 27896, Los Angeles 27, Calif.

College of Letters and Science

In addition to the major field of study, the following requirements must be completed with a minimum grade average of 2.0 or "C" (This average applies to those eligible for university admission in freshman standing on the basis of high school record. Those ineligible must maintain a minimum grade point average of 2.4 and must complete a minimum of 56 transfer units).

A. General requirements

Subject A or its equivalent
Physical Education, 4 semesters
Hygiene, 2 units

B. English 1a-1b or Speech 1a-1b

C. Foreign Language

The equivalent of at least 12 units in one foreign language.
High school work will be accepted toward this requirement, will reduce the number of additional units, but will NOT receive university credit.

D. Mathematics—meet any one of the following requirements:

1. Pass Mathematical section of College Entrance Board's Scholastic Aptitude Test with a score of 400 or higher.
2. Pass any college-level mathematics course equivalent to U. C. courses (example: Math 1a).
3. Pass Qualifying Examination in Mathematics with a score of 20 or higher.

E. Humanities and Fine Arts. At least twelve units chosen from the following:

Art 19, 7a*, 7b*, 6a*, 6b*
English 4a, 4b, 5a, 5b, 30, 31
French 1d
German 1d
History 4a, 4b, 8a, 8b, 10, 17a, 17b, (not more than 6 units)
Music 7*, 8*, 10, 16a, 16b, 18*
Philosophy 6a, 6b
Spanish 1d

*Not more than 4 units in the performing arts may be included.

F. Social Sciences. At least 12 units chosen from the following:

- Anthropology 10
- Economics 1a, 1b
- Geography 2
- History 4a, 4b, 8a, 8b, 10, 17a, 17b (not more than 6 units)
- Political Science 5, 2
- Psychology 1a, 33
- Sociology 1a, 1b

G. Natural Sciences. At least 12 units. (At least one course in laboratory science must be included in the Natural Sciences. Third fourth year high school courses in Biology, Chemistry, or Physics will satisfy this requirement, but will not reduce the total number college science units required).

1. Either Chemistry 1a* or Physics 2a or 4a** and
2. One of the following:
 - Biology 1a-1b* †
 - Botany 1*
 - Zoology 1a* or 10 and
3. Additional from:
 - Anatomy 1
 - Bacteriology 1*
 - Chemistry 1b*, 8
 - Geography 1
 - Geology 1a, 1b
 - Mathematics 1a, 1b
 - Paleontology 10
 - Physics 2b, 3a**, 3b**, 4b**, 4c**
 - Physiology 1a, 1c
 - Zoology 1b*

* Any course will satisfy the laboratory requirement.

** Any TWO courses will satisfy the laboratory requirement.

† Will be accepted toward the Natural Science requirement only if both semesters are completed.

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UNIVERSITY OF CALIFORNIA AT LOS ANGELES

College of Letters and Science

Junior class standing will be granted upon completion of not less than 10 units of college transfer work with a 2.0 or "C" average (or a 2.4 grade point average if ineligible for freshman entrance) and upon fulfillment of the following requirements:

A. General University requirements
Subject A or its equivalent
Physical Education, 4 semesters
Hygiene, 2 units

B. Foreign Language. At least 16 units in not more than two languages.

1. 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. Only work of grade "C" or higher may be counted.
2. If a new language is begun on the college level it will not apply on this requirement unless at least 2 semesters are completed.

C. Mathematics

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

D. English composition. (English 1a)—3 units.
At least 3 units with a grade of "C" or better.

E. Natural Sciences

1. At least 5 units in physical science chosen from the following:
 - Chemistry 1a
 - Geography 1
 - Geology 1a, 1b
 - Mathematics C, D, 1a (not more than 3 units)
 - Meteorology 1
 - Physics 2a, 2b, 4a, 4b, 4c
2. At least 5 units in biological science chosen from the following:
 - Bacteriology 1
 - Biology 1a-1b*
 - Botany 1
 - Zoology 1a, 1b

* Will be accepted toward biological science requirement only if both semesters are completed.

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F. Social Sciences:

1. A year course in history, chosen from the following:
History 4a-4b, 17a-17b, 8a-8b
2. At least 6 units in social sciences exclusive of history and including courses in at least two subjects, chosen from the following:
Anthropology 10
Economics 1a
Geography 2
Political Science 5, 2
Psychology 1a
Sociology 1a

G. Humanities. Two of the following three groups:

1. Literature. At least 4 units chosen from English 4a, 4b, 5a, 30, 31
2. Philosophy 6a-6b
3. The Arts. At least 4 units chosen from Art 19, Music 10, 16a, 1

UNIVERSITY OF CALIFORNIA AT LOS ANGELES

The College of Fine Arts

This college offers majors in Art, Music, and Theatre Arts leading to a degree of Bachelor of Arts. Teaching credential majors in Design, Music Language Arts and Pictorial Arts are offered in this college. Junior class standing will be granted upon completion of not less than sixty units of college transfer work with a 2.0 or "C" average (or a 2.4 grade point average ineligible for UCLA freshman entrance) based upon the following requirements:

A. General University Requirements:

- Subject A or its equivalent
- American History and Institutions (History 10 and Political Science 5, 2)
- Physical Education, 4 semesters.
- Hygiene, 2 units.

B. English 1a-1b, (6 units) with grade "C" or better.

C. Foreign Language, the equivalent of 12 units in one language. High school language with grade "C" or better may be counted toward this requirement with the first two years of high school work counted as 4 units and additional years thereafter as 4 units each.

D. Natural Sciences, 9 units with at least 3 units in each group:

1. Physical Science and/or Mathematics
Chemistry 1a
Geography 1

- Geology 1a, 1b
- Mathematics C, D, 1, 1a, 1b
- Meteorology 1
- Physics 2a, 2b

2. Biological Sciences

- Bacteriology 1
- Biology 1a, 1b
- Botany 1
- Zoology 1a, 1b

E. Social Sciences, 9 units

(courses used to meet American History and Institutions may not apply)

1. History 4a-4b
and
2. Three additional units from:
Anthropology 10
Economics 1a, 1b
Geography 2
History 8a, 8b, 17a, 17b
Political Science 5, 2
Psychology 1a, 1b, 33
Sociology 1a, 1b

F. Humanities, 9 units including at least 3 units in each of two of the following groups: (Courses in the major may NOT be included)

1. The Arts
Art 6a, 6b, 7a, 7b, 12a-d or 14a-d, 19
Music 1a, 1b, 3a, 3b, 4a, 4b, 5a, 5b, 6a, 6b, 7a, 7b, 8a, 8b, 10, 12a, 12b, 13a, 16a, 16b, 19a, 19b, 21, 22a
2. Literature
English 5a, 5b, 4a, 4b, 30, 31
3. Philosophy
Philosophy 6a, 6b



UNIVERSITY OF CALIFORNIA — SANTA BARBARA

Students selecting a major in education, home economics, music performance, physical and health education, or speech must complete the following general education requirements with a minimum grade average of "C" or 2.0 (or 2.4 in a minimum of 60 college transfer units if ineligible for freshman entrance):

Art and Music, 4 units. An appreciation course must be completed at least one department. Activity courses are allowed in the other.
Art 19 (2 units) and Music 10 (2 units) are appreciation courses.

Hygiene, 2 units

English and Speech, 12 units
(Including English 1a-1b and Speech 1a)

Physical Education, 4 semesters

Psychology 1a

Sciences 9-10 units, including both biological and physical sciences mathematics, at least one of which must include laboratory work.

Social Sciences, 9 units

EITHER

Political Science 5 and History 17a-17b

OR

Political Science 5 and History 8a-8b

OR

Political Science 5 and History 10 and an elective chosen from the following:

Anthropology 10

Economics 1a, 1b

Geography 1, 2

History 4a, 4b, 8a, 8b

Political Science 2

Sociology 1a, 1b

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STANFORD UNIVERSITY

All candidates for admission as undergraduates are expected to take the Scholastic Aptitude Test of the College Entrance Examination Board. Arrangements to take this examination should be made by the student directly with the office of the College Entrance Examination Board, Box 27896, Los Angeles 27, Calif.

All candidates for the Bachelor of Arts and Bachelor of Science degrees are required to complete General, Basic, and Area requirements as follows:

General requirements:

Four semesters of Physical Education

Hygiene 1 or 2

Basic requirements:

1. English 1a-1b

2. History 4a-4b

3. One of the following areas:

Mathematics (Mathematics D or C, 1a and 1b)

OR

Foreign Language (German, French, Spanish. Attainment of reading ability equivalent to that of course 1d)

Area requirements:

Major courses of undergraduate study are grouped in three general areas, and all students must complete the following requirements in the two areas in which they are NOT majoring.

1. Humanities. At least eight units chosen from any two of these areas:

Fine Arts (Art 19, Music 10)

Philosophy 6a, 6b

Literature (English 4a, 4b, 5a, 5b)

2. Social Sciences. Two of the following courses:

Anthropology 10

Economics 1a

Geography 1

Political Science 5

Psychology 1a

Sociology 1a

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3. Natural Sciences. A year of Biology, if no biology was taken in high school, or one of the following sequences:
 Chemistry 1a-1b
 Geology 1a-1b
 Physical Science 10a-10b
 Physics 2a-2b, 3a-3b
 Physics 4a, 4b, 4c

Students who have taken Biology and Physical Science in high school may take EITHER Biology or one of the series listed above.

Additional requirements for Bachelor of Arts candidates:

1. Philosophy 6a
2. Natural Science. Courses chosen from the following list which when added to the work completed under Area Requirements, will total 12 or more units:
 Anatomy 1
 Biology 1a, 1b
 Botany 1
 Chemistry 1a, 1b
 Geology 1a, 1b
 Mathematics 1a, 1b, 2a, 2b
 Physical Science 10a, 10b
 Physics 2a, 2b, 3a, 3b, 4a, 4b, 4c
 Physiology 1a-1c
 Zoology 1a, 1b

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.

- A. Art Appreciation (Art 19) or Music Appreciation (Music 10), 2 units (Students who transfer with 60 or more units may substitute 2 units of electives in fine arts or music).
- B. English 1a-1b, 6 units
- C. Foreign Language (French, German, or Spanish), 12 units. Two units in a single language. A student may enroll in the college course for which his previous high school training has prepared him. However, the student must complete the twelve unit requirement in college work. No credit is allowed for work below the college level except when four years of one language was completed in high school with college recommended marks.

D. General Studies, 14 units

1. Man and Civilization (History 4a-4b), 6 units
 (Students who transfer with 60 units may substitute 6 units in social studies but these units may not be substituted also for item 3 below).
2. Three units to be selected from:
 - a. Problems of Human Behavior (Psychology 1a), 3 units
 - b. Problems of Human Values (Philosophy 6a), 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").
3. United States History including the study of American institutions and ideals. This requirement for the degree may be met by History 10, History 8a-8b, or History 17a-17b, AND Political Science 5.

E. Literature (English 4a-4b or 5a-5b), 6 units

F. Physical Education, 2 units

G. Health Education (Hygiene 1 or Hygiene 2), 2 units

H. Science, 11 units

Courses may be chosen from the following offered at College of the Sequoias:

- Astronomy 10
- Bacteriology 1
- Biology 1a-1b
- Botany 1
- Chemistry 1a-1b
- Geology 1a or 1b
- Physical Science 10a-10b
- Physics 2a-2b plus 3a-3b, or 4a-4b-4c
- Zoology 1a-1b or 10

At least 4 units must be in biological science and at least 4 units in physical science. The student must include at least 3 units in laboratory courses. Each high school unit of chemistry or physics with laboratory may count as 3 units toward the fulfillment of this requirement.



CALIFORNIA STATE COLLEGES

There are several variations in the lower division requirements in the state colleges. The student should study the major department requirements in the catalog of the particular college which he intends to enter. He should also consult with his counselor in regard to scholastic transfer requirements.

CALIFORNIA STATE POLYTECHNIC COLLEGE

All candidates for the Bachelor of Science degree shall have completed the following general education requirements:

- A. Social Sciences (12 units)
6-9 units of Political Science and History:
Political Science 5 and History 10, or Political Science 5 and History 17a-17b, or Political Science 5 and History 8a-8b.
3 units Economics: Economics 1a or Economics 10.
3-4 units from Business 18, Business 1a, Economics 1b, Geography
- B. Natural Sciences (10 units)
3-9 units of Physical Science from: Astronomy 10, Chemistry 2, Chemistry 1a-1b, Chemistry 8-9, Physical Science 10a-10b, Physics 2a-2b, Physics 3a-3b, Physics 4a-4b-4c.
3-9 units of Life Science from: Anatomy 1, Bacteriology 1, Biology 1a-1b, Botany 1, Nature Study 10a, Physiology 1a-1c, Zoology 10, Zoology 1a-1b.
- C. Literature, Philosophy, or the Arts (6 units)
6 units of Literature and/or Philosophy from: English 30-31, Philosophy 6a-6b.
Not more than 2 units from: Agriculture 58a-58b-58c, Engineering 22, Industrial Arts 10a-10b, Industrial Arts 6a-6b, Music or Art.
- D. Health and Physical Education (4 units)
2 units of Physical Education Activity.
2 units Hygiene 1 or Hygiene 2
- E. Oral and Written Expression (6 units)
English 1a-1b
- F. Psychology (3 units)
Psychology 1a
- G. Additional Units in General Education (10 units)
10 or more units to be chosen from the above courses or from Mathematics C and 1r, Mathematics 2, Mathematics 10, Business 1a, Art (4 units), Music (4 units).

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 1a and Speech 1a.
- B. Mathematics.
Elementary algebra and plane geometry. If not completed in high school, these courses must be completed in college.
- C. Science, 9 units.
Both physical and biological laboratory science must be included.
- D. Social Science, 9 units
The combination of History 10 and Political Science 5, or History 8a-8b and Political Science 5, or History 17a-17b and Political Science 5 may be completed in satisfaction of the degree requirement for American institutions and ideals.
One cultural perspective course of either History 4a, or History 4b, or Anthropology 10 is required. Elementary education majors should take a course in Geography.
- E. Psychology 1a, 3 units.
- F. Physical Education (four semesters of one-half unit each).
- G. Hygiene, 2 units
- H. Literature, Philosophy, the Arts, 6 units.
At least three units must be included in Literature or Philosophy and at least one course in Art, Music, Speech or Industrial Arts.
- I. Additional units in General Education outside the major, 9 units.
Select from at least two categories below:
Foreign Language (not more than 6 units)
English and Philosophy
Mathematics C, D
Science
Social Science
Arts
Psychology, Home Economics, Business Administration, Journalism
- J. Two years of modern foreign language will be required in the following majors: Humanities (except Journalism, Language, Arts and Philosophy). Life Science (except Nursing and Psychology), Physical Science (except Engineering, Geography and Geology). Chemistry majors must take German.

SAN FRANCISCO STATE COLLEGE

The curriculum leading to the A. B. degree at San Francisco State College includes:

- A. English, 6 units. English 1a, Speech 1a.
- B. Humanities, Literature, Philosophy or the Arts, 6 units.
Three units must be completed in literature or philosophy; the other three may be in literature, philosophy, music, art, or drama. English 1b may be taken in satisfaction of the literature requirement.

- C. Social Science, 9 units. Anthropology 10, Economics 1a, Geography 2, Political Science 5, History 10 and Sociology 1a courses will satisfy this requirement. Students may fulfill the State degree requirement for American institutions and ideals by taking United States History and Political Science courses. Credit earned in these courses is applicable to the Social Science requirement of 9 units.
- D. Natural Science, 9 units. Any combination of science courses will satisfy the science requirement provided the student completes at least one course in a biological science and at least one course in a physical science.
- E. Physical Education, 3 units.
- F. Hygiene 1 or 2, 2 units.
- G. Psychology 1a, 3 units.
- H. Additional units in General Education, 13 units.
Only six units of foreign language may be counted toward general education electives. Courses in business, home economics, industrial arts and engineering cannot be counted toward general education electives.
- I. A foreign language is required for liberal arts majors in World Literature and International Relations and is recommended for Biological Science majors.

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 1a, Speech 1a.
- B. Literature, Philosophy, or the Arts, 8 units. At least three units must be taken in Literature or Philosophy. Any literature course except English 1b will suffice.
- C. Natural Science, 9 units, including both physical and biological sciences. At least one course must include laboratory work.
- D. Social Science, 9 units. History 17a-17b or History 8a-8b, or History 10, and Political Science 5 are required. Geography is recommended for all education majors.
- E. Physical Education, 2 units. (one semester of swimming is required for all women).
- F. Hygiene 1 or 2, 2 units.
- G. General Psychology, 3 units. Psychology 1a.
- H. Electives in General Education, 6 units. Electives may be additional courses in any of the above areas or foreign language, marriage and family life, or mathematics.
- I. Foreign language will be required in the following majors: Chemistry, English, History, Mathematics, Political Science, and Psychology

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 an agricultural 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, irrigated pasture, cotton, corn, cereal crops, deciduous fruits, and grapes are provided for practical field work.

SUGGESTED TWO YEAR COURSE

Plant Science		UNITS	Animal Science		UNITS
English	3	3	English	3	3
Pol. Sci. 5 or 51	3	3	Pol. Sci. 5 or 51	3	3
History 10 or 51	3	3	History 10 or 51	3	3
Hygiene	2	2	Hygiene	2	2
P. E.	1	1	P. E.	1	1
Botany 10	3	3	Zoology 10	3	3
Agriculture 52	3	3	Agriculture 52	3	3
Agriculture 58a-58b	3	2	Agriculture 58a-58b	3	2
Agriculture 82	3	3	Animal Husbandry 7	4	4
Agriculture 87	4	4	Animal Husbandry 8	1	1
Agriculture 90	4	4	Agriculture 65	4	4
Agriculture 91	3	3	Agriculture 74	1	3
Agriculture 92	2	2	Agriculture 84	4	3
Field Crop Majors			Agriculture 87	4	4
Agronomy 1	3	3	Agriculture 90	4	4
Agriculture 84	3	3	Agriculture 91	3	3
Animal Husbandry 7	4	4	Agriculture 92	2	2
A. H. Elective	3	3	Meat Animal Majors		
Electives	6	6	Agriculture 72	2	2
	30	32	Agriculture 75	3	3
Horticultural Majors			Agriculture 76	3	3
Viticulture 1	3	3	Elective	1	1
Pomology 2	3	3			
Agriculture 81	2	2			
Agriculture 86	3	3	Dairy Majors		
Agriculture 88	4	4	Agriculture 60	4	4
Agriculture 89	3	3	Agriculture 63	3	3
Electives	3	3	Agriculture 64	2	2
	30	34	Electives	4	4
				35	31

AGRI-BUSINESS

The recent and widespread expansion of urban areas, together with the trend toward large-scale farming enterprises, has resulted in a decrease in the number of those persons gainfully employed in production agriculture and has brought about a striking increase in the numbers of those engaged in the sales and service occupations connected with the production, processing, and marketing of agricultural products and of farm supplies.

'CAREERS AHEAD', a publication of the Association of Land Grant Colleges and Universities, indicates that in contrast to some 2,000 farm opportunities for agricultural college graduates throughout the country there are six times as many opportunities in non-farm occupations—some 12,000, which 7,500 are in agricultural business.

To qualify students for local positions as sales and service personnel upon graduation from college, the following two-year combination Agri-Business program has been inaugurated at College of the Sequoias.

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English	3	English	3
Business 10	3	Business 95	3
Business 70	3	History 10	3
Agriculture 82	3	Natural Science	3
Animal Husbandry 7	4	English 1a	3
Physical Education	½	Engineering 52	2
		Physical Education	½
	16½		15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Speech	3	Agriculture 90	3
Political Science 5	3	Agriculture 91	3
Agriculture 87	4	Business 91	3
Agriculture Electives	3	Agriculture Electives	3
Business Electives	3	Physical Education	½
Physical Education	½		
	16½		15½

Recommended business electives: Business 80a-b (Elementary Accounting); Business 93 (Survey of Business Law); Business 72 (Merchandising); Business 98 (Personal Efficiency in Business); Business 59 (Filing); Business 60 (Office Machines). Business 60a is required if the student has not already taken a course in typewriting.

Recommended agriculture electives: It is preferable to choose the elective courses in Agriculture from a major field of interest, e.g. Plant Science, Animal Science, or Agricultural Mechanics.

ART

Art offerings at the College of the Sequoias are designed to give maximum opportunities to both terminal and transfer students. These courses also provide basic training for students wishing to equip themselves for a vocation as well as for those who may enter other fields but desire to enrich their understanding and appreciation of art.

Transfer students may not be able to follow the suggested outline exactly because of the academic requirements of the University or special art school to which they wish to transfer. Art transfers are asked to secure guidance from their advisors in planning their program.

Suggested Program at State Colleges

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 6a	2	Art 6b	2
Art 7a	2	Art 7b	2
Political Science 5	3	History 10	3
Natural Science	3	Natural Science	3
English 1a	3	English 1b	3
Engineering 52	2	Electives—General Education	2
Physical Education	½	Physical Education	½
	15½		15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 12 or 14	2	Art 19	2
Art 25 or 29	2	Art 12 or 14	2
Natural Science	3	Art 24	2
Speech 1a	3	Social Science Elective	3
Psychology 1a	3	Hygiene 1 or 2	2
Electives—Minor	2	Electives—General Education	2
Physical Education	½	Electives—Minor	2
	15½	Physical Education	½
	15½		15½



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 organization, 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 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.

The following major study fields are available to the students in the Business Department: accounting, general business (clerical), merchandising, secretarial, pre-business administration, business education, and agri-business.

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 business courses numbered above 50 in which the student has made a "C" or better. However, the colleges may accept only the number of units which they allow were the course completed on their campus, or they may transfer the units for elective credit only.

In 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 or promotion or for qualifying for civil service examinations.

College Pre-Business Administration Program

Business Administration students planning to transfer to a state college or university should consult the catalog of the school of their choice, as the lower division requirements vary from school to school.

Most state colleges require that the business major complete Business 1a-1b and Economics 1a-1b in the lower division and demonstrate competence in typewriting and basic mathematics, either by taking a proficiency test or by registering for classes in these subjects in the junior college. Business is an additional requirement for some majors. Students should consult the school catalog for the lower division requirements in the field of their specialization as these requirements do not follow set patterns.

Transfers to the University of California or one of the branches should check carefully to see that they have fulfilled the new mathematics requirements, in addition to having taken Business 1a-b, Economics 1a-b, and Business 18.

Suggested Two-Year General Business (Clerical) Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 60a (Typ.)	2	Business 60b (Typ.)	2
Business 68a (Off. Machs.)	2	Business 68b (Off. Machs.)	2
Business 95 (Bus. Arith.)	3	Business 96b (Bus. Corr.)	3
Business 96a (Bus. Eng.)	3	Business 10 (Mod. Bus.)	3
Business 70 (Sales)	3	Business 98 (Pers. Eff.)	3
Business 59a (Fil.)	1	Hygiene 1 or 2	2
Physical Education	½	Physical Education	½
	14½		15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 61a (Typ.)	2	Business 61b (Typ.)	2
Business 69 (Mach. Trans.)	2	Business 93 (Survey of Law)	3
Pol. Sci. 51	3	Business 87 (Sec'l. Acct.)	2
Business 97 (Mging. Money)	3	English or Speech	3
Speech 51	3	Business 91 (Sm. Bus. Mgmt.)	3
History 51	3	Electives	2
Physical Education	½	Physical Education	½
	16½		15½

Recommended Electives: Business 13 (Consumer Problems); Art 19 (Art Appreciation); Home Economics 50a-50b (Career Foods); Home Economics 51a-51b (Career Clothing); Music 10 (Music Appreciation); Sociology 26 (Marriage and Family Life); Speech 40.



Suggested Two-Year Secretarial Course

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 course sequence indicated.

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 50a, 51a, or 52a (Shthd.)	5	Business 60b, 61b, or 52b (Shthd.)	5
Business 60a, 61a, or 53a (Typ. or Trans.)	2	Business 60b, 61b, or 53b (Typ. or Trans.)	2
Business 10 (Mod. Bus.)	3	Business 59a (Fil.)	1
English, Speech 51 or Business 96a (Bus. Eng.)	3	English, Speech 51 or Business 96b (Bus. Corr.)	3
Business 68a (Off. Machs.)	2	Business 87 (Sec'l. Acct.)*	2
Physical Education	½	Hygiene 2	2
		Physical Education	
	15½		

* An elective may be substituted if the student has had high school bookkeeping or accounting.

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 52a (Shthd.)	5	Business 52b (Shthd.)	5
Business 53a (Transcr.)	2	Business 53b (Transcr.)	2
English or Speech 51	3	English or Speech 51	3
Business 58a (Off. Proc.)	3	Business 58b (Sec'l. Proc.)	3
History 51	3	Political Science 51	3
Physical Education	½	Physical Education	
	16½		

Recommended electives: Business 13 (Consumer Problems); Business (Machine Transcription); Business 91 (Small Business Management); Business 93 (Survey of Business Law); Business 97 (Managing Your Money); Business (Personal Efficiency in Business); Art 19 (Art Appreciation); Home Economics 50a-50b (Career Foods); Home Economics 51a-51b (Career Girls Clothing); Music 10 (Music Appreciation); Sociology 26 (Marriage and Family Life); Speech 40 (Radio Speech).



Suggested One-Year Secretarial Program

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 51a or 52a (Shthd.)	5	Business 51b or 52b (Shthd.)	5
Business 61a or 53a (Typ.)	2	Business 61b or 53b (Typ.)	2
Business 96a (Bus. English)		Business 96b (Bus. Corr.)	
English or Speech	3	English or Speech	3
Business 58a (Off. Proc.)	3	Business 58b (Sec'l. Proc.)	3
Business 68a (Off. Machs.)	2	Business 87 (Sec'l. Acct.)*	2
Physical Education	½	Business 59a (Fil.)	1
		Physical Education	½
	15½		
			16½

* An elective should be substituted if the student has had high school bookkeeping or accounting.

For the secretary who wishes during the two-year college program to develop the skills necessary to qualify for a definite field of specialization, the following suggestions are offered:

Technical Secretary: To prepare for a position as a technical secretary in the engineering and scientific field it is recommended that the student so plan her college secretarial course as to include:

- (1) Mathematics, through calculus if possible.
- (2) Introductory courses in chemistry and physics or a survey course such as Physical Science 10a-b.
- (3) Accounting, with emphasis on budgets.
- (4) English and Business English as preparation for technical report writing.

Medical Secretary: To prepare for a position as a medical secretary or a medical assistant, it is recommended that the student so organize her college secretarial course as to include:

- (1) Science courses such as Anatomy 1, Bacteriology 2, Chemistry 53, Nutrition 8, Physiology 1a.
- (2) Psychology 1a and/or Sociology 1a.

Legal Secretary: To prepare for a position as a legal secretary, it is recommended that the student acquire as broad an education as possible and so organize her college secretarial course as to include:

- (1) Survey of Business Law and/or Business Law.
- (2) Psychology 1a and/or Sociology 1a.

Merchandising

The two-year merchandising curriculum is designed for the student who desires to fit himself for working in a retail store or for selling in general. The training given will qualify him for employment either in large or small retail organizations as practical retailing and selling are emphasized. Close contacts are maintained with businesses of the college community in order to offer the student the training that retail firms demand.

Merchandising students working for the Associate of Arts degree need not necessarily take the courses in the exact order illustrated. However, if the student is to put into practice on the job material learned in the classroom, it is imperative that Business 70 and 72 be taken concurrently.

Suggested Two-Year Merchandising Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 70 (Salesmanship).....	3	Business 74 (Marketing).....	3
Business 72 (Retailing).....	3	Business 91 (Bus. Mgmt.).....	3
Business 96a (Bus. Eng.).....	3	Business 96b (Bus. Corr.).....	3
Business 10 (Mod. Bus.).....	3	Business 60 or 61 (Typ.).....	2
Business 95 (Bus. Arith.).....	3	Electives.....	3
Physical Education.....	1/2	Physical Education.....	1/2
	15 1/2		14 1/2

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80a (Acct.).....	4	Business 80b (Acct.).....	4
Hygiene 1 or 2.....	2	Business 93 (Survey of Law).....	3
English or Speech 51.....	3	English or Speech.....	3
History 51.....	3	Political Science 51.....	3
Electives.....	4	Electives.....	3
Physical Education.....	1/2	Physical Education.....	1/2
	16 1/2		16 1/2

Recommended Electives: Economics 10 (Survey of Economics); Sociology 26 (Marriage and Family); Physical Science 10, Art 19 (Art Appreciation); Speech 51a (Practical Speech); Business 98 (Personal Efficiency in Business)

Suggested One-Year Merchandising Program

If the merchandising student plans to enroll for only one year, then it is recommended that he follow the program outlined for the first year.

Suggested Two-Year Accounting Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 80a (Acct.).....	4	Business 80b (Acct.).....	4
Business 68a (Off. Machs.).....	2	Business 85a (Data Proc.).....	3
Bus. 95 or 22 (Bus. Math.).....	3-2	Business 10 (Mod. Bus.).....	3
Eng. or Bus. 96a (Bus. Eng.).....	3	Eng. or Bus. 96b (Bus. Corr.).....	3
Business 59 (Filing).....	1	Hygiene 1 or 2.....	2
Business 60 or Elective*.....	2	Physical Education.....	1/2
Physical Education.....	1/2		
	15 1/2		15 1/2

* Business 60a is required if a student has not already had a course in typewriting.

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Business 81 (Adv. Acct.).....	4	Business 82b (Tax Acct.).....	2
Business 82 (Payroll Acct.).....	2	Business 93 (Law).....	3
Speech 51 or English.....	3	Speech or English.....	3
Business 98 (Pers. Eff.).....	3	Business 90 (Bus. Stat.).....	3
History 10 or 51.....	3	Political Science 5 or 51.....	3
Physical Education.....	1/2	Physical Education.....	1/2
	15 1/2		14 1/2

DENTISTRY

University of California at Berkeley

The College of Dentistry offers a program leading to the degree of Doctor of Dental Surgery, based upon two years of college pre-dental work.

A College of Dentistry is now being organized at the University of California at Los Angeles, and opening is anticipated in Fall, 1964.

Suggested Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or Speech 1a.....	3	English 1b or Speech 1b.....	3
Chemistry 1a.....	5	Chemistry 1b.....	5
Zoology 1a.....	4	Zoology 1b.....	4
History 10.....	3	Political Science 5.....	3
Physical Education.....	1/2	Physical Education.....	1/2
	15 1/2		15 1/2

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 8.....	3	Chemistry 5.....	3
Chemistry 9.....	3	Physics 2b.....	3
Physics 2a.....	3	Physics 3b.....	1
Physics 3a.....	1	Psychology 33.....	3
Psychology 1a.....	3	Foreign Language**.....	4
Foreign Language*.....	4	Hygiene 1 or 2.....	2
Physical Education.....	1/2	Physical Education.....	1/2
	17 1/2		16 1/2

* Must be at least second semester college level. (Two years of high school foreign language will be evaluated as first semester college level.)

** Must be at least third semester college level.



University of Southern California

The College of Letters, Arts and Sciences offers a program leading to the degree of Bachelor of Science in dentistry, based upon three years of college pre-dental work, and requirements in the first two years of D. D. S. curriculum.

Suggested Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a	5	Chemistry 1b	5
Foreign Language*	4	Foreign Language*	4
History 10	3	Political Science 5	3
Zoology 1a	4	Zoology 1b	4
Physical Education	½	Physical Education	½
	16½		16½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Art 19 or Music 10	2	Psychology 1a	3
Foreign Language*	4	Hygiene 1 or 2	2
History 4a	3	History 4b	3
Physics 2a	3	Physics 2b	3
Physics 3a	1	Physics 3b	1
English 1a	3	English 1b	3
Physical Education	½	Art 25a	1
	16½	Physical Education	½
			16½

* Continuation of language begun in high school.

Mathematics C and Mathematics D must be included in the pre-dental program unless completed in high school.

The university offers organic chemistry in upper division but will accept Chemistry 8 and 9 for credit toward pre-dental requirements. Literature requirements (English 4a-4b or 5a-5b) as well as Psychology 1a or Philosophy 6a, may be taken in the lower division.

For the pre-dental program leading to the degree of Doctor of Dental Surgery without the above degree, consult the university catalog and counselor.

DRAFTING

This curriculum is designed to train men and women for a career in either Architectural Drawing or Engineering Drawing at the completion of two years of junior college education.

Suggested Two-Year Program in Drafting

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 52	2	Engineering 22	3
Mathematics D	3	Engineering 23	3
History 10 or 51	3	Mathematics C	3
English	3	English or Speech	3
Electives	4	Electives	3
Physical Education	½	Physical Education	½
	15½		15½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Architecture 1a	3	Architecture 1b	3
Engineering 24	3	Engineering 26	3
Engineering 1a	3	Engineering 1b	3
Political Science 5 or 51	3	Hygiene 1 or 2	2
Mathematics 20	2	Electives	5
Electives	2	Physical Education	½
Physical Education	½		16½
	16½		

Suggested electives: Art 6a, Art 7a, Art 19, Chemistry 53, Industrial Arts 40a, 40b, Industrial Arts 10a, Mathematics 1a-1b, Physical Science 10a, Physics 2a-2b.

Students must include a minimum of 15 units of Architectural and Engineering Drawing to qualify for junior college major.



EDUCATION

The State of California requires a credential of the proper type for teaching in the public schools. Among the credentials issued are 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.

Suggested Program for Elementary Education at the State Colleges

FIRST YEAR		FIRST YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a	3	English 1b	3
Political Science 5	3	Education 30	2
Art or Music Elective	2	History 10	3
*Biology 1a	3	*Biology 1b	3
Music 21	1	Music 9	3
Electives	3	Elective	1
Physical Education	½	Physical Education	½
	<hr/> 15½		<hr/> 15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Geography 1 or 2	3	Social Science Elective	3
Physical Science Elective	3	Hygiene 1 or 2	2
Psychology 1a	3	Electives	10
Speech 1a	3	Physical Education	½
Mathematics 10	3		
Physical Education	½		
	<hr/> 15½		<hr/> 15½

* The San Jose State transfer should substitute Nature Study 10a-10b and should include English 5a-5b in the sophomore year.



ENGINEERING AND PHYSICAL SCIENCE

College of the Sequoias offers a two year pre-engineering course that will enable the student to earn the Associate in Arts degree.

Widely diversified avenues of professional engineering education are available in the junior colleges, private colleges, state colleges, and the University of California. The junior colleges offer two years of engineering education to prepare students for transfer at the junior-year level to the colleges and universities offering bachelor's and post-graduate degrees. The required subject material in the first two years is similar; however, differences do exist among the senior institutions. Before planning a study list, the junior college student should consult with his counselor and study the catalog of the senior institution to which he expects to transfer.

Suggested Transfer Program

FIRST YEAR		FIRST YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a	5	Chemistry 1b	5
Engineering 22	3	Engineering 23	3
History 10	3	Mathematics 1b	4
Mathematics 1a	4	Physics 4a	4
Physical Education	½	Physical Education	½
	<hr/> 15½		<hr/> 16½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Engineering 1a	3	Engineering 35	3
Engineering 8	3	Mathematics 2b	4
Mathematics 2a	4	Physics 4c	4
Physics 4b	4	Political Science 5	3
English 1a	3	Hygiene 1 or 2	2
Physical Education	½	Physical Education	½
	<hr/> 17½		<hr/> 16½



HOME ECONOMICS

The courses in the Home Economics Department of the College of the Sequoias have been planned both to satisfy professional and vocational objectives and to contribute to the general education of the students.

Studies indicate that there will continue to be a shortage of qualified professional home economists in the foreseeable future. Job opportunities are varied and well-paid.

College of the Sequoias courses can lead to a Bachelor of Arts degree and/or special or general secondary teaching credential at a state college. The curriculum also provides courses for those planning to transfer to a University which offers the Bachelor of Science degree.

Professional and commercial career opportunities in addition to teaching include home advisor (adult or 4-H), dietetics, institutional management, home economics, journalism, experimental foods, household equipment demonstration and testing, consumer education, public relations (foods, utility, pattern companies, etc.), interior decoration, nursery school supervision, social service, public health, radio and TV.

For the terminal student desiring to major in homemaking to broaden her general education, the department offers courses which enrich personal and family life through the development of basic concepts and skills. It is recommended that these students consult with the Business Education department for elective areas in which they might acquire skills useful in supplementing the family income in time of need.

Transfer to University of California, at Davis: General Home Economics

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a	5	Physiology 1a, 1c	5
Home Economics 12a	3	Psychology 1a	3
English 1a	3	English 1b	3
Home Economics 15	1	History 10	3
Art 6a	2	Physical Education	½
Physical Education	½		
	14½		14½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Economics 1a	3	Economics 1b	3
Chemistry 8	3	Bacteriology 1	5
Sociology 1a	3	Political Science 5	3
Home Economics 24	2	Home Economics 26	2
English 5a or Philosophy 6a	3	Hygiene 2	2
Elective	2	Physical Education	½
Physical Education	½		
	16½		15½

Suggested Transfer Program to State College

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a	3	English 1b	3
Home Economics 24	2	Hygiene 2	2
Home Economics 10a	3	Home Economics 10b	3
Home Economics 15	2	Art 6a	2
Chemistry 2a	3	Chemistry 2b	3
Elective	2	Psychology 1a	3
Physical Education	½	Physical Education	½
	15½		16½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Speech 1a	3	Home Economics 12b	3
Home Economics 12a	3	Physiology 1a	3
Home Economics 39	3	Physiology 1c	1
Political Science 5	3	History 10	3
Social Science*	4	Home Economics 26	2
Physical Education	½	Elective	2
	16½	Physical Education	½
			14½

Dietetics major should take Chemistry 1a, Chemistry 1b, Chemistry 8.

* San Jose transfers—Substitute Economics 1a

California Polytechnic transfers—Substitute Bacteriology 2



Suggested Two-Year Terminal Program

FIRST YEAR		FIRST YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English	3	Political Science 51	3
Home Economics 51a	2	Home Economics 51b	2
Psychology 51	3	Home Economics 39	3
Nutrition 8	2	Art 19	2
Home Economics 24	2	Home Economics 26	2
Home Economics 50a	2	Home Economics 50b	2
Physical Education	½	Home Economics 13	2
		Physical Education	½
	14½		16½

SECOND YEAR		SECOND YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Home Economics 22	2	Hygiene 2	2
Art 24	2	Home Economics 51c	2
Business 97	3	English or Speech	3
Economics 10	3	Electives	8
History 51	3	Physical Education	½
Elective	2		
Physical Education	½		
	15½		15½



INDUSTRIAL ARTS

Suggested Program for the Special Secondary in Industrial Arts

The student interested in a career in teaching Industrial Arts may complete his lower division requirements at the College of the Sequoias and transfer as a junior at the end of two years. The sample program shown parallels the lower division at Fresno State College and is acceptable for majors in this area. The student should carefully check the lower division requirements of other colleges to which he plans to transfer for minor variations.

FIRST YEAR		FIRST YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 1 (Basic Woodwork)	3	Engineering 22	3
Industrial Arts 11	3	Industrial Arts 9	3
English 1a	3	English 1b	3
History 10 (U.S.)	3	Political Science 5 (Constitution)	3
Science elective	3	Science elective	3
Physical Education	½	Physical Education	½
	15½		15½

SECOND YEAR		SECOND YEAR	
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 6a	3	Hygiene	2
Industrial Arts 40a	3	Social Science elective	3
Psychology 1a	3	Mathematics elective	3
Science elective	3	Art or Music elective	2
Social Science elective	3	Speech 1a	3
Physical Education	½	Elective	3
	15½	Physical Education	½
			16½

Suggested Electives: Physical Science 10a-10b; Botany 10; Art 6a; Art 7a; Economics 1a; Sociology 1a; Mathematics C; Mathematics D; Industrial Arts 6b; Industrial Arts 10a; Industrial Arts 10b; Industrial Arts 40b.

Note: If Mathematics A (Algebra) and Mathematics B (Geometry) were not completed in high school they will be required of all Fresno State transfers.

Metal Trades

The metal shop curriculum comprises a series of shop, mathematics (accounting), and drawing courses which will prepare the student for placement in a machine shop, a related mechanical trade, for transfer to a four year college, or will supply him with a practical understanding of our industrialized society.

Emphasis is on blueprint reading, welding, foundry, sheet metal, and machine shop.

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 40a	3	Industrial Arts 40b	3
*Engineering 52	2	Engineering 22	3
Mathematics 50	2	Political Science 51	3
English	3	Speech 51	3
History 51	3	Electives	3
Electives	2		—
Physical Education	½	Physical Education	½
	15½		15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Industrial Arts 6a	3	Industrial Arts 6b	3
Industrial Arts 10a	3	Industrial Arts 10c	3
Industrial Arts 10b	3	Industrial Arts 10d	3
Business 88	3	Hygiene 1	2
Electives	4	Electives	3
Physical Education	½		—
	16½	Physical Education	½
			14½

* Students who have had high school mechanical drawing equivalent to Engineering 52 may substitute two additional elective units for this course.



LAW ENFORCEMENT

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

In addition to the general requirements for admission to the College the student must possess certain basic personality and intelligence qualifications, a part of which is satisfactory scholarship record in high school; information indicating above average social adjustment as shown by a letter from his hometown law enforcement official which verifies no significant police record. Absolute integrity and high moral character are imperative for success as a law enforcement officer.

In-service training is provided in this curriculum for men and 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.

Suggested Two-Year Program in Law Enforcement

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English	3	Speech	3
History 51	3	Political Science 51	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 4a	½	Electives	2
	15½	Physical Education 13a	½
			15½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Psychology 51	3	Natural Science	3
Hygiene 1 or 2	2	Law Enforcement 50b	2
Law Enforcement 50a	2	Law Enforcement 53	3
Law Enforcement 55	3	Law Enforcement 57	3
Law Enforcement 58a	1	Law Enforcement 58b	1
Electives	4	Electives	3
Physical Education	½	Physical Education	½
	15½		15½

MEDICINE

University of California at San Francisco

Suggested Program

FIRST YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	FIRST SEMESTER	UNITS
Chemistry 1a	5	Chemistry 1b	5
English 1a or Speech 1a	3	English 1b or Speech 1b	3
Foreign Language	4	Foreign Language	4
History 10	3	Political Science 5	3
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	15½		15½

SECOND YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	FIRST SEMESTER	UNITS
Zoology 1a	4	Zoology 1b	4
Chemistry 8	3	Chemistry 5	3
Chemistry 9	3	Hygiene 1 or 2	2
Philosophy 6a	3	Philosophy 6b	3
English 5a or History 4a	3	English 5b or History 4b	3
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	16½		15½

University of Southern California

Suggested Program

FIRST YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	FIRST SEMESTER	UNITS
Chemistry 1a	5	Chemistry 1b	5
English 1a	3	English 1b	3
Foreign Language*	4	Foreign Language*	4
Zoology 1a	4	Zoology 1b	4
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	16½		16½

SECOND YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	FIRST SEMESTER	UNITS
Psychology 1a or Philosophy 6a	3	Chemistry 5	3
History 4a	3	History 4b	3
Physics 2a	3	Physics 2b	3
Physics 3a	1	Physics 3b	1
History 10	3	Political Science 5	3
Art 19 or Music 10	2	Hygiene 1 or 2	2
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	15½		15½

* Continuation of language begun in high school; French or German recommended.

The University offers organic chemistry in upper division but may accept Chemistry 8 and 9 for credit toward pre-medical requirements. Consult your counselor.

MUSIC

The following courses are offered to the student majoring in music to enable him to obtain the Associate in Arts degree and complete a program that is comparable to the first two years of many other institutions. Besides the music courses listed below, the music major should carry 45 units of general education work in line with the graduation requirements established by the College of the Sequoias and the lower division program of the institution to which they wish to transfer.

Music Transfer to State Colleges

Suggested Program

FIRST YEAR		SECOND SEMESTER	
FIRST SEMESTER	UNITS	FIRST SEMESTER	UNITS
Music 4a (Musicianship)	1	Music 4b (Musicianship)	1
Music 12a (Beginning Theory)	3	Music 12b (Beginning Theory)	3
Music 7, 8, 18, 19*	1	Music 7, 8, 18, 19*	1
English 1a	3	English 1b	3
Science	3	Political Science 5	3
History 10	3	Science	3
Electives	2	Physical Education	½
Physical Education	½		
	<hr/>		<hr/>
	16½		14½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Music 5a (Adv. Musicianship)	1	Music 5b (Adv. Musicianship)	1
Music 14a (Adv. Theory)	3	Music 14b (Adv. Theory)	3
Music 7, 8, 18, 19*	1	Music 7, 8, 18, 19*	1
Speech 1a	3	Psychology 1a	3
Science	3	Hygiene 1 or 2	2
Social Science Elective	3	General Education Electives	5
Elective	2	Physical Education	½
Physical Education	½		
	<hr/>		<hr/>
	16½		15½

* All music majors are required to participate in at least one music ensemble group per semester according to their individual interests. Choose from Music 7abcd—orchestra, Music 8abcd—choir, Music 18ab—marching band, and Music 19ab—concert band.

It is recommended that music majors choose electives from the following courses: Music 1ab—beginning strings, class instruction; Music 3ab—beginning woodwinds, class instruction; Music 6ab—beginning brass and percussion, class instruction; Music 20—opera appreciation; Music 21—beginning piano, class instruction; Music 22ab—intermediate piano, class instruction; and Music 30abcd, elementary voice, class instruction. Music majors should not take Music 10.

NURSES' TRAINING

Students may obtain nursing education in (a) hospitals operated by universities (University of California, University of California at Los Angeles, Stanford); (b) hospitals affiliated with state colleges; or (c) hospital training schools. For admission to a university program, the student must obtain regular junior standing in that university and must complete pre-nursing courses. Both the Bachelor of Science degree and the Registered Nurse Certificate will be granted upon the completion of three years of university study after obtaining junior standing.

For admission to a state college program, the student may complete the first year in the junior college, but should then transfer for completion of three additional years of training. The Bachelor of Science degree and the Registered Nurse Certificate will be awarded upon completion of four years of study provided the last three years are completed in the state college.

Before 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.

A thirty-six month training program is required in most schools of nursing by the California Board of Nurse Examiners. An exception is made in some schools which allow nine months time credit for work completed in the junior college.

An applicant must be at least eighteen years of age, must be a high school graduate, and must have completed satisfactorily a course in general chemistry. Most schools of nursing are now requiring at least a year, and recommending two years, of college work for entrance. This preparation should include science, psychology, and English.

Students are urged to visit schools of nursing in order to obtain details of hospital school requirements and to make their choice before enrolling in college courses. Many hospital schools have specific subject requirements which must be met.

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University of California - School of Nursing

The School of Nursing offers a three-year course leading to a Bachelor of Science degree, and a certificate of nursing based upon two years of college pre-nursing work.

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a	3	English 1b	3
Foreign Language	4	Foreign Language	4
Anatomy 1	4	Chemistry 1a	5
History 10	3	Political Science 5	3
Nutrition 8	2	Physical Education	½
Physical Education	½		
	16½		15½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bacteriology 2	4	Psychology 1a	3
Sociology 1a	3	Physiology 1a and 1c	5
English 5a or Philosophy 6a	3	English 5b or Philosophy 6b	3
History 4a	3	History 4b	3
Foreign Language	4	Hygiene 2	2
Physical Education	½	Physical Education	½
	17½		16½

Fresno State College Nursing Curriculum

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 2a	3	Physiology 1a, 1c	4
Anatomy 1	4	Psychology 1a	3
History 4a	3	English 1a	3
Sociology 1a	3	History 10	3
Nutrition 8	2	Elective	2
Physical Education	½	Physical Education	½
	15½		15½

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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
Anatomy 1	4	Hygiene 2	2
History 51	3	Political Science 51	3
English	3	English	3
Psychology 51 or 1a	3	Chemistry 53	3
Electives	2	Electives	3
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	15½		14½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bacteriology 2	4	Physiology 1a, 1c	5
Psychology 1a or 33	3	Sociology 1b or Psychology 39	3
Sociology 1a	3	Speech 51	3
Nutrition 8	2	Electives	4
Electives	2	Physical Education	½
Physical Education	½		
	<hr/>		<hr/>
	14½		15½

Suggested One-Year Program

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Bacteriology 2 or Chemistry 53	4-3	Zoology 10	3
Anatomy 1	4	Physiology 1a, 1c	4
English	3	Psychology 51 or 1a	3
Hygiene 2	2	Psychology 39	3
Nutrition 8	2	Electives	2
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	15½		15½

VOCATIONAL NURSING

To extend the nursing services needed in hospitals and homes, California has provided for the examining and licensing of trained Vocational Nurses. Following the completion of the College of the Sequoias full-time, full-year program, a graduate of this program is recommended by the college to be examined and licensed. Offered on the Exeter campus in association with local area hospitals, this program is also recognized by the college as the equivalent of 45 terminal units towards completion of the Associate in Arts degree.

Applications, obtainable from the main office of the college, must be submitted by August 15, 1962 to ensure consideration for enrollment in September. Prospective students also will be required to complete health and aptitude tests to determine their eligibility for enrollment.

PHARMACY

University of California, Medical Center, San Francisco

The School of Pharmacy offers a four-year course leading to the degree of Doctor of Pharmacy based upon two years of college pre-pharmacy work.

Suggested Program

FIRST YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
English 1a or Speech 1a	3	English 1b or Speech 1b	3
Chemistry 1a	5	Chemistry 1b	5
Economics 1a or Psychology 1a	3	Economics 1b or Psychology 33	3
Hygiene 1 or 2	2	Botany 1	5
History 10	3	Physical Education	½
Physical Education	½		
	<hr/>		<hr/>
	16½		16½

SECOND YEAR

FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1a	4	Zoology 1b	4
Physics 2a	3	Physics 2b	3
Physics 3a	1	Physics 3b	1
Mathematics 1a	4	Mathematics 1b	4
Elective	2	Political Science 5	3
Physical Education	½	Physical Education	½
	<hr/>		<hr/>
	14½		15½

University of Southern California

The School of Pharmacy offers a four-year course leading to the degree of Doctor of Pharmacy, based upon two years of college pre-pharmacy work.

Suggested Program

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Chemistry 1a	5	Chemistry 1b	5
English 1a	3	English 1b	3
History 4a	3	History 4b	3
Political Science 5	3	History 10	3
Physical Education	½	Hygiene 1 or 2	2
	14½	Physical Education	½
			16½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Zoology 1a	4	Zoology 1b	4
Economics 1a	3	Economics 1b	3
Physics 2a	3	Physics 2b	3
Physics 3a	1	Physics 3b	1
Psychology 1a	3	Electives	4
Elective	2	Physical Education	½
Physical Education	½		15½
	16½		

Mathematics C and Mathematics D must be included in the pre-pharmacy program if they were not completed in high school, and will receive transfer credit. A Social Science elective may be substituted for Economics 1b.



PHYSICAL EDUCATION

Students majoring in Physical Education 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. The subjects listed below are suggested.

Physical Education for Men — State Colleges

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1a-1b	3 3	Speech 1a	3
History 10	3	Anatomy 1	4
Political Science 5	3	Physiology 1a, 1c	4
Chemistry 53 or 2a	3	Art 19 or Music 10	2
Fundamentals of Badm. - Golf 45c	1	Psychology 1a	3
Fundamentals of Tennis 45b	1	Fundamentals of Aquatics 45a	1
Orientation in Physical Education 31	2	Fundamentals of Folk - Square 45d	1
Hygiene 1	2	Hygiene 3	1
Sociology 1a-1b	3 3	Electives	6 5
Electives	3	Physical Education	½ ½
Physical Education	½ ½		15½ 15½

Physical Education for Women — State Colleges

FIRST YEAR	UNITS	SECOND YEAR	UNITS
English 1a-1b	3 3	Speech 1a	3
History 10	3	Anatomy 1	4
Political Science 5	3	Physiology 1a, 1c	4
Chemistry 53 or 2a	3	Art 19 or Music 10	2
Fundamentals of Rhythm and Dance 30b	2	Psychology 1a	3
Fundamentals of Individual Sports 30a	2	Fundamentals of Team Sports 30cd	2 2
Orientation in Physical Education 31	2	Introduction of Aquatics 30e	2
Hygiene 2	2	Hygiene 3	1
Sociology 1a-1b	3 3	Electives	5 2
Electives	2	Physical Education	½ ½
Physical Education	½ ½		15½ 15½

TRADES, INDUSTRIES, AND TECHNOLOGY

Auto Technology

This program offers pre-employment vocational training for the student desiring full-time work in automotive service and repair. The two-year course of study includes lecture, demonstration, and laboratory instruction, all emphasizing fundamental mechanical principles. An instructor fully qualified both by shop experience as a master mechanic and by training as a teacher directs the daily three-hour class. An advisory committee composed of employers and working mechanics will assist the College in maintaining a program geared to current needs of the trade.

The student will learn modern shop practices and techniques, working on current model units and assemblies supplied by local repair shops. His program is so scheduled that he may complete general education elective and required courses to qualify for the Associate in Arts degree.

Suggested Two-Year Program for Vocational Auto Technology

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Auto Mechanics 55a	7	Auto Mechanics 55b	7
Elective	1	Elective	2
Mathematics 50	2	English 50 or Speech 51	3
Ind. Arts 61	2	History 51 (U. S.)	3
Pol. Sci. 51 (Constitution)	3	Physical Education	½
Physical Education	½		
	15½		15½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Auto Mechanics 56a	7	Auto Mechanics 56b	7
Bus. 88 (Record Keeping)	3	Elective	2
Ind. Arts 40a	3	Ind. Arts 40b	3
Hygiene 1	2	Bus. 70	3
Physical Education	½	Physical Education	½
	15½		15½

Mathematics 50 is required if tests indicate student needs additional training.

Suggested electives: Additional English or Speech, Industrial Arts 10a, 10-b-c-d; Drafting, Business 72, Physical Science.



Building Trades

A training curriculum in the building trades with carpentry as a basic course, has been set up as an integral unit of the regular two-year junior college program. Manipulative instruction in carpentry, painting, plumbing and dry wall construction 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, political science, 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 55a	3	Building Trades 55b	3
Building Trades 65a	6	Building Trades 65b	6
Architecture 51a	2	Architecture 51b	2
Hygiene 1	2	English	3
*Mathematics 50 or Elective	2	Physical Education	½
Physical Education	½		
	15½		14½

SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Building Trades 56a	3	Building Trades 56b	3
Building Trades 66a	6	Building Trades 66b	6
History 51	3	Political Science 51	3
Business 88	3	Electives	3
Physical Education	½	Physical Education	½
	15½		15½

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



Electronic Technology

This program offers pre-employment training for the student interested in any of the many phases of electronic technology. The two-year course of study, combining lecture and laboratory instruction by a master technician, includes theory and analysis of basic electric and electronic circuits and testing equipment.

In accordance with his previous preparation, personal objectives, and ability, the student may prepare either for more advanced study or for immediate employment in communications or research and development. His daily, three-hour vocational class is so scheduled that he may complete additional general education elective and required courses to qualify for the Associate in Arts degree.

Suggested Two-Year Program for Electronic Technology

FIRST YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 55a	7	Electronics 55b	7
Pol. Sci. 51 (Constitution)	3	History 51 (U. S.)	3
English 50, 51, 52	3	Hygiene	2
Mathematics A, B, C, D	3	Mathematics B, C, or D	3
Physical Education	½	Physical Education	½
	16½		15½
SECOND YEAR			
FIRST SEMESTER	UNITS	SECOND SEMESTER	UNITS
Electronics 56a	7	Electronics 56b	7
Physical Science 10a or Chemistry 53	3	Engineering 22	3
Speech 51	3	Mathematics C	3
Mathematics C or D	3	Mathematics 20	2
Physical Education	½	Physical Education	½
	16½		15½

Electronics 55a, 55b, 56a and 56b are each 15 hours of lecture and laboratory each week with course content suggested in **A Guide for Electronics Courses** prepared by the California State Department of Education.

Suggested Electives: Math. 1a-1b, 1R, Chem. 2a, English 1a, Speech 1a, Pol. Sci. 5, History 10, Business 88, Business 70.

DESCRIPTION OF COURSES

AGRICULTURE

AGRICULTURE 51—FARM MACHINERY (3) Not offered 1962-1963.

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

AGRICULTURE 52—IRRIGATION (3) II.

Fundamental principles and practices of irrigation. Water transport and measurement. Soil-moisture measurement and soil-moisture relationships. Water pumps and their relation to irrigation. Farm irrigation distribution systems.

AGRICULTURE 56a-56b—FARM STRUCTURES (3-3) Not Offered 1962-1963.

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

AGRICULTURE 58a-58b-58c—FARM MECHANICS (3-2-3) I, II

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

AGRICULTURE 60—ELEMENTS OF DAIRYING (4) I.

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) I.

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

AGRICULTURE 64—DAIRY MANAGEMENT (2) II.

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

AGRICULTURE 65—FEEDS AND FEEDING (4) II.

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

AGRICULTURE 72—SHEEP PRODUCTION (2) II.

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

AGRICULTURE 74—FITTING AND SHOWING (1) I.

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

AGRICULTURE 75—BEEF PRODUCTION (3) II.

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

AGRICULTURE 76—SWINE PRODUCTION (3) I.

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

AGRICULTURE 77—POULTRY BROODING (2) II.

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

AGRICULTURE 78—EGG PRODUCTION (2) II.

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

AGRICULTURE 81—PLANT PROPAGATION (2) II.

Principles of plant propagation by seed, cutting, layering, grafting, and budding.

AGRICULTURE 82—ECONOMIC ENTOMOLOGY (3) I, E.

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

AGRICULTURE 84—FORAGE CROPS (3) II.

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

AGRICULTURE 86—HORTICULTURE (3) I.

Walnut, olive, pomegranate, fig, and persimmon production. Planting and establishing an orchard. Cultural practices including pruning, spraying, and harvesting of deciduous fruits.

AGRICULTURE 87—SOILS (4) I.

A study of values and management of different types of soils.

AGRICULTURE 88—CITRUS FRUITS (4) I.

A study of the cultural practices necessary to citrus production.

AGRICULTURE 89—TRUCK CROP PRODUCTION (3) II.

Principles involved in the production, harvesting, and marketing of truck crops grown in the San Joaquin Valley.

AGRICULTURE 90—FARM MANAGEMENT (4) II.

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

AGRICULTURE 91—FARM ACCOUNTING (3) II.

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

AGRICULTURE 92—AGRICULTURAL MATHEMATICS (2) II.

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) I, II.

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

AGRONOMY 1—INTRODUCTION TO AGRONOMY (3) II.

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—INTRODUCTION TO ANIMAL HUSBANDRY (4) I.

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) I.

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

POMOLOGY 2—PRINCIPLES OF FRUIT GROWING (3) II.

An introduction to the principles underlying the behavior of fruit trees. Study of climatic influences, varieties, rootstocks, and elementary production practices. Special emphasis on peaches, nectarines, apples, and plums.

VITICULTURE 1—INTRODUCTION TO VITICULTURE (3) I.

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) E.

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.

Prerequisite: Psychology 1a recommended.

ART 6a-6b—COLOR AND DESIGN (2-2) Yr.

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) I.

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

ART 7b—FIGURE DRAWING (2) II.

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) I, II.

The theory and techniques of water color and gouache painting as applied to still life and landscape.

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

ART 14a-14b-14c-14d—OIL PAINTING (1-1-1-1) I, II.

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

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

ART 19—ART APPRECIATION (2) I, II.

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 24a-24b-24c-24d—DESIGN IN TEXTILES (1-1-1-1) I, II, E.

A study of textiles and creative weaving.

ART 25a-25b-25c-25d—JEWELRY (1-1-1-1) I, II, E.

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 26—EXPLORATORY CRAFTS (2) I, II, E.

Stationary, movable, and mechanical toys, pottery, metal tooling, carving, and enameling, to meet needs in kindergarten-primary and elementary schools: tools and their proper use. Field trips may be required.

ART 27a-27b-27c-27d—LAPIDARY (1-1-1-1) I, II, E.

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) I, II.

Design and layout, photographic composition, printing, air brush, linoleum and wood prints, scratch board, and drawing. Pen and brush lettering.

ART 31a-31b-31c-31d—MERCHANDISING ART (1-1-1) I, II.

Basic techniques in window and counter display with emphasis on hand lettering, design, and color.

ART 55a-55b-55c-55d—CERAMICS (1-1-1) E.

Ceramics, pottery—the use and making of clay products. Decorating clay, copper, and glass.

ART 56a-56b-56c-56d—CHINA PAINTING (1-1-1) E.

China decorating, painting, design, color and firing.

ART 57a-57b-57c-57d—LANDSCAPE PAINTING (1-1-1) E.

Oil painting; development of form through color with an emphasis on landscape painting.

BUSINESS

Pre-Business Administration

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

Lecture and discussion 3 hours; laboratory 2 hours.

A college transfer course covering the 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.

Prerequisite: Sophomore standing recommended.

BUSINESS 10—MODERN BUSINESS (3) I, II.

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.

BUSINESS 13—CONSUMER PROBLEMS (2) I, II.

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

BUSINESS 18—BUSINESS LAW (3) I.

Basic concepts of American Business Law, contracts, agency, negotiable instruments, sales, and courts and legal procedure.

Prerequisite: Sophomore standing recommended.

BUSINESS 22—BUSINESS MATHEMATICS (2) II.

A condensed treatment of fractions, decimals, percentages, interest, discount, installment buying, and personal borrowing. An introduction to pay-rolls, wage payment systems, statistical graphs, and merchandising pricing.

Prerequisite: Satisfactory score in the Mathematics test or "C" grade or better in Business 95.

Secretarial and Clerical

BUSINESS 50a-50b—ELEMENTARY SHORTHAND (5-5) Yr.

Business 50a, an elementary course in the theory and technique of Gregg shorthand, is open for credit only to those students who have had no previous instruction in shorthand. Students achieving a speed of 60 words per minute will transfer to Business 51b; those achieving higher speeds to Business 52b.

Typewriting must be taken concurrently with Business 50a unless the student makes a satisfactory score on the typewriting placement test.

BUSINESS 50c-50d—STENOTYPY (3-3) Yr., E.

Instruction in stenotype theory; development of machine dexterity, fluent reading ability, and the ability to take dictation at 60 to 100 words a minute.

BUSINESS 51a-51b—INTERMEDIATE SHORTHAND (5-5) Yr.

Business 51a is a remedial shorthand course for those students who need review in the theory and techniques of Gregg shorthand before continuing in the second-year shorthand class. Speed and accuracy in reading, writing and transcribing shorthand notes are emphasized. Those students achieving a speed of 80 words per minute will transfer to Business 52b-53b.

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

BUSINESS 52a-52b—ADVANCED SHORTHAND DICTATION (5-5) Yr.

A second-year shorthand course where emphasis is placed upon building vocational shorthand vocabularies. The objective of this course is a shorthand dictation speed of 120 words per minute.

Business 53a-53b must be taken concurrently.

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

BUSINESS 53a-53b—ADVANCED SHORTHAND TRANSCRIPTION (2-2) Yr.

A required transcription course which must be taken concurrently with Business 52a-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 on the shorthand and typewriting placement tests.

BUSINESS 54a-54b—SHORTHAND REPORTING (3-3) Yr.

Advanced course in shorthand speed building designed to develop dictation speeds above 120 words per minute on tests of lengthy duration.

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

BUSINESS 55—LEGAL SECRETARIES (2) E.

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 skills.

BUSINESS 56—MEDICAL SECRETARIES (2) E.

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

BUSINESS 58a—OFFICE PROCEDURES (3) I.

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 duplicating machines (Ditto, Mimeograph, Mimeoscope, Standard, and Thermofax) and will become acquainted with the operation of the transcribing machines (Audograph, Comptometer, Dictaphone, I.B.M. Executary, Sound-Scriber, and Stenorette).

Prerequisite: Satisfactory typewriting speed.

BUSINESS 58b—SECRETARIAL OFFICE PROCEDURES (3) II.

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: Satisfactory shorthand and typewriting speeds.

BUSINESS 59a—PRINCIPLES OF FILING (1) I, II.

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 60a—ELEMENTARY TYPEWRITING (2) I, II, E.

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

BUSINESS 60b—INTERMEDIATE TYPEWRITING (2) I, II, E.

A remedial course offering a review of the fundamentals of typewriting for those students who have had previous typewriting instruction but who do not obtain a satisfactory score on the typewriting placement test.

Typical office materials are used for skill building so as to enable the student to reach the required speed level for entrance into Business 61a.

Prerequisite: Business 60a or previous instruction in typewriting.

BUSINESS 61a-61b—ADVANCED TYPEWRITING (2-2) I, II, E.

A second year typewriting course open to all students who make a satisfactory score on the typewriting placement test.

Typical office materials used in the typewriting problems include business letters, legal documents, and other business forms and papers. The emphasis in this course is upon skill-building.

BUSINESS 68a—OFFICE MACHINES (2) I, II, E.

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, Clary, and Underwood-Sundstrand Adding Machines; Burroughs and Underwood-Sundstrand Posting Machines.

BUSINESS 68b—OFFICE MACHINES (2) II, E.

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) I, II.

A course of instruction designed to train the student in the operation and care of the Dictaphone, I.B.M. Executary, Audograph, Comptometer, Stenorette, and Sound-Scriber dictating and transcribing machines and to develop skill in their use. Specialized instruction is also given in the use of electric typewriters.

Prerequisite: Satisfactory typewriting speed and permission of the instructor.

Merchandising

BUSINESS 70—SALESMANSHIP (3) I.

A practical vocational salesmanship course designed to show students how to begin a successful career in merchandising through selling. Specific areas of study include professional selling, sales psychology, product analysis, sales techniques, the sales story, and customer service.

This is a required course for all merchandising majors.

BUSINESS 72—RETAILING (3) I.

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 the small retailer: what to buy, where to buy, location and layout, stock care and arrangements.

This is a required course for all merchandising majors.

BUSINESS 74—MARKETING (3) II.

This course deals with the distribution of commodities from the producer to the retailer. Emphasis is placed upon classification of commodities, function of the various distributors, and channels of distribution. Specific areas covered include advertising, transportation, storage, grading and packaging.

This is a required course for all merchandising majors.

It is recommended that students take Business 10 and Business 70 (or Business 72) before registering for this course.

Accounting

BUSINESS 80a-80b—ELEMENTARY ACCOUNTING (4-4) I, II, E.

Lecture and discussion three hours; laboratory two 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 are included. Retail and departmental practice sets accompany the course.

Prerequisite: for 80b: Business 80a or the completion of two years of high school bookkeeping with a satisfactory grade.

BUSINESS 81—ADVANCED ACCOUNTING (4) I, II, E.

Lecture and discussion three hours; laboratory two hours.

An advanced course in the application of specialized phases of accounting theory and practice which continues the work of Business 80a-b.

Prerequisite: Business 80a-b or equivalent.

BUSINESS 82a—PAYROLL ACCOUNTING (2) I.

Lecture and laboratory 2 hours a week.

A practical accounting course in the development of the records and reports needed by the individual and by business incident to the social security and tax programs of the Federal and state governments as they affect payroll.

Business 80b may be taken concurrently.

Prerequisite: Business 80a.

BUSINESS 82b—TAX ACCOUNTING (2) II.

Lecture and laboratory 2 hours a week.

A practical accounting course providing an explanation of Federal and state tax structure as it applies to business, with training in the application of tax principles to specific individual and business problems.

Business 80b may be taken concurrently.

Prerequisite: Business 80a.

BUSINESS 85a—BUSINESS DATA PROCESSING (3) II.

Fundamental concepts of data processing used in business and industry. Includes the historical development and a study of the basic methods, techniques and systems of manual, mechanical, and electronic data processing applied to business operators. No background in the field needed.

Prerequisite: High school algebra.

BUSINESS 87—ACCOUNTING FOR SECRETARIES (2) II.

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 not open to those students who have had high school bookkeeping, Business 80a, 80b or 88.

BUSINESS 88—RECORD KEEPING FOR SMALL BUSINESS (3) I.

A course covering basic bookkeeping procedure. A practice set is included. It is recommended that Business 95 or Mathematics 50 be taken concurrently with or prior to registering for this course.

This course is not open to students who have had high school bookkeeping or who have credit for Business 1a-1b, 80a-80b, 81 or 87.

Business Background

BUSINESS 90—BUSINESS STATISTICS (3) II.

A course in presenting statistical data for the solution of problems in the areas of business and social science. The subject matter stresses statistical methods as tools in organizing and explaining data for maximum understanding and for using effectively in making decisions, rather than placing main emphasis upon mathematical theory or the derivation of formulas.

This course is open to students majoring in business and in the social sciences.

Prerequisite: High school algebra.

BUSINESS 91—SMALL BUSINESS MANAGEMENT (3) II.

A basic course in the organization, operation, and management of small businesses. Special attention is given to the problems of the sole proprietorship type of organization. It is recommended that the student complete Business 95 and Business 10 before taking this course.

BUSINESS 93—SURVEY OF BUSINESS LAW (3) II, E.

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 all terminal business majors. Required for non-transfer majors in accounting, excepting those students taking Business 18.

BUSINESS 95—BUSINESS ARITHMETIC (3) I, II.

A remedial 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. Students who have received credit for Business 22 may not take this course.

Prerequisite: Satisfactory score on the mathematics placement test.

BUSINESS 96a—ENGLISH FOR BUSINESS (3) I, II.

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.

Prerequisite: Satisfactory score on English placement test.

BUSINESS 96b—WRITING FOR BUSINESS (3) I, II.

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, and adjustment letters, and letters of application.

This course is required of all business majors.

Prerequisite: Satisfactory score on English placement test, or a "C" grade in either English 51 or Business 96a.

BUSINESS 97—PERSONAL FINANCE (3) I, II.

A practical course covering the proper management of personal income and expenditures which is open to both business and nonbusiness majors. To be discussed will be such topics as: commercial and savings accounts, investments, borrowing money; budgets, charge accounts, and installment buying; property, income, estate, inheritance, and gift taxes; life, health, accident, property, and miscellaneous insurance; pension plans and Social Security; trust funds and wills; inflation and business cycles; and problems of owning a home.

BUSINESS 98—PERSONAL EFFICIENCY IN BUSINESS (3) I, II.

A course to acquaint the student with the accepted principles of human relations 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 management in personnel administration.

DENTAL ASSISTING

DENTAL ASSISTING 50—DENTAL ASSISTANTS (4) E., Yr.

Includes business training and technical training pertaining to the profession.

EDUCATION

EDUCATION 30—INTRODUCTION TO EDUCATION (2) I, II, E.

A brief survey of the fundamental concepts in public education. Field trips may be required. Required for elementary teaching credential.

ENGINEERING

ARCHITECTURE 1a-1b—ARCHITECTURAL DRAWING (3-3) Yr., E.

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 (2-2) Yr., E.

One lecture and three laboratory 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—SURVEYING (3-3) Yr.

Three hours lecture and three hours field work per week.

Fundamental principles and practice in methods of land and route surveying.

Prerequisites: Trigonometry and Mechanical Drawing. These may be taken concurrently.

ENGINEERING 8—MATERIALS OF ENGINEERING CONSTRUCTION (3) I.

Two hours lecture per week, two hours laboratory per week.

Structural properties and use of various materials.

Prerequisite: Physics 4a.

ENGINEERING 22—ENGINEERING DRAWING (3) I, II, E.

Two lecture and four laboratory hours per week.

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

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

ENGINEERING 23—DESCRIPTIVE GEOMETRY (3) I, II.

Six hours per 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 plane geometry. Engineering 22 may be taken concurrently.

ENGINEERING 24—ADVANCED ENGINEERING DRAWING (3) I, II.

Two lecture and four laboratory hours per week.

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

Prerequisites: Engineering 22 and 23, or Engineering 23.

ENGINEERING 26—MACHINE DESIGN (3) I, II.

Two lecture and four laboratory 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) II.

Three lectures per week.

Force systems and equilibrium conditions as applied to engineering problems.

Prerequisites: Physics 4a; Mathematics 2a.

ENGINEERING 50a-50b—BLUE PRINT READING (2-2) E.

A survey course designed to convey an understanding of basic engineering symbols and to interpret blue prints in terms of the common objects and devices related to the engineering field.

ENGINEERING 52—MECHANICAL DRAWING (2) I, II, E.

One lecture and three laboratory hours per week.

A rapid comprehensive coverage of the fundamentals of mechanical drawing and modern drafting practice; lettering; geometric drawings; orthographic projection, pictorial representation, and blueprinting.

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

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

Composition and Literature

ENGLISH 1a—FIRST-YEAR READING AND COMPOSITION (3) I, II, E.

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: An acceptable score on the English Placement Test or a grade of "C" or better in English 51 or Business 96a.

ENGLISH 1b—FIRST-YEAR READING, COMPOSITION, AND LITERATURE (3) I, II, E.

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) Yr.

This 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.

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

This period 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 10a-10b—ELEMENTARY JOURNALISM (3-3) I, II.

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

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

ENGLISH 11a-11b-11c-11d—STUDENT PUBLICATIONS (1-1-1-1) I, II.

Yearbook and other student publications, design, layout, composition, dummy, copy writing, advertising, financing, coordinating art, and photography work.

Prerequisite: High school or college experience, or approval of instructor.

ENGLISH 12a-12b—JOURNALISM WORKSHOP (2-2) I, II.

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) I, E.

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.

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

ENGLISH 15—CREATIVE WRITING (2) II, E.

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

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

ENGLISH 30—AMERICAN LITERATURE (3) I, E.

American masterpieces from the colonial era to the present including such writers as Edwards, Franklin, Jefferson, Payne, Irving, Poe, Hawthorne, Melville, Clemens, Crane, Hemingway, Lewis, Wolfe, Faulkner, literary, social, and historical emphasis.

Prerequisite: English 1a.

ENGLISH 31—AMERICAN LITERATURE (3) II, E.

Continuation of English 30.

Prerequisite: English 1a.

ENGLISH 50—PRACTICAL ENGLISH (3) I, II.

This course is a prerequisite for English 51 for those students who fail to attain the necessary score for placement in English 51. It may be used as a terminal course which partially fulfills the English requirement for those who do not plan to transfer.

ENGLISH 51—GRAMMAR AND COMPOSITION (3) I, II, E.

This course includes drills in mechanics, diction, grammar, punctuation, and spelling, and practice in writing sentences, paragraphs, and theme. 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.

Prerequisite: Score of 40 or above on English Placement Test or permission of instructor.

ENGLISH 52—ESSENTIALS IN READING AND WRITING (3) I, II.

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 54—READING BETTER AND FASTER (3) I, II.

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

Prerequisite: None.

ENGLISH 64—SPEED READING (2) E.

A course designed to meet the needs of business and professional people who want to increase their reading ability, and particularly their speed in reading.

Speech Arts

SPEECH 1a-1b—FUNDAMENTALS OF PUBLIC SPEAKING (3-3) I, II, E.

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: An acceptable score on the English placement test or a grade of "C" or better in English 51 or Business 96a.

SPEECH 33—PLAY PRODUCTION (2) I, E.

Selection, casting, rehearsals, staging, preparation of a prompt book, backstage organization, duties of production staff.

SPEECH 34—ELEMENTARY ACTING (2) II, E.

Introduction to the basic techniques and theories of acting; with directed training in their application.

SPEECH 35—INTRODUCTION TO THE THEATRE (2) I, E.

Analysis of the theatre, the play, the playhouse, styles of staging, the actor, and drama as art.

SPEECH 36—DRAMATIC LITERATURE (2) II, E.

Reading and analysis of great plays from various periods in dramatic literature.

Prerequisite: Permission of instructor.

SPEECH 40—RADIO-TV SPEECH (2) I, II.

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

SPEECH 41a-41b-41c—RADIO-TV PRODUCTION (2-2-2) I, II.

Methods and techniques of tape recording radio news, and TV production for live broadcasts. Mandatory participation. Script writing, announcing, set ups, timing.

Prerequisite: Speech 40 and instructor's permission.

SPEECH 51—PRACTICAL SPEECH (3) I, II, E.

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.

SPEECH 61a-61b-61c-61d—STAGE CRAFT (1-1-1-1) I, II.

Technical problems in lighting and stage production. Practical experience in design, construction, and staging of college dramatic and musical productions. This course does not fulfill graduation requirements for English or speech but it is accepted as elective credit.

FOREIGN LANGUAGES

FRENCH 1a—ELEMENTARY FRENCH (4) I.

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) II.

Continuation of French 1a.

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

FRENCH 1c—INTERMEDIATE FRENCH (4) I.

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) II.

Continuation of French 1c.

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

FRENCH 51a-51b—(2-2) E.

First year terminal conversational French.

FRENCH 52a-52b—(2-2) E.

Second year terminal conversational French.

GERMAN 1a—ELEMENTARY GERMAN (4) I.

Pronunciation, essentials of grammar, and progressive reading.

Corresponds to first two years of high school German.

GERMAN 1b—(4) II.

Continuation of German 1a.

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

GERMAN 1c—INTERMEDIATE GERMAN (4) I.

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

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

GERMAN 1d—(4) II.

Continuation of German 1c.

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

GERMAN 51a-51b—(2-2) E.

First year terminal conversational German.

GERMAN 52a-52b—(2-2) E.

Second year terminal conversational German.

RUSSIAN 51a-51b—(2-2) E.

First year terminal conversational Russian.

RUSSIAN 52a-52b—(2-2) E.

Second year terminal conversational Russian.

SPANISH 1a—ELEMENTARY SPANISH (4) I.

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

SPANISH 1b—(4) II.

Continuation of Spanish 1a. Spanish life and culture.
Prerequisite: Spanish 1a or two years of high school Spanish.

SPANISH 1c—INTERMEDIATE SPANISH (4) I.

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) II.

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

SPANISH 51a-51b—(2-2) E.

First year terminal conversational Spanish.

SPANISH 52a-52b—(2-2) E.

Second year terminal conversational Spanish.

SPANISH 53a-53b—(2-2) E.

Advanced Spanish conversation.
Prerequisite: Two years of college Spanish.

HOME ECONOMICS

HOME ECONOMICS 10a—FOODS (3) I.

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.

Prerequisite: High school chemistry or permission of instructor.

HOME ECONOMICS 10b—FOODS (3) II.

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) I.

Fundamentals of clothing selection as applied to the individual for suitability in color, design, and wardrobe need. Selection, use, and alteration of commercial patterns. Fundamental techniques of clothing construction. Preferably preceded by Home Economics 24 and Home Economics 22.

HOME ECONOMICS 12b—FLAT PATTERN DRAFTING (3) II.

Drafting basic patterns from individual measurements; designing costumes, adjusting basic pattern to individual design; developing skill in clothing construction.

Prerequisite: Home Economics 12a.

HOME ECONOMICS 13—CONSUMER'S PROBLEMS (2) I, II.

Management of personal income so as to secure the greatest measure of satisfaction and highest possible standard of living. Students are acquainted with such topics as: personal finance, insurance, family clothing, home furnishings and equipment, foods, agencies for consumer aid, protection and information. Taught with instructors from other departments and professional specialist's assistance to instructors.

HOME ECONOMICS 15—SURVEY OF HOME ECONOMICS (2) I.

Introduction to the opportunities and requirements in various professional fields for the trained home economist. Lectures by the staff and specialists in the field. Required of majors.

HOME ECONOMICS 16—HOUSEHOLD EQUIPMENT (2) II.

Not offered 1962-1963.

Selection of household appliances and equipment; knowledge of construction, materials, and functional design as related to economy of time, energy, and money; adequate wiring installation; operating and maintenance costs and techniques; safety features in the home; cleaning agents; kitchen planning, arrangement of work, preparation and serving units. Lecture and laboratory, four hours. Fulfills requirement for major, open to all interested students.

HOME ECONOMICS 22—TEXTILES (2) I.

A study of natural and synthetic textile fibres and fabrics. Includes fundamental weaves, designs and finishes, production and manufacture of textiles. Also testing fabrics to determine serviceability and quality for clothing and household uses.

HOME ECONOMICS 24—CLOTHING SELECTION (2) I.

This course is concerned with the maximum personal development of the individual. It includes modeling techniques, body conditioning, hairstyle and hat selection, use of beauty products, style selection in terms of build and personality, personality typing, and wardrobe planning. Open to all majors. Should precede construction classes.

HOME ECONOMICS 26—MARRIAGE AND FAMILY LIFE (2) I, II.

This course is designed to give the student greater insight into family living. The course includes analysis of the family institution in society; emotional maturity for marriage; mate selection factors; emotional, spiritual, sexual, financial factors in marital adjustment; parenthood.

HOME ECONOMICS 39—CHILD DEVELOPMENT (3) II.

Study of the needs of the infant and child in relation to the family group, including the preparation for the arrival of children, prenatal development, infancy and childhood. Emphasis on home, parent, child relations. No prerequisite. Lecture, discussion, and guided observation.

HOME ECONOMICS 50a—CAREER FOODS (2) I.

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) II.

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.

Prerequisite: Home Economics 50a.

HOME ECONOMICS 51a—CAREER CLOTHING (2) I.

Designed for students of any major. Includes fundamentals of clothing selection as applied to the individual for suitability in color, design, and wardrobe need. Selection and use, and alteration of commercial patterns. Fundamental techniques in cotton and wool construction. Preferably preceded or taken concurrently with Home Economics 24.

HOME ECONOMICS 51b—CAREER CLOTHING (2) II.

A continuation of 51a with advanced construction techniques. Some original design possible, some tailoring techniques, and the option of making a dress form.

Prerequisite: Home Economics 51a.

HOME ECONOMICS 51c—ADVANCED CLOTHING CONSTRUCTION AND TAILORING TECHNIQUES (2) II.

A continuation of Home Economics 51b on advanced project basis. Original designing, tailoring, or drafting.

Prerequisite: Home Economics 51a and 51b.

NUTRITION 8—NUTRITION FOR PHYSICAL FITNESS (2) I, II.

A study of human food needs with relation to diet planning both at home and in hospitals; for normal, obese, diabetic, low-sodium, post operative, pregnancy, and lactation requirements. Role of the elementary, physical education and home economics teachers, and parents in fostering sound nutritional habits.

HYGIENE

HYGIENE 1—MEN (2) I, II, E.

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. Fulfills state requirements.

HYGIENE 2—WOMEN (2) I, II, E.

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. Fulfills state requirements.

HYGIENE 3—RED CROSS FIRST AID (1) I, II, E.

The American Red Cross Standard First Aid Course: includes fire prevention.

INDUSTRIAL ARTS

INDUSTRIAL ARTS 1—ELEMENTS OF WOODWORK (3) I.

Six hours per week.

The processes of bench woodworking; use and care of hand tools; fundamentals; exercises, correct construction methods; basic operations on light woodworking machinery, including wood turning.

INDUSTRIAL ARTS 2—MACHINE WOODWORKING (3) II.

Six hours per week.

Operation, care and maintenance of woodworking machinery in the construction of case work, cabinets, and furniture. Safety in the operation of woodworking machines and power tools.

Prerequisite: Industrial Arts 1.

INDUSTRIAL ARTS 6a-6b—WELDING (3-3) Yr., E.

Five hours per week.

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

Prerequisite: Industrial Arts 6a before 6b.

INDUSTRIAL ARTS 9—FUNDAMENTALS OF AUTOMOTIVE MECHANICS (3) II.

Six hours per week.

Basic theory including electricity, carburetion, engines, lubrication, cooling, tune-up and diagnostic equipment.

INDUSTRIAL ARTS 10a-10b-10c-10d—MACHINE SHOP (3-3-3-3) I, II, Yr.

Five hours per week.

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

INDUSTRIAL ARTS 11—PRACTICAL PROBLEMS IN ELECTRICITY (3) I.

Six hours per week.

Fundamentals of electricity; application to industry and everyday life; practical problems and projects. Demonstration aids are constructed in the shop laboratory.

INDUSTRIAL ARTS 40a-40b—ELEMENTARY MECHANICS (3-3) Yr., E.

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.

INDUSTRIAL ARTS 60a-60b—AUTOMOTIVE ESSENTIALS (2-2) E.

A study of automotive cooling, lubrication, power, electricity, carburetion, tune-up, and diagnostic equipment.

INDUSTRIAL ARTS 61—WELDING (2) I, II, E.

One hour lecture, two hours laboratory per week.

Arc and gas welding for automobile students.

LAW ENFORCEMENT

LAW ENFORCEMENT 50a-50b—TRAFFIC REGULATIONS AND CONTROL (2-2) Yr. E.

50a covers traffic accident investigation and its relation to accident prevention. 50b is a study of the California Vehicle Code and related laws with reference to the traffic problem. Law Enforcement 50a a prerequisite to 50b.

LAW ENFORCEMENT 51—CRIMINAL LAW (2) I, E.

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

LAW ENFORCEMENT 52—LAW OF ARREST (2) II, E.

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

LAW ENFORCEMENT 53—CRIMINAL INVESTIGATION (3) II, E.

Three hours lecture.

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

Prerequisite: Law Enforcement 51, 54, and 55.

LAW ENFORCEMENT 54—RULES OF EVIDENCE (2) II, E.

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) I.

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; description 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) I, E.

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) II, E.

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 (1-1) I, II.

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

LAW ENFORCEMENT 59—POLICE PROCEDURES (3) I, E.

Basic police procedures in beat patrol and observation, handling complaints, and the mechanics of arrest.

Prerequisites: Law Enforcement 51, 54, and sophomore standing.

LAW ENFORCEMENT 60a-60b-60c-60d-60e—POLICE TRAINING FOR PEACE OFFICERS (1-5) E.

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.

LAW ENFORCEMENT 80—BUS DRIVER EDUCATION (1) E.

Study of the California Vehicle Code and related laws with reference to bus driver and passenger safety.

LAW ENFORCEMENT 82—PEACE OFFICERS TRAINING (10) E.

An in-service course for peace officers. Covers arrest, evidence, law, fire arms, investigation, first aid, identification, jail procedure, juvenile, courtroom procedure, race relations, and ethics.

LIBRARY SCIENCE

LIBRARY SCIENCE 50a-50b-50c-50d—(1-1-1-1) I, II.

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) I, II, E.

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. It may not be repeated for credit if previously passed in high school or college.

MATHEMATICS B—PLANE GEOMETRY (3) I, II, E.

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. It may not be repeated for credit if previously passed in high school or college.

MATHEMATICS C—TRIGONOMETRY (3) I, II, E.

Trigonometry functions of any angles; logarithms; solutions of triangles; trigonometric equations. This course may not be repeated for credit if previously passed in high school or college.

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

MATHEMATICS D—INTERMEDIATE ALGEBRA (3) I, II, E.

Rapid review of elementary algebra; exponents; radicals; progressions; quadratic equations; systems of equations; logarithms; the binomial theorem. This course may not be repeated for credit if previously passed in high school or college.

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 1r—FUNDAMENTALS OF COLLEGE ALGEBRA (2) I, II.

Fundamentals of college algebra designed to build the student's background and to prepare him for the study of analytic geometry and calculus. Special emphasis on modern mathematics.

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

MATHEMATICS 1a-1b—ANALYTIC GEOMETRY AND CALCULUS (4-4) I, II.

Elements of analytic geometry, introduction to differential and integral calculus with applications, (Mathematics 1a-1b covers material formerly covered by Mathematics 3a-3b, and part of Mathematics 14a).

Prerequisite: Satisfactory mathematics score.

MATHEMATICS 2—MATHEMATICS OF FINANCE (3) II.

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 2a-2b—CALCULUS CONTINUED AND SPECIAL TOPICS (4-4) I, II.

Thorough technique of differential and integral calculus. Partial differentiation, multiple integrals, differential equations, series, fouriers series, complex numbers and vector analysis.

Prerequisite: Mathematics 1a-1b.

MATHEMATICS 10—MATHEMATICS FOR ELEMENTARY TEACHERS (3) I, II, E.

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

Prerequisites: Mathematics A and Mathematics B.

MATHEMATICS 20—SLIDE RULE (2) I, II, E.

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

Prerequisite: Mathematics C; may be taken concurrently.

MATHEMATICS 50—REVIEW OF ARITHMETIC FUNDAMENTALS (2) I, II, E.

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

MILITARY

MILITARY 1—MILITARY SCIENCE (4)

Satisfactory completion of at least one year of training in the military service of the United States.

MILITARY 2a-2b-2c-2d—MILITARY LEADERSHIP (1-1-1-1) I, II.

Three hours per week. Laboratory.

Prerequisite: Approval of instructor.

MUSIC

MUSIC 1a-1b—STRING INSTRUMENTS: CLASS INSTRUCTION (1-1) I, II.

Elementary instruction in violin, viola, cello, bass viol; tone production, bowing, technique, care of instruments.

MUSIC 2a-2b-2c-2d—DANCE BAND (1-1-1-1) I, II.

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 3a-3b—WOODWIND INSTRUMENTS: CLASS INSTRUCTION (1-1) Yr.

3a—Elementary instruction; correct tone production; technique and care of instruments; emphasis on clarinet.

3b—Continuation of 3a with emphasis on flute, oboe, saxophone, and bassoon.

MUSIC 4a-4b—MUSICIANSHIP (1-1) Yr.

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 music interpretation. Should be taken concurrently with Music 12a-12b.

MUSIC 5a-5b—ADVANCED MUSICIANSHIP (1-1) Yr.

Continuation of Music 4a-4b. Diatonic and chromatic modulation, altered chords.

Prerequisite: Music 4a-4b. Should be taken concurrently with Music 14a-14b.

MUSIC 6a-6b—BRASS AND PERCUSSION INSTRUMENTS: CLASS INSTRUCTION (1-1) Yr.

6a—Elementary instruction; correct tone production, technique, and care of instruments.

6b—Continuation of 6a.

MUSIC 7a-7b-7c-7d—ADVANCED ORCHESTRA (1-1-1-1) I, II, E.

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.

MUSIC 8a-8b-8c-8d—COLLEGE CHOIR (1-1-1-1) I, II.

A study of the best choral literature for mixed voices, with emphasis on tone production, precision, and sincerity of ensemble interpretation.

Choir students are asked to participate in a limited number of out of school performances.

Prerequisite: Permission of instructor.

MUSIC 9—MUSIC FOR ELEMENTARY TEACHERS (3) I, II, E.

Introduction to basic music skills. Fundamentals of music, piano, keyboard, writing and reading music, singing unison and part songs, playing simple melodic and rhythmic instruments, conducting.

Prerequisite: Recommended Music 21.

MUSIC 10—APPRECIATION OF MUSICAL LITERATURE (2) I, II.

Designed to aid the average student in developing an understanding and enjoyment of the music of the great composers. No previous musical training required. Special emphasis given to the problems of the musically untrained listener.

MUSIC 12a-12b—BEGINNING THEORY (3-3) Yr.

This course includes the fundamentals of music notation and the use of chords in harmonizing melodies and basses in both major and minor keys. Simple ear-training and key-board harmony included. Should be taken concurrently with Music 4a-4b.

MUSIC 14a-14b—ADVANCED THEORY (3-3) Yr.

Continuation of Music 12a-12b. Diatonic and chromatic modulation, altered chords.

Prerequisites: 12a-12b.

Should be taken concurrently with Music 5a-5b.

MUSIC 16a-16b—MUSIC HISTORY (2-2) Yr.

16a—The history of music from primitive times to the eighteenth century.

16b—A continued study to the present.

MUSIC 17a-17b—ORCHESTRATION (2-2) Yr.

17a—Range, technique, timbre, transposition of band and orchestral instruments; exercises in orchestration for individual instrumental choirs.

Prerequisites: Music 4a-4b, 12a-12b.

17b—Scoring for small instrumental combinations and for full band and orchestra.

Prerequisite: Music 17a.

MUSIC 18a-18b—MARCHING BAND (2-2) I.

Rehearsal and participation in performances for athletic and other college functions. Some extra-class time is required for public appearances of the group.

MUSIC 19a-19b—CONCERT BAND (1-1) II.

A study and performance of standard band music, with special attention to interpretation, tone, technique, and general effect. Planned for those interested in improving their musicianship.

MUSIC 20—APPRECIATION OF THE OPERA (2) I, II.

Complete opera recordings of selected composers.

MUSIC 21—BEGINNING PIANO (1) I, II.

Prerequisite: None.

MUSIC 22a-22b-22c-22d—INTERMEDIATE PIANO (1-1-1-1) I, II.

Prerequisite: Music 21 or consent of instructor.

MUSIC 30a-30b-30c-30d—ELEMENTARY VOICE (1-1-1-1) I, II.

A class in the fundamentals of good singing in the vocal field. Individual performance before the class is required.

Prerequisite: Permission of the instructor.

MUSIC 50a-50b-50c-50d—ORCHESTRA FOR ADULTS (1-1-1-1) E.

Music for accompaniment for oratorio and light opera.

MUSIC 51a-51b-51c-51d—PERFORMANCE MUSIC (1-1-1-1) I, II, E.

Performances in recitals, musicals, bands, and orchestras.

NURSING

NURSING 50-51-52—VOCATIONAL NURSING (18-17-10) Yr.

Theory and practice of nursing, vocational relationships, medical and surgical principles, maternal and child care, pediatrics, and clinical experience. Course requires one calendar year. Upon satisfactory completion a certificate is awarded which enables the student to take the State Board examination to obtain licensure in California as Vocational Nurse. Program consists of two eighteen week semesters and one twelve week summer semester.

Prerequisite: Approval of Board of Admissions.

NURSING 60-61-62—VOCATIONAL NURSING EXPERIENCE (6-6-6) Yr., E.

A course of practical experience and classroom study. Permits in-service nurses to qualify for eligibility for licensure.

PHILOSOPHY

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

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. Philosophy 6a is a prerequisite to 6b.

Prerequisite: English 1a or permission of instructor.

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

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

Prerequisite: None.

PHOTOGRAPHY

PHOTOGRAPHY 1a—BASIC PHOTOGRAPHY (3) I, II.

Two hours lecture and three hours of laboratory a week.

Theory and practice of photography.

Basic knowledge and skill in the use of photographic chemicals and equipment while photographing a variety of technical and artistic subjects.

PHOTOGRAPHY 2a-2b-2c—ADVANCED PHOTOGRAPHY LABORATORY (1-1-1) I, II.

A three-hour laboratory course designed to acquaint students with some of the more advanced techniques of the photographic process.

Prerequisite: Photography 1a.

PHOTOGRAPHY 51—ELEMENTARY PHOTOGRAPHY (1) E.

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

PHOTOGRAPHY 52—ELEMENTARY PHOTOGRAPHY (1) I, II, E.

A two-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.

PHYSICAL EDUCATION

PHYSICAL EDUCATION—GENERAL ACTIVITY (½ each) I, II.

- Physical Education 1a-1b—Archery.
- Physical Education 2a-2b—Badminton.
- Physical Education 3a-3b—Bowling.
- Physical Education 4a-4b—Boxing.
- Physical Education 5a-5b—Folk and Square Dance.
- Physical Education 6a-6b-6c-6d—Modern Dance.
- Physical Education 7a-7b—Social Dance.
- Physical Education 8a-8b—Golf.
- Physical Education 9a-9b—Swimming.
- Physical Education 10a-10b—Tennis.
- Physical Education 11a-11b—Tumbling.
- Physical Education 12a-12b—Weight Lifting.
- Physical Education 13a-13b—Wrestling.
- Physical Education 14a-14b—Cross Country.
- Physical Education 15a-15b-15c-15d—General Activities—Not listed.
- Physical Education 16a-16b—Choreography.
- Physical Education 17a-17b—Physical Development.

No Physical Education course may be repeated. An advanced course will be offered to the fourth semester student. Grades in courses 1-17 are assigned on "S" and "U" basis.

Pre-Professional Training Courses

PHYSICAL EDUCATION 30a—FUNDAMENTALS OF INDIVIDUAL SPORTS (2) I.

Practice and theory course of the analysis of skills, rules and progression of strokes, and tactics of individual sports. Badminton, tennis and recreational games.

Prerequisite: Physical education major or minor.

PHYSICAL EDUCATION 30b—FUNDAMENTALS OF RHYTHM AND DANCE (2) I.

Designed to introduce physical education majors to the meaning of rhythm and its importance to modern, folk, square and social dances.

Lecture—Laboratory.

Prerequisite: Physical Education 6a.

PHYSICAL EDUCATION 30c-30d—FUNDAMENTALS OF TEAM SPORTS (2-2) I, II.

Practical theory course of advanced techniques, skills and official rules of team sports. (Volleyball, basketball, field hockey, and softball) for women physical education majors and minors.

One hour lecture, three hours laboratory.

Prerequisite: Physical education major or minor or by permission of instructor.

PHYSICAL EDUCATION 30e—INTRODUCTION OF AQUATICS (2) II.

To introduce physical education majors to aquatics. Involves two lectures and one two hour laboratory per week. Average swimming ability is a prerequisite.

PHYSICAL EDUCATION 31—ORIENTATION IN PHYSICAL EDUCATION (2) II.

Introduction to the physical education program, personal, social, professional requirements, and demands.

PHYSICAL EDUCATION 35—LIFE SAVING AND WATER SAFETY (1) II.

Lecture-laboratory. Advanced skills, life saving, and water safety, including the opportunity to qualify for the American Red Cross Senior Life Saving Certificate.

Prerequisite: Satisfactory completion of Physical Education 9a or permission of instructor.

PHYSICAL EDUCATION 45a—FUNDAMENTALS OF AQUATICS (1) II.

For men and women physical education majors. Analysis of swimming strokes, diving, life saving.

Prerequisite: Intermediate skill.

PHYSICAL EDUCATION 45b—FUNDAMENTALS OF TENNIS (1) I.

For men and women physical education majors. Analysis of strokes, tactics, rules, history.

Prerequisite: Intermediate skill.

PHYSICAL EDUCATION 45c—FUNDAMENTALS OF BADMINTON - GOLF (1) I.

For men and women physical education majors. Analysis of badminton and golf in relation to secondary school physical education programs.

PHYSICAL EDUCATION 45d—FOLK, SQUARE AND SOCIAL DANCE (1) II.

For men and women physical education majors. Elementary leadership in folk, square, and social dance.

Prerequisite: Physical Education 5a.

Inter-Collegiate Activities

The 50 courses are for students who excel in athletic ability and wish to participate in the inter-collegiate program competing against other junior colleges within the Valley 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 several recreational groups which is not a duplicate of their team activities. Students intending to enter this program are advised to plan their regular schedule to include a minimum of ten hours per week during the seasons of each competitive sport entered.

Grades in classes marked 50 and 60 are assigned on A, B, C, D, F basis.

- Physical Education 50a-50b—Varsity Football (1-1) I.
- Physical Education 51a-51b-51c-51d—Varsity Basketball (1-1-1-1) I, II.
- Physical Education 52a-52b—Varsity Baseball (1-1) II.
- Physical Education 53a-53b—Varsity Track (1-1) II.
- Physical Education 54a-54b—Varsity Tennis (1-1) II.
- Physical Education 55a-55b—Varsity Swimming (1-1) II.
- Physical Education 56a-56b—Varsity Boxing (1-1) II.
- Physical Education 57a-57b—Varsity Golf (1-1) II.
- Physical Education 58a-58b—Varsity Cross Country (1-1) I.
- Physical Education 59a-59b—Varsity Wrestling (1-1) II.
- Physical Education 60a-60b—Varsity Waterpolo (1-1) I.

PSYCHOLOGY

PSYCHOLOGY 1 α —GENERAL PSYCHOLOGY (3) I, II, E.

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

Prerequisite: Open to all Sophomores and all second-semester Freshmen and to qualified first-semester Freshmen.

PSYCHOLOGY 1 b —FIELDS OF PSYCHOLOGY (3) II.

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

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

PSYCHOLOGY 19—FUNDAMENTALS OF LEADERSHIP (1) I.

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.

PSYCHOLOGY 33—PERSONAL AND SOCIAL ADJUSTMENT (3) I, II, E.

The development of normal personality and the study of problems of social adjustment.

Prerequisite: Psychology 1 α .

PSYCHOLOGY 39—CHILD DEVELOPMENT (3) II.

Study of needs of infant and child in relation to the family. Preparation for arrival of children, prenatal development, infancy, and childhood.

PSYCHOLOGY 51—PSYCHOLOGY OF PERSONAL ADJUSTMENT (3) I, II, E.

A course designed to give students an understanding of the development of personality and to develop a knowledge of psychology that will be useful in everyday living.

SCIENCE

ANATOMY 1—HUMAN ANATOMY (4) I.

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 a cultural course in human biology.

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

ANATOMY 2—HUMAN ANATOMY (3) E.

A non-laboratory course covering the same subject matter as Anatomy 1.

ASTRONOMY 10—SURVEY OF ASTRONOMY (3) I, II, E.

Three hours lecture per week.

A non-technical course in astronomy with emphasis on an understanding and appreciation of the wonders of the universe combined with a study of the constellations. One or more evening observation periods required.

Prerequisite: High school algebra and geometry recommended.

BACTERIOLOGY 1—GENERAL BACTERIOLOGY (5) II.

Three hours lecture and six hours laboratory per week.

Lectures cover morphology, biochemical activities, physical and chemical agents of destruction, infection and disease, bacteriology of industry, and elements of taxonomy.

Laboratory covers staining techniques, biochemical activities and classification, and exercises correlated with the major field of study of the individual student.

Prerequisite: Chemistry 1 α , Chemistry 8, and a course in Anatomy or Botany, or Physiology or Zoology.

BACTERIOLOGY 2—GENERAL MICROBIOLOGY (4) I.

Two hours lecture and six hours laboratory per week.

This course is designed to give pre-nursing, home economics, and agricultural majors an understanding of the principles of microbiology. Covers types of organisms, their biochemical activities, microbiology of industry, diseases of plants, animals, and man.

This course is not for biology, botany, microbiology, or zoology majors.

Prerequisite: Chemistry (may be taken concurrently).

BIOLOGY 1 α —PLANT BIOLOGY (3) I, II.

Two hours lecture and three hours laboratory per week.

A survey course of the plant kingdom designed to enrich cultural background of any student, and serve as a prerequisite for further study in Biology. Not open to students who have had a previous college course in Botany.

BIOLOGY 1 b —ANIMAL BIOLOGY (3) I, II.

Two hours lecture and three hours laboratory per week.

A survey of the animal kingdom designed to enrich the cultural background of any student, and serve as a prerequisite for further study in Biology. Not open to students who have had a previous course in Zoology.

Biology 1 α is not prerequisite to Biology 1 b .

BOTANY 1—GENERAL BOTANY (5) II.

Three hours lecture and six hours laboratory per week.

An introductory study of the basic principles of plant morphology, taxonomy, ecology, physiology, heredity, and evolution.

BOTANY 10—SURVEY OF BOTANY (3) I, II, E.

A course designed for students who desire general knowledge of plant life without spending time in the laboratory. Three lectures a week covering the same material as the lectures in Botany 1.

CHEMISTRY 1 α -1 b —GENERAL CHEMISTRY (5-5) I, II.

A study of the fundamental theories and laws of chemistry with an emphasis on the mathematical treatment of chemistry rather than the general aspects and introduction to laboratory qualitative analysis. This course is for those intending to enter professional fields which require chemistry as a foundation.

Prerequisite: Satisfactory score on the mathematics section of aptitude test, high school chemistry, and through second year high school algebra.

CHEMISTRY 2a-2b—GENERAL CHEMISTRY (3-3) Yr.

Two hours lecture and three hours laboratory each week.
A study of the fundamental theories and laws of chemistry.
Prerequisite: High school chemistry, or permission of the instructor.

CHEMISTRY 5—QUANTITATIVE ANALYSIS (3) II.

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

CHEMISTRY 8—ORGANIC CHEMISTRY (3) I.

Three hours lecture per week.
A study of the fundamental theories and laws of 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) I.

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, which may be taken concurrently.

CHEMISTRY 53—GENERAL CHEMISTRY (3) I, II.

An introduction to the theories, laws and concepts of chemistry. Practical application of chemistry in daily living will be stressed. This course is suitable for students needing an introductory course in chemistry before studying Chemistry 1a. It will satisfy, in most cases, the chemistry requirements for students not interested in a four-year degree, but who plan to enter pre-nursing hospital training program.

ENTOMOLOGY 82—ECONOMIC ENTOMOLOGY (3) I, E.

General study of western insects: life cycles, economic importance and control. Corresponds to Agriculture 82.

GEOLOGY 1a—PHYSICAL GEOLOGY (3) I, II, E.

Four hours lecture and laboratory 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) II.

Three hours lecture per week.
A study of the geological 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, or Geology 10.

GEOLOGY 10—SURVEY OF PHYSICAL GEOLOGY (3) E.

A survey of the nature and structure of the materials composing the earth and of the processes that shape the earth's surface. Field trips.
Not open to students who have taken or are taking Geology 1a.

METEOROLOGY 1—ELEMENTARY METEOROLOGY (3) I, II, E.

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) E.

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 demonstration of minerals by crystal form and by chemicals and blowpipe analysis. One or more field excursions on Saturdays.

NATURE STUDY 10a—NATURE STUDY FOR ELEMENTARY TEACHERS (3) I.

Two hours lecture and three hours laboratory.
A nature study approach to the study of the more common animals, plants, and natural phenomena. Subject matter for the fall semester will be obtained from the exploration of large areas such as: the vacant lot, the seashore, the creek or pond, signs of winter, and animals of city and country. Some Saturday field trips required.

NATURE STUDY 10b—NATURE STUDY FOR ELEMENTARY TEACHERS (3) II.

Two hours lecture and three hours laboratory.
A nature study approach to the study of the more common animals, plants, and natural phenomena. Subject matter for the spring semester will be obtained from the exploration of such areas as: the stars above us, the earth and its rocks, signs of spring, the open fields in spring, how plants grow, etc. Some Saturday field trips required.

PALEONTOLOGY 10—(3) II.

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.
Prerequisites: None. Biology 1a, Geology 1a or Zoology 10 are recommended.

PHYSICAL SCIENCE 10a—PHYSICAL SCIENCE (3) I, E.

Introductory Astronomy, Meteorology and Physics; mechanical, magnetic and optical principles; application to everyday experiences. Lecture, demonstration.

PHYSICAL SCIENCE 10b—PHYSICAL SCIENCE (3) II, E.

Fundamental concepts of chemistry, their applications, contributions to chemical sources, and engineering. Not open to students with credit in Chemistry 1a-1b, or Chemistry 2a-2b.

PHYSICS 2a-2b—GENERAL PHYSICS (3-3) Yr.

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) Yr.

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

PHYSICS 4a—GENERAL PHYSICS (4) I, II.

Three hours lecture and three hours laboratory each week.

Fundamental treatment of the general principles of physics for the pre-engineer and pre-physical scientist. The topics considered in this first course are: mechanics, properties of matter, sound, and wave motion.

Prerequisite: Mathematics 1a. High school physics and/or high school chemistry recommended.

PHYSICS 4b—GENERAL PHYSICS continued (4) I, II.

Three hours lecture and three hours laboratory each week.

Fundamental theoretical treatment of electricity, magnetism, and electronics.

Prerequisite: Physics 4a; Mathematics 2a concurrently.

PHYSICS 4c—GENERAL PHYSICS continued (4) II.

Three hours lecture and three hours laboratory each week. Heat, optics, radiant energy, atomics, nucleonics.

Prerequisite: Physics 4a-4b; Mathematics 2b concurrently.

PHYSICS 19a-19b—ELEMENTARY ELECTRONICS (3-3) E.

Three hours lecture each week.

A lecture, demonstration course for the beginner. It is designed to develop an ability to reason how electronics will react when under the influence of electric and magnetic fields within conductors and electron tubes. Recommended to take Physics 23a-23b concurrently.

PHYSICS 20—FUNDAMENTAL ELECTRONICS (4) II.

Three hours lecture, three hours laboratory.

Application of vacuum tubes and solid state devices in power supplies, amplifiers, oscillators and other specialized circuits. Emphasis on application of their principles in engineering.

Prerequisite: Physics 4b or Industrial Arts 11 or permission of instructor.

PHYSICS 23a-23b—ELECTRONICS LABORATORY (1-1) Yr.

Three hours laboratory per week. Time to be devoted to electronic tests and measurements.

Designed to accompany Physics 19a-19b.

PHYSICS 45—ELEMENTARY NUCLEAR PHYSICS (1) II.

Non-mathematical theoretical approach to atomic structure, to practical atomic energy and their application 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.

PHYSICS 61—ELECTRICITY (3) E.

Three hours lecture and two hours laboratory per week.

An elementary course covering electricity, magnetism, and electronics.

PHYSICS 62—INDUSTRIAL ELECTRONICS (2) E.

Two hours lecture and two hours laboratory per week.

A continuation of Physics 61 covering certain industrial applications. Prerequisites: High school algebra and trigonometry are recommended.

PHYSICS 63a-63b—

GENERATING AND TRANSMISSION OF ELECTRICAL POWER (3-3) E.

Principles of electricity applied to generation, transmission and distribution of electrical power by public utility systems.

PHYSICS 70—RADIOLOGICAL MONITORING (Civil Defense) (3) E.

A lecture, demonstration, and laboratory course to familiarize the interested person in the procedures and methods of radiological monitoring as used in Civil Defense. The course includes elementary theory and use of communications and radiation detection instruments.

PHYSIOLOGY 1a—INTRODUCTORY PHYSIOLOGY (3) II.

Three hours lecture per week.

A survey of the systems of the body and their functions. Special emphasis 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 1a is recommended. Physiology 1c should be taken concurrently.

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

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 1a, 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) Yr.

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.

ZOOLOGY 10—SURVEY OF ZOOLOGY (3) I, II, E.

Three hours lecture per week.

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

SOCIAL SCIENCE

ANTHROPOLOGY 10—CULTURAL ANTHROPOLOGY (3) I, II, E.

The nature of culture, culture growth and history. Survey of cultural phenomena, cultural theory, applied anthropology.

ECONOMICS 1a-1b—PRINCIPLES OF ECONOMICS (3-3) I, II.

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) I, II.

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.

GEOGRAPHY 1—ELEMENTS OF GEOGRAPHY (3) I, II, E.

A systematic study of the physical elements of geography—climate, land forms, map projections, natural vegetation, soils—combined with a study of the world's natural and cultural regions and their relationships with the physical patterns of the earth's surface.

GEOGRAPHY 2—REGIONAL GEOGRAPHY (3) I, II, E.

A study of the major regions of the world and their constituent countries. The physical setting, population patterns, natural resources, and economic development of each country covered.

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

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

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

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, and to the wars of independence. The second semester covers the development of the American nations, and their inter-relations during the nineteenth and twentieth centuries.

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

HISTORY 10—UNITED STATES HISTORY (3) I, II, E.

This course is designed, when used with Political Science 5, to fulfill the state requirement in American history for the student. A brief survey of the development of the American economic, political, and social institutions. Traces the founding of the American colonies, the American revolution, the western movement, the era of sectional conflict, and the recent history of the United States.

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

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 from the colonial period through the Civil War. History 17b covers the period from the Civil War to the present. Social, cultural, intellectual and political developments are presented as a part of the development of American democracy.

This six-unit course fulfills state requirements in American History and is recommended for University transfer students.

HISTORY 51—AMERICAN HISTORY (3) I, II, E.

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

This course fulfills state requirements in American History.

This course is designed primarily for those students not interested in transferring to a four year institution.

POLITICAL SCIENCE 2—COMPARATIVE GOVERNMENT (3) II.

A comparative study of constitutional principles and political problems of the various major governments of the world. An analysis of the evolution and contemporary nature of English, Soviet, German, and French political institutions. Course does not satisfy state requirements in Constitution of the United States and the State and local governments of California.

POLITICAL SCIENCE 3—GOVERNMENT IN CALIFORNIA (3) E.

An examination of the legislative, administrative, judicial and electoral systems of California. Emphasis will also be given to city and county government and to the geography and present problems of California. This course satisfies all state requirements in the State and local governments of California but does not satisfy the Constitution of the United States requirement.

POLITICAL SCIENCE 5—FEDERAL, STATE AND LOCAL GOVERNMENT (3) I, II, E.

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) Yr., E.

Course 10a is a study of the purpose, function, and brief history of the agencies dealing with the administration of justice. Course 10b is a study of the organization, administration and management of municipal police departments. Required for Law Enforcement major.

POLITICAL SCIENCE 51—AMERICAN, NATIONAL, STATE AND LOCAL GOVERNMENT (3) I, II, E.

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.

This course is designed primarily for those students not interested in transferring to a four year institution.

SOCIOLOGY 1a-1b—INTRODUCTION TO SOCIOLOGY (3-3) I, II, E.

An introductory course covering (a) principal concepts, including culture, social organization, social change, social processes, and tools of sociological investigation; (b) major social problems; including the nature and treatment of juvenile delinquency, crime, prejudice, dependency and family.

Sociology 1a is a prerequisite to Sociology 1b.

SOCIOLOGY 26—MARRIAGE AND FAMILY LIFE (2) I, II.

This course is designed to give the student greater insight into family living. Consideration of such topics as: roles played by various family members; importance of the family for individuals and society; choosing a mate; successful living as husband, wife, parent, child; emotional, spiritual, sexual, and financial adjustment in marriage; the family in time of stress.

TRADES, INDUSTRIES AND TECHNOLOGY

Auto Technology

AUTO MECHANICS 55a-55b—BASIC AUTO (7-7) Yr.

Fifteen clock hours per week laboratory-lecture.

Instruction and laboratory work in the care and use of hand and power tools and equipment used in auto service and repair shops. Emphasis on electrical, fuel, lubricating, cooling, engines and sub-assemblies, steering, suspension, and conventional power train components.

AUTO MECHANICS 56a-56b—ADVANCED AUTO (7-7) Yr.

Fifteen clock hours per week laboratory-lecture.

First semester covers automatic transmission. Second semester includes the more difficult phases of auto repair and service. Covers use of analyzers and trouble shooting equipment and prepares student for employment in the trade.

AUTO MECHANICS 60—BASIC AUTO (2) E.

Service and repair of engines and power train assemblies and sub-assemblies.

AUTO MECHANICS 61—ENGINE TUNE-UP (2) E.

Study of compression, electrical and fuel systems.

Building Trades

BUILDING TRADES 55a-55b—ELEMENTARY CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr.

An introductory course in those phases of carpentry that can be taught in the classroom, including 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 56a-56b—ADVANCED CARPENTRY, TRADE RELATED INFORMATION (3-3) Yr.

A continuation of 55a 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 65a-65b—ELEMENTARY CARPENTRY, MANIPULATIVE INSTRUCTION (6-6) Yr.

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 66a-66b—ADVANCED CARPENTRY, MANIPULATIVE INSTRUCTION (6-6) Yr.

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 layout, 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.



Electronic Technology

ELECTRONICS 55a-55b—BASIC ELECTRONICS (7-7) Yr.

Fifteen hours lecture-laboratory per week.

This is a basic course in the fundamentals of electricity and electronics. Study is made of simple electrical current, circuits, conductors, magnetism, inductance, capacitance, transformers, vacuum tubes, measuring devices.

ELECTRONICS 56a-56b—ADVANCED ELECTRONICS (7-7) Yr.

This course is a continuation of Electronics 55a-55b. The student studies some of the specialized fields of the broad area such as radio and television, microwave transmission and receiving. Laboratory work will include trouble shooting as well as the solution of other practical problems selected by the instructor.

ELECTRONICS 60a-60b—BASIC ELECTRONICS (2-2) E.

Four hours per week, lecture and laboratory.
Theory and practical application of electric circuitry.

ELECTRONICS 61—INTRODUCTORY TELEVISION (2) E.

Four hours per week, lecture and laboratory.
Survey of television transmission and receiving.
Prerequisite: Permission of the instructor.

ELECTRONICS 62a-62b—BASIC TELEVISION (2-2) E.

Four hours per week, lecture and laboratory.
The study of television receiver circuitry and servicing.
Prerequisite: Permission of the instructor.

ELECTRONICS 63a-63b—ADVANCED TELEVISION (2-2) E.

Four hours per week, lecture and laboratory.
Advanced television servicing techniques including color receivers.
Prerequisite: Permission of the instructor.

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