GOVERNING BOARD

Riverside College, a two year institution, is the highest educational unit of the Riverside City School System. Its governing board consists of the following members:

LEWIS P. ALABASTER
President

Mrs. Willard G. Babcock, Clerk
George C. Pooley, Jr., Vice-President

BRUCE MILLER
Superintendent of Schools

Carl C. Cress, Assistant Superintendent

ADMINISTRATIVE STAFF OF RIVERSIDE COLLEGE

Orland W. Noble, President
Mrs. Alice E. Breault, Secretary to President
Earl A. McDermont, Vice-President, Registrar
Miss Alice Smith, Recorder and Secretary to Registrar
Miss Frances M. Fraser, Dean of Women
Mrs. Marjorie Rosenberg, Attendance Clerk, Secretary to Dean of Women
Ralph H. Bradshaw, Dean of Men
Mrs. Lois Erwin, Secretary to Dean of Men
John C. Ohmen, Dean of Extended Day
Miss Ida Walther, Secretary to Dean of Extended Day
Ernest W. Toy, Jr., Librarian

VOLUME XXXIV

Cover Designed by GLOYD CRANDALL
Cartoons by MICHAEL SPAFFORD

Riverside Community College
Library
4200 Magnolia Avenue
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ACCREDITATION

Riverside College is accredited by the Western College Association.

PHILOSOPHY OF THE COLLEGE

Because Riverside College is a junior college and therefore locally controlled by a Board of Trustees, it is a community college. Riverside College is responsive to the needs of the area it serves. In its endeavor to satisfy the educational desires of students, both youth and adult, it has flexibility; it tries to anticipate the needs of the area and to plan accordingly. The students who enroll at Riverside may wish to take lower division work or a one year terminal, vocational, or liberal arts program; they may wish short term courses to satisfy immediate needs. The college therefore is ever alert to help all segments of our college age and adult population to find satisfaction in and profit from college offerings. By being cognizant of the needs and desires of the people of this community, we believe Riverside College can then help to produce socially, civically, and vocationally competent citizens.

OBJECTIVES

1. The junior college is committed to the democratic way of life.
2. The junior college recognizes the individual man, under God, as the highest value of the world and universe.
3. The junior college is committed to the policy of granting to the individual man the maximum amount of freedom, personal initiative and adventure consistent with equal opportunities on the part of his fellows.
4. The junior college is committed to the policy of providing for all the children of all the people, and for all the people too, post high-school education which will meet their needs.

PURPOSES

1. Occupational Education
   Complete training should be given to those students who will finish their period of formal education in the junior college. This training should be designed to achieve occupational competence and to give opportunities to achieve civic competence and personal adequacy of living.
2. General Education
   Every junior college student should be given that training which will prepare him to function effectively as a member of his family, his community, his state, his nation, and his world.
3. College Education (lower division)
   Each junior college should provide lower division or the first two years of college work for those students who plan transfer to a four-year college or university after completing two years in junior college. This training should be broad enough to include the lower division requirements in the liberal arts and in scientific, engineering, and other professional fields.
4. Guidance
   It is the specific responsibility of every junior college to assist its students to "find themselves." A program of training and guidance should be provided so that every student may discover his aptitudes, choose a life work, and prepare for the successful pursuit of such work.
5. Community Service
   Every junior college should cooperate with other public educational institutions in providing instruction to meet the needs of all people living in the community. The program of training should include occupational and general education.
### 1955-1956 College Calendar

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#### EXTENDED DAY PROGRAM

- **1955**
  - Sept. 19 (Monday)—Instruction Begins - First Semester
  - Nov. 11 (Friday)—Veterans Day - Legal Holiday
  - Nov. 24 (Thursday)—Thanksgiving Day - Legal Holiday
  - Nov. 25 (Friday)—School Holiday
  - Dec. 19 to Jan. 2, inclusive—Christmas Recess

- **1956**
  - Jan. 18 to Jan. 26, inclusive—Final Examinations
  - Jan. 30 (Monday)—Second Semester Begins
  - Feb. 1 (Wednesday)—Spring Convocation - 11:00 a.m.
  - Feb. 13 (Monday)—Lincoln's Birthday - Legal Holiday
  - Mar. 16 (Friday)—Last Day to Drop Courses Without Penalty
  - Mar. 30 (Friday)—Mid-Term Grade Reports to Students
  - Apr. 2 to Apr. 6, inclusive—Spring Recess
  - May 30 (Wednesday)—Memorial Day - Legal Holiday
  - June 6 to June 13, inclusive—Final Examinations
  - June 14 (Thursday)—Commencement - 8:00 p.m.
  - June 15 (Friday)—All Schools Close
RIVERSIDE COLLEGE — RIVERSIDE, CALIFORNIA
3608 Terracina Drive — Telephone OV 4-3240

DIRECTORY

NORTH SIDE OF QUADRANGLE:
West of Terracina archway
Administration Offices
  President
  Registrar
  Dean of Women
  Secretary to the President
  Recorder
  Veterans Information
  Auditorium
East of Terracina archway
  Guidance and Counseling Offices
  Dean of Men
  Guidance Office
Library
  Office—Librarian, Assistant Librarian
  Reference and reading room

SOUTH SIDE OF QUADRANGLE:
  Home Economics Department
  Commercial Department
  Music Department
  Bookstore
  Cafeteria
  Student Lounge
  Director of Student Business

EAST SIDE OF QUADRANGLE:
  Office of Adult Division—Room 500
  Dean of Extended Day
  Women’s Lounge

WEST SIDE OF QUADRANGLE:
  Art Department
  Auditorium stage
  Cosmetology Department
Auto Mechanics Shop — Terracina Drive at Saunders Street
Electronics Shop — Terracina Drive at Saunders Street

PHYSICAL EDUCATION BUILDING: Saunders Street
  Director of Physical Education
  Coaches’ Offices

DEPARTMENTS OF INSTRUCTION
Rooms are numbered consecutively beginning at the archway turning east.

FIRST LEVEL
  Geological Sciences 20, 25
  Physics, Photographic Laboratory 23, 24
  Art 31
  Journalism, Student Publication 28
  Audio-Visual 29
  Cafeteria
  Faculty Lounge
  Student Lounge
  Bookstore

SECOND LEVEL
  Student Body Office 114
  Architecture 107
  French, German 102
  Physics, Engineering, Mathematics 103-107
  Physiology 111
  Spanish 108
  Commerce 116-119
  Botany 109
  Bacteriology 111
  English 112-115
  English: Public Speaking, Dramatic Art 112

THIRD LEVEL
  Chemistry 201-205
  Zoology, Biology 206-207
  History, Sociology 208-211
  Cosmetology 120-220
  Household Arts and Science 212-214
  Music 215-216
  Nursing Education 206-207
  Psychology 210
ADMISSION TO THE COLLEGE

Admission to the College in first-year standing may be granted to the applicant who is a certified graduate of a high school.

Admission requirements include: (1) written application on the form provided by the College; (2) complete official transcript of the applicant's high school record, including honorable dismissal from the school last attended.

The application for admission may be submitted either in person or by mail. The transcript of record is sent to the Registrar, on request of the applicant, by the principal of the high school from which transfer is made. If so desired, both application and transcript may be sent by the principal. To afford ample time for evaluation of credits and to insure against delay at time of registration, all credentials should be filed as soon as possible after graduation.

AUGUST 15 FOR THE FALL SEMESTER AND JANUARY 15 FOR THE SPRING SEMESTER ARE THE LAST DATES FOR THE RECEIPT OF CREDENTIALS WITHOUT INCURRING PENALTIES FOR LATE FILING OF APPLICATIONS AND TRANSCRIPTS.

In Advanced Standing

Admission in advanced standing may be granted to the student transferring from an institution of collegiate rank. Written application on the form provided and official transcripts of all high school and college work previously undertaken, including honorable dismissal from the institution last attended, are required.

Special Students

Riverside College accepts special students under two classifications: (1) An individual who is not a graduate of high school but is 18 years of age may enroll in the College, (2) An individual who wishes to enroll for fewer than 8 units.

Auditors

By special permission, students may attend as auditors, certain lecture or recitation classes in which they are not actively enrolled. Admission cards may be obtained at the Registrar’s Office.

Auditors do not participate in class recitations or discussions; they do not submit material of any kind for reviews; they do not have laboratory privileges, nor do they receive any academic credit for the courses which they attend.
MATRICULATION

Schedule For Tests

1955
April 30 (Saturday)— 9:00 a.m. Arithmetic Qualifying Test Room 117
10:00 a.m. English Qualifying Test Room 117
June 20 (Monday)— 9:00 a.m. A.C.E. Test Room 117
11:00 a.m. Arithmetic Qualifying Test Room 117
1:00 p.m. English Qualifying Test Room 117
August 3 (Wednesday)— 9:00 a.m. A.C.E. Test Room 117
August 17 (Wednesday)— 9:00 a.m. A.C.E. Test Room 117
August 24 (Wednesday)— 9:00 a.m. Arithmetic Qualifying Test Room 117
August 31 (Wednesday)— 9:00 a.m. English Qualifying Test Room 117
Sept. 7 (Wednesday)— 9:00 a.m. A.C.E. Test Room 117
11:00 a.m. Arithmetic Qualifying Test Room 117
1:00 p.m. English Qualifying Test Room 117
Sept. 15 (Thursday)— 3:00 p.m. A.C.E. Test Room 117
Sept. 16 (Friday)— 3:00 p.m. Arithmetic Qualifying Test Room 117
3:00 p.m. English Qualifying Test Room 112

1956
January 4 (Wednesday)— 3:00 p.m. A.C.E. Test Room 205
3:00 p.m. Arithmetic Qualifying Test Room 117
3:00 p.m. English Qualifying Test Room 112
January 11 (Wednesday)— 3:00 p.m. A.C.E. Test Room 117
January 26 (Thursday)— 9:00 a.m. A.C.E. Test Room 117
11:00 a.m. Arithmetic Qualifying Test Room 117
1:00 p.m. English Qualifying Test Room 117
February 2 (Thursday)— 3:00 p.m. A.C.E. Test Room 117
February 3 (Friday)— 3:00 p.m. Arithmetic Qualifying Test Room 117
3:00 p.m. English Qualifying Test Room 112

Final Registration

Students are ready for final registration only after they have filed official high school transcripts at the College and have taken the required tests referred to above. During designated periods in May counselors will be on duty at the College or in the high schools to assist students in completing the details of registration. Counselors will also be available during August for final registration. All students, particularly those planning to transfer to a four year college, are urged to take advantage of this service by telephoning or writing to the College for an appointment. Early registration is recommended as a means of getting a complete selection of courses.

For those who do not find it possible to arrange an early enrollment, the appointed days set by the calendar (Pg. 11) at the beginning of the college year will be the final opportunity to register for the fall semester.

Registration includes filling out the information forms, the selection of a program of study, the payment of the student membership, and a physical examination for new students. Each new student is assigned to a course in college adjustment (Psychology 50) when his program of study is completed.

The instructor in this course becomes the student's counselor and will aid him in selection of study program and give him advice at intervals throughout the year when social and academic problems arise. The student may occasionally be called into conference with the counselor, but it is hoped that the student himself will take the initiative and seek counsel whenever occasion arises.

The student body card issued to the student serves as a certificate of membership in the Associated Student Body. It includes a year's subscription to the Tiger Times and a copy of the Tequesquite, and the privilege of admission to all athletic contests of the College, as well as dramatic and musical presentations.

After the first week of instruction the student must obtain the written approval of each instructor in whose class he desires to enroll before proceeding with matriculation. Approval forms may be obtained at the Office.

After the second week of either the Fall or Spring Semester registration is closed except to those students who transfer directly from other colleges or universities.

No student will be permitted to enroll for a second semester until all his records are complete.

Student Program Regulations

Official recognition is given only to those courses which have been approved by the counselor and Registrar and duly entered upon the program card.

All students should attempt to arrange their programs, so far as possible, for a full year.

Physical Education is required of all students. Exemption from Physical Education may be granted (1) to the student who is registered for eight, or fewer, units; (2) to the student who is 25 years of age or over; (3) see Page 62 also.

No one may enroll for less than 10 units or more than 17 units (including physical education) without permission from the Registrar. Students are cautioned against enrolling for more work than they can reasonably carry. For those who are in good health and able to devote the major part of their time to college study, the normal load is 16 units.

The student who has made an average grade of B for all work undertaken in any one semester may enroll for 18 units in the following semester. The student who has made an A grade in all work undertaken in any one semester may enroll for 19 units in the following semester.

In the College of Letters and Science at the University of California no undergraduate student in his first semester of residence may take more than 16 units of work in addition to physical education or military training. Again: "seventy (sem.) units is the maximum amount of credit which a student may count toward the bachelor's degree in the University for work completed in a junior college, regardless of the College or University he wishes to enter."

If, therefore, the study-list total of any junior college student transferring to
the University exceeds the University study-list maximums for any semester, or the maximum amount of credit allowed for work completed in a two-year college, such excess units will be deducted by the University. Riverside College, however, will recognize for graduation in its own curricula all units which have been approved officially by the Registrar's Office.

When a student is in doubt concerning his eligibility to enroll in any course, he should seek the written approval of the instructor concerned before making out his study-list.

The student who has received a mark of failure or who has attained less than a C average for all courses undertaken is restricted to 16 units (not including physical education or military training).

Courses Open to Transfer Students

Students transferring directly from other collegiate institutions during the year may enroll in such courses in the College as they are qualified to undertake.

Change of Program

Programs may be changed during the first week of a semester by securing written approval of the Registrar, the student's counselor, and instructors concerned. Approval forms may be obtained at the Office. Changes during the second week of a semester are not encouraged.

At the end of the second week in the Fall and Spring Semesters, study programs are to be regarded as fixed. No course may be added thereafter. A course may be dropped by petition. Petition forms may be obtained at the Office.

A course discontinued for any cause after the seventh week of the semester remains upon the permanent record, the student receiving at the end of the semester whatever grade the work and circumstances warrant.

Courses are not considered officially dropped unless the office has been notified formally upon the forms provided. If a student discontinues a course without formal withdrawal he will automatically receive a grade of F.

State Vocational Rehabilitation

The Bureau of Vocational Rehabilitation, State Department of Education, offers its services to individuals, veteran or civilian, who have an employment handicap resulting from a medically diagnosable disability of any kind. Included are vocational counseling, the payment of tuition fees, the preparation of text books without charge, and, in some instances, provision of medical care and maintenance.

Details may be obtained from the Riverside office of the bureau, located at 3387 Fifth Street, Telephone OV 3-7560.

VETERANS' EDUCATION

Riverside College is accredited to offer four different programs of education to veterans. These programs are: (1) the "G.I. Bill of Rights," (Public Law 346 for veterans of World War II), (2) Federal Rehabilitation Program, (Public Laws 16 and 894 for veterans who have service connected or aggravated disabilities), (3) Korean Veterans, (Public Law 550), and (4) State of California Veterans' Educational Institute. Prospective students may inquire at the main college office or of the veterans' counselor for information concerning any of the above programs.

EXTENDED DAY PROGRAM

All post-high school education is under the administration of the college. Through this administrative organization the Board of Trustees has planned an augmented program of education for all the youth and adults of the community.

By establishing an Extended Day Program, day college classes are extended into the evening hours. Anyone who is 18 years of age or over may carry on a program which leads (1) to a high school diploma (2) an A.A. degree or (3) with proper selection of courses a program of study leading to transfer to a four year college or university.

The college day is from 8:00 a.m. until 10:00 p.m., Monday through Friday. In order to continue to serve the needs of the community, classes may be opened at any time of the school year and may well vary in length depending upon the nature of the course. Because of the flexibility of an Extended Day Program, Riverside College will be better able to serve both youth and adult of post-high school age, without respect to their educational background, their experience, or their previous training.

Subjects Offered

Because of the desire of the college to meet the demands for educational opportunities as they arise, it is not possible to list all subjects which may be offered in a given semester. However, all courses published in this bulletin or in the supplemental bulletin which is issued each semester and approved by the governing board, are, unless designated, college courses of the thirteenth and fourteenth grade levels. They are part of the regular curricula and unless specifically noted carry credit, and can therefore be used toward the Associate in Arts degree.

Counseling and Guidance

The office of the Dean of Extended Day (Room 500) is open from 1:00 p.m. to 5:00 p.m. and 6:00 p.m. to 10:00 p.m., Monday through Thursday; Friday from 8:00 a.m. until 4:30 p.m.

Counseling is available on Monday, Tuesday, Wednesday, and Thursday nights from 7:00 p.m. until 9:00 p.m., and Monday through Friday from 9:00 a.m. until 4:00 p.m., by appointment through the Dean or the Registrar. Arrangements for aptitude, vocational, or G.E.D. tests may be made through the office of either.

*Courses numbered 00 carry no credit.
GRADUATION

Degree of Associate in Arts

Riverside College is a two year institution

The degree of Associate in Arts will be conferred upon the student duly accredited as a high school graduate who completes satisfactorily not less than 64 semester units of college work, including at least 20 units to be taken in residence. Satisfactory completion means that a student must have a grade point average of not less than 1.00 (a C average) in all work attempted. A student must be in residence the semester preceding his graduation and fulfill the following general and specific requirements:

I. The following English requirements must be met:
   (1) English 1 AB or English 50 AB, or
   (2) A combination in proper sequence of English 1 AB and 50 AB, or
   (3) English 1A or 50A and English 12A or 12B, or
   (4) English 1A or 50A and English 72 AB.

II. Physical Education and Health Education. The requirement is fulfilled by completing Physical Education (4 semesters) and one of the following: Bacteriology 1, Health Education 1, Physiology 1 or 2.

III. Satisfy State requirement in First Aid and Safety Education.

IV. American History and Institutions: a study of American history, the United States constitutional system and ideals, and state and local governments. The requirement is fulfilled by completing one of the following:
   (1) History 3A-3B,
   (2) Political Science IA and History 3B,
   (3) History 6A-6B,
   (4) History 53A-53B,
   or any AB combination
   (5) Examination, without unit credit. On written approval of the Registrar, ONLY.

V. A major of at least 20 semester units in one of the four groups of subjects:
   Group 1. Natural science, or mathematics, or mechanical drawing, or any combination of these.
   Group 2. English, or foreign language, or fine arts, or any combination of these.
   Group 3. Social science, or philosophy, or psychology, or commerce, or secretarial science, or home economics, or any combination of these.
   Group 4. Vocational Courses.

Diploma

A certificate of graduation is given to students who complete 64 units of work including the requirements listed above, but whose average grade is lower than C.

* A unit represents one hour of passing work for a semester term of eighteen weeks; it may stand for one hour of classroom work and two hours of preparation, for three hours of laboratory work, or for such distribution as the particular course may demand. The requirement of 64 units becomes effective for the class entering in September, 1955.

GRADUATION

REPEATED COURSES

In computing grade point averages, courses repeated because of F or D grades will be assigned the grade and grade points earned by the repetition. No student will be required to undertake a curriculum leading to the degree of Associate in Arts, but only the student who completes such a curriculum with the proper grade point average (C) will be a candidate for the degree.

The degree of Associate in Arts does not necessarily qualify the student for admission to the upper division of the University, because the curriculum requirements established for graduation from Riverside, a two year college, are not identical with the lower division requirements of the University.

Official Transcript and Copy of Record

In the interest of the student who desires to continue his studies elsewhere the College issues an official transcript. This is a duly certified record of all work completed or undertaken by the student at the College. It is forwarded direct to the institution designated by the student, but only if there is a reasonable presumption that he will be admitted. One official transcript and one copy of record are furnished free upon request.

Departmental Certificate

Students, who are unable to take the full course leading to the Associate in Arts degree, may become special students with permission of the Registrar and need not enroll for certain required academic courses. Upon satisfactory completion of the curriculum for the department, these students may receive the departmental certificate.

COURSES OF INSTRUCTION

Note of Explanation:

Following the title of each course its value in semester units is shown by a number in parenthesis: The semester in which the course is given is shown by Roman Numeral I for the Fall Semester and Roman Numeral II for the Spring Semester. Yr. indicates that the course extends throughout the Fall and Spring Semesters. A course which is designated by a double number, for instance, Geography 1A, 1B, is continued through two successive semesters, ordinarily running from September to June. In some instances, however, the first part of a course might be given in the Spring Semester. The first half of such a course is a prerequisite to the second half unless there is a definite statement to the contrary.

General Information:

All the offerings of the college either academic or vocational are taught as college courses and therefore may be accepted for transfer credit by colleges and universities which recognize these subjects in their degree curricula. However, some courses are essentially terminal in nature and are not designed for transfer purposes.

Courses * starred are not open to Freshmen.
Courses ** starred are not intended to be transferred.
Accounting
Agriculture
  Pre-Agriculture: Economics
  Pre-Agriculture: Education
  Pre-Agronomy
  Pre-Animal Science — Pre-Veterinary
Plant Science
  Pre-Horticulture: Sub-Tropical Horticulture
  Pre-Food Technology
  Pre-Plant Pathology
  Pre-Truck Crops
Anthropology
Apparel
  Apparel Design
  Apparel Merchandising
Architecture
Art
  Appreciation and History of Art
Astronomy
Bacteriology
Botany
Business
  General Business
  Banking and Finance
  Industry
  Management and Industry
  Marketing
  Office Management
Chemistry
Pre-Chiropractic
Pre-Dental
Economics
Engineering
  Aeronautical Engineering
  Chemical Engineering
  Civil Engineering
  Electrical Engineering
  Mechanical Engineering
  Mining Engineering
  Petroleum Engineering

English
  English
  English and Speech (Teaching)
Pre-Entomology and Parasitology
Forestry
French
Geography
Geology
German
History
Home Economics
  General
  Clothing
  Dietetics
  Major for Teachers
  Promotional Work
Industry
International Relations
Journalism
Laboratory Technician: Medical Technician
Pre-Landscape Design
Pre-Legal
Office Management
Mathematics
Pre-Medicine
Pre-Metallurgy
Meteorology
Music
Nursing
  Pre-Nursing
  Public Health Nursing
  See page (59) also
Pre-Optometry
Pre-Osteopathy
Pre-Pharmacy
Philosophy
COURSES OF INSTRUCTION

Physical Education
  Men
  Women

Physical Therapy

Physics
  General
  Applied: Acoustics
  Chemical
  Electricity and Magnetism

Political Science
  General
  Politics
  Public Relations

Psychology

Public Service
  Financial Administration
  Personnel Administration
  Public Management
  Public Welfare Administration

Sociology (Teaching)

Spanish

Teaching Major (Elementary)

Zoology
  Fish and Game
  Genetics: Museum work: Park Management: Teaching

Physiology

Specialized Vocational Curricula
  Accounting
  Auto Mechanics
  Business, General
  Clerical, General
  Construction Technology
  Cosmetology
  Education, General
  Electronics
  Journalism and Newspaper Work
  Merchandising and Salesmanship
  Secretarial
  Vocational Nursing

The following are samples of the many organized programs and curricula offered at Riverside College. The courses lead to an Associate in Arts degree at Riverside College and to junior standing at the University of California.

Other sample courses are available in the College Office, which students may have upon request.

PRE-AGRICULTURAL EDUCATION

Freshman Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Botany 1</td>
<td>5</td>
<td>Health Education 1</td>
<td>2</td>
</tr>
<tr>
<td>Chemistry 1A</td>
<td>5</td>
<td>Chemistry 1B</td>
<td>5</td>
</tr>
<tr>
<td>English 1A</td>
<td>3</td>
<td>English 1B</td>
<td>3</td>
</tr>
<tr>
<td>History 3A</td>
<td>2</td>
<td>History 3B</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Sophomore Year

| Physical Education                         | 1     | Physical Education                   | 1     |
| Physics 2A                                 | 4     | Chemistry 8                           | 3     |
| Economics 1A                               | 3     | Physics 2B                            | 4     |
| Psychology 1A                              | 3     | Economics 1B                          | 3     |
| Biology 1                                  | 5     | Bacteriology 1                        | 4     |
|                                            |       | Elective                             | 2     |
|                                            | 16    |                                      | 17    |

APPAREL MERCHANDISING

Freshman Year

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>English 1A</td>
<td>3</td>
<td>English 1B</td>
<td>3</td>
</tr>
<tr>
<td>History 3A</td>
<td>2</td>
<td>History 3B</td>
<td>2</td>
</tr>
<tr>
<td>Foreign language</td>
<td>4</td>
<td>Foreign language</td>
<td>4</td>
</tr>
<tr>
<td>or natural science</td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Art 4A</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>History 4A</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Sophomore Year

| Physical Education                         | 1     | Physical Education                   | 1     |
| Foreign language                           | 4     | Foreign language                     | 4     |
| or natural science                         | 20    |                                      | 16    |
| Art 5                                      | 2     |                                      |       |
| Economics 1A                               | 3     | Economics 1B                          | 3     |
| Psychology 1A                              | 3     | Psychology 1B                         | 3     |
| Household Arts 2A                          | 3     | Household Arts 2B                     | 3     |
| Business 1A                                | 4     |                                      |       |
|                                            | 20    |                                      | 16    |
**BACTERIOLOGY**

**Freshman Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>English 1A</td>
<td>3</td>
<td>English 1B</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 1A</td>
<td>5</td>
<td>Chemistry 1B</td>
<td>5</td>
</tr>
<tr>
<td>Zoology 1A</td>
<td>4</td>
<td>Zoology 1B</td>
<td>4</td>
</tr>
</tbody>
</table>

**Sophomore Year**

| Physical Education | 1 | Physical Education | 1 |
| German or French | 4 | Humanities | 2-3 |
| Social Science | 3 | Chemistry 8 & 9 | 6 |
| History 3A | 2 | History 3B | 2 |
| Electives | 3 | Bacteriology | 4 |

**Freshman Year**:
17 units
17 units

**Sophomore Year**:
15-16 units
18-19 units

**PRE-BUSINESS**

**Freshman Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>English 1A</td>
<td>3</td>
<td>English 1B</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>2-3</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Math 32 or 3B</td>
<td>3</td>
</tr>
<tr>
<td>Math D, E, or 1</td>
<td>3</td>
<td>Health Ed. 1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Sophomore Year**

| Physical Education | 1 | Physical Education | 1 |
| Business 1A | 3 | Business 1B | 3 |
| Economics 1A | 3 | Economics 1B | 3 |
| Humanities | 2-3 | Humanities | 2-3 |
| History 6A | 3 | History 6B | 3 |

**Freshman Year**:
16 units
18 units

**Sophomore Year**:
16 units
16 units

**COMMERCIAL ART**

**Freshman Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Art 1A</td>
<td>3</td>
<td>Art 1B</td>
<td>3</td>
</tr>
<tr>
<td>Art 4A</td>
<td>2</td>
<td>Art 4B</td>
<td>2</td>
</tr>
<tr>
<td>Art 22A</td>
<td>2</td>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td>Art 54A</td>
<td>2</td>
<td>Art 54B</td>
<td>2</td>
</tr>
<tr>
<td>Business Course</td>
<td>3</td>
<td>Business Course</td>
<td>3</td>
</tr>
<tr>
<td>Architecture 50A</td>
<td>3</td>
<td>Architecture 50B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sophomore Year**

| Physical Education | 1 | Physical Education | 1 |
| Art 21A | 2 | Art 21B | 2 |
| Art 59 | 2 | Art 60 | 2 |
| Art 69A | 2 | Art 69B | 2 |
| English 1A | 3 | English 1B | 3 |
| Psychology 1A | 3 | Psychology 1B | 3 |
| Elective | 2 | Elective | 2 |

**CONSTRUCTION TECHNOLOGY**

**Freshman Year**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Units</th>
<th>Second Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
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<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Arch. 50A Res. Arch.</td>
<td>3</td>
<td>Arch. 50B Res. Arch.</td>
<td>3</td>
</tr>
<tr>
<td>Arch. 52 Arch. Survey</td>
<td>2</td>
<td>Arch. 55 Applied Const.</td>
<td>3</td>
</tr>
<tr>
<td>Arch. 54 Mat'l's of Const.</td>
<td>2</td>
<td>Arch. 56 Bldg. Methods</td>
<td>2</td>
</tr>
<tr>
<td>Art 4A Form</td>
<td>2</td>
<td>Art 4B Form</td>
<td>2</td>
</tr>
<tr>
<td>English 1A</td>
<td>3</td>
<td>English 1B</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 1A Gen. Psych.</td>
<td>3</td>
<td>Math. C Trig.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Sophomore Year**

| Physical Education | 1 | Physical Education | 1 |
| Arch. 60A Com'l Arch. | 3 | Arch. 60B Com'l Arch. | 3 |
| Arch. 64 Shop Practice | 3 | Arch. 63 Const. Est. | 2 |
| Bus. 50A Applied Acct. | 3 | Arch. 53 Bldg. Codes | 2 |
| History | 3 | Engr. 23 Plane Surv'yg | 3 |

| Math. 7 Slide Rule | 1 | Health Ed. 1 | 2 |

16 units
17 units

| Physical Education | 1 | Physical Education | 1 |
| Business 1A | 3 | Business 1B | 3 |

| Bus. 97B Small Bus. | 1 | Bus. 97B Small Bus. | 1 |

16 units
16 units
### COURSES OF INSTRUCTION

#### PRE-DENTAL

For transfer to University of Southern California

<table>
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<td>History 4A</td>
<td>3</td>
<td>History 4B</td>
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| Total | 17 |

**Freshman Year**

| Physical Education | 1 |
| Physics 2A | 4 |
| History 3A | 2 |
| Art 1 or Music 20 | 3 |
| Psychology 1A | 3 |
| English 1A or 6A | 2-3 |
| Health Ed. 1 | 2 |

| Total | 17-18 |

| Physical Education | 1 |
| Physics 2B | 4 |
| History 3B | 2 |
| Chemistry 8 & 9 | 4 |
| Psychology 1B | 3 |
| English 14B or 6B | 2-3 |

| Total | 16-17 |

### ART

**Freshman Year**

| Physical Education | 1 |
| Art 1A | 3 |
| Art 4A | 2 |
| English 1A | 3 |
| History 3A | 3 |
| Electives | 5 |

| Total | 17 |

| Physical Education | 1 |
| Art 1B | 3 |
| Art 4B | 2 |
| English 1B | 3 |
| History 3B | 3 |
| Electives | 3 |
| Health Ed. 1 | 2 |

| Total | 17 |

**Sophomore Year**

| Physical Education | 1 |
| Art 21A | 2 |
| Anthropology or Psychology | 3 |
| Music 20A | 3 |
| Selected Art Course | 2 |
| Laboratory Science | 3 |
| English 6A | 3 |

| Total | 17 |

#### MECHANICAL ENGINEERING

**Freshman Year**

| Physical Education | 1 |
| History 3A | 2 |
| Physics 1A | 4 |
| Math 3A | 3 |
| Engineering 22 | 2 |
| English 1A | 3 |
| Engineering 1A | 3 |

| Total | 18 |

| Physical Education | 1 |
| Engineering 33 | 3 |
| Math 4A | 3 |
| Physics 1C | 3 |
| Health Ed. 1 | 2 |
| Chemistry 1A | 5 |

| Total | 17 |

**Sophomore Year**

| Physical Education | 1 |
| Household Arts 2B | 5 |
| Household Arts 2A | 3 |
| Art 1A | 3 |
| History 6A | 3 |
| Elective | 4 |

| Total | 18 |

### HOME ECONOMICS: GENERAL

**Freshman Year**

| Physical Education | 1 |
| English 1A | 3 |
| Chemistry 2 | 5 |
| Household Arts 2A | 3 |
| Art 1A | 3 |
| History 6A | 3 |

| Total | 18 |

| Physical Education | 1 |
| Household Science 2B | 4 |
| Zoology 1A | 4 |
| Household Science 3A | 2 |
| Fine Arts | 3 |
| Psychology 1A | 3 |

| Total | 17 |

**Sophomore Year**

| Physical Education | 1 |
| Household Science 2B | 4 |
| Zoology 1A | 4 |
| Household Science 3B | 2 |
| Fine Arts | 3 |
| Psychology 1B | 3 |

| Total | 17 |
## Courses of Instruction

### Journalism

#### Freshman Year

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Total: 16-18

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Total: 17

### PRE-NURSING - PUBLIC HEALTH NURSING

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**Sophomore Year**

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### ACCOUNTING

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Total: 17

*Recommended: Psychology 6, English 12, Economics 2
### COURSES OF INSTRUCTION

#### AUTO MECHANICS

**Freshman Year**

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**Sophomore Year**

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**General Emphasis**

- Special emphasis is placed on participation in school publications and in the news service program at the college.

#### ELECTRONICS

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#### GENERAL CLERICAL

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<td>Health Ed. 1</td>
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**General Emphasis**

- Recommended: Economics 2; Business 18 AB (Bus. Law); Psychology 6; Home Economics; Music; Income Tax Accounting; English 12.
### COURSES OF INSTRUCTION

#### MERCHANDISING AND SALESMANSHIP

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<th>Freshman Year</th>
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#### DEPARTMENT OF ARCHITECTURE AND CONSTRUCTION TECHNOLOGY

50-A, 50-B. Residential Design (3-3) Yr. Mr. Larson Technical drafting for the building trades using original designs, including plans, elevations, plot plans, presentation drawings, study models, and theory.

53. Building Codes and Materials of Construction (3) I Mr. Horstman A study of the Uniform Building Code, the local Building Code, FHA and VA requirements. An appraisal of all materials used in residential and small commercial structures, including masonry, wood, glass, synthetics, plumbing, wiring, paints, etc. Three hours per week of classroom lectures and discussion and bi-weekly field trips to local construction projects.

55. Applied Construction and Building Methods (3) II Mr. Horstman The practical application of building materials through actual building and classroom discussion. Five hours per week working with the superintendent of a local building contractor on various construction projects.

58. Construction Estimating (2) II Mr. Horstman Methods for cost estimating on building materials based upon current prices, allowances for profit and loss, determining waste, etc.

64. Mill Shop Practices (3) I Mr. Horstman Professional experience in the building fields through actual working conditions as set forth by the Building Trade Council.

#### ART

I-A. History and Appreciation of Art (1-A, U.C.) (3) I Mr. Cooper Survey of the history and appreciation of painting, architecture, sculpture and the minor arts. Prehistoric, Ancient, and Medieval periods.

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### ANATOMY

(Physiology and Anatomy, See Page 64)

#### ANTHROPOLOGY

1-A, 1-B. Introductory Anthropology: Cultural Anthropology (2-A, 2-B, U.C.) (3-3) Yr. Mr. Peck, Mr. Cooper

1-A. Introductory Anthropology I Mr. Cooper, Mr. Peck A survey of the development of primitive man previous to recorded history. Theories on the origin and antiquity of man. Criteria for subdividing mankind into various stocks. The geographical distribution of primitive peoples. Growth of earliest cultures. Basic elements of culture.

1-B. Cultural Anthropology II Mr. Cooper, Mr. Peck A survey of the range of cultural phenomena of nonliterate peoples, including material culture, social organization, religion, language and other topics. Either half of the course may be taken independently.

7. Anthropological Problems (2) I or II Mr. Peck Prerequisite: A previous course in anthropology and permission of the instructor. Individual investigation of problems in anthropology. Conferences with the instructor. Periodic reports.
1-B. History and Appreciation of Art (1-B, U.C.) (3) II
Prerequisite: I-A or consent of instructor.
Renaissance and Modern periods.

51-A. Appreciation of Art (2) I
Two illustrated lectures each week. Prehistoric, Ancient and Medieval periods.

51-B. Appreciation of Art (2) II
Renaissance and Modern periods.

3-A, 3-B. Beginning Drawing and Painting (2-2) Yr.
Creative experience in the composition of pictures, decorative designs, and the representation of natural objects. Problems in the teaching of art to children. For education majors, and others not majoring in art.

4-A, 4-B. Form and Color (2-A, 2-B, U.C.) 2-2) Yr.
Basic studies of form, space organization, representation, color, and composition. Completion of a finished work required each week. Required of art and architecture majors.

21-A. Intermediate Form and Color (3-A, U.C.) (2) I
Prerequisite: Art 3 or 4.
Various techniques of drawing and painting.

21-B. Intermediate Form and Color (3-B, U.C.) (2) II
Studies of light and shadows, perspective, color and composition.

22-A. Decorative Design (16-A, U.C.) (2) I
Historical design sources, and modern decorative design. Various techniques in creating original designs.

22-B. Decorative Design (16-B, U.C.) (2) II
Emphasis on application of original designs to textiles and other materials by means of block cuts, silk screens and free brush.

23-A, 23-B. Elementary Ceramics (1) I, II
Mrs. Farran
Working knowledge of basic ceramics techniques are taught. Emphasis is placed on creative work. Free form, coil and hammock methods are taught.

24-A, 24-B. Advanced Ceramics (1) I, II
Mrs. Farran
Individual projects are encouraged through the use of the potters wheel, mold-making and advanced ceramic techniques. Glazing and firing are also taught.

54-A, 54-B. Graphic Arts (2-2) Yr.
Prerequisite: Art 3 or Art 4 or equivalent.
Techniques of pencil drawing, pen-and-ink, scratch board, block printing, silk screen printing. Preparation of copy for the photo-engraver.

59. Lettering and Typography (2) I
Mr. Cooper
Analysis and design of letters and type faces of various styles. Practice in lettering with pen and brush.

60. Advertising Layout (2) II
Mr. Cooper
Recommended prerequisites: Art 4 and 59.
Rough and abstract layouts. Presentation layouts. Finished copy for the photo-engraver.

66-A, 66-B. Art Studio (2-2) Yr.
Mr. Cooper
Assistance given to students who are working on special art projects.

67. Figure Drawing (2) II
Mr. Cooper
Drawing and painting from the model. Studies of style in figure drawing by means of colored lantern slides.

69-A, 69-B. Advanced Problems in Art (2-2) Yr.
Mr. Cooper
For students of superior ability and experience who are capable of carrying out special projects in relation to some real need and purpose.

72-A, 72-B. Elementary Weaving (1) I, II
Mrs. Farran
The thorough study of the mechanics of the four-harness loom and the basic weaving patterns and materials. Techniques in simple traditional and modern weaving.

73-A, 73-B. Advanced Weaving (1) I, II
Mrs. Farran
Modern weaving techniques are studied and original patterns are developed. Finger weaving and the weaving of original and unusual materials is undertaken.

ASTRONOMY

1-A, 1-B. Introductory Astronomy (1-A, B, U.C., UCLA) (2-2) Mr. Peck

1-A. Introduction to the Solar System (1-A, U.C., UCLA) I
A beginner's non-mathematical course in the astronomy of the sun, moon, planets, comets and meteors. Possibilities of space flight will be discussed.

1-B. Introduction to the Stars (1-B, U.C., UCLA) II
Prerequisite: Astronomy 1A or approval of instructor.
A beginner's non-mathematical course in the astronomy of the stars, star clusters, and outer galaxies.

AUTO MECHANICS

(See Page 68)

BACTERIOLOGY

Preparation for the Major: Required: Bacteriology 1; Botany 1; Chemistry 1; Physics 2; Zoology 1; French or German. Recommended: Chemistry 5, 8, 9; Physiology 1; Economics 1.

1. General Bacteriology (2 U.C.), (4) I, II
Mr. Roby
Recommended prerequisites: High school chemistry or chemistry II or a course in biological science.
The fundamental concepts and principles of bacterial life are studied with emphasis on the environmental factors such as the more important physical
and chemical agencies influencing the growth of bacteria; their biochemical and physiological activities; their biological and(69,136),(458,163) morphological identifications; their microscopic examination and cultivation; the bacteria of air, water, soil, milk and dairy products, other foods; industrial applications; and introduction to the disease causing bacteria with a study of prophylaxis, immunity and treatment. This course fulfills the requirement of bacteriology set up by the State Board of Nurse Examiners. Three lectures and one laboratory period weekly.

BIOLGY

1. General Biology (5) I, II Mr. Johnson
A study of life as revealed in plants and animals, including the basic principles of morphology, physiology, and classification; also a brief presentation of human physiology and metabolism. Three lectures and two laboratory periods weekly.

2. Microbiology (2) I Mr. Johnson
An introductory course designed to give non-science majors a glimpse at the world of microbes. Included will be a brief study of protozoa, algae, fungi, yeasts, bacteria, viruses and rickettsiae, with special emphasis on their relation to mankind. Lectures, demonstrations, field trips.

BOTANY

Preparation for the Major, U.C. (Berkeley) Required: Botany 1, 2, 16; Chemistry 1A, 8; Physics 2A-2B. Recommended: Zoology 1A, and elementary courses in other biological sciences.

Preparation for the Major, UCLA - Required: Botany 1, 2 (or 3); Chemistry 1A-1B, 8. Certain phases of botanical work require Bacteriology 1; Geography 1; Geology 1 or 5; Mathematics C, D, 1, 3A; Zoology 1A-1B.

1. General Botany (1: U.C., UCLA) (5) I or II Miss Cooper
Prerequisite: none.
An introduction to the plant sciences. Three lectures and two laboratory periods weekly.

2. Plant Morphology (2: UCLA; 14: U.C.) (4) II Miss Cooper
Prerequisite: Botany 1
The evolution of the plant kingdom, dealing with the comparative morphology of the principal plant groups. Frequent field trips. Two lectures and two laboratory periods weekly.

3. Field Botany (3: UCLA) (4) II Miss Cooper
Prerequisite: Botany 1
An introduction to the form, habit, and classification of native and ornamental plants. Frequent field trips. Two lectures and two laboratory periods weekly.

16. Comparative Plant Morphology (16: U.C.) (4) I Miss Cooper
Prerequisite: Botany 1
Two lectures and two laboratory periods weekly.

COURSES OF INSTRUCTION

BUSINESS

1-A, 1-B. Principles of Accounting (1-A, 1-B, UCLA, 6-A, 6-B, U.C.) (3-3) Yr. Mr. Hislop
A course in accounting principles. The work is concerned with the classification of accounts, recording in books of original entry, posting to ledgers, use of control accounts, preparation of worksheets, balance sheets and profit and loss statements. Two lectures, one laboratory period weekly.

18-A, 18-B. Business Law (18-A, 18-B, U.C.) (3-3) Yr. Mr. Smith
The principles of law which are essential to business men, contracts, agency, partnerships, corporations, negotiable instruments, bailments, surety-ship and bankruptcy. Special emphasis is placed on real estate law, including mortgages, trust deeds and leases. Open to second year students only.

29. Economic Institutions and Problems (2-2) Yr. Mr. Mackenzie
(See Page 47 also)

50-A, 50-B. Beginning Accounting (3-3) Yr. Mr. Smith
Prerequisite: Bus. 81, or may be taken concurrently.
The principles and fundamentals of accounting, intended for managers, accountants and bookkeepers. Basic principles of debit and credit, classification of accounts, use of journals, special journals, ledgers and subsidiary ledgers are covered. Correct banking procedure, keeping of the check register and the reconciliation of bank statements are included. Preparation, analysis and interpretation of financial statements and reports are taught.
The first semester covers accounting methods for sole proprietors. The second semester covers accounting for partnership businesses.

51. Advanced Accounting (3) I Mrs. McGovern
Prerequisite: Business 1-A, 1-B (Principles of Accounting), 50-A, and 50-B (Beginning Accounting).
An advanced course in the principles and fundamentals of corporation and manufacturing accounting including working papers, valuation of current and fixed assets, investments, funds and reserves; ratios, profit and loss analysis valuation of stocks and bonds; inventories, manufacturing statements and cost accounting. Special preparation is given to students desiring to become junior accountants.

52. Auditing (2) I Mr. Newstead
Prerequisite: Business 1-A, 1-B or Business 50-A, 50-B, or consent of instructor.
Basic theory and technique of auditing are covered, including the fundamental principles of audit practice and procedure, the verification of balance sheet, profit and loss items, the preparation of audit reports and working papers. One long audit case will be worked.

53. Income Tax Accounting (2) II Mr. Newstead
Prerequisite: Business 1-A, 1-B, and 2-A, 2-B or Business 50-A, 50-B.
A study of the theory and method of preparation of income tax returns for individuals, partnerships and corporations. Actual forms are studied and returns are prepared.
54. Cost Accounting (3) II Mrs. McGovern
Prerequisite: Business 1-AB, or 51.
The fundamental principles of Cost Accounting including the elements of production costs (Materials, labor, and overhead). The Process system of cost accounting. The Standard Cost system and such topics as estimated costs, factory ledgers, spoiled and scrap materials in process, by-products and joint products, interest on investment, and distribution costs. Application of principles is made to one Manufacturing Practice set.

59-A, 59-B. Beginning Bookkeeping (3-3) Yr. Mr. Smith
This course is built around the activities of the general office worker rather than those of the accountant. It is recommended for those who wish to become secretaries, and those who wish to become general clerical workers. Content of the course includes: bank activities, bank statements, handling of cash transactions, checks, notes, charge accounts, statements, the cash journal, sales and purchases journals, payrolls, property records, depreciation, the theory of debit and credit, trial balances, and final statements.

60-A, 60-B. Secretarial Typewriting (2-2) Yr. Mrs. McGovern, Mr. Smith
This course is designed for students who expect to enter the commercial field as private secretaries and general clerical workers. It is open to students who have had no previous training in typewriting, and also those who have had some typewriting, but wish to build up a greater speed and accuracy. The course stresses mastery of the keyboard, personal and business letterwriting, and tabulating of statistical information.

61. Intermediate Typewriting (2) I Mr. Hislop, Mr. Smith
Prerequisite: 60-A, 60-B or equivalent.
This course is designed for those students who have had some typing, but wish to gain a higher speed and accuracy. Course consists of intensive drills, business letters, tabulation, and manuscript writing. Open to those students who have a typing speed ranging from 20 to 60 words per minute.

62. Advanced Typewriting (2) I Mr. Hislop, Mr. Smith
Prerequisite: Business 61 or equivalent.
Business letters, typing from rough draft, manuscripts, reports, minutes of meetings, legal documents, business forms, and statistical work. Included also is a laboratory course in the preparation of stencils and operation of the mimeograph, standard duplicator, and mimeoscope.

63. Personal Typewriting (2) I or II Mrs. McGovern, Mr. Smith
This course is designed primarily for the student who needs typewriting for personal and vocational use. Many times the ability to type means the difference in getting or not getting a certain job. The course aims to give a thorough mastery of the keyboard, and the attainment of a practical typing speed. Students pursuing a four-year college course will find typing ability a valuable aid in preparing term reports. Not open to students who have taken or are taking 60, 61, 62.

64-A, 64-B. Fundamentals of Gregg Shorthand (5-5) Yr. Mr. Hislop
Meets daily. A basic course in the theory and practice of Gregg Shorthand. A writing speed of 80 words a minute is developed.

65-A, 65-B. Intermediate Shorthand and Introduction to Transcription (5-5) Yr.
Prerequisite: ability to write Gregg Shorthand at a speed of 60 words a minute.
Meets daily. A writing speed of 120 words a minute is developed. Mailable business letters are transcribed.

66-A, 66-B. Advanced Shorthand and Transcription (5-5) Yr. Mr. Hislop
Prerequisite: ability to write Gregg Shorthand at a speed of 100 words a minute.
Meets daily. A writing speed of 150 words a minute is developed. Specialized vocabularies are learned for business, medical, legal, and scientific stenography. Mailable business letters are transcribed at a rate equal to ½ of typing speed.

68. Calculating Machines (2) I, II Mrs. McGovern
Prerequisite: Business 81, Business Mathematics.
A laboratory course designed to give business majors the fundamental operation and application in machine procedure. The course is especially helpful to clerical and accounting students. The machines offered are Comptometer, Burroughs Key-driven calculator, Marchant, Monroe and Friden Rotary Calculators, Monroe, Burroughs and Clary Full Key adding machines. Underwood, Remington and Victor 10-Key Adding machines, Burroughs Table model bookkeeping machine, National Cash Register bookkeeping machine, and the Vario-typer. Practice is given in the calculation of discounts, interest, payrolls, invoices and inventories.

69. Secretarial Procedure and Office Practice (3) II Mrs. McGovern
A finishing course for secretarial, stenographic and clerical students in office procedure and decorum. The course includes personality development; training in telephone technique, office relationships, interviewing and job application, practical office experience within the class room through simulated office conditions.

70. Filing (1) I Mrs. McGovern
A course in fundamentals and basic procedures of filing. A study of Alphabetical, Numerical, Geographical and Subject filing. Instruction in the use of the Triple Check and Variadex filing systems.

71. Secretarial Work Experience (2) Yr. Mr. Bucknell
The student is assigned to a faculty member to act as Secretary and will have the opportunity to meet the same work production demands encountered in paid employment. A well-developed skill in typing is essential. Shorthand is not required but would be of value. Five hours a week is required to earn two units.
Prerequisite or taken concurrently: Business English No. 83 and Secretarial Practice No. 69.
Distribution of commodities from the producer to the consumer, methods of procuring capital for organization, expansion and maintenance of the enterprise, credits and collections, planning the budget, store location, store layout, interior decoration, what records to keep, what merchandise to buy, how to promote business, personal qualifications for managing a small business, personnel management and problems, advertising problems, inventory and stock control procedures, types of stores, consumer surveys, merchandise resources, partnership, corporations, contracts, legal relations, organization charts prepared, field trips to selected small businesses. Intensive case studies of selected small businesses.

98. Techniques of Selling (3) I
Mr. Bucknell
Design for the student who plans to make a career in sales work. Wholesale and specialty selling, each student selects a sales proposition to analyze and sell to a qualified prospect in each of two fields.
Sales practice. Development of skill in the presentation of sales talks. Each student gains experience by developing and offering three complete sales presentations, one for each of the three fields of selling, wholesale, specialty, industrial. Practice is given in mastering the sales problems of how to secure prospects, gain favorable attention, create interest, arouse desire, obtain the prospect's order, and handle objections.
Psychology of selling, gaining knowledge and understanding of consumer buying habits, how to influence people, how to aid people in achieving their desires through merchandise selection.

99. Retail Merchandising (3) II
Mr. Bucknell
Prerequisite: Bus. 81, or may be taken concurrently.
Designed for the student who plans to make a career in the field of retail merchandising.
Problems of store location, store layout, store organization and management, merchandise control, pricing, ethical standards in retailing, methods of procuring capital for organization, expansion, maintenance of the business enterprise, credits and collections, principles and techniques of buying for retail organizations, including inventory and stock control procedures, merchandise planning, use and interpretation of buyers' reports and retail mathematics for buyers, advertising, promotion policies, adjustment procedures, personnel problems, forms of retail organization, equipment, financing, insurance, budgeting, governmental relations, legal relations, transportation. Organization charts prepared. Field trips taken to downtown stores. Intensive case studies of retail stores.

CHEMISTRY
Preparation for the Major: Recommended: Chemistry 1, and one or more of 5, 8, 9; Physics 1; Mathematics 1; and a reading knowledge of German. This work may be completed, in part, in the upper division.

1-A, 1-B. General Chemistry (1-A, 1-B, U.C.) (5-5) Yr. Mr. Haslam
Prerequisites: High school chemistry or physics with not less than a C grade or Chemistry 2; Mathematics through intermediate algebra with at least a C grade; satisfactory score on chemistry aptitude test.
1-A I A basic course in the principles of chemistry with special emphasis on chemical calculations. This course is required in colleges of engineering, chemistry, agriculture, and pre-dental, pre-medical, pre-optometry, and pre-pharmacy students; of those majoring in bacteriology, geology, and dietetics. Three lectures and two laboratory periods weekly.

1-B II A continuation of chemistry 1-A with special emphasis on the theory and techniques of qualitative analysis.

2. Introductory General Chemistry (2-A, 2-B, U.C.) (5) I, II
   Mr. Brauti, Miss Cooper, Mr. Haslam
   An introductory course in the principles of inorganic chemistry with a brief introduction to organic and physiological chemistry. This course meets the chemistry requirements for nurses, for majors in physical education, and for majors in home economics. Three lectures and two laboratory periods weekly.

3. Introductory General Chemistry (2 UCLA) (3)
   Identical to Chemistry 2, but without laboratory. Three one-hour lectures. This course may be taken for credit in Physical Science by students following curricula not requiring laboratory work in such a field of study.

5. Quantitative Analysis (4-5) I
   Mr. Brauti
   Prerequisite: Chemistry 1-A, 1-B.
   The principles and methods of volumetric and gravimetric analysis and their applications to simple methods of commercial analysis. Recommended for students of chemistry, engineering, medicine, dentistry and certain agricultural students. Two lectures and two or three laboratory periods weekly.

8. Elementary Organic Chemistry (8 UCLA) (3) II
   Mr. Brauti
   Prerequisite: Chemistry 1-A, 1-B with a C grade.
   Required of pre-medical and pre-dental students, of majors in chemistry, home economics, public health, pharmacy, some agriculture majors, and some engineering majors. An introductory study of the compounds of carbon. Three lectures weekly.

9. Organic Laboratory (9 UCLA) (3) II
   Mr. Brauti
   Prerequisite: Chemistry 8, either completed or taken concurrently.
   Required of pre-medical and pre-dental students, of majors in chemistry and pharmacy. Experimental study of physical properties and chemical reactions of the common classes of organic compounds. One hour lecture and quizzes; two laboratory periods weekly.

COSMETOLOGY
   (See Page 69)

ECONOMICS
   Preparation for the Major: Required: Economics I; and at UCLA, Accounting. Recommended: History 4 or Political Science.

1-A, 1-B. Principles of Economics (1-A, 1-B, U.C.) (3-3) Yr. Mr. Mackenzie
   A study of the principles of economics, stressing such fundamental theories as those of national income and employment, value, money and banking, prices and allocation of resources, control of resources, interregional trade, taxation and fiscal policy, and types of economic organization.

3-A, 3-B. Economic Institutions and Problems (2-2) Yr. Mr. Mackenzie
   A more elementary course than Economics I with greater relative emphasis upon economic institutions and current economic institutions and current economic problems. Designed for those who do not plan to take upper division work in Economics.

EDUCATION

1. Introduction to Education (57, Santa Barbara) (3) I
   Mr. Peck
   A survey of the field of education, including an understanding of the program and the purposes of elementary and secondary education in the United States, a consideration of the traits desirable in a successful teaching personality, the reasons for teacher education, and an appreciation of the obligations teachers are expected to assume. Problems associated with demand and supply of teachers, teacher rewards and tenure, and the organization, control and support of public schools. This is a basic lower-division course designed to prepare interested students for later, specialized courses in education in the upper division. Two lectures and one observational period weekly.

2. Educational Practice and Observation (3) II
   Mr. Peck
   Practice, under guidance, in real teaching situations, such as the direction of scouting groups, Sunday School classes, YMCA groups, YWCA groups, and other similar groups. Guided observation of classes in local elementary schools. One discussion meeting a week, comprising reports on field work and practice in the presentation of lesson-plans to the class group, and discussion of individual problems. Field work: two units.

ELECTRONICS
   (See Page 70)

ENGINEERING
   Instruction in the engineering major is based upon high school chemistry or physics, and four years of high school mathematics, including intermediate and advanced algebra and trigonometry. Only those students who have attained at least an average grade of B in these subjects are qualified for the engineering curriculum. Some, not meeting these requirements may have the specific prerequisites for certain courses, as Engineering 1 or 22 and may take such courses while making up other deficiencies. For the complete lower division curriculum in engineering, designed to prepare you for the upper division of an engineering college, see page of this catalog.
1-A, 1-B. Plane Surveying (1-A, 1-B, U.C.) (3-3) Yr. Mr. Larson
Prerequisites: Plane trigonometry with grade of A or B and one year of high school mechanical drawing.
Field practice, calculations and mapping. Two lectures and one three-hour field or mapping period weekly.

13. Materials and Processes (8 U.C., plus one lab.) (3) I Mr. Twogood
Prerequisites: Open to second year engineering majors, only. Study of materials of engineering and processes of manufacturing and fabrication.
Elementary heat treatment of metals. Elementary physical testing of metals, woods, fabrics. Two lectures, one laboratory period weekly and occasional field trips.

22. Engineering Drawing (22, U.C.) (2) I or II Mr. Larson
Prerequisite: Engineering 50 or one year of high school drawing.
Geometric construction; pictorial drawing; theory of orthogonal projection; freehand orthographic, isometric, and oblique sketching; mechanical isometric and oblique drawing; primary auxiliary views, sectioning; A.S.A. conventional practices; threads and fasteners; use of scale; dimensioning; and simple working drawings.

23. Descriptive Geometry (23, U.C.) (2) II Mr. Larson
Prerequisite: Engineering 22 and Mathematics 3. Open only to engineering majors whose grade point average is 1.5 or higher for the first semester.
The fundamental principles and application to the solution of space problems arising in engineering. Two laboratory periods weekly.

24. Advanced Engineering Drawing (24, U.C.) (2) I or II Mr. Larson
Prerequisites: Engineering 22 and Mathematics 3. Open only to engineering majors whose grade point average is 1.5 or higher for the first semester.
Detail drawings of machine parts, gears and cams, complete working drawings of fairly complex layouts; production illustration.

35. Statics (35, U.C.) (3) II Mr. Twogood
Prerequisites: Mathematics 4-A and Physics 1. Open to second-year engineering majors only.
Force and equilibrium problems, displacement, and their applications to engineering; algebraic and graphical methods. Three lectures weekly.

50. Mechanical Drawing (2) I or II Mr. Horstman
Fundamentals of mechanical drawing. Open to students who have had less than one year of mechanical drawing in high school.

ENGLISH
Preparation for the Major: The student who wishes to make English his major subject must have completed, with an average grade of C or higher, English I followed by English 6.
At least one ancient and one modern foreign language should be elected in the lower division. A student who has not earned a grade of C or better in English 1-A or English 50-A may elect to complete the English requirement with public speaking only with the recommendation of his composition instructor.

1-A, 1-B. Composition (1-A, 1-B, U.C.) (3-3) Yr.
Mr. Black, Mr. Hess, Mr. Knopf, Mr. MacCuish, Mr. Stickney
The chief forms of composition, oral and written, with outside reading and written reports. Theme writing and individual conferences.

3-A, 3-B. Practical News Reporting (3-3) Yr. Mr. Knopf
Theory of the correctly written news and feature articles combined with contacts in actual reporting fields. Members of class may expect work on the college paper, the Tiger Times.

6-A, 6-B. English Literature (36-A, 36-B, U.C.) (3-3) Yr. Mr. Hess
Prerequisite: English 1. Required for English Majors.
Survey of English literature from its beginning, covering the important historical periods and movements, personalities, and individual literary works. Attention is given to all types of literature including examples of poetry and drama and fictional and non-fictional prose.
Either half of the course may be taken independently.

11-A, 11-B. Creative Writing (2-2) Yr. Mr. MacCuish
Studies in narrative, descriptive and expository writing. The short story, magazine articles and play writing will be emphasized. During the second semester, special emphasis will be placed on marketing material, and manuscripts will be submitted to publishers.

14-A, 14-B. American Literature (30-A, 30-B, U.C.) (2-2) Yr. Mr. Stickney
Prerequisite: English 1, or may be taken concurrently.
A study of the achievements in American letters from Colonial times to the present, outstanding literary personalities, memorable work, and reflections of American thought in literature. Lectures, discussions, collateral readings, and oral reports.
Either half of the course may be taken independently.

50-A, 50-B. English Composition (3-3) Yr.
Mr. Black, Mr. Hess, Mr. Knopf, Mr. MacCuish, Mr. Stickney

English 50-A
Principles of effective communication applied to problems of students completing their college work in two years or less. Emphasis is placed upon practice in writing exposition, narration, description and argumentation.

English 50-B
This half of the course will be divided into two parts of nine weeks each. One nine week period will give practice in reading for increased speed and comprehension. Speed reading techniques, reading problems and exercises
will be included as well as some emphasis upon literature. The other nine weeks period will be devoted to the study and practice of the principles of speech delivery and speech organization. Either half may be taken independently.

52. Improvement of Reading (2) I, II  Mr. Bradshaw
Prerequisite: Qualification for English IA or consent of instructor.
Practice in reading for increased speed and comprehension. This course is intended primarily for students intending to transfer. Speed reading films, tachistoscope drill, reading problems and exercises.

53-A, 53-B. Publications
Yearbook Production (2) Mr. Patton
College Paper and Publicity (2) Mr. Knopf
Prerequisites: English 1, English 3, or consent of instructor.
The qualified student may choose his major affiliation with college publication staffs. Emphasis is placed upon both theory and practice in producing college publications. General publicity matters are also considered, and students may be assigned to this type of work from time to time at the option of the instructor.

54. Modern Literature II (2) Mr. Hess
A course in the study of modern popular literature. Emphasis will be placed upon the short story and the novel.

FRENCH
Preparation for the Major: French 1, 2; History 4, Philosophy 10, and Latin are strongly recommended. At UCLA Latin AB or its equivalent is required, and a second modern language recommended.

1-A, 1-B. Elementary French (1, 2, U.C.) (4-4) Yr. Mr. Stone
Study of French grammar, including pronunciation, conversation, composition, and reading of simple literary French. An additional one-hour period for laboratory work is required weekly.

2-A, 2-B. Intermediate French (3, 4, U.C.) (4-4) Mr. Stone
Prerequisite: French 1 or its equivalent.
Further study of correct grammatical and idiomatic usage of French, reading of fairly difficult French literature.

50-A, 50-B. Conversational French (2-2) Yr.
A non-grammatical approach to reading and speaking French with emphasis on conversation. A beginning course.

GEOGRAPHY

1-A, 1-B. Introductory Geography (1, 2, U.C.) (3-3) Mr. Peck
1-A. Introductory Physical Geography (1, U.C.) I Mr. Peck
A study of the basic physical elements of the earth sciences (geography and geology) — especially rock structures, land forms, weather, climates, soils, and natural vegetation. Particular study will be made of local physical features. Map projections will be discussed with inquiry into the implications of the atomic era upon mapping.

1-B. Introductory Cultural Geography (2, U.C.) II Mr. Peck
A study of the basic cultural elements of geography (population distribution and general land use patterns), and their correlation with the physical elements. Delimitation of the major geographic regions of the world. Either half of the course may be taken independently.

1-A, 1-B. Introductory Geology (1, 3, U.C.) (4-4) Yr. Mr. Peck
1-A. Introductory Physical Geology I
The minerals and rocks that make up the earth's crust. Rock formations and their structures. Volcanoes and volcanic eruptions. Earthquakes, their causes, and high frequency zones. Occurrences of ore and petroleum. The problem of water resources. Extensive use will be made of motion pictures and colored slides in supplementing the instruction in this course. Field trips will be made to local points of geological interest. Three lectures and one laboratory period weekly.

1-B. Introductory Historical Geology II Mr. Peck
Theories of the origin of the earth. The geological history of the earth. The development of plants and animals. Extensive use will be made of colored slides in supplementing the instruction in this course. Field trips will be made to local points of geological interest. Three lectures and one laboratory period weekly.

5-A, 5-B. General Geology (2, 3, UCLA) (3-3) Mr. Peck
5-A. General Physical Geology I
Identical to Geology 1-A, with the exception that laboratory work is omitted. Three lectures weekly. Occasional field trips.

5-B. General Historical Geology II
Identical to Geology 1-B, with the exception that laboratory work is omitted. Three lectures weekly. Occasional field trips.

7. Geological Problems (2) I or II Mr. Peck
Prerequisites: Geology 1 AB and permission of the instructor. Individual investigation into local geological problems. Conferences with the instructor. Periodic reports.

GERMAN

1-A, 1-B. Elementary German (1, 2, U.C.) (4-4) Yr. Mrs. Cook
Study of German grammar, including pronunciation, conversation, composition, and reading of simple literary German. An additional one-hour period for laboratory work is required weekly.
COURSES OF INSTRUCTION

2-A, 2-B. Intermediate German: Reading (3, 4, U.C.) (4-4) Mrs. Cook
Prerequisite: German 1-A, 1-B.
Further study of correct grammatical and idiomatic usage of German; reading of fairly difficult German literature.

50-A, 50-B. Conversational German (2-2) Yr.
A non-grammatical approach to reading and speaking German with emphasis on conversation. A beginning course.

HEALTH EDUCATION

1. Health Education (2) I, II Mr. Gilkeson, Mr. Steponovich, Mrs. Huntley, Mr. De Francisco, Mr. Roby
An elementary study of the human body, its activity, and its environment in relation to health. Fulfills the requirement in hygiene for the degree of Associate in Arts.

HISTORY

Preparation for the Major: Required: History 4, History 6, and Economics 1.

3-A, 3-B. History of the United States (2-2)
Mr. Knopf, Mr. Mackenzie, Mr. Stalder, Mrs. Wallace
A brief survey of Colonial history, followed by a study of American government, with emphasis on the Constitution and the principles of state and local government established under the constitution of California. The second semester surveys American history from 1789 to the present.

The course meets the state requirement of American History and Institutions.

Either half may be taken independently.

4-A, 4-B. History of European Civilization (4-A, 4-B, U.C.) (3-3) Yr.
Mr. McDermont, Mr. Stalder
The course covers a rapid survey of ancient and medieval civilization of the European area followed by a more intensive study of the political and cultural institutions of modern European society and their extension throughout the world. Attention is given to Oriental societies as they come in contact with western civilization.

4-A. Early beginnings to 1650. 4-B. 1650 to present day.
This course is required for degrees at certain institutions, e.g., U.C.R., Stanford, and U.S.C. It is recommended for majors in law medicine, theology, and philosophy.

6-A, 6-B. Political and Social History of the United States (17-A, 17-B, U.C.) (3-3) Yr.
Mr. Stalder
A detailed study of the political, social, and economic developments of the United States and their influence on American institutions and thought.

HOME ECONOMICS

1-A. Food Study and Preparation (3) I Mrs. Wilson
The study of the fundamental principles of nutrition and the preparation of basic foods. One lecture and three 2-hour laboratories weekly.

1-B. Food Study, Preparation and Table Service (3) II Mrs. Wilson
Prerequisite: Home Economics 1A or consent of instructor.
The study of nutrition and the planning, purchasing, preparing and serving of meals including various types of entertaining. Includes a brief study of silver, china, crystal, and linens. One lecture and three 2-hour laboratories weekly.

4. Nutrition for Nurses (4) I Mrs. Wilson
Deals with the principles of food preparation, normal nutrition and their application to people of all ages and conditions; the importance of nutrition
and its changing concepts; specific food nutrients and how to make nutrition information function; improvement that can be made in general health and efficiency by use of present day knowledge. Two lectures and three 2-hour laboratory periods weekly.

5-A, 5-B. Clothing Construction (3-3) Yr. Mrs. Wilson
Study of clothing problems in relation to students' interest and needs. Includes clothing selection, clothing care, construction techniques, fitting, and clothing accessories. One lecture and three 2-hour laboratory periods weekly.

53-A, 53-B. Advanced Clothing (2-2) Yr. Mrs. Wilson
Prerequisite: Clothing 5 or consent of instructor. Continuation of work and application of principles of clothing construction given in first year, with special emphasis placed on pattern alteration, fitting, and renovation of garments. Two 3-hour laboratory periods weekly.

7. Child Care (2) II Mrs. Wilson
A study of pre-natal growth and care through the adolescent years. Emphasis on the physical, mental, social, and emotional development. Two lectures weekly.

51. Home Furnishing and Equipment (2) II Mrs. Wilson
Home planning and arrangement. Study of the selection, use and care of home equipment. Two lectures weekly.

MATHEMATICS
Preparation for the Major: Two years of high school algebra, plane and solid geometry, and trigonometry; Mathematics 3, 4. Recommended: physics and a reading knowledge of French and German.

A. Elementary Algebra (3) I Mr. Brauti, Mr. Horstman
The equivalent of high school algebra, designed for those students who do not receive credit for algebra in high school.

B. Plane Geometry (3) II Mr. Horstman
The high school course in Plane Geometry designed for students who did not receive credit for it in high school, yet who must complete the work for lower division requirements.

C. Trigonometry (C, UCLA) (3) I, II Miss Cooper, Mr. Horstman, Mr. Larson
Prerequisite: Plane geometry; one and one-half years of high school algebra, or course D.

D. Intermediate Algebra (D, UCLA) (3) I, II Mr. Larson, Miss Cooper
Prerequisite: One year of high school algebra or Mathematics A with a C grade or better. Intermediate algebra through simultaneous quadratic equations. Students who need extra drill will be required to attend class five times a week.

54 COURSES OF INSTRUCTION

E. Commercial Algebra (E, UCLA) (3) I Mr. Duncan
Prerequisite: High school algebra or Mathematics A with a grade of C or better. Fundamental operations, simple equations, ratio and proportion, applications to commercial problems, exponents and radicals, quadratic equations, series, functions and graphs, logarithms, and elementary statistics.

Business Mathematics, See Business 81, page 44.

1. College Algebra (1 UCLA) (3) I, II Mr. Duncan
Prerequisite: Mathematics A, B, C, D, or high school equivalent. Mathematics C may be taken concurrently.

An integrated treatment of algebra and trigonometry on the college level, with major emphasis on the analytical aspects of these subjects, designed to lay a suitable foundation for the study of more advanced mathematics.

3-A, 3-B. Analytic Geometry and Calculus (3-A, 3-B, U.C.) Mr. Larson
Prerequisite: Math A, B, C, D, and Math 1 or consent of instructor.
High school grades must be B or better and college grades C or better.
Mathematics 1 may be substituted for 4th year high school mathematics.

Open to all students; required of those taking Physics 1. Plane analytic geometry and calculus, including conic sections, general equations of the second degree, elements of calculus with applications to geometry and mechanics.

4-A, 4-B. Solid Analytic Geometry and Calculus (4-A, 4-B, U.C.) (3) Yr. Mr. Twogood
Prerequisite: Mathematics 3.
Continues the development and application of calculus; includes quadratic surfaces, partial derivatives, multiple integrals, and infinite series.

7. Slide Rule (1) I, II Mr. Duncan, Mr. Twogood
Theory of the slide rule, use of slide rule for problems of multiplication, division, squares, cubes, square root, and proportion. This course is designed to meet the needs of students of vocational shop courses.

32. Mathematics of Finance (2, U.C.) (3) II Mr. Duncan
Prerequisite: Mathematics E or D.
Simple and compound interest, discount, annuities, payment of debts by various methods, depreciation and capitalized cost, and related topics. Designed for students interested in commerce or business administration.

38. Methods of Teaching Arithmetic Mr. Rhoads
Designed primarily for prospective elementary school teachers. The course includes the study of fundamental operations of arithmetic on integers and fractions, with applications. Although efficiency in arithmetic skills is required, the emphasis is on the understanding of arithmetical procedures. This course is a prerequisite for a recommendation for an elementary teaching credential at some universities.
50. Technical Mathematics (3) I
Mr. Duncan
A course in general mathematics for students who plan to enter the technical field. It includes algebra, applied plane geometry, and solution of right triangles and vectors from trigonometry.

MUSIC

Structure of Music

1-A, 1-B. Basic Musicianship (2-2) Yr.
Mr. Vail
Designed for general elementary teacher candidates and general college students. Notation, terminology, scales, keys, intervals. An introduction to sight singing, simple melodic and harmonic dictation, and elementary harmony.

2-A, 2-B. Elementary Music Reading and Dictation (3-3) Yr.
Mr. Stone, Mr. Vail

4-A, 4-B. Elementary Harmony (3-3) Yr.
Prerequisite: To be taken with 2-A, 2-B concurrently.
Mr. Stone
Intervals, tonalities, chords, inversion, progression, cadence, modulation, non-harmonic tones, analysis. Harmonization of melodies and basses in four voices and for keyboard.

5. Advanced Harmony (3) I
Mr. Stone
Prerequisite: Music 4-A, 4-B.

6. Analysis and Form (2) I
Mr. Stone
Prerequisite: Music 4-A, 4-B.
Tonality, nonharmonic tones, modulation. Units of musical form and cadences. Analysis of regular and irregular form in music literature.

7. Species Counterpoint (3) II
Mr. Stone
Prerequisite: Music 4-A, 4-B.
Two-voice counterpoint in the five species. Strict and linear styles. Tonal and modal cantus firmi. Analysis.

8-A, 8-B. Instrumentation (2-2) Yr.
Mr. Vail
Prerequisite: Music 4-A, 4-B.
A practical course in arranging for all instrumental groups. First semester stresses writing for small ensembles, band, and orchestra. In the second semester emphasis is placed upon writing for the dance band.

MUSICAL CULTURE

20-A, 20-B. History and Appreciation of Music (3-3) Yr.
Dr. Sayre
Music 20-A or consent of instructor is prerequisite to 20-B.
Designed primarily for the general college student. Music in the general culture, appreciation and enjoyment of musical masterworks. Assigned readings and term papers. Reviews of concerts.

21-A, 21-B. Survey of Music History and Literature (3-3) Yr.
Dr. Sayre
Designed for music majors and minors. Historical, analytical and aesthetic approach to the music of great composers. Assigned readings and term papers, reviews of concerts.

22-A, 22-B. Broadcast Musical Programs (2-2) Yr.
Dr. Sayre
Planning, script writing, and broadcasting of both recorded and "live" programs over local broadcasting stations. Admission by consent of instructor.

MUSICAL PERFORMANCE

Music majors are required to participate in a performance organization each semester (choir, concert band, dance band, opera work shop, vocal or instrumental ensemble.)

Because of lack of uniformity in amounts of credit granted in colleges for performance courses, the student is advised to investigate accreditation in the college to which he or she may wish to transfer.

30-A, 30-B. Elementary Class Voice (2-2) Yr.
Dr. Sayre
Group work in voice production, diction and interpretation. Opportunity provided for individual attention and performance.

31-A, 31-B. Advanced Class Voice (2-2) Yr.
Dr. Sayre
Prerequisite: Music 30-A, 30-B or its equivalent.
Continuation of Music 30-A, 30-B, with emphasis on solo performances and the building of repertoire. Recital performance required. Either half may be taken independently.

32-A, 32-B. Elementary Class Piano (1-1) Yr.
Mr. Stone
Development of keyboard facility and sight-reading. Repertory of simple piano material. Either half may be taken independently.

32-C, 32-D. Continuation of 32-A-B (1-1) Yr.
Mr. Stone

33-A, 33-B. Secondary Class Piano (2-2) Yr.
Mr. Stone
Prerequisite: Consent of instructor.
Fundamentals of serious piano technique. Scales, dexterity, sight-reading, ensemble, memory. Either half may be taken independently.

33-C, 33-D. Continuation of 33-A-B (2-2) Yr.
Mr. Stone

35-A, 35-B. Elementary Class Organ (2-2) Yr.
Mr. Stone
Prerequisite: Ability in piano; consent of instructor.
Fundamentals of organ technique, pedalling, registration, hymn playing. Either half may be taken independently.
COURSES OF INSTRUCTION

36-A, 36-B. Secondary Class Organ (2-2) Yr. Mr. Stone
Prerequisite: Consent of instructor.
Simple compositions of Bach and others, fundamentals of church organ playing. Repertory, technique, registration, improvisation. Either half may be taken independently.

36-C, 36-D. Continuation of 36-A-B (2-2) Yr. Mr. Stone

38-A, 38-B. Class Stringed Instruments Mr. Vail
Elementary instruction in the techniques and principles of playing stringed instruments. Limited number of school instruments available for use in this class. Recommended for students planning to teach instrumental music in the public schools, and for students studying to be professional or semi-professional musicians, as it offers the opportunity to learn instrumental "doubles."

39-A, 39-B. Class Wind and Percussion Instruments Mr. Vail
Elementary instruction in the techniques and principles of playing wind and percussion instruments. Limited number of school instruments available for use in this class. Recommended for students planning to teach instrumental music in the public schools, and for students studying to be professional or semi-professional musicians, as it offers the opportunity to learn instrumental "doubles."

40-A, 40-B. Choir (1 or 2) Yr. Dr. Sayre
Study and performance of secular and sacred accompanied and unaccompanied choral music. Two rehearsals per unit of credit. Either half may be taken independently.

41-A, 41-B. Vocal Ensemble (2-2) Yr. Dr. Sayre
Performance of music particularly adapted to small vocal ensembles. Two rehearsals weekly. Admission with consent of instructor.

41-C, 41-D. Continuation of 41-A, 41-B Dr. Sayre

42-A, 42-B. Band (2-2) Yr. Mr. Vail
Study and performance of standard band literature. Appearances at college functions are made throughout the year.

42-C, 42-D. Continuation of 42-A-B (2-2) Yr. Mr. Vail

43-A, 43-B. Dance Band (1-1) Yr. Mr. Vail
Practical dance band experience. Admission with consent of director. Two hours rehearsal weekly.

43-C, 43-D. Continuation of 43-A-B (1-1) Yr. Mr. Vail

44-A, 44-B. Instrumental Ensemble (1-1) Yr. Mr. Vail
Performance of chamber music by small instrumental ensembles. Admission with consent of director. Two hours rehearsal weekly. Either half may be taken independently.

46-A, 46-B. Conducting (2-2) Yr. Dr. Sayre, Mr. Vail
Principles and techniques of conducting; repertoire and program building. Practice with choral and instrumental groups. Fall semester (46-A) devoted to choral conducting and Spring semester (46-B) to instrumental conducting. Either half may be taken independently.

47-A, 47-B. Opera Workshop Dr. Sayre
Technique of singing and acting in opera, leading to a full-scale operatic production. For advanced students. Enrollment by audition only. Either half may be taken independently.

NURSING
The College offers three programs in nursing. The one-year course enables the student to meet the requirements of some hospitals for entrance into their nurses training school. The student should enroll for Anatomy and Physiology, Bacteriology, Chemistry, Personal Hygiene and Elements of Nutrition.

The two-year course satisfies the requirements for pre-nursing, for the degree of Associate in Arts, and may satisfy the lower division requirements in the College of Letters and Science.

For description of Vocational Nursing see Page 70.

PHILOSOPHY
6-A, 6-B. Introductory Philosophy (6-A, 6-B, U.C.) (3-3) Yr. Mr. Gladden
In this course philosophy is presented as an attempt to think reflectively and critically upon the problems of everyday experience. Emphasis is placed upon philosophical questions which arise in discussions concerning education, the arts, religion, and the social and natural sciences. Lectures, discussions, collateral reading, and reports on special topics.

PHOTOGRAPHY
63-A, 63-B. Photography (1-1) Yr. Mr. Middleham
Techniques of photograph with emphasis on learning to operate the camera; practice in picture taking, developing, and printing. Course is intended to be of assistance to those wishing to make use of photography either professionally or as a hobby. Some experience recommended but not required. Students will supply their own film and printing paper; school cameras and darkroom available for practice.

63-C, 63-D. Continuation of 63-A-B (1-1) Yr. Mr. Middleham

PHYSICAL EDUCATION
Physical education is required of all men and women under 25 years of age. Choice of activity is permitted. In addition to the 2-hour section of physical education for which a student registers he is required to choose one other different physical education activity which meets at another hour during the week. For example, if a student selects tennis as his two-hour physical education assignment, then he must also register for a third hour in a different activity.
A student who has reason to believe that he will be excused from physical education because of physical disability must register and report to a physical education class until he has had a conference with the head of the department and the College physician.

Preparation for the Major, University of California, Berkeley: Required: Chemistry; Biology 1; Physiology 2; Psychology 1; Physical Education (3 semester units); and training in the various athletic activities. Recommended: English 12; Health Education 1; Bacteriology 1.

Preparation for the Major, University of California, Los Angeles: Required: Chemistry 2; Physiology 2; Biology 1; Health Ed. 1; Physical Education (2 semester units) and training in the various athletic activities.

For Men

The physical education course for men comprises activities for groups and individuals. Group activities include bowling, handball, football, playground ball, basketball, and volleyball. Individual activities include golf, swimming, badminton, tennis, social dancing, square dancing, modern dance, fencing, boxing, wrestling, and gymnastics.

A broad intramural program gives the student who is unable to make the varsity team a chance to participate in his favorite game. The activities in which he may engage are touch football, softball, basketball, tennis, bowling, handball, and track and field. The intramural program is open to any man who has not earned a varsity letter in that particular sport and who is a regularly enrolled student.

After registering in the physical education class assigned by the counselor, men students may substitute practice and participation in the major sport after they have been accepted by the coach and excused by their physical education instructor. However, they must report back to a physical education class within one week after the close of the season. Athletic candidates failing to register at the beginning of a semester, or to return at the close of an athletic season, will not be given a grade for the semester’s work.

UNIFORMS

A regular uniform has been adopted to be worn by participants in physical education activities. Students are requested to supply themselves with the equipment described below before the opening of school.

Uniforms for men at Riverside College: White gymnasium shirt, orange shorts, and rubber soled athletic shoes.

LOCKERS

A lock, locker and towel, for which he will be responsible, will be issued to each student.

General Course Requirements

1-A, 1-B. Freshman Physical Education for Men

Mr. Dae, Mr. De Francisco, Mr. Gilkeson, Mr. Steponovich

Meets the California requirement for physical education, and includes the two hour section of physical education for which a student registers plus the additional different single hour activity.

Physical education for freshmen is divided into eight sessions of approximately four weeks in length. During these weeks students receive instruction in the rules and techniques of eight different activities. Opportunity is provided for participation in order that students may improve their ability and receive an added degree of enjoyment and pleasure.

This program assumes that each student will gain not only a knowledge of the activities, but will at the same time afford him the opportunity to improve physically, and add to his general good health. The carry-over value, sportsmanship, and general sports ethics are explained and emphasized.

The activities offered to each freshman are: tennis, handball, gymnastics, touch football, basketball, boxing, and wrestling.

Men who participate in an intercollegiate sport may use that as substitute for the regular physical education course during the term he participates in the sport. However, all men must be registered in a specific section of physical education and be released from that to the sport in which they participate.

In addition to the two hour section of physical education for which a student registers, he is required to choose one different, single hour activity. One unit of credit in physical education is given for the three-hour program.

2-A, 2-B. Physical Education for Sophomore Men

Meets the California requirement for physical education, and includes the two hour section of physical education for which a student registers plus the different single hour activity.

Sophomores have the opportunity to register for physical education education classes which include individual and team sports, or to enroll in handball, golf, tennis, swimming, self defense activities, or gymnastics.

Any activity may not be taken for more than one semester.

Sophomores are required to follow the same regulations as freshmen if they participate in an inter-collegiate sport. See page

Professional Courses

27. Games for the Elementary School (1) I (Men and Women) Mrs. Huntley

Offers participation in physical education activities which are designed for the elementary school child; develops an understanding of principles of movement in fundamental skills and their application. Three meetings weekly.

28. Rhythmic Activities for the Elementary School (1) II (Men and Women) Mrs. Huntley

Offers participation in creative and free rhythms, fundamentals of rhythmic activities designed for the elementary school child. Three meetings weekly.

30. First Aid (2) I (Men and Women) Mr. Steponovich

The standard Red Cross course. Designed to teach the individual how to prevent accidents; to furnish him with sufficient knowledge to determine the nature and extent of an injury; and to train him as a first aider and to do the right thing at the right time. Students completing the course will have an opportunity to pass the tests for the Red Cross First Aid certificate.
32. **Introduction to Physical Education** (1) I (Men and Women) Mr. Roby
An orientation course on the nature of physical education and the qualifications demanded of successful workers in this field. Opportunities for placement and methods of securing positions, as well as degree and credential requirements. Students wishing to pursue professional training in physical education will be assisted in formulating a program of study. Students planning to enter the field of physical education should take this course in their freshman year.

44. **Principles of Healthful Living** (3) I (Men and Women) Mr. Roby
Provides the prospective elementary teacher with the fundamentals of healthful living by presenting scientific health information, promoting desirable attitudes and practices. Three lectures weekly.

**Physical Education for Women**

**Physical Education 1-A, 1-B** (1-1) Yr. Mrs. Huntley, Mrs. Staley

**Physical Education 2-A, 2-B** (1-1) Yr. Mrs. Huntley, Mrs. Staley

The following courses are offered women in the Physical Education Department. Any individual sport may not be taken for more than two semesters:

- Archery
- Badminton
- Bowling
- Golf
- Modern Dance
- Swimming
- Tennis
- W.A.A.

Though women may not participate in the same two hour sport for more than two semesters, they may, if they wish, elect a different sport each semester.

In addition to the two hour section of physical education for which a student registers, she is required to choose one different single hour activity. The single hour offerings may be chosen from the following: Badminton, bowling, fencing, golf, posture, social dance, square dance, and tennis. One unit of credit in physical education is given for the three hour program.

In addition to the individual sports offered in physical education, a more intensive training is given in team sports preparatory to interclass games, sports days and events sponsored by the Women's Athletic Association. Three hours weekly.

**UNIFORMS**

Uniforms for women at Riverside College: White cotton shorts, blouse, anklets and all white tennis shoes. Black leotards are required for Modern Dance.

**LOCKERS**

A lock, locker and towels, for which she will be responsible, will be issued to each student.

**PHYSICS**

Prerequisite for the major: Physics 1-A, B, C, D; Mathematics 3-A-B, 4-A-B, Chemistry 1-A-B.

1-A, 1-B. **General** (1-A, 1-B, UCLA) (4-4) Yr. Mr. Twogood
Prerequisite: The same as for Mathematics 3-A plus high school physics or chemistry with grade of B or better. Both physics and chemistry are recommended. Mechanics, properties of matter, heat and sound. Primarily for students who expect to major in physics, and for students in engineering, physics, chemistry, and architecture. Mathematics 3-A must be taken concurrently with Physics 1-A. Three lectures and one laboratory period weekly.

1-C, 1-D. **General** (1-C, 1-D, UCLA) (3-3) Yr. Mr. Twogood
Prerequisite: Physics 1-A, 1-B
Magnetism, electricity, and light presented as a continuation of Physics 1. Primarily for engineering students and for those who expect to major in physics. Two lectures and one laboratory period weekly.

2-A, 2-B. **General** (2-A, 2-B, UCLA) (4-4) Yr. Mr. Duncan
Prerequisite: Mathematics A, B, C, D, or high school equivalent. Mathematics C may be taken concurrently.
Properties of matter, mechanics, heat, wave motion, and sound are covered the first semester. Light, electricity and magnetism are covered the second semester. Meets the requirements for pre-medical or pre-dental students. Three one-hour lectures and one three-hour laboratory period weekly.

10-A, 10-B. (UC Berkeley Physics 10) (2-2) Yr. Mr. Twogood
A presentation of some of the some important phenomena in Physics with experimental demonstrations. No laboratory and requires a minimum of mathematics. Prerequisites: Elementary Algebra and Geometry.
50. (3) II Mr. Duncan
Designed for the student who is majoring in technical courses and who desires an overview of the principles and methods of physics. Properties of matter, mechanics, heat, sound, wave motion, light, electricity and magnetism will be discussed and practical application will be stressed.

PHYSIOLOGY

Preparation for the Major: Required: Physiology 1; Physics 2; Chemistry 1, 8; Recommended: Zoology 1; Chemistry 5; a reading knowledge of French and German.

Physiology 1 or 2 is accepted in satisfaction of the requirement in hygiene for the degree of Associate in Arts.

1-A, 1-B. General (1-A, 1-C, U.C.) (3-3) Yr. Mr. Roby
Prerequisite: High school chemistry. Recommended: A high school biological science course, or chemistry 2, concurrently.

A study of the physiological processes in man. The relating of such functions to the muscular circulatory, respiratory, digestive, nervous, excretory, reproductive and endocrine systems of the body. Two lectures and one laboratory period weekly.

2-A, 2-B. Physiology and Anatomy (4-4) Yr. Mr. Roby
Same as Physiology 1, but with an additional laboratory period each week devoted to anatomy. Designed especially for majors in nursing, physical education, or dietetics. Two lectures and two laboratory periods weekly.

POLITICAL SCIENCE

1-A, 1-B. Political Science (1 and 2, U.C.) (3-3) Mr. Mackenzie
The first half of the course deals with the principles and problems of government, with emphasis on national government in the United States; the second half is a comparative study of the governments of Great Britain, France, Germany, Russia and Japan.

Either half may be taken independently.

Political Science 1-A may be taken in place of History 3-A.

PSYCHOLOGY

Preparation for the Major: Required: Psychology 1, and either Physiology 1 or Zoology 1. Recommended: French, German, Chemistry, Physics.

1-A, 1-B. General Psychology (1-A, 1-B, U.C.) (3-3) Yr. Mr. Johnson, Mr. Gladden

The scientific study of human behavior and mental processes. Topics covered include a survey of the elements of intelligence and personality such as motivation, perception, learning, thought and emotion; and the relations of the psychological processes to the nervous, muscular, and glandular aspects of the organism, including the structure and functions of the sense organs.

6-A, 6-B. Psychology (23, UCLA) (2-2) Yr. Mr. Gladden
A practical introduction to the general theory of personality structure and development. Special emphasis is given to the use of psychological tests as a means of improving self-evaluation and personality growth.

50. Psychology (1) I, II Mr. Black, Mr. Bradshaw, Mr. Buckell, Mr. Duncan, Miss Fraser, Mr. Haslam, Mr. Roby, Mrs. Wallace
A study of problems involved in adjustment to college; vocational selection, study techniques, personal and social development. All students are required to register in this course in their first semester at Riverside College.

60. Leadership (2) I, II Mr. Bradshaw
A study of principles of democratic group action and techniques of group activity. The course includes parliamentary procedure, student government, committee procedure, group dynamics. Opportunity is afforded for frequent practice sessions.

SOCIOLOGY

1-A, 1-B. Introduction to Sociology (1-A, 1-B, UCLA) (3-3) Yr. Miss Fraser, Mr. Stalder
Deals with group behavior, the relationships among men, and the factors entering into and ensuing from these relationships. Through field trips the community and surrounding facilities are used as a laboratory. Outside speakers are used also. The study assists the individual to understand himself, his resources and limitations, his potentialities and his role in society.

2. Marriage and Family Relations (3) I, II Mr. Haslam, Mrs. Wallace
No Prerequisite.

This course offers a brief history of the family and seeks to develop a wholesome approach to marriage and family relations. Discussion develops the principles of courtship, engagement, marriage, and the first few years of married life. Problems relating to the economic and social status of the family will be discussed.

3. Marriage and Family Relations (3) I, II Mr. Haslam
Prerequisite: Sociology 2.

This course deals more specifically with problems relating to the individual adjustments in marriage in the areas of economics, religion, health, social living, and sex.

SPANISH

Preparation for the Major: Required: Spanish 1, 2, 10 (each course with not less than a C average); a minimum of two years of high school Latin, or Latin 1. Recommended: Spanish 11, French, Italian, and additional Latin.

1-A, 1-B. Elementary Spanish (1 and 2, U.C.) (4-4) Yr. Miss Kincell
The essentials of Spanish grammar with careful drill on pronunciation, reading, and writing, dictating and memorizing; translation of short stories and plays, with conversation based on Spanish texts. Collateral reading, with discussion in Spanish by the class. Open to students who have had no Spanish, or only one year of high school Spanish. An additional one-hour period for laboratory work is required weekly.
2-A, 2-B. Intermediate Spanish (3 and 4, U.C.) (4-4) Yr. Miss Kincell
Prerequisite: Spanish 1, or two or three years of high school Spanish with grade of at least B.
Reading of Spanish novels, plays, short stories, periodicals with oral and written exercises based upon class work. Reports on collateral reading. Further study of Spanish grammar and syntax. Course is conducted largely in Spanish.

10-A, 10-B. Advanced Spanish (25-A, 25-B U.C.) (3-3) Yr. Miss Kincell
Prerequisite: Spanish 2, or four years of high school Spanish. The modern and contemporary Spanish novel and drama. The first semester is devoted to a study of the novel; the second semester to the drama. Selections from the works of important novelists and dramatists are read and discussed in class and as collateral work, with reports in Spanish. History of the Spanish novel and drama. Advanced theme writing upon selections read.

11-A, 11-B. Advanced Spanish Composition and Conversation (2-2) Yr. Miss Kincell
Prerequisite: Spanish 2, four years of high school Spanish, or approval of instructor.
A review of grammar, composition, and conversational practices. Individual projects. This course is designed to meet the requirements of two classes of students: (1) those desiring further preparation for courses in the university; (2) those desiring greater facility in the practical use of the language. Spanish majors are advised to take this course concurrently with Spanish 10.

12-A, 12-B. Advanced Spanish (1-1) or (2-2) Yr. Miss Kincell
Prerequisite: Spanish 10 or permission of instructor.
Directed reading in Spanish literature. Oral and written reports submitted at weekly conferences.

14. Advanced Spanish (1-1) or (2-2) Yr. Miss Kincell
Prerequisite: Spanish 10 or permission of instructor.

50-A, 50-B. Conversational Spanish (2-2) Yr.
A non-gramatical approach to reading and speaking Spanish with emphasis on conversation. A beginning course.

SPEECH-DRAMA

I-A, I-B. Public Speaking (Speech I-A, I-B, U.C.) (3-3) Yr. Mr. Black, Mr. Hess, Mr. MacCuish
Prerequisite: English 1-A, or 50-A. Speech 1-A is a prerequisite to Speech 1-B.
The study of the general principles of voice and diction; the acquiring of correct posture, gesture and platform manner; and the development of the particular speech skill of each student. Throughout the year attention is given to the preparation of speeches for delivery in class and in public. The course is a second-year subject, but is also open to qualified first-year students who are specializing in public speaking.
COURSES OF INSTRUCTION

A vocational class for students who plan to enter the field of automotive maintenance and allied vocations. Students are required to become familiar with all units of the automotive chassis and their repair.

Practical experience is supplemented by a study of the principles involved through lectures, the use of pictures, slide films, demonstrations and occasional field trips. Three lectures and five laboratory periods weekly.

2-A, 2-B. Auto Mechanics (4) Yr. Mr. Morris
Prerequisite: Auto Mechanics 1-A-B, or special permission of instructor.
This course is a continuation of Auto Mechanics 1-A-B. Students will be encouraged to concentrate their efforts on a particular phase of maintenance such as engine overhaul, tune-up, automatic transmissions, etc. Two lectures and two laboratory periods weekly.

COSMETOLOGY

Mrs. Judd, Mrs. Neal

The course in cosmetology trains students for positions as licensed operators in beauty shops. Those students who complete the course are eligible to take the state board examination in cosmetology. The regular course extends over a period of 1600 hours as required by the State Board of Cosmetology and includes such branches of the profession as permanent waving, hair styling and cutting, pedicuring, creative hair styling, hair tinting, facial work and manicuring. Consideration is also given to such related subjects as personal hygiene, public health, physiology, bacteriology, psychology, shop ethics and salesmanship.
ELECTRONICS

1-A, 1-B. Electronics (8) Yr. Mr. Titus
Elementary electrical theory, both DC and AC, including Ohm's law, series and parallel circuits, inductive, capacitative reactance and resonant circuits. Properties and functions of vacuum tubes. T.R.F. and superheterodyne receivers, theory, and servicing techniques. Test equipment, including multimeters, tube checkers, signal generators, oscilloscopes. Generation of radio frequency power. Five lectures and ten laboratory periods weekly.

2-A, 2-B. Electronics (6) Yr. Mr. Titus
Prerequisite: Electronics 1-A-B. Antennas. F.M. receiver theory and servicing. Television theory and servicing. Industrial electronics, including special circuits, industrial control circuits, other applications. Three lectures and three laboratory periods weekly.

ENGINEERING

51. Blueprint reading (1) I, II
A beginning course in the study of blueprints and their interpretation. Types of projection, symbols and abbreviations.

MACHINE SHOP

1-A, 1-B. Beginning Machine Shop (1) I, II Mr. Hicks
Instruction in the basic operations of the lathe, shaper, surface grinder and milling machine. Along with the machine operation students will perform bench work, tool grinding and elementary heat treating.

2-A, 2-B. Advanced Machine Shop (1) I, II Mr. Hicks
During the second year the student will perfect the operation of the above machines and do additional work on the horizontal and vertical milling machine.

VOCATIONAL NURSING

The Vocational Nursing program is a 12-months course designed for qualified women to prepare themselves to become licensed vocational nurses. The first semester is spent at the college studying courses in Personal and Vocational Relationships, Personal and Community Health, Related Sciences, and Nursing Care. During this period basic nursing principles and skills are learned. The remaining seven months are spent in the Riverside Community Hospital in supervised nursing practice. Here the student continues to develop her nursing skills and through classroom conferences to gain further knowledge necessary to the Vocational Nurse in the care of the sick.

Students who graduate from this school in Vocational Nursing are eligible to apply for examination to become licensed Vocational Nurses.

Nursing Care (8-6) Miss McFadden, Mrs. Rich
A study of the nursing principles and skills necessary for a Vocational Nurse and their application in actual nursing situations. Five lectures and three laboratory periods weekly during the first semester and five lectures and thirty-two hours in nursing experience weekly in the Community Hospital during the remaining seven months of the course.

In this course are included Nursing Procedures, Home Nursing, Care in Diseases, Care of Mothers and Infants, Care of Sick Children, Care of the Aging, and Diversional and Rehabilitative Activities.
COURSES OF INSTRUCTION

Personal and Vocational Relations (2)  Miss McFadden, Mrs. Rich
A course for Vocational Nurses stressing vocational problems, psychology of
the sick, personality development, and how to handle people.

Related Sciences (2)  Miss McFadden, Mrs. Rich
A short course in the structure of the human body to aid in better understand-
ing of nursing principles and disease conditions.

Home Management for Nurses (1)  Mrs. Wilson
A study of home management methods of today, including the care and use
of modern kitchen and laundry appliances and equipment, planning and
using a budget, cleaning and spot removing, and short cuts in meal
planning and preparation. One lecture a week.

Nutrition for Nurses (2)  Mrs. Wilson
A basic study of nutrition in which nutritive requirements of the body and
how to meet those requirements are stressed. Simple diet planning and inter-
pretation will also be included. Two lectures weekly.

Child Care (2) II  Mrs. Wilson
A study of pre-natal through the first years of childhood. Emphasis on
physical, social, and emotional needs of the child. Two lectures weekly.

WOODSHOP

I-A, I-B. Elementary Woodshop (1) I, II  Mr. Bronstrup
A beginning class in cabinetmaking. Safe and efficient operation of hand
and power tools in the construction of simple cabinets and furniture. Opera-
tion of the lathe is also stressed.

2-A, 2-B. Advanced Woodshop (1) I, II  Mr. Bronstrup
A continuation of I-A-B with emphasis on the construction of better quality
projects.

APPRENTICESHIP CLASSES

50-A, 50-B. Carpenter Apprenticeship (1-1) Yr.
An eight semester course in related carpentry for indentured apprentices.

51-A, 51-B. Electrician apprenticeship (1-1) Yr.
An eight semester course in related electricity for indentured apprentices.

THE SOUTHERN CALIFORNIA PEACE OFFICERS' TRAINING SCHOOL

This school was established in Riverside under the administration of
Riverside College in the spring of 1953. It is a cooperative venture with the
following three agencies participating: (1) Riverside College, (2) California
State Department of Education, (3) Riverside County Sheriff's Department.

College credit is granted for all or certain parts of the 218 hour course.
A Certificate of Completion is awarded when a student finishes the course.
Transcripts of record are issued under the same conditions as described
elsewhere in the catalogue.

The Sheriff's Department furnishes facilities which include a barracks,
dining hall, classrooms, rifle and pistol range. The state department acts as
consultant, furnishes a supervisor of the school, some of the instructors, and
classroom supplies.

The course is offered twice each year for a five week period, once in the
fall and again in the spring. This school serves eleven counties in Southern
California.

The following individuals may enroll:
1. Officers of less than three years' experience;
2. Officers of more than three years' experience who have not
completed training at a basic school;
3. Eligibles who have a letter of recommendation from the
prospective chief or sheriff;
4. Experienced officers who are to conduct training programs
in their own departments.

For full information regarding the Riverside College Southern Califor-
nia Peace Officers' Training School, address communications to the Registrar.

EXPENSES

Student Body Membership

The Student Body Membership is payable at the time of registration
as follows: For students entering College at any time during the
EXPENSES

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books is $25.00 to $75.00; for materials $10.00 to $35.00. If secondhand books are purchased, the cost will be materially reduced. A complete list of texts and materials required for all courses, together with costs, will be published in a separate bulletin in September, 1955.

Room and Board

The expense of room and board varies with the taste and resources of the student. Some students club together and reduce their expenses proportionally.

GENERAL REGULATIONS

Towel Fee

Clean towels are required for each session of Physical Education. The College will furnish towels for $1.00 a year, or students may bring a clean one from home each time they take Physical Education.

Bookstore

A cooperative bookstore is maintained at the College. The business is conducted by a manager who is selected by the College Board of Education and the Student Body Board. When books are ordered, a reasonable deposit is required.

Personal Conduct

Students whose personal conduct is unsatisfactory may be disqualified from certain activities or dismissed by the administration at any time. Unsatisfactory dismissals are issued to all students dismissed for misconduct, and a notation to this effect becomes a part of the student's permanent record.

Social Functions

All social functions are under the general supervision of the Dean of Women, and must be approved by her before any announcement concerning them is made. The time, place, and names of patrons must be submitted a reasonable time in advance.

ATTENDANCE

All students are expected to attend every session of every course in which they are enrolled. A student may be dropped from a course on the accumulation of four absences regardless of the cause. ABSENCE, BECAUSE OF ILLNESS, MUST BE ACCOUNTED FOR IN THE REGISTRAR'S OFFICE BEFORE A STUDENT RETURNS TO CLASSES AFTER THE ILLNESS. Request for leave to be absent from a class for other reasons, or explanation for having been absent should be made to the Deans. Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence it is the responsibility of the student to check with his instructor about the completion of missed assignments.

When he has been absent from college for two consecutive weeks without previous explanation, a student's name is dropped from the rolls, and permission to be reinstated must be obtained from each instructor in whose class he is enrolled.

Withdrawal from College

Permission to withdraw from college will be granted to the student who makes application at the Registrar's Office and complies with the terms for honorable dismissal. Any student who withdraws from college and fails to do so officially receives an "F" as a dismissal grade in all courses and forfeits his right to receive honorable dismissal. These facts will be
recorded on his record and made a part of any transcript. Upon completion of withdrawal before the end of the first seven weeks of a semester, a notation of "dropped" will be placed upon the student's record. If withdrawal takes place after the seventh week of a semester a "WP" signifying his status will be recorded in all courses in which he has maintained a satisfactory grade, or a "WF" denoting failure.

Change of Address
It is the duty of the student to advise the Registrar's Office of any change in college address.

Use of Library
The services of the College Library are available to students and residents of this area without charge. Students have free access to any of the books and magazines in the collection, and are encouraged to use the library for their recreational reading as well as for academic pursuits. The circulation period is flexible, and is determined by the demand for the material in question. Usual loans are for two weeks, but shorter periods may be required for assigned reading in limited materials. Longer loans may be made upon request. Borrowers are held responsible for any library materials which might be lost while in their care. A quiet, studious atmosphere is conducive to reading, and should be observed by those who use the library.

GRADING SYSTEM

Grades
Grade reports are issued at the close of each semester to all registered students in good standing. The following grade marks are used:

A, excellent; B, good; C, satisfactory; D, below average but passing; F, failed. C is the basic grade; A and B are marks of real distinction.

W, withheld; given when a student's work is not complete at the end of a semester and then only when such incompleteness is the result of circumstances beyond his control. A withheld grade must be made up by the end of the third week of the semester in which the student is next enrolled, provided such enrollment occurs within one year of the granting of the W grade.

WP, Withdrawn passing: This grade is recorded if a student withdraws from college after the seventh week of a semester and is passing at the time of his withdrawal.

WF, Withdrawn failing: This grade is recorded if a student withdraws from college after the seventh week of a semester and is failing at the time of his withdrawal.

A course in which a mark of D has been received may be repeated to raise the grade, but no additional units will be allowed upon repetition.∗

∗Courses repeated to raise the grade must be counted in the study-list total, even though additional units are not allowed for repetition.
HONORS AND AWARDS

for all junior college work (exclusive of Physical Education) regardless of the number of semesters of temporary membership, may become eligible for election to permanent membership. The final selection shall be made by a faculty committee who shall consider the eligible students from the standpoint of three qualities: First, character as shown by conduct and general behavior; second, service as shown by loyalty and service to the school; third, leadership as shown by activity in student affairs.

Junior Lions Cup
The Junior Lions Cup has been presented each year since 1928 to the man of the graduating class who in the judgment of the Committee has rendered the greatest service to the College during the year. A similar cup is given to the woman of the graduating class who has been adjudged worthy of like honor. Not awarded in 1954.

Jack B. Crawford Memorial Award
The Jack B. Crawford Memorial Award was established in 1946 in memory of Jack B. Crawford who gave his life in the service of his country. This award is given annually to the man student who, in the judgment of the Committee, displays outstanding sportsmanship in the field of athletics. His attitude toward his fellow students and academic work will also be taken into consideration. The man so recognized receives an award to keep in his possession. His name is also engraved on a perpetual trophy which remains in the College trophy room. In 1954 it was awarded to Tommy Ricketts.

Women's Athletic Association Scholarship
The Women's Athletic Association Scholarship of the annual value of $25 has been awarded annually since 1933 to the woman student who in the judgment of the Committee is the outstanding leader in athletics and sportsmanship for the year. Scholarship and good character are emphasized. The award is available only when the student who has been chosen enrolls for the succeeding autumn semester at the College.

Kiwanis Scholarship Fund
The Kiwanis Scholarship Fund was established in 1924. It is a revolving educational loan fund, administered in the interest of graduates of the College, who desire to continue their education at a senior college or university. The selection of candidates emphasis is placed upon scholarship, character, and personal need. The following students were designated beneficiaries in 1954: Carole Lee, Marcia Tyler, Jack Paris.

Alpha Gamma Sigma Scholarship Fund
Several cash awards plus a dozen or more scholarships to four year colleges and universities are available to members of the honor society. Inquiries may be addressed to Mr. Lawrence Larson, Riverside College.

Riverside College Loan Fund
This fund was established first in 1922 by Mrs. Genevieve Aberdien in memory of her nephew Donald Porteous, who was a student at Riverside College in 1920-22. Since that time small sums have been added to the fund. Specifically, money in memory of Miss Julia Campbell, for many years a teacher in the Glen Avon school district, was added to the fund in 1954. Both of these memorial funds are so noted in student body accounts, but are kept in one general loan fund.

Riverside City Teachers Association Loan Fund
This educational loan fund was established in 1947. In order to be eligible for a loan from this fund a student must be preparing to become a teacher, and, except in rare instances, must be a graduate of Riverside College. Scholarship and good character are emphasized. Application must be made by letter to the Riverside City Teachers Association.

Delta Kappa Gamma Scholarship Fund
A scholarship loan not to exceed $300.00 in any one year may be granted to a student who is preparing for the teaching profession upon completion of two successful years of college. All applications must be reviewed by the scholarship committee of Mu Chapter and presented to the organization by June 1st.

Joan Thursby Memorial
This award in memory of Joan Thursby, Riverside College student of 1948, is to be given annually to a second year woman student, who, in the judgment of a faculty and student committee, best exemplifies the attributes of womanhood, participates actively in campus organizations, and who has a "B" average. The name of the student winning the trophy will be engraved on a cup which will remain in the trophy room. A smaller replica of the trophy will be given to her to keep permanently. Not awarded in 1954.

Robert Vanderzyl Memorial Tennis Award
This award is made annually to a member of the Riverside College Tennis Team who displays outstanding sportsmanship, good citizenship, and acceptable scholarship. The man so honored has his name inscribed upon a perpetual trophy which remains at the college, and he is also given an individual trophy to keep in his possession. Not awarded in 1954.

RIVERSIDE COLLEGE AWARDS
These are grants of money made to Riverside College students and prospective students. They are awarded on the basis of need, character, and scholarship and are made possible by the following individuals and organizations:

Associated Student Body of Riverside College
Two awards of $50.00 each are given to deserving students.
HONORS AND AWARDS

Ian Fleming Memorial Award
In memory of this former student, the Circle K Club makes $50.00 available to the awards committee to be given to a deserving sophomore student who is majoring in science or engineering.

Riverside Exchange Club
An award of $100.00 is made available for a deserving student or students.

John Brunton Award
An award of $50.00 is made available to a deserving student.

George Reade Foundation
Four awards in the amount of $50.00 each are made to deserving students; two in the field of Auto Mechanics and two in the field of Secretarial Science.

Joseph Hunter Foundation
An award of $100.00 is made available to a deserving student or students.

Junior Chamber of Commerce (Roy Cunningham Memorial)
An award of $50.00 is made available to a deserving student.

Kiwanis Club of Riverside
Two awards of $50.00 each are made available to deserving students.

Magnolia Center Business & Professional Women's Club
An award of $50.00 is made available to a deserving student.

Magnolia Lions Club
An award of $50.00 is made available to a deserving student.

Pro-America
An award of $50.00 is made available to a deserving student.

Riverside Press and Enterprise
Two awards of $50.00 each are made available. One to a student majoring in printing and the other to a student majoring in journalism.

Riverside Lions Club (Roy C. Hunt Memorial)
Two awards of $50.00 are made available to deserving students.

Rubidoux Motors
An award of $50.00 is made available to a deserving student.

Wednesday Club
An award of $50.00 is made to a graduating senior of Polytechnic High School who plans to attend Riverside College.

Service Rock Company
Two $50.00 awards to a deserving student or students.

Zonta Club
An award of $50.00 is made available to a deserving student.

BLACK, Philip S. 2041 Arroyo Drive - OV 3-7552
English, Speech
A. B., M. A., University of Southern California. At Riverside College since 1946.

Bradshaw, Ralph H. 4009 Elmwood Court - OV 3-5848
Dean of Men, English
A. B., M. A., Washington University, St. Louis, Mo.; graduate work at Claremont Colleges. At Riverside College since 1946.

Brauti, T. Martin 4401 Maplewood Place - OV 6-1412
Chemistry
A. B., Willamette University; M. S., University of Southern California; graduate work at Oregon State College. At Riverside College since 1946.

Bucknell, LeRoy 7232 Orchard - OV 3-0634
Commerce
A. B., San Jose State College; M. S., University of Southern California; graduate work at University of California. At Riverside College since 1950.

Cooper, Lawson P. 2823 Prospect Ave. - OV 3-3124
Art
A. B., Pomona College; M. A., Claremont Colleges. Graduate student, Bureau of University Travel, Harvard University. At Riverside College since 1937.

Cooper, Ruth 6770 Palm Ave. - OV 3-5837
Botany, Chemistry laboratory
A. B., University of California. Graduate student, University of California, University of Wyoming, and Harvard University. At Riverside College since 1931.

Dae, William 4435 Main St. - OV 3-7434
Physical Education, Basketball, Tennis
A. B., University of California at Santa Barbara; M. S., University of Southern California. At Riverside College since 1954.

De Francisco, Nathan 3451 Cortez St. - OV 4-2488
Physical Education, Football
A. B., University of California at Los Angeles; graduate work University of California at Los Angeles. At Riverside College since 1950.

Duncan, James K. 1937 Blenheim St. - OV 4-0746
Mathematics, Physics

Duncan, James K. 1937 Blenheim St. - OV 4-0746
Mathematics, Physics

Duncan, James K. 1937 Blenheim St. - OV 4-0746
Mathematics, Physics

Fraser, Frances M. 4570 Indian Hill Rd. - OV 4-1131
Dean of Women, Sociology
A. B., Vassar College; M. A., Columbia University; diploma, Oxford University. At Riverside College since 1923.
Gilkeson, Glenn 4423 Maplewood - OV 3-3637  
Director of Athletics, Basketball, Hygiene, Physical Education  
A.B., Nebraska State Teachers College; M.A., Teachers College, Columbia University. Graduate student, University of Southern California, and University of Wisconsin. At Riverside College since 1939.

Gladden, Garnett Lee 3442 Verde  
Philosophy, Psychology  
A.B., University of California; M.A., Claremont Colleges; graduate student, University of California. At Riverside College since 1946.

Hallock, Robert J. 5809 Frand Ave. - OV 6-0828  
Physical Education  
B.S., Springfield College. Graduate work, University of Southern California. At Riverside College since 1946.

Haslam, James H. 4515 B. 288, Colton - OV 3-4278  
Chemistry  
B.S., Rhode Island State College. Graduate student Claremont Graduate School. At Riverside College since 1950.

Hess, Chester E. 4670 Beatty Drive - OV 3-1653  
English, Dramatics  
A.B., San Jose State College; M.A., University of Redlands. Graduate work, University of California at Los Angeles, University of Southern California. At Riverside College since 1950.

Hislop, John Smith 4451 Merrill  
Commerce  
A.B., (Cum Laude); M.A., University of California. At Riverside since 1945.

Horstman, Rudolph W. 3668 Castle Reagh Place - OV 3-2050  
Mathematics, Engineering, Construction Technology  
B.S., M.S., University of Southern California. At Riverside College since 1954.

Hucklebridge, Theodore H. 4537 Mulberry Street  
Physical Education, Track  
A.B., Stanford University; graduate work at Stanford University. At Riverside College since 1946.

Huntley, Catherine S. 3868 Beechwood Place - OV 6-4958  
Physical Education  
A.B., University of Nevada; M.A., Columbia University. At Riverside College since 1929.

Johnson, Cecil E. 3006 Cimarron Rd. - OV 3-5609  
Zoology, Biology  
B.S., University of Southern California. Graduate work, University of Southern California and Los Angeles State College. At Riverside College since 1952.

Judd, Irma S. 5355 Arlington Ave. - OV 4-5091  
Cosmetology  
Graduate of Ex-cel-sis School of Beauty Culture, Salt Lake City, Utah. California Teacher Training, Sullivan Beauty College, Los Angeles. Roberta Tate Hairstyling, Vocational graduate, UCLA. At Riverside College since 1949.

Kincell, Dorothy M. 3811 Mt. Rubidoux Dr. - OV 6-4305  
Spanish  
A.B. (Cum Laude), Pomona College; M.A., Columbia University. Graduate student, University of California at Los Angeles, Pomona College. Stanford University, Columbia University, University of Mexico, L'Alliance Francaise, University of Paris, France. Centro de Estudios Historicos, University of Madrid, Spain, Claremont Colleges. At Riverside College since 1942.

Knopf, Arthur C. 4056 Bandini Ave. - OV 4-4546  
English, History, Advisor to student newspaper staff, Publicity  
A.B., Carleton College; M.S., University of Southern California; graduate work at University of California at Los Angeles, University of Minnesota, and Claremont College. At Riverside College since 1950.

Larson, Lawrence 4830 Riverside Ave. - OV 3-0869  
Engineering, Mathematics  
A.B., Minst State College, Minst, N.D.; M.Ed., University of Montana. Graduate work at the University of Southern California. At Riverside College since 1949.

MacCuish, David E. 4474 Highland Pl. - OV 6-1494  
English, Drama  
A.B., New Mexico; M.A., Claremont Graduate School; graduate work, University of Pennsylvania. At Riverside College since 1954.

Mackenzie, Maurice Russell 4579 Ninth St. - OV 4-1144  
Economics, Political Science  
B.S. (Cum Laude), Harvard University; Ed. M., Harvard University. Graduate student, University of Chicago, University of Southern California, Columbia University. At Riverside College since 1928.

McCulloch, Lucille M. 3506 Riverside Ave. - OV 3-2629  
College Nurse  
R.N., St. Helen's Hospital, San Francisco; P.H.N., UCLA. At Riverside College since 1951.

McDermont, Earl Alexander 3709 Washington Street - OV 3-7140  
Registrar, Vice President and History  
A.B., Occidental College; M.A., Columbia University. Graduate student, University of California and University of Montpelier, France. At Riverside College since 1921.

McFadden, Mary 7440 Garden St. - OV 3-4753  
Vocational Nursing  
B.S., St. Francis Xavier College, Chicago; diploma in nursing, Mercy Hospital School of Nursing, Chicago; graduate work, New York University, St. John's University, Brooklyn, N.Y. At Riverside College since 1954.
McGovern, Helen Elizabeth 6140 Olivewood Ave. - OV 6-4105
   Commerce
   B. S., M. S., Iowa State College. Graduate work at Iowa State and Claremont Graduate College. At Riverside since 1952.

McKusick, Rosa A. 5244 Magnolia Ave. - OV 3-2289
   Assistant College Librarian
   A. B., Whittier College; M. A., Columbia University; Certificate in Librarianship, University of California. At Riverside College since 1951.

Middleham, Kenneth L. 1891 Seventh St. - OV 4-2981
   Photography, Photographic Advisor to College Publication
   B. A., Art Center School of Photography, Los Angeles. At Riverside College since 1951.

Morris, Herbert M. 4435 Orange Grove Ave.
   Auto Mechanics
   A. B., University of California at Santa Barbara. At Riverside College since 1951.

Neal, Alice K. 8425 California St. - 9-1047-W
   Cosmetology
   Graduate of Johnson's School of Cosmetology. Graduate work Frank Wiggins School, Los Angeles. Hair Styling, Roberta Tate. Registered cosmetologist. Vocational graduate, UCLA. At Riverside College since 1947.

Newstead, John E. 4592 Granada - OV 4-5216
   Director of Student Business, Commerce
   B. S., State University of New York. Graduate work at Syracuse University. At Riverside College since 1947.

Noble, Orland W. 1765 Prince Albert Dr. - OV 6-4712
   President
   B. P. E., George Williams College; B. S., M. S., University of Southern California. At Riverside College since 1948.

Ohmen, John C. 1738 Gratton St. - 9-7988-R1
   Dean of Extended Day
   A. B., University of California. Graduate student, University of California, Claremont Colleges, University of Southern California, and University of Redlands. At Riverside College since 1946.

Peck, Elmer W. 453 E. Highland Ave., Redlands - 4-5763
   Geology, Geography, Anthropology
   A. B., Yale University. Graduate work University of California, University of Redlands and Claremont Graduate School. At Riverside College since 1946.

Roby, Paul J. 5445 Sierra Street - OV 4-4391
   Anatomy, Physiology, Bacteriology, Hygiene, Baseball, Football
   B. S., East Stroudsburg Pennsylvania State Teachers College. M. S., University of Pennsylvania. Doctoral Candidate, University of Southern California. At Riverside College since 1951.

Sayre, Edwin D. 3879 Third Street - OV 6-5984
   Music

Smith, Fleming L. 1911 Sepulveda Ave., San Bernardino - 81-7489
   Commerce
   B. S., B. E., University of Cincinnati; M. Ed., University Pittsburgh. Graduate student, New York University, University of Pittsburgh, University of Southern California, and Claremont Colleges. At Riverside College since 1947.

Stalder, Cecil E. 3700 Larchwood Place - OV 6-1827
   History, English
   A. B., University of California; graduate work, University of California, Claremont Colleges, and University of Southern California. At Riverside College since 1946.

Staley, Stella 8518 Sylvan Dr., Arlington - 9-2120
   Physical Education
   B. A., University of Alberta, Canada; M. S. in Ed., University of Southern California; graduate study, Oregon State College. At Riverside College since 1953.

Steponovich, Anthony 5186 Monterey Road - OV 4-5283
   Physical Education, Hygiene
   B. S., University of Southern California; graduate work at University of Southern California; Coaching School, Stanford. At Riverside College since 1946.

Stickney, Clifford 919 Bussey St., San Bernardino - 82-4210
   English, History
   A. B., M. A., University of Illinois. Graduate work at University of Redlands. At Riverside College since 1946.

Stone, Don P. 5186 Monterey Road - OV 4-5283
   Music, French
   A. B., Occidental College; graduate student, Occidental College, University of Redlands, and University of Southern California. At Riverside College since 1948.
FACULTY

Titus, Denton
Electronics
A. B., San Jose State College. Graduate work, University of Southern California. At Riverside College since 1952.

Toy, Ernest W., Jr.
Librarian
B. A. (magna cum laude) College of St. Thomas; M. S., University of Southern California; M. A., University of California at Los Angeles; graduate work, UCLA. At Riverside College since 1954.

Twogood, Archie J.
Physics
B. S., University of California. Graduate student, General Electric Company, Schenectady, and University of California. At Riverside College since 1922.

Vail, Evan
Music
A. B., University of California at Los Angeles; M. A., Occidental College. At Riverside College since 1950.

Wallace, Mary E.
History, Sociology
B. A., University of California at Los Angeles; M. A., University of California at Berkeley; Graduate study Mills College, Stanford University, University of Chicago, Columbia University, Claremont Graduate School. At Riverside College since 1954.

Wilson, Caroline K.
Home Economics

OTHER STAFF MEMBERS

Mrs. Wanda Bode
Accounting Clerk
Mrs. Harry Dangerfield
College Bookstore
Mrs. Freda Gunn
Clerk, Cosmetology
Mrs. Dorothy Summers
Library Assistant
Miss Mary Ann Stanford
Switchboard

ORGANIZATION

Foundation

Riverside College was founded March 13, 1916, when, in response to a general petition of electors, the City Board of Education authorized the introduction of junior college courses in the Polytechnic High School. At the opening of the fall term, September 25, 1916, twenty-four such courses were offered in fifteen departments of study. The enrollment for the first academic year was one hundred ten.

Circumstances were favorable to the development of a junior college at Riverside. The Polytechnic High School had been recently built, and its equipment was suited to advanced work. Many of the faculty had taught in college. For the period from 1916 to 1921 the new institution functioned successfully as a department of the high school.

On May 27, 1921, the California State Legislature passed the Junior College Act which authorized the formation of junior college districts.

In accordance with this act, and by authority of the State Board of Education, the Riverside Junior College District was formed in 1921, and the institution became thereby a district junior college. As now constituted, the district embraces, in addition to the City of Riverside, the communities of Alvord, Ferndale, Glen Avon, Highgrove, Jurupa, Midland, Mira Loma, Moreno, Union Joint, and West Riverside. The City Board of Education constitutes the governing board. The College receives its financial support from the State of California on an A. D. A. basis, supplemented by a district tax. The College is therefore part of a state-wide system of regional colleges designated to popularize education in cooperation with the State University and under the advisory supervision of the State Board of Education.

The formation of the district suggested the advisability of erecting a separate group of buildings for the use of the College. Accordingly, property was purchased on Terracina Drive and Riverside Avenue as a site for the new campus. Two residences, which stood on the site (Gage Hall fronting on Terracina and the Collier cottage on Riverside Avenue), were used as temporary quarters. Bonds were voted on in 1922, 1927, 1945, and again in 1949, which have given the College its present physical plant on a separate campus, with its own library and laboratories, and its own faculty. Since 1927, certain other units have been added, the cost being defrayed by direct tax.

Management and Control

The management and control of the College are vested in a Board of Trustees of five members. These are chosen at the biennial city elections and hold office for four years.

Aims and Functions

The College has a two-fold aim and function:

1) To provide two-year college curricula complete in themselves which, so far as possible, shall meet the needs and objectives of the individual student without reference to preparation for upper division work in a senior college or university.
(2) To provide courses corresponding to lower division university courses which will enable students who wish to continue their studies elsewhere to transfer without loss of time or credit. As an integral part of the state system of education, the College aims specifically to satisfy the requirements of the University of California for admission to its upper division. Fulfilling the lower division requirements of the University of California is equivalent to fulfilling the lower division requirements of most standard colleges and universities.

The College Year

The College year begins in September and continues through two terms of eighteen weeks each.

Summer Session

A summer session of six weeks is held each year immediately following the spring semester. This session enables students to do additional academic work and to make up deficiencies. Both college and high school subjects are offered. A total of six semester units may be earned.

Location and Climate

The College is located at Riverside in the heart of the citrus belt — sixty miles east of Los Angeles. Riverside has an elevation of 87 feet and a population of more than 50,000. It is on the line of the Union Pacific, Santa Fe, Southern Pacific, and Pacific Electric Railways. A seasonal rainfall of approximately 11 inches and a mean temperature of 59.3 degrees for the college year (September 15 to June 15) ensure climatic conditions which are exceptionally favorable for intensive study.

The main campus occupies a site at the junction of Terracina Drive and Riverside Avenue. It is about a mile from the business district. The academic buildings stand at the edge of a broad mesa overlooking an ancient water-course, which was known to the Indians as Tequesquite arroyo from the tequesquite or "soap soil" once found there in abundance. In this natural stadium the physical activities are centered. At the eastern end of the arroyo lies a five acre tract which is also part of the College campus. Half of this property was deeded to the College in 1932 by Mr. and Mrs. A. C. Lovekin. The other half was acquired by purchase in 1935. The land which is set with olive, walnut, and ornamental trees, has a frontage of 700 feet on Saunders Street.

Buildings and Equipment

The central group of academic buildings consists of one-and-two-story structures. The different units are grouped about an open court, and are connected by a continuous single or double-decked arcade except on the west side of the quadrangle. At this point the covered arcade of the upper tier gives place to an open deck with wrought iron balustrade. In style the buildings represent the best period of the Italian Renaissance. The gray walls of reinforced concrete with red tile roofing are reminiscent of Spanish missions.

On the north side of the quadrangle are grouped the Administration Offices and the Library; on the east and south most of the departments of letters and science; the commerce department, the home economics department, and the College cafeteria, student lounge, and bookstore; on the west the auditorium and the department of cosmetology.

Library

The library is a well-lighted, friendly place, conveniently located in the central group of academic buildings. It features a growing and thoroughly up-to-date collection of over nineteen thousand books, regular displays of more than 150 current periodicals, and a spacious and comfortably furnished reading room which will accommodate about one hundred readers. The library staff, which consists of two professional librarians, a library clerk, and student assistants, is adequate and competent to offer students frequent individual assistance in the use of library aids and facilities. During the school year, the library is open from 7:45 a.m. to 4:30 p.m. every day that school is in session.

Laboratories

Laboratories devoted solely to College work are maintained in bacteriology, botany, chemistry, engineering, geological sciences, physics, physiology, psychology, secretarial science, and zoology. The value of apparatus and permanent equipment in the several departments is as follows: Astronomy, $4,500.00; agriculture and botany $5,700.00; auto mechanics, $6,500.00; bacteriology, $6,500.00; chemistry, $8,500.00; cosmetology, $6,000.00; electronics, $6,500.00; engineering, $2,250.00; geology, $4,000.00; household science, $5,500.00; physics, $15,000.00; physiology, $10,000.00; psychology, $30,000.00; secretarial science, $20,000.00.

Art

Special equipment in the Art department includes a projection machine and 1,000 lantern slides. Available also is a loan collection of 3,000 additional slides, many of these in full color. In the ceramics division there is a large Denver kiln, a smaller kiln, and four potter's wheels; in the glaze laboratory two ball mills for grinding ram glazes, and electric test kiln, scales, and incidental tools. In the fine art division are found many reproductions of paintings by masters. Special equipment for fine and commercial art includes etching and block printing presses, compressor, air brushes, and cutaw!.

Music

The music department equipment includes a Steinway Grand piano, a Chickering Grand piano, upright practice pianos, custom built record players, a recording machine to register progress of students throughout the year, a large library of choral music, operas, oratorios, cantatas, piano and vocal music, and a constantly increasing library of recordings.

The college has a pipe organ in the auditorium. Its two divisions include seven ranks (both flue and reed pipes) and tubular chimes. Both chambers
are under expression. The mobile console has two manuals and pedal. The organ can be made to serve the quadrangle through speakers. The instrument was rebuilt by Alfred G. Kilgen, Inc., and is electroneumatic throughout.

**Shop Equipment**

Two shop buildings with 8,500 feet of floor space located at the corner of Terracina Drive and Saunders Street were constructed in 1947. These buildings contain classrooms, electronics laboratory, auto mechanics laboratory, welding shop, study room, and audio-visual classroom.

**Auditorium and Stage**

The Auditorium, which is intended primarily as a student assembly hall, has a seating capacity of five hundred. The stage is unique in college architecture, opening, as occasion requires, either into the auditorium or upon the cloistered court, where open-air assemblies and commencement exercises are held. The indoor proscenium arch has a span of 20 feet 6 inches, the outdoor arch a span of 38 feet. The stage measures 41x44 feet.

**Memorial Chimes**

The automatic chimes are dedicated to former students who gave their lives in World War II. The Westminster chime signal is heard throughout the campus hourly. These chimes represent the culmination of a plan sponsored by the Associated Student Body, 1946-47. Businessmen and other citizens contributed generously to the first World War II memorial in the City of Riverside.

**Gymnasium**

The Gymnasium, completed in 1954, is located in the arroyo which forms a part of the campus. Construction is rigid steel frame and reinforced brick. The principal gym floor is 75x106 feet with shower and locker facilities for men adjacent to one end and for women at the other. In addition there are squad rooms, therapy, first aid, women’s special exercise room, and counseling and office facilities for athletic directors. The building faces the college play fields which include a football field, a quarter mile track with a 220 yard straightaway, five tennis courts, basketball and volleyball courts, and six out-of-doors handball courts.

**Bleachers**

In the fall of 1930 reinforced concrete bleachers were built to accommodate spectators attending pageants, football games, and track and field meets. To ensure safety, four main exits have been provided; one at each end of the bleachers, one at the lower center, and one at the rear, where a broad reinforced concrete bridge spans the gap between the bleachers and the hillside.

The front passageway is overhanging in design, and affords weather protection for contestants in track and field meets as well as for outdoor classes.

The space between the bleachers, which is divided by a tunnel into two equal parts, has been enclosed and furnished with offices and workrooms.

In 1952, steel bleachers were erected to bring the total seating capacity for the stadium to five thousand.
Health Control and Health Service

The College concerns itself with the maintenance of conditions favorable to the health of students and faculty, not only to safeguard the College community as a whole against epidemics, but also to guarantee to the individual student or instructor who enjoys normal health and physical vigor the opportunity to continue his college work under the most favorable circumstances. To this end, Physical Education is required. Exemption may be granted to the student who because of physical disability cannot engage in active exercise, provided a physician's certificate stating the cause of disability and fixing the time limit for the exemption is properly filed. In addition, a two-unit course in Health Education is required for each candidate for the degree of Associate in Arts.

The College also concerns itself with controlling the academic activities of students whose health and strength do not admit of a normal curriculum, and with giving such students advice and instruction in the hope that their physical and mental health may be improved.

At the beginning of the Fall Semester the new student and the student who plans to participate in any sport supervised by the College is given a physical and medical examination by the College medical staff. Cases needing professional attention are referred to the physician or medical service of the student's choice.

Employment Service

Many students who wish to attend school find it necessary to earn part or all of their expenses. The College cannot guarantee anyone employment, but it does undertake to assist worthy students in finding work suited to their abilities.

To this end (1) the Board of Education provides in its budget for the employment of a limited number of laboratory, clerical, and janitor assistants. (2) The College maintains a Placement Service Bureau, which attempts to find part-time jobs for students while in college and permanent positions after graduation.

Students are cautioned against trying to carry a heavy academic program while under the necessity of self-support.
The Tiger Times, which is published weekly contains current news of campus and college activities. The editors and manager are appointed by the outgoing editorial board of the Times.

Tiger Tales, which is published each fall, is the college student handbook. The editor is the President of the Associated Women Students.

Speech Activities
Riverside College is a member of the Eastern Conference Speech Activities Association.
Eastern Division: Chaffey, Fullerton, Mt. San Antonio, Orange Coast, Riverside, San Bernardino, Santa Ana.
Activities include debate, impromptu, extemporaneous, and panel discussions.

Dramatics
The interests of drama are served by the classes in dramatic art which sponsor the production of several three-act plays, and other dramatic programs during the year.

Music
Musical activities are given a large place in the life of the college. Operas, oratorios, choral programs, musical revues, and recitals are presented throughout the year. The various choral and instrumental groups and soloists are in demand throughout the year for engagements before social and professional organizations, for assemblies, and for commencement. Choral and instrumental groups represent the college at the annual Spring Festival of Music presented by combined Junior Colleges of Southern California.

Athletics for Men
The College is a member of the Southern California Junior College Association, Eastern Conference. Four Commissioners of Athletics, one for the Western Conference, one for the Eastern, one for the Metropolitan and one for the South Central Conference, are charged with the enforcement of all rules and regulations pertaining to the athletic activities of their respective sections.

The Association recognizes for intercollegiate competition the following activities: baseball, basketball, cross country running, football, golf, swimming, tennis, track and field, wrestling.

All institutions of the Association winning Conference championships through regularly arranged Conference schedules or play-offs contests are awarded suitable trophies. No individual awards are made except in track and field.

Athletics for Women
Riverside College is also a member of the Southern California Women’s Athletic Association of Junior Colleges. Basketball, volleyball, indoor baseball, hockey, and tennis constitute the program of intercollegiate sports. Three junior college play days are scheduled each year.

Eligibility for Athletics
To be eligible to represent the College in any intercollegiate activity, a student must be passing in at least ten and one-half units of work. In addition, all except first-year students enrolled in their first semester must have passed in at least ten and one-half units of work in their last previous semester. No student shall represent his institution in any athletic activity who registers later than the fourth Friday after the first day of instruction in the semester in which he desires to compete.
Riverside College Graduates 1954

Ted B. Alford
John H. Allen
Richard E. Allman
Robert L. Amparan
Robert Amsbry, Jr.
Earle R. Anderson
Carol Jeanne Baker
Ronald E. Barnett
Victor M. Barr
Edgar L. Barrett
Jack Howard Barrett
Joyceleta Bear
Renee Beatty
Thomas L. Beckham
Warren E. Bennett
Robert Walter Berwin
Robert Sheldon Billingsley
Raymond E. Blume
Bernice Louise Bode
Laurine Jane Brewer
Harold E. Brinkerhoff
Amanda Brose
James C. Busch
Betty Louise Byrd
Steven F. Bystry
Wilda Louise Carlson
James Edward Carroll
Eleanor Ceja
Thomas Kenneth Chamberlain
Edward William Chesney
Janet Faye Christopherson
Mary Lou Clark
James F. Close
Richard E. Cox
Philip A. Delano, Jr.
Rachel Maria Diaz
Fred Hayward Dill
Emerson C. Engberg
Jim Lincoln Farnham
Rex L. Flint
Robert Milton Moore
Robert Emmett Morrison
Lila L. Naiman
Sylvia Jean Nelson
Peter Westlake Oakhill

Bruce Ferguson
Andrew Lansing Fletcher
Shirley Arlene Freeman
Rachel Garcia
Iolla Virginia Gates
Kitty Sue Gibson
Victor Emmanuel Grant
Barry J. Gustafson
William C. Happ
Ernest Samuel Hildebrandt, Jr.
George Hovance
Rosemary Hoyt
Rosalie Inwood
Akiko Lynn Iseda
Mary C. Judge
Ruth Kazuko Kajiya
Norman N. Katz
Norma Evelyn Kihm
William Franklin Kinnick
Lawrence John Kirkpatrick
John W. Kline
Frances Shirley Kniss
Sylvia Jane Knittle
Masao Koketsu
Billy Dale Kyle
Sandra Carolyn La Fave
Bruce Lench
Mary Ann Lunetta
Jack N. McCullough
Clifton W. MacDongall
Mark E. Mace
Charles Herbert Machado
Benjamin Barry Martinez
Gladys Lane Massingale
Arthur P. Mendoza
Donald E. Miller
Donald M. Miller
Jo Anne Minor
William G. Moody
Mary Fernande Moore
Joanne Marie Royer
Robert Lee Rumbarger
John Cornelius Ruth
Marjory A. Ruvald
John A. Saunders
Dorothy Santter
Georgia Dee Shockley
Robert C. Smith
Betty Joanne Sprague
Lloyd Daniel Sundin
Lloyd E. Swenson
Tek Tanaka
Robert Leroy Taylor
Willa J. Thompson
Dorothy Yvonne Thorson
Doris Yvonne Tunstead
Marcia Ann Tyler
Douglas Dean VanderStoep
Dorothy Jean Waite
Harold Lowell Waldron
Gary West
Darlene Nancy White
Patricia Benita Wooley
Gwyn H. Young
GRADUATES

VOCATIONAL CERTIFICATE OF COMPLETION
DEPARTMENT OF COSMETOLOGY

1954

Mylene Margaret Davis
Shirley Maxine Green
Mattie Rose Hanson
Jane Murphree Hendon
Ramona Joyce Hoffer
Eileen Delores Johnson
Louise Frances LaFave
Charlotte Reyes Llamas
Ann Marie McConnell
Robert Wilbur May
Sabra Ann Meyers
Norma Glada Miller
Shirley Ann Mitchell
Marcille Elizabeth Powell
Pat Emerson Robertson
Pauline Ellen Shallenberger
Jackie Mae Stewart

VOCATIONAL CERTIFICATE OF COMPLETION
DEPARTMENT OF VOCATIONAL NURSING

1954

Dona Babb
Marcella Brending
Edna Buckwald
Lauris Dart
Joyce Griffin
Betty Hedrick
Etta Kesler
Hazel Kilpatrick
Johnnie McCullough
Dorothy Rickaby
Ellen Tomlinson
June Wilson

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**RIVERSIDE COLLEGE BULLETINS**

- **College Register** - March
- **Books and Materials required in Courses of Instruction** - September
- **Occasional Papers: Presenting the results of original research - at intervals**

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