Reserve

Riverside City College

1962-3

A public junior college
GOVERNING BOARD

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

Richard B. Hampson, Jr.
President

Mrs. Willard G. Babcock, Clerk

Arthur L. Littleworth, Vice President

Mrs. J. D. Diffenbaugh

Bruce Miller
Superintendent of Schools

Harry K. Young
Assistant Superintendent: Business

Riverside City College

ADMINISTRATIVE STAFF OF RIVERSIDE CITY COLLEGE

Orland W. Noble - President
Ralph H. Bradshaw - Vice President
Mrs. Mary E. Wallace - Dean of Students
John C. Ohmen - Dean of Admissions
Leonard Metcalf - Dean of Men
James K. Duncan - Dean of Extended Day
Philip S. Black - Acting Dean of Instruction

Volume XLI

Cover and Cartoons by Albert Vartanian, student at Riverside City College

RIVERSIDE CITY COLLEGE BULLETIN

CATALOG

1961-1962

WITH ANNOUNCEMENTS FOR

1962-1963

RIVERSIDE, CALIFORNIA

Published by the College

MARCH, 1962
ACCREDITATION

Riverside City College is accredited by
the Western College Association
and by the Western Association of Schools and Colleges

MEMBERSHIPS

Southern California Junior College Association
California Junior College Association
National Junior College Association
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PHILOSOPHY OF RIVERSIDE CITY COLLEGE

Riverside City College is a public junior college and thus an integral part of the California state system of higher education. As such, and in keeping with policies endorsed by both the state legislature and its own Board of Education, the College exists to serve members of its community who are high school graduates or more than eighteen years of age, who can profit from appropriate instruction, and who diligently seek an education. For these it aims to provide a balanced program which leads to transfer with advanced standing to four-year colleges and universities, specialized training which increases vocational competence, and a general education which fosters personal growth and effective citizenship in the home and in the community.

OBJECTIVES AND PURPOSES

Because it is locally controlled, the College enjoys a flexibility that permits it to achieve its ends through methods appropriate to changing conditions in its community. Not only is it receptive to the suggestions which result from these local ties, but it likewise endeavors to anticipate other needs and to be ready to meet them as they develop.

The people of the Riverside Junior College District make these educational opportunities available at a minimum cost to the student because of the conviction that the fullest possible development of each individual’s abilities is essential to the welfare of the local community and of the state and nation.

To accomplish these objectives, the college recognizes five purposes:

1. Occupational Education
   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 basic 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 education which will prepare him to function effectively as an individual and as a member of his family, his community, his state, his nation, and his world.

3. Preparation for Transfer
   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 education should be broad enough to include the lower division requirements in the liberal arts and in scientific, engineering, and other professional fields. As an integral part of the state system of higher 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 colleges and universities.

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. This program is carried on primarily through college evening classes. It includes occupational and general education as well as lower division college work.
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RIVERSIDE CITY COLLEGE - RIVERSIDE, CALIFORNIA
3650 Fairfax Avenue - Telephone OV 4-5240

DIRECTORY

ADMINISTRATION OFFICES—3650 Fairfax Avenue
President
Vice President
Dean of Students
Dean of Admissions
Dean of Men
Dean of Extended Day

CLASSROOMS—3650 Fairfax Avenue
Rooms 121-127

QUADRANGLE—
Library
Cafeteria
Student Lounge
Auditorium
Classrooms 20-51, 101-120, 201-220

AUTO MECHANICS SHOP—Terracina Drive at Saunders Street

COSMETOLOGY DEPT.—4699 Olivewood Avenue

ELECTRONICS SHOP—Terracina Drive at Saunders Street

PHYSICAL EDUCATION BUILDING—Saunders Street

COLLEGE SWIMMING POOL—Saunders Street

NURSING COTTAGE—3683 Fairfax Avenue

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.

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 take additional aca-

HISTORY AND ORGANIZATION

Foundation
Riverside City 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 founded 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 Alvord Unified School District and the communities of Ferndale, Glen Avon, Highgrove, Jurupa, Midland, Mira Loma, Moreno, Rubidoux and Union Joint. 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 designed to provide collegiate education in cooperation with state university and the state colleges 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, 1949, and 1956, 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.

Division Offices

Division
Biological Science
Business
English and Humanities
Fine and Applied Arts
Library
Nursing
Physical Education
Physical Science
Social Science
Vocational

Room
111
116
130
215
Library
Nursing Cottage
Gymnasium
106
211
Auto Shop

Division Offices

ORGANIZATION

Division

Physical Science
Social Science
Vocational

Room
106
211

Auto Shop

Library

Nursing Cottage

Gymnasium

Room
111

Library

Nursing Cottage

Gymnasium

Room
111

Library

Nursing Cottage

Gymnasium

Room
111

Library

Nursing Cottage

Gymnasium

Room
111
ademic work and to make up deficiencies. 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 871 feet and a population of more than 90,000. It is on the lines of the Union Pacific, Santa Fe, and Southern Pacific Railroads. 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 Fairfax 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 education 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 Library and faculty offices, 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 nursing.

On Fairfax Avenue, across from the quadrangle, lies a modern unit providing classroom space for 500 students, administrative offices, and a student counseling center. Here are located the offices of the president, vice president, dean of men, dean of women, dean of extended day, dean of admissions, nurse, and counselors.

Cosmetology facilities are located in the building on the corner of Terracina and Olivewood. Unique in design, the building has attracted statewide attention for the efficient organization of the cosmetology department which it permits. Instructional units are located around a central service core, and much of the equipment has been especially designed for the college in the interests of economy or teaching effectiveness.

Library

The library is conveniently located in the central group of academic buildings. It features a growing collection of over 29,000 books, more than 250 current periodicals, over 1300 reels of microfilm, and a reading room which will accommodate about seventy readers. The library staff, which includes three professional librarians is available to offer students frequent individual assistance in the use of library materials and facilities. Consult the student handbook for hours the library is open.

Art

Special equipment in the art department includes a projection machine and 1000 lantern slides. Available also is a loan collection of 5000 additional slides, many of these in full color. 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 cutawl.

Music

The music department equipment includes a Steinway Grand piano, a Chickering Grand piano, eight upright studio pianos, two stereo sound systems, and a special room equipped for earphone listening, a large library of choral music, operas, oratorios, cantatas, piano and vocal music, instrumental music, and a constantly increasing library of recordings.

The college has a pipe organ in the auditorium. Its two divisions include seven ranks (both flute 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.

Foreign Language Laboratory

The College has a modern language laboratory designed to accommodate as many as thirty students simultaneously. The individual student booths are served from a five-channel program console. All booths are equipped with listen-response amplifiers, and several have the additional advantage of dual track recording equipment.

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 the athletic staff. The building faces the college practice 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.

Pool

The College has one of the most modern installations in Southern California with two pools, one 35 feet and the other 45 feet wide and each 25 yards long. Both pools can be used for competitive swimming events, but one is of moderate depth to facilitate its use for the instruction of beginning swimmers. One-meter and three-meter diving boards are available, and other facilities necessary for competitive swimming and all phases of aquatic instruction. The water and the decks are heated to permit year-round activities.

Health Requirements

Prior to enrollment, all students must have begun a series of polio immunization shots. This series must be completed by the end of the year. Students who plan to participate in any sport supervised by the College are given a physical examination by the College medical staff. Cases needing professional attention are referred to the physician or medical service of the student's choice.

Emergency treatment may be administered on the campus, but only temporary and limited aid is given. The College is not legally responsible for injuries suffered by students; however, the Associated Student Body carries accident insurance covering members of athletic teams. Other health and accident insurance may be purchased by those who desire to do so.
ADMISSION TO THE COLLEGE

Application for Admission

Any graduate of an accredited high school (or any person who has passed his eighteenth birthday) whose legal residence is in the Riverside Junior College District (or not in any other California junior college district) will be admitted provided he completes the matriculation requirements described below. A student whose legal residence is in another junior college district must present a release from that district before he may enroll at Riverside City College.

Official application forms may be obtained by calling in person or by writing to the Admissions Office of Riverside City College, 3650 Fairfax Avenue, Riverside, California. Applications will be accepted after March 1, but they must be received by the Admissions Office not later than noon, Friday, August 24. Applicants who file after that date will be considered for late registration only. See College Calendar, page 9 for spring semester dates.

Guidance Tests

American Council on Education Test

The A.C.E. test is a widely used measure of general college aptitude and is required of all students entering Riverside City College. The information obtained from the test is used in counseling students and planning programs, particularly when transfer to a four year college is contemplated. Although no student is denied admission to the college on the basis of A.C.E. test results, the scores are used by several departments in determining qualifications to enter individual courses.

This test may be taken only once unless special permission is obtained from the Counseling Center.

Arithmetic Competency Test

Any student who is working toward an A.A. degree must take the Arithmetic Test. A student who does not receive a satisfactory score on the test will be required to enroll in and complete Mathematics 90 during the first year in college. This test may be taken as many times as necessary provided it is not taken more than once in any 60 day period.

English Qualifying Tests

All students who wish to register for English Composition (IA) must qualify in one of four ways. (1) A sufficiently high score on the linguistic portion of the A.C.E. test. (2) Subject A certification or comparable evidence from a collegiate institution presented to the English Department for determination of the student’s qualification for English 1. (3) A satisfactory score on both sections of the English Qualifying test. This test may be taken as many times as necessary provided that it is not taken more than once in any 60 day period. Students who fail to qualify are advised to register in English 50A for help in grammar, punctuation, spelling and sentence structure, or in English 51R for help in reading. (4) Recommendation of the English Department based on student’s performance in English 50A or 51R.
Test Permits
A test permit is issued as soon as an application for admission is filed. To insure a reservation for a given test, the student should have his application on file at least one week before the test is scheduled. (See test schedule below.)

Testing Schedule From March 1962 to July 1963
Tests are given in Room 122 in the College building on Fairfax Avenue. All students should plan to take the A.C.E. and the Arithmetic tests. Those wishing to qualify for English IA may be asked to stay to complete the English Qualifying test.

Schedule A
9:00 a.m.–A.C.E. Test
11:00 a.m.–Arith. Comp. Test
1:00 p.m.–English Qualif. Test

Schedule B
3:00 p.m.–A.C.E. Test
4:45 p.m.–Arith. Comp. Test
7:00 p.m.–English Qualif. Test

Schedule C
6:00 p.m.–Arith. Comp. Test
8:45 p.m.–English Qualif. Test

TENTATIVE TEST SCHEDULE

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<td>Wednesday</td>
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(For students' final registration due on Sept. 15, 1962)

Tentative Test Schedule

Transcripts
It is the responsibility of the applicant to have official transcripts of high school and all previous college records on file in the Admissions Office as early as possible after the current semester's work has been completed. These transcripts must be received before an appointment for registration counseling can be made.

Appointments for Registration Counseling
A student is ready for final registration only after he has filed an application and official transcripts at the College and has taken the required guidance tests. Counselors will be available from July 24 through September 1 for counseling and final registration. Appointments for counseling may be made by telephoning OV 4-3240 after July 16.

Late Registration
Students who file applications for admission after 1:00 p.m. Friday, August 24, cannot be assured counseling appointments, but will have the opportunity to register on Friday, August 31, for any open classes for which they have the prerequisites.

Second Semester Registration
Consult the College Calendar about second semester deadlines.

Physical Examinations
It is recommended that each student new to Riverside City College have a physical examination by his family physician before he enrolls. A personal health inventory will be completed by each student at the time of registration.

Student Body Membership
Student membership dues of $15.00 per year will be payable at the time of the appointment for registration counseling. The student body card issued 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 to dramatic and musical presentations and all social events.

STUDY LIST REGULATIONS
Official recognition is given only to those courses which have been approved by the counselor and Dean of Admissions and duly entered upon the student's official study list.
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 less than 9 units, (2) to the student who is 25 years of age or over, or (3) to the student who has a physical disability (See Page 81).

For those who are in good health and able to devote the major part of their time to College study, the normal load is 16-17 units. No one may enroll for more than 17 units (including physical education) without permission from the Dean of Admissions. Any units in excess of 17 which have not been approved by the Dean of Admissions will be deducted by the Admissions Office. Extended Day classes are part of the student’s regular study load.

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.

Change of Program

Programs may be changed during the first week of a semester by securing written approval of the student’s counselor. Approval forms may be obtained at the office.

At the end of the first 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 sixth week of the semester remains upon the permanent record, the student receiving at the end of the semester a WS, WD or WF. A course may not be dropped for any reason after the sixteenth week.

Courses are not considered officially dropped unless the office has been notified upon the forms provided.

COUNSELING CENTER

The Counseling Center, located in the Administration Building, assists the student in dealing with educational, occupational, and personal problems that might interfere with his optimum development. Professionally trained counselors are prepared to assist the student with his semester programs, help him evaluate objectively his interests and abilities, direct him to information about vocational opportunities, and show him how to analyze objectively other problems which may confront him.

How to Use the Counseling Center

Students may make appointments with the secretary in the Counseling Center, which is open Monday through Friday, 8:00 a.m. to 4:30 p.m. It is very important that students keep their appointments, for the counselor’s time is limited and another appointment may not be possible for several weeks.

Educational and Occupational Information

An up-to-date file of college and university catalogs is kept in the Counseling Center. These are useful in helping students select a college for transfer and in planning their lower division programs. The counseling center also has an extensive file of occupational information, and additional material can be secured from the college library.

Employment Service

Many students who wish to attend College 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 the Board of Education provides in its budget for the employment of a limited number of laboratory and clerical assistants. The College maintains a Placement Service, 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.

Special Testing

Certain tests of general intelligence, vocational interest, and vocational aptitude are administered by the Counseling Center through the course in Psychology 49. The student should consult his Psychology 49 instructor for further information. The test of General Educational Development (G.E.D. Test) may be taken by arrangement with the Dean of Extended Day.

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 fees, the provision 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 5587 Fifth Street, Telephone OV 8-7560. Hours: 1:00-3:00 p.m., Tuesday and Thursday.

VETERANS’ EDUCATION

Riverside City College is accredited to offer four different programs of education to veterans. These programs are (1) Federal Rehabilitation Program, Public Law 894 for veterans who have service connected or aggravated disabilities; (2) Children of deceased veterans, Public Law 634; (3) Korean Veterans, Public Law 550; and (4) State of California Veterans’ Education Institute Act. Prospective students may secure information concerning these programs from the veterans’ counselor in the main College office or the Veterans’ Services Department, 3972 Main Street, Riverside, Telephone OV 6-7550.

COLLEGE EVENING CLASSES

(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 such a program, the Board has extended college classes into the evening hours. Anyone who is a high school graduate or who is 18 years of age or over and can profit from instruction may carry on a program which leads (1) to a high school diploma, (2) an A.A. degree, (3) with proper selection of courses, to a program of study leading to transfer to a four-year college or university, (4) to occupational training, or (5) to personal improvement through general education.

The college day is from 7:00 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 College year and may well vary in length depending upon the nature of the course. Because of such flexibility, Riverside City College is 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.

Fees

The Board of Education has established a three-dollar fee for each course offered each semester under the Extended Day program. The only exceptions are for students who are properly enrolled in the day school, students under 21 years of age, and students enrolled in English for the Foreign Born or citizenship classes. These fees will be collected at the time of enrollment and there will be no refunds unless the class is discontinued by the college.

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 in the Evening Program

The office of the Dean of Extended Day is open from 12:30 p.m. to 4:30 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 Tuesday and Wednesday nights in the Counseling Center from 6:00 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 of Extended Day or the Dean of Students. Arrangements for G.E.D. tests may be made through the Extended Day office.

REGISTRATION

ATTEENDANCE

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. A student will be dropped from a course for excessive absence, regardless of cause, if the number of absences is having an adverse effect upon his success in college. ABSENCE, BECAUSE OF ILLNESS, MUST BE ACCOUNTED FOR IN THE ADMISSIONS 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.

Failure to appear for a final examination will result in an F grade in the course. The only exception is for an illness which has been verified by the Admissions Office before the scheduled time of the final examination.

Withdrawal from College

Permission to withdraw from college will be granted to the student who makes application to the Dean of Admissions and complies with the terms for honorable dismissal. Failure to withdraw formally when a student leaves the college before the completion of a semester will result in F grades being assigned to all courses on the student's study list.

Grading System

Grades

Grade reports are issued at the close of each semester. The following grades are used:

A, excellent; B, above average; C, satisfactory; D, below average but passing; F, failed.

Other symbols used in grading:

*W—Withdrawn officially.
W—Withdrawn unofficially.

The above symbols will be used for all withdrawals during the first six weeks; those below for later withdrawals between the sixth and sixteenth weeks.

*WS—Withdrawn officially. Work satisfactory at time of withdrawal.
*WD—Withdrawn officially. Work barely passing at time of withdrawal.
*WF—Withdrawn officially. Failing at the time of withdrawal.

I—Incomplete. Work not completed because of circumstances beyond the student's control. Such a grade may be given only with the permission of the Dean of Extended Day or the Dean of Admissions and must be made up by the end of the third week of the semester in which the student is next enrolled.

*The asterisk is a part of the grade symbol and indicates official withdrawal.

Grade Points

On the basis of scholarship grades, grade points are awarded as follows:
A, 4 points per unit of credit; B, 3 points per unit of credit; C, 2 points per unit of credit; D, 1 point per unit of credit; F, no points per unit of credit.

A student who is doing unsatisfactory work may not drop a course nor withdraw from college after the sixth week of any semester without scholarship penalty.

Repeated Courses
In computing grade point averages, courses repeated because of F or D grades will be assigned the grade and grade points earned on each attempt.

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 a grade must be counted in the study list total, even though additional units are not allowed.

A student who receives a grade of D for the first semester in a year course may be denied admission to the second semester of that course. He may also be denied admission to a course if he receives a grade of D in a prerequisite subject.

Auditing of courses is not permitted.

Probation
An applicant without previous college work whose high school grades average less than C (below 2.0 on a 4 point scale), shall be admitted on probation.

A part-time student (enrolled for fewer than 12 units) shall be placed on probation at the end of any semester in which his grade point total is less than twice the total number of units attempted that semester.

A regular student (enrolled for at least 12 units) shall be placed on probation at the end of any semester in which his grade point total is 6 less than twice the total number of units attempted that semester.

A student who has been placed on probation shall be limited to a study load of 12 units.

To remove his first probation classification, a student must earn at least 21 grade points during the probationary semester. Failure to remove the first probation classification normally will make the student ineligible to enroll the following semester.

A student may be granted special permission to continue on double probation. To remove the second probationary classification, a student must earn at least 24 grade points during that semester. Failure to do this will result in disqualification for the next semester.

These probationary policies will apply to students transferring from other colleges.

GRADUATION
Degree of Associate in Arts

The degree of Associate in Arts will be conferred upon the student who completes satisfactorily not less than 64 semester units of college work, including at least 20 units to be taken at Riverside City College. Satisfactory completion means that a student must have a grade point average of not less than 2.00 (a C average) in all work attempted. A student must be in residence the semester preceding his graduation and fulfill the following requirements:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<tr>
<td>Social Science</td>
<td>4</td>
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<tr>
<td>Physical Education</td>
<td>4</td>
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<tr>
<td>Health Education and First Aid</td>
<td>2</td>
</tr>
<tr>
<td>Speech</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>Group 1. Natural science, or mathematics, or mechanical drawing, or any combination of these.</td>
<td></td>
</tr>
<tr>
<td>Group 2. English, or foreign language, or fine arts, or any combination of these.</td>
<td></td>
</tr>
<tr>
<td>Group 3. Social science, or philosophy, or psychology, or commerce, or secretarial science, or home economics, or any combination of these.</td>
<td></td>
</tr>
</tbody>
</table>

Note: A student who has completed a college course in a life science may petition to receive credit by examination. The petition must be filed with the Dean of Admissions before the student registers for the final semester.

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 Dean of Admissions 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.

Official Transcript and Copy of Record
In the interest of the student who desires to continue his studies else-
where, 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 directly 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.

REQUIREMENTS FOR TRANSFER TO FOUR-YEAR COLLEGES

The Divisions of the University of California

All University requirements for admission to freshman standing have been set up as follows:

All applicants for admission to the University are now required to take the College Entrance Examination Board Scholastic Aptitude Test.

High School Subject Requirements

(a) English (Composition and Literature), 3 units;
(b) History (U.S.), 1 unit;
(c) Mathematics (Algebra and Geometry), 2 units;
(d) Science (Year course in eleventh and twelfth year with laboratory), 1 unit;
(e) Foreign Language (one language), 2 units; (three or four years in same language recommended);
(f) Advanced course in Mathematics, Science, (Chemistry or Physics), or Foreign Language in addition to (c), (d), or (e) above, 1 unit.

Additional electives to complete a total of 15 units.

Other methods of admission are available in special cases, although most students will have to use the foregoing pattern of subjects.

Scholarship Requirements

A grade average of B is necessary in the subjects (a) to (f) taken in grades 10-12.

High School Requirements for Junior College Transfers

A high school graduate, not qualified to enter the University directly from high school, must present at least 56 units of transferable courses from a junior college with a grade point average of 2.4 (C equals 2), remove all high school admission deficiencies in the pattern listed above, and present a satisfactory score on the College Board Scholastic Aptitude Test.

General Education Requirements for a Degree in the Colleges of Letters and Sciences

English 1AB (See divisional catalogues)
Foreign Language (12-16 units)
Health Education 2 units

Natural Science (12 units) At most campuses of the university both life and physical sciences are required. (See catalogues).
(f) Oral and Written Expression 6 units
(g) Psychology 3 units
(h) Additional units in general education 8 units

These may be distributed among the foregoing areas as determined by the college or may include courses in family life education, mathematics, and a maximum of 6 units in a foreign language. A foreign language is not required in general education degree requirements in a state college. (See state college catalogues for special applications of the listed courses).

OTHER COLLEGES

Most of the students who transfer from Riverside City College to four-year colleges will enter one of the divisions of the University or the State College systems. However, there are many other colleges in California and elsewhere for which City College is qualified to give lower division preparation. The Dean of Admissions will furnish information upon inquiry since it is impractical to supply such material in this bulletin.
## ORGANIZED CURRICULA FOR TRANSFER

The following are some examples of lower division programs for students who plan to transfer to four-year colleges and universities. College counselors have many others available upon request. These programs lead to the degree of Associate in Arts at Riverside City College and to the Bachelor’s Degree at many four-year colleges. **STUDENTS ARE STRONGLY ADVISED TO CONSULT THEIR COUNSELORS AND TO STUDY THE CATALOG OF THE COLLEGE TO WHICH THEY PLAN TO TRANSFER, AS THERE ARE MANY VARIATIONS OF THE PROGRAMS SHOWN BELOW.**

Language courses taken in high school may be used to satisfy part of the language requirements in many of the curricula below.

### ART

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
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<tbody>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Art 1AB</td>
<td>Art 54AB</td>
</tr>
<tr>
<td>Art 4AB</td>
<td>Laboratory Science</td>
</tr>
<tr>
<td>Art 5 - Art 22</td>
<td>Social Science</td>
</tr>
<tr>
<td>English 1AB</td>
<td>Elective Art Course</td>
</tr>
<tr>
<td>Political Science 3 - History 3</td>
<td>Music or Literature</td>
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<td>Speech 1A</td>
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<tr>
<td>Health Education 1</td>
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<td>Electives</td>
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### BACTERIOLOGY

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<tbody>
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<td>Physical Education</td>
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<td>Chemistry 8 and 9</td>
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<tr>
<td>French or German</td>
<td>History 3 - Political Science 3</td>
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<td>Zoology 1AB</td>
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<td>Psychology 49</td>
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### PRE-BUSINESS

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<td>Life Science</td>
<td>Speech 1A</td>
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<tr>
<td>Math D, or 1</td>
<td>History 6AB</td>
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<tr>
<td>Math 32 or 3A</td>
<td>Health Education</td>
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<td>Psychology 49</td>
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17 16
## ORGANIZED CURRICULA

### PRE-DENTISTRY

**For transfer to UCLA**

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<tbody>
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<tr>
<td>Foreign language</td>
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### HOME ECONOMICS: GENERAL

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<td>3 3</td>
</tr>
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<td>Chemistry 2 or 1A</td>
<td>5 5</td>
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<tr>
<td>Psychology 49</td>
<td>3 3</td>
</tr>
<tr>
<td>History 4AB</td>
<td>3 3</td>
</tr>
<tr>
<td>Home Economics 5AB</td>
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### JOURNALISM

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<td>Foreign language</td>
<td>4 4</td>
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<tr>
<td>Journalism 2 &amp; 2</td>
<td>5 5</td>
</tr>
<tr>
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### LAW ENFORCEMENT

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<td>3 3</td>
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<tr>
<td>History 3</td>
<td>3 3</td>
</tr>
<tr>
<td>Political Science 1 &amp; 2</td>
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<td>Sociology 6</td>
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### PRE-LAW

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<tr>
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<td>History 6AB</td>
<td>3 3</td>
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<tr>
<td>Speech 1A</td>
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<td>Foreign language</td>
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### HISTORY

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<tr>
<td>English 1AB</td>
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<tr>
<td>History 4AB</td>
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</tr>
<tr>
<td>Philosophy 6AB</td>
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### PHYSICAL EDUCATION

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<tr>
<td>History 3</td>
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<tr>
<td>Political Science 1 &amp; 2</td>
<td>3 3</td>
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<tr>
<td>Sociology 6</td>
<td>3 3</td>
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<td>Health Education 1</td>
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</table>

Qualifications for this curriculum: proof of good character; satisfactory scores on all tests required by the College; excellent health and physical condition; height—man, 5 ft., 9 in. or over; woman, 5 ft., 0 in. or over.
### ORGANIZED CURRICULA

#### MATHEMATICS

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<tr>
<td>Math 3AB</td>
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<td>History 4AB</td>
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#### PRE-MEDICINE

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<td>French or German</td>
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#### MUSIC

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<tr>
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<td>Ensemble Participation</td>
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#### PRE-NURSING

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#### PHYSICAL EDUCATION

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<tbody>
<tr>
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</tr>
<tr>
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<tr>
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<td>Biology 1</td>
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#### PHYSICS

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<tbody>
<tr>
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<td>*Foreign language</td>
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<td>History 6AB</td>
<td>3</td>
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<tr>
<td>Psychology 49</td>
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#### PSYCHOLOGY

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</table>

This program leads to a Bachelor's Degree for students preparing for public health nursing as well as hospital positions. With additional graduate preparation, the student may qualify for supervisory and teaching positions.

The above program is for those planning transfer to U.C.L.A. Curricula of other four-year colleges differ and the student should consult a counselor before planning his program.
## TEACHING

The lower division program is determined by the academic major of the student. He should consult the catalog of the college to which he intends to transfer.

## SPECIALIZED COURSES

The following is a selection of two-year specialized programs of study in which training is offered leading to the degree of Associate in Arts and, in some cases, preparation for a State Board Examination.

### ACCOUNTING

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
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</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
<tr>
<td>English 1AB or 50AB</td>
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<td>Business 50AB</td>
<td>History 51AB or Pol. Sci. 3 and History 3</td>
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<tr>
<td>Business 63 and Business 68</td>
<td>Business 18AB</td>
</tr>
<tr>
<td>Business 96 and 97</td>
<td>Business 50C</td>
</tr>
<tr>
<td>Business 81AB</td>
<td>Business 54</td>
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<tr>
<td>Psychology 49</td>
<td>Business 72</td>
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<td>Health Education 1</td>
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<tr>
<td></td>
<td>Physical Science 1</td>
</tr>
<tr>
<td></td>
<td>Speech 1A</td>
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<tbody>
<tr>
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### AUTO MECHANICS

**Freshman Year**
- Physical Education: 1
- Auto Mechanics 51AB: 1
- Mathematics 90: 2
- History 51AB or Pol. Sci. 3 - History 3: 2
- Physical Science 1: 3
- English 1AB or 50AB: 3
- Psychology 49: 1

**Sophomore Year**
- Physical Education: 1
- Psychology 2: 3
- Business 96 and 97: 3
- Auto Mechanics 52AB: 4
- Health Education 1: 2
- Speech 1A or 51: 3
- Electives: 3

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</table>

*Prerequisite: Aptitude test.

### BUSINESS—CLERICAL

**Freshman Year**
- Physical Education: 1
- English 1AB or 50AB: 3
- Business 50AB: 3
- Business 60 and 61: 2
- Business 68 and 73: 2
- Business 81 and 99: 3
- History 51AB or Pol. Sci. 3 - History 3: 2
- Physical Science 1: 3
- Psychology 49: 1
- Speech 1A or 51: 3
- Electives: 3

**Sophomore Year**
- Physical Education: 1
- Business 58: 3
- Business 62: 2
- Business 83 and 69: 3
- Business 70: 2
- Business 96 and 97: 3
- Health Education 1: 2
- Speech 1A or 51: 3
- Electives: 2

<p>| | |</p>
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### BUSINESS—GENERAL

**Freshman Year**
- Physical Education: 1
- English 1AB or 50AB: 3
- Business 50AB or 50AB: 3
- Business 63: 2
- Business 81A: 3
- Business 96 and 97: 3
- History 51AB or Pol. Sci. 3 - History 3: 2
- Physical Science 1: 3
- Electives: 3

**Sophomore Year**
- Physical Education: 1
- History 51AB or Pol. Sci. 3 - History 3: 2
- Business 18AB: 3
- Business 68: 2
- Business 98 and 99: 3
- Economics 8 and 4: 2
- Speech 1A or 51: 3
- Health Education 1: 2
- Electives: 3

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### ART—COMMERCIAL

**Freshman Year**
- Physical Education: 1
- Art 1AB: 3
- Art 4AB: 2
- Art 5 - Art 22: 2
- English 1AB or 50AB: 3
- Psychology 49: 1
- Health Education 1: 4
- Electives: 4
- Physical Science 1: 3

**Sophomore Year**
- Physical Education: 1
- Art 59 - 60: 2
- Art 54AB: 2
- Art 69AB: 2
- Psychology 1A or 2: 3
- Literature: 3
- History: 3
- Political Science 3: 2
- Electives: 4
- Speech 1A or 51: 3

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### ART—COMMERICAL

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<tbody>
<tr>
<td>15-16</td>
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</table>
### Cosmetology

Cosmetology is a full day program (8:00 a.m. to 4:30 p.m.) and is normally completed in 14 months with three weeks in summer for vacation. The total hours required are 1600. This training provides preparation for the California State Board Examination. Students desiring the A.A. degree will have to continue an additional semester to complete the required subjects.

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<thead>
<tr>
<th>Freshman Year</th>
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<tr>
<td>(14 months)</td>
<td>Units</td>
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Freshman Year: 24 units
Sophomore Year: 24 units

### Drafting

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<td>Mathematics D-C</td>
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<td>Business 99 and 97</td>
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<td>1</td>
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Freshman Year: 15-16 units
Sophomore Year: 16-18 units

### Electronics

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<td>Psychology 49</td>
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Freshman Year: 17 units
Sophomore Year: 17 units

### Engineering Aide

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Freshman Year: 16 units
Sophomore Year: 16-18 units

### Graphic Arts (Printing Management)

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<tr>
<td>History 51AB, or History 3, Pol. Sci. 3</td>
<td>3-2</td>
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Freshman Year: 16-17 units
Sophomore Year: 15 units

### Home Economics

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<tr>
<td>Home Economics 1AB</td>
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<td>Music 20 and 21</td>
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<td>Psychology 1A</td>
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<td>Business 60AB</td>
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Freshman Year: 16 units
Sophomore Year: 17 units

## Organization of Curricula (cont.)

### Engineering Aide

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<td>History 51AB, or History 3, Pol. Sci. 3</td>
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<td>Math 7</td>
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Freshman Year: 16-18 units
Sophomore Year: 15-17 units

### Graphic Arts (Printing Management)

<table>
<thead>
<tr>
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<tbody>
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<tr>
<td>Speech 1A or 51</td>
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<td>Health Education</td>
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Freshman Year: 16-17 units
Sophomore Year: 17 units

### Electronics

<table>
<thead>
<tr>
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<td>Music 20 and 21</td>
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Freshman Year: 16 units
Sophomore Year: 17 units

### Home Economics

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<tr>
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Freshman Year: 16-17 units
Sophomore Year: 17 units
### JOURNALISM AND NEWSPAPER WORK

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<th>Pol. Sci. 3 - History 3</th>
<th>Sociology 1 - 2</th>
<th>Journalism 1 - Journalism 2</th>
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Physical Education 1 - 2

Electives 2

Speech 1A 1

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

### MERCHANDISING AND SALESMANSHIP

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<th>Business 50AB</th>
<th>Business 60 and 61</th>
<th>Business 81A</th>
<th>Business 96 and 97</th>
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Physical Education 1 - 2

Speech 1A 1

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### MUSIC

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<th>Music 4AB</th>
<th>English 50AB or 1AB</th>
<th>Music 2AB</th>
<th>Music 30, 32, or 35</th>
<th>Music 40, 41, 42, 43, or 44</th>
<th>Psychology 49</th>
<th>Physical Science 1</th>
<th>Electives</th>
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Physical Education 1 - 2

Electives 2

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### NURSING—REGISTERED

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<th>Physiology 3AB</th>
<th>Bacteriology 1</th>
<th>Psychology 1A</th>
<th>Psychology 1B</th>
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<th>Home Economics 4</th>
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Summer Session 6

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### NURSING—VOCATIONAL

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Summer Session 6

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### SECRETARIAL TRAINING

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<th>Business 65 and 66</th>
<th>Business 68</th>
<th>Business 81A</th>
<th>Business 96 and 97</th>
<th>Business 98 and 99</th>
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<th>Summer Session</th>
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*For students desiring to complete requirements for the Associate in Arts degree.*
### SECRETARIAL TRAINING—MEDICAL SPECIALTY

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### Courses of Instruction
COURSES OF INSTRUCTION

Note of Explanation
Following the title of each course its value in semester units is shown by a number in parentheses. (A semester unit equals one hour of lecture or three laboratory hours per week for a semester.) Unless otherwise noted, all laboratories are three hours in length. 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, English 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. (See schedule of classes published each semester). The first half of such a course is a prerequisite to the second half. An asterisk (*) indicates the course is open only to sophomores.

Transfer Credit
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. Courses numbered 1 through 49 are university or state college parallel courses. Courses numbered 50 and above are not primarily transfer courses. Since they are not ordinarily offered in the university and four-year colleges, they are not always applicable to the requirements for the baccalaureate degree.

ANATOMY
(Physiology, See Page 85)

ANTHROPOLOGY

1. Physical Anthropology (1, U.C.L.A.) (3) I, II (Formerly 1A)
The relation of man to the animal world; human genetics; human evolution, with theories on the origin and antiquity of man; fossil men; racial classifications.

2. Cultural Anthropology (2, U.C.L.A.) (3) I, II (Formerly 1B)
The nature of human culture with a survey of the range of cultural phenomena of primitive peoples; processes of cultural change; social organization; primitive religions; technology; and the impact of Western culture on primitive societies.
ARCHITECTURE

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

ART

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

1-B. History and Appreciation of Art (1-B, U.C.) (3) II
Prerequisite: 1-A or consent of instructor.
Renaissance and Modern periods.

3. Art for Elementary Teachers (3) I
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. Composition in Drawing and Painting
(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.

5. Introduction to Art (2) I, II
The visual arts in contemporary times. Appreciative and critical approaches. Art in the community. Art and the individual. Painting, sculpture, architecture, industrial design, advertising art, the crafts. Lectures and discussion.

22. Basic Design (16-A, U.C.) (2) I
Study of color and shape relationship. Work in various media, including cut paper, paper sculpture, ink, water-color, and clay.

51-A. Appreciation of Art (3) I
Two illustrated lectures each week. Prehistoric, Ancient and Medieval periods.

51-B. Appreciation of Art (3) II
Renaissance and Modern periods.

54-A, 54-B. Applied Arts (2-2) Yr.
Prerequisite: Art 3 or 4, or may be taken concurrently.
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
Analysis and design of letters and type faces of various styles. Practice in lettering with pen and brush.

COURSES OF INSTRUCTION

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

67. Figure Drawing (2) II
Prerequisite: Permission of the instructor.
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.
For students of superior ability and experience who are capable of carrying out special projects in relation to some real need and purpose.

ASTRONOMY

1-A. Introduction to the Solar System
(1-A, U.C., U.C.L.A.) (2) I
Recommended: High school algebra and geometry.
A beginner's 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., U.C.L.A.) (2) II
Prerequisite: Astronomy 1A with C grade or better or approval of instructor.
A beginner's course in the astronomy of the stars, star clusters, and outer galaxies.

AUTO MECHANICS

51-A, 51-B. Auto Mechanics (7-7) Yr.
Prerequisites: Satisfactory score on mechanical aptitude test.
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.

52-A, 52-B. Advanced Auto Mechanics (4-4) Yr.
Prerequisite: Auto Mechanics 51-AB.
This course is a continuation of Auto Mechanics 51-AB. 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 three laboratory periods weekly.
53. Income Tax (2) II
Prerequisite: High school or college bookkeeping or accounting.
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
Prerequisite: Business 1AB or Business 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.

58. Introduction to Business Law (3) I, II
Designed for students who plan to make a career in business and related fields; an elective course for all students interested in obtaining a background in fundamental legal problems which they are likely to encounter in everyday life. Topics will be considered from a business and personal application rather than from a law court approach and will include contracts, wills, types of business ownership, real estate, personal property, insurance, divorce, and common business difficulties.

59-A, 59-B. Bookkeeping (3-3) Yr.
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. Beginning Typewriting (2) I, II
This course is for students who have had no previous training in the operation of a typewriter. The course stresses mastery of the keyboard, with some production in the field of business letters, tabulations, and related skills. The average student achieves a skill of 30 to 40 words per minute for the semester.

61. Secretarial Typewriting (2) I, II
Prerequisite: Ability to type 30 w.p.m.
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 some typewriting but wish to build up a greater speed and accuracy. The course stresses mastery of the keyboard, personal and business letters, outlines, and tabulating of statistical information. Open to students with a typing speed of 30 words per minute.

62. Intermediate Typewriting (2) I
Prerequisite: Ability to type 40 w.p.m.
This course is designed for those who have developed some typing speed but wish to gain a higher speed and accuracy. Course consists of intensive drills, business letters, tabulation, and manuscript writing. Open to those students with a typing speed of 40 words per minute.

63. Advanced Typewriting (2) II
Prerequisite: Ability to type 50 w.p.m.
Business letters, typing from rough draft, manuscripts, reports, minutes of meetings, legal documents, business forms, and statistical information. Included also is a laboratory course in the preparation of stencils, and operation of the mimeograph, standard duplicator, and mimeoscope.

64-A. Fundamentals of Gregg Shorthand (3) I
Prerequisite: English 50-A or 1-A, or taken concurrently and ability to type 40 w.p.m.
Meets daily. A basic course in theory and practice of Gregg Shorthand. Concentration on word-building principles and mastery of shorthand theory. Mailable business letters are transcribed in the last few weeks of the course.

64-B. Fundamentals of Gregg Shorthand (3) II
Prerequisite: Business 64-A or one year high school Gregg Shorthand. Ability to take shorthand at 60 w.p.m. is recommended.
Meets daily. A four week review of shorthand theory and practice will preface the main content of the course — mailable transcripts of business letters. A writing speed twenty words above the student's entering rate is developed.

65. Intermediate Shorthand and Transcription (3) I
Prerequisite: Ability to write Gregg Shorthand at a speed of 80 words a minute is recommended.
Meets daily. A writing speed twenty words above the student's entering rate is developed. Mailable business letters are transcribed. (Those entering at 60 words a minute must have passed a Gregg Award "take" or a transcription "take" at 80 words a minute by the end of the sixth week in order to remain in the class.)
66. **Advanced Shorthand and Transcription (3) II**
   Ability to write Gregg Shorthand at a speed of 100 words a minute is recommended.
   Meets daily. A writing speed twenty words above the student's entering rate is developed. Medical, legal, and scientific vocabularies are offered. (Those entering at 80 words a minute must have passed a Gregg Award "take" or a transcription "take" at 100 words a minute by the end of the sixth week in order to remain in the class.)

67-A, 67-B. **Fundamentals of Punched Card Accounting (3-3) Yr.**
   A study of mechanized accounting procedures in the field of punched card accounting. The first semester will be a non-technical introduction to punched card systems open to all persons without prerequisite, and will include basic studies on principle, scope, relationship to manual accounting, coding, flow charting, and the machines and their functions. The second semester will be a technical continuation study of practical applications and problems with emphasis upon functional wiring of the machines, procedures and methods, and problem solutions.

68. **Calculating Machines (2) I, II**
   Prerequisite: Business 81 or Mathematics 90, or concurrently.
   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, Victor, and Friden 10-Key Calculators. Practice is given in the calculation of discounts, interest, payroll, invoices, and inventories.

69. **Office Practice (3) II**
   Prerequisite: Business 61.
   A finishing course for secretarial, stenographic, clerical and business administrative students in office procedure, routines, systems and decorum. It includes personality development, study of problems of human relations in offices, interviewing and job applications, practical office experience within the classroom.

70. **Filing (2) I, II**
   Prerequisite: Business 61.
   A course in fundamentals and basic procedures of filing. A study of Alphabetic, Numerical, Geographical and Subject filing. Instruction in the use of the Triple Check and Variadex filing systems.

71-A, 71-B. **Secretarial Work Experience (2-2) Yr.**
   Prerequisite: Business 61.
   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.

72. **Machine Bookkeeping (2) I, II**
   Prerequisite: Business 81-A, 50-A, or 59-AB, and Business 68.
   Designed to train students in the posting of subsidiary ledgers by machine. The course includes operation of: Burroughs Posting Machine, Underwood-Sunstrand Posting Machine, Monroe Simplified Accounting Machines, and Models 5000 and 3200 of the National Cash Register Accounting Machines. Application is given in accounts receivable, accounts payable, and payroll accounting.

73. **Advanced Office Machines (2) I, II**
   Prerequisite: Business 68.
   A laboratory course designed to give a student advanced training in speed and accuracy on the Key-Driven Calculator, Printing Calculator, and the Rotary Calculator.

75. **Principles of Real Estate (3) I, II**
   A beginning course designed to introduce the student to real estate fundamentals and principles. Among the major topics considered are real estate licenses, types of property ownership, deeds, titles, county records, powers of attorney, mortgage and trust deeds, homestead declarations, leases, appraising, termite inspection, land description, judgments, and problems of home purchaser.

81-A. **Business Mathematics (3), I**
   Prerequisite: Satisfactory score in arithmetic qualifying test.
   A review of the fundamentals of arithmetic necessary for competent participation in business. Fractions, decimals, percentage, interest, bank discount, profit and loss, cash and trade discounts, and denominate numbers.

81-B. **Business Mathematics (3), II**
   Prerequisite: Business 81-A.
   The mathematics of selling and financing including marking goods, present worth and true discount, partial payments, installment plan and equation of accounts. Mathematics of investments including stock purchases and sales, real estate, insurance and distribution of profits and dividends.

83. **Business Communications (3) I**
   Prerequisite: Business 61.

96. **Small Business Organization and Management (3) I**
   (Formerly Business 97-A)
   Designed for the student who plans to make a career in the management of a small business enterprise. The American enterprise system, the nature and extent of American business, and opportunities in business. Types of business organization such as sole proprietorships, partnerships, and corporations. Problems of starting a business such as selecting a location and housing facilities. Purchasing, merchandising, and production.
97. **Small Business Organization and Management (3) II**  
(Formerly Business 97-B)  
Designed for the student who plans to make a career in the management of a small business enterprise. Credit policies and procedures, financial records needed in business, business risks and insurance, banking and financial problems, selecting, training, and promoting employees, government regulations, taxation of business and success factors in business.

98. **Techniques of Selling (3) I**  
Designed 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**  
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 organizations, 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**

1-A. **General Chemistry (1-A, U.C.) (5) I, II**  
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. Mathematics 7 to be taken concurrently, except when mathematics through trigonometry has been completed with no grade less than C.

2. **Introductory General Chemistry (2-A, 2-B, U.C.) (5) I, II**  
Recommended: High School Algebra or Math A.  
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, U.C.L.A.) (3) I, II**  
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.

4. **Introductory General Chemistry (4)**  
Identical to Chemistry 2, but with one laboratory. Three hours of lecture and one three-hour laboratory each week. This course may be taken for credit in physical science by students following curricula requiring only one unit of laboratory work.

5. **Quantitative Analysis (4) I**  
Prerequisite: Chemistry 1-A, 1-B, with a grade of C.  
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.

6. **Elementary Organic Chemistry (8, U.C.L.A.) (3) II**  
Prerequisite: Chemistry 1-A, 1-B, with a C grade, or Chemistry 1-A with a C grade and approval of instructor.  
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.

7. **Organic Laboratory (9, U.C.L.A.) (3) II**  
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

The course in cosmetology trains students for positions as licensed beauticians in beauty salons. 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. Hair styling is taught under the Al Tate franchised plan. Consideration is also given to such related subjects as personal hygiene, public health, physiology, bacteriology, psychology, shop ethics and salesmanship.

ECONOMICS

Prerequisites: Qualification for English 1 and sophomore standing.
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. Economic Institutions and Problems (2) I
In Economics 3 and 4 the approach is less theoretical than that followed in Economics 1; there is greater emphasis upon economic institutions and current economic problems. Only those analytical concepts are developed which contribute directly to an understanding of basic questions of public policy. These courses are not designed for students who plan to take upper division work in economics or business.

Emphasis in Economics 3 is placed on industrial and agricultural organization, population, income and wealth distribution, consumer economics, and personal investment.

4. Economic Institutions and Problems (2) II
A study of resource allocation, economic instability, government intervention, taxation, and inter-regional trade.

EDUCATION

*1. Introduction to Education (57, U.C., Santa Barbara) (3) II
Prerequisite: Sophomore standing with a C average.
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 supply and demand of teachers, teacher rewards and tenure, and the organization, control and support of public schools. Guided observations of classes in local elementary and secondary schools are a part of the course.

ELECTRONICS

51. Electrical Fundamentals of Electronics (7) I
Prerequisite: 1 year high school algebra.
Basic electrical theory, including Ohm's Law, series, parallel, series-parallel, basic atomic structure, semi-conductor structure, AC theory, vectors, vacuum tube and solid state structures. Five lecture and six laboratory periods weekly.

52. Electronic Math (3) I
Prerequisite: 1 year high school algebra.
Required of all electronics majors. Practical applications of Ohm's Law, resonance and impedance formulae, vectors and other related math will be included in the course. Three lecture periods weekly.

53. Electronic Circuitry (7) II
Prerequisites: Electronics 51 and 52.
Active networks involving vacuum tubes and solid state devices in rectifier,
amplifier, oscillator and special circuits. Five lecture and six laboratory periods weekly.

54. Electronic Measurements (2) II
Prerequisites: Electronics 51 and 52.
The fundamentals of measurements and proper measuring procedures. Includes measurement of voltage, current, resistance, capacitance, inductance, impedance, power, phase, distortion, audio and radio frequencies. Careful procedures and correct use of instruments are stressed. One lecture and four laboratory periods weekly.

55. Report Writing (1) II
Correct procedures for organizing and presenting data in the form of a technical paper. Includes an analysis of common hazards in grammar and spelling. One lecture period weekly.

56. Computer Mathematics (3) II
Prerequisite: Electronics 53.
Special mathematics essential to the understanding of modern electronic computers and cybernetic systems. Binary arithmetic, Boolean algebra, and an introduction to the Calculus are included. Three lecture periods weekly.

61. Microwave Techniques (4) I
Prerequisites: Electronics 53 and 54.
Techniques and hardware involved in the generation, propagation, and reception of microwave signals. Includes solid state microwave devices. Two lecture and six laboratory periods weekly.

62. Audio Amplifiers and AM Radio (5) I
Prerequisites: Electronics 53 and 54.
Public address, high fidelity and stereo systems and components. Amplitude modulated transmitters and receivers. Three lecture and six laboratory periods weekly.

63. Television (3) II
Prerequisite: Electronics 62.
The television system, both black and white and color. Detailed analysis of the TV signals, and of the receivers for both color and black and white. Two lectures and four laboratory periods weekly.

64. Industrial Electronics (5) II
Prerequisite: Electronics 53 and 54.
Electronic circuits used for industrial control and automation. Includes servo mechanisms, gas and solid state control devices, photo electric and infrared devices. Three lecture and six laboratory periods weekly.

65. Computers (3) II
Prerequisite: Computer Math 56.
Analog, digital and hybrid circuits will be analyzed and integrated into complete systems. Extensive use will be made of system and logic diagrams. Two lecture and four laboratory periods weekly.

66. Frequency Modulation (3) II
Prerequisite: Electronics 62.
Frequency modulation communications systems, including transmitters and receivers. Two lecture and four laboratory periods weekly.

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 Organized Curricula.

Prerequisite: Plane trigonometry with grade of C· or better and one year of high school mechanical drawing.
Field practice, calculations and mapping. Two lectures and one three-hour field or mapping period weekly.

10. Measurements (3) II
Prerequisite: Mathematics 3-A.
Theory and practice of measurements as they apply to engineering. The evaluation of engineering measurements as well as methods of adjustment; analysis of errors; laboratory exercises and demonstrations relating to measurements for various fields of engineering including surveying. Probability theory applied to system and maximum accuracy. Two lectures and one laboratory period weekly.

22. Engineering Drawing (22, U.C.) (2) I or II
Prerequisite: Engineering 50 or one year of high school drawing.
Geometric construction; orthogonal projections; complete dimensioning and callouts; machine manufacturing processes; introduction to D.R.M. and standards; drawings in fields of machine drawings, castings, forgings, sheet metal, piping layouts, electrical layouts, contour mapping, assembly drawings.

23. Descriptive Geometry (23, U.C.) (2) I or II
Prerequisite: Engineering 22 and Mathematics C. Open only to engineering majors whose grade point average is 2.5 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**

Prerequisite: Engineering 23.
Drawing in the field of graphics which will include the following topics: functional scales, adjacent and non-adjacent; empirical equations; nomographs, including concurrency charts and alignment charts; graphical calculus including differentiation and the integrations; kinematics including motion in machines, instant centers, cam and gear design; layout drawing and design work, including design sketching. Two laboratory periods weekly.

35. **Statics (35, U.C.) (3) II**

Prerequisite: Mathematics 3-A, 3-B and Physics 4-A.
Force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their applications to engineering. Algebraic and graphic methods of calculation. Three lectures weekly.

45. **Materials and Processes (8, U.C., plus one lab.) (3) I**

Prerequisites: Open to second year engineering majors only.
Structural properties and adaptability of various materials. Study of materials of engineering from the point of view of chemical composition and behavior. Elementary heat treatment of metals and elementary physical testing of metals, and occasional field trips. Two lectures and one laboratory period weekly.

50. **Mechanical Drawing (2) I or II**

Fundamentals of mechanical drawing. Open to students who have had less than one year of mechanical drawing in high school.

51. **Blueprint Reading (1) I, II**

A beginning course in the study of blueprints and their interpretation. Types of projection, symbols and abbreviations.

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**ENGLISH**

1-AB. **English Composition (1-A, 1-B, U.C.) (3-3) Yr.**

Open only to students with qualifying test scores. (See pages 19-20).

1-A. COMPOSITION, with emphasis on exposition. The course is designed to develop competence in rhetorical skills. Extensive reading assignments and writing in exposition, argument, and research are made.

1-B. LITERATURE AND COMPOSITION, with emphasis on poetry, drama, the short story, and the novel. The course is designed to encourage reading, interpretation, analysis and criticism of imaginative literature.

6. **English Literature (36-A, U.C.) (3) I, II**

Prerequisite: English 1-A, 1-B. Required for English majors.
Survey of English literature from its beginning to 1800, 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.

7. **English Literature (36-B, U.C.) (3) I, II**

From 1800 to the present.

11-A, 11-B. **Creative Writing (2-2) Yr.**

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. **American Literature (30-A, U.C.) (3) I**

Prerequisite: English I, or may be taken concurrently.
A study of the achievements in American literature from Colonial times to 1850, 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.

15. **American Literature (30-B, U.C.) (3) II**

From 1850 to the present.

40. **Masterpieces of World Literature (44-A, U.C.) (3) I**

Prerequisite: Qualification for English 1.
A study of great books in world literature, exclusive of English and American. The highest achievements in the literature of different countries from the beginning to Cervantes are studied for their artistic form and for their contribution to modern thought.

41. **Masterpieces of World Literature (44-B, U.C.) (3) II**

From Cervantes to the present.

48. **Modern Literature—Short Story and Novel (2) I**

A course in the study of modern popular literature. Emphasis will be placed upon the short story and the novel.

49. **Modern Literature—Drama and Poetry (2) II**

Emphasis will be on modern American drama and poetry.

50-A. **Basic Composition (3) I, II**

Principles of effective written expression, including the mechanics of English, offering practice and development in exposition and argumentation.

50-B. **Literature and Composition (3) I, II**

Prerequisite: English 50-A.
A general study of literature with emphasis on the reading of the short story, drama and poetry. Assignments in writing problems.

51-M. **Mechanics of English (2) I, II**

A review course stressing sentence structure, grammar, spelling, and punctuation. Recommended for anyone who fails the mechanics portion of the English Test.
51-R. Reading Improvement (2) I, II
Designed primarily for students who are slow and ineffective readers and who need to increase their vocabulary and speed of comprehension in reading. It is recommended for anyone who has failed the reading portion of the English Qualifying Test.

52. Developmental Reading (1) I, II
Prerequisite: Qualification for English I-A or consent of instructor. Practice in reading for increased speed and comprehension. This course is intended primarily for students intending to transfer. Readings with pacers, reading of films, reading problems, and exercises.

FRENCH

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

GEOGRAPHY

1. Introductory Physical Geography (1, U.C.) (3) I
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.

2. Introductory Cultural Geography (2, U.C.) (3) II
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.

GEOLOGY

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 (3, U.C.L.A.) (4) II
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.

GERMAN

1-A, 1-B. Elementary German (1, 2, U.C.) (4-4) Yr.
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.

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

GRAPHIC ARTS

1-A. Basic Graphic Arts (3) I
A survey course in the fundamentals of graphic reproduction. It is recommended for students majoring in journalism, commercial art, business, and allied fields. The course includes elementary typographical design; survey of basic printing processes - letterpress, lithography, gravure, silk screen, and photography; fundamentals of hand composition, typesetting machines and printers' arithmetic; operation of platen presses; bindery operations; elements of proofreading, copyfitting, and photoengraving. Emphasis is placed upon the manipulative aspect and activities to develop a comprehensive understanding of graphic arts.

1-B. Advanced Graphic Arts (3) II
Prerequisite: Graphic Arts 1-A.
Advanced typographical design and composition; further experience in the techniques of the basic printing processes; theory and practice of photography as applied to graphic reproduction; practical laboratory and classroom instruction combined to provide the technical background needed in the students' major in printing, publishing, or allied fields.

10. Typography (1) I
A study of the history of printing; hand composition, proofing, proofreading marks; care of type; fundamentals of typography including type recognition, and classification; mechanical features and limitations of type with respect to layout, page make-up and setting of headlines. This course is a recommended elective for journalism students.

51-A, 51-B. Vocational Printing (6-6) Yr.
Vocational Printing is designed for the student who wishes to enter the printing industry. It endeavors to develop skills, knowledge, and attitudes
which will enable the student to advance as quickly as his ability permits. Instruction on the use of platen presses, vertical and newspaper cylinder presses, composing room equipment, Linotype and Ludlow typesetting machines, saws, proof presses, strip-caster, imposition of forms, bindery operations, power paper cutters, perforator, paper drill, power stitcher, and padding presses. Lectures and related instruction combined with field trips will provide the student with an understanding of the practices employed in the graphic arts industry.

**52-A, 52-B. Newspaper Production (5-5) Yr.**
Prerequisite: Graphic Arts 51-AB, or special permission of instructor. Students will assist in school newspaper make-up and production. Emphasis will be given on the use of Linotype, Ludlow, strip-casting machine, and newspaper cylinder press. Lecture and related instruction combined with field trips will provide the student with an understanding of the practices employed in the newspaper industry.

**53-A, 53-B. Commercial Printing (5-5) Yr.**
Prerequisite: Graphic Arts 51-AB, or special permission of instructor. Students will be given an opportunity to concentrate their efforts on advanced layout, design and composition of printing with standards similar to those of a commercial printing plant. The student is given an opportunity to gain experience in offset lithography, which includes photography as applied to graphic reproduction: the use of the dark room camera, offset negative stripping, platemaking and offset press-work. This course is designed to provide training necessary for the student who plans to enter the printing industry after leaving school.

**HEALTH EDUCATION**

1. **Health Education (2) I, II**
   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**

The following courses, or combinations of courses, will meet the state requirement of American History and Institutions: History 6-A, 6-B; Political Science 1-A or Political Science 3 and History 3. History of American Society, History 51-A, 51-B will satisfy the state requirements in American History and Institutions for graduation from this institution.

3. **American History (3) I, II**
   Prerequisite: Qualification for English 1.
   A general survey of American economic, social, and cultural history from colonial beginnings to the present. This course partially fulfills the state requirement in American History and Institutions.

4-A, 4-B. **History of European Civilization (4-A, 4-B, U.C.) (3-3) Yr.**
   Prerequisite: Qualification for English 1.
   This course is required for degrees at certain institutions, e.g., UCR, Stanford, and USC. It is recommended for majors in law, medicine, theology, and philosophy.
   A survey of ancient, medieval, and modern civilizations of the European area with emphases on both political and cultural institutions. Attention is given to oriental societies as they came into contact with the West, and to the spread of western institutions to newly discovered areas in modern times.
   - 4-A. Early beginnings to 1650.
   - 4-B. 1650 to the present.

6-A, 6-B. **Political and Social History of the United States (17-A, 17-B, U.C.) (3-3) Yr.**
   Prerequisite: Qualification for English 1.
   This course fulfills the state requirements in the study of the principles of national, state, and local government.
   A detailed study of the political, social, and economic developments of the United States and their influence on American institutions and thought.
   - 6-A. The period 1700-1823 and a study of the principles of state and local government.
   - 6-B. The period 1823 to the present.

19-A, 19-B. **History of Russia and the Far East (3-3) Yr.**
   This course begins with a rapid survey of the ancient Orient and is followed by a more intensive study of the revolutionary changes in India, the U.S.S.R. under Lenin and Stalin. The second half deals with China and Japan. Smaller nations such as Indonesia, Thailand and Tibet will also be included. Throughout the course contrasts between totalitarianism and democracy will be emphasized.

51-A, 51-B. **History of American Society (2-2) Yr.**
   Designed to show the various aspects of American society in their historical perspective. It meets the state requirement of American history and institutions. Examples of topics covered are: the roles of economic and political institutions in modern society, democracy and foreign policy, technology and social change.

**HOME ECONOMICS**

1-A. **Food Study and Preparation (3) I**
   The study of the fundamental principles of nutrition and the preparation of basic foods.

1-B. **Food Study, Preparation and Table Service (3) II**
   In the second semester, further attention is devoted to the planning, purchasing, preparing and serving of meals including various types of entertaining. Includes a brief study of silver, china, crystal, and linens. Two lectures and two 2-hour laboratories weekly.
   Home Economics 1-A, 1-B open to both men and women.
4. Nutrition (2) I
Deals with normal nutrition and its 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 weekly.

5-A, 5-B. Clothing Construction (3-3) Yr.
Concerns a college woman's clothing problems in relation to her interests and needs. Includes a study of style trends, clothing selection, clothing care, construction techniques, fitting and proper selection of accessories. One lecture and three 2-hour laboratory periods weekly.

7. Child and Adolescent Psychology (2) II
A study of pre-natal growth, the birth, and child development through the years of adolescence. Emphasis made on physical, mental, social, and emotional development. Two lectures weekly.

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

HUMANITIES

1-A, 1-B. Colloquium (Honors) (3-3) Yr.
In this course a dozen or more books (or parts of books) influential in the development of Western civilization are to be read and discussed each semester. Students will meet one evening each week for three hours with several instructors to discuss the ideas and significance of the books they have read. Open to sophomores who have qualified as temporary members of the honor society, who have been recommended by three faculty members, and selected by the Colloquium staff.

JOURNALISM

1. Introduction to Journalism (3) I, II
The role of newspapers, with theory and practice in news story structure, responsible news evaluation, news gathering methods, interviewing, and reporting techniques in general. Lab work as staff member of college weekly newspaper, The Tiger Times.

2. News Writing (3) I, II
Prerequisite: Journalism 1.
Advanced theory and practice in general news writing and reporting, with emphasis on news-features, features, editorial writing, sports, society, columns, and newspaper writing in general. Lab work as staff members of The Tiger Times.

10. Beginning Photography (1) I, II
Basic techniques of photography with emphasis on operation of the camera. Theory and practice in taking, developing, and printing pictures. Previous experience or knowledge of photography not necessary. Course is designed to acquaint students with photography for either personal or vocational use. Especially recommended for majors in Journalism, Occupational Law Enforcement, and other fields where a working knowledge of basic photography would be helpful. College cameras and darkroom facilities are available for practice. Students may also use their own equipment.

11. Publications Photography (2) I, II
Prerequisite: Journalism 10 or permission of the instructor.
Theory and practice designed to give the student a wide variety of photographic experiences, with emphasis on taking pictures acceptable for publication in various media. Recommended for journalism majors, publicity people, teachers, or for anyone in a field where a working knowledge of more advanced photography techniques would be helpful. College cameras and darkroom facilities are available. Students may also use their own equipment.

50-A, 50-B, 50-C, 50-D. Newspaper Production (1 or 2) I, II
Note: Students may enroll for either one or two units. Three hours of lab are required for each unit of credit.
Emphasis is on both theory and practice in producing the college weekly newspaper, The Tiger Times. Qualified students may serve in various editorial capacities, ranging from general reporting to one of several editorships, as well as in photography, circulation, and advertising.

51-A, 51-B, 51-C, 51-D. Yearbook Production (1-2) I or II
Note: Students may enroll for either one or two units. Three hours of lab are required for each unit of credit.
Emphasis is on both theory and practice in producing the college yearbook, The Tequesquite. Staff positions range from editorships, to photography, lay-out, art, advertising, and general production assistance.

54-A, 54-B, 54-C, 54-D. Journalism Internship (2-2) I, II
Prerequisite: Employment by a participating newspaper, concurrent enrollment in another journalism course, and permission of the instructor.
On-the-job training in either the editorial or advertising departments of local newspapers. Detailed reports on the student's progress are made to the college and special assignments are given in the on-campus class as the need is indicated.

LAW ENFORCEMENT

1. Crime and Criminal Justice (3) I, II
An overview of the administration of criminal justice in the United States.
The definition of crime and the impact of criminality upon society. The development and function of law enforcement in the United States. The relationships between various agencies involved in the administration of justice. The responsibility of society in law enforcement.

2. Penal Code and Related Laws (3) I
Prerequisite: Law Enforcement I.
The sources of criminal law. Discussion of the "elements" of crime and their importance of prosecution. Examination of the more common penal statutes of the United States and of California. The place of county and municipal ordinances in law enforcement.

3. Arrest, Search and Seizure (2) I
Prerequisite: Law Enforcement I.
The laws governing the cases and manner in which arrests may be or must be made. Warrants of arrest and search warrants. Discussion of the rights of defendants and duties and responsibilities of arresting persons. The practical mechanics of taking a person into custody with emphasis on the safety of the officer and others.

4. Criminal Evidence (3) I
Prerequisite: Law Enforcement I.

5. Patrol Practices and Techniques (3) II
Prerequisite: Law Enforcement I.
The purposes of beat patrol. The identification of police hazards and effective techniques to cope with them. Observation of persons, places and incidents. The operation of emergency vehicles. Field note taking. The preparation of adequate reports. (The "modus operandi" report and its importance), vice control, and public relations. The processing of routine complaints such as prowler and noise reports, domestic difficulties, and civil problems as landlord-tenant troubles, mental illness, missing persons, etc.

6. Criminal Investigation (3) II
Prerequisite: Law Enforcement I.
Discussion of the problems involved in the investigation of specific offenses with emphasis upon the felonies. Sources of information. Cooperation with related agencies. Review of evidence as applicable to the specific crime.

7. Traffic Control and Accident Investigation (2) II
Prerequisite: Law Enforcement I.
Basic accident investigation. The use of the State Accident Report Form. The principles of "selective" enforcement. Parking and intersection control. The basic provisions of the California Vehicle Code governing the operation of motor vehicles upon the highways. The responsibilities of the community in traffic control.

8. Delinquency Control and Prevention (3) II
Prerequisite: Law Enforcement I.
The place of the juvenile in the community. Legislation, prescribing the special treatment of juveniles. Related agencies interested in children. A study of crimes committed upon or by minors. Investigation of such crimes and the relationship of the officer to the juvenile and the parents.

9. Problems of Physical Evidence (2) I
Prerequisite: Law Enforcement I.
The collection, identification, preservation, transportation of physical evidence found at crime scenes. The use of photography, molds, casts, moulage masks to preserve evidence. Sketching and photography to locate evidence as found. Fingerprint examinations and preservation of prints. Footprints and tool mark impressions. Identification of handwriting and typing. Fire-arm identification. Importance of hair, fibers, dust, blood as evidence. Importance of laboratory examination and discussion of available facilities.

51-AB. Occupational Law Enforcement (8-8) Yr.
Prerequisite: Satisfactory completion of the freshman year and selection for the occupational law enforcement program.
Intensive vocational class for students who wish to prepare for immediate employment as law enforcement officers. The course includes theory and practice in criminal investigation, traffic investigation, delinquency control and crime prevention, problems of physical evidence, police tactics and the use of weapons, patrol practices and procedures, and criminal evidence. Five hours lecture, ten hours laboratory weekly.

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

College credit is granted for 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 catalog.

The Sheriff's Department furnishes facilities which include a barracks, dining hall, classrooms, rifle and pistol range. The State Department of Education serves as consultant.

The course is offered three times each year for five-week periods. 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 their prospective chief or sheriff;
4. Experienced officers who are to conduct training programs in their own department.

For full information regarding the Riverside City College Southern California Peace Officers' Training School, address communications to the Coordinator, Peace Officers' Training School.

**MATHEMATICS**

A. **Elementary Algebra (3) I, II**
The equivalent of high school algebra, designed for those students who did not receive credit for algebra in high school.

B. **Plane Geometry (3) I, II**
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, U.C.L.A.) (3) I, II**
Prerequisite: Plane geometry; one and one-half years of high school algebra, or course D.
Plane trigonometry.

D. **Intermediate Algebra (D, U.C.L.A.) (3) I, II**
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.

Mathematics A, B, C, D, may be repeated to make up a grade deficiency in high school, but no credit will be given toward graduation from college for such courses if a student received credit for them toward his high school graduation.

**MUSIC**

1. **Basic Musicianship (3) I, II**
   Designed for elementary teacher candidates. Provides basic musical skills necessary for work in elementary school music. Emphasis is given to the reading of elementary music materials. Notation, keys, terminology, elementary keyboard facility, autoharps, song flutes, tone bells, and other rudiments.
COURSES OF INSTRUCTION

2-A, 2-B. Elementary Music Reading and Dictation (3-3) Yr.
Requisite: To be taken concurrently with Music 4-A, 4-B.

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

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

Musical Culture

Designed primarily for the general college student. Music in the general culture, appreciation and enjoyment of musical masterworks. Includes a study of simpler musical forms such as folk song, art songs, and music for the dance. Also, it covers such complex forms as opera, oratorios, and symphonic poems.

21. History and Appreciation of Music (20-B, U.C.L.A.) (3) II
A continuation of Music 20. Includes a study of music in national cultures, chamber music, the music of the baroque, classical and romantic periods, modern composers, and such forms as the sonata, overture, and concerto.

48. Survey of Jazz (2) II
The development of jazz from its origins to the present day. Ragtime, dixie-land, blues, swing, boogie-woogie, be-bop, cool, progressive, and current trends in jazz will be examined. Popular songs, influential instrumentalists, singers, and the effect of jazz upon symphonic composers will be discussed. Lectures and recordings. Open to all students.

Musical Performance

Music majors are required to participate in a performance organization each semester (choir, concert band, dance band, 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. Students may earn a maximum of four units in either Class Piano or Class Organ, or a combination of the two.
COURSES OF INSTRUCTION

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

NURSING

Two complete curricula are offered in nursing: the two year associate in arts degree program and the one year vocational nursing program.

New classes are admitted once a year in September. Applications for new admission should be made by June 15th.

Former students wishing to re-enter or graduate nurses wishing to enroll in a clinical laboratory course should register with the division of nursing by the middle of the preceding semester. Deadlines are April 15th for the fall semester and November 15th for the spring semester.

Associate in Arts Degree Program

The two year program fulfills all the requirements for the associate in arts degree at Riverside City College and makes the graduate eligible to become licensed as a registered nurse by the State of California. Its primary purpose is to produce graduate nurses well qualified to render direct care to patients. The curriculum combines general education and nursing courses in a complete program enabling the student to obtain employment as a registered nurse without further preparation.

The college has affiliations with Riverside Community Hospital, the Riverside County General Hospital, Patton State Hospital, clinics, doctors’ offices, and other community health agencies.

A completely revised curriculum will become effective with the class entering September, 1963. Therefore, nursing courses as taught at the present will be offered a limited time only. Former students who plan to re-enter should note these dates. These courses will be replaced by courses which may differ from them markedly.

Nursing 1-A – Not to be offered after Fall, 1962.
Nursing 1-B – Not to be offered after Spring, 1963.
Nursing 2 – Not to be offered after Summer, 1963.
Nursing 3, 4-A, 4-B, 5 – Not to be offered after Spring, 1964.
Nursing 6 – Not to be offered after Summer, 1964.

Requirements:
1. Applicants must be between 17 and 45 years of age. Those over this age limit are considered on an individual basis.
2. Applicant must be a graduate of an accredited high school.
3. Applicant must have completed one year of chemistry in high school or a college chemistry course including laboratory.
4. Applicant must make acceptable scores on placement tests.
5. A medical examination is required.

Expenses:
1. The student furnishes her own uniforms, and the cost is about seventy dollars.

COURSES OF INSTRUCTION

2. The cost of books and supplies approximates $200 for two years.
3. Students are urged to carry some form of health and accident insurance, including hospitalization and liability insurance. Policies are available to college students at reasonable rates.

Registered Nursing

1-A. Introduction to Nursing (4)
A study of the elementary procedures, arts and nursing skills essential to planning comprehensive nursing care, with basic understandings to meet the total needs of the individual adult patient. Pathology, pharmacology, diet therapy, psychosomatic nursing, and ethics are integrated. Three hours theory and eight hours laboratory weekly.

1-B. Medical-surgical Nursing I (8)
Prerequisites: Nursing 1-A, Physiology 3-A, Bacteriology 1, and concurrent enrollment in Physiology 3-B.
Conditions of the cardiovascular and gastrointestinal systems. Diet therapy, psychosomatic nursing, pharmacology, pathology, surgical asepsis, interpersonal relationships, and community problems with health teaching are integrated. Methods of teaching include group discussion, symposia, ward walks, and home visitation. Four hours class and twelve hours laboratory weekly.
2. **Medical-surgical Nursing II (4)**
   
   Prerequisites: Nursing 1-B, Nutrition, Psychology 1-A, English 1-A.
   
   A continuation of Nursing 1-B with particular emphasis on giving comprehensive care to patients presenting problems related to endocrinology, gynecology, and urology. Diet therapy, pathology, and pharmacology are integrated, and the use of community and social agencies emphasized in order to understand the maximum rehabilitation possible for the patient. Six hours class and eighteen hours laboratory weekly. (Arranged for six weeks in summer session).

3. **Medical-surgical Nursing III (10)**
   
   Prerequisites: Nursing 2, Psychology 1-A, Sociology I.
   
   Designed to provide progression in comprehensive nursing care of patients with tuberculosis or with eye, ear, nose and throat, musculoskeletal and skin conditions. Symposia, ward walks, and home visits are used to intensify comprehensive nursing. Five hours class and fifteen hours of laboratory weekly.

4-A. **Maternal and Child Health (Obstetrical Nursing) (5)**
   
   Prerequisites: Nursing 2, Psychology 1-A, Sociology I.
   
   The study of the obstetrical patient in normal and abnormal pregnancies, labor and delivery and post-partum care, including care of the newborn infant. Individual instruction and ward classes help the student apply knowledge of obstetrics to the care of the patients and meet their individual problems. The emotional needs of patients are emphasized and health teaching methods are studied and practiced. Diet is integrated and a diet project completed. Four hours lecture and eighteen hours laboratory weekly. (Nine weeks).

4-B. **Maternal and Child Health (Pediatrics) (5)**
   
   Prerequisites: Nursing 2, Psychology 1-A, Sociology I.
   
   Prevention and control of disabilities, diseases, and conditions of infancy and childhood, with emphasis on the nursing care. This course includes observations of the normal child in comparison with the ill child. An integrated approach to developmental, nutritional, social, and emotional rehabilitation of the child is used. Four hours theory and eighteen hours laboratory weekly. (Nine weeks).

5. **Psychiatric Nursing (3)**
   
   Prerequisites: Nursing 2, Psychology 1-A, Sociology I.
   
   Emphasis on the influence of the environment, attitudes, new drugs and methods of treatment and emphasis on the rehabilitative aspects of mental illness. Four hours theory and twelve hours laboratory weekly. (Nine weeks).

6. **Comprehensive Nursing (6)**
   
   Prerequisites: Nursing 3, 4, and 5. C average in all college courses.

Utilizes the student's cumulative theoretical and clinical background in solving specific nursing care problems. Includes principles of team nursing, emergency and disaster nursing, and professional relationships. Methods of teaching: team conferences, seminar and group discussion. Nine hours class and twenty-seven hours laboratory weekly. (Arranged for six weeks in summer session).

**Vocational Nursing**

The vocational nursing program is a 12-month course designed to prepare qualified women to become licensed vocational nurses. The curriculum, adopted in September, 1961, provides for patient-centered teaching and conforms to new regulations of the California State Board of Vocational Nursing. Classroom instruction is offered concurrently with clinical practice in order to assist the student in the application of nursing theory to actual nursing situations. Graduates of this program are eligible to write the State Board examination, successful completion of which leads to licensure as a vocational nurse. Units of instruction offered during the first semester are described below.

51. **Physical Foundations (2 Units)**
   A study of body functions essential for life, major requirements for personal health, and scientific principles from bacteriology, and nutrition as a foundation for practice of vocational nursing.

52. **Psychological-Social Foundations (2 Units)**
   A survey of the physical, mental and emotional development of individuals from infancy through old age, the family as a unit and the relationship between health of the individual and the family to community health.

53. **Vocational Foundations (2 Units)**
   The definition, functions, responsibilities and roles of the vocational nurse within the occupation of nursing.

54. **Health Deviations (2 Units)**
   Physical and mental deviations from health as a foundation for the practice of vocational nursing.

56. **Fundamentals of Vocational Nursing (3 Units)**
   The art of assisting persons when unable to provide self-care essential for daily living.

57. **Fundamentals of Nursing Laboratory (6 Units)**
   Selected experiences in the observation and care of people of all ages in a variety of settings for the concurrent application and practice of learnings from all foundation courses.

60. **Vocational Problem Solving (2 Units)**
   Guidance on vocational opportunities and responsibilities of the vocational nurse. Emphasis on actual problems arising as the student learns the practice of nursing.
In this course philosophy is presented as an attempt to think reflectively and critically about 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. The course aims at familiarizing the student with the academic traditions of philosophy with particular emphasis on perennial problems and their attempted solutions. Extensive reading in specific subject matter fields involved in the philosophical problems. Lectures, discussions, collateral reading, and reports on special topics.

10. Introduction to Philosophy (3) II
An introduction to the techniques and aims of reflective thought as they bear on the major philosophical issues of our time. Topics covered include semantics, logical method, the nature of reality and man's relation to it as seen from the viewpoint of religion, ethics, politics, and the arts. Designed for the mature adult desiring a practical rather than academic survey.

PHYSICAL EDUCATION

Physical education is required of all men and women under twenty-five years of age except those in “completed,” “special,” and “medical” categories. Students who have physical disabilities or health problems which prevent them from participating in physical education activities must have a physical education exemption card signed by a physician on file in the College nurse's office by the end of the first week of the semester.

Sophomore men and freshman and sophomore women have choice of activities. Freshman men are enrolled in a core program designed to introduce skills needed for all-around body development. Included are skills that have carry-over value.

Students receive instruction in the rules and techniques in the various activities. Opportunity is provided for participation in order that students may improve their skills and receive an added degree of enjoyment and pleasure.

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

Uniforms for men: Orange shorts, supporter, white "T" shirt, rubber soled athletic shoes, and white athletic socks. Swim trunks are required for swimming classes.

Uniforms for women: White cotton shorts, blouse, anklets, and white tennis shoes. Black leotards are required for Modern Dance. Swim suits are required for swimming classes.

Lockers
A lock, locker and towels, for which student is responsible, will be issued to each student. A $2.00 charge will be assessed for a lost lock.

Intramural Sports
The Intramural Program for men at Riverside City College is sponsored by the Department of Physical Education. The program tries to give every student and faculty member an opportunity to participate in some sport or recreational activity as regularly as his time and interest permit.

Competition is offered in individual and dual activities as well as team sports. The activities in which one may engage are: Badminton, Touch Foot-
ball, Basketball, Bowling, Handball, Table Tennis, Softball, Track and Field, Tennis and Volleyball. If student interest warrants, additional activities will be provided.

The Department of Physical Education furnishes the staff, facilities, and equipment. In addition, the Department also attempts to lay the groundwork for the Intramural program through activity classes which are offered as part of the curriculum. The need for activity is recognized and through stimulation of interest and increasing skill in a diversified sports program, a real service is being rendered to all of those wishing to participate.

New students, as yet unaffiliated with any group, are cordially invited to participate in all of the activities by registering in the Intramural office.

Professional Courses

27. Games for the Elementary School (1) I (Coeducational)
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. This course meets the general physical education requirement.

28. Rhythmical Activities for the Elementary School (1) II (Coeducational)
Offers participation in creative and free rhythms, fundamentals of rhythmical activities designed for the elementary school child. Three meetings weekly. This course meets the general physical education requirement.

30. First Aid (2) I, II (Coeducational)
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 (2) I (Coeducational)
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 position, 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, II (Coeducational)
Provides the prospective elementary teacher and physical education major with the fundamentals of healthful living by presenting scientific health information, promoting desirable attitudes and practices. Three lectures weekly.

51. Recreational Leadership (2) II (Coeducational)
An orientation course designed to introduce the principles of leadership and organization in recreation; to provide knowledge in the general field of recreation; to provide practical experience in supervision and leadership.

ACTIVITIES COURSES

Physical education classes meet three times a week for one hour or twice a week for one and one-half hours. One unit of credit in Physical Education is given for the three-hour program.

Activities are offered freshman men in core sections, M-1 and M-2. Students enrolling in M-1 first semester will take M-2 second semester. These sections include various activities such as handball, volleyball, wrestling, weight training, apparatus, tumbling, trampoline, tennis, and related developmental skills. Students who are beginning swimmers will enroll in swimming instead of a core section first semester.

The activities offered sophomore men include:
- M-3 - Badminton
- M-4 - Touch football-Soccer
- M-5 - Golf
- M-6 - Handball
- M-7 - Tennis
- M-8 - Basketball
- MW-1 - Beginning swimming (coed)
- MW-2 - Intermediate swimming (coed)
- MW-3 - Advanced swimming (coed)
- MW-4 - Bowling (coed)
- MW-8 - Fencing (coed)

The activities offered freshman and sophomore women include:
- W-1 - Archery
- W-2 - Badminton
- W-3 - Body Mechanics
- W-5 - Golf
- W-6 - Beginning Modern Dance
- W-7 - Tennis
- W-8 - W.A.A. (team sports)
- W-9 - Advanced Modern Dance
- MW-1 - Beginning swimming (coed)
- MW-2 - Intermediate swimming (coed)
- MW-3 - Advanced swimming (coed)
- MW-4 - Bowling (coed)
- MW-8 - Fencing (coed)

Varsity sports include:
- V-1 - Cross country-Mr. Johnson
- V-2 - Football-Mr. Dohr
- V-3 - Water polo-Mr. Miller
- V-4 - Basketball-Mr. Matulich
- V-5 - Baseball-Mr. Fages
- V-6 - Track-Mr. Johnson
V-7—Golf—Mr. Matulich
V-8—Tennis—Mr. Steponovich
V-9—Swimming—Mr. Miller
V-10—Wrestling—Mr. Birren

A student who participates in an intercollegiate sport may use that as a substitute for the regular physical education course during the time he participates.

**PHYSICAL SCIENCE**

1. Introduction to Physical Science (3) I, II
   Designed to provide the student with an introduction to underlying concepts in the field of the physical sciences. Topics covered will include basic elements of physical science—astronomy and space, atomic and molecular phenomena, concepts of work and energy, atmospheric phenomena. Will be acceptable in partial fulfillment of lower division science requirements for most transfer students and will afford non-transfer students an opportunity to become aware of their scientific environment.

**PHYSICS**

   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, introductory atomic and nuclear physics 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.

4-A. Engineering (4-A, U.C.) (4) II
   Prerequisites: Math 3-A plus high school physics or Physics 2. Both preliminary physics and chemistry are recommended.
   Mechanics and sound. Primarily for students who expect to major in physics, and for students in engineering, chemistry, and architecture. Three lectures and one laboratory period weekly.

4-B, 4-C. Engineering (4-B, 4-C, U.C.) (4-4) Yr.
   Prerequisite: Physics 4-A.
   Electricity and magnetism are covered during the first semester. Heat, light, and modern physics are studied in the second semester. Primarily for students who expect to major in physics, and for students in engineering, chemistry, and architecture. Three lectures and one laboratory period weekly.

**PHYSIOLOGY**

   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.
   Same as Physiology 1, but with an additional laboratory period each week devoted to anatomy. Designed especially for majors in physical education, or dietetics. Two lectures and two laboratory periods weekly.

3-A, 3-B. Physiology and Anatomy (3-3) Yr.
   Same as Physiology 1, but with a special laboratory for students in the Registered Nursing program or preparing for this program. Two lectures and one laboratory period weekly, combines Physiology and Anatomy.
POLITICAL SCIENCE

1. American Government (1, U.C.) (3) I
   Prerequisite: Qualification for English 1.
   The principle and problems of government, with emphasis on national government in the United States.

2. Comparative Government (2, U.C.) (3) II
   Prerequisite: Qualification for English 1.
   A comparative study of the governments of Great Britain, France, Germany, Russia, and Japan.

3. American Political Institutions (2) I, II
   Prerequisite: Qualification for English 1.
   A general survey of the principles and practices of American government, with emphasis on the federal Constitution and the government of California and its principle subdivisions.

PRINTING
   (See Graphic Arts, pages 65-66.)

PSYCHOLOGY

   Prerequisite: Qualification for English 1.
   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.

2. Psychology (3) I, II
   This course is designed to provide the general student with a non-technical introduction to selected problems in the field of applied psychology. Topics covered include personality, mental health, marriage and family, school, vocation, and large scale social problems as they involve human adjustment. Lectures, discussion, reports on special topics, and collateral readings.

49. Orientation to College (1) I, II
   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 City College. The course is taught by members of the counseling staff.

60-A, 60-B. Leadership (1-1) Yr.
   A study of the principles of democratic group action and the techniques of group control. 60-A deals with parliamentary procedures, committee functions and procedures, duties of chairmen, constitutions, and student government. 60-B emphasizes principles of group centered leadership, attitudes necessary for leadership, role playing and democratic concepts.

   Registration is compulsory for all elected A.S.B. Officers, and with the permission of the instructor will be open to any student who is required to conduct group meetings.

RUSSIAN

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

SOCIOLOGY

1. Introduction to Sociology (1, U.C.L.A.) (3) I, II
   A survey of the basic concepts and theories relating to the study of man as a participant in group life; analysis of culture, social institutions, personality development, collective behavior, and processes of social interaction.

   Identification and analysis of major social problems confronting 20th Century America; emphasizing urban and rural transformations; family life; minorities; criminal and delinquent behavior; and other topics.

12. Marriage and Family Relations (3) I, II
   (Sociology 2 prior to 1962-63)
   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.

13. Marriage and Family Relations (3) I, II
   (Sociology 3 prior to 1962-63)
   Prerequisite: Sociology 12.
   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

1-A, 1-B. Elementary Spanish (1 and 2, U.C.) (4-4) Yr.
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. 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.
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 on class work. Reports on collateral reading. Further study of Spanish grammar and syntax. Course is conducted largely in Spanish.

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.
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.
Prerequisite: Spanish 10 or permission of instructor.
Directed reading in Spanish literature. Oral and written reports submitted at weekly conferences.

14-A, 14-B. Advanced Spanish (1-1) or (2-2) Yr.
Prerequisite: Spanish 10 or permission of instructor.

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

SPEECH

1-A, 1-B. Public Speaking (1, 2, U.C.L.A.) (3-3) I, II
Prerequisite: English 1-A.
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.

2. Introduction to Drama (2) II
Lectures and discussions presenting the basic philosophy underlying the various areas of drama. Required of all drama majors or minors.

7-A, 7-B. Oral Interpretation (3-3) Yr.

Offered alternate years. Offered 1962-63. This course includes exercises in pantomime, characterization, interpretation, movement, and voice for the stage.

51. Beginning Speech (2) I, II
This is a practical approach to problems of speaking before groups in conference-type meetings. Attention is given to organization of material, development of ideas, techniques of presentation. Consideration is given to various types of practical speech situations.

Theory of stage design, set construction, stage lighting; practical work in connection with college dramatic productions. 1 lecture and 1 3-hour laboratory period per week.

60-A, 60-B, 60-C, 60-D. Play Production (1) I, II
Participation in stage productions. One meeting per week plus participation in college plays.

SUPERVISORY TRAINING

51. Elements of Supervision (2)
A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-control, and management-employee relations.

52. Basic Psychology for Supervisors (2)
Course to assist the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.
53. Human Relations (2)
Prerequisite: Basic Psychology for Supervisors.
Practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

54. Labor-Management Relations (2)
The history and development of the Labor Movement. Development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedure.

ZOOLOGY

1-A. General Zoology (1-A, U.C.) (4) I
An introduction to the principles of biology with special reference to the structure, classification and evolution of invertebrates. Two lectures and two laboratory periods weekly.

1-B. General Zoology (1-B, U.C.) (4) II
An introduction to vertebrate zoology. The structure and function of vertebrates with special emphasis upon the early development stages. Two lectures and two laboratory periods weekly.
FACULTY

Birren, Donald A. Physical Education
B.S., U.C.L.A. Graduate work at Long Beach State College. At Riverside City College since 1960.

Bixler, Hilda Professional Nursing
Massillon City Hospital School of Nursing, Massillon, Ohio. B.S. in Nursing, Goshen College, Goshen, Indiana. Western Reserve University, Cleveland, Ohio. Graduate work, University of California, Los Angeles. At Riverside City College since January, 1959.

Black, Philip S. English, Speech
A.B., M.A., University of Southern California. At Riverside City College since 1946.

Blackmun, Rupert B. Auto Mechanics, Counseling
Undergraduate work, University of Arkansas. A.B., M.A., San Jose State College. At Riverside City College since 1957.

Blanchard, John B. Spanish
B.A., McGill University, Canada. Attended University of Buenos Aires. M.A., Middlebury College and University of Madrid, Spain. Amherst College, Lafayette College; graduate work, Georgetown University and University of California at Los Angeles.

Bradshaw, Ralph H. Vice President
A.B., M.A., Washington University, St. Louis, Mo.; graduate work at Claremont College. At Riverside City College since 1946. On leave 1961-62.

Brauti, T. Martin Chemistry
A.B., Willamette University; M.S., University of Southern California; graduate work at Oregon State College. At Riverside City College since 1946.

Bucknell, LeRoy Business, Counseling
A.B., San Jose State College; M.S., University of Southern California; graduate work at University of California, Claremont College, University of Redlands, University of California at Riverside. At Riverside City College since 1950.

Burton, Howard A. English
A.B., with honors in English, Howard College; M.A., University of Virginia; Ph.D., University of California. At Riverside City College since 1956.

Cardey, Winifred Professional Nursing
Diploma in Nursing, Washington Sanitarium and Hospital, Takoma Park, Maryland; B.S., Long Beach State; Graduate work, College of Medical Evangelists, Loma Linda, California and Los Angeles State College. At Riverside City College since 1958.
Coffey, Warren
B.S., University of Southern California. At Riverside City College since 1960.

Conry, Edwin
B.A., University of California, Riverside. Claremont Graduate School. At Riverside City College since 1960.

Coffey, Warren
B.S., University of Southern California. At Riverside City College since 1960.

Conry, Edwin
B.A., University of California, Riverside. Claremont Graduate School. At Riverside City College since 1960.

Cooper, Lawson P.
A.B., Pomona College; M.A., Claremont Colleges. Graduate student, Bureau of University Travel, Harvard University. At Riverside City College since 1937.

Cooper, Ruth
A.B., University of California. Graduate student, University of California, University of Wisconsin, and Harvard University. At Riverside City College since 1931.

De Francisco, Nathan
A.B., University of California at Los Angeles; graduate work University of California at Los Angeles. At Riverside City College since 1950.

Denham, Philip R.
B.S., M.S., University of Colorado. At Riverside City College since 1956. On leave 1961-62.

Dillon, Stephanie L.
A.B., M.A., University of California at Los Angeles. At Riverside City College since 1961.

Dohle, Robert J.
B.S., La Crosse State College. M.S., University of Wisconsin. At Riverside City College since 1957.

Donaldson, Marie
B.S., University of Utah. M.A., Stanford University. At Riverside City College since 1960.

Dubbe, Gertrude
B.S., M.Ed., University of Minnesota. Diploma in Nursing, Ancker Hospital, St. Paul, Minnesota. Post Graduate work, Margaret Hagen Maternity Hospital, Jersey City, New Jersey. At Riverside City College since 1960.

Duncan, James K.
B.A., Hastings College; M.Ed., Marquette University. Graduate work, Claremont Graduate School. At Riverside City College since 1956.

Everett, Stanley W.
B.A., University of California, Berkeley; Graduate work at University of California, Berkeley. At Riverside City College since 1959.

Fages, Al
B.A., University of Redlands. Graduate Work, University of Nevada,
Holtman, Yvonne T. French B.A., College of Notre Dame, Baltimore, Maryland. At Riverside City College since 1961.

Horstman, Rudolph W. Mathematics, Engineering B.S., University of Southern California. At Riverside City College since 1954.

Horton, John R. History B.A., (Magna cum laude) Long Beach State College; M.A., Long Beach State College. At Riverside City College since 1956.


Hunt, Glenn E. Chemistry, Mathematics B.S., M.S., Texas Technological College. Graduate work at Iowa State College, University of Redlands, University of California at Riverside, and University of Southern California. At Riverside City College since 1958.

Hunt, Wilbert F. Drama, English, Speech B.S., New York University; M.A., Teachers College, Columbia University. Graduate student, New York University, Peabody College, University of Southern California, University of Kentucky, University of California at Los Angeles. At Riverside City College since 1958.

Huntley, Catharine S. Physical Education A.B., University of Nevada; M.A., Columbia University. At Riverside City College since 1926.

Johnson, Cecil E. Zoology, Biology B.S., University of Southern California; M.A., Los Angeles State College. Graduate work, Hopkin's Marine Station, Stanford University, University of California and Redlands University. At Riverside City College since 1952.

Johnson, Thomas M. Humanities, English A.B., Doane College; M.A., University of Redlands. Graduate work at Claremont Graduate School. At Riverside City College since 1958.

Johnson, Thomas Mark Director of Athletics, Physical Education, Track B.S., Kansas State Teachers College; M.S., University of Iowa. At Riverside City College since 1960.

Judd, Irma S. 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 City College since 1949.


Kirkpatrick, Allan O. English B.S., M.S., Indiana University; graduate work, Missouri State Teachers College, Butler University. At Riverside City College since 1961.

Knopf, Arthur C. Political Science, Journalism, Director of Information Services 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 City College since 1950.

Krehs, Lee Business B.S., Oklahoma Baptist University; M.Ed., Midwestern University. At Riverside City College since 1960.

Krivanek, Kenneth German and English B.A., Wabash College; M.A., University of California at Los Angeles. Claremont Internship Program. At Riverside City College since 1960.

Kroger, Robert S. Physics, Engineering, Mathematics A.B. (With Distinction), Stanford University; E.M., Stanford University Graduate School. Graduate work, Claremont Graduate School. At Riverside City College since 1958.


Loring, Albert E. Business A.B., M.A., University of Redlands. Graduate study at Boston University, University of Hawaii, and University of California at Riverside. At Riverside City College since 1958.

Lowe, Frederick A. Biology, Anatomy and Physiology, Health Ed. B.A., University of California at Santa Barbara. Graduate work at UCLA. At Riverside City College since 1958.

MacGuish, David E. English, Drama A.B., New Mexico; M.A., Claremont Colleges; graduate work, University of Pennsylvania. At Riverside City College since 1954.

Mackenzie, Maurice Russell 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 City College since 1926.
Matthews, Hannah M. Vocational Nursing
B.S., Western Reserve University, Cleveland, Ohio; Diploma in Nursing, Aultman Hospital School of Nursing, Canton, Ohio. At Riverside City College since 1959.

Matulich, John M. Physical Education, Golf, Counseling
B.S., M.S., University of California at Los Angeles. Graduate work at Redlands University and University of California at Los Angeles. At Riverside City College since 1955.

McGaughey, Lillian Ruth Vocational Nursing
Diploma, Orange County General Hospital School of Nursing; B.S., University of Colorado. At Riverside City College since 1961.

McKusick, Rosa A. Catalog Librarian
A.B., Whittier College; M.A., Columbia University; Certificate in Librarianship, University of California. At Riverside City College since 1951.

Merrick, Mary Jane Assistant to the Dean of Students
B.A., University of California at Santa Barbara. Graduate work at University of California at Riverside and University of Redlands. At Riverside City College since 1957.

Metcalf, Leonard C. Dean of Men
B.A., Houghton College; M.S., Syracuse University. Graduate work at University of California at Berkeley and Redlands University. At Riverside City College since 1956.

Nelson, Charles Thomas Journalism, English
B.A., Long Beach State College. Graduate work, Long Beach State College. At Riverside City College since 1960.

Newstead, John E. Business, Director of Student Business
B.S., State University of New York; M.A., University of Redlands. Graduate student of Syracuse University and University of California. At Riverside City College since 1947.

Noble, Orland W. President
B.P.E., George Williams College; B.S., M.S., University of Southern California. Graduate work, Whittier College, Redlands University, University of Southern California, University of California. At Riverside City College since 1943.

Ohmen, John C. Dean of Admissions
A.B., University of California. Graduate student, University of California, Claremont Colleges, University of Southern California, and University of Redlands. At Riverside City College since 1946.

Peck, Elmer W. Geology, Geography, Astronomy
A.B., Yale University; M.A., University of Redlands. Graduate work, University of California, University of Redlands and Claremont Graduate School. At Riverside City College since 1946. On leave 1961-62.

Peterson, Louise M. Home Economics
B.S., Brigham Young University. Graduate study, University of California at Los Angeles, Berkeley, Redlands University, and Oregon State College. At Riverside City College since 1956.

Roby, Paul J. Anatomy, Physiology, Bacteriology, Health Education
B.S., Pennsylvania State College at East Stroudsburg, Pa.; M.S., University of Pennsylvania. Graduate work, University of Southern California and College of Medical Evangelists at Loma Linda. At Riverside City College since 1951.

Rozelle, Richard K. Earth Sciences, Mathematics
A.B., M.A., University of California, Berkeley. At Riverside City College since 1961.

Saunders, June Professional Nursing
R.N., Nebraska Methodist School of Nursing. B.S., Long Beach State College. At Riverside City College since 1960.

Sayre, Edwin D. Music
A.B., DePauw University; Mus.B., DePauw University School of Music; M.A., Teachers College, Columbia University; Ed.D., Teachers College, Columbia University, Westminster Choir College. Vocal training: Karlton Hackett, Robert Elwyn, Perrey Rector Stephens, Dr. John Finley Williamson. Choral training: Dr. Harry Robert Wilson, Dr. John Finley Williamson, Dr. T. Frederick H. Cady, Robert Shaw, Charles Farncombe. At Riverside City College since 1946.
Schneider, Richard C.  Psychology, History  B.A., Carthage College; M.Ed., University of Texas; B.D., Northwestern Theological Seminary; graduate studies, University of Minnesota, Claremont Graduate School, Redlands University, and University of California at Los Angeles. At Riverside City College since 1961.

Sensor, Phyllis  English, Counseling  A.B., Oberlin College; M.A., Syracuse University. Graduate study, Los Angeles State College. At Riverside City College since 1959.

Sharp, Selby S.  Chemistry, Engineering, Mathematics  B.S., North Texas State College. Undergraduate work at University of California at Los Angeles and University of Southern California. M.A., Fresno State College. Graduate work at Texas A&M and University of California. At Riverside City College since 1957.


Smith, Fleming L.  Business  B.S., B.E., University of Cincinnati; M.Ed., University of Pittsburgh. Graduate student, New York University, University of Pittsburgh, University of Southern California, and Claremont Colleges. At Riverside City College since 1947.

Southwick, Robert S.  Geology  B.A., Fresno State College; M.A., University of Southern California. At Riverside City College since 1961.

Spivey, Doris  Cosmetology  Graduate of Weber College School of Cosmetology, Ogden, Utah. Vocational Graduate, University of California at Los Angeles. Additional work at Los Angeles Trade-Technical College, Al Tate's Advanced School of Hair Styling. At Riverside City College since 1957.

Stalder, Cecil E.  History, Sociology  A.B., University of California; graduate work, University of California, Claremont Colleges, and University of Southern California. At Riverside City College since 1946.

Stallings, Dinah  English, Speech  B.A., Southeastern State College, Oklahoma; M.A., Ph.D., University of Southern California.

Steponovich, Anthony  Physical Education, Tennis  B.S., University of Southern California; graduate work at University of Southern California; Coaching School, Stanford. At Riverside City College since 1946.


Stone, Don P.  French, Russian, Music  A.B., Occidental College; Mus.M., University of Southern California; A.A.G.O., The American Guild of Organists. Graduate study Occidental College and University of Redlands. At Riverside City College since 1948.

Tarkanian, Jerry  Basketball, Physical Education  B.A., Fresno State College; Graduate study, University of Redlands. At Riverside City College since 1961.

Tilton, Irvine  Cosmetology  Graduate of Victoria Lyzeum, Magdeburg, Germany; Finishing Schools at Lausanne, Switzerland and London, England; Graduate, Lake Shore School of Beauty Art, Milwaukee, Wisconsin; Graduate work at American Hair Design Institute, New York, N.Y.; Teacher training in Cosmetology, Riverside City College. At Riverside City College since 1960.

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

Turner, Winifred T.  Reference Librarian  B.A., Ohio Wesleyan University; M.A., University of Southern California; M.S., Western Reserve University; graduate work, Columbia University, National University of Mexico, Western Illinois University, University of California at Riverside. At Riverside City College since 1961.

Vail, Evan  Music, Education, Counseling  A.B. (With Honors), University of California at Los Angeles; M.A., Occidental College. Graduate study at University of Southern California, Claremont Graduate School, University of Redlands, and University of California at Los Angeles. At Riverside City College since 1950.

von Helf, Joseph  Anthropology, Sociology  B.A., Los Angeles State College; M.A., Los Angeles State College. At Riverside City College since 1960.


Wallace, Mary E.  Dean of Students  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 City College since 1954.

Wiley, William B.  English  A.B., Wabash College; M.A., University of California at Los Angeles. Graduate work at Claremont Graduate School and University of California at Los Angeles. At Riverside City College since 1956.
Williams, Gerald E.  
B.E.E., Los Angeles State College. Graduate, University of California  
School of Vocational Education. At Riverside City College since 1957.  

Winchester, Altha  
Professional Nursing  
Diploma in Nursing, Glendale Sanitarium, Glendale, California; Em-  
manuel Missionary College, Berrien Springs, Michigan; B.S., Union  
College, Lincoln, Nebraska; Graduate work, Los Angeles State Col-  
lege, Los Angeles. At Riverside City College since 1958.  

OTHER STAFF MEMBERS  
Physical Education Assistant  
Switchboard Operator  
Clerk-Typist, Mimeograph Operator  
Secretary to the President  
Secretary, Library  
Clerk, Extended Day  
Cosmetology Clerk  
Bookkeeper, Student Business Office  
Supervisor, Data Processing  
Secretary to the Dean of Men  
Secretary, Library  
Cosmetology Clerk  
Secretary to Law Enforcement Coordinator  
Key Punch Operator, Data Processing  
Secretary, Guidance  
Bookstore Manager  
Laboratory Assistant  
Library Assistant  
Secretary to the Vice President  
Machine Operator, Data Processing  
Secretary to the Dean of Women  
Secretary, Nursing  
Secretary to the Dean of Admissions  
Library Clerk  
Attendance Clerk  
Secretary to the Dean of Extended Day
HONOR SOCIETY

Riverside City College had its own honor society from 1921 until 1953. In the spring of that year the college applied for membership in Alpha Gamma Sigma, the California Junior College Honor Society. Gamma Sigma chapter of Riverside College was granted its charter by Alpha Gamma Sigma on May 8, 1953.

TEMPORARY MEMBERSHIP. Temporary membership in Alpha Gamma Sigma, California Junior College Honor Society, is awarded at the close of each semester to all students who have for that semester not less than twelve quantity units, and a grade point ratio of at least 3.0 (all exclusive of Physical Education) in courses of recognized Junior College standing, having no grade lower than C, and who are, in all other respects, recommended by the faculty of Riverside City College. Not more than 10% of the students, based on average daily attendance, shall be elected to temporary membership.

PERMANENT MEMBERSHIP. Any student who has completed the units (exclusive of Physical Education) required for graduation, or which are transferable to any recognized four-year college, and who has fulfilled the requirements for temporary membership during any three of four, or four out of five semesters, and who has a grade point ratio for all junior college work (exclusive of Physical Education) of 3.3 or above, or who has a grade point ratio of 3.5 or above 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.

AWARDS AND LOAN FUNDS

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 Dr. Howard Burton, Riverside City College.

Altrusa Founders Vocational Aid Fund
A maximum of $250.00 grant to an older woman returning to immediate employment.

Bank of America Awards
A $100 cash award and a certificate of recognition to a student with a major in the field of Banking or Business Administration.
A $100 cash award and a certificate of recognition to a student with a major in the field of secretarial or clerical work.

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.

**Hannah D. Reed Scholarship Fund**
Available to a student who has matriculated on the Berkeley campus of the University of California from Riverside City College with a B average.

**Mary Jaskey Award**
An award to provide financial assistance to worthy graduates of Riverside City College who plan to continue their education at any branch of the University of California.

**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. In the selection of candidates emphasis is placed upon scholarship, character, and personal need.

**Nursing Scholarships**
Many community groups have established scholarships on the campus. Information is available from the Dean of Students. A number of loans and scholarships are given yearly at the college. Students are advised to discuss financial problems with the Dean of Students and secure additional information.

**P. E. O. Loan Fund**
Qualified college women may apply for $500.00 loan. Medical technicians, home economics, dietetics, cost and design merchandising, business training majors are considered.

**Riverside City 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. Other contributions to the Fund have been made by the Riverside Foundation.

**Riverside City Teachers Association Scholarship**
In order to be eligible for this scholarship, a student must be preparing to become a teacher. Scholarship and good character are emphasized. Application must be made by letter to the Riverside City Teachers Association.

**Women's Athletic Association Scholarship**
The Women's Athletic Association Scholarship with an 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. The scholarship must be of at least C grade. The award is available only when the student who has been chosen enrolls for the succeeding autumn semester at the College.

**RIVERSIDE CITY COLLEGE AWARDS**
These are grants of money made to Riverside City 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:

**Alumni Association**
One award of $100.00.

**Associated Student Body of Riverside City College**
Four awards of $100.00.

**A. C. Brown, Jr.**
One award of $50.00.

**Bourns Laboratories**
Two awards of $50.00.

**Riverside Exchange Club**
Two awards of $50.00.

**Gene Fisher Awards**
Two awards of $50.00.

**George Reade Foundation**
Four awards in the amount of $50.00 each: Two in the field of Auto Mechanics and two in the field of Secretarial Science.

**Joseph Hunter Foundation**
An award of $100.00.

**Kiwanis Club of Riverside**
Two awards of $50.00.

**Magnolia Center Business & Professional Women's Club**
One award of $50.00.

**Magnolia Lions Club**
One award of $50.00.

**W. J. Mazetti**
One award of $50.00.

**Pro-America**
One award of $150.00.

**Riverside Press and Enterprise**
Three awards of $50.00, one to a student majoring in printing; and two to students majoring in journalism, one to a Riverside City high school graduate and one to a Riverside County high school graduate.
Riverside Lions Club (Roy C. Hunt Memorial)
Two awards of $50.00.

Rubidoux Motors
One award of $50.00.

Soroptimist Club
One award of $50.00.

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

Riverside Foundation
Awards totaling $500.00.

STUDENT ACTIVITIES

Publications
The Tequesquite is the Riverside City College annual.
The Tiger Times, which is published weekly contains current news of campus and college activities.
The Tiger Tales is the student handbook. It is published jointly by the Associated Women Students and Associated Men Students.
The Tiger Talk is the weekly college bulletin.
The Nightimes is a newspaper published by evening students for evening students.

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

Student Government
The Associated Student Body is represented at regional and state meetings of the California Junior College Student Government Association, as well as at meetings of the Eastern Conference.

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

Music
Musical activities are given a large place in the life of the college. Choral programs, musical plays or musical comedies, and student recitals are presented throughout the year. Occasionally operas and oratorios are presented. 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, football, golf, swimming, tennis, and track and field.

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

Eligibility for Athletics
To be eligible to represent the College in any intercollegiate activity, a student must be passing in at least ten units of work plus physical education. In addition, all except first-year students enrolled in their first semester must have passed in at least ten units of work plus physical education in their last previous semester.

EXPENSES

Student Body Membership
Student Body Membership dues of $15 are payable at the time of registration. This amount will pay the Student Membership fees in full through June 30th of the school year in which the student enrolls.

In the event of a student's withdrawal within three weeks following his registration and provided that he surrenders his membership card to the Director of Student Business during this three week period, a refund will be made equal to the amount paid less $2.00. No other refunds will be made.

Books and Equipment
The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The average yearly expenditure for books and materials is $100.00. If secondhand books are purchased, the cost will be reduced. A complete list of texts and materials required for all courses, together with costs, is published in a separate bulletin, and is available at the College Bookstore.

Room and Board
The expense of room and board varies with the taste and resources of the student. Some students room together and reduce their expenses proportionally.
College Residence
No dormitories are maintained by the College but lists of rooms and
boarding places are kept on file at the Placement Office. Call the Placement
Office, OVerland 4-5240 for information. The office is open after July 23.

GENERAL REGULATIONS

Automobile Parking
A large area, with individual lanes, has been set apart for student cars
at the corner of Terracina Drive and Saunders Street. Decals will be issued
to students and should be displayed in an area of the windshield which
can be easily seen by the attendant.

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

Student Responsibilities
PERSONAL CONDUCT. Students whose personal conduct is unsatis-
factory may be disqualified from certain activities or dismissed by the ad-
ministration at any time. Un satisfactory dismissals are issued to all students
for misconduct, and a notation to this effect becomes a part of
the student's permanent record.

All applications for readmission must be in writing and directed to the
president of the college. Readmission will not be allowed sooner than one
full semester after date of dismissal. This readmission application must be
accompanied by evidence of seriousness of purpose toward maintaining a
satisfactory record of conduct. Individuals readmitted will be placed on
probation pending proof of seriousness of purpose.

SOCIAL FUNCTIONS. All social functions are under the general
supervision of the Dean of Women and Dean of Men and must be approved
before any announcement concerning them is made. Patrons, secured by
the deans, are required at all A.S.B. social events.

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

Use of Library and Reading Room
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 atmos-
phere is conducive to reading, and should be observed by those who use
the library.
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- College Catalog: March
- Books and Materials required in Courses of Instruction: September and January
- Schedule of Classes: July and December
- Extended Day Class Schedule: August and December
- Riverside City College Newsletter: published occasionally during the year

Copies of these publications may be obtained upon request.

Address: Dean of Admissions, Riverside City College
Riverside, California