

SAN MATEO JUNIOR COLLEGE
BULLETIN OF INFORMATION
AND
ANNOUNCEMENT OF
COURSES

1938 - 1939

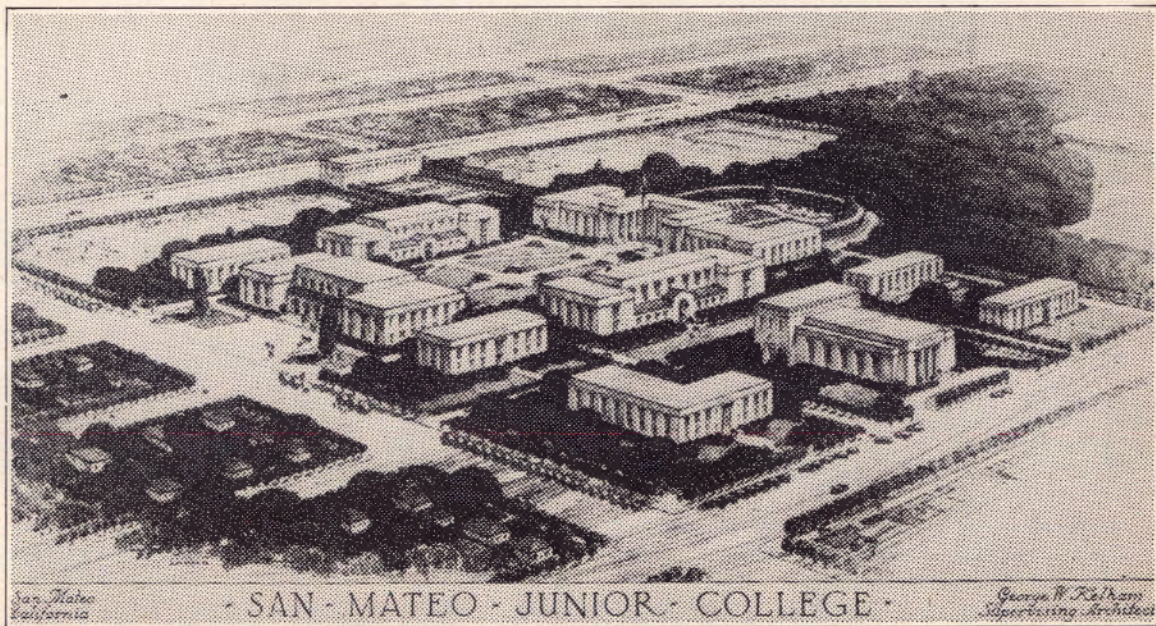
VOL. XV

SAN MATEO, CALIFORNIA
JULY 1938

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ARCHITECT'S SKETCH OF NEW SAN MATEO JUNIOR COLLEGE



CALENDAR FOR FALL SEMESTER

Sept. 2	Applications for Admission should be filed with Registrar.
Sept. 10	9 a. m. English Entrance Test. 1 p. m. Aptitude Test and High School Achievement Examination.
Sept. 12	Registration, with filing of study lists, by all "old" students.
Sept. 13	Registration, with filing of study lists, by all "new" students.
Sept. 14	Instruction begins.
Oct. 28	Close of first scholarship report period.
Nov. 10	Teachers' Institute.
Nov. 11	Armistice Day.
Nov. 24, 25	Thanksgiving Day holidays.
Dec. 9	Close of second scholarship report period.
Dec. 22-Jan. 2	Christmas holidays.
Jan. 20-26	Final Examination. First semester ends.
Jan. 27-Feb. 1	Mid-year recess.

CALENDAR FOR SPRING SEMESTER

Jan. 20	Applications for Admission should be filed with Registrar.
Jan. 28	9 a. m., Aptitude Test and High School Achievement Examination. 1 a. m. English Entrance Test.
Feb. 2	Registration, with filing of study lists, by all "old" students.
Feb. 3	Registration, with filing of study lists, by all "new" students.
Feb. 6	Instruction begins.
Mar. 24	Close of first scholarship report period.
April 3-7	Easter holidays.
May 5	Close of second scholarship report period.
May 30	Memorial Day holiday.
June 8-15	Final examinations.
June 16	Commencement.



SCIENCE UNIT OF NEW JUNIOR COLLEGE NOW BEING CONSTRUCTED

FOREWORD

San Mateo Junior College is composed not alone of its faculty, of its students, or of its buildings and grounds, but rather of all three of these elements, together with the citizens of the community, whose generous support make the College possible.

The community supplies those tangible things, the personnel and buildings and grounds. The faculty and students furnish, through their activities, as they strive to realize their ideals, their hopes and their aspirations, that which transforms the wood and stone into a functioning, living thing.

By its very nature this College exists primarily for the benefit of our Youth, and secondarily for the aid and comfort of the Adults of the community. These two groups, which constitute the College Student Association and the College Adult Center, are, together with the Faculty, one Big Family.

Each individual member of this Big Family plays his part in the building of the College as an institution for his own improvement and the improvement of his fellow human beings.

In all past time men have learned to do by doing—to live by living. It is the purpose of this College to enable those who become a part of it to do likewise. Every effort is put forth to enable the college experience of the student to be one of doing—of living worthwhile experiences.

In the pages which follow an effort has been made to define the quality of leadership the College offers by presenting short biographical sketches of the **Faculty**; to lay down accepted rules and standards by which the Big Family shall conduct its **College life**; to outline the organization and activities of the **Student Association** and of the **Adult Center** so that all may learn of the opportunities available by which they may become participants in programs of meaningful activity; to display as suggestive guides typical classroom **Curricula** which have enabled others to accomplish the technical requirements of given ends; to outline in detail **Transfer Requirements** of leading institutions for those who will continue in higher fields of learning; and, finally, to describe in the **Announcement of Courses** the specific classroom subjects, the proper choice of which it is believed will enable the student to arrive at his goal.

The purpose of this **Bulletin of Information and Announcement of Courses** is not only to serve as a guide and pattern to those who work within the College walls, but also to provide present and prospective patrons and students with a source-book, descriptive of all the activities of the College, which are planned and directed to the end that there may be a more efficient and happy society of worthy men and women.

ADMINISTRATION

SAN MATEO JUNIOR COLLEGE DISTRICT

BOARD OF EDUCATION

C. N. Kirkbride, President Mrs. Agnes T. Owen, Clerk
Jorgen C. Johansen Mrs. Stella Jensen
Carleton W. Herrmann

EXECUTIVE STAFF

Charles S. Morris, President
Homer Martin, Comptroller
Harold F. Taggart, Dean of Men
Elizabeth Balderston, Dean of Women
James R. Tormey, Director of Adult Center
Mimi Colton, Acting Registrar
Ruth Hokamp, Executive Secretary
Frances Graves, Attendance Secretary

COLLEGE FACULTY

ABERCROMBIE, ROLAND K., Commerce

B. S. in Commerce, University of California, 1926; M. S. in Commercial Education, Armstrong College of Business Administration, 1931; Summer Sessions, University of California, 1933 and 1935; Summer Session, Columbia University, 1936; Sales and Service Department, H. V. Carter Motor Co., San Francisco 1919-20; Accounting Department, C. L. Best Tractor Co., San Leandro, 1920-21; Accounting Department, Don Lee, Inc., San Francisco, 1922-23; Instructor, Healdsburg High School, 1926-27; Head of Commerce Department, Monterey Union High School, 1927-31; Instructor in Teaching Methods, Armstrong College of Business Administration, Summer Sessions, 1932 and 1934; at San Mateo Junior College since August, 1931.

BAGGLEY, FANNY ELIZABETH, Commerce

A. B. University of California, 1927; M. A. University of California, 1934; Summers and holidays on newspaper staff, Hanford Daily Sentinel, Hanford California, 1922-27, inclusive; part time Secretary, University of California Infirmary, 1925-28 inclusive; Dean of Girls, Instructor in commercial department and Director of Americanization, Ceres Union High School, Ceres, California, 1928-31; Summer Session, Armstrong's College of Commerce, 1932; instructor, Commercial Department and Member of Faculty Research and Guidance Committee, Monterey Union High School, 1931-36; Summer Sessions, School of Swedish Applied Arts, San Francisco 1935 and 1936; Summer Session, Heald College and Research at office machine companies, San Francisco, 1937; Instructor, Adult Center, San Mateo Junior College 1936-37; at San Mateo Junior College since August, 1937.

BALDERSTON, ELIZABETH G., Dean of Women, English

B. A. Bryn Mawr, 1914; M. A. University of California, 1921; Ph. D. University of California, 1926; Instructor in English, Lucy Cobb Institute, Athens, Ga., 1914-16; Instructor, Potomac School, Washington, 1916-17; Instructor, Maryland State Normal School, 1917-19; Instructor, High School, Prescott, Ariz., 1919-20; Teaching Fellow, University of California, 1920-25; Instructor, Miss Hamlin's School, San Francisco, 1921-23; at San Mateo Junior College since August, 1925.

BASHOR, E. H., History

A. B. Harvard University, 1916; A. M. Stanford University, 1922; Instructor in History, Palo Alto Union High School, 1921-23; at San Mateo Junior College since August, 1923.

BEVERIDGE, ADA R., Public Speaking, Dramatics

B. A. Mills College, 1921; M. A. Stanford University, 1929; Instructor, Fresno High School, 1923, 1925-27; Principal of Mildred Lee Lynch School, Fresno, 1923-24; Instructor Fresno State College, 1924-25, and Summer Session, 1927; Instructor University of California Extension Division, 1930; Instructor, Adult Center San Mateo Junior College, 1936-37; at San Mateo Junior College since August, 1927.

BISSETT, LEE H., Physical Education

B. S. Oregon State College, 1931; M. S. Oregon State College, 1931; Student University of California at Berkeley, Spring semester, 1926, and Summer Sessions of 1926 and 1930; Student Oregon State College at Corvallis, Summer Session of 1921, 1923, 1925 and 1927; Head Coach and Head of Physical Education Department, Marysville High School, 1919-1925; Head Coach and head of Physical Education Department, Oakland Technical High School, 1925-1930; Assistant Varsity Coach at Oregon State, 1930-1931; Head Coach and Head of Physical Education Department, Burlingame High School, 1931-1934; Instructor, Adult Center, San Mateo Junior College 1936-38; at San Mateo Junior College since August, 1934.

CHRISTENSEN, RALPH J., Physics

B. S. Brigham University, Provo, Utah, 1928; M. A. University of California, 1930; Ph. D. University of California, 1932; Teaching Fellow in Physics, University of California, 1928-31; Assistant in Physics, University of California, 1932; Instructor, Adult Center San Mateo Junior College, 1936-1938; at San Mateo Junior College since August, 1932.

COOK, E. GERTRUDE, English

B. L. University of California, 1903; A. M. Stanford University, 1922; Student University of London, Fall, 1931; Instructor in English, National City High School, 1903-06; Instructor, Corning Union High School, 1906-09; Instructor in English, San Mateo Union High School, 1909-28; at San Mateo Junior College since August, 1922.

COPE, CYRIL HERBERT, Commerce

A. B. University of California, 1931; M. A. University of California, 1934; Instructor, Lockwood School, Oakland, 1932-33; Secretarial Instructor, Merritt Business School, Oakland, 1933-34; Supervising Instructor, University High School, Oakland, 1934-35; Secretary to Examining Physician, State Personnel Board, San Francisco, 1936; Assistant to the Buyer, Auditor, and Personnel Manager, American Marine Products Company, San Francisco, 1936; Dealer Finance, Ford Motor Company, Richmond, 1937; Dispatching Secretary, Emergency Road Service and Review Departments, California State Automobile Association, Oakland, 1937; Instructor, Adult Center, San Mateo Junior College, 1937-38; at San Mateo Junior College from August, 1935 to June 1936, and August, 1937 to June 1938.

DAVIS, DONNA F., Art

B. A. Art Education, California College of Arts and Crafts, 1925; Mark Hopkins Institute of Art, San Francisco 1905-06; California College of Arts and Crafts 1907-11; Boston Museum of Fine Arts and eastern travel 1911-12; Instructor, Watercolor and Design, California College of Arts and Crafts 1912-17; Instructor Department of Art, Lux High School of Industrial Training for Girls, San Francisco, 1918-20; Instructor and Assistant Supervisor Teacher Training, Art Department, University High School, Oakland, 1921-28; Summer Sessions, California College of Arts and Crafts, 1923-24-25; Rudolph Schaeffer School of Design, San Francisco 1927-28; University of California, with Vaclav Vytlacil, 1929, with Hans Hofmann, 1930; Mexico, 1933; University of California, with Millard Sheets, 1937; at San Mateo Junior College since August, 1928.

DAVIS, LODA MAE, Commerce

B. S. in Commerce, University of California, 1923; M. S. in Business Administration, University of California, 1933; Manager of Comparison Office, Assistant Buyer and Research Secretary, The Emporium, San Francisco, 1923-26; Laboratory Research Assistant in Business Administration, University of California, 1928-29; Graduate Student, University of California, 1930-31; Travel and study in Europe, Summer, 1935; Columbia University, Summer, 1936; Government Service, Fall, 1936; Travel in Orient, Summer, 1937; at San Mateo Junior College since January, 1932.

FAULKNER, ROBERT N., Commercial Law

LL. B. National University, Washington, D. C., 1904; LL. M. National University, 1905; Head Commercial Department, San Mateo Union High School, 1909-18; Vice-Principal, 1918-23; Principal, Burlingame High School, 1923-29; Member District of Columbia and California Bars; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1929.

FRANCIS, SAMUEL A., Mathematics

B. S. University of Alberta, 1920; M. A. University of California, 1922; Undergraduate University of Toronto, 1913-15; Principal Superior Schools, Newfoundland, 1908-13; Instructor in Mathematics, Alberta College, 1916; Assistant in Physics and Mathematics, University of Alberta, 1916-17 and 1919-20; Teaching Fellow in Physics, University of California, 1920-21; Instructor in Physics, University of California, Summer Session, 1921; Instructor in Mathematics, Lowell High School, San Francisco, 1922; at San Mateo Junior College since August, 1922.

GINNO, ELEONORE, Physical Education

B. E. University of California at Los Angeles, 1927; A. M. University of Southern California, 1921; Summer Session, University of Southern California, 1933; Head of Department of Physical Education, Hollywood School for Girls, 1927-31; Instructor in Physical Education, San Bernardino Junior College, 1931-32; Graduate Work, Stanford, 1934; Summer Session, Mills College, 1937; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1932.

HACK, MARTHA K., German

A. B. University of California, 1930; M. A. University of California, 1931; American-German Exchange Fellowship, University of Munich, 1931-32; Assistant in German, University of California, 1932-33; Instructor in German, Berkeley Evening High School, Spring, 1933; Travel in Germany, Summer Course at the University of Poitiers, France, 1935; Summer Session, University of California, 1937; Travel in Europe, University of Berlin, summer, 1938; at San Mateo Junior College since August, 1933.

HEPBURN, SAMUEL B., History

A. B. Indiana University, 1915; M. A. Indiana University, 1916; Ph. D. Stanford University, 1925; Instructor, High School, Etna Green, Indiana, 1917; Teaching Assistant in Political Science, University of Illinois, 1920; Instructor, Santa Maria Junior College and High School, Santa Maria, California, 1922-27; at San Mateo Junior College since August, 1927.

HERRINGTON, DOROTHY FRANCINE, French

A. B. Stanford University, 1923, Instructor in Ogden, Utah, 1923-24-25-26; Franco-American Exchange Scholarship, Ecole Normale de St. Etienne, France, 1924-25; Sorbonne, Paris, Autumn, 1929; Travel in France summers of 1929, 31, and 36; Instructor in French, U. C. Extension Division, 1930-31; Travel in Mexico, Summer 1932, Guatemala, 1934; Graduate study at Stanford, 1936 and 1938; Instructor of French at Adult Center of San Mateo Junior College 1936-38; at San Mateo Junior College since August, 1926.

HOWARD, MILDRED RUTH, Secretarial Training

A. B. University of California, 1924; Armstrong College of Business Administration, Spring semester, 1927, Summer sessions 1922, 1929; University of California at Berkeley, Summer sessions 1925, '28, '31, '33; Travel and study in Europe, 1930; McKinley Continuation School, Berkeley, Summer 1935; Instructor in Social Studies, Petaluma Junior High School, 1924-26; Dean of girls and instructor in commercial department, Washington Union High School, Fresno, 1927-29; Dean of girls and instructor in commercial department, Vacaville Union High School, 1929-35; Summer Sessions, Columbia University, 1936-37; at San Mateo Junior College since August, 1935.

ILIFF, JOHN G., Economics

A. B. Ewing College, 1903; A. M., 1904; M. L. University of California, 1914; Instructor in History, Ewing College, 1905-06; Instructor in History, Howard Payne College, Texas, 1906-07; Graduate student, University of Nebraska, 1907-08; Instructor in Social Science, Grand Island College, Nebraska, 1908-11; Teaching Fellow, University of California, 1911-14; Lecturer in Economic History, Columbia University, 1915-16; with Hoover Commission in Belgium, 1916-17; In Europe, 1917-19; Head of Social Science Department, Stockton High School, 1919-24; Instructor in Economic History, Modesto Junior College, 1924-25; Economic writer with American Trust Company, San Francisco, 1925-29; Study in Orient and Russia while on leave in 1934 to 1935; Study in Europe on leave, 1936-37; Travel in Europe, summer 1938; Instructor, Adult Center, San Mateo Junior College, 1938; at San Mateo Junior College since August, 1931.

JOHNSON, T. BEATRICE, English, Piano

A. B. University of Nebraska, 1916; A. M. University of Nebraska, 1918; Graduate Assistant, University of Nebraska, 1916-18; Instructor, Walla Walla High School, Walla Walla, Washington, 1918-22; Assistant Professor, University of Maryland, 1922-25; Teaching Fellow, University of California, 1926-27; at San Mateo Junior College since August 1927.

KERTELL, GEORGE W., Machine Shop and Forging, S. M. H. S. and Jr. C.

Private automobile business, 1916-18 and 1918-20; Instructor, San Mateo Union High School since 1920; at San Mateo Junior College since August, 1923.

KLYVER, F. D., Botany, Biology

B. A. Stanford University, 1927; M. A. Stanford University, 1927; Teaching Assistant in Biology, Stanford University, 1926-27; Acting Park Naturalist, in charge Educational Activities, General Grant National Park, June-August, 1930; Garden Editor "Burlingame Advance" 1937. Garden Columnist "San Mateo Times," 1937; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1927.

KOEHLER, HUGO W., German

A. B. Syracuse University, 1903; graduate study, Leipzig, Germany, and student trip to Holland and Belgium, 1903-04; Graduate study Leipzig University, Germany, and Grenoble, France, 1910-11; Instructor, University of Iowa, 1905-07; Instructor, University of Oregon, 1907-13; Instructor, Los Angeles Junior College, 1913-18; Wholesale Business Office, Portland, Oregon, 1918-1920; Newspaper office, Los Angeles, 1920-21; Import and export office, Oakland, 1922-23; Assistant Professor, University of Arizona, 1923-24; Import and export office, Oakland, 1924-26; Travel in Germany and Austria, summer, 1930; travel and study in Germany, summer, 1935; at San Mateo Junior College since January, 1926.

LANPHIER, EDWARD CONNIFF, Chemistry

Bachelor of Engineering in Chemistry, Tulane University, 1919; M. A. University of Southern California, 1934; U. S. Army, 1918; Southern Cotton Oil Company, New Orleans, La., 1919-21; Meeker Sugar Refinery, Meeker, La., 1921-22; Gulf Mfg. Co., New Orleans, La., 1922-23; Lanphier Superior Products Co., New Orleans, La., 1923-26; C. F. Weber & Co., San Francisco, 1927-28; Graduate student, University of California, 1928-29; Instructor, Amador Valley Union High School, Pleasanton, Calif., 1929-32. Instructor,

Salinas Union High School and Junior College, 1932-36; Summer Sessions, University of Southern California, 1931-32, 33; Summer Session, University of California, 1936; Instructor, Adult Center, San Mateo Junior College, 1936, 1938; At San Mateo Junior College since August, 1936.

LASSEN, ANDREW P., Economics, Commerce

A. B. University of California, 1927; M. A. University of California, 1930; Ph. D. University of California, 1934; Graduate American Institute of Banking, 1922; University of California, Summer Sessions, 1930, 1931; Federal Reserve Bank of San Francisco, 1920-22; Comptroller's Office, University of California, 1923-28; Travel and study in Europe, August to December, 1927; Principal, Department of Business Administration, Heald College, Oakland, 1928-1930; Instructor in Business Administration, Modesto Junior College, 1930-32; Instructor for American Institute of Banking, Modesto Chapter, 1931-32; Travel and Study in Europe, 1932-33; at San Mateo Junior College since February, 1934.

MARSH, MAURINE, Spanish

A. B. Stanford University, 1923; A. M. Stanford University, 1924; Diploma de Suficiencia, Centro de Estudios, Historicos, Madrid, 1931; Assistant in Spanish, Stanford University, 1922-24; Graduate study, Stanford, summer 1927; California, summer 1928; Study in Spain, 1930-31; Travel and study in Spain, summers 1932 and 1934; Travel in South America, summers of 1935 and 1936; at San Mateo Junior College since August, 1924.

MARTIN, HOMER, Comptroller

A. B. Stanford University, 1903; A. M. University of Southern California, 1914; University of Berlin, 1906-07; Instructor in Latin and German, Santa Ana High School, 1903-06; Instructor and Head of Modern Language Department, Los Angeles High School, 1908-13; Vice-Principal, Lincoln High School, Los Angeles, 1913-16; Head of English Department, Jefferson High School, Los Angeles, 1916-19; Principal Santa Barbara High School, 1919-30; District Superintendent, San Mateo High School and Junior College District, 1930 to 1937; Superintendency of Junior College District changed to Comptroller, 1937; Lecturer in Education, Santa Barbara State Teachers' College, Summer Sessions, 1925-26; Lecturer in English and Education, University of Southern California, Summer Session, 1927; Lecturer in Education, Summer Session, University of California at Los Angeles, 1929; Lecturer in Education, Summer Session, University of California at Berkeley, 1932; at San Mateo Junior College since August, 1930.

MATTHEW, THEODORE, Chemistry

A. B. University of California, 1922; Chemical Engineer, Stanford University, 1930; Vice-Principal, Haight School, Alameda, 1922-24; Instructor in Chemistry, Richmond Union High School, 1926-28; at San Mateo Junior College since August, 1930.

McALLISTER, ERFORD A., Journalism, History

A. B. College of the Pacific, 1922; M. A. Stanford University, 1930; Assistant in History, Stanford University, 1922-23; Instructor, Chico High School, 1923-25; Instructor, San Mateo Union High School District, 1925-31; Instructor in Journalism, San Mateo Junior College, 1925-27; Instructor, Adult Center, San Mateo Junior College, 1938; Summer Session, College of Pacific, 1938; at San Mateo Junior College since August, 1931.

McFADDEN, MURIUS, Physical Education

B. S. Oregon Agricultural College, 1923; Summer Session, Oregon State College, 1925-26; Summer Session, University of California, 1928-30; at San Mateo Junior College since August, 1923.

MERCER, HARRY TONER, English

A. B., 1920; A. M., 1921, University of California; Graduate Student, Yale, 1923; University of California, 1931-35; Teaching Fellow, University of California, 1920; Instructor in English, University of Utah, 1921-1923; Acting Associate Professor of English, Butler College, Indianapolis, 1924; Assistant Professor of English, Connecticut State College, 1925-31; Assistant in Subject A., University of California, 1933; at San Mateo Junior College since August, 1935.

MORRIS, CHARLES S., President

A. B. Stanford University, 1908; A. M., 1909; Assistant, Biological Science, Stanford University, 1909; Instructor, Palo Alto High School, Palo Alto, California, 1909-15; Vice-Principal, Modesto High School, Modesto, California, 1915-1922; Assistant Superintendent of Schools, Modesto, California, 1918-1922; Principal, Modesto Junior College, Modesto, California, 1921-31; Lecturer in Education, University of California at Berkeley, Summer Session, 1933; Lecturer in Education, Stanford University, Spring Quarter, 1938; at San Mateo Junior College since August, 1931.

NELSON, RITA, Secretarial Training (on leave 1937-38)

A. B. Stanford University, 1924; Instructor in Secretarial Training, Clovis Union High School, 1924-25; at San Mateo Junior College, except two years leave of absence, 1934-35, 1937-38, since August, 1928.

PATTERSON, LAWRENCE, Art

B. A. Art Education, California College of Arts and Crafts, 1931; Student California School of Fine Arts, 1920-22; Student of Francisco Cornejo, Mexico City, 1922-23; Student Summer Session of Rudolph Schaefer School of Design, 1931; Student Summer Session 1938, University of California; A. E. F. England and France, 1917-20. Worker and Designer in Art metalwork, 1923-25; Cook Illustrating and Commercial Art, New York and San Francisco, 1926-30; Instructor in Art Metalwork, California College of Arts and Crafts, 1930; Artist Member, San Francisco Art Association; at San Mateo Junior College since August, 1931.

PAULSEN, FRIDTJOF, Mathematics, Physics, Engineering

B. S. Pennsylvania State College, 1925; M. S. University of Pittsburgh, 1931; Summer Sessions, University of California at Los Angeles, 1932, University of California at Berkeley, 1934 and 1935; Westinghouse Electric and Manufacturing Co., 1918-1931; Draftsman, 1918-1921, Engineer, 1926-1927, Mechanical Engineer (Consulting M. E. Office, 1928-1929) (Design Development, 1930-1931); Mechanical Design Engineer, St. John X-ray Service Corporation, New York City, 1931; Instructor, Electric Department, California School of Mechanical Arts, San Francisco, California, 1933-34; at San Mateo Junior College since August, 1934.

PETERS, MARY ELEANOR, Spanish

B. A. University of California, 1922; M. A., 1924; Instructor in History, St. Mary's College, Dallas, Texas, 1901-12; Head of Department of History, St. Mary's College, 1912-17; Head of Department of Romanic Languages, 1917-21; Instructor in Spanish, University of California intersession, 1923; Instructor in Spanish and French, Bonita Union High School, La Verne, California, 1923-24; Instructor in Spanish, San Mateo Union High School, 1924 to 1926; Study in Europe, 1931-32; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1926.

POMEROY, GEORGE A., Physics, Electrical Engineering

B. S. University of California, 1914; M. S. University of Michigan, 1920; Instructor in Electrical Engineering, University of Michigan, 1916-20; Associate in Physics, University of California, 1920-1925; at San Mateo Junior College since August, 1925.

RANKIN, LOWELL H., Chemistry

B. S. University of California, 1923; Graduate work, University of California, 1924, Stanford, 1931; Instructor, San Mateo Union High School, 1924 to 1927; at San Mateo Junior College since August, 1927.

REDEKER, HARRY ERWIN, Radio, Chemistry

B. S. University of Idaho, 1912; M. A. Stanford University, 1928; Ph. D. Stanford University, 1932; Instructor, Telluride School, Beaver, Utah, 1912-1913; Instructor in Science, High School, Rupert, Idaho, 1913-1917; Principal, 1915-1917; Instructor of Chemistry, Physics, and Radio, High School, Boise, Idaho, 1917-1928; Research Chemist, Federal Telegraph Company, Palo Alto, California, 1928-1931; Instructor, Adult Center, San Mateo Junior College, 1937-38; at San Mateo Junior College since August, 1931.

REICHEL, DAN, Geology, Civil Engineering

B. S. University of California, College of Mines, 1916; Assayer in Seattle, Washington, 1907-08; Surveyor and Assayer in Alaska, 1909-11; Mining Engineer, Alaska, California and Arizona, 1916-22; Science teacher, Tamalpais Union High School, 1922-1925; Instructor in Chemistry, Geology and Mineralogy at Santa Rosa Junior College, 1926-27; at San Mateo Junior College since August, 1928.

REMPEL, DAVID G., History, Political Science

Teachers' Institute (Teachers' College), Khortitsa, Russia, 1917-1920; B. A. Bluffton College, 1927; M. A. University of Wisconsin, 1928; Ph. D. Stanford University, 1933; Teaching Fellow, Syracuse University, 1928-29; Research Assistant, Hoover War Library, Stanford University, 1929-30; University Fellow, Stanford University, 1930-31; Graduate and Research Student, Stanford University, 1931-33; at San Mateo Junior College since January, 1934.

ROACH, WILLIAM LLOYD, Psychology, philosophy, Director of Research

A. B. University of Oklahoma, 1920; A. M., Ph. D., Stanford University, 1937; Summer Session, Columbia University, 1926; Stanford University, 1928-30; Instructor in High School, Kiowa, Oklahoma, 1916-17; Principal, Elementary School, Norman, Oklahoma, 1919-20; Principal, High School, Norman, Oklahoma, 1920-21; Assistant in Psychology, University of Oklahoma, 1921-22; Instructor in Psychology and Education, Central State Teachers' College, Edmond, Oklahoma, 1922-23, and Summer Sessions, 1923-28 (except '26); Principal, High School, Ponca City, Oklahoma, 1923-28; Instructor in Psychology, Oregon State College, Summer Session, 1929; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1930.

ROBINS, VIDA COLLINS, English

A. B. University of Michigan, 1907; A. M. University of Illinois, 1910; Principal, East Jordan High School, 1907-08; Assistant in English, University of Illinois, 1908-13; Assistant Professor of English, Michigan State Normal College, 1913-18; Instructor in English, University of Texas, 1919-21; at San Mateo Junior College since August, 1924.

ROEHR, FREDRIC, Music

B. Mus. College of the Pacific, 1927; Instructor in music, Burlingame High School, 1927-28; Instructor in music, Upper Lake High School, 1928-30; Instructor in music, Turlock High School, 1930-31; student of Frank La Forge in New York, Summer of 1936; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1931.

SCHURING, KATHERINE DOUGLAS, French

B. L. University of California, 1906; Graduate Study, University of Paris, Paget Scholarship, 1907-09; Head Language Departments, Fresno High School and Fresno Junior College, 1909-12; Head French Department and Instructor in Spanish, Oakland Technical High School, 1912-15; Graduate work in France, 1915-22; Head French Department and Instructor in Spanish, Stockton High School, 1923-26; Travel in Europe, Summer, 1937; at San Mateo Junior College since August, 1926.

SHEPHERD, DAVID, Biology

A. B. University of Utah, 1918; M. A. Stanford University, 1924; Ph. D. Stanford University, 1929; Instructor in Biology, Fielding Academy, Paris, Idaho, 1912-15; Instructor in Biology, North San Pete High School, Mt. Pleasant, Utah, 1918-19; Instructor in Biology, L. D. S. College, Salt Lake City, Utah, 1919-20; Instructor and head of Department of Biology, B. Y. College Logan, Utah, 1920-23; University Scholar and Sperry Fellow, Stanford University, 1923-24; Instructor and head of Department of Biology, B. Y. College, Logan, Utah, 1924-26; Instructor in Biology, L. D. S. College, Salt Lake City, Utah, 1926-27; Royal Victor Fellow, Stanford University, 1928-29; at San Mateo Junior College since August, 1929.

STANGER, FRANCIS MERRIMAN, History

A. B. University of South Dakota, 1920; Doctor in History, University of San Marcos, Lima, Peru, 1925; A. M. University of California, 1926; Ph. D. University of California, 1930; Principal, Bradley High School, South Dakota, 1916-19; Assistant in History, University of South Dakota, 1919-20; Sub-director and Director Instituto SorTEAM Americano and Colegio Anglo-Peruano, Lima, Peru, 1920-25; Instructor, Burlingame High School, 1926-28; Instructor in Summer Session, San Francisco State Teachers' College, 1929, 1930, and 1931; Instructor, Adult Center, San Mateo Junior College, 1938; at San Mateo Junior College since August, 1928.

STEELE, KATHERINE DELIA, Librarian

A. B. University of Minnesota, 1903; Certificate, Pratt Library School, 1909; Diploma, Library School, New York Public Library, 1917; University of Chicago Summer quarter, 1903; University of Minnesota, Spring semester, 1915; University of California, Summer Session, 1929; University of California at Los Angeles, Fall semester, 1924, and Summer Session, 1932 and 1935; Europe, study and travel, 1912 and 1919; Librarian and Instructor, High School, Red Wing, Minnesota, 1903-08; Librarian Hearst Free Library, Lead, South Dakota, 1909-16; Assistant Librarian Mayo Clinic Medical Library, 1916; Reference Department, New York Public Library, 1917-19; Assistant Reference Librarian, University of Minnesota, 1920-22; Reference Librarian, University of California, Southern Branch, 1923; Librarian, San Bernardino Polytechnic High School, 1925; Summer Session, University of Colorado, 1937; at San Mateo Junior College since August, 1925.

TAGGART, HAROLD F., Dean of Men, History, Political Science

A. B. Earlham College, 1915; M. A. University of California, 1917; Ph. D. Stanford University, 1936; Graduate Study, Chicago University, Summer, 1921, and Stanford University, Summer, 1927-28-30-31-32-33; Instructor in History and English, Pacific College, 1915-16; U. S. Army, Field Artillery, April to December, 1918; Instructor in History, High School, Decatur, Illinois, 1917-18; Principal High School, Niles, Michigan, 1919-20; Head Social Science, High School, Richmond, Indiana, and Lecturer at Earlham College, 1920-21; Instructor in History, Santa Maria Junior College and High School, 1921-22; Instructor in Social Science, San Jose Teachers' College, Summer Sessions, 1923, 1924, 1925, and 1929; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1922.

THOMSON, HARRY L., Economics, History

B. A. New Mexico University, 1925; M. A. Colorado University, 1926; Student course through each department, Ford factory, Detroit, Department foreman, 10 years, office and factory experience, 1911-1921; Instructor in Economics and History, Cheyenne City High School, 1926-29; Graduate and research student, University of California, 1929-32; at San Mateo Junior College since August, 1932.

TORMEY, JAMES R., Commerce, Director San Mateo Junior College Adult Center

B. A. San Jose State Teachers' College, 1931; Assistant Supervisor, Real Silk Hosiery, Inc., 1930-31; Graduate work, Stanford University, 1931-32, Summers, 1933, 1937; Winter, 1938; Instructor, English and Drama, Department of Adult Education, San Jose, 1931-33; Instructor in English, Civics, Drama and Debate, Santa Clara Union High School, 1933; Appointment Office, San Jose State Teachers' College, 1932-33; Publicity Writer, Naval Reserve and National Guard, San Jose, 1931-32; Special News Writing and Photography, San Jose Evening News, 1932; at San Mateo Junior College since August, 1933.

WESTIGARD, CLARENCE NORMAN, Mathematics and Engineering

A. B. Stanford, 1924; A. M. Stanford, 1925; Potter School, San Francisco, 1925-26; Instructor, Adult Center, San Mateo Junior College, 1937-38; at San Mateo Junior College since August, 1926.

WHITE, GLADYS LEAVELL, Secretarial Training

A. B. University of California, 1923; Armstrong College of Business Administration, 1923; Summer Session, Stanford University, 1925; Summer Session, University of California at Los Angeles, 1927; Summer Session, Armstrong College of Business Administration, 1930; Instructor in Secretarial Training and Girls' Physical Education, Sebastopol Junior High School, 1923-25; Instructor in Secretarial Training and Girls' Physical Education, Benicia Senior High School, 1925-1930; on leave of absence, 1937-38; at San Mateo Junior College since 1930.

WILSON, CHARLIE WOODRUFF, Zoology

B. A. University of Texas, 1908; M. A., 1913; Ph. D. University of California, 1915; Instructor in Zoology, High School, Austin, Texas, 1908-11; Instructor in Zoology, University of Texas, 1911-13; Instructor in Biology, Mills College, 1915-18; Research Fellow in Zoology, Yale College, 1918-19; Assistant Professor of Zoology, Mills College, 1919-23; Instructor in Biology, San Mateo Union High School, 1923-25; at San Mateo Junior College since August, 1925.

WILSON, LESLIE EDWIN, Geology, Engineering

A. B. Stanford, 1922; B. S., M. S. University of Washington, 1926; E. M. Colorado School of Mines, 1927; four field seasons Assistant and U. S. Transitman U. S. G.L.O. Survey; Teaching Fellow and Instructor Colorado School of Mines, 1923-24, 1926-27; Geologist, Standard Oil Companies, 1924, 1925; Instructor, Bakersfield Junior College, 1928-30; Graduate Student, Yale University, 1931-33; Staff, Peabody Museum, Yale University, 1932-34; Graduate Student, Paleontology, University of California, 1934-35; Instructor, Adult Center, San Mateo Junior College, 1938; at San Mateo Junior College since August, 1935.

YOUNG, LEONORA, Hygiene, Physical Education

A. B. Mills College, 1923; M. A., 1924; Teaching Fellow, Mills College, 1923-24; Travel in New Zealand and Australia, Summer, 1938; Instructor, Adult Center, San Mateo Junior College, 1936-38; at San Mateo Junior College since August, 1924.

THE GENERAL COLLEGE

GENERAL INFORMATION

HISTORICAL SKETCH

The San Mateo Junior College came into existence in 1922 when the electors of the San Mateo Union High School District, under the leadership of their Superintendent, Mr. W. L. Glascock, approved the formation of a Junior College District in accordance with the provisions of a junior college law enacted by the State Legislature in 1921. During its early years classes were conducted in an old residence on the Kohl Estate. Upon the construction of a new high school building, classes were moved into the present quarters, the old high school building on the corner of Baldwin Avenue and San Mateo Drive. In the Spring of 1937 the Jefferson Union High School District and the Halfmoon Bay Union High School District became a part of the San Mateo Junior College District by annexation. Rapid growth and expansion of the District has caused plans to be made for the erection of a new plant to be located on a newly acquired site adjoining the San Mateo High School properties on the north. This site consists of approximately 38 acres. The architects sketch of the proposed new buildings forms the frontispiece of this catalogue.

The first unit, the Science Building, is now in the course of construction on the new site.

AIMS OF THE JUNIOR COLLEGE

The aims of the San Mateo District Junior College are carried out through individualized curricula composed of technical and general courses which have been developed in cultural accordance with the needs of this community—the Bay Area. The five most important aims are:

First, to train for social citizenship in our American civilization;

Second, to train for specialized vocational occupations in commerce and industry;

Third, to train for the advanced liberal education of the upper two years of the universities and colleges;

Fourth, to train for higher professional and technical courses of the schools of engineering, medicine, etc.;

Fifth, to train adults of the community in the fields of their needs or of their interests.

The first of these functions is the most significant of the whole Junior College program. The curricula for all the other functions include as a central core the fundamental courses designed to educate the people to greater and greater competency in performing.

The Junior College, the highest institution of our system of schools for the education of all our citizens, must be dedicated primarily to educating men and women so that they may work and live together more successfully in and through the institutions of a civilization that must be constantly adapted to changing conditions.

The Junior College teacher above all else has the responsibility of socializing or civilizing the student through connecting in the fullest possible extent his vocational interest and activity with the rest of civilized life, an adjustment which sooner or later takes place in the life of everyone.

The Junior College teacher accepts it as his duty to seek to develop an enlightened citizenship, rather than an enlightened selfishness.

These are the basic objectives in training for our present and future civilization—our American citizenship.

INDIVIDUALIZED CURRICULA EMPHASIZED

In carrying out these aims and objectives San Mateo emphasizes the student's interests and needs as the first consideration. The faculty also accepts as a fundamental principle that such interests and needs can be fostered and developed best in an atmosphere of confidence and genuine friendliness.

Acting upon these two principles, students are not classified into groups, each member of which is enrolled for the same classes, but rather are classified as individuals each enrolled for the courses which close and understanding consultation between student and teacher indicate are best for him as an individual.

INDIVIDUAL COURSES OF STUDY AND ADVISERS

Students come to the Junior College with one of the following purposes in mind: (1) To study for a chosen career, (2) to explore their own aptitudes and abilities in order to choose a career, or (3) to pursue a general cultural college course with emphasis in some chosen field. Each student is asked on registration to make known his purpose in attending the Junior College, and he is then assigned to an instructor in his chosen field, who becomes his adviser, and assists him in making up a course of study that will meet his individual requirements. This instructor continues as the student's friend and adviser throughout his Junior College attendance, keeping track of his progress and checking on his development and on his fulfillment of the requirements of his chosen occupation, or of higher institutions if he plans to continue. The student is encouraged to make his own choices with the pertinent facts laid before him by his adviser.

FEES, EXPENSES AND AIDS

GENERAL EXPENSES

Since there is no tuitional charge, even though textbooks and supplies are furnished by the individual students, the total of all required expenses other than living and transportation costs do not exceed fifty dollars (\$50.00) per year. A considerable saving below this can be accomplished through the purchase of used textbooks which may be obtained from the Students' Cooperative store on the campus.

TUITIONS, FEES AND FINES

No tuition fee is required.

Fees covering replacement or repair are charged for careless or unnecessary breakage and damage.

Fines are charged for failure to comply promptly with library and other campus regulations. Note: Students who are delinquent in their financial obligations to the school may not receive grades, reports, or other records of their work at the Junior College, unless such delinquencies have been removed to the satisfaction of the college authorities.

BOARD AND LODGING

Rooms with or without board may be obtained in private homes in San Mateo and Burlingame. There is an active Mothers' Club which, as one of its activities, maintains a small dormitory for men who wish to cut expenses by operating a cooperative kitchen. Membership in the dormitory is limited to those whose applications are approved by a Faculty Committee and who sign up to conform to the rules of the house. Rent for the semester is payable in advance. Application forms may be

When a prolonged absence is anticipated, a "Temporary Leave of Absence" should be filed in the Attendance Office and the fact should be made known to each instructor involved in order that arrangements can be made to make up the work missed and avoid the risk of loss of credit.

CONDUCT

Do what is right and when in doubt give most careful consideration to your action. The fair name of San Mateo Junior College is in the hands of its students. Personal honor and respect for the rights of others must be our standard.

Social or other functions using the name of the college are thereby identified as college functions and become subject to the same high standards of conduct and of supervision whether conducted on or off the campus.

The college authorities keep a complete calendar of all of the college events, social or otherwise. Approval of the committee on College Calendar must be obtained before such events may be scheduled or placed upon the calendar.

WITHDRAWALS FROM COLLEGE

Any student finding it necessary to withdraw from college may obtain Honorable Dismissal blanks from the Attendance Office, which when properly countersigned by the instructors in the courses involved and returned to the Attendance Office will constitute a record of Honorable Dismissal. Most employers and all higher schools require an applicant to have a record of Honorable Dismissal from school. See page 23 for regulations governing the marks to be issued in cases of withdrawal.

PROGRAM CHANGES

A program once entered by signing up for any given set of classes may not be changed in any way whatsoever unless written permission to do so is granted upon an "Official Study List—Revised" card, which must be obtained from the Attendance Office.

Changes of program which do not give evidence of definite purpose are regarded as indication of laxity on the part of the student and reflect upon his grades and personal record.

A student may drop a course at any time during the first nine weeks of the semester, regardless of his grade record in the class, and be entitled to a semester mark of "W" (See page 23). After the first nine weeks, a student may drop a course and receive a "W" only if he is passing in the subject; he may not receive a "W" if he is failing.

See page 23 for regulations concerning the marks issued following leaving or dropping a class.

UNITS AND PROGRAM MAKING

UNITS OF WORK AND CREDIT

"Units"

In this college, as in universities, a "unit of registration," commonly called a "unit," is one hour of the student's time at the college weekly, during one semester, or half-year, in lecture or in recitation, together with the time necessary in preparation therefor; or three hours in laboratory or in other exercises not requiring outside time for preparation.

A normal schedule of sixteen college units presupposes that the average student will devote approximately forty-eight hours per week to his college classes and to his preparation therefor.
Schedule Limitations*

Each regular student will normally enroll for not less than fifteen (15) nor more than eighteen (18) semester units. Permission to enroll for less than fifteen units is granted as a safeguard to health, and when it is evident that necessary outside employment makes it unlikely that the student can carry full-time work successfully. Permission for more than eighteen units is granted when specific curricula requirements make such action necessary, and when evidence as to the capacity of the student seems to justify the privilege being granted.

HOW TO MAKE OUT A PROGRAM

1. Decide what you are going to prepare for, after full discussion and consideration of your interests and qualifications with parents or friends who can help you, and one or more members of the faculty, one of whom will be assigned as your adviser.

If you can complete your training here, you and your adviser should make a tentative list of the subjects to be taken during each of the semesters you plan to be at San Mateo. Your adviser will keep a copy for future reference so that you can build your program with a definite goal each semester.

2. If to complete your training involves going on to another school after you finish at San Mateo:

- a. Check your high school record and see just what requirements must still be fulfilled before you completely satisfy the entrance requirements of the college of your choice;
- b. Check the prerequisites for the courses you must later take;
- c. Make a list of the subjects you must take at the Junior College for each of all the semesters you will be at San Mateo before you transfer, and make sure this list includes all the courses you will be required to have for junior standing.

ADVISERS ARE COUNSELORS AND FRIENDS

Since advisers are the individuals to whom requests for personal recommendations are referred, the student is urged to let him in on his whole program, including the entire scope of his activities, hopes and aspirations, as well as his program of studies. Practically all reliable enterprises now require personal recommendations as well as academic ratings. The officials of the school can assist many to be placed in schools and in business when they can give a full and complete account of the student's personal as well as academic qualifications.

GRADUATION REQUIREMENTS

The State Board of Education authorizes the San Mateo Junior College District Board of Education to confer the title of "Associate in Arts" upon any student who shall complete satisfactorily a two-year junior college curriculum of not less than 64 semester hours including the following:

*The University of California will not grant credit for more than sixteen (16) units of work for the first semester of work in the College of Letters and Science. As many as eighteen (18) units may be taken during subsequent semesters if the average grade for each immediately preceding semester is "B" or better. Students taking more than this rule permits will have excess units deducted by the higher institutions upon presentation of their transcripts of record.

1. **A major consisting of at least 20 semester hours in a specified field of study.** A field of study is understood to be not only a specific subject but also such other supporting subjects as may properly be used to round out the training in preparation for a major or for some particular occupation.
2. **Four semester hours in health and physical education.** The required courses are: Hygiene 1, 2 units (for men) or Hygiene 2, 2 units (for women), to be taken during the first or the second semester of attendance, and two hours of physical education each week throughout the period of Junior College attendance prior to graduation, unless legally exempted therefrom by the Director of Physical Education.
3. **Two semester hours in the Constitution of the United States, including a study of American Institutions and Ideals.** This requirement may be satisfied by successfully completing Political Science 21, 2 units; History 21a, 4 units, or History 21b, 4 units, may be substituted for Political Science 21. Political Science 21 is accepted in satisfaction of the required course, or examination, in American Institutions at the University of California.
4. **Such requirements in oral and written English as may be established by the governing board.** Completion of either the English A or the English 50 or 62 courses will be regarded as satisfying this requirement.

Note: Certain high school credits graded A or B may be accepted, on petition, as partial or complete fulfillment of certain departmental requirements as to subject matter, provided that the units earned in college shall not be less than sixty-four.

SCHOLARSHIP RECORDS

MARKS USED

Once a subject has been made a part of a student's program of attendance, his record for the subject will be reported to the Registrar by one of the following symbols:

A—Excellent.

B—Superior; above average.

C—Average.

D—Passing; below average.

D(—)—Barely passing; units so graded are recognized for credit for the junior college diploma but not for transfer to senior colleges or universities which regard such units as having been failed. A student may not progress in the junior college to more advanced study in a subject in which he has received a grade of D(—).

F—Failed; Repetition of the regular class work is necessary to establish a passing mark.

Aud—Auditor; no credit allowed.

Inc.—Incomplete; deficient in quantity though adequate in quality. Incompletes may be given in case of absence from required examinations or in case of circumstances which warrant granting the student additional time in which to complete the work of the course. A student reported "Inc" in any subject must remove the deficiency by the end of the next semester he is in attendance. If for any reason the assignments cannot be completed in the designated time, the student should arrange with his instructor and with the Registrar for an extension of time. Each

"incomplete" which is not removed by the end of the following semester will be recorded as "F" on all official transcripts of record unless an extension of time has been arranged.

NR—No record; indicates that the instructor does not have sufficient information to award a current grade; to be used only in cases of brief class membership.

Trans—Transferred to another section or class, as when classes are balanced in size or the student is transferred to a section more appropriate for his ability.

W—Withdrawn from school; withdrawn from class; awarded only on official notice from the Attendance Office.

"W" indicates official permission to drop a course, or that a permanent leave of absence from school has been signed and filed in the Attendance Office.

After the first nine weeks, the student must have a passing current grade in order to receive a semester mark of "W"; he may not receive a "W" if he is failing. (The right is reserved to the instructor to waive this regulation in special cases, if in his judgement circumstances warrant permitting the student to drop the course without a final grade of "F" in spite of a failing status.)

Each mid-term will be accompanied by a grade in parenthesis indicating the cumulative record to the date the student left the class. If the instructor does not have sufficient information to determine a grade, the mark "NR" in parenthesis will accompany the "W".

A "W" awarded as a final semester mark is not to be accompanied by a grade. The "W" indicates that the subject so marked has been cancelled from the student's study list and is therefore not to be graded.

GRADE POINTS (Quality Units)

Senior colleges and universities require of all candidates for admission, in addition to prescribed subjects and amount of credit, grade points equal to or greater in number than the total units undertaken—the original study list minus units marked "W" or "Aud".

By "units undertaken" is meant the total number of units which constitute the student's program after the ninth week of each semester.

Grade points are awarded as follows:

For each unit graded A, three (3) grade points.

For each unit graded B, two (2) grade points.

For each unit graded C, one (1) grade point.

For each unit graded D, no (0) grade points.

For each unit graded D (—), one negative grade point.

For each unit graded Inc., one negative grade point.

For each unit graded F, one negative grade point.

EXAMINATIONS

Final written examinations may be conducted in all courses. The official examination book must be used. Dates for the final examinations are set by the President so that students and instructors may plan their work.

SCHOLARSHIP REPORTS

It is felt by the San Mateo Junior College that students of junior college age should, in an increasing measure, be held accountable for their own scholarship. Report cards, warnings of deficient scholarship, and other such notices customarily issued to parents by high school offices are not sent out to parents by the San Mateo Junior College except in the most serious cases. The students themselves receive these reports and are expected to contact their advisers whenever their school work is not being satisfactorily accomplished. Report cards are issued at the close of each semester. Warnings are issued covering periods of six weeks, the students being notified the seventh and fourteenth

weeks of each semester. The Faculty is ever ready to help and advise any man or woman who wishes help and counsel.

TRANSFER OF CREDIT

No student should attempt to plan his course without consulting the bulletins of information issued by the various state colleges, universities and departments of universities. Every university, college or department has its own particular and specific requirements for entering regular third year work, and unless the student is most careful in his selection of subjects during the first year he will inevitably lose time, a feature which is entirely unnecessary if the student enters the Junior College with full university recommendations.

Registrars or deans of colleges and universities are always glad to furnish, upon request, circulars of information and other data concerning required subjects.

A student in good standing is entitled to an initial transcript of his record at any time. A fee of \$.50 is charged for each additional transcript. Such transcripts are ordinarily accepted by all junior colleges.

Senior institutions, however, demand not less than an average grade of "C" for all work attempted, and usually a "C" average during the last semester, as a prerequisite for admission, regardless of the subject matter completed—except in the case of the University of California, which also specifies the subject matter. (See pages 50 to 66.) Students whose grades are adequately strong are admitted to higher institutions (except the University of California) with the proviso that deficiencies in subject requirements shall be removed before becoming candidates for a degree.

If all lower division requirements have been met, students transferring to higher institutions may graduate from the university in two more years after leaving the Junior College, just as many students do who have attended the universities for the first two years.

The College of Letters and Science of the University of California requires that all students complete not less than 54 units of college work subsequent to the completion of the lower division requirements. A maximum of 70 units of advanced standing may be earned in a junior college.

Preparation to Enter State Colleges

A student expecting to obtain an A.B. degree from a State College may complete the first two years of his work in the Junior College, just as he may if planning to enter Stanford University or the University of California.

COMMENCEMENT EXERCISES

Commencement exercises are held once each year. At this time the title of "Associate in Arts" is received by those who have completed the requirements for graduation. Recognition is given of scholarships earned and of those qualifying for scholastic honors. This latter group constitutes about 10 per cent of the class. Faculty and students participate in full academic dress.

SCHOLARSHIPS AND LOAN FUNDS

There are several small scholarships awarded each year and limited funds are available either as loans or donations. Students may earn a part of their expenses through the NYA program if they qualify for this type of college aid.

Inquiry concerning scholarships, the NYA program and loan funds should be made of the Dean of Women and the Dean of Men.

THE ASSOCIATED STUDENTS

ASSOCIATED STUDENTS

HANDBOOK OF INFORMATION

CONTAINING:

Student Officers

**A Message from the
College President**

Student Organizations

Constitution

By-Laws

COLLEGE PRESIDENT'S MESSAGE

The history of the San Mateo Junior College since its first session in 1912 is one of the successful cooperation of students, faculty and citizens toward the attainment of an ideal of higher education and community service.

These ideals and accomplishments are embodied in the motto: "Education, Leadership and Service" which was adopted by the faculty and students of the college in 1925. It is the hope that this motto will be a constant reminder to all who are associated with the college.

May we all strive to live up to our part in the motto and in the words of the college motto: "Education, Leadership and Service".

WILLIAM S. MORRIS, President

THE ASSOCIATED STUDENTS

THE EXECUTIVE COUNCIL

FALL, 1938

Willie Silva, President
 Bradford Evans, Vice President
 Jean Shepherd, Secretary
 Betty Lou Simpson, Treasurer
 Bill Metz, Athletic Manager
 Head Yell Leader, (to be elected)
 Eleanor Ross, High Soph. Representative

Rudy Pribuss, Low Soph. Representative
 Nadine Hallahan, High Frosh Representative
 Audrey Steele, President, Associated Women Students
 Carol Hughes, President, Women's Athletic Assn.
 Men's Club President, (to be elected)
 Low Frosh Representative, (to be elected)
 R. K. Abercrombie, Financial Adviser
 Miss Winifred Stetson, Executive Secretary

COLLEGE PRESIDENT'S MESSAGE

The history of the San Mateo Junior College since it first started in a private residence in 1922 is one of the successful co-operation of students, teachers and citizens toward the establishment of an institution of worthy ideals and accomplishments.

These ideals and accomplishments are expressed in standards of scholarship, technical skill and sportsmanship which when welded together by the capable leadership of the faculty and tempered by genuine friendship in life in the college make for more capable and dependable men and women.

May we as San Mateans each do our part to the end that the building of men and women of real worth be recognized as the accomplished goal of the San Mateo Junior College.

CHARLES S. MORRIS, President.

STUDENT BODY POLICY

"A Student Body Card is the 'Open Sesame' to College Life".

Only Student Body card holders shall participate in Campus activities. The owner of a card shall be admitted without further charge to all Junior College Athletic Events on home grounds; Dances, including the Sophomore Formal; Dramatic performances. In addition a student shall receive the school paper without charge; a reduced rate on the school annual—at least one-third off the regular price; and all women student body card owners shall be admitted to the A.W.S. Tea without further charge, and all men student body card owners to the Men's Smoker without further charge.

Admission prices for all non-student body card owners shall be as follows:

Regular Dances, Plays and Athletic Events, 40c each.

A.W.S. Tea, Men's Smoker, 25c each.

Noon Dances, 10c each.

Sophomore Formal, \$1.00 each, plus tax.

Student Body Cards are not transferrable. Any card which is used by a person other than the owner shall be confiscated at the time of the offense or upon the order of the Executive Council.

No club, organization, or team which does not have 100% student body membership shall be permitted to use the name of the San Mateo Junior College to participate in inter-school activities as a representative of the San Mateo Junior College, to use equipment or facilities owned by the Associated Students, nor shall they be granted money from the Student Body funds.

The Budget, as approved by the Executive Council, shall not be expanded by transfer of funds from Student Body General or any other unexpended budget, even if it is necessary to discontinue the activities for the remainder of the season, unless such alteration is authorized by vote of the Student Association.

STUDENT ORGANIZATIONS

Every student, to get the most out of his college life, should be a member of the Associated Students and an active member in some one or more of the organizations here listed. These groups need you, and you need the good which active participation in their work and play will bring to you.

Architecture Club. An organization of architecture students and others interested in small house construction and design. Talks are given by architects and builders and trips are taken to local points of interest.

Art Club. This organization exists primarily for the purpose of fostering congenial contacts among students in the Art Department, although membership may include anyone registered in the Junior College who is interested in Art. The Art Club sponsors programs including an annual costume ball, picnics, trips to Bay Region galleries, and luncheons to which outstanding guest speakers are invited; The Art Club also promotes participation in community affairs and art exhibitions.

Associated Women Students. All women students who are members of the Associated Student Body are members of this organization. Each semester the A. W. S. gives a tea for the new women students to further friendship between the "new" and "old" students.

Band. The band is open to all students who have the ability to play some musical instrument. Participation at school rallies, programs, and athletic contests, alternated with several hours a week of practice, make up the functions of this organization.

Camera Club. This organization is composed of students who are interested in photography. Their main function is to keep a photographic record of the highlights of the activities of the College.

Chemistry Club. This organization is made up of all students interested in the physical sciences, who meet for the purpose of bettering their knowledge of same and furthering interest of others in the scientific field.

De Molay Club. It was organized to bring together students who are members of the Order of De Molay. This club is purely social and is not an organized chapter.

Engineers' Club. This club was organized in 1928 with a membership of fifty—the total membership is now over 100. The purpose of this club is to sponsor friendship between the engineering students of the college, and to make contacts with the members of the engineering profession.

Filipino Student Association. This club is organized for Filipino students in San Mateo to promote a better feeling of fellowship among them.

Forum Club. This is the organization of those interested in debating. San Mateo Forum Club was the founder of the California Coast Debate League, which now embraces five colleges on the Pacific Coast.

French Club. The club is composed of all students taking French or interested in the French language. It holds regular meetings and luncheons with all entertainment given in French.

Glee Club. As the name signifies, this is the College Musical Association made up of students taking courses in singing as a part of their regular program. Each year the club participates in the Spring Music Festival with other junior colleges of Northern California.

Hiking Club. This club is open to all members interested in hiking as an activity. The group has an active calendar of all-day hikes and special over-night hikes to various points of interest in the Bay Area.

International Relations Club. Organized to foster free discussion of various topics of current interest and of international nature, the membership in the club is open to all students who show an interest in the club's activities.

Men's Club. This organization is the only one in the student body that is composed of all men students in the college. The President of this club is a voting member of the Executive Council. A semi-annual "smoker" is held each semester.

Pan-American Club. The main purpose of this club is to acquaint its members with Latin-American peoples, customs, and ideals. Weekly meetings are held with well-known speakers. Any student interested in the country to the south of us is invited to join.

Players' Club. This club is made up of those students who have had experience in dramatics in college. Technicians as well as actors are admitted to this organization which presents several plays each year.

Pre-Legal Club. The club is made up of future lawyers who wish to further their education by journeying to the various courts in San Francisco and by inviting guest speakers to aid them in getting an insight into the profession.

Pre-Medical, Pre-Dental Club. Membership in this organization is open to all students majoring in the pre-medical and pre-dental sciences, and to all other students interested. The purpose of the club is to disseminate intelligent information to the members regarding their profession and pre-professional work.

Press Club. This is an organization of budding young news writers enrolled in journalism courses or holding staff positions on the "San Matean." Luncheons, with speakers of note are held.

Quill Club. This group publishes "The Lit." This publication provides an outlet for the literary talent in the college. Regular meetings with guest speakers are held to discuss authors and books.

Radio Club. The main pre-requisite for entrance into this club is an amateur radio operator's license issued by the United States Government. The club has a well-equipped short-wave outfit in the "shack" atop the roof of the main building of the College. The members have communicated with all six continents.

Rainbow Club. All girls who are members of the Order of Rainbow for girls are eligible. This club holds jurisdiction over all Rainbow girls attending San Mateo.

S. M. J. C. Honor Society. This is a chapter of the California Junior College Honor Society. Students automatically become members on the attainment of thirty-two honor points, in not less than twelve units of registered work.

Varsity "S" Society. The society consists of all men who are holders of the block letter. These men students have charge of disciplining the incoming Frosh. They hold regular meetings.

Women's Athletic Association. This organization is composed of women students interested in sports. In addition to athletics the W. A. A. also carries on an extensive social program and a banquet is held at the end of each semester.

School Colors: Royal Blue and White.

SONGS

HAIL SAN MATEO

1

Hail—San Mateo
Steadfast and true
Our Alma Mater
We will fight for you;
Our Junior College
Colors Blue and White
We'll bring you victories
Emblems of our might.

2

Hail—San Mateo
Code of honor bright
Our Junior College
Leads in truth and right
San Mateo's banner
Long shall wave on high
Blue and White the colors
Blended with the sky.

SONS OF SAN MATEO

Sons of San Mateo,
Fight for the Bulldog fame;
Sweep down the field and never yield;
We're sure to win the game. Rah—rah—rah.

Conquer for San Mateo,
Break through that line or die;
Fight for the might of the Blue and White,
Touchdown and victory. Rah—rah.

CONSTITUTION
of the
ASSOCIATED STUDENTS
of the
SAN MATEO JUNIOR COLLEGE
San Mateo, California

ARTICLE I.

Name and Membership

Section 1. The name of this organization shall be "The Associated Students of San Mateo Junior College."

Section 2. All registered students of the San Mateo Junior College, upon payment of the required dues, shall become members of the organization.

ARTICLE II.

Officers and Duties.

Section 1. The officers of this organization shall be: President, Vice-President, Secretary, Treasurer, Athletic Manager and Head Yell Leader.

Section 2. Any member of the organization who is eligible to participate in its activities may hold any of the above offices, providing:

(a) He has attended the college for two semesters, or has attended one semester at another college and the one immediately preceding his taking office at this institution, with the exception of the Head Yell Leader, who may be a member of any class.

Section 3. All officers of the Associated Students shall serve for a term of one semester, with the exception of the Athletic Manager, who shall be elected for one academic year.

Section 4. All nominations for offices shall be held the third week in November and the fourth week in April. The names of candidates must be posted five days before the election.

Section 5. Elections for officers of the Associated Students shall be held not later than two weeks before the end of the semester.

Section 6. The President of the Associated Students of the San Mateo Junior College shall:

- (a) Preside over all meetings of this organization.
- (b) Call a meeting of this organization upon receipt of a petition signed by two-thirds of the Executive Council.
- (c) Be chairman of the Executive Council.
- (d) Be ex-officio member of all appointed committees and the Board of Control.
- (e) Perform such other necessary duties approved by the Executive Council.
- (f) Carry out the provisions of the constitution.
- (g) Perform such other duties as may be specified for the President in Roberts' Rules of Order.
- (h) Call a class meeting of the low Freshman class within the first two weeks of each semester for the purpose of holding elections and giving instructions to new students.
- (i) Review the minutes of the Executive Council of the previous semester with the Secretary, in order to bring to light any suggestions made by the previous Council.

Section 7. The Vice-President of the Associated Students of the San Mateo Junior College shall:

- (a) Be a member of the Executive Council.
- (b) Assume the duties of the President during his absence and succeed to that office upon the resignation or disqualification of the President.

Section 8. The Secretary of the Associated Students of the San Mateo Junior College shall:

- (a) Record the minutes of the meetings of this organization.
- (b) Be the secretary of the Executive Council.
- (c) Keep a record of all proceedings and measures passed by the Council.

Section 9. The Treasurer of the Associated Students of San Mateo Junior College shall:

- (a) Have charge of and account for all funds of this organization.
- (b) Collect all dues authorized by the Associated Students.
- (c) Receive and disburse funds only upon the authorization of the Executive Council.
- (d) Be a member of the Executive Council.
- (e) Keep a written record of all receipts and disbursements of this organization.
- (f) Prepare a budget for submission to the Executive Council.
- (g) Appoint such assistants as may be necessary.

Section 10. The Athletic Manager of the Associated Students of the San Mateo Junior College shall:

- (a) Be a member of the Executive Council.
- (b) Arrange for all athletic contests, subject to the advice and approval of the Executive Council.
- (c) Incur or contract only such expenses as are authorized by the Executive Council.
- (d) Appoint such assistants as may be necessary.

ARTICLE III.

Councils and Boards.

Section 1. The Executive Council shall act as an executive, judicial, and legislative body and shall consist of the following members of the Student Body: President, Vice-President, Secretary, Treasurer, Athletic Manager, Yell Leader, President of the Associated Women Students, President of the Women's Athletic Association, President of the Men's Club, and a member elected from each of the several classes: namely, Low Freshman, High Freshman, Low Sophomore and High Sophomore.

(a) The Executive Council of the Associated Students of the San Mateo Junior College shall:

- (1) Hold regular meetings throughout the college year, Special meetings to be called at any time by the President. Minutes must be posted in a conspicuous place before the next regular meeting.
- (2) Examine reports of all officers, agents, and committees of this organization.
- (3) Require all officers to comply with the provisions of the constitution and by-laws.
- (4) Make temporary appointments to fill vacancies before elections.
- (5) Exercise complete control over all property of this organization.
- (6) Appoint, upon the advice of the President, all standing and special committees.
- (7) Grant all athletic awards and other insignia within its power under the rules as set forth in the by-laws.

(8) Eight members of this council shall constitute a quorum, and six votes or a majority shall be necessary to carry an issue.

(9) Decide the method of distinction between Sophomore and Freshman classes.

(10) Exercise supervisory power over all publications of the organization.

(11) Exercise supervision over all expenditures from the Student Fund.

(12) Institute and empower the President to carry out any measure for the welfare of the organization which is not expressly reserved to some other officer by this constitution.

Section 2. There shall be a Women's Athletic Board, consisting of: Women's Athletic Coach, Women's Athletic President, and Student President of the Associated Women.

Section 4. The Board of Control shall consist of five members in good standing.

(a) A new Board of Control shall be appointed by the President at the first meeting of each term, the committee to elect its own chairman.

(1) The personnel of this board shall consist of one member from the Low Freshman class, one from the High Freshman class, one from the Low Sophomore class, and one from the High Sophomore class, plus one member at large.

(2) The chairman shall call the board together at least every two weeks during the college year.

(3) A written record shall be kept and preserved of all proceedings of this board.

(b) All action of this board shall be subject to the appeal of the Student Body President and Dean.

(c) Each member of this board shall have one vote on all questions within its jurisdiction. A majority vote of the board shall rule in all matters within its jurisdiction.

ARTICLE IV.

Standing Committees

Section 1. There shall be a Social Committee Chairman appointed by the President at the first meeting of each term, to hold office for one semester, the chairman to appoint his own committee of seven members. This committee shall plan and supervise all social events of the Associated Students of San Mateo Junior College.

Section 2. There shall be a joint assembly committee of six members (three student body members and three faculty members). The student body members shall be appointed by the Executive Council, and the faculty members by the Dean, one of the faculty members to act as chairman. The duty of this joint committee shall be to plan and administer the program of assemblies. The Dean shall be an ex-officio member of this committee.

ARTICLE V.

Managers and Special Officers.

Section 1. The Editor of the San Matean shall be appointed by the President with the consent of the Journalism Department and the Executive Council. The duties of this office shall be to edit the college paper, known as The San Matean.

Section 2. The Editor of the Campus shall be appointed by the President with the consent of the English Department, Campus Faculty Adviser,

(8) Eight members of this council shall constitute a quorum, and six votes or a majority shall be necessary to carry an issue.

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and the Executive Council. The duties of this office shall be the publication of the annual book.

(a) The Business Manager of the Campus shall be appointed by the President.

Section 3. The Dramatics Manager shall be appointed by the President with the consent of the Dramatics Department.

Section 4. The Forensic Manager shall be appointed by the President upon the advice of the Forensic coach.

ARTICLE VI.

Elections and Nominations.

Section 1. No candidate for office shall serve as an official at any election. There shall be an election committee of seven members appointed by the President and approved by the Executive Council, whose duty shall be to serve at elections and count votes.

Section 2. Candidates for office shall be nominated by a nominating committee to be composed of the members of the Executive Council and one member from each class—low and high Freshman and low and high Sophomore, respectively—to hold the special position of nominating representative. Thirteen votes out of seventeen will be necessary to place a name on the official ballot. There must be at least two names on each ballot for a definite office. The officers nominated by this committee shall be: President, Vice-President, Secretary, Treasurer, Athletic Manager, and three class representatives. The Yell Leader, Low Freshman Representative, President of the Associated Women Students, President of the Women's Athletic Association, and President of the Men's Club shall be nominated and elected by their definite organizations.

(a) If the general student body does not agree with the selection of the nominating committee, individuals may become candidates by circulating a petition which:

(1) Shall be signed by the Student Association cardholders to a number of not less than fifteen per cent of the total paid membership of the Associated Students.

(2) Students may sign only one nominating petition for a single office. Any name appearing upon more than one petition for a single office shall be stricken from all petitions upon which it appears.

(b) Candidates to be eligible for nomination must have a scholarship average for the semester not lower than ten units of "C" average.

(c) The Executive Council shall certify the scholarship eligibility of the candidate upon a statement from the Registrar of the college.

(d) All petitions, completely signed, must be filed with the Secretary of the Executive Council one week before the date fixed for the election.

(e) In case the Executive Council shall find any signatures on any petitions illegal, the Council shall immediately notify the candidate or candidates concerned, and he or they shall be allowed to obtain new signatures in replacement. Such replacement signatures shall be submitted within twenty-four hours of the notification from the Council. Only for such reason shall signatures be received after the time provided. No petitions shall be received by the Secretary after the time provided.

Section 3. No person shall be elected to an office unless he shall have received a majority of the votes cast. In case no majority is received, the two highest candidates for each office shall again stand for election, a majority of the votes cast deciding.

ARTICLE VII.**Student Clubs and Organizations.**

Section 1. All clubs and organizations formed by students in the San Mateo Junior College and using either college material, name, or funds, shall come under the supervision of the Executive Council and shall be considered student body organizations.

Membership in such clubs or organizations is dependent upon membership in the Student Body.

Section 2. Students shall obtain approval of new organizations from the Executive Council and the Dean by petition to the Executive Council, including the constitution of the club.

Section 3. Any club or organization may cause its members to pay any dues or assessments, subject to the approval of the Executive Council, such funds to be collected and credited to the account of the organization or club by which they are collected and withdrawn with the permission of the faculty sponsor and club or class officers.

ARTICLE VIII.**Apportionment of Funds.**

Section 1. All moneys received by any Student Body organization from performances or other undertakings shall be paid immediately into the treasury of the Associated Students and credited to the account of that organization.

Section 2. All clubs and other organizations shall, at the end of each semester, submit to the Executive Council a proposed budget for the semester next succeeding, provided:

(a) This proposed budget shall be in the possession of the Executive Council and placed before it not later than the regular meeting of the Council preceding the final meeting for the term.

(b) The Executive Council shall assemble the proposed budgets from all organizations and from them arrange a preliminary draft of the budget of student body expenses for the following semester.

Section 3. The Executive Council shall, at the first regular meeting of the semester, discuss and hear protests upon the proposed budget of student body expenses which shall have been submitted to it by the preceding Council, provided:

(a) The Executive Council, shall adopt the budget of student body expenses in final form not later than the date of the second regular meeting after the opening of the semester.

(b) Expenditures for urgent purposes normally arising before the final adoption of the budget may be authorized immediately upon a two-thirds vote of the Executive Council.

ARTICLE IX.**Amendment.**

Section 1. This constitution may be amended by a majority vote of the whole membership of the organization and of the Executive Council, or by a two-thirds (2-3) vote of the whole membership of this organization, providing the proposed amendment shall have been presented to at least one meeting before action is to be taken.

(a) Whether the ballot shall be oral or written is subject to the will of the Executive Council.

BY-LAWS.

Section 1. The dues of this organization shall be determined each year by the Executive Council.

Section 2. Alumnus cards shall be issued to former students in good standing upon application to the Treasurer, the cost per card to be determined each year by the Executive Council.

Section 3. A third of the members of this organization shall constitute a quorum.

Section 4. This organization shall hold at least five meetings a semester.

Section 5. By-laws of this constitution may be made or amended at a regular meeting of the student body at which at least fifty (50) per cent of the cardholders are present by a two-thirds (2-3) majority.

Section 6. A petition of one-third of the members of the student body, presented to the President, shall act as an injunction to any action taken by the Executive Council until the next regular meeting of the Associated Students of this college.

Section 7. The actual employment of the personnel shall be done by the Business Manager.

Section 8. No member of the Executive Council is eligible for gainful employment at any student activity, game, benefit or dance; nor shall any member profit in any way from student funds, whether such funds be of the Treasury of the Associated Students or from subsidiary organizations.

Section 9. Neither candidates nor their supporters shall place posters, election cards, handbills, or other publicity matter regarding any candidate or candidates for any office of San Mateo Junior College on or about the campus during the period preceding elections or at any other time. Violation of this by-law will cause the withdrawal of the candidate or candidates' name or names from the ballot.

Section 10. The permanent Varsity "S" charm shall be a royal blue "S" of enamel upon a background of black enamel of the type used in 1927, 1928 and 1929, and according to the model on file in the Associated Students' files. The privilege of purchasing Varsity "S" Charms shall be granted those who have received the Varsity "S" letter.

Section 11. The Executive Council shall have the sole power as to the alteration of design of any Student Body Cards.

Section 12. Refunds to student body cardholders, upon their withdrawal from school, shall be granted by the Executive Council, 10 per cent per week being deducted from the original price of the card, and no refunds after the first mid-term.

Section 13.—Any Executive Council member who absents himself from any council meeting, special or regular, shall be fined 25 cents for each absence. Three absences deemed inexcusable by the Executive Council will cause the member to be dropped from the Council.

Section 14. RULES FOR ATHLETIC AWARDS AS REVISED AND ADOPTED AS PART OF THE BY-LAWS OF THE CONSTITUTION.

I. The Associated Students of the San Mateo Junior College recognize and sponsor two kinds of intercollegiate competition; namely, those sports in which there is competition within the Northern California Junior College Conference and those sports which have not been recognized by the Conference.

II. In the first class, awards may be given for football, basketball, baseball, track, tennis, and soccer. In the second class, awards may be

given in crew, cross-country track, golf, boxing and wrestling, and such other sports as may be recognized and sponsored by the Associated Students. The distinction is between conference and non-conference sports.

III. The right to wear the Varsity "S" shall be awarded on the following conditions:

(a) Football.

1. Participation in one-third (1-3) of the total playing time of the Conference games, or
2. Participation in the playoff of the championship of the Conference.
3. The coach may recommend to the Executive Council not more than two men who have not met the above conditions due to injury in competition in this sport.

(b) Basketball.

1. Participation in one-third (1-3) of the total playing time of the Conference games, or
2. Participation in one or more of the games in the final series of the Conference Championship.
3. The coach may recommend not more than two who have not met the above conditions due to injury in competition in this sport.

(c) Baseball

1. For all except pitchers and catchers, participation in one-third (1-3) of the total number of innings in the Conference games, or
2. Participation in the final series for the Conference Championship.
3. The coach may recommend not more than two who have not met the above conditions due to injury in competition in this sport.
4. The Executive Council will be guided by the coach's recommendations in the case of pitchers and catchers.

(d) Track.

1. The winning of a first place in a dual or triangular meet between conference members or the winning of a point or fraction thereof in the annual Conference Track and Field Meet.
2. Members of relay teams must win two dual conference meets to receive their awards.
3. The track coach may recommend to the Executive Council not more than two men who have not met the conditions due to injury in competition in this sport.

(e) Tennis.

1. To the members of a team of not more than six men who have competed against five or more different Conference teams and who have won at least one-half of their team matches, or
2. The winning of a place in either singles or doubles in the annual tennis tournament of the Northern California Junior College Conference.
3. The coach may recommend to the Executive Council not more than two men who have not met the above conditions due to injury in competition in tennis.

(f) Soccer.

1. For participation in one-third of the total playing time of the Conference games, or
2. Participation in the playoff of the championship of the Conference.
3. The coach may recommend not more than two men who have not met the above conditions due to injury in competition in this sport.

IV. The right to wear the Circle "S" shall be awarded on the following conditions:

(a) **Cross Country.**

1. Men must place in one-half of the total races or meets. The coach may recommend two men and a manager.

(b) **Boxing and wrestling.**

1. The team must win one-half of the total team matches. Each man must compete in at least one-half of the team's season matches. The coach can recommend a manager for both sports and also two men for each sport.

(c) **Crew.**

1. Crew must win at least one-half of the total league races. Individuals must row in one-half of the league races to win a letter. The coach can recommend two substitutes and a coxswain (manager).

(d) **Golf.**

1. Awards will be granted on the provision that the individual has consistently turned out for practice to the Coach's satisfaction and has participated in the championship matches for the Northern California Junior College Conference.

V. As other sports are recognized and sponsored by the students of the San Mateo Junior College, the rules for awards shall be drawn on principles comparable to the above.

VI. **Gold emblems.**

(a) Gold footballs, gold basketballs, gold baseballs, gold winged foot and a suitable emblem in tennis shall be awarded for the winning of the Northern California Junior College Conference Championship, provided adequate funds are available.

(b) Gold emblems may be awarded to non-conference teams winning the championship within their league, provided adequate funds are available.

VII. **Sweater awards.**

(a) Sweaters may be awarded to the men who have won the Varsity "S" twice in the same sport or who have won three letters in different sports.

(b) A player shall be eligible but for one sweater.

(c) Such awards shall be made provided always that, in the estimation of the Executive Council, the expenditure is within the annual budget.

VIII. **The Manager "S."**

(a) The sport managers of teams winning letters shall receive an award known as the Manager "S," provided that all equipment has been turned in and accounted for to the Business Manager.

(b) The Athletic Manager of the Associated Students shall receive, at the end of the year, the same emblem, provided all sport managers have made satisfactory reports to the Business Manager.

(c) In every case awards for the Manager "S" shall be subject to the approval of the Executive Council.

IX. The Secretary of the Associated Students shall keep in the official files samples of all letter awards.

In the case of unbecoming conduct on the part of individual candidates or of teams the Executive Council shall have the power to suspend any and all provisions in the rules governing the awards.

ADULT CENTER

"EDUCATION IS LIFE."

John Dewey, dean of American educational philosophers, sums up the meaning of education with the definition, "Education is life."

With the thought in mind that, if Education is life, then education is an ever-continuing, never-ending process to the man and woman who wishes to become or remain mentally and morally, as well as physically alive, the San Mateo Junior College offers its contribution to the needs of one of the essential parts of any college—the adults of the community.

In the first year of the inception of the Adult Center, 1936-37, nearly 2,000 adults from Palo Alto to San Francisco participated in the Adult Center program. This number included doctors, business men and women, housewives, tradesmen, clerks, lawyers, teachers, college instructors, other university graduates, and those qualifying for American citizenship papers. In the second year a somewhat larger group achieved a record total attendance of over 104,000 hours, nearly double that of the previous year.

What are the fields of interest of the "living," dependent adult? We may roughly classify them as follows:

1. **Vocation:** Both "learning" and for purpose expansion.
2. **Recreation:** Both physical and mental.
3. **Expression:** In various media.
4. **Health:** Both mental and physical.
5. **Social Understanding:** Required by changing society.
6. **Creation:** Age-old desire of man.

The San Mateo Junior College Adult Center attempts to meet these adult needs on an adult plane of thought by securing the best available talent on the staff of the general college, and, when necessary, from the universities or from the field of experience.

The Adult Center is not just a part of the college; it must be, to live and satisfy the desires of the community, a part and parcel of the community in every respect. Such is the spirit with which the Adult Center program is presented—not as a proscribed line of artificial requirements but as a sincere attempt to meet requirements and demands of the community as a part of the college.

General Information

Units of the Adult Center program utilize facilities of the Junior College primarily, and also portions of the plants at San Mateo and Burlingame high schools, as well as other facilities of the community and the county. Registration for one course automatically entitles the adult to participation in any other adult offering that is not over-enrolled, regardless of where this offering may be held.

There is no class tuition fee of any sort charged for any part of the Adult Center program. Those registering in the Fall Quarter, however, pay a nominal registration fee of \$2. The fee registers the individual for the full school year to June, 1939, with no other charge. Those who register in the Winter Quarter pay a similar fee of \$1.50, which fee registers them for the remaining two quarters. Registrants in the Spring Quarter pay a fee of \$1.00 for that quarter. Payment of the single registration fee permits enrollment in as many courses as desired, wherever offered,

with no additional charge. In cases of unemployed individuals, the Adult office will waive the registration fee. Every registrant receives weekly, by mail, a copy of "The Night Letter," containing news and highlights of the program of the week.

A characteristic of an adult program is that there are no personal comparisons, no examinations, no marks, and no "credits." Such a program is desired by most of those who seek self-development in an adult center of activity. There are some, however, to whom this does not apply for various reasons. It is therefore possible, for those who wish to, to secure college credit in certain courses upon personal application to, and approval by, the Director of the Adult Center and the President of the general college. In a few cases, it may be possible for individuals who lack certain high school credits to make remedial arrangements by consulting the Adult Center office.

The personnel of the Adult Center office, the instructors and leaders of the staff are willingly available for discussion of any feature of the adult program at any time.

Securing Additional Courses

In order to provide flexible adjustment to current needs of individuals, groups, and organizations of the community, provision has been made for the development of a limited number of courses within the Junior College District upon request by a sufficient number of individuals of the district who wish to take any particular course.

Any interested in securing additions to the program of courses outlined in the following pages may secure special request blanks at the college or the public libraries in San Mateo and Burlingame. More detailed requests by groups or organizations may be made by communicating with the Director of the Adult Center or the President of the Junior College. The college is prepared to establish extension classes in other parts of the County upon request and evidence of sufficient interest.

The Adult Center is anxious to secure the best talent available in education, industry, or the professions to meet any reasonable request or demonstrated need of the community and welcomes any suggestions along such lines.

ADULT CENTER CALENDAR, 1938-39

Sept. 14 and 15—Registration Days. Fall Quarter. 7:00 p. m. to 10:00 p.m.

Sept. 19—Evening registration.

Nov. 11—Armistice Day Holiday.

Nov. 23, 24, 25—Thanksgiving Holiday.

Dec. 9—End of Fall Quarter.

Jan. 9—Registration for New Registrants only. Winter Quarter.

Mar. 31—End of Winter Quarter.

April 17—Registration for New Registrants only. Spring Quarter.

May 30—Memorial Day Holiday.

May 26—Close of Spring Quarter.

INSTRUCTORS

In addition to members of the staff of the general college, the following are special instructors and lecturers in the Adult Center. To these may be added other specialists from time to time as community needs warrant.

ALTIERI, NANCY, Mrs., English for Foreigners

Nebraska State Teachers' Certificate; College of Saint Mary, 1932; English for Foreigners, San Mateo Junior College, Adult Center, 1933-34; San Mateo Junior College, 1937-39.

ANDERSON, RONALD, The Orient

B. A. Stanford University, 1929; M. A. Stanford, 1938. One year at Aoyama Gakuin College, Tokio, Japan; 5 years in Government higher schools in Kanabawa and Sukuoka, Japan; graduate assistant in history at Stanford University, 1936-37; Master at Menlo Junior College, 1937-38, Sequoia High School, 1938; San Mateo Junior College Adult Center, 1938-39.

BACIGALUPI, FRANCES, Italian

A. B. University of California, 1936; Graduate study, 1936-37; San Francisco Public Schools, 1936-37; Guglielmo di Paca Italian School, San Mateo, 1936-37; San Mateo Junior College Adult Center, 1936-39.

BOULWARE, STELLA, Pictorial Photography, Drawing

A. B. Stanford University, 1906; California School of Fine Arts; Rionido Art School; Academy of Advertising Art, Art Center, Los Angeles, and private instruction under Louis Rogers; Drawing, Mountain View High School, 1906-08; Monterey High School, 1908-10; Lick-Wilmerding High School and Junior College, 1910-33; Palo Alto Adult School, 1933-36; San Mateo Adult Center, 1936-37; Member, Exhibitor, and Committee Chairman, California Camera Club, San Francisco, 1916-1930; Charter Member Palo Alto Camera Club; San Mateo Junior College Adult Center, 1937-39.

BRAUNS, ROBERT A., Play Production and Little Theatre Workshop Director

A. B. Stanford University, 1933; Graduate Study, Summer, 1937; Instructor and Director in Shakespearean Drama, Stanford University, Summer, 1936; Director, Peninsula Little Theatre, Inc., San Mateo, 1936-37; Director of Drama, San Mateo Junior College Adult Center, 1936-39.

BUTLER, ADRIENNE, Physical Education

A. B. San Francisco College for Women, 1933; Graduate work in physical education, Stanford University, 1935-36; Assistant Librarian S. F. Public Library, 1930-34; Redwood City Evening School, 1937; Burlingame High School, 1937-38; San Mateo Junior College Adult Center, 1938-39.

COLLOPY, LUCY MARIN, French Culture

A. B. University of California, M. A. University of California, 1934; San Mateo Union High School, 1921-37; San Mateo Junior College, 1922-24; San Mateo Evening High School, 1924-30; San Mateo Junior College Adult Center, 1938-39.

DANIELSON, ALICE WOOD, Dress Design, Millinery Design

A. B. Santa Barbara State College, 1926; University of California, Fall, 1926, Summer, 1927 and 1928; Burlingame Adult School, 1929-31; San Mateo Junior College Adult Center, 1937-39.

DEANE, SUMNER, English Composition

A. B. Columbia, 1899; Graduate work in University of California, 1918-20; Manager of Boston office for Century Publishing Company for four years; Potter School in San Francisco, 1917-26; Burlingame High School, 1927-38; San Mateo Junior College Adult Center, 1937-39.

DERHAM, JOHN K., Real Estate, Law

L. L. B. Golden Gate College, San Francisco, 1935; admitted to practice, 1936; Past ten years in Real Estate Loan Department of San Francisco Bank; San Mateo Junior College Adult Center, 1938-39.

DUNN, HUBERT A., Orchestra

Special Student, Daniel de Lange, founder-director, Amsterdam Conservatory of Music; Music Department of Pomona College; ten years with San Francisco Symphony Orchestra; San Mateo Union High School Music Department, 1926-38; San Mateo Junior College Adult Center, 1937-39.

GLEDITZSCH, ARTHUR B., Public Speaking and English

A. B. Washington University, St. Louis, Mo.; Graduate Study, University of Washington, University of Southern California, and University of California at Los Angeles; Graduate study, Stanford University, 1937-38; Coulee City High School, Washington, 1913-1917; Seattle Y. M. C. A. 1919-1926; Polytechnic High School, Long Beach, 1926-1937; San Mateo Junior College Adult Center, 1937-39.

HALL, LUCY, Latin American Culture

A. B. Stanford University, 1917; M. A. Stanford, 1918; Sorbonne, Paris, 1927; Centro de Estudios Historicas, Madrid, 1926; Graduate work at Stanford, 1924; Burlingame High School, 1929-30, 1932-33; San Mateo Junior College, 1930-32; San Mateo Union High School, 1933-38; San Mateo Junior College Adult Center, 1938-39.

HENRIOLLE, HENRY J., First Aid and Rescue

Completed First-Aid Courses given by The American Red Cross; Supervised First-Aid and Rescue Work in the San Mateo Fire Department for past three years; at San Mateo Junior College Adult Center, 1937-38.

KENNEDY, AUDLEY ROBERT, Accountancy

A. B., M. A., Southwestern University, 1914; Ed. D., Stanford University, 1936; Graduate study, University of California, Spring semester, 1931; Instructor Canyon (Texas) High School, 1914-15; Ennis (Texas) High School, 1915-17; U. S. Army, 1918; Civilian auditor Army in France and Belgium, 1918-22; Bookkeeper, Hanover National Bank, New York, 1922-24; Traveler and Branch Manager, Thos. A. Edison, Inc., Orange, New Jersey, and Chicago, Ill., 1924-27; Auditor and Salesman other commercial firms, 1928; Instructor San Jose High School since 1928; San Mateo Junior College Adult Center, 1937-39.

KOERNER, EDITH A., (Mrs.) Art, Clothing

B. S. Home Economics, University of Washington, 1933; Graduate work University of California and Stanford; Teaching experience in high schools and private adult work; also commercial selling experience; San Mateo Junior College Adult Center, 1938-39.

LANCASTER, LEE, Physical Recreation

San Jose State College, 1916; Summer Study, University of California; Supervisor Physical Education, Santa Cruz, 1919-21; Turlock High School, 1921-25; Burlingame High School since 1925; San Mateo Junior College Adult Center, 1937-39.

LEWIS, HARRIET KEMP, German Culture

A. B. and M. A. Baker University, 1895-1901; University of Berlin, 1906-08; Graduate work at Stanford University, 1929-30, 1932; San Mateo Junior College, 1929-33; Burlingame High School, 1927-34; San Mateo High School, 1934-38; San Mateo Junior College Adult Center, 1938-39.

McCONVILLE, FRANCIS J., Italian Culture

A. B. Steon-Hill College; M. A. Stanford University; San Mateo Union High School District, since 1922; Principal San Mateo Union High School, since 1929; San Mateo Junior College Adult Center, 1938-39.

McCULLY, MARGARET, Spanish Culture

A. B. University of California, 1929; M. A. University of California, 1930; San Mateo Union High School, since 1929; San Mateo Junior College Adult Center, 1938-39.

NELSON, FERN (Mrs.) Lipreading

Specialist in Lipreading for hard-of-hearing; San Mateo Junior College Adult Center, 1936-39.

PARLETT, John, Isometric Drawing for Plumbers' Apprentices

Thirteen years' teaching in adult classes in mechanical, architectural, and general drafting; many years practical experience in architectural work; San Mateo Junior College Adult Center, 1938-39.

PECK, L. B. (Mrs.), Book News and Review

A. B., M. A., English, University of California; Professional Critic and Book Reviewer since 1927; Faculty Department of Adult Education, San Jose, 1927-37; Member of Faculty, Adult Department, Los Gatos, since 1929; San Mateo Junior College Adult Center, 1937-39.

REYNOLDS, THOMAS, Physical Education and Recreation

A. B. Western Kentucky Teachers' College; Graduate Study, University of California and University of Wisconsin; Superintendent, Buffalo Schools, Kentucky, 1927-34; Alameda High School, 1934-35; Burlingame High School since 1935; San Mateo Junior College Adult Center, 1936-39.

RIGHTER, C. E., Physical Recreation

A. B. Stanford University, 1931; A. M., 1932; Study at University of Illinois, Oregon State College, and San Diego State College; Assistant Professor in Physical Education, College of the Pacific, Stockton, 1921-1933; Burlingame High School since 1934; San Mateo Junior College Adult Center, 1937-39.

WATKINSON, HOWARD, Woodshop

Technical Department, Sheffield University; 12 years Carpenter, Contractor, and Cabinetmaker; San Mateo High School since 1924; San Mateo Junior College Adult Center, 1936-39.

ANNOUNCEMENT OF COURSES**ADULT CENTER**

Schedules of the time of meeting of the following courses and possible course additions will be available on and after Sept. 12, 1933, at the college and at the public libraries in San Mateo and Burlingame.

AMERICANIZATION**AMERICANIZATION. Fall, Winter, Spring. Mr. Faulkner**

Designed for those of foreign birth who wish to secure citizenship papers. Group and individual work in securing necessary information in preparation for citizenship examinations. Those who do not have a complete fundamental grasp of English are advised to also take a class in English.

ENGLISH FOR FOREIGNERS. Fall, Winter, Spring. Mrs. N. Altieri.

Designed for those whose mother tongue is other than English and who need at least an elementary grasp of the language. Those who can use English understandably are advised to take English composition instead.

ARTS**CLOTHING DESIGN AND CONSTRUCTION. Fall, Winter, Spring.****Mrs. Koerner**

An artistic and practical treatment of the problem of design and fabrication of clothing by the individual suited to the means and personal qualities of the individual. Limited enrollment.

DRAWING, PAINTING AND DESIGN. Fall, Winter. Miss Boulware.

The course is handled in accordance with the individual needs, desires, and varying abilities of the members of the group. Those seeking development in pen and pencil, watercolor, charcoal, or commercial art may secure guidance in any of these media.

THE HOME BEAUTIFUL. Fall, Spring. Miss Boulware.

Practical application to the problem of actual decoration of the home and parts of the home. Color schemes, choice of furniture or redesign of furniture, decoration, interior furnishing arrangement. Temporary problems of table arrangement, flower arrangement, and decorations for special occasions. Displays, exhibits, and as much aid in individual problems as is possible.

INTERIOR DECORATION.—Winter. Miss Harpe.

A study of interior arrangements, furnishings and furniture of the important historic and artistic periods. Lectures featured by profuse use of lantern illustration and displays.

MILLINERY DESIGN AND CONSTRUCTION. Fall, Winter.

A practical study in design and fabrication of millinery to suit the taste characteristics, and means of the individual. Limited enrollment.

PICTORIAL PHOTOGRAPHIC COMPOSITION. Fall, Winter, Spring.**Miss Boulware.**

Informal discussions, talks, displays, and exhibits of those phases of photography leading to a better understanding and appreciation of the artistry of photography and newer techniques and ideas. Selected speakers of professional and avocational repute will be contributors. Open to anyone interested in artistic appreciation. Ownership of a camera or knowledge of photography is not necessary.

WEAVING AND TEXTILE DESIGN. Winter, Spring. Miss Harpe

Primary design in and weaving of textiles. Various articles of practical and artistic worth may be designed and fabricated by members. The course is primarily planned for teachers, but enrollment will be limited to the number of looms available.

WOODSHOP. Fall, Winter, Spring. Mr. Watkinson.

Use of tools and cabinet work. Special instruction and extensive facilities available for individual avocation work in the making of chests, furniture, toys, etc. A constructive and interesting hobby opportunity.

CIVIC—SOCIAL
(Discussion Groups)

BOOK NEWS AND REVIEW. Fall, Winter, Spring. Mrs. Peck.

A review of current American thought as expressed in fiction, biography, and other current literature; reviews of leading books and news from the publishing field.

CONSUMER PROBLEMS. (On request). Miss L. M. Davis.

Spending with a plan and buying with a purpose. Vital information for the consumer from authentic sources, development of consumer intelligence, and problems of consumer protection will be stressed. Society is organized for money-earning, not money spending. The consumer finds himself confronted with high-pressure selling and advertising with little protection and few avenues of aid in wise purchasing.

CREDIT MANAGEMENT. Winter.

Designed to cover practical problems of management of credit in small concerns and branches of large organizations. Credit policy, credit collection, and credit financing will be among the problems discussed under expert leadership.

CURRENT EVENTS. Fall, Winter, Spring.

A review of leading international and national news of each week, with pertinent "behind the news" summary, interpretation, and criticism. Special problems of world import will be specifically treated in lecture and discussion.

SAN MATEO COUNTY. Winter, Spring. Dr. Stanger, and others.

Specially prepared for teachers of San Mateo county. Built about the history, flora and fauna, geology, industry and economics, and political aspects of the county as a whole and parts thereof. The purpose of the course is to present a complete picture of the county as a whole and its significance as a part of California.

THE PENINSULA FORUM.

The Forum was organized shortly before the Christmas vacation in 1937, and the first program was presented on Tuesday evening, December 7th. Meetings are held once a week.

The Peninsula Forum was organized with the idea of providing a means whereby the questions of today could be presented to the public from all possible sides. It was felt that this was best accomplished not only by presenting speakers to discuss their own point of view concerning some problem, but also by inviting the audience to participate in the program when the speaker had finished, by asking questions of the speaker.

In addition to the general session once a week, the Forum will continue the following section meetings: Oriental Affairs, Local Affairs, American Affairs and European-International Affairs throughout the school year, 1938-39.

THE JUNIOR COLLEGE STUDENT. Winter.**Members of the College Staff.**

Designed for parents of Junior College students or those whose children are approaching college age. Specialists in various phases of the generally neglected problems of the late adolescent will take part in a series of talks and discussions aimed at securing a more intimate tie between father, mother, home, the student, and the school. Discussions will cover such vital items as study problems, social problems, emotional problems, vocational problems, health problems, and general psychological adjustments of the student of college age.

PSYCHOLOGY OF PERSONALITY. Fall.**Dr. Roach**

A personal study and discussion of the nature of personality and its conditioning. Application to the problems of the individual and the molding and development of the elements of personal characteristics that affect others. Provision has been made for private consultation on personal problems.

CHILD PSYCHOLOGY. Winter and Spring.

A series on child psychology, infant, child and adolescent is planned. The series may also be offered on demand, at neighborhood centers.

COMMERCE**ACCOUNTING I. Fall, Winter****Mr. Kennedy.**

A beginner's course in bookkeeping and accounting. Fundamental proprietorship problems, with emphasis on single proprietorship. Theory and use of books of original and second entry, trial balances, balance sheets, profit and loss sheets. No prerequisites.

ACCOUNTING II. Fall, Winter, Spring.**Mr. Kennedy.**

Prerequisite: Accounting I or equivalent training or experience. Controlling accounts and subsidiary ledgers, columnar records, adjusting and closing entries, expense distribution, valuation accounts, and other fairly advanced elements of general accounting.

ACCOUNTING III. Spring.**Mr. Kennedy.**

Prerequisite: Accounting II or equivalent training. Problems of accounting for partnerships and corporations, introduction to accounting for manufacturing concerns, analysis and interpretation of the accountant's reports and statements. Auditing procedure.

BUSINESS ENGLISH III. Fall.**Mr. Gleditzsch.**

A training in composition and inscription of business correspondence in its simplest forms, with secondary attention to forms, grammar, etc.

BUSINESS ENGLISH IV. Fall.**Mr. Gleditzsch.**

A continuation of English III, with emphasis on more important elements of efficiency and effect in business correspondence. Attention is also paid to the development of speaking in connection with business practice, particularly in regard to public contact work.

OFFICE MACHINES. Fall.

Theory and practice in operation of different kinds and makes of office machines—Monroe, Marchant, Comptometer and Burroughs Calculators; Dictaphone and Ediphone Transcribers; Mimeograph Dupli-cator with Mimeoscope. Enrollment limited to number of machines available.

SHORTHAND I. Fall, Winter, Spring.

Covers first six chapters of Gregg Shorthand Manual, utilizing Functional Method. Primary emphasis on able reading of well written shorthand. The student will learn to write shorthand and will receive a limited amount of dictation.

SHORTHAND II. Fall, Winter, Spring.

Designed for those who need to "brush up" on theory and to increase speed and accuracy. Intended for those who have completed the Gregg Shorthand Manual. Sixty per cent of class time is devoted to dictation, 40 per cent to oral transcription.

TYPING I. Fall, Winter, Spring.

The course first covers the operative parts of the typewriter (four popular makes), then the keyboard, step by step. Correct technique and habits stressed from start. Enrollment limited to machines available.

TYPING II. Fall, Winter, Spring.

For students who have learned to type but need to "brush up" or improve speed and accuracy. Besides review drills, business correspondence, and tabulation, a variety of business and personal training is included.

GEORGE-DEEN MERCHANDISING COURSE

A series of courses, subsidized by the Federal Government in the distributive fields, is planned for 1938-39. Information or requests may be made at the College.

EXPRESSION**AFTER-DINNER SPEAKING (International Toastmasters).****Fall, Winter, Spring.****Mr. Tormey.**

Practical, informal speaking, centering about the speaking experiences and problems of the business and professional man. Meeting as an informal dinner group, the fellowship of the meal is followed by extempore and impromptu talks, subject to criticism by group and critic. Men only. Limited to 25 men at any one time.

FUNDAMENTALS OF SPEAKING.* Fall, Winter.**Mr. Gleditzsch.**

Training and practice in the elements of public speaking. Ample opportunity will be provided the beginning speaker in removing initial "stage fright" and in the development of methods of clear expression and ability to "think on one's feet." Enrollment limited.

LIP READING for the Hard of Hearing. Fall, Winter, Spring.**Mrs. F. Nelson.**

Designed to aid those who are hard of hearing or whose hearing is becoming impaired. Principles and methods of developing the physical and mental factors necessary for lip reading and communication despite auditory handicaps. Development on individual basis through syllable drills and practice.

PUBLIC SPEAKING II.* Fall, Winter, Spring.**Mr. Gleditzsch.**

Advanced training in varied speaking problems for those who have had some previous speaking training and experience. Extempore speaking and speaking for special purposes will be an element of the course. Limited enrollment.

VOICE DEVELOPMENT. Spring**Mr. Gleditzsch.**

Principles and theory of voice development as the chief media of everyday communication and expression. A distinct aid to those interested in voice development in music, drama, public speaking, home life, teaching, and all forms of public contact.

DRAMA DIVISION

"The School of the Theater" is the goal of this year's drama unit. All drama productions of the Adult Center will be produced under the name of The Peninsula Little Theater, Inc., that pioneer dramatic or-

* Also offered as extensinu course at Jefferson High School, Colma.

ganization now being affiliated with and a part of the unified community expression program sponsored by the Adult Center.

The work of the drama division is divided into two parts of historic and dramatic significance: **Play Production** and **Little Theater Workshop**. Full-length programs will be presented by the former. Fundamental techniques of the Theater and "seasoning ground" productions will be under the Workshop.

Casts and executive personnel for Play Production presentations will be selected on the basis of proof of ability, personal development, and seasoning of technique demonstrated in the Workshop. This follows the dramatically fruitful tradition of the Imperial Russian Theater, The Harvard Workshop, and other outstanding drama institutions. Robert A. Brauns will be in charge of both divisions of the program, assisted in Theater Workshop by Arthur Gleditzsch.

PLAY PRODUCTION. Fall, Winter, Spring. Mr. Brauns.

Devoted to high-calibre drama productions in the community. Selection of casts and executives as outlined above.

LITTLE THEATER WORKSHOP. Fall, Winter, Spring. Mr. Brauns, Mr. Geditzsch.

Drama Unit Series:

A series of short-units in **Makeup, Little Theater Directing, Stage Craft**, and other essentials of play production will be offered by specialists in the field. Executive material for **Play Production** presentations will be selected from this group. It is not, however, necessary to be interested in executive usage of the units to enroll for them.

Fundamentals of the Theater.

The production and acting unit of the Workshop. Plays, skits, and other presentations will be produced for various community groups. Casts for **Play Production** will be selected from those participating in this drama unit.

LANGUAGES

FRENCH I. Fall. Miss Herrington.

Designed for those with no previous knowledge of French. Elements of grammar, simple reading, writing and conversation.

FRENCH II. Fall, Winter. Miss Herrington

Prerequisite: French I or equivalent training or experience. Conversation, dictation, use of phonograph, and reading.

FRENCH III. Winter, Spring. Miss Herrington.

Prerequisite: French II or equivalent training or experience. More difficult and advanced written work, greater use of conversation, study of French authors and plays.

FRENCH IV (Conversation and Culture). Fall, Spring. Miss Herrington.

Designed for those with some language background. Abundant conversation, use of idiomatic French, play reading, short stories, and culture of France.

ITALIAN I. Fall, Winter. Miss Bacigalupi.

Designed for those with little or no previous knowledge of the language. Study of fundamental grammar and vocabulary.

ITALIAN II. Fall, Winter, Spring. Miss Bacigalupi.

For those with Italian I or previous training or knowledge of Italian. Stress upon vocabulary expansion, conversation, and simple writing.

ITALIAN III. Spring. Miss Bacigalupi.

For those with Italian II or equivalent training or experience. Stress

upon vocabulary expansion, "feeling" of the language, with some study of culture and literature of Italy.

SPANISH I. Fall, Winter.

Miss Peters.

For those with little or no previous knowledge of the language. Study of grammar, vocabulary, and psychological essentials of Spanish.

SPANISH II. Fall, Winter, Spring.

Miss Peters.

For those with Spanish II or equivalent training. Expansion of vocabulary and "feeling" for the language, as well as more advanced treatment of language fundamentals.

SPANISH III. Spring.

Miss Peters.

For those with Spanish II or equivalent training. Advanced reading and conversation; consideration of culture and literature of Spain.

MUSIC

COMMUNITY CHORUS. Fall, Winter, Spring.

Mr. Roehr.

A mixed chorus to sing the literature of accompanied and unaccompanied, or a cappella music. Public performances included as part of program. The Chorus was a feature of the Floral Fiesta in 1936, and may be included in the program of the Chorus for this year.

MUSIC APPRECIATION. Fall, Winter, Spring.

Mr. Roehr.

A series of illustrated lectures and variety of musical subjects including Opera, Oratorio and Symphonic literature. A course in directed listening to the world's great music.

ORCHESTRA. Fall, Winter, Spring.

Mr. Dunn.

Group orchestration of serious and light music. The unit is planned for those who have necessary instrumental training, but previous orchestral experience is not necessary.

SCIENCES

GARDENS AND GARDENING. Fall, Winter, Spring.

Mr. Klyver and Specialists.

A series of speakers presenting lectures, exhibits and demonstrations in esthetic and scientific phases of flower growing, care, and appreciation. The series will "follow the seasons" in consideration of the various aspects of interest to flower lovers.

MATHEMATICS (General). Fall, Winter, Spring.

Mr. Lanphier.

Special tutoring of individual needs in the general field of mathematics. Business arithmetic, algebra, geometry, industrial mathematics, or other phases are taken up as needed by the individual.

PRACTICAL PHOTOGRAPHY. Fall, Winter, Spring.

Dr. Christensen.

Lecture and laboratory course in development, printing, enlarging, and toning of work of the individuals in the class. The dark-room of the college will be available for a limited number. Recommended for those seeking an entrancing and satisfying hobby.

RADIO THEORY AND PRACTICE. Fall, Winter, Spring.

Dr. Redeker.

A lecture and laboratory study of practical elements of radio frequency transmission and reception. The facilities of station W6YU will be utilized by members of the course for practical demonstrations of the possibilities of local and world-wide communication. Recommended for those seeking a hobby, a better understanding of radio phenomena, or for those who wish to secure amateur transmitting licenses.

Trade Courses.

A series of courses is offered in welding, plumbing, woodwork, and other skilled trades for the development of apprentices and journeymen of the respective trades. The courses are offered by the college in cooperation with the San Mateo County Building Trades Council.

DIVISION OF PHYSICAL EDUCATION

HEALTH AND RECREATION

Women

FIRST AID. Fall, Winter, Spring.**Mr. Henriouille**

Official American Red Cross program of study, practice and experience. Deals with progressive development of first-aid care of minor and major injuries in home, industry, recreation. Suggested for those interested in outdoor recreation, child and home care, for teachers, and others to whom the course may offer personal or professional aid.

BODY BUILDING. Fall, Winter.**Miss Young.**

Individual attention to bodily development through planned and supervised activities with a view towards possession of a more healthy and attractive body.

PHYSICAL RECREATION ACTIVITIES. Fall, Winter, Spring.**Miss Ginno, Miss Butler, and others.**

Various physical recreation activities, including games suited to desires, needs, and limitations of individuals. Will utilize gymnasium facilities at the Junior College and Burlingame High School.

RYTHMIC ACTIVITIES. Fall, Winter, Spring.**Miss Young.**

Personal body development, grace, and coordination through the media of various forms of dances and other rhythmic activities.

SWIMMING AND LIFESAVING. Fall, Spring.**Miss Butler.**

The pool at Burlingame High School will be available for those who desire recreation, swimming instruction or advancement. Under accredited American Red Cross Life Savers and Examiners it will be possible for both the novice and the experienced swimmer to qualify for official Red Cross Beginners, Swimmers, Junior Life Savers, and Senior Life Savers insignia and credentials.

Men

BASKETBALL. Fall, Winter, Spring.**Mr. Reynolds,****Mr. Righter, and others.**

Organized games conducted under a tournament-ladder system for those interested in this strenuous but worthwhile activity. Games, teams, organized and well-refereed.

PHYSICAL RECREATION ACTIVITIES. Fall, Winter, Spring.**Mr. Reynolds, Mr. Lancaster, Mr. Righter, and others.**

Activities suited to desires, needs, abilities and limitations of the individual. Volleyball, Badminton, and other activities will be included.

SWIMMING AND LIFESAVING. Fall, Spring.**Mr. Reynolds.**

The pool at Burlingame High School will be open to those seeking recreation, swimming knowledge, or swimming certification under expert tutelage. Novices may learn to swim, and others may, if they wish, qualify for official American Red Cross Beginners, Swimmers, Junior Life Saver, or Senior Life Saver insignia and credentials. Recommended particularly for those whose interests or work may be the securing of the Life Saver award or renewal thereof when necessary.

Men and Women

PHYSICAL ACTIVITIES.**Mr. Bissett, Mr. Lancaster, Miss Butler.**

This course is designed for groups of mixed activities, including Badminton and Swimming.

TRANSFER REQUIREMENTS

University of California, Stanford University and
California State Colleges.

GENERAL CONDITIONS

The junior college program of all students should be planned in connection with the work which has been satisfactorily completed in high school. A properly selected junior college course should be so organized as to provide for the final completion of all specified subjects of the high school program and all of the lower division requirements of the chosen field of studies of the higher institution which the student proposes to enter upon completion of his junior college course. It is often unwise to try to accomplish this in two years if the previous preparation has been inadequate. Schedules which are too heavy result in scholarship grades which are below the standards acceptable to the higher institutions and reflect upon the ability of the student.

Since the various higher institutions require certain courses, normally to be taken in the high school, as a background for college work, students who enter the junior college without having satisfied these necessary prerequisites in high school will have to remove such deficiencies before being admitted to universities and colleges.

The removal of grade deficiencies may be accomplished in the junior colleges by maintaining an average grade of "C" (for Stanford C plus) in all the work attempted in the college, in which case no sacrifice of grades or units is involved, except that the University of California requires certain deductions of college credit to take the place of deficient high school work. The removal of subject deficiencies requires the successful completion of subject matter in the same fields, but in advance of those in which the deficiencies in the high school program occur. The removal of such deficiencies, while not involving a sacrifice in grades, does require deduction of college credit in the amount of three units for each unit of high school subject matter concerned.

On the pages immediately following are given brief summaries of the high school and lower division requirements of the University of California, Stanford University, and the State colleges.

However, before one can adequately plan entrance into the higher institution of his choice, it is essential to refer to the most recent catalog of the college one plans to enter. Many of these are on file in the office of the Registrar. Each student is advised to write to the authorities of the college of his choice, asking for a personal copy for his own guidance while attending the Junior College.

REQUIREMENTS OF UNIVERSITY OF CALIFORNIA FOR ADMISSION TO UNDERGRADUATE STATUS

The rules concerning admission to undergraduate status are administered by the Board of Admissions. Prospective applicants for admission should communicate with the Board by addressing the Director of Admissions, who will furnish the necessary forms of application.

An applicant for admission to the University in undergraduate status must satisfy the entrance requirements as specified for Admission to Freshman Standing even though presenting units of Advanced Standing which have been earned in the junior college.

ADMISSION IN FRESHMAN STANDING

Collegiate Institutions have developed their various criteria for admission over a period of years. The student who intends to study at a higher institution should prepare to meet all of the conditions of that institution for entrance and plan to take in high school those courses which are designed to give him this preparation.

The subjects selected and the scholarship required by the University of California have been determined because they afford the preparation that promises success in the University. Experience has shown that it seems best to require good scholarship (a B average or better) in a central core of academic subjects. Students are advised to take subjects in which they can succeed, and they should select curriculums that have direct bearing upon their career aspirations. Large numbers of students should be directed into specific occupational curriculums and into those courses that prepare immediately, or ultimately, for doing the work the world will later demand of them. Just as soon as students know that they want to go to college, they should be enrolled in a curriculum preparatory to the college that will provide the training they seek. They should also be given an understanding of how important it is for them to take certain basic subjects. When students do not qualify for admission to the University they should be advised how they can qualify. The University does not deny admission; it is justified, however, in postponing entrance until students meet the standards it sets for admission.

THE ADMISSION REQUIREMENTS

The requirements for admission to the University are based on the belief that students should seek broad general education in all of the academic fields, and partly on the experience over a long period of time of members of the University faculty who have found that students with certain types of preparation do better in the University than others. However, students should recognize that other subjects also have cultural and practical values which should not be overlooked. Essential to their success in college are the cultivation of good habits and the attainment of high scholarship.

The specific requirements for admission to any college of the University are tabulated as follows:

- (a) History.....1 unit. This may consist of any two semesters of history, civics, or social science approved by the principal.
- (b) English.....3 units. These may consist of any six semesters in English, public speaking, journalism, drama, or other English course approved by the principal.
- (c) Mathematics.....2 units. These must consist of two semesters of elementary or advanced algebra, and two semesters of plane geometry, or solid geometry and trigonometry.

- (d) Science.....1 unit. This may consist of a year course in one field of science; it must be an advanced (3rd or 4th year) laboratory science selected from one of the following: biology, botany, chemistry, physics, physical science, physiology, or zoology. The two semesters must be in the same subject field, and must be approved by the principal for college preparatory purposes.
- (e) Foreign language.....2 units. These must be in one language.
- (f) Advanced (3rd or 4th year) mathematics; foreign language; chemistry; physics: or two years in a second language
1, or 2 units

The above-listed subjects, from (a) to (f), represent the minimum subject requirements. In addition, the student must attain a B average in these subjects taken in the second, third, and fourth years of high school, and must graduate from an accredited high school.

ADDITIONAL WAYS OF GAINING ADMISSION*

The subjects enumerated above have been selected because the power obtained from mastering them will virtually assure to the industrious student success in the University. Although both subject and scholarship requirements are important, this plan of admission makes it possible for students to have C's in about half of their work, provided they have A's in the other half, as a B average only is required. Scholarship, however, is of so much importance that the Board of Admissions is authorized to admit students of superior scholarship, as follows:

(1) When they rank in the upper tenth of their class and have a substantial academic preparation, although they may have subject deficiencies.

(2) When they have not less than 15 high school units of A or B in work taken in the 9th, 10th, 11th, and 12th years, or not less than 12 high school units of A or B in the work of the 10th, 11th, and 12th years; with not more than two subject deficiencies in the required list (a) to (f).

(3) When they have not less than 15 high school units with no grade lower than C in work taken in the 9th, 10th, 11th, and 12th years, or not less than 12 high school units with no grade lower than C in work taken in the 10th, 11th, and 12th years; and not less than 6 high school units of A or B selected from the following 10 units of academic subjects:

- 3rd and 4th year English
- 3rd and 4th year mathematics
- 3rd and 4th year laboratory science
- 3rd and 4th year foreign language
- 3rd and 4th year history.

(4) When they have not less than 15 high school units with no grade lower than C in work taken in the 9th, 10th, 11th, and 12th years, or not

*Authorized through President Sproul's Executive Announcement, April 1937.

less than 12 high school units with no grade lower than C in work taken in the 10th, 11th, and 12th years; and pass the Examination in Subject A; and have A or B in the following subjects:

Plane geometry; 1 unit
Second-year foreign language; 1 unit
Third- or fourth-year laboratory science; 1 unit
Requirement (f); 1 unit.

Students should do increasingly hard work in at least two or more advanced subjects in their junior and senior years, and a high standard of scholarship, especially in the senior year, should be maintained. Passing the Examination in Subject A is of importance to the entering student as it enables him to take, as a freshman in college, a full freshman program.

Students who have failed to meet any of the above listed requirements may qualify for admission by passing the examinations of the College Entrance Examination Board, or by making up their deficiencies and doing advanced work with satisfactory grades in a collegiate institution.

THE REMOVAL OF ADMISSION DEFICIENCIES

Any student not eligible to enter the University at the time of graduation from high school may remove both subject and scholarship deficiencies in the junior college:

(1) By courses in junior colleges completed with satisfactory grades. In addition, all requirements for admission to the University in advanced standing must be satisfied. The high school record of an applicant for admission with advanced standing from another collegiate institution will be considered on the same basis as the high school record of a student applying for admission to freshman standing in the University, provided his college record is satisfactory. Students who make up deficiencies in this way must continue in junior college long enough to make up entrance deficiencies and, in addition, complete at least fifteen units with a C plus average (1.5), or remain until completing sixty units with a C average (1.00). Students who complete the requirements described above will qualify for admission, provided they have at least a C average in all college work presented for advanced standing.

(2) By junior college noncertificate courses representing work of non-university level taken after high school graduation. The scholarship standards for these courses are the same as those required for work taken in the high school. Work that is clearly repetition may be offered to make up a subject, but not a scholarship deficiency, such work being awarded not higher than a C grade; other work must be completed with A or B grades in order to make up scholarship deficiencies.

ADMISSION IN ADVANCED STANDING *

An applicant for admission to the University in advanced standing, in order to be so admitted, must present evidence satisfactory to the Board of Admissions respecting the work completed by him at other collegiate institutions and the grades of scholarship attained therein. A thoroughly satisfactory scholarship record, as distinguished from a record which is poor or barely passing, is required for admission. No applicant may disregard his collegiate record and apply for admission in freshman standing;

*See University of California Admission Circular, pp 8-12.

he is subject without exception to the regulations respecting admission in advanced standing.

Each applicant also will be required to present evidence that he has completed in full the subject and scholarship requirements prescribed for the admission of high school graduates in freshman standing.

An applicant from a junior college or State college in California, who on graduation from high school did not qualify for admission in freshman standing, must present evidence that he has made up all entrance deficiencies and that he has completed in addition:

(a) Not less than 60 university semester units of work acceptable for advanced standing in the college of the University to which admission is sought, with a satisfactory average of scholarship, which is defined as a C average or higher in all college work submitted for advanced standing, or

(b) Not less than 15 university semester units of work in courses acceptable for advanced standing in the college of the University to which admission is sought, with a distinctly high average of scholarship.

Provided his college record is satisfactory, the high school record of an applicant for admission with advanced standing from another collegiate institution will be given the same consideration as the high school record of a student applying for admission in freshman standing in the University.

The student should note that credit toward a degree in the University for an extension course or courses completed in another institution will be given only upon the satisfactory passing at this University of an examination in the course or courses so offered, unless the other institution maintains a classification of extension courses similar to that established by the University of California.

Subject A: English Composition. Credit for Subject A (English Composition) is given upon certificate to those students who enter the University with credentials showing the completion elsewhere of the required training in composition. Of all other students, an examination by this University, at Berkeley or at other centers of instruction, is required.

Surplus matriculation credit. There is no provision for advanced standing in the University on the basis of surplus high school credit.

LOWER DIVISION REQUIREMENTS AT THE UNIVERSITY OF CALIFORNIA

The specific requirements for the various colleges of the University of California are indicated below. In addition, however, to specific requirements of the colleges, various departments within each college have certain subject requirements. These have been listed on pages 60 to 65.

A. College of Letters and Science:

(a) General University Requirements

Subject A. Completion of the Junior College requirements in Hygiene and Physical Education are not required in the University of California.

(b) Foreign Language

At least 15 units in not more than two languages. Each year of high school work in a foreign language will be counted in satisfaction of 3 units of this requirement.

(c) Mathematics

Elementary Algebra and Plane Geometry (not offered at University).

(d) Natural Science

At least 12 units. High school physics and high school chemistry each count in satisfaction of 3 units for this requirement.

Courses at San Mateo acceptable in satisfaction of requirement (d) (Natural Science) College of Letters and Science are as follows:

Astronomy 1, 2a, 4, 11.
 Botany 2a*-2b*.
 Chemistry 1a*-1b*, 5*, 6a*-6b*, 8.
 Geology 1a-1b, 2.
 Paleontology 1 (see Geology 11, page 2,,).
 Physics 1a*-1b*, 1c*,-1d*, 2a-2b, 3a*-3b*, 10.
 Zoology 1a*-1b*.
 Biology 1 and 2 (accepted by California in partial satisfaction of this requirement).

The student must include in satisfaction of the requirement in natural science at least one course in a laboratory science which shall include two units of laboratory work.

(e) Additional

A year course of at least 6 units in each of three of the following groups:

- (1) English, Public Speaking.
- (2) Foreign Language (additional to b). This may be satisfied in whole or in part in the high school provided the language be Latin.
- (3) Mathematics: Plane Trigonometry, Plane Analytic Geometry, Introduction to Calculus. These may be satisfied partly in the high school.
- (4) History, Economics, Political Science, Psychology.
- (5) Philosophy.

Courses Acceptable in Group (e)

Courses offered at San Mateo Junior College which are acceptable in fulfillment of requirement (e) are as follows:

Group 1—English and Public Speaking.

English 1b-1a, Public Speaking 1a-1b.

Group 2—Foreign Languages.

Any two consecutive courses numbered A, B, C, D, or their equivalent, or any year sequence in advance of these courses in French, German, or Spanish. Latin courses are subject to special arrangement.

Group 3—Mathematics.

A total of six units chosen from the following courses:
 Mathematics C, 3a, 3b, 4a, 4b, 6, or 8.

Group 4—Social Sciences.

Economics 1a-1b, 10-11; Geography 1, 2; History 4a-4b, 5a-5b, 8a-8b; Political Science 1a-1b; Psychology 1a-1b.

Group 5—Philosophy.

Philosophy 5a-5b.

A student expecting to major in a particular subject in the College of Letters and Science should study not only the general requirements of the Lower Division, but also the prerequisites for his department Major, as indicated in the Announcement of Courses for the University of California. (See pages 60 to 65 below.)

*Will be accepted as a laboratory course.

OUTLINE SCHEDULE FOR COLLEGE OF LETTERS AND SCIENCE

Items 1, 2, and 3 are required of all students.

The subject matter of items 4, 5, 6, and 7 depends upon:

- a. The subject matter and grades attained therein in the high school list of subjects as recorded on the transcript of record. See page 51.
- b. The requirements of the special field major within the College of Letters and Science for which preparation is sought. (See pages 60 to 65 and consult catalog of the department concerned.)

Item	Subject Field	First Year		Second Year		Total Required
		1st. Sem.	2nd Sem	1 Sem.	2nd Sem	
1.	P. E. (Required each semester)	½	½	½	½	2
2.	Hygiene (Required in first year)	(2) or	2			2
3.	Political Science 21 (Required in second year.) (See courses which may be substituted)			2 or	(2)	2
4.	Language for requirement (b). (See Table of Language Equivalents below)	5or(3)	5or(3)	3or(0)	3or(0)	15*
5.	Science for requirement (d)	5or4or3	5or4or3			12*
6.	Year courses for requirement (e)	3or6	3or6	3or6	3or6	18
7.	Electives	?	?	?	?	?
Minimum totals required		16	16	16	16	64

TABLE OF LANGUAGE EQUIVALENTS

Duplication of Credit in Modern Foreign Language. No credit is allowed for duplication of high school work, either in units toward graduation or in the specific subject requirement for the junior certificate. Thus, a student who has credit for two years in the high school graded A, B, or C will receive no credit for French A or A2. If, however, the amount of duplication is less than two high school years, this rule does not apply save as to the specific requirement in foreign language for the junior certificate.

The following outline shows the correct sequence of courses:

The student who has credit for	takes	with credit for that course of
1 year of high school work *	A2 (French, Spanish, German)	3 units
2 years of high school work	B	5 units
3 years of high school work	C or CD	3 units
	CD	5 units
4 years of high school work	D	3 units

No high school units used in fulfilling this requirement (See list on pages 51 and 52) may be included as part of the 64 units required for the junior certificate.

*If A2 is not offered, students may be advised to enroll in Course A.

B. College of Commerce

See matriculation and advanced standing requirements, pages 51 to 54.
The requirements for the Junior College Certificate are as follows:

Foreign Languages:

Twelve units in one foreign language. Each year of the language offered taken in high school will count for 3 units toward satisfaction of this requirement.

English Composition:

Subject A. In addition, English 1b-1a or Public Speaking 1a-1b6 units

History or Political Science:

History 4a-4b, or History 8a-8b, or Political Science

Geography:

Geography 1 (Elements of Geography) and Geography 2 (Natural and Cultural Regions)6 units

Natural Sciences9 units

Courses in physics and chemistry taken in high school may be applied toward the satisfaction of the science requirement without, however, reducing the number of units required for the Junior Certificate.

The college courses acceptable as natural science are the following:
1a-1b, or any combination of the foregoing courses

.....6 units

Astronomy 1, 11.

Biology 1, 2.

Botany 1a-1b.

Chemistry 1a-1b, 5, 8.

Geology 1a-1b, 2.

Physics 1a-1b, 1c-1d, 2a-2b, 3a-3b, 10.

Zoology 1c-1b.

Mathematics:

Mathematics 2 (Mathematical Theory of Investments)3 units

The prerequisite for Mathematics 2 is Mathematics 1 (intermediate algebra) and Mathematics 8a, or two years of high-school algebra and trigonometry.

Economics:

Economics 1a-1b6 units**

Hygiene and Physical Education.....4 units

Electives24 units

64 units

OUTLINE SCHEDULE FOR COLLEGE OF COMMERCE

Items 1, 2, and 3 are required of all students.

The subject matter for items 4 and 8 depends upon amount of language and science satisfactorily completed in high school. (Refer to pages 51 and 52).

The figures given apply to students having no recommended units in these subjects.

Item 9 presupposes higher algebra (Math. 8a) and trigonometry (Math. C) taken either in the high school or the junior college.

**Econ. 140, Elem. Statistics is now numbered Econ. 40 at the University and is scheduled as a lower division requirement.

Item	Subject Field	First Year		Second Year		Total Required
		1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	
1.	P. E.	½	½	½	½	2
2.	Hygiene	2				2
3.	Political Science 21....			2		2
4.	Language (12 in one language). See Table of Language Equivalents, page 56.	5	5	3	3	15*
5.	English 1b-1a or Pub. Spkg. 1a-1b	3	3			6
6.	History or Pol. Sci. or combination of History and Political Science			3	3	6
7.	Geography 1 and Geography 2	3	3			6
8.	Natural Sciences			5	4	9*
9.	Mathematics 2	(Math. 8a 3)		(Trig. 3)	3	3
10.	Economics 1a-1b			3	3	6
11.	Electives	?	?	?	?	7
Minimum totals required		16	16	16	16	64

C. College of Agriculture

(See matriculation and advanced standing requirements on pages 51 to 54.)

The College of Agriculture is divided into six curricula, each of which has its own requirements. The curricula are named in the schedule below. All necessary first year subjects are offered at San Mateo. The table below indicates the subjects of the second year which are not offered at San Mateo. Except for the curriculum in Landscape Design, students may finish two years in San Mateo and complete the remainder of each curriculum named in the regular period of two additional years provided adequate entrance credit has been presented from high school.

Curriculum	1st Year	2nd Year	Units
Plant Science	All subs. offered	All subs. except Bacteriology	1 (3)
		"	4 (2)
Animal Science	" " " "	Botany 7	(4)
		Zoology 100	(3)
		Bacteriology	1 (3)
Agricultural Economics	" " " "	"	4 (2)
		Ag. Econ. 1	(3)
Entomology, Parasitology	" " " "	Agronomy 1	(3)
		Entomology 1	(4)
		Bacteriology 1	(3)
		Bacteriology 4	(2)
Forestry	" " " "	Forestry 1	(3)
		Forestry 20	(2)
		Botany 7	(4)
Landscape Design	" " Attendance	2nd year not advised	

*No high school units used in fulfilling this requirement may be included as part of the 64 units required for the Junior Certificate.

D. College of Engineering

(See matriculation and advanced standing requirements on pages 51 to 54 above.)

Note: Unless the subjects listed below have been completed in the high school curriculum with satisfactory standing, delay in completing the engineering curricula will be unavoidable.

Plane geometry, 1 unit; elementary algebra, 1 unit; algebraic theory, ½ unit; trigonometry, ½ unit; physics, 1 unit; chemistry, 1 unit; geometric drawing, 1 unit. A knowledge of solid geometry, and training in free-hand drawing are desirable.

TYPE CURRICULA FOR THE COLLEGE OF ENGINEERING

These curricula presuppose the preparation indicated above. Students inadequately prepared in high school must alter these proposed curricula, subject to the advice and counsel of the advisers in engineering.

For pre-engineering students who plan to transfer to the University of California at the end of two years, the following curricula are recommended:

MECHANICAL AND ELECTRICAL ENGINEERING

First Year		Second Year	
Subject A		P. E. ½	½
P. E. ½	½	Math. 4a-4b..... 3	3
Math. 3a-3b..... 3	3	Physics 1c-1d..... 3	3
Physics 1a-1b..... 3	3	M. E. 2..... 3	
C. E. 1a-1b..... 3	3	M. E. 6..... 3	
Chem. 1a-1b..... 5	5	Math. 10a-10b..... 2	2
Hygiene 2	2	M. E. 10a-10b..... 2	2
M. E. A. & M. E. B or		Pol. Sci. 21..... 2	
Elective 3	(or 2)	Elective: English,	
		Pub. Spkg., History 2	3
	17½		17½
	or 16½		16½

CIVIL ENGINEERING AND MINING ENGINEERING

First Year		Second Year	
Subject A		P. E. ½	½
P. E. ½	½	Math. 4a-4b..... 3	3
Math. 3a-3b..... 3	3	Physics 1c-1d..... 3	3
Physics 1a-1b..... 3	3	M. E. 2..... 3	
C. E. 1a-1b..... 3	3	C. E. 8..... 2	
Chem. 1a-1b..... 5	5	Geol. 1a..... 3	
Astro. 3..... 1	1	Pol. Sci. 21..... 2	
Hygiene 2	2	Elective: Chem. 5,	
M. E. A and B or		Eng., Hist., Math.	
Elective 3		10a-10b, M. E. 10a-	
		10b, M. E. 1, Min. 1a 5	5
	17½		16½
	17½		16½

E. College of Chemistry

(See matriculation and advanced standing requirements on pages 51 to 54 above.)

The subjects necessary to be included in the high school curricula in order to prevent delay in completing the requirements for graduation

are as follows: Physics (one year), chemistry (one year), mathematics, including trigonometry (three years), German or French (two years), and geometrical drawing (one year). A reading knowledge of German is required in the junior year.

OUTLINE SCHEDULE FOR COLLEGE OF CHEMISTRY

Items 1, 2, and 3 required of all students.

Item 4 presupposes high school physics and three years of high school mathematics.

Item 5 presupposes high school chemistry and physics, grade A or B, or sophomore standing with C average.

Item 6 presupposes three years of high school mathematics.

Item 7 presupposes three years of high school German.

See pages 51 and 52 above for high school requirements.

Item	Subject Field	First Year		Second Year		Total Required
		1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	
1.	P. E.	½	½	½	½	2
2.	Hygiene		2			2
3.	Political Science 21				2	2
4.	Physics 1a-1b; 1c-1d	3	3	3	3	12
5.	Chem. 1a-1b; 8; 9	5	5	6	6	22
6.	Math. 3a-3b, 4a-4b	3	3	3	3	12
7.	German C. D.	3or(5)	3or(5)	0or(3)	0or(3)	16or6
8.	Elective (if any)	?	?	?	?	?
Minimum totals re quired		16	16	16	16	64

SPECIFIC REQUIREMENTS AND RECOMMENDATIONS FOR THE MAJOR IN THE VARIOUS DEPARTMENTS OF THE UNIVERSITY OF CALIFORNIA

(U. C. Catalog, August 1938)

(Consult Instructors Named for Further Details)

Agriculture Mr. Klyver Mr. Rankin	See Announcement of Courses, College of Agriculture of University of California.
Anatomy Dr. Wilson	REQUIRED: Chemistry, Physics, and Elementary Biology, Zoology (1a), Embryology (Zoology 2), or Physiology (1).
Anthropology Dr. Taggart	REQUIRED: Anthropology 1a-1b.*
Architecture Mr. Paulsen	REQUIRED: Architecture 1, 2, 3, 4, 12, 13, 14; Art 2a-2b; Math. 11a-11b; Physics 1a-1b; French D-5.0a; C. E. 18a-18b. (See U. C. Catalog.)
Art Miss D. Davis Mr. Patterson	REQUIRED: Art 1a or 1b, 2a-2b, 3a-3b, 19; Philosophy 2a-2b; Public Speaking 2a-2b.
Astronomy Mr. Wilson	REQUIRED: Plane Trigonometry, Analytic Geometry, Differential and Integral Calculus, General Physics, and a reading knowledge of French or German.

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

Bacteriology Dr. Shepherd	REQUIRED: Bacteriology 1 and 4 and either 2 or 3; Chemistry 1a-1b; Zoology 1a-1b; Physics 2a-2b; Botany 1a-1b; French or German. RECOMMENDED: Chemistry 8, 9, Botany 10, Physiology 1, Hygiene 104, Zoology 100. (For partial substitution take Zoology 2.)
Biochemistry Mr. Matthew Mr. Rankin	REQUIRED: Chemistry 1a-1b, 8, 5, or equivalent; German A, B, or French A, B (preference should be given to German); Physics 2a-2b; 3a-3b. RECOMMENDED: Chemistry 9, 110, Mathematics 3a-3b; Zoology 1a-1b, 100. (For partial substitution take Zoology 2.)
Botany Mr. Klyver	REQUIRED: Botany 1a-1b; 15, 16, and Chemistry 1a-1b, 8. RECOMMENDED: Botany 4, French, German, Physics, and elementary courses in other biological sciences not named above.
Chemistry Mr. Lanphier Mr. Matthew Mr. Rankin Dr. Redeker	REQUIRED: Chemistry 1a-1b (with grade of C or better); Physics 2a-2b or 1a-1b; Trigonometry, Mathematics 3a-3b; reading knowledge of German. RECOMMENDED: A second course in Chemistry in the lower division, Physics 1c-1d, Mathematics 4a-4b.
Civil Engineering Mr. Reichel	REQUIRED: Plane Trigonometry; Geometrical Drawing; Mathematics 3a-3b, 4a-4b; Physics 1a-1b, 1c-1d; Chemistry 1a-1b; C. E. 1a-1b, 3, 8; Mechanical Engineering 2; Astronomy 3; Geology 1a.
Commerce Mr. Abercrombie Miss Bagley Miss L. M. Davis Miss Howard	See page 73 for type schedule.
Criminology Mr. Faulkner Technical Aspects: (Identification of Evidence)	REQUIRED: Chemistry 1a-1b, 5, 8; Physics 2a-2b, 3a-3b; Psychology 1a-1b; Zoology 1a.
Legal Aspects: (For pre-legal students majoring in criminal law)	REQUIRED: Economics 1a-1b; Psychology 1a-1b; Chemistry 1a-1b, 5; Physics 2a-2b, 3a-3b; Zoology 1a.
Social Aspects: (Social prevention of crime)	REQUIRED: Economics 1a-1b; Political Science 1a-1b; Psychology 1a-1b; Chemistry 1a-1b, 5; Physics 2a-2b, 3a-3b; Zoology 1a.

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

Dentistry (Pre-dental) See page 76 for type schedule.

Mr. Matthew Dr. Shepherd Dr. Wilson	
Economics Mr. Iliff Dr. Lassen Mr. Thomson	REQUIRED: Economics 1a-1b and at least one of the following: History 4a-4b or 8a-8b; Political Science 1a-1b; Philosophy 5a-5b or Philosophy 10a-10b ; Geography 1 and 2; Psychology 1a-1b; Social Institutions 1a-1b ; Anthropology 1a-1b . RECOMMENDED: A reading knowledge of French or German.
Education Dr. Roach	REQUIRED: Psychology 1a, and Zoology 10 . (For partial substitution take Biology 2.) (Prerequisite Zoology 1a or 10 . Not less than 6 units in Economics (preferably 1a-1b) or Political Science (preferably 1a-1b) or Social Institutions (preferably 1a-1b) or Philosophy (preferably 5a-5b).
Electrical Engineering Mr. Pomeroy	REQUIRED: Mathematics 3a-3b, 14a-14b; Chemistry 1a-1b; Physics 1a-1b, 1c-1d; Mechanical Engineering, 2, 6, 10a-10b; Civil Engineering 1a-1b.
English Dr. Balderston Miss Cook Mr. Mercer	REQUIRED: English 1b-1a, 5.6a-5.6b, with an average grade of C. RECOMMENDED: One ancient and one modern foreign language in high school to be continued in lower division. Philosophy and at least one foreign language should be elected in lower division.
Journalistic Studies Mr. McAllister	REQUIRED: One year of high school French or German or equivalent; high school Chemistry or Physics; Geology 1a-1b and Zoology 10 . (For partial substitution take Biology 2); English 1a-1b; Economics 1a-1b; History 4a-4b; Philosophy 10a-10b ; Political Science 1a-1b.
French Miss Herrington Mrs. Schuring	REQUIRED: French A, B, C, D, 6a-6b , 5.0a-5.0b, or their equivalents. RECOMMENDED: History 4a-4b, Philosophy 10a-10b, and Latin .
Geography Mr. Abercrombie	REQUIRED: Geography 1, 2, and 4. RECOMMENDED: Geology 1a.
Geological Sciences Mr. Reichel Mr. Wilson	REQUIRED: Chemistry 1a-1b; Physics 2a-2b; Civil Engineering 1a-1b; Geology 1a-1b; Mineralogy 1a-1b; Trigonometry; Freehand and Geometrical Drawing. In selecting major group, student should note prerequisites for individual courses included in the group. (See U. of C. catalog.) RECOMMENDED: French and German.

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

German Miss Hack Mr. Koehler	REQUIRED: German A, B, C, D, 6a-6b, 5.0a-5.0b, or their equivalents.
History Mr. Bashor Dr. Hepburn Dr. Rempel Dr. Stanger Dr. Taggart	REQUIRED: History 4a-4b and Economics 1a or Geography 1. RECOMMENDED: History 8a-8b, Public Speaking 120 or Librarianship 101 .
Household Art Miss D. Davis	REQUIRED: High School Chemistry; Household Art 1a-1b, 6a-6b ; History 4a-4b or equivalents. RECOMMENDED: High school courses in Clothing, Freehand and Mechanical Drawing and Physiology. Also Art 2a-2b; Anthropology 1a-1b ; Economics 1a-1b; Psychology 1a-1b; Latin , French, Italian , Spanish, or German.
Household Science Miss Young	REQUIRED: Chemistry 1a-1b, 8; Economics 1a-1b; Household Science 1a-1b . RECOMMENDED: Bacteriology 1 ; Physics 2a-2b; Physiology .
Hygiene (Public Health) Miss Ginno Mr. McFadden Dr. Shepherd Miss Young	REQUIRED: Bacteriology 1, 4 ; Chemistry 1a-1b, 8; Hygiene 3, 4 ; Zoology 1a-1b; and French or German. RECOMMENDED: Chemistry 9; Physics 2a-2b; Physiology 1 ; Zoology 100 (partial substitution Zoology 2).
International Relations Dr. Rempel	REQUIRED: Economics 1a-1b; History 4a-4b; Political Science 1a-1b; in addition, Philosophy 5a-5b, or Psychology 1a-1b, or Social Institutions 1a-1b . The choice should be made in consonance with the upper division elective to be chosen.
Italian Miss Peters	REQUIRED: Not offered at San Mateo. RECOMMENDED: A reading knowledge of Latin.
Jurisprudence Mr. Faulkner Dr. Stanger	REQUIRED: Bachelor's degree from an approved college.
Librarianship Miss Steele	REQUIRED: A. B. degree of University of California or its equivalent. One year of college French and German. RECOMMENDED: Well rounded general education. Ability to use typewriter with accuracy.
Mathematics Mr. Francis Mr. Westigard	REQUIRED: High school plane trigonometry or Mathematics C, Mathematics E, 6, 8, 3a-3b, 4a-4b.
Mechanical Engineering Mr. Francis Mr. Paulsen Mr. Westigard	REQUIRED: Mathematics 3a-3b, 14a-14b; Chemistry 1a-1b; Physics 1a-1b, 1c-1d; Mechanical Engineering 2, 10a-10b; C. E. 1a, or M. E. 6.

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

<p>Medicine (Pre-medical) Mr. Matthew Dr. Shepherd Dr. Wilson</p>	<p>See page 76 for type curriculum.</p>
<p>Military Science and Tactics Dr. Taggart</p>	<p>REQUIRED: Membership in Advanced Course, Reserve Officers' Training Corps with junior standing and credit in Political Science 1a-1b; Mathematics C, Mathematics 1, and Jurisprudence 10a-10b. RECOMMENDED: High School Chemistry and Physics; Military Science and Tactics; Foreign Language requirement satisfied in Spanish, French, German, Russian or Japanese; Philosophy 5a-5b, and Civil Engineering 1a-1b.</p>
<p>Mining and Metallurgy Mr. Reichel Mr. Wilson</p>	<p>REQUIRED: Mathematics 3a-3b, 4a-4b; Chemistry 1a-1b; Civil Engineering 1a-1b, 3; Physics 1a-1b, 1c-1d; Geology 1a; Mining 5a-5b; Mineralogy 1a-1b, 2. See Announcement of Courses for additional requirements in divisions of Mining, Metallurgy, Economic Geology, and Petroleum Engineering for second year.</p>
<p>Music Mr. Roehr</p>	<p>REQUIRED: Music 1a-1b, 1c or 1d, 2a-2b, 3a-3b, 4a-4b, 7a-7b, 14a-14b. RECOMMENDED: Electives from the following: Art 19 or similar courses; related courses in English; History 4a-4b; foreign languages, particularly French and German; Philosophy 5a-5b or 10a-10b and 136a-136b; Physics 2a-2b and 114.</p>
<p>Oceanography Mr. Reichel Mr. Wilson</p>	<p>REQUIRED: Reading knowledge of scientific German or French; Mathematics C and 3a-3b or 11a-11b; Chemistry 1a-1b; Physics 2a-2b, 3a-3b; basic course in paleontology or in some one of the biological sciences. Completion of a major in one, or a combination major in two of the following subjects: Biochemistry, Botany, Chemistry, Geology, Paleontology, Physics, Plant or Animal Physiology, or Zoology. RECOMMENDED: Chemistry 110.</p>
<p>Optometry Mr. Pomeroy Dr. Redeker</p>	<p>REQUIRED: Chemistry 1a-1b; English 1b-1a; Mathematics C, 3a; Physics 2a-2b, 3a-3b; Physiology 1, Psychology 1a. RECOMMENDED: Mathematics 3b-4a, Chemistry 8, 9; Bacteriology 1, 4.</p>
<p>Paleontology Mr. Wilson</p>	<p>REQUIRED: Botany 1a-1b or Zoology 1a-1b; Geology 1a-1b; Paleontology 1, 2 and 3; Matriculation Chemistry or Physics. For majors emphasizing Geology, Mineralogy 1a and 2 are also required. RECOMMENDED: French and German.</p>
<p>Philosophy Dr. Roach</p>	<p>REQUIRED: Philosophy 5a-5b, 10a-10b, and 12.</p>

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

Physical Education (men) Mr. Bissett Mr. McFadden	REQUIRED: Chemistry 1a, Zoology 10 , Physiology 1 , Psychology 1a, Hygiene 3 . RECOMMENDED: Public Speaking 1a-1b; Hygiene 2, 4 ; Bacteriology 1 ; Economics 1a-1b.
Physical Education (Women) Miss Ginno Miss Young	REQUIRED: Chemistry 1a, Zoology 10 , Physiology 1 , Psychology 1a, Hygiene 3 . RECOMMENDED: Public Speaking 1a-1b, Hygiene 2- 4 ; Bacteriology 1 , Economics 1a-1b.
Physics Dr. Christensen Mr. Pomeroy	REQUIRED: Physics 1a-1b, 1c-1d or their equivalents; Chemistry 1a-1b; Mathematics C, 3a-3b, 4a-4b, or their equivalents. RECOMMENDED: Mathematics 8; reading knowledge of French and German.
Physiology Dr. Shepherd Dr. Wilson Miss Young	REQUIRED: Zoology 1a-1b or Physiology 1 ; Physics 2a-2b, 3a-3b; Chemistry 1a-1b, 8. RECOMMENDED: Chemistry 5 and 110 and a reading knowledge of French and German.
Political Science Mr. McAllister Dr. Taggart	REQUIRED: Political Science 1a-1b and one of the following courses: Economics 1a-1b, 10, 11; History 4a-4b, 8a-8b; Jurisprudence 10a-10b ; Geography 1 and 2.
Psychology Dr. Roach	REQUIRED: Psychology 1a, 1b, and 5 ; either Physiology 1 , or Zoology 1a, 1b. RECOMMENDED: French, German, Chemistry, Physics.
Public Speaking Miss Beveridge Mr. Tormey	REQUIRED: Public Speaking 1a-1b and 2a-2b with a grade of C.
Social Institutions Dr. Taggart Mr. Thomson	REQUIRED: Sociology 1, 2; Philosophy 10a-10b . RECOMMENDED: Anthropology 1a-1b , Economics 1a-1b, Paleontology 1 , Psychology 1a, Zoology 10 . (For equivalent take Biology 1, 2.)
Social Service Miss Hack	REQUIRED: Economics 1a, 1b, 40. Psychology 1a. RECOMMENDED: Psychology 1b; Economics 10; Political Science 1a, 1b; Zoology 1a or Zoology 10 . (For equivalent take Biology 1, 2); Anthropology 1b ; Physiology 1 ; Hygiene 3, 4 .
Spanish Mrs. Marsb Miss Peters	REQUIRED: Spanish A, B, C, D, 6a-6b , or four years of high school Spanish and 5.0a-5.0b; two years of high school Latin or its equivalent.
Zoology Dr. Wilson	REQUIRED: Zoology 1a, 1b and high school Chemistry or Chemistry 1a. RECOMMENDED: Chemistry 1b, 8 and 9; French, German; elementary courses in other biological subjects.

*NOTE: Blackface words and figures denote courses not offered at San Mateo.

REQUIREMENTS FOR ENTRANCE TO STANFORD UNIVERSITY

A. Requirements to be met in the high school program.

1. **Scholarship Requirements:** Applicants for admission in freshman standing must show evidence of having been graduated from an approved four-year preparatory school with 15 units of passing grade taken after the eighth grade, at least two of which shall be in English. The transcript of record must also show as having been completed after the ninth grade (a) 11 units each of recommending grade, or (b) 9 units each of a recommending grade, provided the Aptitude Test is above the Stanford median, or (c) 9 units each of recommending grade provided that the average of the total record after the ninth grade and the average work for the last two years is not less than B.
 - a. When A and B are the recommending grades, the combination of term grades of C and A, or C and B, will be accepted as recommending; but the combination of A and C, or B and C will not be so accepted.
 - b. In a subject continued for more than one year all the units offered will be considered of recommending grade if the last unit and the average of all the grades in that subject meet the recommending standard. Units first completed with less than recommending grades may be raised to the recommending standard by repetition in a regular school term.
 - c. One unit only will be accepted for typing; not more than 3 for music (only one of which may be in vocal or instrumental technique or both); and none will be accepted for physical education, military training, penmanship, or spelling.
2. **Subjects.** The only prescribed subject for admission to the Lower Division is English (minimum, two units after the ninth grade). It is usually advantageous, however, for applicants to anticipate in the high school, certain Lower Division requirements of the University and to offer the following as part of the 15 units:

Three units in English; three units in one foreign language; one unit in either Biology, Botany, Physiology, or Zoology; one unit in either Physics or Chemistry; one unit in American History (or in American History and Civics).

In anticipation of an engineering course, the applicant should offer one unit in plane geometry, two in algebra, one-half unit in trigonometry, one unit in mechanical drawing, and the foreign language and science requirements listed above.

B. Lower Division Requirements.

Note: The quarter units named in the Stanford circular have been translated into semester units in the following paragraphs:

The lower division requirements of the University are divided into three groups. Every student is required to take at least 10 semester units in each of these groups during the first two years in the university. The requirements are as follows:

GROUP I—Arts and Letters (English, Foreign Language, Lecture courses in Music and Art).

- (a) Four units of English composition. San Mateo students take English 1b-1a.
- (b) English A during the first year, provided the student has failed to pass the matriculation test in English.
- (c) The completion **in the University** of the second quarter of a second-year reading course in a foreign language, or of a more advanced course.
- (d) Electives to make up the required total of ten units in this group, if the above requirements have not totaled that amount.

GROUP II—Natural sciences, mathematics (applied mathematics, biology, botany, chemistry, engineering, geology, hygiene, logic, mathematics, military science, mining and metallurgy, physics, psychology, zoology, and entomology).

- (a) Six units of laboratory science during the first year.
 - (1) Biological science for those who have completed a high-school year of physics or chemistry only.
 - (2) Physics or chemistry for those who have completed a high-school year of biological science only.
 - (3) Biological science and physics or chemistry (a total of twelve units for those who have completed neither a biological science nor a physical science in high school).
- (b) Electives to make up the total of ten units in the group.

GROUP III—Social sciences (history, political science, economics, philosophy, and education).

- (a) Eight units of History of Western Civilization.
- (b) Six units of Introduction to Social Problems.
 - Acceptable from San Mateo Junior College:
 - a. Citizenship 1a-1b.
 - b. Any of the following history groups: History 3a-3b; 4a-4b; 5a-5b; 8a-8b; 21a-21b.

Students enrolled in the Lower Division will be required to attain a "C" average in their total record at the University before they are given Upper Division standing.

Students transferring from other institutions with advanced standing will be relieved from such of the requirements of the Lower Division as, in the judgment of the Committee on Lower Division Administration they have substantially completed elsewhere. Such students should consult the Lower Division offices at Stanford University.

Most of the science departments in the University, including the School of Medicine, require a reading knowledge of French or German for graduation, and German is required for all advanced degrees in the Chemistry Department. It is advantageous to begin these languages before matriculation.

**TRANSFER PRIVILEGES OF J. C. GRADUATES
AT STANFORD UNIVERSITY**

Candidates for admission to the Upper Division must have completed collegiate work which is satisfactory in quantity and quality.

1. Graduates of approved junior colleges who have completed the equivalent of at least 58 units of recognized standing, whose programs of study approximate the Lower Division requirements of Stanford University and whose grade point average is C plus (1.20) may enter the Upper Division, without meeting Stanford University requirements.
2. Credit for physical or military training will not be counted as part of this required number of units.

OUTLINE SCHEDULE FOR LOWER DIVISION REQUIREMENTS FOR STANFORD UNIVERSITY

Note: The subject matter for all items where not specifically named must be selected with the greatest of care and in conformity with the directions appearing on pages 66 and 67.

Items 1 and 2 required of all students.

Item 3 presupposes three years of high school language, preferably French or German. Bracketed figures show number of units for those who have not acceptable foreign language units earned in high school.

Item 4, English A is to be taken in the first semester if Subject A Examination is taken but not passed. All others take English 50 or 62.

Item 8, Citizenship and Political Science 21, which is required of all students.

Item	Subject Field	First Year		Second Year		Total Required
		1st Sem.	2nd Sem.	1st Sem.	2nd Sem.	
1.	P. E.	½	½	½	½	2
2.	Hygiene		2			2
3.	Language (Grp. I a)	3or(5)	3or(5)	3or(0)	3or(0)	6or(16)
4.	English (Grp. Ic)	(2)		3	3	6
5.	Elective filling out 10 in Group I	3	3			6
6.	Natural Science (Group II a)	3	3			6
7.	Electives filling out 10 in Group II			3	3	6
8.	Citizenship 1a - 1b and Pol. Sci. 21 (Group III b)	4	4	2		10
9.	History (Grp. IIIa)			3or(4)	3or(4)	6or(8)
	Free electives	?	?	?	?	?
Minimum totals re-quired		16	16	16	16	64

REQUIREMENTS FOR ENTRANCE TO STATE (TEACHERS) COLLEGE

(Taken from San Jose State College Catalog)

(Units indicated are semester units as awarded at San Mateo)

REQUIREMENTS FOR THE A.B. DEGREE

In all departments of the college candidates for the bachelor of arts degree must complete at least 124 units for graduation. At least 30 units, including 6 units of the last year's work, must be completed in residence. Not more than 40 units may be counted toward the degree in any one department, although method courses offered by the department may be counted as education and may be taken in addition to the 40 unit limitation.

LOWER DIVISION

All degree programs must include the following lower division requirements, except that in some cases exemptions may be allowed:

Natural Science, including a year laboratory course (may include hygiene, 2 units, and mathematics).....	14 units
Social Science, including a year course and Constitution (may include Hist. of Philosophy, but not for year sequence)	14 units
English (Composition; may include 2 units of speech).....	6 units
Psychology	4 units
Physical Education (two years).....	2 units

EXEMPTIONS

For each whole recommended unit of science in excess of one earned in grades eleven and twelve, an exemption of 2 units in college science requirements will be allowed. An exemption of 2 units of science will also be allowed for each whole recommended unit of mathematics beyond two earned in high school. In no case may the minimum science requirement be reduced to less than one year of laboratory science.

For each whole recommended unit of social science in excess of one earned in grades eleven and twelve, an exemption of 2 units will be allowed. In no case may the requirement be reduced to less than one year of social science, and in every case the Constitution requirement must be met.

Exemption from all or part of the English composition requirement may be earned by passing a placement examination given by the English department.

Exemptions in departmental requirements do not reduce the total number of units required for graduation.

First year students must take Orientation during the autumn quarter without credit.

ADVANCED STANDING

From Other Colleges. Credits earned in accredited colleges will be evaluated by the Registrar and advanced standing allowed on the basis of the evidence submitted. Credit toward the fulfillment of graduation requirements shall be allowed only in so far as the courses satisfactorily completed meet the standards and the requirements of the basic course pattern of the college.

Credits earned in nonaccredited colleges may be accepted as a basis for advanced standing only to the extent that the applicant can demonstrate to the satisfaction of the college that a satisfactory degree of proficiency has been attained in the courses in question.

From Junior Colleges. Credits earned in accredited junior colleges will be evaluated by the Registrar in accordance with the following provisions:

1. Not more than 64 hours of work may be allowed for credit earned in junior college.
2. No credit may be allowed for professional courses in education.

UPPER DIVISION

On the completion of 60 units of college work, including the above lower division requirements, with a "C" average on the whole program as well as the required courses in natural science, social science, and English, the student will be admitted to the upper division. Admission

to the upper division is prerequisite to admission to education courses. (See also other requirements for admission to teacher training outlined below.)

In a few cases students may be admitted to the upper division with subject deficiencies when to delay this action would unnecessarily postpone the student's admission to the teacher training program. Normally, the student will complete two years in residence subsequent to admission to the upper division. In every case, unless otherwise approved by the committee, the student must complete at least one year (30 units) of work subsequent to admission to the upper division. Under no condition will credit earned in technical courses be counted for more than two years of lower division work. Consequently, a student registered for a technical course may not be classified in the upper division.

A minimum of 40 units in upper division courses (numbered 100 or above) is required for graduation.

MAJORS AND MINORS

Each candidate for the A.B. degree must fulfill the requirements for one major and one minor, except when the candidate is qualifying for a general credential, in which case two minors are required in addition to the major in education. Candidates for the general junior high school credential must complete the junior high school major and a minor in subjects taught in junior high school, one of which should be in an academic field. Students who plan to continue in graduate school for the general secondary credential should complete a major and a minor in subjects taught in high school.

The candidate should consult heads of the departments concerned early in his course. Major and minor requirements are determined by the department head, and will vary slightly, depending upon the student's needs.

It is possible to work for more than one credential, although for each extra credential a minimum of 12 units is necessary in addition to the 124 required for the degree.

ADMISSION TO TEACHER TRAINING

Prospective teachers may apply for admission to courses leading to any of the credentials. **Admission to the college, however, does not imply nor guarantee acceptance for teaching training.** The San Jose plan calls for a very careful process of observation and selection during the freshman and sophomore years. If at the end of the sophomore year, a student has convinced the faculty that he is good teacher material, he will be accepted as a candidate for teaching training. Acceptance for one teaching credential does not imply acceptance for any other credential desired. Acceptance is based upon the following requirements:

1. Personnel tests. The results of the tests are used for guidance purposes and to measure the student's proficiency in the elementary school subjects.

2. Fundamental courses. All teacher-training candidates are required to pass the following courses covering the elementary school subjects: Geography, history, penmanship, grammar, arithmetic, reading, and spelling. These courses, which yield no credit, should be completed by the end of the sophomore year. It is advised that the entering freshman take one course each quarter until all have been completed. With the exception of grammar and penmanship, satisfactory scores in the personnel tests will be accepted to clear these subject requirements. Clear-

ance in these fundamental subjects is prerequisite to admission to education courses. For this reason, it is very important that transfers with advanced standing make every effort to satisfy these requirements during their first quarter attendance.

3. Physical examination. All candidates for teacher training must pass a thorough physical examination given by the college physician immediately prior to teacher-training interviews.

4. Teacher-training interviews. An application for acceptance as a teacher-training candidate should be filed at the end of the freshman year. Application blanks are available in the personnel office. Each applicant is required to have a series of interviews with members of the committee on teacher training. In these interviews the committee will review the student's complete history in order to determine his fitness for teaching.

5. A satisfactory scholarship average. Candidates must have better than a "C" average in order to qualify for teacher training.

6. Completion of the lower division. No student is admitted to the upper division until he has a "C" average on his total record as well as in required courses in natural science, social science and English.

7. General fitness for teaching. General weakness in the foregoing items or the evidence of unfavorable traits of character or personality will disqualify a student from candidacy for teacher training.

Student teaching may not be done until all the prerequisites to acceptance listed above have been completed.

It is important that transfers, as well as former students who attended San Jose State College before the adoption of the present plan, anticipate the need for prompt satisfaction of the prerequisites to acceptance for teacher training. Former graduates of the college who are returning to work for the degree must satisfy all requirements for acceptance for teacher training. Admission to education courses will be withheld until these requirements are cleared. The personnel tests should be taken before entrance. To postpone them may mean delay in graduation.

In general, the subject-matter requirements for the teaching credentials issued by the college will be required of transfers holding recognized degrees from other colleges. They must qualify for teacher training in the manner outlined above. A minimum of two quarters of residence is required of degree transfers working for a credential. Ordinarily, however, it takes at least a year, and in case the candidate does not satisfy the requirements for admission to teacher training promptly it may take longer.

CITIZENSHIP

Only citizens of the United States may become candidates for long-term teaching credentials. Foreigners who have filed their first papers are eligible to apply for short-term credentials. Failure to complete the naturalization process within six months of the date of eligibility will result in the revocation of the credential. After a foreigner has become naturalized he may qualify for a long-term credential.

No student should make his choice of electives without having at hand the most recent catalog of the State college to which he expects to transfer.

EXAMPLES OF CURRICULA TAKEN AT SAN MATEO

The purpose of these courses is to accomplish a well rounded two-year college program; to prepare for some specific occupation, or to enter some higher technical course. Except for the University of California, whose requirements have been listed on pages 51 to 65, other universities and colleges will accept these courses as units in advanced standing provided an average grade of "C" has been made in all work attempted. If requirements have been met, the University of California will accept any course numbered A, B, C, D, and any course numbered from 1 to 49. Courses numbered from 50 to 99 can be offered as electives or for removing high school deficiencies. All the two-year courses here listed provide for completing the requirements for graduation as specified by the State Board of Education.

The curricula here outlined are suggestive only. They may be materially changed by the student in conference with his adviser, who will assist him to enroll in a curriculum which will be built upon the student's interests, abilities and previous training in the light of his chosen objective.

ART CURRICULA

SUGGESTED PROGRAM FOR UNIVERSITY ART MAJORS*

First Year			Second Year		
P. E.	1/2	1/2	P. E.	1/2	1/2
Art 19	2		English or Philosophy.....	3	3
Art 2a, 2b.....	3	2	Language	3	3
Art 3a, 3b.....	3	2	Political Science 21.....	2	
**Art 1a, 1b.....	2	2	Social Science.....	3	3
Art 50a.....		2	Science	3	3
Science		3	Art Electives.....	3	3
Language	5	5			
Hygiene	2			17 1/2	15 1/2
	17 1/2	16 1/2			

ART ELECTIVES

(Art 13a, 13b—2-2	Art 56a, 56b—2-2
Art 50b —2	Art 57a, 57b—2-2
Art 51a, 51b—1-1	Art 58a, 58b—2-2
Art 52a, 52b—2-2	Art 59a, 59b—1-1
Art 53a, 53b—1-1	Art 60a —1
Art 55 —1-1	Art 61 —1-1
	Art 63a, 63b—2-2
	Art 65 —1 or 2)

SEMI-PROFESSIONAL COURSE IN FINE AND APPLIED ARTS

The semi-professional curriculum in Art training is organized to meet the needs of those who do not wish to continue academic study beyond the Junior College but who intend to enter professional or commercial art work, or who plan to carry on advanced study at an accredited art institution.

*This program presupposes that the University entrance recommendations have been met in full in the high school program.

**For Art Majors 1a or 1b may be conducted as a three-unit course. See instructor.

Advertising Art and Interior Decorating firms of recognized standing require four years of art school preparation.

First Year		Second Year	
P. E.	1/2	P. E.	1/2
Art 2a, 2b.....	3	Political Science 21	2
Art 3a, 3b.....	3	Journalism 1a, 1b....	3
Art 19.....	2	Pub. Speak'g (5a, 5b)	2
Art 1a, 1b.....	2	English Electives*.....	3
Art 50a, 50b.....	2	Art Electives.....	9
English (1a, 1b).....	3	(Art 13a, 13b—2-2	
Science	3	Art 51a, 51b—1-1	
Hygiene	2	Art 52a, 52b—2-2	
Art Electives	1	Art 53a, 53b—1-1	
		Art 55 —1-1	
	16 1/2	Art 56a, 56b—2-2	
	16 1/2	Art 58a, 58b—2-2	
		Art 59a, 59b—1-1	
		Art 60 —1	
		Art 61 —1-1	
		Art 63a, 63b—2-2	
		Art 65 —1 or 2)	
			17 1/2
			17 1/2

COMMERCE CURRICULA

Two types of curricula in Commerce offered by this junior college are:

- (a) The certificate curriculum leading to junior standing in four-year colleges and universities and to the Junior College diploma.
- (b) The semi-professional curriculum leading to the Junior College diploma, and preparing for employment in a business position, but not leading to University courses in the upper division.

CERTIFICATE COURSE IN COMMERCE LEADING TO JUNIOR CERTIFICATE IN COMMERCE

First Year		Second Year	
P. E.	1/2	P. E.	1/2
Foreign Language....	5	Econ. 1a-1b.....	3
English 1b-1a.....	3	Juris. 18.....	3
Geog. 1 and 2.....	3	Econ. 14a-14b.....	3
Hist. or Pol. Sci.....	3	Math. 2.....	3
Science	3	Pol Sci. 21.....	2
Hygiene	2	Elective	6
		Econ. 40.....	3
	16 1/2		
	17 1/2		15 1/2
			16 1/2

Recommended Electives: Econ. 10 or 11

*Note: For students interested in the Fine Arts or Stagecraft, the following courses in English are suggested: English 6 (3), English 5.6a-5.6b (3-3). Public Speaking 2a, 2b (3-3). For those in the Advertising Art Group, the following courses are recommended: Public Speaking 1a, 1b (3-3), Journalism 51 (3), (Commerce 73).

THE SEMI-PROFESSIONAL CURRICULA IN SECRETARIAL TRAINING

Students who have had work in Secretarial Training in High School may shorten their training period in Junior College by entering advanced skill courses in which they already have a satisfactory basic skill. For example: A student who has already had training equivalent to Shorthand A and B and Typing A and B may obtain permission to enter directly into Shorthand C and Typing C and so complete his work in less than the normal two-year period.

ONE-YEAR STENOGRAPHIC COURSE

P. E.	1/2	1/2
Shorthand (Com. 90c-90d).....	5	5
Transcription Com. 91c-91d.....	2	2
Typing C (Com. 92c).....	2	
English 50, Com. 56.....	3	3
Office Machines - Duplication.....	2	1
Hygiene 1 (Men) or Hygiene 2 (Women).....	2	
Filing (Com. 95).....	1	
Business Experience (Com. 99-100).....		4
Personal Efficiency (Com. 58, women; Com. 59, Men)		3
	<hr/>	<hr/>
	17 1/2	18 1/2

TWO-YEAR SECRETARIAL COURSE

First Year			Second Year		
P. E.	1/2	1/2	P. E.	1/2	1/2
Hygiene 1 (Men) or Hygiene 2 (Women).....	2		Pol. Sci. 21.....	2	
Typing (Com. 92a-92b).....	2	2	Typing C.....	2	
English 50 or 1b.....	3		Short. (Com. 90c-90d).....	5	5
Com. 56.....		3	Office Mach. (Com. 93a).....	2	
Econ. 14a.....	4		Duplicating (Com. 94).....	1	
Sec. Acctg. (Com. 66).....		3	Bus. Exp. (Com. 99 & 100).....		4
Short. (Com. 90a-90b).....	5	5	Trans. (Com. 91c-91d).....	2	2
Filing (Com. 95).....		1	Per. Eff. (Com. 58).....	3	
Spelling (Com. 51).....		3	Electives		5
	<hr/>	<hr/>		<hr/>	<hr/>
	16 1/2	17 1/2		17 1/2	16 1/2

SEMI-PROFESSIONAL GENERAL BUSINESS COURSE

First Year			Second Year		
P. E.	1/2	1/2	P. E.	1/2	1/2
Hygiene 1 (Men) or Hygiene 2 (Women).....	2		Pol. Sci. 21.....	2	
Bus. Arith. (Com. 50-54).....	2	3	Cur. Econ. Prob. (Com. 52).....	2	
English 50 or 1b.....	3		Taxation (Com. 88).....		2
Bus. Corres. (Com. 56).....		3	Filing (Com. 95).....	1	
Econ. 14a.....	4		Off. Mach. (Com. 93).....	2	
Juris. 18.....		3	Investments (Com. 81).....	2	
Typing (Com. 92a, 92b).....	2	2	Duplicating (Com. 94).....	1	
Spelling (Com. 51).....	3		Occupations (Com. 87).....		2
Penmanship (Com. 53).....		1	Buymanship (Com. 79).....	3	
Insurance (Com. 82).....		2	Per. Eff. (Com. 59).....		3
Real Estate (Com. 83).....		3	Bus. Exp. (Com. 99-100).....		4
	<hr/>	<hr/>	Econ. 1a, 1b.....	3	3
	16 1/2	17 1/2	Electives		2
				<hr/>	<hr/>
				16 1/2	16 1/2

SEMI-PROFESSIONAL ACCOUNTING COURSE

First Year		Second Year	
P. E.	½ ½	P. E.	½ ½
Hygiene 1 (Men) or Hygiene 2 (Women).....	2	Pol. Sci. 21.....	2
Bus. Arith. (Com. 50-54)	2 3	Adv. Acctg. (60a-60b)....	3 3
Econ. 14a-b (Acctg.).....	4	Ccst Acctg. (Com. 62).....	3
Soc. Sec. Acctg. (Com. 65)	3	Inc. Tax Acctg. (Com. 64)	3
Penmanship (Com. 53)....	1	Auditing (Com. 63).....	3
English 50 or 1b.....	3	Juris. 18.....	3
Cur. Econ. Prob. (Com. 52)	2	Taxation (Com. 88).....	2
Bus. Corres. Com. 56)....	3	Econ. 1a, 1b.....	3 3
Investments (Com. 81)....	2	Per. Eff. (Com. 59).....	3
Real Estate (Com. 83)....	3	Insurance	2
			16½ 17½
	16½ 16½		

SEMI-PROFESSIONAL MERCHANDISING COURSE

First Year		Second Year	
P. E.	½ ½	P. E.	½ ½
Hygiene 1 (Men) or Hygiene 2 (Women).....	2	Pol. Sci. 21.....	2
Bus. Arith. (Com. 50).....	2	Pub. Spkg. 1a.....	3
English 50 or 1b.....	3	Prob. of Cons. (Com. 78)	3
Bus. Corres. (Com. 56)....	3	Buymanship (Com. 79)....	3
Salesmanship (Com. 70-71)	2 3	Occupations (Com. 87)....	2
Advertising (Com. 73)....	3	Cur. Econ. Prob. (Com. 52)	2
Spelling (Com. 51).....	3	Insurance (Com. 82).....	2
Penmanship (Com. 53)....	1	Real Estate (Com. 83)....	3
Per. Eff. (Com. 58 or 59)	3	Investments (Com. 81)....	2
Showcard Writing (Com. 72)	1	Juris. 18.....	3
Econ. 14a.....	4	Electives	2 6
Typing A.....	2		17½ 16½
	16½ 16½		

TWO-YEAR TRADES COMPLETION CURRICULA

These curricula are designed to give a wide latitude to meet individual needs for the more specific occupations into which students desire to enter. Students following these curricula should place their names on file with the Appointment Bureau soon after entering upon their studies.

MACHINE DRAFTING

First Year		Second Year	
P. E.	½ ½	P. E.	½ ½
M. E. A.....	1	M. E. 57.....	3
M. E. B.....	2	M. E. 58.....	3
Hygiene 1 or 2.....	2	Pol. Sci. 21.....	2
M. E. 56.....	3	M. E. 59.....	3
M. E. 55.....	3	Math	3
Math B. or Suc. Math. 3	3	Electives*	4 11
Electives*	7		15½ 17½
	15½ 16½		

ARCHITECTURAL DRAFTING

First Year		Second Year		
P. E.	1/2	1/2	P. E. 1/2	1/2
Arch. A.....	1		Arch. 1.....	2
Arch. B.....	2		Pol. Sci. 21.....	2
Hygiene 1 or 2.....	2		Arch. 2.....	2
Arch. C.....		2	Math.	3
Math B or Suc. Math.	7	11	C. E. 8.....	2
Electives*	3	3		
	<hr/>	<hr/>		
	15 1/2	16 1/2	15 1/2	16 1/2

REFRIGERATION AND AIR-CONDITIONING

First Year		Second Year		
P. E.	1/2	1/2	P. E. 1/2	1/2
Hygiene 1 or 2.....		2	Pol. Sci. 21.....	2
C. E. 54.....	2		E. E. 51 and 52.....	4
M. E. 60.....		2	Math.	3
M. E. 51.....	3		Electives*	6
Math.	3	3		
Electives*	7	9		
	<hr/>	<hr/>		
	15 1/2	16 1/2	15 1/2	16 1/2

*Other Available Courses in Engineering and Science:

Math. A	Phys. 1a	M. E. 51	Geol. 2
Math. B**	Phys. 1b**	M. E. 10a	C. E. 8
Math. C**	Phys. 1c	M. E. 10b	C. E. 51a
Math. 1**	Phys. 1d**	M. E. 60	C. E. 51b
Math. 3a-b**	Phys. 55	E. E. 51	C. E. 54
Math. 4a-b**	Chem. 1a	E. E. 52	C. E. 57
Math. 8a**	Chem. 1b**	E. E. 53	C. E. 59
Math. 10a-b**	Chem. 10**	E. E. 54	Mineralogy 1a**
Math. 51**	Chem. 51**	E. E. 55	Mineralogy 1b**
Math. 53a-b**	Chem. 52	Geol. 1a**	
Math. 54	Chem. 53**	Geol. 1b**	

**Courses so designated have prerequisites.

PRE-MEDICAL AND PRE-DENTAL CURRICULA

The following curricula are suggested for two years of pre-medical or pre-dental work; they may be modified to suit any special requirements of the college for which the student is preparing. Electives should be chosen to satisfy requirements for the Junior College diploma of graduation.

First Year		PRE-MEDICAL		Second Year		
Subject A.....				P. E.	1/2	1/2
P. E.	1/2	1/2	Chem. 8, 5.....	3	3	
English 1b-1a.....	3	3	Physics 2a-2b.....	3	3	
Chem. 1a-1b.....	5	5	Physics 3a-3b.....	1	1	
Zool. 1a-1b.....	4	4	Zool. 2.....	3		
French or German...3-5		3-5	Hygiene 1 or 2.....		2	
	<hr/>	<hr/>	Pol. Sci. 21.....	2		
	15 1/2	15 1/2	Electives (Including			
	17 1/2	17 1/2	Soc. Sci. and Phil.)	6	7	
				<hr/>	<hr/>	
				18 1/2	16 1/2	

PRE-DENTAL

First Year		Second Year	
Subject A.....		P. E.	1/2
P. E.	1/2	Chem. 8, 9.....	3
English 1b-1a.....	3	Zool. 1a-1b.....	4
Chem. 1a-1b.....	5	Physics 2a-2h.....	3
Electives (Including Soc. Sci.).....	7	Hygiene 1 or 2.....	2
	15 1/2	Pol. Sci. 21.....	2
		Electives (Including Philosophy)	4
			4
			16 1/2
			16 1/2

PRE-NURSING CURRICULA

University of California Hospital		Stanford University Hospital	
First Year		First Year	
1st Semes.	2nd Semes.	1st Semes.	2nd Semes.
Subject A.....		Subject A.....	
P. E.	1/2	P. E.	1/2
Language	5(or3)	Language	5(or3)
Hygiene 1 or 2....	2	Chemistry 1a, 1b	5
English 1b, 1a....	3	Citizenship	4
Economics 1a, 1b	3	Hygiene 1 or 2....	2
Psychology 1a, 1b	3	Electives	(or)2
Electives	—(or2)		3(or6)
Chemistry 1a.....	5	Totals	16 1/2
	16 1/2		15 1/2
Total	16 1/2	Second year not recommended at San Mateo	
Second year not recommended at San Mateo	17 1/2		

RECREATIONAL LEADERSHIP CURRICULUM

This course does not anticipate that the student will continue in the university.

First Year		Second Year	
Subject A.....		P. E. (2 activities).....	1
P. E. (2 activities).....	1	English 5.4a	2
Biology 1.....	4	Journalism 1a.....	3
Biology 2.....	2	Citizenship 1a.....	4
English 50, 62 or 1b.....	3	Geol. 2.....	3
Public Speaking 1a.....	3	Typing (Com. 92a).....	2
Hygiene 2-52.....	2	Pol. Sci. 21.....	2
Music 3a.....	2	Psychology 1a.....	3
Music 63a.....	1	First Aid (Hygiene 53).....	1
Art 2a-2b.....	2	Theory of Athletics (P. E. 55b).....	2
Art 19.....	2	Recreational Leadership (P. E. 56).....	3
Theory of Athletics (P. E. 55b).....	2	Art 55a.....	1
Electives	2	Electives	2
	17	Botany 4.....	2
	16		2
			16
			16

Major in Physical Education

Students who wish to major in Physical Education may complete the first two years of the four-year group major in Physical Education and Hygiene for the A.B. degree with the State College's Special Secondary Credential in Physical Education, and may also complete the first two years of the five-year course necessary for the State Teachers' Secondary Credential in Physical Education.

Candidates for a degree from the University of California at Berkeley must fulfill the group requirements as outlined in the schedule for the College of Letters and Sciences.

Candidates for a degree from the State Colleges must fulfill the requirements as outlined in the San Mateo Junior College Announcement of Courses.

It is recommended that students who expect to major in Physical Education take Physical Education 1, 2c, 3b, 4, 5a-5b, and 6, and that as many other Physical Education classes be included as the student's program will permit.

ANNOUNCEMENT OF COURSES IN THE GENERAL COLLEGE

Courses designated as A, B, C, D, E, and 1 to 49 are Certificate Courses.

Courses designated 50 to 99 are Completion Courses.

Abbreviations.—The credit value of each course in semester units is indicated for each semester by a numeral in parentheses following the title. A semester unit is one hour of the student's time at the College, weekly, during one semester, in lecture or recitation, together with the time necessary in preparation therefor; or a longer time in laboratory or other exercises, not requiring other preparations.

The session during which the course is given is shown as follows: I, first semester; II, second semester; yr., throughout the year. The name of instructor giving course follows title. Final information concerning class hours will be found in the Schedule of Classes, which will be issued to each student on registration day.

Courses marked with an asterisk (*) parallel courses given at the University of California and bear the same numbers.

ANATOMY AND PHYSIOLOGY

1. Anatomy and Physiology (2) I and II. Dr. Shepherd.

Two lectures per week.

Prerequisite: Biology 1 or Zoology 1a, or consent of Instructor.

A knowledge of elementary physics and chemistry is recommended.

A course designed to familiarize the student with the structure and functions of the organs of the following systems: Muscular, nervous, circulatory, respiratory, excretory and digestive. This elective course is primarily for Pre-medical, Pre-dental and Pre-nursing students desiring information in the fields listed above.

ARCHITECTURE

A. Architectural Drawing (1) I and II. Mr. Paulsen.

Three hours weekly.

Introductory course in architectural linear drawing and lettering.

B. Architectural Drawing (2) I and II. Mr. Paulsen.

Six hours weekly.

Prerequisite: Architectural Drawing A or equivalent.

Constructional details of frame buildings. Lectures, drafting room practice, lettering and visits to buildings and industrial plants.

C. and D. Architectural Drawing (2) I and II. Mr. Paulsen.

Six hours weekly.

Prerequisite: Architectural Drawing B or equivalent.

Studies and working drawings of small domestic buildings.

Drafting room practice and occasional visits to buildings.

1. Architectural Drawing (2) I.* Mr. Paulsen.

Six hours weekly.

Prerequisite: Architectural Drawing A or equivalent.

Study of architectural forms and composition.

This is the University course, but the custom of the Department of Architecture at the University of California is not to award credit for work done in any other institution in architecture except by examina-

tion. This course is necessary for those expecting to take the examination or who expect to register for Architecture at the University of California.

2. Architectural Drawing; Descriptive Geometry. (2) II.*

Six hours weekly.

Mr. Westigard

Prerequisite: Course 1 and solid geometry. Lectures and drafting room problems.

ART

Preparation for the Major in Art as required by the University of California:

Art 1a or 1b (3); 2a-2b (5); 3a-3b (5); 19 (2).

Philosophy 5a-5b (6) or Public Speaking 2a-2b (6).

Prospective majors in Art should enroll for course 2a in the first half of the freshman year.

((†) Additional training and credit may be obtained by re-registration in and continuation of any Art courses marked thus (†)).

((x)—While intended primarily for regular students taking the semi-professional or pre-major curriculum in Art, the courses marked with an (x) are especially recommended for any member of the community interested in Adult Education and effective use of leisure time.)

****1a-1b (x). History of Art (2-2) yr. 1a-I; 1b-II.**

Mr. Patterson.

Two lectures per week.

Prerequisite: None. (Either 1a or 1b may be taken independently.)

1a. The art of Egypt, Mesopotamia, Greece and Rome.

1b. History of Medieval, Renaissance, and Modern Art.

2a. Form (3) I or II.

Miss D. Davis.

One lecture and six additional hours per week in laboratory.

Prerequisite: None.

Introduction to the practice of Art. Charcoal rendering of three dimensional form. Study of line, mass, values, etc., as elements of composition.

2b. Form (2) I or II.

Miss D. Davis.

One lecture and three additional hours per week in laboratory.

Prerequisite: Art 2a.

Advanced composition; further study of form and arrangement.

3a. Form and Color (3) I.

Mr. Patterson.

One required class hour and six additional hours in laboratory per week.

Prerequisite: None.

Continuation of Art 2a-2b, with addition of color theory and color practice.

†3b. Form and Color (2) II.

Mr. Patterson.

Two required class hours and four additional hours in laboratory per week.

Prerequisite: Art 3a, or permission of instructor.

Continuation of Art 3a.

†13a-13b. Pen and Pencil Rendering (2-2) yr. I or II.

Mr. Patterson.

One required hour and five additional laboratory hours.

Prerequisite: None.

A study of pen and ink and pencil rendering, with application to architectural and general subjects.

****For Art Majors. Art 1a or 1b may be conducted as a three-unit course. See instructor.**

†—See note at beginning of Art Division.

(x)—See note at beginning of Art Division.

- 19 (x). The Appreciation of Art (2) I or II.** Miss D. Davis.
Two lectures per week with assigned readings, reports, etc.
Prerequisite: None.
Principles which underlie the theory and practice of the arts.
- 50a-50b. Drawing from the Antique (2-2) yr. I or II.** Mr. Patterson.
One required hour and five additional laboratory periods per week with individual instruction.
Prerequisite: None.
- †51a-51b. Outdoor Sketch; Black, White, and Color, Media Optional (1) I or II.** Miss D. Davis
Not to be given 1938-39. (See Art 62b as substitute.)
One three-hour field trip per week with individual and group instruction.
Prerequisite: Art 3a-3b.
- †52a-52b. Art Anatomy and Rapid Figure Sketch (2-2) yr. I or II.** Miss D. Davis.
One lecture and three laboratory hours per week with individual instruction.
Prerequisite: Art 2a-2b, or permission of Instructor.
- †53a-53b. Still Life (1-1) yr. I or II.** Miss D. Davis.
Three laboratory hours with individual instruction. Must be taken with a class during definitely scheduled hours.
Prerequisite: Art 2a and Art 3a-3b.
A further study of form and values, elective for students who have successfully completed the requirements in Art 2a and Art 3a-3b.
- 54a-54b. Elementary Bookbinding (2) 54a-I; 54b-II.** Mr. Patterson.
Not to be given 1938-39.
- †55 (x). Elementary Ceramics (1-1) yr. I and II.** Mr. Patterson.
Not to be given 1938-39. (See Art 62b as substitute.)
Prerequisite: None. Nominal fee.
Three hours laboratory.
Fundamentals of the potter's craft: Design and construction of clay pieces, application of glazes. This course may be taken more than once. See instructor.
- 56a-56b. Lettering (1) I or II. (See also Com. 72.)** Mr. Patterson.
Three hours laboratory per week.
Prerequisite: None.
Simple alphabets with pen, pencil or brush; for personal use, notices, announcements, posters, and for layout. Every legitimate short cut is resorted to in order that the student may achieve the maximum result possible in the time available.
- 57a-57b. Poster Design (2-2) yr. I or II.** Mr. Patterson.
Not to be given 1938-39. (See Art 56a-h as substitute.)
Six hours laboratory per week.
Prerequisite: None.
- 58a. House Furnishings (2-2) yr. I.** Mr. Patterson.
Two lectures and field work.
Prerequisite: None.
58a. A history of furniture, with examination of "period styles" and their influence upon modern interior decoration and their values in solving its problems.
58b. The modern house—site, design, furnishing, decoration. (Either 58a or 58b may be taken independently.) II. Mr. Patterson.

†—See note at beginning of Art Division.
(x)—See note at beginning of Art Division.

- 59a-59b (x). Pictorial Block Printing (1-1) I or II.** Miss D. Davis.
Class and individual instruction in cutting and printing of linoleum and wood blocks from original compositions.
Elective: Definitely scheduled hours.
- 60a (x). Leather Craft. (1-1) I or II.** Mr. Patterson.
Not to be given 1938-39. (See Art 62b as substitute.)
Design and execution of useful and ornamental objects in leather.
Three hours laboratory.
Prerequisite: None. Nominal fee for materials.
- 61 (x). Pictorial Photography (1-1) I or II.** Miss D. Davis.
Prerequisite: None. Definitely scheduled hours.
Open to all Junior College students. Special emphasis on elements of composition, monumental form, spacial relationship; of particular interest to amateur photographers.
- 62a (x). Studio Course in Crafts and Graphic Arts (1 or 2) I or II.**
(For inexperienced and experienced students.) Mr. Patterson.
Three or six laboratory hours per week.
Prerequisite: None.
Studio practice to meet individual needs, aptitudes, training and available time in a wide range of media and techniques.
Topics: Leathercraft; Pottery, Clay Modeling, with execution of final designs in plaster of Paris, papier mache, cement, etc.; Dry Point Etching, Wood-Carving.
- 62b (x). Studio Course in Fine and Applied Arts (1 or 2) I or II.** Miss D. Davis.
Lecture and laboratory opportunity for students of limited and advanced experience.
Three or six laboratory hours per week.
Prerequisite: Permission of the instructor.
Theory and practice of form and color in Still Life, Landscape Composition and Block-printing; development of technical skill in various media. For further information regarding this course see description of courses numbered: Art 51, 53, 59.
- 63a. History of Costume (2) I** Miss D. Davis.
One lecture and three hours per week for laboratory.
Prerequisite: None.
A survey of historic costume through the Egyptian, Assyrian, Greek and Roman, Medieval and Renaissance periods to modern times; with color plates executed in class, notebooks and assigned reading.
- 63b. Costume Design (2) II** Miss D. Davis.
One lecture and three hours per week laboratory.
Prerequisite: Art 52 and 63a, or permission of instructor.
Presenting principles of fashion illustration; figure and color type analysis; study of utilitarian and decorative problems in relation to modern costume.
- 64. Modeling (1 or 2) I or II.** Mr. Patterson.
Not to be given 1938-39. (See Art 62a as substitute.)
Three or six laboratory hours per week.
Prerequisite: None.
Three-dimensional representation in plastic form. Modeling in clay; execution of the finished designs in plaster of Paris, cement, pottery, etc.
- 65. Stagecraft (1 or 2) I or II.** Miss D. Davis.
Three or six laboratory hours per week.
Prerequisite: None.
Designing and construction of miniature stage sets; also practical experience in staging Junior College semester play productions.

ASTRONOMY

Note: There are two courses in elementary astronomy; numbers 1 and 4. Astronomy 4 includes practice in observing. Astronomy I does not. Credit is given for only one of these two courses.

1. Descriptive Astronomy (3) I or II.*

Not to be offered in 1938-39.

Three lectures per week.

Prerequisite: Elementary algebra and plane geometry.

An introductory, non-mathematical presentation of the facts and principles of astronomy.

2a. Laboratory Astronomy (1) I or II.*

Not to be offered in 1938-39.

One recitation section and one observing period per week.

Prerequisite: Astronomy I.

Simple problems with the celestial globe, cross-staff, constellation study, descriptive observations of celestial objects with a 4-inch telescope.

3. Practical Astronomy for Engineers (1) II.*

Mr. Reichel.

One class hour per week.

Prerequisite: Civil Engineering Ia.

Simple elements of spherical trigonometry and practical astronomy adapted to meet the demands of the student in engineering. Problem computation.

4. Elements of Astronomy with Practice in Observing (5) I or II.*

Not to be offered in 1938-39.

Three lectures, one recitation section and one observing period per week.

Prerequisite: Elementary algebra and plane geometry.

Treatment of the elementary facts and principles of astronomy, covering essentially the material offered in courses 1 and 2a.

Note: The observing sections in courses 2a and 4 will meet once a week from 7-9 p. m. regardless of state of weather. If cloudy, an indoor experiment will be performed; if clear, an outdoor experiment.

11. Problems in Modern Astronomy (3) II.*

Not to be offered in 1938-39.

Three class hours per week.

Prerequisites: Astronomy 1 and 4.

Special problems of timely interest will be assigned to the student for general reading and reports. Discussion of such topics as the canals of Mars, plurality of worlds, the stars and nebulae, island universities, and past, present, and future development of the Universe.

31. Introduction to Meteorology (2) I.

Not to be offered 1938-39.

Two class hours per week.

Prerequisite: None.

A popular exposition of the physical phenomena of the earth's atmosphere; the study of temperature, pressure, moisture, wind, and other climatic factors which control the weather in relation to agriculture, aeronautics, navigation, and everyday life.

BIOLOGY**1. General Biology. (4) I or II**

Dr. Shepherd.

Two lectures and two two-and-one-half hour laboratory periods per week. Lectures and demonstrations to be offered as needed.

Prerequisite: None.

A general outline of the fundamental principles of biology. Lectures

demonstrations and laboratory work will deal with such fundamentals as protoplasm, cellular organization, the role of green plants, liberation and utilization of energy in the organism, reproduction, and cycles of nature. A series of plant and animal types will be studied with sufficient thoroughness to acquaint the student with the application of some of the most important biological principles.

This course is accepted in partial fulfillment of the science requirement in the College of Letters and Science, University of California, and is accepted in partial fulfillment of the science requirement of Group II, Stanford University.

2. General Biology. (2) I or II.

Dr. Shepherd.

Two class periods per week.

Prerequisite: General Biology 1 or Zoology Ia.

A continuation of Biology with special reference to heredity, eugenics, and evolution.

This course is accepted in partial fulfillment of the science requirement in the College of Letters and Science, University of California, and is accepted in partial fulfillment of the science requirement of Group II, Stanford University.

51. Microscopic Technique. (1 or 2) I or II.

Dr. C. Wilson.

Three hours of laboratory work per unit of credit.

Prerequisite: Biology 7, Zoology Ia, or Botany 2a.

The preparation of animal or plant tissues for microscopic examination; the use of the microscope and microtone; methods of fixation, sectioning and staining.

51c. General Biology, Field Work. (1) I or II.

Not to be given 1938-39.

Three hours of field work or its equivalent.

Prerequisites: Open to students who have completed or who register concurrently for one of the following courses: Biology 1, Botany 2a, Botany 2b, Botany 4, Zoology Ia, or Zoology 1b.

This course is devoted to a field study of the plants and animals of this region. It emphasizes the recognition of the more common species of both plants and animals and a general knowledge of their life histories and habitat requirements.

The course is accepted in partial fulfillment of the science requirements in the College of Letters and Science, but not as a laboratory science.

BOTANY

2a. General Botany. (4) I.*

Mr. Klyver.

Two lectures and two two-and-one-half hour laboratory periods per week, with field trips during the regular laboratory period.

Prerequisite: None.

The course deals with the fundamentals of the morphology and physiology of flowers, fruits, seeds, seedlings, roots, stems and leaves.

The course is accepted in partial fulfillment of the science requirement in the College of Letters and Science, University of California, and is accepted in partial fulfillment of the science requirement of Group II, Stanford University.

2b. General Botany. (4) II.*

Mr. Klyver.

Two lectures and two two-and-one-half hour laboratory periods per week, with field trips during the regular laboratory period.

Prerequisite: Botany 2a or permission of the Instructor.

A continuation of Botany 2a. An intensive study of representatives of the principal groups of plants and an elementary study of the classi-

fication of the flowering plants. Field work constitutes an important phase of the latter part of the course.

The course is accepted in partial fulfillment of the science requirement in the College of Letters and Science, University of California, and is accepted in partial fulfillment of the science requirements of Group II, Stanford University.

4. Elementary Systematic Botany of Flowering Plants. (2) II.*

Mr. Klyver.

Six hours of laboratory work per week including lectures.

Prerequisite: None.

Laboratory study of representatives of the more important plant families with special emphasis upon the local flora, field work, practice in determination with a manual and the collecting and classifying of native species found in the vicinity.

This course will be accepted in partial fulfillment of the science requirement in the College of Letters and Science, but not as a laboratory science. It is recommended as an elective to students majoring in botany, forestry, and agriculture.

50. Elements of Floriculture. (2) I and II.

Mr. Klyver.

One lecture and one laboratory period or field trip per week.

Prerequisite: None.

The course includes a study of the elements of landscape design and the names, uses, and habitat requirements of cultivated and ornamental plants. San Mateo County and the San Francisco Bay Region offers many opportunities to visit gardens of outstanding merit.

CHEMISTRY

Students lacking recommended credit in High School Chemistry see Chemistry 51 and 52.

1a. General Chemistry. (5) I or II.*

Mr. Lanphier, Mr. Rankin.

Three one-hour lectures, two two-and-one-half-hour laboratory and one hour recitation per week.

Prerequisite: High School chemistry with recommended credit.

General chemistry primarily for engineering and science students.

1b. General Chemistry. (5) I or II.*

Mr. Matthew, Dr. Redeker.

Three one-hour lectures, two two-and-one-half hour laboratory periods and one hour recitation per week.

Prerequisite: Chemistry 1a or Chemistry 53.

A continuation of Chemistry 1a with emphasis on qualitative analysis.

5. Quantitative Analysis. (4) I or II.

Mr. Rankin.

Two lectures and two three-hour laboratory periods per week.

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

Required of all students intending to continue in Chemistry, Medicine, Dentistry, and some curricula in Agriculture.

6. Quantitative Analysis (Advanced). (3) I or II.

Mr. Rankin.

One lecture and two three-hour laboratory periods per week.

Course includes study of some specialized and industrial quantitative methods. This is not the course 6a-6b formerly given at University of California.

7. Chemistry of Familiar Things. (2) I or II.

Mr. Rankin.

Given upon request of a sufficient number of students.

Two discussion hours per week.

Prerequisite: Chemistry, 52 or 1a, and consent of instructor.

This course is designed to increase practical information and under-

standing of the chemistry of materials commonly used in the household, or of importance to non-technical persons. Food, water, drugs, textiles, cosmetics and other topics of general usefulness but not usually dwelt upon in courses in general chemistry will be considered. Enrollment will be limited to a number suitable for class discussion.

8. Elementary Organic Chemistry. (3) I or II. Mr. Matthew.

Three lectures or demonstrations per week.

Prerequisite: Chemistry 1a-1b with grade of C or higher except by special permission.

Course designed, primarily, for chemistry majors and pre-Medical students.

9. Elementary Organic Chemistry. (3) I or II. Mr. Matthew.

One lecture and two-three-hour laboratory periods per week.

Prerequisite: Chemistry 8, which should ordinarily be taken concurrently.

Course designed, primarily, for chemistry majors and Pre-Medical students.

10. Introduction to Physical Chemistry. (4) II. Dr. Redeker.

Three lectures and one three-hour laboratory period per week.

Prerequisite: Chemistry 1a-1b; Physics 1a-1b or equivalent; Mathematics 3a-3b; Chemistry 5 or 8 recommended.

A study of the principles of advanced inorganic chemistry, including the properties of matter, solutions, equilibrium, types of reactions, and electrochemistry. A course for engineering and science majors, particularly those who plan to continue the study of chemistry in a senior college.

11. Introduction to Industrial Chemistry. (4) I. Dr. Redeker.

Three lecture hours per week and one three-hour laboratory period.

Prerequisite: Chemistry 1a; recommended, Physics 1a-1b.

Application of Chemistry to present day industrial methods, with a discussion of principles involved. The laboratory work includes elementary industrial and control methods.

51. Elementary Chemistry. (4) I or II. Mr. Lanphier.

Three one-hour lectures, one two-hour laboratory period and one-half hour recitation per week.

Prerequisite: None.

A beginning course in general elementary chemistry for those who have had no previous training in chemistry.

52. Elementary Chemistry. (4) I or II. Mr. Lanphier.

Three one-hour lectures, one two-hour laboratory period and one-half hour recitation per week.

Prerequisite: Incomplete high school chemistry or chemistry of non-recommended grade.

A general course in elementary chemistry for those who do not have recommended credit in high school chemistry.

53. Chemical Principles. (4) I or II. Dr. Redeker.

Three one-hour lectures, one two-hour laboratory period and one half-hour recitation per week.

Prerequisite: Chemistry 51 or 52.

A continuation of Chemistry 51 or 52 with special reference to chemical principles and problems. Chemistry 51 or 52 together with Chemistry 53 constitute the equivalent of credit in high school chemistry and Chemistry 1a.

CITIZENSHIP**1a-1b. Problems of Citizenship. (4-4) yr. I or II.** Mr. Bashor.

Three lectures and one section meeting per week.

Prerequisite: None.

A fundamental course dealing with the genesis, development, and present day working of the existing order, planned to give the student valid criteria whereby he may judge intelligently of the problems of the present. This course is designed primarily for those who expect to transfer to Stanford.

COMMERCE

The following semi-professional courses lead to the Junior College diploma and prepare for employment in a business position. They do not lead to University courses in the upper division of a University.

To obtain a Certificate of Recommendation from the Commerce Department every student in addition to having the general requirements for graduation must also complete one of the major curricula in commerce. Curricula in Accounting, Merchandising, General Business, and Secretarial subjects are shown on pages 73 to 75 of this bulletin.

50. Business Arithmetic. (2) I or II. Mr. Faulkner.

Two hours of instruction per week.

Prerequisite: None.

A thoroughly practical course comprising knowledge and drill necessary to cope with the ordinary problems of business. Practical problems covering interest, discount, depreciation, taxes, return on bond investments, dividends, profit, and selling price when a certain per cent profit is desired. Basic course for all commerce students, except those who major in Secretarial subjects.

51. Spelling. (3) I or II. Mr. Faulkner.

Three hours of instruction per week.

Prerequisite: None.

The scope of this course is to present the subject of spelling from the standpoint of derivations, searching cause and effect in word-growth, and building up a competent vocabulary.

52. Current Economic and Social Problems. (2) I. Dr. Lassen.

Two hours of instruction per week.

Prerequisite: None.

This is a course in magazine reading. The class takes some ten or fifteen magazines such as Time, The Nation and Harpers. Articles pertaining to current economic and social events are assigned in these magazines. The lectures constitute an analysis, elaboration, and interpretation of the assigned articles.

This is a required course for all commerce students who do not have a major in Secretarial subjects.

53. Penmanship (1) Mr. Faulkner.

Two hours of instruction per week.

Prerequisite: None.

The aim of this course is to correct early faults of letter formation and to develop an easy, legible hand.

54. Modern Business Mathematics. (3) II. Mr. Francis.

Three hours of instruction per week.

Prerequisite: None.

The course is designed to meet the needs of students preparing to enter the field of business, giving the necessary background for dealing with problems met with in banking, real estate financing, and accounting;

the operation of the Compound Interest Law in business; simple problems dealing with bonds, sinking funds, valuation of properties, annuities and insurance. Practical problems in these fields will be emphasized. The necessary aids and shortcuts with use of tables, and logarithms will be studied.

Open to all students who are desirous of broadening their knowledge of the use of mathematics in the solution of business problems.

56. Business Correspondence. (3) I or II. Miss L. Davis.
Three hours of instruction per week.

Prerequisite: Subject A; or English A, 50 or 62 with an A or B grade.

A course in business letter writing. Required of all Commerce majors. Credit in this course is not transferable to a University, but counts toward the Junior College diploma.

58. Personal Management (Women) (3)† I or II. Miss Howard.
Two hours of instruction and one section meeting per week.

Prerequisite: None.

Study and practical assignments in the enriching of personality. Psychological principles as they relate to personal development are presented. A study of appearance, behavior and attitudes, and their importance as effective tools in personal and business accomplishment. Business and social etiquette and the technique of applying for a position are emphasized by student participation in actual and applied situations. Recommended for all Commerce students.

59. Personal Management (Men) (3)† I or II. Miss Howard.
Three hours of instruction per week.

Prerequisite: None.

Same as Commerce 58.

†Three units of credit will be granted for satisfactory completion of the work included in the section and lecture meetings. Two units of credit will be granted to those who find it impossible to enroll in the section meeting, but who satisfactorily complete the assignments of the course.

60a-60b. Advanced Accounting. (3-3) yr. I or II Dr. Lassen.

Three recitation or laboratory periods per week.

Prerequisite: Econ. 14a-14b.

This course is a continuation of Econ. 14a-14b. It aims to place before the student of advanced accounting, problems that were not covered in Econ. 14a-14b. Special emphasis will be placed on the analysis and interpretation of financial statements and reports, the auditing of cash, accounts receivable, notes and acceptances, receivable, inventories, consignments, installment sales, tangible and intangible fixed assets, investments, liabilities, funds and reserves.

This course is required of all students who major in accounting.

62. Cost Accounting. (3) I or II. Dr. Lassen.

Three recitation or laboratory periods per week.

Prerequisites: Econ. 14a-14b.

The purpose of Cost Accounting, development of cost finding methods, relation of cost records to general records, perpetual inventories, payrolls, production orders, and the preparation of statements at the end of the accounting period.

This course is designed for accounting majors.

63. Auditing. (3) I or II. Dr. Lassen.

Three recitation or laboratory periods per week.

Prerequisites: Commerce 60a, or consent of instructor.

This course is designed to introduce the student to the principles and problems of auditing. Special attention will be given to control of cash, account and notes receivable, securities and inventories, and to the preparation of auditing reports.

64. Income Tax Accounting. (3) I or II. Dr. Lassen.

Three recitation laboratory periods per week.

Prerequisites: Econ. 14a-b, or consent of instructor.

This course will introduce the student to the federal and state income tax laws as they apply to individuals and corporations.

65. Social Security Accounting. (3) I or II. Dr. Lassen.

Three recitation or laboratory periods per week.

Prerequisites: Econ. 14a.

The Federal Social Security Act and the California Unemployment Insurance Act have created new accounting problems. This course is designed to prepare the student for employment in accounting procedure involving the new Federal Social Security Act and the Unemployment Insurance Act.

66. Secretarial Accounting. (3) I or II. Dr. Lassen.

Three recitation or laboratory periods per week.

Prerequisites: Econ. 14a.

Secretaries are often required to keep a simple set of books for employers. This course is designed to prepare the student to install and to keep such records as are particularly applicable to secretarial positions.

70. Principles of Salesmanship. (2) I. Mr. Tormey.

Two periods per week. Lectures by Instructor and outside speakers alternating and supplemented by assigned readings and reports.

Prerequisite: None.

The purpose of the course is to provide an understanding of the underlying economic and psychological theories and principles of selling. The divisions of the sale, a study of the mental laws of sale, and a review of problems peculiar to the various fields of selling are covered by the instructor and speakers selected from leaders in the business world.

This course is designed for students desiring knowledge of the fundamentals of selling, particularly commercial students. It also serves as preparatory material for the course in Applied Salesmanship (Com. 71).

71. Applied Salesmanship. (3) II. Mr. Tormey.

Three periods per week. Class demonstrations, sales, outside selling work, observation and reports.

Prerequisite: Com. 70, Principles of Salesmanship and consent of the Instructor. Applicants will be accepted for this class in limited numbers on their record in Com. 70 and upon their prospective selling ability. Prior work in Public Speaking is recommended.

The purpose of the course is to give the opportunity of applying the principles of selling in realistic, commercial situations. The course is planned to develop personal qualities not only in commercial terms, but in social as well.

The course is decidedly practical in nature, based upon the assumption that the class is already well-grounded in the theories and principles of selling. There is little lecture work, but actual selling, both on the campus and in selected business organizations is supplemented by class demonstrations, job applications and prepared sales skits. This course is required of all Merchandising majors.

72. Show Card Writing. (1) I. See Art 56. Mr. Patterson.

One meeting per week.

Prerequisite: None.

The purpose of this course is to develop skill in lettering that will be useful in the production of Show Cards, etc. The course is designed for Merchandising majors.

73. Advertising. (3) I or II (See Journalism 51 the same course).

Mr. McAllister.

Three hours of instruction per week.

Prerequisite: None.

The theory and practice of contemporary advertising is carefully studied by collecting and criticizing successful current examples. The student writes copy, plans layout, studies advertising budgets and campaigns, and makes a general survey of the entire field. The course is recommended to all Merchandising majors.

78. Problems of the Consumer. (3) II.

Miss L. Davis.

Three hours of instruction per week.

Prerequisite: None.

A general course in consumer information covering general problems of consumer education, laws to protect the consumer, the work of government and private bureaus, budgeting the family income and the student's personal allowance. Brief general consideration will be given to the following items for which the individual spends his income: Insurance, Investments, Real Estate, Recreation.

The course is designed for students who do not take special courses devoted to these subjects.

79. Buymanship. (3) I.

Miss L. Davis

Three hours of instruction per week.

Prerequisite: None.

This course is designed to assist the student to be a more intelligent consumer buyer. It includes the need of the consumer buyer for more adequate information; presents sources of information; the need for standardization and grading of merchandise; the value of advertising to the consumer; food and drug legislation; some pertinent facts about buying food, clothing, textiles, household equipment. The work will also include a few simple laboratory tests.

The course is designed for anyone interested in this important problem.

81. Investments. (2) II.

Mr. Faulkner.

Two hours of instruction per week.

Prerequisite: Econ. 14a.

Investment vs. speculation. General investment principles.

Distribution of risk, blue sky laws; relation to taxation, listing on the exchanges.

Test of investment: safety; income; marketability. A study of stocks, bonds, etc. The student is taught how to intelligently read balance sheets and the financial page of newspapers.

This course is designed for all commercial students and those others who seek to know how to make investments that will be safe and satisfactory.

82. Insurance. (2) I.

Mr. Faulkner.

Two hours of instruction per week.

Prerequisite: None.

This course presents a comprehensive treatment of the entire insurance field. It includes an explanation of each type of insurance and discusses fundamental underlying principles, the organization of insurance business, and accepted insurance practices.

This course is designed for all commercial majors in General Business as well as those who seek to know how best to buy insurance to meet their needs.

83. Real Estate. (3) II.

Mr. Abercrombie.

Three hours of instruction per week.

Prerequisite: None.

The purpose of this course is to provide information that is necessary for a person to have in order to buy or build a home intelligently. The course includes: land economics, city planning and zoning, choosing a location for a home and a business, methods of valuation, financing, building, real estate law and real estate business.

This course is planned for future home owners as well as majors in General Business.

87. Occupations. (2) I or II.

Mr. Thomson.

Weekly conferences.

Prerequisite: None.

An intensive study in a field of business in which the student is interested and may contemplate entering. The student having some knowledge of economic principles will work out a practical business problem under supervision. No regular classes will be held but weekly conferences for discussion and criticism will be required.

This course is designed for the student who has not yet decided which field of employment he will follow.

88. Principles of Taxation (2) II.

Dr. Lassen.

Two hours of instruction per week.

Prerequisite: None.

This course will deal particularly with the taxes paid by taxpayers of our local community. Our state, county, and city taxes will be studied, and some time will also be devoted to federal taxes.

90a. Shorthand A (5) I and II.

Mrs. Nelson.

Five hours of instruction per week.

Prerequisites: Enrollment in beginning typewriting or an accurate speed of 25 words a minute; completion or enrollment in English 50, English 62, English 1a, or English 1b.

Fundamental principles of Gregg Shorthand taught by the Functional Method. The theory covered is equivalent to that taught in the first six chapters of the Gregg Manual.

Text: Gregg Shorthand Functional Method, Part One. Louis A. Leslie.

A student must complete a theory test. Take dictation at 40 to 60 words a minute on new material for not less than a three-minute period and read back satisfactorily.

90b. Shorthand B (5) I and II.

Mrs. White.

Five hours of instruction per week.

Prerequisites: Com. 90A or its equivalent completed, with a speed of 40 to 60 words a minute on new material, comparable to that taught in the Part One of the Functional Method. Enrollment in English or completion of two semesters of college English.

A student must pass a theory test covering Gregg Shorthand theory; take dictation tests at a speed of from 60 to 100 words a minute on new material for a period of not less than three minutes.*

Text: Gregg Shorthand Functional Method, Part Two. Louis A. Leslie.

90c. Shorthand C (5) I and II.

Miss Howard.

Five hours of instruction per week.

Prerequisite: Com. 90A and 90B, or its equivalent, the theory covered in the Functional Method texts, Part One and Two, or the theory covered

in the Gregg Manual; a dictation speed of 60 to 100 words a minute. An accurate typing speed of 35 words per minute. Completion of three semesters of college English or enrollment in English 50, or 51, English 1a, English 1b, or Com. 56.

A student must complete a dictation speed of 80 to 115 words a minute on new material for a period not less than three minutes with an accuracy of 96 per cent. The course includes a brief review of theory, brief forms and phrases. Emphasis placed on rapid and accurate writing and reading of notes.

Text: Gregg Dictation and Transcription. By Renshaw and Leslie.

Supplementary: Introduction to Transcription. Adams and Skimin.

90d. Shorthand D (5) I and II.

Mrs. Nelson.

Five hours of instruction per week.

Prerequisite: Com. 90C, or its equivalent. A dictation speed of 80 to 115 words a minute. An accurate typing speed of 45 words per minute. Completion of 4 semesters of college English or enrollment in English.

A student must complete a dictation speed of 100 to 125 words a minute on new material for a period of not less than three minutes with an accuracy of 98 per cent.**

Test: Functional Method Dictation by Leslie.

*Tests for 60-word certificate must be not less than 180 words long.

80-word certificate must be not less than 240 words long.

100-word certificate must be not less than 300 words long

and must pass with 98% accuracy which is equivalent to

"C". 98% accuracy means as many errors allowed as

2% of the total number of words dictated, e. g., if 180 words

dictated, 4 errors equals "C", 2 errors equals "B" and no

errors equals "A".

**98% accuracy means counting all errors, of spelling, incorrect word, major punctuation, etc., and allowing errors equivalent to the 2% of the number of words dictated. 98% is equivalent to a "C" grade.

91c. Transcription C (2) I and II

Miss Howard

Five hours of instruction per week.

Prerequisites: Enrollment in Shorthand C and accurate typing speed of 35 words per minute. Transcription and arrangement of letters and articles dictated in shorthand C.

Emphasis is placed on punctuation, accurate transcription, arrangement, and acceptable business appearance. Required of all Secretarial students.

91d. Transcription D (2) I and II.

Mrs. Nelson.

Five hours of instruction per week.

Prerequisites: Enrollment in Shorthand D; an accurate typing speed of 45 words per minute.

This course covers the transcription and arrangement of letters and articles dictated in Shorthand D with additional training in the typing of special documents, and with further practice in various phases of office procedure. Recommended for all Secretarial students.

92a. Typing A (2) I and II**

Miss Bagglely

Five hours a week.

Prerequisite: None.

An elementary course designed to develop correct typewriting technique with emphasis on relaxation and control in typewriting operations. The student is taught the proper care and operation of the machine. Special attention is given to individual weaknesses through error analysis and remedial drill. Typewriting skill is later measured in terms of

accuracy and net rate based upon **five-minute** timed writings. During the latter part of the course the student is introduced to simple arrangement problems such as centering of headings and short articles.

A student must receive a passing grade in **each** of the three following requirements in order to pass the course: (a) consistent* accuracy (a maximum of **three** errors in five-minute timed writings; (b) consistent* net rate (a minimum of **twenty-five** accurate words per minute in five-minute timed writings and (c) a passing grade in improvement (at least **five** net words per minute increase above first weekly net rate average).

Certificates of proficiency are awarded to students who display superior ability by passing seven out of ten five-minute timed writings on new material each with a maximum of three errors and a minimum net rate of twenty-five words per minute.

Students repeating the course may raise a grade but may **not** receive credit in terms of units more than **once**.

Required of all Secretarial students. Recommended for all commercial students.

**All students who have had typewriting before, whether in high school or in junior college, are required to take a series of 5 minute timed writings before enrolling in either Typing A, B, or C.

* By consistent is meant an average of three out of five of all timed writings given.

92b. Typing B ** (2) I and II.

Mrs. White.

Five hours of instruction per week.

Prerequisite: Ability to demonstrate satisfactory accuracy and a minimum net rate of twenty-five words per minute in preliminary tests of 5 minutes' length.

An intermediate course continuing the work of Typing A and further developing typewriting skill to meet the needs of business. The work is divided into three phases:

- a. Typewriting fundamentals which include a review of the care and operation of the machine, the development of correct typewriting technique, time-saving operations and individual remedial drill based upon error analysis.
- b. Timed writing which measures typewriting skill in terms of accuracy and net rate as demonstrated in **ten-minute** timed writings. In this part of the work the student must receive a passing grade in **each** of the three following requirements, in order to pass the course: (a) Consistent* accuracy (a maximum of **five** errors in ten-minute timed writings; (b) Consistent* net rate (a minimum of **thirty-five** accurate words per minute in ten minute writings) and (c) a passing grade in improvement, at least 3 net words per minute increase in rate.
- c. Budget work which covers correspondence style, envelope addressing, tabulation, bills, statements, credit memorandums, pay-rolls and cash distribution sheets; fill-ins ruling in and on the machine, rough drafts and record-keeping. This work is rated on both quality and production in an attempt to train the student to meet commercial standards.

Certificates of proficiency are awarded to students who display superior ability by passing seven out of ten, ten-minute timed writings on new material each with a maximum of 3 errors and a minimum net rate of 35 words per minute. Students repeating the course may raise a grade but may **not** receive credit in terms of units more than **once**.

Required of all Secretarial students. Recommended for all Commercial students.

**All students who have had typewriting before, whether in high school or in junior college, are required to take a series of 5 minute timed writings before enrolling in either Typing A, B, or C.

* By consistent is meant an average of three out of five or all timed writings given.

92c. Typing C (2) I and II.**

Mrs. White

Five hours of instruction per week.

Prerequisites: Ability to demonstrate satisfactory accuracy and a minimum net rate of 35 words per minute in preliminary tests of 5 minutes' length together with a satisfactory knowledge of the subject matter covered in Typing B.

An advanced course continuing the work of Typing B and further developing typewriting skill to a degree essential in actual business situations. The work is divided into 3 phases:

- a. Advanced drill designed to overcome individual weaknesses in technique through error analysis and to enable the student to accelerate his speed without sacrificing accuracy.
- b. Timed writing which measures typewriting skill in terms of accuracy and net rate as demonstrated in 10 minute timed writings. In this part of the work, the student must receive a passing grade in **each** of the three following requirements in order to pass the course: (a) Consistent* accuracy, a maximum of 5 errors in 10 minute timed writings; (b) Consistent* net rate a minimum of 45 accurate words per minute in 10 minute timed writings and (c) a passing grade in improvement at least 3 net words per minute increase in rate.
- c. Budget work which covers a short review of correspondence style, fill-ins, ruling in and on the machine, erasures, direct dictation, legal typewriting, manuscripts, display matter such as programs, menus and poems; specifications, indexes, table of contents, footnotes, bibliographies and general secretarial procedure.

Certificates of proficiency are awarded to students who display superior ability by passing 7 out of 10 ten-minute timed writings each with a maximum of 3 errors and a minimum net rate of 45 words per minute.

Students repeating the course may raise a grade but may **not** receive credit in terms of units more than **once**. Recommended for all Secretarial students.

**All students who have had typewriting before, whether in high school or in junior college, are required to take a series of 5 minute timed writings before enrolling in either Typing A, B, or C.

* By consistent is meant an average of 3 out of 5 of all timed writings given.

93a. Office Machines. (2) I or II.

Miss Baggley.

Three hours of instruction per week.

Prerequisite: Net typing speed of 30 words per minute.

A course designed to acquaint the student with appliances used in modern offices. Most of the semester is devoted to actual work on the Monroe, Marchant, Comptometer, and Burroughs calculators; the Ediphone and Dictaphone. This course is required of Secretarial students.

93b. Advanced Office Machines. (2) I or II. Miss Baggley.

Three hours of instruction per week.

Prerequisite: Permission of the Instructor.

A continuation of Office Machines. This course is designed for students who show promise of being able to develop sufficient skill to compete commercially on the Mouroe or Marchant; Burroughs or Comptometer; and the Ediphone or Dictaphone.

94. Duplicating (1) I or II. Miss Baggley, Mrs. White, Mr. Faulkner.

Two hours per week.

Prerequisite: Net typing speed of 25 words per minute.

In this course the student learns to cut stencils, use the mimeograph and the mimeoscope, the Ditto and the Elliott Addressing Machine. Required of all Secretarial Students. Recommended for others with the requisite typing speed.

95. Filing (1) I or II. Mr. Faulkner.

One hour per week.

Prerequisite: None

A lecture and laboratory course devoted to the study of alphabetic, numeric, automatic, geographic, and visible records systems of filing, and to the subject of filing equipment.

99. Business Experience (2) I or II. Miss L. Davis.

Two hours of instruction per week.

Prerequisite: Permission of the Instructor.

This course is designed for all students who are completing their commercial training and need training in office procedure. A study is made of the functions of different departments in a business, the jobs available and the machines and equipment used. Students learn how to perform usual office tasks such as writing checks, checking cash, checking a bank account, answering the telephone, writing telegrams and cables, and interviewing office callers. They learn to use office forms and records, filing systems, business reference books, and seek to improve their business vocabulary. Students demonstrating deficiencies in mathematics, spelling, penmanship, or English will be enrolled in the necessary remedial courses. Commerce 99 may be taken concurrently with Commerce 100. (Business Experience Laboratory.)

100. Business Experience Laboratory (2) I or II. Miss L. Davis.

Six hours by arrangement per week.

Prerequisite: Com. 99 should be taken concurrently. The student must have usable office skills.

This course is designed for students who are completing their last semester of commercial training and have usable office skills in which they need experience. The student obtains practical experience in school offices, working for instructors, and in business offices. Typing, dictation, duplicating, filing, checking, record keeping, etc., are included.

ECONOMICS

1a-1b. Principles of Economics (3-3) yr.* I or II. Mr. Iliff, Mr. Thomson.

Two lectures and one recitation per week.

Prerequisite: None

A survey of the principles of Economics as a foundation to a further study of economic organization and problems of the present day.

Required of all students majoring in Commerce or Economics who plan to enter the University of California.

10. Economic History of Europe (3) I. Mr. Thomson.

Two lectures and one recitation per week.

Prerequisite: None.

A general survey of the economic development of Europe from the Roman period to the present. Special emphasis is placed upon the economic development of Modern Great Britain, France, Germany and Russia.

Recommended for all students majoring in Commerce and Economics.

11. Economic History of the United States (3) II* Mr. Thomson.

Two lectures and one recitation per week.

Prerequisite: None.

A general survey of the economic development of the United States from the early colonies down to modern times. Recommended for all students majoring in Commerce and Economics.

Note: To graduate from College of Commerce at the University of California students must offer Econ. 10 or Econ 11.

12. History of Inventions and Mass Production. (2) II. Mr. Thomson.

Two lectures per week.

Prerequisite: None.

A course in the history of inventions showing their effect upon transportation, manufacturing, technological progress and employment. Special mention will be made of the inventions which may effect living and working conditions in America during the next 10 to 25 years. Much attention will be given to scientific management, piecework and labor conditions.

14a. Principles of Accounting (4) I or II. Dr. Lassen.

Five hours of instruction per week.

Prerequisite: None.

An introductory course to the study of accounting, beginning with the corporate form of business organization. Special attention will be given to the study of business forms and records that are basic to a clear understanding of accounting procedure. The opening, operating and closing of the books, and the preparation of profit and loss statements and balance sheets, will be studied. Required of all students majoring in commerce.

14b. Principles of Accounting (4) I or II. Mr. Abercrombie,
Dr. Lassen.

Five hours of instruction per week.

Prerequisite: Econ. 14a.

A continuation of Econ. 14a, with special emphasis on the forms of business organization, such as the individual proprietorship, the partnership, and the corporation. The student will also be introduced to accounting for manufacturing concerns, and to a more detailed study of fixed assets, sinking funds, reserves and other accounts peculiar to corporations.

Recommended for all students majoring in Commerce.

15. Survey of Business Institutions (3) I. Mr. Thomson.

Two lectures per week and one section meeting.

Prerequisites: None.

An effort will be made to understand the big corporations as to growth, control of raw materials used in manufacturing, methods of marketing, financing.

Such representative industries as the packing, automobile, public utilities, oil, railroads, newspapers, etc., will be studied with special

reference to their labor problems, policies toward stock and bondholders and customers. Emphasis will be placed upon the use of price as the regulating factor in our society and the great need for stability.

40. Elementary Statistics. (3) I. Mr. Abercrombie.

Two lectures; one two-hour laboratory period; one one-hour quiz section per week.

This course is an introduction to modern methods of analyzing statistical data, their gathering and classification, with emphasis on analysis and presentation. Economic material is used as the basis of illustrative problems. The mathematical treatment is reduced to the simplest possible terms.

Required of all students majoring in Commerce who plan to enter the University of California.

52a-52b. Current Economic Orientation (1 (or 2)—1 (or 2)) yr. 52a. I
52b. II. Mr. Hiff.

One lecture and one quiz-discussion period weekly.

One extra unit of credit may be earned by completing, in addition to regular classwork, an acceptable paper on some special topic.

A broad gauge review of current international relations, mainly from the economic point of view; the main stages of man's economic development; the American scene; the U. S. S. R.; the Orient, and Post-War Western Europe. Syllabus used.

ENGINEERING

(For all Engineering courses see Math.-Engineering section, pages 108 to 114.)

ENGLISH

Eligibility for the English Entrance Test

The English Entrance Test may be taken by the following students:

1. Students presenting three units of high-school English with a "B" average.
2. Students eligible to enter the University of California.
3. Students specially recommended in English by their high-school principal.

All other students are not eligible to take the examination and must enroll in either English 50 or Public Speaking 62.

The high schools of San Mateo County, together with the English Department of the San Mateo Junior College, set up certain standards whereby students with high scholarship in English would be exempt from taking the English Entrance Test. Principals of high schools desiring a similar arrangement may communicate with the English Department.

PLACEMENT IN ENGLISH CLASSES

1. Students who pass the English Entrance Test are eligible for university credit courses in English, Public Speaking, and Journalism.
2. Students who fail are eligible for English A.
3. All other students are eligible for English 50 or Public Speaking 62.

A. Technical Drill and Written Composition (2) I or II*.

Miss Johnson.

Prescribed for all students who fail in the examination in Subject A, and students who receive a D-grade in English 50 or Public Speaking 62.

Successful completion of the course will carry two units of credit towards graduation from the Junior College. The credit, however, is not transferable to other than junior colleges.

- 1b. Reading and Composition (3) I or II.*** Miss Cook, Miss Johnson,
Mr. Mercer.
Three hours per week.
Prerequisite: Subject A or its equivalent.
An introduction to the study of literature and composition.
- 1a. Written Composition (3) I or II.*** Dr. Balderston, Miss Johnson,
Miss Cook, Mr. Mercer.
Three hours per week.
Prerequisite: English 1b.
Training in writing, together with further study in literature.
- 2. Advanced Composition (3) I or II.** Mr. Mercer.
Prerequisite: English 1a-1b or permission of the Instructor.
Practical, creative writing for those who wish further training and practice in the organization and written presentation of ideas; critical analysis and discussion of the various types of current magazine articles.
- 5.4a. Modern Drama (2) I or II.** Miss Beveridge.
Two hours per week.
Prerequisite: Prior credit in a university credit course.
A study of the best of the various types of plays of the modern period, European, British and American.
- 5.6a-5.6b. Survey of English Literature (3-3) yr.* 5.6a-I, 5.6b-II.** Miss Cook.
Three hours per week.
Prerequisite: Sophomore standing or permission of the instructor.
History 5a-5b should be taken concurrently.
A study of backgrounds of English Literature and typical masterpieces from 1350 to 1900.
- 6. Modern Novel (3) I.** Dr. Balderston.
Three hours per week.
Prerequisite: Eligibility for university credit courses in English.
Lectures, discussions and reports.
- 7. American Literature (3) I or II.** _____
Three hours per week.
Prerequisite: Eligibility for university credit courses in English.
A chronological and critical survey, with particular emphasis upon contemporary writers.
Lectures, discussions and reports.
- 8. Readings in Modern European Literature (2) I or II.** Miss Johnson.
Two hours per week.
Prerequisite: Eligibility for university credit courses in English.
A survey of modern movements in literature and their background.
- 10. Short Story Writing (1) I or II.** Dr. Balderston.
One hour per week.
Prerequisite: Permission of the Instructor.
Practice in the writing of the short story and a study of its principles.
- 11. Play Writing (1) I or II.** _____
One hour per week.
Prerequisite: Permission of the Instructor.
A study of the principles of play construction and practice in play writing.
- 12. Versification (1) I or II.** Miss Johnson
One hour per week.
Prerequisite: Permission of the Instructor.
Individual instruction in verse forms and writing.

15. Directed Reading (1) I or II. Miss Cook.
One hour per week.
Prerequisite: Eligibility for university credit courses in English.
Informal reports and discussions subject to a general reading plan agreed upon by the instructor and the group.

17. Enjoyment of Contemporary Literature (1) I. Miss Beveridge.
One hour of class meeting and one of conference weekly.
Prerequisite: Subject A, or Eng. 50 or 62.
This class meets with Pub. Spk: 58 to hear contemporary poetry and drama read aloud by the instructor. In addition, discussion on correlative reading is carried on during the weekly conference and plays read by the student.

23. Modern Poets (2) I or II. Miss Johnson.
Two hours per week.
Prerequisite: Subject A, or its equivalent.
Discussion of modern trends in poetry with opportunity for the individual students to follow lines of particular interest.

25. Shakespeare (3) I or II. Dr. Balderston.
Three hours per week.
Prerequisite: Eligibility for university credit courses in English.
Twenty plays will be read in chronological order. The purpose of the course is to familiarize the student with plot and character.

50. Reading and Composition (3) I and II. Dr. Balderston, Miss Cook, Mr. Mercer.
Three hours per week.

Designed for the following:

1. Entering students who are not eligible for the English Entrance Test.
2. Students who receive "D—" in English A or English 62.
3. Students who receive "D—" in English courses of university standing.

Reading and composition with the purpose of teaching the student facility in reading, enriching his literary background, and aiding him in the clear expression of his thought.

Credit for this course is not transferable to other than junior colleges, but counts toward junior college graduation. Credit in the course with grade of A, B or C will be accepted by the University of California as one entrance unit of the matriculation requirement in English.

56. Business Correspondence (3) I or II. Miss L. Davis.
Register for Commerce 56 (See page 87.)

GEOGRAPHY

1. Elements of Geography (3) I or II.* Mr. Abercrombie.
Three hours of instruction per week.
Prerequisite: None.

Areal forms and their structure as expressed in major landscapes of the earth. Climate in particular is stressed as the major differentiating and connecting factor in physical area. Selection of type areas afford opportunity for varied map studies. This course is designed to satisfy the requirements of the College of Commerce at the University of California.

2. Natural and Cultural Regions (3) I or II.* Mr. Abercrombie.
Three hours of instruction per week.
Prerequisite: None. Geog. 1 is recommended.
Regional geography, natural divisions of the world and their utiliza-

tion under different cultural systems. Systematic regional map studies. This course is designed to satisfy the requirements of the College of Commerce at the University of California.

5a.-5b. Economic Geography (See Geography 1 and 2.)

GEOLOGY AND PALEONTOLOGY

All Geology courses are accepted by the University of California in partial satisfaction of the twelve (12) units required in Natural Science. (See page 55.)

1a. General Geology: Dynamic and Structural (3) I.* Mr. Reichel.
Three hours of lecture and one section meeting per week.

Prerequisite: Elementary chemistry.

1b. General Geology: Historical (3) II.** Mr. L. Wilson.

Three hours of lecture and one section meeting per week.

Prerequisite: Geology 1a or Geology 2; Biology 1a.

Geological history of the earth and of its animal and plant life.

2. Elementary Physiography (3) I or II.* Mr. L. Wilson.

Three hours of lecture and one section meeting per week.

Prerequisite: None.

An elementary course dealing with the earth's surface features and the geologic laws governing their origin and development.

11. Introduction to Paleontology (3) I and II. Mr. L. Wilson.

Two hours lecture, one hour laboratory. Six field trips to museums, and fossil localities are required.

Prerequisite: None. Concurrent courses in biology and geology are desirable.

A general survey of the history of animal life, from the earliest-known forms to the present living species. Distribution and adaptation of major groups of animals. Meets science requirements of University of California as Paleontology I. Accepted by Stanford as a laboratory science.

HISTORY

2a. Great Men of European History (2) II. Mr. Thomson.

Two lectures per week.

Prerequisites: None.

A biographical study of a few selected and representative world figures from the age of Alexander the Great to 1815. This is primarily a citizenship course stressing the influence of Great Men in History. No text is used, but outside biographical readings will be required. Credit as an elective in History will be given at the University.

2b. Great Men in Recent World History (2) II. Mr. Thomson.

Two lectures per week.

Prerequisite: None.

A continuation of History 2a from 1815 to the present. This course will include the study of such illustrious characters as Jefferson, Hamilton, Disraeli, Rhodes, etc., to Mussolini, and others of our own day. Designed to be a cultural and non-technical course.

3a-3b. The Pacific Basin (3-3) yr. Not to be given in 1938-39. Mr. Iliff.

Three lectures a week, with readings, based on syllabus.

Prerequisite: None.

A survey of the geography, anthropology, history, industries and foreign trade of the Pacific basin and of each of the countries that make up the Pacific rim, with emphasis on the Orient. Attention is given the Pacific trade with the Atlantic and Indian Ocean worlds also.

4a-4b. History of Modern Europe (3-3) yr.*

Dr. Hepburn.

Two lectures and one recitation per week.

Prerequisite: None.

The growth of western European civilization from about 1500 A. D. to the present time. An introduction to the study of history, affording a general perspective of the development of society, politics, and institutions in Europe. A textbook is used. The first half year's work extends to the Congress of Vienna and the second half year's work from 1815 to the present.

This course satisfies the group (e) requirement in the lower division at the University of California and also meets Stanford's requirements of a year course in history.

5a-5b. History of England (3-3) yr.*

Dr. Hepburn.

Two lectures and one recitation per week.

Prerequisite: None.

A survey, including in its scope the more important political constitutional, economic, and cultural phases of English history. In addition to being a senior college preparatory course, it is particularly valuable to the student making his choice of courses purely upon a cultural basis. The average adult will find it valuable in his understanding of international problems.

This course satisfies the group (e) requirement in the lower division at the University of California and also meets Stanford's requirement for a year course in history. Designed especially for pre-legal and English majors.

7a. History of Europe in the Twentieth Century. 1900 to 1920 (3) I.

Two lectures and one recitation per week.

Dr. Rempel.

Prerequisite: None.

This course will trace briefly the diplomatic history of Europe from 1870 to 1914, the forces of nationalism, militarism, and imperialism leading to the World War, survey in detail the various phases of the war, the Russian and German Revolutions, the peace treaties and the establishment of the League of Nations.

7b. Contemporary Europe. (Since 1920 to the Present) (3) II.

Two lectures and one recitation per week.

Prerequisites: Hist. 7a or 4b.

This is a continuation of History 7a. It is a study of the political, economic, cultural and diplomatic events in Europe and, to a certain extent, of Asia since 1920. The clashing systems of Democracy, Socialism and Fascism are considered in detail. Much stress is laid upon the current happenings in the domestic affairs of the leading world powers.

History 7a and 7b are particularly profitable to students who do not necessarily wish to go on to a university or college but will want an understanding of the pell mell of events in the world today. (Both courses are accepted as electives by the University of California.)

8a-8b. History of the Americas (3-3) yr.* 8a-I or II; 8b-I or II.

Two lectures and one recitation per week.

Dr. Stanger.

Prerequisite: None.

A general survey of the history of the Americas from their discovery to the present time. Emphasis is placed on the establishment of European civilizations in the western hemisphere, the growth of the colonies of the various nations, the international contest for the continents, the wars for independence and the setting up of independent governments, the development of independent American republics, their relation to each other and the rest of the world.

This course satisfies the group (e) requirements of the University of California and also meets Stanford's requirements for a year course in history.

21a. American History (4) I. Dr. Rempel.

Three lectures and one recitation per week.

Prerequisites: None.

A survey of English colonization along the Atlantic coast, the westward expansion of the colonists, the Revolution, the formation of the Constitution, the Federalist and Jeffersonian systems, the reign of Andrew Jackson and the Slavery issue up to the Compromise of 1850. Throughout the course emphasis is made of the social and cultural development of the period.

21b. American History (4) II. Dr. Taggart.

Three lectures and one recitation per week.

Prerequisite: Course 21a.

Political and economic forces from 1824-1860, the Civil War, and Reconstruction, industrial expansion, parties, and international policies.

22. Westward Movement (2) I. Mr. Bashor.

Two lecture periods per week.

Prerequisite: Sophomore standing.

This course starts with the landing of the earliest colonists on the Atlantic seaboard and traces the successive pioneer movements across the continent to the Pacific. Special emphasis is laid on the influence of the first Trans-Allegheny settlements in Kentucky and the old Northwest.

23. California History (2) II. Mr. Bashor.

Two lecture periods per week.

Prerequisite: Sophomore standing.

This course seeks to unfold the romantic chapters in the history of California, through the beginnings of the Spanish settlements, the Mission system, the Mexican regime, and the American occupation. Emphasis will be placed on the Mexican period and the American occupation.

31. History of San Mateo County (2) I or II. Dr. Stanger.

Two class sessions per week.

Prerequisite: Consent of Instructor.

Lectures and directed projects in the study of the history of the San Mateo Peninsula.

32. South America (2 or 3) I. Dr. Stanger.

The class meets twice a week. The third unit is in the form of a term report prepared by special arrangement with the Instructor.

Prerequisite: If for two units, none; for three units, the consent of the Instructor.

The aim of the course is to acquire an understanding of our South American neighbors through a study of the geographical, racial, economic and political features in the life of each nation on that continent.

33. The Caribbean Area (2 or 3) II. Dr. Stanger.

Not to be given in 1938-39.

The class meets twice a week. The third unit is in the form of a term report prepared by special arrangement with the Instructor.

Prerequisites and plan of study the same as for Hist. 32.

A study of the nations in the Caribbean area similar to that of South America in History 32, with special emphasis on the problems arising out of the Monroe Doctrine and American intervention.

- 34. History of Mexico (2 or 3) II.** Dr. Stanger.
 Given Spring semester 1939.
 The class meets twice a week.
 Prerequisites and plan of study the same as for Hist. 32.
 The land, climate, resources and people of Mexico, with emphasis on the history since independence and established relations with the United States.

HYGIENE

- 1. Hygiene (2) I or II.** Mr. McFadden.
 Two class meetings per week.
 Prerequisite: None.
 A general course in hygiene, with special emphasis on the formation of ability to evaluate material, service and practices, and the application of basic facts in building a definite health program for the individual.
 Required of all men students.
- 2. Essentials of Personal Hygiene (2) I or II.** Miss Young.
 Two lectures and one recitation period, supplemented by assigned text reading.
 Prerequisite: None.
 The care of the human body, based on an elementary study of the anatomy and physiology of the human body. This course aims to give women students a substantial amount of scientific information concerning the origin, structure and functional characteristics of the body in order that appropriate habits and intelligent attitudes concerning personal health may be developed.
 Required of all women students.
- 52. Child Hygiene (2) I or II.** Miss Young.
 Two lectures supplemented by reading, recitation and oral reports.
 Prerequisite: Hygiene 2.
 The study of the origin and development of the infant, the care and feeding of infants, the elementary study of the commonest children's diseases, school hygiene and sanitation.
 This course aims to give young women an introductory knowledge of early child life. Emphasis is placed upon the normal growth and development of children and the care which they must have during the years of complete dependency. The course is recommended for students of nursing, physical education, social-welfare work and for general information.
- 53. First Aid (1) I or II.** Miss Young.
 Two class periods a week consisting of recitations and practice in application of First Aid services.
 Prerequisite: Hygiene 2.
 First aid is the immediate, temporary treatment given in case of accident or sudden illness before the services of a physician can be secured.
 Purposes of First Aid Training: To prevent accident; to equip the individual with sufficient knowledge to determine the nature and extent of an injury; to train the firstaider to do the proper thing at the proper time. Recommended especially for pre-medical, pre-dental, pre-nursing, physical-education majors and for recreational leadership or social service groups.

JOURNALISM

- 1a. News Writing (3) I and II.** Mr. McAllister.
Three class sessions per week.
Prerequisite: Passing grade in English A or special permission of the Instructor. See page 97 for English regulations.
A course in the structure of the news story, methods of gathering news, judging news values, and newspaper study.
- 1b. Editing (3) I and II.** Mr. McAllister.
Three class sessions per week.
A continuation of 1a.
News editing, editorial writing, feature selection, copy reading, headline writing, proof reading, newspaper study, including discussion of editorial policies and newspaper ethics.
- 51. Advertising (3) I and II.** Mr. McAllister.
This course and Com. 73 are the same.
(See page 90.)

JURISPRUDENCE

- 18a-18b. Commercial Law (3-2) or (2-3) yr.* 18a-I or II; 18b-I or II.**
Three (or two) class sessions per week. Mr. Faulkner.
Prerequisite: Sophomore standing.
This course is designed primarily for those students who expect to major in Commerce. The legal aspects of commercial transactions, the elements of contracts, etc., form the core of the course. Required course in College of Commerce of the University of California.

LANGUAGE**General Regulations for Classification of Students in Foreign-Language Courses**

Students are admitted to foreign-language courses in accordance with their demonstrated qualifications for language study. There are two types of courses—the non-university-credit type (numbered 50 and above), in which the university credit is granted only when exceptionally high grades are earned; and the university-credit type, in which university credit is awarded for any passing grade. The university-credit courses are as follows:

- French A, B, C, D, 25a-25b and 30.
German, A, B, C, D, ScC-ScD, 30 and 5.5a.
Spanish, A, B, C, D, 5.0a-5.0b and 30.

FRENCH

- A. Elementary French (5) I or II.** Miss Herrington, Mrs. Schuring.
Five class meetings per week.
Prerequisite: None.
Stress is laid on accurate pronunciation, on the elements of grammar, and on conversation in French.
Reading of simple French prose.
- B. Elementary French (5) I or II.** Miss Herrington, Mrs. Schuring.
Five class meetings per week.
Prerequisite: Course A or two years of high-school French or credit in French 51 and 52 with grade of A, B or C. In special instances the requirements are adjusted to meet the merits of the case.
Further study of grammar and syntax; reading of simple prose and verse, conversation and composition.

C. Intermediate French (3) I or II. Miss Herrington, Mrs. Schuring.
 Three class meetings per week.
 Prerequisite: Course B or three years of high-school French.
 Study of syntax; dictation and composition; reading of novels and plays; conversation in French.

D. Advanced Intermediate French (3) I or II. Miss Herrington, Mrs. Schuring.
 Three class sessions per week.
 Prerequisite: Course C or four years of high-school French.
 Further study of syntax, dictation and composition; reading of novels, plays and verse; conversation in French.

25a-25b. Advanced French (3-3) yr. 25a-I; 25b-II. Mrs. Schuring.
 Three sessions per week.
 Prerequisite: Course D or its equivalent.
 Thorough review of the essentials of grammar; composition and reading of selected French authors. This course may be alternated with an outline course in French literature or with the study of special periods and schools.

30. Free Reading (1 or 2) I or II. Mrs. Schuring.
 One conference session per week for oral reports. Time to be arranged.
 Prerequisites: French C or its equivalent. Admission after a consultation with Instructor.

Minimum of three hours' reading per week for one unit of credit. Reading suited to special needs and desires. Not more than two units counting toward graduation may be earned in this course.

31. French Conversation and Pronunciation (2) I or II. Miss Herrington, Mrs. Schuring.
 Two class meetings per week.
 Prerequisites: Course C and permission of Instructor to students possessing superior conversational ability who have not had course C.

The work is designed to improve the students' pronunciation and to help him express himself in French, both orally and in writing. Class work conducted in French consists of conversation about everyday life, memorizing short plays and songs and writing informal letters.

51. Introduction to French (5) I. (Junior College units only.) ———
 Five class sessions per week.
 Prerequisite: None.

This course is open to anyone not seeking university credit. It aims to familiarize the student with French through the recognition method, stressing understanding, rather than attainment in written composition. Emphasis is laid on reading and oral work, on cultural background of the country, illustrative materials, etc. Grammar is taught largely through observation and recognition.

52. Introduction to French (5) II. (Junior College units only.) ———
 Five class sessions per week.
 Prerequisite: French 51, or consent of instructor.

This course is a continuation of French 51, with more emphasis on the attainment of reading and study of more formal grammar and easy composition. Students finishing course 52 and desiring to continue French may, if recommended by the instructor, enter a more advanced course for which he qualifies by previous training.

GERMAN

A. Elementary German (5) I or II. Miss Hack, Mr. Koehler.
 Five class sessions per week.
 Prerequisite: None.

This course stresses attainment in reading simple German. The work includes the reading of an easy German text, drill of the essential forms of grammar and common vocabulary, exercises in writing easy composition and practice of simple colloquial German.

B. Elementary German (5) I or II. Miss Hack, Mr. Koehler.

Five class sessions per week.

Prerequisite: Two years of high-school German or Course A. In special instances the requirements are adjusted to meet the merits of the case.

Continuation of German A.

C. Intermediate German (3) I or II.* Miss Hack, Mr. Koehler.

Three class sessions per week.

Prerequisite: Course B or its equivalent.

This course continues the work of course B. It includes rapid reading of modern authors, a review of grammar, study of simple idioms, word derivations, and oral and written expressions based largely on the texts read.

D. Advanced Intermediate German (3) I or II.* Miss Hack, Mr. Koehler.

Three class sessions per week.

Prerequisite: Four years of high-school German or Course C.

Reading and interpretation of more difficult works than in previous courses.

ScC-ScD. Science German (3-3) yr.* ScC-I; ScD-II. Mr. Koehler.

Three class sessions per week.

Increasing emphasis on free oral and written expression.

Prerequisite: Course B or C or three years of high-school German.

A reading course adapted to the needs of science students.

5.5a. German Daily Life, Customs and Manners (2) I or II. Mr. Koehler.

Two class sessions per week.

Prerequisite: Course C. Exceptions by special arrangement with the Instructor. Grades will be either + or —.

The class work is conducted entirely in German. Opportunity is given the student to use the spoken language.

30. Individual German Reading (1) I or II. Mr. Koehler.

One conference session per week for oral reports; time to be arranged.

Prerequisite: Course C or its equivalent. Admission after consultation with Instructor.

Minimum of three hours' reading per week for one unit of credit.

Reading suited to special needs and desires. Not more than two units counting toward graduation may be earned in this course.

51. Introduction to German (5) I. (Junior College units only.)

Five class sessions per week. Mr. Koehler.

Prerequisite: None.

Course is open to anyone not seeking university credits. This course aims to familiarize the student with German through the recognition method, stressing understanding, rather than attainment in written composition. Emphasis laid on reading and oral work, on cultural background of the country, illustrative materials, etc. Grammar is taught largely through observation and recognition.

52. Introduction to German (5) II. (Junior College units only.)

Five class sessions per week. Mr. Koehler.

Prerequisite: German 51, or permission of instructor.

This course is a continuation of German 51, with more emphasis on the attainment of reading and study of more formal grammar and easy com-

position. Students finishing Course 52 and desiring to continue German may, if recommended by the instructor, enter a more advanced course for which he qualifies by previous training.

SPANISH

A. Elementary Spanish (5) I or II. Mrs. Marsh, Miss Peters.
Five class sessions per week.
Prerequisites: None.

An elementary course in grammar, composition, reading and conversation, with outside reading and reports on work of Spanish history, travel and thought.

B. Elementary Spanish (5) I or II. Mrs. Marsh, Miss Peters.
Five class sessions per week.

Prerequisite: Course A or two years of high-school Spanish. Students with less than two years of high-school Spanish may be admitted by special permission of the instructor.

Continuation of Course A. A further study of grammar; composition and conversation; reading in class of contemporary stories and plays; outside reading of easy Spanish text; also reading and reports on works of Latin-American history, travel and thought.

C. Intermediate Spanish (3) I or II. Mrs. Marsh.
Three class sessions per week.

Prerequisite: Course B or three years of high-school Spanish or its equivalent.

A review of grammar; practice in composition and conversation; special drill in pronunciation; reading and interpretation in class of the works of modern Spanish authors with a minimum of translation; extensive outside reading of Spanish stories, novels and dramas.

D. Advanced Intermediate Spanish (3) I or II. Mrs. Marsh.
Three class sessions per week.

Prerequisite: Course C or four years of high-school Spanish or its equivalent.

A continuation of Course C.

5.0a-5.0b. Composition and Conversation (3-3) yr. 5.0a-I; 5.0b-II. ———
Three class sessions per week.

Prerequisite: Course D or four years of high-school Spanish.

Review of grammar and syntax; reading and interpretation of literary texts; practice in composition and conversation; translation into Spanish of selected English prose; extensive readings with reports in Spanish.

30. Individual Spanish Reading (1 or 2) I or II. Mrs. Marsh, Miss Peters.
One conference session per week for oral reports. Time to be arranged.

Prerequisite: Spanish C or 4 years of high-school Spanish or its equivalent.

Minimum of three hours' reading per week for one unit of credit. Reading suited to special needs and desires. Not more than 2 units counting toward graduation may be earned in this course.

35. Spanish for Commerce (3) I or II. Miss Peters.
Three class sessions per week.

Prerequisite: Spanish B, C or D. This course supplements the courses B, C and D, and may be substituted for Spanish C.

The work is designed to give the fundamentals of business Spanish, emphasizing practical vocabulary and business procedure in Latin-America and a survey of historical background.

51. Introduction to Spanish (5) I. (Junior College units only.)

Five class sessions per week.

Prerequisite: None.

Course is open to anyone not seeking university credits. This course aims to familiarize the student with Spanish through the recognition method, stressing understanding, rather than attainment in written composition. Emphasis is laid on reading and oral work, on cultural background of the country, illustrative materials, etc. Grammar is taught largely through observation and recognition.

52. Introduction to Spanish (5) II. (Junior College units only.)

Five class sessions per week.

Prerequisite: None.

This course is a continuation of Spanish 51, with more emphasis on the attainment of reading and study of more formal grammar and easy composition. Students finishing course 52 and desiring to continue Spanish may, if recommended by the instructor, enter a more advanced course for which they may qualify by previous training.

MATHEMATICS-ENGINEERING**MATHEMATICS**

NOTE: Courses 3a to 4b are required of all engineering students and are recommended for students majoring in or interested in physical sciences and mathematics. Students not qualified to take 3a must register in 53a, from which promotions will be made within the first three weeks by examination.

A. Algebra (5) I.

Mr. Francis.

Three recitations per week and one quiz section.

Prerequisite: None.

Elementary Algebra through quadratics.

Satisfies El. Algebra requirement of the universities when completed with a grade of A, B or C.

B. Plane Geometry (3) II.

Mr. Francis.

Three recitations per week and one quiz section.

Prerequisite: Mathematics A or 1 year of high-school algebra.

Triangles, circles, similar figures, areas, regular polygons and limits, together with applications, originals and loci.

Satisfies Pl. Geometry requirement of the universities when completed with a grade of A, B or C.

C. Trigonometry (3) I or II.*

Mr. L. Wilson.

Three recitations per week.

Prerequisite: Plane geometry; one and a half years of high-school algebra, or Math. 1.

Includes the high-school course in Plane Trigonometry.

E. Solid Geometry (2) I or II.*

Mr. Westigard.

Two meetings per week.

Prerequisite: Plane Geometry and Elementary Algebra.

Required of majors in Architecture. Recommended for majors in Engineering.

I. Algebraic Theory (3) I or II.

Mr. Westigard.

Three recitations per week and one quiz section.

Prerequisite: One year of high-school Algebra or Math. A.

Quadratic equations including problems; simultaneous linear equations; exponents and radicals; practice in the use of logarithms; the binomial theorem; progressions.

Students who have two units of credit in Algebra may not receive college credit for this course.

2. Mathematical Theory of Investments (3) I or II.* Mr. Francis.

Three class sessions per week.

Prerequisite: Two years of high-school Algebra and Mathematics 8a or the equivalent, and a working knowledge of logarithms.

The application of the compound interest formula as applied to annuities, amortization, sinking funds, stocks and bonds, with an introduction to the mathematics of life insurance.

Prescribed in the College of Commerce of the University of California.

3a-3b. Analytic Geometry and Differential Calculus (3-3) yr.* I or II.

Mr. Francis, Mr. Paulsen.

Three recitations and one quiz section per week.

Prerequisite: Two years of high-school Algebra, Geometry and Trigonometry.

Rectangular and polar co-ordinates and their application to the study of the straight line, conic sections and higher plane curves, together with a brief introduction to solid analytic geometry.

The elements of differential calculus, including functions and limits, differentiation of algebraic, logarithmic, and exponential functions. Successive differentiation and its application.

4a-4b. Integral Calculus and Infinite Series (3-3) yr.* I or II.

Three recitations per week.

Mr. Francis.

Prerequisite: Course 3a-3b with grades acceptable for transfer to the universities.

Integration of standard elementary forms; technique of integration; centroids, fluid pressure and other applications; expansion of functions; partial differentiation and applications; multiple integrals and applications to problems of three-dimensional space; infinite series and applications.

8a. Intermediate College Algebra (3) I or II.*

Mr. Westigard.

Three recitations per week.

Prerequisite: One and one-half years of high-school algebra, or Mathematics 1.

(Students with high qualifications promoted to Mathematics 53a at end of three weeks.)

Simultaneous quadratic equations, binomial theorem, progressions and series, logarithms, trigonometric functions and applications, mensuration including geometry of the sphere, partial fractions and elementary theory of equations.

8b. College Algebra (3) I or II.*

Mr. Francis.

Three recitations per week.

Prerequisite: Mathematics 8a or two years of high school algebra.

10a. Complex Variables, Vectors, Hyperbolic Functions and Series (2) I or II.

Mr. Francis.

Two recitations per week.

Prerequisite: Math. 3a-3b.

Prescribed for Pre-Engineering students in Mechanical and Electrical Engineering. Recommended to students majoring in mathematics or science.

Course may be taken only in conjunction with Mathematics 4a or subsequent thereto.

10b. Elementary Differential Equations (2) I or II.

Mr. Francis.

Two recitations per week.

Prerequisite: Math. 4a.

Prescribed for Pre-Engineering students in Mechanical and Electrical

Engineering. Recommended to students majoring in mathematics or science.

Course may be taken only in conjunction with Mathematics 4b or subsequent thereto.

14a-14b. Engineering Mathematics (5-5) Yr. Mr. Francis.

Five recitations per week.

Prerequisite: Mathematics 3a-3b.

These courses are equivalent to courses Mathematics 4a, 4b, 10a, 10b.

20. Elementary Statistics (3) I or II.

Three recitations per week.

Prerequisite: Two years of high-school mathematics or its equivalent.

A study of the elements of statistics and their application to practical problems in finance, insurance, biology, agriculture and other fields of general interest.

51. Computations (2) I or II.

Two meetings per week.

Prerequisite: None.

Open to all students in all fields who want help in calculations and applications of arithmetic and algebra.

52. Modern Business Mathematics (3). Mr. Francis.

(See Com. 54 for details of course.)

53a. General Mathematics (3) I or II. Mr. Paulsen.

Three recitations and one quiz section per week.

Prerequisite: Mathematics 8a and Mathematics C or the equivalent of three and one-half years' high-school mathematics with trigonometry.

Designed to meet the needs of those who wish to qualify for admittance to Mathematics 3a. Promotions will be made to Mathematics 3a at the end of three weeks for those who qualify.

The course will include algebraic, trigonometric, logarithmic and exponential functions, symmetry, graphs and introduction to co-ordinate geometry, mensuration and three dimensional geometry.

53b. General Mathematics (3) I or II. Mr. Francis, Mr. Paulsen.

Three recitations and one quiz section per week.

Prerequisite: Math. 53a.

Deals with co-ordinate geometry (rectangular and polar); the analytic and graphical treatment of algebraic and transcendental functions, together with a simplified introduction to the calculus.

54. Engineering Computations (3) I.

Three recitations per week or six hours of computation per week in the laboratory.

Prerequisites: Math. 3a or 53b, Physics 1a.

Primarily for technology students, to develop skill and accuracy in the utilization of engineering data. Practice in the use of the slide rule and logarithms in the solution of problems selected from various fields of engineering, particularly in hydraulics, mechanics, power generation and power transmission.

ENGINEERING

CIVIL ENGINEERING

1a-1b. Plane Surveying (3-3) yr.* 1a-I or II; 1b-I or II. Mr. Reichel.

Two lectures and three hours of field work per week.

Prerequisite: Plane trigonometry and geometrical drawing.

Methods of plane surveying; field practice, calculations and mapping.

- 2. Plane Surveying (3) II.*** Mr. Reichel.
Two lectures and three hours' field work.
Prerequisite: Plane Trigonometry and Geometrical Drawing.
Principles, field practice, calculations and mapping.
Prescribed for students in architecture; not open to students in engineering.
- 8. Materials of Engineering Construction (2) II.*** Mr. Reichel.
Two lecture hours per week.
Structural properties and adaptability of various materials.
- 18a-18b. Strength of Materials (3-3) yr.* 18a-I; 18b-II.**
Not to be given, 1938-39.
Three lecture hours per week.
For students in architecture.
Prerequisite: Mathematics 3a-3b, Physics 1a-1b.
Elementary analytic mechanics; application of statics and of the theory of elasticity to the elements of structural design.
- 53. Advanced Surveying (2) I or II.** Mr. Reichel.
Two three-hour periods of field and office practice per week.
Prerequisite: Plane Surveying (C. E. 1a-1b).
Application of surveying principles to building, railway and highway engineering. Designed to meet the needs of students who are planning a more practical course in surveying.
- 51a-51b. Plane Surveying (3-4) yr. 51a-I; 51b-II.** Mr. Reichel.
51a. Two lectures and four hours' field work per week.
Prerequisite: None.
The necessary Trigonometry will be given in the course.
51b. Three lectures and four hours' field work per week.
Prerequisite: Plane Surveying (C. E. 51a or C. E. 1a-1b).
These courses are designed for students in technology classes.
- 54. Plan Reading and Estimating (2) I.** Mr. Westigard.
Lectures, discussions and reports.
Prerequisite: None.
A course in the calculation of construction costs, calculation of quantities, bills of materials, principles of cost estimation and upon the construction and use of charts.
- 55. Blueprint Reading (2) II.** Mr. Westigard.
Six hours weekly (2 three hour labs.)
Prerequisite: None.
A practical course in the reading of blueprints relating to civil and mechanical engineering. Designed to meet the needs of those who desire to enter the trades.
- 57. Elements of Structural Design (3) II.** Mr. Paulsen.
Three recitations per week.
Prerequisite: C. E. 8, Physics 1a and M. E. 6 or 56.
Analysis of stresses and design of simple structures in timber, steel and concrete. Study of standard specifications and building codes.
- 59. Technical Reports (1 to 3) I or II.** Members of Department.
Consultation hours and units by arrangement.
Prerequisites: Sophomore engineering standing and permission of the instructor.
Investigation and report on some topic in the engineering field of the students' choice.

ELECTRICAL ENGINEERING

- 51. Direct Current Electricity (4) I.** Mr. Paulsen.
Three hours lecture and one three-hour laboratory period per week.
Prerequisite: None.
Recommended: Physics 51b or 1c.
A study of various electric and magnetic phenomena and their application to electric and magnetic circuits, motors and generators.
- 52. Alternating Current Electricity (4) II.** Mr. Paulsen.
Three hours lecture and one three-hour laboratory period per week.
Prerequisite: E. E. 51, or permission of instructor.
A study of the generation of alternating currents and the properties of alternating current circuits, transformers, motors.
Other courses in electrical machinery will be offered as the curriculum is developed.
- 53. Elec. Detail Drafting (3) I or II.** Mr. Paulsen.
One lecture and two three-hour drafting periods per week.
Prerequisite: M. E. A and B, or equivalent.
Delineation of simple machine parts involved in electrical apparatus. Standard drafting-room practice covering details, assemblies and sketches, together with a study of electrical properties of the materials encountered.
- 54. Elec. Circuits and Symbols (3) I or II.** Mr. Paulsen.
One lecture and two three-hour drafting-room periods per week.
Prerequisite: E. E. 53.
House wiring, radio, motor and motor-control circuits, with special attention to symbols, interpretation of drawings.
- 55. Circuit Layouts (3) I or II.** Mr. Paulsen.
One lecture and two three-hour drafting-room periods per week.
Prerequisite: E. E. 54.
Generator panel, 3-phase panel, outdoor substation layouts.

MECHANICAL ENGINEERING

All students entering engineering courses from high school without Mechanical Drawing must take M. E. A and B. Those who have had Mechanical Drawing in high school must register in M. E. B. Promotion will be made to M. E. 6 or 56 within the first two weeks if the student passes an entrance examination.

- A. Lettering (1) I and II.** Mr. Westgard.
Three hours per week.
Prerequisite: None.

A training in engineering lettering open to all students. It is required of those who intend to major in Engineering, Geology or Mining whether or not they have entrance credit in Mechanical Drawing. This requirement is waived, however, for a student who satisfies the Instructor that he has had the equivalent of this course by submitting certified work in lettering or by passing a special examination.

This course should be taken prior to Mechanical Drawing B.

- B. Mechanical Drawing (2) I and II.** Mr. L. Wilson.

Two three-hour drafting periods per week.
Prerequisite: Course A, except by permission.
Drafting-room practice designed to meet the needs of engineering students. Orthographic and isometric projection. Preparation of assembly and detailed drawings.

- 1. Elements of Heat Power Engineering (3) I or II.*** Mr. Paulsen.
Three lecture hours per week.
Prerequisite: Physics 1a-1b and Mathematics 3a-3b.

Fundamental consideration of fuels, combustion, steam boilers, furnaces, chimneys, steam engines, steam turbines and auxiliaries, internal combustion engines.

2. Descriptive Geometry (3) I and II. Mr. Westigard.

One lecture and two three-hour drafting periods per week.

Prerequisite: M. E. A and B, or their equivalent.

Lectures and drafting-room work upon fundamental principles of descriptive geometry and their application to practical problems.

6. Machine Drawing (3) I and II.* Mr. Paulsen.

One lecture and two three-hour drafting periods per week.

Prerequisites: M. E. A and B, or equivalent high school preparation.

Delineation of simple machine parts in the drafting room. This course deals with principles and methods used in standard practice, orthographic projection, isometric and cabinet drawings, sketches, details from assembly, assembly from details, drawing from models, etc., relation of shop practice to drafting room.

8a-8b. Shop Work. Pattern Making (2-2) yr.* 8a-I; 8b-II.

One lecture per week at beginning of laboratory period. Two three-hour laboratory periods per week.

Prerequisite: None.

Principles of pattern making and the use of bench and machine tools.

10a-10b. Treatment of Engineering Materials for Engineering Production (2-2) yr.* 10a-I; 10b-II. Mr. Kertell.

One hour lecture and three hours laboratory per week.

Prerequisite: None.

Lectures on the mechanical treatment of metals, theory of heat treating, and manufacturing processes. Laboratory experiments in the use of measuring instruments and machine tools, jigs, fixtures and gauges.

51. Air Conditioning (3) I. Mr. Paulsen.

Lectures, discussion and reports, three hours per week.

Prerequisites: None.

Recommended: Math. 54 or 3b and Physics 1c.

Fundamentals of heat engineering, air compression, heating, refrigeration, ventilation and air conditioning.

55. Geometrical and Engineering Drawing (3) I or II. Mr. Westigard.

One lecture, two three-hour laboratory periods per week.

Prerequisites: M. E. B.

Problems in points, lines and planes, and the application of these to the solution of practical problems.

56. Machine Drafting (3) I or II. Mr. Paulsen.

One lecture and two three-hour drafting periods per week.

Prerequisite: M. E. B.

Particular attention given to standard drawing-room practice in detail and assembly drawings, fastenings, and standard machine parts.

57. Elementary Mechanism (3) I or II. Mr. Paulsen, Mr. Westigard.

One lecture and two three-hour drafting periods per week.

Prerequisite: M. E. 56, or M. E. 6.

A study of the design, theory of mechanical movements, including cams, gears, link work and belting.

58. Elements of Graphic Statics (2) II. Mr. Westigard.

Two three-hour drafting periods per week.

Prerequisite: M. E. A. and B, or their equivalent.

The purpose of this course is to present the essentials of the subject of Graphic Statics, especially in their application to the calculations of reactions, stresses, shears and moments.

59. Advanced Machine Drafting (3) I or II.

One lecture and two three-hour periods per week.

Prerequisite: M. E. 57.

An elementary course in design and layout, details from layout, assembly from details, checking and office practice.

60. Sheet Metal Drafting (2) II.

Mr. Westigard.

Two three-hour drafting periods per week.

Prerequisite: M. E. A and M. E. B, or equivalent.

The course is designed as a general preparation for sheet metal work. The problems given are practical and somewhat general in nature so as to be easily adaptable to all types of sheet metal and plate work.

MINERALOGY**1a-1b. Determinative Mineralogy (2-2) yr.* 1a-I; 1b-II.**

Mr. Reichel.

Two laboratory periods of three hours each per week.

Prerequisite: Elementary Chemistry (Chem. 1a).

Practice in determination of minerals (a) by their physical properties and (b) by the use of the blow pipe and chemical reagents.

MUSIC

All students who are majoring in music should take Music A, 1a-1b, 3a-3b, 4a-4b, and 7a-7b, as these courses are required for upper-division work in music at the University of California.

All members of the Men's and Women's Choral groups will be required to take part in performances outside of regular classes.

We strongly recommend that students majoring in music select one of the following subjects each term: STRINGED INSTRUMENTS, WOOD-WIND INSTRUMENTS, BRASS INSTRUMENTS and VOICE. The correct use of the singing and speaking voice and a working knowledge of the instruments is very essential for a true appreciation of music.

A. Sightsinging (1) I and II.

Mr. Roehr.

Not to be offered 1938-39.

Two hours per week.

Prerequisite: None.

A course designed to meet the needs of the members of choral groups, to enable the student to read part songs at sight. It will be kept as non-technical as possible and as practical and direct as the course can be made. All music majors should take this course before or simultaneously with Music 1a.

B. Sightsinging (1) I and II.

Mr. Roehr.

Not to be offered 1938-39.

Two hours per week.

Prerequisite: Music A.

A continuation of Music A. To develop greater ability to read part songs at sight. A course for members of the choral group. Music majors take Music 1a.

1a-1b. Musicianship (2-2) yr. 1a-I; 1b-II.

Mr. Roehr.

Two class meetings per week.

Prerequisite: Familiarity with musical terms and symbols.

General musical knowledge for any student interested in music. Emphasis is placed on written and oral dictation to enable the student to hear what is seen on the written page and to write what is heard in music. A general survey of the rise and development of instrumental music will constitute a portion of the course.

Six units of Musicianship are required for students majoring in music.

- 2a-2b. Advanced Musicianship (2-2) yr. 2a-I; 2b-II.** Mr. Roehr.
 Not to be offered 1938-39.
 Two class meetings per week.
 This is a continuation of Music 1a-1b.
- 3a-3b. History and Appreciation (2-2) yr. 3a-I; 3b-II.** Mr. Roehr.
 Two class meetings consisting of lectures and illustrative phonograph recordings supplemented by assigned readings.
 Prerequisite: None.
 A general history and appreciation of music. Designed to meet the interest of the player and the non-player alike, primarily a course in intelligent listening.
- 4a-4b. Harmony (2-2) yr. 4a-I; 4b-II.** Mr. Roehr.
 Two meetings weekly supplemented by written assignments.
 Prerequisite: Music 1a-1b, or its equivalent. This requirement may be taken concurrently with 4a-4b.
 A practice in chord progressions and harmonizing of simple melodies. Deals with simple chords and their inversions, dominant and secondary seventh chords and simple modulations. This course is required for all advanced work in music.
- 5a-5b. Advanced Harmony (3-3) yr. 5a-I; 5b-II.**
 Not to be offered 1938-39.
 Three class meetings per week.
 A continuation of 4a-4b.
 Deals with the chromatic alterations of chords and modulations.
- 6a-6b. Advanced History (2-2) yr. 6a-I; 6b-II.** Mr. Roehr.
 Two class hours per week.
 Prerequisite: 3a-3b, or the consent of Instructor.
 This course has four subdivisions: Pre-Classical, Classical, Romantic and Modern music. The first takes up the study of the Medieval period. The second follows the development from Bach to Beethoven. The third takes up the study of Chopin, Schubert, Schumann, Mendelssohn, Liszt and many others. The Modern period takes in the contemporary composers and their works, beginning with the background laid by the Nationalistic Schools.
- 7a-7b. Counterpoint (2-2) yr. 7a-II; 7b-I.** Mr. Roehr.
 Two hours per week supplemented by weekly assignments of written exercises.
 Prerequisite: Music 4a and 1a.
 The aim of this course is to train the student to write and appreciate good melodic lines. Five types of counter melodies are written to a given melody in two and three-part work. A required course for all advanced work in music.
- 8a-8b. Conducting and Score Reading (2-2) yr. 8a-I; 8b-II.**
 Not to be offered in 1938-39.
 Given upon request of advanced music students.
- 9a-9b. Form and Analysis (2-2) yr. 9a-I; 9b-II.**
 Not to be offered 1938-39.
 Given upon request of advanced music students.
- 10a-10b. Instrumentation and Arranging (2-2) yr. 10a-I; 10b-II.**
 Two hours weekly and an occasional special group meeting.
 Prerequisite: A fair knowledge of musical notation and a good technique on some instrument.
 A theoretical study of modern instruments and their uses. The ranges of the instruments, their transpositions and clefs will be studied. Arranging for small groups will be taken up, with special emphasis given

to the modern dance orchestra. This course was designed for students doing work in small ensembles, such as string quartets, dance bands, brass and wood-wind ensembles and vocal quartets.

11a-11b. Composition in Smaller Forms (2-2) yr. 11a-I; 11b-II.

Not to be offered 1938-39.

Given upon request of advanced music students.

12a-12b. Keyboard Harmony (2-2) yr. 12a-I; 12b-II.

Not to be offered 1938-39.

Two hours and one section meeting weekly.

Prerequisite: At least two years of piano work.

The aim is to teach the student to recognize the chords used in everyday piano work and to be able to find and use all the common chords. All work of this course will be done at the keyboard. It will meet all the needs of the many piano students who wish a practical knowledge of harmony but have not the time for the work necessary in mastering classical harmony.

50a-50b. Elementary Piano (2-2) yr. 50a-I; 50b-II. Mr. Roehr.

Two recitations per week.

Prerequisite: None.

A beginners' course in piano playing. Taught in classes of ten or more. Designed to meet the needs of majors in elementary school teaching.

51a-51b. Intermediate Piano (2-2) yr. 51a-I; 51b-II. Mr. Roehr.

Continuation of 50a-50b. Not offered in 1938-39.

52a-b-c-d. Orchestra (1-1) yr. I or II. Mr. Roehr.

One rehearsal of two hours length each week.

Prerequisite: Consent of Instructor.

The aim of this course is to give the student an opportunity to advance in appreciation, understanding and technical ability. Standard symphonic work will be studied.

53a-b-c-d. Band (1-1) yr. I or II. Mr. Roehr.

Two one-hour rehearsals each week.

Prerequisite: Consent of the Instructor.

The aims of the band are the same as those of the orchestra.

54. Study of the Brass Instruments (1-1) yr. I or II.

Not to be offered 1938-39.

One period each week.

Prerequisite: None.

The study of a brass instrument as a foundation to band or orchestral work. Only a limited number of school-owned instruments are available.

55. Study of Woodwind Instruments (1-1) yr. I or II.

Not to be offered 1938-39.

Same as Music 54.

56. Study of Stringed Instruments (1-1) yr. I or II.

Not to be offered 1938-39.

Same as Music 54.

57. Ensembles (Brass, woodwind, string or combination groups (1-1) I or II.

Not to be offered 1938-39.

One period each week.

Prerequisite: An ability to read fairly difficult music.

The aim is to give the more advanced students an opportunity to do some work in ensemble playing.

- 60a-b-c-d. College Chorus (½-½) yr. I or II.** Mr. Roehr on demand.
 One hour per week.
 Prerequisite: Consent of the Instructor.
 A mixed chorus for the study of oratorio and operatic music.
- 61a-b-c-d. Men's Chorus (1-1) yr. I or II.** Mr. Roehr.
 Not to be given in 1938-39.
 Two hours per week.
 Prerequisite: Permission of Instructor.
 The aim of choral groups is not only to study and perform standard choral music, but also to give practice in voice culture and music reading. Public performance is part of this course.
- 62a-b-c-d. Women's Chorus (1-1) yr. I or II** Mr. Roehr.
 Not given in 1938-39.
 Two hours per week.
 The same as that of Men's Chorus.
- 62a-b-c-d. Women's Chorus (1-1) yr. I or II.** Mr. Roehr.
 Two hours per week.
 Prerequisite: Consent of Instructor after tryouts.
 A study of the finest unaccompanied choral music. Performance is a part of this course.
- 64a-b-c-d. Voice (1-1) yr. I or II.** Mr. Roehr.
 Two hours per week.
 Prerequisite: None.
 A class in the training of the singing voice. General problems of the voice will be taken up on the regular class meetings and special problems in a shorter period to be arranged as the need arises.
 Recommended in conjunction with Music 63.
- 65. Special Groups, I or II.**
 Similar to Music 57, only for student vocalists instead of instrumentalists.

PALEONTOLOGY

- 1. Paleontology** (See Geology 11, page 100).

PHILOSOPHY

- 5a. General Introduction to Philosophy (3) I or II.** Dr. Roach.
 Three lectures per week, with outside readings and reports required.
 Prerequisite: High-freshman standing.
 A survey of modern problems of philosophy; the search for truth; the nature of knowledge; the basic concepts of the sciences and a consideration of human values. In addition, Plato's Republic is read in class. Designed for general culture and education, incidentally, to fulfill Group (e) requirement at the University of California (with 5b).
- 5b. General Introduction to Philosophy (3) II.** Dr. Roach.
 Three lectures per week, with outside readings and reports required.
 on the relation of science to philosophy.
 Prerequisite: Phil. 5a, or consent of Instructor.
 A continuation of the work of the first semester, with more emphasis on the relation of science to philosophy.

PHYSICAL EDUCATION FOR MEN

The Department of Physical Education for Men of the San Mateo Junior College operates under the state law of California, which requires each regularly registered student to participate in physical education activities. In accordance with section 3.735 of the School Code, all men

students, except those physically disabled, are required to attend the regularly organized courses in physical education for two hours each week that school is in session.

DEPARTMENT REQUIREMENTS

Each student must secure passing grades in two units of hygiene and two units of physical education for the title of Associate of Arts.

Students claiming exemption from physical education by reason of physical disability must present statements signed by a physician at the time of registration. Such students must enroll in Physical Education A. Students not able to take courses in the regular physical-education program must also enroll in Physical Education A.

PHYSICAL EDUCATION MAJORS

Students who wish to major in physical education should include as many as possible of the following courses while in Junior College:

- | | |
|--------------------------|---------------------------|
| Hygiene I | Public Speaking 1a and 1b |
| Anatomy and Physiology I | Psychology 1a and 1b |
| Chemistry 1a and 1b | P. E. Activities 51 |
| Zoology 1a and 1b | Football Theory 52 |
| Biology | Soccer Football Theory 53 |
| Economics 1a and 1b | Track Theory 54 |

ACTIVITY COURSES

A. Restricted Activities (½) I and II. Mr. Bissett.
Two hours per week.

Prerequisite: Recommendation of school or family physician and chairman of Physical Education Department.

1. Physical Education (½) I and II. Members of Department
Two hours per week.

Required of all men students not enrolled in Physical Education A and not competing in intercollegiate sports. This course includes such activities as touch-tackle football, basketball, badminton, volleyball, hiking, indoor baseball and other games and sports. Subdivisions of this course may be listed in the time schedule as basketball, hiking, boxing, wrestling, and so forth. When so listed, these sports do not involve varsity competition but are designed to give special instruction in the sports involved.

VARSIITY SPORTS

These courses are designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary physical and mental fitness. Sufficient skill to reduce the likelihood of injury is also required. The passing of medical and physical examinations and the consent of the Coach is necessary before enrollment. Block S awards.

2. Varsity Football (½) I. Mr. McFadden, Mr. Bissett.
Ten hours per week. Fall semester only.

3. Varsity Soccer (½) I. Mr. Francis.
Six hours per week.

4. Varsity Basketball (½) II. Mr. McFadden, Mr. Bissett.
Ten hours per week.
Spring semester only.

5. Varsity Track and Field (½) I and II.
Six hours per week in fall semester.

- Ten hours per week in spring semester.
6. **Varsity Baseball (½) II.** Mr. Bissett.
 Ten hours per week.
 Spring semester only.
7. **Varsity Tennis (½) I and II.** Mr. Bashor.
 Ten hours per week.

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 MINOR SPORTS

These courses carry the same requirements as for varsity sports and involve intercollegiate competition. Circle S awards.

11. **Boxing and Wrestling (½) I and II.** Mr. Bissett.
 Two hours per week.
12. **Cross-Country (½) I.**
 Five hours per week.
 Fall semester only.
13. **Crew (½) II.** Mr. Rankin.
 Six hours per week.

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 SPECIAL ACTIVITIES

21. **Recreational Activities (Men and Women) (½) I and II.**
 Two hours per week. Miss Ginno, Mr. Bissett.
 Prerequisite: Passing of the medical and physical examination.

The aim of the course is to promote interest and training in team and individual activities for men and women that may be enjoyed in school and which carry over into adult life. Includes instruction and practice in the following activities: Archery, badminton, baseball, dancing, golf, swimming, tumbling, tennis and volleyball. The course is designed for men and women interested in this type of activity.

22. **Hiking Activities (Men and Women) (½) I and II.**
 One hike per week. Miss Ginno, Mr. Klyver.
 Prerequisite: None.

An excellent opportunity is offered the individual to become acquainted with his fellow students and members of the faculty and to hike under the most congenial circumstances. There is ample opportunity to learn the names of many of our common birds and plants. Many of the scenic features of San Mateo County and San Francisco Bay Region are made the destination of these hikes.

A number of hikes are scheduled on Saturdays.

This course carries full physical-education credit for both men and women.

51. **Activities (2) I and II.**
 One period weekly for community assignment. One period weekly for reports and lectures, plus time consumed outside class in officiating at various community athletic activities.
 Prerequisite: None.

A study of American sports with the object of developing ability to organize and lead groups in play. Lectures, reports, officiating and other assignments. Mainly for Physical Education majors, but open to all.

52. **Football Theory (2) I and II.** Mr. McFadden.
 Two class sessions per week.
 Prerequisite: None.

Study of fundamentals of football from standpoint of competitor and coach. Primarily for P. E. majors, but open to all interested in this field.

Reports on lectures; term notebook; exam. on rules officiated.

53. Soccer Football Theory (2) I and II.

Mr. Francis.

Two one-hour meetings per week.

Prerequisite: None.

A study of the theory and practice of Soccer Football. Its place in local, national and international sports. Lectures, reports and discussions on the history of the sport; the fundamentals of the game. Half of the course will be devoted to practice and half to theory. Open to all interested in physical education.

54. Track Theory (2) I and II.

Two lectures per week.

Prerequisite: None.

The purpose of this course is to study the fundamentals of track and field athletics from the standpoint of both competitor and coach. Primarily for Physical Education majors, but open to all who desire information in this field.

PHYSICAL EDUCATION FOR WOMEN

The Department of Physical Education for Women of the San Mateo Junior College operates under the State law of California which requires each regularly registered student to participate in physical-education activities.

State requirements in Physical Education are as follows:

In accordance with pages 191-193 of the California School Code of 1937, all women students, except those physically disabled as certified by a practicing physician, are required to attend the regular organized courses in Physical Education for two hours each week that school is in session.

Each student must secure passing grades in two units of Hygiene and in two units of Physical Education for the title of Associate of Arts.

DEPARTMENT REQUIREMENTS

A medical examination is required of all new and re-entering students. The Department of Physical Education will make the physical-education assignment according to the physician's recommendations.

Students having medical excuses from outside physicians must present the same at time of registration and enroll in Physical Education A.

Students not able to take courses in the regular physical-education program must enroll in Physical Education A.

All women must take one semester of team activities, one semester of rhythmic activities and one semester of an individual activity during the two years of required work.

Because of limited facilities, enrollment in the tennis classes is limited to sophomore and high-freshman students.

A student may elect more than one physical-education course a semester and receive credit for the same. A student must be enrolled in a physical-education course each semester until graduation.

Regulation uniforms have been adopted to be worn by participants in the following physical-education activities:

Uniform for archery: Sport clothes, with low-heeled shoes.

Uniform for clog dancing: White sleeveless blouse, blue cotton shorts, white socks and rubber-soled shoes.

Uniform for interpretative dancing: Black bathing suit, gray suede dancing sandals.

Uniform for golf: Sport clothes and low-heeled shoes. (Approximate cost a semester, \$9, payable at time of each lesson.)

Uniform for horseback riding: Riding habit. (Approximate cost a semester, \$18, payable at time of each lesson.)

Uniform for tennis and badminton: White tennis dress or white tennis shorts, white tennis shoes, white wool tennis socks and white sweater.

Uniform for other activity courses: White blouse, blue cotton shorts, white wool socks, white cotton sweat shirt and rubber-soled shoes.

RECREATIONAL LEADERSHIP AND MAJOR IN
PHYSICAL EDUCATION

Students who wish to major in Physical Education or to take the two-year course in Recreational Leadership, consult the curriculum on page 77.

A. Restricted Activities (½) I or II. Miss Ynung.

Two hours per week.

Prerequisite: Recommendation of school or family physician, and chairman of Physical Education Department.

A modified program of activities for students whose medical and physical examination indicates the need of restricted work. Includes remedial exercises, light activities and sun baths. The course is designed primarily for students unable to participate in regular physical-education courses.

1. Athletic Team Activities (½) I or II. Miss Ginno

Two hours per week.

Prerequisite: Passing of medical and physical examination.

The course provides the opportunity for students to participate in team activities such as: Field hockey and volleyball in the fall; basketball, speedball or baseball in the spring. The course includes the theory, technique and practice of team sports, and also intramural and Women's Athletic Association tournaments. The course is designed for students interested in a program of women's team athletics sponsored by the Women's Athletic Association.

2. Individual Athletic Activities (½) I or II. Miss Ginno, Miss Young.

Two hours per week.

Prerequisite: Passing of medical and physical examination.

The aim of these courses is to offer the opportunity for developing individual skills and aptitudes for individual sports that will carry over into adult life. The work includes the theory, technique and practice in the respective sports. Sport Clubs are organized and are sponsored by the Women's Athletic Association.

The courses are designed for students interested in acquiring and continuing the fundamental skills in individual sports.

Archery—2a.	Miss Young.	Golf—2d	Miss Ginno.
Tennis—2c	Miss Ginno.	Horseback Riding—2b.	
Badminton—2e.	Miss Ginno.		Miss Giuno.

3a. Interpretative Dancing (½) I or II. Miss Young.

Two periods per week.

Prerequisite: None.

A study of the fundamentals of interpretative dancing. The course is designed for elementary students who are interested in the development of poise, grace and body mechanics as expressed through the medium of the dance. Recommended for all women students interested in dancing and especially for teachers of physical education and students of art and drama.

3b. Tap Dancing (½) I or II.

Miss Young.

Two periods per week.

Prerequisite: None.

An elementary course in the fundamental steps of tap dancing. The aims of the course are to develop a sense of rhythm, as well as to furnish consistent exercises.

Designed for all students interested.

4. Gymnastic Activities (½) I or II.

Two hours a week.

Prerequisite: Passing a medical and physical examination.

The aim of the course is to acquire the fundamental skills in natural physical activities and using these skills in the more complicated forms. It includes marching, tumbling, simple pyramid building, track events, stunts and self-testing activities. This course is designed for students interested in this type of activity and is required of physical-education majors and students in the recreational leadership curriculum.

21. Recreational Activities (Men and Women) (½) I and II.

Two hours per week.

Mr. Bissett, Miss Ginno.

Prerequisite: Passing of the medical and physical examination.

The aim of the course is to promote interest and training in team and individual activities for men and women that may be enjoyed in school and which carry over into adult life. Includes instruction and practice in the following activities: Archery, badminton, baseball, dancing, golf, swimming, tumbling, tennis and volleyball. The course is designed for men and women interested in this type of activity.

22. Hiking Activities (Men and Women) (½) I and II.

One hike per week.

Miss Ginno, Mr. Klyver.

Prerequisite: None.

An excellent opportunity is offered the individual to become acquainted with his fellow students and members of the faculty and to hike under the most congenial circumstances. There is ample opportunity to learn the names of many of our common birds and plants. Many of the scenic features of San Mateo County and San Francisco Bay Region are made the destination of these hikes.

A number of hikes are scheduled on Saturdays.

This course carries full Physical Education credit for both men and women.

55a-55b. Theory of Athletics (2-2) I and II.

Miss Ginno.

Two hours of lecture and two hours of practice per week.

Prerequisite: None.

A general survey of the field of women's individual and team activities. The course includes a study of the theory and practice of playing, coaching and officiating in athletic activities, such as basketball, baseball, field hockey, speedball, volleyball and individual activities. The course is designed for students in the physical-education curriculum and in the recreational leadership curriculum. Other students may elect this course.

56. Community Recreation (3) II.

Miss Ginno.

Three hours of lecture and from one to two hours practical work on playgrounds each week.

Prerequisite: Theory of Athletics 55a or 55b, or consent of Instructor.

A study of the organization and administration of the school and the public playground and social agencies. Includes the types of leadership and types of games for different age levels, the study of play movement, recreation needs and the technique for establishing a recreational program. Includes talks by leaders in various fields of recreation and physical

education. Practical experience on the playgrounds is carried on in conjunction with the course. This course is designed for students interested in social welfare, physical education and recreation.

PHYSICS

1a-1b. General Physics (3-3) yr.* 1a-I or II; 1b-I or II.

Dr. Christensen, Mr. Pomerny.

Two lectures, one recitation and one two-hour laboratory period per week.

Prerequisite: High School algebra and trigonometry with recommending grades.

This course and Physics 1c-1d form a two-year program designed to give the student majoring in physical science or in engineering a thorough foundation in the fundamentals of the various branches of physics. The first semester is devoted to the study of mechanics and the second semester to properties of matter and heat.

1c-1d. General Physics (3-3) yr.* 1c-I; 1d II.

Dr. Christensen, Mr. Pomeroy.

Two lectures, one recitation and one two-hour laboratory period per week.

Prerequisite: Physics 1a-1b.

A continuation of Physics 1a-1b taking up magnetism and electricity the first semester and wave motion, sound and light in the second semester.

2a-2b. General Physics Lectures (3-3) yr.* 2a-I; 2b-II. Mr. Pomeroy.

Three lectures per week.

Prerequisite: Elementary algebra and plane geometry.

This course is designed primarily for pre-dental and pre-medical students and consists of lectures with experimental demonstrations covering the fields of mechanics, properties of matter and heat in the first semester, and magnetism, electricity, sound and light in the second semester. It is recommended that Physics 3a-3b be taken concurrently.

3a-3b. General Physics Laboratory (1-1) yr.* 3a-I; 3b-II Mr. Pomeroy.

One three-hour laboratory period per week.

Prerequisite: None.

Experimental work designed to accompany course 2a-2b.

10. Descriptive Survey of Physics (3) II*. Dr. Christensen.

Three lectures per week.

Prerequisite: None.

A non-mathematical description, with experimental demonstrations of the more important phenomena of physics. This course is open to all students except those who have had, or are taking, Physics 1a or Physics 2a-2b.

23a-23b. Radio (3-3) yr. Dr. Redeker.

Two lectures and one three-hour laboratory period per week.

Prerequisite: Permission of the Instructor.

A course in radio theory and operation, with special reference to operation of amateur transmitting and receiving equipment. This course is designed for students who have had some previous experience in electricity or radio. The college radio station—W6YU—will be available for instruction in this course.

41. Physical Problems (2) I or II. Mr. Pomeroy.

One lecture and one recitation per week.

Prerequisite: Permission of the Instructor in charge.

A course designed to give practice in applying the fundamentals in-

volved in Physics 1a-1b and 1c-1d to practical problems. The content will be arranged to meet the needs of the individual student.

42. Physics Laboratory (1) I or II. Mr. Pomeroy.

Three hours laboratory work per week.

Prerequisite: Permission of the Instructor in charge.

A course designed for students majoring in science who desire experimental work in addition to that contained in the courses in general physics. Experiments will be selected to meet the needs of the individual student.

51a-51b. Technical Physics. (4-4) yr. 51a-I; 51b-II. Mr. Pomeroy.

Three lectures and one three-hour discussion and laboratory period per week.

Prerequisite: High-School algebra and geometry.

A course in general physics devoted particularly to the study of mechanics, heat and electricity. Designed primarily for students who are planning to pursue one of the technological curricula.

Students completing this course may take Physics 23b.

55. Photography (2) I and II. Dr. Christensen.

One lecture and one three-hour laboratory period per week.

Prerequisite: None.

An elementary course designed primarily to give practice in photographic technique, such as the use of different types of cameras, developing, printing, copying and enlarging and including the study of composition, elementary photographic optics, elementary chemistry of photography and the characteristics of photographic materials.

56. Photographic Practice. (1 or 2 units) I or II. Dr. Christensen.

One or two three-hour laboratory periods weekly.

Prerequisite: Physics 55 or special permission of the instructor.

A laboratory course in photographic practice in which special work is assigned each student so that his individual demands may be met.

POLITICAL SCIENCE

1a-1b. Comparative Governments in Europe. (3-3) 1a-I; 1b-II. Mr. Iliff.

Three class sessions per week. Lectures and text.

Prerequisite: None.

First semester: Governments, parties and policies of the Western democracies and the Fascist states.

Second semester: The Danubian-Balkan, Baltic and Soviet states and efforts at Europeanized government in the Orient.

2. Introduction of Political Science (3) I. Mr. McAllister, Dr. Taggart.

Three class sessions per week.

Prerequisite: None.

Fundamental political concepts, nature of the state, types of governments, organization of governments, scope and aims of the state, political parties and the practical functions of government.

3. International Relations (3) II. Dr. Rempel.

Three class sessions per week.

Prerequisite: Either Pol. Sci. 1a, 1b, 2, or consent of Instructor.

The nature and importance of international relations; the machinery of international relations, the diplomatic and consular services, the foreign office; the League of Nations and its affiliated organizations; the foreign policies of the chief world powers and the factors which dictate those policies. Throughout the course much stress is laid upon class discussion of current events in the field of foreign affairs.

4. Current Political Events (1) I.

Dr. Rempel.

One class session per week.

Prerequisite: None.

A discussion of current political events in the U. S. A. and abroad. The special aim of the discussions is to stimulate an interest in the student in current happenings and to think intelligently on involved issues.

21. History of the American Constitution (2) I or II.

Two class sessions per week.

Dr. Rempel, Dr. Taggart.

Prerequisite: Sophomore standing.

Lectures, reading and discussions on (a) sources of the American Constitution, (b) the Articles of Confederation and the Constitutional Convention, (c) the evolution since 1789, through usage, amendment and interpretation.

This course is designed to meet the requirements of the State Board of Education for graduation. It is therefore required of all students who are candidates for the Junior College diploma of graduation. History 21a or History 21b will be accepted in lieu of this course.

22. Political Parties (2) II.

Dr. Taggart.

Two class sessions per week.

Prerequisite: Sophomore standing and one of the year courses in history open to freshmen.

A study of the origin, development, organization and problems of political parties, with emphasis upon American party history and problems.

12. Parliamentary Law. (1-1) I, II.

Mr. Iliff.

One class session per week.

Prerequisite: None.

How to organize clubs and conduct meetings, and apply the rules of parliamentary procedure. Considerable practice drill will be afforded.

PSYCHOLOGY**1a. General Psychology (3) I or II***

Dr. Roach.

Three lectures per week, outside readings and reports required.

Prerequisite: Sophomore standing or consent of Instructor.

An introduction to the facts and principles of psychology; the study of human behavior, with emphasis on experimental evidence. Topics covered include: Learning, emotion, intelligence, the nervous system, perception, thinking, individual differences, personality, etc. The course is intended to furnish a general background for additional courses in the subject and for practical applications.

1b. General Psychology (3) II*.

Dr. Roach.

Two lectures per week and a three-hour laboratory period.

Prerequisite: Course 1a with a grade of C or better.

This is a continuation of course 1a, with greater emphasis on experimental evidence and with experiments performed in class and outside. The two courses taken together comprise a thorough introduction to the subject. They fulfill six units in one group (e) requirement at the University. They also meet either the natural-science or social-science requirements at Stanford.

2. Applied Psychology (2) I.

Dr. Roach.

Two lectures per week with outside readings required.

Prerequisite: Sophomore standing. Psychology 1a is desirable but not required.

The course covers some of the major fields of applied psychology, such as vocational choice and guidance, tests in employment procedure,

personnel work in school and industry, scientific management, advertising, salesmanship, medicine, law, education and personal efficiency. Emphasis is placed on experimental evidence throughout. Designed to introduce the student to the field of "human engineering."

PUBLIC SPEAKING

A student who has not passed the English entrance test is ineligible to enroll in any class in Public Speaking except by permission of the Instructor. See page 97 for regulations of the English department.

1a. Fundamentals of Public Speaking (3) I or II. Miss Beveridge,
Mrs. Robins.

Three class sessions per week.

Prerequisite: Subject A, or its equivalent.

A study of the essentials of extemporaneous speaking. Frequent and regular opportunities for speaking before the class with emphasis on improving poise, habits of speech, and clear organization of thought.

1b. Public Speaking (3) I or II. Mrs. Robins.

Three class sessions per week.

Prerequisite: Public Speaking 1a.

Continuation of Public Speaking 1a with particular emphasis on argument. Occasional debates are given.

2a. The Fundamentals of Expression and Interpretation (3) I or II.

Three class sessions per week. Miss Beveridge.

Prerequisite: Subject A or its equivalent.

A study of the essentials of interpretative reading of poetry and prose. The purpose of the course is (1) to increase the student's enjoyment of literature through the experience of reading it aloud and sharing it orally with an audience, and (2) to develop the student's voice for clarity, inflectional freedom, resonance and tone quality. It is particularly recommended for prospective teachers, radio entertainers and students interested in any phase of acting.

2b. Intermediate Expression and Interpretation (3) II. Miss Beveridge.

Three class sessions per week.

Prerequisite: Subject A, or English 50 or 62.

This course is a continuation of work begun in Pub. Spk. 2a, with emphasis on the interpretation of drama, with the addition of a more finished standard because of the preparatory work done in the previous course. Programs of one act and three act plays are read by groups and individuals before the class audience.

5a-5b. Public Discussion and Debate (2 or 1, 2 or 1) yr. 5a-I; 5b-II.

Two hours weekly. Mrs. Robins.

Includes assigned readings, preparation of various styles of public discussion and outside debating.

Prerequisite: Public Speaking 1b or consent of Instructor.

The course attempts to develop adequate and sound preparation of controversial material, the ability to influence the thoughts and actions of people by persuasion and logic.

The course is designed to satisfy the University of California requirements for Public Speaking majors and to furnish training in controversial debate for intending lawyers, speakers and others interested in developing the ability to influence others.

8. Radio Speech (2) I or II. Miss Beveridge.

Two class hours per week.

Prerequisite: None.

Theory and practice in developing an effective voice for radio; prac-

tice in dramatic readings, commercial announcing and program management. Designed to meet the needs of students wishing to improve their daily speech as well as for students interested in radio.

10a-10b. Theory and Technique of Acting (2-2) yr. Miss Beveridge.
Four class hours a week.

Prerequisite: Permission of the Instructor.

Elementary course in diction, pantomime, characterization through the study and rehearsal of one act plays. Occasional production for the public is given, depending on the quality of work done.

58. Enjoyment of Contemporary Literature (1) I or II. Miss Beveridge.
One meeting per week.

Prerequisite: None.

This course is planned to contribute to the student's knowledge and enjoyment of contemporary poetry and drama through hearing it read aloud. The instructor interprets poetry and plays and presents correlative reading lists in syllabus form.

60. Speech Correction (1) I or II.

Hours by arrangement.

Prerequisite: None.

This course provides instruction and exercises for overcoming nervous speech disorders or articulation difficulties. Conference work with instructor is carried on with the most difficult cases, although enough group work is done to enable the student to meet problems in speaking before groups. A maximum of one unit may be earned. If correction is made before the close of the semester, fractional credit based on time of attendance will be given.

62. Public Speaking (3) I or II. Mrs. Robins.

Three hours per week.

Designed for the same classes of students as English 50.

Public Speaking with necessary drill in writing and articulation with the purpose of helping the student to clarify his thinking, correct his major composition faults, and gain ease of manner.

Credit for this course is not transferable to other than junior colleges, but a grade of A, B, or C in the course will be accepted by the University of California in satisfaction of the Subject A requirement and as one entrance unit of the matriculation requirement in English.

SOCIOLOGY

1. American Social Problems (3) I or II. Mr. Thomson.

Three hours per week.

Prerequisite: None.

A semester study of the outstanding sociological problems of American civilization. Such important questions as the effect of invention on the life of the people, evolution of the family, adjustment to the changing effects of industry, poverty, marriage, crime, etc., will be considered. A sound understanding of these problems will be conditioned largely upon their past history, present day influences, and precedent.

Two lectures a week will be given and in addition, one hour a week will be devoted to discussion or to debate.

ZOOLOGY

1a. General Zoology (4) I.* Dr. C. Wilson.

Two lectures and two three-hour laboratory periods.

Prerequisite: None.

An introduction to the facts and principles of animal biology, with

special reference to the lower forms of animals.

This course is accepted as a laboratory science at both the University of California and Stanford University.

1b. General Zoology (4) II.*

Dr. C. Wilson.

Two lectures and two three-hour laboratory periods.

Prerequisite: Zoology 1a or its equivalent.

A continuance of Zoology 1a. This course is devoted largely to the comparative anatomy of the chordates and is accepted as a laboratory science at both the University of California and Stanford University.

2. Introductory Embryology (3) II.

Dr. C. Wilson.

One lecture and two three-hour laboratory periods.

Prerequisite: Zoology 1a-1b or permission of Instructor.

The early developments of vertebrate types.

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