

HAYWARD HIGH SCHOOL

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SUNSET HIGH SCHOOL

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COLLEGE  
FOR  
ALAMEDA  
COUNTY**

**1960 - 61  
BULLETIN**



(ADMINISTRATIVE OFFICES—FLOOR PLAN)

STATE COLLEGE FOR ALAMEDA COUNTY

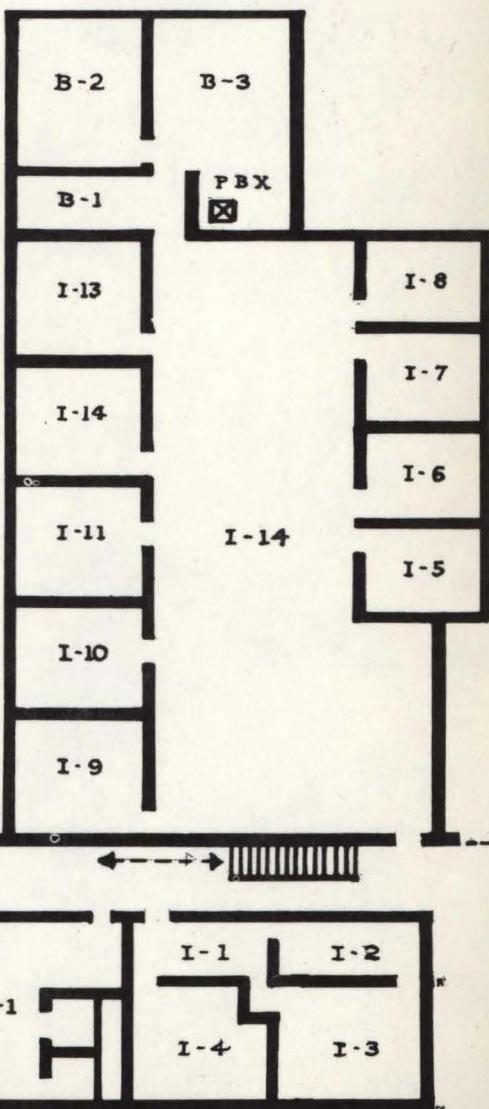
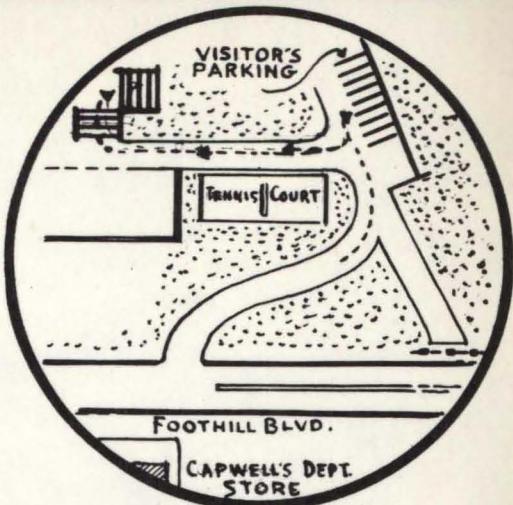
22300 Foothill Boulevard

Hayward, California

JE 8-8000

KEY TO ADMINISTRATIVE OFFICES

- E-1 Office of the President
- E-2 Secretary—reception to office of President
- E-3 Secretarial area and work area for Executive Dean and Assistant
- E-4 Office of Executive Dean
- SP-1 Admissions, registration and counseling area
- SP-2 Office of Dean of Students
- SP-3 Office of Associate Dean of Admissions
- I-1 Secretary to Dean of Instruction
- I-2 Conference Room
- I-3 Office of Dean of Instruction
- I-4 Office of Coordinator of Extension Services
- I-5 Head, Division of Biological and Physical Sciences
- I-6 Head, Division of Business and Economics
- I-7 Head, Division of Creative Arts
- I-8 Secretary—Division Heads and Staff
- I-9 Duplicating Room
- I-10 Faculty Office (2-man)
- I-11 Faculty Office (2-man)
- I-12 Faculty Office (2-man)
- I-13 Faculty Office (2-man)
- B-1 Secretary to Business Manager
- B-2 Business Manager
- B-3 Business management activities and PBX board



FROM  
PARKING  
LOT



## STATE COLLEGE FOR ALAMEDA COUNTY

**Administered through  
the**

# CALIFORNIA STATE DEPARTMENT OF EDUCATION

ROY E. SIMPSON..... Superintendent of Public Instruction  
and Director of Education  
J. BURTON VASCHE..... Associate Superintendent of Public  
Instruction and Chief of the Division of  
State Colleges and Teacher Education

## STATE BOARD OF EDUCATION

Louis H. Heilbron, President,  
San Francisco  
Thomas W. Braden, Vice President,  
Oceanside  
Byron H. Atkinson, Los Angeles  
Mrs. Talcott Bates, Carmel  
Warren M. Christopher, Los Angeles  
Raymond J. Daba, Atherton  
Donald M. Hart, Bakersfield  
Dr. Mabel E. Kinney, Los Angeles  
Mrs. Seymour Mathiesen, Fresno  
Thomas L. Pitts, San Francisco

Roy E. SIMPSON, Secretary and Executive Officer

## GENERAL COLLEGE ADMINISTRATION

Fred F. Harclerode President  
Dale P. Wren Executive Dean  
C. Richard Purdy Dean of Instruction  
Harry A. Grace Dean of Students  
William W. Force Business Manager

1960

SEPTEMBER						
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## CALENDAR FOR 1960-61

### FALL QUARTERS 1960

## ACADEMIC AFFAIRS

C. RICHARD PURDY, Dean of Instruction

### Divisional Administration

Division of Business and Economics	Virgil Salera, Head
Division of Creative Arts	Karl D. Ernst, Head
Division of Education	Albert R. Lepore, Head
Division of Humanities	Arnold P. Biella, Head
Division of Science and Mathematics	P. Victor Peterson, Jr., Head
Division of Social and Behavioral Sciences	Charles W. Merrifield, Head

### Instructional Services

College Librarian	Floyd R. Erickson
Coordinator of Summer Session and Extension	Hilary G. Fry
Coordinator of Audio-Visual Services	Robert O. Hall
Coordinator of Evening Program	Forrest L. Mayer

## ADMINISTRATIVE AFFAIRS

DALE P. WREN, Executive Dean

Coordinator of Building Program	Dale A. Fleming
Coordinator of Publications	John A. Gothberg

## STUDENT AFFAIRS

HARRY A. GRACE, Dean of Students

Associate Dean of Students (Admissions)	Lyle D. Edmison
Associate Dean of Students (Activities)	Howard Slatoff
Associate Dean of Students (Counseling)	Paul A. Lawrence
Registrar	James R. Loonie

### SIX-WEEK SUMMER SESSION 1961

July 10	First day of summer
July 11	Registration
July 12	Classes begin
July 13	First day of summer classes (Academic Year begins)
July 14	Office hours

### FOUR-WEEK SUMMER SESSION 1961

July 25	Registration
July 26	Classes begin
July 27	First day of summer classes (Academic Year begins)
July 28	Office hours

## CALENDAR FOR 1960-61

### FALL QUARTER, 1960

Sept.	16	Faculty Meeting
Sept.	21	Orientation for new students
Sept.	22	Academic Advisement
Sept.	23	Registration and payment of fees
Sept.	24	Registration and payment of fees
Sept.	26	Classes begin
Oct.	3	Last day for enrolled students to add classes
Oct.	7	Last day to drop classes without grade mark
Nov.	11	Veterans Day (Academic Holiday)
Nov.	24-25	Thanksgiving recess
Nov.	30-Dec. 2	Early registration for continuing students
Dec.	14	Last day of classes
Dec.	16	End of quarter. Grades due in Registrar's Office

### WINTER QUARTER, 1961

Jan.	2	1-9 p.m. Registration for new students
Jan.	3	Classes begin. <i>Reg. 5-9 p.m.</i>
Jan.	3	1-9 p.m. Registration for new students
Jan.	9	Last day to add classes
Jan.	13	Last day to drop classes without grade mark
March	1-3	Early registration for continuing students
March	15	Last day of classes
March	17	End of quarter. Grades due in Registrar's Office

### SPRING QUARTER, 1961

March	27	1-9 p.m. Registration for new students
March	28	Classes begin
March	28	5-9 p.m. Registration for new students
March	30-31	Easter recess
April	3	Last day to add classes
April	7	Last day to drop classes without grade mark
May	24-26	Early registration for students continuing in Fall
May	30	Memorial Day (Academic Holiday)
June	6	Last day of classes
June	9	Grades due in Registrar's Office
June	10	Commencement
June	10	End of quarter

### SIX-WEEK SUMMER SESSION, 1961

June	19	Registration
June	20	Classes begin
July	4	Independence Day (Academic Holiday)
July	28	End of session. Grades due in Registrar's Office

### FOUR-WEEK SUMMER SESSION, 1961

July	28	Registration
July	31	Classes begin
Aug.	25	End of session. Grades due in Registrar's Office

## HISTORY OF THE COLLEGE

The State College for Alameda County was established in 1957 under Chapter 1681, Statutes of the State of California. Legislation passed in 1958 provided funds for a nucleus of personnel to accomplish the advance planning necessary for the opening of the college in the fall of 1959.

The college began its operations in rented facilities obtained through the Alameda County Board of Supervisors. The first location was at 224 W. Winton Avenue in offices provided by the Alameda County Superintendent of Schools. On July 1, 1959, the college administrative headquarters was moved to offices located in the Hayward Union High School, 22300 Foothill Blvd., Hayward.

Instructional facilities for the college during its first year of operation were housed in one wing of the newly built Sunset High School of the Hayward Union High School District, located at 22100 Princeton Street. Both the administrative facilities and the instructional facilities have been obtained on a lease basis through the Board of Education, Hayward Union High School District.

During the first year of operation the college was authorized by the California State Board of Education to offer academic programs in two areas—elementary education and business administration. In February, 1960, the State Board of Education authorized the college to offer additional academic programs in the following areas: Biological Science, Language Arts, Mathematics, Physical Science and Social Science. Until such time as the college occupies quarters on a permanent site, the program will be limited to upper division and graduate work.

## LOCATION OF THE COLLEGE

After July 1, 1960, the college operation will be located on the campus of the Hayward Union High School, 22300 Foothill Boulevard, Hayward, California.

On December 17, 1960, the California State Public Works Board selected a permanent site for the campus, located in the foothills southeast of Hayward. Plans call for occupying this site in September, 1963.

## FACULTY OF THE COLLEGE

HARCLEROAD, Fred F. President. B.A., 1939, M.A., 1942, Colorado State College; Ph.D., Stanford University, 1948.

AUSTIN, David E. Assistant Professor of Education. A.B., 1949, M.A., 1951, Eastern Washington College; Ed.D., Colorado State, 1955.\*

BIELLA, Arnold P. Head, Division of Humanities; Professor of English. B.A., University of Colorado, 1939; M.A., State University of Iowa, 1940; Ph.D., Stanford University, 1952.

BLAWIE, Marilyn-June (Mrs.) Assistant Professor of Political Science. B.A., University of Connecticut, 1952; J.D., University of Chicago Law School, 1955.

BOSSONE, Richard M. Assistant Professor of English. B.A., University of California, 1948; M.A., San Francisco State College, 1951; Ph.D., University of Southern California, 1958.\*

BUTTIMER, Harry R. Associate Professor of Business Administration. B.S. and M.B.A., University of California, 1945; Ph.D., Stanford University, 1959.

CAFFREY, John. Assistant Professor of Psychology. A.B., 1944, M.A., 1948, Ph.D., 1953, University of California.\*

CARLSON, Ruth K. (Mrs.) Assistant Professor of Education. A.B., 1932, M.A., 1944, Ed.D., 1959, University of California.

CARROLL, John S. Professor of Education. B.A., San Diego State College, 1930; M.A., University of California, 1932; Ph.D., Yale University, 1940.

COLBURN, Ivan P. Assistant Professor of Physical Science. B.A., Pomona, 1951; M.A., Claremont College, 1953.\*

DAVIES, Gordon F. Assistant Professor of Education. B.E., University of Alberta, 1948; M.E., University of Oregon, 1949.

DEACON, Lawrence S. Assistant Professor of Education. A.B., 1941, M.A., 1952, Ed.D., 1955, University of California.\*

EDMISON, Lyle D. Associate Dean of Students (Admissions); Professor of Psychology. B.A., 1950, M.A., 1951, Ph.D., 1955, University of Nebraska.

EISNER, Sigmund. Assistant Professor of English. B.A., 1947, M.A., 1949, University of California; Ph.D., Columbia University, 1954.\*

ERICKSON, Floyd R. College Librarian. B.E., State Teachers College, Superior, Wisconsin, 1940; B.S. in L.S., University of Minnesota, 1946; M.A., Long Beach State College, 1958.

ERNST, Karl D. Head, Division of Creative Arts; Professor of Music. B.M., 1932, M.M., 1936, University of Washington; Ed.D., University of Oregon, 1955.

FLEMING, Dale A. Coordinator of Building Program; Assistant Professor of Mathematics. B.S., Michigan State, 1956; M.S., Stanford University, 1959.

FORBES, Robert L. Assistant Professor of Social Science. B.S., New York University, 1949; M.A., Harvard University, 1950.\*

FORCE, William W. Business Manager; Professor of Business Administration. A.B., Colorado State College, 1938; M.B.A., 1942, and Ed.D., 1950, Stanford University.

FREITAG, Otto F. Professor of Political Science. B.A., 1939, M.A., 1940, University of Denver; Ph.D., State University of Iowa, 1942.

FRY, Hilary Glen. Coordinator of Summer Session and Extension; Professor of Education. B.S., University of Illinois, 1951; M.A., Ph.D., University of Chicago, 1957.

GILBERT, Luther P. Professor of Education. B.S., Mississippi College, 1919; M.S., University of Virginia, 1924; Ph.D., University of Chicago, 1929.\*

GOTHBERG, John A. Publications Manager; Assistant Professor of Journalism. B.A., San Jose State College, 1949; M.A., Stanford University, 1950.

GRACE, Harry A. Dean of Students; Professor of Psychology. A.B., Ohio State University, 1946; M.A., Columbia University, 1948; Ph.D., Columbia University, 1950.

GUERRA, Manuel H. Assistant Professor of Foreign Languages. B.A., University of Wisconsin, 1947; M.A., 1950, Ph.D., 1954, University of Michigan.\*

GUTHRIE, Andrew. Professor of Physics. B.A., University of British Columbia, 1934; M.S., Ph.D., Purdue University, 1941.

HALL, Jeanne L. (Mrs.) Assistant Professor of Speech and Drama. B.S., Northwestern University, 1936; M.A., University of Southern California, 1938.\*

\* Indicates part-time faculty members.

HALL, Robert O. Coordinator of Audio-Visual Services; Professor of Education. B.S., 1939, M.S., 1941, Ph.D., 1954, University of Southern California.

HANSEN, Duncan N. Assistant Professor of Physical Education. B.A., University of Chicago, 1950; B.S., 1952, M.S., 1953, Washington University.\*

HEATH, Harrison Duane. Associate Professor of Biological Sciences. A.B., 1946, A.M., 1947, Ph.D., 1950, Stanford University.

HELMKE, Guy M. Assistant Professor of Education. A.B., Stanford University, 1930; M.A., University of California, 1951.\*

HENDRICKSON, Dale. Assistant Professor of Education. B.S., 1950, M.S., 1954, University of Southern California.

HERTS, Coleman. Assistant Professor of Education. A.B., University of Denver, 1938; M.A., University of California, 1952.\*

HUSSEY, Barbara Marie. Librarian II. A.B., 1943, B.L.S., 1954, University of California.

JAEGER, Daniel J. Librarian III. B.A., University of Denver, 1950; M.A., University of Minnesota, 1955.

KJELSON, Lee R. Associate Professor of Music. B.M.E., 1948, M.M., 1951, Ph.D., 1957, State University of Iowa.

LANE, Mary Beauchamp (Mrs.) Professor of Education. B.S., Northeastern Missouri State, 1930; M.A., Northwestern University, 1945; Ed.D., New York University, 1951.

LAWRENCE, Paul F. Associate Dean of Students (Counseling); Professor of Education. B.S., State Teachers College of New Jersey, 1935; M.A., 1946, Ed.D., 1948, Stanford University.

LEPORE, Albert R. Head, Division of Education; Professor of Education. B.A., San Diego State College, 1942; M.A., 1951, Ph.D., Teachers College, Columbia University, 1960.

LIEBHART, Paul A. Assistant Professor of Education. B.A., San Francisco State College, 1943; M.A., College of Pacific, 1953.\*

LOONIE, James R. Registrar; Assistant Professor of Education. B.A., 1952, M.S., 1953, University of Oregon.

LUND, Jens. Assistant Professor of Mathematics. A.B., 1943, M.A., 1959, University of California.

MARTIN, Ruth L. (Mrs.) Assistant Professor of Education. A.B., 1926, M.A., 1955, University of California.\*

MAYER, Forrest L. Professor of Business; Coordinator, Evening Program. A.B., Colorado State College, 1937; M.S., University of Denver, 1938; Ph.D., University of Pittsburgh, 1949.

MERRIFIELD, Charles Warren. Head, Division of Social and Behavioral Sciences; Professor of Social Science. A.B., 1935, A.M., 1936, University of Chicago; Ph.D., Claremont Graduate School, 1952.

MOREHOUSE, Wade A. Assistant Professor of Business. B.M.E., Rensselaer Polytechnic Institute, 1948; M.B.A., University of California, 1959.

MUIR, Donald Belden. Assistant Professor of Speech and Drama. B.A., George Washington University, 1951; M.A., Stanford University, 1955.

NELSON, Arthur Edward. Librarian III. B.A., College of St. Thomas, 1950; M.A., University of Minnesota, 1954.

NIEPOTH, Edward W. Assistant Professor of Recreation. A.B., 1949, M.A., 1950, Chico State College.

OZAKI, Robert Shigeo. Assistant Professor of Economics. B.A., Ohio Wesleyan, 1956; M.A., Harvard University, 1958.

PEARSON, Joan (Mrs.) Assistant Professor of Art Education. B.F.A., Syracuse University, 1945; M.F.A., New York State College of Ceramics, 1949.\*

PETERSON, Douglas L. Assistant Professor of English. B.A., 1949, M.A., 1950, Ph.D., 1957, Stanford University.

PETERSON, P. Victor, Jr. Head, Division of Science and Mathematics; Professor of Chemistry. B.A., San Jose State College, 1947; M.S., Stanford University, 1950; Ph.D., Cornell University, 1952.

POWELL, Grosvenor E. Assistant Professor of English. B.A., University of Maryland, 1954.\*

PURDY, C. Richard. Dean of Instruction; Professor of Mathematics. A.B., Iowa State Teachers College, 1932; M.S., University of Chicago, 1939; Ed.D., Stanford University, 1949.

RANDALL, Arne William. Chairman, Department of Art; Professor of Art. B.A., University of Washington, 1938; M.A., Teachers College, Columbia University, 1940.

RICE, Richard B. Administrative Assistant to the President; Assistant Professor of History. B.A., 1945, M.A., 1947, Ph.D., 1957, University of California.

ROOSSINCK, Esther P. Assistant Professor of Education. B.S., Western Michigan University, 1951; M.S., University of Michigan, 1955.

ROSENBAUM, Morton. Associate Professor of English. B.A., 1943, M.A., 1946, Wayne State University; Ph.D., University of Wisconsin, 1952.

SABATH, Mildred R. Assistant Professor of Education. B.S., University of Illinois, 1945; M.E., Wayne State University, 1951.

SALERA, Virgil. Head, Division of Business and Economics; Professor of Business and Economics. B.S., University of California, 1935; Ph.D., Columbia University, 1941.

SAWREY, William L. Professor of Psychology and Statistics. A.B., Indiana University, 1949; Ph.D., University of Nebraska, 1952.

SHRINER, William C. Coordinator of Elementary Field Experiences; Professor of Education. B.A., University of California, 1936; M.A., University of California, 1941; Ed.D., Columbia University, 1951.

SLATOFF, Howard. Associate Dean of Students (Activities); Associate Professor of Art. A.B., San Jose State College, 1948; M.A., Stanford University, 1949.

SMITH, Arthur C. Professor of Biological Sciences. A.B., San Jose State College, 1939; Ph.D., Cornell University, 1949.

SOUTHARD, Thomas M. Chairman, Department of Mathematics; Professor of Mathematics. B.A., 1932, M.A., 1933, Ph.D., 1936, Ohio State University.

VAN AKEN, Mark J. Assistant Professor of History. A.B., University of Michigan, 1944; M.A., 1950, Ph.D., 1955, University of California.

VIVRETTTE, Lyndon. Assistant Professor of Education. A.B., 1939, M.A., 1955, University of California.\*

WEATHERBE, Harold R. Assistant Professor of Education (Physical Education and Health). A.B., 1940, M.A., 1941, Stanford University; Ed.D., University of California, 1950.\*

WILSON, Donald G. Librarian II. B.A., University of Redlands, 1952; M.A., University of California, Los Angeles, 1958.

WINSLOW, John H. Instructor in Social Science. A.B., University of Michigan, 1954.

WORLAND, Charles W. Assistant Professor of Education. A.B., Indiana University, 1948; M.A., University of Michigan, 1951.

WREN, Dale P. Executive Dean; Professor of Business. A.B., San Jose State College, 1946; M.A., 1950, Ed.D., 1952, Stanford University.

YEAGER, Herman B. Assistant Professor of Education. A.B., San Jose State College, 1950; M.E., 1951, Ph.D., 1959, Stanford University.

ZEITLIN, Harry. Assistant Professor of Education. B.S.S., College of the City of New York, 1948; M.A., 1951 and Ph.D., 1958, Teachers College, Columbia University.

\* Indicates part-time faculty members.

## CURRICULA AND DEGREES

The college has approval from the State Board of Education to offer the baccalaureate degree, with majors in:

1. Biological Science (B.S.)
2. Business Administration (B.S.)
3. Elementary Education (B.S.)
4. Language Arts (B.A.)
5. Mathematics (B.S.)
6. Physical Science (B.S.)
7. Social Science (B.A.)

In addition, courses are offered that may be applied by undergraduate or post-graduate students toward satisfaction of these State credential requirements:

General Elementary Credential  
General Secondary Credential  
Elementary Administration Credential  
Supervision Credential  
General Pupil Personnel Credential

Students at the college are classified in accordance with the following

Classification of Students

Admission to the college may be considered for teaching purposes

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Associate Professor of English, A.A., 1942, M.A., 1946, Wayne State University of Wisconsin, 1952.

## ADMISSION AND CLASSIFICATION OF STUDENTS

### **Eligibility**

During 1960-61, a minimum requirement for enrollment at this college is completion of 81 quarter (54 semester) units of transferable work at an accredited college, with an average grade of C or better. Students are required, also, to have satisfied the lower division general education requirements. Students majoring in education must have satisfied the lower division teacher education requirements.

### **Matriculation**

All students seeking to enroll for any course work at the college must (1) submit an application for admission, (2) file a transcript of all previous college credit, (3) complete a Residence Statement, and (4) submit a health statement. These materials should be submitted to the Associate Dean of Students, Admissions and Records, 22300 Foothill Boulevard, Hayward, California. A "Notice of Acceptance" will be mailed to the student after the appropriate forms are received and evaluated.

Students who pursue a degree or credential program must, in addition to the four steps described above, submit a declaration of objective and complete personnel tests during the first quarter of residence.

### **Classification of Students**

Students at the college are classified in accordance with the following plan:

#### **Upper Division:**

Juniors	81 to 134 quarter units
Seniors	135 or more units
Graduate	Possession of baccalaureate degree
Regular	Registered for more than six units
Limited	Six or fewer units

### **Application for Admission**

Students seeking admission to the State College for Alameda County should write to the Office of Admissions and request an outline of admission procedures and admission forms. The final date for filing applications for admission is the first day of registration for the quarter. Students whose applications for admission are completed and filed before the final date will be considered for admission. Those who file on the final date may be considered for provisional admission subject to disenrollment because of failure to meet admission standards.

### **Admission to Teacher Education**

Admission to the college does not guarantee that the student will be admitted to teacher education. See page 33 for criteria which will be used in admitting students to teacher education programs.

## **EVALUATION FOR ADVANCED STANDING**

### **From Junior Colleges**

Credits earned in accredited junior colleges will be evaluated by the Office of Admissions in accordance with the following provisions:

1. Not more than 64 semester hours of credit may be allowed for junior college work. Junior college credit earned after the student has attained upper division standing may be used to satisfy subject requirements, but may not be applied toward the total units required for the bachelor's degree.
2. Introduction to Education credit of 2 semester units may be transferred from the junior college. No other credit is allowed for professional courses in education.

### **From Other Colleges**

Credits earned in accredited colleges and universities will be evaluated by the Office of Admissions and advanced standing allowed on the basis of the evidence submitted. Credit toward the fulfillment of graduation requirements will be allowed only insofar 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. However, they may not be counted toward graduation requirements until completion at this college of 36 quarter units with at least a C average.

### **Extension and Correspondence Credit**

A maximum of 36 quarter units (24 semester units) of extension and correspondence work may be counted toward graduation. Not more than 18 of the 36 units may be transferred from other institutions.

### **Credit for Experience**

A maximum of 12 quarter units (8 semester units) in student teaching may be allowed toward the bachelor of education degree, upon verification of sufficient and satisfactory teaching experience, and providing the student has not received that amount of credit for student teaching in an accredited college.

No unit credit is allowed toward other bachelor degrees or the masters degree for teaching or other practical experience. An exemption allowed for experience will not carry units of advanced standing nor diminish the number of units required for graduation.

### **Credit for Military Training**

Credit is granted for military training in accordance with the American Council on Education Guide to the Evaluation of Educational experiences in the Armed Services.

**Credit by Examination**

Any regular student who offers convincing evidence of having achieved the objectives for a course listed in this catalog through having taken a similar course in a nonaccredited college or through individual study or experiences, may apply for a special examination in that course. A student can receive no more than 45 quarter units of college credit through credit by special examination. Credit by examination is not available at the graduate level.

**Registration****REGISTRATION**

New matriculated students are assigned an adviser on the basis of information submitted on their Application for Admission. Questions pertaining to academic programs and academic requirements should be referred to the adviser.

**Early Registration for Continuing Students**

About three-fourths of the way through each quarter, a week is designated as early registration week. Students intending to register for the following quarter are expected to make an appointment to confer with their academic adviser. During this week, the student should have completed all phases of registration including the payment of fees.

## STUDENT FEES

### Fees Required for All Students

#### Materials and service fees:

Regular students (more than 6 units) per quarter	\$22.00
Limited students (6 units or less) per quarter	12.00

### Other Fees Required of Students When Applicable

#### Nonresident tuition:

In addition to fees required of resident students, each nonresident student, except for enrollment in extension or summer sessions, shall pay tuition as follows:

Per unit or fraction thereof, not to exceed \$86.25 per quarter	\$5.75
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Late registration	5.00
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Returned checks	2.00
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Change of program after final filing date	1.00
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Any failure to meet administratively required time limit	2.00
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Transcript of Record (no charge for first copy)	1.00
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Replacement of laboratory equipment	cost
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Library books and materials overdue or lost	assessed by library
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Upon withdrawal from college, a portion of the materials and service fees may be refunded provided that an application is filed in the Cashier's office not later than two weeks after the instructional session begins.

Upon withdrawing from college, nonresident tuition may be refunded according to the following schedule:

	Amount of refund per unit
Before or during the first week of the quarter	\$4.00
During the second week of the quarter	3.00
During the third week of the quarter	2.00
During the fourth week of the quarter	1.00

Application for refund must be filed in the Cashier's office at the time of withdrawal.

Student association fee	\$20.00 (maximum*)
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\* Exact fee to be determined by the college student body in accordance with provisions of the Administrative Code, Title 5, Education.

## ACADEMIC INFORMATION AND REGULATIONS \*

### Course Numbers

The course numbering system at the college is as follows:

3000-3999 Junior level

4000-4999 Senior level

5000-5999 Senior level but may be taken for graduate credit by graduate students

6000-6999 Graduate level. Open only to graduate students

At least 60 of the 186 units required for graduation with the bachelor's degree must be in courses numbered 3000 and above and must be earned in the junior and senior years.

Courses given on the campus and numbered 5000 or higher may be taken for graduate credit with the approval of the appropriate division head or the Dean of Instruction. A maximum of nine units earned in extension at the 3000 level or above may be applied toward the graduate program subject to approvals stated above.

### Units

A unit of credit represents three or more hours of classwork and outside study per week for one quarter.

### Marking

The marking system employed at the college is as follows:

#### A. Regular marks.

Symbol	Quality	Grade Points
A	Excellent	4
B	Above average	3
C	Average	2
D	Below average	1
F	Failure	0

#### B. Incompletes

A student may receive a grade of "Incomplete" only for reasons beyond his control. Normally, such reasons are:

- (1) Extended absence for health problems, or
- (2) Failure to complete term assignments or final examinations because of ill health or family emergencies. A statement from the doctor should be presented to the instructor at the time the student returns to class and before the incomplete is recorded. An incomplete must be cleared during the next quarter of attendance unless specially deferred by the instructor and approved by the head of the division offering the course. Incomplete courses automatically revert to grades of "F" if not completed within the next three quarters of attendance.

#### C. Withdrawals

The withdrawal mark (W) is intended for students who find it impossible to complete all, or a part, of their program of courses; who are passing the course(s); and who file an approved withdrawal slip in the Registrar's office.

\* The academic information and regulations in this catalog have been developed by the college under the legal authority set forth in the Education Code, Division 10, Chapter 1.5, and in the California Administrative Code, Title 5, Education.

The withdrawal slip must be secured from the Registrar's office, approved by the student's adviser, the head of his division, and the Dean of Students.

The mark "WF" is automatically assigned to students who:

- (1) Withdraw from their course(s) and whose work at the time of withdrawal is below passing, or
- (2) Leave college without filing official, approved withdrawal slips. "WF" counts as an "F" in all records, and the course must be repeated to secure credit.

#### **D. Repeated Courses**

A student may repeat a course in which he has received a grade of D or F, but may not receive credit for the course more than once. A repeated course is counted as units attempted and is credited with the grade points earned, the effect being an averaging of the grades. If a student repeats a course in which he has received a grade higher than D, the repeated course will not be counted as units attempted nor will grade points be counted in the student's record.

#### **E. Auditing Courses**

A student who wishes to "audit" a class instead of enrolling for credit must meet all admission requirements and secure the permission of the instructor and the head of the division in which the course is offered. An auditor pays the same fees and has the same privileges as do students who take equivalent work for credit, but is not held for final examinations and does not receive final grades or credit. Auditors may not apply for credit in the course after the last day to register for courses.

#### **F. Attendance**

Students are expected to attend all meetings of their classes. Excessive unexcused absence is a sufficient reason for lowering a grade or refusing to allow a student to take the final examination. The Dean of Students will issue excuses for college authorized absences.

#### **G. Disqualification**

Students are subject to disqualification at the end of any quarter if their total college scholarship average falls below C. At the end of the spring quarter, students are subject to disqualification if their academic average at this college falls below C.

#### **H. Readmission**

Immediate reinstatement of disqualified students is not considered. If the student spends his period of disqualification in study or profitable use of his time, he may petition for reinstatement after an absence of one year.

#### **I. Petition for Leniency**

A student who, because of illness or other extenuating circumstances, finds that he is doing poor work and fears that he may be disqualified, should consult some member of the Academic Standards Committee during the last two weeks of the quarter. If a petition for leniency is filed as a result of this conference, it may be possible for the student to be continued in school. In case a student is disqualified, no immediate reinstatement is granted.

#### **J. Scholarship for Graduation**

For graduation, a student must have an average of C or better on all work completed at the college level.

## REQUIREMENTS FOR GRADUATION

For graduation with the bachelor of arts or science degree, a student must:

- a. Complete a major as described in this catalog.
- b. Complete a minimum of 186 quarter units of acceptable college credit, at least 60 quarter units of which must be in courses numbered 3,000 or above and taken after attaining upper division standing.
- c. Complete a minimum of 36 quarter units in residence at this college in order to be eligible for a baccalaureate degree. At least 18 of these units must be completed among the last 30 quarter units counted toward the degree.
- d. Satisfy the college general education requirements as described below:

## **General Education**

The general education program is a planned sequence of courses outside the student's field of specialization. These experiences are designed to assure that each student who graduates with a baccalaureate degree possesses, in the major fields of human knowledge, the understandings, skills, and appreciations necessary for informed citizenship and continued growth and effectiveness as an educated person.

Each student, for graduation with a baccalaureate degree, must complete a minimum of 68 quarter units of general education work satisfying the following pattern and specific requirements. At least 36 units should be completed before attaining upper division standing. A minimum of 15 units must be completed in the junior and senior years.

Courses that are normally applied in meeting general education requirements are those that are not too narrow and specialized; courses designed specifically to meet the needs of particular majors are not appropriate. The total program, however, in completing a major in any of the fields listed under General Education Requirements below will be interpreted as satisfying the general education requirements in that field provided (1) the major includes sufficient units in excess of 54 units and (2) all specific course requirements are met.

The minimum of 15 units of upper division courses in general education include approved<sup>1</sup> courses in two of the three fields of humanities, social and behavioral sciences, and science (students majoring in one of these fields take courses in the other two). Each student must also complete the course, Directed Senior Reading, which includes selected readings from the three fields listed above.

<sup>1</sup> A current list of these courses is obtained from academic advisers.

15 UNITS FROM ① HUMANITIES  
~~2~~ ~~1~~ OR ② SOCIAL & BEHAVIORAL SCI.  
THESE 3 ③ SCIENCE

**Creative Arts** *Minimum number of units for satisfying general education requirements of 68 units*

Performance and/or appreciation courses in art, music, drama, homemaking, industrial arts

3

**Communications**

English composition—must include at least 5 quarter (3 semester) units of lower division work and 3 quarter units of upper division work in conjunction with a major course (English 3800)

8

**Humanities**

Includes courses in history, philosophy, literature and history of the arts.

A course in History of American Ideals must be included (or satisfied by examination). Must include 5 quarter (3 semester) units in literature, philosophy, or humanities courses. May include courses in history of arts. May include courses in foreign languages. May include a course in satisfaction of upper division general education requirement.\* Up to 9 units of language can be applied to meeting general education requirements in the Humanities.

**Social and Behavioral Sciences**

Includes courses in psychology, political science, anthropology, sociology, geography.

Must include a course in national, state and local government (or be satisfied by examination). Must include a course in psychology. Must include courses in at least two of the three fields—anthropology, sociology, geography. May include a course in satisfaction of upper division general education requirement.\*

**Natural Science**

Must include 15 quarter units in life and physical science with one basic \*\* course in each. Must include a college course in mathematics. May include a course in satisfaction of upper division general education requirement.\*

**Health and Physical Education**

Health and P. E. (3 units required)

3

**Directed Senior Reading**

Required course with readings in Humanities, Social, Behavioral, and Natural Sciences

4

**Residence Requirements**

A total of 186 units of credit must be earned for graduation with a bachelor of arts or bachelor of science degree. Of this amount, 45 units must be earned at the State College for Alameda County in residence (not extension) courses.

The bachelor of education degree requirements call for 45 units of credit earned from the State College for Alameda County. Of that amount, at least 18 units must be earned in courses given on the State College for Alameda County campus, after the completion of 135 of the 186 quarter units.

\* See paragraph 3, preceding page.

\*\* A basic course in biological science: botany, biology or zoology; physical science: chemistry, physics, or physical science.

## STUDENT LIFE

The Student Personnel Office provides special services to individual students and groups of students, and serves in a consultant capacity to academic advisors and academic departments of the college.

### Counseling

Information gathered from students at the time of their testing is compiled and distributed to academic advisors in order to help them plan student programs. Students may discuss the results of their tests with their advisors or with a counselor in the Student Personnel Office. Students always have the opportunity to discuss issues of concern to them with members of the faculty in their respective courses, or with their academic advisors, or with members of the Student Personnel Office.

### Financial Aids

As a participating college in the National Defense Education Act Loan program, loans may be made available to students who apply for them in the Student Personnel Office. The application is given to the student, who completes it in cooperation with his academic advisor. As money for scholarships and other loans become available, they will be administered through the Student Personnel Office in cooperation with the academic departments.

### Placement

The placement of students in employment during their college careers or upon the completion of college is shared between the Student Personnel Office and the academic departments. Notices of employment opportunities are posted in academic departments and in the Student Personnel Office. Students apply for placement materials through the Student Personnel Office, fill out the materials, and arrange for an interview with a counselor. Upon approval of the placement folder by the academic advisor, the folder is activated and circulated among prospective employers.

### Health

The college assists the student in maintaining a relationship with his family physician. A nurse is available at specified hours for emergencies arising in the course of college attendance. The purpose of the health service is to provide immediate professional liaison between the student and his family physician.

### Student Organizations

Students are encouraged to establish activities and organizations commensurate with the college community. Membership in student organizations depends solely upon individual qualifications without regard for race, color, religion or national ancestry. Organizations, such as the Education Club, which supplement academic departments are particularly encouraged. The inauguration of a college-wide student association with its attendant fees and activities, including a college paper, is planned for the college year 1960-61.

## DIVISION OF BUSINESS AND ECONOMICS

Professors SALERA, (head), MAYER, WREN; Associate Professor BUTTIMER;  
Assistant Professors MOREHOUSE, OZAKI.

### CURRICULA OFFERED

#### *Baccalaureate Degree Majors*

Business Administration  
Business Education

#### *Minors*

Business Administration  
Business Education  
Economics

### PURPOSES

This division offers courses designed (1) to equip individuals with the educational background and analytical tools for careers in business, (2) to provide for the development of teachers of business subjects in the secondary schools, and (3) to train students in the skills of the professional economist.

### BUSINESS ADMINISTRATION MAJOR

#### *Lower Division Requirements*

Principles of Accounting and Principles of Economics (both 8 or more units).  
Recommended: a year of college-level mathematics

#### *Core Requirements*

To be completed in the junior year:

- Managerial Accounting (4)
- Business and Economic Statistics (4)
- Principles of Marketing (4)
- Principles of Management (4)
- Economics of the Business Firm (4)

To be completed in the senior year:

- Money, Banking and Business Fluctuations (4)
- Industrial Relations (4)
- Business Finance (4)
- Legal Environment of Business (4)
- Business Policy (4)

#### *Fields of Concentration*

##### *I. Accounting*

Core requirements (all save Managerial Accounting above) 36 units

The Concentration:

- Intermediate Accounting (8)
- Federal Tax Accounting (4)
- Cost Accounting (8)
- Advanced Accounting (4)
- Auditing (4)
- Problems of Financial Reporting (4)

##### *5801. Secondary School Business Teaching*

Methods and materials for teaching bookkeeping, general business, and major basic business subjects. Prerequisite: Approval of Instructor. Three units.

**II. Management**

Core requirements (see above) 40 units

The Concentration:

Personnel Management (4)

Industrial Administration (4)

Organization Theory (4)

Supervision: Principles and Problems (4)

Executive Control and Administration (4)

**III. Marketing**

Core requirements (see above) 40 units

The Concentration:

Advertising (4)

Sales Analysis and Sales Management (4)

Private and Social Efficiency in Distribution (4)

Marketing Policies and Problems (4)

(A course in Psychology) (4-5)

## BUSINESS EDUCATION MAJOR

### *Lower Division Requirements*

Principles of Accounting and Principles of Economics (both 8 or more units), Typewriting (3 units or the successful completion of a proficiency examination with an approved course substitution), and Business Machines (4 units or the successful completion of a proficiency examination with an approved course substitution).

### *Core Requirements*

To be completed in the junior and senior years:

Economic Geography (4)

Principles of Marketing (4)

Principles of Management (4)

Industrial Relations (4)

Business Finance (4)

Business and Economic Statistics (4)

Legal Environment of Business (4)

### *Sub-Fields:*

A total of 16 quarter units must be completed in two of the following sub-fields: Accounting, Secretarial Training, or Merchandising.

The Accounting sub-field: Two upper division accounting courses (8 units).

The Secretarial Training sub-field: Advanced Dictation and Transcription (4); and 4 units of Office Management or Business Communications and Report Writing.

The Merchandising sub-field: Two upper division courses in marketing (8 units).

### *Professional Business Education:*

This comprises Principles of Business and Distributive Education (4), and Teaching of Secondary School Business I, II or III. (The student is to complete two of the latter which correspond to his sub-fields.)

### *Business Experience:*

This is to consist of six months or 1,000 clock hours in one or more approved business occupations.

**Credential Requirements:**

Students majoring in Business Education who wish a teaching credential must complete the specialized subjects in secondary education which are offered by the Division of Education. Satisfactory completion of the courses outlined above including student teaching and a bachelor's degree will meet the requirements for a special secondary credential. A general secondary credential, preferred by administrators, requires a minimum of 45 quarter units during the graduate year. This graduate year will include at least 8 quarter units of 5,000 or 6,000 numbered work in business and economics, and necessary course work in an appropriate minor field with a minimum of 30 quarter units.

**DESCRIPTION OF COURSES****BUSINESS****Accounting****3200. Managerial Accounting**

Applied course with emphasis on the use of accounting information in business decisions. Not accepted as a course in the accounting field of concentration. Prerequisite: One year of accounting. Four units.

**3211, 3212. Intermediate Accounting**

Accounting theory, practice, and problems. Balance sheets, income and other financial statements, working papers, valuation of assets, reserves, correction of statements, and application of funds. Prerequisite: One year of accounting. Four units each.

**3220. Federal Tax Accounting**

Statutes, regulations, administrative rulings, and court decisions relative to the income taxes of individuals. Prerequisite: Bus. 3211 and 3212. Four units.

**4231, 4232. Cost Accounting**

Manufacturing accounting theory and problems, records, and financial statements; elements of cost; elements of process, specific job-order, and standard cost accounting. Emphasis on managerial use of cost data. Prerequisites: Bus. 3211 and 3212. Four units each.

**4240. Advanced Accounting**

Advanced accounting problems and theory. Ventures, insurance, statements of affairs, receivership, branch accounts, banks and stock brokerage accounting, foreign exchange, estate accounting, budgets and public accounts. Prerequisites: Bus. 3211 and 3212. Four units.

**4250. Auditing**

Principles, techniques and procedures in auditing. Prerequisite: Bus. 4240. Four units.

**5260. Problems of Financial Reporting**

Advanced treatment of the analysis of financial statements. Prerequisite: Bus. 4240. Four units.

**Business Education****4900. Principles of High School Business and Distributive Education**

Introductory course for those planning to teach business at the junior or senior high school level. The historical development, present status, course content and future problems are considered from the viewpoint of the prospective teacher. Prerequisite: Upper division standing. Four units.

**5901. Secondary School Business Teaching I**

Methods and materials for teaching bookkeeping, general business, and other basic business subjects. Prerequisite: Approval of instructor. Three units.

**5902. Secondary School Business Teaching II**

Methods and materials for teaching typewriting, shorthand, business machines and clerical practice. Prerequisite: Approval of instructor. Three units.

**5903. Secondary School Business Teaching III**

Methods and materials for teaching salesmanship, retailing, and the coordination of cooperative work experience programs. Prerequisite: Approval of instructor. Three units.

**3910. Advanced Dictation and Transcription**

The improvement of dictation and transcription skills and related secretarial procedures. Prerequisite: One year of shorthand theory or by proficiency examination. Four units.

**3920. Office Management**

The study of office procedures with major attention to job analysis, equipment, and management problems. Four units.

**3940. Business Communications and Report Writing**

A study of different types of business communications and practice in specialized business reports. Four units.

**3951. Readings and Materials in Business Machines I (Typing)**

Techniques and procedures for business machine operations with readings in modern business office application. 1 hr. lect., 4 hrs. activity. Three units.

**3952. Readings and Materials in Business Machines II (Office Machines)**

Techniques and procedures for business machine operations with readings in modern business office application. 1 hr. lect., 4 hrs. activity. Three units.

**Management****3600. Principles of Management**

Introduction to business organization and management practices; interrelationships of complex human, technical, and economic factors in administration of business. Four units.

**3610. Personnel Management**

Principles and methods of organized personnel work; developing optimum utilization of human resources within the organization; recruitment, selection, training, promotion, transfer, motivation and compensation. Prerequisite: Bus. 3600. Four units.

**3620. Industrial Administration**

Essentials of production management and control; organization of the production function, plant location and layout, production planning and control, quality control, production standards; the relationship between production and other business operations. Prerequisites: Bus. 3600. Four units.

**4630. Organization Theory**

A study of human behavior in organizations, with emphasis upon an analysis of the need for organizations, the kinds of organizational mechanisms, and theories and findings relevant to individual behavior in formal organizations. Prerequisites: Bus. 3600. Four units.

**4640. Supervision: Principles and Problems**

Supervisory methods and techniques of management; employer-employee relationships; adjustment of the worker to the job; problems of upgrading and supervisory training; supervisory aspects of grievance procedure. Prerequisites: Bus. 3600 and 3610. Four units.

**5650. Executive Control and Administration**

Application of management principles to top management problems; the responsibilities of an organization's major executives, such as setting company objectives, organizing and coordinating business activities, and controlling performance. Prerequisites: Bus. 3600 and 4630. Four units.

**Marketing****3400. Principles of Marketing**

Organization and principal operating aspects of the system of distributing goods and services. Four units.

**3410. Advertising**

Marketing and economic functions of advertising, with emphasis on psychological and statistical aspects; includes media, copy, layout, and research. Prerequisite: Bus. 3400. Four units.

**3420. Sales Analysis and Sales Management**

Intermediate level course dealing mainly with the analytical problems of selling goods and services and the management of the sales function. Prerequisite: Bus. 3400. Four units.

**4430. Private and Social Efficiency in Distribution**

Application to marketing of economic analysis of private and social cost; consumer and industrial products distinguished; cost-reducing and cost-increasing marketing tendencies contrasted; basic issues in marketing legislation. Prerequisite: Bus. 3400 and 3420. Four units.

**5440. Marketing Policies and Problems**

Advanced course concerned with major problems in marketing and policy alternatives relating thereto, with emphasis on problem-solving exercises. Four units.

**Other Business Courses****3310. Money, Banking and Business Fluctuations**

A study of the essentials of commercial and central banking and the nature and significance of business fluctuations. Four units.

**3111. Business and Economic Statistics**

Statistical methods used in business and economic analysis. Four units.

**3660. Industrial Relations**

A systematic study of labor-management relations. Four units.

**4300. Business Finance**

Financial principles and practices relating to alternative forms of business organization. Sources and uses of financial data. Four units.

**4310. Investment Analysis**

Domestic private investment and the economic, political and social factors affecting investment decisions; analysis of financial statements. Special emphasis will be given to the economics of capital formation in a free enterprise economy. Four units.

**4500. Business Policy**

A course which deals in an integrating way with the leading subject matter areas which loom large in a modern manager's efforts to deal with change in business. Four units.

**4520. Government and Business**

The competitive economy and the government's regulation and control activities; dynamic relations between business and government. Four units.

**4700. Legal Environment of Business**

A study of the legal setting in which business operates, with emphasis upon legal reasoning and the processes of the law. Four units.

**Economics****4000. Economics of the Business Firm**

The operation of the price system in a free enterprise economy; prices and decision-making. Four units.

**4100. International Economics**

The basis of trade, foreign exchange, and foreign investment and world economic growth. Four units.

**4110. Economic Development**

The economics of underdeveloped countries. Prerequisite: Econ. 4100. Four units.

**4510. Comparative Economic Systems**

A comparative study of different systems which man has proposed or used to deal with the economic organization of society. Four units.

**4610. Labor Economics**

Study of labor markets and wages; development of unions and collective bargaining; labor legislation. Four units.

**5120. Current Economic Policies**

A study of national issues related to economic stabilization and growth. Prerequisite: Econ. 4000. Four units.

**5312. Federal Reserve Policies and Money Markets**

Advanced study of monetary policy, debt management and the money system. Prerequisite: Bus. 3310. Four units.

**5422. Readings and Materials**

Techniques and procedures used in business operations. With readings in modern business office methods, accounting, management, and business law. Prerequisite: Bus. 3420. Four units.

**5430. Principles of Management**

Introduction to management, its functions, its problems, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5440. Personnel Management**

Principles and practices of personnel management, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5450. Business Organization**

Principles and practices of business organization, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5460. Business Finance**

Principles and practices of business finance, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5470. Business Law**

Principles and practices of business law, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5480. Business Statistics**

Principles and practices of business statistics, its relationship to business, and its place in the economic system. Prerequisite: Bus. 3420. Four units.

**5490. Executive Office and Management**

Application of business principles to problems of management, its functions, its organization and coordination, business structure, and organization, personnel, business law, 3420, 3430, 3440, 3450, 3460, 3470, 3480, 3490, 3500, 3510, 3520, 3530, 3540, 3550, 3560, 3570, 3580, 3590, 3600, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, 3700, 3710, 3720, 3730, 3740, 3750, 3760, 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3840, 3850, 3860, 3870, 3880, 3890, 3900, 3910, 3920, 3930, 3940, 3950, 3960, 3970, 3980, 3990, 4000, 4010, 4020, 4030, 4040, 4050, 4060, 4070, 4080, 4090, 4100, 4110, 4120, 4130, 4140, 4150, 4160, 4170, 4180, 4190, 4200, 4210, 4220, 4230, 4240, 4250, 4260, 4270, 4280, 4290, 4300, 4310, 4320, 4330, 4340, 4350, 4360, 4370, 4380, 4390, 4400, 4410, 4420, 4430, 4440, 4450, 4460, 4470, 4480, 4490, 4500, 4510, 4520, 4530, 4540, 4550, 4560, 4570, 4580, 4590, 4600, 4610, 4620, 4630, 4640, 4650, 4660, 4670, 4680, 4690, 4700, 4710, 4720, 4730, 4740, 4750, 4760, 4770, 4780, 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10111111082, 10111111083, 10111111084, 10111111085, 10111111086, 10111111087

## DIVISION OF CREATIVE ARTS

*Art, Music, Speech and Drama*

Professors ERNST (head), RANDALL (Chairman, Department of Art); Associate Professors KJELSON, SLATOFF; Assistant Professors J. HALL, MUIR, PEARSON.

### CURRICULA OFFERED

#### **Major**

Language Arts (interdivisional major—see Humanities Division for details)

#### **Minor**

Speech-Drama. (See adviser for requirements)

[Additional majors and minors are planned for subsequent years.]

### PURPOSES

This division currently offers instruction in art, music, and speech-drama in order to provide (1) methods and basic skill courses which meet the requirements of the various general teaching credentials, (2) courses designed to broaden the general education pattern through increased knowledge and understanding of the arts, and (3) courses for persons with avocational interest in the arts.

### DESCRIPTION OF COURSES

#### **CREATIVE ARTS**

##### **4800. The Arts in Contemporary Society**

A survey of the arts as they function in contemporary life with special emphasis on the fine arts and music. May be elected to partially fulfill creative arts requirement in general education. Four units.

#### **ART**

##### **3320. Arts and Crafts in the Elementary School**

Aims, methods, and materials for children's arts and crafts, and application to elementary school art experiences. Prerequisite: Basic skills in use of arts and crafts materials. 1 hr. lect., 4 hrs. activity. Three units.

##### **3310. Elementary School Art**

Developing an understanding of the aims and methods of elementary school art as applied to various age levels and classroom situations, and providing the teacher with the personal skills necessary in utilizing arts and crafts materials. No prerequisite. 3 hrs. lect., 4 hrs. activity. Five units.

##### **4010. Art History**

Survey of the history of art of the western world from ancient to modern times. No prerequisite. Five units.

##### **3510. General Crafts**

Experiences in the processes of the crafts, utilizing wood, clay, metal, leather, and fabric. No prerequisite. 9 hrs. lab. Three units.

##### **4900. Individual Study**

Two-four units.

##### **4800. The Arts in Contemporary Society**

Four units.

(See description under Creative Arts section.)

**MUSIC****3310. Elementary School Music**

Designed to develop skills of the classroom teacher in singing and playing music used in the basic elementary textbooks, and to develop understanding of the aims, methods and organization of materials and activities in elementary school music. No prerequisite. 3 hrs. lect., 4 hrs. activity. Five units.

**3160. Music, Rhythms, Games in the Elementary School**

Aims, methods and organization of materials for elementary music and physical education. Prerequisite: Music fundamentals or ability to read music. 2 hrs. lect., 4 hrs. act. Four units.

**4360. General Music Methods and Materials**

Exploring methods and planning activities and projects for the general music curriculum in the junior and senior high schools. Three units.

**3390. Choral Conducting**

Study and laboratory experience in the basic techniques of conducting choral groups in school, church, and community. Emphasis on rehearsal procedures as well as skill of directing and interpreting vocal scores. 2 hrs. lect., 2 hrs. activity. Three units.

**4110. Music Literature for Children**

A survey of music literature especially suited for use in teaching school music, combined with methods of presentation. Emphasis of music available on recordings and supplementary song material not found in State music texts. Three units.

**3510. College Chorus**

Open to any student who can carry a tune. No auditions required. May be repeated for credit. 3 class hrs. One unit.

**3110. Listening to Music**

A basic course in music understanding designed to develop techniques for listening. Examples will illustrate music periods, styles, forms. May partially fulfill Creative Arts requirement in General Education. Not open to music majors. Three units.

**4900. Individual Study**

Two-four units.

**4800. The Arts in Contemporary Society**

Four units.

(See description under Creative Arts section.)

**SPEECH-DRAMA****3410. Voice and Speech Improvement**

Improvement in voice and articulation through lecture, discussion, and drill. Designed for students who have minor speech and voice problems. Zero-three units.

**4110. Fundamentals of Play Production**

Analysis of dramatic productions. Attention to the physical theater and its equipment, stage scenery; properties; stage lighting and sound; organization and design of stage productions. 3 hrs. lect., 6 hrs. lab. Five units.

**4180. Rehearsal and Performance**

Activity course for students participating in acting, staging, and other phases of production of college theatrical productions. Zero-three units.

**3210. Mass Media of Communication**

Importance of periodicals and newspapers, motion pictures, radio, and television. Comparative analysis and evaluation. Development of criteria for responsible judgments. Three units.

**4610. Speech Development in the Classroom**

Techniques appropriate for speech improvement and for cultivation of pupils' speech habits. Designed for elementary and secondary teachers. Three units.

**4650. Children's Theater**

Materials, problems, techniques of dramatic activities and programs with and for elementary age children in the school and the community. Formal and informal drama. 3 hrs. lect., 4 hrs. activity. Five units.

**3510. Public and Group Discussion**

Principles and methods of public and group discussion in problem solving and learning situations. Development of individual skills in discussion preparation, participation, and leadership through practical application. Five units.

**3310. Oral Interpretation**

A fundamental course devoted to theory, methods, and practice in the performance of oral communication of different types of literature. Four units.

**4660. Teaching Speech and Drama in the Secondary School**

Study of the content, bibliography, materials, and methods in speech and drama education. Prerequisite: Admission to teacher education. Four units.

**4900. Individual Study**

Two-four units

## DIVISION OF EDUCATION

*Education, Physical Education, Health Education, Recreation*

Professors LEPORE (head), CARROLL, GILBERT, R. HALL, LANE, LAWRENCE, SHRINER; Assistant Professors AUSTIN, CARLSON, DAVIES, DEACON, FORBES, FRY, HANSEN, HELMKE, HENDRICKSON, LIEBHART, LOONIE, McHUGH, MARTIN, NIEPOTH, ROOSSINCK, SABATH, VIVRETTE, WEATHERBE, WORLAND, YEAGER, ZEITLIN.

### CURRICULA OFFERED

#### Baccalaureate Degree

Elementary Education (B.S.) (With General Elementary Credential)

#### Nondegree Credential Programs

General Elementary Credential program for holders of baccalaureate degree.

Courses leading to the General Secondary Credential with B.A. or B.S. degree and with fields of concentration in:

- a. Biological Science
- b. Business Education
- c. Language Arts
- d. Mathematics
- e. Physical Science
- f. Social Science

Graduate courses applicable to the following credentials:

Elementary Administration

Supervision

General Pupil Personnel

#### Recreation Courses

### PURPOSES

The Division of Education is primarily concerned with the professional education of teachers and recreation leaders at the undergraduate and graduate levels. Programs prepare for elementary school teaching, for secondary school teaching, and for recreation leadership. Courses are offered that are applicable to the elementary administration and supervision credentials. Also offered are courses for in-service school personnel and other qualified individuals.

Preparatory programs aim at specific, practical competence in the field, firmly rooted in fundamental understanding of children, youth, and school communities, and of education in the American democratic society. The professional programs are interdivisional in nature and are based on general education in the arts, sciences, humanities, and mathematics. Credential programs provide public school laboratory experiences within each phase of professional education.

### GENERAL ELEMENTARY MAJOR

Students planning to obtain the bachelor of science degree and a general elementary credential will be granted the bachelors degree with

a major in education at the same time they complete the requirements for the credential. No degree with a major in elementary education may be granted unless the candidate completes at the same time requirements for the elementary teaching credential.

Students who plan to enroll in teacher education programs are encouraged to take Introduction to Education and acquire experience with children and youth by participating in community agencies, in youth serving organizations, or in camp counseling during lower division.

#### *Lower Division Requirements*

In addition to the general education requirement (see page 18) the general elementary education candidate should complete the following lower division courses:

	<i>Units</i>
Fundamentals of Music	3-6
Art (color, design, appreciation) <sup>1</sup>	3-6
Physical Education Fundamentals	1-3
Geography (world) <sup>1</sup>	3-6
Speech	3
Field Natural History <sup>1</sup>	3-5
Introduction to Education (recommended)	3
	<b>Total 19-32</b>

#### *Upper Division Requirements*

	<i>Units</i>
Education 300. Child, Youth, and School <sup>4</sup>	7
Concepts of Mathematics <sup>1, 2</sup> or Math Concepts for Elementary Schools <sup>3</sup>	3-5
Psychology in Education <sup>4</sup> (must be taken with Engl. 380)	5
Concepts of Science or Upper Division General Education Science Course <sup>1</sup>	4
Science in the Elementary School	3
Music, Rhythms, Games in the Elementary School	4
Elementary Curriculum and Methods <sup>4</sup>	10
Mathematics in the Elementary School	3
Arts and Crafts in the Elementary School	3
Evaluation in Education	4
Participation and Audio-Visual <sup>4</sup>	5
Student Teaching and Seminar	15
	<b>Total 66-68</b>

#### **GENERAL ELEMENTARY CREDENTIAL PROGRAM FOR HOLDERS OF A BACCALAUREATE DEGREE**

Students who possess a baccalaureate degree from an accredited college and who are seeking an elementary credential on the recommendation of Alameda County State College, and who intend to do their student teaching under the supervision of the college must complete a minimum of 27 units at this college. Since, by proper planning a graduate student with no work in professional education may complete all requirements

<sup>1</sup> May be used to satisfy general education requirement.

<sup>2</sup> For students who have not taken a college mathematics course in satisfaction of general education requirement.

<sup>3</sup> For students who satisfy the mathematics general education requirement with a lower division college mathematics course, e.g., college algebra.

<sup>4</sup> Courses accompanied by school and youth-group experiences.

in four quarters, he should plan carefully his program with his adviser. The program for holders of a degree may be started in summer session and completed the following spring quarter or be started in the fall quarter and completed the following summer. In either case, the candidate is eligible to begin teaching on a regular credential in the fall of the year in which he completes credential requirements.

<i>Professional Education Program Requirements</i>	<i>Units</i>
Education 3000. Child, Youth, and School	7
Education 3100. Psychology in Education	5
Education 3220. Language Arts in the Elementary School	3
Education 3240. Social Studies in the Elementary School	3
Education 3260. Reading in the Elementary School	3
Education 4000. Participation and Audio-Visual	5
Education 4600. Student Teaching in the Elementary School	15
Art Educ. 3280. Arts and Crafts in the Elementary School	3
Math. Educ. 5300. Mathematics in the Elementary School	3
Mus. Educ. 3330. Music, Rhythms, Games in the Elementary School	4
Sci. Educ. 3140. Science in the Elementary School	3
Courses selected with adviser to fill in areas of subject matter deficiency	10

### PRE-GENERAL SECONDARY CREDENTIAL PROGRAM

Students who plan to seek the general secondary credential may take course work at Alameda County State College that can be applied to meet state requirements for the credential. The secondary program is a five year course of study with 45 units required after the granting of the baccalaureate degree and, within the 45 units, there must be included 9 units of subject matter and 9 units of professional education. All secondary programs are offered jointly by the Division of Education and the other divisions of the college. For any general secondary credential the student must complete a teaching major and a teaching minor. The college offers teaching majors in six subjects: Biological Science, Business Education, Language Arts, Mathematics, Physical Science, and Social Science. See subject departments for specific course requirements for each major and for minors offered. Students must consult major adviser for the planning of major and minor programs.

#### *Lower Division Requirements*

Students who seek a secondary credential should complete in addition to General Education requirements (see page 18), as many of the major and minor requirements as possible.

#### *Upper Division Professional Education Requirements*

Candidates for a general secondary credential normally enter professional education courses as seniors.

		<i>Units</i>
Education 3000.	Child, Youth, and School <sup>1</sup>	7
Education 3100.	Psychology in Education <sup>1</sup>	5
Education 4500.	Secondary Education: Curriculum and Counseling and Guidance <sup>1</sup>	6
Education 4020.	Evaluation in Education	4
	Curriculum and Methods (Offered by subject matter departments; includes audio-visual instruction and material preparation appropriate to the field)	6-8
Education 4650.	Student Teaching	15
		<hr/>
	Total	43-45

### ADMISSION TO TEACHER EDUCATION

The selection and admission of students to candidacy in teacher education conforms to requirements established by the State Board of Education (Title V, California Administrative Code) and is a function of the Education Division. The standards to be met by candidates are as follows:

- (1) demonstrate adequate intellectual ability; (2) perform scholastically at a level of "C" (2.0) or higher prior to candidacy and for the period of candidacy; (3) complete prerequisites to professional preparation; (4) pass all competency tests required by the college, or complete competency courses with a "C" grade or better; (5) evidence of breadth of aptitudes and personal characteristics appropriate to teaching as a profession; (6) rate satisfactorily on a health examination; (7) demonstrate satisfactory field laboratory work; and (8) complete all General Education requirements prior to or concurrent with enrollment in Education 4000. In addition, to be recommended for a credential, the candidate must satisfy degree requirements, United States Constitution (when not part of a degree program), audio-visual education, and naturalized or native-born citizenship or declaration of intention to become a citizen of the United States. Individuals who plan to take courses leading to the General Secondary Credential must complete a total of 45 quarter units (9 in major or minor subjects, and 9 in professional education) of postgraduate work.

Appraisal of candidates is college-wide; the principal settings are in the college classroom and in the field laboratory experience. Although education advisers recommend individuals to candidacy, approval is made only by the Credentials Board. Approval normally is made prior to enrollment in Education 4000.

For detailed information about steps in candidacy, consult an educational adviser.

### RECREATION COURSES

The college offers courses in recreation that may be elected by teachers or taken by persons interested in professional recreation. For details consult an adviser in recreation.

<sup>1</sup> Courses accompanied by school and youth-group experiences.

## GRADUATE COURSES

The college offers selected graduate courses that may be applied to meet certain requirements of the Elementary Administration Credential, the Supervision Credential, and the General Pupil Personnel Credential. The courses carry 5000 and 6000 numbers.

### DESCRIPTION OF COURSES

#### EDUCATION

The general prerequisite for all professional courses is upper division or graduate standing.

**3020. Principles, Scope, and Function of Education \***

The modern public elementary and secondary school as a community agency; history and development; objectives, operation, scope, and functions. Two units.

**3040. Growth and Development of Child and Youth \***

Human growth and development; psychology of child and youth with emphasis on school related problems. Three units.

**3060. School and Youth-Agency Laboratory \***

Supervised public school laboratory experience, 3-9 hours; supervised youth agency experience, 3 hours. Two units.

**3100. Psychology in Education**

Research and theory in the learning process; application to school practices; mental hygiene; individual differences in school behavior. Teacher-pupil relationships. Lecture 3 hours; supervised public school laboratory experience 6 hours. Prerequisite: basic psychology course. Five units.

**3220. Language Arts in the Elementary School \*\***

Curriculum, methods, and resource materials in speaking, listening, spelling, writing, and children's literature. Lecture 2 hours, activity 2 hours. Prerequisite: Education 3000 series and Education 3100, or equivalent. Three units.

**3240. Social Studies in the Elementary School \*\***

Curriculum, resource materials, and methods in scope and sequence of social studies in the elementary school. Lecture 2 hours; activity 2 hours. Prerequisite: Education 3000 series, and Education 3100, or equivalent. Three units.

**3260. Reading in the Elementary School \*\***

Materials and methods of reading development; emphasis on group and individual techniques. Lecture 2 hours; activity 2 hours. Prerequisite: Education 3000 and Education 3100 or equivalent. Three units.

**3280. Public School Service Laboratory \***

Three hours of supervised participation laboratory in public schools. Not open to students who have taken Education 3200 series. One unit.

**4000. Participation and Audio-Visual Education**

Public school participation preceding student teaching and weekly on-campus group conference. Evaluation, preparation, and use of audio-visual materials. Prerequisite: Ed. 3000 series, Ed. 3100, and Ed. 3200 series, or equivalent. Lect. 1 hr.; Lab 8 hrs.; act. 4 hrs. Five units.

\* Concurrent registration required unless special permission is granted. (Called Ed. 3000 series.)

\*\* Concurrent registration required unless special permission is granted. (Called Ed. 3200 series.)

**4500. Secondary Education: Curriculum, Counseling, and Guidance**

Scope and sequence of secondary school curriculum; audio-visual equipment operation and material preparation; counseling and guidance; use of cumulative folder; roles of the teacher, student, parent, administrator, supervisor, and counselor. Prerequisite: Ed. 3000 series and Ed. 3100, or equivalent. 5 hrs. lect., 3 hrs. supervised public school laboratory. Six units.

**4600. Student Teaching in the Elementary Schools**

Full-time student teaching under the supervision of a public school teacher and a member of the college faculty in conjunction with a student teaching seminar. Prerequisites: Full candidacy in elementary education program and approval of Committee on Credentials. Fifteen units.

**4650. Student Teaching in the Secondary Schools**

Full-time student teaching under the supervision of a public school teacher and a member of the college faculty in conjunction with a student teaching seminar. Prerequisite: Full candidacy in secondary education program and approval of Committee on Credentials. Fifteen units.

**4900. Individual Study**

Two to four units.

**4020. Evaluation in Education**

Principles, techniques, and current practices of evaluation in school; relationships to curriculum; current practices in tests and measurement. Lect. 3 hrs.; lab 3 hrs. Prerequisite: Ed. 3000 series and Ed. 3100 or equivalent. Four units.

**5040. Teaching the Adolescent**

Characteristics of adolescents; influences affecting adolescent behavior; analysis of current forces upon junior and senior high school students; application to school procedures. Meets credential requirements for growth and development for secondary candidates. Prerequisite: Basic psychology course. Three units.

**5060. Human Relations in Teaching**

Teaching procedures and content emphasizing human relations in school setting. Analysis of effects of roles, statutes, and purposes upon the individual. Understanding of group processes. Prerequisite: Consent of instructor. Four units.

**5090. Audio-Visual Methods and Materials**

Selection, utilization and evaluation of audio-visual methods and materials in the teaching-learning process; operation of audio-visual equipment. Fulfills credential requirement. Students who have taken an audio-visual course may not receive additional credit for this course. Lect. 1 hr., act. 4 hrs. Three units.

**5100. Children's Literature**

Examination of values in folk tales, classical myths, and legends. Major attention to body of contemporary writing especially created to satisfy interests and needs of children. Criteria for continuing selection and appreciation of children's literature emphasized. Prerequisite: Adviser approval. Three units.

**5200. Curriculum Development**

Study of principles, problems, and issues of curriculum development common to selected schools and school districts. Principally, for those intending to become supervisors, curriculum consultants, or administrators. Prerequisite: Teaching experience on a regular teaching credential or consent of instructor. Four units.

**5240. Advanced Social Studies in Elementary Schools**

Study of problems in teaching social studies in elementary schools. Development of plans and materials. Review of state framework for social studies. Prerequisite: Teaching experience, a general methods course in social studies, or consent of instructor. Three units.

**5250. Literature for Youth**

Examination of the values to be found in the folk tales, classical myths and legends, as well as the body of contemporary writing, especially created to satisfy interests and needs of youth. Three units.

**5280. Advanced Reading in the Elementary Schools**

For experienced teachers; research in psychology and methods of the teaching-learning process in reading; diagnosis and evaluation; relation to school curriculum materials and resources. Prerequisite: Education 3260, or equivalent, or permission of the instructor. Three units.

**5320. Advanced Language Arts in the Elementary Schools**

For experienced teachers; research in psychology and methods of the teaching-learning process in speaking, listening, spelling, and writing; relation to school curriculum materials and resources. Prerequisite: Ed. 3220, or equivalent, or permission of instructor. Three units.

**5600. Federal, State, County, and Local School Administration**

Relationship of local school district to county, state, and federal agencies. Legal, fiscal, organizational, and administrative bases. Leadership and the several publics. Personnel dynamics. Phenomenon of growth. Four units.

**5700. Teaching the Gifted**

Problems of curriculum, teaching-learning, and patterns of administration and organization of school programs for the gifted. Emphasis on methods, materials, and resources. Prerequisites: Teaching experience or regular credential or consent of instructor. Three units.

**6020. Research in Education**

Methods and procedures of research tools in education; sources and uses of data. Critical analysis of published research. Preparation of a research project to include references, rationale, and outline. Prerequisite: Graduate standing, Ed. 4020, course in statistics recommended. Four units.

**6100. Advanced Elementary School Curriculum**

For school personnel in curriculum positions or preparing for them. Organization of curriculum development programs; technical aspects of preparing curricula; review of pertinent research; evaluation of curriculum programs. Public relations aspects. Prerequisites: Ed. 5200 or experience in curriculum work. Four units.

**6200. Advanced Educational Psychology**

Study of the current theories of learning and personality with special emphasis upon the utilization of these theories in the learning-teaching process. Attention given to perception, motivation, and psychological development. Individual project is required. Four units.

**6210. Counseling and Guidance ~~in the Elementary School~~**

Counseling procedures and techniques, including interviewing, child study, parent education. Emphasis given to functional use of cumulative folder data and forms. Roles of the teacher, parent, administrator, supervisor, counselor. Prerequisite: Teaching experience, or consent of instructor. Four units.

**6500. Organization and Administration of Elementary Schools**

Organization and administration of elementary schools, including teaching-learning process and related curriculum development. Required for elementary school administration credential. Prerequisite: Teaching experience, consent of instructor. Four units.

**6520. Elementary School Supervision**

Basic principles of elementary school supervision, curriculum development, and related aspects of teaching-learning process. General and special types of supervision and coordination. Problems of growth. Four units.

**6600. Aspects of School Finance and Business Administration**

Problems and principles of educational finance. Formulating and financing the school budget; state and local support. Legal aspects of school finance and management. Aspects of planning, financing, and constructing school buildings. Business management practices and problems of schools. Four units.

**PHYSICAL EDUCATION****3000. Activity**

Instruction in designated physical education area. One-two units.

**3160. Music, Rhythms, Games in the Elementary School**

Four units. (For description see Music 3160.)

**RECREATION****3000. Introduction to Community Recreation**

The nature, scope, and significance of community recreation in contemporary society. Three units.

**3200. Social Recreation**

The planning, organization, and leadership of recreation in the group setting. Emphasis on the techniques of leading selected social recreation activities. Lect. 2 hrs., act. 2 hrs. Three units.

**3050. Camping Education**

An introduction to organized camping, including general principles of program planning, camp organization and counseling. Development of campcraft skills including firecraft, cooking, knotcraft, and lashing. One planned camping trip. Lect. 2 hrs., act. 2 hrs. Three units.

**5900. Seminar in Community Recreation**

A study of selected problems in the field of community recreation. The selection of the areas to be considered will be based on student interest and need. Prerequisite: Permission of instructor. Three units.

**DESCRIPTION OF COURSES**

**3700. Teaching English in the Secondary Schools**  
Methods and content for English in High School, Junior College, and College. Four units.

**3800. Advanced Composition**  
Improvement in composition writing. Prerequisite: English 3700. Four units.

## 3800. **DIVISION OF HUMANITIES**

*English, Foreign Languages, History, Philosophy*

Professor BIELLA (head); Associate Professor ROSENBAUM; Assistant Professors BLAWIE, PETERSON, RICE, VAN AKEN.

### **CURRICULA OFFERED**

#### **Baccalaureate Degree**

Language Arts (B.A.)

Social Science (B.A.) (An interdivisional major; see Social and Behavioral Sciences for details.)

#### **Minors**

(See adviser for requirements)

History

English

### **PURPOSES**

This division offers instruction in English, history, foreign languages and philosophy, for purposes of general education and for the liberal arts and pre-general secondary credential majors in the language arts and social science.

#### **LANGUAGE ARTS MAJOR**

I. Complete the 68 unit requirement in General Education which is included in all degree programs. As a part of this requirement demonstrate oral and written competency in a modern foreign language.

II. Complete the following requirements in the major:

A. Courses totaling 29 units in English beyond the General Education requirements to include:

1. Advanced Expository Writing (4) or Creative Writing (4)
2. Linguistic Science and Modern Grammar (5)
3. At least 12 units of upper division literature courses.

B. A minimum of 6 units in journalism courses. (To include the course *School Publications* for prospective secondary school teachers.)

C. Speech and Drama courses totaling 22 units to include:

1. Fundamentals of Play Production (5)
2. Mass Media of Communications (5)
3. Public and Group Discussion (4)
4. Oral Interpretation (4)

III. Secondary teaching candidates also complete (a) the requirements for admission to teacher education; (b) the upper division professional courses in teacher education which are required; (c) the requirements for a teaching minor, 6 units of which may be taken in the graduate year; (d) the courses *School Publications* and *Teaching English in the Secondary School*.

### **DESCRIPTION OF COURSES**

#### **ENGLISH**

##### **3800. Advanced Composition**

Improvement in expository writing. Enrollment and writings in conjunction with a course in each major field. Required in the general education program. Three units.

**3000. Creative Writing**

Writing descriptive sketches, short character studies, brief narrations, a short story, and simple poems; reading various types of imaginative writing. Finding and developing each student's talent. Four units.

**3010. Advanced Expository Writing**

Expository writing and analysis in relation to traditional and contemporary theories of composition. Four units.

**3100. Linguistic Science and Modern Grammar**

Scientific analysis of the structure of English; comparison with traditional grammar; problems of usage. Five units.

**4100. English Usage in America**

Development of the native language; how it is learned; the roles of phonology, morphology, syntax, and vocabulary; American dialects. Four units.

**3201. World Literature I**

Study of selected representative writings from the great cultures of the world from ancient times through the 1600s. Five units.

**3202. World Literature II**

Study of selected representative writings from the great cultures of the world from the 1700s through modern times. Five units.

**4210. Short Story**

The development of the modern short story. Readings will include stories by Turgenov, de Maupassant, Mansfield, Joyce, Mann, Porter, Conrad, and others. Four units.

**4220. Contemporary Literature**

Intensive study of contemporary writers who have altered literary traditions in response to changing patterns of life and thought. Four units.

**3301. American Literature I**

Study of selected readings from colonial times through the Civil War period. Four units.

**3302. American Literature II**

Study of selected readings from the 1860s through modern times. Four units.

**4310. American Renaissance**

A study of American belles lettres. The main emphasis will be placed upon the writings of Hawthorne, Melville, Emerson, Thoreau, and Whitman, with readings from other authors of the period. Four units.

**3401. English Literature I**

Study of selected works from Chaucer to the end of the 18th century and the Age of Reason. Four units.

**3402. English Literature II**

Study of selected works from the Romantic Age, the Victorian Age, and the Twentieth Century. Four units.

**4410. Shakespeare**

Analysis of the major works as poetry and dramatic literature. Four units.

**5700. Teaching English in the Secondary School**

Methods and content for English from Junior High School through Junior College. Four units.

**FOREIGN LANGUAGES****Spanish****4100. Spanish for Elementary Schools**

Improvement of conversational Spanish and methods for its teaching. Prerequisite: Study of Spanish, elementary school experience in teaching Spanish, or consent of instructor. Four units.

**History****4000. Contemporary World Problems**

World affairs from 1914 to the present; present foreign policies of the major powers in their historical, political, and economic setting; events leading to World War II; the United Nations; current major issues. Four units.

**4111. History of Political and Social Thought I**

See Political Science for description. Five units.

**4112. History of Political and Social Thought II**

See Political Science for description. Five units.

**4020. International Relations**

See Political Science for description. Four units.

**3100. American History**

Interaction of geographic, economic, political, and cultural forces in the transformation of an agrarian society into a complex, industrial, urban order; emergence of ideals and patterns of the American way of life. Satisfies general education requirement. Five units.

**4111. The United States: Colonial Period and Federal Union**

History of the 13 colonies from their European origins to the close of the French and Indian Wars. Growth of independence in life, thought, and political union from 1763 through the War of 1812. Five units.

**4112. The United States: 19th Century**

Development of sectionalism, the growing cleavage between north and south, the Civil War and reconstruction; development of the post-Civil War period. Five units.

**4113. The United States: 20th Century**

The United States from 1914 to the present. Five units.

**3120. History of California**

Discovery, exploration, and early settlement; founding of the missions; the Spanish, Mexican, and American periods; California in the Union, admission to present. Four units.

**4130. Diplomatic History of the United States**

See Political Science. Four units.

**3200. Modern Latin American History**

Rise of modern Latin American states. Four units.

**4401. History of Europe I**

Ancient times to emergence of national states. Four units.

**4402. History of Europe II**

Medieval period to Napoleon. Four units.

Improvement in expository writing. Enrollment and writings in conjunction with a course in each major field. Required in the general education program. Three units.

**4403. History of Europe III**

Modern Europe from Napoleon to present. Four units.

**4701. History of Asia to 1850**

Asiatic history from earliest times to the 1800s. Includes study of major cultures including Chinese, Japanese, Indian, Islamic. Five units.

**4702. History of Asia Since 1850**

Asiatic history in the 19th and 20th centuries; colonialism, nationalism, independence and communist imperialism. Five units.

## DIVISION OF SCIENCE AND MATHEMATICS

Professors PETERSON (head), GUTHRIE, PURDY, SAWREY, SMITH, SOUTHARD (chairman, Department of Mathematics); Associate Professor HEATH; Assistant Professors COLBURN, DEACON, FLEMING, LUND.

### CURRICULA OFFERED

#### Baccalaureate Degree

Biological Science (B.S.)

Mathematics (B.S.)

Physical Science (B.S.)

#### Minors

(See adviser for requirements)

Biological Science

Mathematics

Physical Science

### PURPOSES

To offer liberal arts programs, to prepare teachers for secondary schools, and to offer general education and elementary education service courses.

## BIOLOGICAL SCIENCE MAJOR

Requirements are as follows:

- I. Complete the 68 unit requirement in General Education which is required for all majors. Students completing this major will have satisfied the 18 unit General Education requirement in Natural Science. Study of one or more modern foreign languages is highly recommended.

- II. Complete the following requirements in the major:

#### Lower Division

	Units
Preparation for the major: college mathematics	5-10
Basic courses in botany and zoology	15-30
Basic courses in chemistry and physics	17-22

#### Upper Division

Courses to be selected with approval of biological science adviser:	
Botany, Biology, Zoology	25-47
Physical Sciences	9-18
	87

Total

- III. Secondary teaching candidates must complete (a) the requirements for admission to teacher education; (b) the upper division professional courses in teacher education which are required; (c) the requirements for a minor, 6 units of which may be taken in the graduate year; (d) *Teaching Secondary School Science*, 4 units.

## MATHEMATICS MAJOR

- I. Complete the 68 unit requirement in General Education which is required for all majors. Students completing this major will have satisfied the General Education requirement in mathematics. Chemistry and Physics taken as preparation for the major will apply toward the General Education requirement in Natural Science.

## II. Complete the following requirements in the major:

<i>Lower Division:</i>		<i>Units</i>
Recommended preparation for the major: college chemistry and physics		15-25
Basic courses in mathematics including integral calculus		16
<i>Upper Division Core:</i>		
Foundations of Mathematics I, II (4-4)		8
Intermediate Calculus		5
Select from the following:		
Higher Geometry I, II, III (4-4-4)		4
		33
<i>Liberal Arts Option:</i>		
Differential Equations		5
Advanced Calculus I, II		10
Electives selected with aid of adviser		16
		31
<i>Secondary Teaching Option:</i>		
Mathematics of Finance		4
History of Mathematics		4
A second course in geometry		4
Number Theory		4
Electives selected with aid of adviser		15
		64
<b>Total</b>		

III. Secondary teaching candidates must also complete (a) the requirements for admission to teacher education; (b) the upper division professional courses in teacher education which are required; (c) the requirements for a teaching minor, 6 units of which may be taken in the graduate year; (d) the course *Teaching Mathematics in the Secondary School*, 4 units.

**PHYSICAL SCIENCE MAJOR**

I. Complete the 68 unit requirement in General Education which is required for all majors. Students completing this major will have satisfied the 18 unit General Education requirement in Natural Science. Study of one or more modern foreign languages is highly recommended.

## II. Complete the following requirements in the major:

<i>Lower Division:</i>		<i>Units</i>
Preparation for major: college mathematics		10-15
Major Courses: basic courses in physics and chemistry		27-42
<i>Upper Division:</i>		
Courses to be selected with approval of the physical science adviser:		
Astronomy, Chemistry, Conservation, Geology and Physics		25-47
Biological sciences		9-18
<b>Total</b>		83

III. Secondary teaching candidates must complete (a) the requirements for admission to teacher education; (b) the upper division professional courses in teacher education which are required; (c) the requirements for a minor, 6 units of which may be taken in the graduate year; (d) the course *Teaching Secondary School Science*, 4 units.

*History of Mathematics*  
The development of mathematical ideas and techniques. Prerequisite: Calculus, Four units.

## DESCRIPTION OF COURSES

## ANATOMY AND PHYSIOLOGY

**3300. Anatomy and Physiology**

Introduction to structure and function of human systems. Appropriate for all students desiring understanding of the human body. Prerequisite: Biology or Zoology recommended. 3 hrs. lec., 3 hrs. lab. Four units.

## ASTRONOMY

**4400. Descriptive Astronomy**

An elementary course, nonmathematical with emphasis on aspects of interest to the prospective or in-service teacher. 4 hrs. lec., 2 hrs. activity. Five units.

## BIOLOGY

**3350. Principles of Biology**

Fundamentals of plant and animal processes emphasizing the basic and unifying principles. Not open to students having credit for lower division courses in botany, biology, or zoology. 4 hrs. lec., 2 hrs. activity. Five units.

**4410. Microbiology**

The biology of representative types of microscopic plants and animals including their culture, morphology, general physiology, and ecology. Prerequisite: General Chemistry and Biology or equivalent. 4 hrs. lec., 6 hrs. lab. Six units.

**4440. Genetics**

An introductory study in the principles of heredity. Prerequisite: General Botany and Zoology or equivalent. 4 hrs. lec., 2 hrs. activity. Five units.

**4450. Evolution**

Organic evolution stressing possible mechanisms. Prerequisite: Botany and Zoology. 4 hrs. lec. Four units.

**4461, 4462, 4463. General Ecology**

A year sequence in the study of the relationship of plants and animals to each other and their environment. Prerequisite: General Botany and Zoology or equivalent; Chemistry and Physics recommended. 2 hrs. lec., 6 hrs. lab. and/or field trips. Four units each.

**4900. Individual Study**

Two-four units.

## BOTANY

**4420. Economic Plants**

A study of the significance of plants in the development of human cultures. Prerequisite: General Botany. 4 hrs. lec., 2 hrs. activity. Five units.

## CHEMISTRY

**3300. Introductory Organic Chemistry**

A basic chemistry course in carbon compounds. Prerequisite: General Chemistry. 4 hrs. lec., 2 hrs. activity. Five units.

**4420. Industrial Chemistry**

Fundamental principles and applications of important chemical processes. Prerequisite: Organic Chemistry. 4 hrs. lec., 2 hrs. activity. Five units.

**4530. Advanced Inorganic Chemistry**

A study of atomic structure, valence, bonding, periodic system, and electron configurations. Prerequisite: General Inorganic Chemistry. 4 hrs. lec., 2 hrs. activity. Five units.

**CONSERVATION****4380. Conservation of Natural Resources**

A study of the interrelationships of soils, water, minerals, forests, grasslands, and wildlife. The importance of applied ecology in the wise use of natural resources. Prerequisite: A basic course in Biology and in Physical Science. 4 hrs. lec., 2 hrs. activity. Five units.

**GEOLOGY****3300. Principles of Geology**

An introduction to the structure of the earth and elementary geological processes. 4 hrs. lec., 2 hrs. activity. Five units.

**4400. Economic Geology**

A study of the mineral resources of economic importance. Prerequisite: Principles of Geology or equivalent. 4 hrs. lec., 2 hrs. activity. Five units.

**4410. Geology of California**

An overview of the geologic history and development of the physical features of California. Prerequisite: Principles of Geology or equivalent. 2 hrs. lec., 3 hrs. lab. Three units.

**4430. Rocks and Mineral of California**

An elementary study of the common rocks and minerals, their occurrence, origin and uses. 2 hrs. lec., 4 hrs. activity. Four units.

**MATHEMATICS****3060. Mathematics of Finance**

Computing interest, rates, terms, prices, costs; study of annuities and other mathematical aspects in financial transactions. Prerequisite: Intermediate Algebra or equivalent. Four units.

**3101, 3102. Foundations of Mathematics I, II**

The nature of mathematics; mathematical logic; axiomatic bases for numbers and number systems; bases of geometries. Prerequisite: Calculus. Four units each.

**3201. Higher Geometry I**

College geometry with emphasis on foundations of plane and solid Euclidean geometry. Prerequisite: Calculus. Four units.

**3202, 3203. Higher Geometry II, III**

Non-Euclidean geometries, synthetic and analytic projective geometry. Prerequisite: Higher Geometry I. Four units each.

**3300. Intermediate Calculus**

Solid Analytic Geometry, functions of several variables, multiple integration, infinite series. Prerequisite: Calculus. Five units.

**3320. Differential Equations**

A beginning course in differential equations, numerical solutions, and Fourier series. Prerequisite: Intermediate Calculus. Five units.

**3500. Probability and Statistics**

Laws of probability, combinatorial formulas, distributions, moments, sampling, and central limit theorem. Prerequisite: Intermediate Calculus. Five units.

**3600. Number Theory**

Euclid's algorithm, prime numbers, congruences, theorems of Fermat and Euler, quadratic residues. Prerequisite: Differential and integral calculus. Four units.

**4040. History of Mathematics**

The development of mathematical ideas and techniques. Prerequisite: Calculus. Four units.

**4120. Introduction to Modern Higher Algebra**

Groups, rings, fields; number and sets; algebra of classes. Prerequisite: Calculus. Five units.

**4331. Advanced Calculus I**

Advanced study of functions of several variables, partial differentiation, multiple integrals, line and surface integrals. Prerequisite: Intermediate Calculus. Five units.

**4332. Advanced Calculus II**

Several types of infinite series, uniform convergence, improper integrals, special functions. Prerequisite: Advanced Calculus I. Five units.

**4340. Introduction to Complex Variables**

Introduction to theory of functions of complex variables. Prerequisite: Differential Equations. Five units.

**4900. Individual Study**

Two-four units.

**5340. Vector Analysis**

Vector algebra, differentiation, and integration; gradient, divergence, curl; curvilinear coordinates. Prerequisite: Differential Equations. Five units.

**5700. Introduction to Digital Computer Programming**

Study of the process of coding of problems for an automatic digital computer with some emphasis on the logical aspects. Prerequisite: One year of college mathematics. Four units.

**MATHEMATICS EDUCATION****3000. Concepts of Mathematics**

A functional course for students planning not to specialize in mathematics or the related sciences. Understanding the fundamentals of the number systems, arithmetic and algebra, with applications. Five units.

**5000. Mathematics in Elementary Schools**

A study of the curriculum, teaching methods and content in elementary school mathematics. Three units.

**5020. Content of Elementary Mathematics**

Mathematical background to arithmetic; meanings, history, applications. Designed to help elementary school teachers understand mathematics. Three units.

**5040. Teaching Mathematics in the Secondary School**

Study of the curriculum, teaching methods and content in school mathematics from the junior high school through the junior college. Open to seniors and graduate students with mathematics major or minor. Four units.

**NATURE STUDY****3391, 3392, 3393. Nature Study**

A year sequence in environment study including topics from field biology and physical science. Prerequisite: Basic courses in Biology and Physical Science. 2 hrs. lec., 6 hrs. lab. and/or field trips. Four units each.

**PHYSICAL SCIENCE****3340. Principles of Physical Science**

Fundamental principles of physics and chemistry with applications to astronomy, meteorology, and geology. Not open to students having credit for lower division courses in chemistry or physics. 4 hrs. lec., 2 hrs. activity. Five units.

**4900. Individual Study**

Two-four units.

## DEPARTMENT OF SCIENCE COURSES

## PHYSICS

**4410. Basic Electronics**

An introduction to the design, use, and analysis of electronic instruments such as circuit analysis, electron tubes, amplifiers, power supplies. 4 hrs. lec. Four units.

**4420. Modern Physics**

A descriptive course in atomic and nuclear physics. Prerequisite: General Physics. 4 hrs. lec., 2 hrs. activity. Five units.

## SCIENCE EDUCATION

**3000. Concepts of Science**

A general education course dealing with unifying concepts of biological and physical science. Prerequisite: basic courses in biology and physical science. 2 hrs. lec., 4 hrs. activity. Four units.

**5000. Science in the Elementary School**

Discussions, techniques, projects appropriate to the teaching of science in the elementary schools. Prerequisite: completion of general education requirement in science. 2 hrs. lec., 2 hrs. activity. Three units.

**5050. Advanced Science Education**

Practice in preparing and presenting science lessons. Prerequisite: previous instruction in Science Education or consent of the instructor. Three units.

**5100. Teaching Science in the Secondary School**

Curriculum, materials, content, and methods for secondary school physical science. Prerequisite: consent of instructor. 2 hrs. lec., 2 hrs. activity. Four units.

## STATISTICS

**4001. Statistical Analysis I**

Descriptive statistics and elementary probability. Prerequisite: College algebra or equivalent. Four units.

**4002. Statistical Analysis II**

Probability, sampling, and distributions. Prerequisite: Stat. 4001 or equivalent. Four units.

**4003. Statistical Analysis III**

Tests of statistical hypotheses. Prerequisite: Stat. 4002 or equivalent. Four units.

## DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

Professors MERRIFIELD (head), EDMISON, FREITAG, GRACE, SAWREY;  
Assistant Professors BLAWIE, FORBES, GOTHBERG; Instructor WINSLOW.

### CURRICULA OFFERED

#### Baccalaureate Degree

Language arts (B.A.) (An interdivisional major; see Humanities for details.)  
Social Science (B.A.)

#### Minors

(For programs see advisers.)  
Political Science.

### PURPOSES

This division offers instruction in anthropology, geography, journalism, political science, psychology, and sociology, for purposes of general education and for the liberal arts and pre-general secondary credential programs in language arts and social science.

### SOCIAL SCIENCE MAJOR

Requirements are as follows:

- I. Complete the 68 unit requirement in General Education which is required for all degrees. As a part of this requirement, demonstrate oral and written competence in a modern foreign language.
- II. Complete the following requirements in the major:
  - A. Lower Division: No specific requirement except the completion of appropriate General Education courses.\*
  - B. At least one course in each of the fields of anthropology, economics, geography, history, political science, and sociology.
  - C. Upper Division: Sixty quarter units including the following:
    1. An area of concentration of not less than 28 quarter units in either history or political science. Include the first quarter of the History of Political and Social Thought in either area of concentration.
    2. 7-9 upper division units in each of three additional fields for a total of 24 quarter units.
    3. 8 units of upper division electives in one or two of the six fields.
    4. It is recommended that a course in statistics be included in the program.
    5. This total program comprising not less than 60 upper division units should be a balanced program selected in consultation with, and approved by, an adviser.
  - III. *Secondary teaching candidates must also complete (a) the requirements for admission to teacher education; (b) the upper division professional courses in teacher education which are required; (c) at least 24 of the units required in a minor field, with the remaining units to be taken during the graduate year; (d) Teaching Social Sciences in the Secondary School.*

\* The college requirements in general education are as follows: 16 quarter-units of course work in psychology, political science, anthropology, sociology, geography. Must include a course in national, state and local government (or be satisfied by examination). Must include a course in psychology. Must include courses in at least two of the three fields—anthropology, sociology, geography, including one approved upper division course in the social sciences.

In addition, the humanities requirement of 16 units must include a course in history of the United States, including American ideals. It is assumed that this course work will be completed in the lower division, prior to the 60 upper division quarter units taken in the major.

## DESCRIPTION OF COURSES

**GEOGRAPHY****3000. Current World Geography**

Influence of basic geographic concepts and factors upon the world's current major political problems. Four units.

**3010. Economic Geography**

World distribution, production and utilization of agricultural and mineral commodities; sea resources and their utilization. Four units.

**3110. Geography of California**

Patterns of relief, climate, vegetation and soils in California; the nature of human occupancy, past and present. Four units.

**3200. World Regional Geography**

Major physical regions of the world and their occupation and development by man. Not open to a student who has taken a lower division course in geography. Four units.

**4030. Political Geography**

Characteristics of the political unit as a geographic area and its relation to land, resources, people, and production. Geopolitics and geographic groupings of nations as related to basic elements of foreign policy and to the interpretation of world events. Four units.

**JOURNALISM****4200. School Publications**

Instruction for prospective secondary school teachers in theory and technique of advising school newspapers and yearbooks. Study of problems of organization, finance, personnel, instruction, and promotion of school publications. Work on the college newspaper. Four units.

**4220. Newspaper Publications**

Instruction and practice in preparing pictures, copy, and ad layouts for newspaper advertising; use of mat service. Prerequisite: consent of instructor. Five units.

**4400. Advanced Journalistic Writing**

Coverage of various news beats, feature, news and editorial writing; staff work on the college newspaper. Prerequisite: A lower division course in news-writing. Four units.

**4600. Press Management**

Analysis of newspaper organization, economics, and business operation. Circulation, advertising, promotion, and production problems. Field trips to put out community newspapers. Prerequisite: Journalism 4220. Three units.

**4700. Newspaper and Magazine Analysis**

Examination of editorial policies of representative publications; critical study of news coverage and influence on public opinion and taste. Bases for judgment of reliability, responsibility, bias. Four units.

**3210. Mass Media of Communication**

See course description in Speech and Drama. Five units.

**POLITICAL SCIENCE****4000. Contemporary World Problems**

(See History for description.) Four units.

**4010. Comparative Government**

Essentials and comparative features of major governments of the world. Government and politics of such countries as: Great Britain, France, USSR, Switzerland, and the United States. Four units.

**4011. The History of Political and Social Thought I**

Development of political and social thought from Plato to Machiavelli with readings and discussions. Five units.

**4012. The History of Political and Social Thought II**

Development of political and social thought from Machiavelli to the present. Five units.

**4020. International Relations**

Analytical introduction to international relations; nationalism; imperialism; racial, population, and economic factors; war; settlement of international disputes by methods other than war; foreign policies of the major powers. Four units.

**3100. American, State and Local Government**

Studies of relationships of various governments in the United States; the organization, processes and problems of state and local government. Meets requirement in the U. S., California State and Local Government. Four units.

**4100. American Political Institutions**

Executive, legislative, and judicial functions of the United States government under the Constitution; federal, California, state and local governments (fulfills general education requirements). Four units.

**4310. Political Parties and Pressure Groups**

History and characteristics of political parties and pressure groups; their interaction and influence upon nominations and elections, upon executive and legislative branches of federal, California, state and local governments. Four units.

**4400. Diplomatic History of the United States**

History of American diplomatic relations from the American Revolution to the present; the role of public opinion and other social, economic and political factors. Four units.

**4440. American Constitutional Law**

The United States Constitution as interpreted by the courts; civil rights, taxation, commerce, citizenship, intergovernmental relations, executive and legislative powers and other social, economic and political factors. Four units.

**4910. Principles of Public Administration**

Development of public service in national, state, and local government; principles of administrative organization; functions and services. Four units.

**4520. Government and Business**

See Business. Four units.

**4510. Comparative Economic Systems**

See Economics. Four units.

**4030. Political Geography**

See Geography for description. Four units.

**PSYCHOLOGY****3000. Advanced General Psychology**

Principles of behavior and scientific method in the fields of development, sensation, perception, learning, motivation, and special topics in applied fields. Prerequisite: General Psychology. Four units.

**6200. Educational Psychology, Advanced Course**

Current research and theory in psychology of education; principles of motivation, learning, and personality in the educational setting; experimental design in educational psychology. Prerequisite: Educational Psychology; graduate standing. Four units.

**6210. Psychology of Learning**

Major theories of learning; history of learning theory; experimental design in learning. Prerequisite: Advanced General Psychology. Four units.

**4500. Industrial Psychology**

Psychology applied to personnel in the industrial setting; methods of selection, training and evaluation of personnel; motivation, leadership training and the dynamics of labor management groups. Prerequisite: General Psychology. Four units.

**5600. Psychology of the Gifted Child**

Identification, motivation, personality characteristics, and evaluation of the gifted child. Prerequisite: Advanced General Psychology or Education 3100, or equivalent.

**3700. Social Psychology**

Individual behavior in the group setting; social change, group development, social attitudes. Prerequisite: General Psychology. Four units.

**4900. Individual Study**

Two-four units.

**SOCIAL SCIENCE EDUCATION**

**5000. Teaching Social Sciences in the Secondary School**

Curriculum, methods, and content in social sciences, grades 7 through junior college. Four units.

**SOCIOLOGY AND ANTHROPOLOGY**

**3000. Social Problems**

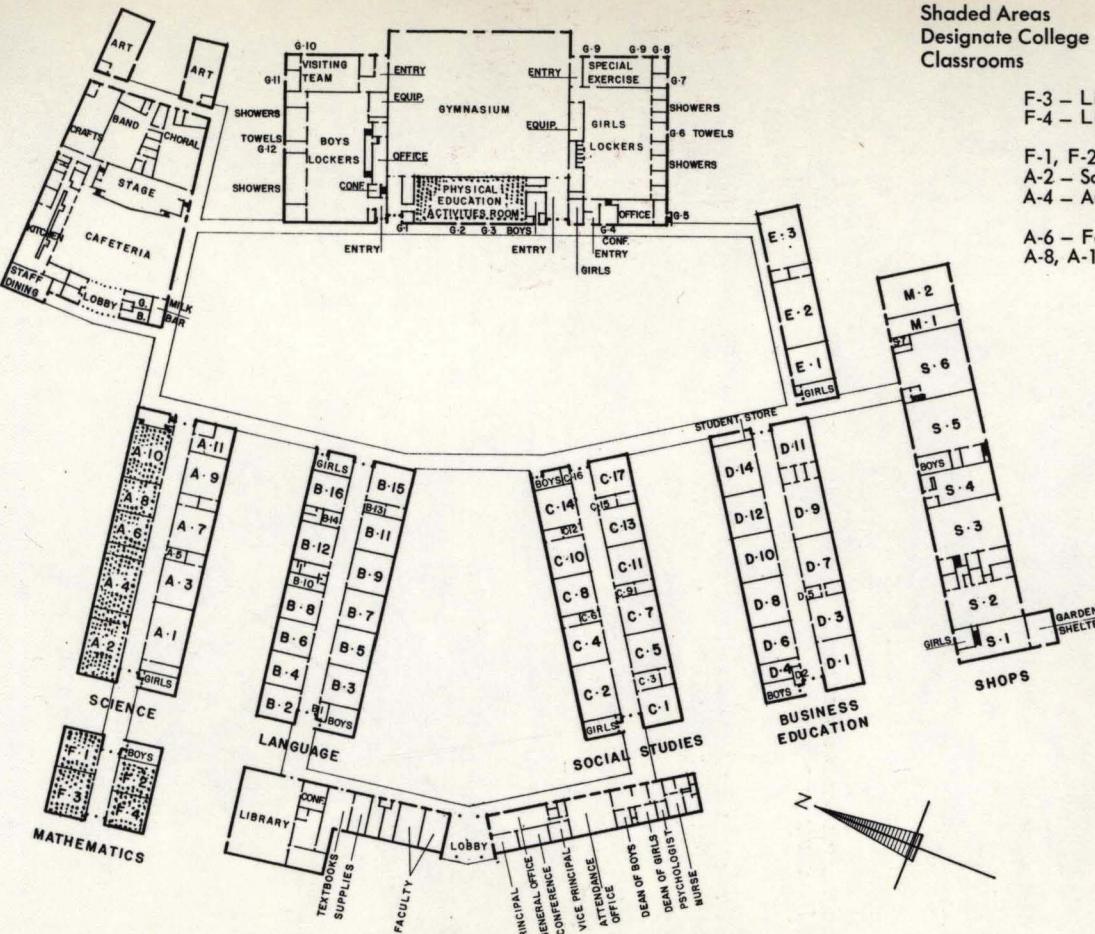
Study of social problems in such areas as family life, intergroup and intercultural relations, mental and physical health, crime, economy, government, conservation of natural resources, and education. Four units.

**3010. Social Anthropology**

The place of anthropology in the social sciences; theories and schools in social anthropology; community studies, integration, functionalism, psychological aspects. Four units.

**4100. Minority Groups**

Racial and cultural minority groups in the United States; problems of education, social adjustment, family life, relations in industry, race consciousness, race and cultural prejudice, tension areas, assimilation; race problems in international relations. Four units.



**Shaded Areas  
Designate College  
Classrooms**

F-3 - Library reference & reading room  
 F-4 - Library accession, cataloging & workroom  
 F-1, F-2 - General Classrooms  
 A-2 - Science Laboratory  
 A-4 - Audio-Visual, Art and Activity Laboratory  
 A-6 - Faculty Office  
 A-8, A-10 - General Classrooms

**STATE COLLEGE FOR ALAMEDA COUNTY**  
(Temporary Facilities Located in Sunset High School)  
**22100 PRINCETON STREET**  
**HAYWARD, CALIFORNIA**



STATE COLLEGE FOR ALAMEDA COUNTY

22300 FOOTHILL BOULEVARD  
HAYWARD, CALIFORNIA