JHN A. LOGAN COLLEGE

1987 - 1988 BULLETIN

20 YEARS OF EXCELLENCE
1967 - 1987
JOHN A. LOGAN COLLEGE

CARTERVILLE, ILLINOIS 62918

(618) 985-3741—Marion-Herrin Area
549-7335—Carbondale Area
542-8612—Du Quoin Area
937-3438—West Frankfort Area
1-800-851-4720—Other Areas

BULLETIN
1987-1988

GENERAL INFORMATION

BOARD OF TRUSTEES
Donald L. Brewer, Chair
Jerry Lacey, Vice-Chair
James "Pete" Truran, Secretary
William Batteau
John Brewster
June Kunkel
Don Nolen
Debbie Walker, Student Representative

OFFICERS OF THE COLLEGE
Harold R. O'Neil, President
Jim Bales, Vice-President for Business Services
Joseph Ray Hancock, Vice-President for Administration
Jack D. Hill, Vice-President for Instructional Services

ACCREDITATION, AFFILIATIONS, RECOGNITIONS AND MEMBERSHIPS
American Association of Community and Junior Colleges
Association of Community College Trustees
Commission on Dental Accreditation
Great Rivers Athletic Conference
Illinois Community College Board
Illinois Community College Trustees
Association
Illinois State Department of Education and Registration
National Junior College Athletic Association
National League for Nursing
North Central Association of Colleges and Schools
Southern Illinois Dental Society
PRESIDENT'S 20TH ANNIVERSARY MESSAGE

September 16, 1987, marks the twentieth year of John A. Logan College. Its creation was accomplished after months of work by dedicated citizens who foresaw a need for a comprehensive two-year college to serve this area.

From humble beginnings in the earliest days, operating out of storefront buildings on Cherry Street in Herrin and utilizing Herrin High School and local churches, the College has now established itself on a permanent campus one mile west of Carterville.

The initial enrollment of some 300 students and a charter graduating class of 64 has grown to an enrollment of 5,500 students per semester in credit and adult and continuing education classes. We now have an annual graduating class of approximately 400.

The College has emerged into a much-respected institution of higher education by being flexible and extremely adaptable to the educational needs of the communities we serve. With new programs, such as our Tuesday-Thursday College and Weekend College, we hope to strengthen services to the people who have supported us for two decades.

As we enter our twentieth year, we must recognize our impressive past and salute our promising future. The next twenty years will bring tremendous changes, but we here at John A. Logan College will remain the kind of institution this area needs by helping to make the future a reality through education.

Harold R. O'Neil
President
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FACULTY AND STAFF
The information in this College Bulletin states present policies which are subject to change as required and as the institution deems appropriate. The statements contained herein are not to be regarded as an offer to contract.

1987-88 COLLEGE CALENDAR

FALL, 1987
Fall Faculty Meetings, August 17-18
Instruction Begins, August 19
Holiday--Labor Day, September 7
Midterm, October 13
Thanksgiving Recess, November 23-27
Final Exams, December 14-18
Holiday--Christmas, December 25
Fall Semester Ends, December 31

SPRING, 1988
Holiday--New Year's Day, January 1
Instruction Begins, January 11
Holiday--Martin Luther King's Birthday, January 18
Holiday--Lincoln's Birthday, February 12
Midterm, March 7
Spring Vacation, March 14-18
Holiday--Good Friday, April 1
Final Exams, April 29
Holiday--Memorial Day, May 30
Spring Semester Ends, May 31

SUMMER, 1988
Instruction Begins, June 6
Holiday--Independence Day, July 4
Midterm, June 30
Final Exams, July 28-29
Summer Semester Ends for Transfer and
Occupational Classes, July 29
Summer Semester Ends for Continuing Education,
August 14

FALL, 1988
Fall Faculty Meetings, August 15-16
Instruction Begins, August 17
Holiday--Labor Day, September 5
Midterm, October 11
Thanksgiving Recess, November 23-27
Final Exams, December 12-16
Holiday--Christmas, December 25
Fall Semester Ends, December 31

SPRING, 1989
Holiday--New Year's Day, January 1
Instruction Begins, January 9
Holiday--Martin Luther King's Birthday, January 16
Holiday--Lincoln's Birthday, February 13
Midterm, March 6
Spring Vacation, March 13-17
Holiday--Good Friday, March 24
Commencement, May 5
Final Exams, May 8-12
Holiday--Memorial Day, May 29
Spring Semester Ends, May 31

HISTORY OF JOHN A. LOGAN COLLEGE

September 16, 1967, marks the birth date of John A. Logan College. On that day, the electorate registered a mandate for higher education by supporting a popular referendum to establish the College and to provide for its perpetual financial support. The College district as originally established was composed of all of Williamson County, most of Jackson County, and portions of Franklin and Perry Counties.

Establishment of the College was the culmination of months of preparatory action by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study, and, finally, petitioning for authority to conduct the popular referendum. The petition was approved on April 14, 1967.

Following the referendum, a seven-member Board of Trustees was elected. The board held its organizational meeting early in December, and unanimously elected Rannie L. Odum as its first chairperson.

Classes were held for the first time in September 1968, with 288 full-time equivalent students. The first student body consisted of freshmen only, with classes conducted at several locations in the City of Herrin.

The first academic year was an eventful one. One of the highlights was the acquisition of a permanent site, a beautiful 161-acre tract fronting Highway 13 just west of Carterville. On April 12 of the following year, voters of the district supported a bond referendum to provide nearly $3 million dollars to help finance the construction of a permanent building of 130,497 square feet.

The College began operation on its new campus in the fall of 1969 in newly constructed interim facilities. The permanent facilities were occupied during the fall of 1973.

With the 1974-75 academic year, the Trico High School District, located partially in Randolph County, was added to the eleven original school districts comprising the John A. Logan College District.

In 1981 the College passed a $6 million bond referendum to provide 60,000 square feet of new and renovated facilities, including three new buildings, to replace eight interim buildings on the 161-acre campus. Construction began in December 1982, and the new facilities were occupied by June 1984.

Nathan A. Ivey was the institution's first president, serving from 1968 to 1973. Thomas E. Deen was president from 1973 to 1974. Robert E. Tarvin was president until 1982, and Harold R. O'Neil is the current president.

The College is named for John A. Logan (1826-86), a Civil War general who spent his early years in what is now the community college district before becoming a U.S. senator and vice-presidential candidate (with James G. Blaine) in 1884. Logan is also remembered for his role in establishing May 30 as Memorial Day and as an advocate of public education.
STATEMENT OF PHILOSOPHY, MISSION, AND GOALS

Philosophy

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual, that high quality educational opportunities are the right of the citizens to whom the College belongs, and that education is vital to the area's economic growth. Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open admission concept with lifelong learning opportunities.

Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional educational opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

Mission

Introduction

John A. Logan College is an open-admission, comprehensive public community college designed to provide inexpensive, high quality educational opportunities and services of many types to its citizens. The College serves most of Jackson and Williamson counties and portions of Franklin, Perry, and Randolph counties. The College is controlled by the citizens of the district.

The Mission

I. To provide a comprehensive community college program as mandated by Illinois law. This program includes liberal arts and sciences and general education, adult education, and occupational (semi-technical or technical) education leading directly to employment.

II. To provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.

III. To secure and manage human and material resources in a responsible manner.

IV. To provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of life.

V. To provide an accessible environment that is conducive to learning and self-improvement.

VI. To serve with honesty and dignity, striving to become a symbol of unity and identity within the district, and to foster appreciation and pride among the citizens because of their unique heritage.

VII. To provide community-oriented public service activities, cultural activities, workshops and seminars, and exhibitions that foster awareness of the talents of individuals and create appreciation for the historical and cultural heritage and beauty of southern Illinois.

VIII. To provide educational leadership in the College district and cooperate with other institutions in that endeavor.

Goals

Mission I (Comprehensive System)

1. To provide a high quality liberal arts and sciences general education program that fulfills the first two years of a baccalaureate degree.

2. To insure articulation of baccalaureate courses and programs with degree-granting universities and colleges, particularly those to which John A. Logan College students most frequently transfer.

3. To provide occupational programs that provide students with adequate job-entry, job-maintenance and retraining skills, and job placement congruent with the needs of employers in the district.

4. To provide comprehensive adult education courses, programs, and services that meet the needs and desires of adults by offering skills and concepts, enhancing personal pursuits, and increasing their awareness and appreciation in a variety of areas.

5. To provide a program of student development that is fully integrated with the educational program and provides all students with the opportunity to experience personal, social, and economic growth.

Mission II (Open Access and Equal Opportunity)

6. To maintain an open-door admission policy that allows residents reasonable access to College programs and services.

7. To provide entry-level counseling and advisement services and to assist student enrollment in programs appropriate to their interests, abilities, and needs.

8. To provide assistance in obtaining financial aid, career planning, and personal counseling that assists students and other citizens in gaining equal access to education and opportunity for success.

Mission III (Human and Material Resources)

9. To provide the programs and facilities which are conducive to a positive learning environment.

10. To provide and manage financial resources to insure the quality, quantity, and stability of staff, programs, and facilities.

11. To provide an ongoing planning effort that assures staff, students, and citizens that the College will continue to provide facilities and staff to serve the district's needs.
Mission IV (Economic Development and Quality of Life)
12. To be a stable employer and purchaser of goods and services.
13. To provide programs and services that enhance the opportunity of citizens to obtain marketable skills.
14. To provide programs and services that support employers and employees, enhancing employment opportunities in the district through retraining programs, workshops, and other lifelong learning opportunities.

Mission V (Accessible, Conducive, Learning Environment)
15. To provide accessible facilities and programs to all citizens, including those with special needs.
16. To provide an esthetically pleasing and practically convenient physical environment that meets the diverse needs of the district and houses the College's programs efficiently.

Mission VI (Identity and Unity)
17. To provide athletic programs, national and international cultural programs, recreational and leisure-time activities, and public service activities which assist citizens and students to identify with the College and to develop worthwhile leisure life-styles.
18. To serve with honesty and integrity at all times, vigilantly protecting the dignity of the institution and serving as a public example to be emulated.

Mission VII (Community-Oriented Cultural Activities)
19. To foster creativity and pride among the citizens of the district by providing cultural and historical programs, displays, and activities that examine, personify, and exhibit the unique heritage of southern Illinois.
20. To serve as a showcase and a marketplace for the abundant talents and crafts that exist within the district.

Mission VIII (Educational Leadership)
21. To serve as a resource to other educational institutions in the area, sharing facilities, professional expertise, and educational aids and services which are available through the Learning Resources Center.
22. To serve as an example of educational excellence and to be a model educational leader, providing a wide range of exemplary programs, from developmental skills to accelerated and experimental opportunities.
23. To cooperate with district high schools by enrolling seniors in college courses at the high school's request and to recruit adults, new and re-entry, promoting opportunities for mid-life and other career changes.

24. To provide low-cost workshops to public school teachers and to make College facilities available for regional educational meetings and conferences.
25. To attempt to maintain existing cooperative agreements, and expand these agreements as necessary, with other educational institutions, government agencies, and consortia in an effort to continue to provide programs to John A. Logan College students and area citizens at reasonable costs.

AFFIRMATIVE ACTION - TITLE IX

John A. Logan College is an equal opportunity/affirmative action institution. Admission of students shall be without regard for race, color, religion, sex, age, or national origin. Financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services, and athletic programs are available to all students on an equal basis.

The College is also committed to non-discrimination on the basis of race, color, religion, sex, age, and national origin in employment, promotion, tenure, salary, fringe benefits, and due process in all classifications of employment. Further, affirmative action is being undertaken in accordance with the principles of affirmative action as may be evidenced by an employment utilization analysis.

Requests for further information or complaints should be directed to the affirmative action officer, John A. Logan College, Carterville, Illinois 62918.

NON-DISCRIMINATION: HANICAPPED

John A. Logan College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, nor the operation of any of its programs and activities, as specified by federal laws and regulations. For further information concerning College compliance with Section 504 of the Rehabilitation Act of 1973, contact the Dean for Student Services.

SEXUAL HARASSMENT

Sexual harassment of a student by a higher education representative is a violation of Illinois law. Sexual harassment is defined as any unwelcome sexual advance or request for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of the student's appropriate status at the College or uses the student's submission to, or rejection of, such conduct as a basis for determining the student's appropriate status at the College. The law specifies the violations that may constitute sexual harassment by a higher education representative.
representative. Students at John A. Logan College should report sexual harassment to the vice-president for administration or the vice-president for instruction.

**DRUG AND SUBSTANCE ABUSE POLICY**

John A. Logan College views drug or substance abuse as having a debilitating effect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College does provide drug abuse prevention information (program) through its health classes as well as through its professional counseling staff for individuals who seek such information.

While the College does not have a rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area.

**STATUS OF ACCREDITATION**

John A. Logan College is accredited by the North Central Association of Colleges and Schools. The College was first accredited in March, 1972. It achieved this accreditation in only four years, the only Illinois community college to become accredited in such a short time. Achieving accreditation means the attainment of significant educational standards of quality and excellence which are recognized and respected among the institutions of higher learning. The College's most recent accreditation--for ten years--occurred in June, 1987.

**POLICY ON ADMISSIONS**

To be eligible for admission, students must have graduated from an accredited high school or have attained the equivalent educational level as determined by the College. Non-graduates may be admitted if scholastic records, test scores, and other data indicate to the satisfaction of the College that the student will be able to do college-level work. Satisfactory completion of the General Educational Development test may be accepted in lieu of a high school diploma. All new students are expected to take counseling and placement examinations as advised by the Office of Admissions. Counselors will use the results to advise, recommend, and, in certain cases, require students to enroll in particular courses or programs of study.

All students must provide transcripts of high school work and transcripts of credits earned at other colleges or universities.

**Testing/Placement Policy and Standards for Admission to College Transfer Programs**

All new baccalaureate students are strongly encouraged to take the ACT examination and are required to complete the Nelson-Denny Reading Test prior to admission to the College. Students enrolled in off-campus classes are exempt from this requirement. Students without ACT scores will be required to enroll in, and successfully complete, developmental classes prior to admission to any college transfer program if their overall high school grade-point averages in English and mathematics fall below the designated minimums.

Students who have completed the ACT and Nelson-Denny Tests will be required to enroll in developmental courses if their scores are below the designated minimums. These minimum scores are as follows:

1. If a student scores below 13 on the mathematics section of the ACT, the student will be required to complete Mathematics 51 and/or Mathematics 52.

2. If the student falls below 13 on the English section of the ACT examination, the student will be required to complete English 52.

3. If the student falls below 10th grade level on the composite scale of the Nelson-Denny Reading Test, the student will be required to complete English 153.

Students who have not completed the ACT examination prior to admission to the College will be judged on the basis of their overall high school grade average in mathematics and English. Any student who has a grade average on all high school work in mathematics and in English below 3.0 on a 5.0 scale will be required to successfully complete all designated developmental classes prior to admission to any college transfer program. If the applicant completed high school through the GED examination program, standard scores of 55 on the writing and mathematics sections will be the required minimum. All applicants for a transfer program who score below the designated scores or averages will be admitted to the College as general education students and referred directly to the Office of the Director of Career Development for advisement. Students will be given an opportunity to take or retake the ACT's Asset Test and the Nelson-Denny Reading Test to test "out" of one or more of the developmental courses.

**Transfer Students**

Students transferring to John A. Logan College from another college or university will be admitted in good standing without regard for their past academic status. Once enrolled, all transfer students must adhere to the guidelines regulating satisfactory academic progress at John A. Logan College.

Any student expelled from another college or university for disciplinary reasons will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis by the dean for student services.
<table>
<thead>
<tr>
<th>SCHEDULE OF TUITION AND FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
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<tr>
<td>In-district students pay $18.00 per semester hour, a</td>
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<td>rate which is among the lowest in Illinois.</td>
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<tr>
<td>Out-of-district students may qualify for tuition on</td>
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<td>the same basis as an in-district student if the</td>
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<td>community college district in which the student</td>
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<td>resides agrees to pay the per capita cost of such</td>
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<td>student, less the state apportionment and the</td>
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<tr>
<td>tuition charged the student. Out-of-district</td>
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<tr>
<td>students who fail to meet this requirement must pay</td>
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<tr>
<td>the per capita cost, less state apportionment.</td>
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<tr>
<td>Out-of-state students must pay the prorated per</td>
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<tr>
<td>capita cost.</td>
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<tr>
<td>A $6.00 registration fee is charged each semester</td>
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<tr>
<td>for all students, including adult and continuing</td>
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<tr>
<td>education students.</td>
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<tr>
<td><strong>Laboratory Fees</strong></td>
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<tr>
<td>AAM 176 - Agricultural/Automotive Mechanics Laboratory 25.00</td>
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<td>AAM 177 - Agricultural/Automotive Mechanics Laboratory 25.00</td>
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<td>AAM 276 - Agricultural/Automotive Mechanics Laboratory 25.00</td>
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<td>AAM 277 - Agricultural/Automotive Mechanics Laboratory 25.00</td>
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<td>ACC 218 - Tax Accounting 5.00</td>
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<td>ADM 201 - Introduction to Conceptual Framework 15.00</td>
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<td>ART 101 - Fundamentals of Art 5.00  (two dimensional)</td>
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<td>ART 102 - Fundamentals of Art 5.00  (three dimensional)</td>
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<tr>
<td>ART 160 - Commercial Art 5.00</td>
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<tr>
<td>ART 180 - Beginning Drawing 5.00</td>
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<tr>
<td>ART 210 - Art for Children 2.50</td>
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<tr>
<td>ART 230 - Introduction to Weaving 5.00</td>
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<tr>
<td>ART 240 - Beginning Sculpture 5.00</td>
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<td>ART 250 - Introduction to Ceramics 5.00</td>
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<td>ART 255 - Life Drawing 7.50</td>
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<td>ART 256A - Drawing 2.00</td>
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<td>ART 256B - Drawing 4.00</td>
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<tr>
<td>ART 256C - Drawing 6.00</td>
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<tr>
<td>ART 257A - Pastel 2.00</td>
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<td>ART 257B - Pastel 4.00</td>
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<td>ART 257C - Pastel 6.00</td>
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<tr>
<td>ART 260 - Beginning Painting 5.00</td>
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<tr>
<td>ART 261A - Oil Painting 2.00</td>
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<td>ART 261B - Oil Painting 4.00</td>
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<tr>
<td>ART 261C - Oil Painting 6.00</td>
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<td>ART 262A - Watercolor 4.00</td>
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<tr>
<td>ART 262B - Watercolor 6.00</td>
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<td>ART 263 - Introduction to Crafts 5.00</td>
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<td>ART 295 - Portfolio 5.00</td>
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<tr>
<td>BIO 101 - Biological Science 7.50</td>
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<tr>
<td>BIO 105 - Anatomy and Physiology 10.00</td>
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<td>BIO 110 - General Botany 5.00</td>
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<td>BIO 115 - Invertebrate Zoology 10.00</td>
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<td>BIO 120 - Vertebrate Zoology 5.00</td>
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<td>BIO 125A - Horticulture (Lab only) 5.00</td>
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<td>BIO 275 - Common Plants of Southern Illinois 2.50</td>
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<td>BUS 127 - Calculating Machines 5.00</td>
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<td>BUS 128 - Office Machines 5.00</td>
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<td>BUS 249 - Medical Transcription 15.00</td>
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<td>BUS 250 - Advanced Medical Transcription 15.00</td>
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<tr>
<td>CCT 267 - Child Care/Teacher Aide Lab 5.00</td>
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CCT 268 - Child Care/Teacher Aide Lab 5.00
CHM 101 - General Inorganic Chemistry 10.00
CHM 102 - Qualitative and Quantitative Analysis 10.00
CHM 201 - Organic Chemistry 10.00
CHM 202 - Organic Chemistry 10.00
COS 111 - Cosmetology Laboratory 45.00
COS 112 - Cosmetology Laboratory 45.00
COS 113 - Cosmetology Laboratory 25.00
CPS 176 - Introduction to Computer and Applications 7.50
CPS 177 - Introduction to Programming Languages 7.50
CPS 203 - Introduction to FORTRAN 7.50
CPS 204 - Introduction to PASCAL 7.50
CPS 205 - Computer Graphics 7.50
CPS 208 - Assembly Language Programming 7.50
CPS 210 - Computer Programming for Teachers 7.50
CPS 215 - Data Structure 7.50
DIA 101 - Developmentally Disabled, Attendant Care 5.00
DIE 187 - Diesel Laboratory 25.00
DNA 102 - Dental Assisting Procedures 10.00
DNA 103 - Dental Assisting Procedures 10.00
DNA 104 - Radiology I 25.00
DNA 105 - Radiology II 25.00
DNA 106 - Preventive Dental Health Education 10.00
DNA 107 - Dental Materials 30.00
DNA 108 - Dental Materials 30.00
DPR 101 - Introduction to Data Processing 2.50
DPR 102 - Fundamentals of Business Data Processing 5.00
DPR 103 - Business Systems Analysis and Design 2.50
DPR 104 - Computer-Related Applications 10.00
DPR 105 - Advanced BASIC 7.50
DPR 120 - Database Management (D Base III) 10.00
DPR 201 - COBOL I 7.50
DPR 202 - COBOL II 7.50
DPR 203 - Advanced Systems Design 2.50
DPR 205 - Word Processing 10.00
DPR 206 - Basic Business Statistics 2.50
DPR 207 - Applications of Basic Programming for Business 5.00
DPR 210 - Advanced Word Processing 10.00
DRT 181 - Technical Drafting 12.50
DRT 182 - Technical Drafting 12.50
DRT 183 - Detail and Assembly 7.50
DRT 184 - Architectural Drafting 7.50
DRT 185 - Introduction to Computer Graphics 12.50
DRT 281 - Advanced Technical Drafting 12.50
DRT 282 - Tool Design 12.50
DRT 283 - Advanced Technical Drafting 12.50
DRT 285 - Descriptive Geometry 7.50
DRT 294 - Advanced Architectural Drafting 7.50
EGR 101 - Engineering Graphics 7.50
ELT 100 - DC/AC Fundamentals 20.00
ELT 200 - Introduction to Microprocessors 20.00
ELT 220 - Industrial Electronics 20.00
EMT 111 - Emergency Medical Technician 15.00
ENG 050 - Basic Reading and Writing 10.00
ENG 052 - Developmental Writing Skills 6.00
ENG 052A - Developmental Writing Skills 6.00
ENG 053 - Developmental Reading Skills 6.00
ENG 053A - Developmental Reading Skills 2.00
ENG 101 - English Composition (Word Processing sections only) 7.50
ENG 106 - Word Processing for Writers (Journalism) 7.50
<table>
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<th>Course Code</th>
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<tr>
<td>ENG 107</td>
<td>Word Processing for Writers (Creative Writing)</td>
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<td>ENG 108</td>
<td>Word Processing for Writers (Technical Writing)</td>
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<td>IND 105</td>
<td>Introduction to Computers</td>
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<td>IND 121</td>
<td>Manufacturing Processes</td>
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<td>IND 211</td>
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<td>LIT 275</td>
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<td>MUS 115</td>
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<td>MUS 123</td>
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<td>Handball</td>
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<td>PED 152</td>
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<td>PED 194</td>
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<td>PHY 151</td>
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<td>Shorthand (Modified Instruction)</td>
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<tr>
<td>SHM 124B</td>
<td>Shorthand (Modified Instruction)</td>
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<td>SHM 124C</td>
<td>Shorthand (Modified Instruction)</td>
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<td>SHM 125</td>
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<td>SHM 125A</td>
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<tr>
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<td>Travel Agency I</td>
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<tr>
<td>TRT 240</td>
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<td>TYP 116B</td>
<td>Beginning Typewriting Communications and Reports</td>
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<td>TYP 116C</td>
<td>Beginning Typewriting for Business Letters</td>
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<td>WEL 160</td>
<td>M.I.G. Welding</td>
<td>30.00</td>
</tr>
<tr>
<td>WEL 161</td>
<td>Cored Wire Welding</td>
<td>30.00</td>
</tr>
<tr>
<td>WEL 162</td>
<td>T.I.G. Welding</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 163</td>
<td>Weld Testing &amp; Inspection</td>
<td>30.00</td>
</tr>
<tr>
<td>WEL 181</td>
<td>Introduction to Oxy-acetylene Welding 183</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 182</td>
<td>Introduction to Arc Welding</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 183</td>
<td>Intermediate Arc Welding</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 188</td>
<td>Welding Laboratory (Heavy Equipment Welding)</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 189</td>
<td>Welding Laboratory (Heavy Equipment Welding)</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 190</td>
<td>Welding Laboratory (Heavy Equipment Welding)</td>
<td>15.00</td>
</tr>
<tr>
<td>WEL 191</td>
<td>Welding Laboratory (Heavy Equipment Welding)</td>
<td>15.00</td>
</tr>
<tr>
<td>All Telecourses</td>
<td>15.00</td>
<td></td>
</tr>
</tbody>
</table>

Payment of Tuition, Fees, and Library Charges

Students must pay all tuition, fees, and library charges before they are officially enrolled. Specific times for payment will be announced prior to the beginning of each semester. Students owing the College will not be allowed to re-enroll for future semesters. In addition, semester grades and permanent transcripts will be withheld for students with unpaid obligations.

Tuition and Fee Deferments

Any student who is qualified for benefits from a college financial aid program shall be eligible for a deferment of tuition and fees by the coordinator of financial aids. The program covered in this area shall be the John A. Logan College Foundation Scholarships, the Illinois Guaranteed Loan Program. The G.I. Bill, the Illinois State Veterans Scholarship, the Illinois Scholarship Program, the Illinois National Guard Scholarship, Department of Public Aid, the Pell Grant (BEQG), or Social Security Benefits. The dean of student services at his/her discretion may defer fees for students not covered by veterans benefits or other financial aid programs at the College. This deferment shall not exceed the tenth (10th) instructional day.

Insurance for Nursing Students

Students enrolling in Practical Nursing 101 or Associate Degree Nursing 201 will be required to pay a fee of $10 at the time of registration for a special insurance policy to protect them while practicing in hospitals.
Refunds

Students withdrawing from classes in the baccalaureate or occupational divisions of the College during the first two weeks will be refunded according to the following schedule:

First week - 70 percent
Second week - 50 percent

After the second week of the semester, there will be no refund.

STUDENT FINANCIAL ASSISTANCE

General Information

The objective of John A. Logan College is to assist in the removal of financial barriers to post-secondary education. To accomplish this goal, the College endeavors to provide financial assistance which is designed to complement the financial resources of students rather than to finance their education totally. Financial assistance at John A. Logan College is available in the form of grants, loans, part-time employment, and scholarships.

Information concerning assistance may be obtained from the John A. Logan College Financial Aid Office, which is located on the second floor of the Phase I Building, office C-209.

Students seeking to become fully eligible for financial assistance programs administered by the College must be aware of and comply appropriately with the following:

1. Be enrolled or accepted for enrollment at John A. Logan College and maintain "satisfactory academic progress" as defined by John A. Logan College.

2. Be a full-time student (carry 12 hours or more each semester).

3. Complete the Application for Federal and State Student Aid (AFSSA) to apply for a monetary aid from the Illinois State Scholarship Commission (ISSC) and a Pell Grant award. The AFSSA is also required for guaranteed student loan consideration.


5. Complete a John A. Logan College Foundation scholarship application.

6. Demonstrate financial need.

7. Complete, with their parents, if applicable, an Application for Federal and State Student Aid (see Item 3 above) and mail the completed application to the processing agency indicated on the application. Application results will be returned to the student within eight weeks, and the student should submit the results of the application to the John A. Logan College Financial Aid Office. Students who are interested in obtaining part-time employment must complete an Application for Financial Assistance and a Student Employment Request Form (see Item 4 above) which can be obtained from the John A. Logan College Placement Office.

Financial need is generally considered to be the difference between one year's educational expenses (tuition, books, board, transportation, etc.) and the student's resources for the same period. Student resources include aid from parents, guardian, relatives, personal savings, vacation earnings, and other forms of assistance. Financial need must be documented each year because financial need is the basis for financial aid distribution.

The typical cost categories of attending John A. Logan College are (1) $3,972 for dependent students living at home, (2) $6,847 for independent students maintaining a separate residence, (3) $8,467 for single independent students, and (4) $10,294 for married independent students.

The College, relative to the process of packaging financial aid, reserves the right to adjust budgets in order to take into consideration the extenuating financial circumstances which students experience from time to time. The adjustment process does not apply to budgets used to determine Pell Grant awards.

A realistic effort is made to combine scholarships, grants, loans, and student employment in meeting the student's need for financial assistance. However, the student is charged with the responsibility of applying for the financial assistance programs offered by and through John A. Logan College on a timely basis prior to the beginning of each academic year. The priority date is April 1 for students seeking financial aid for the forthcoming fall and spring semesters. October 15 is the priority date for spring semester, and March 1 is the date for filing for the summer term. Students who miss priority dates are urged to complete and mail the Application for Federal and State Student Aid even if the date has passed.

8. Be aware that students transferring from another school to John A. Logan College must take appropriate action necessary to receive aid at John A. Logan College. Students receiving federal student aid must have their previous school send a financial aid transcript to the College's Financial Aid Office in order to receive aid from U.S. Department of Education programs.

Students with a Pell Grant must get a duplicate copy of the Student Aid Report (SAR) to submit to the College's Financial Aid Office. Students with an ISSC Monetary Award must have the award authorized for John A. Logan College. Students with Illinois Guaranteed Loan should check with their lender to be sure they can continue their loan at John A. Logan College. John A. Logan College does not participate in the SEOG or the NSLDS programs, a factor which prohibits their transfer.

9. Male students should sign a statement of registration with Selective Service or indicate
that registration is not required. Compliance is mandatory according to federal and state regulations.

Verification Policies and Procedures

Frequently, the U.S. Department of Education selects Pell Grant applications for review in a process called verification. Applicants selected for verification will be informed of their verification requirements by means of an instructional statement on their Pell Grant Student Aid Report, and a verification worksheet will accompany the report to assist the applicant with the process of verification.

Verification is required to reduce errors in the information reported by applicants on their applications for financial assistance under the Pell Grant, campus-based Guaranteed Student Loan and Illinois State Monetary Award programs. That information is used to calculate an applicant's student aid index and expected family contribution in order to determine the applicant's financial need for assistance.

In addition to those Pell Grant Student Aid Reports selected for verification by the U.S. Department of Education, the College will require verification of any information on a student aid report or application which appears to be inaccurate.

The College's policies and procedures for verification include, but are not limited to, the following:

1. Applicants selected for verification must submit to the Financial Aid Office appropriate documentation no later than June 30, 1988, for the 1987-88 award year. No financial assistance will be awarded until appropriate documentation has been submitted and the verification process has been completed. Failure to submit required documentation will render an applicant ineligible to receive financial assistance.

2. Applicants selected for verification will be informed of verification results verbally if the applicant submits the Student Aid Reports, verification worksheet, and required documentation in person. If inaccurate information is detected, all documents will be returned to the applicant immediately for correction and reprocessing. Instances in which the applicant submits the Student Aid Report, worksheet, and documentation by mail will warrant communication either by mail or telephone in order to inform the applicant of verification results.

3. Applicants who are required to correct application information will be required to correct inaccurate items on the Student Aid Report and return the report to the Pell Grant Processing Center, P.O. Box 4126, Iowa City, Iowa 52244. No financial assistance will be processed until an accurate Student Aid Report is verified.

1. Each applicant selected for verification will receive clear and timely explanation concerning the documentation needed to satisfy verification requirements. If the Student Aid Report is submitted by the applicant in person, explanation will be given immediately. If the Student Aid Report is submitted by mail, the applicant will receive explanation concerning verification within ten business days.

5. All applicants are required to submit accurate information when completing the Application for Federal and State Student Aid, the Guaranteed Student Loan application, and the application for part-time student employment.

6. Applicants who submit fraudulent information to obtain financial assistance will be reported to the U.S. Department of Education Inspector General's Regional Office or to the appropriate state or local law enforcement agency. Applicants suspected of fraud will receive written notification prior to being reported to the appropriate agency.

Fraudulent activities to obtain financial assistance include, but are not limited to, forged or falsified documents such as financial aid forms, transcripts or signatures, false or fictitious names or aliases, addresses, or Social Security numbers (including multiple numbers), stolen or fraudulently endorsed financial aid checks, unreported previous loans or grants, and receipt of concurrent full grants during one year.

Financial Aid Procedures

1. The Pell Grant results of the Application for Federal and State Student Aid, known as the Student Aid Report (SAR), must be submitted to the Financial Aid Office by all students seeking financial aid through the John A. Logan College Foundation Scholarship Program, the Illinois Guaranteed Loan Program, the Illinois State Monetary Award Program, the Pell Grant Program, and the student employment program.

2. All guaranteed loans, John A. Logan College Foundation Scholarships, Pell grants, and student employment payments administered by the College will be made by check and disbursed by the Business Office.

Loan checks are normally disbursed within the week of arrival from lending institutions. Foundation scholarship checks are normally disbursed at the beginning of each semester. Pell Grant checks are disbursed during the second month of each semester and during the third week of the summer session. Student employment checks are disbursed at the end of every two work weeks.

Tuition awards authorized by the Illinois State Monetary Award Program, the National Guard Scholarship Program, the Veterans Scholarship Program, and other agencies are credited to the recipient's account. Any refund resulting from such awards will be paid by check.

Normally, any financial aid award is contingent on the actual receipt of funds or authorization appropriated to John A. Logan College by federal or state agencies.

3. Current or prospective students receiving financial assistance through John A. Logan College have the right to inquire about the following topics: (1) names of accrediting or licensing organizations, (2) academic programs,
facilities, and faculty, (3) cost of attendance and refund policy, (4) financial aid availability, (5) financial aid application procedures, (6) financial aid recipient selection criteria, (7) financial need determination, (8) amount of financial need met, (9) payment of financial aid, (10) student worker job responsibilities, (11) loan responsibilities, (12) academic progress determination, and (13) facilities and services for the handicapped.

4. Current or prospective students receiving financial assistance through John A. Logan College have the following responsibilities: (1) be familiar with program requirements, (2) accurately complete and submit financial aid applications, (3) meet all financial aid application deadlines, (4) provide requested financial aid application documentation, (5) read and understand all forms requiring student signatures, (6) comply with loan promissory note provisions, (7) notify the College of changes in name, address, or attendance status, (8) perform work agreed upon in student worker assignments, and (9) understand the College's refund policy.

Financial Assistance Provided by John A. Logan College

John A. Logan College Foundation Scholarship Program

The scholarships listed below are representative of scholarships that are usually presented each year through the John A. Logan College Foundation:

- American Magnetics Corporation
- Angelo Sala Memorial
- Carbondale Rotary Club
- Carterville BWP Club
- Carterville State and Savings Bank
- Douglas and Rosemary Bryant Memorial
- Du Quoin National Bank
- Egyptian Contractors Association
- D. M. Hudgens
- First National Bank of Ava
- Frances B. Miller
- Frankfort Community Junior Women's Club
- Herrin BWP Club Scholarship
- Herrin Women's Club
- John A. Logan College Foundation Board
- Judge Fred B. Herbert Memorial
- Louis B. Wides Memorial
- Margaret and Albert Bieyer Memorial
- Mark A. Hughes
- Mary J. Greenlee Memorial
- Murphyboro BWP Club
- O. M. Hudgens Secretarial
- Raleigh Crawford Pre-Engineering
- Rannie L. Odum Memorial
- Sam Mitchell
- Wm. J. Bima Memorial
- Women's Auxiliary of the Southern Illinois Dental Society

Some of these scholarships are for the amount of full tuition while others are for lesser amounts.

All are awarded by action of the College Scholarship Committee.

Information and application forms are available from high school counselors or the John A. Logan College Financial Aid Office.

John A. Logan College Student Senate Emergency Loan Program

The John A. Logan College Student Senate has established limited funds for an emergency loan program. Under this program, short-term emergency funds are available to aid students in case of emergency needs for unexpected expenditures relating to the academic process. Individual loans are limited to $50 with a minimum repayment period of sixty days.

To qualify for an emergency loan, an applicant must be enrolled for a minimum of eight semester hours, have a specific source of funds from which to repay the loan, and demonstrate good academic standing.

John A. Logan College Part-Time Student Employment Program

John A. Logan College has a limited number of part-time institutional student-work positions available each year. Several positions are available which are not based on financial need; however, the College prefers to provide student employment to those students who demonstrate financial need. All applicants for student employment must have filed the appropriate Application for Federal Student Aid. Information and application forms are available from the John A. Logan College Placement Office.

Financial Assistance Provided by the State of Illinois

The Illinois State Monetary Award (Grant) program provides gift money for payment of tuition to eligible students who are Illinois residents. All students who plan to enroll for six (6) or more semester hours each semester and who need financial assistance should make application. Awards are made for the academic year. Information and application forms are available from high school counselors or the John A. Logan Financial Aid Office.

The Illinois National Guard Scholarship Program provides tuition costs and certain fees to any individual who has been a member of the Illinois National Guard for a year and who holds the rank of Captain or below. The scholarship is not related to the individual's financial resources and is valid as long as the individual remains in the National Guard. This scholarship is limited to the equivalent of four years of full-time enrollment. Information and application forms are available from any Illinois National Guard Armory or the John A. Logan College Financial Aid Office.

The Illinois Guaranteed Loan Program, a cooperative effort of the state, private lending institutions, and the federal government, offers low-interest, long-term educational loans to qualified students. To be eligible, a student must be a U.S. citizen or eligible non-citizen, be a resident of Illinois, be making satisfactory academic progress, meet Selective Service registration requirements, and be enrolled on at least a half-time (6 semester hours) basis. Full-time enrollment status begins at 12 semester hours. Full-time or half-time undergraduate students are eligible to borrow up to $2,625 for each academic level (freshman, sophomore, junior, senior).
etc.) up to the program maximum of $7,875 at John A. Logan College. The interest is 7%, 8%, or 9%, depending upon when the loan period begins and whether the student has an outstanding guaranteed loan balance. For periods of instruction which began on or after September 13, 1983, the interest rate is 8%.

Detailed information is available at banks, savings and loan institutions, or other participating financial agencies. Information may also be obtained from the John A. Logan College Financial Aid Office.

Students who want to be considered for a Guaranteed Student Loan must complete the appropriate section of the Application for Federal and State Student Aid (AFSSA) and submit the resulting Pell Grant Student Aid Report (SAR) to the Financial Aid office to have their Guaranteed Student Loan Transmittal Form (GIF) completed and certified.

All loan applicants are required to undergo a test of financial need. After the Guaranteed Student Loan Transmittal form has been certified by the College and processed by the Illinois Guaranteed Loan Agency, the applicant’s lender will receive by mail the applicant’s Promissory Form which must be signed by the applicant to finalize the application process.

Guaranteed loan borrowers will be advised in writing concerning the following information prior to disbursement of their loan check: average indebtedness; average anticipated monthly repayment; and available repayment options.

The Parent Loans for Undergraduate Students Program (PLUS) is a cooperative effort of the state, private lending institutions, and the federal government, which offers long-term educational loans, at a 12% interest rate, to qualified persons. Under the PLUS Program, a parent or legal guardian is eligible to borrow on behalf of undergraduate students.

Detailed information and application forms are available at banks, savings and loan institutions, or other participating financial agencies. Information may also be obtained from the John A. Logan College Financial Aid Office.

Federal Financial Assistance

The Pell Grant Program provides gift money for college-related expenses to students demonstrating financial need. The program is open to all students who are enrolled for six (6) or more semester hours and who have not earned a bachelor’s degree. To apply for the 1988-89 school year, an applicant should file the 1987-88 Application for Federal and State Student Aid. To apply for the 1988-89 school year, an applicant should file the 1988-89 Application for Federal and State Student Aid. Application forms may be obtained from high school counselors or the John A. Logan College Financial Aid Office. Upon receipt of a Pell Grant Award notification (known as a Student Aid Report), recipients must submit notice to the John A. Logan College Financial Aid Office.

The College Work-Study Program is intended to stimulate and promote the part-time employment of students who are in need of earnings from employment to pursue courses of study. To qualify for this program, an applicant must demonstrate financial need by filing an Application for Federal and State Student Aid. Applicants must also file a John A. Logan College Application for Financial Assistance and a Student Employment Request Form, which can be obtained from the John A. Logan College Placement Office.

Veterans Educational Benefits

Benefits for Dependents of Veterans. John A. Logan College students who are dependents of disabled or deceased veterans (service connected) may be eligible to receive a monthly assistance from the Veterans Administration. Those who qualify or desire information about the program should contact the coordinator of veterans affairs.

Benefits for Veterans. John A. Logan College is approved by the State Approving Agency to provide training for veterans. Qualified veterans may receive financial assistance on a monthly basis, determined by academic load and number of dependents. Basic eligibility requirements include at least 181 days active duty after January 31, 1955, with a discharge other than dishonorable. For assistance in applying, contact the coordinator of veterans affairs.

John A. Logan College also coordinates GI Bill educational allowances for qualifying members of the National Guard and reserve units of all the armed forces.

Illinois State Veterans Scholarships. Illinois veterans who have served in the military service after September 16, 1940, and have an honorable discharge from such service may receive free tuition and fees for four years.

Other Educational Assistance for Eligible Students

The Office of Admissions and the Financial Aid Office will assist eligible students in obtaining assistance through the Department of Public Aid, Department of Vocational Rehabilitation, Social Security Administration, and other federal, state and local agencies. General information pertaining to educational benefits provided by various agencies as well as answers to procedural questions can be obtained by contacting the appropriate agency.

ACADEMIC POLICIES

President’s Honor List

At the completion of each semester, the Office of the President will publish a President’s Honor List of academic achievement. Any full-time student who has a 5.0 grade-point average for that semester will receive recognition. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours with a 5.0 grade average.

Vice-President’s Honor List

At the completion of each semester, the Office of the Vice-President for Instructional Services will publish a Vice-President’s Honor List of academic achievement. Any full-time student who has a grade-point average between 4.5 and 4.99 for the semester will be placed on the Vice-President’s Honor List. Part-time students will be eligible after the accumulation of 15, 30, 45, and 60 hours.
Policy on Satisfactory Academic Progress, Academic Warning, Academic Probation, and Academic Suspension

Satisfactory Progress

To be classified as being in "satisfactory academic progress," each full-time or part-time student is required to do the following:

1. maintain regular class attendance as determined by the instructor; and
2. meet the following cumulative grade-point average requirements:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade-Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Required for Satisfactory Academic Progress Standing</td>
</tr>
<tr>
<td>12-16</td>
<td>2.5</td>
</tr>
<tr>
<td>17-30</td>
<td>2.75</td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>31-45</td>
<td>2.9</td>
</tr>
<tr>
<td>46 or more</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Grade-Point Average for Academic Warning Status

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade-Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>2.00-2.49</td>
</tr>
<tr>
<td></td>
<td>2.25-2.74</td>
</tr>
<tr>
<td>Sophomore</td>
<td>2.50-2.89</td>
</tr>
<tr>
<td></td>
<td>2.90-2.99</td>
</tr>
</tbody>
</table>

Students on Academic Warning

Students who are placed on "academic warning" are encouraged to do the following:

1. see their academic advisor for assistance;
2. seek help through the Academic Support Center or Student Services Office;
3. go to the Career Development Center for possible change in career goals; and
4. enroll in developmental classes if necessary.

Students placed on "academic warning" are considered to be achieving "satisfactory academic progress," and are eligible for Pell Grants and scholarships issued through the Illinois State Scholarship Commission.

Academic Probation

Students who fail to meet the academic requirements for either "Satisfactory Academic Progress Standing" or "Academic Warning Status" are placed on "Probationary Status." The specific grade-point average classifications for this standing are as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade-Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Required for Satisfactory academic progress</td>
</tr>
<tr>
<td>12-16</td>
<td>Below 2.00</td>
</tr>
<tr>
<td>17-30</td>
<td>Below 2.25</td>
</tr>
<tr>
<td>Sophomore</td>
<td></td>
</tr>
<tr>
<td>31-45</td>
<td>Below 2.50</td>
</tr>
<tr>
<td>46 or more</td>
<td>Below 2.90</td>
</tr>
</tbody>
</table>

Students on "probation" for more than one semester are ineligible for Pell grants and scholarships issued through the Illinois State Scholarship Commission.

Specific Requirements for Students on Academic Probation

Any student who is placed on academic probation is required to schedule an appointment with a counselor in the Academic Support Center, the Career Development Office, or the Student Services Office. The purpose of this appointment will be to review the student's academic progress and formulate a plan to deal with the situation.

Adherence to the plan is mandatory. The student may be required to meet one or more of the following requirements:

1. enroll in recommended developmental courses, if necessary;
2. enroll in the Academic Support Program, if necessary;
3. achieve the grade-point average required for satisfactory academic progress standing for work taken during subsequent semesters;
4. reduce the credit load to 12 semester hours or less; and
5. meet on a regular basis with a counselor, if necessary.

Exceptions to this policy will be made at the discretion of the dean of student services or the vice-president for administration.

Academic Suspension

Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Academic Progress Review Committee. Academic suspension is a state of involuntary separation of the student from the institution for a period of one calendar year.

Appeals Involving the Placement of Students on Academic Warning, Academic Probation, or Academic Suspension

Decisions involving the placement of students on academic warning, academic probation, or suspension based on the requirements of this section may be appealed as follows:

Instances involving academic warning or probation may be appealed in writing to the Academic Progress Review Committee through the vice-president for administration within 10 calendar days of the notification by the vice-president for administration. The Academic Progress Review Committee will review the appeal and respond to the student in writing within 10 calendar days of the appeal. Further appeals may be made within 10 calendar days to the president of the College. Instances involving academic suspension shall be heard by the Academic Progress Review Committee. Further appeals may be made within 10 calendar days to the president of the College who may, at his/her option, consider the appeal further. Subsequent appeals may also be made to the Board of Trustees which, at its option, may consider the appeal further.
Satisfactory Academic Progress for Financial Aid Recipients

1. Students applying for and receiving federal and state-funded financial aid must be enrolled in a specifically declared program of study and must be making satisfactory academic progress in that program. Furthermore, such programs of study must lead to the completion of an associate degree, transfer equivalent, or certificate of achievement.

2. An associate degree or transfer program must be completed in four years or eight semesters of enrollment.

3. A certificate of achievement program must be completed in two years or four semesters of enrollment.

4. Summer session enrollment is counted as an enrollment period.

5. In addition to items two and three, a full-time student (one earning 12 or more semester hours) must successfully complete a minimum of 15 semester hours each year. A three-quarter time student (carrying 9-11 semester hours) must complete a minimum of 11 semester hours each year, and a half-time student (carrying 6-8 semester hours) must complete a minimum of eight semester hours each year.

6. Academic progress will be measured and evaluated after the conclusion of each enrollment year. Students who switch enrollment statuses (i.e., full-time to three-quarter time) during an enrollment year will have their semester-hour completion minimum evaluated in a manner proportionate to their overall enrollment, as specified in item five.

7. Students may change programs, but program changes do not extend the maximum four-year, eligibility period.
   a. Students who change from a certificate of achievement program to an associate degree or transfer program must complete that program within the appropriate remaining period of eligibility.
   b. Students who change from an associate degree or transfer program to a certificate of achievement program must complete that program within two years or within the appropriate remaining period of eligibility.
   c. Under no circumstances will financial aid be granted for more than four years or eight semesters of enrollment.

8. Students are eligible to receive financial aid while enrolled in remedial courses, but the fact that remediation is required does not extend the four-year or two-year eligibility period.

9. Students who do not comply with the College's policy on academic progress will be placed on probation and financial aid warning status. Students placed on financial aid warning status will be permitted to receive financial aid during the warning period.

No student, however, can remain on academic probation for more than one semester and receive financial aid. Students who are unable to comply with the College's policy on academic progress during the financial aid warning period will have their financial aid terminated.

10. Students who have had their financial aid terminated will be eligible for reinstatement of financial aid upon regaining good academic standing and completing sufficient semester hours of work within the specified time frame.

Program Transfers

A student may transfer from a baccalaureate program to an occupational program, from an occupational program to a baccalaureate program, or from one occupational program to another occupational program and have only the grades earned in the latter program count towards his/her certificate or degree at John A. Logan College, with the exception of courses that are required in both programs. Although program transfers are unlimited, grade forgiveness for graduation purposes is allowed only for the first program transfer.

All grades will be maintained on a single transcript. If the student transfers to another college or university, the entire transcript showing all work attempted at John A. Logan College will be forwarded to the receiving institution.

All grades earned and hours attempted at, or transferred to, John A. Logan College will continue to be used in determining the student's academic standing at John A. Logan College. To be eligible for a program transfer under this policy, the student must notify the vice-president for instructional services in writing of his/her intent to transfer programs.

Schedule Changes and Withdrawals

Full-time students must originate schedule changes with their academic advisor. Part-time students may change schedules in the Office of Admissions and Registration. Students may officially withdraw from a class within the first five days of a semester with no grade recorded. No new course may be added after the fifth day of each semester, with the exception of open-entry, open-exit classes.

A student making an official withdrawal between the end of the first week and the end of the twelfth week will be given a "W" grade. A student making an official withdrawal after the twelfth week must be passing in order to receive a "WP." If not passing, the grade will be recorded as a "WE."

Any student who does not make an official withdrawal but merely ceases attending a class will receive a grade of "AB," which is counted as an "E" for all grading purposes. Students must see an advisor or counselor to officially withdraw.

Full-time students must see their academic advisor to make a schedule change. Part-time students may request schedule changes in the Admissions Office. Students may officially withdraw from a class within the first five days of a semester with no grade recorded. Normally, new classes cannot be added after the fifth day of each semester.
Late Enrollment

Late enrollment is allowed during the first 5 days of each term. A student is not officially enrolled until tuition and fees are paid.

Credit Hours

The academic year is divided into two semesters. The College also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course description.

A normal student load is 16 semester hours each semester and 8 semester hours during the summer term. A student must carry at least 12 hours (6 hours during the summer term) to be classified as a full-time student. If he/she carries fewer than 12 hours, he/she is classified as part-time. A student who desires to carry more than 18 semester hours (12 hours during the summer term) must have permission from the dean of student services or the vice-president for administration.

Grading System

A Excellent ...................... 5 grade points
B Good ............................. 4 grade points
C Average .......................... 3 grade points
D Poor but passing ............... 2 grade points
F Failing .......................... 1 grade point (no credit)

INC Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "INC" is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will remain on the transcript. No grade points/no credit/no penalty.
W Authorized withdrawal no later than the last day of the twelfth week of the semester. No grade points/no credit.
WP Authorized withdrawal after the twelfth week of the semester with a passing mark. No grade points/no credit.
WE Authorized withdrawal after the twelfth week of the semester with a failing mark. Same as an "E" - 1 grade point/no credit.
AB Unauthorized withdrawal. Same as an "E" - 1 grade point/no credit.
AU Audit. No credit.
DEF Deferred. Used only for students enrolled in open-entry/open-exit classes in which the work is of a continuing nature. No grade points/no credit.
PR Denotes proficiency.
R Denotes repeat course.
P Pass (credit, but no grade points)
F Fail (no credit, no grade points)

Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a "D," "WE," "AB," or "E" grade for a given course. The student has the option of petitioning the appropriate department for permission to repeat the course an additional time.

In instances where a student repeats a given course, the grade previously received in that course will not count in the computation of the student's overall grade-point average. The last grade received by the student for that course will be recorded on the student's transcript and will count in the computation of the student's grade-point average. In cases where a "W," "WP," or "INC" is received as a result of a student repeating a course, the previous grade in that course will not be deleted and will continue to be used in the overall grade-point average.

College Level Examination Program Policy

The College Level Examination Program (CLEP) enables students to earn college credit by examination. CLEP is a means whereby students can receive credit for subject matter they have mastered through previous experience. A maximum of 30 semester hours earned through CLEP and/or proficiency examinations will be accepted at John A. Logan College. John A. Logan College does not administer the CLEP examinations; however, the examination is given monthly at a local testing center.

Description of CLEP Examinations. There are two types of CLEP examinations: the CLEP General Examinations designed to provide a comprehensive measure of undergraduate achievement in five basic areas of the liberal arts (English composition, mathematics, natural sciences, humanities, and social science-history); and the CLEP Subject Examinations designed to measure achievement in specified undergraduate courses which are offered at John A. Logan College (American government, American history, American literature, general chemistry, general psychology, human growth and development, introduction to business management, introductory accounting, introductory business law, introductory calculus, introductory economics, introductory marketing, introductory sociology, statistics, and Western civilization).

Eligibility. CLEP examination credit will not be accepted at John A. Logan College for any course in which the student is presently enrolled. CLEP credit will likewise not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited.

Fee. Fee information is available from the local testing center.

Testing Dates and Locations. Check with the office of the dean of student services for specific testing dates and locations. A copy of the complete College policy regarding CLEP is available upon request. This policy lists score requirements for the various examinations.

Proficiency Credit Policy. Proficiency exams are available for specified courses only. A student wishing to make application to take a proficiency examination should initiate the request with a counselor. After receiving approval from the
counselor, the student should pay the appropriate fees in the business office and then deliver the forms to the appropriate dean, who will schedule the examinations.

The fee for one (1) proficiency examination is $20.00, for two (2) examinations at one time, $30.00; for three (3) to five (5) examinations at one time, $40.00. The fee for taking more than five (5) examinations at one time is $50.00.

1. Any student who feels qualified to take a proficiency exam is eligible to apply.

2. Credit may not exceed 30 semester hours (including credit earned by CLEP).

3. If a student earns proficiency credit, the record will show the course number, title, hours of credit granted, the grade, and a notation, "Credit granted by proficiency examination."

   a. If a student passes a proficiency exam with a grade of "A" or "B," he/she will be granted credit hours, the grade will be shown, and it will count in the student's grade-point average.

   b. If a student receives a grade of "C" or "D" on a proficiency exam, he/she will receive neither credit nor grade points. The record will reflect nothing regarding the exam; however, the proficiency exam grade form will be filed in the student's folder for future reference.

4. A student may not take a proficiency exam for the same course more than one time. Nor may he/she take a proficiency exam in a course in which one has previously received a grade or which one has audited.

5. No credit granted by proficiency examinations will be recorded until the student has earned at least 12 hours of credit of "C" grade or higher at John A. Logan College.

6. A student is ineligible to take a proficiency exam for a course in which he/she is currently enrolled after the close of the drop period.

7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

Available Proficiency Examinations

- Advertising 224
- Anthropology 111
- Art 111
- Biology (Genetics) 225
- Business Accounting 220
- Business Mathematics 111
- Cosmetology 101
- Cosmetology 102
- Cosmetology 111
- Cosmetology 112
- Computer Science 176
- English 111
- English 101
- French 102
- Geography 112
- German 101
- German 102
- Health 110
- Introduction to Pre-School
- Library Science 100
- Music (Fundamentals) 110
- Music (Theory) 121
- Music (Theory) 122
- Music (Theory) 221
- Nursing Procedures 102
- Nutrition 100
- Spanish 101
- Spanish 102
- Shorthand 124
- Shorthand 125
- Typing 116
- Typing 117

Attendance

1. Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function. (See item 5 below.) There are no excused absences or a minimum number of class "cuts." All absences must be made up in a manner acceptable to the instructor.

2. A student who is absent from a class for three consecutive meetings or who is excessively absent as defined by the instructor, without prior approval, may be required by the instructor to meet with the appropriate dean before being readmitted to the class. Students who claim illness as a cause for excessive absences may be required to present a physician's statement before being readmitted to class.

3. Faculty members may establish special attendance rules for their individual classes subject to the approval of the appropriate division chair.

4. The dean for student services should be notified when extensive absences (due to illness, hospitalization, or death in the family) are necessary.

5. Students will be allowed to make up work for classes missed while on scheduled, supervised College trip or function; however, instructors must be notified in person by the student prior to the absence. Procedures for implementing this policy are as follows:

   a. The student will notify the instructor in person at least prior to the absence.

   b. The student should request from the instructor work that can be made up prior to the absence.

   c. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
d. If work is not completed, due to absences while participating in these extracurricular activities, the student will be given an "Incomplete" grade and will have one semester to complete the course.

Audit Policy

An officially registered student who does not desire or feel qualified to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly, may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit. Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted.

The following policies and regulations apply to auditors:

1. An audited class must be approved by the student's advisor and by the instructor whose course the student wishes to audit.

2. Enrollment priority is given to credit students. Therefore, an auditor may officially register only during the first three (3) school days following the close of late registration for credit courses. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially.

3. The same tuition is charged as for credit courses.

4. Audited hours do not count as credit hours for purposes of determining scholarships, veterans benefits, etc.

5. An "Au" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.

6. A student may change from audit status to credit status during the first ten (10) school days of the quarter, provided he or she has the consent of an advisor and the instructor. A student registered for credit may, with the same approvals, change to an audit status up to the end of the fourth week of the quarter.

7. An audited course may later be taken for credit.

Requirements for Associate Degree

The following associate degrees are granted by John A. Logan College:

Associate in Arts
Associate in Science
Associate in Applied Science

General Requirements

To be awarded one of the above degrees, a student must do the following:

1. complete 20 semester hours of credit in residence with an overall grade-point average of 3.0;
2. successfully complete American Government 131, History 201 or History 202.
3. satisfactorily complete all specific degree requirements; and
4. make application for graduation and pay the required graduation fee.

Degree Requirements

1. The Associate of Arts and the Associate in Science degrees are available to each student who meets the requirements of a college transfer program. The degree requirements are outlined in this Bulletin.

2. The Associate in Applied Science degree will be awarded to graduates completing an approved two-year occupational curriculum.

Requirements for Certificate of Achievement

The Certificate of Achievement will be granted to those students who successfully complete a board-approved certificate program with a 3.0 overall grade-point average.

Waiver of Academic Requirements

1. Institutional Responsibility

In order to maintain the integrity of the College's academic programs, special criteria for admission to certain courses and curricula must be set, minimum requirements for retention of student status must be defined, and requirements for completion of curricula and awarding of degrees must be set. For such standards to be meaningful, they must be realistic. However, in recognition of the fact that there may be extenuating circumstances or compensating factors in a particular case, appeals for waivers of specific graduation requirements may be made through a student's adviser to the vice-president for instructional services. All waivers of required courses in any College program and all authorizations for substituting certain courses in lieu of specific program requirements must be approved by the vice-president for instructional services. The vice-president's written approval for a waiver must be filed with the Admissions Office prior to the student's formal graduation check.

2. Student Responsibility

In order that academic requirements may be protected and applied in an effective and reasonable manner, each student has the right to request an exception to the requirements only if the circumstances are extremely unusual and compelling. Likewise, the student is obligated to follow the appeal procedure specified and not seek to circumvent them.

Release of Directory Information

The College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student, unless that student notifies the Office of Admissions and Records that he/she objects to the
release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, newspapers, radio stations, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Directory information includes the following: student name, student local and home address and telephone number, date of birth, current term hours carried, classification (freshman, sophomore, etc.), major, dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in officially recognized activities or sports, and height and weight, as well as pictures of members of athletic teams.

SUPPORTIVE SERVICES

Learning Resources Center (LRC)
The LRC plays a vital role in the instructional programs of the College. As the materials center for the College, it provides books, magazines, pamphlets, microfilms, filmstrips, slides, films, records, audio tapes, video tapes, and programmed instruction units. The LRC is also a service center providing assistance in reference and research, in the use of audio-visual materials and equipment, and in independent study activities. The LRC provides the video equipment and copies of each telecourse for use in local libraries.

Library Services
The main reading area is located on the lower level and provides a collection of books, microfilms, pamphlets, maps, and phonograph records. Library Services supervises the circulation of materials from this area, supervises materials placed on reserve, and provides reference service. Students may request materials through interlibrary loan if the materials needed are not available in the LRC. The library at John A. Logan College is an active, participating member of ILLINET library network and the Southern Illinois Learning Resources Cooperative. A copy machine is provided in this area. Study carrels and tables are also located there. Conference rooms for group study are located on the upper level near the entrance.

Learning Laboratory
This facility is located on the upper level of the LRC. Its mission is to provide materials and equipment needed by students working on an individualized study basis. Audio tape duplication is available and all telecourses can be viewed in the Learning Lab.

Developmental Courses
A special individualized program has been established to aid students with problems they may confront in studying, reading, and writing. The program is available in the Learning Laboratory and in the classroom.

Not only can students receive the specialized help they need, but they will also be able to earn credit while doing so. At any time during the year, they can, with supervision, enroll in one of the following modules and earn one credit when 18 hours of study have been completed and the objectives achieved.

Entrance into the program may be accomplished any time during the year by contacting an instructor in the Learning Laboratory. Courses available are as follows: ENG 52--Developmental Writing Skills (a,b) and ENG 153--Developmental Reading Skills (a,b,c,d,e,f).

Developmental mathematics courses are also available. Interested students should contact a counselor for further information. Media Services

Media Services
Media Services supervises the scheduling, distribution, and use of audio-visual equipment and instructional materials used in classrooms. Production of TV programs is also available. Scheduling and distribution of programs over the campus' closed-circuit television system is also available.

Rental of instructional films and preview or purchase of instructional media is requested through Media Services. Media Services provides staff to work with faculty and students in the local production of instructional media aimed at making instruction more effective. Media Services assists in the design and production of institutional graphics, publications, and instructional media.

Parking
Parking facilities are available to all College students at various parking lots on the campus. On-campus parking is a privilege and is subject to the parking and traffic regulations of the College.

No parking is allowed on any campus street, sidewalk, or in any unpaved area of the campus. Certain areas of the campus parking lots are reserved for faculty and staff parking and for parking for the physically handicapped. Use of these reserved areas requires the display of a special parking permit, which is available in the College Business Office.

Persons violating parking regulations are subject to a fine of $5.00 to $50.00. Parking violations must be paid at the cashier's window of the Business Office within five days of issue. Failure to comply may subject the violator to more severe penalties. Parking citations may subject the violator to more severe penalties. Parking citations may be appealed in writing on a form available at the Office of the Director of Security and must be filed within five days of issue. A copy of all parking regulations may be obtained at the Office of the Director of Security in room 1150.

Security Police
The security police represent a progressive campus police organization providing protection to the
facilities of the College and protection and services to its population.

The officers of the department are empowered by Illinois law to enforce all criminal and traffic laws of the state and the local ordinances of the College. All standard means are used by the department to enforce good order and maintain traffic control on the campus, including the use of unmarked patrols and radar.

Housing

Basically, John A. Logan College is a local area institution serving students who live within commuting distance of the College. The College does not maintain dormitories or other housing facilities. The College accepts no responsibility for supervising students who are living in rented facilities.

STUDENT SERVICES

The philosophy of the Student Services Program at John A. Logan College is to aid in the total educational development to the fullest extent of the student's intellectual, social, personal, and vocational capabilities. By providing various auxiliary services to the student, it is hoped that this philosophy will become a practical reality for all students who attend John A. Logan College.

Counseling Service

The important number is "one" at John A. Logan College. All groups, regardless of group objectives, are made up of individuals, and the staff of John A. Logan College endeavor to keep this fact uppermost in mind. Thus, faculty, advisors, counselors, and administrators are available to assist individual students with matters relating to educational and vocational planning, adjustment to college, study skills, and personal and social problems.

Academic Advisement

Every student admitted to John A. Logan College will be assisted prior to, and during, registration in developing his/her educational and vocational plans. This service will be provided by a counselor or academic advisor. These people will be available throughout the year to help the student with problems which may interfere with progress toward his/her goals.

Personal Counseling

Quite often students need assistance with social and personal problems as well as academic concerns. For this reason, professionally trained counselors are available to help the student understand and resolve these problems.

Individual Testing

Individual testing is available and is administered through the Office of Student Services. These tests can assist a student in discovering abilities and aptitudes in various areas. Interested students should contact the director of the Career Center Development for further information.

Career Development and Academic Support Center

The Career Development Center assists students in effectively realizing their career plans. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests. The center recognizes that making realistic career choices and adaptions to job market demands and/or changing lifestyles are important to successful career development.

The academic support component of career development offers students the opportunity to increase their educational skills through tutoring and a variety of study skills workshops. The center provides tutoring in both baccalaureate and vocational areas, including mathematics, science, and language arts. The center uses an individually based tutorial approach in which the student has the opportunity to learn by doing with the help of both professional and peer tutors. Small group workshops covering various topics are also offered.

Placement Service

John A. Logan College, in cooperation with the Illinois Job Service, provides a Placement Service that is available to assist all students, graduates, and alumni in securing employment in positions directly related to their various areas of academic preparation. Individuals seeking positions in Illinois and several other midwestern states are aided by a computerized list of jobs which is updated daily.
Students entering the last semester prior to graduation can further utilize the Placement Service by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills.

For new and undecided students, job market information is available to aid in the selection of a career that is best suited for the individual.

The Placement Service will also assist students in finding part-time employment while enrolled at John A. Logan College. Those wishing part-time employment should register with the Placement Office as soon as possible after admission procedures have been completed.

STUDENT ACTIVITIES

John A. Logan College considers organized activities to be an integral part of the College's educational program. In essence, the College believes that participation in student activities enhances the student's total educational growth. The College further believes that student activity programs should provide rewarding experiences derived from living and working in groups comprised of individuals from all walks of life.

The College believes that student activities provide for intellectual and cultural development, thereby laying the foundation for leadership and the expression of democratic processes.

Athletic Program

John A. Logan College provides a well-balanced athletic program. Logan competes intercollegiately in basketball and baseball in the men's division, tennis and golf in the co-educational division, and volleyball, basketball, and softball in the women's division. John A. Logan College strives to be competitive in all sports on the community college level and attempts to provide an enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the NJCAA and the Great Rivers Athletic Conference (GRAC). Other members of the GRAC are Belleville Area College, Belleville; Kaskaskia College, Centralia; Olney Community College, Olney; Paducah Community College, Paducah; Rend Lake College, Ina; Southeastern Illinois College, Harrisburg; and Wabash Valley College, Mt. Carmel.

The 1985-86 women's basketball team was third in the nation in post-season play; the 1986-87 women's team was eighth.

The cheerleading squad has been a frequent and successful competitor at numerous cheerleading camps.

Cultural Arts Program

The John A. Logan College Cultural Arts Program began in 1973 as a means to complement the educational and social professional programs of the College. The program involves performing and visual arts as well as in-house productions by the John A. Logan College Theater Guild. Speakers, lecturers, and films on many subjects—including the political world, national and international literature, and philosophy and history—are brought to the campus.

The John A. Logan College Museum and Art Galleries house a permanent art collection John A. Logan memorabilia collection, and exhibits work by student, area, and nationally-known artists. In addition, informational exhibits in subjects related to college study programs are located throughout the College campus. Seminars, workshops, and tours are also offered throughout the year to the student and College district population.

All cultural arts programs are either free or offered at a minimal cost to the student. Information or tickets concerning all cultural arts programs can be obtained from the Activities Office.
Foreign Study

The John A. Logan College International Studies program provides an opportunity for John A. Logan College students to spend a semester or summer term in London, England. Such a period of study in Britain offers American undergraduates the opportunity to deepen their appreciation of literature, drama, history, art, and our own political system by offering a basis of understanding and comparison of two sister cultures.

The College has made this program available by being a part of the Illinois Consortium for International Studies (ICIS) London Program. Illinois State University participates and provides technical support. Students in the program earn regular college credit in classes which are enriched by the resources of London. Activities include numerous cultural and social events and travel.

Any John A. Logan College student who has completed fifteen credit hours of college-level work with a cumulative grade point average of 3.5 is eligible to participate in the ICIS London Program.

Student Clubs and Organizations

John A. Logan College offers membership in many clubs and organizations. These groups are directed from the Office of the Coordinator of Student Activities, but each organization is sponsored and advised by College faculty and staff.

Alpha Beta Gamma - Alpha Beta Gamma is an honorary society for business students attending John A. Logan College. The society recognizes academic achievement. Honor students with a 4.0 GPA or above in business studies are invited to participate in this fraternity.

Art Club - The purpose of the Art Club is to maintain and enhance the student's interest in art. Throughout the year, visiting artists are invited to the campus, and students have the opportunity to visit nearby galleries. The club also hosts an annual art show and sale.

Automotive Association - This group functions to improve the image of student and professional auto mechanics by continued support of the WIASE Certification program of energy conservation and environmental protection in automotive service areas. The organization also strives to assist with the re-education of automotive instructors and technicians in new techniques and to support John A. Logan College and its academic and technological training programs.

Better Educators of Tomorrow - This service organization encourages and supports John A. Logan College students who have chosen teaching as a career. The group hopes to award scholarships in future years.

Black Affairs Council - The Black Affairs Council is concerned with education, economics, and cultural enrichment as these pertain to the John A. Logan College Black population.

Biology Club - The Biology Club seeks opportunities for excursions and provides an enriched environment for students preparing for careers in the biological sciences.

Brothers and Sisters in Christ (BASIC) - This organization functions to provide an opportunity for students to formulate activities and programs which will contribute to their academic, social, and spiritual development. The group participates in state and national conventions and seeks to emphasize the needs of individuals in our society and the world.

College Bowl - This team of students competes in academic meets with other community colleges. Competitions are based on questions from science, mathematics, English literature, social sciences, arts, and other areas. The team travels to other colleges and hosts meets at John A. Logan College.

Cosmetology Club - This club enables students enrolled in the cosmetology program to have additional opportunities to further their knowledge in all areas of the beauty industry.

Dental Assisting Club - This professional organization is involved in specific activities pertaining to the dental profession, such as attending dental conventions and making observations at dental schools and/or offices. The organization also strives to make its members better aware of the profession.

Forensics Team - The Forensics Team competes in a variety of speaking events—intercollegiate, interpretive, and public. The group competes locally and nationally.

International Club - This organization provides foreign and domestic students and faculty with opportunities for social integration through programs and events designed to further international friendships.

Logan Nurses - The Logan Nurses club provides an effective organization within the nursing field to enhance the understanding and knowledge of the nursing profession as it is today, and sponsors activities, both educational and social, whereby the organization members may work together toward common goals.

Marketing Club - The general purpose of the Marketing Club is to further the study of business and marketing through exposure to elements of the business world not readily available in the classroom.

Music Club - This organization consists of students who are interested in music—particularly singing.

Phi Beta Lambda - Phi Beta Lambda is a national organization for college students who plan to enter careers in business or business teaching. The organization has chartered over 390 chapters in the United States and has a membership of more than 11,500 college students. All business students are invited to attend and join. Sponsorship is by the faculty members of the business department.

Philosophy Club - The purpose of the Philosophy Club is to provide a more informal structure for the discussion and consideration of philosophical ideas and concepts than the classroom will allow. The organization attempts to show that philosophy is not to be feared but to be cultivated and relished.

Phi Theta Kappa - The local chapter of Phi Theta Kappa was chartered on January 25, 1970.
national organization was founded in 1918, and is the community college equivalent of Phi Beta Kappa, the national honorary scholastic fraternity. Phi Theta Kappa provides recognition for academic excellence as well as opportunity for intellectual enrichment, social activities, and service to the College. The local chapter, Upsilon PI, periodically issues invitations to eligible members.

Political Science Club - This student organization exists to provide ample opportunities for involvement in practical applications of the concepts and principles of political science. This is accomplished by involvement in such activities as sponsoring campus political speakers, working in political campaigns, sponsoring voter registration drives, and traveling to the state and national capitals.

STAND--Students Against Nuclear Destruction - This social action group seeks the means to educate others about nuclear power.

Student Newspaper - The student publication at John A. Logan College is The Volunteer, a newspaper written by and for students with the assistance of a faculty advisor.

Student Senate - The official student governing body is known as the Student Senate. Officers for this organization are elected by the student body during the spring semester of each year. This organization concerns itself with student affairs, sponsors various social activities, and strives to develop and maintain acceptable conduct within the student body.

Theater Guild - The Theater Guild is an academic theater group whose activities complement in-class instruction and theatrical productions. Typical activities include set design, help with dramatic presentations, and the striking of sets.

Veterans Club - The Veterans Club was formed to act as a forum for veteran-associated agencies to meet with students who are veterans in order to discuss common issues. The club is open to all veterans of all branches of the armed forces.

**Baccalaureate Transfer Program**

The College offers separate associate degree programs in the arts and sciences. Students may complete degree requirements by completing the general course requirements for either of these programs. It is also possible for students to complete the freshman and sophomore requirements for the specific majors associated with these programs by following the appropriate curriculum guide. Each of these guides has been carefully articulated with other Illinois institutions of higher education as well as those from surrounding states and will allow students to transfer smoothly upon the completion of his/her studies at John A. Logan College.

Each curriculum guide also has its own specific requirements. Unless students are careful in their selection of subjects during the first two years, they may unnecessarily lose valuable time. The Office of the Dean of Student Services and faculty advisors will assist the student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his/her educational goals. The student is responsible for obtaining full knowledge of the information provided in this College Bulletin concerning regulations and requirements of the College and his/her program of study.

Students desiring to pursue pre-medicine, pre-law, pre-veterinary, pre-chiropractic, or other pre-professional curricula should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.

Pre-professional students should be familiar with the transfer rules of the institution concerned, including any special rules for the student's proposed curriculum at that institution. Students planning to transfer to an Illinois institution will find information on that institution in the Office of the Dean of Student Services. An advisor or counselor will help the student develop an individual course plan.

A special individualized program has been established to aid students with problems they may confront in studying, reading, and writing. The program is available in the Learning Laboratory and in the classroom.

Possible curriculum guides for the Associate of Arts Degree are as follows:

- Art
- Art Education
- Business Teacher Education
- Elementary Education
- English or Humanities
- History

Possible curriculum guides for the Associate of Science Degree are as follows:

- Agriculture
- Biological Science
- Business Administration and Accounting
- Chemistry
- Computer Science
- General Science
- Mathematics
- Physics
- Pre-Chiropractic
- Pre-Medicine
- Pre-Engineering
- Pre-Pharmacy
- Pre-Professional
- Medicine
ASSOCIATE IN ARTS DEGREE

The Associate of Arts degree is designed for transfer-oriented students who are undecided about their program major or who plan to major in one of the following areas: arts, humanities, social sciences, behavioral sciences, education, English, and journalism. Those interested in specific majors should refer to the appropriate curriculum guide.

Communications

ENG 101
ENG 102 or 103
SPE 115

9

Humanities

12

Optional Humanities Track\(^1\)

6

Choose one of the following courses:

SPE 113, PHL 111, ART 220, ART 221, ART 101, ART 102, IDH 150, or MUS 110

3

Humanities Elective\(^2\)

3

Social Sciences

12

Optional Social Science Tracks\(^3\)

12

Mathematics

5

MAT 110 or higher

5

Science

9

BIO 101

3

PHS 105

3

Science Elective\(^4\)

3

Health 110

3

Orientation 100

3

Total

62

1\(^{Humanities Tracks (choose one track)}

MUS 105, ART 111 or HUM 101
PHL 131 or 121

3

Track #1

2\(^{Humanities Options (choose one of the following courses)}

SPE 113, PHL 111, ART 220, ART 221, ART 101, ART 102, IDH 150 or MUS 110

3

3\(^{Humanities Electives}

Drama/Speech: SPE 105, 113, 117, 116, 121, 122
Humanities: HUM 101, 162
Language: FRE 101, 102, 201, 202, GER 101, 102, 201, 202
Literature: ENG 103, LIT 211, 212, 231, 232, 235, 236, 270, 275, 280, 282, 284, 291, 292
Music: MUS 101, 102, 103, 104, 105, 106, 107, 110, 111, 112, 113, 121, 122, 123, 211, 212, 213
Philosophy: PHL 111, 121, 131
Interdisciplinary: IDH 150 (3 hrs.)

4\(^{Social Science Tracks (choose one track)}

Track #1

History (select any two)

IDH 150, HIS 201, 202

6

PSY 132 General Psychology

3

PSC 131 American Government

4

Track #2

ANT 111 Anthropology

3

GEO 112 Regional Geography

3

PSY 132 General Psychology

3

HIS 201 or HIS 202 or

PSC 131

3-4

12-13

Track #3

History (select any one)

IDH 150, HIS 201, 202

3

HIS 202

3-4

PSY 132 General Psychology

3

Social Science Elective

3

Track #4

PSC 131 or HIS 201 or

HIS 202

3-4

SOC 133 Principles of Soc.

3

PSY 132 General Psychology

3

Social Science Elective

3

5\(^{Social Science Electives}

Anthropology: ANT 216
History: HIS 205, 211, 212, 215
Geography: GEO 215
Political Science: PSC 211, 212, 215, 220, 140
Psychology: PSY 262, 265
Sociology: SOC 263, 264
Interdisciplinary Studies: IDH 150 (3 hrs.), HUM 162

6\(^{Science Electives}

Biology: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 245, 275
Physical Science: PHS 101, 102, 103, 104, 105

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ASSOCIATE IN SCIENCE DEGREE

The Associate of Science degree is designed for transfer students who are science-oriented majors. The general science curriculum may be followed as a guide for meeting the Associate of Science degree requirements and is specifically recommended for undecided science majors.

It is recommended that specific guides in agriculture, biology, business administration and accounting, engineering, chemistry, computer science, mathematics and pre-professional curricula be followed by students interested in those specific majors. These guides will help assure the prospective major that the articulation requirements of senior institutions are adequately met. Science advisors will also assist students in designing special programs of study that fulfill the requirements of the Associate of Science degree and allow students to concentrate in major areas not listed above or which help the student prepare for transfer to a specific institution.

Communications
- ENG 101
- ENG 102

Humanities
- Mathematics and Science (See Optional Math/Science Tracks)

Social Sciences
- HIS 201, 202, or PSC 131
- PSY 132

Health/PE
- Health 110 or Physical Education Electives

Orientation 100

General Electives

Total: 62-64

Optional Math/Science Tracks

Life Sciences Track
- MAT 110 or higher
- BIO 101
- BIO Elective
- Science Elective

Mix Track
- MAT 110 or higher
- BIO 101
- PHS 105
- Science

Physical Sciences Track

Option 1
- MAT 110 or higher
- PHS 105
- PHS 103
- PHS 104
- Science Elective

Option 2
- MAT 110 or higher
- PHY 155
- CHM 101
- Science Elective

Business Administration and Accounting Only
- BIO 101
- PHS 105
- Science Elective
- MAT 116
- MAT 117

*NOTE: English 113 and Speech 115 will be allowed as substitutes for some science majors. See curriculum guidelines.

ACCEPTABLE ELECTIVES FOR AN ASSOCIATE OF SCIENCE DEGREE

Science Electives

Biology: BIO 105, 110, 115, 120, 125 A&B, 225, 240, 245, 275
Physical Science: PHS 101, 102, 104, 104, 105
Physics: PHY 155, 156, 201, 210
Chemistry: CHM 101, 102, 201, 202

Humanities Electives

ART: ART 101, 102, 111, 118, 120, 221, 230, 240,
- 250, 255, 256, 257, 260, 261, 262, 265
Drama/Speech: SPE 105, 113, 117, 118, 121, 122
Humanities: HUM 101, 162
Language: FRE 101, 102, 201, 202, GER 101, 102,
- 201, 202, SPN 101, 102, 201, 202
Literature: ENG 103, LIT 211, 212, 231, 232, 235,
- 236, 270, 275, 280, 281, 284, 291, 292
Music: MUS 101, 102, 103, 104, 105, 106, 107, 110,
- 111, 112, 113, 121, 122, 123, 211, 212, 213
Philosophy: PHIL 111, 131, 131
Interdisciplinary Studies: IDH 150 (3 hrs.)

Social Science Electives

Anthropology: ANT 216
History: HIS 205, 211, 212, 215
Geography: GEO 215
Political Science: PSC 211, 212, 215, 220, 140
Psychology: PSY 262, 265
Sociology: SOC 263, 264
Interdisciplinary Studies: IDH 150 (3 hrs.) HUM 162
Other Electives
Computer Science: CPS 176, 203, 204, 205, 208, 215
Economics: ECO 201, 202
Accounting: ACC 201, 202
Mathematics: MAT 110, 111, 116, 117, 131, 201, 202, 205, 221

CURRICULUM GUIDES FOR MAJOR PROGRAMS OF STUDY

AGRICULTURE*

Associate of Science Degree

First Year - Fall Semester
AGR 100 Introductory Animal Science * 4
ENG 101 English Composition I 3
BIO 101 Biological Science 3
MAT 110 Intermediate Algebra 5
Elective I 1-2
ORI 100 Career Life Planning 1
17-18

First Year - Spring Semester
AGR 101 Introductory Agricultural Economics 3
ENG 102 English Composition II 3
Physical Science Elective 3
HIS 101 Health Education 3
PSC 131 American Government or HIS 201 or 202, History I or II 3-4
15-16

Second Year - Fall
AGR 102 Introductory Crop Science** or AGR 103 Introductory Horticulture** 3
PSY 132 General Psychology 3
CHM 101 Chemical Principles 5
Humanities Elective 3
14

Second Year - Spring
AGR 104 Introductory Soil Science** 4
SPE 115 Speech 3
BIO 110 General Botany or BIO 120 Vertebrate Zoology 3
CHM 102 Chemical Principles with Qualitative Analysis or ECO 201 Principles of Economics II 4-5
Social Science Elective 1
17-18

* Agricultural education majors are advised to enroll in physical education for 1-2 elective hours.
** The courses are taught on the SIU-C Campus.

ART Associate of Arts Degree

First Year - Fall Semester
ART 180 Beginning Drawing 3
ART 101 Fundamentals of Art 3
ENG 101 English Composition I 3
BIO 101 Biological Science 3
ORI 100 Career Life Planning 1
17

First Year - Spring Semester
ART 255 Life Drawing 3
Art Elective 3
ART 221 History of Art II 3
ENG 102 English Composition II or ENG 103 Creative Writing 3
PST 132 General Psychology 3
PHS 105 Physics in the Environment 3
18

Second Year - Fall Semester
Social Science Elective (from selected track) 4 3
Humanities Elective (from selected track) 4 3
MAT 110 Intermediate Algebra 3
SPE 115 Speech 3
PSC 131 American Government or HIS 201 or 202 U.S. History 3-4
15-16

Second Year - Spring Semester
ART 260 Beginning Painting 3
Science Elective 3
Social Science Elective (from selected track) 4 3
HIS 101 Health Education 3
Humanities Elective (from selected track) 1 3
Art Elective 3
18

NOTE: It is recommended that art and art education majors take ART 101, ART 220, and ART 180 during their first semester at the College.

ART EDUCATION Associate of Arts Degree

First Year - Fall Semester
ART 101 Fundamentals of Art 4
ART 220 History of Art I 3
ART 180 Beginning Drawing 3
ENG 101 English Composition I 3
BIO 101 Biological Science 3
ORI 100 Career Life Planning 1
17
First Year - Spring Semester

ART 255 Life Drawing or Art Elective 3
ART 221 History of Art II 3
PSY 132 General Psychology 3
ENG 102 English Composition or ENG 103 Creative Writing 3
PHS 105 Physics in the Environment 3
EDU 202 and 202A Human Growth Development and Learning 3

Second Year - Fall Semester

Social Science Elective (from selected track) 3
PSC 131 American Government or HIS 201 or 202 U.S. History 3-4
SPE 115 Speech 3
MAT 110 Intermediate Algebra 5
Humanities Elective (from selected track) 3

Second Year - Spring Semester

ART 260 Beginning Painting 3
Art Elective 3
HTH 110 Health Education 3
Science Elective (from selected track) 6
Humanities Elective (from selected track) 3
Social Science Elective (from selected track) 4

NOTE: It is recommended that art and art education majors take ART 101, ART 220, and ART 180 during their first semester at the college.

BIOLICAL SCIENCE

First Year - Fall Semester

ENG 101 English Composition I 3
SPE 115 Speech 3
CHM 101 Chemical Principles 5
Foreign Language* 4
ORI 100 Career Life Planning 1

First Year - Spring Semester

MAT 111 College Algebra and Trigonometry 5
BIO 101 Biological Science 3
CHM 102 Chemical Principles with Qualitative Analysis 5
Foreign Language* 4

Second Year - Fall Semester

BIO 110 General Botany 3
PSY 132 General Psychology 3
ENG 102 English Composition II 3
Humanities Elective 3
Social Science Elective 3

Second Year - Spring Semester

HTH 110 Health Education 3
BIO 115 Invertebrate Zoology or BIO 120 Vertebrate Zoology 3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II 3-4
BIO 105 Anatomy and Physiology 3
BIO 275 Common Plants of Southern Illinois or BIO 225 Genetics 15-16

*BISU College of Science does not require this if the student has had 3 years of high school coursework in one language with no grade lower than a "C" or can earn 8 hours in one language by proficiency exam; this substitutes for 6 hours of humanities credit. Majors in the College of Education should substitute EDC 202 and 202A, HIS 201 and Physical Education. It is strongly recommended that students be proficient in typing.

BUSINESS ADMINISTRATION AND ACCOUNTING

Associate of Science Degree

First Year - Fall Semester

ENG 101 English Composition I 3
BIO 101 Biological Science 3
HTH 110 Health Education 3
PSY 132 General Psychology 3
Humanities Elective 3
ORI 100 Career Life Planning 1

First Year - Spring Semester

ENG 102 English Composition II 3
MAT 116 Finite Mathematics for Business & Management 5
PSC 131 American Government or HIS 201 or 202 U.S. History I or II 3-4
PHS 105 Physics in the Environment 3
DPR 207 Applications of Basic Programming for Business 3

Second Year - Fall Semester

SPE 115 Speech 3
ACC 201 Financial Accounting I 4
ECO 201 Principles of Economics I 3
BUS 121 Business Statistics 3
MAT 117 Calculus for Business and Management 4

Second Year - Spring Semester

ACC 202 Managerial Accounting 3
ECO 202 Principles of Economics II 3
Science Elective 3
Humanities Elective 6

24
### BUSINESS TEACHER EDUCATION

**Associate of Arts Degree**

**First Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>PSY 132 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HTH 110 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>ORI 100 Career Life Planning</td>
<td>1</td>
</tr>
<tr>
<td>Business Elective*</td>
<td>3</td>
</tr>
<tr>
<td>PSC 131 American Government or</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 201 or 202 U.S. History I or II</td>
<td>16-17</td>
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**Second Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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<tr>
<td>BIO 101 Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>BUS 110 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Track 1</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective 5</td>
<td>3</td>
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<tr>
<td>SPE 115 Speech</td>
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<td><strong>Total</strong></td>
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**Second Year - Fall Semester**

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<th>Course</th>
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<tbody>
<tr>
<td>MAT 110 Intermediate Algebra</td>
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<tr>
<td>ECO 201 Principles of Economics</td>
<td>3</td>
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<tr>
<td>EDC 202 &amp; 202A Human Growth, Development, and Learning</td>
<td>3</td>
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<tr>
<td>PHS 105 Physics in the Environment</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Track 1</td>
<td>3</td>
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**Second Year - Spring Semester**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>Science Elective 6</td>
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<td>Humanities Option 2</td>
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<td>BUS 235 Business Correspondence</td>
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<td>Humanities Elective 3</td>
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<td>Business Elective*</td>
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*Business electives should be selected after a conference with your advisor.

### CHEMISTRY

**Associate of Science Degree**

**First Year - Fall Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>MAT 111 College Algebra and Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>CHM 101 Chemical Principles</td>
<td>5</td>
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<tr>
<td>BIO 101 Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>ORI 100 Career Life Planning</td>
<td>1</td>
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<td><strong>Total</strong></td>
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**First Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>CHM 102 Chemical Principles with Qualitative Analysis</td>
<td>5</td>
</tr>
<tr>
<td>MAT 131 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>PSC 131 American Government or</td>
<td>3-4</td>
</tr>
<tr>
<td>HIS 201 or 202 U.S. History I and II</td>
<td>16-17</td>
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### COMPUTER SCIENCE

**Associate of Science Degree**

**First Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT 131 Calculus I</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CPS 204 Introduction to PASCAL</td>
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<tr>
<td><em>Programming</em></td>
<td>3</td>
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<tr>
<td>PSC 131 American Government or</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201 or HIS 202 U.S. History I or II</td>
<td>3-4</td>
</tr>
<tr>
<td>ORI 100 Career Life Planning</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15-16</td>
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**First Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 201 Calculus II</td>
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<tr>
<td>ENG 102 English Composition II</td>
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<tr>
<td>CPS 215 Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>PHL 121 Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language*</td>
<td>4</td>
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**Second Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHY 155 Physics</td>
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<tr>
<td>MAT 202 Calculus III</td>
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</tr>
<tr>
<td>MAT 221 Introduction to Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHM 101 Chemical Principles **</td>
<td>5</td>
</tr>
<tr>
<td>CPS Elective ***</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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**Second Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 156 Physics II</td>
<td>5</td>
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<tr>
<td>MAT 205 Differential Equations</td>
<td>3</td>
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<tr>
<td>HTH 110 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>CPS Elective ***</td>
<td>3</td>
</tr>
<tr>
<td>PSY 132 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

*See your advisor. CPS 176 may be required.

**See your advisor. Requirements vary according to choice of transfer institution.

***May choose from CPS 203, 205, 208.
### ELEMENTARY EDUCATION

**Associate of Arts Degree**

#### First Year - Fall Semester
- **BIO 101 Biological Science** 3
- **PSC 131 American Government** 4
- **ENG 101 English Composition I** 3
- **MAT 209 Mathematics for Elementary Teachers I** 3
- **PSY 132 General Psychology** 3
- **ORI 100 Career Life Planning** 17

#### First Year - Spring Semester
- **PHS 105 Physics in the Environment** 3
- **HTH 110 Health Education** 3
- **ENG 102 English Composition II** 3
- **MAT 209 Mathematics for Elementary Teachers II** 3
- **SPE 115 Speech** 3
- **EDC 202 and 202A Human Growth, Development, and Learning** 18

#### Second Year - Fall Semester
- **MUS 110 Music Fundamentals** 3
- **HIS 201 or 202 U.S. History I or II** 3
- **MAT 110 Intermediate Algebra** 5
- **LIT 280 Introduction to Literature** 3
- **Science Elective 6** 3
- **Physical Education Elective I** 18

#### Second Year - Spring Semester
- **ART 111 Art Appreciation** 3
- **EDC 203 School and Society** 3
- **Physical Education Elective II** 1
- **Social Science Elective 4** 3
- **Humanities Elective 3** 3
- **Elective** 18

### SECONDARY EDUCATION

**Associate of Arts Degree**

#### First Year - Fall Semester
- **ENG 101 English Composition I** 3
- **HTH 110 Health Education** 3
- **BIO 101 Biological Science** 3
- **PSC 131 American Government or HIS 201 or 202 U.S. History I or II** 3-4
- **Humanities Elective I** 3
- **ORI 100 Career Life Planning** 16-17

#### First Year - Spring Semester
- **ENG 102 English Composition II** 3
- **PHS 105 Physics in the Environment** 3
- **ART 111 Art Appreciation or MUS 105 Music Appreciation** 3
- **MAT 110 Intermediate Algebra** 5
- **EDC 202 and 202A Human Growth Development and Learning** 17

#### Second Year - Fall Semester
- **Science Elective** 3
- **MAT 110 Intermediate Algebra** 5
- **EDC 202 and 202A Human Growth Development and Learning** 3
- **MUS 110 Music Fundamentals** 2
- **HIS 201 or 202 U.S. History I or II** 3
- **SPE 115 Speech** 19

#### Second Year - Spring Semester
- **ART 111 Art Appreciation** 3
- **HTH 110 Health Education** 3
- **EDC 203 School and Society** 3
- **PSY 102 Child Psychology** 3
- **LIT 280 Introduction to Literature** 3
- **Social Science Elective 5** 3

*Sudents should select as many electives as possible in their academic major.*

### SPECIAL EDUCATION

**Associate of Arts Degree**

#### First Year - Fall Semester
- **BIO 101 Biological Science** 3
- **PSC 131 American Government** 4
- **PSY 132 General Psychology** 3
- **ENG 101 English Composition I** 3
- **MAT 209 Mathematics for Elementary Teachers I** 3
- **ORI 100 Career Life Planning** 3
- **P.E. Elective** 18

#### First Year - Spring Semester
- **PHS 105 Physics in the Environment** 3
- **ENG 102 English Composition II** 3
- **MAT 209 Mathematics for Elementary Teachers II** 3
- **MUS 105 Music Appreciation** 3
- **ART 210 Art for Children** 3
- **PSY 132 General Psychology** 3
- **P.E. Elective** 19

#### Second Year - Fall Semester
- **Science Elective** 3
- **MAT 110 Intermediate Algebra** 5
- **EDC 202 and 202A Human Growth Development and Learning** 3
- **MUS 110 Music Fundamentals** 2
- **HIS 201 or 202 U.S. History I or II** 3
- **SPE 115 Speech** 19

#### Second Year - Spring Semester
- **ART 111 Art Appreciation** 3
- **HTH 110 Health Education** 3
- **EDC 203 School and Society** 3
- **PSY 262 Child Psychology** 3
- **LIT 280 Introduction to Literature** 3
- **Social Science Elective 5** 3

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**ENGLISH OR HUMANITIES**

Associate of Arts Degree

A student intending to major in any area of English or the humanities is urged to follow the Associate of Arts program. If the student has a particular interest, he/she should follow the recommendations below:

- **English:** LIT 211, LIT 212, LIT 231, LIT 232, LIT 275, LIT 280, LIT 281, ENG 103
- **Foreign Language:** FRE 101, FRE 102, FRE 201, FRE 202, SPN 101, SPN 102, SPN 201, SPN 202
- **Journalism:** JRN 201, JRN 202, JRN 215
- **Music:** MUS 101, MUS 105, MUS 110
- **Philosophy:** PHL 111, PHL 121, PHL 131
- **Speech & Forensics:** SPE 105, SPE 113, SPE 117, SPE 121, SPE 122
- **Theater:** SPE 113, SPE 117, SPE 118, SPE 119, SPE 120

**NOTE:** Tuition waivers are available in forensics, music, art, journalism, and creative writing

### HISTORY

Associate of Arts Degree

#### First Year - Fall Semester

- BIO 101 Biological Science 3
- PSY 132 General Psychology 3
- HIS 201 U.S. History I 3
- ENG 101 English Composition I 3
- MAT 110 Intermediate Algebra 5
- ORI 100 Career Life Planning 1

**Total:** 18

#### First Year - Spring Semester

- PHS 105 Physics in the Environment 3
- ENG 102 English Composition II 3
- HTH 110 Health Education 3
- SPE 115 Speech 3
- HIS 202 U.S. History II 3

**Total:** 15

#### Second Year - Fall Semester

- Humanities Elective 1 3
- Social Science Elective 3
- Education 203 2
- Humanities Elective 1 3
- Physical Education 1
- Elective 3

**Total:** 17

#### Second Year - Spring Semester

### MATHEMATICS

Associate of Science Degree

#### First Year - Fall Semester

- MAT 131 Calculus* 5
- CPS 203 Scientific Programming 3
- BIO 101 Biological Science 3
- Foreign Language 4
- ORI 100 Career Life Planning 1

**Total:** 16

#### First Year - Spring Semester

- MAT 201 Calculus II 5
- PSY 132 General Psychology 3
- Biology Elective or Computer Science Elective 3
- Foreign Language 4

**Total:** 15

#### Second Year - Fall Semester

- MAT 202 Calculus III 3
- MAT 205 Differential Equations 3
- PHY 155 Physics I 5
- ENG 101 English Composition I 3
- MAT 221 Introduction to Linear Algebra 3
**Second Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 156 Physics II</td>
<td>5</td>
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<td>ENG 102 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HTH 110 Health Education</td>
<td>3</td>
</tr>
<tr>
<td>PSC 131 American Government or HIS 201 or 202 U.S. History I or II</td>
<td>3-4</td>
</tr>
<tr>
<td>Science Elective</td>
<td>17-18</td>
</tr>
</tbody>
</table>

*For students who have had two years of algebra, one of geometry and one half year of trigonometry in high school, the suggested starting point in the mathematics sequence is MAT 131, Calculus I.

For students who have had two years of algebra in high school, the suggested starting point in the mathematics sequence is MAT 111, College Algebra and Trigonometry.

If students have had only one year of high school algebra, it will be necessary for them to start their mathematics sequence with MAT 110, Intermediate Algebra, and catch up by attending summer sessions.

**PHYSICAL EDUCATION**

Associate of Arts Degree

<table>
<thead>
<tr>
<th>First Year - Fall Semester</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>BIO 101 Biological Science</td>
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<td>HTH 110 Health Education</td>
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<tr>
<td>PED 160 Introduction to Physical Education</td>
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<tr>
<td>PED 159 Exercise, Conditioning, and Weight Training</td>
<td>2</td>
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<tr>
<td>Humanities Elective 1</td>
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<tr>
<td>ORI 100 Career Life Planning</td>
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<table>
<thead>
<tr>
<th>First Year - Spring Semester</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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<tr>
<td>BIO 105 Anatomy &amp; Physiology</td>
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<tr>
<td>PSY 132 General Psychology</td>
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<td>EDC 202 and 202A Human Growth, Development, and Learning</td>
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<tr>
<td>PED 141 Bowling</td>
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<td>PED 148 Volleyball</td>
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<td>PED 149 Tennis</td>
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<td>Humanities Elective 1</td>
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**Second Year - Fall Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 110 Intermediate Algebra</td>
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<td>PSC 131 American Government or HIS 201 or 202 U.S. History I or II</td>
<td>3-4</td>
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<tr>
<td>SPE 115 Speech</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Option 2</td>
<td>3</td>
</tr>
<tr>
<td>PED 116 Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PED 145 Golf</td>
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<tr>
<td>PED 147 Badminton</td>
<td>17-18</td>
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</table>

**First Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHY 156 Physics I</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>CPS 203 Scientific Programming</td>
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</tr>
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<td>HTH 110 Health Education</td>
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<tr>
<td>ORI 100 Career Life Planning</td>
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**First Year - Spring Semester**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>PHY 156 Physics I</td>
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<tr>
<td>ENG 102 English Composition II</td>
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<tr>
<td>MAT 131 Calculus I</td>
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<td>PSY 132 General Psychology</td>
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**Second Year - Fall Semester**

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<th>Course</th>
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<tbody>
<tr>
<td>MAT 201 Calculus II</td>
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<tr>
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<tr>
<td>Foreign Language</td>
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<tr>
<td>PHY 210 Mechanics, Electricity, and Magnetism</td>
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**First Year - Spring Semester**

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<td>MAT 205 Differential Equations</td>
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<td>PHY 201 Mechanics</td>
<td>4</td>
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<tr>
<td>PSC 131 American Government or HIS 201 or 202 U.S. History I or II</td>
<td>3-4</td>
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<tr>
<td>Foreign Language</td>
<td>18-19</td>
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**POLITICAL SCIENCE**

Associate of Arts Degree

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>MAT 110 Intermediate Algebra</td>
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<td>PSC 131 American Government</td>
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<td>HTH 110 Health Education</td>
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<td>ORI 100 Career Life Planning</td>
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### First Year - Spring Semester

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<tr>
<td>ENG 102 English Composition II</td>
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<tr>
<td>BIO 101 Biological Science</td>
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<td>PSC 140 Current Events</td>
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<td>Humanities Elective 1</td>
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<tr>
<td>Social Science Elective 4</td>
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</tr>
<tr>
<td>SPE 115 Speech</td>
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### First Year - Fall Semester

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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>BIO 101 Biological Science</td>
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<tr>
<td>MAT 110 Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>PSY 132 General Psychology</td>
<td>3</td>
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<tr>
<td>Humanities Elective 1</td>
<td>3</td>
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<tr>
<td>ORI 100 Career Life Planning</td>
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### First Year - Spring Semester

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<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>PHS 105 Physics in the Environment</td>
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<td>HTH 110 Health Education</td>
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<td>PSC 131 American Government or</td>
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<tr>
<td>HIS 201 or 202 U.S. History I or II</td>
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<td>PSY 262 Child Psychology</td>
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### Second Year - Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<tr>
<td>Social Science Elective 4</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120 Elementary Statistics or</td>
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<td>Elective (MAT or CPS)</td>
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### Second Year - Spring Semester

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<th>Course</th>
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<tr>
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<td>PSY 285 Psychology of Personality</td>
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<td>and Adjustment</td>
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*BIO 105, Anatomy and Physiology, is recommended.

### General Science

#### Associate of Science Degree

##### First Year - Fall Semester

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<th>Course</th>
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##### First Year - Spring Semester

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<tr>
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<tr>
<td>Science (from selected track) 2</td>
<td>3</td>
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<tr>
<td>PSC 131 American Government or</td>
<td>4</td>
</tr>
<tr>
<td>HIS 201 or 202 U.S. History I</td>
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</tr>
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<td>Elective 3</td>
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Second Year - Fall Semester

<table>
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<tr>
<td>Science (from selected track)</td>
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<td>Elective</td>
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Second Year - Spring Semester

<table>
<thead>
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</table>

1. MAT 111, 131, 201, 202, or 205 may be substituted with consent of advisor.

2. Students must choose one of the following science tracks. Tracks may be mixed or modified with division consent or approval by the vice-president for instruction.

**Life Sciences Track**

<table>
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<td>BIO 101</td>
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<td>BIO Elective</td>
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<tr>
<td>Science Elective</td>
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**Mixed Track**

<table>
<thead>
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<tbody>
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<tr>
<td>BIO 101</td>
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<tr>
<td>BIO 105</td>
<td>3</td>
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<tr>
<td>Science</td>
<td>6</td>
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<td></td>
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</table>

**Physical Sciences Track (Option 1)**

<table>
<thead>
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<tbody>
<tr>
<td>MAT 110 or higher</td>
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<tr>
<td>PHS 105</td>
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<td>PHS 103</td>
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<td>PHS 104</td>
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**Physical Sciences Track (Option 2)**

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<tr>
<td>PHY 155</td>
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<td>CHM 101</td>
<td>5</td>
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<td>Science Elective</td>
<td>3</td>
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</tbody>
</table>

3. Seventeen (17) hours of electives must be selected from the following list of courses. The remaining 9 hours may be selected from College-wide electives (transfer oriented).

- Computer Science 176, 203, 204, 205, 208, 210, 215
- Mathematics 111, 131, 202, 205, 221
- Physics 155, 156, 201, 210
- Chemistry 101, 102, 201, 210
- Biology 101, 105, 110, 115, 120, 125 A and B, 225, 240, 245, 275
- PHS 101, 102, 103, 104, 105

**Pre-Professional Curricula**

**Associate of Science Degree**

**First Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHY 155 Physics I</td>
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<tr>
<td>CPS 203 Scientific Programming</td>
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<tr>
<td>EGR 101 Engineering Graphics or</td>
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<tr>
<td>CPS 205 Computer Graphics**</td>
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<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>ORI 100 Career Life Planning</td>
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<td>HTH 110 Health Education</td>
<td>3</td>
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**First Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHY 156 Physics</td>
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<td>MAT 131 Calculus I</td>
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<tr>
<td>ENG 102 English Composition II</td>
<td>3</td>
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<tr>
<td>PSC 131 American Government or</td>
<td>3-4</td>
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<tr>
<td>HIS 201 or 202 U.S. History I or</td>
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<tr>
<td>II</td>
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**Second Year - Fall Semester**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>CHM 101 Chemical Principles</td>
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<tr>
<td>MAT 201 Calculus II</td>
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<tr>
<td>PHY 210 Mechanics and Electricity</td>
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<tr>
<td>and Magnetism</td>
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<td>PSY 132 General Psychology</td>
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**Second Year - Spring Semester**

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<tbody>
<tr>
<td>CHM 102 Chemical Principles with</td>
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<tr>
<td>Qualitative Analysis</td>
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<tr>
<td>MAT 202 Calculus III</td>
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<td>MAT 205 Differential Equations</td>
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<td>PHY 201 Mechanics</td>
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<td>Humanities Elective</td>
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</tbody>
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*This is only a general outline. The appropriate university catalog and/or co-op agreement should be consulted for particular requirements which alter the above sequence. Any alterations must be approved by your advisor.

**See your advisor.
PRE-PHARMACY

Associate of Science Degree

First Year - Fall Semester

CHM 101 Chemical Principles  5
MAT 111 College Algebra & Trigonometry  5
BIO 101 Biological Science  3
ENG 101 English Composition I  3
ORI 100 Career Life Planning  1

First Year - Spring Semester

CHM 102 Chemical Principles with Qualitative Analysis  5
MAT 120 Elementary Statistics  3
BIO 115 Invertebrate Zoology  3
ENG 113 Technical Writing  3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II  3-4

Second Year - Fall Semester

CHM 201 Organic Chemistry  5
PHY 155 Physics I  5
Humanities Elective  3
PSC 131 American Government or HIS 201 or 202 U.S. History I or II  3-4

Second Year - Spring Semester

CHM 202 Organic Chemistry  5
PHY 156 Physics II  5
Humanities Elective  3
BIO Elective  3

*This is a general curriculum guide for students in pre-dentistry, pre-medicine, or pre-veterinary medicine. If the transfer institution is known, follow its curriculum guide and be sure that the requirements for the A.S. degree are met.

PRE-CIHOMEOPRACTIC MEDICINE*

Associate of Science Degree

First Year - Fall Semester

ENG 101 English Composition I  3
MAT 110 Intermediate Algebra or MAT 111 Algebra & Trigonometry  5
CHM 101 Chemical Principles  5
ORI 100 Career Life Planning  1

First Year - Spring Semester

ENG 102 English Composition II  3
CHM 102 Chemical Principles with Qualitative Analysis  5
PSY 132 General Psychology  3
BIO 105 Anatomy & Physiology  3
HIS 110 Health Education  3

Second Year - Fall Semester

CHM 201 Organic Chemistry  5
PHY 155 Physics I  5
PSC 131 American Government or HIS 201 or 202 U.S. History I or II  3-4
Humanities Elective  3

Second Year - Spring Semester

CHM 202 Organic Chemistry  5
PHY 156 Physics II  5
Humanities Elective  3
Elective  3

*This is a general curriculum guide for students in pre-chiropractic medicine. If the transfer institution is known, follow its curriculum guide and be sure that the requirements for the A.S. degree are met.

31
OCCUPATION-ORIENTED EDUCATION  
(Vocational-Technical Education)

These curricula prepare students for employment in semi-professional occupations related to business, education, engineering, health, industry, office technology, or public service. The programs of study are developed with the assistance of advisory committees representing business and industry and on the basis of survey information identifying area manpower needs. Both certificate and degree programs are offered. Most certificate programs require one year of study; degree programs require two.

The overall objective of the occupation-oriented education is to contribute to the scientific, technical, industrial, business, and economic welfare of southern Illinois through provision of low-cost, current, college-level technical training geared to the citizens of the College district.

The organized occupational curricula offered are vocational and technological in nature and lie in the post-high school area. They differ in content and purpose from those of the trade school on one hand and from those of the engineering college on the other. All have in common the following purposes and characteristics:

1. The purpose is to acquaint the student with current practices, applications, and techniques, and with various sources of information essential to intelligent planning and execution of his or her work.

2. There are learning experiences provided for the student whereby he/she is enabled to see a prospective occupation in relationship to management, labor, and the professions.

3. Methods of instruction are relatively direct with strong emphasis on doing, as distinct from research study. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional materials provide opportunities for home study and independent progress. The curricula are not primarily designed to transfer to baccalaureate degree-granting institutions, although many individual courses are transferrable, depending on the institution. The following equivalencies may be substituted for these program requirements:

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Equivalency Substitutions</th>
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<tbody>
<tr>
<td>ENG 111 3</td>
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</tr>
<tr>
<td>ENG 112 3</td>
<td>SPE 115 3</td>
</tr>
<tr>
<td>PSY 128 2</td>
<td>PSY 132 3</td>
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<tr>
<td>SOC 263 3</td>
<td>SOC 133 3</td>
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<tr>
<td>MAT 105-106 3+3</td>
<td>MAT 111 5</td>
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GENERAL ADVISORY COMMITTEE  
VOCATIONAL-TECHNICAL EDUCATION

Training young people and adults for careers in vocational-technical education is a task that should be shared by the College and the community. To carry its share of the burden, the College must know what businesses and industries need and want. It is important that a two-way system of communication between the College and the business community be maintained to meet the educational and training needs of the College district.

Local advisory committees perform this significant function because they represent industries and businesses that are respected and recognized within the area served by the College. The use of advisory committees enables educational authorities to build programs of vocational-technical education that are based on the real needs of the community. The public can have confidence in these programs when the experiences and counsel of responsible citizens are solicited and acted upon by the College.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Cosmetology</th>
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<tbody>
<tr>
<td>Mrs. Wanda Gentry</td>
<td>Mr. Allen Shelton</td>
</tr>
<tr>
<td>V.P. Finance</td>
<td>Allen's Hair Design</td>
</tr>
<tr>
<td>c/o American Magnetics</td>
<td>411 East Main</td>
</tr>
<tr>
<td>Carterville, IL 62918</td>
<td>Marion, IL 62959</td>
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<tr>
<th>Auto Body Repair</th>
<th>Criminal Justice</th>
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<tbody>
<tr>
<td>Mr. Richard Hope</td>
<td>Ms. Jacqueline Bailey</td>
</tr>
<tr>
<td>Hope's Auto Body Repair</td>
<td>Chief Academic Advisor</td>
</tr>
<tr>
<td>203 East DeYoung</td>
<td>College Human Resources</td>
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<tr>
<td>Marion, IL 62959</td>
<td>Quigley Hall 131</td>
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<td>Dr. John O'Keefe</td>
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<tr>
<td>301 West Poplar</td>
<td>301 N. Van Buren</td>
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<td>Mr. Ron Parks</td>
</tr>
<tr>
<td>The Bank of West Frankfort</td>
<td>Design Engineer</td>
</tr>
<tr>
<td>110 East Oak Street</td>
<td>Diagraph Bradley</td>
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<tr>
<td>West Frankfort, IL 62896</td>
<td>1709 W. Maplewood</td>
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<th>Business Data Processing</th>
<th>Electronics</th>
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<tr>
<td>Mr. Mike Garlinghouse</td>
<td>Mr. Pat Sipes</td>
</tr>
<tr>
<td>Business Instructor</td>
<td>Franklin Community</td>
</tr>
<tr>
<td>Murphysboro High School</td>
<td>High School</td>
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<td>Murphysboro, IL 62666</td>
<td>West Frankfort, IL 6289</td>
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<th>Child Care/Teacher Aide</th>
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<tr>
<td>Ms. Melva Ponton</td>
<td>Mr. Kevin Buenerkemper</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Director</td>
</tr>
<tr>
<td>Department of Curriculum</td>
<td>Jackson County Ambulanc</td>
</tr>
<tr>
<td>116-K Quigley</td>
<td>Service</td>
</tr>
<tr>
<td>SIU-C</td>
<td>P. O. Box 310</td>
</tr>
<tr>
<td>Carbondale, IL 62901</td>
<td>Carbondale, IL 62901</td>
</tr>
</tbody>
</table>
Machinist
Mr. Ron Stewart
KRN Tool & Machine Co.
201 S. 16th Street
Herrin, IL 62948

Marketing
Mr. John M. Klarer
Mel's
University Mall
Carbondale, IL 62901

Practical Nursing
Mrs. Josephine Vercellino
Director of Nursing
Marshall Browning Hospital
900 North Washington
Du Quoin, IL 62832

Quality Control
Mr. Norman Thomas
152 Circle Drive
Herrin, IL 62948

Travel/Tourism
Ms. Brenda Brewster
Thunderbird Travel Agency
112 East Walnut
Herrin, IL 62948

Welding
Mr. Thomas DeVardo
1106 Laura Lane
Marion, IL 62959

ACCOUNTING
Certificate Program
This program, composed almost completely of accounting courses, is designed for the student who desires to gain and/or increase skills in the area of accounting. Successful completion of the program will lead to the awarding of a certificate of achievement.

First Year - Fall Semester
ACC 101 Fundamentals of Accounting 4
Business Elective 3
BUS 138 Business Seminar 1

First Year - Spring Semester
ACC 102 Fundamentals of Accounting II 4
ACC 221 Payroll Accounting 2
Business Elective 3

Second Year - Fall Semester
ACC 215 Intermediate Accounting I 4
ACC 217 Cost Accounting 3

Second Year - Spring Semester
ACC 216 Intermediate Accounting II 4
ACC 218 Tax Accounting 3

Recommended Electives:
BUS 221 Business Law 3
BUS 110 Introduction to Business 3
BUS 111 Business Mathematics 3
BUS 127 Calculating Machines 3

ACCOUNTING
Degree Program
This is a two-year accounting program designed to meet the needs of modern business and industry.

Courses in the curriculum are aimed at developing habits of critical and logical thinking, as well as the ability to analyze, record, and interpret accounting data.

Graduates of the program are qualified to become bookkeepers, junior accountants, accounting aides, payroll clerks, and government and civil service workers. Completion of the program leads to the Associate in Applied Science degree.

First Year - Fall Semester
ENG 101 English Composition 3
ACC 101 Fundamentals of Accounting 4
BUS 111 Business Mathematics 3
BUS 110 Introduction to Business 3
PSY 132 Psychology 3

First Year - Spring Semester
SPE 115 Speech 3
ACC 102 Fundamentals of Accounting 4
DPR 104 Spreadsheet Design 3
PSC 131 American Government 4
ACC 221 Payroll 2

Second Year - Fall Semester
ACC 215 Intermediate Accounting I 4
ACC 217 Cost Accounting 3
BUS 221 Business Law 4
BUS 235 Business Correspondence 3
Business Elective 3

Second Year - Spring Semester
ACC 216 Intermediate Accounting II 4
ACC 218 Tax Accounting 3
ACC 103 Accounting on Micro-Computer 2
ECO 101 Business Economics 3
Business Elective 3

AUTOMOTIVE MECHANICS
This one-year program is designed for individuals desiring basic training in automotive testing, tune-up, and repair. Upon completion of this intensive specialized program, the student will be qualified as an apprentice line mechanic in a dealership or in an independent business. With additional work experience or education, the student could progress to the level of journeyman mechanic.

Fall Semester
AAM 178 Special Electrical Training 3
AAM 173 Brakes and Suspensions 3
AAM 175 Heating and Air Conditioning 2
AAM 176 Agricultural/Automotive Mechanics Laboratory 5
IND 121 Manufacturing Processes I 2
IND 138 Industrial Seminar 1
Spring Semester

ENG 112 Communications II 3
PSY 128 Human Relations 2
AAM 170 Fundamentals of Internal Combustion Engines 2
AAM 171 Engine Electrical Studies 2
AAM 172 Fuels, Lubrication, and Carburetion 2
AAM 273 Chassis Electrical Studies 3
AAM 177 Agricultural/Automotive Mechanics Laboratory 5

AUTOMOTIVE TECHNOLOGY

Principles of design and operation provide for an exact appreciation of the functions of automotive units. Coordinated laboratory work develops ability to execute diagnostic tests and complete the repairs which are indicated. The curriculum provides students for employment as line mechanics, diagnostic technicians, and industrial maintenance personnel, as well as shop managers, company technicians, factory representatives, or teachers.

First Year - Fall Semester

IND 121 Manufacturing Processes 2
MAT 105 Technical Mathematics 3
IND 138 Industrial Seminar 1
AAM 173 Brakes and Suspension 3
AAM 174 Diesel Engines 1
AAM 175 Heating and Air Conditioning 5
AAM 177 Auto Lab 17

First Year - Spring Semester

ENG 101 Composition 3
AAM 178 Special Electrical Training 3
AAM 170 Fundamentals of Internal Combustion Engines 2
AAM 171 Engine Electrical Studies 2
AAM 172 Fuel, Lubrication and Carburetion 2
AAM 176 Auto Lab 17

Second Year - Fall Semester

AAM 275 Service Management 2
AAM 277 Electrical Engine Control and Emissions 3
AAM 279 Drive Trains I 2
AAM 276 Auto Lab 5
PSY 132 General Psychology 3
SPE 115 Speech 3

Second Year - Spring Semester

PSC 131 American Government 4
AAM 273 Chassis Electrical Studies 3
AAM 271 Drive Trains II 2
WEL 181 Gas Welding 1
WEL 182 Arc Welding 1
AAM 277 Auto Lab 16

BANKING AND FINANCE

This is a two-year program designed to serve the training needs of presently employed individuals in banks and other financial institutions and to provide training opportunities for those not currently employed in the field of banking and finance. Those who successfully complete the program will have an understanding of the principles of banking and bank procedures, accounting, credit investments, and knowledge of the areas of management and data processing.

First Year - Fall Semester

ENG 101 English 3
ACC 201 Accounting 4
BUS 111 Business Mathematics 3
BUS 253 Principles of Banking 3
BUS 138 Business Seminar 1
BUS 110 Introduction to Business 3

34
First Year - Spring Semester
SPE 115 Speech 3
ACC 202 Accounting 3
MGT 112 Principles of Management 3
PSC 131 American Government 4
BUS 254 Money and Banking 3

Second Year - Fall Semester
ECO 201 Economics 3
BUS 259 Bank Accounting 3
DPR 206 Basic Business Statistics 3
DPR 104 Basic Programming 3
BUS 255 Bank Marketing 3

Second Year - Spring Semester
BUS 235 Business Correspondence 3
DPR 104 Computer-Related Applications 3
Business Electives 6
PSY 132 Psychology 3

BOOKKEEPER-CLERICAL STUDIES
This is a one-year program designed to prepare bookkeepers and general clerical office workers. Accounting courses develop the ability to analyze and record business transactions; other business courses help to develop necessary office skills and a knowledge of office procedures.

Graduates of the program are qualified to fill positions such as the following: general bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

Successful completion of the program leads to a certificate of achievement.

Fall Semester
ACC 101 Fundamentals of Accounting I 4
ENG 111 Communications I 3
BUS 127 Calculating Machines 1
BUS 111 Business Mathematics 3
TYP 116 Typing II 1
BUS 138 Business Seminar I 1

Spring Semester
ACC 102 Fundamentals of Accounting II 4
PSY 128 Human Relations 2
TYP 117 Typewriting II 3
ACC 201 Payroll Accounting 2
MGT 236 Records Management 1
Business Elective 2-3

Recommended Electives:
BUS 235 Business Correspondence
BUS 110 Introduction to Business
BUS 128 Office Machines

A proficiency exam is available for TYP 116 and 117 for students entering the program with a sound background in typewriting. See your advisor or the chairperson of the Division of Business and Industry for information.

BUSINESS DATA PROCESSING
Students who successfully complete this program will have the skills and knowledge necessary for performing normal office managerial responsibilities. Graduates will be able to implement modern business practices into the small business and industrial environment. They will be skilled in the following: analyzing business problems, aiding in the selection of data and/or word processing equipment necessary to solve problems, programming equipment, and operating equipment. Students completing the two-year curriculum will earn an Associate in Applied Science degree.

Typing 116 or one year of high school typewriting is a prerequisite for entry into the program.

First Year - Fall Semester
DPR 101 Introduction to Data Processing 3
DPR 102 Beginning BASIC 3
ACC 101 Accounting I 4
ENG 101 English 3
BUS 111 Business Mathematics 3
BUS 138 Business Seminar 1

First Year - Spring Semester
DPR 104 Spreadsheet Design 3
DPR 201 COBOL I 3
PSC 132 Psychology 2
ACC 102 Accounting II 4
BUS 110 Introduction to Business 3

Second Year - Fall Semester
DPR 202 COBOL II 3
DPR 103 Systems 3
DPR 120 Database Management 3
SPE 115 Speech 3
Business Electives 16

Second Year - Spring Semester
DPR 215 Advanced Programming Project 3
DPR 206 Business Statistics 3
DPR 220 Advanced Computer Applications 3
PSC 131 American Government 4
Business Electives 16

A proficiency exam is available for DPR 102 for students entering the program with a sound background in BASIC programming. See your advisor or the chairperson of the Division of Business and Industry for information.

COMPUTER OPERATOR/DATA ENTRY
Students who successfully complete this program will have the skills and knowledge necessary to maintain an existing small business automated system. They will be able to perform the duties necessary to enter, store, retrieve, transfer, update, and maintain data and data files. They will possess the
required technical knowledge to ensure the proper care of equipment and software. Students who complete this one-year program will receive a certificate of achievement.

Typing 116 or one year of high school typewriting is a prerequisite for entry into the program.

**Fall Semester**

- DPR 101 Introduction to Data Processing 3
- TYP 117 Intermediate Typing 3
- BUS 220 Business Accounting 3
- DPR 120 Data Base Management 3
- BUS 138 Business Seminar 1
- BUS 111 Business Mathematics 3

**Spring Semester**

- DPR 104 Spreadsheet Design 3
- PSC 128 Human Relations 2
- DPR 205 Word Processing 3
- BUS 237 Office Procedures 3
- ACC 221 Payroll accounting 2
- Business Elective 3

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**CHILD CARE**

Graduates of this two-year program in child care will be trained to work with children in public and private day care centers, headstart centers, nursery schools, and residential centers. Students completing the two-year curriculum will earn an Associate in Applied Science degree.

**First Year - Fall Semester**

- CCT 160 Introduction to Pre-School Children 3
- CCT 161 Principles and Practices of Child Care 4
- BUS 115 Music for Children 3
- PSY 132 General Psychology 3
- CCT 272 Reading Skills 2
- LHL 101 Cardiopulmonary Resuscitation 1

**First Year - Spring Semester**

- CCT 162 Introduction to School Age Children 3
- CCT 266 Recreation and Crafts for Children 3
- RRT 210 Art for Children 3
- NS 111 Communications I or ENG 101 3
- PSY 262 Child Psychology 3
- IT 264 Literature for Children 3

**Second Year - Fall Semester**

- NS 112 Communications II or SPE 115 3
- SY 265 Education of Exceptional Children 2
- CT 264 Methods of Teaching Special Children 3
- NE 100 Nutrition 3
- CT 267 Child Care Laboratory 5

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**Second Year - Spring Semester**

- PSC 131 American Government or HIS 201 or HIS 202
- United States History I or II 3-4
- SOC 263 Marriage and Family 3
- CCT 266 Pre-School Administration 4
- CCT 268 Child Care Laboratory 5

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**CLERK-TYPIST**

This is a one-year program designed for the individual desiring a clerical office position involving no shorthand. Emphasis is placed on typewriting, filing, records management, bookkeeping, basic skills, and office procedures.

Upon completion of the program, a graduate will be qualified to fill positions such as the following: receptionist, file clerk and typist, as well as general office clerical positions and civil service positions. Successful completion of the program leads to the certificate of achievement.

**Fall Semester**

- MGT 236 Records Management 1
- TYP 116 Typewriting I 3
- ENG 111 Communications I 3
- BUS 111 Business Mathematics 3
- BUS 127 Calculating Machines 1
- BUS 110 Introduction to Business 3
- BUS 136 Business Seminar 1

**Spring Semester**

- TYP 117 Typewriting II 3
- BUS 128 Office Machines 3
- ACC 220 Business Accounting 3
- BUS 237 Office Procedures 3
- BUS 235 Business Correspondence 3
- PSY 128 Human Relations 2

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A proficiency exam is available for TYP 116 and 117 for students entering the program with a sound background in typewriting. See your advisor or the chairperson of the Division of Business and Industry for information.

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**COAL MINING TECHNOLOGY**

( Cooperative Program with Wabash Valley College )

The coal mining technology two-year Associate in Applied Science degree curriculum is offered in cooperation with Wabash Valley College. It supplies background information about the geologic formation of coal, the history of mining, and all aspects of modern technical mining.
### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>CML 112</td>
<td>Introduction to Coal Mining</td>
<td>3</td>
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<tr>
<td>CML 142</td>
<td>Mine Atmosphere and Detection Instruments</td>
<td>4</td>
</tr>
<tr>
<td>CML 152</td>
<td>Roof and Rib and Personal Safety</td>
<td>4</td>
</tr>
<tr>
<td>MTH 106</td>
<td>Technical Mathematics I</td>
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<td>Social Science Elective</td>
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<tr>
<td>ORI 100</td>
<td>Career Life Planning</td>
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<td>Problems of Operating Underground Mines</td>
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<td>CML 172</td>
<td>First Aid and Mine Rescue</td>
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<td>CML 232</td>
<td>Mine Electrical Maintenance I</td>
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<td>CML 182</td>
<td>Mining Equipment and Operations</td>
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<td>CML 282</td>
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<td>CML 212</td>
<td>Mine Hydraulics I</td>
<td>4</td>
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<tr>
<td>CML 252</td>
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<tr>
<td>CML 222</td>
<td>Mine Hydraulics II</td>
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<tr>
<td>CML 242</td>
<td>Mine Machinery Repair I</td>
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<tr>
<td>WEL 181</td>
<td>Introduction to Oxy-Acetylene Welding</td>
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<td>WEL 182</td>
<td>Introduction to Arc Welding</td>
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<td>CML 132</td>
<td>Mine Conveyor Belt Maintenance</td>
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<td>COS 102</td>
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<td>COS 112</td>
<td>Cosmetology Lab</td>
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<td>ENG 112</td>
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<tr>
<td>COS 113</td>
<td>Cosmetology Lab</td>
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<td>ALH 101</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
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<td><strong>Total</strong></td>
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### COSMETOLOGY Degree Program

The Cosmetology Program is designed to give students thorough training in the arts, skills, and applied sciences that deal with adornment through care and treatment of the hair, nails, and skin.

The program meets the standards of the Department of Registration and Education, State of Illinois, in total hours, teaching staff, equipment, facilities, the library, and course content.

Graduates are prepared for licensure by the Illinois State Board of Cosmetology, which qualifies the graduate for employment, and an Associate in Applied Science degree.

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![Image](image-url)
Fall Semester

COS 101 Cosmetology Theory 6
COS 117 Cosmetology Lab 5
ENG 111 English Composition 3

Spring Semester

COS 102 Cosmetology Theory 6
COS 112 Cosmetology Lab 5
ENG 112 English Composition 3

Summer Semester

COS 115 Cosmetology Lab 6
ALN 101 Cardiopulmonary Resuscitation 3

Fall Semester

COS 124 Cosmetology Seminar 1
COS 130 Cosmetology Internship 150 3
PSC 131 American Government or
HIS 201 or 202 United States History I or II 3-4
BUS 220 Business Accounting 3
BUS 220 Business Electives 3-20

COSMETOLOGY

Licence Program

The Cosmetology License Certificate Program will eventually replace the current 61-hour cosmetology certificate requiring general education courses.

The employment objectives will remain the same. However, all students who successfully complete the program will be qualified to work as a cosmetologist in a beauty salon or start their own cosmetology business.

Cosmetology continues to be an increasingly growing profession with a good occupational growth rate.

Fall Semester

COS 101 Cosmetology Theory 6
COS 117 Cosmetology Lab 5
COS 114 Cosmetology-Related Lab 3

Spring Semester

COS 102 Cosmetology Theory 6
COS 112 Cosmetology Lab 5
COS 114 Cosmetology-Related Lab 3
ALN 101 Cardiopulmonary Resuscitation 3

Summer Semester

COS 113 Cosmetology Lab 8

CRIMINAL JUSTICE

The Criminal Justice Program prepares students for positions in law enforcement and corrections. It is planned that the graduates of the program will be knowledgeable and highly skilled in the areas of law, crime control and detection, corrections, personnel management, police administration, and interpersonal skills. The program will provide personal skills for future public officials, detectives, and guards. Completion of the program leads to the Associate in Applied Science degree.

First Year - Fall Semester

PSC 131 American Government 6
ENG 111 Communications or
ENG 101 English Composition 3
PSC 131 Principles of Psychology 3
LSP 101 Introduction to Blegen Control 3
LEF 105 Criminal Behavior 3
ALN 101 Cardiopulmonary Resuscitation 3

First Year - Spring Semester

ENG 112 Communications or
ENG 101 Speech 3
PSC 131 Principles of Psychology 3
LSP 101 Introduction to Criminal Behavior 3
LEF 105 Criminal Behavior 3
LEF 105 Investigative Techniques 3
LEF 105 Criminal Procedure 3
LEF 105 Personal Management in Criminal Justice 3

First Year - Summer Semester

LEF 201 Internship (optional) 3

Second Year - Fall Semester

LEF 210 Introduction to Security 3
LEF 210 Criminal Law 3
LEF 210 Criminal Law 3
ENG 113 Professional Technical Writing 3
Science Elective 3

Second Year - Spring Semester

LEF 210 Criminal Law 3
LEF 210 Criminal Law 3
LEF 210 Criminal Law 3
LEF 210 Criminal Law 3
Humanities Elective 3
Elective 3

DENTAL ASSISTING

The Dental Assisting Program is designed to train individuals with the skills necessary to become a dental assistant. Students will serve the functions of chairside assistant, laboratory aide, and dental office manager. The Dental Assisting Program is approved by the Southern Illinois Dental Society and is recognized by the Commission on Dental Accreditation. The program is accredited by the Council on Postsecondary Accreditation and the United States Department of Education. Classroom instruction is combined with laboratory and clinical
Fall Semester

DNA 100 Dental Science I 3
DNA 101 Dental Assisting Procedures I 4
DNA 104 General Science II 3
DNA 107 Dental Materials I 3
ENG 131 Communications or ENG 104 Communications or ENG 102 3
ALH 101 Cardio-pulmonary Resuscitation 1

Spring Semester

DNA 101 Dental Science II 3
DNA 103 Dental Assisting Procedures II 2
DNA 105 Dental Radiography II 2
DNA 106 Preventive Dental Health Education 2
DNA 108 Dental Materials II 2
DNA 111 Dental Assisting Internship I 3
ENG 112 Communications or SPE 116 3

Summer Semester

DNA 109 Dental Office Procedures 2
DNA 110 Dental Ethics and Legal Considerations and Professionalism 1
DNA 112 Dental Assisting Internship II 3
PSY 120 General Psychology 3

DEVELOPMENTALLY DISABLED ATTENDANT CARE

This course is designed for students interested in becoming aides for the developmentally disabled at rehabilitation sites in mental health or long-term care facilities. Emphasis is placed on resident safety and health, normalizing daily living skills, using rights and needs of residents, and programming for the developmentally disabled resident. A certificate is awarded upon completion of the course.

DDB 101 Developmentally Disabled Attendant Care 6

DIESEL MECHANICS

The one-year Diesel Mechanics Program is designed so that a student who completes the curriculum will be eligible for entry-level employment. Emphasis is placed on instruction in design, maintenance, and troubleshooting skills. Those completing the program will receive a certificate of achievement.

Fall Semester

AAM 174 Diesel Engines 3
IND 121 Manufacturing Processes 1
IND 111 Communications I 3
QST 105 Technical Mathematics I 3
IND 138 Industrial Seminar 1
CHE 120 Production andacey+ 1
Molded

Spring Semester

PSY 128 Human Relations 3
ENG 112 Communications or SPE 116 3
AAM 176 Agricultural/Automotive Mechanics Laboratory 5
AAM 170 Fundamentals of Internal Combustion Engines 4
AAM 171 Engine Electrical Systems 2
AAM 172 Fuel, Lubrication and Carburetion 3

Summer Semester

DIE 180 Diesel Fuel Injection Systems 3
DIE 181 Diesel Engine Maintenance 2
DIE 182 Diesel Pocketbook 2
DIE 183 Diesel Laboratory 2

GENERAL DRAFTING

The one-year drafting curriculum is offered to students desiring to enter industry as a drafter, designer, or general layout person. Technical training and related technical studies in machine tools, materials, and production drawing are included in the program.

Fall Semester

MAT 105 Technical Mathematics I 3
GRT 101 Technical Drafting I 3
IND 101 Materials 3
BRT 101 Architectural Drafting 3
IND 138 Industrial Seminar 12

Spring Semester

ENG 112 Communications II 3
GRT 105 Descriptive Geometry 3
GRT 107 Technical Drafting II 4
IND 121 Manufacturing Processes I 2
GRT 214 Architectural Drafting 3

COMPUTER-AIDED DESIGN AND DRAFTING

This curriculum is designed specifically to prepare men and women for positions in the field of industrial drafting, engineering drafting, architectural drafting, and civil engineering drafting. Emphasis is placed on the use of Computer-Aided Drafting (CAD) to accomplish these goals. All practical work experience is layout and detailing is in accordance with standard practices recommended by the U.S. Department of Defense, American Society of Automotive Engineers, and other recognized standardized agencies. The graduate of this program will be certified as a CAD drafter, detailer, junior tool designer, or engineering draftsman.

IND 165, Introduction to Computers, will be required of the student who has had little or no experience with computers prior to entry into the program.
ELECTRONICS TECHNOLOGY

This two-year program is designed to provide a thorough understanding of basic communications, solid state electronics, digital electronics, computer operations, and industrial electronics...

The graduate of this program will be prepared for an entry-level position as an electronics technician.

Upon completion of this program, the student will be awarded an associate degree in electronics technology.

For those students entering the program with prior education or on-the-job experience, it is possible to test out of part or all of the courses. Please see your instructor for the determination of the Division of Business and Industry for additional information.
EMERGENCY MEDICAL TECHNOLOGY
Certificate Program
This program is designed to train certified EMTs to a skill level over and above the minimal competency levels established by the State of Illinois.

Fall Semester:
- EMT 101 Emergency Medical Technician I: 5
- BUS 124 Introduction to Medical Terminology & Medical Administration: 2
- EMT 125 Emergency Medical Technician II: 5
- EMT 111 Emergency Rescue Technician: 3
- ENG 105 Technical Writing & Reading: 3
- EMT 117 Emergency Evacuation Training: 2
- EMT 126 Cooperative Work Experience: 1
- EMT 127 Cooperative Work Experience II: 1
- ALN 101 Cardiopulmonary Resuscitation: 1

Recommended Elective:
- EMT 112 Emergency Medical Technician III: 2

ENGINEERING AIDE
This program is designed to prepare students to assist engineers and other professional personnel in the everyday functions involved in the engineering field. Some of their duties may include drafting, field work, preliminary calculations, and design.

Fall Semester:
- MAT 110 Intermediate Algebra: 6
- SUR 201 Surveying: 3
- ENG 104 Architectural Drafting: 4
- IND 101 Industrial Seminar: 1
- IND 104 Industrial Seminar: 1
- IND 201 Metallurgy: 2

Spring Semester:
- PHY 151 Physics: 4
- GPS 17B Introduction to Computers: 2
- EMS 110 Engineering Graphics: 3
- EMS 112 Professional Technical Writing: 3

EXECUTIVE SECRETARY
The Executive Secretarial studies curriculum is a two-year program leading to the Associate in Applied Science degree. It provides students with the skills needed to fill positions such as the following: executive assistant, secretary, or executive secretary to professionals in legal, medical, and industrial areas; administration aides; and other positions requiring well-trained, responsible secretaries. Graduates are also qualified to fill civil service positions.

First Year - Fall Semester:
- TYP 116 Beginning Typing: 3
- SHH 104 Beginning Shorthand: 3
- BUS 121 Business Mathematics: 3
- ENG 102 General Psychology: 3
- ENG 106 English Composition: 3
- MGT 201 Records Management: 3
- BUS 123 Business Seminar: 1

First Year - Spring Semester:
- TYP 117 Typing: 3
- SHH 125 Shorthand: 3
- BUS 126 Office Machines: 3
- MGT 202 Business Math: 3
- BUS 121 Business Law: 3
- BUS 127 Business Machines: 3

Second Year - Fall Semester:
- TYP 230 Production Typing: 3
- SHH 220 Shorthand: 3
- BUS 220 Introduction to Business: 3
- BUS 225 Business Correspondence: 3
- BUS 226 Introduction to Medical Terminology: 1
- BUS 227 Legal Secretarial Practice: 2

Second Year - Spring Semester:
- ACC 220 Business Accounting: 3
- SHH 222 Management: 3
- BUS 227 Office Procedures: 3
- PSC 112 American Government: 4
- BUS 228 Executive Secretary Work Experience: 1
- GPS 210 Advanced Word Processing: 2

A proficiency exam is available for TYP 116, 117 and BUS 124, 125 for those students entering the program with previous background in shorthand and typing. See your advisor or the Chairperson of the Division of Business and Industry for information.

INDUSTRIAL ELECTRONICS MAINTENANCE
This is a one-year program that emphasizes DC/AC fundamentals, solid state electronics, and industrial electronics applications.

The graduate of this program will be qualified for an entry-level position in an industrial setting as an industrial electronics maintenance specialist.

Upon completion of this program, the student will be awarded a one-year certificate in Industrial Electronics Maintenance.

For those students entering the program with prior experience in electronics, it is possible to test out of the basic courses. See your advisor or the Chairperson of the Division of Business and Industry for additional information.
Fall Semester

ELT 100 DC/AC Fundamentals
ELT 101 Electronic Devices and Instrumentation
ELT 103 Fabrication
MAT 103 Technical Mathematics
BUS 130 Business Seminar

Spring Semester

ELT 110 Solid State Electronics
ELT 111 Digital Electronics
PHI 110 Technical Physics

Summer Semester

ELT 220 Industrial Electronics

First Year - Fall Semester

TPS 116 Beginning Typing
SMH 134 Beginning Shorthand
BUS 111 Business Mathematics
PSY 102 General Psychology
ENG 101 English
MCM 133 Business Management
BUS 136 Business Seminar

First Year - Spring Semester

TPS 117 Typing
SMH 135 Shorthand
BUS 120 Office Machines
ENG 113 Communications
BUS 121 Business Law
BUS 126 Business Machines

Second Year - Fall Semester

TPS 230 Production Typing
SMH 232 Shorthand
BUS 247 Legal Secretarial Practice
BUS 235 Business Correspondence
ACC 220 Business Accounting
DRP 205 Word Processing

Second Year - Spring Semester

BUS 237 Office Procedures
PSY 111 American Government
SMH 230 Shorthand
BUS 246 Legal Secretarial Practice
BUS 244 Legal Secretarial Work Experience
GEN 210 Advanced Word Processing

A proficiency exam is available for TPS 116, 117 and SMH 124, 125 for those students entering the program with a background in shorthand and typing. See the program bulletin of the Division of Business and Industry for information.

COMPUTER-AIDED MACHINIST

(One-Year Certificate)

The Machinist Program is designed to provide an intensive study of the basic skills, operations, and machines tools used in the machinist trade.

The graduate of this two-semester program will be qualified for immediate employment in a job shop, mining machine shop, or automotive machine shop as a general machinist.

Upon graduation from this program, the graduate will be awarded a certificate of achievement from John A. Logan College.

Fall Semester

MAT 106 Technical Mathematics
MCC 130-136 Machine Tool Operations
MCC 154 Introduction to CNC Machine Technology
IND 130 Seminar

LEGAL SECRETARY

The Legal Secretary curriculum is designed to provide specialized training for the secretary, who intends to secure employment in a legal office, courthouse, corporate legal department, bank, or real estate office. In addition to acquiring executive secretary skills, the student will also be given specialized training in legal work, which will enable him/her to become familiar with legal terminology and legal procedures.
Spring Semester:
MAT 105 Technical Mathematics 3
ENG 112 Communications 3
MAC 165-185 Machine Tool Operations 6
ENG 105-165 Computer Aided Machining 8

Fall Semester:
MAT 105 Technical Mathematics 3
ENG 112 Communications 3
MAC 165-185 Computer Aided Machining 8
ENG 105-165 Computer Aided Machining 8

Spring Semester:
ENG 112 Communications 3
MAC 165-185 Machine Tool Operations 6
MAC 165-185 Computer Aided Machining 8

Fall Semester:
PSY 122 Human Relations 2
MAC 165-185 Machine Tool Operations 6
ENG 201 Ceramics 2
ENG 205 Advanced CAD/CAM 2

COMPUTER AIDED MACHINIST
Certificate Program
The Machinist Program is designed to provide an intensive study of the basic skills, operations, and machine tools used in the machinist trade.

The graduate of this three-year program will be qualified for immediate employment in a job shop, factory, machine shop, or automotive machine shop as a general machinist, or CNC lathe or milling machine operator.

Upon graduation from this program, the graduate will be awarded an advanced certificate of achievement from John A. Logan College.

COE MACHINING MACHINE OPERATOR
Certificate Program
This program is designed for those seeking employment as a conventional machine operator or CNC verified milling machine operator.

Upon completion from this program, the graduate will be awarded a certificate of achievement from John A. Logan College.

CNC LATHE OPERATOR
Certificate Program
This program is designed for those seeking employment as a conventional lathe operator or CNC lathe programmer/operator.

Upon completion of this program, the graduate will be awarded a certificate of achievement from John A. Logan College.

CNC MACHINING MACHINE OPERATOR
Certificate Program
This program is designed for those seeking employment as a conventional machine operator or CNC verified milling machine operator.

Upon completion of this program, the graduate will be awarded a certificate of achievement from John A. Logan College.

MARKETING (MFG-ENGINEERING)
Certificate Program
The overall purpose of the marketing program is to help prepare individuals for employment or advancement in marketing, management, sales, and related areas. Opportunities for the graduate are store managers, division managers, department managers, salespersons, and owners. This field is
First Year - Fall Semester

ENG 101 English Composition
BUS 110 Introduction to Business
MGT 111 Management Information Systems
MKT 125 Advertising
MGD 120 Business Graphics

First Year - Spring Semester

ENG 102 English
MGT 122 Principles of Management
MKT 122 Advertising
MGD 125 Business Management
MGD 126 Business Graphics

Second Year - Fall Semester

BUS 221 Business Law
ACCT 220 Business Accounting
BUS 225 Business Correspondence
PSY 132 Psychology
MGD 225 Retail Buying

Second Year - Spring Semester

MGT 215 Coordinated Marketing
MGD 220 Marketing Management
MGD 224 Coordinated Accounting
MGD 226 Coordinated Marketing
MGD 220 Business Management
PSY 233 American Government
MGD 220 Merchandising

MEDICAL TRANSCRIPTION

This is a two-year program designed for the individual desiring a clerical/typing position in the medical field. Emphasis is on the study and use of medical terminology and transcription techniques. Proficiency will be shown in the typing of medical reports and charts, as well as accurate transcription of medical information.

Upon completion of the program, a graduate will be eligible for 900 hours in hospitals, clinics, hospitals, office, and perform medical transcription and other related tasks. Successful completion of the program leads to a certificate of achievement.

Fall Semester

MGD 225 Records Management
MGD 229 Typing
MGD 230 Accounting
MGD 227 Calculating Machines
PSY 132 Medical Terminology
MGD 230 Business Accounting
MGD 235 Merchandising
MGD 230 Business Administration

Spring Semester

MGD 235 Advance Medical Terminology
BUS 250 Advanced Medical Transcription 3
DNR 205 Word Processing 8

A proficiency exam is available for all 116 and 117
for those students entering the program with a
background in typewriting. See your coordinator
for information.

ASSOCIATE DEGREE NURSING

(Cooperative Program)

This program is accredited by the National
League for Nursing.

The Associate Degree Nursing Program is offered in
cooperation with the Southern Illinois College.

All courses are offered at the College and meet the
requirements for schools accredited for associate
degree nursing in Illinois.

The applicant should consult the Admissions
Office at the College and request an admissions packet
to the Associate Degree Nursing Program. The steps to
be followed are specified in the packet.

In addition to the college application, the applicant
must be able to do the following: provide proof of
successful completion of an approved school of
practical nursing or the equivalent knowledge and
skills of a practical nurse; pass the T.C.P. Fundamentals
of Nursing Examination; successfully complete the
associate degree nursing pre-entrance examination,
a mathematics examination, and the
Nelson-Atom Reading Tests; successfully demonstrate
knowledge in all abilities of fundamentals of nursing
skills, and provide proof of sound health to
practice nursing.

The selection procedures are listed in the admission
packet.

Upon satisfactory completion of the program, the
student will be eligible to take the Illinois State
Board Test Pool Examination for registered nursing.

Fall Semester

ENG 111 Communications
ENG 105 English Composition I 3
ADM 201 Introduction to Conceptual Framework 3
ADM 217 Orthopedic-Dermatological Nursing Interventions 3
ADM 205 Neurological-Sensory Nursing Interventions 2
ADM 208 Metabolic-Endocrine Nursing Interventions 3
ADM 216 Gastrointestinal-Sensory-Intestinal Nursing Interventions 3
CHM 101 General Inorganic Chemistry or PHS 104 Chemistry for Non-Science
Majors 0-5
ALH 101 Cardiopulmonary Resuscitation 20-22

Spring Semester

SOC 263 Marriage and Family 3
ADM 204 Autonomic Nursing Interventions 3
ADM 211 Respiratory Nursing Interventions 2
ADM 214 Maternal-Neonatal Nursing Interventions 2
ADM 217 Psychiatric Nursing Interventions 2
ADM 218 Pediatric Nursing Interventions 2
HMM 243 Supervisory Techniques 2

Summer Semester

PSY 211 American Government 3
ADM 209 Community Health Nursing 2
ADM 213 Nursing Today and Tomorrow 2

*This program is offered as a cooperative program
with the SIU School of Technical Careers, Shawnee
College, Southeastern Illinois College, and Rend
Lake College.

All courses are offered at John A. Logan College and
appropriate clinic sites.

Transfer students will be required to complete Human
Relations 120 or General Psychology 120 and
Complete 20 credits in the Practical Nursing program.

NURSING ASSISTANT

This course is designed for students interested in
becoming nursing assistants. Students receive
training that will enable them to work in hospitals,
long-term care facilities, or health departments.

The applicant should contact the Admissions
Office at the College and request an admissions packet
to the Practical Nursing Program. The steps to be
followed are specified in the packet.

In addition to completing the college application, the
applicant must be able to do the following: provide
proof of graduation from an accredited high school
or possess a G.E.D. certificate; successfully
pass the clinical nursing pre-entrance examination, a mathematics examination, and the

45
Nelson-Denny Reading Test, and provide proof of sound health to practice nursing.

The selection procedures are listed in the admission section.

The course has been approved by the Illinois Department of Public Health, and the requirements for the Nursing Degree are fulfilled by the completion of the course; each student will be certified by the IDPH and receive an official certificate with the state of Illinois Seal.

NUR 100 Nursing Assistant 2

**PRACTICAL NURSING**

The Practical Nursing Program is designed to provide an individual with the knowledge and skills to function as a safe and effective member of the health care team. The course is structured to meet the needs of the practical nurse for classroom, laboratory, and clinical experience. The program is approved by the Illinois Department of Registration and Education.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 101</td>
<td>Fundamentals of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Nursing Procedures</td>
<td>2</td>
</tr>
<tr>
<td>NUR 103</td>
<td>Clinical Nursing as an Art</td>
<td>2</td>
</tr>
<tr>
<td>NUR 104</td>
<td>Nursing throughout the Life Cycle</td>
<td>2</td>
</tr>
<tr>
<td>NUR 105</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Anatomy and Physiology</td>
<td>2</td>
</tr>
<tr>
<td>BUS 103</td>
<td>Pharmacology in Nursing I</td>
<td>1</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 111</td>
<td>Pharmacology in Nursing II</td>
<td>2</td>
</tr>
<tr>
<td>NUR 112</td>
<td>Maternal and Newborn Health</td>
<td>2</td>
</tr>
<tr>
<td>NUR 113</td>
<td>Obstetrics</td>
<td>2</td>
</tr>
<tr>
<td>NUR 114</td>
<td>Pediatric Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 115</td>
<td>Medical/Surgical Clinic (Part I)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 116</td>
<td>Medical/Surgical Clinic (Part II)</td>
<td>2</td>
</tr>
<tr>
<td>BUS 105</td>
<td>Medical/Surgical Clinic (Part II)</td>
<td>2</td>
</tr>
<tr>
<td>PSY 122</td>
<td>Human Relations or Psychology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 200</td>
<td>Medical/Surgical Nursing (Part II)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 201</td>
<td>Medical/Surgical Clinic (Part II)</td>
<td>2</td>
</tr>
<tr>
<td>NUR 117</td>
<td>Mental Health Nursing</td>
<td>1</td>
</tr>
<tr>
<td>ENG 112</td>
<td>Communications I or II</td>
<td>1</td>
</tr>
<tr>
<td>SPE 110</td>
<td>Speech</td>
<td>1</td>
</tr>
<tr>
<td>ALN 130</td>
<td>Allied Health Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

**QUALITY CONTROL**

The quality science field provides excellent career opportunities. The proper performance of every product depends upon quality. Whether one makes fasteners, tools, clothing, household appliances, chemicals, food, automobiles, electronic calculators, computers, fertilizers, or space vehicles.

The quality control program is designed to train individuals who will work with material acquisition, processing, and assembly and who have general and specific responsibilities. Training includes the area of process control and product liability. Classroom instruction is combined with on-the-job training to give the student the broadest possible coverage while still enabling concentrated instruction in specialized areas.

A slight program of classes is available.

**First Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>IOC 101</td>
<td>Total Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>BUS 116</td>
<td>Business Seminar</td>
<td>1</td>
</tr>
<tr>
<td>MGT 106</td>
<td>Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Technical Mathematics</td>
<td>3</td>
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</table>

**First Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>IOC 110</td>
<td>Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>SPE 115</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>IOC 111</td>
<td>Metrology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 101</td>
<td>Micro-Economics</td>
<td>3</td>
</tr>
<tr>
<td>IOC 101</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101 or 202</td>
<td>History, History, or History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Year - Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 112</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>IOC 210</td>
<td>Industrial Drawings</td>
<td>3</td>
</tr>
<tr>
<td>IOC 205</td>
<td>Industrial Safety and Health</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210B</td>
<td>Applications of Basic Programming for Business</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
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</tbody>
</table>

**Second Year - Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 280</td>
<td>Administrative Policy</td>
<td>3</td>
</tr>
<tr>
<td>IOC 230</td>
<td>Production Practice</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Statistical Testing</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DETAILED PLAN**

This one-year curriculum is designed for students who have chosen careers in industry. Opportunities are also found in many areas where salespersons and manufacturers are employed. Upon completion of the program, the graduate will be awarded a certificate of achievement.
Fall Semester

ENG 111 Communications I 3
CHS 111 Business Mathematics 3
ENG 112 Principles of Marketing 3
BUS 120 Business Law 3
BUS 180 Business Seminar I 1
Elective 3

Spring Semester

ENG 112 Communications II 3
MGT 112 Principles of Management 3
MKT 122 Principles of Advertising 3
MKT 222 Principles of Marketing Management 3
MGT 220 Business Accounting 3
PSY 120 Human Relations 3

STENOGRAPHY

This two-year program is designed for the person desiring a stenographic position. Because of the demand for stenographers, this program is designed for those students who have a background in shorthand or typing, or both, and also for those students with no previous training in this secretarial course. The program leads to the certificate of achievement.

Fall Semester

TP 116 Typing III 3
SH 120 Shorthand I 3
ENG 111 Communications I 3
BUS 127 Calculating Machines 3
BUS 111 Business Law 3
BUS 124 Business Correspondence 3
BUS 180 Business Seminar I 1

Spring Semester

TP 117 Typing III 3
SH 120 Shorthand II 3
ENG 111 Communications II 3
BUS 127 Calculating Machines 3
BUS 111 Business Law 3
BUS 124 Business Correspondence 3
BUS 180 Business Seminar I 1

A proficiency exam is available for TP 116, 127 and SH 120, 127 for those students entering the program with a background in shorthand and typing. See your advisor or the Chairperson of the Business and Industry Division for information.

TEACHING AID

Graduates of the teacher aide curriculums are employed in a variety of positions in educational activities at preschools, kindergartens, and elementary and secondary schools. They find employment possibilities as teachers' aides, aids, school office assistants, school-library assistants, and playground assistants. Some may be employed in similar roles in higher education.

First Year - Fall Semester

CIT 100 Introduction to Computer Science 3
ENG 111 Communications I 3
ENG 112 Principles of Management 3
MGT 112 Principles of Management 3
MKT 122 Principles of Advertising 3
MKT 222 Principles of Marketing Management 3
BUS 127 Calculating Machines 3
PSY 120 Human Relations 3

First Year - Spring Semester

CIT 100 Introduction to Computer Science 3
ENG 111 Communications I 3
ENG 112 Principles of Management 3
MGT 112 Principles of Management 3
MKT 122 Principles of Advertising 3
MKT 222 Principles of Marketing Management 3
BUS 127 Calculating Machines 3
PSY 120 Human Relations 3

Second Year - Fall Semester

FN 112 Communications I 1 or SP 115 3
PSY 120 Human Relations 3
ENG 111 Communications I 3
ENG 112 Principles of Management 3
MKT 122 Principles of Advertising 3
MKT 222 Principles of Marketing Management 3
BUS 127 Calculating Machines 3
PSY 120 Human Relations 3

Second Year - Spring Semester

FSC 111 United States History I or II 3
ENG 111 Communications I 3
ENG 112 Principles of Management 3
MKT 122 Principles of Advertising 3
MKT 222 Principles of Marketing Management 3
BUS 127 Calculating Machines 3
PSY 120 Human Relations 3

TRAVEL/TOURISM

Certificate

This program prepares students for the fast-growing travel industry. Tourism is rapidly becoming the third largest industry in the United States, providing numerous career opportunities. The travel industry's budget for Illinois is ranked fifth nationally. As a result, highly trained individuals are needed to meet the employment needs of this industry. The program trains students to be employed in travel agencies, airline reservations offices, hotels, motels, tour agencies, and in other areas within the travel industry.
Fall Semester

TRT 130 Introduction to Travel and Tourism
TRT 133 Introduction to Transportation
TRT 140 Travel Agency
TRT 141 Travel Geography 1
TRT 142 Introduction to Computers in Travel
SPE 116 Oral Communications

Spring Semester

TRT 143 Travel Relations and Marketing
HUM 101 Hotel/Motel Management
TRT 218 Travel Geography 2
PSY 132 General Psychology
ALH 101 CPR

Summer Semester

TRT 244 Internship (20 hrs. per week)

Travel/Tourism Degree

This program prepares students to enter the fast-growing travel industry at a higher level than the certificate program. Students who successfully complete this program are qualified to be employed as managers in travel agencies, airport reservations offices, hotel and motel desk agencies, and in other areas within the travel industry.

First Year - Fall Semester

TRT 130 Introduction to Travel and Tourism
TRT 133 Introduction to Transportation
TRT 140 Travel Agency 1
TRT 141 Travel Geography 1
TRT 142 Introduction to Computers in Travel
SPE 116 Oral Communications

First Year - Spring Semester

TRT 155 Travel Relations and Marketing
HUM 103 Hotel/Motel Management
TRT 218 Travel Geography 2
PSY 132 General Psychology
ALH 101 CPR

Second Year - Fall Semester

TRT 244 Travel Agency 2
HUM 212 Food and Beverage Management and Service
SPE 116 Oral Communications
ART 221 Art History of Fine Arts
Elementary French 1 or SPE 104
Elementary Spanish 1

Second Year - Spring Semester

TRT 253 Tour and Destination
TRT 255 Introduction to Travel and Business
TRT 256 Marketing Research
PSY 132 American Government

General Welding

The objective of the welding program is to provide comprehensive training in welding, metal fabrication, and practical metallurgy to produce graduates for immediate employment as welders and potential supervisory status.

Fall Semester

IND 200 Metallurgy
HUM 200 Technical Mathematics 1
ENG 134 Reading
WEL 220-225 Welding
IND 132 Industrial Seminar

Spring Semester

PSY 132 Human Relations
ENG 112 Communications 2
IND 121 Manufacturing Processes 1
WEL 112 Welding
WEL 200 Theory

Pipe Welding

This program provides additional training for graduates of the WEL 102 Welding program. The course offers an opportunity for the student to acquire skill in pipe welding. Individuals completing the program will be awarded a certificate of achievement.

Prerequisites for entry into the program are the following: welding certificate, appropriate work experience, or consent of the instructor.

WEL 102 Introduction to Pipe Welding
WEL 104 Pipe Welding

M.I.G. Welding

(Aluminum and Stainless Steel)

This program provides additional specialized training for graduates and currently employed persons in the field. Students will have the opportunity to acquire the latest skill in welding aluminum and stainless steel with M.I.G.

Prerequisites for entry into the program are the following: welding certificate, appropriate work experience, or consent of the instructor.

WEL 100 M.I.G. Welding
WEL 100 M.I.G. Welding-Aluminum
WEL 100 M.I.G. Welding-Stainless Steel
T.I.G. WELDING
(Aluminum and Stainless Steel)

This program provides extensive training to graduates and already employed persons in the field. Students will have the opportunity to acquire the latest skills in welding aluminum and stainless steel with T.I.G.

Prerequisites: Any general welding certificate, appropriate work experience, or consent of the instructor.

MEL 105 T.I.G. Welding Al.
MEL 106 T.I.G. Welding Stainless
MEL 107 T.I.G. Welding Al. /Stainless

HEAVY EQUIPMENT WELDING

This program provides additional training to graduates of the one-year welding program offered at John A. Logan College. The course offers a higher degree of skill and more specialized training for heavy equipment welding in various industries. Successful completion of this program will be evidenced by the awarding of a certificate of achievement.

MEL 140 Welding Laboratory
MEL 141 Welding Laboratory
MEL 142 Welding Laboratory
MEL 143 Welding Laboratory SV

OUT-OF-DISTRICT COOPERATIVE PROGRAMS

PROGRAMS AVAILABLE AT BELLEVILLE AREA COLLEGE THROUGH A COOPERATIVE AGREEMENT WITH JOHN A. LOGAN COLLEGE

Students residing in the Belleville Area College district may enroll at Belleville Area College for certificates and degree programs listed below. Entry to these programs is provided by joint agreement entered into by the Boards of Trustees of Belleville Area College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Belleville Area College should contact the Office of the Vice-President for Instructional Services at John A. Logan College.

PROGRAMS AVAILABLE AT REND LAKE COMMUNITY COLLEGE THROUGH A COOPERATIVE AGREEMENT WITH JOHN A. LOGAN COLLEGE

Students residing in the Rend Lake Community College district may enroll at Rend Lake College for certificates and degree programs listed below. Entry to these programs is provided by joint agreement entered into by the Boards of Trustees of Rend Lake College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Rend Lake College should contact the Office of the Vice-President for Instructional Services at John A. Logan College.

PROGRAMS AVAILABLE AT ILLINOIS EASTERN COMMUNITY COLLEGES THROUGH A SPECIAL TRIAD COOPERATIVE AGREEMENT WITH JOHN A. LOGAN COLLEGE

Students residing in the John A. Logan College district No. 350 may enroll at Illinois Eastern Community Colleges for certificates and degree programs listed below. Entry to these programs is provided by joint agreement entered into by the Boards of Trustees of Illinois Eastern Community Colleges and John A. Logan College.

Students interested in enrolling in one of the programs offered at Illinois Eastern Community Colleges should contact the Office of the Vice-President for Instructional Services at John A. Logan College.
CONTINUING EDUCATION AND COMMUNITY SERVICES

The Office of Continuing Education and Community Services makes available a comprehensive program of educational activities which are especially designed to meet the needs of adults who have been out of the regular school system for some time. The program offers courses from the basic level to university level, in the fields of education, business, public service, and social activities, and other community service activities as needed.

EXCLUDING CREDIT COURSES AND PROGRAMS

The College offers a variety of credit courses and programs to meet the needs of adults. A complete schedule of credit courses is published by the College on a semester basis. Many courses are open to the public at large. It is possible to complete the required courses to obtain an Associate Degree or to obtain College credit for a regular resident or nonresident student. Students should follow the guidelines as explained in preceding sections of the College Bulletin.

thurSDAY-THURSDAY COLLEGE

The Thursday-Thursday College allows the student to schedule his/her schedule of credit courses only two days per week for study minutes at a time.

WEEKEND COLLEGE

Weekend College courses are offered at John H. Logue College, beginning at 6:30 p.m. on Friday evenings, with additional courses on Saturday from 9:00 to 11:00 a.m. and 12:00 to 3:00 p.m.

OFF-CAMPUS CREDIT PROGRAM

(Delayed-Start)

OFF-CAMPUS CREDIT COURSES are conveniently offered in several locations, high school during evening hours. The courses are of the same content and are given as courses offered on the campus of John H. Logue College. They also meet regular college requirements for degree or certificate. Each class will meet 5 hours per week except one night per week for twelve weeks.

GENERAL STUDIES ADULT EDUCATION COURSES AND PROGRAMS

General studies adult education programs are made available in several programs areas. Adult classes are flexible and structured to meet the unique needs of each class. Enrollment is adult education classes. Enrollment in these classes does not require formal admission to the College.

The student may elect to complete any sequence of up to fifteen semester hours (five semester hours for the Health, Safety and Environment and The Cultural Program) and a certificate of achievement is awarded for a total of 100 semester hours as listed below.

GENERAL STUDIES COURSES

Homerology

Breeding
Cake Decorating
Candy Making
Dietary and Nutrition
Dietary and Management
Dietary Stabilization
Dietary Supervision
Dietary Management
How to Prepare Income Tax Preparation (Part-time)
Adult Education Accounting
Instructor Accounting
Instructor Microscopic
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<tr>
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<td>Diet and Exercise for New Parents</td>
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<td>Real Estate Principles (App.)</td>
<td>Environmental Education</td>
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<td>Real Estate Refresher</td>
<td>First Aid and Emergency Services</td>
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<td>Real Estate Sales and Marketing</td>
<td>Human Sexuality</td>
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<td>Real Estate Services</td>
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<td>Restaurant Operations</td>
<td>Job Skills Development I</td>
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<td>shorthand</td>
<td>Job Skills Development III</td>
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<td>shorthand speed building</td>
<td>Motorcycle Maintenance and Repair</td>
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<td>Personal Defense for Men and Women (Reg.)</td>
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<td>Technical Supervision</td>
<td>Personal Defense for Men and Women (App.)</td>
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<td>the art of addressing</td>
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<td>Personal Defense for Men and Women (App.)</td>
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<td>training for security guards</td>
<td>Physical Fitness for Men</td>
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<td>U.S. flag</td>
<td>Physical Fitness for Women</td>
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<td>vertical rigging and rescue</td>
<td>Social and Square Dancing</td>
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<td>Visual Communication in Advertising</td>
<td>standard First Aid and Personal Safety</td>
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<td>Waste Water Treatment</td>
<td>Yoga</td>
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<tr>
<td>Waterworks Operation</td>
<td>Yoga Lab</td>
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<tr>
<td>Welding (Introduction)</td>
<td>Yoga Lab</td>
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**Personal Development**

| Aviation Ground School               | Adult Basic Education I         |
| Cooperative Calculus                 | Adult Basic Education II        |
| Conversational French                | Basic Skills Development I      |
| Creative Photography                 | Basic Skills Development II     |
| Creative Writing                     | Basic Skills Development III    |
| Electronic Systems, Southern Illinois| Basic Reading Development I     |
| Hardware Devices, Southern Illinois  | Basic Reading Development II    |
| Marketing Calculus                   | Career Awareness Education I    |
| Medical Insurance (Fundamentals of)  | Career Awareness Education II   |
| Meteorology                          | Computer Skills                 |
| Media Research                     | Conversational Sign Language    |
| Multilingual Programming in BASIC    | G.T.O. Basic                   |
| Microwave Cooking                    | G.T.O. Advanced                 |
| Movie, American                      | Home Job Development           |
| Natural Foods Cookery II             | Occupational Social Skills I    |
| Photography (Basic)                  | Occupational Social Skills II   |
| Photography (App.)                   | Occupational Social Skills III  |
| Public Speaking                      | Pain Management and Recovery   |
| Quilting and Marketing (Fundamentals of) | Personal Development        |
| Sewing                              | Personal Development I          |
| Setup and Locks                      | Personal Development II         |
| Tax Preparation for Small Business   | Personal Development III        |

**Family Circumstances**

| Appliance Repair (Small Appliances)  | Physical Fitness for Men        |
| Cabinet Making                      | Physical Fitness for Women      |
| Engine Tune-Up (Reg.)                | Social and Square Dancing       |
| Engine Tune-Up (Adv.)                | standard First Aid and Personal Safety  |
| Fundamentals of Electrical Wiring I  | Youth                          |
| Fundamentals of Electrical Wiring II | Youth                          |
| Furniture Making                    | Youth Lab                       |
| Home Canning, Freezing, and Preserving| Youth Lab                     |
| Home Maintenance and Repair         | Youth Lab                       |
| Natural Foods Cookery                | Youth Lab                       |
| Outboard Motor Mechanics            | Youth Lab                       |
| Small-Residential Engine Repair and Maintenance | Youth Lab                 |
| Tires and Brakes                     | Youth Lab                       |
| Woodworking                          | Youth Lab                       |

**Health and Environmental Studies**

| Alcohol and Drug Abuse               | Alcoholism and Drug Abuse       |
| Apartment Maintenance (Reg.)         | American Food Preparation       |
| Bowling                             | Anthropology                    |
| Cardiopulmonary Resuscitation        | Anthropology                    |
| Cardiopulmonary Resuscitation        | Anthropology                    |
Creative Senses Painting
Drawing I
Drawing II
Drawing III
Life Drawing and Painting
Folk Music
Fundamentals of Classical Voice
Fundamentals of Pastel Painting
Genealogy and Family Genomics
Music Appreciation
Oil Painting I
Oil Painting II
Oil Painting III
Pottery
Rah Bar Painting
Rug Making
Sculpture
Sculpture and Ceramic Expression
Tabletop Painting
Watercolor (Reg.)

PUBLIC SERVICE COURSES

Many courses of a hobby, recreational, or technical nature are not eligible for state reimbursement and thus not listed. A total number of courses will be offered during each academic year. A final list, depending on the course, is charged for enrollment in any of these courses.

The courses carry no credits and are not applicable to any certificate, but may be repeated by the student as many times as desired within a priority basis. First priority will be given to new students and then to students wishing to repeat public service courses.

A Partial List of Public Service Courses:

ABCS of Children's Banking
Aerobic Dance (Reg.)
Aerobic Dance (Inter.)
Aerobic Dance (Adv.)
Antique Appraising
Antique Survey
Antique Studies-Glassware and Metals
Applique
Archaeological Preservation
 Awareness of Disabilities
Art for Kids (8-11)
Astrology
Bagel Baking (Inter.)
Basketball (Men)
Bird Watching
Bird Conditioning
Biking
Book Decorating (Adv.)
Clock Repairing (Reg.)
Clock Repairing (Inter.)
Color Analysis and Hair Community Bond
Community Health
Computer Programming
Conversational German
Cosmetology (Adv.)
Creative Glass Blowing (Reg.)
Diversified Financial Planning
Dog Obedience (Reg.)
Drawing and Painting of Birds and Wildlife
Electronics (Reg.)
Environmental Graphic Design/Mural Building
Genealogy and Family Genomics
General Graphic Design
General Horticulture
Golf (Adv.)
Guitar (Reg.)
Gymnastics
High-Tech Hair Design
Home Construction
Horseback Riding
Horse Breeding
How to Invest in the Stock Market
Industrial Steam Fishing
Industrial Steam Fishing (Adv.)
Introduction to Home Computing
Investigative Techniques for Security Guards
Italian Calligraphy (Inter.)
Karaté (Adv.)
Keyboard and Computer Skills
Making the Best of Your Microwave
Mastering and Printing of Artesian Meteorology
Rug Making
Scalpel Glass Cutting
Scalpel Jewelry (Intermediate)
Scalpel Jewelry (Advanced)
Scalpel Jewelry (Men & Women)

BUSINESS SERVICE CENTER

A variety of educational courses, seminars, workshops, and conferences are available through the College's Business Service Center. These offerings are designed to meet the needs of business and industry for short-term training and non-traditional programs. The Business Service Center offers customized training courses, technical training, and on-the-job training services, in addition to job placement assistance and referral services.

Any business wishing to take advantage of these services should contact the Business Service Center at The College, Telephone 789-1234.

HIGH IMPACT TRAINING PROGRAM

John A. Logan college participation in a quick-start business training assistance program called NITA (National Impact Training Services). Through NITA, funded by the Illinois State Board of Education, the college will provide grants to help employers expand and upgrade their operations. Each employer must pay a participation fee for developing new or upgraded employees.

PROCUREMENT CENTER

John A. Logan College's Procurement Center assists small businesses under the Federal government's Procurement Center. This center also receives all information and accepts bids.

SMALL BUSINESS DEVELOPMENT CENTER

John A. Logan College administers a Small Business Development Center which is funded by the Small
Business Administration through the Illinois Department of Commerce and Community Affairs. The center provides individualized counseling free of charge and workshops on a cost-recovery basis.

PUBLIC AND COMMUNITY SERVICE ACTIVITIES

Adult Re-entry Programs

Programs and services are designed to assist community adults who are considering changing or developing careers, expanding their self-awareness and/or increasing mobility. Each program focuses on particular subject areas. Vocational and educational counseling is available free of charge. Short-term, low-cost programs and workshops on a wide variety of topics are offered throughout the year. Information and referral services are provided to any adult interested in any of the educational opportunities at John A. Logan College.

Schedules of evening, credit, and adult education courses, programs, and workshops are available at the Office of Continuing Education prior to the start of each term. Announcements of community service activities are made on a periodic basis. Students desiring to enroll in adult education courses should follow the procedures outlined in the College Bulletin. Pre-registration in adult education courses or educational activities can be accomplished toll-free by telephoning the Admissions office at 567-2741, 567-7580, 567-1536, or 567-2542 from the schedule published in the newspaper. Individuals outside these telephone exchanges may dial 1-800-851-5720. Students will be billed by mail for the tuition. Registration and enrollment can also be completed by attending the first meeting of the class. Adult education courses will be scheduled on a 'first-come, first-served' basis.

Workshops, Conferences, and Seminars

Short-term, intensive learning experiences are available on specific topics in the areas of business and industry, medicine and safety, sports and recreation, arts and humanities, and other interests. The College offers workshops, conferences, and seminars custom designed to meet the needs of specific groups. The College has the staff, facilities, materials, and expertise to design and offer programs appropriate to meet the educational needs of the community.

JTPA-Sponsored Classroom Training

The Job Training Partnership Act (JTPA) provides low-cost classroom training to persons who meet federal economic guidelines.

Early School Leavers Program

The College offers an opportunity for high school drop-outs, age 16-24, to obtain vocational training and high school equivalency through a nationwide program toward a general education development certificate or take adult education vocational courses or credit classes.

Internship Program

The John A. Logan College internship program is an on-the-job work experience which will enable the student to apply what is learned in the classroom. This experience is a practical adventure involving the student, the College, and a training station. It will be closely planned and supervised by the College coordinator and the employers and will ensure that the student will obtain maximum benefit. Students will be evaluated by the College coordinator after a conference with the trainer at the training station.

Dislocated Worker Assistance Center

The Dislocated Worker Assistance Center provides free assessment, counseling, training (classroom and on-the-job) to JTPA, Title II-eligible dislocated workers.

General Educational Development (GED) Classes

Free GED classes are offered at the College and in various communities for adults who were unable to complete their formal high school education. Instruction in English, mathematics, social studies, science, and science, and preliminary for the GED exam is provided to assist students in acquiring the knowledge and skills necessary to pass the GED exam (a high school equivalency test). Interested persons may obtain information regarding GED classes, testing dates, and locations by contacting the director of Adult Basic/Secondary Education.

Adult Basic Education (ABE) Classes

Students who have not completed high school and wish to improve their skills in mathematics and reading may enroll in the Adult Basic Education (ABE) program. This program is for students who have limited skills but are not prepared to review for the GED examination. Individual tutoring and group instruction are available on campus and in various communities throughout the district.

Adult Secondary Education (ASE) Program

The College offers courses for high school credits to adults who have dropped out of high school and wish to earn their high school diploma. Courses are offered on the College campus during the day. Students interested in obtaining more information regarding registration may call the director of Adult Secondary Education.

The Literacy Connection (LitCon)

LitCon is an adult reading improvement program. Volunteers are recruited and trained to tutor those enrolled or preparing to enroll in adult basic education classes. The tutoring is conducted on campus and in the communities of the College. The program is also available at various locations throughout the year for persons age 16 or older. In various cases, volunteers may receive College credit for their tutoring. Entry to the program for both learners and tutors can be arranged by calling the Literacy Coordinator at the College.
COURSE DESCRIPTIONS

DIVISION OF ALLIED HEALTH
AND PUBLIC SERVICE

ALLIED HEALTH

AHL-101 CARDIOPULMONARY RESUSCITATION
1 Hour
Pre-requisites: None
1 hour weekly (1-0)
A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on recognition of cardiac arrest problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

ASSOCIATE DEGREE NURSING

ADN 201 INTRODUCTION TO CONCEPTUAL FRAMEWORK
9 Hours
Pre-requisites: Acceptance into the Associate Degree Nursing Program
9 Hours weekly (1-2)
Using the individualized, modular approach, this course introduces the student to the concepts which are the foundation of the nursing curriculum. Emphasis is placed on the exploration and study of basic human needs and the components of the nursing process. Learning opportunities include both theory content and selected clinical experiences.

ADN 208 NEUROLOGICAL-SENSORY NURSING INTERVENTIONS
2 Hours
Pre-requisites: ADN 201
2 hours weekly (1-2)
This course is designed to further the student's knowledge of neurological and sensory disorders and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon the development of neurological assessment skills and the use of the nursing process for care of patients with neurological and sensory disorders. Learning opportunities include both theory content and selected clinical experiences.

ADN 209 METABOLIC-ENDOCRINE NURSING INTERVENTIONS
2 Hours
Pre-requisites: ADN 201
2 hours weekly (1-2)
This course is designed to further the student's knowledge in metabolic-endocrine function and those associated disorders commonly encountered in nursing practice. Emphasis will be placed upon application of the nursing process in caring for patients with endocrine and metabolic disorders. Learning opportunities include both theory content and selected clinical experiences.

ADN 210 COMMUNITY HEALTH NURSING
3 Hours
Pre-requisites: ADN 201
3 hours weekly (1-2)
This course is designed to introduce the student to the role of community health nursing. The student will learn about the health needs of citizens in the community as an integral part of nursing. The problem-solving approach will be applied to identify health problems of clients in a variety of community agencies and settings with special emphasis on community resources for special health problems, communicable diseases, problems accompanying disasters, and special problems of senior citizens.

ADN 211 RESPIRATORY NURSING INTERVENTIONS
2 Hours
Pre-requisites: ADN 201
2 hours weekly (1-2)
This course is designed to provide the student with further study of pulmonary function and principles of pathophysiology pertaining to common respiratory disorders. The application of the nursing process is emphasized for patients experiencing respiratory restriction or obstruction. Learning opportunities include both theory content and selected clinical experiences.

ADN 212 NURSING TODAY AND TOMORROW
2 Hours
Pre-requisites: ADN 201 and Consent of Instructor
2 hour weekly (1-2)
Leadership in nursing, transitions into the new graduate role, and current issues in nursing and the integral components of the terminal course of this program. Students will gain an opportunity to apply their knowledge and nursing skills in a practical experience.

ADN 214 NURSING THE HOMEWARE NURSING INTERVENTIONS
2 Hours
Pre-requisites: ADN 201
2 hours weekly (1-2)
This course is designed to provide the student with more in-depth knowledge and broader perspectives of the antepartal, intrapartum, postpartal, and pediatric periods. Basic understanding of home care, preoperative, and postoperative phases, will be necessary. In order to meet the changing pathophysiological conditions. Emphasis is placed upon the family involvement and cultural needs of the childbearing family. Learning opportunities include both theory content and selected clinical experiences.

ADN 215 PEDIATRIC NURSING INTERVENTIONS
3 Hours
Pre-requisites: ADN 201
3 hours weekly (2-2)
This course is designed to provide the student with expanded knowledge of the pediatric patient. The nursing process will be utilized to provide care to meet the physical, intellectual, emotional, and social needs of the pediatric patient. Emphasis
public health, family involvement, and cultural needs of the hospitalized child and/or adolescent. Learning opportunities include both theory content and selected clinical experiences.

ADN 218 GASTROINTESTINAL/GENITAL-URINARY NURSING INTERVENTIONS 3 Hours

Prerequisites: ADN 201
5 hours weekly (2-3)

This course is designed to provide the student with further exploration of nursing care and related interventions in gastroinestinal and genitourinary function and into their associated pathophysiological processes. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for patients within common gastroinestinal and genitourinary disorders. Learning opportunities include both theory content and selected clinical experiences.

ADN 219 ORTHOPEDIC-DEMATOLOGICAL NURSING INTERVENTIONS 3 Hours

Prerequisites: ADN 201
4 hours weekly (2-2)

This course is designed to further the student's knowledge of skeletal, muscular, and skin function and those disorders commonly encountered in nursing practice. Emphasis will be placed upon assessing, analyzing, planning, implementing, and evaluating nursing care for patients experiencing disorders associated with joints, bones, muscles, and skin. Learning opportunities include both theory content and selected clinical experiences.

ADN 219 A PATIENT-CENTERED NURSING INTERVENTIONS 3 Hours

Prerequisites: ADN 201
4 hours weekly (2-2)

This course is designed to provide the student with further exploration and study into the concepts of patient care through the use of simulation activities. Emphasis will be placed upon developing skills in therapeutic communication techniques, principles of patient-centered relationships, and identifying the psychosocial needs of the emotionally intact patient. Learning opportunities include both theory content and selected clinical experiences.

ADN 220 CARDIOVASCULAR NURSING INTERVENTIONS 3 Hours

Prerequisites: ADN 201
4 hours weekly (2-2)

This course is designed to provide the student with further exploration of cardiac and respiratory function and common pathophysiologic processes. Emphasis will be placed upon the application of the nursing process, health maintenance, and disease prevention. Learning opportunities include both theory content and selected clinical experiences.

MME 243 SUPERVISORY TECHNIQUES 2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed to develop the supervisory ability of department heads and other supervisors. Areas of supervisory concepts and practices, including expectations of workers and management, human relations, communication, hiring, retention, training, coaching, counseling, and other qualities important to the person who must provide the necessary leadership and guidance of workers.

ADN 101 CARDIOPULMONARY RESUSCITATION 1 Hour

Prerequisites: None
1 hour weekly (1-0)

A basic course designed to prepare students in emergency cardiopulmonary care with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victim, and methods of transferring the victim to a hospital.

CHILDCARE TEACHER AIDE

CCT 150 INTRODUCTION TO PRESCHOOL CHILDREN 3 Hours

Prerequisites: None
3 hours weekly (2-0)

An introductory course in the study of children, stressing development principles and methods of guidance in various settings for the emotional, physical, intellectual, and social well-being of the child. Observation of children is an important part of the course.

CCT 161 PRINCIPLES AND PRACTICES OF CHILDCARE 4 Hours

Prerequisites: CCT 150 or concurrent enrollment
6 hours weekly (3-3)

This course will focus attention on guidance of young children in group settings. Included will be in-depth study of preschool education types and techniques of guidance, behavior problems, familiarization with safety and first aid measures for common preschool children's accidents.

CCT 162 INTRODUCTION TO SCHOOL-AGE CHILDREN 3 Hours

Prerequisites: None
4 hours weekly (2-0)

A complete summary of the development and guidance methods of children from age 6 through adulthood. Emphasis is placed upon methods of disciplining school-age children and similar characteristics of the child as he/she matures.
CST 264 METHODS OF TEACHING SPECIAL CHILDREN
3 Hours
Prerequisites: None
5 hours weekly (2-0)
A discussion of fundamental principles for working with groups and individuals of special children, such as the mentally retarded, hearing impaired, learning disabled, etc. Emphasis is also placed on the methods of instruction an aide might use in the classroom.

CST 265 RECREATION AND CRAFTS FOR CHILDREN
1 Hour
Prerequisites: None
5 hours weekly (2-3)
This course introduces the student to the purposes of recreational and creative activities for young children. Emphasis is placed on planning activities, methods of presentation of materials, and assessment of the instructional value of each activity to ensure successful experiences.

CST 266 PRE-SCHOOL ADMINISTRATION
1 Hour
Prerequisites: CST 160, 161
5 hours weekly (2-3)
An introduction to supervisory and administrative aspects of pre-school programs. Consideration is given to staffing, public relations, equipment, budgets, parent-school relationships. Policies and procedures. Community services, which are available to support pre-school centers, will also be discussed.

CST 267, 268 CHILD CARE/TEACHER AIDE LABORATORY
5 Hours
Prerequisites: Consent of Division Chair
15 hours weekly (2-15)
Actual experience with young children in planning, executing, and evaluating the child care/teacher aide principles of child care and practiced throughout the laboratory sessions.

CST 269 CHILD CARE INTERNSHIP
3 Hours
Prerequisites: CST 267, 268
15 hours weekly (2-15)
This will provide the student with advanced experience in a child care setting chosen by college personnel. The student must have completed two semesters of child care lab experience. The student will develop competencies in caring and teaching young children and will practice the paper work involved in child care centers.

CST 270 TEACHER AIDE INTERNSHIP
1 Hour
Prerequisites: CST 267, 268
15 hours weekly (2-15)
This will provide the student with supervised experience in the classroom. The student will perform the functions of a teacher aide. The course is taken after completing two semesters of child care lab experience.

CST 272 READING SKILLS
2 Hours
Prerequisites: None
2 hours weekly (2-0)
An introductory course in reading instruction, stressing the basic elementary work lists phonics, phonetics, modern innovations in teaching reading, and common reading problems. Familiarization with important works used by elementary schools will also be emphasized.

COSMETOLOGY

COS 101 COSMETOLOGY THEORY
5 Hours
Prerequisites: None
5 hours weekly (2-0)
Study and practice of professional ethics, personal hygiene and grooming, visual color and personality development, color and artificial hair, anatomy, physiology, chemistry of hair, scalp, health, science, and various systems of the body.

COS 102 COSMETOLOGY THEORY
3 Hours
Prerequisites: COS 101
3 hours weekly (2-0)
A study of basic principles of electricity and light therapy as applied to beauty, salon management, mathematics of cosmetology, tools, pedicuring, and chemistry as applied to cosmetics.

COS 111 COSMETOLOGY LABORATORY
5 Hours
Prerequisites: None
27 hours weekly (2-27)
Demonstrations and lectures by instructors with student participation and application of beauty services familiar to the student. Includes application of hair coloring, finger waving, pin-curl and roller placement, hair shaping with scissors, razors, and trimming shears, permanent waving, chemical hair straightening, (including lye, acidic, and ammonium thioglycolate), applications of makeup, nails, and hairdressing theory and techniques. At the end of the 15 week course, tinting, lightening, relaxing, bleaching, tinting, tinsel and special color effects, nail care, eyebrow arcing, lashes, and hair styling, and basic makeup applications. Students will exchange beauty services on same basis and after 240 clock hours of study will perform beauty skills on patrons in a clinic laboratory. Each student is responsible for completion of all duties to be performed in the clinic and approved by the Department of Registration and Education, State of Illinois.

COS 112 COSMETOLOGY LABORATORY
9 Hours
Prerequisites: COS 111 and 517 clock hours
9 hours weekly (2-27)
Introduction to thermal curling, superfluous hair removal, balance, line and design for hair styling.
LEP 105 CRIMINAL BEHAVIOR 3 Hours
Prerequisites: None
3 hours weekly (3-0)
An introduction to personality theories and their application to causes of crime with primary emphasis on rehabilitation. Emphasis is on the offender and his/her community, an overview of problem for rehabilitation efforts, criteria of topical treatment programs.

LEP 106 PERSONNEL MANAGEMENT IN CRIMINAL JUSTICE 3 Hours
Prerequisites: LEP 105 and LEP 106
3 hours weekly (3-0)
This course will enable the student to enhance understanding of the supervisory roles in the criminal justice system. To include topics of personnel, leadership, supervision, and employee relations. Emphasis is on interpersonal relationships in public agencies. Wages, grievances, morale, and safety are dealt with oral and written communications.

LEP 115 INTERPERSONAL RELATIONSHIP 3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course will enable the student to comprehend the value of verbal communication in his/her job and recognize the various techniques for communication, evaluation, and successful communication.

LEP 201 INTERNSHIP 3 Hours
Prerequisites: Consent of Allied Health and Public Service Division Director
3 hours weekly (3-0)
An internship is designed to give the student supervised experience and exposure to various aspects of a criminal justice agency.

LEP 203 INTRODUCTION TO SECURITY 3 Hours
Prerequisites: LEP 105 and LEP 106
3 hours weekly (3-0)
This course will introduce the student to public and private security. Emphasis will be placed on history of public and private security agencies, organization of security agencies, security administration, security systems, retail security, law prevention, physical security, and design.

LEP 205 SURVEY OF CRIME DETECTION METHODS 3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course will enable the student to enhance the understanding of the techniques of criminal justice.
investigation and will have learned some skills in photography, malages, and fingerprinting. We will also discuss the importance of presenting evidence and how the chain of evidence is vital to a successful prosecution.

**LEF 210 CRIMINAL LAW II**
3 Hours
Previewprerequisites: None
3 hours weekly (3-0)

Study the application of law, the classification of crimes, and the historical development of law enforcement and criminal justice. Discuss the role of the police, the courts, and the correctional system in the administration of justice. Emphasis will be placed on the criminal justice process and its impact on society.

**LEF 211 INTRODUCTION TO FORENSIC INVESTIGATION**
3 Hours
Previewprerequisites: None
3 hours weekly (3-0)

This is an introductory course designed to familiarize the student with the basic concepts and techniques of forensic science. Topics covered will include crime scene investigation, evidence collection, and analysis. Students will learn about the role of the investigator in the investigation of crime, the methods used in the analysis of evidence, and the role of the laboratory in the criminal justice system.

**LEF 214 INTRODUCTION TO CORRECTIONS**
3 Hours
Previewprerequisites: LEF 100, 116, 205
3 hours weekly (3-0)

This course will examine local correctional facilities, county jails, prison facilities, and state and federal prison systems. Emphasis will be placed on the history of corrections, philosophy, and the role of corrections in society.

**LEF 219 CRIMINAL LAW II**
3 Hours
Previewprerequisites: LEF 200
3 hours weekly (3-0)

Criminal Law II will apply constitutional law and the law of evidence to the study of substantive codes, as well as the study of substantive law and corrections codes.

**LI 220 PROBATION, PAROLE, AND COMMUNITY-BASED CORRECTIONS**
3 Hours
Previewprerequisites: LEF 100, 116, 205
3 hours weekly (3-0)

This course will examine alternatives to incarceration and the role of the community in the criminal justice system. Students will learn about the history and philosophical foundations of such programs. Special emphasis will be given to probation and parole officer training and the role of corrections officers in the community.
DNA 106 DENTAL ASSISTING PROCEDURES I
3 Hours
Prerequisites: DNA 104
3 hours weekly (2-0)

This course is a continuation of Dental Assisting Procedures I, it includes further study regarding procedures, however it utilizes the basic skills acquired in DNA 104. This course contains instruction on the proper techniques, infections control, and safety and health planning. The course will familiarize the student with the various dental specialties such as orthodontics, prosthodontics, periodontics, and general dentistry. The course will also provide specific knowledge and procedures associated with each recognized dental specialty. The course includes materials to familiarize the student with diagnosis and treatment planning.

DNA 106 DENTAL RADIGRAPHY I
3 Hours
Prerequisites: None
4 hours weekly (2-2)

This course provides an introduction to dental radiography. The material covered includes basic concepts of anatomy, radiology, health care usage, effects, hazards of radiation, and operator and patient protection during radiographic procedures. The types of exposures included in this course include bitewing radiographs, occlusal, periapical, and evaluating dental radiographs (to the extent of normal anatomy).

DNA 106 DENTAL RADIOGRAPHY II
2 Hours
Prerequisites: DNA 104
3 hours weekly (1-0)

This course utilizes the basic knowledge and skills emphasized in DNA 104 and introduces the technical knowledge and experience to produce radiographically acceptable images. The course includes all aspects of dental radiography and includes dental extractions and suturing techniques. In addition, this course will encompass the techniques for exposing radiographs on children and other special populations and edentulous patients. The course also covers the use of equipment to the extreme level used in dentistry.

DNA 106 PREVENTIVE DENTAL HEALTH EDUCATION
2 Hours
Prerequisites: None
3 hours weekly (2-2)

The student will be introduced to techniques for teaching the prevention and correction of oral disease and maintenance of dental health. This course includes topics on assessing needs, identifying objectives, developing and implementing educational and educational process, and evaluation of programs in regard to dental health education. Also included will be a thorough discussion of diet and nutrition, hard and soft deposits, oral hygiene, oral physiology, and systemic and mucosal problems. Practical experience will be provided for the delivery of dental health education.

DNA 107 DENTAL MATERIALS I
3 Hours
Prerequisites: None
4 hours weekly (2-2)

This course is designed to develop a working knowledge of dental materials and their manipulation. Background information of dental materials, including identification, manipulation, application, and storage will be presented together with the materials relation to their dental use. Each material will be illustrated. Every dental material cannot be covered, but the more common materials and discussed by groups. The information in this course will be specific to plaster and dental stone, amalgams, esthetic restorative materials. The science of metals: gold and alloys, dental office procedures will be appropriate, laboratory exercises will be included.

DNA 107 DENTAL MATERIALS II
3 Hours
Prerequisites: DNA 107
5 hours weekly (2-4)

This course is designed to develop a working knowledge of dental materials and their manipulation. Background information of dental materials will be presented together with the materials relation to their dental use. Each material will be illustrated. Every dental material cannot be covered, but the more common materials and discussed by groups. The information in this course will be specific to plaster and dental stone, amalgams, esthetic restorative materials. The science of metals: gold and alloys, dental office procedures will be appropriate, laboratory exercises will be included.

DNA 108 DENTAL OFFICE PROCEDURES
2 Hours
Prerequisites: DNA 108
2 hours weekly (1-2)

This course will teach the student the basic procedures for handling a dental practice and the operation of a smooth and efficient office. Effective oral and written communication with the public will be stressed. The business and clerical procedures involved in operating a successful dental office will be explored.
PKE 101 DENTAL ETHICS, LEGAL CONSIDERATIONS, AND PROFESSIONALISM
1 Hour
Prerequisites: DMA 100
1 hour weekly (1-0)

The purpose of this course is to familiarize students with ethical and legal considerations and professional conduct expected of all members of the dental health team in the performance of their professional responsibilities. Through lectures, case studies, and discussions, students will gain an understanding of legislation, ethics, and professional conduct in the dental profession. Hypothetical situations and case histories will be used to clarify the information and concepts.

DMA 102 DENTAL ASSISTING INTERNSHIP
3 Hours
Prerequisites: Successful completion of first semester
11 hours weekly (1-10)

This course is designed to provide the student with practical experience in a dental office. The student will assist at the chairside and perform other duties as assigned by the dental assistant under the supervision of the office manager. During this practical experience, the student will become familiar with the various techniques and equipment, how to provide effective communication skills for effective communication with the patient and dental health team. The student will spend one hour at least per week on classroom instruction. Practical experiences will be shared and discussed.

DMA 103 DENTAL ASSISTING INTERNSHIP II
2 Hours
Prerequisites: Successful completion of second semester
11 hours weekly (1-10)

This course is designed to provide the student with continuing practical experience in a dental office. Entry level competency will be demonstrated by chairside and routine office procedures. Students will continue their effective interpersonal communication skills. Classroom discussion will include information concerning, internships, experiences, employment, and professional relationships. The techniques and information used in the dental profession.

A H 101 CARDIOPULMONARY RESUSCITATION
1 Hour
Prerequisites: None
1 hour weekly (1-0)

A brief course designed to prepare students in providing cardiopulmonary rescue with emphasis on early signs of cardiopulmonary problems, immediate care of the cardiopulmonary victims, and methods of transporting the victim to a hospital.

DEVELOPMENTALLY DISABLED ATTENDANT CARE
DMA 104 DEVELOPMENTALLY DISABLED ATTENDANT CARE
4 Hours
Prerequisites: None
4 hours weekly (2-2)

This course is designed for students interested in working with the developmentally disabled. It will cover the principles of caring for those with special needs, including physical, emotional, and social development. The course will also include a unit on community resources and support systems.

PRE-EMERGENCY MEDICAL TECHNICIAN
DMT 101 PRE-EMERGENCY MEDICAL TECHNICIAN
3 Hours
Prerequisites: None
7 hours weekly (2-4)

This course is designed for those individuals who are interested in becoming an EMT but have not completed all the requirements for certification. This course will cover basic life support skills and emergency medical procedures.

EMERGENCY MEDICAL TECHNICIAN
DMT 102 EMERGENCY MEDICAL TECHNICIANS
2 Hours
Prerequisites: DMT 101
2 hours weekly (2-0)

This course is designed for those individuals who are not currently EMTs but have completed all the requirements for certification. This course will cover advanced life support skills and emergency medical procedures.

EMERGENCY MEDICAL RESCUE TECHNICIAN
DMT 103 EMERGENCY MEDICAL RESCUE TECHNICIAN
2 Hours
Prerequisites: None
2 hours weekly (2-0)

The purpose of this course is to prepare the student to become an emergency medical technician (EMT). This course will cover advanced life support skills and emergency medical procedures.
EMT 110: EMERGENCY MEDICAL TECHNICIAN II
2 Hours
Prerequisites: EMT 112 and EMT 114
3 hours weekly (1-2)
This course teaches the student advanced concepts, legal implications, the use of hazardous materials, and the basic fundamentals of hazardous materials.

EMT 116: VETERINARY RIDING AND RESCUE
3 Hours
Prerequisites: None
5 hours weekly (1-4)
This course is designed to instruct qualified emergency medical technicians in the safe handling of, and participation in, veterinary rescue and to apply approved emergency medical procedures appropriate to veterinary rescue.

EMT 311: EMERGENCY EVASIVE DRIVING
2 Hours
Prerequisites: None
3 hours weekly (1-2)
This course provides training in techniques of emergency evasive driving. Students are taught advanced defensive driving skills.

EMT 310: COOPERATIVE WORK EXPERIENCE
1 Hour
Prerequisites: Consent and EMT 110
5 hours weekly (0-5)
An opportunity for students to apply knowledge and skills in a real-life setting under the supervision of an experienced EMT. Students will be placed with cooperating EMT ambulance service employers for this practical experience.

EMT 119: COOPERATIVE WORK EXPERIENCE
1 Hour
Prerequisites: Consent and EMT 119
5 hours weekly (0-5)
A continuation of the first cooperative work experience course; this course utilizes training stations provided by cooperating hospitals.

HOME ECONOMICS

PHE 100: NUTRITION
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A survey of essential concepts for the understanding of food components which are necessary for healthy bodies. Food preparation, selection, cooking, analysis, and dietary needs of various patients and body conditions are examined during the course.

MEC 101: CONSUMER EDUCATION
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A survey of consumer concepts such as principles of budgeting, career making, consumer contracts, and consumer and business economic principles in order for the consumer to make wise choices. Consumer's legal rights are also discussed in many common consumer problem situations.

NURSING ASSISTANT

NAD 101: NURSING ASSISTANT
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course is designed to provide employment skills necessary for the nursing assistant to function adequately as a nursing assistant in a hospital, long-term care facility, or health department. The nursing assistant will provide services related to the comfort and safety of the resident under direct supervision of the licensed nurse or physician. The course includes basic anatomy and physiology, personal care, vital signs, repositioning, death, dying, and post-mortem care.
PRACTICAL NURSING

PNE 101 FUNDAMENTALS OF NURSING
2 Hours
Prerequisites: None
2 hours weekly (0-0)
Fundamentals of nursing is a basic course which presents an introduction to the principles of nursing, the role of the practical nurse and his/her function in the health care system. The student will learn the nursing process, the therapeutic environment, health maintenance in the health care system, and nursing interventions in specific situations.

PNE 102 NURSING PROCEDURES
4 Hours
Prerequisites: None
4 hours weekly (0-0)
In order to make each patient comfortable as possible, a practical nurse must be familiar with a wide range of technical skills. Without adequate professional expertise, the practical nurse will be a helpless bystander to the progression of disease.

The Nursing Procedures course presents content that is fundamental to the practice of nursing skills. An attempt will be made to emphasize the why rather than the what of doing an activity rather than any one procedure.

PNE 103 CLINICAL NURSING
3 Hours
Prerequisites: None
3 hours weekly (0-0)
The purpose of PNE 103 is to allow the student the opportunity to observe and experience the practice of nursing in a hospital setting. The content of the material presented in PNE 101, 102, and 104.

PNE 104 AFFECTIVE DOMAIN OF NURSING
2 Hours
Prerequisites: None
2 hours weekly (0-0)
This course is designed to present information related to effective nursing in the affective domain. The student will become aware of attitudes and feelings concerning critical nursing issues such as death, arson, suicide, etc.

PNE 105 NURSING THROUGHOUT THE LIFE CYCLE
2 Hours
Prerequisites: None
2 hours weekly (0-0)
This course is designed to present the theory material necessary to introduce the student to development in terms of mental, physical, and emotional growth. Various stages of life will be presented, including differences, changes occurring, developmental tasks expected, and nursing implications. The individual will be discussed in view of either response to his/herself and the health care system.

PNE 106 PHARMACOLOGY IN NURSING
2 Hours
Prerequisites: None
2 hours weekly (0-0)
This course includes lectures and the supervised administration of drugs. The student will learn the various routes of administration, means of relating to the dosage, normal usage and contraindications for use of drugs, and some computation of dosage. The student will have an opportunity to develop skills in administering medications safely in a supervised clinical setting.

PNE 107 CLINICAL OBSTETRICS
2 Hours
Prerequisites: PNE 100, PNE 101, and 106
2 hours weekly (0-0)
Intended to build upon Pharmacology in Nursing, this course will be returned to a study of obstetrics. The student will learn about commonly used medications which act on the various body systems. Information will be emphasized concerning common dosage, therapeutic action, and contraindications.

PNE 108 MATERNAL AND NEWBORN NURSING
3 Hours
Prerequisites: Completion of first semester
3 hours weekly (0-0)
The purpose of this course is to develop within the practical nurse student an appreciation of the meaning of effective prenatal and postnatal care and an understanding of the total birth process; to develop skills through supervised practice; in caring for the mother and newborn while recognizing deviations from the normal; Reproductive functions of the human body are emphasized. Legal aspects of nursing are presented.

PNE 109 CLINICAL OBSTETRICS
2 Hours
Prerequisites: Completion of first semester
2 hours weekly (0-0)
Designed to present the expected obstetric objectives that will enable the student to understand the physiology of the繁育 process giving the student the appropriate understand experience.

PNE 110 PEDIATRIC NURSING
2 Hours
Prerequisites: Completion of first semester
2 hours weekly (0-0)
The purpose of this course is to broaden the knowledge of the child and sick child. Emphasis is placed on the family-centered approach to the nursing care of children with medical, psychological, and social problems. The goals are to develop insights into the child's health and developmental appropriateness, and terminal care of the child and his family while caring for children with acute, chronic, and congenital conditions.
PME 191 MEDICAL/SURGICAL CLINICAL NURSING (PART 1) 3 Hours
Prerequisites: Completion of first semester 3 hours weekly (3-0-3)

Designed to present the expected pediatric objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PME 204 MEDICAL/SURGICAL NURSING (PART 2) 3 Hours
Prerequisites: Completion of first semester 3 hours weekly (3-0-3)

Nursing care for persons with medical and surgical health deviations is learned and practiced.

PME 205 MEDICAL/SURGICAL CLINIC (PART 1) 9 Hours
Prerequisites: Completion of first semester 9 hours weekly (0-0-0)

The PME 205 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PME 206 MEDICAL/SURGICAL NURSING (PART 1) 6 Hours
Prerequisites: PME 194, PME 204 and PME 205 6 hours weekly (3-0-3)

Nursing care for persons with medical and surgical health deviations is learned and practiced. Information is presented on career opportunities, responsibilities, and continuing education.

PME 207 MEDICAL/SURGICAL CLINIC (PART 1) 3 Hours
Prerequisites: PME 204 and PME 205 3 hours weekly (3-0-0)

The PME 207 course is designed to present the expected medical/surgical objectives that a student will complete at a clinical facility offering the student the appropriate supervised experience.

PME 208 MENTAL HEALTH NURSING 1 Hour
Prerequisites: Completion of first semester 1 hour weekly (1-0)

Introduction to mental health and the deviations from mental health (cognitive, affective) and modes of treatment. Includes patient interaction in supervised practice.

TRAVEL/TOURISM

TRT 100 INTRODUCTION TO TRAVEL AND TOURISM 3 Hours
Prerequisites: None 3 hours weekly (3-0)

This course is an introduction to the history and impact of travel and tourism upon the nation's economy. Emphasis is also placed on the various fields of the industry.

TRT 131 INTRODUCTION TO TRANSPORTATION 3 Hours
Prerequisites: None 3 hours weekly (3-0)

The five modes of transportation are discussed in terms of their characteristics and role in our national economy. The role of government in regulating the travel modes is emphasized.

TRT 133 INTRODUCTION TO COMPUTERS FOR TRAVEL 1 Hour
Prerequisites: None 1 hour weekly

This course is an introduction to computer use and the techniques to create airline schedule availability and flight status displays. Emphasis is placed on computer functions necessary to sell flights, create and adjust basic passenger name records.

TRT 140 TRAVEL AGENCY 1 5 Hours
Prerequisites: None 5 hours weekly (3-0-2)

Examination of different duties performed in a travel agency, such as utilization of official airline, hotel, and car rental rates and reservations. Practical experience will be gained through observation and practice of hand-tickets and making reservations for train, bus, ship, and airline.

TRT 141 TRAVEL GEOGRAPHY 1 3 Hours
Prerequisites: None 3 hours weekly (3-0)

A study of the culture and physical geography of the U.S., Canada, the Caribbean, Mexico, and South America. Emphasis is placed on location of major cities, points of interest for tourists, historical monuments, works of art, unique land formations, and modes of travel serving these areas.

TRT 142 TRAVEL RELATIONS AND MARKETING 3 Hours
Prerequisites: None 3 hours weekly (3-0)

This course provides instruction in promotion and sales of tours to meet the needs of different people with various lifestyles. Students have the opportunity to study methods of handling tense, angry, and friendly situations.

HMR 103 HOTEL/MOTEL MANAGEMENT 3 Hours
Prerequisites: None 3 hours weekly (3-0)

This course is designed to introduce the student to the front and back of the house operation.
Management principles will be emphasized, and special problems commonly found in hotels, motels, and other hospitality organizations.

TRH 212 FOOD AND BEVERAGE MANAGEMENT AND SERVICE
4 Hours.

Prerequisites: None
5 hours weekly (1-2)

This course examines the food and beverage industry along with the management principles learned for operating, controlling, and managing, food and cost controls, and monthly reports. Emphasis is placed on methods of food service, personnel, and services. Actual research for various marketing packages will be collected.

TRT 224 TRAVEL (DURHAM) II
5 Hours

Prerequisites: TRT 190
7 hours weekly (1-2)

Study of international reservations and ticketing, and pricing of travel, air fare, and transportation; and construction of international rates. Practical experience will include techniques of creating airline schedules and travel agency records.

TRT 224 TRAVEL GEOGRAPHY II
5 Hours

Prerequisites: None
6 hours weekly (1-2)

This course provides instruction in the culture and physical geography of Europe, Asia, and parts of Africa and the Middle East. The study includes tourist attractions and regional highlights, analysis of the location of major cities, and methods of travel serving these areas.

TRT 231 TRAVEL/CARATTER IATRINGTON 4 Hours

Prerequisites: TRT 190, 313, 140; 142
20 hours weekly (0-20)

Students are given hands-on experience in a travel agency or tourism office to further develop travel skills.

TRT 233 TOUR AND DESTINATION DEVELOPMENT
4 Hours

Prerequisites: TRT 140
4 hours weekly (0-4)

Interaction is present in the designing and treating of tours. Time is also allotted for the study of accounting techniques.

TRT 240 STUDY OF TOURISM AND BUSINESS
3 Hours

Prerequisites: none
3 hours weekly (0-3)

This course includes sources of tour businesses, tourism development, travel legislation, popular destinations, economic, social and cultural benefits of tourism, and travel business operating skills.

TRT 256 MARKETING RESEARCH
4 Hours

Prerequisites: none
2 hours weekly (2-0)

Emphasis is placed on methods of gathering information to market tours, trips, and hospitality services. Actual research for various marketing packages will be collected.

DIVISION OF BUSINESS AND INDUSTRY

ACCOUNTING

ACC 101 FUNDAMENTALS OF ACCOUNTING
4 Hours

Prerequisites: None
4 hours weekly (0-4)

An introductory course in accounting fundamentals stressing the basic principles of accounting in applying to business organizations, with emphasis in the following areas: basic structure of accounting including theory of debt and credit and the ledger accounting cycle of a service enterprise, including journal, posting, and completion of the accounting cycle, accounting cycle for a merchandise enterprise, including sales, cash receipts, purchases, cash payments, and periodic individual special accounting procedures, for receivables, payables, general ledger, journals, balance sheet, and income tax reporting systems, and accounting systems and controls, including the general ledger and payroll systems. Practice sets provide practice in accounting for a sole proprietor, partnership, or corporation.

ACC 102 FUNDAMENTALS OF ACCOUNTING
4 Hours

Prerequisites: ACC 101
4 hours weekly (0-4)

A continuation of the study of accounting fundamentals with emphasis in the following areas: concepts and principles of accounting, major aspects of accounting including organization and operation, stockholders' equity, earnings, dividends, long-term obligations, investments, central accounting, inventory, manufacturing and process cost systems, and financial accounting. Practice sets provide practice in accounting for a manufacturing business, using the job-order cost system will be used.

ACC 103 INTEGRATED ACCOUNTING ON MICROCOMPUTERS
4 Hours

Prerequisites: ACC 102
4 hours weekly (0-4)

An introduction to basic accounting programs on the computer. Topics covered include: general ledger, accounts receivable, accounts payable, depreciation, payroll and financial statements.
ACC 201. FINANCIAL ACCOUNTING
4 Hours
Prerequisites: Satisfactory standing or consent of instructor.
4 hours weekly (I-0)

An introductory course in financial accounting which stresses how accounting data are accumulated, understood, and reported. Fundamental concepts of accounting are applied to a sole proprietorship, a partnership, and a corporation. Financial statements as used in both the internal and external reporting basis. Structure of accounting for a double-entry system on the accrual basis. Accounting cycle for a service business. Accounting cycle for a merchandising concern. Application of general accounting principles in the computer age. Record keeping for cash and accounts receivable; accounting procedures for notes and interest; inventories, plant and equipment, and intangible assets; payroll accounting procedures; and partnerships.

ACC 202. MANAGERIAL ACCOUNTING
3 Hours
Prerequisites: ACC 201
2 hours weekly (I-0)

A continuation of accounting 201 with emphasis on the use of accounting information in decision making. Major coverage is given to production costs and cost accounting, cost-volume-profit analysis, budgeting, management control systems, cost allocation methods, cost-flow concepts, and maximization of volume and profit planning. Evaluating capital expenditure programs, and one of accounting data for pricing decisions and statement analysis.

ACC 215. INTERMEDIATE ACCOUNTING
4 Hours
Prerequisites: ACC 102
4 hours weekly (I-0)

A review of the fundamental principles—the financial statements and the accounting process; an extensive study of the working capital items of the balance sheet including the following: cash and equivalents, receivables, inventory, and current liabilities.

ACC 216. INTERMEDIATE ACCOUNTING
4 Hours
Prerequisites: ACC 215
4 hours weekly (I-0)

An extensive study of the non-current, long-term assets including the following: land, buildings, and equipment; intangible assets; long-term investments; accounting for bonds; study of the balance sheet presentation of corporate entities, including the consolidation of capital stock retained earnings, and income; income in cost of sales, cost on inventories, purchase of securities; preparation of statements from incomplete records, and the statement of changes in financial position.

ACC 217. COST ACCOUNTING
3 Hours
Prerequisites: ACC 102
3 hours weekly (I-0)

Stressed the fundamentals involved in the relation of cost accounting to management control, with

emphasis in the following areas: (1) principles of cost accounting, (2) determination of the cost elements—materials, labor, and factory overhead; and (3) job order, process, and standard cost accounting.

ACC 218. TAX ACCOUNTING
3 Hours
Prerequisites: ACC 102
2 hours weekly (I-0)

An introduction to the federal income tax structure as related to the individual and to the small businessperson. Emphasis is on the following areas: individual tax returns, including income exclusions and exclusions, deductions allowable and not allowable, taxes of returns to be filed, exemptions, and special income and deduction items. Basic tax responsibilities of small businesses and reporting requirements involved for a sole proprietorship, partnership, corporation, and file tax return.

ACC 220. BUSINESS ACCOUNTING
3 Hours
Prerequisites: None
3 hours weekly (I-0)

A practical accounting course for non-accountants, who need to understand the fundamentals of internal control and the accounting procedures. The accounting elements, business transactions, common journals, posting, the trial balance, the worksheet, and the financial statements are covered. In addition, the following topics are studied: accounting in the merchandising function, accounting for purchases and sales, accounting for cash, payroll accounting, accounting for a retail store, accounting for investments, and accounting for a personal service enterprise.

ACC 221. PAYROLL ACCOUNTING
3 Hours
Prerequisites: ACC 104 or 200
2 hours weekly (I-0)

A comprehensive study of the business records needed to meet the requirements of the various federal and state laws such as the following: the Federal Insurance Contributions Act, unemployment (UI), state unemployment compensation, and the Federal and state income tax withholding laws. The course provides a foundation in payroll and personnel records and in the computation of employees' wages paid and deductions made.

AGRICULTURAL AUTOMOTIVE MECHANICS

AMM 100. FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES
3 Hours
Prerequisites: None
3 hours weekly (I-0)

A study of the design, dynamic characteristics, thermodynamics, and basic service techniques of automotive engines. Theory is supplemented with practical lab work in the Automotive Mechanics Laboratory.
AAM 171 ENGINE ELECTRICAL SYSTEMS 3 Hours
Preparation: None
1 hour weekly (0-0)
A study of design, diagnosis, and testing of the electrical systems of the gasoline and diesel engines. Laboratory work in Agricultural/Automotive Mechanics Laboratory 156.

AAM 172 FUEL, LUBRICATION, AND CARBURATION 2 Hours
Preparation: None
2 hours weekly (1-2)
A study of petroleum products and their applications to the fuel and lubrication requirements of automobiles. Theory of design, diagnosis, and testing fuel systems and carburation. Laboratory work in additional instruction on controlled carburetors and electronic fuel injection systems.

AAM 173 BRAKES AND SUSPENSION 1 Hour
Preparation: None
1 hour weekly (0-1)
A study of the function, theory of operation, and service procedures on passenger car suspension systems, brake systems, wheel balacing, tires, steering gears and related parts, with additional study of the nonpassenger truck, truck and bus steering, and four wheel alignment.

AAM 174 DIESEL ENGINES 1 Hour
Preparation: None
1 hour weekly (1-0)
The principles of diesel engines are studied with particular emphasis on service principles and the diesel fuel injection system. Laboratory work is supplemented by practical laboratory work in Agricultural/Automotive Mechanics Laboratory 174.

AAM 175 HEATING AND AIR CONDITIONING 1 Hour
Preparation: None
1 hour weekly (0-1)
Specialized instruction in the operation and service of automobile heating and air conditioning including diagnosis and charging with additional instruction in electrical, circuits and automobile climate control.

AAM 176 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY 5 Hours
Preparation: None
15 hours weekly (5-10)
Laboratory practices of shop safety, proper selection and use of tools and organization of shop activities are stressed in conjunction with work on diesel engines. Areas of work are the diagnosis and repair of front and rear axles, wheel balacing, disc and drum brakes, and heating and air-conditioning systems.

AAM 177 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY 4 Hours
Preparation: None
16 hours weekly (5-10)
Laboratory practices of shop safety, the use of tools and shop practices. Diagnosis and repair of engines are stressed in conjunction with work on diesel engines. Areas of work are the diagnosis and repair of front and rear axles, wheel balacing, disc and drum brakes, and heating and air-conditioning systems.

AAM 178 SPECIALIZED ELECTRONIC TRAINING 3 Hours
Preparation: None
1 hour weekly (3-0)
A specialized study of electricity and electronics as applied to the automobile of today and tomorrow. Work will provide basic level skills as outlined by the United States Employment Service, Army, other electrical, circuit protection, and wiring diagrams.

AAM 210 DRIVE TRAINS 2 Hours
Preparation: Consent of Instructor
1 hour weekly (2-0)
A study of the operation, servicing, and troubleshooting of automatic transmission, drive lines, and differentials. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 210.

AAM 211 DRIVE TRAINS 2 Hours
Preparation: Consent of Instructor
1 hour weekly (2-0)
A study of the operation, servicing, and troubleshooting of manual transmission, drive lines, and differentials. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 211.

AAM 272 EMISSION CONTROLS AND TESTING 3 Hours
Preparation: Consent of Instructor
1 hour weekly (3-0)
A study of the operation and maintenance of emission control systems on late model automobiles. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 272.
AAM 274 CHASSIS ELECTRICAL STUDIES
3 Hours
Prerequisites: Consent of Instructor
3 hours weekly (3-0)
A study of the electrical accessories of automotive vehicles, such as power windows, power seat, computer control systems, and all other wiring, diagnosis, repair, and troubleshooting attended. Theory is supplemented by laboratory work in automotive electrical systems. Laboratory 3 hrs.

AAM 274 SPECIAL MECHANICS LABORATORY
1 Hour
Prerequisites: Consent of Instructor
1 hour weekly (1-0)
A study of the unique problems and services involved in the design, development, and operation of automotive engines, transmission, and related systems. Laboratory work is performed under the supervision of an automotive technician in the Automotive Mechanics Laboratory. Laboratory 1 hr.

AAM 275 SERVICE MANAGEMENT
2 Hours
Prerequisites: None
2 hours weekly (2-0)
A study of the principles involved in managing automotive repair shops and procedures. Focus is on the customer service relations, with emphasis on business management techniques, marketing, and service records. Laboratory work is performed under the supervision of an automotive technician in the Automotive Mechanics Laboratory. Laboratory 2 hrs.

AAM 276 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY
3 Hours
Prerequisites: Consent of Instructor
3 hours weekly (3-0)
Laboratory practices in shop safety, proper use of tools, and organization of work activities. Emphasis is on developing the student's ability to design, build, and test an automotive service facility. Laboratory 3 hrs.

AAM 277 AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY
5 Hours
Prerequisites: Consent of Instructor
5 hours weekly (5-0)
Laboratory practices in shop safety, proper use of tools, and organization of work activities. Emphasis is on developing the student's ability to design, build, and test an automotive service facility. Laboratory 5 hrs.

DATA PROCESSING

DSR 101 INTRODUCTION TO BUSINESS DATA PROCESSING
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course is designed to provide business students with a basic understanding of data processing concepts and computer operations. Basic machine functions such as CPUs, CRTs and printers will be taught.

DPR 102 FUNDAMENTALS OF BUSINESS DATA PROCESSING - BASIC
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A study of one of the most widely used languages for business microcomputer languages, including its application to business management and problem solving.

DPR 110 INTRODUCTION TO WORD PROCESSING
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course is designed to provide business students with a basic understanding of word processing concepts and computer operations. Basic machine functions such as CPUs, CRTs and printers will be taught.

DPR 112 BUSINESS SYSTEMS ANALYSIS AND DESIGN
3 Hours
Prerequisites: DPR 101
3 hours weekly (3-0)
Designed to assist students in developing the ability to study business problems and design automated solutions.

DPS 119 SPREADSHEET DESIGN
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course is designed to provide business students with a basic understanding of word processing concepts and computer operations. Basic machine functions such as CPUs, CRTs and printers will be taught.

DPS 120 DATA BASE MANAGEMENT
1 Hour
Prerequisites: None
1 hour weekly (1-0)
This course is designed to provide business students with a basic understanding of data processing concepts and computer operations. Basic machine functions such as CPUs, CRTs and printers will be taught.
DPR 200 BUSINESS STATISTICS
3 hours
Prerequisites: None

This course is designed to provide students with the mathematical tools and business applications through the use of integrated software packages. Students will complete laboratory work that will be encountered in business and industry.

DIESEL MECHANICS

A detailed study of the fuel system, including the following: fuel injection, fuel delivery, governor, and the repair and maintenance of components. Major automotive type diesel equipment will be discussed in the factory specifications and service procedures. This course is supplemented by practical laboratory work experience in the diesel laboratory.
DIE 181 DIESEL ENGINE MAINTENANCE AND DIAGNOSIS
2 Hours
Prerequisites: AAM 170, 171, 172, 175 or Consent of Instructor.
6 hours weekly (2-0)
Emphasis will be placed on testing, instrumentation, lubrication, and fuel requirements as well as the auxiliary systems, such as cooling and the fuel system, operation, and maintenance of these systems. All areas will be factory-authorized specifications and procedures. Theory is supplemented by a practical laboratory work experience in the diesel laboratory.

DIE 187 DIESEL LABORATORY
5 Hours
Prerequisites: AAM 170, 171, 172, 175 or Consent of Instructor.
5 hours weekly (0-5)
Laboratory practices of shop safety, proper selection and use of tools and organization of shop activities are stressed in conjunction with work on this subject. Study includes lab areas of work such as leak-on-the-overall of diesel engines, servicing, and adjusting fuel delivery systems as well as diagnostic methods and maintenance of the diesel engine.

DRAFTING TECHNOLOGY

SUR 101 SURVEYING
3 Hours
Prerequisites: None
3 hours weekly (1-4)
This course teaches the use, care and theory of the chain and level. It also introduces the student to the devices to experience reading and using instruments in measuring and measuring with a transit.

DRT 100 MACHINE TRADES BLUEPRINT READING
4 Hours
Prerequisites: None
4 hours weekly (0-4)
This course is designed for technical students, apprentices in the machine trades, and other personnel who need reading basic skills required in their jobs. Emphasis will be placed on blueprint drawing and dimensioning, and the impact of computer drawing as related to the machine trades.

DRT 102 TECHNICAL DRAFTING
6 Hours
Prerequisites: None
6 hours weekly (2-4)
This is a lecture-laboratory course designed to promote the basic technical skills involved in technical drawing, geometric construction, orthographic projection, sections and conventions, and basic dimensioning will be studied with the major emphasis on the fundamentals of orthographic projection.
regulation of business, labor, and unions; problems of poverty, population, agriculture, international trade, and urban problems.

ECO 201: PRINCIPLES OF ECONOMICS
3 Hours

Prerequisites: None
5 hours weekly (3-0)

This is an introductory course in economics, emphasizing micro-economic theory and policy. The following major topics will be included: the nature of economic problems, supply and demand analysis, American capitalism as related to households, business, and government; money and banking; monetary policy and economic stability; American economic growth; and problems and policies.

ECO 202: PRINCIPLES OF ECONOMICS
3 Hours

Prerequisites: ECO 201
5 hours weekly (3-0)

This introductory course in economics will emphasize micro-economic theory and contemporary problems. The following topics will be included: market structures on American capitalism; price determination; consumer behavior; business cycles; aggregate demand and supply; inflation and unemployment; current domestic and international problems; the monopoly problem; the welfare problem; urban economics; inequality and poverty; labor unions and collective bargaining; the war industry, and the social welfare system; and international economics and the world economy.

ELECTRONICS

ELE 100: DC/AC FUNDAMENTALS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

DC/AC fundamentals will be approached by analyzing the basic series, parallel, and series-parallel circuits. The analysis of AC will be continued with Kirchhoff's laws, Ohm's law, thevenin's, nodal, and superposition theorems, cirquit analysis theorems such as thevenin's, norton's, superposition, and mesh currents will be reenforced by appropriate lab experiments.

ELE 101: Devices and Instrumentation
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Introduction, demonstration, and practice will be received in voltmeter and oscilloscope usage. Various passive and active components will be introduced on an individual basis.
ELT 100 Solid State Circuits - 8 Hours
Prerequisites: ELT 100, ELT 101

This course will introduce students to the use of semi-conductor devices and their properties. P-n junctions, transistors, JFET's, and operational amplifiers will be analyzed for AC properties and as amplifiers.

ELT 110 DIGITAL ELECTRONICS - 8 Hours
Prerequisites: ELT 100 and ELT 101

This course will introduce students to basic digital technology. Number systems and basic and complex gate systems will be covered. Digital systems will be analyzed using techniques of Boolean algebra and Karnaugh mapping.

ELT 200 INTRODUCTION TO MICROPROCESSORS - 8 Hours
Prerequisites: ELT 111

The instruction, demonstration, and practice of beginning machine language programming of the Motorola 6800 microprocessor to be followed by an introduction to basic interfacing techniques.

ELT 210 CIRCUIT ANALYSIS - 8 Hours
Prerequisites: ELT 110

The course will be an analysis of various circuits from a mathematical approach. Topics such as feedback and voltage regulators will be covered.

ELT 210 MICROPROCESSOR APPLICATIONS - 8 Hours
Prerequisites: ELT 200

The purpose of this course is to allow the student to make the transition from microprocessor theory to applications. The processor will be used for basic A/D conversions, to interface with various sensing devices and control devices.

ELT 220 INDUSTRIAL ELECTRONICS - 8 Hours
Prerequisites: ELT 100, ELT 101, ELT 111

This course will introduce the student to the application of various devices covered in digital and solid state, such as switching and sensing devices. Various industrial power systems and equipment, such as ground controls and motor and control circuits, will be covered.

BUS 101 BASIC BUSINESS MATHEMATICS - 3 Hours
Prerequisites: None

This course is designed for students enrolling with a mathematics deficiency as evidenced by grades in previous mathematics courses and results of test scores. The following topics are covered: addition, subtraction, multiplication, division, fractions, decimals, percents, interest problems, and the use of calculators in various mathematics problems. After successfully completing this course, a student is ready to enroll in BUS 111.

BUS 110 INTRODUCTION TO BUSINESS - 3 Hours
Prerequisites: None

This course is designed for students enrolling with a mathematics deficiency as evidenced by grades in previous mathematics courses and results of test scores. The following topics are covered: addition, subtraction, multiplication, division, fractions, decimals, percents, interest problems, and the use of calculators in various mathematics problems. After successfully completing this course, a student is ready to enroll in BUS 111.

BUS 111 BUSINESS STATISTICS - 3 Hours
Prerequisites: BUS 101

A mathematics course applied to business and everyday problems. Some of the topics covered are: mean, median, mode, standard deviation, simple and compound interest, depreciation, inventory, commission, bank statements, account sales and purchases, basic statistics, market and distribution of profits, and overhead expenses.

BUS 121 BUSINESS STATISTICS - 3 Hours
Prerequisites: BUS 111

An introductory course emphasizing the statistical analysis of business and economic data and how it affects controlling operations and in making sound decisions. Included in the course are methods of collection, presentation, and interpretation of economic data. The following topics are covered: averages, sampling, correlation, time series, price indexes, and statistical applications.
BUS 127 CALCULATING MACHINES
3 Hours
Prerequisites: None
2 hours weekly (0-2)
Instruction and practice are given in the use of electronic calculators. Essential operations of the machine are taught. Practical and comprehensive business problems and practice sets are used in addition to practice problems. Primary emphasis is placed on accuracy of machine operations.

BUS 128 OFFICE MACHINES
3 Hours
Prerequisites: TYP 116 or equivalent
4 hours weekly (1-3)
Training and instruction in the use of transcribing machines and dictation machines, and the dictation machine. Experience is given in the practice of modern office practice and the use of the electric dictating machine, electric typewriter, and electric copying machine. Fundamentals are taught through the use of individual problems as well as complete business projects in each area.

BUS 130 SALESmanship
3 Hours
Prerequisites: None
4 hours weekly (0-2)
A course in the theory and practice of good salesmanship, including the development of a sales personality, the importance of retail and other types of selling. Modern techniques for making a sale are taught, including prospecting, demonstrating, approach, presentation, handling objections, proper closings, persuasion, and follow-up.

BUS 131 SALESmanship
1 Hour
Prerequisites: BUS 120
4 hours weekly (0-2)
A continuation of salesmanship-130, this course will consist of a review of the entire sales presentation with special emphasis on the closing. Good human relations and sales management techniques are emphasized. Video-taped sales talks will be presented by each student.

BUS 138 BUSINESS GENERAL
1 Hour
Prerequisites: None
2 hours weekly (0-2)
This course is designed to acquaint beginning students with college policies and rules, Justin, curricula, job opportunities, job-hunting skills and procedures, and the proper preparation of application letters and resumes.

BUS 150 (A-D) CASE STUDIES/PROCEDURES IN BUSINESS
1-4 Hours
Prerequisites: None
1-4 hours weekly (1-4D)
Application of business management principles to specific problems through case-studies, simulation, special projects or problem-solving procedures. (Topic varies as listed on the student's permanent academic record.)

BUS 215 INTRODUCTION TO MEDICAL TERMINOLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course will stress the learning and use of medical terms, prefixes, and suffixes, methods of medical transcription, and computerized medical transcription. In addition, students will learn abbreviations, pathological conditions, and tests relating to body systems.

BUS 220 ADVANCED MEDICAL TERMINOLOGY
3 Hours
Prerequisites: BUS 215
3 hours weekly (3-0)
This course provides continued development of medical terminology pertaining to body systems, pharmacology, pathology, and other related areas. Students should have a background in the anatomy of the body and how it relates to transcription skills will be included.

BUS 221 BUSINESS LAW
4 Hours
Prerequisites: None
4 hours weekly (4-0)
An introduction to the principles of business law designed to provide basic information about the law to persons planning to work in business. A study of the nature and history of the law, the law of tort and criminal law, and an outline of courts and court procedures. Provides a general basis for an understanding of civil law systems, the application of the law to particular fields in business—contracts, sales, bailments, commercial paper, agencies and employment, partnerships, corporations, and bankruptcy—is emphasized.

BUS 222 DESTRUCTIVE/NON-DESTRUCTIVE TESTING
3 Hours
Prerequisites: BUS 121 or consent of instructor
3 hours weekly (3-0)
Quality assurance is studied from concept through consumer usage. Emphasis is on design analysis, statistical analysis, and cost analysis.

BUS 230 BUSINESS CORRESPONDENCE
3 Hours
Prerequisites: TYP 116 or equivalent
3 hours weekly (1-3)
A brief review of grammar, punctuation, and letter forms. Attention is given to the various types of
BUS 237 OFFICE PROCEDURES 3 Hours

Prerequisites: Typing or equivalent
2 hours weekly (2-0)

Secretarial and clerical responsibilities and duties are studied and practiced, including filing procedures, writing of a memorandum, telephone techniques, travel arrangements, distribution of mail and conferences, reference tools, personal appearance and office etiquette and customs.

BUS 240 BUSINESS ETIQUETTE 1 Hour

Prerequisites: None
1 hour weekly (1-0)

This course is designed to acquaint beginning students with the character, customs, and courtesies that are an integral part of business and social life.

BUS 240 EXECUTIVE SECRETARY-WORK EXPERIENCE 1 Hour

Prerequisites: Consent of Chair of Division of Business and Industry
10 hours weekly (0-10)

On-the-job executive secretarial work experience will enable students to apply the skills and knowledge gained in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student progress and improve their skills and strengthen weaknesses.

BUS 241 LEGAL SECRETARY-WORK EXPERIENCE 1 Hour

Prerequisites: Consent of Chair of Division of Business and Industry
10 hours weekly (0-10)

On-the-job legal secretarial work experience will enable students to apply the skills and knowledge gained in the classroom. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student progress and improve their skills and strengthen weaknesses.

BUS 242 INTRODUCTION TO MEDICAL TRANSCRIPTION 1 Hour

Prerequisites: Consent of Chair of Division of Business and Industry
10 hours weekly (0-10)

This course introduces students to transcription and introduces medical terminology, medical record systems, medical ethics, and understanding medical terms.

BUS 243 MEDICAL TRANSCRIPTION 4 Hours

Prerequisites: BUS 242
4 hours weekly (2-2)

A continuation of BUS 242.

BUS 244 MEDICAL TRANSCRIPTION 8 Hours

Prerequisites: Typing I and BUS 242 or consent of instructor
8 hours weekly (3-5)

An introductory course in developing skills needed for transcription of medical reports and forms similar to those used by the medical profession. Actual case histories of patients are transcribed using transcription equipment. Accuracy is stressed on the transcriber's part with increasing standards required of the student progressing through case studies and other related medical material.

BUS 245 ADVANCED MEDICAL TRANSCRIPTION 8 Hours

Prerequisites: BUS 244
8 hours weekly (3-5)

Simulated, on-the-job medical transcription which will enable the students to apply the skills and knowledge learned in previous classes. Students will work in 3- to 4-hour blocks of time including 1-hour clinical sessions in actual medical offices, under the supervision of medical secretaries with medical office experience.

BUS 251 INSURANCE 3 Hours

Prerequisites: None
3 hours weekly (1-2)

A course designed to provide a basic understanding of the general field of insurance; business and business law; and the operation of insurance companies and their effects on society.
BUS 252 REAL ESTATE
3 hours
Prerequisites: Home 2 hours weekly (3-0)
A course designed to acquaint students with fundamentals of the real estate industry. Topics covered include: fundamentals of real estate, sales and appraisals, contracts, financing, controls, environmental, interest in real estate, deeds, and landlord-tenant relations. This course meets the requirements for the student to apply for the real estate license.

BUS 253 PRINCIPLES OF BANKING
3 hours
Prerequisites: none 3 hours weekly (3-0)
A study of the principles and functions of commercial banking in the United States. The fundamentals of banking are stressed. Coverage will be given to banking and banking procedures.

BUS 254 MONEY AND BANKING
3 hours
Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry 3 hours weekly (3-0)
This course presents the basic economic principles most closely related to the subject of money and banking. It includes topics of interest to present and prospective bank managers. The course stresses the practical application of the economic discipline of money and banking to the individuals, banks and the economy. Topics include: money supply, inflation and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system.

BUS 258 BANK MARKETING
2 hours
Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry 2 hours weekly (3-0)
This course is designed to present a broad marketing background for students in marketing. The course includes marketing philosophies and concepts, information, research, and target, the marketing mix (strategy, distribution, advertising and sales promotion, personal selling, and pricing) and the methods of market planning.

BUS 259 BANK ACCOUNTING
3 hours
Prerequisites: BUS 253 or consent of Chair of Division of Business and Industry 3 hours weekly (3-0)
This is a course in bank accounting and business concepts. Principles of accounting statements, principles of accountancy, and control. Periodic adjustment of transaction data. Financial statement presentations and relationship of accounting to business.

BUS 260 ADMINISTRATIVE POLICY
3 hours
Prerequisites: Consent of instructor 3 hours weekly (3-0)
A 3-hour course designed to integrate all functional areas of business administration. The functions of production, finance, management, marketing, economics, and accounting are brought together in an effort to solve business problems.

HOTEL-MOTEL MANAGEMENT
3 hours
Prerequisites: None 3 hours weekly (3-0)
Study of the organization and operation of hotel and motel management.

NEC 152 SALES AND SANITATION
1 hour
Prerequisites: None 1 hour weekly (1-0)
Study of the organization and operation of hotel and motel management.

NEC 263 SUPERVISORY TECHNIQUES
2 hours
Prerequisites: None 2 hours weekly (2-0)
This course is designed to develop the supervisory ability of department heads and other supervisors. Areas of supervision covered include personnel, management, customer relations, communications, training, coaching, counseling, and other qualities important to the person who must provide the necessary leadership and guidance of workers.

INDUSTRIAL PROCESSING
3 hours
Prerequisites: None 3 hours weekly (3-0)
A study of forces, components, properties and efficiency, stress and strain, in compression and shearing, analysis of vapor, queues, methods of design, yielding stress, and stress, bending moments, and diagrams in beam.

IND 152 INTRODUCTION TO COMPUTERS
3 hours
Prerequisites: None 3 hours weekly (3-0)
This course is designed for students who have had little or no contact with computers. It introduces basic computer system components and software components of the industry.
MACHINE PROCESSES

MAC 150 INTRODUCTION TO MACHINE PROCESSES
2 Hours

Prerequisites: None
4 hours weekly (0-4)

This is the first course in a sequence of machinist modules. This course is a basic study of shop safety, measuring tools, layout techniques, tools, hand tools, materials, tolerances, and supportive equipment as used by the machinist.

MAC 151 INTRODUCTION TO DRILLING PROCESSES
2 Hours

Prerequisites: None
4 hours weekly (0-4)

A study of the basic drilling operations, machines, tools, holding devices, taps, taping procedures, threading techniques, counterboring, and reaming operations used by the machinist.

MAC 152 INTRODUCTION TO LATHES PROCESSES
2 Hours

Prerequisites: MAC 150
4 hours weekly (0-4)

A study of the engine lathe operations with emphasis on cutting tools, tooling, facing, center-drilling, turning, drilling, boring, knurling, reaming, parting, threading, and tapping operations.

MAC 153 INTRODUCTION TO MILLING PROCESSES
2 Hours

Prerequisites: MAC 150
4 hours weekly (0-4)

A study of the setup and operations of the vertical and horizontal milling machines. Emphasis will be placed on cutting tools, holding devices, setup, feeds and speeds, squaring a part, writing milling programs, duplicating, alignment, and indicating procedures.

MAC 154 INTRODUCTION TO CNC MACHINE PROCESSES
4 Hours

Prerequisites: MAC 153
4 hours weekly (0-4)

An introductory course in the study of numerical control (NC) machine tool numerical control (CNC) machine processing. Emphasis will be placed on NC fundamentals, punched tape controls, computer controlled operations, basic machine codes, and manual part programming.
MAC 156 INTERMEDIATE MACHINE PROCESSES 2 Hours
Prerequisites: MAC 152, 153
4 hours weekly (0-4)
A continuation of the study of semi-precision and precision machining techniques with emphasis on the use of the surface plate, height and surface gage, sine bar and gage blocks, layout procedures and thread measurement. Advanced turning and milling machine operations are performed as related to these layout procedures.

MAC 157 INTERMEDIATE LATHE PROCESSES 2 Hours
Prerequisites: MAC 156
4 hours weekly (0-4)
A continuation of the study of the engine lathe with emphasis on the cutting of internal and external threads, collet chucking procedures, precision boring, reaming, recessing, grooving, and tailstock procedures.

MAC 158 INTERMEDIATE MILLING PROCESSES 2 Hours
Prerequisites: MAC 156
4 hours weekly (0-4)
A continuation of the milling operations with emphasis on indexing procedures, four-jaw chucking, mandrel turning, turning between centers, and precision thread measurement.

MAC 159 COMPUTER-AIDED MACHINE PROCESSES 2 Hours
Prerequisites: MAC 154
4 hours weekly (0-4)
A continuation of the study of numerical control and computer-aided machining with emphasis on creating computer programs, editing, trouble-shooting, computer simulation, and the applications of computer techniques used to produce a workable part program.

MAC 160 ADVANCED LATHE PROCESSES 2 Hours
Prerequisites: MAC 152
4 hours weekly (0-4)
An advanced study of lathe operations with emphasis on precision turning, drilling, reaming, and precision boring procedures.

MAC 161 ADVANCED LATHE PROCESSES 2 Hours
Prerequisites: MAC 160
4 hours weekly (0-4)
An advanced study of lathe processes with emphasis on the use of the follower rest, steady rest, high-speed spindles, drives, coolant, advanced threading, metric threading, and advanced four-jaw indicating procedures.

MAC 162 ADVANCED MILLING PROCESSES 2 Hours
Prerequisites: MAC 158
4 hours weekly (0-4)
An advanced study of milling operations with emphasis on the use of the follower rest, ram milling, circular slot cutting, IT slots, dovetail slots, form tool cants, keyways, keyseats, and indicating procedures.

MAC 163 ADVANCED MILLING PROCESSES 2 Hours
Prerequisites: MAC 158
4 hours weekly (0-4)
A study of advanced milling operations with emphasis on the use of indexing head procedures, direct-simple, and angular indexing, milling grooves, boring, location of holes, precision gear cutting, and computer-aided machining applications.

MAC 164 COMPUTER-AIDED MACHINE PROCESSES 2 Hours
Prerequisites: MAC 159
4 hours weekly (0-4)
An advanced study of computer numerical control with emphasis placed on the development of part programs using the Bridgeport EZ-CAM computer system. The computer set-up procedures, tool cycle data, geometry, tool paths, verification, plotting, editing, up-loading, and down-loading procedures will be emphasized.

MAC 165 ADVANCED CNC TURNING PROCESSES 2 Hours
Prerequisites: MAC 61, 62
4 hours weekly (0-4)
A study of the computer-aided lathe turning center with emphasis placed on machine design, axis control, tool path generation, speed and feed, machine origin, work coordinates, machine set-up, and basic part programming.

MAC 166 ADVANCED CNC TURNING PROCESSES 2 Hours
Prerequisites: MAC 165
4 hours weekly (0-4)
An advanced study of the computer-aided lathe turning center with emphasis placed on diameter and radius programming, turning, facing, tapping, circular interpolation, and threading applications. The development of part programs using the Flagstaff Mach II software. The computer set-up, tool cycle data, geometry, tool path, verification,
plotting, editing, up-loading, and down-loading procedures will be demonstrated.

MGT 107 ADVANCED CNC MACHINING PROCESSES

Prerequisites: MGT 106
4 hours weekly

An advanced study of the CNC-related milling center with emphasis on programming do loops, nested loops, and subroutines in part programming. Computer-assisted part programming will be stressed in the development of part programs using the Bridgeport Enufoam, Expanded, and E2-DMM surfacers. The computer setup, tool cycle data, geometry, tool path, verification, plotting, editing, up-loading, and down-loading procedures will be emphasized.

MGT 205, 226 COORDINATED MARKETING MIO-MANAGEMENT

1 hour each

Prerequisites: Consent of Chair of Division of Business and Industry
12 hours weekly (0-16)

On-the-job work experience which will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved work stations in business and industry. The supervisor and the on-the-job supervisor will work together to evaluate student progress in order to help them upgrade their skills and strengthen weaknesses.

MGT 236 RECORDS MANAGEMENT

1 hour

Prerequisites: None
5 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems including alphabetical, subject, numeric, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, editing, charge outs, and color devices as well as modern filing systems.

MARKETING

MKT 113 PRINCIPLES OF MARKETING

3 hours

Prerequisites: None
3 hours weekly (3-0)

An introductory course designed to expose the student to basic marketing concepts. Topics covered include: the market concept, market segmentation, buyer behavior, market organizations, market information systems, research, and the product.

MKT 114 PRINCIPLES OF MARKETING

3 hours

Prerequisites: MKT 113
3 hours weekly (3-0)

A continuation of MKT 113. Emphasis is placed on wholesaling, retailing, channels of distribution, physical distribution, personal selling, advertising, pricing, and overall marketing strategy.

MKT 224 ADVERTISING

3 hours

Prerequisites: None
3 hours weekly (3-0)

An analysis of the principles and practices used in various types of advertising: newspapers, magazines, TV, direct mail, and radio. Principles of advertising investigation, planning, financing, and managing a campaign. Also involves the study of color and balance in advertising. Emphasis is placed on the effectiveness of advertising in the total marketing structure.
MKT 220 SMALL BUSINESS MANAGEMENT
3 Hours
Prerequisites: None
3 hours weekly (3-0)

Attention is focused upon problems in establishing, operating, and controlling business ventures in retailing, e-commerce, and services. The emphasis is on in-depth study of the entrepreneur, the role of the entrepreneur, small business, and the entrepreneur's role in society. (Offered fall semester only.)

MKT 250 ENTREPRENEURSHIP
3 Hours
Prerequisites: None
3 hours weekly (3-0)

This course is designed to help individuals develop their personal potential and to guide them in determining the proper procedures to follow in establishing a business. Special emphasis will be given to market research, research and human resources, and developing a working business plan.

MKT 251 INTRODUCTION TO FASHION MERCHANDISING
3 Hours
Prerequisites: MKT 110 consent of chairman
3 hours weekly (3-0)

The study of fashion buying, advertising, publicity, styling, forecasting, inventory control, retailing, and fashion show techniques. (Offered fall semester only.)

MKT 252 RETAIL BUYING
3 Hours
Prerequisites: MKT 250 consent of chairman
3 hours weekly (3-0)

The study of various retail buying procedures for small- and medium-sized retail stores. Topics include determining customer needs, selecting and evaluating vendors, selecting the proper assortment of merchandise, ensuring merchandise delivery and control, and controlling shrinkage.

MKT 262 MERCHANDISE DISPLAY
3 Hours
Prerequisites: MKT 250 consent of chairman
3 hours weekly (3-0)

A study of principles and techniques of display, emphasis placed on the study, theory, and preparation of displays, types include color, lighting, fixtures, merchandise, consumer psychology, types of displays, interior and exterior display, retail topics, and fashion shows.

BUS 239 BUSINESS SIMULATIONS
1 Hour
Prerequisites: Consent of instructor
1 hour weekly (1-0)

Topics to be selected on current trends and the needs of those enrolled. Some topics will be presented and participated in, and problems related to those encountered while on the job will be discussed.

QUALITY CONTROL

QOC 101 TOTAL QUALITY CONTROL
3 Hours
Prerequisites: None
3 hours weekly (3-0)

A general survey course that emphasizes the development of total quality control. Course content centers on quality control within the organization, customer, and vendor; the evaluation of quality costs; the interactions between quality control and other functions, and the quality control technologies for controlling product, process, and services. (Offered fall semester only.)

QOC 110 QUALITY CIRCLES
3 Hours
Prerequisites: None
3 hours weekly (3-0)

A course that emphasizes the human relations aspects of total quality control. Emphasis is placed on the development of employee involvement in the continuous improvement process. (Offered fall semester only.)

QOC 115 METROLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)

Using equipment designed for engineers, technicians and production workers, this course is designed to give strength of protection in the area of dimensional measurements, skills are developed in both the English and metric system of measurements.

QOC 205 INDUSTRIAL SAFETY AND HEALTH
3 Hours
Prerequisites: None
3 hours weekly (3-0)

Staying injury free and healthy are the twin themes for this course. The skills to install, maintain, and inspect safety equipment and protective devices are developed. Emphasis is placed on the need for proper supervision and training. Skills are developed in both the English and metric system of measurements.

QOC 210 INTERPRETATION OF INDUSTRIAL DRAWINGS
3 Hours
Prerequisites: None
3 hours weekly (3-0)

This course is designed for those who must understand drawings that others have prepared. The emphasis will be placed on the ability to recognize the details. Emphasis is placed on the ability to recognize shapes, dimensions, and tolerances as they apply to production and quality.

QOC 225 CP-QP FOR QUALITY CONTROL
3 Hours
Prerequisites: Consent of Divisional Chairperson of Business and Industry
3 hours weekly (3-0)

On-the-job work experience which will enable students to apply the skills and knowledge learned
in the classroom. Students will work in supervised work stations in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to evaluate student training in order to help them upgrade their skills and strengthen weaknesses.

104 220 PRODUCTION PROBLEMS
3 Hours
Prerequisites: 100:009
4 hours weekly (130)
A case course relating to the production, planning, personnel, and cost considerations of the manufacturing aspects of business. Special emphasis will be given to the product liability aspects of production.

SHORTHAND

SIN 145 SHORTHAND I
3 Hours
Prerequisites: None
6 hours weekly (1-1-1)
This is a basic course in the principles of Gregg shorthand. Series AR. Included are the secret form, the shorthand alphabet, basic theory and frequently used phrases. Reading and writing practice are given in familiar and new materials.

SIN 125 SHORTHAND II
1 Hour
Prerequisites: None
2 hours weekly (0-2)
This is a continuation of course training. Students receive beginning training in spelling, punctuation, proofreading, transcription, and speed-building.

SIN 125B SHORTHAND IV
1 Hour
Prerequisites: SIN 124
3 hours weekly (1-1)
This is a continuation of shorthand 124. Students are encouraged to further develop the skills initiated in the previous course. Shorthand speed grades are based on three and one-half minute transcription. Scale is given as follows: A:70 at 24 to 34; B-60 at 15 to 24; C-40 at 14 or less.

SIN 125 SHORTHAND V
3 Hours
Prerequisites: SIN 124 or SIN 124A, 124B, 124C
5 hours weekly (1-1-1)
Emphasis is on speed-building; notetaking, office-stylie dictation, and sustained dictation. Further training in transcription skills is given. The following grade scale is used for speed: A:70 wpm at 21; B-60 wpm at 15; C-40 wpm at 10.

SIN 127 6 SHORTHAND VI
1 Hour
Prerequisites: SIN 126 or SIN 124A,B,C
2 hours weekly (0-2)
Emphasis is on speed-building and transcription.

SIN 128 6 SHORTHAND VII
1 Hour
Prerequisites: SIN 127
2 hours weekly (1-1)
The primary goal is the further development of speed building and transcription. Office-stylie dictation is introduced.

SIN 129 6 SHORTHAND VIII
1 Hour
Prerequisites: SIN 128
2 hours weekly (1-1)
Further training in transcription is given. An increased emphasis is placed on sustained dictation. The following grade scale is used for speed: A:70 wpm at 15; B-60 wpm at 10; C-40 wpm at 10.

SIN 232 SHORTHAND II
3 Hours
Prerequisites: SIN 125 or SIN 124A, 124B, 124C
5 hours weekly (1-1-1)
Emphasis is on dictation leading to multiple copy according to modern business standards. Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A:70 wpm at 24; B-60 wpm at 20; C-40 wpm at 15.

SIN 233 SHORTHAND III
3 Hours
Prerequisites: Shorthand 220
5 hours weekly (1-1-1)
Emphasis on the vocabulary used in various fields such as insurance, banking, education, advertising, law, real estate, and technical areas. The following grade scale is used: A:100 wpm at 44; B-80 wpm at 35; C-40 wpm at 25.
TYP 117 ADVANCED TYPING: BUSINESS LETTER TYPING
1 Hour
Prerequisites: TYP 116
2 hours weekly (0-2)
Topics covered include typing in a business office, typing in a government office, and basic and production skills.

BUS 125 BUSINESS SEMINAR
1 Hour
Prerequisites: None
1 hour weekly (1-2)
This course is designed to acquaint beginning students with college policies and rules, available student services, job opportunities, job-hunting skills and procedures, and the procedures of preparation or application letters and resumes.

TYP 230 PRODUCTION TYPING
5 Hours
Prerequisites: TYP 117 or TYP 118
5 hours weekly (3-2)
Emphasis is on a high degree of accuracy and speed. All practice will be geared toward developing the highest production rate possible in the typing of business letters, forms, legal documents, manuscripts, rough drafts, statistical reports, and similar business communications. The following grade scale is used: A, 95% or better; B, 85-94%; C, 75-84%; D, 65-74%; F, below 65%.
WELDING

WEL 150 OXY-ACETYLENE FUSION WELDING 1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of oxy-acetylene equipment, production of gases, storage and distribution, types of torches, operator protective equipment, and general safety precautions. Joints welded will be the butt joint and vee-flange joint in the flat position.

WEL 151 OXY-ACETYLENE FUSION WELDING 2 Hours

Prerequisites: WEL 150
4 hours weekly (0-4)

A study of torch types, their construction and classification and specifications of gas welding rods. Joints welded will be the vee-flange joint, the tee joint, and the flat position. A study of the principles of joint design, their preparation, and control of expansion and contraction. Joints welded will be the butt and vee joints in the vertical and overhead positions.

WEL 152 BRAZING AND SOLDERING 1 Hour

Prerequisites: WEL 151
2 hours weekly (0-2)

A study of filler materials, fluxes, joint preparation, and techniques. Emphasis will be placed on flange joints, tee joints, and butt joints in general positions.

WEL 153 OXY-ACETYLENE CUTTING 1 Hour

Prerequisites: None
2 hours weekly (0-2)

A study of flame-cutting principles and safety, operation, set-up of the oxy-acetylene cutting torch, fuel gas flow, oxygen flow, changes in cutting speed, beveling, piercing, and cutting to prescribed sizes.

WEL 154 ARC WELDING 2 Hours

Prerequisites: None
4 hours weekly (0-4)

A study of processes and safe work habits, striking an arc, running beads of weld in various positions, and joining, all in the flat position. Also, a study of arc welding symbols, including the fillet weld symbol. Welding, flat position, and three different patterns are taught.

WEL 155 ARC WELDING 2 Hours

Prerequisites: WEL 154
4 hours weekly (0-4)

A study of metal properties, basic joint design, weld defects, and distortion control. Study will include the flat position. Joints, and single- and multiple-pass techniques.

Also, a study of electrode classification systems, including selection, properties, use, and storage. Also, an introduction to large diameter iron powder electrodes in various filler weld configurations, including circumferential welds, will also be studied.

WEL 156 ARC WELDING 1 Hour

Prerequisites: WEL 155
2 hours weekly (0-2)

A study of the arc welding symbol for groove welds, and definition of the flat position. There will be preparation and welding of groove welds in the flat position with and without backing bar.

WEL 157 ARC WELDING 1 Hour

Prerequisites: WEL 156
2 hours weekly (0-2)

A study of beads of weld and groove welds, with and without backing bar, in the horizontal position. Definition of horizontal position will also be included.

WEL 158 ARC WELDING 1 Hour

Prerequisites: WEL 157
2 hours weekly (0-2)

A study of single beads, tee joint welds, Christmas tree welds, and welding in the vertical-up position, and groove-and-groove butt joints, with and without a backing bar. In the vertical position. Definition of vertical position will also be included.

WEL 159 ARC WELDING 1 Hour

Prerequisites: WEL 158
2 hours weekly (0-2)

A study of single beads, multiple pass fillet welds in the overhead position, and vee-groove butt joints with backing bar in overhead position. A definition of the overhead position will also be included.

WEL 160 MIG WELDING 2 Hours

Prerequisites: WEL 154-159
4 hours weekly (0-4)

A study of power sources, wire feeders, their maintenance and adjustment, and types of transfer, shielding gases and flow meters. Emphasis will be placed on vee joints in the horizontal and vertical down welding position and the butt joint in the flat position. The vertical position, and the study of electrode wires, shielding gases, flow meters, and accessory equipment. Emphasis will be placed on the butt and vee joints in the vertical and overhead welding position and practice on the overhead vee joint.
WEL 151 CORED ARC WELDING
1 Hour
Prerequisites: WEL 150-159
4 hours weekly (0-4)
A study of electrode wires, welding machines, and their maintenance and adjustment. Emphasis will be placed on the T-joint in the flat and horizontal welding positions, and the butt joint in the flat, horizontal, and vertical positions using E-7018 electrodes. This course will also include the study of the use of arc welding in the horizontal and vertical positions, and the preparation of the welding joints.

WEL 152 WELD TESTING AND INSPECTION
2 Hours
Prerequisites: WEL 150-152
4 hours weekly (0-4)
A study of the classification of welding qualifications, welding codes, and procedures for testing. Emphasis will be placed on the preparation and testing of the welding joints.

WEL 153 INTRODUCTION TO OXY-ACTYLENE WELDING
1 Hour
Prerequisites: WEL 150-152
2 hours weekly (0-2)
A study of oxy-acetylene equipment, types of flanges, general safety precautions, and flame-cutting principles. Welds will be made in the flat, horizontal, and vertical positions using E-7018, 5/32" diameter electrodes. Also, the study of procedures and operational qualifications, and the interpretation of test results. Welds will be based on the preparation and testing of welding joints.

WEL 154 INTRODUCTION TO ARC WELDING
1 Hour
Prerequisites: None
2 hours weekly (0-2)
A study of power sources, torch assembly, electrode types, shielding gases, and types of current used on different metals. Emphasis will be placed on the use of torches and T-joints in the flat, horizontal, and vertical positions using E-7018 electrodes. Also, the study of the preparation and testing of welding joints.

WEL 155 WELDING LABORATORY
1 Hour
Prerequisites: WEL 150-152
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on T-joint butt welds in the overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 156 WELDING LABORATORY
1 Hour
Prerequisites: WEL 150-152
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on T-joint butt welds in the horizontal position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.

WEL 157 WELDING LABORATORY
1 Hour
Prerequisites: WEL 150-152
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on T-joint butt welds in the horizontal position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industries.
WEL 193 PIPE WELDING
1 Hour
Prerequisites: WEL 160
7 hours weekly (0-9)
Pipe joints are prepared, welded and tested in accordance with A.M.S. D1.1 Structural Welding Code. Sockets and butt joints are welded in the F1 and 5G positions with E-6010 and E-7018 electrodes.

WEL 194 PIPE WELDING
2 Hours
Prerequisites: WEL 193
8 hours weekly (0-6)
Pipe joints are prepared, welded and tested in accordance with A.M.S. D1.1 Structural Welding Code. Sockets and butt joints are welded uphill and downhill in the 6G position with E-6010 and E-7018 electrodes.

WEL 195 A, B, C, D SPECIAL PROBLEMS IN WELDING
1-4 Hours
Prerequisites: 50 hours of welding prior to enrollment
2-6 hours weekly (0-9)
Student will prepare and submit a written proposal identifying specific problems that need to be solved theoretically on exercises or practical laboratory situations to be worked out.

WEL 196 MIG WELDING - ALUMINUM
1 Hour
Prerequisites: MIG 160
2 hours weekly (0-2)
This course will teach the student to use the colored light to weld aluminum in all positions.

WEL 197 MIG WELDING - STAINLESS STEEL
1 Hour
Prerequisites: WEL 160
2 hours weekly (0-2)
This course will teach the student to use the colored light to weld stainless steel in all positions.

WEL 198 TIG WELDING - ALUMINUM
1 Hour
Prerequisites: WEL 160
2 hours weekly (0-2)
This course will teach the student to weld aluminum in all positions as well as to weld aluminum pipe.

WEL 199 F71 WELDING - STAINLESS STEEL
1 Hour
Prerequisites: WEL 160
2 hours weekly (0-2)
This course will teach the student to weld stainless steel with TIG.

WEL 200 WELDING THEORY
2 Hours
Prerequisites: None
2 hours weekly (0-6)
This course will cover gas-arc, AC, DC, inert gas, and automatic welding theory.

DIVISION OF ENGLISH/HUMANITIES

ART

ART 101: EXPLORING ART-BASICS
(TWO-DIMENSIONAL) 4 Hours
Prerequisites: None
4 hours weekly (0-4)
This course centers around basic things that help students to improve upon visual design and composition, as the visual appeal or quality of their work will be enhanced. It allows for experimentation and competition in the four dimensions of color that can help distinguish a sound solution from an unsound one. The most common media in the course are drawing and painting materials. The student will be introduced to basic fundamentals, as well as awaiting for an attractively presented course.

This course will satisfy 4 hours of study in the humanities area for students not in the art program.

ART 102: FUNDAMENTALS OF ART (THREE-DIMENSIONAL) 4 Hours
Prerequisites: ART 101 or permission of instructor
4 hours weekly (0-4)
This course centers around basic things that help students to improve upon visual design and composition, as the visual appeal or quality of their work will be enhanced. It allows for experimentation and competition in the four dimensions of color that can help distinguish a sound solution from an unsound one. The most common media in the course are drawing and painting materials. The student will be introduced to basic fundamentals, as well as awaiting for an attractively presented course.

ART 111: ART APPRECIATION
4 Hours
Prerequisites: None
4 hours weekly (0-4)
This course attempts to develop interest, attitude, and understanding through visual, verbal, and actual experience with modern and recent art. For approaching visual arts is also included. Emphasis is on exposure to the visual arts.

ART 160: COMMERCIAL ART
2 Hours
Prerequisites: None
2 hours weekly (0-2)
Theory, techniques, and professional procedures in advertising art and graphic design. Includes explanations, illustrations, and practical experience with graphic language and the means of generating and duplicating images.
ART 100 BEGINNING DRAWING
3 Hours

Prerequisites: None
6 hours weekly (0-6)

Making marks on a piece of paper has long been a means of human expression. Sharpening observation skills and learning techniques to translate these observations to visual organization on flat surfaces are the primary goals of this course.

ART 210 ART FOR CHILDREN
3 Hours

Prerequisites: None
5 hours weekly (1-4)

This course concerns a study of the creative development of the child from preschool through elementary level, including participation in methods of using various materials which are best suited to particular ages and stages. Emphasis is placed on the use of arts and crafts as a means of achieving educational goals and helps in understanding and appreciating the child through his art. This course meets elementary education requirements at 10.

ART 220 HISTORY OF ART I
3 Hours

Prerequisites: None
3 hours weekly (0-6)

This is a general survey of the history of art from prehistoric times to the Renaissance. Through the study of ancient, Far Eastern and medieval art, students can attain a better understanding and appreciation of their own world and the art of earlier times. Styles of keshi masks, Egyptian tomb, Greek temples, Chinese and Japanese paintings, Byzantine mosaics, baroque fountains, and domes and Gothic cathedrals will be a part of the course.

History of Art may be used to satisfy 3 to 6 hours general studies requirements in the humanities area for students who are not in the art program.

ART 221 HISTORY OF ART II
3 Hours

Prerequisites: None
3 hours weekly (0-6)

This is a general survey of the history of art from the Renaissance to the present. Emphasis is on Giotto, Leonardo, Michelangelo, Raphael, Titian, Durer, Rubens, Rembrandt (to name a few) will allow the student to explore the great masters, as well as modern art. The course includes Renaissance, Baroque, and 19th and 20th century art.

History of Art may be used to satisfy 3 to 6 hours general studies requirements in the humanities area for students who are not in the art program.

ART 230 INTRODUCTION TO WEAVING
3 Hours

Prerequisites: None
6 hours weekly (0-6)

Basic differences in fibers and their manipulation from the basic looping, knotting, twining techniques to simple arrangements for making fabrics will be demonstrated. This course is introductory. The skills of this area can be used both for a means of self-expression and the production of useful objects.

ART 240 BEGINNING SCULPTURE
3 Hours

Prerequisites: None
6 hours weekly (0-6)

A studio discipline, this utilizes three-dimensional elements, with additional study of forms and relationships. Both figurative and non-figurative forms will be explored. The student will be introduced to such materials as wood, plaster and clay.

ART 250 INTRODUCTION TO CERAMICS
3 Hours

Prerequisites: None
3 hours weekly (0-6)

Clay is one of man's oldest materials. Utilizing the student with its properties and the fundamental methods for forming it (basic handbuilding techniques, wheel-throwing, decorating, and firing) are the goals of this course.

ART 255 LIFE DRAWING
3 Hours

Prerequisites: None
4 hours weekly (0-6)

The great masters considered life drawing to be one of the most crucial kinds of study that a student could have. In working from the model, the student draws a progress from single sketches to more descriptive and finished drawings throughout the course. The course consists of a variety of exercises, as well as materials. Pencil, charcoal, conte crayon, pen and ink, brush and ink are some of the media that are taken into account. Near the end of the term, when pursuing color, the individual can choose from water color, pastels, tempera, acrylics, oils, gouache or charcoal. This class is excellent training in the drawing discipline.

ART 256A DRAWING
1 Hour

Prerequisites: Art 150 or Art 255 or consent
2 hours weekly (0-6)

This course expands on the topics covered in Beginning Drawing (Art 100) and Life Drawing (Art 255). Students will be assisted in gaining increased control of the drawing medium and in improving their individual composition. Requires the completion of one to more drawings and a least 30 hours of in-class laboratory work.

ART 256B DRAWING
2 Hours

Prerequisites: Art 150 or Art 255 or consent
4 hours weekly (0-6)

This course expands on the topics covered in Beginning Drawing (Art 100) and Life Drawing (Art
ART 256C DRAWING
3 Hours
Prerequisites: Art 180 or Art 255 or consent
6 hours weekly (0-6)
This course expands on the topics covered in Beginning Drawing (Art 180) and Life Drawing (Art 285). Students will be assisted in gaining increased control of the drawing medium and improving their individual composition. Requires the completion of multiple drawings as specified by the instructor and at least 90 hours of laboratory work.

ART 257A PASTEL
1 Hour
Prerequisites: Art 180 or Art 255 or consent
2 hours weekly (0-2)
This course allows the student to develop knowledge and skill in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more drawings as approved by the instructor and at least 30 hours of in-class laboratory work.

ART 257B PASTEL
2 Hours
Prerequisites: Art 180 or Art 255 or consent
4 hours weekly (0-4)
This course allows the student to develop knowledge and skill in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more drawings as approved by the instructor and at least 60 hours of in-class laboratory work.

ART 257C PASTEL
3 Hours
Prerequisites: Art 180 or Art 255 or consent
6 hours weekly (0-6)
This course allows the student to develop knowledge and skill in the use of pastels. All types of pastels will be utilized. This course requires the completion of one or more drawings as approved by the instructor and at least 90 hours of in-class laboratory work.

ART 260 BEGINNING PAINTING
3 Hours
Prerequisites: Art majors have not had Art 101, they should consult the instructor. There are prerequisites for students taking this as an elective.
6 hours weekly (0-6)
Painting class is divided into two sections: majors and electives. The two groups are evaluated in a different context. Exploring acrylics and oils allows the individual to learn varied approaches, methods and characteristics of the materials. The student has an option on one project of selecting from water color, tempera emulsion, wax painting, or canvas.

ART 262A OIL PAINTING
2 Hours
Prerequisites: Art 260 or consent
4 hours weekly (0-4)
Oil painting is a versatile medium which allows the individual many possibilities for creative work. This course is designed to assist students in understanding the medium and developing control and composition skills. This course requires the completion of one or more paintings and at least 60 hours of in-class laboratory work.

ART 262C OIL PAINTING
3 Hours
Prerequisites: Art 260 or consent
6 hours weekly (0-6)
Oil painting is a versatile medium which allows the individual many possibilities for creative work. This course is designed to assist students in understanding the medium and developing control and composition skills. This course requires the completion of one or more paintings and at least 90 hours of in-class laboratory work.

ART 262A WATERCOLOR
1 Hour
Prerequisites: Art 260 or consent
2 hours weekly (0-2)
Watercolor is a transparent and free-flowing medium which allows the artist considerable flexibility. This course provides basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of multiple paintings and at least 30 hours of in-class laboratory work.

ART 262B WATERCOLOR
2 Hours
Prerequisites: Art 260 or consent
4 hours weekly (0-4)
Watercolor is a transparent and free-flowing medium which allows the artist considerable flexibility. This course provides basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of multiple paintings.
ART 200: WATERCOLOR
3 Hours
Prerequisites: ART 200 or consent of instructor. 6 hours weekly (0-6)

Watercolor is a transparent and free-flowing medium which allows the artist considerable flexibility. This course presents basic information about the medium and provides the student with an opportunity to develop skills in using the medium. This course requires the completion of multiple paintings as approved by the instructor and at least 8 hours of in-class laboratory work.

ART 205: INTRODUCTION TO CRAFTS
3 Hours weekly (3-0)

An introduction to a variety of craft techniques, primarily in major media: clay, fiber, and metal.

ART 205 PORTFOLIO
3 Hours
Prerequisites: Consent of instructor. 6 hours weekly (0-6)

This course is designed to assist art majors in the preparation of individual art portfolios for future use which students transfer to another institution of higher education or seek employment in an art-related occupation. This course may be used as an effective way to gain exposure to and develop skills to present art in a professional manner. This course may be used for an additional art course, if approved by the art advisor.

ENGLISH

ENG 101: BASIC READING AND WRITING
4 Hours
Prerequisites: None
5 hours (3-0)

This course helps students gain confidence in their reading, speaking, and writing abilities. Students develop strategies to improve comprehension of a wide variety of reading materials, including newspapers, magazines, fiction and non-fiction books, and textbooks. They are encouraged to communicate their ideas effectively through group and class discussions and through maintaining reading and writing logs. Students are also introduced to the basic principles of exposition writing.

ENG 051: DEVELOPMENTAL WRITING SKILLS
3 Hours
Prerequisites: None
3 hours (3-0)

Developmental writing enables students to gain confidence in their writing ability through journal writing, reaction to personal reading, and writing for a variety of purposes. Students also develop learning skills which enable them to recognize strengths and weaknesses in their own and others' writing. While this course is not designed for transfer, it prepares students to succeed in English 101 and assists them in developing the communication skills they will need in their chosen occupational field.

ENG 052: DEVELOPMENTAL READING SKILLS
3 Hours
Prerequisites: None
3 hours weekly (3-0)

This is a "slice of life" approach which involves high-fidelity instruction where students in a lively and immediate application of the reading process. Students will learn previewing, summarizing, note-taking, locating, and defining key concepts, mapping, and summarizing. In addition, students will learn to manage time, to take effective classroom notes, and to prepare for and take objective and essay examinations. Ten weeks of the course will be devoted to the application of these strategies with the assistance of the content-area instructor.

ENG 101: ENGLISH COMPOSITION
4 Hours
Prerequisites: None
3 hours weekly (3-0)

The primary objective of English 101 is to instill a basic knowledge of the English language. It introduces the use of correct and effective sentence structures and detailed and organized paragraphs to create interesting, coherent, unified, and accurate compositions demonstrating various patterns of development. The student will also develop research essay skills.
ENG 101: ENGLISH COMPOSITION I
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This introductory course emphasizes the student's direct use of the microcomputer in planning, writing, proofreading, and revising student expository essays and research papers.

ENG 102: ENGLISH COMPOSITION II
3 Hours
Prerequisites: English 101
3 hours weekly (3-0)
This course further develops skills in expository prose and extends these skills into the study and analysis of various literary genres.

ENG 105: CREATIVE WRITING
3 Hours
Prerequisites: English 101
3 hours weekly (3-0)
English 105 is an introductory course in techniques and forms of the short story, poetry, and drama. This course will fulfill the requirements of the second semester of English composition.

ENG 105: CREATIVE WRITING IN GENRE
3 Hours
Prerequisites: ENG 105
3 hours weekly (3-0)
An advanced course in which the student will concentrate on one type of writing, usually fiction, poetry, or drama.

ENG 106: WORD PROCESSING FOR WRITERS-JOURNALISM
3 Hours
Prerequisites: ENG 106
1 hour weekly (1-0)
This is an introductory course in word processing and its application to writing for student in journalism. Student may elect for compositions come from the student's journalistic interests, other courses, or potential career.

ENG 107: WORD PROCESSING FOR WRITERS-CREATIVE WRITING
3 Hours
Prerequisites: ENG 107
3 hours weekly (3-0)
This is an introductory course in word processing and its application to creative writing. Content for the compositions comes from the student's writing interests, creative writing courses, or potential career.

ENG 108: WORD PROCESSING FOR WRITERS-TECHNICAL WRITING
3 Hours
Prerequisites: ENG 108
3 hours weekly (3-0)
This is an introductory course in word processing and its application to technical writing. The content for compositions comes from the student's technical interests, courses, or potential career.

ENG 111: COMMUNICATIONS
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is a course devoted to developing successful writing techniques for expressing ideas effectively in the technical and practical fields.

ENG 112: COMMUNICATIONS
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is a course devoted to developing successful oral communication techniques for expressing ideas effectively in the technical and practical fields.

ENG 113: PROFESSIONAL TECHNICAL WRITING
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is a baccalaureate transfer technical writing course especially for engineering and science technology and technical students. Emphasizing many different approaches to solving specific communication problems, this course covers the written and oral communication required in a job situation in the technical fields.

FOREIGN LANGUAGES

Students may elect French, German or Spanish and obtain a proficiency through 4 semesters. Placement tests are available to ascertain at what level they should begin their studies in these areas.

Students should make special note of the fact that these classes begin only in the fall semester. Therefore, if considering a language, an elective or feel they might need it, they should consider beginning their study in their first semester of the freshman year. Unless this is done, they will be unable to complete the two-year sequence in a timely manner.

FRENCH

PRF 101: ELEMENTARY FRENCH I
4 Hours
Prerequisites: None
4 hours weekly (4-0)
Emphasis on grammar, vocabulary, pronunciation, and composition. Language laboratory is required.

PRF 102: ELEMENTARY FRENCH II
4 Hours
Prerequisites: French 101 or equivalent
4 hours weekly (4-0)
Continuation of French 101 with oral practice of basic conversational and reading of French literature. Language laboratory is required.
INTERDISCIPLINARY STUDIES

IDN 350 LIFE IN THE WESTERN WORLD
6 Hours
Prerequisites: None
6 hours weekly (6-0)
A one-semester transfer course with 3 hours of credit in history and 3 hours credit in the humanities. This course studies the history of western civilization from the ancient Greeks into the 19th century. Where appropriate, the art and architecture, literature and music of the times are also presented. To broaden the understanding of each era, details of clothing and daily life will be introduced. This course may be used for 3 hours general studies credit in the humanities and 3 hours general studies credit in the social sciences.

HUM 192 DEATH AND DYING
3 Hours
Prerequisites: None
3 hours weekly (3-0).
This course presents an interdisciplinary analysis of death and dying. Topics to be covered include definitions of death; cultural, social, and psychological aspects of these topics; children and death; dying patients and their families; and the right to die and other related matters. The course is accepted as a College-wide elective.

CRT 100 CAREER/LIFE PLANNING
1-Hour
Prerequisites: None
1 hour weekly (1-0)
A systematic approach to career/life planning. Focuses on the process of enabling individuals to make rational occupational decisions at any point in their lives. This is a required course for all transfer students.

JOURNALISM

JRN 201 NEWSWRITING AND EDITING I
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A study of the newspaper story. The course focuses on writing, revising, and copy editing.

JRN 202 NEWSWRITING AND EDITING II
3 Hours
Prerequisites: JRN 201
3 hours weekly (3-0)
This concerns the theory and practice of covering news and preparing copy, and writing headlines. Must be taken in sequence.
LIT 213 ENGLISH LITERATURE TO 1750
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
This is a survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.

LIT 212 ENGLISH LITERATURE: ROMANTICISM TO THE PRESENT
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
This is a study and analysis of selected works from the Romantic, Victorian, and Modern Eras.

LIT 231 AMERICAN LITERATURE TO 1900
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
A survey of American literature from the colonial period to the eve of the Civil War. The emphasis is on major writers.

LIT 230 AMERICAN LITERATURE: 1900-PRESENT
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
This is a study and analysis of selected American writers from the Civil War to the present.

LIT 230 THE AMERICAN SHORT STORY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
An in-depth study of the American short story. The course may be presented as a seminar with film adaptations of the stories or as a lecture-discussion course.

LIT 254 LITERATURE FOR CHILDREN
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is a study and analysis of the best that has been written for children or is appropriate for them.

LIT 270 THE BIBLE AS LITERATURE
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
A literary appreciation course to familiarize students with the basic literary forms and themes of the Bible. Includes are archetypal patterns of characters, plots, and images; myths and history; short tales and stories; lyric poetry, the Psalms; the parables; and drama.

LIT 275 THE ART OF THE CINEMA
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
A survey of the development of motion picture art from its beginnings to the movies of the present. This study of the art of the picture will include not only a history of the motion picture industry but also considers the techniques of motion picture production.

LIT 280 INTRODUCTION TO LITERATURE
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This a course which introduces the student to the spectrum of literary types. The course will concentrate on fiction, drama, and poetry, but will also cover literature in cinema and on television. The appreciation of literature will be encouraged.

LIT 296 INTRODUCTION TO MYTHOLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is a course which introduces the student to the mythologies of the Greeks, the Romans, and the Norse.

LIT 296 ETHNIC LITERATURE IN AMERICA
3 Hours
Prerequisites: ENG 101
3 hours weekly (3-0)
A survey of the literature of the various racial and ethnic groups of America, and focuses on examples from the following traditions: Jewish, Afro-American, Chicano, American Indian, and various European heritages. The course will seek to identify the distinctive features of each tradition and analyze how each has made contributions to the total culture.

LIT 293 a, b, c, STUDIES IN THREE AUTHORS
1 to 3 Hours
Prerequisites: None
1 to 3 hours weekly (1-0-2, 0-3-0)
The course will consist of five weeks study of each author. A student may enroll in the course or one of its modules.
MUS 101 CHORAL ENSEMBLE
3 Hour
Prerequisites: None
3 hours weekly (0-3)
John A. Logan Choir. No auditions required. May be taken any semester but not to exceed 4 hours credit. Choir performs many times at Christmas and spring concerts. Numerous other functions. Humanities elective.

MUS 102 CHAMBER ENSEMBLE
1 Hour
Prerequisites: Consent of Instructor
3 hours weekly (0-3)
Open to a limited number of students. This is an opportunity for students experience with choral music specifically written for small groups. Will give public performances during the term. Membership through instructor consultation. May be repeated, not to exceed 4 credit hours. Humanities elective.

MUS 105 MUSIC APPRECIATION
3 Hours
Prerequisites: None
3 hours weekly (0-3)
Designed to familiarize the student with outstanding works of musical composition by means of recordings, this includes a survey of musical form and a study of the music of different cultures and musical forms. The classics through contemporary music styles will be covered. Humanities elective.

MUS 106 BEGINNING CLASS PIANO I
1 Hour
Prerequisites: None
2 hours weekly (0-2)
A class designed to teach basic musical information and keyboard skills with actual keyboard instruction. Available in the music lab. Elementary education and child care students will find this class particularly useful. Humanities elective.

MUS 110 MUSIC FUNDAMENTALS
2 Hours
Prerequisites: None
1 hour weekly (0-2)
A course for the student who desires a knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, etc. Designed for those with little or no formal musical training. Taught for elementary education, special education, music majors and minors; may also be taken as humanities elective.

MUS 111, 112, 113 APPLIED MUSIC
1 Hour
Prerequisites: None
1 hour weekly (0-1)
Private lessons in any field. Consult with advisor for details and requirements. May be taken any semester but not to exceed 3 semester hours credit. Students must have an instructor approved by the college. Equipment and supplies must be provided by the student. Private instruction. No more than one (.1) credit is granted per lesson. May be earned in a semester. Humanities elective.

MUS 115 MUSIC FOR CHILDREN
3 Hours
Prerequisites: None
4 hours weekly (0-2)
A survey and analysis of music written for children or appropriate for them. Also designed to give the techniques involved in teaching music to the child. For non-music concentrations only.

MUS 211, 212, 213 APPLIED MUSIC
1 Hour
Prerequisites: None
1 hour weekly (0-1)
Continuation of Music 111, 112, and 113 sequence. May be taken any semester but not to exceed 3 semester hours credit. Students must have an instructor approved by the college and assigned by the Division of English and the Humanities or credit cannot be given. Humanities elective.

Applied Music Sections:
1. Baritone
2. Bassoon
3. Cello
4. Clarinet
5. Cornet
6. French Horn
7. Harp
8. Harpsichord
9. Horn
10. Oboe
11. Percussion
12. Piano
13. Saxophone
14. String Bass
15. Trumpet
16. Tuba
17. Violin
18. Voice

PHILOSOPHY

PHI 101 INTRODUCTION TO THE HUMANITIES
3 Hours
Prerequisites: None
3 hours weekly (0-3)
This course presents a wide and integrated view of the humanities and is composed of four nonliterate art, music, literature, and philosophy. The course is team taught.
PHI 113 ETHICS AND MORAL PROBLEMS
3 Hours
Prerequisites: None
Discussion and analysis of moral problems through a survey of methods proposed for their solution by major philosophers.

PHI 121 INTRODUCTION TO LOGIC
3 Hours
Prerequisites: None
A 9-hour weekly (3-0).
Examination of the principles of reasoning as developed in the history of Western thought. Attention is focused on the nature of language and meaning with particular attention to deductive inference. Examination of these areas includes a consideration of linguistic radicals, the implications of paradox, and elementary symbolic logic.

PHI 131 INTRODUCTION TO PHILOSOPHY
3 Hours
Prerequisites: None
A general survey of the activities called philosophy, the course includes a comparison study of philosophy and science, and philosophy and religion (including both Eastern and Western religions). Major and minor areas of philosophy and their problems are discussed.

SPE
SPE 105 FORENSIC ACTIVITIES
1 Hour
Prerequisites: None
2 hours weekly (1-1).
Students may receive no more than 8 hours credit and not more than 2 hours per year. Hours are to be credited for participation in Forensic activities. Designed to provide students with contest speaking experience and to develop skills in concentrated areas of speech.

SPE 113 THEATER APPRECIATION
3 Hours
Prerequisites: None
A survey humanities course designed to foster an appreciation of theater arts. Students are introduced to the techniques of play production and survey representative works from classical times to the present.

SPE 116 SPEECH
3 Hours
Prerequisites: None
1 hour weekly (1-0).
The essentials of effective speaking are covered. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous, and formal modes. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation.

SPE 117 FUNDAMENTALS OF THEATER
3 Hours
Prerequisites: None
2 hours weekly (2-0).
Structured to acquaint students with problems encountered by a costume, light technician, scene designer, and director. The course reviews the practical application of problems and techniques involved in setting construction, stage production, through required participation in appropriate activities or projects outside the classroom.
hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 120 THEATER PRODUCTION II
3 hours weekly (1-4)
Continuation of Theater Production I. Intense applied training in set design, set construction, set decoration, lighting design, lighting application, sound design, sound application and special effects, make-up design, hair style design, costume design, publicity, house management, and advanced acting techniques.

SPE 121 ADVANCED PUBLIC SPEAKING
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This is designed to prepare students for audience analysis in various types of speaking situations.

SPE 122 DISCUSSION AND CONFERENCE
3 Hours
Prerequisites: Speech 115 or Consent of Instructor
3 hours weekly (3-0)
Current world problems and issues are used as a vehicle to prepare the student in the principles and methods of group discussion, conference participation, and leadership of group discussions and conferences.

DIVISION OF LIFE AND SOCIAL SCIENCES

AGRICULTURE

AGR 100 INTRODUCTORY ANIMAL SCIENCE
4 Hours
Prerequisites: None
5 hours weekly (3-2)
This is a general overview of dairy, meat animals (swine, beef, sheep) poultry, and horse industries with emphasis on how meat, milk and poultry products are produced and distributed. Included are the general applications of genetic, physiologic and nutritive principles for the improvement of animal nutrition. (Same as ANI 121 and 122 combined, as offered by Southern Illinois University).

AGR 101 INTRODUCTORY AGRICULTURAL ECONOMICS
3 Hours
Prerequisites: None
3 hours weekly (3-0)
Agriculture in the local and national economies; distribution; size and organization of the farm business units; politics affecting agriculture. (Same as SIU ABE 204.)

AGR 102 INTRODUCTORY CROP SCIENCE
3 Hours
Prerequisites: None
4 hours weekly (2-2)
Production of important field crops of the world with greatest emphasis on U.S. and midwestern field crops; crop production changes and adjustments; crop distribution over the U.S.; crop groups and classification; special problems, crop enemies, crop ecology, fertilizer and liming practices, tillage, crop improvement through breeding. (Same as SIU PLSS 220.)

AGR 103 INTRODUCTION TO HORTICULTURE
3 Hours
Prerequisites: None
4 hours weekly (2-2)
General principles of plant propagation, vegetable growing, fruit growing, landscape gardening, and floriculture. (Same as SIU PLSS 220.)

AGR 104 INTRODUCTORY SOIL SCIENCE
4 Hours
Prerequisites: CHM 101
5 hours weekly (3-2)
Basic and applied chemical, physical, and biological concepts in soils; the origin, classification and distribution of soils and their relationship to humans and to plant growth. (Same as SIU PLSS 240.)

ANTHROPOLOGY

ANT 111 ANTHROPOLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
An introduction to anthropology is an attempt to present, as simply as possible, the basic materials and ideas of modern anthropology. Two major themes dominate the course. The first is the origin, development, and differentiation of man as a biological organism; the second is the concept of culture, its structure and development from an anthropological "point of view."

ANT 216 CULTURAL ANTHROPOLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
This course provides a basic introduction to the concept of culture through surveys of world cultures, relevant theories, and principles of cultural behavior.

BIOLOGICAL SCIENCE

BIO 101 BIOLOGICAL SCIENCE
3 Hours
Prerequisites: None
4 hours weekly (2-2)
An introductory course designed to give the student a basic knowledge of the cellular aspects of biology.
BIO 106 ANATOMY AND PHYSIOLOGY
3 Hours
Prerequisites: Biological Science 101 or divisional approval
4 hours weekly (2-2)
A study of the human body, including structure and function of the organs working together to complete the whole organism. Metabolism, body chemistry, growth, and maturity will be included.

BIO 110 GENERAL BOTANY
3 Hours
Prerequisites: Biological Science 101
4 hours weekly (2-2)
Fundamental concepts of plant life cycles, structure, function, and propagation with emphasis on higher plants.

BIO 115 INVERTEBRATE ZOOLOGY
3 Hours
Prerequisites: Biological Science 101
4 hours weekly (2-2)
Evolution, function, and interrelationships of major representative invertebrate phyla and the role they have in the biotic world.

BIO 120 VERTEBRATE ZOOLOGY
3 Hours
Prerequisites: Biological Science 101
4 hours weekly (2-2)
Structure and development of vertebrates from the embryo through adult life. Extinct and extant forms.

BIO 125 HORTICULTURE
3-4 Hours
Prerequisites: None
3 hours weekly lecture (3-0)
2 hours weekly lab (0-2)
Taped lecture aired over public television. Instructor will be available to students by telephone, mail, and on a walk-in basis.
Lab class will consist of learning and demonstrating techniques used by gardeners, nurseries, orchardists, and horticulturists. Lab will be offered in conjunction with BIO 125a. Successful completion of both BIO 125a and the lab will allow the student to satisfy a science elective. The student need not be enrolled concurrently.

BIO 225 GENETICS
3 Hours
Prerequisites: Biological Science 101
3 hours weekly (3-0)
An introductory course in the fundamentals of inheritance with emphasis on human genetics.

BIOLOGY 240 PLANT AND ANIMAL ECOLOGY
3 Hours
Prerequisites: Biological Science 101
3 hours weekly (3-0)
Basic ecological principles and concepts, built around ecosystems, habitats, energy, flow, populations, and the biotic community.

BIO 245 CONSERVATION OF NATURAL RESOURCES
3 Hours
Prerequisites: Biological Science 101
3 hours weekly (3-0)
Conservation of natural resources, including both traditional and current approaches with emphasis on recent developments.

BIO 275 COMMON PLANTS OF SOUTHERN ILLINOIS
3 Hours
Prerequisites: Biological Science 101 or consent
5 hours weekly (1-4)
A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. One all-day field trip will be included.

IDS 050 ELEMENTS OF SCIENCE
3 hours weekly (3-0)
This remedial class tutors the high school graduate in science basics so that he/she is better prepared for college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

EDUCATION

EDC 202 HUMAN GROWTH, DEVELOPMENT, AND LEARNING
2 Hours
Prerequisites: None
2 hours weekly (2-0)
A course designed for prospective teachers covering three general areas of instruction-classroom management, cognitive learning, and effective learning. Fifteen hours of clinical experience are granted for video tapes, student interviews, school visitations, and resource persons.

EDC 202A - LAB
1 Hour

EDC 203 SCHOOL AND SOCIETY
2 Hours
Prerequisites: None
2 hours weekly (2-0)
This course covers the goals and purposes of American education and their relationship to American society. Prospective teachers will develop an understanding of the organizational structure and functioning of the American school system and will explore the contemporary goals, ideas, issues, and practices in American schools. Selected educational philosophies will be covered. Five hours of
Clinical experience are granted for a special project (school district analysis).

**GEOGRAPHY**

**GEO 112 REGIONAL GEOGRAPHY**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introduction to regional geography is an attempt to study and use geographic concepts and structures in relation to the specific regions and countries. Focus is on key countries in the seven continents of the world.

**GEO 215 SURVIVAL OF MAN: ENVIRONMENTAL STUDIES**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

An introductory course dealing with the man-land relationship from a geographic viewpoint. Topics to be covered include the development, use, and management of natural resources. Emphasis will be placed upon those political, economic, and social factors which influence man's resource decisions.

**HEALTH**

**HTH 110 HEALTH EDUCATION**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits, and practices pertaining to the physical, mental, social, and emotional environments. This is a course in critical decision making for personal health and lifestyle choices.

**HTH 115 FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab testing of areas of obesity, nutrition, and total physical fitness through balanced living.

**HTH 125 FIRST AID AND PERSONAL SAFETY**
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is taught as a combination lecture/laboratory educational experience. This course covers general first aid procedures often needed in everyday situations (CPR is not covered).

**HTH 135 DRUG ABUSE AND ALCOHOL EDUCATION**
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Drug Abuse and Alcohol Education is an in-depth concentrated course of study which is taught as a lecture/discussion course. This problem identification and solution-seeking approach will encourage student participation and contribution throughout the course.

**HISTORY**

**HIS 101 WESTERN CIVILIZATION I**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Western Civilization 101 traces the development of the Western world from pre-historic times through the Reformation. This course is designed to pursue and realize a fuller understanding of the way that man has responded to historical problems and, subsequently, shaped cultural, political, social, and economic institutions and ideas.

**HIS 102 WESTERN CIVILIZATION II**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Western Civilization 102 is a continuation of Western Civilization 101. Beginning with the Age of Absolution in the seventeenth century, the course ends with a study of present-day problems in relationships to World War II. This course concentrates upon revolutions, industrialization, imperialism, political ideologies, and world wars as they relate to our world today.

**HIS 105 THE CONTEMPORARY WORLD**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

The Contemporary World is a course designed for students who wish to understand their everyday world and its relationship to the historical past. Emphasis will be upon student participation and involvement concerning issues and problems.

**HIS 201 UNITED STATES HISTORY I**
3 Hours

Prerequisites: None
3 hours weekly (3-0)

U.S. History 201 examines the development of a civilization, the creation of a nation, the formulation of an American spirit, and the test of these elements in the Civil War.
HIS 202 UNITED STATES HISTORY II
3 Hours

Prerequisites: None
3 hours weekly (3-0)

U.S. History 202 begins with the legacy of the Civil War and its effects on a rapidly industrializing nation. Students examine the rise of the United States to world leadership and the dynamic changes and challenges of the twentieth century.

HIS 205 ILLINOIS HISTORY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to lead to an understanding of Illinois' institutions, traditions, and problems through a study of their historical origins and development. The students will study the heritage common to all citizens of Illinois as well as the diversity to be found from one area of the state to another. The course will deal with significant topics rather than pursuing a strictly chronological approach, although each topic will be studied in light of its historical development.

HIS 211 MODERN AMERICAN HISTORY: 1920-1939
THE TWENTIES, THE DEPRESSION, AND THE NEW DEAL
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 1920s and the effects of the Great Depression of the 1930s on American attitudes, both national and local. Attention is also given to the major political events of the period. This course is designed for history majors and others desiring a social science elective.

HIS 212 HISTORY OF WOMEN IN AMERICA
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This course will explore the role and image of women over the course of American history with attention to changes that have taken place. Significant contributions of women will be discussed as well as the history of the feminist movement in America. The major emphasis will be on the social history of women.

HIS 215 VIETNAM
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This telecourse centers around thirteen one-hour television programs following a loosely chronological order. The evolution of Vietnamese society, 100 years of French rule, Japanese control in 1940, and the events leading up to the August revolution of 1945 (when the Viennenh first declared the independence of Vietnam) form the background of this course. The main concentration is with the years of conflict during which the French and the Americans were involved with the Vietnamese and their Indochinese neighbors; emphasis is on the period of heavy U.S. participation (1965-1973). The course deals not only with the conflict and its political context (within Vietnam and elsewhere), but also with basic themes in Vietnamese, French, and U.S. history and culture that helped determine the military and political outcomes. Finally, the course will go beyond the climactic events of 1975 to examine the long-term effects of the war, particularly on Vietnam and the United States.

PHYSICAL EDUCATION SERVICE COURSES (0-2)

Service classes meet two hours weekly for one hour of credit, four hours weekly for two hours of credit, or an equivalent number of contact hours for courses that begin late in the semester.

PED 100 AEROBICS I (1 hour) (0-2)
PED 101 AEROBICS II (1 hour) (0-2)
PED 102 AEROBICS III (1 hour) (0-2)
PED 103 AEROBICS IV (1 hour) (0-2)
PED 104 PHYSICAL FITNESS (1 hour) (0-2)
PED 105 BEGINNING SWIMMING (1 hour) (0-2)
PED 106 INTERMEDIATE SWIMMING (1 hour) (0-2)
PED 107 ADVANCED SWIMMING (1 hour) (0-2)
PED 108 LIFESAVING (1 hour) (0-2)
PED 109 WATER SKIING (1 hour) (0-2)
PED 110 SAILING AND CANOEING (2 hours) (0-4)
PED 111 CAMP CRAFT AND SURVIVAL SKILLS (2 hours) (0-4)
PED 112 ARCHERY (1 hour) (0-2)
PED 113 TENNIS I (1 hour) (0-2)
PED 114 TENNIS II (1 hour) (0-2)
PED 115 ADVANCED TENNIS (1 hour) (0-2)
PED 116 BADMINTON I (1 hour) (0-2)
PED 117 BADMINTON II (1 hour) (0-2)
PED 118 BADMINTON III (1 hour) (0-2)
PED 119 TUMBLING AND GYMNASTICS (1 hour) (0-2)
PED 120 WRESTLING (1 hour) (0-2)
PED 121 SELF DEFENSE (1 hour) (0-2)
PED 122 INDIVIDUAL PHYSICAL EDUCATION I (1 hour) (0-2)
PED 123 INDIVIDUAL PHYSICAL EDUCATION II (1 hour) (0-2)
PED 124 INDIVIDUAL PHYSICAL EDUCATION III (1 hour) (0-2)
PED 125 INDIVIDUAL PHYSICAL EDUCATION IV (1 hour) (0-2)
PED 126 BEGINNING WEIGHT TRAINING (1 hour) (0-2)
PED 127 INTERMEDIATE WEIGHT TRAINING (1 hour) (0-2)
PED 128 ADVANCED WEIGHT TRAINING (1 hour) (0-2)
PED 129 TRACK AND FIELD I (1 hour) (0-2)
PED 130 TRACK AND FIELD II (1 hour) (0-2)
PED 131 TOUCH FOOTBALL (1 hour) (0-2)
PED 132 SOCCER I (1 hour) (0-2)
PED 133 SOCCER II (1 hour) (0-2)
PED 134 SOFTBALL I (1 hour) (0-2)
PED 135 SOFTBALL II (1 hour) (0-2)
PED 136 SOFTBALL III (1 hour) (0-2)
PED 137 VOLLEYBALL I (1 hour) (0-2)
PED 138 VOLLEYBALL II (1 hour) (0-2)
PED 139 VOLLEYBALL III (1 hour) (0-2)
PED 140 ADVANCED VOLLEYBALL (1 hour) (0-2)
PED 141 BASKETBALL I (1 hour) (0-2)
PED 142 BASKETBALL II (1 hour) (0-2)
PED 143 BASKETBALL III (1 hour) (0-2)
PED 144 MODERN DANCE I (1 hour) (0-2)
PED 145 MODERN DANCE II (1 hour) (0-2)
PED 146 FOLK DANCE I (1 hour) (0-2)
PED 147 FOLK DANCE II (1 hour) (0-2)
PED 148 SOCIAL AND SQUARE DANCE (1 hour) (0-2)
PED 149 FIELD HOCKEY (1 hour) (0-2)
PED 150 BOWLING (1 hour) (0-2)
PED 151 HANDBall (1 hour) (0-2)
PED 152 BEGINNING RACQUETBALL (1 hour) (0-2)
PED 153 INTERMEDIATE RACQUETBALL (1 hour) (0-2)
PED 154 ADVANCED RACQUETBALL (1 hour) (0-2)
PED 155 GOLF I (1 hour) (0-2)
PED 156 GOLF II (1 hour) (0-2)
PED 157 GOLF III (1 hour) (0-2)
PED 158 ADVANCED GOLF (1 hour) (0-2)

MAJORS COURSES

These courses are intended to begin qualifying students as teachers or coaches in the public school systems or other social agencies which promote physical activity programs. The courses offered are primarily oriented toward the methodology of teaching various activities. Added experience can be gained through assisting in teaching of service classes and aiding in the administration of intramural programs.

PED 190 INTRODUCTION TO COACHING (3 hours) (3-0)
PED 191 INTRODUCTION TO PHYSICAL EDUCATION (2 hours) (2-0)
PED 192 METHODS OF TEACHING INDIVIDUAL AND TEAM SPORTS (1 hour) (0-2)
PED 193 METHODS OF TEACHING BASKETBALL (1 hour) (0-2)
PED 194 METHODS OF TEACHING GOLF (1 hour) (0-2)
PED 195 METHODS OF TEACHING TENNIS (1 hour) (0-2)
PED 196 METHODS OF TEACHING TRACK AND FIELD (1 hour) (0-2)
PED 197 METHODS OF TEACHING GYMNASTICS (1 hour) (0-2)
PED 198 METHODS OF TEACHING WRESTLING (1 hour) (0-2)
PED 199 METHODS OF TEACHING EXERCISE, CONDITIONING, AND WEIGHT TRAINING (2 hours) (2-0)

POLITICAL SCIENCE

PSC 131 AMERICAN GOVERNMENT
4 Hours
Prerequisites: None
4 hours weekly (4-0)

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system, and the electoral process. Special attention will be given to the care and display of the American flag and an analysis of the Constitution of the United States. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

PSC 140 CURRENT EVENTS
1-4 Hours
Prerequisites: PSC 131

An in depth examination of, survey of, and participation in a specific contemporary social/political issue. Students will acquaint themselves with the specifics of an issue through reading and classroom discussion. Students will then become involved in the actual process that attempts to respond to or resolve the issue being studied.

PSC 211 STATE AND LOCAL GOVERNMENT
3 Hours
Prerequisites: None
3 hours weekly (3-0)

A survey of the structure and functions of American state and local governments. Attention will be given to intergovernmental relations, and the organization, powers, functions, and finances of state and local governments. Emphasis will be placed upon the unique problems of the metropolitan areas.

PSC 212 INTERNATIONAL RELATIONS
3 Hours
Prerequisites: None
3 hours weekly (3-0)

An introduction to the development of the nation-state; international law governing the relationships of these states; sources of conflict in international politics; solution of conflicts by methods short of war; international organizations; and factors involved in the formulation of foreign policies of various nations, with special emphasis on current international problems.

PSC 215 CONGRESS: THE LEGISLATIVE PROCESS
3 Hours
Prerequisites: None
3 hours (3-0)

Presents an inside view of the U.S. Congress and the complex range of individuals, organizations, and processes it embodies. Programs are hosted by journalist Edwin Newman and feature Norman Ornstein, professor of political science, Catholic University. Themes addressed include congressional elections, committees, parties, leadership, lobbying, constituency relations, lawmaking, budgeting, and separation of powers.

PSC 218 AMERICAN CONSTITUTION: DELICATE BALANCE
3 Hours
Prerequisites: None
3 hours (3-0)

The programs in this presentation represent the best in impassioned democratic debate. The series examines the critical role of America's Constitution in today's complex society. CBS news president Fred Friendly as commentator argues the basis of constitutional rights with prominent judges, journalists, educators, and lawyers.

PSC 220 THE LAW OF SOCIETY
3 Hours
Prerequisites: None
3 hours (3-0)

A course on the legal principles on which the law is based, and the legal system which administers the law. Helps students understand what their legal rights are and informs them about what legal principles may be involved in a variety of daily situations.
PSYCHOLOGY

PSY 128 HUMAN RELATIONS
2 Hours

Prerequisites: None
2 hours weekly (2-0)

A study of the patterns of human behavior that lead to effective interpersonal relationships in personal, social, and business situations. Emphasis is placed on the techniques used to solve problems of motivation, goals, and aspirations.

PSY 129 HUMAN PSYCHOLOGY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

Human Psychology 129 is an examination of some of the areas that come into all our experiences with people in social and work situations. The course will relate as specifically as possible to the occupationally oriented students who need it.

PSY 132 GENERAL PSYCHOLOGY
3 Hours (Variable to 4)

Prerequisites: None
3 hours weekly (3-0)

An introductory course in the study of human behavior, this familiarizes students with perception, sensation, heredity, adjustment, personality growth, intelligence and learning, and abnormal behavior. (Selected students will be allowed to enroll for four semester hours.)

PSY 261 INTRODUCTION TO GROUP PROCESSES
2 Hours

Prerequisites: None
3 hours weekly (2-0)

A study of the structure and interaction of small groups. The development of cohesiveness, standards, conformity and deviance, leadership, group therapy, and sociometry.

PSY 262 CHILD PSYCHOLOGY
3 Hours

Prerequisites: PSY 132
3 hours weekly (3-0)

A study of the factors effecting the development of the child from conception to adolescence. Genetic, prenatal, familial, social, and cultural influences that interact to affect the child's physical, cognitive, linguistic, and social development will be examined.

PSY 265 EDUCATION OF EXCEPTIONAL CHILDREN
2 Hours

Prerequisites: None
2 hours weekly (2-0)

Deal with the problems and methods involved in the adjustment and training of exceptional children—the mentally retarded, the gifted, sensory impaired, the emotionally unstable, and the social deviant, and culturally deprived.

PSY 285 PSYCHOLOGY OF PERSONALITY AND ADJUSTMENT
3 Hours

Prerequisites: PSY 128 or 129, or PSY 132
3 hours weekly (3-0)

A study of the major theories of personality and personality development emphasizing their usefulness in helping us to understand ourselves. Theorists covered include Sigmund Freud, Alfred Adler, Carl Jung, K. Horney, Erich Fromm, H. S. Sullivan, Erik Erikson, B. F. Skinner, A. Maslow, Carl Rogers, and Rollo May, as well as Soviet and Asian conceptions of personality.

SOCIOLOGY

SOC 133 PRINCIPLES OF SOCIOLOGY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A general course analyzing the effects of society upon man. Topics discussed include social organization, interaction, culture, and changing social patterns in reaction to a dynamic society.

SOC 263 MARRIAGE AND THE FAMILY
3 Hours

Prerequisites: None
3 hours weekly (3-0)

A sociological examination of mate selection and marriage, family life, marital adjustments, and the place of the family in American culture. Cross-cultural comparisons will consider child-rearing, communal living, the latest trends, and predictions about the future.

SOC 264 SOCIAL PROBLEMS
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is an introductory course that offers self-instruction as well as open-entry, open-exit. Students view film strips and listen to audio-tapes in the learning lab on major social problems. Quizzes on each topic are given by the instructor during weekly meetings. Students are also required to read a standard textbook and take exams. This class is scheduled for 3 hours per week, during which the instructor will be available for discussions and quizzes or exams.

DIVISION OF MATHEMATICS AND PHYSICAL SCIENCE

CHEMISTRY

CHM 101 CHEMICAL PRINCIPLES
5 Hours

Prerequisites: Two years of high school algebra, MAT 110, or concurrent enrollment in MAT 110
7 hours weekly (3-4)

A study of the fundamental laws and concepts of chemistry, including formulas, nomenclature, atomic
structure, bonding, the periodic chart, equations, stoichiometry, gas laws, and a brief introduction to organic chemistry. Laboratory experiments investigate these concepts.

CHM 102 CHEMICAL PRINCIPLES WITH QUALITATIVE ANALYSIS
5 Hours

Prerequisites: CHM 101
9 hours weekly (3-6)
A study of theory and calculations of chemical equilibrium, ionization, solubility products, redox reactions, acids and bases, and the methods and tools of analysis. The laboratory work consists of qualitative identification of common cations, and gravimetric and volumetric quantitative determinations.

CHM 201 ORGANIC CHEMISTRY
5 Hours

Prerequisites: CHM 101 and 102 or consent of instructor
7 hours weekly (3-4)
A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, this examines descriptive and theoretical organic chemistry. Topics discussed include bonding of carbon stereochemistry, aliphatic and aromatic compounds, functional groups, and organic reactions and preparations. In the laboratory, students will synthesize some of the classes of compounds, observing theory in action.

CHM 202 ORGANIC CHEMISTRY
5 Hours

Prerequisites: Organic Chemistry 201
9 hours weekly (3-6)
This course continues the discussions of CHM 201 topics, then moves into the study of everyday applications, such as textiles, sugars, dyes, medicinals, and others.

COMPUTER SCIENCE

CPS 176 INTRODUCTION TO COMPUTERS AND APPLICATIONS
3 Hours

Prerequisites: MAT 110 or 2 years of H.S. Algebra
3 hours weekly (3-0)
This course provides an initial exposure to computers and programming fostering competence in BASIC computer language via hands-on experience.

CPS 177 INTRODUCTION TO PROGRAMMING LANGUAGES
3 Hours

Prerequisites: CPS 176 or consent of instructor
3 hours weekly (3-0)
This is a course in advanced BASIC which deals with concepts of sequential and random access file construction. Topics include sorting, updating, merging, and binary searching of random files, matching records, techniques, and the writing of a complete applications program. Emphasis is on designing user-friendly programs with explicit documentation and data-entry checking routines.

CPS 203 SCIENTIFIC PROGRAMMING
3 Hours

Prerequisites: CPS 176 and MAT 111, or consent of instructor
3 hours weekly (3-0)
This course is an introduction to problem solving and programming using the FORTRAN language. FORTRAN is used universally for mathematical and engineering problem-solving. Students will write, test, and debug a series of FORTRAN programs ranging from simple interactive routines to array manipulations and subroutine linkage. Emphasis will be on writing programs which are well-documented and easy to maintain.

CPS 204 INTRODUCTION TO PASCAL PROGRAMMING
3 Hours

Prerequisites: CPS 176 or consent of instructor
3 hours weekly (3-0)
A course in the relatively new, high level, general purpose PASCAL language. Attention will be given to the vocabulary and syntax of the language, problem formulation, and the proper design of a PASCAL program utilizing structured programming techniques.

CPS 205 COMPUTER GRAPHICS
3 Hours

Prerequisites: CPS 176 and MAT 111
3 hours weekly (3-0)
Applications of techniques for the use of computers in generating graphic displays. Emphasis will be on understanding the principles and techniques of graphic design using digital computers.

CPS 208 ASSEMBLY LANGUAGE PROGRAMMING
3 Hours

Prerequisites: CPS 204 or consent of instructor
3 hours weekly (3-0)
An introduction to the logical basis and basic computer organization of a particular system through the extensive treatment of assembly language. Topics studied include: machine representation of numbers and characters, basic assembly language syntax, machine operations, and addressing techniques, as well as machine-level input/output programming.

CPS 210 COMPUTER PROGRAMMING FOR TEACHERS
3 Hours

Prerequisites: None
3 hours weekly (3-0)
Introduction to computer programming for elementary and secondary teachers. Includes history and current state of computer hardware, software evaluation, the creation of graphic designs and educational exercises, and operation on microcomputers and printers.
CPS 215 DATA STRUCTURES
3 Hours

Prerequisites: CPS 204 or consent of instructor
3 hours weekly (3-0)

A continuation of the development of structured programming concepts and their use in program development utilizing the PASCAL programming language. Topics include stacks, queues, linked lists, arrays, trees, sorting, and searching. Implementation of a number of algorithms will be included.

ENGINEERING

EGR 101 ENGINEERING GRAPHICS
4 Hours

Prerequisites: None
6 hours weekly (2-4)

This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, sketching, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, threads and fasteners, intersections, and developments and problems in descriptive geometry which relate to prints, lines, planes in space and curved surfaces.

PHY 201 MECHANICS
5 Hours

Prerequisites: PHY 155, 156, and MAT 131
5 hours weekly (5-0)

Statics and dynamics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics.

PHY 210 MECHANICS AND ELECTRICITY AND MAGNETISM
4 Hours

Prerequisites: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131
4 hours weekly (4-0)

This is a calculus-based treatment of mechanics and electricity and magnetism for physics majors, pre-engineering students, mathematics majors, and others requiring a calculus physics.

MATHEMATICS

MAT 051 BASIC ARITHMETIC
2 Hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed for those who need to review the basic operations of arithmetic, particularly operations with fractions and decimals. It is not designed for college transfer. This course will cover: 
numeration, addition, subtraction, multiplication and division of whole numbers; factoring, primes, divisibility, addition, subtraction, multiplication, and division of fractions and decimals; measures; ratio and proportion, averages, medians, squares and square roots. (May be taken concurrently with MAT 052.) Individualized instruction.

MAT 052 BASIC ALGEBRA
5 Hours

Prerequisites: MAT 051 or equivalent
5 hours weekly (5-0)

This course is designed for students with less than one year of high school algebra. This course is not designed for college transfer. This course will cover the numbers of ordinary arithmetic and their positions; integers and rational numbers; solving equations; polynomials; graphs; systems of equations; polynomials in several variables; fractional expressions and equations; radical notation; and quadratic equations.

MAT 103 MATH FOR ELECTRONICS
4 Hours

Prerequisites: 1 year high school algebra or MAT 052
4 hours weekly (4-0)

A comprehensive mathematics course for electronics majors that includes topics in algebra, trigonometry, and geometry that will enable them to understand and analyze electronic circuits and associated instrumentation.

MAT 105 TECHNICAL MATHEMATICS*
3 Hours

Prerequisites: None
3 hours weekly (3-0)

This is a basic mathematics sequence for the vocational-technical student. It is not designed for transfer. This course will cover arithmetic and algebra with applications to technical situations.

MAT 106 TECHNICAL MATHEMATICS*
3 Hours

Prerequisites: MAT 105
3 hours weekly (3-0)

A continuation of MAT 105. This course will cover algebra, geometry, and trigonometry with applications to technical situations.

*Technical Mathematics 105 and 106 may be waived for students who have completed two years of high school algebra or one year of algebra and one year of geometry with a minimum of a "C" average. The technical mathematics requirements may be waived for students who have completed one year of college with an "A" average through successful completion of appropriate parts of the College Level Examination Program (CLEP). Any student receiving this waiver is required to take the 3-6 hours that are waived in mathematics as an elective in another area unless the waiver is given on the basis of a CLEP examination.

MAT 110 INTERMEDIATE ALGEBRA
5 Hours

Prerequisites: MAT 052 or one year of high school algebra
5 hours weekly (5-0)

This course will cover linear equations and inequalities; systems of equations, polynomials, fractional equations, and expressions; exponents, roots, and powers. Individualized or traditional
instruction. See class schedule. Quadratic equations and functions; equations of second degree and graphs, exponent and log functions.

MAT 111 COLLEGE ALGEBRA AND TRIGONOMETRY
5 Hours

Prerequisites: MAT 110 or successful completion of two years of high school algebra and one year of high school geometry. 5 hours weekly (5-0)

This course will cover methods of proof and disproof, mathematical induction, relations and functions, radicals; logarithms, coordinate systems, trig functions, solutions of right and oblique triangles, inverses of trig functions and proof of trig identities; systems of non-linear equations.

MAT 116 FINITE MATHEMATICS FOR BUSINESS AND MANAGEMENT
5 Hours

Prerequisite: Three semesters of high school algebra or the equivalent, or MAT 110 5 hours weekly (5-0)

This course is designed especially for students in areas such as business and economics (business administration and accounting majors). Students registering for this course will probably be required to take a calculus course to complete their mathematics sequence--but students should check the specific requirements of the senior university to which they plan to transfer since requirements are not uniform. This course is not designed for mathematics or science majors. Calculus I and business statistics are required of accounting majors.

MAT 117 CALCULUS FOR BUSINESS AND MANAGEMENT
4 Hours

Prerequisite: MAT 116 or the equivalent 4 hours weekly (4-0)

This course is designed especially for business administration and accounting majors. It emphasizes applications of the basic concepts of differential and integral calculus rather than theory. Most applications come from the worlds of business and econometrics. Course does not count toward a major or minor in science-related areas.

MAT 120 ELEMENTARY STATISTICS
3 Hours

Prerequisites: MAT 052 or one year of high school algebra 3 hours weekly (3-0)

Basic probability theory, graphing, measures of location and variation, distribution, statistical inference, correlation, and variance. Course is not designed for mathematics or business majors or minors.

MAT 131 CALCULUS AND ANALYTIC GEOMETRY I
5 Hours

Prerequisites: MAT 111 or the equivalent 5 hours weekly (5-0)

This course will cover basic analytic geometry and differential calculus. Topics include graphing of algebraic and non-algebraic functions, limits, differentiation of all elementary functions, applications of differentiation, Newton's method, and power series.

MAT 201 CALCULUS AND ANALYTIC GEOMETRY II
5 Hours

Prerequisites: MAT 131 5 hours weekly (5-0)

This is a continuation of MAT 131. Topics include integration, methods of integration, applications of integration, polar coordinates, and parametric equations.

MAT 202 CALCULUS III
3 Hours

Prerequisites: MAT 201 3 hours weekly (3-0)

This is a continuation of MAT 202. Topics include three-dimensional analytic geometry, and multiple variable differential and integral calculus.

MAT 205 DIFFERENTIAL EQUATIONS
3 Hours

Prerequisites: MAT 202 or concurrent enrollment 3 hours weekly (3-0)

First order differential equations, higher order differential equations, and transformations are covered in three units.

MAT 208 MATHEMATICS FOR ELEMENTARY TEACHERS I
3 Hours

Prerequisites: One year of high school algebra or MAT 052 3 hours weekly (3-0)

This course covers sets, relations, whole numbers, integers, rational numbers, real numbers, other numeration systems, and algorithms. Course is required for elementary education majors.

MAT 209 MATHEMATICS FOR ELEMENTARY TEACHERS II
3 Hours

Prerequisites: MAT 208 3 hours weekly (3-0)

The course includes logic and mathematical reasoning, probability and some statistics, geometry figures, transformations, symmetry, area and volume, and spherical geometry.
MAT 221 INTRODUCTION TO LINEAR ALGEBRA
3 Hours
Prerequisites: MAT 131
3 hours weekly (3-0)
This course will cover vector spaces, linear functions, systems of equations, dimensions, determinants, eigenvalues, and quadratic forms.

PHYSICAL SCIENCE

PHS 101 MAN AND HIS TECHNOLOGY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A consumer-user course oriented toward the economics and wise use of man's energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

PHS 102 ASTRONOMY
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this course. Intense discussions follow such questions as, "Are we alone?"

PHS 103 EARTH SCIENCE
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A general survey course in earth science with emphasis on topics such as earth materials, the oceans, time, the atmosphere, weather forecasting and movements in the earth.

PHS 104 CONTEMPORARY CHEMISTRY FOR NON-SCIENCE MAJORS
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoints.

PHS 105 PHYSICS IN THE ENVIRONMENT
3 Hours
Prerequisites: None
3 hours weekly (3-0)
A non-mathematical, conceptual introduction to physics for the non-science major. The topics of motion, work, power, energy, waves, and electricity, and magnetism are emphasized.

IDS 050 ELEMENTS OF SCIENCE
3 hour weekly (3-0)
This remedial class tutors the high school graduate in science basics so that he/she is better prepared to be successful in college-level physical sciences and life science classes. IDS 050 is recommended for freshmen scoring below 15 standard score in natural sciences on the ACT.

PHYSICS

PHY 151 TECHNICAL PHYSICS
3 Hours
Prerequisites: None
4 hours weekly (2-2)
A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy, and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

PHY 153 PHYSICS FOR ELECTRONICS
4 Hours
Prerequisites: MAT 108
4 hours weekly (4-0)
An occupational physics course designed for electronics majors. Sufficient mechanics will lead to thermodynamics, vibratory motion, atomic physics, and into solid state electronics. Modern developments in physics will be presented.

PHY 155 PHYSICS
5 Hours
Prerequisites: MAT 111 or concurrent enrollment
6 hours weekly (4-2)
An introduction to physics combined with topics in the study of mechanics, heat, and sound. This is the first in a non-calculus sequence for science, engineering, mathematics, pre-med, chemistry, and other majors requiring college physics.

PHY 156 PHYSICS
5 Hours
Prerequisites: PHY 155
6 hours weekly (4-2)
A continuation of PHY 155 with topics in the study of the light from the wave and the particle theories, topics in relativity together with selected topics in electricity, magnetism and modern physics; the final course of the non-calculus college physics sequence.
PHY 201 MECHANICS
5 Hours
Prerequisites: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131
5 hours weekly (5-0)
Statics and dynamics for engineering, mathematics, physics, and other majors requiring a calculus-based mechanics.

PHY 210 MECHANICS AND ELECTRICITY AND MAGNETISM
4 Hours
Prerequisites: PHY 155, 156 and MAT 131 or concurrent enrollment in MAT 131
4 hours weekly (4-0)
This is a calculus-based treatment of mechanics and electricity and magnetism for physics majors, pre-engineering students, mathematics majors, and others requiring a calculus physics.

PHY 215 INTRODUCTION TO CIRCUIT ANALYSIS
4 Hours
Prerequisites: PHY 210, MAT 202 or concurrent enrollment
5 hours weekly (3-2)
Basic principles of network analysis, including Kirchhoff's laws, node and mesh equations, equivalent circuits, operational amplifiers, resistor-capacitor-inductor circuits, steady-state analysis, three phase circuits, Laplace transform, transfer equations, and frequency response.

INDEPENDENT STUDY

INDEPENDENT STUDY

This course provides students with an opportunity to pursue supervised study on an independent basis for academic work in subject areas offered by John A. Logan College. Each proposal for Independent study must be submitted in written form through the appropriate divisional chairperson for approval by the vice-president for instruction. Each approved independent study project must be supervised by a faculty member. Students must submit proposals prior to the first week of classes. Forms are available from the office of the vice-president for instruction.

MILITARY STUDIES

AIR FORCE ROTC

AFS 101 UNITED STATES AIR FORCE
2 hours
Prerequisites: None
2 hours weekly (1-1)
Evolution of modern aerospace power and concepts or which it was developed. Introduction to aerospace support forces. Includes airlift, research and development, logistics, and education and training. Concurrent enrollment in Leadership Lab.

AFS 102 AEROSPACE OFFENSIVE AND DEFENSIVE FORCES
2 hours
Prerequisites: None
2 hours weekly (1-1)
Introduction to U.S. general purpose and strategic offense forces, and the constraints involved in the use of modern weapons. Introduction to concepts, organization, equipment, and procedures involved in the strategic defense of the United States. Concurrent enrollment in Leadership Lab.

AFS 200 LEADERSHIP LABORATORY II
.5 Hours
Prerequisites: None
.5 hours weekly (.5-0)
Supervised laboratory taken concurrently with (1) AFS 201 and (2) AFS 202. Students develop leadership potential by participating in and leading drills, emphasizing customs and courtesies in preparation for field training.

AFS 201 THE DEVELOPMENT OF AIR POWER I
2 hours
Prerequisites: None
2 hours weekly (1-1)
History of manned flight from pre-aircraft to the end of WWII. Develops themes of doctrine, technology, and evolution of aircraft, and US Air Force. Concurrent enrollment in Leadership Lab.

AFS 202 THE DEVELOPMENT OF AIR POWER II
2 hours
Prerequisites: None
2 hours weekly (1-1)
History of the United States Air Force from separate military department status into the early 1980s. Highlights the versatility of air power and the changing role of machines, people, and tactics in air warfare. Concurrent enrollment in Leadership Lab.

ARMY ROTC

AMS 101 DEFENSE ESTABLISHMENT
1 Hour
Prerequisites: None
1 hour weekly (1-0)
An examination of the realities of conflict and the U.S. institutional response to conflict. Includes the history, organization, and mission of the U.S. defense establishment and explores the implications of an individual's decision to exercise leadership within the context of the defense establishment.
AMS 102 LAND NAVIGATION AND TRAVERSE
1 Hour
Prerequisites: None
1 hour weekly

An introduction to land navigation involving the use of the compass, topographic maps, the stars, and prominent stars. Includes terrain traverse techniques such as simple free climbing and rappelling. Competitive compass exercises will also be presented, as well as other outdoor practical exercise.

AMS 201 SMALL-GROUP DYNAMICS AND LEADERSHIP
2 Hours
Prerequisites: None
2 hours weekly (2-0)

Applied leadership in a small-group context. Exercises in self-confidence, group communications, and leadership evolved from situations where the group is required to function and survive on a self-sufficient basis. Principles of survival and cooperative effort will be explored in depth, with maximum involvement of the student in leadership and problem-solving roles.

AMS 202 THE MILITARY MANAGEMENT SYSTEM
2 Hours
Prerequisites: None
2 Hours weekly (2-0)

A study of the military management system including the functional aspect of leadership within the military structure. Includes the presentation of military leadership traits, style, and approaches as well as managerial techniques, and communications.
FACULTY AND STAFF

Office of the President

Harold R. O'Neill..........................................................President
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Blanche Carlton Sloan...........................................Director of Development and
A.B., Huntington College Executive Secretary of John A. Logan
M.A., University of Oklahoma College Foundation
Ph.D., Southern Illinois University

Lisa A. Dubois......................................................Secretary to the Director of Development

Mary Ann Hudson...........................................Administrative Secretary to the President
and Recording Secretary to the Board of Trustees

Office of the Vice-President for Administration

Joseph Ray Hancock.................................Vice-President for Administration
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Tom Ashman..........................Director of Placement
B.S., Southern Illinois University Head Basketball Coach (Men)

Gary Barton..............................Coordinator of Veterans Affairs
B.S., Southern Illinois University Head Basketball Coach (Women)
Head Softball Coach (Women)

Linwood G. Bechtel.............................Coordinator of Aerobic Center
B.S., West Chester State College Tennis Coach
M.S., University of Illinois
Advanced graduate study, University of Illinois and
Southern Illinois University

Richard Carter........................................Counselor
B.S., Washington University
M.S., Washington University

Evangeline Chugh........................................Basic Skills Specialist
B.S., University of Puerto Rico
M.S., University of Puerto Rico
Advanced study, Pennsylvania State University

Terry Crain........................................Basic Skills Specialist
B.S., Southern Illinois University Assistant Baseball Coach

James G. Dugger........................................Dean for Special and Institutional Services
B.A., Anderson College
M.A., Ball State University
Ph.D., Iowa State University

Robert Fester........................................Basic Skills Specialist
B.A., Illinois State University Assistant Golf Coach
M.S., Southern Illinois University Assistant Basketball Coach (Women)

Jerry Halstead........................Assistant to the Director of Placement
A.A., John A. Logan College Head Baseball Coach
B.S., Southern Illinois University

Judi Holcomb.................................Employment Security Manpower Representative

Mark Imhoff............................Assistant Basketball Coach (Men)
B.S., Eastern Illinois University Assistant to the Director
M.A., Morehead State University of Placement
Jan Jansco, Jr. .................................................. Golf Coach
B.S., Southeast Missouri State University
Graduate study, Southeast Missouri State University

Kermit Keim .......................................................... Counselor
B.A., Southern Illinois University
M.A., University of Arkansas
Advanced graduate study, Southern Illinois University

Kathryn E. Kost ..................................................... Counselor
B.A., Eureka College
M.S., Illinois State University
M.S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Donald Middleton .................................................. Dean for Student Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Gary B. Piper ...................................................... Associate Dean for Student Services
B.A., Northwestern State University
M.A., Northwestern State University
Ph.D., Southern Illinois University

Lauvenia Robinson .................................................. Basic Skills Specialist
B.S., Southern Illinois University

Herbert K. Russell .................................................. Director of College Relations
B.S., Eastern Illinois University
M.A., Southern Illinois University
Ph.D., Southern Illinois University

John C. Sala ............................................................ Athletic Director
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study, Southern Illinois University

Priscilla Winkler .................................................. Coordinator of Student Activities
B.F.A., Southern Illinois University
M.F.A., Southern Illinois University

Dollean York .......................................................... Director of Career Development Center
B.A., Southern Illinois University
M.A., Southern Illinois University
Ph.D., Southern Illinois University

Deanna Barker ...................................................... Admissions Receptionist

Dianne Detomasi .................................................. Word Processing Operator

Tracy Elliot .......................................................... Student Services Secretary

Epha Goad ........................................................... Secretary to the Dean for Special and Institutional Services

Connie Hensley .................................................... Manager/Word Processing Center

Jane House .......................................................... Secretary to the Dean for Student Services

Eunice Lantagne ................................................... Secretary to the Vice-President for Administration and the Director for College Relations

Darla McSparrin ................................................... Admissions Secretary

Judi Peart .......................................................... Secretary to the Department of Placement

Marie Perkins ....................................................... Receptionist

Debbie Richison .................................................. Financial Aid Specialist and Student Services Secretary
Sue Ridgway........................................Secretary to Department of Athletics
Cindy Russell........................................Word Processing Operator
Marsha Snider.........................................Admissions Secretary
Angela Piekarzyk.....................................Admissions Records Secretary
Quindolyn Thomas.................................Secretary to the Director of Career Development Center

Office of the Vice-President for Business Services

Jim Bales..............................................Vice-President for Business Services
A.A., Independence Community College          
B.S., Kansas State College of Pittsburg         
M.B.A., University of Missouri                 
Certified Public Accountant

J. P. Barrington.....................................Controller
B.S., Southern Illinois University              
M.S., Southern Illinois University              
Advanced graduate study, Southern Illinois University

Mike Jakubco........................................Grounds Maintenance Coordinator
D.A., Mayfair Jr. College of Chicago            
B.S., Southern Illinois University              
M.S., Southern Illinois University

Jim Menees..........................................Coordinator of Janitorial Services
B.S., Southeast Missouri State University       

Art Otey............................................Director of Security
A.S., John A. Logan College                    
Certificate of Police Science, University of Illinois
Certificate of Police Science, Southwest Texas State University
B.S., Southern Illinois University

Robin Pauls........................................Data Processing Manager
B.A., Southern Illinois University

Art Walters........................................Heating and Air Conditioning Engineer
B.S., Murray State University                  
M.S., Murray State University                  
Advanced graduate study, Southern Illinois University

Audrey Calhoun....................................Secretary to the Vice-President for Business Services

Dennis Capps........................................Building Maintenance
Rhonda Crabb........................................Cashier/Clerk
Keh Dixon...........................................Staff Accountant
Linda Drew..........................................Accounts Payable Clerk
Charles Hodge.......................................Lead Custodian
Tom Horn............................................Security Officer
Robert Kent.........................................Custodian
Brenda Murphy.....................................Custodian
Onita Hoffke.......................................Custodian
Angie Oetjen.......................................Secretary to the Heating and Air Conditioning Engineer
Janet Otey...........................................Secretary to Controller
Mike Protsman.....................................Custodian
Shawn Parks........................................Data Processing Assistant
Charles Rodgers.....................................Building Maintenance
Bill Rosenberger....................................Grounds Maintenance
Mike Snider................................................Security Officer
Ronald Sumner........................................Custodian
James Taylor........................................Grounds Maintenance
Gib Wallace........................................Custodian
Chris Williams......................................Accounting Clerk
Mike Williams........................................Custodian

Office of the Vice-President for Instructional Services
Jack D. Hill........................................Vice-President for Instructional Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Linda Barrette........................................Librarian
B.S., East Tennessee State University
M.S., Catholic University of America
Advanced graduate study, Southern Illinois University

Charleena Bitting....................................Assistant Director
A.S., Southern Illinois University
A.S., John A. Logan College
B.S., Southern Illinois University
M.S., Southern Illinois University

Rebecca G. Borgsmler.................................Coordinator of Services to
B.S., Southern Illinois University
B.S., Southern Illinois University

Isaac Brigham........................................Assistant to the Vice-President
B.S., Southern Illinois University
M.S., Southern Illinois University
Ph.D., Southern Illinois University

Training Assistant for JTPA Projects

Joyce Bryant........................................and Adult Student Assistance Grant
B.S., Southern Illinois University

Charles Clay.......................................Counselor for Dislocated Worker Assistance Center
B.S., Southern Illinois University

Carl D. Cottingham................................Dean for Learning Resources Services
B.S., Southern Illinois University
M.S., Southern Illinois University

Advanced graduate study, Southern Illinois University

Martha Crothers.................................Assistant Coordinator, The Literacy Connection
B.S., Southern Illinois University
M.S., Southern Illinois University

Advanced graduate study, Southern Illinois University

Thomas Dean Davenport..........................Assistant to the Vice-President
B.S., Eastern Illinois University
M.S., Eastern Illinois University
Ph.D., Southern Illinois University
(Vocational Education and Special Projects)

Allan Dillard.................................Coordinator of Special Projects
B.S., Northeastern Illinois University
M.S., Sangamon State University
(Older Individual Program)

Earline Fairley............................Coordinator of Early School Leavers Program
B.S., Southern Illinois University
M.S., Southern Illinois University

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Lynn Galassi.................................Teacher/Counselor Adult Secondary
B.S., Illinois State University    Education, Off-Campus
Advanced graduate study, Southern Illinois University

Bernice Harrington........................Training Assistant for JTPA Projects
B.S., Southern Illinois University
M.S., Southern Illinois University

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Thomas Rhodes...........................................DuQuoin, DeSoto, Elverado
OPEN..........................................................Carthage, Herrin

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