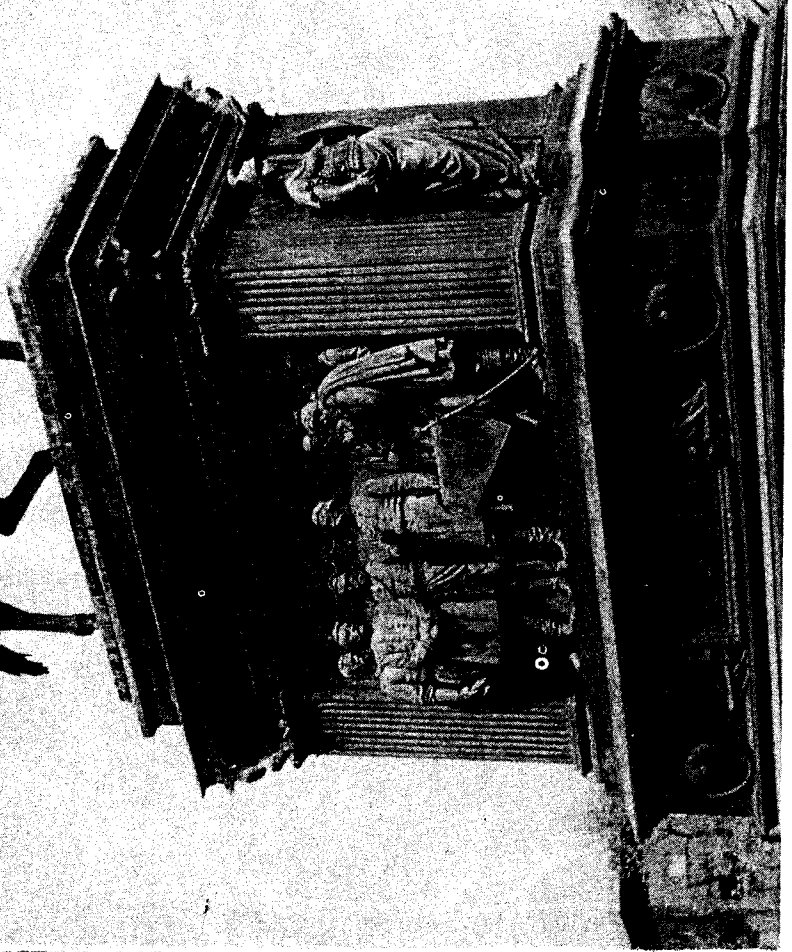


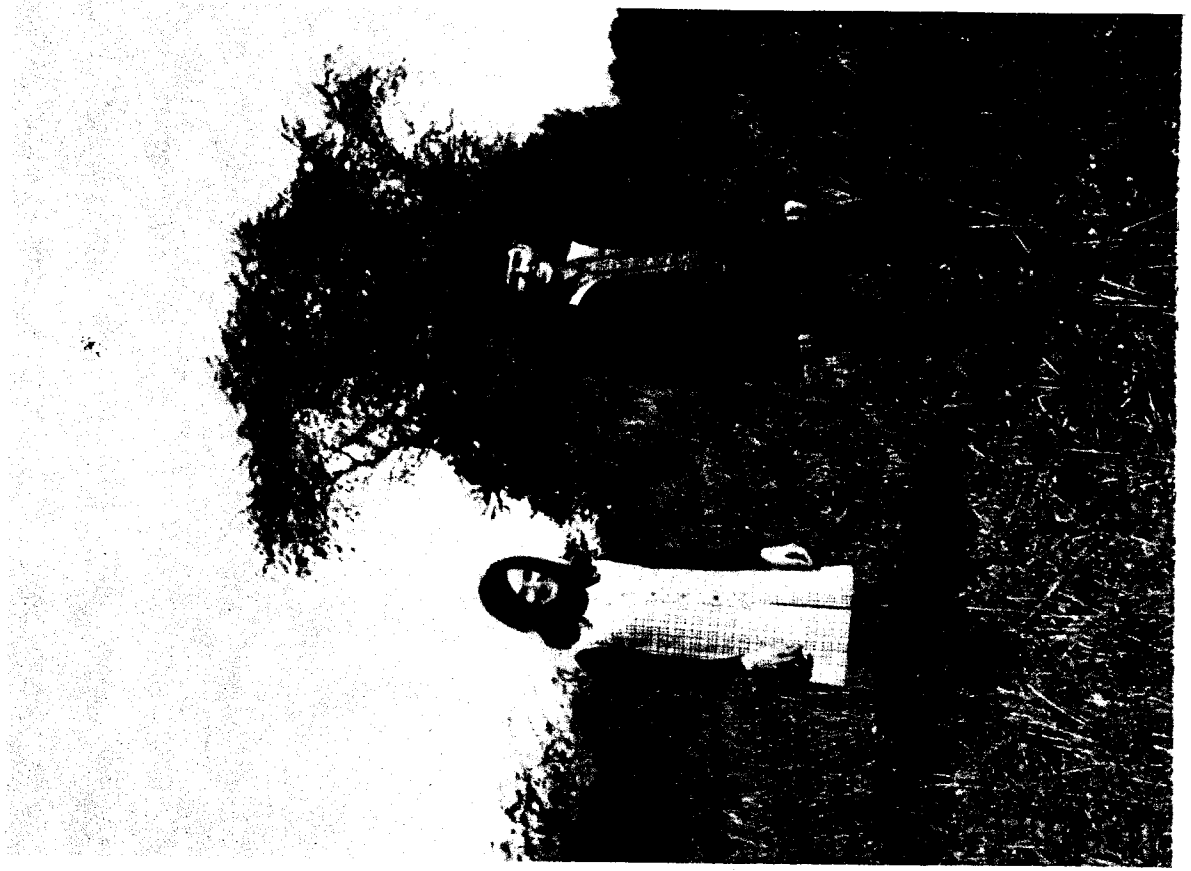
Brenda

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JOHN A. LOGAN COLLEGE

1968-69 BULLETIN



JOHN A. LOGAN COLLEGE

111 EAST CHERRY STREET
HERRIN, ILLINOIS 62948

AN INSTITUTIONAL MEMBER

AMERICAN ASSOCIATION OF JUNIOR COLLEGES

NORTH CENTRAL ASSOCIATION CORRESPONDENT

A MEMBER OF

**ILLINOIS ASSOCIATION OF
COMMUNITY AND JUNIOR COLLEGES**

RECOGNIZED BY THE

ILLINOIS JUNIOR COLLEGE BOARD

APPROVED BY THE

**VETERANS ADMINISTRATION
FOR THE TRAINING OF VETERANS**

TABLE OF CONTENTS

Board of Trustees	6
Officers of the College	7
Faculty	7
1968-69 College Calendar	4
History and Development	11
Statement of Purposes	13
The Status of Accreditation	15
Learning Resources Services	16
Policy on Admission	17
Schedule of Tuition and Fees	18
Refunds	18
Academic Policies	19
Graduation Requirements	21
Student Activities	22
Student Services	23
Curricula	26
Division of Baccalaureate Oriented Education	26
Division of Occupation Oriented Education	34
Division of General Studies	48
Division of Adult Education & Community Services	49
Course Descriptions	50
Department of Business	50
Department of Communications & Humanities	57
Department of Health & Physical Education	61
Department of Science	63
Department of Vocational and Technical Education	69

1968-69 COLLEGE CALENDAR

FALL, 1968

Orientation Days
 Monday-Tuesday, September 23-24
 Quarter Begins
 Wednesday, September 25
 Thanksgiving Vacation
 Tuesday, 10 P.M.-Monday 8 A.M.
 Final Examinations
 November 26-December 2
 Wednesday-Tuesday, December 11-17

WINTER, 1969

Quarter Begins
 Thursday, January 2
 John A. Logan's Birthday
 Sunday, February 9
 (College will observe holiday
 on Monday, February 10)
 Final Examinations
 Wednesday-Tuesday, June 4-10

SPRING, 1969

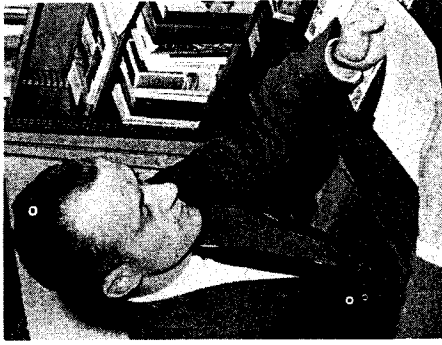
Quarter Begins
 Wednesday, March 26
 Memorial Day Holiday
 Friday, May 30
 Final Examinations
 Wednesday-Tuesday, June 4-10

SUMMER, 1969

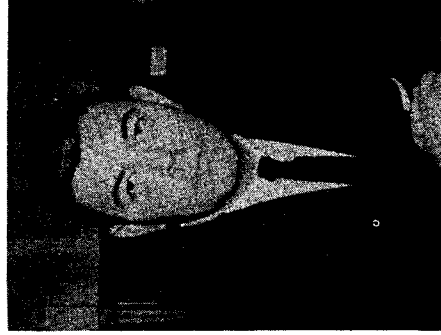
Quarter Begins
 Monday, June 16
 Independence Day Holiday
 Friday, July 4
 Final Examinations
 Monday-Friday, August 25-29



DR. NATHAN A. IVEY
 President



WILLIAM M. ANDERSON
 Academic Dean



HAROLD O'NEIL
 Dean of Student Services



EARL MILTON
 Business Manager

BOARD OF TRUSTEES

As a Class I public junior college located in the State of Illinois, John A. Logan College operates under the supervision of the college's locally elected Board of Trustees. Working as a unit, the Trustees have the authority to plan, promote, develop, maintain and operate the college.

The seven elected members serve staggered terms of one, two and three years and represent a broad range of backgrounds and geographic locations within the college district.



BOARD OF TRUSTEES, John A. Logan College
 Seated, left to right: Clifford Batteau, Rannie L. Odum, Chairman,
 and James C. Walker, Vice-Chairman. Standing, left to right:
 Melvin Brush, Roy Glenn, C. R. Walker, and Harry Crisp II.

OFFICERS OF THE COLLEGE

Nathan A. Ivey President
 B. S., Hardin-Simmons University
 M. B. A., Texas Technological College
 Ed. D., Michigan State University

William M. Anderson Academic Dean
 B. A., Michigan State University
 M. A., Central Michigan University
 Advanced graduate study Michigan State University
 and Western Michigan University

Harold O'Neil Dean of Student Services
 B. S., Southern Illinois University
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Earl Milton Business Manager
 B. S., Southern Illinois University
 Graduate study Southern Illinois University

ADMINISTRATIVE FACULTY

Carl Cottingham Director of Learning Resources Service
 B. S., Southern Illinois University
 M. S., Southern Illinois University

Edward L. West Director of Vocational-Technical Education &
 Adult Education

B. S., Western Michigan University
 M. A., Western Michigan University
 Advanced graduate study Western Michigan University

Edward Moody Counselor
 B. S., Southern Illinois University
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Jack D. Hill Director of Community Services
 B. S., Southern Illinois University
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University

TEACHING FACULTY-FULL-TIME

- Helen M. Blakely *History*
 B. S., University of Illinois
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Katherine Forester *English & Speech*
 B. A., State University of Iowa
 M. A., Southern Illinois University
- Bill T. Gayer *Industrial Technology*
 B. A., Southern Illinois University
 M. S., Southern Illinois University
- Paul E. McInturff *Business*
 B. S., Southern Illinois University
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University
 and University of Wyoming
- Jesse E. Moore *Mathematics*
 B. S., Western Illinois University
 M. S., University of Notre Dame
 Advanced graduate study University of Notre Dame
- Harold E. Perkins *Chairman of Science Department/Biology*
 B. A., Southern Illinois University
 M. A., Southern Illinois University
- Anne Peterson *English*
 B. S., Southern Illinois University
 Graduate study Southern Illinois University
- John Sala *Health & Physical Education*
 B. S., Southern Illinois University
 M. S., Southern Illinois University

TEACHING FACULTY-PART TIME

- Beverly Aiello *Music Appreciation*
 B. S., Mansfield State College
- Donald C. Autry *Biology*
 B. S., Memphis State University
 M. S., Southern Illinois University
 Advanced graduate study Southern Illinois University

- Linda Barnett *Women's Physical Education*
 B. S., Southern Illinois University
 M. S., Southern Illinois University
- Jo Bradshaw *French*
 B. S., Eastern Illinois University
- Carolyn Carpenter *Women's Physical Education*
 B. S., Brigham Young University
- Ilse Detwiler *German*
 Graduate, Realgymnasium: Jacob-Grimm-Schule,
 Kassel, Germany
 Graduate Study, West Virginia University &
 Southern Illinois University
- Robert Dodds *Art Appreciation*
 B. A., Wayne State University
 Graduate Study Southern Illinois University
- Charles D. Freese *English & Reading Improvement*
 B. A., Southern Illinois University
 B. D., Southern Baptist Theological Seminary
 Graduate study Baylor University & Southern
 Illinois University
- Ronald D. Hall *Mathematics*
 B. A., Southern Illinois University
 M. A., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Benjamin W. Huntley *History & Political Science*
 B. A., Southern Illinois University
 M. A., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Connie K. Hutson *Women's Physical Education*
 B. S., Southern Illinois University
- Wanda J. Jackson *Women's Physical Education*
 B. S., Northeast Missouri State Teachers College
 Graduate study Ohio State University and
 Southern Illinois University
- Rachel I. Klein *Biology*
 B. S., Southern Illinois University
 B. A., Southern Illinois University
 M. S., Southern Illinois University

James A. Majernik *Auto Mechanics*
 A. T., Southern Illinois University
 B. S., Southern Illinois University

Darryl Reach *Chemistry*
 B. S., Northern Illinois University
 M. S., University of Illinois
 Advanced graduate study Southern Illinois University
 and Trinity University

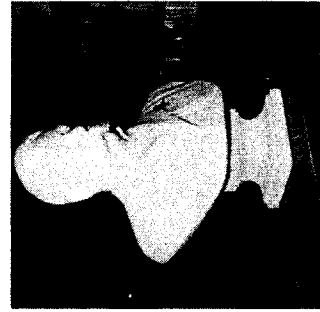
David E. Steinmann *Management*
 B. A., Southern Illinois University

Ron Wade *Accounting*
 B. S., Southern Illinois University
 Graduate study Southern Illinois University

OPERATIONAL STAFF

Phyllis Butler *Bookkeeper-Secretary to Business Manager*
 Connie Denney *Secretary to Dean of Student Services*
 Jo Ann Hatfield *Library Clerk*
 Mary Ann Hudson *Secretary to Academic Dean*
 Ruth Ann Scott *Secretary to President*

HISTORY AND DEVELOPMENT



September 16, 1967, marks the birthdate of John A. Logan College. On that day, the electorate registered a mandate for higher education by supporting a popular referendum to establish Junior College District No. 530 and to provide for its perpetual financial support. The district as established, comprises all of Williamson County, most of Jackson County and portions of Franklin and Perry Counties.

This decision followed months of decisive action by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study and finally, petitioning the Illinois Junior College Board for authority to conduct a popular referendum. This petition was approved April 14, 1967.

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

In April, 1968, the Trustees selected Dr. Nathan Ivey as the college's first President. Two months later, John A. Logan College was designated as the official name of the college.

John A. Logan College has been established as a Class I Illinois Junior College District designed to provide a comprehensive educational experience commensurate with the needs of the College community. At the time this bulletin was being prepared, the Board of Trustees and Administrative Officers of the College were finalizing plans to initiate the first academic year; yet, while preparing for the present, college officials eagerly anticipate the future when, within a few short years, a master plan of campus construction will be well advanced and a beautiful collegiate environment will witness a student body approaching 2,000 in number.

STATEMENT OF PURPOSES

The general purpose of John A. Logan College is to provide a high quality comprehensive, flexible program available to a variety of students in a growing district.

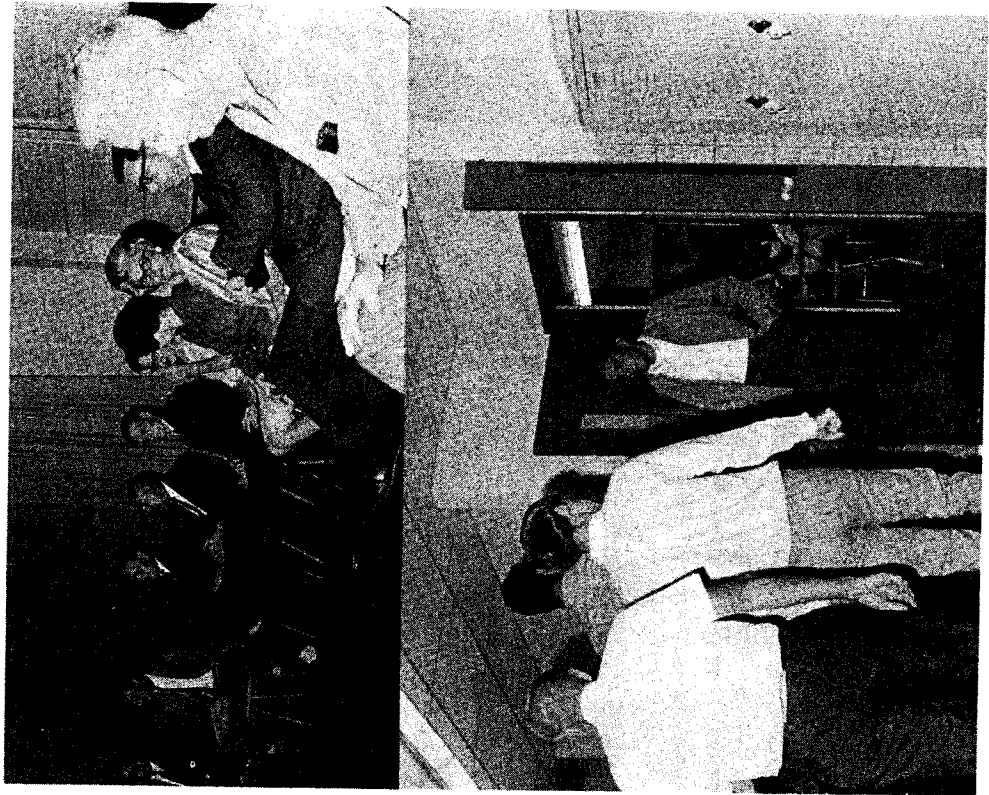
The educational program embraces a broad range of curricula and serves a variety of purposes:

- (1) Occupational programs, designed to provide the technical knowledge, manipulative skills and general background necessary to successful achievement in technical and semi-professional employment.
- (2) Academic courses, equivalent to the first two years of four-year college or university work, transferable to a four-year institution and applicable to a baccalaureate or professional degree.
- (3) General education appropriate for those who will terminate their post high school education in two years or less.
- (4) Developmental, special training, and general education programs for those who have academic deficiencies.
- (5) Adult Education. The knowledge explosion, developing technology and a rapidly changing world all give new emphasis to the importance of adult education. At John A. Logan College it is closely related to vocational needs and emphasizes the maintenance and upgrading of technical competence. It is also related to public service activities arising out of special training needs associated with community, state, national or world developments and to individual avocational needs. In general, continuing education programs for adults - non-credit courses, seminars, in-service and re-training courses - make important contributions to vocational, community service and personal needs.

The emphasis on adult education may legitimately be viewed as only part of a broader relationship in which the college becomes an integral part of the community. The College utilizes the resources, talents and opportunities of the community to the greatest possible extent and in turn offers to the community its facilities, faculty and stimulus. The program encompasses academic, social, cultural and recreational activities.

In addition to its relationship with the community at large, the College emphasizes its specific relationships with other educational institutions in the area. Vertically, the College develops its programs in conjunction with the high schools, with higher educational institutions and with vocational-technical career opportunities. Horizontally, the College cooperates with neighboring post high school programs in order to avoid gaps and duplications.

While an open-door policy is a part of junior college philosophy, it does not mean that every door is equally appropriate for every student. Some course offerings in both arts and sciences and occupational areas are selective. The College recognizes the importance of providing a variety of programs for a heterogeneous student population. Therefore, an adequate program of counseling and guidance is essential in order to help the student assess his capabilities and interests and plan accordingly. Each individual has opportunity to explore many possibilities, even a shift in programs if necessary in order to achieve a fulfilling productive life.



MR. LOGAN



Just one week after the bloody battle of Shiloh fought in April, 1862, a young Illinois volunteer soldier wrote to his brother announcing:

*"We have now a
new General for
our brigade-----
John A. Logan
..."*

Over one hundred and six years later, the Board of Trustees of Illinois Junior College District No. 530 announced the naming of one of Illinois' newest institutions of higher learning, John A. Logan College.

John Alexander Logan is remembered as both a soldier and a statesman. Yet in naming the college in his memory, it is fitting to recall that he was first a native son of Southern Illinois and our college district. Unquestionably, John A. Logan exhibited many of the attributes of character that Americans have traditionally admired and we would hope that all associated with this pioneering effort, in years to come, would continue to find these personal qualities worthy of emulation.

THE STATUS OF ACCREDITATION

John A. Logan College is presently striving toward the attainment of accreditation by the North Central Association of Colleges and Secondary Schools. In this regard, the Board of Trustees has directed the faculty and officers of the College to take those steps necessary to gain accredited status.

The College has recently been granted Correspondent Status following an on-site examination by a representative of the Association and its submission of an Institutional Analysis Report. Attaining Correspondent Status provides new institutions with an opportunity to establish a formal, publicly recognized relationship with the North Central Association. The Institutional Analysis Report presents extensive data relative to students, faculty and finances as well as a comprehensive description of the development and proposed operation of the College.

In more general terms, gaining full North Central Association accreditation is normally a five year process. The next step in this direction will come next spring with the submission of the Status Study.

LEARNING RESOURCES SERVICES

The objective of the Learning Resources Service is:

*"To provide the resources needed to meet the curricular demands of the institution."**

The decision to call this Center by the name Learning Resources Service is briefly this: It is not a negative decision against the term "Library" but rather a positive and new name for an expanded function, taking in all types of media which have a contribution to make in the learning process.

Since the College's initial collection is small, it will not have many of the specialized materials which faculty and students may desire. The L.R.S. will be depending heavily on the faculty to suggest books and other materials in their teaching disciplines.

It will be the aim of the L.R.S. to work very closely with the teaching faculty. The L.R.S. reflects the junior college philosophy with emphasis upon quality instruction and personal guidance. The L.R.S. relates to instruction in many ways. The student will see it as a natural extension of the classroom related reading, listening and viewing. This may be material basic to the course or remedial or enrichment. The student will also see the L.R.S. as an excellent environment for independent study and research.

The instructor should see the L.R.S. as a source for material to use in teaching. Facilities are available here for local production of many types of teaching materials - slides, overhead transparencies, picture mounting, photography. The close proximity and the extended hours of the Center should make it possible for faculty to be actively involved in the selection and production of materials in the L.R.S. Also, a professional library will be available for the purpose of enrichment and professional growth of the faculty.

*A.L.A. Standards for Junior College Libraries. Association of College and Research Libraries, a division of A.L.A., Chicago, Illinois. 1960.



POLICY ON ADMISSION

To be eligible for admission, students must have completed a high school course or its equivalent as determined by John A. Logan College officials.

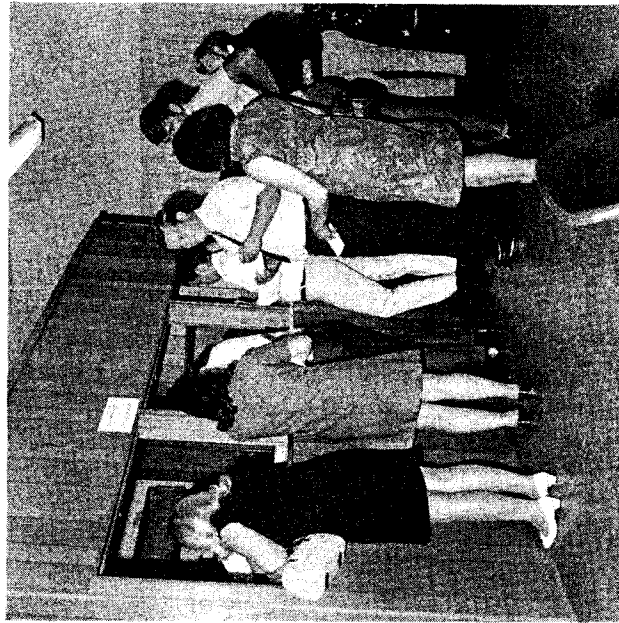
Non-graduates of high school may also apply for admission. If scholastic records and other information indicates to the satisfaction of the college officials that the student is able to do the caliber of work required by the college, the student may be admitted. Satisfactory General Educational Development test scores may be accepted in lieu of high school graduation.

All full-time first semester freshmen students must take counseling and placement examinations. Counselors will utilize the test results to advise and in some cases to recommend courses and programs. All transfer students must provide a transcript of credits from the last college attended.

An applicant for admission as a full-time student must submit a health examination certificate prior to final acceptance. The form for this purpose will be provided by the College.

EARLY ADMISSIONS

Early admission may be granted in advance of high school graduation after the student has successfully completed six semesters of high school work. This admission is contingent on the successful completion of the high school course of study.



ACADEMIC POLICIES

President's Honor List

At the completion of each quarter, the President's office will publish a President's Honor List of academic achievement. Any full-time student who has a 5.0 point average for that quarter will receive recognition by being placed on the President's Honor List.

Dean's Honor List

At the completion of each quarter, the Academic Dean's office will publish a Dean's Honor List of academic achievement. Any full-time student who has a 4.5 average for that quarter will be placed on the Dean's Honor List.

Warned

A student, who, at the completion of any quarter of attendance at John A. Logan College, fails to achieve a 3.0 average for that quarter will be officially "Warned". This "warned status" will be initiated by the Deans of Student Services and indicate that a student will be required to achieve a 3.0 average for course work taken during his next quarter of attendance.

Probation

At the completion of the second quarter of attendance, any student who has been on a "warned status" and who does not achieve a 3.0 average for that quarter will be placed on "Academic Probation" for the next quarter.

Dismissal

Any student who has been on "Academic Probation" for a quarter, and, who does not achieve a 3.0 grade average for that quarter, will be asked to withdraw from the college for a minimum of two quarters. If a student is asked to withdraw, he may re-apply in writing after a lapse of one quarter. A student who has been asked to withdraw for academic deficiency will be re-admitted on a one quarter "probationary status". An appeal can be made through the Office of Student Services. This appeal will be heard by a faculty appointed committee.

Transfer Students

Any student who is admitted to John A. Logan College, who has had previous college work which is below a 3.0 average, will be admitted on an "Academic Probation" status. If at the end of the first quarter at John A. Logan College, he does not attain a 3.0 average, he will be asked to withdraw.

Schedule Changes and Withdrawals

Changes in schedule after final registration day must be initiated with the Dean of Students or a counselor. The student's academic advisor and the instructors involved must approve the schedule change.

SCHEDULE OF TUITION AND FEES

Tuition

In-District Students - \$1.50 per quarter hour.

Out-of-District Students - Out-of-District students may qualify for tuition on the same basis as in-district students (\$1.50 per quarter hour) if the high school or junior college district in which the student resides agrees to pay the per capita cost of such student, less the State apportionment and the tuition charged the student. Out-of-district students who fail to meet this requirement annually must pay \$10.00 per quarter hour.

Out-of-State Students - \$10.00 per quarter hour.

Fees

Application for Admission - \$10.00 and non-refundable. Must accompany the application for admission and is paid only once.

Student Services Fee - 25¢ per quarter hour for all students not to exceed \$3.00 per quarter. This fee is non-refundable.

REFUNDS

If a student finds it necessary to withdraw from the college, he should consult the office of Student Services immediately.

Refund of tuition, not including the \$10.00 non-refundable admission fee, will be computed from the date of the refund request and if approved will be made according to the following schedule:

Any Quarter	Percent of Refund
During First Week	80%
During Second Week	60%
During Third Week	40%
During Fourth Week	20%

No refund after fourth week.

Except in very extreme cases, no schedule changes will be allowed after the second week of the quarter.

A student may withdraw with a 'W' no later than the last day of classes ending the fourth full week of the quarter. A student who withdraws from a class after the fourth full week of the quarter must be passing in order to achieve a 'WP'. If he is not passing, the grade will be recorded as an 'F'.



GRADUATION REQUIREMENTS

The following Associate Degrees are granted by John A. Logan College:

Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Technology.

General Requirements

- a. A minimum grade point average of 3.0.
- b. Political Science 131.
- c. Three quarter hours of physical education service courses.
- d. Complete a total 93 quarter hours of credit.
- e. Make application for graduation.
- f. Participate in commencement exercises.

Degree Requirements

- a. The Associate in Arts and the Associate in Science degrees are available to each student who meets the requirements of a college transfer program.
- b. The Associate in Applied Science Degree will be awarded to graduates completing an approved two-year occupational curriculum.
- c. The Associate in Technology Degree will be granted upon successful completion of the requirements specified in the curriculum for the specific program.

Certificates

The Certificate of Achievement will be granted to those students who successfully complete one of the following prescribed programs: Automotive Service, Clerk-Typist, Marketing, Secretary, and Welding or a special program and who are recommended by the department having cognizance of that program.



STUDENT ACTIVITIES

Athletics

John A. Logan College will not compete in intercollegiate sports during the 1968-69 academic year. However, tentative plans are being made to initiate an athletic program beginning in September of 1969.

Intramural Athletics

Intramural athletics at John A. Logan College afford the entire student body an opportunity to enjoy competition in a truly democratic way. Organized to provide a tremendous range of activity, intramural athletics offer many events that will challenge the interest of every student. All students are organized competitively, with the emphasis being on student participation and leadership. Participation is not compulsory.

Several objectives and guiding principles give direction to the faculty in their efforts to be of maximum service to students. They are as follows:

1. To encourage self-participation, transforming the students from passive spectators into active performers.
2. To offer a variety of activities balanced between adolescent and adult sports to meet present interest and future needs.
3. To provide incentive to a far larger number of those most in need of competitive experience, on an equal basis with fellow students.
4. The belief that social relations and attitudes can be developed through intramural participation by upholding high standards of sportsmanship, fair dealing with all individuals and groups, and opportunities for leadership and cooperation.

Student Organizations

Since John A. Logan College has just begun operation the fall quarter of 1968, as of yet, it has no formally approved student organizations. A temporary Student Commission has been appointed by the Office of Student Services to organize the first student elections to choose a Student Government Council. This temporary group was chosen on a geographical basis to provide representation from all areas of the district.

The following list of clubs is suggested as possible groups that might be initiated, based on student interest, during the 1968-69 academic year. It is hoped that students will take the initiative to begin some of the organizations listed below:

1. **Student Education Association** - A national student association for college students interested in becoming teachers.
2. **Foreign Language Club** - For students studying a language and/or interested in languages.
3. **Forensics Club** - For students interested in debate, extemporaneous speaking, original oratory, and oral interpretation.
4. **Library Club** - For student employees of the college library and those interested in the library work as a profession.
5. **Drama Club** - For students interested in all aspects of theatrical production.
6. **Technology Club** - For students interested in technology and engineering as a profession.

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 students' 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 will endeavor to keep this fact uppermost in mind. With this idea permeating the entire staff; faculty, advisors, counselors, and administrators are available to assist the individual student 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 educational and vocational plans. This service will be provided by a counselor or academic advisor. These individuals will be available throughout the year to help the student with problems which may interfere with his progress toward his goals and objectives.

Personal Counseling

Quite often students need assistance with social and personal problems as well as academic problems. For this reason, professionally trained counselors are available to help the student understand and resolve these problems. Some time in life everyone is faced with personal problems. It is a mark of intelligence to realize this and seek professional assistance. Let our counselors help if the need arises.

Testing

All full time and transfer students under the age of twenty-nine are generally required to take the A.C.T. (American College Testing Program) prior to final registration. Information about this test is available at all high schools or the admissions office of John A. Logan College. This test serves two basic purposes:

1. To help the student better understand his abilities and assist him in planning realistic educational goals.
2. To provide information for faculty and counselors to plan and implement realistic curriculum for the student.

It should be noted that the results of this test are strictly confidential and have no bearing on the admission of a student to John A. Logan College.

Individual Testing

Individual testing is available and is administered by the Office of Student Services. These tests can assist a student in discovering ability and aptitude in various areas.

Student Health Services

All full time students are required to have a physical examination. Physical examination forms are provided in the Admissions Packet. Students may consult a physician of their choice for this examination. These completed examination forms should be returned to the Student Services Office not later than the first day of classes.

Student accident insurance is available on a voluntary basis to all full time students. Information concerning this insurance will be given to students during the first week of each quarter.

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 does not accept any responsibility for supervising students who are living in rented facilities.

Employment and Placement

There will be a very limited number of part time jobs available on campus during the 1968-69 academic year. The Office of Student Services will assist students to find part time employment if they desire to work.

John A. Logan College will assist students who complete both one and two year programs to find full time employment commensurate with their college training.

Scholarships, Grants, Loans

John A. Logan College has been approved as a participating school for grants made by the Illinois State Scholarship Commission. Information concerning these grants is available in the Office of Student Services.

Loans

The college will have a very limited amount of money available during the 1968-69 academic year for short term student loans. Information concerning a loan is available from the office of the Dean of Student Services.



CURRICULA

The curricula of John A. Logan College reflect the purposes for which the institution was established. Structurally, the College is organized into four educational divisions: Baccalaureate Oriented Education, Occupation Oriented Education, Adult Education and Community Services, General Studies.

DIVISION OF BACCALAUREATE ORIENTED EDUCATION

The curricula of the Division of Baccalaureate Education is designed primarily for students who expect to transfer their college credits to a senior college or university to earn a baccalaureate degree and for students who wish to complete a two-year general education program. Students shall receive the Associate in Arts or Associate in Science Degree. Each curriculum has its own particular requirements. Unless a student is careful in his selection of subjects during the first two years, he may unnecessarily lose valuable time. The office of the Dean of Student Services and faculty advisors will assist a student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his educational goal. The important decisions about a student's courses and his future are up to him. He is responsible for registering for the appropriate courses each quarter.

The maximum amount of credit which may be accepted on transfer from John A. Logan College toward the Bachelor of Arts or Bachelor of Science degree, is usually one-half the credit required for the degree.

The baccalaureate oriented student at John A. Logan College may specialize in one of several areas while pursuing an Associate Degree.

CURRICULUM GUIDES

For Baccalaureate Oriented Education

(For those intending to transfer to SIU)

ARTS AND SCIENCES

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Political Science	4
Language ² or Mathematics ³	3	Health or Elective	3
Western Civilization or Elective ⁴	3-4	Electives in Major	4-6
Physical Education	1		
	<u>17-18</u>		<u>15-17</u>

WINTER QUARTER		CREDITS		WINTER QUARTER		CREDITS	
English Composition	3	Physical Science	4	Physical Science	4	Physical Science	4
Biological Science	4	Sociology	4	Sociology	4	Sociology	4
Western Civilization	4	Modern Fiction or Language ² or Mathematics ³	3	Modern Fiction or Introduction to Poetry	3	Modern Fiction or Introduction to Poetry	3
Elective	3	Physical Education	1	Electives in Major	3-4	Electives in Major	3-4
	<u>18</u>						
SPRING QUARTER		CREDITS		SPRING QUARTER		CREDITS	
English Composition	3	Physical Science or Elective	4	Physical Science or Elective	4	Physical Science or Elective	4
Biological Science or Elective	3-4	Theatre Appreciation	3	Theatre Appreciation	3	Theatre Appreciation	3
Western Civilization ¹ or Elective	3-4	Psychology	4	Psychology	4	Psychology	4
Language ² or Mathematics ³	3	Electives in Major	3-5	Electives in Major	3-5	Electives in Major	3-5
Physical Education	1						
	<u>16-18</u>						<u>14-16</u>

Remarks: 1 Students intending to transfer to SIU would likely elect to begin Biological Science sequence.
2 Either Elementary French or German
3 If student elects Math he begins sequence of Foundations of Mathematics

CHEMISTRY

FIRST YEAR

Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physics	5
College Algebra & Trigonometry	5	Elementary Calculus & Analytic Geometry	5
General Chemistry	5	Organic Chemistry	5
Speech	3	Foreign Language or Humanities	3
Physical Education	1		
	<u>17</u>		<u>18</u>

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics	5
College Algebra & Trigonometry	5	Intermediate Calculus & Analytic Geometry	5
General Chemistry	5	Organic Chemistry	5
Western Civilization	4	Foreign Language or Humanities	3
Physical Education	1		
	<u>18</u>		<u>18</u>

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physics	5
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Quantitative Analysis	5	Organic Chemistry	5
Western Civilization	4	Foreign Language or Humanities	3
Physical Education	1		
	<u>18</u>		<u>18</u>

BUSINESS ADMINISTRATION AND ACCOUNTING

FIRST YEAR

Fall Quarter		Credits		Fall Quarter		Credits	
English Composition		3		Accounting		3	
Biological Science		4		Economics		4	
College Algebra & Trigonometry		5		Physical Science		4	
Speech		3		Political Science		4	
Physical Education		1					
		16				16	

Winter Quarter		Credits		Winter Quarter		Credits	
English Composition		3		Accounting		3	
Biological Science		4		Economics		4	
College Algebra & Trigonometry		5		Physical Science		4	
Western Civilization		4		Humanities or Social Science		3-4	
Physical Education		1					
		17				17	

Spring Quarter		Credits		Spring Quarter		Credits	
English Composition		3		Accounting		3	
Statistics		3		Economics		4	
Elementary Calculus & Analytic Geometry		5		Health		3	
Western Civilization		4		Humanities or Social Science		3-4	
Physical Education		1					
		16				16	

PHYSICAL EDUCATION MAJOR

FIRST YEAR

Fall Quarter		Credits		Fall Quarter		Credits	
English Composition		3		Physical Science		4	
Biological Science		4		Sociology		4	
Humanities		3		Humanities		3	
Health		3		Methods of Teaching		1	
Physical Education ¹		1-2		Team Sports ¹		3	
		15-16		Mathematics or Language		1	
				Physical Education ³		1	

Winter Quarter		Credits		Winter Quarter		Credits	
English Composition		3		Physical Science		4	
Biological Science		4		Psychology		4	
Humanities		3		Humanities		3	
Western Civilization		4		Mathematics or Language		3	
Methods of Teaching		1		Physical Education ³		2	
Physical Education ²		1-2					
		16-17				16-17	

Spring Quarter		Credits		Spring Quarter		Credits	
English Composition		3		Political Science		4	
Speech		3		Methods of Teaching Tennis ¹		1	
Humanities		3		Humanities		3	
Art or Music Appreciation		3		Mathematics or Language		3	
Western Civilization		4		Social Science		3	
Physical Education ²		1-2		Physical Education ⁴		2	
		17-18				17-18	

Remarks: 1. Elected by men only
 2. Men & Women enroll in one service course; women also enroll in a majors course
 3. Elected by women only; majors course
 4. Women only enroll in two majors courses

MATHEMATICS

FIRST YEAR

Fall Quarter		Credits		Fall Quarter		Credits	
English Composition		3		Physics		5	
College Algebra & Trigonometry		5		Elementary Calculus & Analytic Geometry		5	
Biological Science		4		Psychology		3	
Health		3		Foreign Language		3	
Physical Education		1					
		16				16	

Winter Quarter		Credits		Winter Quarter		Credits	
English Composition		3		Political Science		4	
College Algebra & Trigonometry		5		Intermediate Calculus & Analytic Geometry		5	
Biological Science		4		Humanities		6	
Western Civilization		4		Foreign Language		3	
Physical Education		1					
		17				17	

Spring Quarter		Credits		Spring Quarter		Credits	
English Composition		3		Sociology		4	
Elementary Calculus & Analytic Geometry		5		Intermediate Calculus & Analytic Geometry		5	
Speech		3		Humanities		6	
Western Civilization		4		Foreign Language		3	
Physical Education		1					
		16				16	

PHYSICS

FIRST YEAR

Fall Quarter		Credits		Fall Quarter		Credits	
English Composition		3		Physics		5	
College Algebra & Trigonometry		5		Elementary Calculus		5	
General Chemistry		5		Analytic Geometry		4	
Health		3		Political Science		4	
Physical Education		1		Humanities		3	
		17					

Winter Quarter		Credits		Winter Quarter		Credits	
English Composition		3		Physics		5	
College Algebra & Trigonometry		5		Intermediate Calculus & Analytic Geometry		5	
General Chemistry		5		Psychology		4	
Biological Science		4		Western Civilization		4	
Physical Education		1					
		18				18	

Spring Quarter		Credits		Spring Quarter		Credits	
English Composition		3		Physics		5	
Elementary Calculus & Analytic Geometry		5		Intermediate Calculus & Analytic Geometry		5	
Biological Science		4		Speech		3	
Sociology		4		Western Civilization		4	
Physical Education		1					
		17				17	

PRE-ENGINEERING

FIRST YEAR

Fall Quarter	Credits	SECOND YEAR	Credits
English Composition	3	Fall Quarter	5
General Chemistry	5	Physics	3
Engineering Graphics	3	Analytical Mechanics	5
Health	3	Elementary Calculus &	4
Physical Education	1	Analytical Geometry	5
		Political Science	4
	15		17
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics	5
General Chemistry	5	Analytical Mechanics	3
Engineering Graphics	3	Intermediate Calculus &	
Western Civilization	4	Analytical Geometry	5
Physical Education	1	Humanities or Social Science	3-4
	16		16-17
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physics	5
Speech	3	Analytical Mechanics	3
Elementary Calculus &	5	Intermediate Calculus &	
Analytic Geometry	4	Analytic Geometry	5
Western Civilization	4	Humanities or Social Science	3-4
Physical Education	1		16
	16		16-17

(For those intending to transfer to the University of Illinois)

LIBERAL ARTS & SCIENCES

FIRST YEAR

Fall Quarter	Credits	SECOND YEAR	Credits
English Composition	3	Fall Quarter	3
Foreign Language	3	Foreign Language	4
Biological Science	4	Physical Science	3
Western Civilization	4	Humanities Elective	4
Physical Education	1	Political Science	4
		Elective in Major	3-4
	15	Physical Education	1
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Foreign Language	18-19
Foreign Language	3	Physical Science	3
Biological Science	4	Humanities Elective	4
Western Civilization	4	Electives in Major	6-7
Physical Education	1	Physical Education	1
	15		17-18
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Foreign Language	3
Foreign Language	3	Physical Science	4
Biological Science	4	Humanities Elective	3
Western Civilization	4	Electives in Major	6-7
Physical Education	1	Physical Education	1
	15		17-18

Distribution Requirements

English	9 hours
Foreign Language	18 hours (or equivalent of 4 years of High School language)
Biological Science	12 hours
Physical Science	12 hours
Social Science	16 hours
Humanities	9 hours of English Literature or Modern Fiction, Introduction to Poetry and Theatre Appreciation)

ELEMENTARY EDUCATION

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter	3	Fall Quarter	4
English Composition	4	Physical Science	4
Biological Science	4	Political Science	4
Western Civilization	4	U. S. History	3
Speech	3	Art Appreciation	3
Physical Education	1	Physical Education	1
	15		15
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	U. S. History	3
Western Civilization	4	Psychology	4
Literature	3	Music Appreciation	3
Physical Education	1	Physical Education	1
	15		15
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	U. S. History	3
Western Civilization	4	Literature	3
Literature	3	Geography	4
Physical Education	1	Physical Education	1
	15		15

PRE-ENGINEERING AND PHYSICS MAJORS IN LIBERAL ARTS AND SCIENCES

FIRST YEAR

Fall Quarter	Credits	SECOND YEAR	Credits
English Composition	3	Fall Quarter	5
General Chemistry	5	Elementary Calculus &	5
Engineering Graphics 1	3	Analytic Geometry	5
Western Civilization	4	Physics	3
Foreign Language	3	Analytical Mechanics 1	4
		Political Science	4
	18	Physical Education	1
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Intermediate Calculus &	18
General Chemistry	5	Analytic Geometry	5
Engineering Graphics 1	3	Physics	5
Western Civilization	4	Analytical Mechanics 1	3
Foreign Language	3	Sociology	4
	18	Physical Education	1
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Intermediate Calculus &	18
Elementary Calculus &	5	Analytic Geometry	5
Analytic Geometry	5	Physics	5
Western Civilization	4	Analytical Mechanics 1	3
Foreign Language	3	Physical Education	4
	18		18

Remarks: 1. Taken only by pre-engineering students
2. Physics majors complete language requirement

COMMERCE & BUSINESS ADMINISTRATION

FIRST YEAR

Fall Quarter	Credits	Second Year	Credits
English Composition	3	Accounting	4
Elementary Calculus & Analytic Geometry	5	Economics	4
Biological Science	4	American or English Literature	3
Western Civilization	4	Political Science	4
Physical Education	1	Physical Education	1
	<u>17</u>		<u>16</u>

Winter Quarter	Credits
English Composition	3
Elementary Calculus & Analytic Geometry	5
Biological Science	4
Western Civilization	4
Physical Education	1
	<u>17</u>

Spring Quarter	Credits
English Composition	3
Speech	3
Biological Science	4
Western Civilization	4
Physical Education	1
	<u>15</u>

SECOND YEAR

Fall Quarter	Credits
Accounting	4
Economics	4
American or English Literature	3
Political Science	4
Physical Education	1
	<u>16</u>

Winter Quarter	Credits
Accounting	4
Economics	4
American or English Literature	3
Psychology	4
Physical Education	1
	<u>16</u>

Spring Quarter	Credits
Accounting	4
Economics	4
American or English Literature	3
Statistics	3
Physical Education	1
	<u>15</u>

FIRST YEAR

Fall Quarter	Credits
English Composition	3
Biological Science	4
General Chemistry	5
College Algebra & Trigonometry	5
Physical Education	1
	<u>18</u>

Winter Quarter	Credits
English Composition	3
Biological Science	4
General Chemistry	5
Social Science or Humanities	3-4
Physical Education	1
	<u>16-17</u>

Spring Quarter	Credits
English Composition	3
Biological Science	4
Quantitative Analysis	5
Social Science or Humanities	3-4
Physical Education	1
	<u>16-17</u>

SECOND YEAR

Fall Quarter	Credits
Physics	5
Organic Chemistry	5
Foreign Language	3
Political Science	4
	<u>17</u>

Winter Quarter	Credits
Physics	5
Organic Chemistry	5
Foreign Language	3
Social Science or Humanities	3-4
	<u>16-17</u>

Spring Quarter	Credits
Physics	5
Organic Chemistry	5
Foreign Language	3
Social Science or Humanities	3-4
	<u>16-17</u>

PRE-VETERINARY

Fall Quarter	Credits
English Composition	3
Biological Science	4
Elementary Calculus & Analytic Geometry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

Winter Quarter	Credits
English Composition	3
Biological Science	4
General Chemistry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

Spring Quarter	Credits
English Composition	3
Biological Science	4
Elementary Calculus & Analytic Geometry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

PRE-MEDICINE

FIRST YEAR

Fall Quarter	Credits
English Composition	3
Biological Science	4
General Chemistry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

Winter Quarter	Credits
English Composition	3
Biological Science	4
General Chemistry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

Spring Quarter	Credits
English Composition	3
Biological Science	4
Elementary Calculus & Analytic Geometry	5
Foreign Language	3
Physical Education	1
	<u>16</u>

SECOND YEAR

Fall Quarter	Credits
Quantitative Analysis	5
Elementary Calculus & Analytic Geometry	5
American Government	4
Foreign Language or Humanities	3
	<u>17</u>

Winter Quarter	Credits
Organic Chemistry	5
Intermediate Calculus & Analytic Geometry	5
Sociology	4
Foreign Language or Humanities	3
	<u>17</u>

Spring Quarter	Credits
Organic Chemistry	5
Intermediate Calculus & Analytic Geometry	5
Psychology	4
Foreign Language or Humanities	3
	<u>17</u>

DIVISION OF OCCUPATION ORIENTED EDUCATION (Vocational - Technical Education)

The courses offered in the Division of Occupation Oriented Education focus on the educational needs of people to meet the requirements of productive, useful and satisfying careers in many different occupational fields. Generally, technicians are more intensively trained in fundamentals than craftsmen and in manipulative skills than full professionals. Technicians usually become qualified through formal technical training, on-the-job training, or a combination of both.

A number of two-year vocational programs are available to teach the essential skills and operational theory for a given trade, and to develop the ability to apply this skilled knowledge to practical problems.

This curricula leads a student to contemplate employment in semi-professional occupations related to business, office technology, health, engineering, industry, education or public service. The programs of study are developed with the assistance of advisory committees representing business and industry and survey information that has enabled the college to identify area manpower needs.

The Division of Occupation Oriented Education features a Certificate Program through which students may obtain training to qualify them for a specific career. The Certificate is awarded upon completion of the course prescribed for that curriculum.

PURPOSE

The objective of the Division of 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 youth 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, and have in common the following purposes and characteristics:

1. *The purpose is to acquaint the student with current practices, applications, techniques, and with various sources of information essential to intelligent planning and execution of his work.*
2. *There are learning experiences provided for the student whereby he is enabled to see his 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 material frequently provides opportunity for considerable home study and independent progress. The curricula of the Occupation Oriented Education Division does not lead to the baccalaureate degree.*

AUTOMOTIVE MECHANICS

The two-year Automotive Mechanics curriculum consists of practical work experience in inspecting, testing, servicing and repairing automobiles, and a study of related technical subjects that will qualify a student to work as a technician in automotive and related industries.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Automotive Drive Lines	4
Technical Mathematics	3	Fundamentals of Electricity	3
Technical Drafting	4	Automotive Drive Lines	4
Manufacturing Processes	3	Automotive Testing	4
Automotive Engines	4	Automotive Electricity & Ignition	3
Physical Education	1	Labor Management Relations	3
	18		17
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Fundamentals of Electricity	3
Technical Mathematics	3	Automotive Drive Lines	4
Engine Diagnosis and Tune-up	4	Automotive Testing	4
Fuels & Lubrication	3	Automotive Electricity & Ignition	3
Manufacturing Processes	3	Labor Management Relations	3
Physical Education	1		17
	17		16
Spring Quarter	Credits	Spring Quarter	Credits
Automotive Brakes & Suspensions	4	Service Orientation	4
Strength of Materials	3	Political Science	4
Human Relations	3	Automotive Service Management	2
Technical Physics	3	Automotive Heating & Air Conditioning	3
Hydraulics & Pneumatics	3	Elective	3
Physical Education	1		17
	17		16

DRAFTING AND DESIGN TECHNOLOGY

This curriculum is designed specifically to prepare men and women for positions in the field of Industrial Drafting and Design. All practical work experience in layout, detailing and design is in accordance with standard practices recommended by the U. S. Department of Defense, American Society of Automotive Engineers and other recognized standardizing agencies.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Fundamentals of Electricity	3
Technical Mathematics	3	Technical Physics	3
Technical Drafting	4	Metallurgy	3
Manufacturing Processes	3	Welding	3
Elective	3	Machine Drawing	4
Physical Education	1		17
	17		16

Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Fundamentals of Electricity	3
Technical Mathematics	3	Descriptive Geometry	3
Technical Drafting	4	Technical Illustration	3
Manufacturing Processes	3	Labor Management Relations	3
Elective	3	Tool Design	4
Physical Education	1		16
	17		16
Spring Quarter	Credits	Spring Quarter	Credits
Strength of Materials	3	Political Science	4
Hydraulics & Pneumatics	3	Advanced Technical Drawing	4
Technical Physics	3	Advanced Projects in Drafting	3
Human Relations	3	Introduction to Data Processing	3
Machine Drawing	4	Elective	3
Physical Education	1		17
	17		17

EXECUTIVE SECRETARY

The Executive Secretarial program is a two-year curriculum leading to the Associate Degree. It includes an intensive training for men and women who wish positions as executive secretaries to executives and managers in public or private business and agencies.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Business Law	3
Introduction to Business	3	Typewriting	3
Business Mathematics	3	Shorthand	6
Typewriting	3	Business Correspondence	3
Shorthand	4		15
Physical Education	1		15
	17		15
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Political Science	4
Business Accounting	3	Typewriting	3
Office Machines	3	Shorthand	6
Typewriting	3	Filing	3
Shorthand	4		16
Physical Education	1		16
	17		16
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Shorthand & Typewriting	6
Typewriting	3	Office Procedures	3
Shorthand	4	Secretarial Management	3
Human Relations	3	Business Seminar	1
Elective	3	Elective	3
Physical Education	1		16
	17		16

ACCOUNTING

The two-year accounting program is designed to meet the needs of modern business and industry for accounting and financial information. It is based on postulates that accounting is the language of business as well as the measurement and communication of financial data to those who will use that data, not only for its information value, but also as a basis of decision and action. The curriculum will help the student to develop habits of critical, logical thinking while he is learning to record, report and interpret economic data.

Completion of the two-year program will provide the student with sufficient skill and knowledge to meet entrance requirements of business and to progress rapidly through the many sub-professional levels of accounting.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Intermediate Accounting	4
Fundamentals of Accounting	4	Principles of Economics	4
Business Mathematics	3	Business Law	3
Introduction to Business	3	Business Finance	3
Typewriting	3	Elective	3
Physical Education	1		
	<u>17</u>		<u>17</u>
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Intermediate Accounting	4
Fundamentals of Accounting	4	Business Law	3
Principles of Management	3	Statistics	3
Office Machines	3	Labor Management Relations	3
Filing	3	Tax Accounting	4
Physical Education	1		
	<u>17</u>		<u>17</u>
Spring Quarter	Credits	Spring Quarter	Credits
Fundamentals of Accounting	4	Cost Accounting	4
Business Correspondence	3	Auditing Theory and Practice	4
Office Management	3	General Psychology	4
Principles of Marketing	3	Introduction to Data Processing	3
Human Relations	3	Political Science	4
Physical Education	1		
	<u>17</u>		<u>19</u>

MID-MANAGEMENT

The graduate of this program is prepared for a variety of midmanagement positions in business and industry. The employment possibilities which exist include personnel and office assistant, sales manager, floor manager, accounting assistant, pay-roll supervisor, credit and customer relations manager, and others. An important aspect of the program is a coordinated work experience in a management situation.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Business Law	3
Introduction to Business	3	Principles of Economics	4
Business Mathematics	3	Psychology	4
Principles of Management	3	Business Finance	3
Fundamentals of Accounting	4	Coordinated Management Training	4
Physical Education	1		
	<u>17</u>		<u>18</u>
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Statistics	3
Principles of Marketing	3	Principles of Economics	4
Personnel Management	3	Labor Management Relations	3
Fundamentals of Accounting	4	Advertising and Sales Promoting	3
Elective	4	Coordinated Management Training	4
Physical Education	1		
	<u>17</u>		<u>17</u>
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4
Office Management	3	Retail Merchandising	3
Fundamentals of Accounting	4	Coordinated Management Training	4
Human Relations	3	Introduction to Data Processing	3
Elective	3	Elective	3
Physical Education	1		
	<u>17</u>		<u>17</u>

TEACHER AIDE

Graduates of the Teacher Aide curriculum are prepared to give important support to educational activities at day-care centers, pre-school and elementary and secondary schools. They find employment possibilities as teachers' assistants, school office assistants, school library assistants, and playground assistants. Some may be employed in similar roles in higher education.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Music Appreciation	3
Principles of Sociology	4	Human Growth and Development	3
Biological Science	4	School Procedures	3
Introduction to Residential Child Care	4	Introduction to Library Science	3
Physical Education	1	Coordinated Teacher Aide Training	4
	<u>16</u>		<u>16</u>
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Child Psychology	3
Fundamentals of Mathematics	3	Marriage and Family	3
Biological Science	4	School Procedures	3
Freehand Drawing	3	Art Appreciation	3
Elective	3	Coordinated Teacher Aide Training	4
Physical Education	1		<u>16</u>
	<u>17</u>		<u>16</u>
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4
Psychology	4	Literature for Children	3
Audio-Visual Education	3	Education for Exceptional Children	3
Health and Nutrition for Children	3	Recreation and Crafts for Children	3
Health	3	Coordinated Teacher Aide Training	4
Physical Education	1		<u>17</u>
	<u>17</u>		<u>17</u>

CHILD CARE

This two-year program in Residential Child Care is organized to prepare individuals for employment in Child Caring Centers, or agencies dealing with children. The program includes "Child Behavior and Personality", Methods of "Child Care", and "Field Service".

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Human Growth and Development	3
Principles of Sociology	4	Introduction to Group Processes	3
Introduction to Child Care	4	Music Appreciation (Music for Children)	3
Biological Science	4	Coordinated Child Care Training	4
Physical Education	1	Elective	3
	<u>16</u>		<u>16</u>
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Child Psychology	3
Foundations of Mathematics	3	Marriage & the Family	3
Principles and Practices of Child Care	4	Art Appreciation (Art for Children)	3
Biological Science	4	Elective	4
Physical Education	1	Coordinated Child Care Training	4
	<u>15</u>		<u>17</u>
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4
Foundations of Mathematics	3	Literature for Children	3
Audio-Visual Education	3	Education of Exceptional Children	3
Health and Nutrition for Children	3	Recreation and Crafts for Children	3
Health	3	Coordinated Child Care Training	4
Physical Education	1		<u>16</u>
	<u>16</u>		<u>17</u>

CLERK-TYPIST

This one-year program for training Clerk-Typists is designed for individuals with immediate occupational objectives. Ordinarily, students enrolling in this curriculum will be expected to have competency, from high school or other experience, in basic office skills, and to have a satisfactory background in general education. This one-year program is considerably more intensive and specialized than the corresponding two-year program. Satisfactory completion of the course leads to the award of a Certificate of Achievement.

FALL QUARTER

Communications	3
Typewriting	3
Business Mathematics	3
Introduction to Business	3
Office Machines	3
	<hr/>
	15

WINTER QUARTER

Communications	3
Typewriting	3
Business Accounting	3
Office Machines	3
Filing	3
	<hr/>
	15

SPRING QUARTER

Communications	3
Typewriting	3
Secretarial Procedures	3
Elective	3
Human Relations	3
	<hr/>
	15

MARKETING

This one-year program in Marketing is designed to prepare individuals for careers in the distributive occupations. Employment opportunities exist in retailing, wholesaling, advertising, food store management and merchandising of all types of products. This program includes a coordinated plan whereby students attend classes for formal academic instruction and concurrently work at a regular paid, part-time job in a selected business firm.

FALL QUARTER

Communications	3
Introduction to Business	3
Business Mathematics	3
Fundamentals of Accounting	4
Coordinated Business Training	4
	<hr/>
	17

WINTER QUARTER

Communications	3
Fundamentals of Accounting	4
Principles of Marketing	3
Salesmanship	3
Coordinated Business Training	4
	<hr/>
	17

SPRING QUARTER

Retail Merchandising	3
Advertising & Sales Promotion	3
Merchandise Design & Display	3
Human Relations	3
Coordinated Business Training	4
Business Seminar	1
	<hr/>
	17

SECRETARY

This one-year curriculum is an intensive, specialized program for individuals who have successfully completed both typing and shorthand in high school and who possess, on enrolling, fair competencies in those areas. Successful completion of the program leads to the award of a Certificate of Achievement.

FALL QUARTER

Communications	3
Introduction to Business	3
Business Mathematics	3
Typewriting	3
Shorthand	6
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	18

WINTER QUARTER

Communications	3
Filing	3
Typewriting	3
Business Accounting	3
Shorthand	6
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	18

SPRING QUARTER

Office Machines	3
Secretarial Procedures	3
Human Relations	3
Shorthand & Typing	6
Business Seminar	1
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	16

WELDING

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

FALL QUARTER

Fundamentals of Oxyacetylene Welding	3
Oxyacetylene Welding Laboratory	4
Technical Mathematics	3
Technical Drafting	3
Manufacturing Processes	3
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	16

WINTER QUARTER

Fundamentals of Arc Welding	3
Arc Welding Laboratory	4
Metallurgy	3
Basic Inert Gas Welding	4
Blueprint Reading	3
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	17

SPRING QUARTER

Advanced Welding	3
Advanced Welding Laboratory	4
Welding for Pipefitters	4
Labor Management Relations	3
Elective	3
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	17

GENERAL ADVISORY COMMITTEE

TECHNICAL-VOCATIONAL EDUCATION

Training young people and adults for a career in technical-vocational 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 business and industry need and want. For the best interest of industry and business within its own community, there must be a two-way system of communication with its technical schools to maintain a working relationship and thus create a real public service.

Local advisory committees perform this significant function because they represent industries and businesses that are respected and recognized as experts in their related fields.

The use of advisory committees enables educational authorities to build programs of technical-vocational education that are based on the real needs of the community. In them, the confidence of the public is secured when the experiences and counsel of responsible citizens are solicited and acted upon by the college.

This two-way system of understanding and communication between the college and the community is particularly important in industry and business, which has as its objective the competent worker cognizant of his economic, social and civic responsibilities.

GENERAL ADVISORY COMMITTEE

MR. PAUL F. McROY
Manager
Radio Station WCIL
Carbondale

MRS. THELMA LEVELSMIER
Realtor
Carbondale

MR. B. D. CROSS
Management Systems Director
Data Processing & Computing Center
Carbondale

MR. MAURICE E. WEBB
Consulting Engineer
Carbondale

MR. RALPH GRAY
Carbondale

MR. GOFFREY HUGHES
Executive Director
Southern Illinois Incorporated
Carterville

MR. L. A. MEHRHOFF, JR.
Crab Orchard National Wildlife Refuge
Carterville

MR. FRANCIS C. RANGER
Director of Education
Bureau of Prisons
Marion

MR. ROBERT A. REEL
Division Manager
General Telephone Co.
Marion

MR. WILLIS A. LUECKE
Division Manager
Central Illinois Public Service Co.
Marion

DR. V. L. SAINÉ
Director of Power Systems
Operations
Olin Mathieson Chemical Corporation
Marion

MR. LARRY FEIL
Director of Administration
Herrin Hospital
Herrin

MR. LEON ZWICK
President
Retail Merchants Association
Herrin

MR. HENRY MARCINKOWSKI
Plant Manager
Allen Industries
Herrin

MR. KENNETH E. COOK
President
DuQuoin State Bank
DuQuoin

MR. ROBERT E. FEIGENBAUM
President
Turco Manufacturing Company
DuQuoin

MR. DWIGHT BURNS
Secretary-Treasurer
Southwestern Illinois Supply Corp.
DeSoto

MISS PEARL ROBERTS
Certified Professional Secretary
Johnston City

MR. CLEM A. MARCHILDON
Certified Public Accountant
West Frankfort

MRS. SIDNEY KIRSCH
Extension Advisor-Home Economics
Murphysboro

MR. LARRY BONIFIELD
President
Bonfield Bros. Freight Lines
West Frankfort

MR. CARL TAYLOR
Business Manager
International Brotherhood of
Electrical Workers
West Frankfort

MR. MARION NASH
Personnel Manager
PHELPS-DODGE Aluminum
Murphysboro

MR. TRUMAN CARROTHERS
Elkville

MR. WILLIAM V. BROWN
Executive Secretary, Marion Chamber
of Commerce
Marion

MR. RUSSELL SIEFERT
Murphysboro

DIVISION OF ADULT EDUCATION AND COMMUNITY SERVICES

The non-credit offerings of the Division of Adult Education provides a variety of educational activities for adults and out-of-school youth to pursue studies of interest and profit to them.

John A. Logan College facilities and personnel are available to any group of citizens which has an educational need on the junior college level which can be met with the facilities at hand.

DIVISION OF GENERAL STUDIES

This Division represents an implementation of the philosophy and purposes of the institutions. Although a General Studies curriculum has not been developed, several common areas of academic deficiency have been identified. Accordingly, the College has initiated developmental and preparatory courses in communications, reading, and mathematics. Based on an examination of previous academic records, A.C.T. test scores and the recommendations of the student's former counselor, students are encouraged to enroll in General Studies courses in order to remove apparent academic deficiencies.

ADULT EDUCATION NON-CREDIT COURSES

Business Education

Shorthand Speed Building
 Typewriting Review
 Personal Income Tax Preparation
 Receptionist Procedures
 Survey of Business
 Business Grammar and Punctuation

Health

Prenatal Care
 Nursing Aide
 Hospital Ward Clerk
 Hospital Supervision
 Hospital Management Seminar
 Physical Fitness

Homemaking

Beginning Sewing
 Intermediate Sewing
 Children's Clothing
 Basic Tailoring
 Beginning Knitting
 Advanced Knitting
 Fabric Performance and Care
 Gourmet Foods
 Household Food Budgeting
 Modern Meal Planning
 Cake Decorating
 Flower Arranging
 Interior Decorating
 Furniture Reupholstering

Management Training

Refresher Mathematics-Algebra
 Refresher Mathematics-Trigonometry
 Statistical Quality Control
 Basic Statistics
 Stress and Strength of
 Engineering Materials
 Engineering Mechanics-Statics
 Value Engineering
 Work Measurement
 Economics of Industry
 Basic Industrial Psychology for Supervisors

Techniques of Supervision
 Instructing Worker on Job
 Introduction to Industrial
 Traffic Management

Recreation

Outdoor Education
 Swimming
 Sailing
 Water and Boat Safety
 Archery
 Fire Arm Training for Women
 Hand Loading of Metallic Cartridges
 Hand Loading of Shotshells
 Fire Arm Safety
 Gunsmithing Practices
 Fundamentals of Ballistics

Special Interest Courses

Art Appreciation
 Music Appreciation
 Water Color Painting
 Painting in Oil
 Photography
 Amateur Radio
 Driver Education for Adults
 Modern Mathematics for Parents
 Drawing
 Design
 Life Drawing
 Printmaking
 Ceramics
 Metalcraft
 Sculpturing

Trade and Industry

Engine Tune-up
 Small Power Mechanics
 Welding
 Sheet Metal Work
 Power Sewing Machine

COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS

Accounting

Accounting 107
Prerequisites: None
4 hours weekly (4-0) 4 hours

FUNDAMENTALS OF ACCOUNTING

An introductory course in accounting stressing the fundamental principles of accounting as applied to a sole proprietorship, with emphasis in the following areas: basic structure of accounting, including theory of debit and credit and the ledger; accounting cycle for a service enterprise, including journals, posting, and completion of accounting cycle; accounting cycle for a merchandising enterprise, including sales and cash receipts, purchases and cash payments, and periodic summary; and notes, deferrals, and accruals. A practice set providing practice for a sole proprietorship will be used.

Accounting 108
Prerequisites: Fundamentals of Accounting 107
4 hours weekly (4-0) 4 hours

FUNDAMENTALS OF ACCOUNTING

A continuation of the study of the fundamental principles of accounting, with emphasis in the following areas: receivables, inventory, and plant assets; accounting systems and concepts, including the voucher system, payroll and sales taxes, and concepts and principles; accounting for partnerships; and an introduction to corporation accounting. A practice set providing practice for a sole proprietorship using the voucher system will be used.

Accounting 109
Prerequisites: Fundamentals of Accounting 108
4 hours weekly (4-0) 4 hours

FUNDAMENTALS OF ACCOUNTING

A continuation of the study of the fundamental principles of accounting, with emphasis in the following areas: the further study of corporation accounting; control accounting, including departments and branches, process costs, job order costs, and budgetary control and standard costs; income taxes; cost relationships for management; and special analysis of reports and statements. A practice set providing practice for a manufacturing business using a job order cost system will be used.

Accounting 201
Prerequisites: Sophomore standing
4 hours weekly (4-0) 4 hours

PRINCIPLES OF ACCOUNTING

Basic structure of accounting -- ledger, journal, posting, trial balance, accounting cycle, sales and cash receipts, purchase and cash payments, notes, deferrals and accruals, accounts receivable, inventory and plant assets.

Accounting 202
Prerequisites: Accounting 201
4 hours weekly (4-0) 4 hours

PRINCIPLES OF ACCOUNTING

Accounting systems, concepts and controls. Payroll and sales taxes, partnership, corporation (nature and formation), capital stock, earning and dividend, departments and branch, manufacturing analysis, and interpretation of financial statements.

Accounting 203
Prerequisites: Accounting 202
4 hours weekly (4-0) 4 hours

PRINCIPLES OF ACCOUNTING

Emphasizes management's uses of the product of the accounting function, through budgeting procedures, cost accounting, and other criteria for sound decision making.

Accounting 215
Prerequisites: Fundamentals of Accounting 109
4 hours weekly (4-0) 4 hours

INTERMEDIATE ACCOUNTING

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 temporary investments, receivables, inventories, and current liabilities.

Accounting 216
Prerequisites: Intermediate Accounting 215
4 hours weekly (4-0) 4 hours

INTERMEDIATE ACCOUNTING

An extensive study of the noncurrent items of the balance sheet, including the following: investments, plant and equipment, intangibles, and long-term debt; study of balance sheet presentation of corporate capital, including both paid-in capital and retained earnings; and analysis of financial statements.

Accounting 217
Prerequisites: Fundamentals of Accounting 109
4 hours weekly (4-0) 4 hours

COST ACCOUNTING

Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements -- materials, labor, and factory overhead; and job order and process cost accounting.

Accounting 218
Prerequisites: Intermediate Accounting 215
4 hours weekly (4-0) 4 hours

AUDITING THEORY AND PRACTICE

Introduction to auditing and the basic principles of auditing with emphasis in the following areas: audit objectives; internal control; audit work papers; evidence; standards; and auditing procedures applicable to materials under examination.

Accounting 219
Prerequisites: Fundamentals of Accounting 109
4 hours weekly (4-0) 4 hours

TAX ACCOUNTING

A comprehensive study of the Federal income tax structure as related to the individual and the sole proprietorship, including the following areas: income inclusions and exclusions; deductions allowable and not allowable; types of returns to be filed; treatment of capital gains and losses; disposition of business assets; and installment sales.

Accounting 220
Prerequisites: None
3 hours weekly (3-0) 3 hours

BUSINESS ACCOUNTING

A practical accounting course for secretaries and workers in retail stores and other small businesses. The work includes the development of the basic principles underlying accounting procedures and discussions of the techniques and records used in the recording, classification, and summarization of business transactions. A practice set will be used.

Economics
Economics 201
Prerequisites: Sophomore standing
4 hours weekly (4-0) 4 hours

PRINCIPLES OF ECONOMICS

The nature of economics, the American Economic System, business organization, personal finance, labor-management relations, government finance, national income analysis.

- Economics 202 **PRINCIPLES OF ECONOMICS** 4 hours
Prerequisites: Economics 201
Business cycles, money and prices, banking and monetary policy, fiscal policy, supply and demand analysis.
- Economics 203 **PRINCIPLES OF ECONOMICS** 4 hours
Prerequisites: Economics 202
Theory of production and factoral distribution, international economics, problems of economic growth and price stability.
- General Business**
- Business 110 **INTRODUCTION TO BUSINESS** 3 hours
Prerequisites: None
3 hours weekly (3-0)
A basic course introducing the types and kinds of business enterprises and ownership forms. Survey of the principles and practices of business operations. Study of major activities in business management; finance, accounting, personnel, manufacturing, marketing, and government relationships.
- Business 121 **STATISTICS** 3 hours
Prerequisites: None
3 hours weekly (3-0)
A course in elementary business statistics including methods of collection, presentation and interpretation of quantitative economic data. Also covered in this course are averages, dispersion index numbers, time series analysis and simple correlation.
- Business 127 **OFFICE MACHINES** 3 hours
Prerequisites: None
4 hours weekly (2-2)
Instruction and practice is given in the use of ten-key and full-keyboard adding machines and printing, rotary, and key-driven calculators. Emphasis is placed on speed machine manipulations.
- Business 128 **OFFICE MACHINES** 3 hours
Prerequisites: None
4 hours weekly (2-2)
Instruction and practice in the use of transcribing machines, mimeograph, fluid duplicator and other office machines.
- Business 130 **SALESMANSHIP** 3 hours
Prerequisites: None
3 hours weekly (3-0)
An introduction to the principles of selling. Includes study of selling in our present economy, analysis of the steps in a sales demonstration, and a classroom sales presentation.
- Business 213 **LABOR-MANAGEMENT RELATIONS** 3 hours
Prerequisites: None
3 hours weekly (3-0)
A survey of the history and development of the Labor Movement, development of the National Labor Relations Acts, the Wagner Act, and the Taft-Hartley Act. The Supervisor's responsibility for good labor relations and labor's search for security.
- Business 214 **INTRODUCTION TO DATA PROCESSING** 3 hours
Prerequisites: None
3 hours weekly (3-0)
Introduction to the fundamental concepts and operating principles common to all data processing operations. Contents include history and development of data processing, application of mechanical and electrical equipment used in processing data and elementary programming techniques.
- Business 221 **BUSINESS LAW** 3 hours
Prerequisites: None
3 hours weekly (3-0)
Introduction to the history and philosophy of law, contract law, jurisdiction and court procedure, conflicts of law and tort law.
- Business 222 **BUSINESS LAW** 3 hours
Prerequisites: Business Law 221
3 hours weekly (3-0)
Real property law, personal property law, partnership law, agency and corporation law.
- Business 223 **BUSINESS FINANCE** 3 hours
Prerequisites: None
3 hours weekly (3-0)
A course of study in methods of securing and managing capital and distribution of net income. Includes in study capitalization of business firms, small business and growth, recapitalization and reorganization of financially distressed firms, consolidation and expansion.
- Business 235 **BUSINESS CORRESPONDENCE** 3 hours
Prerequisites: None
3 hours weekly (3-0)
A review of the fundamentals and a complete study of letter forms and letter mechanics. Attention will be given to the various types of business correspondence, such as application letters, sales letters, credit letters, collection letters, form letters, and business reports.
- Business 236 **FILING** 3 hours
Prerequisites: None
4 hours weekly (2-2)
A study of the basic principles of modern filing systems - alphabetic, subject, numeric, and geographic. Students will work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, coding, charge-outs, color devices and setting up a modern filing system.
- Business 237 **SECRETARIAL PROCEDURES** 3 hours
Prerequisites: None
3 hours weekly (3-0)
Secretarial and clerical techniques are studied and practiced in a typical office environment. These include mailing procedures, sources of business information, receptionist's duties, proper use of telephone, financial records, business reports, legal documents, job application, office etiquette, and improvement of appearance and personality.
- Business 238 **BUSINESS SEMINAR** 1 hour
Prerequisites: None
1 hour weekly (1-0)
Topics to be selected based on current trends and the needs of those enrolled. Some topics will be presented by representatives from business and industry.

Management

Management 112 PRINCIPLES OF MANAGEMENT

Prerequisites: None
3 hours weekly (3-0) 3 hours

A study of the principles of management and business organization; emphasizing the fundamentals of each area in the objectives, policies, functions, leadership, organizational structures, operative procedures, systems, and control procedures.

Management 114 PERSONNEL MANAGEMENT

Prerequisites: None
3 hours weekly (3-0) 3 hours

Understanding the principles of personnel management, the problems, and practices of modern business, government, and other organizations as related to the handling of employees; selection, training, placement, job analysis, classification and rating of employees, wage incentive systems, discipline and techniques of supervision, elimination and reduction of employment hazards, keeping in mind the type and size of organization.

Management 115 OFFICE MANAGEMENT

Prerequisites: None
3 hours weekly (3-0) 3 hours

The principles of management as applied to office problems. Emphasis on the role of the office in business management; office organization; physical facilities and layout of the office; office services, procedures, standards, and controls

Management 119, 226 & 227 COORDINATED MANAGEMENT TRAINING

Prerequisites: Previous course in sequence
15 hours weekly 4 hours

The student will be employed as a trainee in a mid-management work situation for a minimum of fifteen hours per week under the supervision of the college and the participating business. Written reports will be required and a performance appraisal of the trainee will be made by the employer.

Marketing

Marketing 113 PRINCIPLES OF MARKETING

Prerequisites: None
3 hours weekly (3-0) 3 hours

A course of study concerned with the important marketing activities and institutions involved in the movement of goods from producer to consumer. Channels of marketing, customer relations, functions of sales department, price policies and communications are included.

Marketing 129 MERCHANDISE DESIGN AND DISPLAY

Prerequisites: None
3 hours weekly (3-0) 3 hours

A course in the principles of design in interior and exterior display. Topics covered include interpretation of textile information and other factors related to consumer selection.

Marketing 131, 132 & 133 COORDINATED DISTRIBUTIVE OCCUPATION TRAINEE

Prerequisites: Previous course in sequence
4 hours weekly 3 hours

The student will be employed as a trainee in a distributive occupation for a minimum of fifteen hours per week under the supervision of the college and the participating business. Written reports will be required and a performance appraisal of the trainee will be made by the employer.

Marketing 224 ADVERTISING AND SALES PROMOTION

Prerequisites: None
3 hours weekly (3-0) 3 hours

Presents methods and techniques in modern advertising to promote merchandise. The course includes a study of organization and practices of sales within industry and business.

Marketing 225 RETAIL MERCHANDISING

Prerequisites: None
3 hours weekly (3-0) 3 hours

Designed to give the student an over-all view of the field of retailing. Includes history of retailing, types of retailing institutions, store location and layout, receiving, and marking operations, pricing, advertising, and display, and interpreting consumer demands.

Shorthand

Business 124 SHORTHAND

Prerequisites: None
4 hours weekly (4-0) 4 hours

This is a basic introduction to the principles of Gregg Shorthand through reading and writing practice. Background in basic vocabulary is stressed. Dictation is given.

Business 125 SHORTHAND

Prerequisites: Shorthand 124 or previous training
4 hours weekly (4-0) 4 hours

Gregg Theory reviewed. Development of sustained writing speed. Training in transcription-shorthand, typewriting, spelling, punctuation, and proof-reading. Basic speed is developed. Minimum speed is sixty words per minute on new material.

Business 126 SHORTHAND

Prerequisites: Shorthand 125
4 hours weekly (4-0) 4 hours

Emphasis on speed building, mailable letters, office-style letters, and sustained dictation. A transcription rate of twenty to twenty-five words per minute is developed. The minimum sustained dictation rate is eighty words per minute.

Business 232 SHORTHAND

Prerequisites: Shorthand 126
6 hours weekly (6-0) 6 hours

Emphasis on dictation and transcription leading to mailable copy according to modern business standards. A transcription of twenty-five to thirty words per minute is developed. The minimum speed for sustained dictation is one-hundred words per minute.

Department of Communications and Humanities

Art

Art 111 *ART APPRECIATION* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

The student's aptitude and understanding of art is cultivated through a visual survey of painting, architecture and sculpture as expressed in the history of Western culture. Through direct involvement, the student is introduced to various media and an appreciation of the problems confronting the artist.

Art 164 *FREEHAND DRAWING* 3 hours
 Prerequisites: None
 5 hours weekly (1-4)

A study of free-hand methods of illustration. Primary consideration is given to angular, parallel and oblique perspective as a basis for free-hand illustration. Emphasis is then placed in various techniques of shades and shadows, shading films, and pencil and ink renderings for reproduction.

English

English 52 *BASIC COMMUNICATIONS* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

This course is designed for those who have deficiencies in basic communication skills. The fundamentals of both oral and written expression are emphasized in an atmosphere of individualized attention and development. This course is not designed for college transfer.

English 53 *READING IMPROVEMENT* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

Intended for those students who have need for reinforcement and additional training in reading skills. Comprehension, rate and improvement of vocabulary are emphasized. This course is not designed for college transfer.

English 111 *COMMUNICATIONS* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

An introduction to communication construction process related to technical information needed to help develop attitudes and abilities necessary to formulate educational goals.

English 112 *COMMUNICATIONS* 3 hours
 Prerequisites: Communications 111
 3 hours weekly (3-0)

A continuation of Communications 111 with the course designed to help students create effective written or oral reports and to analyze professional or industrial problems for background improvement and enrichment toward clear, logical and correct approach to communications.

Business 233 *SHORTHAND* 6 hours
 Prerequisites: Shorthand 232
 6 hours weekly (4-0)

Development of dictation and transcription skills leading to professionally transcribed copy. Students are urged to attain sustained dictation speeds in excess of one-hundred and twenty words per minute and to attain transcription speeds in excess of thirty words per minute.

Business 234 *SHORTHAND AND TYPEWRITING* 6 hours
 Prerequisites: Shorthand 233
 Typewriting 231
 6 hours weekly (6-0)

A study of the vocabularies employed in various types of business offices. Legal, medical, and technical dictation and typewriting practice will be given. Emphasis will be on available work. The project method will be used extensively.

Typewriting

Business 116 *TYPEWRITING* 3 hours
 Prerequisites: None
 6 hours weekly (0-6)

Mastery of the keyboard, speed and accuracy in the touch operation of the typewriter, and skill and knowledge necessary for vocational and personal uses. A minimum type-write rate of thirty words per minute is developed.

Business 117 *TYPEWRITING* 3 hours
 Prerequisites: Typewriting 116
 6 hours weekly (0-6)

Skill is developed to meet modern business office standards in typing all basic letter styles, manuscripts, and business forms. Skill proficiency is developed through special drills and production work. Minimum speed is forty words per minute.

Business 118 *TYPEWRITING* 3 hours
 Prerequisites: Typewriting 117
 6 hours weekly (0-6)

Drill and copy work to further develop speed and accuracy in typewriting in both production and straight copy typing. A further study of the business letter, special business communications forms and styles, manuscripts, and typewriting minimum speed is fifty words per minute.

Business 230 *TYPEWRITING* 3 hours
 Prerequisites: Typewriting 118
 6 hours weekly (0-6)

Emphasis on a high degree of speed and accuracy. All practice will be geared toward developing the highest in production rate possible in typing business letters, forms, legal documents, manuscripts, rough drafts, and other office requirements. Minimum speed is sixty words per minute.

Business 231 *TYPEWRITING* 3 hours
 Prerequisites: Typewriting 230
 6 hours weekly (0-6)

Emphasis is given to accurate production work on the following material: Statistical reports, unarranged material, business and accounting reports, duplicating procedures, office-style productions assignments.

English 113
COMMUNICATIONS
 Prerequisites: Communications 112
 3 hours weekly (3-0) 3 hours
 To familiarize the student with simple business problems and instruct in a practical way the value of business letters, application forms, data sheets, and a bibliography relevant to the student's field as a course requirement.

English 101
ENGLISH COMPOSITION
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 The fundamental objective of this course is the clear and logical expression of ideas. Both written and oral expression are included with minimum time devoted to the mechanics of communication skills.

English 102
ENGLISH COMPOSITION
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 A continuation of English Composition 101. Creative writing, organization of ideas and critical awareness are stressed through written assignments. Research skills are also developed.

English 103
ENGLISH COMPOSITION
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 Completes the sequence in English Composition. Further develops reading and writing skills. Includes an introduction to representative literary figures of the world, to major types and forms of literary classics, and to their cultural backgrounds, aimed at developing sensitivity and skills in the critical interpretation of literature.

Foreign Languages
 Students may elect French or German and obtain a proficiency through the sixth quarter. Students will be given a placement test to ascertain at what level they should begin their studies in these areas.

French

French 101
ELEMENTARY FRENCH
 Prerequisites: None
 4 hours weekly (3-1) 3 hours
 Emphasis on grammar, vocabulary, pronunciation and composition. Considerable use is made of the language laboratory.

French 102
ELEMENTARY FRENCH
 Prerequisites: French 101 or equivalent
 4 hours weekly (3-1) 3 hours
 Continuation of French 101 with oral practice of basic conversation and reading of French literature. Language laboratory included.

French 103
ELEMENTARY FRENCH
 Prerequisites: French 102 or equivalent
 4 hours weekly (3-1) 3 hours
 Completes the sequence of Elementary French.

French 201
INTERMEDIATE FRENCH
 Prerequisites: French 103 or equivalent of two years of high school French
 4 hours weekly (3-1) 3 hours
 Review and application of essential principles of French grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of French literature; required language laboratory assignments.

French 202
INTERMEDIATE FRENCH
 Prerequisites: French 201 or equivalent
 4 hours weekly (3-1) 3 hours
 Continuation of French 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory required.

French 203
INTERMEDIATE FRENCH
 Prerequisites: French 202 or equivalent
 4 hours weekly (3-1) 3 hours
 Continuation of Intermediate French.

German

German 101
ELEMENTARY GERMAN
 Prerequisites: None
 4 hours weekly (3-1) 3 hours
 Emphasis on grammar, vocabulary, pronunciation and composition. Considerable use is made of the language laboratory.

German 102
ELEMENTARY GERMAN
 Prerequisites: German 101 or equivalent
 4 hours weekly (3-1) 3 hours
 Continuation of German 101 with oral practice of basic conversation and reading of German literature. Language laboratory included.

German 103
ELEMENTARY GERMAN
 Prerequisites: German 102 or equivalent
 4 hours weekly (3-1) 3 hours
 Completes the sequence of Elementary German

German 201
INTERMEDIATE GERMAN
 Prerequisites: German 103 or equivalent of two years of high school German
 4 hours weekly (3-1) 3 hours
 Review and application of essential principles of German grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of German literature; required language laboratory assignments.

German 202
INTERMEDIATE GERMAN
 Prerequisites: German 201 or equivalent
 4 hours weekly (3-1) 3 hours
 Continuation of German 201 with emphasis on refining conversational skills and rapid reading of representative German prose. Language laboratory required.

German 203
INTERMEDIATE GERMAN
Prerequisites: German 202 or equivalent
4 hours weekly (3-1)
Continuation of Intermediate German

3 hours

Literature

English 121
INTRODUCTION TO POETRY
Prerequisites: None
3 hours weekly (3-0)
An introductory course designed to enhance the student's understanding and appreciation of poetry. Includes a study of poetic forms, themes and styles

3 hours

English 122
MODERN FICTION
Prerequisites: None
3 hours weekly (3-0)
The reading and study of representative short stories and novels. Examination of structure in relation to meaning with particular stress on contemporary fiction.

3 hours

English 211
ENGLISH LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
A survey of masterpieces of English literature from Anglo-Saxon times through the Tudor era.

3 hours

English 212
ENGLISH LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
A study and analysis of selected English classics from the Restoration to modern times.

3 hours

English 213
ENGLISH LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
Continuation of English Literature 212

3 hours

English 231
AMERICAN LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
A survey of American Literature from the Colonial period to the eve of the civil War. Emphasis on major writers.

3 hours

English 232
AMERICAN LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
Study of representative writers continues through the early decades of the 20th century.

3 hours

English 233
AMERICAN LITERATURE
Prerequisites: English Composition
3 hours weekly (3-0)
Completes the sequence of American Literature

3 hours

LITERATURE FOR CHILDREN

English 264
Prerequisites: None
3 hours weekly (3-0)
A survey and analysis of the best that has been written for children or appropriate for them

3 hours

Music

Music 112
MUSIC APPRECIATION
Prerequisites: None
3 hours weekly (3-0)
Designed to familiarize the student with outstanding works of musical composition by means of recordings. Includes a survey of musical forms and a study of music in relationship to national cultures and other art forms

3 hours

Philosophy

Philosophy 211
PHILOSOPHY
Prerequisites: None
3 hours weekly (3-0)
A survey of major philosophical ideas and problems and their relationship to contemporary thought

3 hours

Speech

Speech 113
THEATRE APPRECIATION
Prerequisites: None
3 hours weekly (3-0)
A survey humanities course designed to foster an appreciation of theatre arts. Students are introduced to the techniques of play production and through readings, survey representative works from classical times to the present

3 hours

SPEECH

Speech 115
Prerequisites: None
3 hours weekly (3-0)

3 hours

The essentials of effective speaking. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous and formal oration. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation

Department of Health and Physical Education

Health

Health 110
HEALTH EDUCATION
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 environment

3 hours

Physical Education
Service Courses

A variety of courses are offered to provide students with vigorous activity, knowledge of personal fitness and basic skills that can be utilized for recreation in adult life. All service courses involve two lecture-demonstration hours per week.

Physical Education 101	PHYSICAL FITNESS-MEN	1 hour
Physical Education 102	TEAM SPORTS-MEN	1 hour
Physical Education 103	TRACK-SWIMMING - MEN	1 hour
Physical Education 104	GOLF-MEN	1 hour
Physical Education 105	BOWLING-MEN	1 hour
Physical Education 106	TECHNIQUES OF BASKETBALL	1 hour
Physical Education 111	BADMINTON-WOMEN	1 hour
Physical Education 112	SOCCER-VOLLEYBALL-WOMEN	1 hour
Physical Education 113	TEAM SPORTS-WOMEN	1 hour
Physical Education 114	ARCHERY-WOMEN	1 hour
Physical Education 115	EXERCISE FOR FITNESS-WOMEN	1 hour
Physical Education 121	BOWLING-CO-ED	1 hour
Physical Education 122	GOLF - CO-ED	1 hour
Physical Education 123	TENNIS - CO-ED	1 hour
Physical Education 124	SOCIAL DANCE - CO-ED	1 hour

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

Physical Education 132	METHODS OF TEACHING TENNIS - MEN	1 hour
Prerequisites: None		
4 hours weekly (2-2)		
Physical Education 133	METHODS OF TEACHING EXERCISE - MEN	1 hour
Prerequisites: None		
3 hours weekly (1-3)		
Physical Education 134	METHODS OF TEACHING TEAM SPORTS-MEN	1 hour
Prerequisites: None		
3 hours weekly (1-3)		
Physical Education 141	MODERN DANCE - WOMEN	1 hour
Prerequisites: None		
3 hours weekly (1-2)		
Physical Education 142	SPEEDBALL - WOMEN	1 hour
Prerequisites: None		
3 hours weekly (1-2)		
Physical Education 143	FOLK DANCING - WOMEN	1 hour
Prerequisites: None		
3 hours weekly (1-2)		
Physical Education 144	BASKETBALL - WOMEN	1 hour
Prerequisites: None		
3 hours weekly (1-2)		
Physical Education 145	TENNIS - WOMEN	1 hour
Prerequisites: None		
3 hours weekly (1-2)		
Physical Education 146	BASIC MOVEMENT	1 hour
Prerequisites: None		
3 hours weekly (1-2)		

Physical Education 147
Prerequisites: None
3 hours weekly (1-2)

1 hour

SOCIAL DANCING

Department of Science

Biological Science

Biological Science 101
Prerequisites: None
5 hours weekly (3-2)
An introductory course designed to give the student a basic knowledge of the cellular aspects of biology.

BIOLOGICAL SCIENCE

4 hours

Biological Science 102
Prerequisites: Biological Science 101
6 hours weekly (2-4)
A general biology course designed to give the student an insight into the classification of living organisms using the plant and animal kingdoms.

BIOLOGICAL SCIENCE

4 hours

Biological Science 103
Prerequisites: Biological Science 102
5 hours weekly (3-2)
A continuation of Biological Science 102 with emphasis on the evaluation of organisms, their ecological relationships, and conservation.

BIOLOGICAL SCIENCE

4 hours

Chemistry

Chemistry 101
Prerequisites: Two years of high school algebra, or concurrent registration in mathematics.
8 hours weekly (4-4)
A study of the fundamental laws and concepts of chemistry, to include atomic structure bonding, equations, and stoichiometry.

GENERAL CHEMISTRY

5 hours

Chemistry 102
Prerequisites: General Chemistry 101
8 hours weekly (4-4)
A continuation of General Chemistry 101, including equilibrium, coordination compounds, kinetics, and radiochemistry. The laboratory will include Qualitative Analysis using semi-micro techniques.

GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

5 hours

Chemistry 201
Prerequisites: General Chemistry 101 and Qualitative Analysis 102
6 hours weekly (3-3)
A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, discussing descriptive and theoretical organic chemistry. Topics discussed will include bonding of carbon, stereochemistry, and beginning a study of aliphatic compounds, their structures and reaction mechanisms.

ORGANIC CHEMISTRY

5 hours

Chemistry 202
Prerequisites: Organic Chemistry 201
6 hours weekly (3-3)
This course will continue the discussion of aliphatic compounds, placing more emphasis on kinetics and mechanisms of reaction.

ORGANIC CHEMISTRY

5 hours

Chemistry 203
ORGANIC CHEMISTRY
 Prerequisites: Organic Chemistry 202
 6 hours weekly (3-3) 5 hours
 A continuation of Organic Chemistry 202, discussing aromatic and heterocyclic compounds with a brief introduction to biochemistry.

Chemistry 210
QUANTITATIVE ANALYSIS
 Prerequisites: General Chemistry 101 and Qualitative Analysis 102
 4 hours weekly (2-2) 5 hours
 A discussion of fundamental principles and practices of gravimetric, volumetric, and instrumental analysis of laboratory work designed to give training in the application of the various methods of analysis as well as the development of accuracy and technique.

Engineering

Engineering 101
ENGINEERING GRAPHICS
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 The principles of orthographic projection, pictorial representation, size description, and engineering graphics, including scales, curve plotting, nomograms and graphical calculus. This course is designed to develop the basic concepts of auxiliary and sectional views, dimensioning practice, detail and assembly problems of design techniques are also included.

Engineering 102
ENGINEERING GRAPHICS
 Prerequisites: Engineering 101
 3 hours weekly (3-0) 3 hours
 Principles of descriptive geometry and applications to general engineering. Spatial concepts developed through a comprehensive study of points, lines, planes, and solids in various relationships to reference planes. Intersection and development problems, vector problems, graphical solutions of mathematical relationships, functional scales, and nomography.

Engineering 201
ANALYTICAL MECHANICS
 Prerequisites: Mathematics 132
 5 hours weekly (3-2) 3 hours
 Mathematical and graphic techniques for ascertaining the magnitude of forces acting on structural bodies under static loads. Included will be concepts of vectors, moments and couples, resultant and equilibrium of general force systems, free body analysis, and friction

Engineering 202
ANALYTICAL MECHANICS
 Prerequisites: Analytical Mechanics 201
 5 hours weekly (3-2) 3 hours
 A study of centroids, moments of inertia and section modulus of sections-transfer formula - shearing stress and diagrams, bending moments and diagrams in beams - moving loads bending stress, the flexure formula - combination tension or compression and bending stress

Engineering 203
ANALYTICAL MECHANICS
 Prerequisites: Analytical Mechanics 202
 3 hours weekly (3-0) 3 hours
 A course dealing with Kinematics of rectilinear and curvilinear motion. Included will be a study of rigid bodies in plane motion and about a fixed axis as well as a study of relative motion and moments of inertia.
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Mathematics

Mathematics 51
BASIC MATHEMATICS
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 A course for those students whose past performance in mathematics and proficiency exams indicate a need for a review of secondary school mathematics before attempting college level work. This course is not designed for college transfer.

Mathematics 101, 102 & 103
FOUNDATIONS OF MATHEMATICS
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 Elementary set theory, the real number system, solutions of algebraic equations, probability, and statistics. For non-mathematics majors who wish to elect the one-year sequence in mathematics or for those students who need to build up their proficiency in mathematics before attempting College Algebra and Trigonometry.

Mathematics 105
TECHNICAL MATHEMATICS
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 A review of the fundamental operations of algebra followed by the study of the slide rule. The study includes factoring, functions, exponents, solution of linear and quadratic equations, and operations with radicals

Mathematics 106
TECHNICAL MATHEMATICS
 Prerequisites: Technical Mathematics 105
 3 hours weekly (3-0) 3 hours
 A study of the fundamental concepts of trigonometry and elementary applications of them. The study includes common and natural logarithms, the general trigonometric function, solutions of right and oblique triangles, and complex notation

Mathematics 111 & 112
COLLEGE ALGEBRA & TRIGONOMETRY
 Prerequisites: High school algebra and plane geometry or Mathematics 103
 5 hours weekly (5-0) 5 hours
 Elementary and trigonometric functions, introduction to analytic geometry, mathematical induction, inequalities, complex numbers, logarithms, and polar coordinates. Must be taken in sequence.

Mathematics 116
BUSINESS MATHEMATICS
 Prerequisites: None
 3 hours weekly (3-0) 3 hours
 A basic course in fundamental processes of business mathematics, percentages, discounts, pricing, interest, payroll, taxes, profit and loss.

Mathematics 132 & 132
ELEMENTARY ANALYTIC GEOMETRY AND CALCULUS
 Prerequisites: College Algebra and Trigonometry or two years of high school algebra, one-half year of trigonometry and one year of plane geometry.
 5 hours weekly (5-0) 5 hours

An integrated course of analytic geometry, differential calculus, and integral calculus. Topics covered include limits, differentiation and integration of trigonometric, logarithmic, and exponential functions; and various techniques of both differentiation and integration. Must be taken in sequence.

Mathematics 201 & 202 *INTERMEDIATE ANALYTIC GEOMETRY AND CALCULUS* 5 hours
 Prerequisites: Mathematics 132
 5 hours weekly (5-0)

Continuation of Elementary Analytic Geometry and Calculus. Topics covered include infinite series, solid analytic geometry, vectors, polar coordinates, and multiple integrals. Must be taken in sequence.

Physics

Physics 111 *PHYSICAL SCIENCE* 4 hours
 Prerequisites: None
 4 hours weekly (4-0)
 A lecture-demonstration course designed for non-science majors. An introduction to the study of physics and chemistry.

Physics 112 *PHYSICAL SCIENCE* 4 hours
 Prerequisites: Physics 111
 4 hours weekly (4-0)
 Consideration of the fundamental principles of astronomy and geology.

Physics 113 *PHYSICAL SCIENCE* 4 hours
 Prerequisites: Physics 112
 4 hours (4-0)
 A continuation of Physical Science 112

Physics 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.

Physics 152 *TECHNICAL PHYSICS* 3 hours
 Prerequisites: Technical Physics 151
 4 hours weekly (2-2)
 This course introduces the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

Physics 211 *PHYSICS* 5 hours
 Prerequisites: Elementary Calculus and Analytic Geometry.
 7 hours weekly (5-2)
 Mechanics, heat and sound. For science majors and pre-engineering students.

Physics 212 *PHYSICS* 5 hours
 Prerequisites: Physics 211
 7 hours weekly (5-2)
 Electricity, magnetism and electronics.

Physics 213 *PHYSICS* 5 hours
 Prerequisites: Physics 212
 7 hours weekly (5-2)
 Optics, light and modern physics.

Department of Social Science

History

History 101 *WESTERN CIVILIZATION* 4 hours
 Prerequisites: None
 4 hours weekly (4-0)
 Western Civilization 101 traces the development of the Western world from its origins to the late sixteenth century. This course is designed to pursue and realize a fuller understanding of the way that man has responded to comparable problems and needs throughout history and subsequently shaped cultural, political and economic institutions and ideas.

History 102 *WESTERN CIVILIZATION* 4 hours
 Prerequisites: None
 4 hours weekly (4-0)
 Beginning with the emergence of the new modern era, the survey of Western man continues, emphasizing that history is a continuous stream of events.

History 103 *WESTERN CIVILIZATION* 4 hours
 Prerequisites: None
 4 hours weekly (4-0)
 Completes the survey of Western civilization spanning the years 1750 to the present and laying the foundation of contemporary civilization and its problems.

History 201 *UNITED STATES HISTORY* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 This course is designed to examine the development of a civilization and formulation of an American spirit. Beginning with the impact of an old world culture upon a wilderness environment, the stream of U. S. history is traced through the pursuit of liberty culminating in revolution, emergence of the Constitution and the rise of American nationalism.

History 202 *UNITED STATES HISTORY* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 Nationalism following the War of 1812 gives way to westward expansion, the rise of sectionalism, and, ultimately, Civil War. The student's attention is focused on the impact of Civil War on a rapidly industrializing nation.

History 203 *UNITED STATES HISTORY* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 Continued emphasis is placed on the impact of cultural, political, economic and social forces on the development of the nation in the 20th century. Included is an examination of the nation's rise to world power, new found responsibilities and the inheritance of unsolved problems.

History 212 *GEOGRAPHY* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A regional study of world geography, natural resources, population distribution and geographic structure.

Political Science

Political Science 131 AMERICAN GOVERNMENT

Prerequisites: None
4 hours weekly (4-0) 4 hours

Includes a study of national, state and local governments. Federalism, republicanism and the structure-function of American political systems are studied. The Federal Constitution and the Constitution of the State of Illinois are examined in depth. Students who receive credit for Political Science 131 automatically fulfill the statutory requirement of the State of Illinois.

Psychology

Psychology 123 HUMAN RELATIONS

Prerequisites: None
3 hours weekly (3-0) 3 hours

A study of the patterns of human behavior that lead to effective work relationships in a business and industrial situation. Emphasis is placed on the principles of leadership and the techniques used to solve problems of motivation, productivity, frustration, tension, morale and industrial relations policy.

Psychology 132 GENERAL PSYCHOLOGY

Prerequisites: None
4 hours weekly (4-0) 4 hours

An introductory course in the study of human behavior. Familiarizes students with perception, sensitivity, heredity, adjustment, personality growth, intelligence and learning.

Psychology 260 HUMAN GROWTH AND DEVELOPMENT

Prerequisites: None
3 hours weekly (3-0) 3 hours

A study of human development from conception to maturity with special attention paid to physical, mental, social, and emotional aspects as well as to an understanding of the learning process, goals, drives, frustrations, adjustment mechanisms, and other developmental factors.

Psychology 261 INTRODUCTION TO GROUP PROCESSES

Prerequisites: None
3 hours weekly (3-0) 3 hours

A study of the structure and interaction of small groups. The development of cohesiveness, standards, conformity and deviance, leadership, group therapy and sociology.

Psychology 262 CHILD PSYCHOLOGY

Prerequisites: None
3 hours weekly (3-0) 3 hours

Stresses the child as an individual, his development processes and environmental factors which shape the personality and affects the achievement of the child.

Psychology 265 EDUCATION OF EXCEPTIONAL CHILDREN

Prerequisites: Child Psychology 262
3 hours weekly (3-0) 3 hours

Deals with the problems and methods involved in the adjustment and training of exceptional children - the mentally retarded, the gifted, the crippled, the emotionally unstable, and the delinquent.

Sociology

Sociology 133 PRINCIPLES OF SOCIOLOGY

Prerequisites: None
4 hours weekly (4-0) 4 hours

A general course analyzing the basic tenets of man's social nature. Topics discussed include social organization, interaction and changing social patterns in reaction to a dynamic society.

Sociology 263 MARRIAGE AND THE FAMILY

Prerequisites: None
3 hours weekly (3-0) 3 hours

Adjustment in marriage; interpersonal relationships in family living; father and mother roles in family living. Consideration is given to the sociology of the family, and the place of the family in American culture.

DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

Automotive Mechanics

Automotive Mechanics 170 AUTOMOTIVE ENGINES 4 hours

Prerequisites: None
6 hours weekly (2-4)

A study of the design, dynamic characteristics, thermodynamics, and basic service techniques of automotive engines. Theory is supplemented with laboratory work involving disassembly, visual and mechanical inspection of parts, performing service operations, assembly and engine operation.

Automotive Mechanics 171 ENGINE DIAGNOSIS AND TUNE-UP 4 hours

Prerequisites: Automotive Engines 170
6 hours weekly (2-4)

Theory and practice in diagnosing, adjusting and tuning modern automotive engines. Laboratory practice is provided using the latest test equipment and procedures.

Automotive Mechanics 172 FUELS AND LUBRICATION 3 hours

Prerequisites: Automotive Engines 170
4 hours weekly (2-2)

A study of petroleum products and their application to the fuel and lubricant requirements of automobiles. Laboratory tests are conducted to ascertain octane requirements, octane numbers, viscosity, volatility, flash and fire point and carbon residue.

Automotive Mechanics 173 AUTOMOTIVE BRAKES & SUSPENSIONS 4 hours

Prerequisites: Engine Diagnosis & Tune up 171
6 hours weekly (2-4)

Technical instruction, using the media of lecture, lecture demonstration and laboratory practice, will cover nomenclature, theory of operation, and service procedures on passenger car and light truck suspension systems, brake systems, wheels and tires, steering gears and related parts.

Automotive Mechanics 270 AUTOMOTIVE DRIVE LINES 4 hours

Prerequisites: Automotive Brakes and Suspensions 173
6 hours weekly (2-4)

A lecture-laboratory course including lecture, demonstration, and student participation in disassembly and reassembly of components for understanding the function, construction, operation, servicing and troubleshooting techniques of the conventional driveline units.

Automotive Mechanics 271 *AUTOMOTIVE DRIVELINES* 4 hours
Prerequisites: Automotive Drivelines 270
6 hours weekly (2-4)

A lecture-laboratory course in automatic transmissions including lecture, demonstration, and student participation in disassembly and reassembly of selected transmissions for purposes of understanding the function, construction, operation, servicing and troubleshooting procedures

Automotive Mechanics 271 *AUTOMOTIVE TESTING* 3 hours
Prerequisites: Automotive Engines 170 & Engine Diagnosis and Tune up 171
4 hours weekly (2-2)

Theory and application of the basic principles of engineering measurements, as applied to automotive testing. Laboratory assignments involve calibration of instruments, obtaining data, dynamometer operation, engine testing, and evaluation of engine modifications on overall performance.

Automotive Mechanics 273 *AUTOMOTIVE ELECTRICITY AND IGNITION* 3 hours
Prerequisites: Fundamentals of Electricity 211
4 hours weekly (2-2)

The student will learn to adjust, and/or repair storage batteries, ignition systems, charging systems, starting systems, instrumentation, and chassis electricity

Automotive Mechanics 274 *SERVICE ORIENTATION* 4 hours
Prerequisites: Engine Diagnosis and Tune-up 171, Automotive Brakes and Suspensions 173, Automotive Drive Lines 271 & Automotive Electricity and Ignition 273
6 hours weekly (0-6)

Students perform service and maintenance jobs on customers automobiles. The instructor devotes time to individual student work.

Automotive Mechanics 275 *AUTOMOTIVE SERVICE MANAGEMENT* 2 hours
Prerequisites: None
2 hours weekly (2-0)

A study of the principles involved in managing automotive repair shops and procedures in maintaining proper customer service relations

Automotive Mechanics 276 *AUTOMOTIVE HEATING AND AIR CONDITIONING* 3 hours
Prerequisites: None
4 hours weekly (2-2)

Specialized instruction in the operation and service of automotive heating and air conditioning, including diagnosis and charging of air conditioning units on vehicles.

Automotive Mechanics 277 *AUTOMOTIVE STEERING AND FRONT END* 3 hours
Prerequisites: None
4 hours weekly (2-2)

Students learn to check, adjust, and service the manual and power steering gears, front suspensions, and power steering components.

70

Child Care

Child Care 160 *INTRODUCTION TO RESIDENTIAL CHILD CARE* 4 hours

Prerequisites: None
5 hours weekly (3-2)

A course prepared to train and educate students in caring for children in a group care program. The vision and capacity needed for this service by the student will be accomplished by being aware of the effect upon the child of coming to and adjusting to institutional life, family and cultural background factors, and understanding physical, social and emotional need of the children. This course through lectures, discussions, special resource, people, readings, assigned papers, would develop unique characteristics for the professional role of the houseparent

Child Care 161 *PRINCIPLES AND PRACTICES OF RESIDENTIAL CHILD* 4 hours

Prerequisites: Introduction to Residential Child Care 160
5 hours weekly (3-2)

This course will cover materials on child welfare programs, changing philosophies, types of services and institutions, organizational patterns in the institutions, public and private, of various types. It will cover duties and functions of child care workers in carrying out the purposes of the institution, discussions of problems of child care, relationship of child care worker to child and natural parents, functioning as part of the team including teachers, recreation workers, social workers, nurses, doctors, executives, and special consultants. The course will be conducted through lecture and discussion with the use of case materials. Reading and written assignments will be required.

Child Care 162 *HEALTH AND NUTRITION FOR CHILDREN* 3 hours
Prerequisites: None
3 hours weekly (3-0)

An introduction to nutrition and its importance in the daily problem of feeding children to keep them in good health as youngsters and to develop good eating habits for later life. In addition, this course includes menu planning, special diets, personal hygiene, good purchasing practices, food storage and safety

Child Care 266 *RECREATION AND CRAFTS FOR CHILDREN* 3 hours

Prerequisites: None
3 hours weekly (3-0)

Instruction in the purpose of recreation, planning recreation, types of recreation, and types of equipment. Instruction in the purpose of arts and crafts, methods of presentation of materials. Obtaining goals for each type of activity to assure successful experiences, individually or as group processes

Child Care 267, 268, & 269 *COORDINATED CHILD CARE TRAINING* 4 hours

Prerequisites: Previous course in sequence
15 hours weekly

The student will be placed as a trainee in a child care work situation under the supervision of the college and the participating training center. Written reports will be required and a performance appraisal of the trainee will be made by the supervisor.

71

Industrial Processes

Industrial Processes 101 **STRENGTH OF MATERIALS** 3 hours
Prerequisites: Technical Mathematics 106
4 hours weekly (2-2)

An analytical study of elastic forces. Study is concentrated on tension and compression members, members subjected to torsion and bending, columns, combined stresses, and properties of materials.

Industrial Processes 103 **HYDRAULICS AND PNEUMATICS** 3 hours
Prerequisites: None
4 hours weekly (2-2)

A study of basic fundamentals of fluid flow, circuitry, components, and their application to industrial equipment and control systems. The course also includes a study of reservoirs, pumps, valves, actuators, and trouble shooting of hydraulic and pneumatic systems.

Industrial Processes 121 **MANUFACTURING PROCESSES** 3 hours
Prerequisites: None
5 hours weekly (1-4)

An introductory course designed to give the student a basic knowledge in theory and practice of machining, stamping, layout, and simple inspection. Laboratory experiences will include work with saws, lathes, drill presses, mills, sheet metal machines and the punch press.

Industrial Processes 122 **MANUFACTURING PROCESSES** 3 hours
Prerequisites: Manufacturing Processes 121
5 hours weekly (1-4)

Processes other than cutting, such as hot and cold working of metals, welding, heat treatment and plastics. The laboratory will provide further experiences in machining operations including work with the shaper and grinder. The heat treatment of steels is included.

Industrial Processes 201 **METALLURGY** 3 hours
Prerequisites: None
3 hours weekly (3-0)

A study of the fundamental characteristics and properties of metals and alloys, elementary theories of bonding, crystal structure, deformation phenomena and phase relationships in binary alloys. Annealing and heat treatment of alloys with major emphasis on iron-carbon alloys.

Industrial Processes 211 **FUNDAMENTALS OF ELECTRICITY** 3 hours
Prerequisites: Technical Mathematics 106
4 hours weekly (2-2)

A basic direct current electricity course for technical students. The study of the generation, transmission, and utilization of electrical energy by means of direct current.

Industrial Processes 212 **FUNDAMENTALS OF ELECTRICITY** 3 hours
Prerequisites: Fundamentals of Electricity 211
4 hours weekly (2-2)

Analysis of alternating current theory and application including circuit parameters, wave shapes, circuit laws, reaction of various circuit components, measurements, coupled circuits and resonant circuits.

Drafting and Design Technology

Technical Drafting 180 **TECHNICAL DRAFTING** 4 hours
Prerequisites: None
6 hours weekly (2-4)

This is a lecture-laboratory course designed to promote the basic technical skills involved in general technical drawing. Lettering, applied geometry, dimensioning, and threads and fasteners are stressed with a concentration of study on orthographic projection drawing.

Technical Drafting 181 **TECHNICAL DRAFTING** 4 hours
Prerequisites: Technical Drafting 180
6 hours weekly (2-4)

Continuation of Technical Drafting 180, with emphasis on making multiview drawings and sketches, pictorial drawings, auxiliaries, secondary auxiliaries, sections, and conventions, and detail and assembly drawings. Printmaking equipment is used in all technical drawing courses.

Technical Drafting 182 **MACHINE DRAWING** 4 hours
Prerequisites: Technical Drafting 181
6 hours weekly (2-4)

Instruction and practice in the production and use of working drawings. Specific problems are undertaken in the design of castings, machined parts, gears, cams, linkages and springs.

Technical Drafting 192 **BLUEPRINT READING** 3 hours
Prerequisites: None
3 hours weekly (3-0)

Fundamentals of blueprint reading as applied to the welding industry. Basic drafting principles are studied and applied to specific problems.

Technical Drafting 280 **MACHINE DRAWING** 4 hours
Prerequisites: Machine Drawing 182
6 hours weekly (2-4)

Continuation of Machine Drawing 182 with emphasis on the weldments, piping drawings, surface developments, exploded views, and simplified drafting.

Technical Drafting 281 **TOOL DESIGN** 4 hours
Prerequisites: Machine Drawing 280
6 hours weekly (2-4)

This course is concerned with the theory, principles, and techniques for the modern design of cutting tools, cutting and forming dies, fixtures, and other related tooling.

Technical Drafting 282 **ADVANCED TECHNICAL DRAWING** 4 hours
Prerequisites: Tool Design 281
6 hours weekly (2-4)

Study of and experience with the practical application of the trueposition dimensioning system. Class time will be devoted to the preparation of complete working drawings for an assigned or selected project. The use of handbooks, catalogs, and other reference materials is emphasized.

Technical Drafting 283 **ADVANCED PROJECTS IN DRAFTING** 3 hours
Prerequisites: Tool Design 281
5 hours weekly (1-4)

A course providing an opportunity for students to branch out into areas of drawing not included in previous study, and to broaden their knowledge and capabilities in areas of special interest.

Technical Drafting 284 *TECHNICAL ILLUSTRATION*

5 hours weekly (1-4) 3 hours

A fundamental course for those interested in becoming or who are working as draftsmen or illustrators. Course covers principles of axiometric projection, perspective shading and shadows.

Technical Drafting 285 *DESCRIPTIVE GEOMETRY*

5 hours weekly (1-4) 3 hours

A study of graphic analysis and the solution of typical three-dimensional space problems through the application of the principles of multiview projection. Emphasis is placed on analytical procedures and the importance of accuracy and systematic notation in graphical solutions.

Teacher Aide

Education 163

AUDIO-VISUAL EDUCATION

4 hours weekly (2-2) 3 hours

Prerequisites: None

This is primarily a course in the care and operation of audio-visual and multi-sensory aids to education. The laboratory method is used mainly, but a small amount of outside reading is also required. List of sources of materials will be compiled.

Education 270

INTRODUCTION TO LIBRARY SCIENCE

3 hours weekly (3-0) 3 hours

Prerequisites: None

An introductory survey to acquaint students with the various types of services offered in the modern library as a social, cultural and educational institution. Methods of organizing various types of materials such as books, periodicals, and pamphlets for effective use in relation to the demand of schools and of the community.

Education 271

SCHOOL PROCEDURES

3 hours weekly (3-0) 3 hours

Prerequisites: None

A study of procedures faced in directed teaching situations in classroom, school and community. Emphasis is placed on: purpose of the school; physical plant; instructional methods and materials; classroom management and non-instructional duties of the teacher in school and the community.

Education 272

SCHOOL PROCEDURES

3 hours weekly (3-0) 3 hours

Prerequisites: School Procedures 271

Techniques of gathering data on student background and behavior, test construction, interpretation and evaluation, with more specific treatment of methods for assisting the teacher, such as, grading and recording objective tests, bulletin boards, and classroom supervision.

Education 273, 274 & 275

COORDINATED TEACHER AIDE TRAINING

4 hours

Prerequisites: Previous course in sequence 15 hours

The student will be placed as a trainee in a teacher aide work situation under the supervision of the college and the participating school. Written reports will be required and a performance appraisal of the trainee will be made by the supervisor.

Welding

Welding 183

FUNDAMENTALS OF WELDING

3 hours

Prerequisites: None
4 hours weekly (2-2)

A basic combination welding course dealing with oxyacetylene and arc welding. Designed to meet the needs of students enrolled in other technical courses. Typical applications are made in a laboratory setting.

Welding 184

FUNDAMENTALS OF OXYACETYLENE WELDING

3 hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to instruct the student in the procedures of oxyacetylene welding and cutting. Fabrication of gas-welded structures, position welding, and care of gas welding equipment are included in this phase of the welding course.

Welding 185

OXYACETYLENE WELDING LABORATORY

4 hours

Prerequisites: None
6 hours weekly (0-6)

Supervised laboratory instruction in oxyacetylene welding and must be taken concurrently with Fundamentals of Oxyacetylene Welding.

Welding 186

FUNDAMENTALS OF ARC WELDING

3 hours

Prerequisites: Fundamentals of Oxyacetylene Welding 184
3 hours weekly (3-0)

This course enables the welding student to use the arc welding process in fabrication of steel structures. All types of welded joints are discussed and welded in all positions. Care and maintenance of the arc welder are applied in this course.

Welding 187

ARC WELDING LABORATORY

4 hours

Prerequisites: Oxyacetylene Welding Laboratory 185
6 hours weekly (0-6)

Supervised laboratory instruction in arc welding and must be taken concurrently with Fundamentals of Arc Welding.

Welding 188

BASIC INERT GAS WELDING

4 hours

Prerequisites: Fundamentals of Oxyacetylene Welding 184 & Fundamentals of Arc Welding 186
6 hours weekly (2-4)

This course teaches the fundamentals of inert gas welding with the argon shielded arc. The basic types of joints are covered on different types of metals.

Welding 189

ADVANCED WELDING

4 hours

Prerequisites: Basic Inert Gas Welding 188
6 hours weekly (2-4)

Specialized instruction in arc welding of structural steel, sheet metal, tool steel and aluminum. Introduction to Heliarc welding.

Welding 190

ADVANCED WELDING LABORATORY

4 hours

Prerequisites: Basic Inert Gas Welding 188
6 hours weekly (2-4)

Supervised laboratory instruction in welding of sheet metal, tool steel and aluminum. This course must be taken concurrently with Advanced Welding.

Welding 191

WELDING FOR PIPEFITTERS

4 hours

Prerequisites: Fundamentals of Oxyacetylene 184 & Fundamentals of Arc Welding 186
6 hours weekly (2-4)

This is a practical welding course designed to develop skill in the welding of pipes. Additional skills in laying out, flamecutting, and welding of different types and sizes of pipes are covered.

