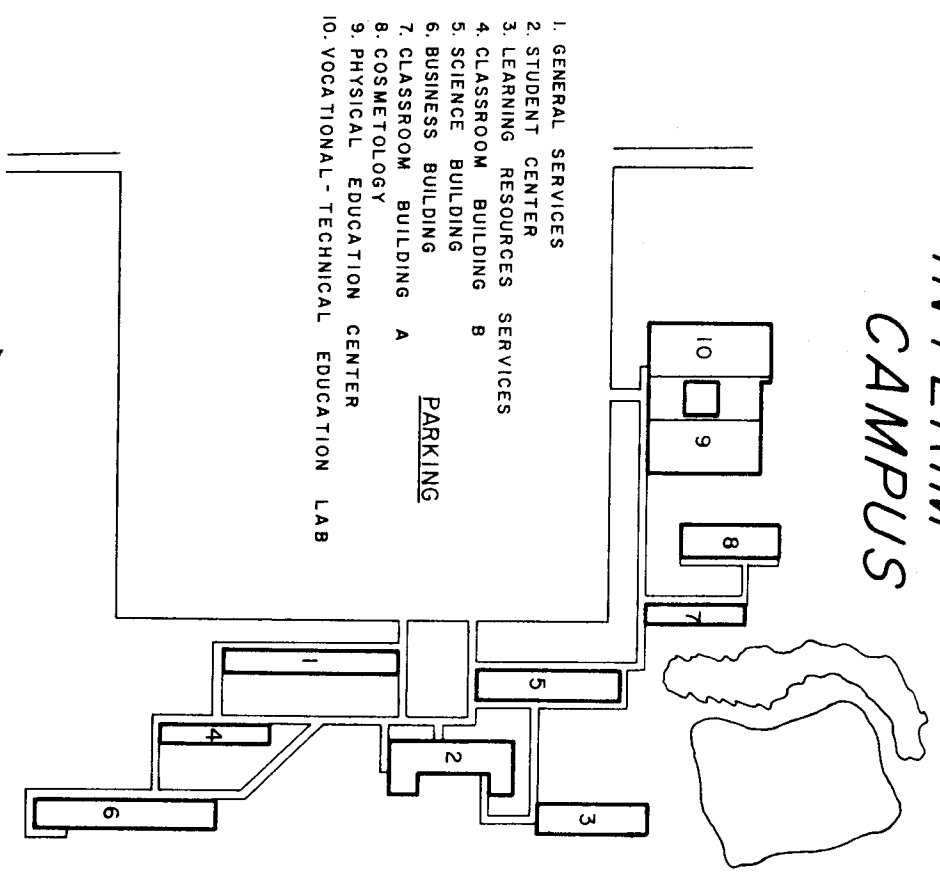


INTERIM CAMPUS



JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

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**

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1969-70 COLLEGE CALENDAR

1970-71 COLLEGE CALENDAR

FALL, 1969

Faculty Meetings (New Faculty) September 8-12
 Faculty Meetings (All Faculty) September 15-16
 Freshman Orientation September 17
 Registration September 18-19
 Classes Begin September 22
 Mid-Quarter October 31
 Thanksgiving Recess Tuesday, 10 p.m.,
 Monday, 8 a.m.,
 November 25-December 1
 Final Examinations December 15-19

WINTER, 1970

Registration January 5
 Classes Begin January 6
 Mid-Quarter February 6
 Holiday — John A. Logan's Birthday February 9
 Final Examinations March 16-20

SPRING, 1970

Registration March 30
 Classes Begin March 31
 Mid-Quarter May 1
 Holiday — Memorial Day May 29
 Final Examinations June 8-11
 Commencement June 12

SUMMER, 1970

Registration June 22
 Classes Begin June 23
 Holiday — Independence Day July 3
 Mid-Quarter July 24
 Final Examinations August 31-September 4

FALL, 1970

Faculty Meetings September 16-18
 Freshman Orientation September 21
 Registration September 22-23
 Classes Begin September 24
 Mid-Quarter October 30
 Thanksgiving Recess Tuesday, 10 p.m.,
 Monday, 8 a.m.,
 November 24-30
 Final Examinations December 14-18

WINTER, 1971

Registration January 4
 Classes Begin January 5
 Mid-Quarter February 5
 Holiday — John A. Logan's Birthday February 9
 Final Examinations March 15-19

SPRING, 1971

Registration March 29
 Classes Begin March 30
 Mid-Quarter April 30
 Holiday — Memorial Day May 31
 Final Examinations June 7-11
 Commencement June 11

SUMMER, 1971

Registration June 21
 Classes Begin June 22
 Holiday — Independence Day July 5
 Mid-Quarter July 23
 Final Examinations August 30-September 3

BOARD OF TRUSTEES

A seven-member Board of Trustees represents District constituents in matters concerning the College. Members are locally elected and serve staggered terms of three years. The present Board is composed of members whose backgrounds are varied and who are representative of a broad range of geographic locations within the District.

Working collectively under the authority of the Illinois State Public Junior College Act and within the guidelines established by the Illinois State Junior College Board, the Trustees establish College policies and legislate the planning, operation and maintenance activities of the College.



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



DR. NATHAN A. IVEY
President



WILLIAM M. ANDERSON
Academic Dean



HAROLD O'NEIL
Dean of Student Services



EARL MILTON
Business Manager

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
- Jack D. Hill *Assistant to the President*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Robert H. Irvin *Director of Vocational-Technical
 and Adult Education*
 B.S., University of Illinois
 M.S., Indiana State University
 Advanced graduate study University of Illinois
- Edward Moody *Director of Admissions & Registration*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

COUNSELING FACULTY

- Donald Middleton *Counselor/Coordinator of
 Student Activities*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
- George Pullis *Vocational-Technical Counselor*
 B.S., Southern Illinois University
 M.S., Southern Illinois University

TEACHING FACULTY-FULL-TIME

- Donald C. Autry *Biology*
 B.S., Memphis State University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Linwood G. Bechtel *Chairman of Health and Physical
 Education Department & Head Basketball Coach*
 B.S., West Chester State College
 M.S., University of Illinois
 Advanced graduate study University of Illinois
- Helen M. Blakely *Chairman Social Science Dept./History*
 B.S., University of Illinois
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Gladys O. Blanton *Chairman Cosmetology
 Dept./Cosmetology*
 Certificate, Southern Illinois University
 Certificate, S.I.U. School of Advanced Cosmetology
- Don Boehne *Psychology*
 B.S., Southeast Missouri State College
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Karen Sue Bryant *Music*
 B.M.E., Murray State University
 M.M., North Texas State University
 Advanced graduate study University of Illinois
- Jerry D. DeSoto *English*
 B.A., St. Bernard College
 M.A., Alabama College
 Advanced graduate study Southern Illinois University

Susan S. Dodds *Speech*
 B.S., Wayne State University
 M.A., Wayne State University

John Bruce Fell *Art*
 B.S., Catherine Spalding College
 M.S., University of Louisville

Joan Ferrell *French and English/
 Faculty Adviser to the College newspaper*
 B.A. Southern Illinois University
 M.A., Southern Illinois University

Katherine Forester *English*
 B.A., State University of Iowa
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

Charles D. Freese *English/Reading Improvement*
 B.A., Southern Illinois University
 B.D., Southern Baptist Theological Seminary
 M.A., Southern Illinois University

Bill T. Gayer *Chairman Vocational-Technical Education
 Dept./Industrial Technology*
 B.A., Southern Illinois University
 M.S., Southern Illinois University

Beverly M. Gold *History*
 B.A., University of Florida
 M.A., Southern Illinois University

Kenneth L. Greenlee *Chemistry & Mathematics/
 Yearbook Advisor*
 B.A., Southern Illinois University
 M.A., Southern Illinois University
 Advanced graduate study Hope College,
 Knox College and Butler University

Ronald D. Hall *Mathematics*
 B.A., Southern Illinois University
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

William C. Jackson *Health & Physical Education/
 Director of Athletics & Intramurals*
 B.A., Southern Illinois University
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

Carol Ann Jacobs *Business*
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Rachel I. Klein *Biology*
 B.S. Southern Illinois University
 B.A., Southern Illinois University
 M.S., University of Illinois

John Kuruc *Business*
 B.S., Eastern Illinois University
 M.S., Eastern Illinois University
 Advanced graduate study Southern Illinois University

Paul E. McInturf *Chairman Business Dept./Business*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
 and University of Wyoming

Karl E. Maple *Political Science & Faculty
 Adviser to the Student Government*
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Jesse E. Moore *Mathematics*
 B.S., Western Illinois University
 M.S., University of Notre Dame
 Advanced graduate study University of Notre Dame
 and Southern Illinois University

David Packard ... *Chairman Communications & Humanities
 Dept./English*
 B.A., McKendree College
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

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

Terry Popp *Mathematics*
 B.S., Southeast Missouri State College
 B.S., Southeast Missouri State College
 M.S., Southern Illinois University

Jon M. Rivers *Drafting & Physical Education/
 Head Baseball Coach*
 B.S., Ferris State College
 Graduate Study Western Michigan University

- John Sala *Health & Physical Education/ Ass't Basketball & Baseball Coach*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced Graduate Study Southern Illinois University
- Judy Showers *Women's Physical Education*
 B.S., Kent State University
 M.S., Southern Illinois University
 Advanced graduate study University of North Carolina
- Alphonse M. Stadler *History & Geography*
 B.S., Indiana State University
 M.A., Indiana University
 Advanced graduate study Indiana University
- Verlin R. Tackett *Automotive Technology*
 Assoc. in Technology, Vocational Technical Institute,
 Southern Illinois University
 Undergraduate study Southern Illinois University
- George A. Williams *Welding*
 Certificate of Achievement, Vocational Technical Institute
 B.S., Southern Illinois University
 Graduate study Southern Illinois University
- Glenn Yates *Physics*
 B.S., Illinois State University
 M.S., Illinois Wesleyan University
 Advanced graduate study Illinois State University

TEACHING FACULTY-PART-TIME

- Ilse Detwiler *German*
 Graduate, Realgymnasium: Jacob-Grimm-Schule,
 Kassel, Germany
 Graduate Study, West Virginia University &
 Southern Illinois University
- Louise S. Duncan *Child Care/Teacher Aide*
 A.S., Ricks College
 B.S., Utah State University
 Graduate study University of Nebraska
- 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

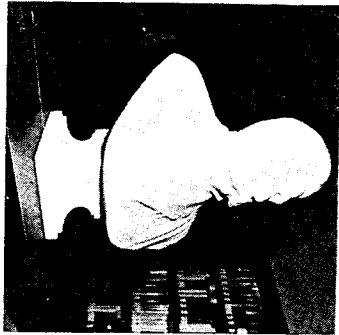
- David Schlafer *Philosophy*
 A.B., Wheaton College
 M.A., Southern Illinois University
 Advanced graduate study Southern Illinois University

OPERATIONAL STAFF

- Sara Barrington *Secretary to Director of Vocational-
 Technical and Adult Education*
- Joseph Boner *Director of Maintenance*
- Phyllis Butler *Bookkeeper-Secretary to Business Manager*
- Connie Denney *Secretary to Director of Admissions &
 Registration*
- Helen Geer *Secretary to Dean of Student Services*
- Jo Ann Hatfield *Library Clerk*
- Mary Ann Hudson *Secretary to Academic Dean*
- Ruth Ann Scott *Secretary to President*
- Jeanetta Underwood *Library Clerk*



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. Rammie I. 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.

The College commenced its first academic year in September, 1968, with 238 full-time equivalent students in attendance. Its first student body consisted of freshmen only and classes were conducted at several locations within the city of Herrin.

In many other respects, too, the first academic year was an eventful one. The College acquired its permanent site, a beautiful 161 acre tract fronting Highway 13 just west of Cartersville. On April 12, 1969, the voters of the District supported a bond referendum to provide nearly three million dollars to help finance the construction of a permanent campus.

The College will begin operations on its campus this fall in newly constructed interim facilities with an anticipated enrollment of 750 full-time students.

STATEMENT OF PURPOSE

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, transferrable 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 retraining 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.

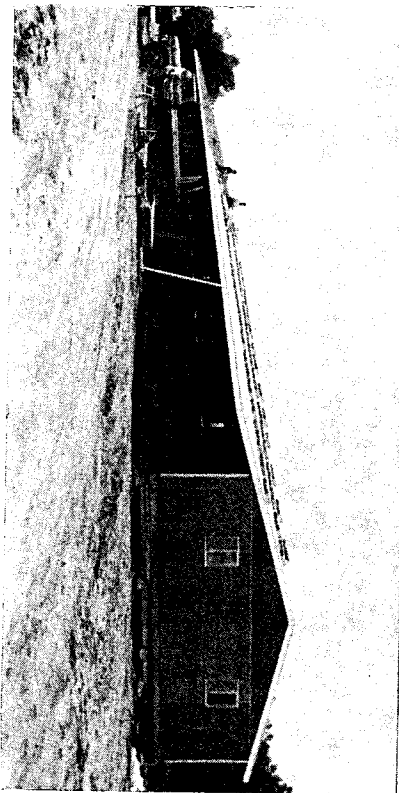
In addition to its relationship with the community at large, the College emphasizes its specific relationships with other educational institutions of the area. Vertically, the College develops its programs in conjunction with the high schools, with higher

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.

The philosophy and objectives of the student activities, intramural and intercollegiate athletics programs are consistent with the overall purposes of the instructional programs of John A. Logan College. The college is committed to the same high standards of excellence in these less formal programs as are maintained in the formal programs of instruction and service.

Intramurals and athletics are considered integral parts of a comprehensive physical activities and education program. The intramural program provides the most immediate application of the carry-over values and activities emphasized in physical education courses. Athletics afford the enriched and concentrated experiences which the more talented and physically capable students desire and provides a positive force with which both students and community readily identify. The college maintains a proper balance between intercollegiate athletics and other programs of the college.



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 was granted Correspondent Status in December, 1968, 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.

During the spring of 1969, a faculty steering committee prepared the College's Status Study. This study, which encompassed an extensive institutional self examination and presented data relative to the total operation, represented the College's application for Candidate Status. A decision relative to this status is anticipated in March, 1970.

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.

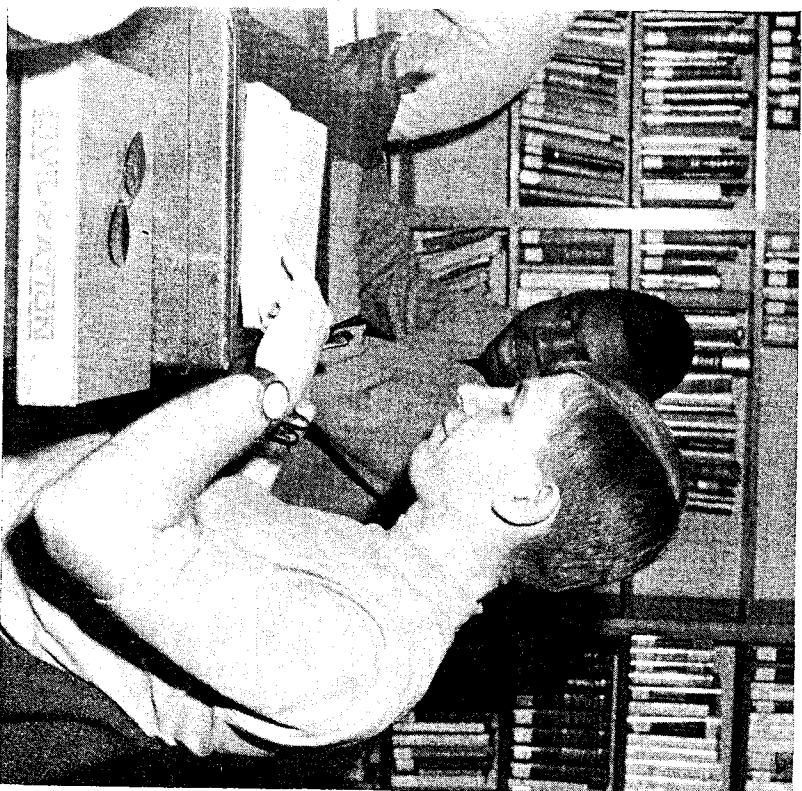
Since the College's initial collection is small, it will not have many of the specialized materials which faculty and students may desire. The L.R.S. will be depending heavily on the faculty to suggest books and other materials in their teaching disciplines.

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 stu-

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

dent 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.



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 Education Development test scores may be accepted in lieu of high school graduation.

All full-time first quarter 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 beginning classes. The form for this purpose is provided by the College.

ADMISSIONS

Admission to the college 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.



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 must pay the per capita cost, less State apportionment.

Out-of-State Students — must pay the pro rated per capita cost.

Fees

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

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

Graduation Fee — \$5.00, includes cost of cap and gown and five graduation announcements.

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.

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.

Academically Warned

Any 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 "Academically Warned". This "Academically Warned Status" will be initiated by the Dean 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.

Academic Probation

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

Academic Suspension

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 admitted to John A. Logan College who has had previous college credit will be classified academically in one of the following categories:

1. **GOOD STANDING**—A student transferring credit with a grade point average of 3.0 or more on a five point grading scale.

2. **ACADEMICALLY WARNED** — A student who has attended another college or university one semester or less and who has less than a 3.0 grade point average on a five point grading scale.

3. **ACADEMIC PROBATION** — A student who has attended another college or university more than one quarter and who does not have a 3.0 grade point average on a five point grading scale during his last quarter or semester of full time attendance at that school.

Schedule Changes and Withdrawals

Permission to change schedules must originate in the Office of Admissions and Registration. The official change of program slip will originate with the Director of Admissions or a counselor. It is the student's responsibility to see that the form is properly signed by the teachers and returned immediately to the Office of Admissions. Failure to do so will result in an unofficial withdrawal and a failing grade in the course.

Students may withdraw from a class within five days with no mark recorded. No new course may be added after the fifth day of each quarter.

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

Any student who does not make an **OFFICIAL WITHDRAWAL** but merely ceases attending a class, will receive a grade of "Ab" which is counted as an "E" for all grading purposes.

Credit Hours

The academic year is divided into three quarters. The College also has a full summer quarter. Course credits are recorded in quarter hours. The number of credit hours in each course is shown in the course description.

A normal student load is 16 quarter hours each quarter. A full time student, however, may enroll for 12 to 18 quarter hours. A student enrolled in less than 12 quarter hours is classified as a part time student. A student who desires to carry more than 18 quarter hours must have permission from the Dean of Student Services.

Grading System

A — Excellent	5 Grade Points
B — Good	4 Grade Points
C — Fair	3 Grade Points
D — Poor, but passing	2 Grade Points
E — Failing	1 Grade Point (no credit)

Inc. Incomplete. May be made up at the discretion of the instructor by the end of the next quarter. If not, then it becomes an "E".

W Authorized withdrawal no later than the last day of the fourth week of the quarter. No grade points — no credit.

WP Authorized withdrawal after the fourth week of the quarter with a passing mark. No grade points — no credit allowed.

WE Authorized withdrawal after the fourth week of the quarter with a failing mark. Same as an "E" — 1 grade point — no credit.

Ab Unauthorized withdrawal. Same as an "E" — 1 grade point — no credit.

GRADUATION REQUIREMENTS

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

- Associate Degree in Arts*
- Associate Degree in Science*
- Associate Degree in Applied Science*
- Associate Degree in Technology*

General Requirements

- A minimum grade point average of 3.0*
- American Government 131*
- Three quarters of Physical Education Service courses. Exception: Students over twenty-eight years of age or veterans who served one year or more are not required to meet the Physical Education requirement.*
- Earn a minimum of fifteen quarter hours of credit at the sophomore level at John A. Logan College.*
- Complete a minimum of 93 quarter hours of credit.*

f. Make application for graduation and pay a \$5.00 graduation fee. This fee includes cap and gown and five graduation announcements.

Degree Requirements

- The Associate in Arts and the Associate in Science degrees are available to each student who meets the requirements of a college transfer program.*
- The Associate in Applied Science Degree will be awarded to graduates completing an approved two-year occupational curriculum.*
- 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: Clerk-Typist, Cosmetology, Drafting, Radio Broadcasting, Secretary, and Welding or a special program and who are recommended by the department having cognizance of that program.



STUDENT ACTIVITIES

Intercollegiate Athletics

John A. Logan College is a member of the National Junior College Athletic Association and the Southern Illinois College Conference. During the 1969-70 academic year, John A. Logan College will participate in an intercollegiate basketball and baseball program.

Intramural Program

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 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

STUDENT GOVERNMENT — The official student government association is known as "The Unified Students of John A. Logan College". All students enrolled in credit courses are voting members of this organization. Officers for this organization are elected by the student body during the fall quarter each year. This organization concerns itself with student affairs, sponsors various social activities, and strives to develop and maintain acceptable conduct within the student body.

STUDENT PUBLICATIONS — The Logan Journal is the official college newspaper, written and published by a staff of students with the assistance of a faculty advisor. A College Yearbook will be written and published by a staff of students with the assistance of a faculty advisor.

COLLEGE CHOIR — The College Choir will perform for Honors programs, graduation ceremonies, and various other programs both for students and other groups throughout the district.

CHEERLEADING—Cheerleaders are selected each year to lead the student body in cheers at athletic events. Goals of this group are to support athletic teams, promote school spirit, and assist in school activities.

LETTERMEN'S CLUB — The purpose of this organization is one of service. Service to the college that will benefit both the institution and the student body, and specifically, the growth and development of the sports program of the College.

PHI THETA KAPPA — A college chapter of Phi Theta Kappa will be initiated during the 1969-70 academic year. This national organization was founded in 1918. Phi Theta Kappa is the junior college equivalent of Phi Beta Kappa, the National Honorary Scholastic Fraternity. The local chapter will issue invitations to eligible members.

LITERARY CLUB — The Literary Club promotes student interest in creative writing and discussion of literature of all periods in the history of man.

FORENSICS CLUB — This organization is for students interested in debate, extemporaneous speaking, original oratory, and oral interpretation. Plans are being developed to take part in various speech activities with other colleges during the 1969-70 academic year.

DRAMA CLUB — This organization is for students interested in all aspects of theatrical production.

STUDENT EDUCATION ASSOCIATION — This organization is to prepare young people interested in teaching as a career to further their knowledge of the profession and its State and National Associations.

New clubs and organizations will be initiated when there is a clear indication that enough students are interested in forming a new organization.

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.

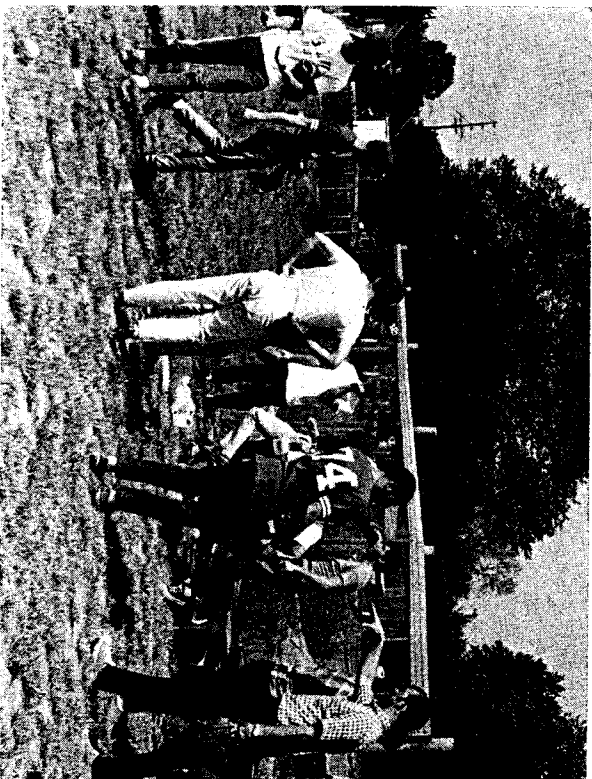
Student Health Services

All full time students are required to have a physical examination. Physical examination forms are provided in the Admissions Packet. The student may consult a physician of their choice for this examination. These completed 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

The college participates in the College Work-Study Program. This program provides on-campus student employment based on financial need. The college also strives to assist students to find employment in private business and industry within the district. The college also maintains a placement service to assist students who complete both one and two year programs to find full time employment commensurate with their college training.

Financial Aids

Grants — John A. Logan College has been approved as a participating college for grants made by The Illinois State Scholarship Commission.

The college is approved for eligible veterans to receive veterans benefits.

The college has a group of locally endowed scholarships that are available to full time students.

Additional information concerning financial aid is available by contacting the Office 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 or Mathematics ¹	3	Health or Elective	3
Western Civilization or Elective	3-4	Electives in Major	4-6
Art or Music Appreciation	3		
Physical Education	1		
	<hr/> 17-18		<hr/> 15-17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Sociology	4
Western Civilization	4	Modern Fiction or Introduction to Poetry	3
Language or Mathematics Elective	3	Electives in Major	3-4
Physical Education	1		
	<u>18</u>		<u>14-15</u>

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physical Science or Elective	4
Biological Science or Elective	3-4	Theatre Appreciation	3
Western Civilization	4	Psychology	4
or Elective	3-4	Electives in Major	3-5
Language or Mathematics	3		
Speech	3		
Physical Education	1		
	<u>16-18</u>		<u>14-16</u>

Remarks: 1. If student elects Math he begins sequence of Foundations of Mathematics

ART

FIRST YEAR	Credits	FALL QUARTER	Credits
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	4
Language or Mathematics	3	Art History	3
Beginning Freehand Drawing	4	Beginning Painting	4
Intro. to Visual Elements	4		
Physical Education	1		
	<u>17</u>		<u>15</u>

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	4
Language or Mathematics	3	Art History	3
Beginning Freehand Drawing	2	Oil Painting	4
Intro. to Visual Elements	4		
Physical Education	1		
	<u>17</u>		<u>15</u>

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physical Science	4
Biological Science or Elective	3-4	Western Civilization	4
Language or Mathematics	3	Art History	3
Life Drawing	2	Political Science	4
Intro. to Visual Elements	4	Health	3
Physical Education	1		
	<u>16-17</u>		<u>18</u>

CHEMISTRY

FIRST YEAR	Credits	SECOND YEAR	Credits
English Composition	3	Physics	3
College Algebra	4	Elementary Calculus & Analytic Geometry	5
General Chemistry	5	Organic Chemistry	5
Physics	3	Foreign Language or Humanities	3
Speech	3	Physical Education	1
	<u>18</u>		<u>17</u>

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

Spring Quarter	Credits	Spring Quarter	Credits
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Quantitative Analysis	5	Organic Chemistry	5
Physics	3	Foreign Language or Humanities	3
Physical Education	1		
	<u>17</u>		<u>17</u>

MATHEMATICS

FIRST YEAR	Credits	SECOND YEAR	Credits
English Composition	3	Physics	3
College Algebra	4	Elementary Calculus & Analytic Geometry	5
Physics	3	Foreign Language or Western Civilization	3
Biological Science	4	Physical Education	4
Health	3		
	<u>17</u>		<u>16</u>

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics	3
College Algebra	3	Intermediate Calculus & Analytic Geometry	5
Physics	3	Foreign Language or Western Civilization	3
Trigonometry	3	Physical Education	4
Biological Science	4		
	<u>16</u>		<u>16</u>

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Foreign Language	5
Physics	3	Western Civilization	3
Speech	3	Physical Education	4
Biological Science	4	Physical Education	1
	<hr/>		<hr/>
	18		17

MUSIC

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	4
Language or Mathematics	3	Music Theory	4
Music Theory	4	Health	3
Applied Music	2	Applied Music	3
Ensemble "Choral"	1	Ensemble "Choral"	2
Physical Education	1	Ensemble "Choral"	1
	<hr/>		<hr/>
	18		17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	4
Language or Mathematics	3	Music Theory	3
Music Theory	4	Political Science	4
Applied Music	2	Applied Music	2
Ensemble "Choral"	1	Ensemble "Choral"	1
Physical Education	1		
	<hr/>		<hr/>
	18		17

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physical Science	4
Biological Science or Elective	3-4	Western Civilization	4
Language or Mathematics	3	Music Theory	3
Music Theory	4	Music History	4
Applied Music	2	Applied Music	2
Ensemble "Choral"	1	Ensemble "Choral"	1
Physical Education	1		
	<hr/>		<hr/>
	18		18

PHYSICS

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Physics 211	3
College Algebra	4	Biological Science	4
General Chemistry	5	Elementary Calculus & Analytical Geometry	5
Physics 155	3	Psychology	4
Physical Education	1	Physical Education	1
	<hr/>		<hr/>
	16		17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics 212	3
College Algebra	3	Biological Science	4
General Chemistry	5	Intermediate Calculus & Analytical Geometry	5
Physics 156	3	Western Civilization	4
Health	3	Physical Education	1
	<hr/>		<hr/>
	17		17

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Sociology	4
Trigonometry	3	Political Science	4
Elementary Calculus & Analytical Geometry	5	Intermediate Calculus & Analytical Geometry	5
Physics 157	3	Western Civilization	4
Speech	3		
	<hr/>		<hr/>
	17		17

BUSINESS ADMINISTRATION AND ACCOUNTING

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Accounting	4
Biological Science	4	Economics	4
College Algebra	4	Physical Science	4
Western Civilization	4	Political Science	4
Physical Education	1		
	<hr/>		<hr/>
	16		16

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Accounting	4
Biological Science	4	Economics	4
College Algebra	3	Physical Science	4
Trigonometry	3	Humanities or Social Science	3-4
Speech	3		
Physical Education	1		
	<hr/>		<hr/>
	17		15-16

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Accounting	4
Statistics	3	Economics	4
Elementary Calculus & Analytical Geometry	5	Health	3
Western Civilization	4	Humanities or Social Science	3-4
Physical Education	1		
	<hr/>		<hr/>
	16		14-15

PHYSICAL EDUCATION MAJOR

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Physical Science	4
Biological Science	4	Sociology	4
Humanities	3	Humanities	3
Methods of Teaching Golf	1	Methods of Teaching Team Sports ¹	1
Physical Education ²	1-2	Mathematics or Language Physical Education ³	3
	15-16		1
Winter Quarter		Winter Quarter	
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 Exercise ¹	1	Physical Education ²	2
Physical Education ²	1-2		2
	16-17		14-16
Spring Quarter		Spring Quarter	
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		14-16

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

PRE-ENGINEERING

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Physics 211	3
General Chemistry	5	Elementary Calculus & Analytic Geometry	5
Engineering Graphics*	3	Western Civilization	4
Physics 155	3	Analytical Mechanics	3
Physical Education	1	Physical Education	1
	15		17

FIRST YEAR	Credits	SECOND YEAR	Credits
Winter Quarter		Winter Quarter	
English Composition	3	Physics 212	3
General Chemistry	5	Intermediate Calculus & Analytic Geometry	5
Engineering Graphics	3	Western Civilization	4
Physics 156	3	Analytical Mechanics	3
Physical Education	1		3
	15		16
Spring Quarter		Spring Quarter	
English Composition	3	Political Science	4
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Speech	3	Analytical Mechanics	3
Physics 157	3	Humanities or Social Science	3-4
Health	3		3-4
	17		15-16

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

LIBERAL ARTS & SCIENCES

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Foreign Language	3
Foreign Language	3	Physical Science	4
Biological Science	4	Humanities Elective	3
Western Civilization	4	Political Science	4
Physical Education	1	Elective in Major	3-4
	15	Physical Education	1
Winter Quarter		Winter Quarter	
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
Spring Quarter		Spring Quarter	
English Composition	3	Foreign Language	3
Foreign Language	3	Physical Science	4
Biological Science	4	Humanities Elective	3
Western Civilization	4	Elective 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		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	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
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
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

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physics 211	3
General Chemistry	5	Elementary Calculus &	5
Engineering Graphics	3	Analytic Geometry	5
Foreign Language	3	Analytic Mechanics	5
Physics 155	3	Western Civilization	4
		Physical Education	1
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics 212	3
General Chemistry	5	Intermediate Calculus &	5
Engineering Graphics *	3	Analytic Geometry	5
Foreign Language	3	Analytical Mechanics	5
Physics 156	3	Western Civilization	4
Physical Education	1	Physical Education	1
	17		18
			18

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Psychology	4	Analytical Mechanics	5
Foreign Language	3	Western Civilization	4
Physics 157A	3		
	18		18

COMMERCE & BUSINESS ADMINISTRATION

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	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
	17		16
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Accounting	4
Elementary Calculus & Analytic Geometry	5	Economics	4
Biological Science	4	American or English Literature	3
Western Civilization	4	Psychology	4
Physical Education	1	Physical Education	1
	17		16
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Accounting	4
Speech	3	Economics	4
Biological Science	4	American or English Literature	3
Western Civilization	4	Statistics	3
Physical Education	1	Physical Education	1
	17		16

PRE-VETERINARY

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physics	5
Biological Science	4	Organic Chemistry	5
General Chemistry	5	Foreign Language	3
College Algebra	4	Political Science	4
Physical Education	1		
	17		17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics	5
Biological Science	4	Organic Chemistry	5
General Chemistry	5	Foreign Language	3
Trigonometry	3	Social Science or Humanities	3-4
Physical Education	1		
	16		16-17
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physics	5
Biological Science	4	Organic Chemistry	5
Quantitative Analysis	5	Foreign Language	3
Social Science or Humanities	3-4	Social Science or Humanities	3-4
Physical Education	1		
	16-17		16-17

PRE-MEDICINE

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
English Composition	3	Quantitative Analysis	5
Biological Science	4	Elementary Calculus &	5
General Chemistry	5	Analytic Geometry	5
Foreign Language	3	American Government	4
Physical Education	1	Foreign Language or	3
	16	Humanities	
	16-17		16-17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Organic Chemistry	5
Biological Science	4	Intermediate Calculus &	5
General Chemistry	5	Analytic Geometry	5
Foreign Language	3	Sociology	4
Physical Education	1	Foreign Language or	3
	16	Humanities	
	16		17
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Organic Chemistry	5
Biological Science	4	Intermediate Calculus &	5
Elementary Calculus &	5	Analytic Geometry	5
Analytic Geometry	3	Psychology	4
Foreign Language	1	Foreign Language or	3
Physical Education	1	Humanities	
	16		17

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 re-

quirements 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.

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	
	Credits		Credits
Fall Quarter		Fall Quarter	
Communications	3	Intermediate Accounting	4
Principles 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		
	17		17
Winter Quarter		Winter Quarter	
Communications	3	Intermediate Accounting	4
Principles 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		
	17		17
Spring Quarter		Spring Quarter	
Principles 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		
	17		19

AUTOMOTIVE TECHNOLOGY

Industry today is dependent upon transportation for movement of raw materials and finished products. The automotive industry is becoming a larger factor in this movement. A growing army of technicians is needed to build, test and service automotive units.

Principles of design and operation provide for an exact appreciation of the functions of automotive units. Coordinated laboratory work develops ability to execute or supervise diagnostic tests and the repairs which are indicated. The curriculum provides for entrance into engineering technician level employment areas.

FIRST YEAR		SECOND YEAR	
	Credits		Credits
Fall Quarter		Fall Quarter	
Communications	3	Technical Physics	3
Technical Mathematics	3	Fundamentals of Electricity	3
Manufacturing Processes	3	Metallurgy	3
Automotive Engines	6	Welding	3
Physical Education	1	Automotive Drive Lines	6
	16		18
Winter Quarter		Winter Quarter	
Communications	3	Fundamentals of Electricity	3
Technical Mathematics	3	Automotive Electricity & Ignition	3
Manufacturing Processes	3	Automotive Testing	3
Engine Diagnosis and Tune-up	4	Labor Management Relations	3
Fuels and Lubrication	3	Automotive Drive Lines	6
Physical Education	1		
	17		18
Spring Quarter		Spring Quarter	
Technical Physics	3	Political Science	4
Hydraulics & Pneumatics	3	Automotive Service Management	2
Human Relations	3	Automotive Heating & Air Conditioning	3
Automotive Brakes & Suspensions	6	Service Orientation	3
Physical Education	1	Elective	3
	16		15

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	
Course	Credits	Course	Credits
Winter Quarter Communications	3	Winter Quarter Child Psychology	3
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
16		16	
Winter Quarter Communications	3	Winter Quarter Marriage & the Family	3
Foundations of Mathematics	3	Art Appreciation (Art for Children)	3
Principles and Practices of Child Care	4	Elective	4
Biological Science	4	Coordinated Child Care Training	4
Physical Education	1	4	
15		17	
Spring Quarter Communications	3	Spring Quarter 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	4	
16		17	

COSMETOLOGY

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

Cosmetology, a five quarter certificate program meets the standards of the Department of Registration and Education, State of Illinois, in total hours, teaching staff, and equipment, facilities, library and course content.

A minimum of 1548 hours and 76-78 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for immediate employment, and the graduate will be awarded a certificate of achievement from John A. Logan College.

Course	Credits	Course	Credits
First Quarter Cosmetology Theory	5	Fourth Quarter Cosmetology Theory	5
Cosmetology Laboratory	7	Cosmetology Laboratory	7
Communications	3	Elective	3-4
15		15-16	
Second Quarter Cosmetology Theory	5	Fifth Quarter Cosmetology Theory	5
Cosmetology Laboratory	7	Cosmetology Laboratory	7
Political Science	4	Elective	3-4
16		15-16	
Third Quarter Cosmetology Theory	5		
Cosmetology Laboratory	7		
Human Relations	3		
15			

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	
Course	Credits	Course	Credits
Fall Quarter Communications	3	Fall Quarter Fundamentals of Electricity	3
Technical Mathematics	3	Technical Physics	3
Technical Drafting	6	Metallurgy	3
Manufacturing Processes	3	Machine Drawing	6
Slide Rule	2	Physical Education	1
17		16	
Winter Quarter Communications	3	Winter Quarter Fundamentals of Electricity	3
Technical Mathematics	3	Political Science	4
Technical Drafting	6	Elective	3
Manufacturing Processes	3	Labor Management Relations	3
Physical Education	1	Tool Design	4
16		17	
Spring Quarter Hydraulics & Pneumatics	3	Spring Quarter Descriptive Geometry	3
Technical Physics	3	Advanced Technical Drawing	3
Human Relations	3	Die Design	4
Machine Drawing	6	Introduction to Data Processing	3
Physical Education	1	Technical Illustration	3
16		16	

DRAFTING

The drafting curriculum is offered to students wishing to enter machine and allied industries as draftsmen, detailers, and layout men. Practical experience and related technical studies in machine, tool, fixtures, and product drawing are included in the program.

FALL QUARTER		WINTER QUARTER	
Technical Mathematics	3	Technical Mathematics	3
Welding	3	Materials of Building	3
Manufacturing Processes	3	Construction	4
Technical Drafting	6	Manufacturing Processes	3
		Technical Drafting	6
	15		16
SPRING QUARTER			
Human Relations	3		
Technical Illustration	3		
Advanced Technical Drawing	4		
Machine Drawing	6		
	16		

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		
Physical Education	1		
	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	2
Shorthand	4		
Physical Education	1		
	17		15

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Shorthand & Typewriting	6
Typewriting	3	Secretarial Procedures	3
Shorthand	4	Office Management	3
Human Relations	3	Business Seminar	1
Office Machines	3	Supervised Work Experience	2-4
Physical Education	1		
	17		15-17

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. Satisfaction of completion of the course leads to the award of a Certificate of Achievement.

FALL QUARTER	Credits	WINTER QUARTER	Credits
Communications	3	Communications	3
Typewriting	3	Typewriting	3
Business Mathematics	3	Business Accounting	3
Introduction to Business	3	Office Machines	3
Elective	3	Filing	2
	15		14

SPRING QUARTER

Communications	3
Typewriting	3
Secretarial Procedures	3
Office Machines	3
Human Relations	3
	15

SECRETARY

This one-year curriculum is an intensive course of study designed for those individuals desiring a short, comprehensive secretarial course. The program is designed to provide training for the student with or without previous training in typing and shorthand. Successful completion of the program leads to the award of a Certificate of Achievement.

FALL QUARTER		WINTER QUARTER	
Communications	3	Communications	3
Introduction to Business	3	Filing	2
Business Mathematics	3	Typewriting	3
Typewriting	3	Business Accounting	3
Shorthand	4-6	Shorthand	4-6
	<hr/> 16-18		<hr/> 4-6

SPRING QUARTER	
Office Machines	3
Secretarial Procedures	3
Human Relations	3
Shorthand & Typewriting	4-6
Business Seminar	1
	<hr/> 14-16
	<hr/> 15-17

MARKETING MID-MANAGEMENT

The graduate of this program is prepared for a variety of mid-management 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	Accounting	4
Introduction to Business	3	Elective	9
Business Mathematics	3	Seminar	1
Business Law	3	Internship	3
Elective	3		
Physical Education	1		
	<hr/> 16		<hr/> 17

WINTER QUARTER		WINTER QUARTER	
Communications	3	Accounting	4
Principles of Marketing	3	Principles of Management	3
Political Science	4	Elective	6
Salesmanship	3	Seminar	1
Business Law	3	Internship	3
Physical Education	1		
	<hr/> 17		<hr/> 17

SPRING QUARTER		SPRING QUARTER	
Communications	3	Personnel Management	3
Human Relations	3	Elective	9
Principles of Marketing	3	Seminar	1
Advertising	3	Internship	3
Introduction to Data Processing	3		
Physical Education	1		
	<hr/> 16		<hr/> 16

RADIO BROADCASTING

The course of study in Radio offers training in the basic concepts of broadcasting plus opportunity for specific training in areas of individual interest. The professionally equipped laboratory offers each student the opportunity to work with top quality radio equipment. Students completing the program will obtain the FCC Third Class Radio License, and assistance will be given those who desire to obtain a higher grade of license.

FALL QUARTER		WINTER QUARTER	
Introduction to Broadcasting	2	Broadcasting Journalism	3
Announcing Skills I	3	Announcing Skills II	3
Beginning Typewriting	5	State and Local Government	3
Rules and Regulations of Broadcasting I	2	Rules and Regulations of Broadcasting II	3
Radio Station Operation I	3	Broadcasting Production Techniques	3
Interpretation of Current News Development	3	Radio Station Operation II	3
	<hr/> 18		<hr/> 18

SPRING QUARTER	
Broadcasting Advertising Sales and Service	3
Announcing Skills III	3
Broadcast Journalism	3
Audio Technology	3
Broadcasting Internship	5
	<hr/> 17

RECREATIONAL LEADERSHIP

The graduate of this program is prepared for a variety of positions in the field of recreation. Employment can be found with city recreational programs, state parks, recreational camps, Y.M.C.A., Y.W.C.A., and many other agencies. An important aspect of the program is the coordinated training experience with these agencies during the last quarter of the two-year curriculum. Satisfactory completion of the course leads to the Associate degree.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Camping	3
Biological Science	4	Music Appreciation	3
Principles of Sociology	4	Kinesiology	3
Introduction to Recreation	4	Recreation for Senior Citizens	3
Physical Education	1	Recreational leadership	4
	<hr/> 16		<hr/> 16

Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Child Psychology	3
Biological Science	4	Art Appreciation	3
Social and Square Dancing	1	Procedures & Materials in Recreation	3
Principles of Recreation	4	Recreation for the Physically Handicapped	3
Health	3	Elective	3
Physical Education	1		
	16		15
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4
Methods of Teaching	3	Education of Exceptional Children	3
Swimming	1	Recreation & Crafts for Children	3
Audio-Visual Education	3	Human Relations	3
Biological Science	4	Coordinated Recreational Training	4
Community Recreation	4		
Physical Education	1		
	16		17

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
	16		16
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Child Psychology	3
Fundamentals of Mathematics	3	Marriage and Family School Procedures	3
Biological Science	4	Art Appreciation	3
Freehand Drawing	3	Coordinated Teacher Aide Training	4
Elective	3		
Physical Education	1		
	17		16

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		
	17		17

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		WINTER QUARTER	
Fundamentals of Oxyacetylene Welding	3	Fundamentals of Arc Welding	3
Oxyacetylene Welding Laboratory	4	Arc Welding Laboratory	4
Technical Drafting	6	Metallurgy	3
Manufacturing Processes	3	Basic Inert Gas Welding	4
	16	Technical Mathematics	3
SPRING QUARTER			
Advanced Welding	3		
Advanced Welding Laboratory	4		
Pipe Welding	4		
Labor Management Relations	3		
Blueprint Reading	3		
	17		

GENERAL ADVISORY COMMITTEE VOCATIONAL-TECHNICAL EDUCATION

Training young people and adults for a career in vocational-technical education is a task that should be shared by the college and the community. To carry its share of the burden, the college must know what 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 vocational-technical 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

MR. KENNETH E. COOK
President
DuQuoin State Bank
DuQuoin

MRS. THELMA
LEVELSMIER
Realtor
Carbondale

MR. ROBERT E.
FEIGENBAUM
President
Turco Manufacturing Company
DuQuoin

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

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

MR. MAURICE E. WEBB
Consulting Engineer
Carbondale

MISS PEARL ROBERTS
Certified Professional
Secretary
Johnston City

MR. RALPH GRAY
Carbondale

MRS. SIDNEY KIRSCH
Extension Advisor-Home
Economics
Murphysboro

MR. GOFFREY HUGHES
Executive Director
Southern Illinois Incorporated
Carterville

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

MR. CLEM A.
MARCHILDON
Certified Public Accountant
West Frankfort

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

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

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

DR. V. L. SAINE
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. 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 SIEFFERT
Murphysboro

DIVISION OF GENERAL STUDIES

This Division represents an implementation of the philosophy and purposes of the institution. 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	Management Training
Beginning Typewriting	Basic Industrial Psychology for Supervisors
Business Grammar and Punctuation	Basic Statistics
Investments	Economics of Industry
Personal Income Tax Preparation	Engineering Mechanics-Statics
Real Estate Law	Instructing Worker on Job
Receptionist Procedures	Traffic Management
Shorthand Speed Building	Refresher Mathematics — Algebra
Survey of Business	Refresher Mathematics — Trigonometry
Typewriting Review	Statistical Quality Control
Health	Stress and Strength of Engineering Materials
Hospital Management Seminar	Techniques of Supervision
Hospital Supervision	Value Engineering
Hospital Ward Clerk	Work Measurement
Nursing Aide	Recreation
Physical Fitness for Men	Archery
Physical Fitness for Women	Camping & Recreation
Prenatal Care	Leadership
Homemaking	Fire Arm Safety
Advanced Knitting	Fire Arm Training for Women
Basic Tailoring	Fundamentals of Ballistics
Beginning Knitting	Gunsmithing Practices
Beginning Sewing	Hand Loading of Metallic Cartridges
Cake Decorating	Hand Loading of Shotshells
Children's Clothing	Outdoor Education
Fabric Performance and Care	Sailing
Flower Arranging	Swimming
Furniture Reupholstering	Water and Boat Safety
Gourmet Foods	Special Interest Courses
Household Food Budgeting	Amateur Radio
Interior Decorating	
Intermediate Sewing	
Modern Meal Planning	

Art Appreciation	Sculpturing — Non-Figurative
Ceramics	Water Color Painting
Design	Woodworking
Drawing	Trade and Industry
Driver Education for Adults	Blueprint Reading
Gardening & Landscaping	Blueprint Reading for Construction
Life Drawing	Drafting
Metalcraft	Engine Tune-up
Modern American Novel	Fundamentals of Electricity
Modern Mathematics for Parents	Machine Drawing
Music Appreciation	Mathematics for Industry
Painting in Oil	Power Sewing Machine
Parliamentary Procedure	Sheet Metal Work
Photography	Small Power Mechanics
Printmaking	Welding
Sculpturing — Figurative	

COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS

Accounting

Accounting 201 *PRINCIPLES OF ACCOUNTING* 4 hours

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

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 *PRINCIPLES OF ACCOUNTING* 4 hours
Prerequisites: Accounting 201

4 hours weekly (4-0)

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

Accounting 203 *PRINCIPLES OF ACCOUNTING* 4 hours

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

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 *INTERMEDIATE ACCOUNTING* 4 hours

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

A review of the fundamental principles — the financial statements and the accounting process; an extensive study of the working capital items of the balance sheet, including the following: cash and temporary investments, receivables, inventories, and current liabilities.

Accounting 216 *INTERMEDIATE ACCOUNTING* 4 hours

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

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 *COST ACCOUNTING* 4 hours

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

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 *AUDITING THEORY AND PRACTICE* 4 hours
Prerequisites: Intermediate Accounting 215
4 hours weekly (4-0)

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 *TAX ACCOUNTING* 4 hours
Prerequisites: Fundamentals of Accounting 109
4 hours weekly (4-0)

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 *BUSINESS ACCOUNTING* 3 hours
Prerequisites: None
3 hours weekly (3-0)

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 *PRINCIPLES OF ECONOMICS* 4 hours

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

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
4 hours weekly (4-0)

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
4 hours weekly (4-0)

Theory of production and factorial 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
3 hours weekly (1-2)

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, 239, 240 *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.

Business 241 *SUPERVISED WORK EXPERIENCE* 24 hours

Prerequisites: Business 237
10-20 hours weekly (0-20)

On-the-job work experience which will enable students to apply the skills and knowledge learned in the classroom. Student will work in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to constantly evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

Management

Management 112 *PRINCIPLES OF MANAGEMENT* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: Previous course in sequence
15 hours weekly

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

The study of the general principles of marketing. Included will be the factors affecting marketing: the products, the type of market, its customers, and their buying behavior.

Marketing 114 *PRINCIPLES OF MARKETING* 3 hours

Prerequisites: Marketing 113
3 hours weekly (3-0)

A course of study concerned with retailing, wholesaling, promotion, pricing, and controlling of marketing programs.

Marketing 129 *MERCHANDISE DESIGN AND DISPLAY* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: Previous course in sequence
4 hours weekly

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Marketing 225 *RETAIL MERCHANDISING* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 4 hours

Prerequisites: None
5 hours weekly (3-2)

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* 4 hours

Prerequisites: Shorthand 124 or previous training
5 hours weekly (3-2)

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* 4 hours

Prerequisites: Shorthand 125
5 hours weekly (3-2)

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* 6 hours

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

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.

Business 233 *SHORTHAND* 6 hours

Prerequisites: Shorthand 232
6 hours weekly (6-0)

Development of dictation and transcription skills leading to professionally transcribed copy. Students are urged to attain 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 mailable work. The project method will be used extensively.

Typewriting

Business 116 *TYPEWRITING* 3 hours

Prerequisites: None
5 hours weekly (1-4)

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-writing rate of thirty words per minute is developed.

Business 117 *TYPEWRITING* 3 hours

Prerequisites: Typewriting 116
5 hours weekly (1-4)

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
5 hours weekly (1-4)

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
5 hours weekly (1-4)

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
5 hours weekly (1-4)

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.

DEPARTMENT OF COMMUNICATIONS & 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 180 *BEGINNING FREEHAND DRAWING* 2 hours

Prerequisites: None
4 hours weekly (0-4)

This is a Studio Discipline. Line, form and value are applied to freehand methods of illustrating perspective. The course will progress from line thru shadow and assorted drawing materials will be explored.

Art 181 *BEGINNING FREEHAND DRAWING* 2 hours

Prerequisites: None
4 hours weekly (0-4)

This is a Studio Discipline. Color will be explored as a factor in rendering drawing. The student will be encouraged to develop a more acute awareness of our visual environment.

Art 185 *LIFE DRAWING* 2 hours

Prerequisites: None
4 hours weekly (0-4)

This is a Studio Discipline. The course will be related to observation of varied kinds of living form and color with emphasis upon anatomy.

Art 190 *INTRODUCTION TO VISUAL ELEMENTS* 4 hours

Prerequisites: None
6 hours weekly (0-6)

Analysis of basic elements used in visual ordering of two-dimensional space. All problems are executed in the black, white and gray

scale and will be assigned in the media of drawing, weaving, collage and painting.

Art 191 *INTRODUCTION TO VISUAL ELEMENTS* 4 hours

Prerequisites: None
6 hours weekly (0-6)

Analysis of basic elements used in visual ordering of three-dimensional space. Problems are executed mainly in black, white and gray scale; however, color is introduced. Assignments will be mainly in the media of sculpture, ceramics and graphics.

Art 192 *INTRODUCTION TO VISUAL ELEMENTS* 4 hours

Prerequisites: None
6 hours weekly (0-6)

Analysis of basic theory used in the visual ordering of color. The problems are executed in two and three-dimensional space and will be assigned mainly in the media of painting, collage, graphics and sculpture.

Art 230 *BEGINNING PAINTING* 4 hours

Prerequisites: None
6 hours weekly (0-6)

This is a Studio Discipline. The student has the opportunity of exploring the basic painting media of water paint and acrylic and their use in rendering illustration.

Art 290 *OIL PAINTING* 4 hours

Prerequisites: None
6 hours weekly (0-6)

Individual work in the compositional development of content through Oil Painting techniques.

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.

English 113 *COMMUNICATIONS* 3 hours

Prerequisites: Communications 112
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
4 hours weekly (3-1)

Emphasis on grammar, vocabulary, pronunciation and composition. Considerable use is made of the language laboratory.

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

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

French 201 *INTERMEDIATE FRENCH* 3 hours
Prerequisites: French 103 or equivalent of
two years of high school French
4 hours weekly (3-1)

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 with emphasis on French culture and civilization; required language laboratory assignments.

French 202 *INTERMEDIATE FRENCH* 3 hours
Prerequisites: French 201 or equivalent
4 hours weekly (3-1)

Continuation of French 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory required.

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

German

German 101 *ELEMENTARY GERMAN* 3 hours

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

German 102 *ELEMENTARY GERMAN* 3 hours

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

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

German 201 *INTERMEDIATE GERMAN* 3 hours
Prerequisites: German 103 or equivalent of two years
of high school German.
4 hours weekly (3-1)

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* 3 hours
Prerequisites: German 201 or equivalent
4 hours weekly (3-1)

Continuation of German 201 with emphasis on refining conversational skills and rapid reading of representative German prose. Language laboratory required.

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

Spanish

Spanish 101 *ELEMENTARY SPANISH* 3 hours

Prerequisites: None
4 hours weekly
Emphasis on grammar, pronunciation, vocabulary and oral use of the language.

Spanish 102 *ELEMENTARY SPANISH* 3 hours

Prerequisites: Spanish 101 or equivalent
4 hours weekly
Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition.

Spanish 103 *ELEMENTARY SPANISH* 3 hours

Prerequisites: Spanish 102 or equivalent
4 hours weekly
Continuation of Spanish 102 with emphasis on refining conversational skills; completes the sequence of Elementary Spanish.

Literature

English 121 *INTRODUCTION TO POETRY* 3 hours

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.

English 122 *MODERN FICTION* 3 hours

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.

English 211 *ENGLISH LITERATURE* 3 hours

Prerequisites: English Composition

3 hours weekly (3-0)

A survey of masterpieces of English literature from Anglo-Saxon times through the Tudor era.

English 212 *ENGLISH LITERATURE* 3 hours

Prerequisites: English Composition

3 hours weekly (3-0)

A study and analysis of selected English classics from the Restoration to modern times.

English 213 *ENGLISH LITERATURE* 3 hours

Prerequisites: English Composition

3 hours weekly (3-0)

Continuation of English Literature 212.

English 231 *AMERICAN LITERATURE* 3 hours

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.

English 232 *AMERICAN LITERATURE* 3 hours

Prerequisites: English Composition

3 hours weekly (3-0)

Study of representative writers continues through the early decades of the 20th century.

English 233 *AMERICAN LITERATURE* 3 hours

Prerequisites: English Composition

3 hours weekly (3-0)

Completes the sequence of American literature.

English 264 *LITERATURE FOR CHILDREN* 3 hours

Prerequisites: None

3 hours weekly (3-0)

A survey and analysis of the best that has been written for children or appropriate for them.

Music

Music 112 *MUSIC APPRECIATION* 3 hours

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.

Philosophy

Philosophy 111 *INTRODUCTION TO PHILOSOPHY* 3 hours

Prerequisites: None

3 hours weekly (3-0)

An introductory analysis of philosophical questions and concepts which have concerned man from classical to contemporary times. Special emphasis is given to perspectives in ethics and to the problems of moral decision.

Speech

Speech 113 *THEATRE APPRECIATION* 3 hours

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.

Speech 115 *SPEECH* 3 hours

Prerequisites: None

3 hours weekly (3-0)

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 COSMETOLOGY

Cosmetology 101 *COSMETOLOGY THEORY* 5 hours

Prerequisites: None

5 hours weekly (5-0)

Theory in physical, social and professional interactions related to the practice of beauty culture. Personal hygiene, grooming, visual poise, sanitation, sterilization, bacteriology and legal responsibilities.

Cosmetology 111 *COSMETOLOGY LABORATORY* 25 hours

Prerequisites: None

25 hours weekly (0-25)

Demonstrations, student application of sanitation, shampooing, rinses, molding, fingering, pin curls and roller placement. Student practice on manikins hair shaping, heat and chemical waving, scalp and facial massage, hair colorings (temporary, 3-5 wk. color, tinting and bleaching.)

Cosmetology 102 *COSMETOLOGY THEORY* 5 hours

Prerequisites: None

5 hours weekly (5-0)

Study of skin and hair, their structure and disorders and diseases. Theory of thermal and cold permanent waving, hair coloring, chemistry of cosmetics, their benefits and effects.

Cosmetology 112 *COSMETOLOGY LABORATORY* 25 hours
 Prerequisites: Cosmetology 111
 25 hours weekly (0-25)

Demonstrations, student practice on each other, manikins and patron clinic all services familiar to the trade. Introduction to razor hair shaping, scalp and facial treatments, chemical hair straightening, hair coloring (frosting, minking, tint back, special color effects) and hand and nail care, arching, lash and brow tinting, basic makeup.

Cosmetology 103 *COSMETOLOGY THEORY* 5 hours

Prerequisites: None
 5 hours weekly (5-0)

Gross and microscopic anatomy, physiology with emphasis on the muscular, nervous and circulatory systems, and relation to the practice of beauty culture.

Cosmetology 113 *COSMETOLOGY LABORATORY* 25 hours

Prerequisites: Cosmetology 112
 25 hours weekly (0-25)

Demonstrations, patron clinic. Introduction to corrective makeup, wigging, thermal curling, superfluous hair removal, line and design in hair styling. Twenty five hours laboratory.

Cosmetology 104 *COSMETOLOGY THEORY* 5 hours

Prerequisites: None
 5 hours weekly (5-0)

Electricity and light, theory of massage, assisting the mortician, cosmetology in the negro.

Cosmetology 114 *COSMETOLOGY LABORATORY* 25 hours

Prerequisites: Cosmetology 113
 25 hours weekly (0-25)

Demonstrations, patron clinic. Introduction to trend hair styling, student competition styling, fashion trend makeup (daytime and evening). Student judging (competition).

Cosmetology 105 *COSMETOLOGY THEORY* 5 hours

Prerequisites: None
 5 hours weekly (5-0)

Creativity of designs, style reflex, mathematics for the cosmetologist, salon management, job orientation. Complete review of five quarters in preparations for the State Board Examination.

Cosmetology 115 *COSMETOLOGY LABORATORY* 25 hours

Prerequisites: None
 25 hours weekly (0-25)

Demonstrations, patron clinic. Introduction to hair pressing, thermal curling and waving. Complete review of Cosmetology Laboratory 111, 112, 113, 114 in preparation for the State Board Examination.

Cosmetology 120 *CHARM* 4 hours

Prerequisites: None
 4 hours weekly (2-2)

Charm and poise is the improvement of ones self through proper carriage, sitting, standing, graceful body movement and their benefits

in society. Introduction to basic needs including personal hygiene, good grooming, professional ethics and personality development.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Health

Health 110 *HEALTH EDUCATION* 3 hours

Prerequisites: None
 3 hours weekly (3-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits and practices pertaining to the physical, mental, social and emotional environment.

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 *SWIMMING—MEN* 1 hour
- Physical Education 104 *GOLF—MEN* 1 hour
- Physical Education 105 *BOWLING—MEN* 1 hour
- Physical Education 106 *TECHNIQUES OF BASKETBALL—MEN* 1 hour
- Physical Education 107 *SOCCER—MEN* 1 hour
- Physical Education 108 *TOUGH FOOTBALL—MEN* 1 hour
- Physical Education 109 *ELEMENTARY GYMNASTICS—MEN* 1 hour
- Physical Education 110 *WEIGHT LIFTING—MEN* 1 hour
- Physical Education 111 *WRESTLING—MEN* 1 hour
- Physical Education 112 *TRACK AND FIELD—MEN* 1 hour
- Physical Education 121 *EXERCISE FOR FITNESS—WOMEN* 1 hour
- Physical Education 122 *VOLLEYBALL—WOMEN* 1 hour
- Physical Education 123 *MODERN DANCE—WOMEN* 1 hour
- Physical Education 124 *BADMINTON—WOMEN* 1 hour
- Physical Education 125 *GOLF—WOMEN* 1 hour
- Physical Education 126 *ARCHERY—WOMEN* 1 hour
- Physical Education 127 *TENNIS—WOMEN* 1 hour
- Physical Education 128 *BASKETBALL—WOMEN* 1 hour
- Physical Education 129 *SOFTBALL—WOMEN* 1 hour
- Physical Education 130 *STUNTS & TUMBLING—WOMEN* 1 hour
- Physical Education 131 *TRACK & FIELD—WOMEN* 1 hour
- Physical Education 141 *BOWLING—CO-ED* 1 hour
- Physical Education 142 *GOLF—CO-ED* 1 hour
- Physical Education 143 *SOCIAL DANCE—CO-ED* 1 hour
- Physical Education 144 *ARCHERY—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. All majors courses involve three lecture-demonstration hours per week.

Physical Education 151	<i>METHODS OF TEACHING GOLF—MEN</i>	1 hour
Physical Education 152	<i>METHODS OF TEACHING TEAM SPORTS—MEN</i>	1 hour
Physical Education 153	<i>METHODS OF TEACHING TENNIS—MEN</i>	1 hour
Physical Education 154	<i>ORIENTATION TO PHYSICAL EDUCATION—MEN</i>	1 hour
Physical Education 161	<i>SPEEDBALL—WOMEN</i>	1 hour
Physical Education 162	<i>BASIC MOVEMENT—WOMEN</i>	1 hour
Physical Education 163	<i>FIELD HOCKEY—WOMEN</i>	1 hour
Physical Education 164	<i>MODERN DANCE—WOMEN</i>	1 hour
Physical Education 165	<i>FOLK DANCING—WOMEN</i>	1 hour
Physical Education 166	<i>SOCIAL DANCING & SQUARE DANCING—WOMEN</i>	1 hour
Physical Education 167	<i>BASKETBALL—WOMEN</i>	1 hour
Physical Education 168	<i>TENNIS—WOMEN</i>	1 hour
Physical Education 203	<i>KINESIOLOGY</i>	3 hours
Prerequisites: Health 110		
3 hours weekly (3-0)		

A study of the laws of physics as applied to human motion; joint movements; motion of muscle groups.

DEPARTMENT OF SCIENCE

Biological Science

Biological Science 101	<i>BIOLOGICAL SCIENCE</i>	4 hours
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 102	<i>BIOLOGICAL SCIENCE</i>	4 hours
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 103	<i>BIOLOGICAL SCIENCE</i>	4 hours
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.

Chemistry

Chemistry 101	<i>GENERAL CHEMISTRY</i>	5 hours
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.

Chemistry 102	<i>GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS</i>	5 hours
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.

Chemistry 201	<i>ORGANIC CHEMISTRY</i>	5 hours
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.

Chemistry 202	<i>ORGANIC CHEMISTRY</i>	5 hours
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.

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

Chemistry 210	<i>QUALITATIVE ANALYSIS</i>	5 hours
Prerequisites: General Chemistry 101 and Qualitative Analysis 102		
4 hours weekly (2-2)		

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	<i>ENGINEERING GRAPHICS</i>	3 hours
Prerequisites: None		
3 hours weekly (3-0)		

The principles of orthographic projection, pictorial representation, size description, and engineering graphics, including scales, curve plot-

ling, 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* 3 hours
Prerequisites: Engineering 101
3 hours weekly (3-0)

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* 3 hours
Prerequisites: Mathematics 132
5 hours weekly (3-2)

Mathematician 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* 3 hours
Prerequisites: Analytical Mechanics 201
5 hours weekly (3-2)

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* 3 hours
Prerequisites: Analytical Mechanics 202
3 hours weekly (3-0)

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.

Mathematics

Mathematics 51 *BASIC MATHEMATICS* 3 hours
Prerequisites: None
3 hours weekly (3-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

Elementary set theory, the real number system, solutions of algebraic equations, probability, and statistics. For non-mathematics ma-

iors 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 104 *SLIDE RULE* 2 hours
Prerequisites: None
2 hours (2-0)

A course designed for students in the Technical programs in which the use of the slide rule is a decided advantage. Included in the course are problems in: multiplication, division, square root, areas of circular sections, cubing, and cube root.

Mathematics 105 *TECHNICAL MATHEMATICS* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A review of the fundamental operations of algebra. The study includes factoring, functions, exponents, solution of linear and quadratic equations, and operations with radicals.

Mathematics 106 *TECHNICAL MATHEMATICS* 3 hours
Prerequisites: Technical Mathematics 105
3 hours weekly (3-0)

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 *COLLEGE ALGEBRA* 4 hours
Prerequisites: High school algebra and plane geometry or Mathematics 103
4 hours weekly (4-0)

A study of the concepts and methods of algebraic operations. Topics covered include number systems, methods of proof and disproof, relations and functions, exponents and radicals, factoring, and equations and inequalities.

Mathematics 112 *COLLEGE ALGEBRA* 3 hours
Prerequisites: Mathematics 111
3 hours weekly (3-0)

A continuation of Mathematics 111. Topics covered include elementary analytic geometry, systems of equations, matrices and determinants, complex numbers, mathematical induction and logarithms.

Mathematics 113 *TRIGONOMETRY* 3 hours
Prerequisites: Mathematics 111
3 hours weekly (3-0)

An analytical and functional approach to trigonometry. This course may be taken concurrently with Mathematics 112. Topics covered include coordinate systems, trigonometric functions, solutions of right and oblique triangles, inverses of trigonometric functions, trigonometric identities, and polar coordinates.

Mathematics 116 *BUSINESS MATHEMATICS* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A basic course in fundamental processes of business mathematics, percentages, discounts, pricing, interest, payroll, taxes, profit and loss.

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 pursuance 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.

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

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system and the electoral process. Special attention will be given to an analysis of the Constitutions of the United States and the State of Illinois. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

Political Science 211 *STATE AND LOCAL GOVERNMENT* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A survey of the structure and functions of American State and Local Governments. Attention will be given to intergovernmental relations, and the organization, powers, functions, and finance of state and local governments. Emphasis will be placed upon the unique problems of the metropolitan areas.

Psychology
 Psychology 123 *HUMAN RELATIONS* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

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

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

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

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

Psychology 262 *CHILD PSYCHOLOGY* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

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

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* 4 hours

Prerequisites: None
4 hours weekly (4-0)

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* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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 Technology

Automotive Technology 170 *AUTOMOTIVE ENGINES* 6 hours

Prerequisites: None
6 hours weekly (2-8)

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 Technology 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 Technology 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 Technology 173 *AUTOMATIC BRAKES & SUSPENSIONS* 6 hours

Prerequisites: Engine Diagnosis & Tune-Up 171
6 hours weekly (2-8) *

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 Technology 270 *AUTOMOTIVE DRIVE LINES* 6 hours
Prerequisites: Automotive Brakes and Suspensions 173
6 hours weekly (2-8)

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 Technology 271 *AUTOMOTIVE DRIVE LINES* 6 hours

Prerequisites: Automotive Drivelines 270
6 hours weekly (2-8)

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 Technology 272 *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 Technology 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 Technology 274 *SERVICE ORIENTATION* 3 hours

Prerequisites: Engine Diagnosis and Tune-up 171, Automotive 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 Technology 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 Technology 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.

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 house-parent.

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, food 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.

Industrial Processes

Industrial Processes 101 *MATERIALS OF BUILDING CONSTRUCTION* 4 hours

Prerequisites: None
5 hours weekly (3-2)

This lecture-laboratory course is designed to give an introduction to various materials and types of construction used in the building and construction industry, with special emphasis on providing a working knowledge of the various types, grades, structural uses, graphic representation and nomenclature of items covered. The course will include, but not be limited to materials such as aluminum, concrete, steel, timber and related materials, and will include their classification as to strength, grading, and standard mill practices in regard to sizes and shapes available as well as their proper designation on working drawings.

Industrial Process 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* 6 hours

Prerequisites: None

9 hours weekly (3-6)

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* 6 hours

Prerequisites: Technical Drafting 180

9 hours weekly (3-6)

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* 6 hours

Prerequisites: Technical Drafting 181

9 hours weekly (3-6)

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 193 *BLUEPRINT READING AND LAYOUT* 3 hours

Prerequisites: Technical Drafting 192

3 hours weekly (3-0)

Advanced blueprint reading principles. Included are tool, jig and fixture, die and body prints. Special emphasis is given to inspection and measurement.

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 true-position 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 *DIE DESIGN* 4 hours

Prerequisite: Technical Drafting 180

6 hours weekly (2-4)

A theory-practice course in the design of production press-work dies, including typical blanking, forming, and draw dies. Press accessories are studied as they apply to design problems.

Technical Drafting 284 *TECHNICAL ILLUSTRATION* 3 hours

Prerequisites: None

5 hours weekly (1-4)

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

Technical Drafting 285 *DESCRIPTIVE GEOMETRY* 3 hours

Prerequisites: Technical Drafting 181

5 hours weekly (1-4)

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.

Radio Broadcasting

Radio Broadcasting 101 *INTRODUCTION TO BROADCASTING* 2 hours

Prerequisites: None

2 hours weekly (2-0)

An introduction to the history and development of American radio broadcasting including comparative broadcast systems, the organization and administration of stations and networks, the social and legal responsibilities of broadcasters, and audience measurement and survey methods.

Radio Broadcasting 113 ANNOUNCING SKILLS 3 hours

Prerequisites: None
5 hours weekly (1-4)

Rudiments of the basic principles of good English usage toward development of oral grammar, pronunciation, enunciation, reading with expression and enthusiasm, extemporaneous speaking, diction and sight reading.

Radio Broadcasting 111 RULES & REGULATIONS OF BROADCASTING 2 hours

Prerequisites: None
2 hours weekly (2-0)

A comprehensive study of regulations of the FCC and other agencies, including the industry codes with emphasis on rules pertaining to AM and FM transmissions.

Radio Broadcasting 121 RADIO STATION OPERATION 3 hours

Prerequisites: None
5 hours weekly (1-4)

A study of the managerial, programming, production and technical processes employed in the operation of broadcast stations with station practice given to the preparation of the daily program log, program scheduling, and delivering commercials and special broadcasts.

Radio Broadcasting 103 INTERPRETATION OF CURRENT NEWS DEVELOPMENTS 3 hours

Prerequisites: None
3 hours weekly (3-0)

A study of the current events as taken from news items of both broadcast and print media to develop an awareness and understanding of the news developments of today.

Radio Broadcasting 131 BROADCAST JOURNALISM 3 hours

Prerequisites: None
5 hours weekly (1-4)

Rudiments of gathering, writing, and disseminating news, with attention to sources, style of writing and establishing the meaning of items within the limitations of the broadcast media.

Radio Broadcasting 114 ANNOUNCING SKILLS 3 hours

Prerequisites: None
5 hours weekly (1-4)

A study of oral speaking techniques for various broadcasting situations including studio and remote announcing, interviews, news and sports play-by-play broadcasting with microphone training and practice plus recording sessions.

Radio Broadcasting 122 RADIO STATION OPERATION 3 hours

Prerequisites: None
5 hours weekly (1-4)

A continuation of Radio Station Operation I, devoted to station practice "on the air", simulated emergency situations, and complete familiarization with station equipment.

Radio Broadcasting 112 RULES & REGULATIONS OF BROADCASTING 2 hours

Prerequisites: None
2 hours weekly (2-0)
A continuation of Rules & Regulations I.

Radio Broadcasting 105 BROADCAST PRODUCTION TECHNIQUES 3 hours

Prerequisites: None
5 hours weekly (1-4)

Actual production of commercial announcements utilizing control-room equipment incorporating sound effects, musical bridges, jingles and other aids.

Radio Broadcasting 109 BROADCAST ADVERTISING SALES AND SERVICE 3 hours

Prerequisites: None
5 hours weekly (1-4)

A study of commercial rate card structures, sales techniques, particularly those unique to broadcast media and follow-up work in revising commercial copy.

Radio Broadcasting 115 ANNOUNCING SKILLS 3 hours

Prerequisites: None
5 hours weekly (1-4)

A continuation of basic announcing procedures, including interviews, "disc-jockey" programs and related types of announcing.

Radio Broadcasting 132 BROADCAST JOURNALISM 3 hours

Prerequisites: None
5 hours weekly (1-4)

A more advanced course in gathering, writing and delivering news with special attention to the unique problems of broadcast news.

Radio Broadcasting 107 BROADCAST INTERNSHIP 5 hours

Prerequisites: None
10 hours weekly (0-10)

On-the-job training in area radio stations.

Radio Broadcasting 119 AUDIO TECHNOLOGY 3 hours

Prerequisites: None
3 hours weekly (3-0)

Advanced training in handling of equipment, with attention to such items as maintaining proper levels and acquiring knowledge necessary to qualify for FCC 3rd class license with broadcast endorsement.

Recreational Leadership

Recreation 101 INTRODUCTION TO RECREATION 4 hours

4 hours weekly (4-0)

A study of the basic historical and philosophical foundations of recreation and leisure. An analysis is made of those factors which in-

fluence leisure patterns. A comparison of the relationship of recreation to other social institutions in light of present individual and societal needs are made.

Recreation 111 *PRINCIPLES OF RECREATION* 4 hours
4 hours weekly (4-0)

The study of the nature, scope, and significance of organized recreation and park services in a community setting. A study is made of the factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelatedness of special agencies and institutions which serve the recreation needs of the community.

Recreation 121 *COMMUNITY RECREATION* 4 hours
4 hours weekly (4-0)

The content and organization of school, community, and camping programs in recreation are studied.

Recreation 201 *CAMPING* 3 hours
3 hours weekly (3-0)

The objectives, organization, techniques, counseling, and skills of camping are investigated. Considerable attention is given to child development and camper behavior problems.

Recreation 205 *RECREATION FOR SENIOR CITIZENS* 3 hours
4 hours weekly (2-2)

Recognizing, understanding, and providing for the recreational needs of the Senior Citizen. Emphasis is placed on actual experiences related to demonstrating and/or teaching this group of individuals specified skills.

Recreation 207 *RECREATIONAL LEADERSHIP* 4 hours
4 hours weekly (4-0)

Participation in the selection, organization, and conduct of programs in recreation agencies. Emphasis is upon practical leadership experience.

Recreation 211 *PROCEDURES & MATERIALS IN RECREATION* 3 hours
3 hours weekly (3-0)

A study of the essential elements and basic principles involved in the organization, supervision, promotion, and the evaluation of various types of recreation programs with emphasis on practical program services.

Recreation 213 *RECREATION FOR THE PHYSICALLY HANDICAPPED* 3 hours
4 hours weekly (2-2)

A study is made to gain an understanding of the recreational needs of the physically handicapped; also, means of providing these needs are developed. Emphasis is placed on actual experiences related to teaching this group specified skills.

Recreation 221 *COORDINATED RECREATIONAL TRAINING* 4 hours
Prerequisite: Recreation Leadership major
20 hours weekly (0-20)

Experience is gained by actually working in organized recreation programs. The information and skills gained in the classroom are applied in authentic situations.

Teacher Aide

Education 163 *AUDIO-VISUAL EDUCATION* 3 hours
Prerequisites: None
4 hours weekly (2-2)

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
Prerequisites: None
3 hours weekly (3-0)

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
Prerequisites: None
3 hours weekly (3-0)

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
Prerequisites: School Procedures 271
3 hours weekly (3-0)

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 *FUNDAMENTAL 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
9 hours weekly (0-9)

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
12 hours weekly (0-12)

Supervised laboratory instruction in arch 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

4 hours weekly (2-2)

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
3 hours weekly (3-0)

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

Welding 190 *ADVANCED WELDING LABORATORY* 4 hours

Prerequisites: Basic Inert Gas Welding 188
8 hours weekly (0-8)

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

Welding 191

PIPE WELDING

3 hours

Prerequisites: Fundamentals of Oxyacetylene Welding 184 & Fundamentals of Arc Welding 186

6 hours weekly (0-6)

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.

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