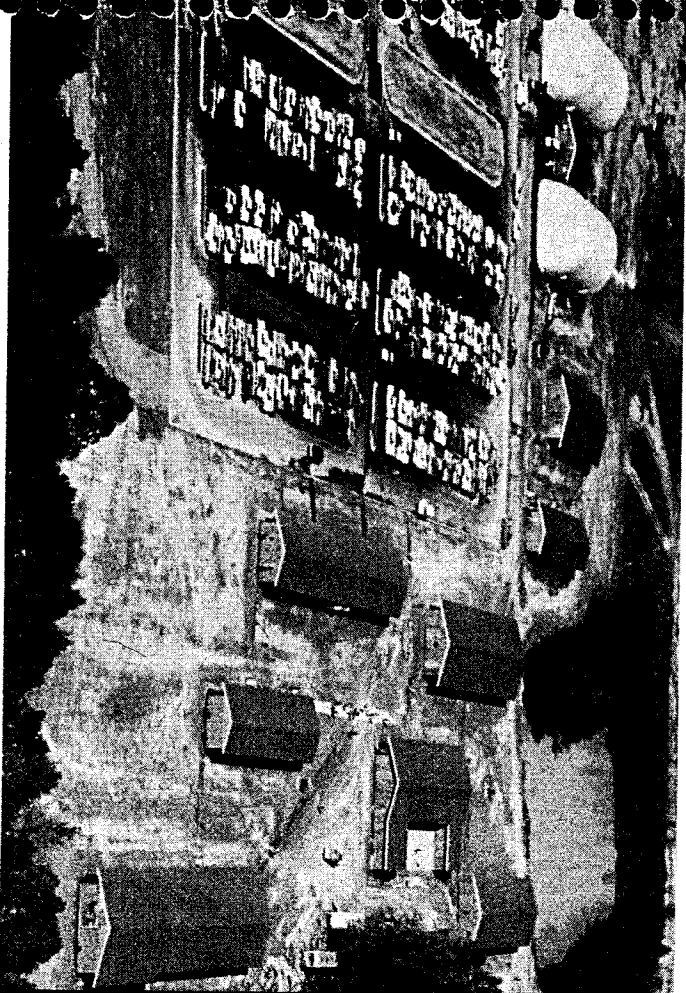
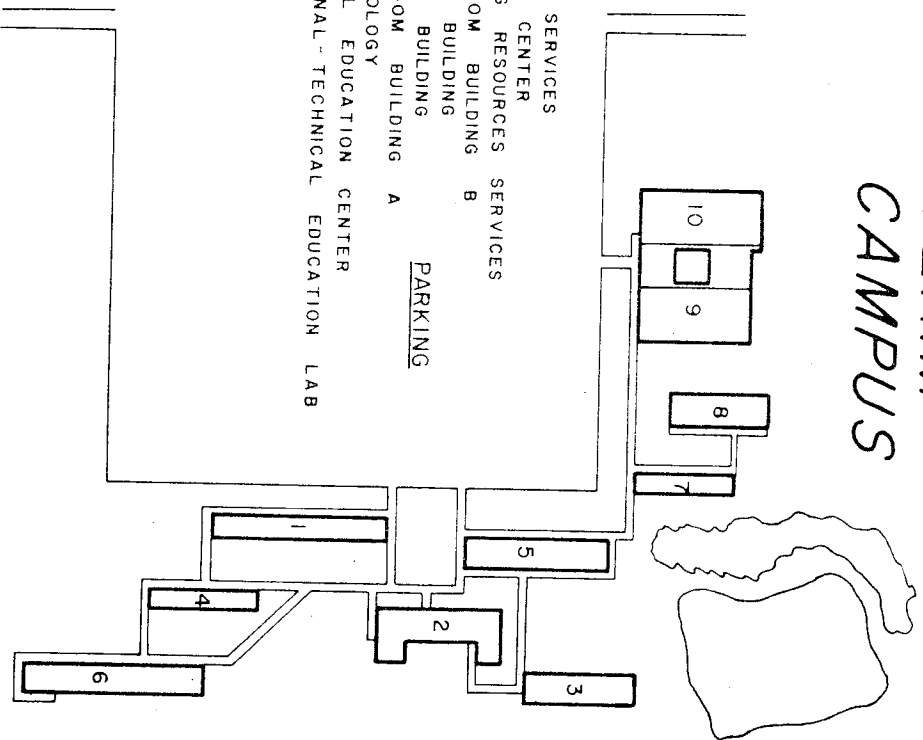


JOHN A. LOGAN COLLEGE



1970-71 BULLETIN

INTERIM CAMPUS



- 1. GENERAL SERVICES
- 2. STUDENT CENTER
- 3. LEARNING RESOURCES SERVICES
- 4. CLASSROOM BUILDING B
- 5. SCIENCE BUILDING
- 6. BUSINESS BUILDING
- 7. CLASSROOM BUILDING A
- 8. COSMETOLOGY
- 9. PHYSICAL EDUCATION CENTER
- 10. VOCATIONAL - TECHNICAL EDUCATION LAB

JOHN A. LOGAN COLLEGE
Carterville, Illinois 62918

AN INSTITUTIONAL MEMBER
**AMERICAN ASSOCIATION OF
JUNIOR COLLEGES**

CANDIDATE STATUS
NORTH CENTRAL ASSOCIATION

RECOGNIZED BY THE
ILLINOIS JUNIOR COLLEGE BOARD

APPROVED BY THE
VETERANS ADMINISTRATION
FOR THE TRAINING OF VETERANS

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1970-71 COLLEGE CALENDAR

FALL, 1970

Faculty Meetings
 Freshman Orientation
 Registration
 Classes Begin
 Mid-Quarter
 Thanksgiving Recess
 Final Examinations

September 16-18
 September 21
 September 22-23
 September 24
 October 30
 Tuesday, 10 p.m.-
 Monday, 8 a.m.
 November 24-30
 December 14-18

WINTER, 1971

Registration
 Classes Begin
 Mid-Quarter
 Holiday — John A. Logan's Birthday
 Final Examinations

January 4
 January 5
 February 5
 February 9
 March 15-19

SPRING, 1971

Registration
 Classes Begin
 Mid-Quarter
 Holiday — Memorial Day
 Final Examinations
 Commencement

March 29
 March 30
 April 30
 May 31
 June 7-11
 June 11

SUMMER, 1971

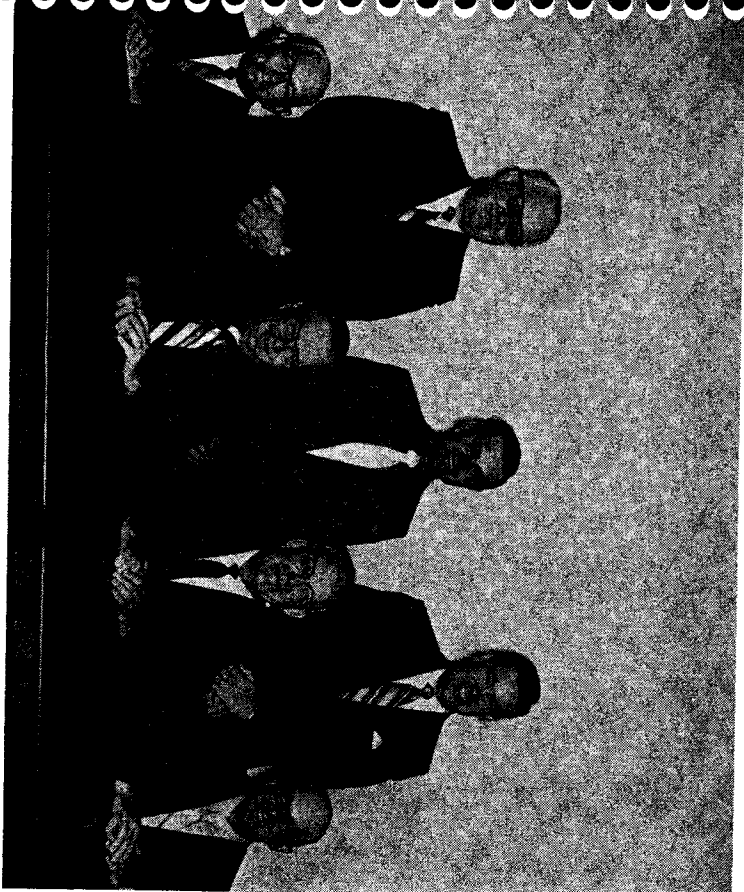
Registration
 Classes Begin
 Holiday — Independence Day
 Mid-Quarter
 Final Examinations

June 21
 June 22
 July 5
 July 23
 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 Bateau, James C. Walker, Vice-Chairman, Ronnie L. Odum, Chairman, and Melvin Brush.
 Standing, left to right: C. R. Walker, Harold E. Rice, and Harry L. Crisp II.



DR. NATHAN A. IVEY
President



WILLIAM M. ANDERSON
Dean of Instructional Services



HAROLD R. O'NEIL
Dean of Student Services



EARL R. 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 *Dean of Instructional Services*
 B.A., Michigan State University
 M.A., Central Michigan University
 Advanced graduate study Michigan State University,
 Western Michigan University, and
 Southern Illinois University
- Harold R. O'Neil *Dean of Student Services*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Earl R. Milton *Business Manager*
 B.S., Southern Illinois University
 Graduate study Southern Illinois University

ADMINISTRATIVE FACULTY

- Carl D. Cottingham *Associate Dean of the Learning Resources Services*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Jack D. Hill *Director of Continuing Education and Community Services*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University
- Robert H. Irvin *Associate Dean of Vocational-Technical Education*
 B.S., University of Illinois
 M.S., Indiana State University
 Advanced graduate study University of Illinois

Edward H. Moody . . . *Director of Admissions & Registration/
Counselor*

B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Norman K. Myers *Assistant to the President*
B.S., University of Missouri
M.Ed., University of Missouri
Ed.D., University of Missouri

Fred W. Spurlin *Assistant to the Associate Dean of the
Learning Resources Services*

B.A., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study University of Southern
Mississippi

COUNSELING FACULTY

Donald E. Middleton *Counselor/Coordinator of
Student Activities*

B.S., Southern Illinois University
M.S., Southern Illinois University

Gary B. Piper *Counselor*
B.A., Northwestern State College
M.S., Northwestern State College

George L. Pullis *Vocational-Technical Counselor*
B.S., Southern Illinois University
M.S., Southern Illinois University

FULL-TIME TEACHING FACULTY

Donald C. Autry *Biology*

B.S., Memphis State University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Linwood G. Bechtel *Chairman Health and Physical
Education Department & Intramural Director*
B.S., West Chester State College
M.S., University of Illinois
Advanced graduate study University of Illinois

Helen M. Blakely *Chairman Social Science Department/
History*

B.S., University of Illinois
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Don P. 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

Katherine J. Derbak *English and Speech*
B.A., State University of Iowa
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

Jerry D. DeSoto *English*
B.A., St. Bernard College
M.A., Alabama College
Advanced graduate study Southern Illinois University

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

John Bruce Fell *Art*
B.S., University of Louisville
M.S., Indiana University

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

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

Carol E. Garrison *Business*
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Bill T. Gayer *Chairman Vocational-Technical Education
Department/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*
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

Shirley A. Hill *Chairman Cosmetology Department/
Cosmetology*
Graduate, John Robert Power Modeling School
Pat Allen Finishing School
Harrisburg School of Beauty Culture
Murphysboro School of Beauty Culture

William C. Jackson *Health & Physical Education/
Director of Athletics*
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
Advanced graduate study Southern Illinois University

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

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

Paul E. McInturf *Chairman Business Department/
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
Advanced graduate study Southern Illinois University

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

Marion M. Morgan *Physics and Mathematics*
B.S., Murray State University
M.S., University of Kentucky
Ph.D., University of Kentucky

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

Harold E. Perkins *Chairman Science Department/Biology*
B.A., Southern Illinois University
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

Anne L. Peterson *English*
B.S., Southern Illinois University
M.S., Southern Illinois University

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

Barbara Ann Randolph *English & Reading*
B.A., South Dakota State University
M.A., Southern Illinois University

Jon M. Rivers *Drafting/Head Baseball Coach & Ass't. Basketball Coach*
 B.S., Ferris State College
 Graduate Study Western Michigan University and Southern Illinois University

John C. Sala *Health & Physical Education/Head Basketball Coach & Ass't. Baseball Coach*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Judy C. 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

Glenn E. Yates *Physics*
 B.S., Illinois State University
 M.S., Illinois Wesleyan University
 Advanced graduate study Illinois State University

PART-TIME TEACHING FACULTY

Mary Ellen Abell *Child Care/Teacher Aide*
 B.S., Southern Illinois University
 M.S., Southern Illinois University

Donna Sue Adams *Sociology*
 B.A., California State College at Long Beach
 M.A., California State College at Long Beach

C. Diane Burke *Psychology*
 B.A., University of Illinois
 M.A., University of Illinois
 Ph.D., University of Arizona

Ilse E. Detwiler *German*
 Graduate, Realgymnasium : Jacob-Grimm-Schule, Kassel, Germany
 Graduate study, West Virginia University & Southern Illinois University

Robert D. Dodds *Art*
 B.F.A., Wayne State University
 M.F.A., Southern Illinois University

Martha V. Myers *Spanish*
 B.A., University of Wisconsin
 M.A., Southern Illinois University

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

LuReta V. Taylor *Cosmetology*
 Graduate, Central Illinois School of Beauty Culture
 Kitzmiller Beauty College

David A. Wilson *Political Science*
 B.A., Southern Illinois University
 M.A., Southern Illinois University

OPERATIONAL STAFF

Sara Barrington *Part-time Secretary to Director of Continuing Education & Community Services*
 Joseph Boner *Director of Maintenance*
 Phyllis Butler *Bookkeeper-Secretary to Business Manager*
 Virginia Cerullo *Part-time Accountant*
 Hubert Dameron *Custodian*
 Connie Denney *Admissions & Registration Assistant*
 Helen Geer *Secretary to the Dean of Student Services*
 Jo Ann Hatfield *Learning Resources Services Technician*
 Mary Ann Hudson *Secretary to the Dean of Instructional Services*

Patricia Restivo *Secretary to the Associate Dean of Vocational-Technical Education*

Homer Rice *Custodian*
 Connie Robison *Receptionist*
 Bill Rosenberger *Custodian*
 Ruth Ann Scott *Secretary to President*
 Jeanetta Underwood *Learning Resources Services Clerk*
 Wanda Storme *Bookstore Manager*
 Carolyn Watson *Records 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. Rannie L. Odum as its first chairman.

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

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 the fall quarter of 1969 in newly constructed interim facilities.

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

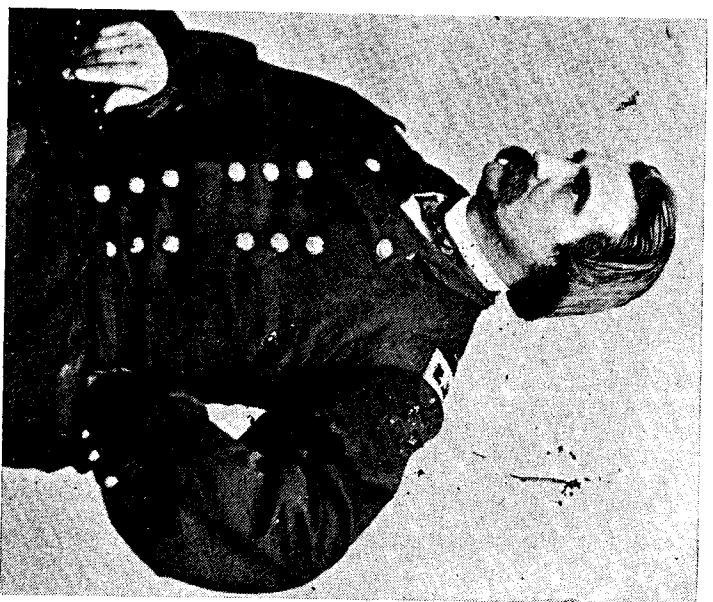
educational institutions and with vocational-technical career opportunities. Horizontally, the College cooperates with neighboring post high school programs in order to avoid gaps and duplications.

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 accreditation.

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.

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. The College was awarded Candidate Status in April, 1970.

The faculty will begin preparing the Self Study this fall. Submission of the Self Study initiates the final stage in the process of attaining NCA accreditation. Hopefully, within two-years, the College will be an accredited member of the North Central Association.

THE LEARNING RESOURCES SERVICES

The L.R.S. plays a vital role in the instructional programs of the College. As the materials center of the College it provides books, periodicals, pamphlets, microfilm, filmstrips, slides, films, records, audio tapes, video tapes and programmed instruction. The L.R.S. is also a service center providing assistance in reference and research, in the use of audio-visual equipment and materials, and in independent study activities.

The L.R.S. facility can accommodate 140 students. It includes conference rooms, individual study carrels, study tables and informal lounge seating. The collection of approximately 10,000 books; 140 periodical subscriptions; 500 records; 300 tapes; 400 microfilm reels; and numerous sets of filmstrips, slides and programmed instruction units is housed here. A graphics laboratory makes it possible for students and instructors to locally produce audio tapes, video tapes, slides, black and white photography, and 8mm movies.

The L.R.S. is open all hours of instruction at the College. The L.R.S. staff is anxious to assist both students and 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.

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.

All transfer students must provide a transcript of credits from the last college attended.

Transfer Students

Any person, regardless of residence, who has been suspended or expelled for reasons other than academic from another college or university is not eligible for admission to John A. Logan College for a minimum of two quarters from the date of suspension or expulsion, or the length of the suspension, if it is more than two quarters. After this time, the applicant for admission will be granted a decision on his application on an individual basis.

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 at-

tended 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 for 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.

Out-of-District Transfer Students

Any John A. Logan College prospective student who is not a legal resident of the John A. Logan College District and who is on academic suspension from another college or university will not be eligible for admission to the college for a minimum of two quarters from the time of academic suspension from the previous school.

SCHEDULE OF TUITION AND FEES

Tuition

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

Out-of-District Students — an Out-of-District student may qualify for tuition on the same basis as an in-district student (\$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 — 25¢ per quarter hour for all students. This fee is non-refundable.

Late Registration Fee — Any person registering as a full time student after instruction has begun will be charged a \$5.00 non-refundable late fee.

Refunds

- A. Students making a complete, official withdrawal from school during the first two weeks will be refunded according to the following schedule:
First week—70%
Second week—50%
After the second week of the quarter, there will be no refund.
- B. There will be no refund for a student who drops one or more classes, but remains in attendance, unless the change is requested by the college.

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 placed on "Academic Warned" status. This "Academic Warned" status will be initiated by the Dean of Student Services and will indicate that a student be required to achieve a 3.0 average for course work taken during his next quarter of attendance to regain "Good Academic Standing."

Academic Probation

At the completion of the second quarter of attendance, any student who has been on an "Academic 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

At the completion of the third quarter of attendance, any student who has been on "Academic Probation" and does not achieve a 3.0 average for the third quarter will be placed on "Academic Suspension" for a minimum of two quarters.

If a student is placed on academic suspension by the Dean of Student Services, he may appeal this decision in writing to the Scholarship Committee of the college. This written appeal should be initiated in the Office of the Dean of Student Services.

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. 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.

Late Enrollment

No student is officially enrolled until his fees are paid. No student may enroll in a class after the first week of school. 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. A minimum grade point average of 3.0
- b. American Government 131
- c. Three quarters of Physical Education Service courses. Male students are required to take a minimum of one quarter of Physical Fitness.
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.
- d. Earn a minimum of fifteen quarter hours of credit at the sophomore level at John A. Logan College.

- e. Complete a minimum of 93 quarter hours of credit.
- f. Make application for graduation and pay a \$5.00 graduation fee. This fee provides cap and gown and fee graduation announcements.

Degree Requirements

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

Certificates

The Certificate of Achievement will be granted to those students who successfully complete one of the following prescribed programs: Clerk-Typist, Cosmetology, Drafting, Radio Broadcasting, Secretarial, Automotive Mechanics, Bookkeeper-Clerical, and Welding or a special program and who are recommended by the department having cognizance of that program.



STUDENT ACTIVITIES

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

It is believed that student activities will provide for intellectual and cultural development, thereby laying the foundation for leadership and self expression of the democratic processes.

Intercollegiate Athletics

John A. Logan College is a member of the National Junior College Athletic Association and the Southern Illinois College Conference. Southern Illinois College Conference members include Belleville Area Community College, Rend Lake College, Mt. Vernon; Kaskaskia College, Centralia; and Southeastern Illinois College, Harrisburg.

During the 1970-71 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 wide range of activity, intramural athletics offer many events that will challenge the interest of every student. 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 much 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 SENATE — The official student governing body is known as The Student Senate. The collective organization of all students at John A. Logan College is called "The Unified Students of Logan College."

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. The college yearbook "Retrospect" is written by a staff of students with the assistance of a faculty advisor. Distribution of yearbooks will be during the summer term.

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.

PHI THETA KAPPA — A college chapter of Phi Theta Kappa was initiated January 25, 1970. This national organization was founded in 1918. Phi Theta Kappa is the junior college equivalent of Phi Beta Kappa, the National Honorary Scholastic Fraternity. Phi Theta Kappa provides recognition for academic excellence as well as opportunity for intellectual enrichment, social relaxation, and service to the college. The local chapter, Upsilon Pi, will issue invitations periodically to eligible members.

FORENSICS CLUB — This organization is for students interested in debate, extemporaneous speaking, original oratory, and oral interpretation. The club will take part in various speech activities with other colleges during the 1970-71 academic year. ✕

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

PHI BETA LAMBDA — Phi Beta Lambda is a national organization for college students who plan to enter careers in business or in business teaching. The organization has chartered over 390 chapters in the United States and has a membership of more than 11,500 college students. The club organizes during the second week of fall quarter each year. All business students are invited to attend and join. Sponsorship is by the members of the business department.

VETERANS CLUB — The Veterans Club provides assistance to all veterans enrolling in college for the first time or veterans re-entering college after military service. The club sponsors various activities throughout the school year and strives to improve environmental conditions on the college campus.

BAPTIST STUDENT UNION — The Baptist Student Union functions to provide an opportunity for students to formulate activities and programs which will contribute to their academic, social and spiritual development. The group participates in state and national conventions, and seeks to emphasize the needs of individuals in our society and the world.

BIOLOGY CLUB — The Biology Club functions to provide opportunities for excursions into nature, and to provide an enriched environment for those students preparing for careers in the biological sciences.

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.

Testing

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

This test serves two basic purposes:

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

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

Individual Testing

Individual testing is available and is administered by the Office

of Student Services. These tests can assist a student in discovering ability and aptitude in various areas.

Student Health Services

All full time students are required to have a physical examination. Physical examination forms are provided in the Admissions Packet. Students may consult a physician of their choice for this examination. These completed 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 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, Continuing 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*	3	Health or Elective	3
Western Civilization	3	Electives in Major	4-6
Art or Music Appreciation	3		
Physical Education	1		
	17		15-17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Sociology	4
Western Civilization	3	Modern Fiction or Introduction to Poetry	3
Language or Mathematics	3	Electives in Major	3-4
Elective	3		
Physical Education	1		
	17		14-15

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	3	Psychology	4
Language or Mathematics	3	Electives in Major	3-5
Speech	3		
Physical Education	1		
	16-17		14-16

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

ART

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Language or Math	3
Art Appreciation	3	Western Civilization	3
Beginning Drawing	2	Art History	3
Visual Elements	4	Beginning Painting	4
Physical Education	1		
	17		17

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Language or Math	3
Health	3	Western Civilization	3
Beginning Drawing	2	Art History	3
Visual Elements	4	Sculpture	2
Physical Education	1		
	17		15

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Language or Math	3
Speech	3	Western Civilization	3
Life Drawing	4	Political Science	4
Visual Elements	4	Art History	3
Physical Education	1	Oil Painting	2
	15	Sculpture	2
			17

CHEMISTRY

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition College Algebra General Chemistry Physics Physical Education	3 4 5 4 1	Fall Quarter Physics Elementary Calculus & Analytic Geometry Organic Chemistry Foreign Language or Humanities Physical Education	3 3 5 5 5 3 1
Credits	17	Credits	17
Winter Quarter English Composition College Algebra General Chemistry Physics Trigonometry	3 3 5 4 3	Winter Quarter Physics Intermediate Calculus & Analytic Geometry Organic Chemistry Foreign Language or Humanities Physical Education	3 3 5 5 5 3 1
Credits	18	Credits	17
Spring Quarter English Composition Elementary Calculus & Analytic Geometry Quantitative Analysis Physics	3 5 5 5 4	Spring Quarter Political Science Intermediate Calculus & Analytic Geometry Organic Chemistry Foreign Language or Humanities	4 4 5 5 5 3
Credits	17	Credits	17

MATHEMATICS

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition College Algebra Physics Biological Science	3 4 4 4	Fall Quarter Physics Elementary Calculus & Analytic Geometry Foreign Language Western Civilization Physical Education Health	3 3 5 3 3 1 3
Credits	15	Credits	18

FIRST YEAR	Credits	SECOND YEAR	Credits
Winter Quarter English Composition College Algebra Physics Trigonometry Biological Science	3 3 4 3 4	Winter Quarter Physics Intermediate Calculus & Analytic Geometry Foreign Language Western Civilization Speech Physical Education	3 3 5 3 3 3 1
Credits	17	Credits	18
Spring Quarter English Composition Elementary Calculus & Analytic Geometry Physics Biological Science	3 5 4 4	Spring Quarter Political Science Intermediate Calculus & Analytic Geometry Foreign Language Western Civilization Physical Education	4 5 3 3 3 1
Credits	16	Credits	16

MUSIC

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition Biological Science Language or Mathematics Music Theory Applied Music Ensemble "Choral" Physical Education	3 4 3 4 2 1 1 1	Fall Quarter Physical Science Western Civilization Music Theory Health Applied Music Ensemble "Choral"	4 3 3 3 2 1
Credits	18	Credits	16
Winter Quarter English Composition Biological Science Language or Mathematics Music Theory Applied Music Ensemble "Choral" Physical Education	3 4 3 4 2 1 1 1	Winter Quarter Physical Science Western Civilization Music Theory Political Science Applied Music Ensemble "Choral"	4 3 3 4 2 1
Credits	18	Credits	17
Spring Quarter English Composition Biological Science or Elective Language or Mathematics Music Theory Applied Music Ensemble "Choral" Physical Education	3 3-4 3 3 4 1 1	Spring Quarter Physical Science Western Civilization Music Theory Elective Applied Music Ensemble "Choral"	4 3 3 3 2 1
Credits	18	Credits	16

PHYSICS

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition	3	Fall Quarter Physics 211	3
College Algebra	4	Biological Science	4
General Chemistry	5	Elementary Calculus & Analytical Geometry	5
Physics 155	4	Psychology	4
Physical Education	1	Physical Education	1
	17		17
Winter Quarter English Composition	3	Winter Quarter Physics 212	3
College Algebra	3	Biological Science	4
General Chemistry	5	Intermediate Calculus & Analytical Geometry	5
Physics 156	4	Western Civilization	3
Health	3	Physical Education	1
	18		16
Spring Quarter English Composition	3	Spring Quarter Sociology	4
Trigonometry	3	Political Science	4
Elementary Calculus & Analytical Geometry	5	Intermediate Calculus & Analytical Geometry	5
Physics 157	4	Western Civilization	3
Speech	3		16
	18		16

BUSINESS ADMINISTRATION AND ACCOUNTING

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition	3	Fall Quarter Accounting	4
Biological Science	4	Economics	4
College Algebra	4	Physical Science	4
Western Civilization	3	Political Science	4
Physical Education	1		16
	15	Winter Quarter Accounting	4
Winter Quarter English Composition	3	Economics	4
Biological Science	4	Physical Science	4
College Algebra	3	Humanities or Social Science	3-4
Trigonometry	3		15-16
Speech	1		17
Physical Education	1		15-16
	17		15-16

FIRST YEAR	Credits	SECOND YEAR	Credits
Spring Quarter English Composition	3	Spring Quarter Accounting	4
Statistics	3	Economics	4
Elementary Calculus & Analytical Geometry	5	Health	3
Western Civilization	3	Humanities or Social Science	3-4
Physical Education	1		14-15
	15		14-15

PHYSICAL EDUCATION

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter English Composition	3	Fall Quarter Physical Science	4
Biological Science	4	Sociology	4
Western Civilization or Geography	3-4	Humanities	3
Health	3	Math or Language	3
Foundations of Physical Fitness ¹	1	Methods of Teaching Individual & Team Activities	1
Methods of Teaching Exercise ¹	1	Physical Education Service Class Elective ²	1
Basic Movement ²	1	Modern Dance ²	1
Soccer & Speedball ²	1	Field Hockey ²	1
	15-16		16-17



Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Psychology	4
Humanities	3	Humanities	3
Western Civilization or Anthropology	3-4	Math or Language	3
Orientation to Physical Education ¹	2	Methods of Teaching Basketball ¹	2
Methods of Teaching Wrestling ¹	2	Volleyball ¹	1
Basketball ²	1	Tumbling & Gymnastics ²	1
Folk Dance ²	1		
	15-18		16

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Speech	3	Humanities	3
Humanities	3	Math or Language	3
Art or Music Appreciation	3	Social Science	3
Western Civilization or elective	3	Methods of Teaching Track & Field ¹	2
Methods of Teaching Tennis ¹	1	Physical Education Service	1
Methods of Teaching Golf ¹	1	Class Elective ³	1
Social & Square Dance ²	1	Tennis ²	1
Softball ²	1	Track & Field ²	1
	17		16

Remarks: ¹Elected by men only
²Elected by women only
³Both men and women enroll

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	3
Physics 155	4	Analytical Mechanics	3
Physical Education	1	Physical Education	1
	16		15
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics 212	3
General Chemistry	5	Intermediate Calculus & Analytic Geometry	5
Engineering Graphics	3	Western Civilization	3
Physics 156	4	Analytical Mechanics	3
Physical Education	1	Humanities	3
	16		17

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Physics 157	4	Analytical Mechanics	3
Health	3	Western Civilization	3
	18		15

(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	3	Political Science	4
Physical Education	1	Elective in Major	3-4
	14	Physical Education	1
			18-19
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Foreign Language	3
Foreign Language	3	Physical Science	4
Biological Science	4	Humanities Elective	3
Western Civilization	3	Electives in Major	6-7
Physical Education	1	Physical Education	1
	14		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	13 hours		
Humanities	9 hours	of English Literature or Fiction, Introduction to Poetry and Theatre Appreciation)	Modern

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	3	U. S. History	3
Speech	3	Art Appreciation	3
Physical Education	1	Physical Education	3
	14		1
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	U. S. History	3
Western Civilization	3	Psychology	4
Literature	3	Music Appreciation	3
Physical Education	1	Physical Education	1
	14		15
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	U. S. History	3
Western Civilization	3	Literature	3
Literature	3	Geography	4
Physical Education	1	Physical Education	1
	14		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	3
Foreign Language	3	Analytic Mechanics	3
Physics 155	4	Western Civilization	3
	18	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	3
Foreign Language	3	Analytical Mechanics	3
Physics 156	4	Western Civilization	3
	18	Physical Education	1
			15

COMMERCE & BUSINESS ADMINISTRATION

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus &	5	Intermediate Calculus &	5
Humanities	3	Analytic Geometry	3
Foreign Language	3	Analytical Mechanics	3
Physics 157	4	Western Civilization	3
	18	Physical Education	1
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus &	5	Intermediate Calculus &	5
Humanities	3	Analytic Geometry	3
Foreign Language	3	Analytical Mechanics	3
Physics 157	4	Western Civilization	3
	18	Physical Education	1
			15
Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Accounting	4
Elementary Calculus &	5	Economics	4
Analytic Geometry	4	American or English	3
Biological Science	4	Literature	4
Western Civilization	3	Political Science	4
Physical Education	1	Physical Education	1
	16		16
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Accounting	4
Elementary Calculus &	5	Economics	4
Analytic Geometry	4	American or English	3
Biological Science	4	Literature	4
Western Civilization	3	Psychology	4
Physical Education	1	Physical Education	1
	16		16

PRE-VETERINARY

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physics 155	4
Biological Science	4	Organic Chemistry	5
General Chemistry	5	Foreign Language	3
College Algebra	4	Political Science	4
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	4
Western Civilization	3	Literature	3
Physical Education	1	Statistics	3
	14	Physical Education	1
			15

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physics 156	4
Biological Science	4	Organic Chemistry	5
General Chemistry	3	Foreign Language	3
Trigonometry	5	Social Science or Humanities	3-4
Physical Education	1		
	<hr/> 16		<hr/> 15-16

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Physics 157	4
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		
	<hr/> 16-17		<hr/> 15-16

PRE-MEDICINE

FIRST YEAR	Credits	SECOND YEAR	Credits
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 Humanities	3
	<hr/> 16		<hr/> 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 Humanities	3
	<hr/> 16		<hr/> 17

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Organic Chemistry	5
Biological Science	4	Intermediate Calculus &	5
Elementary Calculus &	5	Analytic Geometry	4
Foreign Language	3	Psychology	3
Physical Education	1	Foreign Language or Humanities	3
	<hr/> 16		<hr/> 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 requirements of productive, useful and satisfying careers in many

different occupational fields. Generally, technicians are more intensively trained in fundamentals than craftsmen and in manipulative skills than full professionals. Technicians usually become qualified through formal technical training, on-the-job training, or a combination of both.

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

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

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

PURPOSE

The objective of the Division of Occupation Oriented Education is to contribute to the scientific, technical, industrial, business, and economic welfare of Southern Illinois through provision of low-cost, current, college level technical training geared to the youth of the College district.

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

1. *The purpose is to acquaint the student with current practices, applications, techniques, and with various sources of information essential to intelligent planning and execution of his work.*
2. *There are learning experiences provided for the student whereby he is enabled to see his prospective occupation in relationship to management, labor, and the professions.*
3. *Methods of instruction are relatively direct with strong emphasis on doing as distinct from research study. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional material frequently provides opportunity for considerable home*

study and independent progress. The curricula of the Occupation Oriented Education Division does not lead to the baccalaureate degree.

ACCOUNTING

A two-year accounting program designed to meet the needs of modern business and industry. Courses in the curriculum are aimed at developing habits of critical and logical thinking, as well as the ability to analyze, record, and interpret accounting data.

Graduates of the program are qualified to fill positions such as bookkeepers, junior accountants, accounting aides, payroll clerks, government and civil service positions, and other related accounting positions.

Completion of the program leads to the Associate Degree in Applied Science.

FIRST YEAR

Fall Quarter	Credits	Fall Quarter	Credits
Communications 111	3	Cost Accounting	4
Accounting	4	Principles of Economics 201	4
Business Mathematics	3	Business Law	4
Elective in Business	3	Human Relations	3
Physical Education	1		
	<u>14</u>		<u>15</u>

SECOND YEAR

Winter Quarter	Credits	Winter Quarter	Credits
Communications 112	3	Intermediate Accounting	4
Accounting	4	Business Law	4
Political Science	4	Tax Accounting	4
Introduction to Business	3	Elective in Business	2-3
Physical Education	1		
	<u>15</u>		<u>14-15</u>

Spring Quarter	Credits	Spring Quarter	Credits
Accounting	4	Intermediate Accounting	4
Business Correspondence	3	Principles of Auditing	4
Office Management	3	Business Statistics	3
Business Finance	4	Introduction to Data Processing	3
Physical Education	1	Labor Management Relations	3
	<u>15</u>		<u>17</u>

Recommended Business Electives:
 Typewriting 116, 117
 Records Management
 Office Machines 127
 Principles of Management
 Principles of Marketing
 Payroll Accounting

AUTOMOTIVE MECHANICS

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

Fall Quarter	Credits	Winter Quarter	Credits
Automotive Engines*	6	Engine Diagnosis & Tune-up	4
Automotive Drive Lines 270	6	Fuels and Lubrication	3
Fundamentals of Electricity 211	3	Communications 112	3
		Automotive Electricity & Ignition	3
		Manufacturing Processes 122	3
	<u>15</u>		<u>16</u>

Spring Quarter	Credits
Human Relations	3
Automotive Brakes & Suspensions	6
Service Orientation	3
Automotive Testing	3
	<u>15</u>

*Proficiency or Advanced Placement Examination Available

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 students for employment as line mechanics, diagnostic technicians, or industrial maintenance men. With additional work experience or education, these graduates would qualify for positions as shop foreman, company technicians, factory representatives, or teacher education.

FIRST YEAR		SECOND YEAR	
Quarter	Credits	Quarter	Credits
Fall	3	Fall	3
Communications 111		Technical Physics	
Technical Mathematics 105*	3	Fundamentals of Electricity 211	3
or Elective	3	Metallurgy	3
Manufacturing Processes	3	Welding 183	3
Automotive Engines**	6	Automotive Drive Lines	3
Physical Education	1		6
	16		
Winter	3	Winter	3
Communications 112		Fundamentals of Electricity 212	
Technical Mathematics 106	3	Technical Physics	3
Manufacturing Processes	3	Automotive Electricity & Ignition	3
Engine Diagnosis & Tune-up	4	Automotive Heating & Air Conditioning	3
Fuels & Lubrication	3	Automotive Drive Lines	6
Physical Education	1		
	17		18
Spring	3	Spring	4
Technical Mathematics 107		Political Science	
Hydraulics & Pneumatics	3	Automotive Testing	3
Human Relations	3	Automotive Service Management	2
Automotive Brakes & Suspensions	6	Service Orientation	3
Physical Education	1	Labor Management Relations	3
	16		15

* Advanced Placement Available
 ** Proficiency or Advanced Placement Examination Available

BOOKKEEPER-CLERICAL

A one-year program designed to prepare bookkeepers and general clerical office workers. Accounting courses develop the ability to analyze and record business transactions; other business courses help to develop necessary office skills, knowledge, and office procedures.

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

Quarter	Credits	Quarter	Credits
Fall	3	Fall	3
Communications 111		Health	
Accounting 201	4	Introduction to Group Processes	3
Business Mathematics	3	Music for Children	3
Office Machines 127	3	Coordinated Child Care Training	4
Elective in Business	3	Elective	3
	15		
Spring	3-4	Spring	3-4
Elective in Business		Payroll Accounting	3
		Office Management	3
		Human Relations	3
		Elective in Business	3
	15-16		

Recommended Business Electives:

Typewriting 116, 117, 118	Business Correspondence
Production Typewriting	Office Machines 128
Executive Typewriting	Introduction to Data Processing

CHILD CARE

This two-year program in 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," and "Field Service."

FIRST YEAR		SECOND YEAR	
Quarter	Credits	Quarter	Credits
Fall	3	Fall	3
Communications		Health	
Principles of Sociology	4	Introduction to Group Processes	3
Introduction to Child Care	3	Music for Children	3
Biological Science	4	Coordinated Child Care Training	4
Physical Education	1	Elective	3
	15		
Winter	3	Winter	3
Communications		Child Psychology	
Foundations of Mathematics	3	Marriage & the Family	3
Principles and Practices of Child Care	4	Art Education	3
Biological Science	4	Elective	4
Physical Education	1	Coordinated Child Care Training	4
	15		

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4
Foundations of Mathematics	3	Literature for Children	3
Audio-Visual Education	3	Education of Exceptional Children	3
Health and Nutrition for Children	3	Recreation and Crafts for Children	3
Elective	3	Coordinated Child Care Training	4
Physical Education	1		
	16		17

COOPERATIVE EDUCATION

The Cooperative Education curriculum will prepare students for employment in the fields of: applied biological and agricultural occupations; business, marketing and management occupations; health occupations; personal and public service occupations; and industrial oriented occupations.

The Cooperative Education program will be based on individual student needs; therefore, a specific curriculum applicable to all students cannot be presented. Individual programs will be developed according to the following guidelines:

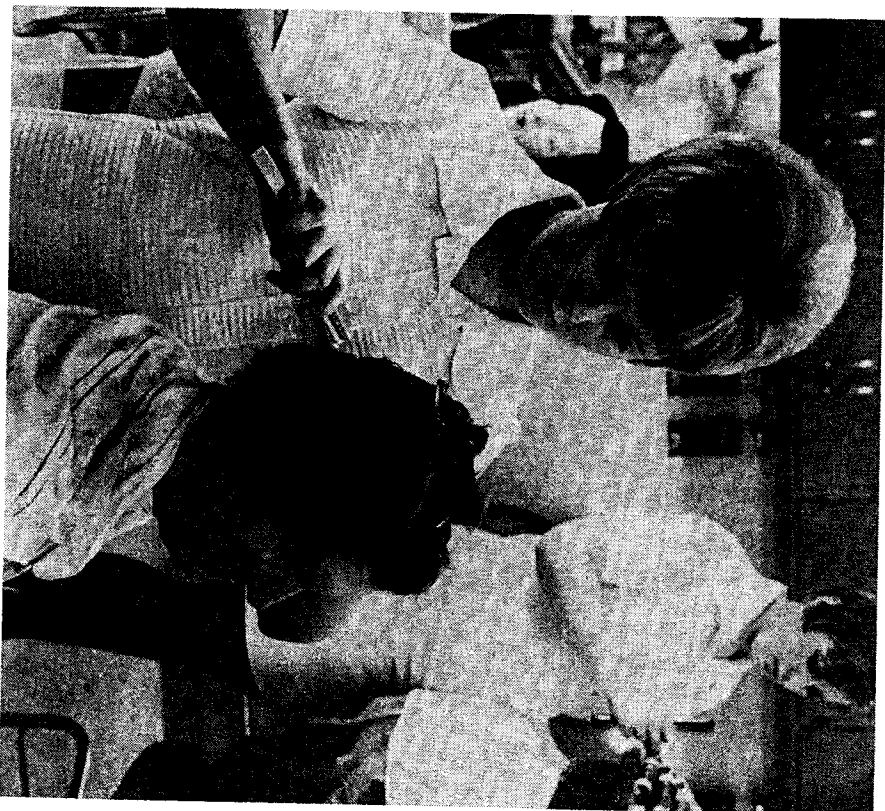
- a. Maximum academic load per quarter, on campus — 8 quarter hours. The academic subject matter will be selected on the individual's job specifications.
 - b. Seminar, per quarter, with Coordinator — 1 quarter hour.
 - c. Supervised on-the-job training, per quarter — 4 quarter hours, or a minimum of 20 clock hours per week.
 - d. Forty-five quarter hours will meet the requirement for a Certificate.
 1. Required Courses:
 - (a) Communications 112
 - (b) Human Relations 123
 - e. Ninety-three quarter hours will meet the requirement for an Associate In Applied Science Degree.
 1. Required Courses:
 - (a) Communications 111 and 112
 - (b) Human Relations 123
 - (c) Political Science 131
 - (d) Physical Education (3 quarters)
- Students in the Cooperative Education program will attend classes on the campus for approximately one-half day in academic courses, and one-half day will be supervised on-the-job training in a business or industrial firm.

COSMETOLOGY Certificate Program

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 1550 hours and 89 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.

Fall Quarter	Credits	Summer Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Political Science	4
Physical Education	1		
	<hr/> 18		<hr/> 18
Winter Quarter	Credits	Fall Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Human Relations	3
Physical Education	1		
	<hr/> 18		<hr/> 17
Spring Quarter	Credits		
Cosmetology Theory	5		
Cosmetology Laboratory	9		
Advertising	3		
Physical Education	1		
	<hr/> 18		

COSMETOLOGY

Degree Program

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 is a program that 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 1750 hours and 108 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for immediate employment and awards the graduate an Associate in Applied Science Degree from John A. Logan College.

Fall Quarter	Credits	Summer Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Political Science	4
Physical Education	1		
	<hr/> 18		<hr/> 18

Winter Quarter	Credits	Fall Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Human Relations	3
Physical Education	1		
	<hr/> 18		<hr/> 17

Spring Quarter	Credits	Winter Quarter	Credits
Cosmetology Theory	5	Cosmetology Seminar	1
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Advertising	3	Salesmanship	3
Physical Education	1	Personnel Management	3
	<hr/> 18	Business Accounting	3
			<hr/> 19

DRAFTING

The one year drafting curriculum is offered to students desiring to enter industry as a draftsman, detailer, or general layout man. Practical experience and related technical studies in machine tool, fixtures, architectural, topographical, and production drawing are included in the program.

Fall Quarter	Credits	Winter Quarter	Credits
Technical Mathematics 105*	3	Technical Mathematics 106	3
or Elective	3	Materials 101	4
Communications 111	3	Tool Design	5
Manufacturing Processes 121	3	Technical Drafting 182	6
Technical Drafting 181**	6		
	<hr/> 15		<hr/> 18

Spring Quarter	Credits
Human Relations	3
Technical Illustration	3
Advanced Technical Drawing	5
283	6
Machine Drawing	5
	<hr/> 17

* Advanced Placement Available

** Proficiency or Advanced Placement Examination Available

DRAFTING TECHNOLOGY

This curriculum is designed specifically to prepare men and women for positions in the field of Industrial Drafting and Engineering Drafting. All practical work experience in layout and detailing is in accordance with standard practices recommended by the U.S. Department of Defense, American Society of Automotive Engineers, and other recognized standardizing agencies. The graduate of this program will be qualified as a junior draftsman, detailer, junior tool designer, or engineering draftsman.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Technical Physics	3
Technical Mathematics 105*	3	Advanced Technical Drawing	6
or Elective	3	Electrical Drafting	3
Manufacturing Processes	3	Metallurgy	3
Technical Drafting**	6	Physical Education	1
or Elective	2		
Slide Rule	2		
	<hr/> 17		<hr/> 16

Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Technical Physics	3
Technical Mathematics 106	3	Tool Design or Civil Drafting	5
Manufacturing Processes	3	Materials	4
Technical Drafting 182	6	Political Science	4
Physical Education	1		
	<hr/> 16		<hr/> 16

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Human Relations	3
Technical Mathematics 107	3	Advanced Technical Drawing	5
Technical Drafting	6	or Civil Drafting	4
Descriptive Geometry	3	Materials	3
Physical Education	1	Plant Layout	3
	<hr/> 16	Technical Illustration	3
			<hr/> 18

* Advanced Placement Available
 ** Proficiency or Advanced Placement Examination Available

* CLERK-TYPIST

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

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

Fall Quarter	Credits	Winter Quarter	Credits
Communications 111	3	Machine Transcription	3
Typewriting*	3	Typewriting*	3
Business Mathematics	3	Business Accounting	3
Introduction to Business	3	Office Machines	3
Human Relations	3	Records Management	2
	<hr/> 15		<hr/> 14

Spring Quarter	Credits
Typewriting*	3
Secretarial Procedures	3
Office Machines	3
Business Correspondence	3
Elective in Business	2-3
	<hr/> 14-15

* Placement in Typewriting classes is determined by the student's background and previous training.

Recommended Business Electives: Office Education
 Payroll Accounting
 Office Management

Recommended Electives: Communications 112, 113

EXECUTIVE SECRETARY

The Executive Secretarial Program is a two-year curriculum, leading to the Associate Degree in Applied Science. It provides students with the training required to fill positions such as the following: secretary to executives; secretary to professionals in the legal, medical, and the technical areas; administrative aides; and other secretarial positions requiring well-trained, responsible secretaries. Graduates are also qualified to fill some of the better civil service positions.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Business Law 221	4
Introduction to Business	3	Production Typewriting*	3
Business Mathematics	3	Shorthand*	4
Typewriting*	3	Business Correspondence	3
Shorthand*	4		
Physical Education	1		
	<hr/> 17		<hr/> 14

Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Political Science	4
Business Accounting	3	Executive Typewriting*	3
Office Machines	3	Shorthand*	4
Typewriting*	3	Records Management	2
Shorthand*	4	Elective	3
Physical Education	1		
	<hr/> 17		<hr/> 16
Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Executive Shorthand*	4
Typewriting*	3	Secretarial Procedures	3
Shorthand*	4	Office Management	3
Human Relations	3	Supervised Work	
Office Machines	3	Experience	2-4
Physical Education	1	Seminar	1
	<hr/> 17		<hr/> 13-15

* Placement in typewriting and shorthand classes is determined by the student's background and previous training.

LEGAL SECRETARY

The Legal Secretary curriculum is designed to provide specialized training for the secretary who intends to secure employment in a legal office. In addition to acquiring executive secretarial skills, the student will also acquire specialized training in legal work, which will enable her to become familiar with legal terminology and legal procedures.

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications	3	Production Typewriting*	3
Introduction to Business	3	Shorthand*	4
Business Mathematics	3	Business Correspondence	3
Typewriting*	3	Legal Secretarial Practice	3
Shorthand*	4		
Physical Education	1		
	<hr/> 17		<hr/> 13
Winter Quarter	Credits	Winter Quarter	Credits
Communications	3	Political Science	4
Business Accounting	3	Executive Typewriting*	3
Office Machines	3	Shorthand*	4
Typewriting*	3	Records Management	2
Shorthand*	4	Legal Secretarial Practice	3
Physical Education	1		
	<hr/> 17		<hr/> 16

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Executive Shorthand*	4
Typewriting*	3	Secretarial Procedures	3
Shorthand*	4	Legal Secretarial Practice	3
Human Relations	3	Supervised Work	
Office Machines	3	Experience	2-4
Physical Education	1	Seminar	1
	<hr/> 17		<hr/> 13-15

* Placement in typewriting and shorthand classes is determined by the student's background and previous training.

STENOGRAPHER

This one-year program is designed for the person desiring a stenographic position. Because of placement procedures used in shorthand and typewriting classes, it is designed for those students with a good background in shorthand or typewriting, or both, and also for those students with no previous training in any secretarial course.

Graduates of the program will be qualified to fill stenographic positions such as the following: stenographer, typist, file clerk, receptionist, and general basic secretarial positions. Graduates will also be qualified to fill civil service positions. The program leads to the Certificate of Achievement.

Fall Quarter	Credits	Winter Quarter	Credits
Communications 111	3	Human Relations	3
Office Machines	3	Records Management	2
Business Mathematics	3	Typewriting*	3
Typewriting*	3	Shorthand*	4
Shorthand*	4	Business Accounting	3
	<hr/> 16		<hr/> 15
Spring Quarter	Credits	Spring Quarter	Credits
Office Machines	3	Secretarial Procedures	3
Secretarial Procedures	3	Typewriting*	3
Typewriting*	3	Shorthand*	4
Shorthand*	4	Business Correspondence	3
	<hr/> 16		<hr/> 16

* Placement in typewriting and shorthand classes is determined by the student's background and previous training.

MARKETING MID-MANAGEMENT

The graduate of this program is prepared for a variety of mid-management positions in business and industry. Employment

possibilities include the position of assistant in the following areas: personnel, office management, office supervisor, sales manager, floor manager, credit and customer relations manager, and others.

The curriculum serves as the basis for advancement into other more responsible positions. Completion of the program leads to the Associate Degree in Applied Science.

FIRST YEAR

Fall Quarter	Credits
Communications	3
Introduction to Business	3
Business Mathematics	3
Political Science	4
Elective in Business	3
Physical Education	1
	<hr/>
	17

SECOND YEAR

Fall Quarter	Credits
Business Law	4
Internship	3
Seminar	1
Merchandise Design & Display	3
Electives	3
	<hr/>
	17

Winter Quarter

Communications	3
Principles of Marketing	3
Human Relations	3
Salesmanship	3
Business Accounting	3
Seminar	1
Physical Education	1
	<hr/>
	17

Winter Quarter

Business Law	4
Principles of Management	3
Internship	3
Seminar	1
Electives	6
	<hr/>
	17

Spring Quarter

Communications	3
Principles of Marketing	3
Advertising	3
Introduction to Data Processing	3
Elective	3
Physical Education	1
	<hr/>
	16

Spring Quarter

Personnel Management	3
Internship	3
Seminar	1
Merchandising Principles	3
Electives	6
	<hr/>
	17

Recommended Business Electives:

Typewriting 116, 117, 118
Office Machines 127
Accounting 201, 202, 203
Office Management
Business Statistics

Business Correspondence
Business Finance
Principles of Banking
Insurance
Real Estate

RADIO BROADCASTING

The course of study in Radio Broadcasting offers training in the basic concepts of broadcasting, plus opportunity for

specific training in areas of individual interest. The professional equipment 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

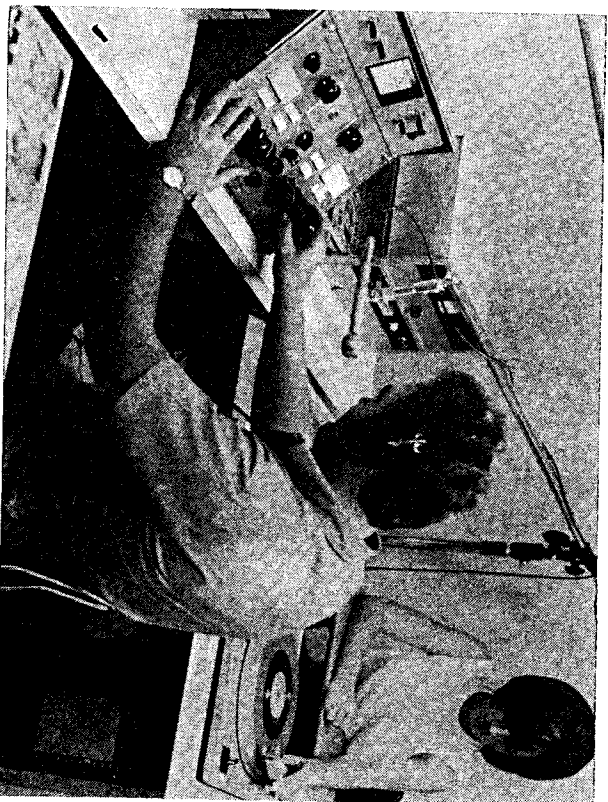
Introduction to Broadcasting	2
Announcing Skills	3
Beginning Typewriting	3
Rules and Regulations of Broadcasting	2
Radio Station Operation	3
Interpretation of Current News Development	3
	<hr/>
	16

WINTER QUARTER

Broadcasting Journalism	3
Announcing Skills	3
State and Local Government in America	3
Rules and Regulations of Broadcasting	2
Broadcasting Production Techniques	3
Radio Station Operation	3
	<hr/>
	17

SPRING QUARTER

Broadcasting Advertising Sales and Service	3
Announcing Skills	3
Broadcast Journalism	3
Audio Technology	3
Broadcasting Internship	5
	<hr/>
	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	Credits	FALL QUARTER	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter		Fall Quarter	
Communications	3	Music for Children	3	Communications	3
Beginning Drawing	2	Health	3	Beginning Drawing	2
Biological Science	4	School Procedures	3	Biological Science	4
Introduction to Child Care	3	Introduction to Library Science	3	Introduction to Child Care	3
Physical Education	1	Coordinated Teacher Aide Training	3	Physical Education	1
Elective	3		4	Elective	3
	16		16		16
Winter Quarter		Winter Quarter		Winter Quarter	
Communications	3	Child Psychology	3	Communications	3
Fundamentals of Mathematics	3	Marriage and Family School Procedures	3	Fundamentals of Mathematics	3
Biological Science	4	Art Education	3	Biological Science	4
Principles of Sociology	4	Coordinated Teacher Aide Training	4	Principles of Sociology	4
Physical Education	1		4	Physical Education	1
	15		17		15
Spring Quarter		Spring Quarter		Spring Quarter	
Communications	3	Political Science	4	Communications	3
Psychology	4	Literature for Children	3	Psychology	4
Audio-Visual Education	3	Education for Exceptional Children	3	Audio-Visual Education	3
Health and Nutrition for Children	3	Recreation and Crafts for Children	3	Health and Nutrition for Children	3
Elective	3	Children	3	Elective	3
Physical Education	1	Coordinated Teacher Aide Training	4	Physical Education	1
	17		17		17

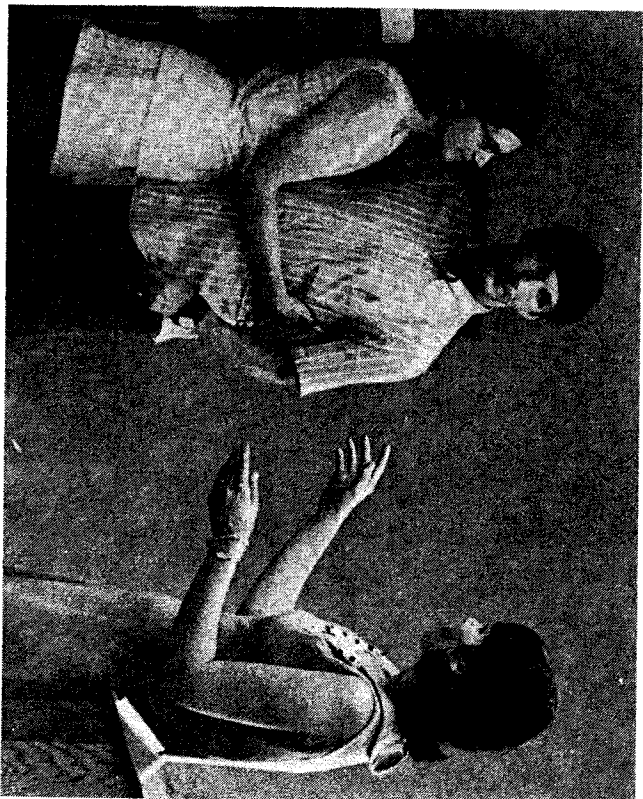
WELDING

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

FALL QUARTER	Credits	WINTER QUARTER	Credits
Fundamentals of Oxyacetylene Welding	3	Fundamentals of Arc Welding	3
Oxyacetylene Welding Laboratory	5	Arc Welding Laboratory	6
Metallurgy	3	Basic Inert Gas Welding	3
Manufacturing Processes 121	3	Communications 112	3
Technical Mathematics 105*	3		
	17		15

SPRING QUARTER	Credits
Advanced Welding Laboratory	3
Pipe Welding	6
Laboratory	3
Relations	3
Blueprint Reading	3
	18

* Advanced Placement Available



**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
LEVELSMITER
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 | |

- | | |
|---|---|
| MR. RALPH GRAY
Carbondale | MISS PEARL ROBERTS
Certified Professional
Secretary
Johnston City |
| MR. GOFFREY HUGHES
Executive Director
Southern Illinois Incorporated
Carterville | MR. CLEM A.
MARCHILDON
Certified Public Accountant
West Frankfort |
| MR. L. A. MEHRHOF, JR.
Crab Orchard National Wildlife
Refuge
Carterville | MRS. SIDNEY KIRSCH
Carbondale |
| MR. ROBERT A. REEL
Division Manager
General Telephone Co.
Marion | MR. LARRY BONIFIELD
President
Bonfield Bros. Freight Lines
West Frankfort |
| MR. LARRY FELL
Director of Administration
Herrin Hospital
Herrin | MR. CARL TAYLOR
Business Manager
International Brotherhood of
Electrical Workers
West Frankfort |
| MR. LEON ZWICK
President
Retail Merchants Association
Herrin | MR. MARION NASH
Personnel Manager
Pheips-Dodge Aluminum
Murphysboro |
| MR. HENRY
MARCINKOWSKI
Plant Manager
Allen Industries
Herrin | MR. TRUMAN
CARROTHERS
Elkville |
| | MR. WILLIAM V. BROWN
Marion |
| | MR. RUSSELL STEFFERT
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, mathematics, and social science. 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.

DIVISION OF CONTINUING EDUCATION

The continuing education program includes long and short-term courses designed to help residents of the District develop employable skills and job-related knowledge, become proficient in new vocational-technical and academic areas, or pursue special interests or hobbies.

Low tuition (usually less than \$3.00 per course for non-credit courses) and small classes are making it economically feasible and convenient for increasingly large numbers of citizens to take advantage of one or more of the courses offered during each quarter.

Both credit and non-credit courses are offered on a regular basis, and the registration procedure varies slightly for each category:

1. *Non-Credit Courses* — Enrollment in these courses will be accepted without application for admission to the College. There are no prerequisites nor is it necessary to have transcripts of previous work, and no grades are computed. Students who are unable to pre-register for the Adult Courses may enroll by attending the first meeting of the course and paying tuition at that time.
2. *Credit Courses* — Formal application for admission to the College should be made through the Office of the Director of Admissions.

CONTINUING EDUCATION NON-CREDIT COURSES

- 1 Business Education —) 6
 Advanced Workshop for
 Secretaries
 Beginning Shorthand
 Beginning Typewriting
- Beginning Workshop for
 Secretaries
 Business Grammar and
 Punctuation
 Intermediate Shorthand

60

Intermediate Typewriting
 Investments
 Personal Income Tax
 Preparation
 Real Estate Law
 Receptionist Procedures
 Seminar for Legal Secretaries
 Shorthand Speed Building
 Shorthand Theory & Review
 Survey of Business
 Typewriting Review

Health - 12

Home & Family Living
 Hospital Management Seminar
 Hospital Supervision
 Hospital Ward Clerk
 Human Growth & Development
 Medications & Drugs in
 Common Use
 Mental Health
 Mental Health Services
 Nursing Aide
 Physical Fitness for Men
 Physical Fitness for Women
 Prenatal Care

Homemaking 13

Activities for Young Children
 Alterations
 Basic Emotions in Family
 Living
 Basic Tailoring
 Beginning Sewing
 Children's Clothing
 Fabric Performance and Care
 Furniture Reupholstering
 Guidance of the Pre-school
 Child
 Home Planning and Design
 Household Food Budgeting
 Interior Decorating
 Intermediate Sewing

Management Training - 13

Basic Industrial Psychology
 for Supervisors
 Basic Statistics
 Economics of Industry
 Engineering Mechanics-Statics
 Instructing Worker on Job
 Introduction to Industrial
 Traffic Management

Refresher Mathematics—
 Algebra
 Refresher Mathematics—
 Trigonometry
 Statistical Quality Control
 Stress and Strength of
 Engineering Materials
 Techniques of Supervision
 Value Engineering
 Work Measurement

Special Interest Courses - 29

Amateur Radio
 Art Appreciation
 Batik
 Camping & Recreation
 Administration
 Camping & Recreation
 Leadership
 Ceramics
 Design
 Drawing
 Drawing and Oil Painting
 Driver Education for Adults
 Gardening & Landscaping
 Intermediate Drawing & Oil
 Painting
 Intermediate Interior
 Decorating
 Life Drawing
 Metalcraft
 Modern American Novel
 Modern Mathematics for
 Parents
 Music Appreciation
 Oil Painting
 Parliamentary Procedure
 Personal Defense
 Photography
 Printmaking
 Sculpturing—Figurative
 Sculpturing—Non-Figurative
 Speed Reading
 Techniques of Group Leadership
 Water Color Painting
 Woodworking

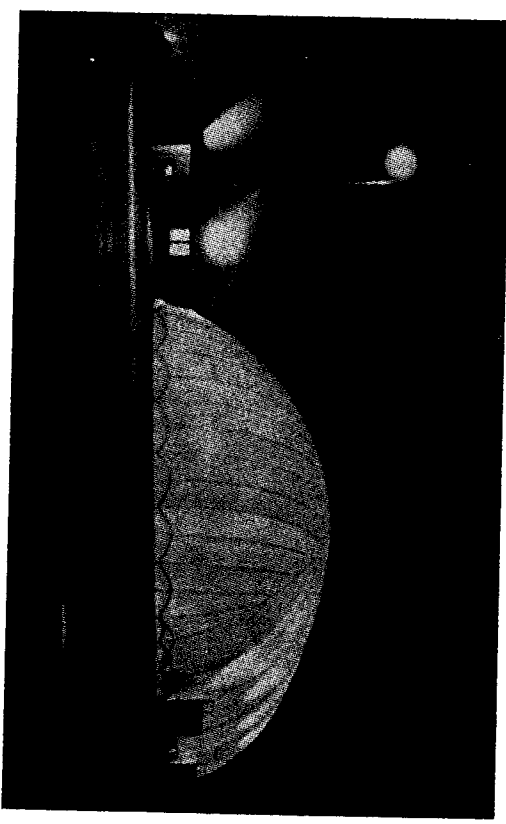
Trade and Industry 18

Advanced Arc Welding
 Beginning Arc Welding
 Blueprint Reading
 Blueprint Reading for
 Construction

16
 12
 13
 29
 18
 141

61

- Drafting
- Engine Tune-up
- Fundamentals of Electric Wiring
- Fundamentals of Electricity
- Introduction to Machine Shop Practice
- Machine Drawing
- Mathematics for Industry
- Oxy-Acetylene Welding
- Power Sewing Machine
- Sheet Metal Work
- Slide Rule
- Small Power Mechanics
- Tool Design
- Welding



COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS

Accounting **250** *PRINCIPLES OF ACCOUNTING* 250 4 hours

Prerequisites: None
4 hours weekly (4-0)

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

Accounting **251/A** *PRINCIPLES OF ACCOUNTING* 251/A 4 hours
Prerequisite: Accounting 201
4 hours weekly (4-0)

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

Accounting **251/B** *PRINCIPLES OF ACCOUNTING* 251/B 4 hours
Prerequisite: Accounting 202
4 hours weekly (4-0)

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

Accounting **351/A** *INTERMEDIATE ACCOUNTING* 351/A 4 hours
Prerequisites: Accounting 203
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* **351 B** 4 hours
 Prerequisites: 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* **341** 4 hours
 Prerequisites: Accounting 203
 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, process, and standard cost accounting.

Accounting 218 *PRINCIPLES OF AUDITING* **456** 4 hours
 Prerequisites: 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* **331** 4 hours
 Prerequisites: Accounting 203
 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.

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

A practical accounting course for nonaccountants. It includes a study of the elements of accounting and the accounting procedure. Assets, transactions, posting and the trial balance, and the financial statements are covered. In addition, the following areas are studied: accounting for merchandise—accounting for purchases and sales; accounting for cash; payroll accounting; accounting for a retail store; accounting for investments; and accounting for a personal service enterprise.

Accounting 221 *PAYROLL ACCOUNTING* 3 hours
 Prerequisite: Accounting 201 or Accounting 220
 3 hours weekly (3-0)

A comprehensive study of the records needed in business to meet the requirements of the various Federal and State laws, such as: the Federal

Insurance Contributions Act, the Federal Unemployment Compensation Law, State Unemployment Compensation, and the Federal and State Income Tax Withholding Laws. This course provides a foundation in payroll and personnel records and in the computation of wages and the accounting for wages paid and deductions made.

Economics *PRINCIPLES OF ECONOMICS* **(214) B** 4 hours
 Economics 201
 Prerequisites: None
 4 hours weekly (4-0)

This is an introductory course in economics. The following topics will be included: the nature of economics; the economizing problem; pure capitalism and the circular flow of income; supply and demand analysis; American capitalism as related to households, businesses, and the Government; National Income accounting; business cycles; employment theory; the equilibrium levels of output, employment, and income; fiscal policy; the public debt.

Economics 202 *PRINCIPLES OF ECONOMICS* **214** 4 hours
 Prerequisite: Economics 201
 4 hours weekly (4-0)

The following topics will be included in this course: money and banking; the Federal Reserve banks and monetary policy; problems of economic growth and price stability; the four basic market models; elasticity of demand and supply; price and output determination.

Economics 203 *PRINCIPLES OF ECONOMICS* **215** 4 hours
 Prerequisite: Economics 202
 4 hours weekly (4-0)

Students taking this course will study the following subjects: resource allocation, the monopoly problem, the farm problem, labor unions and collective bargaining, the economics of inequality and poverty, international economics.

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. As a survey course, the following areas of business are given consideration: management, marketing, wholesaling, retailing, pricing, advertising, international aspects of business, finance, personnel, accounting, business law, business statistics, data processing, and government relations.

Business 111 *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.

Business 121 *BUSINESS STATISTICS* 3 hours
Prerequisites: None
3 hours weekly (3-0)

An introductory course emphasizing the statistical analysis of business and economic data and how it aids in controlling operations and in making sound decisions. Included in the course are methods of collection, presentation and interpretation of economic data. The following topics are covered: averages, sampling, correlation, time series, price indexes, and statistical applications.

Business 123 *MACHINE TRANSCRIPTION* 3 hours
Prerequisite: Typing 116 or Equivalent
4 hours weekly (2-2)

This course is designed to develop a high degree of skill on transcribing from voicewriting machines of various models. Skill will be developed on practical items such as business letters, memorandums, manuscripts, forms, statistical reports, office-style dictation, and accounting reports.

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-key adding machines and printing, rotary, and key-driven calculators. Essential operations of each machine are all taught on a rotation basis teaching plan. Practical and comprehensive business problems and practice sets are used in addition to practice problems. Primary emphasis is placed on accuracy of machine operations.

Business 128 *OFFICE MACHINES* 3 hours
Prerequisite: Typewriting 116
4 hours weekly (2-2)

Training and instruction in the use of transcribing machines and dictation practices, mimeographing, and the spirit process of duplicating. Fundamentals are taught and individual problems as well as complete business projects are given in each area.

Business 130 *SALESMANSHIP* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A course in the theory and practice of good salesmanship, including the development of a sales personality, important to retail and other types of selling. Modern techniques for making a sale are taught including prospecting, preapproach, approach, persuasion, presentation, handling objections, proper closings, and follow-up.

Business 139 *BUSINESS SEMINAR* 1 hour
Prerequisites: None
1 hour weekly (1-0)

An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well as class discussion and individual research.

Business 141 *OFFICE EDUCATION* 2 hours
Prerequisite: Typewriting 116 or equivalent
4 hours weekly (0-4)

A laboratory class designed to give students practical experience in performing typical office-type jobs. The students enrolled will perform as if working in a typing pool in a business. Work from campus organizations and faculty members will be accepted.

Business 214 *INTRODUCTION TO DATA PROCESSING* 3 hours
Prerequisites: None
3 hours weekly (3-0)

An introductory course with the emphasis upon business aspects and relationship of data processing to various areas of business. Emphasis is also placed upon familiarizing the student with the equipment, vocabulary, and work flow of data processing. Attention will be given to the various types of reports available, how to get them, and how to interpret the reports.

Business 221 *BUSINESS LAW* 4 hours
Prerequisites: None
4 hours weekly (4-0)

An introduction to the principles of business law. A study of the nature and history of the law, the law of torts and criminal law provides a broad basis for an understanding of business law. The application of the law to particular fields in business—contract law, agency and employment, and commercial paper—is emphasized.

Business 222 *BUSINESS LAW* 4 hours
Prerequisite: Business 221 or consent of the instructor
4 hours weekly (4-0)

A continuation of Business 221. The application of the law to particular fields in business—personal property and bailments, sales, security devices, partnerships, corporations, and real property—is emphasized.

Business 223 *BUSINESS FINANCE* 4 hours
Prerequisites: None
4 hours weekly (4-0)

An introduction to the field of finance, both private and public. Special emphasis is given to: the monetary and credit system of the United States; meeting the demand for funds in the capital markets; factors affecting the supply of funds; and monetary and credit policies and problems.

Business 235 *BUSINESS CORRESPONDENCE* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A brief review of punctuation and grammar and a complete study of letter forms and letter mechanics. Attention will be given to the various types of business correspondence including the following: letters about favors, letters about orders, sales letters, letters about positions, credit letters, good will letters, and interoffice correspondence. Emphasis is also

placed upon the proper methods of dictation of business correspondence and some dictating practice is given.

Business 237 *SECRETARIAL PROCEDURES* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Secretarial and clerical responsibilities and duties are studied and practiced. Included are mailing procedures, duties of a receptionist, telephone techniques, telegrams, handling travel arrangements, participation in meetings and conferences, reference tools, personal appearance, office etiquette and customs, speaking, and office organization and work flow.

Business 238, 239, 240 *BUSINESS SEMINAR* 1 hour
Prerequisite: Consent of advisor
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. Problems related to those encountered while on the job will be discussed.

Business 241 *SUPERVISED SECRETARIAL WORK EXPERIENCE* 2-4 hours
Prerequisite: Consent of advisor
10-20 hours weekly (0-20)

On-the-job secretarial work experience which will enable students to apply the skills and knowledge learned in the classroom will be given. Students will work in approved offices 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.

Business 247 *LEGAL SECRETARIAL PRACTICE* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A specialized course of skill development and training in taking legal dictation and transcribing legal forms, learning legal office procedures, filing and bookkeeping in a legal office, and the study of legal shortcuts, court procedures, and related legal information.

Business 248 *LEGAL SECRETARIAL PRACTICE* 3 hours
Prerequisites: Business 247
3 hours weekly (3-0)

A continuation of Business 247.

Business 249 *LEGAL SECRETARIAL PRACTICE* 3 hours
Prerequisites: Business 248
3 hours weekly (3-0)

A continuation of Business 248. Court procedures and court forms for Williamson and Jackson Counties are emphasized.

Business 251 *INSTRAWCE* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A course designed to provide a basic understanding of both personal and business uses of property, casualty, and life insurance. In addition to analyzing policies, company organization, rate-making, adjustment of losses, and risk bearing are covered.

Business 252 *REAL ESTATE* 3 hours
Prerequisites: None
3 hours weekly (3-0)

An introductory course designed to acquaint students with the fundamentals of real estate practices affecting the ownership and transfer of real property; techniques and procedures through which transactions are completed; and buying and leasing real property.

Business 253 *PRINCIPLES OF BANKING* 3 hours
Prerequisites: None
3 hours weekly (3-0)

A study of the principles and functions of commercial banking in the United States. The fundamentals of banking are stressed. Coverage will be given to ordinary banking procedures.

Marketing
Marketing 113 *PRINCIPLES OF MARKETING* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the principles and functions involved in the marketing of goods and services. Included are the factors affecting marketing; foundation concepts, the consumer, marketing institutions, science and strategy in marketing; functional operations in marketing, and the international aspects of marketing. Case studies are used.

Marketing 114 *PRINCIPLES OF MARKETING* 3 hours
Prerequisite: Marketing 113 or consent of instructor
3 hours weekly (3-0)

A continuation of Marketing 113 with emphasis on marketing institutions. The following areas are covered in detail: retailing growth, trends in retailing, small-scale and large-scale retailing, marketing of services, wholesaling, industrial marketing, distribution channels, and pricing.

Marketing 129 *MERCHANDISING DESIGN AND DISPLAY* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Application of the principles of design in interior and exterior display. Involved is a study of textile and nontextile merchandise as well as basic principles of color, line, and design. Practical experience and case studies are used.

Marketing 224 *ADVERTISING* 3 hours
Prerequisites: None
3 hours weekly (3-0)

An analysis of the principles and practices used in various types

of advertising: newspapers, magazines, TV, direct mail, and radio. Principles of advertising budgeting involving a consideration of planning, financing, and managing a campaign. Also involved is a study of color and balance in advertising. Emphasis is placed on the effectiveness of advertising in the total marketing structure.

Marketing 228 *MERCHANDISING PRINCIPLES* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the duties of a buyer in a marketing organization. An analysis of the principles involved in purchasing, stockkeeping, inventory control, and techniques and problems of merchandising.

Management
Management 112 *PRINCIPLES OF MANAGEMENT* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the fundamental concepts of management, the management process, and organizational behavior. Special attention is given to the basic principles and concepts of the functions of management which include planning, organizing, directing and ultimate controlling of the management process. Case studies are used.

Management 115 *OFFICE MANAGEMENT* 3 hours
Prerequisites: None
3 hours weekly (3-0)

The principles of management as applied to office problems. Emphasis is placed 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 *PERSONNEL MANAGEMENT* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on managerial concepts; selection, placement, training, development, and rating of employees; supervision of personnel; human relations; administration of labor costs; and the management of labor relations. The interrelationship to such fields as labor relations, sociology, and economics is stressed.

Management 213 *LABOR-MANAGEMENT RELATIONS* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Emphasis is placed on the supervisor's responsibility for good labor relations. A study of the methods used by employees, employers, and the public in solving labor problems. The union contract, grievance procedures, collective bargaining, and wage theories are studied from the viewpoint of the employee as well as the employer.

Management 225, 226, 227 *COORDINATED MARKETING
MID-MANAGEMENT TRAINING* 3 hours
Prerequisite: Consent of advisor
15 hours weekly (0-15)

On-the-job work experience which will enable students to apply the skills and knowledge learned in the classroom. Students will work in approved work stations in business and industry. The 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 236 *RECORDS MANAGEMENT* 2 hours
Prerequisites: None
3 hours weekly (1-2)

Emphasis is on the basic principles of modern filing systems including alphabetic, subject, numeric, chronological, and geographic filing. Students 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. In addition, emphasis in management is placed on proper methods and procedures in the storage, retrieval, transfer, and the destruction of records.

Shorthand
Business 124 *SHORTHAND* 4 hours
Prerequisites: None
5 hours weekly (3-2)

A basic course in the principles of Gregg Shorthand, Diamond Jubilee edition. Included are the brief forms, the shorthand alphabet, basic theory, and the most frequently used phrases. Reading and writing practice are given on familiar and new material. There is no speed requirement.

Business 125 *SHORTHAND* 4 hours
Prerequisite: Business 124
5 hours weekly (3-2)

A continuation and review of Business 124. Development of sustained writing speed on new-matter dictation. Training in transcription, spelling, punctuation, and proofreading. Minimum speed on new-matter dictation is 60 words per minute with 95% accuracy.

Business 126 *SHORTHAND* 4 hours
Prerequisite: Business 125
5 hours weekly (3-2)

Emphasis on speed building, mailable letters, office-style letters, and sustained dictation. Further training in the transcription skills is given. A transcription rate of 20-25 words per minute is developed. A minimum of 80 words per minute is required on new-matter dictation with 95% accuracy.

Business 232 *SHORTHAND* 4 hours
Prerequisite: Business 126
6 hours weekly (2-4)

Emphasis on dictation and transcription leading to mailable copy according to modern business standards. A transcription rate of 25-30 words per minute is developed. The minimum speed for sustained dictation is 100 words per minute with 95% accuracy.

Business 233 **SHORTHAND** 4 hours
 Prerequisite: Business 232
 6 hours weekly (2-4)

Development of dictation and transcription skills leading to professionally transcribed copy. Students are urged to attain dictation speeds in excess of 120 words per minute and to attain transcription speeds in excess of 30 words per minute.

Business 234 **EXECUTIVE SHORTHAND** 4 hours
 Prerequisite: Consent of advisor
 6 hours weekly (2-4)

A study of the vocabularies employed in various types of business offices. Included are units on the following: insurance, banking, education, medical, legal, real estate, and technical. Emphasis is on mailable copy. The project method is 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, as well as skill and knowledge necessary for vocational and personal uses. A minimum rate of 30 words per minute is required.

Business 117 **TYPEWRITING** 3 hours
 Prerequisite: Business 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. A minimum speed of 40 words per minute is required.

Business 118 **TYPEWRITING** 3 hours
 Prerequisite: Business 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 communication forms and styles, manuscripts, and a mastery of typing digits. A minimum typing speed of 50 words per minute is required.

Business 230 **PRODUCTION TYPEWRITING** 3 hours
 Prerequisite: Business 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 the typing of business letters, forms, legal documents, manuscripts, rough drafts, and other office-type jobs. A minimum speed of 60 words per minute is required.

Business 231 **EXECUTIVE TYPEWRITING** 3 hours
 Prerequisite: Business 230
 5 hours weekly (1-4)

Emphasis is given to accurate production work on the following material: Statistical reports, unarranged material of all kinds, business and accounting reports, duplicating procedures, office-style production assignments. Practice is also given on various kinds of typewriters including the IBM Executive.

DEPARTMENT OF COMMUNICATIONS & HUMANITIES

Art

Art 111 **ART APPRECIATION (101)** 3 hours
 Prerequisites: None
 3 hours weekly

The student's interest, aptitude and understanding of art are cultivated through a visual survey of painting, sculpture and architecture as expressed in the history of world art, and how other cultures are related to the Western world. A basis for approaching visual art, classifying it into historical periods and other inherent problems are also treated.

Art 180 **BEGINNING DRAWING 100B** 2 hours
 Prerequisites: None
 3 hours weekly (0-3)

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

Art 181 **BEGINNING DRAWING 100** 2 hours
 Prerequisites: Art 180 or consent
 3 hours weekly (0-3)

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 100** 4 hours
 Prerequisites: Art 181 or consent
 6 hours weekly (0-6)

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

Art 190 **INTRODUCTION TO VISUAL ELEMENTS 100** 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 mainly in the media of drawing, collage and painting.

Art 191 **INTRODUCTION TO VISUAL ELEMENTS 200** 4 hours
 Prerequisites: Art 190 or consent
 6 hours weekly (0-6)

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

Art 192 *INTRODUCTION TO VISUAL ELEMENTS* 2 4 hours
(THREE-DIMENSIONAL)

Prerequisites: Art 191 or consent
6 hours weekly (0-6)

Analysis of basic elements used in the visual ordering of three-dimensional space. Emphasis will be placed on varieties of mass and scale, especially those involving man and his environment. Various kinds of expendable materials will be used.

Art 210 *ART EDUCATION* 3 4 hours
Prerequisites: None
6 hours weekly (2-4)

A study of the creative development of the child from pre-school through elementary level, including participation in methods of using various materials which are best suited to particular stages of development. A study of purposes of art and crafts as a means of achieving educational goals should help in understanding and appreciation of the child through his art.

Art 220 *ART HISTORY* 2 3 hours
Prerequisites: Art Appreciation 111
3 hours weekly (3-0)

A general survey of history of art (painting, sculpture, architecture), from Pre-historic to Gothic.

Art 221 *ART HISTORY* 2 3 hours
Prerequisites: Art Appreciation 111
3 hours weekly (3-0)

A general survey of history of art (painting, sculpture, architecture), from Gothic to Impressionism.

Art 222 *ART HISTORY* 2 3 hours
Prerequisites: Art Appreciation 111
3 hours weekly (3-0)

A general survey of history of art (painting, sculpture, architecture), from Impressionism to Present.

Art 230 *BEGINNING PAINTING* 3 4 hours
Prerequisites: Art 111, 185, 192, or consent
6 hours weekly (0-6)

A studio discipline. Explores the basic painting media of water base paints, and of emulsion and acrylic pigments. Accent on composition.

Art 240 and 241 *BEGINNING SCULPTURE* 2 2 hours
Prerequisites: Art 193 or consent
4 hours weekly (0-4)

A studio discipline. A utilization of three-dimensional elements, with additional concentration of the study of form relationships. Both figurative and non-figurative forms will be explored. The student will be

introduced to such materials as metal, wood, plaster, stone, clay, and wax.

Art 290 *OIL PAINTING* 2 2 hours
Prerequisites: Art 230 or consent
3 hours weekly (0-3)

Individual work in the ordered development of content thru Oil Painting techniques.

English

English 52 *BASIC COMMUNICATIONS* 3 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 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 54 *READING IMPROVEMENT* 3 3 hours
Prerequisites: English 53

Intended for students who desire to develop further their reading skills. Advanced comprehension, rate, and critical reading are emphasized. Individualized developmental approach.

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

The fundamental objective of this course is the clear and logical expression of ideas. Written expression is emphasized with a minimum time devoted to the mechanics of communication skills.

English 102
ENGLISH COMPOSITION (102) D 3 hours
Prerequisites: English 101
3 hours weekly (3-0)

A continuation of English Composition 101. Creative writing, organization of ideas and critical awareness are stressed through written assignments.

English 103
ENGLISH COMPOSITION (103) C 3 hours
Prerequisites: English 102
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 class- and skills in the critical interpretation of literature. Research skills are also developed.

Foreign Languages

Students may elect French, German or Spanish 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 (123) A 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 (125) A 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 (123) C 3 hours
Prerequisites: French 102 or equivalent
4 hours weekly (3-1)
Completes the sequence of Elementary French.

French 201
INTERMEDIATE FRENCH 201 A 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 201 B 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 201 C 3 hours
Prerequisites: French 202 or equivalent.
4 hours weekly (3-1)
Continuation of Intermediate French.

German

German 101
ELEMENTARY GERMAN (126) A 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 (126) A 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 (126) C 3 hours
Prerequisites: German 102 or equivalent
4 hours weekly (3-1)
Completes the sequence of Elementary German.

German 201
INTERMEDIATE GERMAN 201 A 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 20 / 3* 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 20 / 3* 3 hours
Prerequisites: German 202 or equivalent
4 hours weekly (3-1)
Continuation of Intermediate German.

Spanish

Spanish 101 *ELEMENTARY SPANISH (140) 2* 3 hours
Prerequisites: None
4 hours weekly (3-1)

Emphasis on grammar, pronunciation, vocabulary and oral use of the language.

Spanish 102 *ELEMENTARY SPANISH (140) 2* 3 hours
Prerequisites: Spanish 101 or equivalent
4 hours weekly (3-1)

Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition.

Spanish 103 *ELEMENTARY SPANISH (140) 2* 3 hours
Prerequisites: Spanish 102 or equivalent
4 hours weekly (3-1)

Continuation of Spanish 102 with emphasis on refining conversational skills; completes the sequence of Elementary Spanish.

Spanish 201 *INTERMEDIATE SPANISH 20 / 3* 3 hours
Prerequisites: Spanish 103 or equivalent of two years of high school Spanish
4 hours weekly (3-1)

Review and application of essential principles of Spanish grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of Spanish literature with emphasis on Spanish culture and civilization; required language laboratory assignments.

Spanish 202 *INTERMEDIATE SPANISH 20 / 3* 3 hours
Prerequisites: Spanish 201 or equivalent
4 hours weekly (3-1)

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

Spanish 203 *INTERMEDIATE SPANISH 20 / 3* 3 hours
Prerequisites: Spanish 202 or equivalent
4 hours weekly (3-1)
Continuation of Intermediate Spanish.

Literature

English 121
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
Prerequisites: None
3 hours weekly (3-0)

MODERN FICTION (220) 2 3 hours

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
Prerequisites: English Composition
3 hours weekly (3-0)

ENGLISH LITERATURE TO 1550 302 12

3 hours

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

English 212
Prerequisites: English Composition
3 hours weekly (3-0)

ENGLISH LITERATURE: 1550-1750 302 25

3 hours

A study and analysis of selected English classics from Shakespeare through the Neo-Classical Age.

English 213
Prerequisites: English Composition
3 hours weekly (3-0)

ENGLISH LITERATURE: 1750 TO PRESENT 302 2

3 hours

A study and analysis of selected works from the Romantic, Victorian and Modern eras.

English 231
Prerequisites: English Composition
3 hours weekly (3-0)

AMERICAN LITERATURE TO 1860 309 12

3 hours

A survey of American literature from the Colonial period to the eve of the Civil War. Emphasis on major writers.

English 232
Prerequisites: English Composition
3 hours weekly (3-0)

AMERICAN LITERATURE: 1860-1914 309 8

3 hours

A study and analysis of selected American writers from the Civil War to the time of World War I.

English 233
Prerequisites: English Composition
3 hours weekly (3-0)

AMERICAN LITERATURE: 1914 TO PRESENT 309 2

3 hours

A study of the writers and trends since World War I.

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 (100) C* 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.

Music 101 *CHORAL ENSEMBLE* 1 hour
 Prerequisites: None
 3 hours weekly (0-3)
 John A. Logan College Choir. May be taken any quarter. No auditions required. May be taken as often as desired.

Music 111 *APPLIED MUSIC / Y B* 1 hour
 Prerequisites: None
 1/2 hour weekly (0-1/2)
 Private lessons in any field. Consult with advisor for details and requirements. May be taken any quarter and as often as desired.

Music 115 *MUSIC FOR CHILDREN* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A survey and analysis of music written for children or appropriate for them. Also designed to give the techniques involved in teaching music to the child. For non-music concentrators only.

Music 121 *THEORY OF MUSIC 205B* 4 hours
 Prerequisites: None
 4 hours weekly (4-0)
 Fundamentals of music in sight singing, ear training, harmony and keyboard harmony.

Music 122 *THEORY OF MUSIC 205B* 4 hours
 Prerequisites: Music 121
 4 hours weekly (4-0)
 Continued fundamentals, chords of the 6th, harmonization of a given part, and non-chord tones.

Music 123 *THEORY OF MUSIC 205C* 4 hours
 Prerequisites: Music 122
 4 hours weekly (4-0)
 Study of the 6/4 chord, cadences, and modulation.

Music 221 *THEORY OF MUSIC 205A* 4 hours
 Prerequisites: Music 123
 4 hours weekly (4-0)
 Study of the dominant/7th chord, secondary dominants, and the VII chord.

Music 222 *THEORY OF MUSIC 205B* 4 hours
 Prerequisites: Music 221
 4 hours weekly (4-0)
 Study of 9th chords and the sequence.

Music 223 *THEORY OF MUSIC 205C* 4 hours
 Prerequisites: Music 222
 4 hours weekly (4-0)
 Study of 9th, 11th, and 13th chords, Neapolitan 6th, and extension of tonality.

Philosophy *Reason Logic 123 via @ 3:30 & 11:00 & 1:00 & 4:00*
 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.

Philosophy 121 *INTRODUCTION TO LOGIC (208)* 4 hours
 Prerequisites: ~~None~~
 4 hours weekly (4-0)
 Examination of the basic principles of reasoning as developed in the history of Western thought. Attention is focussed on the nature of language and meaning, and on deductive and inductive inference. Examination of these areas includes a consideration of linguistic fallacies, the implications of prejudice for the reasoning process, syllogistic argument, and elementary symbolic logic.

Speech

Speech 105 *FORENSIC ACTIVITIES* 1 hour
 Prerequisites: None
 2 hours weekly (1-1)
 Students may acquire no more than 3 hours credit and not more than 2 hours per year. Hours are to be secured for participating in forensic activities. Designed to provide students with contest speaking experience and to develop skills in concentrated areas of 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 (V63) D* 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.

Speech 117 *FUNDAMENTALS OF THEATRE 207* 3 hours
Prerequisites: None
3 hours weekly (3-0)

Structured to acquaint students with problems encountered by a costumer, light technician, scene designer and director. Practical application of problems and techniques involved in putting together a stage production.

Speech 121 *ADVANCED PUBLIC SPEAKING* 3 hours
Prerequisites: Speech 115
3 hours weekly (3-0)

Designed to prepare students for audience analysis in various types of speaking situations.

DEPARTMENT OF COSMETOLOGY

Cosmetology 101 *COSMETOLOGY THEORY* 5 hours
Prerequisites: None
5 hours weekly (5-0)

Study and practice of professional ethics, personal hygiene and grooming, bacteriology, sterilization, sanitation, Illinois Law (Unit I), Trichology, Chemistry of heat and cold permanent waving, hair coloring and Art Theory (Unit I).

Cosmetology 111 *COSMETOLOGY LABORATORY* 9 hours
Prerequisites: None
25 hours weekly (0-25)

Demonstrations, student application of sanitation, shampooing, rinses, molding, fingerwaving, pin curls and roller placement. Students practice on mannequins: hair shaping, heat and chemical waving (including chemistry of each), scalp and facial massage, chemistry of creams and ointments, hair colorings (temporary, 3-5 week color, tinting and bleaching), and chemistry of hair coloring products.

Cosmetology 102 *COSMETOLOGY THEORY* 5 hours
Prerequisites: Cosmetology 101
5 hours weekly (5-0)

Lectures and study for all forms of hair coloring and Art Theory (Unit II), cellular structure of human body, including cells, tissues,

organs, dermatology and histology of skin, skin and scalp disorders, circulatory system (blood & lymph vascular), Illinois Law (Unit II) and theory of massage.

Cosmetology 112 *COSMETOLOGY LABORATORY* 9 hours
Prerequisites: Cosmetology 111
25 hours weekly (0-25)

Demonstrations, student exchange services, mannequin and patron clinic, all services familiar to the trade. Introduction to razor hair shaping, scalp and facial treatments, chemical hair straightening, hair coloring (frosting, minkings, tint back, special color effects). Hand and nail care, arching, lash and brow tinting, basic makeup and cosmetic chemistry.

Cosmetology 103 *COSMETOLOGY THEORY* 5 hours
Prerequisites: Cosmetology 102
5 hours weekly (5-0)

An introduction to physics and chemistry of hair (Unit I), Osteology, Myology and Neurology. A study of basic principles of light rays and electricity, as applied to beauty science.

Cosmetology 113 *COSMETOLOGY LABORATORY* 9 hours
Prerequisites: Cosmetology 112
25 hours weekly (0-25)

Demonstrations, public clinic, thermal curling, superfluous hair removal (chemistry of the chemicals used). Introduction to line and design in hair styling, wigwery.

Cosmetology 104 *COSMETOLOGY THEORY* 5 hours
Prerequisites: Cosmetology 103
5 hours weekly (5-0)

A study of basic chemistry, as applied in the formulating of hair and skin cosmetics, physics and chemistry of hair (Unit II), cosmetology in the Negro, personality, charm and poise. A study for the practical application of salon management, mathematics of cosmetology, rules and regulations of open competition styling and competition judging.

Cosmetology 114 *COSMETOLOGY LABORATORY* 9 hours
Prerequisites: Cosmetology 113
25 hours weekly (0-25)

Balance line and design of good hairdressing. Marcelling, demonstrations, public clinic, introduction to Trend Hair Styling, fashion-trend make-up (daytime and evening).

Cosmetology 105 *COSMETOLOGY THEORY* 5 hours
Prerequisites: Cosmetology 104
5 hours weekly (5-0)

Review of Cosmetology courses 101, 102, 103 and 104 for preparation to meet State of Illinois examining board for licensure.

Cosmetology 115 *COSMETOLOGY LABORATORY* 9 hours
Prerequisites: Cosmetology 114
25 hours weekly (0-25)

Demonstrations, public clinic, proportions of the face and make-up,

introductions to hair pressing, thermal curling and waving, visual poise, artistry in hair styling and corrective make-up for facial types. Student competition styling, student judging, complete review of Cosmetology 111, 112, 113, 114 and 115 in preparation for State Board Examination.

Cosmetology 106 *COSMETOLOGY SEMINAR* 1 hour
 Prerequisites: Cosmetology 105
 1 hour weekly (1-0)

An oral exchange of ideas and opinions, involving current techniques of the beauty profession, managing of a beauty salon, purchasing of supplies, employer-employee relationships, retailing of beauty goods, salesmanship abilities, the increasing of salon profits and sales. Professional people from the cosmetology industry, including salon owners and managers, and beauty supply and wholesale jobbers will be asked to participate.

Cosmetology 116 *COSMETOLOGY LABORATORY* 9 hours
 Prerequisites: Cosmetology 115
 25 hours weekly (0-25)

Completion of the Associate in Applied Science Degree Program. Clinic practice for the quarter would be a simulation of actual salon operations. Review of prerequisites Cosmetology Laboratory course numbers in preparation for State Board Examination.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Health

Health 110 *HEALTH EDUCATION (201) &* 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

P.E. Men	101	FOUNDATIONS OF PHYSICAL FITNESS
P.E. Men	102	BEGINNING SWIMMING
P.E. Men	103	INTERMEDIATE SWIMMING
P.E. Men	104	BEGINNING GOLF
P.E. Men	105	TENNIS
P.E. Men	106	BADMINTON
P.E. Men	107	GYMNASTICS
P.E. Men	108	WRESTLING
P.E. Men	109	PERSONAL DEFENSE
P.E. Men	110	WEIGHT TRAINING
P.E. Men	111	TRACK AND FIELD
P.E. Men	112	TOUCH FOOTBALL
P.E. Men	113	SOCCER

P.E. Men	114	SOFTBALL
P.E. Men	115	VOLLEYBALL
P.E. Men	116	BASKETBALL
P.E. Women	121	FOUNDATIONS OF PHYSICAL FITNESS
P.E. Women	122	BEGINNING SWIMMING
P.E. Women	123	INTERMEDIATE SWIMMING
P.E. Women	124	BEGINNING GOLF
P.E. Women	125	TENNIS
P.E. Women	126	BADMINTON
P.E. Women	127	GYMNASTICS
P.E. Women	128	SOFTBALL
P.E. Women	129	VOLLEYBALL
P.E. Women	130	BASKETBALL
P.E. Women	131	MODERN DANCE
P.E. Women	132	FOLK DANCE
P.E. Women	133	TRACK AND FIELD
P.E. Women	141	BOWLING (CO-ED)
P.E. Women	142	ADVANCED GOLF (CO-ED)
P.E. Women	143	SOCIAL AND SQUARE DANCE (CO-ED)
P.E. Women	144	ARCHERY (CO-ED)
P.E. Women	145	GOLF (CO-ED)
P.E. Women	146	FOLK DANCE (CO-ED)
P.E. Women	147	BADMINTON (CO-ED)

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.

P.E. Men	151	ORIENTATION TO PHYSICAL EDUCATION
P.E. Men	152	METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES
P.E. Men	153	METHODS OF TEACHING BASKETBALL
P.E. Men	154	METHODS OF TEACHING GOLF
P.E. Men	155	METHODS OF TEACHING TENNIS
P.E. Men	156	METHODS OF TEACHING TRACK & FIELD
P.E. Men	157	METHODS OF TEACHING GYMNASTICS
P.E. Men	158	METHODS OF TEACHING WRESTLING
P.E. Men	159	METHODS OF TEACHING EXERCISE
P.E. Women	171	BASIC MOVEMENT
P.E. Women	172	SPEEDBALL
P.E. Women	173	BASKETBALL
P.E. Women	174	FIELD HOCKEY
P.E. Women	175	TENNIS
P.E. Women	176	TRACK & FIELD <i>+ dance</i>
P.E. Women	177	MODERN DANCE
P.E. Women	178	FOLK DANCE
P.E. Women	179	SOCIAL AND SQUARE DANCE
P.E. Women	180	VOLLEYBALL <i>+ dance</i>

Pe women

182

turning + gymnastics + dance

DEPARTMENT OF SCIENCE

Biological Science

Biological Science 101 **BIOLOGICAL SCIENCE 20/A** 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 **BIOLOGICAL SCIENCE 20/B** 4 hours
 Prerequisites: Biological Science 101
 5 hours weekly (3-2)

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 **BIOLOGICAL SCIENCE 2/0A** 4 hours
 Prerequisites: Biological Science 102
 4 hours weekly (4-0)

A continuation of Biological Science 102 with emphasis on conservation and the ecological relationships of the natural community.

Biological Science 275 **COMMON PLANTS OF SOUTHERN ILLINOIS** 4 hours
 Prerequisites: Biological Science 101 and Biological Science 102
 4 hours weekly (2-2)

A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. A one all-day field trip will be included.

Chemistry

Chemistry 101 **GENERAL CHEMISTRY 1/15-** 5 hours
 Prerequisites: Two years of high school algebra, or concurrent registration in mathematics.
 7 hours weekly (3-4)

A study of the fundamental laws and concepts of chemistry, to include atomic structure bonding, equations, and stoichiometry.

Chemistry 102 **GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS 1/21** 5 hours
 Prerequisites: General Chemistry 101
 7 hours weekly (3-4)

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 **ORGANIC CHEMISTRY 3/05** 5 hours
 Prerequisites: Chemistry 101 and 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 **ORGANIC CHEMISTRY 3/05** 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 **ORGANIC CHEMISTRY 2/40** 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 **QUALITATIVE ANALYSIS 2/35-** 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 **ENGINEERING GRAPHICS 1/02A** 3 hours
 Prerequisites: None
 5 hours weekly (1-4)

The study of lettering, geometric construction, orthographic projection, auxiliary views, sectional views, dimensioning, screw threads and fasteners, detail and assembly drawings, and pictorial drawing and sketching.

Engineering 102 **ENGINEERING GRAPHICS 1/02B** 3 hours
 Prerequisites: Engineering 101
 5 hours weekly (1-4)

The study of vector geometry, conics (geometric construction), descriptive geometry, intersection and developments, graphs and charts, conceptual design, and graphical calculus.

Engineering 201 **ANALYTICAL MECHANICS 2/00A** 3 hours
 Prerequisites: Mathematics 132
 5 hours weekly (3-2)

Mathematical and graphic techniques for ascertaining the magnitude of forces acting on structural bodies under static loads. Included will be concepts of vectors, moments and couples, resultant and equilibrium of general force systems, free body analysis, and friction.

Engineering 202 *ANALYTICAL MECHANICS 2603* 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 2603* 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: Previous course in sequence
 3 hours weekly (3-0)

Elementary set theory, the real number system, solutions of algebraic equations, probability, and statistics. For non-mathematics majors who wish to elect the one-year sequence in mathematics or for those students who need to build up their proficiency in mathematics before attempting College Algebra and Trigonometry.

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

A course designed for students in 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)

This is a basic mathematics course. The basic areas of study include fractions, decimals, squares, and square roots. The basic concepts of algebra are also included in the course.

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

This course is a continuation of Mathematics 105. The study includes advanced algebra and the fundamental concepts of trigonometry. Common and natural logarithms, the general trigonometric functions, and the solutions of right and oblique triangles will be emphasized in the course.

Mathematics 107 *TECHNICAL MATHEMATICS* 3 hours
 Prerequisites: Mathematics 106
 3 hours weekly (3-0)

This course will be a combination of Mathematics 105 and 106. Emphasis will be placed on engineering computations. The student will use his previous mathematical knowledge in solving many typical industrial problems which he may encounter on the job.

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

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

Mathematics 113 *TRIGONOMETRY 113* 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 131 & 132 *ELEMENTARY CALCULUS AND ANALYTIC GEOMETRY* 5 hours

Prerequisites: College Algebra and Trigonometry or two years of high school algebra, one-half year of trigonometry and one year of plane geometry.
 5 hours weekly (5-0)

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

Mathematics 201 & 202 *INTERMEDIATE CALCULUS AND ANALYTIC GEOMETRY* 5 hours

Prerequisites: Mathematics 132
5 hours weekly (5-0)

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

Physics

Physics 111 *PHYSICAL SCIENCE (101A)* 4 hours
Prerequisites: None
4 hours weekly (4-0)

A series of general studies courses introducing the basic sciences of physics and chemistry with special emphasis toward integration of the interdisciplinary areas by introduction of topics in these fields:

1. Biophysics
2. Geochemistry
3. Geology
4. Geophysics
5. Organic Chemistry
6. Space Science

Physics 112 *PHYSICAL SCIENCE (101B)* 4 hours
Prerequisites: Physics 111
4 hours weekly (4-0)

Physics 113 *PHYSICAL SCIENCE* 4 hours
Prerequisites: Physics 112
4 hours weekly (4-0)

Physics 151 *TECHNICAL PHYSICS* 3 hours
Prerequisites: None
4 hours weekly (2-2)

A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics.

Physics 152 *TECHNICAL PHYSICS* 3 hours
Prerequisites: Technical Physics 151
4 hours weekly (2-2)

This course introduces the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

Physics 155 *PHYSICS 111A + 112A* 4 hours
The first course of a non-calculus physics sequence for science majors.

Physics 156 *PHYSICS 111B + 112B* 4 hours

Continuation of Physics 155:
6 hours weekly (3-3)
Heat, sound, and light.

Physics 157 *PHYSICS 111C + 112C* 4 hours
Continuation of Physics 156:
6 hours weekly (3-3)
Electricity, magnetism, and topics in modern physics.

Physics 211 *MECHANICS 206A* 3 hours
Prerequisites: Physics 155, 156, and 157 and
Calculus and Analytic Geometry

Mechanics for physics majors and pre-engineering students and others requiring a calculus physics.
3 hours weekly (3-0)

Physics 212 *ELECTRICITY 206C* 3 hours
Prerequisites: Physics 211 or Physics 155, 156, and 157 and
Calculus and Analytic Geometry

Electricity for physics majors, pre-engineering students, and others.

DEPARTMENT OF SOCIAL SCIENCE

Anthropology

Anthropology 111 *ANTHROPOLOGY (102A)* 3 4 hours
Prerequisites: None
4 hours weekly (4-0)

An Introduction to Anthropology is an attempt to present, as simply as possible, the basic materials and ideas of modern anthropology. Two major themes dominate the course. The first is the origin, development, and differentiation of man as a *biological organism*; the second is the concept of culture, its structure and development from an anthropological "point of view."

History

History 101 *WESTERN CIVILIZATION (101B)* 3 3 hours
Prerequisites: None
4 hours weekly (3-0)

Western Civilization 101 traces the development of the Western world from its origins to the late sixteenth century. This course is designed to pursue and realize a fuller understanding of the way that man has responded to comparable problems and needs throughout history and subsequently shaped cultural, political and economic institutions and ideas.

History 102 WESTERN CIVILIZATION (101C) B 3 hours
Prerequisites: None
4 hours weekly (3-0)

Beginning with the emergence of the new modern era, the survey of Western man continues, emphasizing that history is a continuous stream of events.

History 103 WESTERN CIVILIZATION (101C) B 3 hours
Prerequisites: None
4 hours weekly (3-0)

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 (300A) B 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 (300B) B 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 (300C) B 3 hours
Prerequisites: None
3 hours weekly (3-0)

Continued emphasis is placed on the impact of cultural, political, economic and social forces on the development of the nation in the 20th century. Included is an examination of the nation's rise to world power, new found responsibilities and the inheritance of unsolved problems.

History 211 MODERN AMERICAN HISTORY: 1920-1939 3 hours
(THE TWENTIES, THE DEPRESSION AND THE NEW DEAL)
Prerequisites: None
3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 1920's and the effects of the Great Depression of the 1930's on American attitudes. Attention is also given to the major political events of the period, particularly in their application to the domestic situation. This course is designed for history majors and minors and others desiring a free social science elective.

Geography 112 REGIONAL GEOGRAPHY (102B) B 4 hours
Prerequisites: None
4 hours weekly (4-0)

An Introduction to Regional Geography is an attempt to study and use geographic concepts and structures in relation to specific regions and countries. The following are to be covered: Europe; Germany and The Soviet Union; Asia: Southeast Asia and China; Africa: Sub-Shara and South Africa.

Political Science 131 AMERICAN GOVERNMENT (311B) B 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 HUMAN RELATIONS 3 hours
Psychology 123
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 (301C) B 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.

231 ?

232 ?

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* 346 4 hours
 Prerequisites: Psychology 132
 4 hours weekly (4-0)

Stresses the child as an individual in his development, delineating the interrelationships among various aspects of development—biological, cognitive, personality, social—and emphasizing the psychological factors influencing 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.

Social Science 55 *INTRODUCTORY SOCIAL SCIENCE* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

A course designed for those who have deficiencies in social science skills. Emphasis is on learning skills applicable to the social sciences. The types of materials used in social science requirement courses are introduced in an atmosphere of individual attention and development. This course is not designed for college transfer.

Sociology

Sociology 133 *PRINCIPLES OF SOCIOLOGY* (2018) 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
 10 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 *AUTOMOTIVE BRAKES & SUSPENSIONS* 6 hours
 Prerequisites: None
 10 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: None
 10 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
 10 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 Brakes and Suspensions 173, Automotive Drive Lines 271 & Automotive Electricity and Ignition 273
 6 hours weekly (0-6)

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

Automotive 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 CHILD CARE* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

A survey of the principles of development and methods of guidance of children of various ages.

Child Care 161 *PRINCIPLES AND PRACTICES OF CHILD CARE* 4 hours
 Prerequisites: Introduction to Child Care 160
 5 hours weekly (3-2)

This course will focus attention on guidance of young children in group settings. Included will be depth studies of trends in pre-school education, types and techniques of guidance, behavior problems, toys and equipment for pre-school groups. The class will be conducted through lecture and discussions. Library reading will be required.

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

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

Child Care 266 *RECREATION AND CRAFTS FOR CHILDREN* 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

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

Child Care 267, 268, & 269 *COORDINATED CHILD CARE TRAINING* 4 hours
 Prerequisites: Previous course in sequence
 20 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* 4 hours
 Prerequisites: None
 5 hours weekly (3-2)

This course is designed to give an introduction to the various types of construction and materials used in the building and construction industry. Special emphasis is placed on providing a working knowledge of

the various types, structural uses, graphical representations, grades, and nomenclature involved concerning these materials. The course will include the classification, strength, grading, shapes and designations of such materials as aluminum, concrete, steel, timber, plastics and related materials.

Industrial Processes 102 *MATERIALS* 4 hours
 Prerequisites: Materials 101
 5 hours weekly (3-2)

A course designed to provide an introduction to the materials and processes generally used in the production of machine products. Emphasis will be placed on providing a working knowledge of the various types, properties, uses, and classes of industrial materials and processes. Graphical representation, symbols, and machine shop detailing will be stressed with emphasis upon the standard machine shop and drafting room practices.

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

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

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

This course is an introductory study of the commonly used machines and processes of industry. Manufacturing methods, processes, and applications of these materials are stressed. Students will visit various industries to see the various materials, production methods, and processes commonly used in this area. General orientation in the operation of the basic machines will be emphasized.

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

This course is designed as a continuation of Manufacturing Processes 121. The course will provide experience in the operation of milling machines, lathes, grinders, drill presses, welders, and various other metal cutting and bending machines, as well as providing the basic foundry and heat-treating processes of industry.

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: None
 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 Technology

Drafting Technology 181 *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 drafting. Lettering, sketching, applied geometry, and dimensioning are stressed with a concentration of study on orthographic projection drawing.

Drafting Technology 182 *TECHNICAL DRAFTING* 6 hours
 Prerequisites: Technical Drafting 181
 9 hours weekly (3-6)

Continuation of Technical Drafting 181, with emphasis on making multiview drawings, pictorial drawings, auxiliaries, secondary auxiliaries, sections, and conventions, and threads and fasteners. Printmaking equipment is used in all technical drafting courses.

Drafting Technology 183 *TECHNICAL DRAFTING* 6 hours
 Prerequisites: Technical Drafting 182
 9 hours weekly (3-6)

Instruction and practice detailing, assembly drawing, 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.

Drafting Technology 281 *ADVANCED TECHNICAL DRAFTING* 6 hours

Prerequisites: Technical Drafting 183
 9 hours weekly (3-6)
 Continuation of Technical Drafting 183, with emphasis on the

weldments, piping drawings, surface developments, exploded views, and simplified drafting.

Drafting Technology 282 *TOOL DESIGN* 5 hours
Prerequisites: Advanced Technical Drawing 281
8 hours weekly (2-6)

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.

Drafting Technology 283 *ADVANCED TECHNICAL DRAFTING* 5 hours
Prerequisites: Tool Design 282
8 hours weekly (2-6)

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.

Drafting Technology 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 axiometric projection, perspective shading and shadows.

Drafting Technology 285 *DESCRIPTIVE GEOMETRY* 3 hours
Prerequisites: Technical Drafting 182
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.

Drafting Technology 286 *ELECTRICAL DRAFTING* 3 hours
Prerequisites: None
5 hours weekly (1-4)

A study of the basic symbols, components, and techniques involved in electrical drawing. The principles of block, schematic, and connection diagrams are stressed. Pictorial diagrams, data sheets, and wire coding will be included in the study.

Drafting Technology 287 *CIVIL DRAFTING* 5 hours
Prerequisites: Advanced Technical Drawing 281
8 hours weekly (2-6)

This is an introductory civil engineering drawing course. The basic concepts of plan and profile views, basic symbols, terminology, inter-sections and developments, and structural drawing practices are stressed.
Drafting Technology 288 *CIVIL DRAFTING* 5 hours
Prerequisites: Civil Drafting 287
8 hours weekly (2-6)

This course is a continuation of Civil Drafting 287, with emphasis on structural details, cross sections, topographical mapping and plotting from field books.

Drafting Technology 289 *PLANT LAYOUT* 3 hours
Prerequisites: Technical Drafting 183
5 hours weekly (1-4)

This course is designed to study the theories and approaches to site, storage, traffic patterns, and equipment location. A set of plans will be designed and drawn by each student in the course.

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 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 105 *BROADCASTING 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 107 *BROADCASTING INTERNSHIP* 5 hours
Prerequisites: Completion of two quarters of Radio Broadcasting Curriculum
25 hours weekly (0-25)

On-the-job training in area radio stations.

Radio Broadcasting 109 *BROADCASTING 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 111 *RULES AND 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 112 *RULES AND REGULATIONS OF BROADCASTING* 2 hours

Prerequisites: Rules & Regulations of Broadcasting 111
2 hours weekly (2-0)

A continuation of Rules & Regulations of Broadcasting 111.

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 114 *ANNOUNCING SKILLS* 3 hours

Prerequisites: Announcing Skills 113
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 115 *ANNOUNCING SKILLS* 3 hours

Prerequisites: Announcing Skills 114
5 hours weekly (1-4)

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

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.

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 practices given to the preparation of the daily program log, program scheduling, and delivering commercials and special broadcasts.

Radio Broadcasting 122 *RADIO STATION OPERATION* 3 hours

Prerequisites: Radio Station Operation 121
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 131 *BROADCASTING 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 132 *BROADCAST JOURNALISM* 3 hours

Prerequisites: Broadcasting Journalism 131
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.

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
 20 hours weekly (0-20)

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* 5 hours
 Prerequisites: None
 10 hours weekly (0-10)

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* 6 hours
 Prerequisites: Oxyacetylene Welding Laboratory 185
 12 hours weekly (0-12)

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

Welding 188 *BASIC INERT GAS WELDING* 3 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* 3 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 Heliarc welding.

Welding 190 *ADVANCED WELDING LABORATORY* 6 hours
 Prerequisites: Basic Inert Gas Welding 188
 12 hours weekly (0-12)

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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