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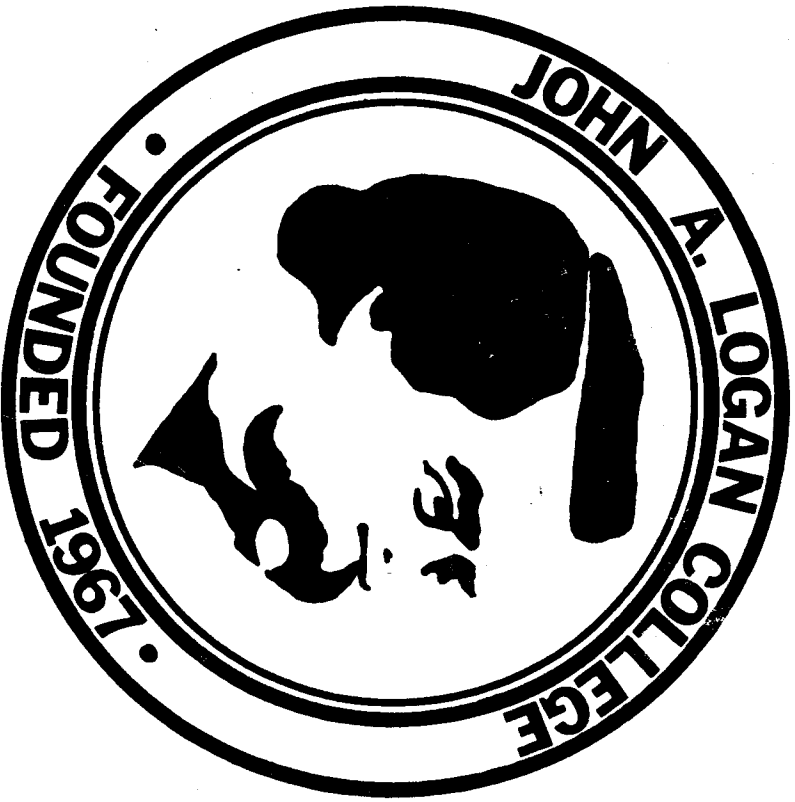
*Donnie*

*Henry*

# JOHN A. LOGAN COLLEGE

CARTERVILLE, ILLINOIS

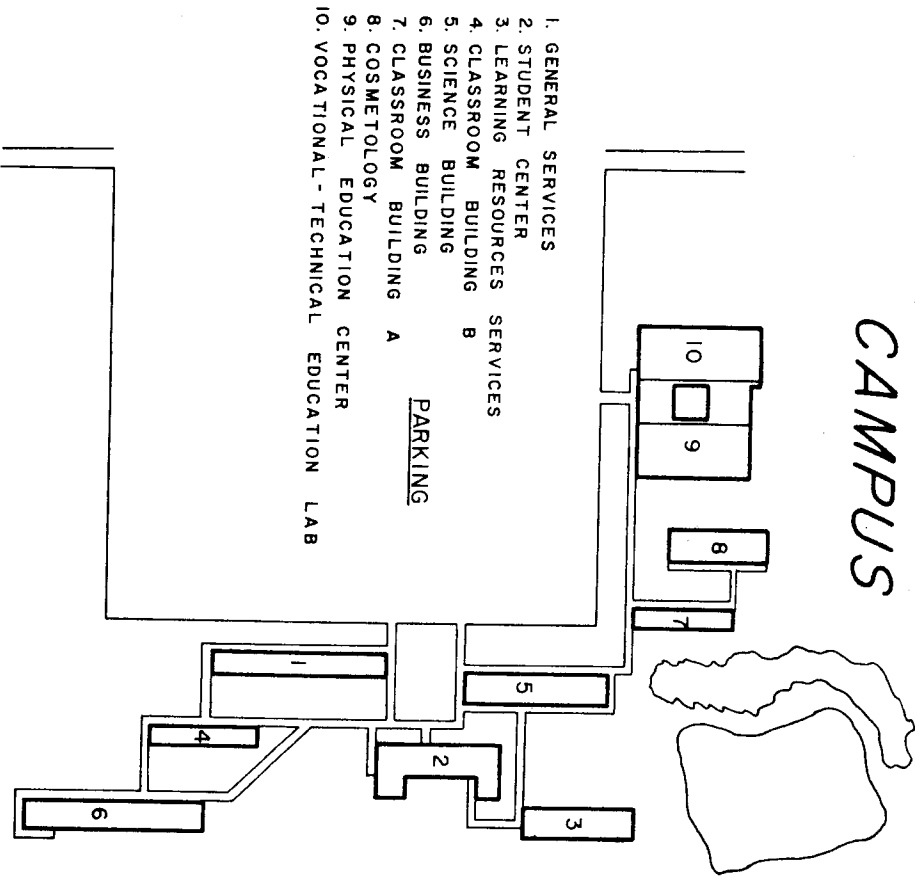
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1971-72 BULLETIN

# INTERIM CAMPUS



**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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## 1971-72 COLLEGE CALENDAR

### FALL, 1971

Faculty Meetings *September 13-14*  
 New Student Orientation & Registration *September 15-16*  
 Continuing Student Orientation & Registration *September 17*  
 Classes Begin *September 20*  
 Mid-Quarter *November 5*  
 Thanksgiving Recess *Tuesday, 10 P. M.*  
*Monday, 8 A. M.*  
 Final Examinations *November 23-29*  
*December 13-17*

### WINTER, 1972

Registration *January 3*  
 Classes Begin *January 4*  
 Mid-Quarter *February 4*  
 Holiday—John A. Logan's Birthday *February 9*  
 Final Examinations *March 13-17*

### SPRING, 1972

Registration *March 27*  
 Classes Begin *March 28*  
 Holiday—Good Friday *March 31*  
 Mid-Quarter *May 5*  
 Holiday—Memorial Day *May 29*  
 Final Examinations *June 5-9*  
 Commencement *June 11*

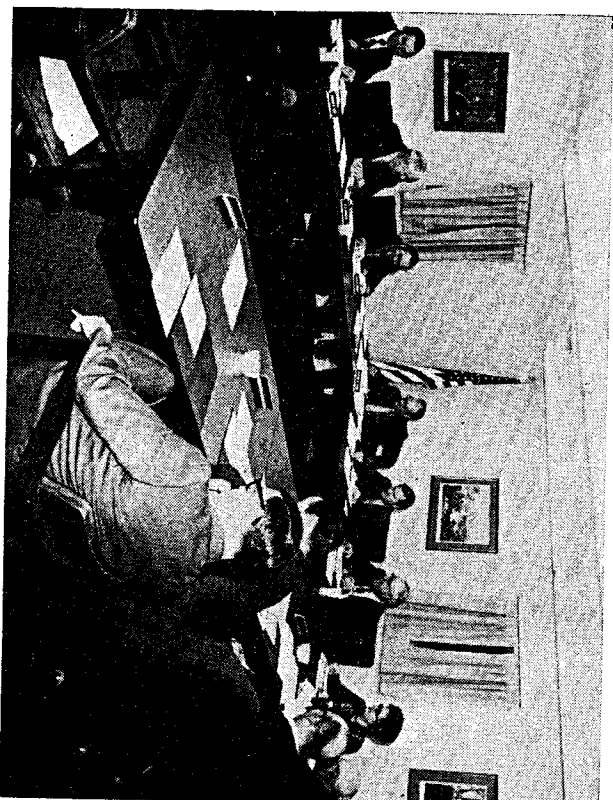
### SUMMER, 1972

Registration *June 19*  
 Classes Begin *June 20*  
 Holiday—Independence Day *July 4*  
 Mid-Quarter *July 21*  
 Final Examinations *August 28-*  
*September 1*

## 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.



## OFFICE OF THE PRESIDENT

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

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

Ruth Ann Scott ..... *Secretary to the President*

## OFFICE OF THE DEAN OF INSTRUCTIONAL SERVICES

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

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

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

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

Sara Barrington ..... *Secretary to the Director of Continuing  
Education and Community 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*

Jeanetta Underwood .... *Learning Resources Services Clerk*

## OFFICE OF THE DEAN OF STUDENT SERVICES

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

Edward H. Moody ... *Director of Admissions & Registration*  
B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

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 Education Counselor*  
B.S., Southern Illinois University  
M.S., Southern Illinois University

Connie Denney ..... *Admissions & Registration Assistant*  
 Helen Geer ..... *Secretary to the Dean of Student Services*  
 Carolyn Watson ..... *Records Clerk*

## OFFICE OF THE BUSINESS MANAGER

Earl R. Milton ..... *Business Manager*  
 B.S., Southern Illinois University  
 Graduate study Southern Illinois University  
 Joseph Boner ..... *Director of Maintenance*  
 Phyllis Butler . . . *Bookkeeper-Secretary to Business Manager*  
 Hubert Darnon ..... *Custodian*  
 Homer Rice ..... *Custodian*  
 Connie Robison ..... *Receptionist*  
 Bill Rosenberger ..... *Custodian*  
 Wanda Storme ..... *Bookstore Manager*

## TEACHING FACULTY

### Business Department

Paul E. McInturf ..... *Chairman/Business*  
 B.S. Southern Illinois University  
 M.S. Southern Illinois University  
 Advanced graduate study Southern Illinois University  
 and University of Wyoming  
 Carol E. Garrison ..... *Business*  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University  
 John L. Kuruc ..... *Business*  
 B.S., Eastern Illinois University  
 M.S. Eastern Illinois University  
 Advanced graduate study Southern Illinois University  
 Carol Ann Mitchell ..... *Business*  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University

### Communication and Humanities Department

David M. Packard ..... *Chairman/English*  
 B.A., McKendree College  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University  
 Katherine Derbak ..... *English*  
 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  
 Ilse E. Detwiler ..... *German\**  
 Graduate, Realgymnasium: Jacob-Grimm-Schule,  
 Kassel, Germany  
 Graduate study, West Virginia University &  
 Southern Illinois University  
 John Bruce Fell ..... *Art*  
 B.S., University of Louisville  
 M.S., Indiana University  
 Martha V. Finn ..... *Spanish\**  
 B.A., University of Wisconsin  
 M.A., Southern Illinois University  
 C. Denny Freese ..... *English/Reading*  
 B.A., Southern Illinois University  
 B.D., Southern Baptist Theological Seminary  
 M.A., Southern Illinois University  
 Anne L. Peterson ..... *English*  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Barbara Ann Randolph ..... *English/Reading*  
 B.A., South Dakota State University  
 M.A., Southern Illinois University  
 \*Part-time instructor

Karen Sue Sala ..... *Music*  
 B.M.E., Murray State University  
 M.M., North Texas State University  
 Advanced graduate study University of Illinois

**Cosmetology Department**

Shirley A. Hill ..... *Chairman/Cosmetology*  
 Graduate, John Robert Power Modeling School  
 Pat Allen Finishing School  
 Harrisburg School of Beauty Culture  
 Murphysboro School of Beauty Culture  
 LuReta V. Taylor ..... *Cosmetology\**  
 Graduate, Central Illinois School of Beauty Culture  
 Kitzmiller Beauty College

**Health and Physical Education Department**

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

**Science Department**

Harold E. Perkins ..... *Chairman/Biology*  
 B.A., Southern Illinois University  
 M.A., Southern Illinois University  
 Advanced graduate study Southern Illinois University  
 \*Part-time instructor

Donald C. Aury ..... *Biology*  
 B.S., Memphis State University  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University

**Chemistry & Mathematics**

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

**Mathematics**

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

**Biology**

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

**Mathematics**

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

**Physics and Mathematics**

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

**Mathematics**

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

**Physics**

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

**Social Science Department**

Helen M. Blakely ..... *Chairman/History*  
 B.S., University of Illinois  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University  
 \*Part-time instructor

- Don P. Boehne ..... *Psychology*  
 B.S., Southeast Missouri State College  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University
- C. Diane Burke ..... *Psychology\**  
 B.A., University of Illinois  
 M.A., University of Illinois  
 Ph.D., University of Arizona
- Beverly M. Gold ..... *History*  
 B.A., University of Florida  
 M.A., Southern Illinois University
- 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
- Alphonse M. Stadler ... *Anthropology, Geography & History*  
 B.S., Indiana State University  
 M.A., Indiana University  
 Advanced graduate study Indiana University
- Vocational-Technical Education Department**
- Bill T. Gayer ..... *Chairman/Industrial Technology*  
 B.A., Southern Illinois University  
 M.S., Southern Illinois University
- Mary Ellen Abell ..... *Child Care/Teacher Aide\**  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University
- Robert R. Landes ..... *Welding*  
 Certificate in Welding, Southern Illinois University,  
 Vocational Technical Institute  
 B.S., Southern Illinois University
- Jon M. Rivers ..... *Drafting/Head Baseball Coach*  
 B.S., Ferris State College  
 Graduate Study Western Michigan University and  
 Southern Illinois University
- Verlin R. Tackett ..... *Automotive Technology*  
 Assoc. in Technology, Vocational Technical Institute,  
 Southern Illinois University  
 Undergraduate study Southern Illinois University

\*Part-time instructor

## HISTORY AND DEVELOPMENT

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

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

Following the referendum, a seven-member Board of Trustees was elected. The Board held its organizational meeting in early December and unanimously selected Mr. Rammie 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 Carterville.

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 began operations on its campus the fall quarter of 1969 in newly constructed interim facilities. Construction of Phase I of the permanent facilities is now underway and should be completed in 1973.



## STATEMENT OF PHILOSOPHY AND PURPOSES

John A. Logan College is committed to the concept of providing a high-quality, comprehensive educational program, designed to serve the educational needs and aspirations of all the people in the college district. An integral part of this commitment is an open-door admission policy. While this policy provides educational opportunities for all, it does not imply that all curricula are equally appropriate to each student.

The college recognizes that open-door admissions means educational opportunities for a wide variety of students with many and varied educational and career goals. Consequently, it is imperative to provide a comprehensive program of counseling and guidance to assist the individual to realistically assess his capabilities and interests.

Inherent in the open-door policy is the commitment to provide the programs and services at a cost that will not be prohibitive to any individual seeking to further his education. The instructional program embraces a broad range of curricula designed to meet the individual needs of the student. This program includes:

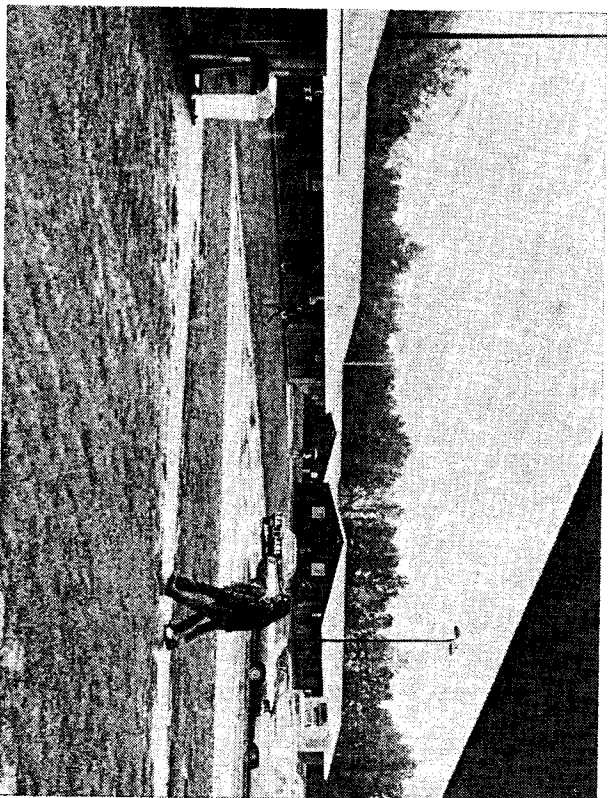
- a. Academic courses equivalent to the first two years of a four-year program in liberal arts and sciences or a pre-professional field. These courses are specifically structured for transfer to the senior institution of the student's choice.
- b. General education appropriate for those who will terminate their post high school education in two years or less and courses within either baccalaureate-or occupation-oriented curricula designed to contribute to the liberal education of each student.
- c. Occupational programs, designed to provide the technical knowledge, manipulative skills and general background necessary to successful achievement in technical and semi-professional employment.
- d. Developmental courses, designed to help the student improve his skills and knowledge in areas of specific weaknesses.
- e. Adult and continuing education courses, both credit and non-credit, to meet students' needs for vocational advancement in their fields of employment, for

avocational interest, and for community, cultural, and social development.

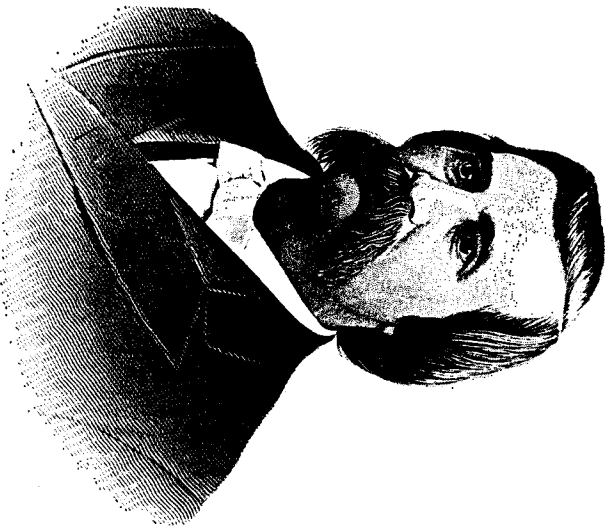
The emphasis on adult and continuing education may legitimately be viewed as only part of a broader relationship in which the College becomes an integral part of the community. The College utilizes the resources, talent, and opportunities of the community to the greatest possible extent, and in turn offers to the community its facilities, faculty, and intellectual stimulation. 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 other institutions of higher education, and with vocational-technical career opportunities. Horizontally, the College cooperates with neighboring colleges and universities to see that comprehensive programs are made available without needless duplication.

John A. Logan College, in summary, is dedicated to the ideal of the comprehensive community college. It seeks to provide the maximum educational opportunity to all the residents of the district.



## 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 Self Study has been completed and submitted as the College's application for membership in the North Central Association. If approved, membership could be received as early as March, 1972.

## 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 17,000 books; 210 periodical subscriptions; 600 records; 300 tapes; 560 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 graduated from an accredited high school or attained the equivalent educational level as determined by the college. Non graduates may apply for admission if scholastic records, test scores, and other data indicate to the satisfaction of the college that the student will be able to do college level work. Satisfactory completion of the General Educational Development test may be accepted in lieu of a high school diploma. All new students are expected to take counseling and placement examinations as advised by the Office of Admissions. Counselors will utilize the results to advise, recommend, and, in certain cases, require students to enroll in particular courses or programs of study. An applicant for admission as a full time student must submit a health examination prior to beginning classes. The form for this purpose is provided by the college.

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

### TRANSFER STUDENTS

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

Any student admitted to John A. Logan College who has attended another college 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. **ACADEMIC WARNED** — A student who has attended another college or university one semester or less and who

has less than a 3.0 grade point average on a five point grading scale.

3. **ACADEMIC PROBATION** — A student who has attended another college or university 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.

## 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** — 25c 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 Dean of Instructional Services' 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.

### Academic 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 "WF".

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 "F" 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 in-

- structor 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. 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.
- Au** Audit: 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 requirements.*
- d. Must be registered as a student for a minimum of twenty-four quarter hours at sophomore standing.
- 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.

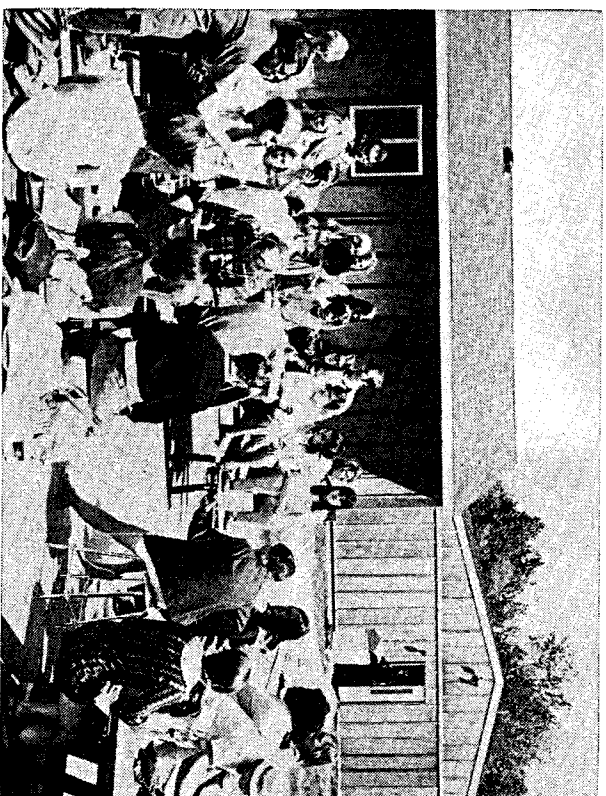
### Degree Requirements

- a. *The Associate in Arts and the Associate in Science degrees are available to each student who meets the re-*

- quirements of a college transfer program. The degree requirements are outlined in the College Bulletin.*
- 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, Agricultural Mechanics, Radio Broadcasting, Stenographer, 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 growth. The college further believes that student activity programs should provide rewarding experiences derived from living and working in groups comprised of individuals from all walks of life.

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 1971-72 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.

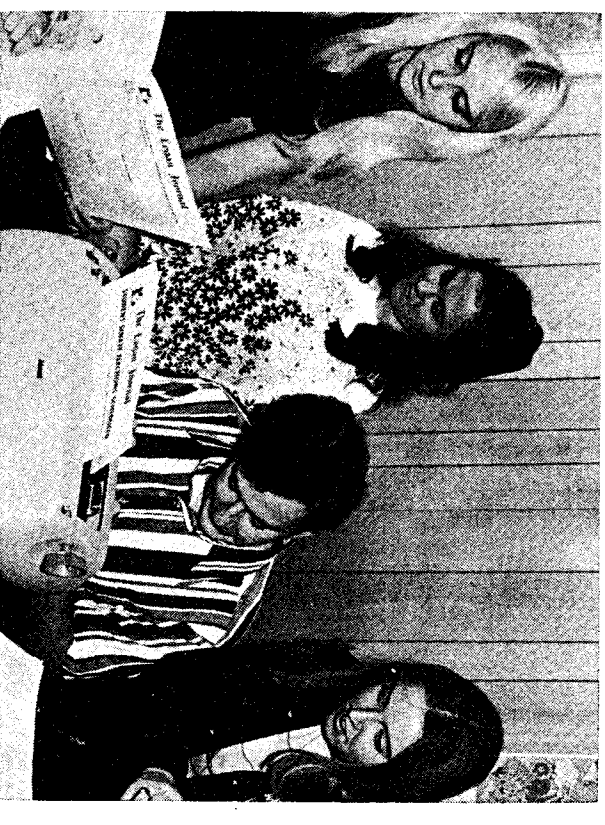
3. To provide incentive to a much larger number of those most in need of competitive experience on an equal basis with fellow students.
4. The belief that social relations and attitudes can be developed through intramural participation by upholding high standards of sportsmanship, fair dealing with all 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 stu-



dents with the assistance of a faculty advisor. The college year-book "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.

**PHYSICAL EDUCATION MAJORS CLUB** — Physical Education Majors Club strives to encourage student participation in departmental, district, state, and national programs in Physical Education, and to sponsor physical education and recreation programs, which will be of benefit to the community and to the college. The club also attempts to implement and maintain the highest ideals of the Department of Physical Education at John A. Logan College and of the profession.

## STUDENT SERVICES

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

### Counseling Service

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

### Academic Advisement

Every student admitted to John A. Logan College will be assisted prior to and during registration in developing his educational

and vocational plans. This service will be provided by a counselor or academic advisor. These individuals will be available throughout the year to help the student with problems which may interfere with his progress toward his goals and objectives.

#### **Personal Counseling**

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

#### **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 S.I.U.)

## ARTS AND SCIENCES

Students pursuing majors curricula other than those outlined in the *College Bulletin* should follow the guidelines listed below. Students enrolled in the baccalaureate oriented division who have not decided on their major, should consult these same guidelines.

<i>Communications</i> .....	9
English Composition 101	3
English Composition 102	3
Speech 115	3
	<hr/> 9

<i>Science (Complete one)</i> .....	16
Physical Science 111	4
Biology 101	4
Biology 102	4
Biology 103	4
	<hr/> 16
Biology 101	4
Phys. Sci. 111	4
Phys. Sci. 112	4
Phys. Sci. 113	4
	<hr/> 16

<i>Social Sciences (Complete one)</i> .....	16-18
West. Civ. (101, 102, 103)	6
Psychology 132	4
Soc. Sci. Elect.	3-4
Government 131	4
	<hr/> 17-18
U.S. History (201, 202, 203)	6
Government 131	4
Psychology 132	4
Soc. Sci. Elect.	3-4
	<hr/> 17-18
Anthrology 111	4
Geography 112	4
Psychology 132	4
Government 131	4
	<hr/> 16

*Humanities* (Complete one) ..... 15-16

Art 111	—	3	Art 111	—	3
Music 112	—	3	Phil.	—	3-4
Eng. Comp. 103	—	3	Eng. Comp. 103	—	3
Humanities Elect.	—	6	Humanities Elect.	—	6
	16			15-16	

Music 112	—	3
Phil.	—	3-4
Eng. Comp. 103	—	3
Humanities Elect.	—	6
	15-16	

\**Mathematics* (Complete one) ..... 9-10

Math 101	—	3	Math 111	—	4
Math 102	—	3	Math 112	—	3
Math 103	—	3	Math 113	—	3
	9			10	

\*The student who is not required to take Mathematics at the four-year college or university to which he plans to transfer, should not be required to take Mathematics at John A. Logan College.

*Health and P.E.* (Complete one)  
(Credit given to Veterans) ..... 6

<b>Women</b>		<b>Men</b>			
Health 110	—	3	Health 110	—	3
P. E. Service	—	3	Found. of Physical Fitness	—	1
	6		P. E. Service	—	2
				6	

or		or			
P. E. Service	—	6	Found. of Physical Fitness	—	1
			P. E. Service	—	5
				6	

**ART**

<b>FIRST YEAR</b>		<b>SECOND YEAR</b>	
<b>Fall Quarter</b>	Credits	<b>Fall Quarter</b>	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

<b>Winter Quarter</b>	Credits	<b>Winter Quarter</b>	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

<b>Spring Quarter</b>	Credits	<b>Spring Quarter</b>	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**

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

<b>Winter Quarter</b>	Credits	<b>Winter Quarter</b>	Credits
English Composition	3	Physics	3
College Algebra	3	Intermediate Calculus &	5
General Chemistry	5	Analytic Geometry	5
Physics	4	Organic Chemistry	5
Trigonometry	3	Foreign Language or Humanities	3
	18	Physical Education	1
			17

<b>Spring Quarter</b>	Credits	<b>Spring Quarter</b>	Credits
English Composition	3	Political Science	4
Elementary Calculus &	5	Intermediate Calculus &	5
Analytic Geometry	5	Analytic Geometry	5
Quantitative Analysis	4	Organic Chemistry	5
Physics	4	Foreign Language or Humanities	3
	17		17

## MATHEMATICS

FIRST YEAR	Credits	SECOND YEAR	Credits
<b>Fall Quarter</b>		<b>Fall Quarter</b>	
English Composition	3	Physics	3
College Algebra	4	Elementary Calculus & Analytic Geometry	5
Physics	4	Foreign Language	3
Biological Science	4	Western Civilization	3
	15	Physical Education	1
		Health	3
			18
<b>Winter Quarter</b>		<b>Winter Quarter</b>	
English Composition	3	Physics	3
College Algebra	3	Intermediate Calculus & Analytic Geometry	5
Physics	4	Foreign Language	3
Trigonometry	3	Western Civilization	3
Biological Science	4	Speech	3
	17	Physical Education	1
			18



## MUSIC

FIRST YEAR	Credits	SECOND YEAR	Credits
<b>Spring Quarter</b>		<b>Spring Quarter</b>	
English Composition	3	Political Science	4
Elementary Calculus & Analytic Geometry	5	Intermediate Calculus & Analytic Geometry	5
Physics	4	Foreign Language	3
Biological Science	4	Western Civilization	3
	16	Physical Education	1
			16
<b>Fall Quarter</b>		<b>Fall Quarter</b>	
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	3
Language or Mathematics	3	Music Theory	3
Music Theory	4	Health	3
Applied Music	2	Applied Music	2
Ensemble "Choral"	1	Ensemble "Choral"	1
Physical Education	1		1
	18		16
<b>Winter Quarter</b>		<b>Winter Quarter</b>	
English Composition	3	Physical Science	4
Biological Science	4	Western Civilization	3
Language or Mathematics	3	Music Theory	3
Music Theory	4	Political Science	4
Applied Music	2	Applied Music	4
Ensemble "Choral"	1	Ensemble "Choral"	2
Physical Education	1		1
	18		17
<b>Spring Quarter</b>		<b>Spring Quarter</b>	
English Composition	3	Physical Science	4
Biological Science or Elective	3-4	Western Civilization	3
Language or Mathematics	3	Music Theory	3
Music Theory	4	Elective	3
Applied Music	2	Applied Music	3
Ensemble "Choral"	1	Ensemble "Choral"	2
Physical Education	1		1
	18		16

## PHYSICS

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

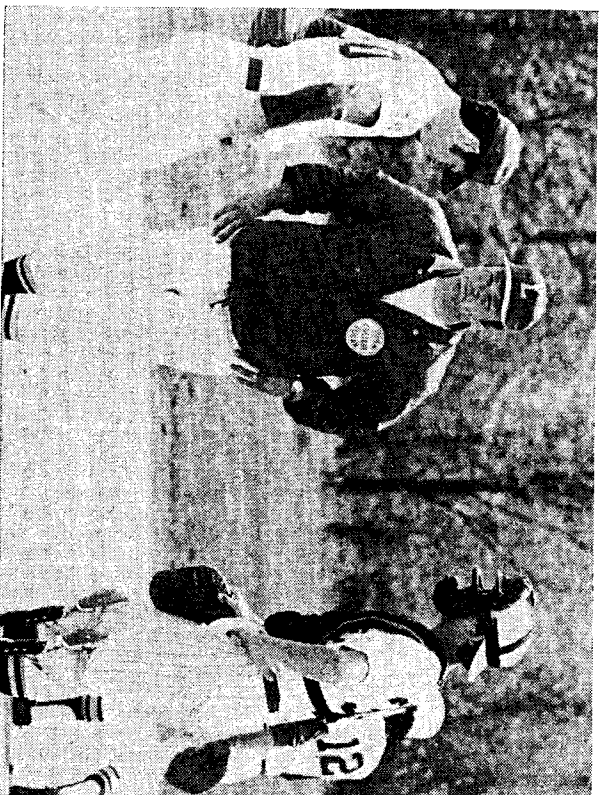
## BUSINESS ADMINISTRATION AND ACCOUNTING

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

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

## PHYSICAL EDUCATION

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Sociology	4
Western Civilization or	3-4	Humanities	3
Geography	3	Math or Language	3
Health		Methods of Teaching	
Foundations of Physical	1	Individual & Team	1
Fitness <sup>1</sup>	1	Activities	1
Methods of Teaching		Physical Education Service	
Exercise <sup>1</sup>	1	Class Elective <sup>2</sup>	1
Basic Movement <sup>2</sup>	1	Modern Dance <sup>2</sup>	1
Soccer & Speedball <sup>2</sup>	1	Field Hockey <sup>2</sup>	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 <sup>1</sup>	2	Methods of Teaching Basketball <sup>1</sup>	2
Methods of Teaching	2	Volleyball <sup>2</sup>	1
Wrestling <sup>1</sup>	2	Tumbling & Gymnastics <sup>2</sup>	1
Basketball <sup>2</sup>	1		1
Folk Dance <sup>2</sup>	1		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 <sup>1</sup>	2
Methods of Teaching Tennis <sup>1</sup>	1	Physical Education Service Class Elective <sup>2</sup>	1
Methods of Teaching Golf <sup>1</sup>	1	Tennis <sup>2</sup>	1
Social & Square Dance <sup>2</sup>	1	Track & Field <sup>2</sup>	1
Softball <sup>2</sup>	1		1
	17		16

Remarks: <sup>1</sup>Elected by men only  
<sup>2</sup>Elected by women only  
<sup>3</sup>Both men and women enroll

### PRE-ENGINEERING

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
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
<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
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	Analytic Geometry	5
Speech	3	Analytical Mechanics	3
Physics 157	4	Western Civilization	3
Health	3		
	18		15

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

### LIBERAL ARTS & SCIENCES

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
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
	14		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

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Foreign Language	3
Foreign Language	3	Physical Science	4
Biological Science	4	Humanities Elective	3
Western Civilization	3	Elective in Major	6-7
Physical Education	1	Physical Education	1
	14		17-18

### DISTRIBUTION REQUIREMENTS

English	9 hours	of English Literature or Modern Fiction, Introduction to Poetry and Theatre Appreciation)
Foreign Language	18 hours	School language)
Biological Science	12 hours	
Physical Science	12 hours	
Social Science	13 hours	
Humanities	9 hours	

### 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

FIRST YEAR		SECOND YEAR	
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	3
	14		1

FIRST YEAR		SECOND YEAR	
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	Analytical Mechanics	3
Physics 155	4	Western Civilization	3
	18	Physical Education	1

FIRST YEAR		SECOND YEAR	
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	1
	18	Physical Education	1

FIRST YEAR		SECOND YEAR	
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Elementary Calculus &	5	Intermediate Calculus &	5
Analytic Geometry	3	Analytic Geometry	3
Humanities	3	Western Civilization	3
Foreign Language	4	Physical Education	1
Physics 157	4		1
	18		15

### COMMERCE & BUSINESS ADMINISTRATION

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

FIRST YEAR		SECOND YEAR	
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	3	Literature	4
Western Civilization	1	Psychology	4
Physical Education	1	Physical Education	1
	16		16

FIRST YEAR		SECOND YEAR	
Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Accounting	4
Speech	3	Economics	4
Biological Science	4	American or English	3
Western Civilization	3	Literature	3
Physical Education	1	Statistics	3
	14	Physical Education	1

### 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	3
Physical Education	1		4
	17		16

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

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

<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
English Composition	3	Organic Chemistry	5
Biological Science	4	Intermediate Calculus & Analytic Geometry	5
General Chemistry	5	Sociology	4
Foreign Language	3	Foreign Language or Humanities	3
Physical Education	1		
	<hr/> 16		<hr/> 17

<b>Spring Quarter</b>	<b>Credits</b>	<b>Spring Quarter</b>	<b>Credits</b>
English Composition	3	Organic Chemistry	5
Biological Science	4	Intermediate Calculus & Analytic Geometry	5
Elementary Calculus & Analytic Geometry	5	Psychology	4
Foreign Language	3	Foreign Language or Humanities	3
Physical Education	1		
	<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 in Applied Science Degree.

FIRST YEAR		SECOND YEAR	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications 111	3	Cost Accounting	4
Office Machines 127	3	Principles of Economics 201	4
Business Mathematics	3	Business Law	4
Accounting	4	Human Relations	3
Elective in Business	3		
Physical Education	1		
	<hr/>		<hr/>
	17		15



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

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

**Recommended Business Electives:**  
 Typewriting 116, 117  
 Records Management

Principles of Marketing  
 Payroll Accounting  
 Principles of Management

### AGRICULTURAL MECHANICS

The one-year Agricultural Mechanics Program is designed so that a student who completes the curriculum will be trained as a line mechanic, and will be awarded a Certificate of Achievement.

<b>Fall Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications 111	3	Communications 112	3
Technical Mathematics 105	3	Engine Diagnosis and Tune-Up	4
or Elective	3	Fuels and Lubrication	3
Welding 183	3	Diesel Engines	6
Fundamentals of Internal Combustion Engines	6		
	<hr/>		<hr/>
	15		16

**Spring Quarter** Credits  
 Maintenance and Adjustment of Farm Machinery 4  
 Human Relations 3  
 Hydraulics and Pneumatics 3  
 Supervised Work Experience 4  
 Seminar 1

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15

### AGRICULTURAL MECHANICS

This program is planned so that a student who completes the curriculum will be trained for many positions, such as a line



mechanic, service manager, parts clerk, parts manager, and salesman. Upon completion of the two-year program, the student will be awarded the Associate in Applied Science Degree.

FIRST YEAR		SECOND YEAR	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications 111	3	Fundamentals of Electricity 211	3
Technical Mathematics 105 or Elective	3	Drive Trains	6
Welding 183	3	Manufacturing Processes 121	3
Fundamentals of Internal Combustion Engines	6	Parts and Inventory Control	2
Physical Education	1	Small Gas Engines	3
	16		17
<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications 112	3	Electricity and Ignition Systems	3
Engine Diagnosis and Tune-Up	4	Salesmanship	3
Fuels and Lubrication	3	Business Accounting	3
Diesel Engines	6	Drive Trains	6
Physical Education	1		
	17		15
<b>Spring Quarter</b>	<b>Credits</b>	<b>Spring Quarter</b>	<b>Credits</b>
Maintenance and Adjustment of Farm Machinery	4	Labor Management Relations	3
Human Relations	3	Personnel Management	3
Hydraulics and Pneumatics	3	Political Science	4
Supervised Work Experience	4	Supervised Work Experience Seminar	4
Seminar	1		1
Physical Education	1		
	16		15

### AGRICULTURAL SUPPLY AND SERVICES

The Agricultural Supply and Services Program is designed to prepare graduates for employment in grain elevators, feed stores, fertilizer companies, lawn and garden centers, farm credit agencies, banks, farm cooperatives, and livestock markets. After obtaining practical work experience, many of the graduates should be prepared for positions as department managers and assistant managers.

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

### FIRST YEAR SECOND YEAR

<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications	3	Economics	4
Introduction to Business	3	Business Law	4
Business Mathematics	3	Merchandise Design and Display	3
Human Relations	3	Fertilizers	3
Introduction to Animal Science	3	Elective	3
Seminar	1		
Physical Education	1		
	17		17
<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications	3	Business Law	4
Principles of Marketing	3	Principles of Management	3
Political Science	4	Salesmanship	3
Feeds and Feeding	3	Chemicals	3
Business Accounting	3	Merchandising Principles	3
Physical Education	1		
	17		16
<b>Spring Quarter</b>	<b>Credits</b>	<b>Spring Quarter</b>	<b>Credits</b>
Communications	3	Personnel Management	3
Principles of Marketing	3	Internship	4
Advertising	3	Marketing of Agricultural Products	3
Introduction to Data Processing	3	Business Finance	4
Crop Production	3	Seminar	1
Physical Education	1		
	16		15

### 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.

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

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

## 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 foremen, company technicians, factory representatives, or teacher education.

### FIRST YEAR

Fall Quarter	Credits
Communications 111	3
Technical Mathematics 105 or Elective	3
Manufacturing Processes	3
Fundamentals of Internal Combustion Engines	6
Physical Education	1
	<hr/> 17

### SECOND YEAR

Fall Quarter	Credits
Technical Physics	3
Fundamentals of Electricity	3
Metallurgy	3
Welding 183	3
Drive Trains	6
	<hr/> 18

Winter Quarter	Credits
Communications 112	3
Technical Mathematics 106	3
Manufacturing Processes	3
Engine Diagnosis and Tune-up	4
Fuels and Lubrication	3
Physical Education	1
	<hr/> 17

Winter Quarter	Credits
Fundamentals of Electricity	3
Technical Physics	3
Automotive Electricity and Ignition	3
Automotive Heating and Air Conditioning	3
Drive Trains	6
	<hr/> 18

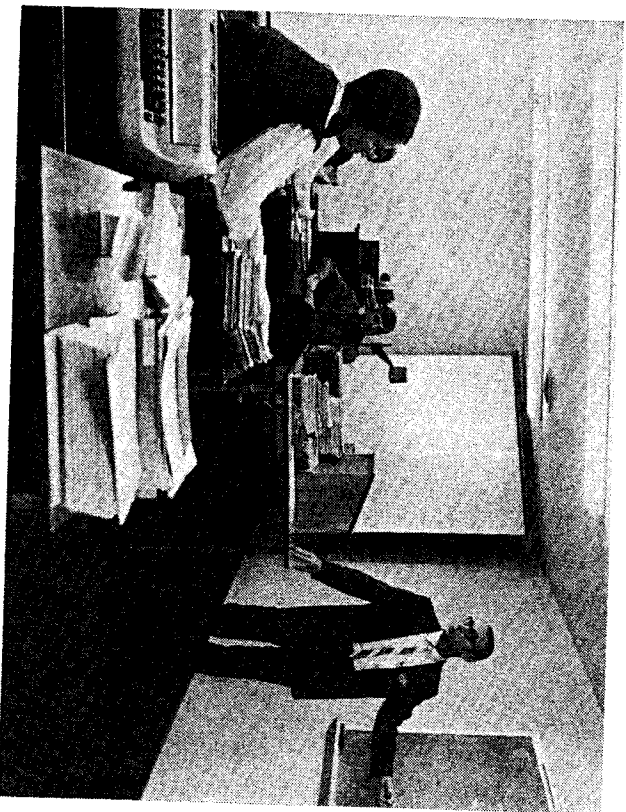
Spring Quarter	Credits	Spring Quarter	Credits
Technical Mathematics 107	3	Political Science	4
Hydraulics and Pneumatics	3	Automotive Testing	3
Human Relations	3	Automotive Service Management	2
Automotive Brakes and Suspensions	6	Service Orientation	3
Physical Education	1	Labor Management Relations	3
	<hr/> 16		<hr/> 15

## 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.



<b>Fall Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications 111	3	Communications 112	3
Accounting 201	4	Accounting 202	4
Business Mathematics	3	Introduction to Business	3
Office Machines 127	3	Records Management	2
Elective in Business	3	Elective in Business	3
	<hr/>		<hr/>
	16		15

<b>Spring Quarter</b>	<b>Credits</b>
Elective in Business	3-4
Payroll Accounting	3
Office Management	3
Human Relations	3
Elective in Business	3
	<hr/>
	15-16

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

**CHILD CARE**

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

**FIRST YEAR**

<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications	3	Recreation and Crafts for Children	3
Music for Children	3	Introduction to Group Processes	3
Introduction to Child Care	3	Foundations of Mathematics 101	3
Biological Science	4	Coordinated Child Care Training	4
Physical Education	1	Elective	3
	<hr/>		<hr/>
	14		16

**SECOND YEAR**

<b>Fall Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications	3	Child Psychology	4
Music for Children	3	Marriage and the Family	3
Introduction to Child Care	3	Political Science	4
Biological Science	4	Coordinated Child Care Training	4
Physical Education	1		
	<hr/>		<hr/>
	16		15

<b>Spring Quarter</b>	<b>Credits</b>	<b>Spring Quarter</b>	<b>Credits</b>
Communications	3	Pre-School Administration	3
General Psychology	4	Health	3
Audio-Visual Education	3	Education of Exceptional Children	3
Health and Nutrition for Children	3	Coordinated Child Care Training	4
Literature for Children	3	Elective	3
Physical Education	1		
	<hr/>		<hr/>
	17		16

**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.

<b>Fall Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
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/>		<hr/>
	15		14

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

**Recommended Business Electives:**  
 Office Education      Recommended Electives:  
 Payroll Accounting      Communications 112, 113  
 Office Management

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

I. Forty-five (45) quarter hours of credit will meet the requirement for a Certificate of Achievement in Cooperative Education.

A. Required courses:

1. Communications 112	Credits	3
2. Human Relations 123		3
3. Business Seminar 138, 139, 140		3
4. Cooperative Education Supervised Work Experience* 121, 122, 123		18
		<hr/> 27

B. Related Courses:

The remaining 18 quarter hours of credit will be selected from courses that are applicable to the individual's career objective.

II. Ninety-three (93) quarter hours of credit will meet the requirement for an Associate in Applied Science Degree.

A. Required Courses:

1. Communications 111, 112	Credits	6
2. Human Relations 123		3
3. Political Science 131		4
4. Physical Education (3 quarters)		3
5. Business Seminar 138, 139, 140, 238, 239, 240		6
6. Cooperative Education Supervised Work Experience* 121, 122, 123, 221, 222, 223		36
		<hr/> 58

B. Related Courses:

The remaining 35 quarter hours of credit will be selected from courses that are applicable to the individual's career objective.

\*Students may earn 3-6 quarter hours of credit of supervised work experience, per quarter. This requires 15-30 clock hours of on-the-job training per week.

Students in the Cooperative Education programs, generally, will attend classes on the campus for approximately one-half day in academic courses, and one-half day will be supervised work experience in a business or industrial firm.

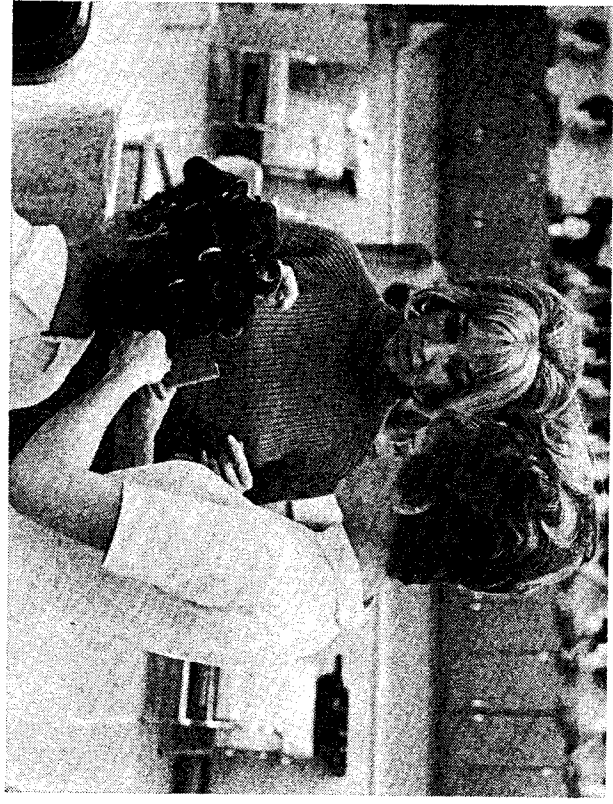
**COSMETOLOGY**

**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.



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

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

<b>Spring Quarter</b>	Cosmetology Theory	5	<b>Credits</b>		
	Cosmetology Laboratory	9			
	Advertising	3			
	Physical Education	1			
		<hr/> 18			<hr/> 17

## 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 105 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.

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

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

<b>Spring Quarter</b>	Cosmetology Theory	5	<b>Winter Quarter</b>	Cosmetology Seminar	1
	Cosmetology Laboratory	9		Cosmetology Laboratory	9
	Advertising	3		Salesmanship	3
	Physical Education	1		Business Accounting	3
		<hr/> 18			<hr/> 16

## 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.

<b>Fall Quarter</b>	Technical Mathematics 105	3	<b>Winter Quarter</b>	Technical Mathematics 106	3
	or Elective	3		Communications 112	3
	Materials 101	3		Technical Drafting 182	6
	Manufacturing Processes 121	3		Electrical Drafting	3
	Technical Drafting 181	6			
		<hr/> 15			<hr/> 15

<b>Spring Quarter</b>	Human Relations	3	<b>Credits</b>		
	Technical Illustration	3			
	Descriptive Geometry	3			
	Technical Drafting 183	6			
		<hr/> 15			<hr/> 15

## 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	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications	3	Technical Physics	3
Technical Mathematics 105	3	Advanced Technical Drawing	6
or Elective	3	Materials	3
Manufacturing Processes	3	Metallurgy	3
Technical Drafting	6	Physical Education	1
or Elective	2		
Slide Rule	17		
		<b>Winter Quarter</b>	<b>Credits</b>
<b>Winter Quarter</b>	<b>Credits</b>	Technical Physics	3
Communications	3	Tool Design or Civil Drafting	5
Technical Mathematics 106	3	Materials	3
Manufacturing Processes	6	Human Relations	3
Technical Drafting	1	Electrical Drafting	3
Physical Education	16		
		<b>Spring Quarter</b>	<b>Credits</b>
<b>Spring Quarter</b>	<b>Credits</b>	Advanced Technical Drawing	5
Communications	3	or Civil Drafting	4
Technical Mathematics 107	6	Political Science	3
Technical Drafting	3	Plant Layout	3
Descriptive Geometry	1	Technical Illustration	3
Physical Education	16		
			15

### EXECUTIVE SECRETARY

The Executive Secretarial Program is a two-year curriculum, leading to the Associate in Applied Science Degree. 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	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications	3	Business Law	4
Introduction to Business	3	Production Typewriting	3
Business Mathematics	3	Shorthand	4
Typewriting	3	Business Correspondence	3
Shorthand	4		
Physical Education	1		
	17		14

FIRST YEAR		SECOND YEAR	
<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
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		
	17		16
		<b>Spring Quarter</b>	<b>Credits</b>
<b>Spring Quarter</b>	<b>Credits</b>	Executive Shorthand	4
Communications	3	Human Relations	3
Shorthand	4	Office Management	3
Typewriting	3	Supervised Work	3
Secretarial Procedures	3	Experience	2-4
Office Machines	3		
Physical Education	1		
	17		12-14

### HOTEL-MOTEL MANAGEMENT

The Hotel-Motel Management curriculum prepares students in the hotel-motel field and allows for professional improvement of personnel already in the industry. During the second year, students are placed in area hotels and motels for supervised work experience. Students completing the two-year curriculum are awarded the Associate in Applied Science Degree.

FIRST YEAR		SECOND YEAR	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications 111	3	Introduction to Food and Beverage Operation	5
Introduction to Business	3	Business Law 221	4
Business Mathematics	3	Electives	6
Introduction to Hotel-Motel and Restaurant Operations	3		
Typewriting 116	3		
Seminar	1		
Physical Education	1		
	17		15
		<b>Winter Quarter</b>	<b>Credits</b>
<b>Winter Quarter</b>	<b>Credits</b>	Food and Beverage Operation	5
Communications 112	3	Salesmanship	3
Principles of Management	3	Political Science	4
Typewriting 117	3	Elective	3
Front of the House Operations	3		
Business Accounting	3		
Physical Education	1		
	16		15

## 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 in Applied Science Degree.

### FIRST YEAR

### SECOND YEAR

Fall Quarter	Credits	Fall Quarter	Credits
Communications 111	3	Business Law	4
Introduction to Business	3	Internship	3
Business Mathematics	3	Merchandise Design and Seminar	3
Elective in Business	1	Display	3
Physical Education	1	Electives	6
	14		16

Winter Quarter	Credits	Winter Quarter	Credits
Communications 112	3	Business Law	4
Principles of Marketing	3	Principles of Management	3
Human Relations	3	Merchandising Principles	3
Salesmanship	3	Internship	3
Business Accounting	3	Electives	3
Physical Education	1		
	16		16

Spring Quarter	Credits	Spring Quarter	Credits
Communications 113	3	Personnel Management	3
Principles of Marketing	3	Political Science	4
Advertising	3	Internship	3
Introduction to Data Processing	3	Electives	6
Elective	3		
Physical Education	1		
	16		16

#### Recommended Business Electives:

Typewriting 116, 117, 118	Business Correspondence
Office Machines 127	Business Finance
Accounting 201, 202, 203	Principles of Banking
Office Management	Insurance
Business Statistics	Real Estate

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.

## LEGAL SECRETARY

Recommended Business Electives: Office Management; Office Machines; Accounting 201, 202, 203  
Typewriting 118; Real Estate:

Spring Quarter	Credits	Spring Quarter	Credits
Front of the House	3	Business Statistics	3
Operations	3	Hotel-Motel Management	3
Human Relations	3	Personnel Management	3
Advertising	3	Internship	4
Business Correspondence	3	Elective	3
Elective	3		
Physical Education	1		
	16		16

### 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		
	17		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		
	17		16

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Executive Shorthand	4
Typewriting	3	Human Relations	3
Shorthand	4	Legal Secretarial Practice	3
Secretarial Procedures	3	Supervised Work	2-4
Office Machines	3	Experience	
Physical Education	1		
	17		12-14

## 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
	16		15



Spring Quarter	Credits
Office Machines	3
Secretarial Procedures	3
Typewriting	3
Shorthand	4
Business Correspondence	3
	16

## 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	Credits	Winter Quarter	Credits
Introduction to Broadcasting	2	Broadcasting Journalism	3
Announcing Skills	3	Announcing Skills	3
Beginning Typewriting	3	State and Local Government	3
Rules and Regulations of Broadcasting	2	Rules and Regulations of Broadcasting	2
Radio Station Operation	3	Broadcasting Production Techniques	3
Interpretation of Current News Developments	3	Radio Station Operation	3
	16		17

Spring Quarter	Credits
Broadcasting Advertising Sales and Service	3
Announcing Skills	3
Broadcasting Journalism	3
Audio Technology	3
Broadcasting Internship	5
	17

## TEACHER AIDE

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



FIRST YEAR		SECOND YEAR	
<b>Fall Quarter</b>	<b>Credits</b>	<b>Fall Quarter</b>	<b>Credits</b>
Communications	3	General Psychology	4
Music for Children	3	Reading for Teacher Aides	3
Biological Science	4	Recreation & Crafts for Children	3
Introduction to Child Care	3	Introduction to Library Science	3
Elective	1	Coordinated Teacher Aide Training	4
Physical Education	1		
	<hr/> 17		<hr/> 17
<b>Winter Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
Communications	3	Child Psychology	4
Foundations of Mathematics 101	3	Marriage and the Family Health	3
Art Education	4	Coordinated Teacher Aide Training	3
Principles of Sociology	4		
Physical Education	1		
	<hr/> 15		<hr/> 14
<b>Spring Quarter</b>	<b>Credits</b>	<b>Spring Quarter</b>	<b>Credits</b>
Communications	3	Political Science	4
Literature for Children	3	Education of Exceptional Children	3
Audio-Visual Education	3	Health and Nutrition for Children	3
School Procedures	4	Coordinated Teacher Aide Training	4
Foundations of Mathematics 103	3		
Physical Education	1		
	<hr/> 17		<hr/> 14

**WELDING**

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

<b>Fall Quarter</b>	<b>Credits</b>	<b>Winter Quarter</b>	<b>Credits</b>
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	3	Communications 112	3
Technical Mathematics 105	3		
	<hr/> 17		<hr/> 15

<b>Spring Quarter</b>	<b>Credits</b>
Advanced Welding	3
Advanced Welding Laboratory	5
Pipe Welding	3
Labor Management Relations	3
Blueprint Reading	3
	<hr/> 17

**GENERAL ADVISORY COMMITTEE  
VOCATIONAL-TECHNICAL EDUCATION**

Training young people and adults for a career in vocational-technical education is a task that should be shared by the college and the community. To carry its share of the burden, the college must know what business and industry need and want. For the best interest of industry and business within its own community, there must be a two-way system of communication with its technical schools to maintain a working relationship and thus create a real public service.

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

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

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

**GENERAL ADVISORY COMMITTEE**

- |   |  |
|---|--|
| <b>MR. PAUL F. McROY</b><br>Manager<br>Radio Station WCIL<br>Carbondale | <b>MR. KENNETH E. COOK</b><br>President<br>DuQuoin State Bank<br>DuQuoin               |
| <b>MRS. THELMA LEVELSMIER</b><br>Realtor<br>Carbondale                  | <b>MR. ROBERT E. FEIGENBAUM</b><br>President<br>Turco Manufacturing Company<br>DuQuoin |

- MR. B. D. CROSS  
Management Systems Director  
Data Processing & Computer  
Center  
Carbondale
- MR. MAURICE E. WEBB  
Consulting Engineer  
Carbondale
- MR. RALPH GRAY  
Carbondale
- MR. GOFREY HUGHES  
Executive Director  
Southern Illinois Incorporated  
Carterville
- MR. L. A. MEHRHOF, JR.  
Crab Orchard National Wild-  
life Refuge  
Carterville
- MR. ROBERT A. REEL  
Division Manager  
General Telephone Co.  
Marion
- MR. LARRY FEIL  
Director of Administration  
Herrin Hospital  
Herrin
- MR. LEON ZWICK  
President  
Retail Merchants Association  
Herrin
- MR. HENRY  
MARCINKOWSKI  
Plant Manager  
Allen Industries  
Herrin
- MR. DWIGHT BURNS  
Secretary-Treasurer  
Southwestern Illinois Supply  
Corp.  
DeSoto
- MISS PEARL ROBERTS  
Certified Professional  
Secretary  
Johnston City
- MR. CLEM A.  
MARCHILDON  
Certified Public Accountant  
West Frankfort
- MRS. SIDNEY KIRSCH  
Carbondale
- MR. LARRY BONIFIELD  
President  
Bonifield Bros. Freight Lines  
West Frankfort
- MR. CARL TAYLOR  
Business Manager  
International Brotherhood of  
Electrical Workers  
West Frankfort
- MR. MARION NASH  
Personnel Manager  
Phelps-Dodge Aluminum  
Murphysboro
- MR. TRUMAN  
CARROTHERS  
Elkville
- MR. WILLIAM V. BROWN  
Marion
- MR. RUSSELL SIEFFERT  
Murphysboro

**DIVISION OF GENERAL STUDIES**

This Division represents an implementation of the philosophy and purposes of the institution. Although a General Studies curriculum has not been developed, several common areas of academic deficiency have been identified. Accordingly, the College has initiated developmental and preparatory courses in communications, reading, 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**

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| Business and Secretarial          | Beginning Bookkeeping              |
| Advanced Bookkeeping              | Beginning Shorthand                |
| Advanced Workshop for Secretaries | Beginning Typewriting              |
| Basic Salesmanship                | Beginning Workshop for Secretaries |

Business English  
Business Law  
Cashier Techniques  
Insurance Fundamentals  
Intermediate Shorthand  
Intermediate Typewriting  
Investments  
Office Machines  
Personal Income Tax  
Preparation  
Personal Money Management  
Real Estate Law  
Receptionist Procedures  
Seminar for Legal Secretaries  
Shorthand Speed Building  
Shorthand Theory and Review  
Survey of Business

### Health and Physical Education

Advanced First Aid  
Advanced Medications  
Advanced Physical Fitness for Men  
Advanced Physical Fitness for Women  
Alcohol and Drug Abuse  
First Aid  
The Golden Years  
Home and Family Living  
Hospital Management Seminar  
Hospital Supervision  
Human Growth and Development  
Medical Terminology  
Medications and Drugs in Common Use  
Mental Health  
Nursing Aide and Orderly  
Personal Defense  
Physical Fitness for Men  
Physical Fitness for Women  
Pre and Post Operative Nursing Care  
Prenatal Care  
Ward Clerk

### Homemaking

Activities for Young Children  
Advanced Interior Decorating  
Advanced Sewing  
Alterations  
Basic Clothing  
Basic Emotions in Family Living

Basic Tailoring  
Beginning Knitting  
Beginning Sewing  
Children's Clothing  
Drapery Making  
Fabric Performance and Care  
Furniture Reupholstering  
Guidance of the Pre-School Child  
Home Planning and Design  
Household Food Budgeting  
Interior Decorating  
Intermediate Sewing  
Introduction to Parenthood  
Marriage and Family Relations  
Pattern Construction  
Principles and Practices of Child Care Training  
Sewing With Knits  
Window Treatments

### Management Training

Basic Industrial Psychology for Supervisors  
Basic Statistics  
Economics of Industry  
Engineering Mechanics—Statics  
Instructing Worker on Job  
Introduction to Industrial Traffic Management  
Labor Relations and Industrial Supervisor  
Refresher Mathematics—Algebra  
Refresher Mathematics—Trigonometry  
Statistical Quality Control  
Stress and Strength of Engineering Materials  
Techniques of Supervision  
Value Engineering  
Work Measurement

### Hobby and Special Interest

Adult Band  
Adult Community Choir  
Advanced Photography  
Art Activities for Parents and Teachers  
Amateur Radio  
Aviation Ground School  
Basic Choir Skills  
Baitk

Beginning Organ I  
Beginning Piano I  
Beginning Piano II  
Beginning Piano III  
Bridg  
Camping and Outdoor Recreation  
Ceramics  
Creative Ceramics  
Design  
Drawing  
Drawing and Oil Painting  
Flower Arranging  
Gardening and Landscaping  
Intermediate Ceramics  
Intermediate Drawing and Intermediate Drawing and Oil Painting  
Jewelry Making  
Life Drawing  
Macrame  
Metalcraft  
Non-woven Textile Techniques  
Oil Painting  
Outdoor Education  
Pastel  
Photography  
Portrait Drawing and Painting  
Practical Politics  
Pre School Art and Activities  
Printmaking  
Sculpture—Figurative  
Sculpture—Non-Figurative  
Social Dance  
Water Color

### Trade and Industry

Advanced Arc Welding  
Antiques—Identification and Marketing  
Appliance Repair  
Arc Welding  
Automotive Brakes and Suspensions  
Basic Brush-up Cosmetology  
Basic Refrigeration  
Blueprint Reading  
Blueprint Reading for Construction  
Coin Operated Machine Repair  
Drafting  
Engine Tune-up  
Fundamentals of Electrical Wiring

Fundamentals of Electricity  
General Metals  
Gift Wrapping as an Occupation  
Home Planning and Design  
Introduction to Machine Shop Practice  
Know Your Car  
Lettering and Sign Construction  
Machine Drawing  
Mathematics for Industry  
Oxygen-Acetylene Welding  
Power Sewing Machine  
Sheet Metal Work  
Slide Rule  
Small Appliance Repair  
Small Gasoline Engine Repair and Maintenance  
Tool Design  
Welding  
Woodworking

### Cultural

Art Appreciation  
Comparative Religions  
Conversational Spanish  
Conversational Spanish (Advanced)  
Creative Writing  
Historic and Scenic Southern Illinois  
Modern American Novel  
Modern Dance  
Music Appreciation

### Basic Education

Adult Basic Education  
General Educational Developmental Review

### Self Improvement

Current Events  
Driver Education for Adults  
Driver Improvement and Review for Licensed Drivers  
Group Dynamics  
How to Conduct a Meeting  
New Math for Parents  
Public Speaking  
Review of Basic English Skills  
Speed Reading  
Techniques of Group Leadership

# COURSE DESCRIPTIONS

## DEPARTMENT OF BUSINESS

### Accounting

Accounting 201 *PRINCIPLES OF ACCOUNTING* 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 202 *PRINCIPLES OF ACCOUNTING* 4 hours

Prerequisites: 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 203 *PRINCIPLES OF ACCOUNTING* 4 hours

Prerequisites: 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 215 *INTERMEDIATE ACCOUNTING* 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* 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* 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* 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* 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

Prerequisites: Accounting 201 or 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.

**Agricultural Supply and Services**

Agricultural Supply and Services 111      *INTRODUCTION TO ANIMAL SCIENCE*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

This course acquaints the student with the different breeds and classes of livestock. It deals with housing, equipment, parasites and disease control, and systems of management.

Agricultural Supply and Services 121      *FEEDS AND FEEDING*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

This course deals with the composition of feeds, feed utilization, and animal nutrition.

Agricultural Supply and Services 131      *CROP PRODUCTION*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

This course covers the fundamental principles of the nature and properties of soils, including their origin, chemical and physical aspects. Soil texture, structure, and their reactions to fertilizers will be studied.

Agricultural Supply and Services 241      *FERTILIZERS*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

In this course, the chemical properties of the various types of fertilizers, use, crop requirement, and application are presented. The use of nitrogen, phosphorus, potassium, limestone, secondary, and trace elements will be considered.

Agricultural Supply and Services 251      *CHEMICALS*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

In this course, the student will study the major weeds and insects which attack field crops, stored grains, and livestock. The various chemicals, their use, and application will be studied in relation to the weeds and insects that they control.

Agricultural Supply and Services 261      *INTERNSHIP*      4 hours  
 Prerequisites: Consent of Department Chairman  
 20 hours weekly (0-20)

Students will be placed in an agricultural business for a supervised internship, which will give the students practical experience as it relates to the material studied in the classroom.

Agricultural Supply and Services 271      *MARKETING OF AGRICULTURAL PRODUCTS*      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)

The various principles and problems of marketing grain, livestock, and livestock products from the standpoint of producers, processors, and distributors are studied. The market cycles, trends, pricing, futures, collecting of product, preparation for shipment, storage problems, and distribution are also studied.

**Economics**

Economics 201      *PRINCIPLES OF ECONOMICS*      4 hours  
 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*      4 hours  
 Prerequisites: 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*      4 hours  
 Prerequisites: 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  
 Prerequisites: Business 116  
 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  
 Prerequisites: Business 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 138, 139, 140 *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  
 Prerequisites: Business 116  
 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  
 Prerequisites: Business 221  
 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, goodwill 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

Prerequisites: Consent of Department Chairman  
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

Prerequisites: Consent of Department Chairman  
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 *INSURANCE* 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.

#### Hotel-Motel Management

Hotel-Motel Management 151 *INTRODUCTION TO HOTEL-MOTEL AND RESTAURANT OPERATIONS* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

A comprehensive study of the hospitality industry, with emphasis on the history, organization, trends and opportunities in hotels, motels, nursing homes, dormitories, apartments, and geriatrics centers.

Hotel-Motel Management 162 *FRONT OF THE HOUSE OPERATIONS* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

An analysis will be made of the various jobs in the hotel-motel front office. The basic procedures as they apply to the front office

manager, room clerk, record clerk, information clerk, key clerk, mail clerk, front office cashier, and night clerk will be presented. Training will be given in the operation of the communication system, including the PBX machine.

Hotel-Motel Management 163 *FRONT OF THE HOUSE OPERATIONS* 3 hours

Prerequisites: Hotel-Motel Management 162  
3 hours weekly (3-0)

A study of the role of the superintendent of services, bell boy, porter, executive housekeeper, and maid. Time will be spent in studying problems that may be encountered in maintenance, in the laundry and linen department, and in the operation of a swimming pool.

Hotel-Motel Management 212 *INTRODUCTION TO FOOD AND BEVERAGE OPERATION* 5 hours

Prerequisites: None  
6 hours weekly (4-2)

An introduction to professional food and beverage services. Principles of food control, cost analysis, adjustments in inventory, monthly food reports, and menu planning will be presented. Duties of a chef, fry cook, salad maker, and banquet manager will be discussed.

Hotel-Motel Management 243 *HOTEL AND MOTEL MANAGEMENT* 3 hours

Prerequisites: Hotel-Motel Management 163, 271  
3 hours weekly (3-0)

A complete summary of the front of the house operations and food and beverage operation in the hospitality industry. Students in this course will study special management problems commonly found in hotels, motels, and other hospitality organizations.

Hotel-Motel Management 263 *HOTEL-MOTEL INTERNSHIP* 4 hours

Prerequisites: Consent of Department chairman  
20 hours weekly (0-20)

Students will be placed in the hospitality industry for a supervised internship, which will allow the students the opportunity to apply the skills and knowledge acquired in the classroom.

Hotel-Motel Management 271 *FOOD AND BEVERAGE OPERATION* 5 hours

Prerequisites: Hotel-Motel Management 212  
6 hours weekly (4-2)

Emphasis will be placed on the dining room operation. The duties of a hostess, restaurant manager, and waitress will be outlined. Menu planning will be part of this course.

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

Prerequisites: Marketing 113  
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 non-textile 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  
 Prerequisites: Consent of Department Chairman  
 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  
 Prerequisites: 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  
 Prerequisites: 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  
 Prerequisites: 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  
 Prerequisites: 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  
 Prerequisites: Consent of Department Chairman  
 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  
Prerequisites: 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  
Prerequisites: Business 117  
5 hours weekly (1-4)

Drill and copy work to further develop speed and accuracy in type-writing 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  
Prerequisites: 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  
Prerequisites: 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* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

The student's interest, aptitude and understanding of art are cultivated through a visual survey of paintings, 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 and other inherent problems are also treated.

Art 180 *BEGINNING DRAWING* 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 space. The course will progress from line through shadow and assorted drawing materials will be explored.

Art 181 *BEGINNING DRAWING* 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* 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 living form with emphasis upon anatomy.

Art 190 *INTRODUCTION TO VISUAL ELEMENTS* 4 hours  
Prerequisites: None  
6 hours weekly (0-6)

Analysis of basic elements used in visual ordering of two-dimensional space. All problems are executed in the black, white and gray scale and will be assigned mainly in the media of drawing, collage and painting.

Art 191 *INTRODUCTION TO VISUAL ELEMENTS* 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  
(THREE-DIMENSIONAL)* 4 hours  
Prerequisites: Art 190 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* 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 develop-

ment. 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* 3 hours

Prerequisites: Art Appreciation 111 or consent  
3 hours weekly (3-0)

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

Art 221 *ART HISTORY* 3 hours

Prerequisites: Art Appreciation 111 or consent  
3 hours weekly (3-0)

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

Art 222 *ART HISTORY* 3 hours

Prerequisites: Art Appreciation 111 or consent  
3 hours weekly (3-0)

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

Art 230 *BEGINNING PAINTING* 4 hours

Prerequisites: Art 111, 185, 191 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 hours

Prerequisites: Art 192 or consent  
3 hours weekly (0-3)

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 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 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 ex-

pression are emphasized in an atmosphere of individualized attention and development. This course is not designed for college transfer.

English 53 *READING IMPROVEMENT* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

English 54 *READING IMPROVEMENT* 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 hours

Prerequisites: None  
3 hours weekly (3-0)

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

English 112 *COMMUNICATIONS* 3 hours

Prerequisites: 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 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* 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* 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* 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 classics 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* 3 hours

Prerequisites: None  
4 hours weekly (3-1)

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

French 102 *ELEMENTARY FRENCH* 3 hours

Prerequisites: French 101 or equivalent  
4 hours weekly (3-1)

Continuation of French 101 with oral practice of basic conversation and reading of French literature. Language laboratory included.

French 103 *ELEMENTARY FRENCH* 3 hours

Prerequisites: French 102 or equivalent  
4 hours weekly (3-1)

Completes the sequence of Elementary French.

French 201 *INTERMEDIATE FRENCH* 3 hours

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

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

French 202 *INTERMEDIATE FRENCH* 3 hours

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

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

French 203 *INTERMEDIATE FRENCH* 3 hours

Prerequisites: French 202 or equivalent  
4 hours weekly (3-1)

Continuation of Intermediate French.

German

German 101 *ELEMENTARY GERMAN* 3 hours

Prerequisites: None  
4 hours weekly (3-1)

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

German 102 *ELEMENTARY GERMAN* 3 hours

Prerequisites: German 101 or equivalent  
4 hours weekly (3-1)

Continuation of German 101 with oral practice of basic conversation and reading of German literature. Language laboratory included.

German 103 *ELEMENTARY GERMAN* 3 hours

Prerequisites: German 102 or equivalent  
4 hours weekly (3-1)

Completes the sequence of Elementary German.

German 201 *INTERMEDIATE GERMAN* 3 hours

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

Review and application of essential principles of German grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language; reading of German literature; required language laboratory assignments.

German 202 *INTERMEDIATE GERMAN* 3 hours

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

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

German 203 *INTERMEDIATE GERMAN* 3 hours

Prerequisites: German 202 or equivalent  
4 hours weekly (3-1)

Continuation of Intermediate German.

Spanish  
 Spanish 101 *ELEMENTARY SPANISH* 3 hours  
 Prerequisites: None  
 4 hours weekly (3-1)  
 Emphasis on grammar, pronunciation, vocabulary and oral use of the language.

Spanish 102 *ELEMENTARY SPANISH* 3 hours  
 Prerequisites: Spanish 101 or equivalent  
 4 hours weekly (3-1)  
 Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition.

Spanish 103 *ELEMENTARY SPANISH* 3 hours  
 Prerequisites: Spanish 102 or equivalent  
 4 hours weekly (3-1)  
 Continuation of Spanish 102 with emphasis on refining conversational skills; completes the sequence of Elementary Spanish.

Spanish 201 *INTERMEDIATE SPANISH* 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* 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* 3 hours  
 Prerequisites: Spanish 202 or equivalent  
 4 hours weekly (3-1)  
 Continuation of Intermediate Spanish.

Journalism  
 Journalism 201 *NEWS* 3 hours  
 Prerequisites: None  
 3 hours weekly (2-2)  
 A study of the newspaper story. Work is provided in writing, revising, and copy editing.

Journalism 202, 203 *NEWS WRITING AND EDITING I, II* 3 hours  
 Prerequisites: Journalism 201  
 3 hours weekly (1-4)  
 Theory and practice of covering news stories, preparing copy, and writing headlines. Must be taken in sequence. (Journalism 201 is a prerequisite for 202).

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

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

English 211 *ENGLISH LITERATURE TO 1550* 3 hours  
 Prerequisites: English Composition  
 3 hours weekly (3-0)  
 A survey of masterpieces of English literature from Anglo-Saxon times through early Tudor times.

English 212 *ENGLISH LITERATURE: 1550-1750* 3 hours  
 Prerequisites: English Composition  
 3 hours weekly (3-0)  
 A study and analysis of selected English classics from Shakespeare through the Neo-Classical Age.

English 213 *ENGLISH LITERATURE: 1750 TO PRESENT* 3 hours  
 Prerequisites: English Composition  
 3 hours weekly (3-0)  
 A study and analysis of selected works from the Romantic, Victorian and Modern eras.

English 231 *AMERICAN LITERATURE TO 1860* 3 hours  
 Prerequisites: English Composition  
 3 hours weekly (3-0)  
 A survey of American literature from the Colonial period to the eve of the Civil War. Emphasis on major writers.

English 232 *AMERICAN LITERATURE: 1860-1914* 3 hours  
 Prerequisites: English Composition  
 3 hours weekly (3-0)

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

English 233 *AMERICAN LITERATURE: 1914 TO PRESENT* 3 hours

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

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 105 *MUSIC APPRECIATION* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

Designed to familiarize the student with outstanding works of musical composition by means of recordings. Includes a survey of musical forms and a study of music in relationship to national cultures and other art forms.

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, 112, 113, 114 *APPLIED MUSIC* 1 hour

Prerequisites: None  
½ hour weekly (0-½)

Private lessons in any field. Consult with advisor for details and requirements. May be taken any quarter and as often as desired.

Music 211, 212, 213, 214 *APPLIED MUSIC* 1 hour

Prerequisites: None  
½ hour weekly (0-½)

Continuation of above.

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 concentrations only.

Music 121 *THEORY OF MUSIC* 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* 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* 4 hours

Prerequisites: Music 122  
4 hours weekly (4-0)

Study of the 6/4 chord, cadences, and modulation.

Music 221 *THEORY OF MUSIC* 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* 4 hours

Prerequisites: Music 221  
4 hours weekly (4-0)

Study of 9th chords and the sequence.

Music 223 *THEORY OF MUSIC* 4 hours

Prerequisites: Music 222  
4 hours weekly (4-0)

Study of 9th, 11th, and 13th chords, Neapolitan 6th, and extension of tonality.

### Philosophy

Philosophy 111 *INTRODUCTION TO PHILOSOPHY* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

Philosophy 121 *INTRODUCTION TO LOGIC* 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 focused 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

FORENSIC ACTIVITIES

1 hour

9 hours

Speech 105  
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

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

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 (tinting, minkling, 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, wigging.

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*      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 & 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 & FIELD
P.E. Women	141	BOWLING (CO-ED)
P.E. Women	142	ADVANCED GOLF (CO-ED)
P.E. Women	143	SOCIAL & 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)
P.E. Women	148	VOLLEYBALL (CO-ED)
P.E. Women	149	TENNIS (CO-ED)
P.E. Women	150	ADVANCED SWIMMING (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	<i>METHODS OF TEACHING BASKETBALL</i>
P.E. Men	154	<i>METHODS OF TEACHING GOLF</i>
P.E. Men	155	<i>METHODS OF TEACHING TENNIS</i>
P.E. Men	156	<i>METHODS OF TEACHING TRACK &amp; FIELD</i>
P.E. Men	157	<i>METHODS OF TEACHING GYMNASTICS</i>
P.E. Men	158	<i>METHODS OF TEACHING WRESTLING</i>
P.E. Men	159	<i>METHODS OF TEACHING EXERCISE</i>
P.E. Women	171	<i>BASIC MOVEMENT</i>
P.E. Women	172	<i>SPEEDBALL</i>
P.E. Women	173	<i>BASKETBALL</i>
P.E. Women	174	<i>FIELD HOCKEY</i>
P.E. Women	175	<i>TENNIS</i>
P.E. Women	176	<i>TRACK &amp; FIELD</i>
P.E. Women	177	<i>MODERN DANCE</i>
P.E. Women	178	<i>FOLK DANCE</i>
P.E. Women	179	<i>SOCIAL AND SQUARE DANCE</i>
P.E. Women	180	<i>VOLLEYBALL</i>
P.E. Women	181	<i>SOFTBALL</i>
P.E. Women	182	<i>TUMBLING &amp; GYMNASTICS</i>

#### DEPARTMENT OF SCIENCE

##### Biological Science

Biological Science 101	<i>BIOLOGICAL SCIENCE</i>	4 hours
Prerequisites: None		
5 hours weekly (3-2)		
An introductory course designed to give the student a basic knowledge of the cellular aspects of biology.		

Biological Science 102

*BIOLOGICAL SCIENCE*

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*

4 hours

Prerequisites: Biological Science 102  
5 hours weekly (3-2)

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*

3 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	<i>GENERAL INORGANIC CHEMISTRY</i>	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, including chemical formulas and nomenclature, atomic structure, bonding, the periodic chart, and equations.

Chemistry 102

*GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS*

5 hours

Prerequisites: General Inorganic Chemistry 101  
7 hours weekly (3-4)

A continuation of General Inorganic Chemistry 101, including equilibrium, stoichiometry, redox reactions, acids and bases. The laboratory includes qualitative analysis of common cations, using semi-micro techniques.

Chemistry 201

*ORGANIC CHEMISTRY*

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 aliphatic compounds, their structures and reaction mechanisms.

Chemistry 202

*ORGANIC CHEMISTRY*

5 hours

Prerequisites: Organic Chemistry 201  
6 hours weekly (3-3)

This course continues the discussion of aliphatic compounds, placing more emphasis on kinetics and mechanisms of reaction.

Chemistry 203

*ORGANIC CHEMISTRY*

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

*QUANTITATIVE ANALYSIS*

5 hours

Prerequisites: General Inorganic Chemistry 101 and Qualitative Analysis 102  
9 hours weekly (3-6)

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*

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

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

Engineering 202      **ANALYTICAL MECHANICS**      3 hours  
 Prerequisites: Analytical Mechanics 201  
 5 hours weekly (3-2)

A study of centroids, moments of inertia and section modulus of sections-transfer formula — shearing stress and diagrams, bending moments and diagrams in beams — moving loads bending stress, the flexure formula-combination tension or compression and bending stress.

Engineering 203      **ANALYTICAL MECHANICS**      3 hours  
 Prerequisites: Analytical Mechanics 202  
 3 hours weekly (3-0)

A course dealing with Kinematics of rectilinear and curvilinear motion. Included will be a study of rigid bodies in plane motion and about a fixed axis as well as a study of relative motion and moments of inertia.

Mathematics      **BASIC MATHEMATICS**      3 hours  
 Mathematics 51  
 Prerequisites: None  
 4 hours weekly (0-4)

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: 101-1 year of high school Math and 16 or higher on Math ACT or Math 51 or consent of instructor.  
 102-101  
 103-101  
 3 hours weekly (3-0)

Elementary set theory, the real number system, solutions of algebraic equations and probability. 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  
 3 hours (1-2)

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

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

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

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

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

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

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

**Physics**

Physics 111 *PHYSICAL SCIENCE* 4 hours

Prerequisites: None  
 4 hours weekly (4-0)

A 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* 4 hours

Prerequisites: Physics 111  
 4 hours weekly (4-0)

Physics 113 *PHYSICAL SCIENCE* 4 hours

Prerequisites: Physics 112 or consent of Dept. Chairman  
 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* 4 hours

Mechanics: The first course of a non-calculus physics sequence for science majors.

Physics 156 *PHYSICS* 4 hours

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

Physics 157 *PHYSICS* 4 hours

Continuation of Physics 156:  
 6 hours weekly (3-3)  
 Electricity, magnetism, and topics in modern physics.

Physics 211 *MECHANICS* 3 hours

Prerequisites: Physics 155, 156, and 157 and  
 Calculus and Analytic Geometry  
 3 hours weekly (3-0)

Mechanics for physics majors and pre-engineering students and others requiring a calculus physics.

Physics 212 *ELECTRICITY* 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* 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

##### WESTERN CIVILIZATION

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Western Civilization 101 traces the development of the Western world from ancient times to the thirteenth 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.

##### WESTERN CIVILIZATION

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Beginning with the medieval Renaissance, the survey of Western man continues, emphasizing that history is a continuous stream of events.

##### WESTERN CIVILIZATION

3 hours

Prerequisites: None  
3 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.

##### UNITED STATES HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to examine the development of a civilization and formulation of an American spirit. Beginning with the impact of an old world culture upon a wilderness environment, the stream of U. S. history is traced through the pursuance of liberty culminating in revolution, emergence of the Constitution and the rise of American nationalism.

##### UNITED STATES HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Nationalism following the War of 1812 gives way to westward expansion, the rise of sectionalism, and, ultimately, Civil War. The student's attention is focused on the impact of Civil War on a rapidly industrializing nation.

##### HISTORY 203

##### UNITED STATES HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

##### HISTORY 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

##### REGIONAL GEOGRAPHY

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

##### AMERICAN GOVERNMENT

4 hours

Prerequisites: None  
4 hours weekly (4-0)

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

##### POLITICAL SCIENCE 211 STATE AND LOCAL GOVERNMENT 3 hours

Prerequisites: None  
3 hours weekly (3-0)

A survey of the structure and functions of American State and local governments. Attention will be given to intergovernmental relations, and the organization, powers, functions, and finance of state and local governments. Emphasis will be placed upon the unique problems of the metropolitan areas.

## Psychology

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

A study of the patterns of human behavior that lead to effective interpersonal relationship in personal, social and business situations. Emphasis is placed on the techniques used to solve problems of motivation, frustration, goals and aspirations.

Psychology 132 *GENERAL PSYCHOLOGY* 4 hours  
Prerequisites: None  
4 hours weekly (4-0)

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

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* 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, sensory impaired, the emotionally unstable, and the social deviant and culturally deprived.

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* 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

### Agricultural Mechanics

Agricultural Mechanics 111 *AGRICULTURAL MECHANICS SUPERVISED WORK EXPERIENCE* 4 hours  
Prerequisites: Consent of Department Chairman  
20 hours weekly (0-20)

Students will be placed in an agricultural implement dealership for a supervised internship, which will allow the students the opportunity to apply the skills and knowledge acquired in the classroom and laboratory.

Agricultural Mechanics 141 *MAINTENANCE AND ADJUSTMENT OF FARM MACHINERY* 4 hours  
Prerequisites: None  
6 hours weekly (2-4)

This course is designed to give the student experience in assembly, adjustment, operation and repair of agricultural machinery.

Agricultural Mechanics 170 *FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES* 6 hours  
Prerequisites: None  
10 hours weekly (2-8)

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

Agricultural Mechanics 174 *DIESEL ENGINES* 6 hours  
Prerequisites: None  
10 hours weekly (2-8)

The principles of the diesel engine are studied, with reference to design, construction, operating principles, and the fuel injection system. Time will be spent in testing, assembling, and disassembling of the components.

Agricultural Mechanics 175 *SMALL GAS ENGINES* 3 hours  
Prerequisites: None  
4 hours weekly (2-2)

A course designed to give the student a knowledge of two-cycle gas engines, such as used on mowers, chain saws, and outboards. Emphasis is on principles of operation, carburetion, lubrication, ignition, governor control, transmission systems, and reconditioning.

Agricultural Mechanics 211 *AGRICULTURAL MECHANICS SUPERVISED WORK EXPERIENCE* 4 hours

Prerequisites: Consent of Department Chairman  
20 hours weekly (0-20)

Students will be placed in an agricultural implement dealership for a supervised internship, which will allow the students the opportunity to apply the skills and knowledge acquired in the classroom and laboratory.

Agricultural Mechanics 221 *PARTS AND INVENTORY CONTROL* 2 hours

Prerequisites: None  
2 hours weekly (2-0)

In this course, the student will become familiar with the function of the parts department, the procedure of operation, inventory control, receiving, storing, and servicing the customer.

Agricultural Mechanics 270 *DRIVE TRAINS* 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 drive train units.

Agricultural Mechanics 271 *DRIVE TRAINS* 6 hours  
Prerequisites: Agricultural Mechanics 270  
10 hours weekly (2-8)

A study is made of the various transmissions and differentials used in farm tractors, including constant mesh, sliding gear, synchromesh, and the newer transmissions involving planetaries.

Automotive Technology 170 *FUNDAMENTALS OF INTERNAL COMBUSTION 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 Technology 170  
6 hours weekly (2-2)

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 Technology 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 AND 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 *DRIVE TRAINS* 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 drive train units.

Automotive Technology 271 *DRIVE TRAINS* 6 hours  
Prerequisites: Automotive Technology 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 Technology 170, 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: Industrial Processes 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: Automotive Technology 171, 173, 271, 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: 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 265 *PRE-SCHOOL ADMINISTRATION* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

An orientation to supervisory and administrative operations of pre-school centers. Consideration is given to staffing, public relations, equipment, parent-school relationships, policies, and managerial duties. Community services, which are available to aid the pre-school centers, will also be included.

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: Consent of Department Chairman  
20 hours weekly (0-20)

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* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

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* 3 hours

Prerequisites: Industrial Processes 101  
3 hours weekly (3-0)

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: Industrial 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: Industrial Processes 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 drawings.

Drafting Technology 182 *TECHNICAL DRAFTING* 6 hours

Prerequisites: Drafting Technology 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: Drafting Technology 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.

Drafting Technology 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: Drafting Technology 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: Drafting Technology 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 DRAWING*      5 hours  
 Prerequisites: Drafting Technology 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: Drafting Technology 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: Drafting Technology 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, interior sections and developments, and structural drawing practices are stressed.

Drafting Technology 288      *CIVIL DRAFTING*      5 hours  
 Prerequisites: Drafting Technology 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: Drafting Technology 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: Consent of Department Chairman  
 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: Radio Broadcasting 111  
2 hours weekly (2-0)

A continuation of Rules and 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: Radio Broadcasting 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: Radio Broadcasting 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 Broadcasting 121  
5 hours weekly (1-4)

A continuation of Radio Station Operation 121, 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 *BROADCASTING JOURNALISM* 3 hours

Prerequisites: Radio Broadcasting 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 *READING FOR TEACHER AIDES* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

An introductory course in reading instruction, stressing the basic elementary word lists, phonics, phonetics, modern innovations in teaching reading, and common reading problems. Familiarization with typical reading series books used by elementary schools will also be emphasized.

Education 273, 274 & 275 *COORDINATED TEACHER AIDE TRAINING* 4 hours

Prerequisites: Consent of Department Chairman  
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 *FUNDAMENTALS OF OXYACETYLENE WELDING* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

Welding 185 *OXYACETYLENE WELDING LABORATORY* 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: 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: Welding 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: Welding 184, 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: Welding 188  
3 hours weekly (3-0)

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

Welding 190 *ADVANCED WELDING LABORATORY* 5 hours

Prerequisites: Welding 188  
10 hours weekly (0-10)

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: Welding 184, 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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