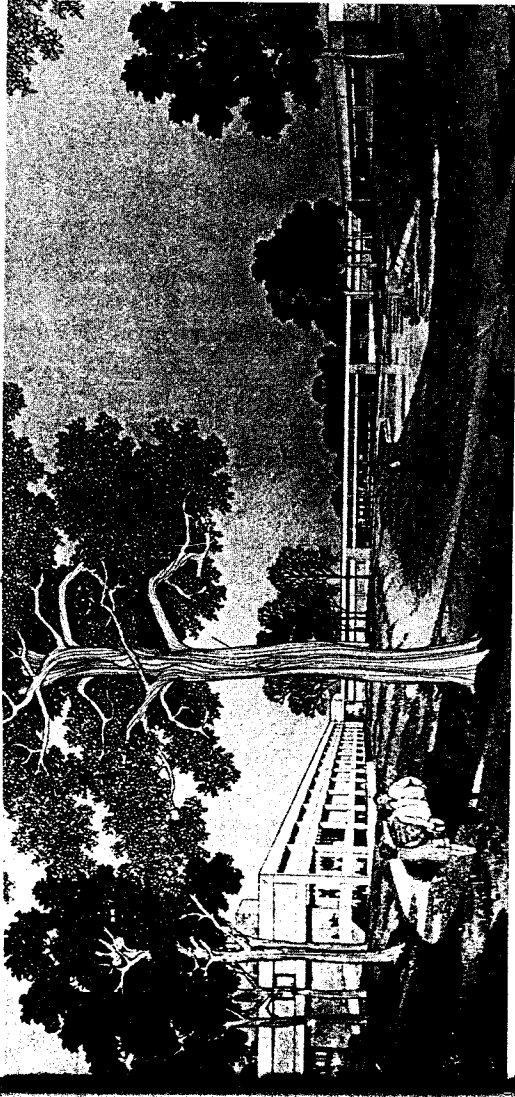


JALC



JOHN A. LOGAN COLLEGE

1973-74 BULLETIN

JOHN A. LOGAN COLLEGE

Cartersville, Illinois 62918

AN INSTITUTIONAL MEMBER

AMERICAN ASSOCIATION OF
JUNIOR COLLEGES

ACCREDITED BY THE

NORTH CENTRAL ASSOCIATION

RECOGNIZED BY THE

ILLINOIS JUNIOR COLLEGE BOARD

APPROVED BY THE

VETERANS ADMINISTRATION
FOR THE TRAINING OF VETERANS

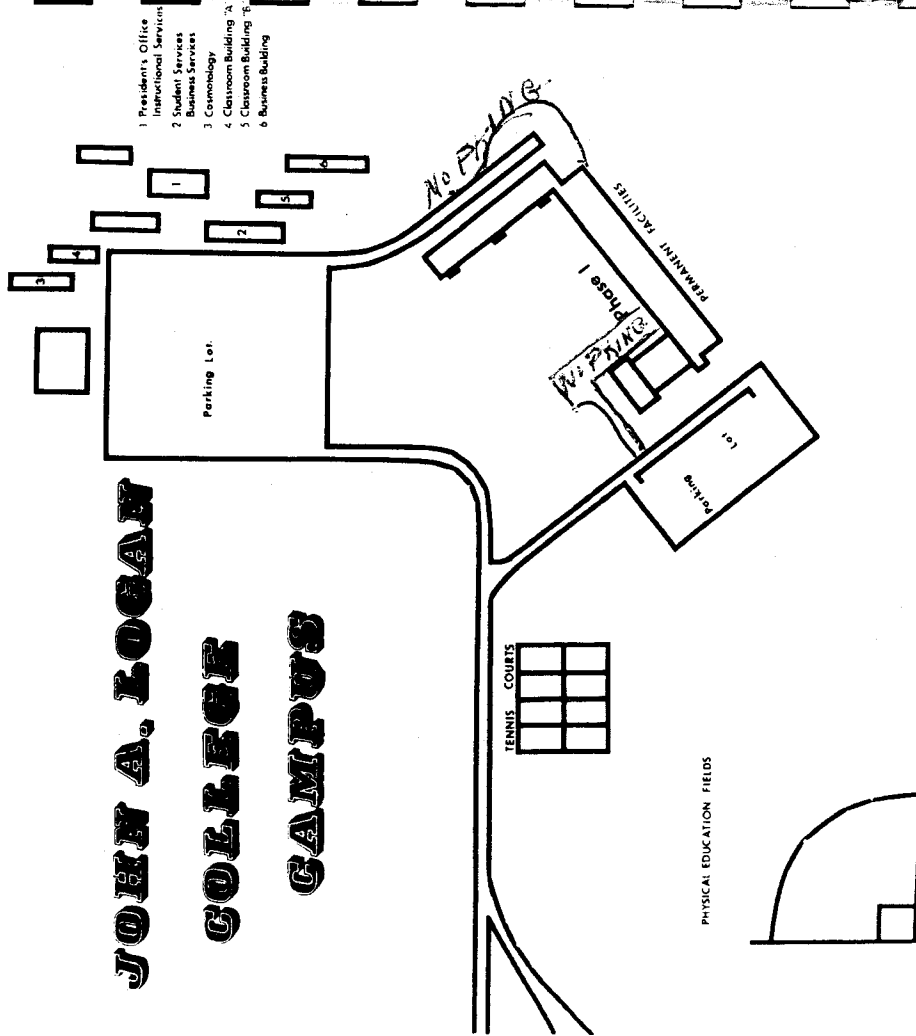


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1973-74 COLLEGE CALENDAR

FALL, 1973

Faculty Meetings
 New Student Orientation & Registration
 Continuing Student Orientation & Registration
 Instruction Begins
 Mid-Quarter
 Academic Advisement
 Thanksgiving Recess
 Final Examinations

September 13-14
 September 17-18
 September 19
 September 20
 October 26
 November 2-3
 November 21-23
 December 10-14

WINTER, 1974

Registration & Orientation
 Instruction Begins
 Mid-Quarter
 Academic Advisement
 Final Examinations

January 3-4
 January 7
 February 8
 February 15-16
 March 18-22

SPRING, 1974

Registration & Orientation
 Instruction Begins
 Holiday — Good Friday
 Mid-Quarter
 Academic Advisement
 Holiday — Memorial Day
 Final Examinations

March 25
 March 26
 April 12
 May 3
 May 10-11
 May 27
 June 10-14

SUMMER, 1974

Registration & Orientation
 Instruction Begins
 Holiday — Independence Day
 Mid-Quarter
 Final Examinations

June 24
 June 25
 July 4-5
 July 12
 August 5-7

BOARD OF TRUSTEES

A seven-member Board of Trustees represents District constituents in matters concerning the College. Members are locally elected and serve staggered terms of three years. The present Board is composed of members whose backgrounds are varied and who are representative of a broad range of geographic locations within the District. Working collectively under the authority of the Illinois State Public Junior College Act and within the guidelines established by the Illinois State Junior College Board, the Trustees establish College policies and legislate the planning, operation and maintenance activities of the College.



BOARD OF TRUSTEES, JOHN A LOGAN COLLEGE

Seated, left to right: Clifford Batteau, Jerome Alongi, Chairman, Richard W. Hunter, Vice-Chairman. Standing, left to right: Sue Mills, Donald I. Raines, Donald L. Brewer, and William Bonali.

OFFICE OF THE PRESIDENT

Thomas E. Deem..... *President*
Bachelor of Naval Science, Holy Cross College
B.S., Indiana University
M.S., Purdue University
Ed.D.; University of Illinois

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

Greg Starrick..... *Coordinator of Public Information*
B.S., Southern Illinois University

Ruth Ann Scott..... *Administrative Secretary*

Donna Verdeyen..... *Secretarial Assistant*

OFFICE OF THE DEAN OF INSTRUCTIONAL SERVICES

William M. Anderson..... *Dean of Instructional Services*
B.A., Michigan State University
M.A., Central Michigan University
Ph.D., Southern Illinois University

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

Nancy Ann Hamm..... *Librarian*
B.S., Kent State University
M.S., Southern Illinois University

Jack D. Hill..... *Associate Dean of Continuing Education and Community Services*
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Robert H. Irvin..... *Associate Dean of Vocational-Technical Education*
B.S., University of Illinois
M.S., Indiana State University
Advanced graduate study University of Illinois

Robert E. Tarvin..... *Associate Dean of Baccalaureate Oriented Education*
B.A., Eastern Kentucky University
M.A., Eastern Kentucky University
Ed.D., Indiana University

Fred W. Spurlin..... *Director of Media Services*
B.A., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study University of Southern Mississippi

Sara Barrington..... *Secretary to the Associate Dean of Continuing Education
and Community Services*

Jamie S. Richardson..... *Secretary to the Associate Dean of
Vocational-Technical Education*

Nancy Chase..... *Circulation Clerk*

Earline Fairley..... *Audio-Visual Technician*

Barbara Harris..... *Secretary to the Associate Dean of the Learning
Resources Services*

Mary Ann Hudson..... *Secretary to the Dean of Instructional Services*

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

Kermit Keim..... *Veterans Counselor/Coordinator of Veterans Affairs*
B.A., Southern Illinois University
M.A., University of Arkansas
Advanced graduate study Southern Illinois University

Edward H. Moody..... *Associate Dean of Admissions and Counseling Services*
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..... *Coordinator of Financial Aids/Counselor*
B.A., Northwestern State University
M.S., Northwestern State University

George L. Pullis..... *Coordinator of Career Counseling and Placement*
B.S., Southern Illinois University
M.S., Southern Illinois University

Connie Denney..... *Admissions & Registration Assistant*

Connie Jefferson..... *Secretary to the Dean of Student Services*

Carolyn Watson..... *Records Clerk*

OFFICE OF THE DEAN OF BUSINESS SERVICES

Earl R. Milton *Dean of Business Services*
 B.S., Southern Illinois University
 Graduate study Southern Illinois University

Gerald I. Manis *Accountant*
 B.S., Southern Illinois University

Virginia Crouse *Receptionist*

Hubert Damron *Coordinator of Janitorial and Maintenance Services*

Walter Joseph Porter *Building Maintenance*

Homer Rice *Grounds Maintenance*

Bill Rosenberger *Janitor*

Wanda Storme *Bookstore Manager*

Diane Torbeck *Bookkeeper-Secretary to the Dean of Business Services*

TEACHING FACULTY

BUSINESS DEPARTMENT

Steven D. Bagley *Business*
 B.S., Southern Illinois University
 B.S., Southern Illinois University

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

Paul E. McInturff *Business*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University and University of Wyoming

Carol A. Mitchell *Business*
 B.S., Southern Illinois University
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

Mary C. Hull *Hotel-Motel Management**
 B.S., Murray State University
 M.S., University of Kentucky
 Advanced graduate study Southern Illinois University

COMMUNICATIONS AND HUMANITIES DEPARTMENT

Gretchen L. Bessiere *French**
 B.A., University of Illinois
 Matrise, University of Grenoble

Gerald W. Cole *Music*
 B.M., University of Cincinnati
 M.M., 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
 M.A., Southern Illinois University

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

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

Kenneth R. Gibson *English*
 B.A., St. Mary's College
 B.S., Brescia College
 M.A., University of Kentucky

Vera Grosowsky *Art**
 B.S., Illinois Institute of Technology
 M.F.A., Southern Illinois University

Gary W. Kent *Speech*
 B.S., Eastern Illinois University
 M.A., Eastern Illinois University

Anita Kulman *Spanish**
 B.A., City University of New York
 M.A., Indiana University
 Advanced graduate study Indiana University

Walter J. McCormick *Speech**
 B.S., Northeast Missouri State College
 M.A., Central Missouri State College
 Advanced graduate study Southern Illinois University

Donald Morris..... *Philosophy*
 B.A., California State College
 M.A., DePaul University
 Advanced graduate study Southern Illinois University

David M. Packard..... *English*
 B.A., McKendree College
 M.S., Southern Illinois University
 Advanced graduate study Southern Illinois University

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

Barbara A. Randolph..... *English/Reading*
 B.A., South Dakota State University
 M.A., Southern Illinois University
 Advanced graduate study, Southern Illinois University

Karen S. 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..... *Cosmetology*
 Graduate, John Robert Power Modeling School
 Pat Allen Finishing School
 Harrisburg School of Beauty Culture
 Murphysboro School of Beauty Culture

HEALTH AND PHYSICAL EDUCATION DEPARTMENT

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

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

PRACTICAL NURSING DEPARTMENT

Beatrice D. Chiodini..... *Nursing*
 B.S., Southern Illinois University
 M.S., Southern Illinois University

SCIENCE DEPARTMENT

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

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

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

Rachel I. Klein..... *Biology*
 B.S., Southern Illinois University
 B.A., Southern Illinois University
 M.S., University of Illinois
 Advanced graduate study Indiana State Teachers College and Southern Illinois University

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

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

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

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

William N. Rees..... *Mathematics**
 B.A., Kansas State Teacher's College
 M.S., Kansas State Teacher's College

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.....*History*

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

Don P. Boehne.....*Psychology*

B.S., Southeast Missouri State College
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Gary W. Caldwell.....*Psychology*

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

Allen Cissell.....*Political Science**

A.B., Southeast Missouri State College
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

Beverly M. Gold.....*History*

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

Roger N. Small.....*Sociology*

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

Alphonse M. Stadler.....*Anthropology & Geography*

B.S., Indiana State University
M.A., Indiana University
Advanced graduate study Indiana University

VOCATIONAL-TECHNICAL EDUCATION DEPARTMENT

Mary Ellen Abell.....*Child Care/Teacher Aide*

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

Bill T. Gayer.....*Industrial Technology*

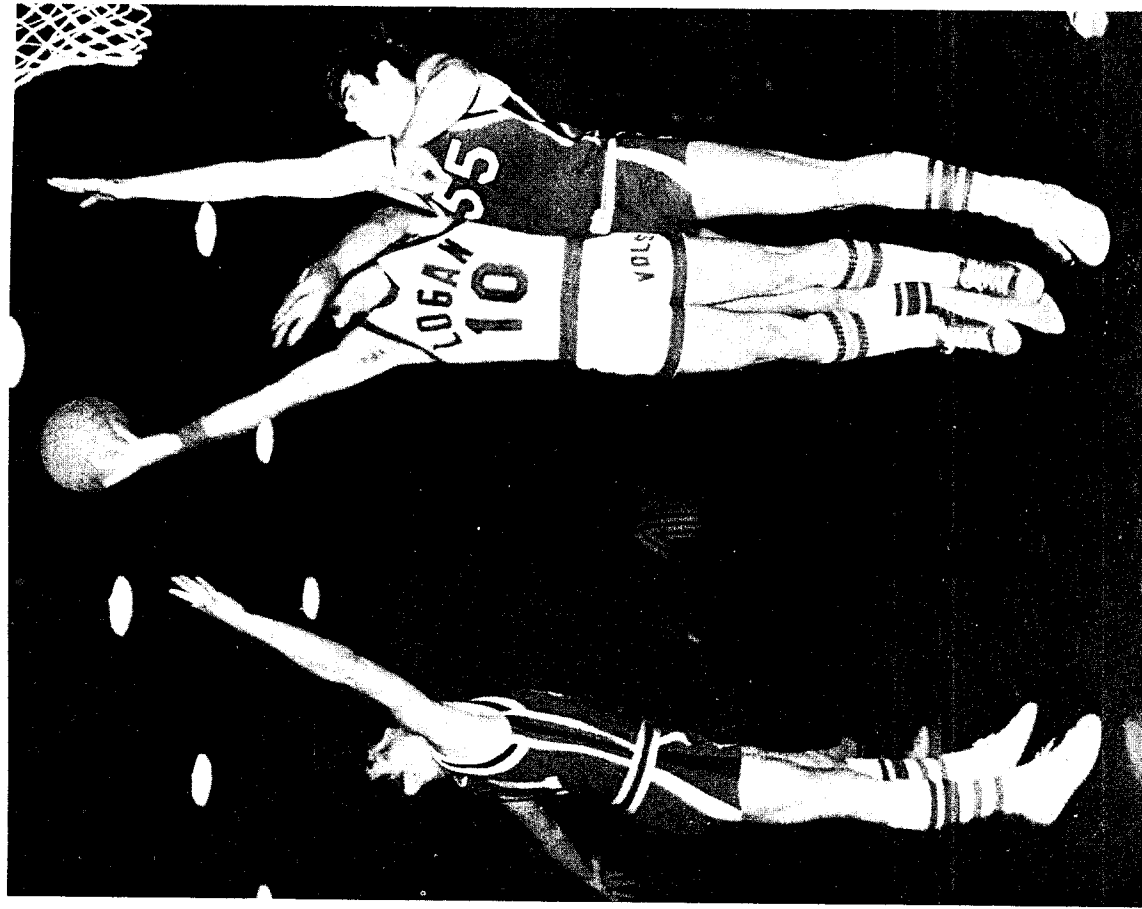
B.A., Southern Illinois University
M.S., Southern Illinois University

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

Terry J. Stanley.....*Automotive*
A.S., Olney Central College
B.S., Southern Illinois University



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, comprised all of Williamson County, most of Jackson County and portions of Franklin and Perry Counties.

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

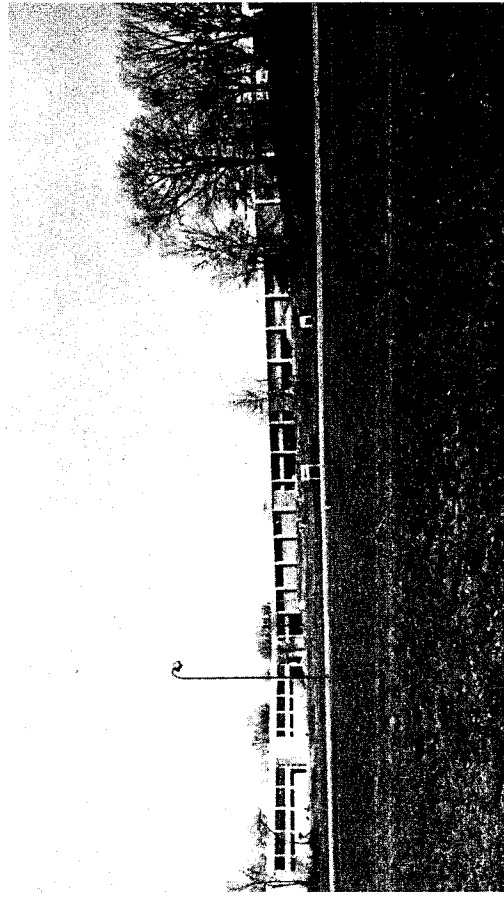
Following the referendum, a seven-member Board of Trustees was elected. The Board held its organizational meeting in early December and unanimously selected Mr. Rannie L. Odum as its first chairman.

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

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

In many other respects, too, the first academic year was an eventful one. The College acquired its permanent site, a beautiful 161 acre tract fronting Highway 13 just west of Cartersville.

On April 12, 1969, the voters of the District supported a bond referendum to provide nearly three million dollars to help finance the construction of a permanent campus. The College began operations on its campus the fall quarter of 1969 in newly constructed interim facilities. Construction of Phase I of the permanent facilities is nearing completion and will be in use beginning with the fall quarter, 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 program 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.

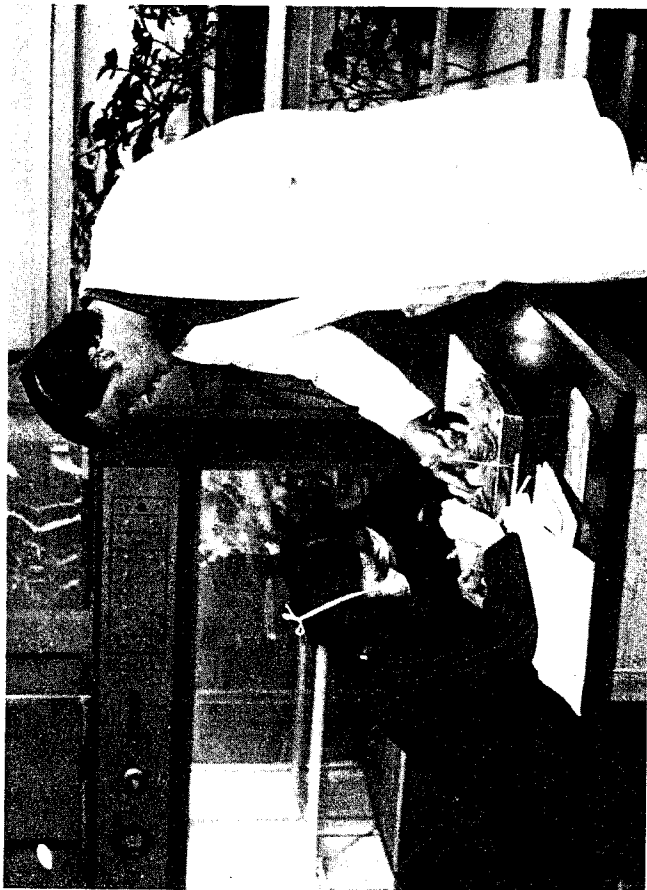
This program includes:

- 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-oriented 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.

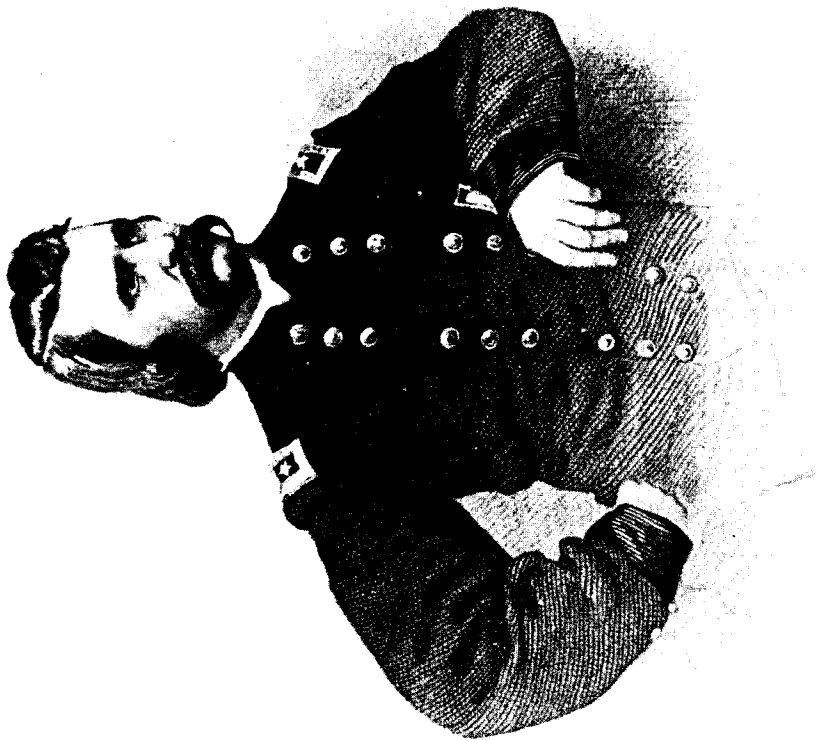
The emphasis on adult and continuing education may legitimately be viewed as only part of a broader relationship in which the College becomes an integral part of the community. The College utilizes the resources, talent, and opportunities of the community to the greatest possible extent, and in turn 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 school, 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 it 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 year to come, would continue to find these personal qualities worthy of emulation.

THE STATUS OF ACCREDITATION

John A. Logan College was accredited by the North Central Association of Colleges and Secondary Schools in March, 1972. The college achieved accreditation in just four years, a distinction it enjoys exclusively among Illinois public junior colleges. Achieving full accreditation means the attainment of significant educational standards of quality and excellence which are recognized and respected among the institutions of higher learning.

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.

Transfer students in attendance at another college or university, who have not attained a 3.0 point on a 5.0 point scale, in their last 3 quarters (or 2 semesters), are not eligible for admission to John A. Logan College for a minimum of two quarters from the time of their last attendance.

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 — 25¢ per quarter hour for all students. This fee is non-refundable.

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

Refunds

A. Students making a complete, official withdrawal from school during the first two weeks will be refunded according to the following schedule:

First week — 70%

Second week — 50%

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

B. There will be no refund for a student who drops one or more classes, but remains in attendance, unless the change is requested by the college.

ACADEMIC POLICIES

President's Honor List

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

Dean's Honor List

At the completion of each quarter, the 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 full time 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 as a full-time student 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 full-time attendance, any student who has been on an "Academic Warned" status and who does not achieve a 3.0 average for the next quarter will be placed on "Academic Probation" for the next quarter.

Academic Suspension

At the completion of the ^{2nd} quarter of full-time attendance, any student who has been on "Academic Probation" and does not achieve a 3.0 average for the ~~third~~ ^{3rd} quarter will be placed on "Academic Suspension" for a minimum of ~~two~~ ^{one} quarter. 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 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 "E" for all grading purposes.

Credit Hours

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

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

Grading System

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

Inc. Incomplete
Au Audit

1. The "Inc." grade will remain permanently on the transcript.
2. A student may have a maximum of two quarters after receiving the "Inc." to make up the work.
3. If the student does not make up the "Inc." within the time allowed, the student will be required to repeat the entire course to receive credit.
4. If the student does not make up the "Inc." or repeat the course, the "Inc." will remain on the transcript and will not revert to a failing grade.

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. Must be registered as a student for a minimum of twenty-four quarter hours at sophomore standing. How determined?
- d. Complete a minimum of 93 ^{semester} ~~quarter~~ hours of credit.
- e. Make application for graduation and pay a \$5.00 graduation fee.

Degree Requirements

- a. *The Associate in Arts and the Associate in Science degrees are available to each student who meets the requirements of a college transfer program. 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, Practical Nursing, 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 Rend Lake College, Ina; Kaskaskia College, Centralia; Southeastern Illinois College, Harrisburg; Wabash Valley College, Mt. Carmel; and Shawnee College, Ullin.

During the 1973-74 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.

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 Spring quarter of each year. This organization concerns itself with student affairs, sponsors various social activities, and strives to develop and maintain acceptable conduct within the student body.

STUDENT PUBLICATIONS — Student publications on campus are comprised of a weekly news letter and a college yearbook.

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 activities, and service to the college. The local chapter, Upsilon Pi, will issue invitations periodically to eligible members.

FORENSICS AND DRAMA CLUB — This organization is for students interested in debate, extemporaneous speaking, original oratory, oral contribution, and all aspects of theatrical production. The club will take part in various speech activities with other colleges during the 1973-74 academic year.

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.

JOHN A. LOGAN ARCHAEOLOGICAL SOCIETY — The Archaeological Society is designed to insure proper exploration and conservation of archaeological sites, thereby promoting scientific standards in collecting, recording, and analyzing artifacts. The Archaeological Society hopes to enhance proper reporting of research activities of public and professional interest.

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 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 ACT Financial Need Analysis and available funds. 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 graduates of the Division of Occupation Oriented Education to find full-time employment commensurate with their college training. This service is made available to students when they make application for graduation, and is continued after graduation by calling the College (985-3741) and requesting the Placement Service to activate their file.

Financial Aids

John A. Logan College realizes there are certain students who are unable to attend college without some type of financial assistance. The college, therefore, endeavors to assist those individuals demonstrating financial need. However, the Financial Aid

Program at John A. Logan College is designed to complement the student's resources, not finance his education totally.

John A. Logan College utilizes the American College Testing Program Financial Aid Service. The ACT Program assists the College in determining the student's need for financial assistance. All student seeking financial aid must submit a copy of the Family Financial Statement to the ACT Financial Aid Service for need evaluation. This document should be filed no later than May 15 for the academic year commencing in September of that year. Forms may be obtained from a high school counselor or from the Office of Student Services at John A. Logan College.

Federal Aid Programs

John A. Logan College is participating in the Federal College Work Study Program. This financial assistance is available on a limited basis to those eligible students demonstrating financial need. The College has also applied for participation in the National Direct Student Loan and the Supplemental Opportunity Grant Programs. The availability of these programs depends upon federal funding.

John A. Logan Foundation Scholarships

Community-minded citizens and organizations of Junior College District No. 530 have established endowments for a college scholarship program for students of John A. Logan College.

Being administered by the John A. Logan College Foundation through the existing college scholarship committee, scholarships are awarded to those eligible students demonstrating financial need and for academic excellence as well as for service to school and community.

State of Illinois Aid Programs

Illinois Guaranteed Loan Program

The Illinois General Assembly has authorized an Illinois loan program to guarantee student loans made by eligible lenders such as banks, savings and loan associations, and credit unions. To qualify for this program, an applicant must be a resident of the state of Illinois, and be accepted as a full-time student at an approved college. An eligible student may borrow from a minimum of \$150 up to \$1,000 during his freshman year, \$1,500 during his sophomore year, and up to \$2,500 for each academic year thereafter. Loans to undergraduate students shall not total over \$7,500. A loan will not be granted in an amount which exceeds the established educational expenses at the eligible school selected by the student.

The interest rate is seven percent simple interest. If the student demonstrates financial need, the Federal Government will pay the interest while the student is enrolled full-time. During the repayment period, the borrower is responsible for payment of the principal and interest. Also, the repayment period may be extended to a maximum of ten years. Deferments of up to three years may be requested, if the borrower is a member of the armed forces, Peace Corps, VISTA, or returning to full-time study. To completely qualify for a loan, an applicant must acknowledge an understanding of the responsibilities of the loan and agree to honor them.

Illinois Scholarship and Grant Programs

John A. Logan College is approved by the Illinois State Scholarship Commission to honor scholarships awarded to a number of well-qualified high school graduates of

Illinois. High school seniors are chosen for these scholarships on the basis of ACT examination sub-scores, high school rank-in-class at the end of six semesters and financial need. Awards are granted in amounts up to \$1,200 to be used toward tuition and fees for full-time undergraduate study. The amount of an award is based on the Commission's evaluation of financial data submitted by the student and/or his parents. However, no award will exceed the actual cost of tuition and mandatory fees at the selected college or university.

The College is also approved by the Illinois State Scholarship Commission to honor monetary awards given to eligible students under the Illinois Grant Program. To be eligible for a monetary award each applicant must be a resident of the state of Illinois, eligible to enroll as a full-time undergraduate student, maintain good academic standing, and demonstrate financial need as determined by the Commission from income/assist data submitted in his application. Awards will not be granted in an amount that exceeds the actual in-district cost of tuition and mandatory fees. Monetary awards in the form of scholarships and grants may be used at the approved Illinois college or university selected by the student. Both are granted for one year. Each recipient, upon satisfactory completion of one academic year, may renew his scholarship or grant on a yearly basis for a maximum of three academic years.

Military Scholarships

Illinois Military Scholarships are available to each veteran who served in the United States Armed Forces during World War I, if he entered the service between April 6, 1917, and November 11, 1918, and for each veteran who served at any time after September 16, 1940, provided that certain specific eligibility requirements are met. To be declared eligible for an Illinois Military Scholarship, a veteran must have been honorably discharged from active service, and prior to entering active service must have been a resident of Illinois or have been a resident of Illinois until at least six months prior to entering active service. Also, a veteran must have returned to Illinois within six months after leaving active service, and have resided in Illinois not less than a year immediately prior to the date of application for the scholarship, or have been a student at one of the state supported colleges or universities at the time of entering active service.

Moreover, each veteran must have had at least one year of active service unless he received an Honorable Discharge for medical reasons directly resulting from military service.

Applicants for benefits of this scholarship must establish proof of service such as an Honorable Discharge or Separation Paper (Form DD214).

The Military Scholarship provides tuition and fee waivers for four years at any state supported college or university or any Class I Junior College.

Student Senate Emergency Loan

The John A. Logan College Student Senate has established limited funds for an emergency loan program. Under this program short-term emergency funds are available to aid students in case of emergency needs or unexpected expenditures relating to the academic process. Individual loans are limited to \$25 with a maximum repayment period of sixty days.

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

Veteran Educational Assistance Benefits

John A. Logan College is approved by the Veterans Approval Agency for the education of service-related disabled veterans and war orphans and for the educational training of veterans under the Veterans' Readjustment Benefits Act of 1966.

Applications for financial assistance as well as additional information concerning the financial aid program may be obtained 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.

Communications.....9

English Composition 101 3
 English Composition 102 3
 Speech 115 3
9

Science (Complete one).....16

Physical Science 4
 Biology 101 4
 Biology 102 4
 Biology 103 4
16

Social Sciences (Complete one).....16-18

West Civ. (101, 102, 103) 6
 Psychology 132 4
 Soc. Sci. Elect. 3-4
 Government 131 4
17-18

Anthropology 111 4
 Geography 112 4
 Psychology 132 4
 Government 131 4
16

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

Art 111 3
 Music 112 3
 Eng. Comp. 103 3
 Humanities Elect. 6
16

Music 112 3
 Phil. 111 or 121 3-4
 Eng. Comp. 103 3
 Humanities Elect. 6
15-16

Continued

***Mathematics**

A minimum of nine hours of math is required, selected from the following math courses: Math 101, 102, 103, 110, 111, 112, 113, 131, 201, and 202.

*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 (Credit given to Veterans).....3

ART

FIRST YEAR

Fall Quarter
 English Composition
 Biological Science
 Art Appreciation
 Beginning Drawing
 Visual Elements

Credits
 3
 4
 3
 2
 4
16

SECOND YEAR

Fall Quarter
 Physical Science
 Language or Math
 Western Civilization
 Art History
 Beginning Painting

Credits
 4
 3
 3
 2
 4
17

Winter Quarter

English Composition
 Biological Science
 Health
 Beginning Drawing
 Visual Elements

Credits
 3
 4
 2
 2
 4
16

Winter Quarter

Physical Science
 Language or Math
 Western Civilization
 Art History
 Sculpture

Credits
 4
 3
 3
 3
 4
17

Spring Quarter

English Composition
 Speech
 Life Drawing
 Visual Elements
 Elective

Credits
 3
 3
 4
 4
 3
17

Spring Quarter

Language or Math
 Western Civilization
 Political Science
 Art History
 Oil Painting

Credits
 3
 3
 4
 4
 3
15

CHEMISTRY

FIRST YEAR

Fall Quarter
 English Composition
 College Algebra
 General Chemistry
 Physics 155

SECOND YEAR

Fall Quarter
 Political Science
 Elementary Calculus &
 Analytic Geometry
 Organic Chemistry
 Foreign Language or
 Humanities

Credits 3 4 5 5
 — 16

Credits 3
 3 5 3 3 3
 — 17

Winter Quarter
 English Composition
 College Algebra
 Physics 156
 Trigonometry
 Biological Science

Winter Quarter
 Physics 211
 Intermediate Calculus &
 Analytic Geometry
 Foreign Language
 History
 Speech

Winter Quarter

English Composition
 College Algebra
 General Chemistry
 Physics 156
 Trigonometry

Winter Quarter

Physics 211
 Intermediate Calculus &
 Analytic Geometry
 Organic Chemistry
 Foreign Language or
 Humanities

Credits 3 5 5 3
 — 16

Spring Quarter

English Composition
 Elementary Calculus &
 Analytic Geometry
 Quantitative Analysis
 Physics 157

Spring Quarter

Physics 212
 Intermediate Calculus &
 Analytic Geometry
 Organic Chemistry
 Foreign Language or
 Humanities

Credits 3 5 5 3
 — 16

MATHEMATICS

FIRST YEAR

Fall Quarter
 English Composition
 College Algebra
 Physics 155
 Biological Science

SECOND YEAR

Fall Quarter
 Political Science
 Elementary Calculus &
 Analytic Geometry
 Foreign Language
 History
 Health

Credits 3 4 5 3 3 3
 — 18

Continued

Continued



Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Accounting	3
Statistics	3	Economics	4
Elementary Calculus & Analytic Geometry	5	Health	3
Western Civilization	3	Humanities or Social Science	3-4
Elective	3	Elective	3
	17		16-17

PHYSICAL EDUCATION (MEN)

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physical Science	4
Biological Science	4	Sociology	4
Western Civilization or Elective	3-4	Humanities	3
Health	3	Math or Language	3
Methods of Teaching		Methods of Teaching	
Exercise or Methods of Teaching Team & Individual Sports	1	Exercise or Methods of Teaching Team & Individual Sports	1
	14-15		15

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biology	4	Humanities	3
Humanities	3	Psychology	4
Western Civilization or Anthropology	3-4	Math or Language	3
Methods of Teaching		Methods of Teaching	
Wrestling or Methods of Teaching Basketball	2	Wrestling or Methods of Teaching Basketball	2
	15-16		16

Spring Quarter	Credits	Spring Quarter	Credits
English Composition	3	Political Science	4
Speech	3	Humanities	3
Western Civilization or Geography	3	Math or Language	3
Humanities	3	Social Science	3
Art or Music Appreciation	3	Methods of Teaching Golf or Methods of Teaching	
Methods of Teaching Tennis	3	Methods of Teaching	
Methods of Teaching Golf or Methods of Teaching	1	Track and Field	1
Track and Field	1	Physical Education Service Classes	1
	17		15

PHYSICAL EDUCATION (WOMEN)

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Physical Science	4
Biology	4	Sociology	4
Western Civilization or Elective	3-4	Humanities	3
Health	3	Math or Language	3
Basic Movement /77/	1	Modern Dance — PE 177	1
Soccer & Speedball or Field Hockey	1	Soccer & Speedball or Field Hockey	1
	15-16		16

Winter Quarter	Credits	Winter Quarter	Credits
English Composition	3	Physical Science	4
Biology	4	Psychology	4
Humanities	3	Humanities	3
Western Civilization or Anthropology	3	Math or Language	3
Basketball — PE 173	1	Volleyball — PE 180	1
Folk Dance — PE 178	1	Tumbling & Gymnastics — PE 182	1
	15		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 Geography	3-4	Tennis — PE 175	1
Social & Square Dance — PE 179	1	Track & Field — PE 176	1
Softball — PE 181	1	PE Service Class	1
	17-18		16

PRE-ENGINEERING

FIRST YEAR		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
English Composition	3	Political Science	4
General Chemistry	5	Elementary Calculus & Analytic Geometry	5
Engineering Graphics	3	Western Civilization	3
Physics 155	4	Analytical Mechanics	3
	15		15

Continued

PRE-ENGINEERING

Winter Quarter	Winter Quarter	Credits
English Composition	Physics 211	3
General Chemistry	Intermediate Calculus & Analytic Geometry	5
Engineering Graphics	Western Civilization	3
Physics 156	Analytical Mechanics	3
	Humanities	17
	Spring Quarter	Credits
Spring Quarter	Physics 212	3
English Composition	Intermediate Calculus & Analytic Geometry	5
Elementary Calculus & Analytic Geometry	Analytical Mechanics	3
Speech	Western Civilization	3
Physics 157		14
Health		

PRE-CHIROPRACTIC

Winter Quarter	Winter Quarter	Credits
English Composition	Organic Chemistry	5
Biological Science	Trigonometry	3
General Chemistry	Literature	4
Economics	College Algebra	3
Physical Education	Western Civilization	1
	Physical Education	15
	Spring Quarter	Credits
Winter Quarter	Organic Chemistry	5
English Composition	Trigonometry	3
Biological Science	Literature	4
General Chemistry	Music Appreciation	3
American Government	Physical Education	1
Physical Education		16
	Spring Quarter	Credits
Spring Quarter	Organic Chemistry	5
English Composition	Literature	4
Biological Science	Political Science	4
Quantitative Analysis	Psychology	4
Physical Education	Physical Education	1
Speech		18

Continued

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

LIBERAL ARTS & SCIENCES

	FIRST YEAR	SECOND YEAR	
	Fall Quarter	Fall Quarter	Credits
	English Composition	Foreign Language	3
	Foreign Language	Physical Science	3
	Biological Science	Humanities Elective	4
	Western Civilization	Political Science	3
	Elective	Elective in Major	4
			3-4
			17-18
	Winter Quarter	Winter Quarter	Credits
	English Composition	Foreign Language	3
	Foreign Language	Physical Science	3
	Biological Science	Humanities Elective	4
	Western Civilization	Electives in Major	3
	Elective		6-7
			16-17
	Spring Quarter	Spring Quarter	Credits
	English Composition	Foreign Language	3
	Foreign Language	Physical Science	3
	Biological Science	Humanities Elective	4
	Western Civilization	Elective in Major	3
	Elective		6-7
			16-17

DISTRIBUTION REQUIREMENTS

English	9 hours	(or equivalent of 4 years of High School language)
Foreign Language	18 hours	of English Literature or Modern Fiction,
Biological Science	12 hours	Introduction to Poetry and Theatre Appreciation)
Physical Science	12 hours	
Social Science	13 hours	
Humanities	9 hours	

ELEMENTARY EDUCATION

FIRST YEAR

Fall Quarter	
English Composition	4
Biological Science	4
Western Civilization	3
Speech	3
Physical Education	1
	<hr/> 14

SECOND YEAR

Fall Quarter	
Physical Science	4
Political Science	4
U.S. History	3
Art Appreciation	3
Physical Education	1
	<hr/> 15

Winter Quarter

Physical Science	3
U.S. History	4
Psychology	3
Music Appreciation	3
Physical Education	1
	<hr/> 14

Winter Quarter

English Composition	3
Biological Science	4
Western Civilization	3
Literature	3
Physical Education	1
	<hr/> 14

Spring Quarter

English Composition	4
Biological Science	3
Western Civilization	3
Literature	4
Physical Education	1
	<hr/> 15

Spring Quarter

Physical Science	4
U.S. History	3
Literature	3
Geography	4
Physical Education	1
	<hr/> 15

PRE-ENGINEERING AND PHYSICS MAJORS

FIRST YEAR

Fall Quarter	
English Composition	3
General Chemistry	5
Engineering Graphics	3
Foreign Language or Elective ¹	3
Physics 155	4
	<hr/> 18

SECOND YEAR

Fall Quarter	
Political Science	4
Elementary Calculus & Analytic Geometry	5
Analytical Mechanics	3
Western Civilization	3
	<hr/> 15

Winter Quarter

English Composition	3
General Chemistry	5
Engineering Graphics	3
Foreign Language or Elective ¹	3
Physics 156	4
	<hr/> 18

Winter Quarter

Physics 211	3
Intermediate Calculus & Analytic Geometry	5
Analytical Mechanics	3
Western Civilization	3
	<hr/> 14

Continued

PRE-ENGINEERING AND PHYSICS MAJORS

Spring Quarter

English Composition	3
Elementary Calculus & Analytic Geometry	5
Humanities	3
Foreign Language or Elective ¹	3
Physics 157	4
	<hr/> 18

Spring Quarter

Physics 212	3
Intermediate Calculus & Analytic Geometry	5
Analytical Mechanics	3
Western Civilization	3
	<hr/> 13

COMMERCE & BUSINESS ADMINISTRATION

FIRST YEAR

Fall Quarter	
English Composition	3
Elementary Calculus & Analytic Geometry	5
Biological Science	4
Western Civilization	3
	<hr/> 15

FALL QUARTER

Accounting	3
Economics	4
American or English Literature	3
Political Science	4
	<hr/> 14

Winter Quarter

English Composition	3
Elementary Calculus & Analytic Geometry	5
Biological Science	4
Western Civilization	3
	<hr/> 15

Winter Quarter

Accounting	3
Economics	4
American or English Literature	3
Psychology	4
Elective	3
	<hr/> 17

FIRST YEAR

Fall Quarter	
English Composition	3
General Chemistry	5
Engineering Graphics	3
Foreign Language or Elective ¹	3
Physics 155	4
	<hr/> 18

SECOND YEAR

Fall Quarter	
Political Science	4
Elementary Calculus & Analytic Geometry	5
Analytical Mechanics	3
Western Civilization	3
	<hr/> 15

Winter Quarter

English Composition	3
General Chemistry	5
Engineering Graphics	3
Foreign Language or Elective ¹	3
Physics 156	4
	<hr/> 18

Winter Quarter

Physics 211	3
Intermediate Calculus & Analytic Geometry	5
Analytical Mechanics	3
Western Civilization	3
	<hr/> 14

Continued

PRE-VETERINARY

FIRST YEAR

Fall Quarter	
English Composition	3
Biological Science	4
General Chemistry	5
College Algebra	4
	<hr/> 16

FALL QUARTER

Physics 155	3
Organic Chemistry	4
Foreign Language	5
Political Science	4
	<hr/> 16

¹Foreign language required of physics majors only.

Continued

PRE-VETERINARY

Winter Quarter	Winter Quarter	Credits
English Composition	Physics 156	4
Biological Science	Organic Chemistry	5
General Chemistry	Foreign Language	3
Trigonometry	Social Science or Humanities	3-4
Elective		
		<hr/> 18
Spring Quarter	Spring Quarter	Credits
English Composition	Physics 157	4
Biological Science	Organic Chemistry	5
Quantitative Analysis	Foreign Language	3
Social Science or Humanities	Social Science or Humanities	3-4
		<hr/> 15-16

PRE-MEDICINE

FIRST YEAR		SECOND YEAR	
Fall Quarter	Fall Quarter	Fall Quarter	Fall Quarter
English Composition	Quantitative Analysis	Quantitative Analysis	5
Biological Science	Elementary Calculus &	Elementary Calculus &	5
General Chemistry	Analytic Geometry	Analytic Geometry	4
Foreign Language	American Government	American Government	3
	Foreign Language or	Foreign Language or	<hr/> 17
	Humanities	Humanities	
Winter Quarter	Winter Quarter	Winter Quarter	Winter Quarter
English Composition	Organic Chemistry	Organic Chemistry	5
Biological Science	Intermediate Calculus &	Intermediate Calculus &	5
General Chemistry	Analytic Geometry	Analytic Geometry	4
Foreign Language	Sociology	Sociology	3
	Foreign Language or	Foreign Language or	<hr/> 17
	Humanities	Humanities	
Spring Quarter	Spring Quarter	Spring Quarter	Spring Quarter
English Composition	Organic Chemistry	Organic Chemistry	5
Biological Science	Intermediate Calculus &	Intermediate Calculus &	5
Elementary Calculus &	Analytic Geometry	Analytic Geometry	4
Analytic Geometry	Psychology	Psychology	3
Foreign Language	Foreign Language or	Foreign Language or	<hr/> 17
	Humanities	Humanities	



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	
Fall Quarter	Credits	Fall Quarter	Credits
Communications 111	3	Cost Accounting	4
Office Machines 127	3	Principles of Economics 201	4
Business Mathematics	3	Business Law	4
Accounting	3	Human Relations	3
Elective in Business	3		
	<u>15</u>		<u>15</u>
Winter Quarter	Credits	Winter Quarter	Credits
Communications 112	3	Intermediate Accounting	4
Accounting	3	Business Law	4
Political Science	4	Tax Accounting	4
Introduction to Business	3	Elective in Business	3
Elective	3		
	<u>16</u>		<u>15</u>

Continued

Spring Quarter	Credits	Spring Quarter	Credits
Accounting	3	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
Elective	3	Office Management	3
	<u>16</u>		<u>17</u>

Recommended Business Electives:

Typewriting 116, 117	Principles of Marketing
Records Management	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.

Fall Quarter	Credits	Winter Quarter	Credits
Communications 111	3	Communications 112	3
Welding 183	3	Engine Diagnosis and Tune-Up	4
Fundamentals of Internal Combustion Engines	6	Fuels and Lubrication	3
Small Gas Engines	3	Heating & Air Conditioning	3
	<u>15</u>	Electricity & Ignition	3
			<u>16</u>
Spring Quarter	Credits		
Human Relations	3		
Hydraulics and Pneumatics	3		
Supervised Work Experience	4		
Seminar	1		
Diesel Engines	3		
	<u>14</u>		

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

Fall Quarter
 Communications 111
 Technical Mathematics 105
 or Elective
 Fundamentals of Internal
 Combustion Engines
 Manufacturing Processes

Credits 3
 3
 3
 6
 3
 15

SECOND YEAR

Fall Quarter
 Fundamentals of Electricity 211
 Drive Trains
 Small Gas Engines
 Welding 183

Credits 3
 3
 3
 3
 15

Winter Quarter

Communications 112
 Engine Diagnosis and Tune-Up
 Fuels and Lubrication
 Manufacturing Processes
 Heating and Air Conditioning

Credits 3
 4
 3
 3
 3
 16

Winter Quarter

Electricity & Ignitions
 Salesmanship
 Business Accounting
 Drive Trains

Credits 3
 3
 3
 6
 15

Spring Quarter

Human Relations
 Hydraulics & Pneumatics
 Supervised Work Experience
 Seminar
 Diesel Engines
 Elective

Credits 3
 3
 4
 1
 3
 3
 17

Spring Quarter

Labor Management
 Personnel Management
 Political Science
 Supervised Work Experience
 Seminar

Credits 3
 3
 4
 4
 1
 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

Fall Quarter
 Communications
 Introduction to Business
 Business Mathematics
 Human Relations
 Introduction to Animal Science
 Seminar

Credits 3
 3
 3
 3
 3
 1
 16

SECOND YEAR

Fall Quarter
 Economics
 Business Law
 Merchandise Design and Display
 Fertilizers
 Elective

Credits 4
 4
 3
 3
 3
 17

Continued

Winter Quarter

Communications
 Principles of Marketing
 Political Science
 Feeds and Feeding
 Business Accounting

Credits 3
 3
 4
 3
 3
 16

Spring Quarter

Communications
 Principles of Marketing
 Advertising
 Introduction to Data Processing
 Crop Production

Credits 3
 3
 3
 3
 3
 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.

Fall Quarter

Fundamentals of Internal
 Combustion Engines
 Drive Trains 270
 Fundamentals of Electricity 211

Credits 6
 6
 3
 15

Winter Quarter

Engine Diagnosis and Tune-Up
 Fuels and Lubrication
 Communications 112
 Automotive Electricity and
 Ignition
 Manufacturing Processes 122

Credits 4
 3
 3
 3
 3
 16

Spring Quarter

Human Relations
 Automotive Brakes and
 Suspensions
 Service Orientation
 Automotive Testing

Credits 3
 6
 3
 3
 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		SECOND YEAR	
Fall Quarter	Credits	Fall Quarter	Credits
Communications 111	3	Technical Physics	3
Technical Mathematics 105 or Elective	3	Fundamentals of Electricity	3
Manufacturing Processes	3	Welding 183	6
Fundamentals of Internal Combustion Engines	6	Drive Trains	3
	15	Small Gas Engines	3
			18

Winter Quarter	Credits	Winter Quarter	Credits
Communications 112	3	Fundamentals of Electricity	3
Technical Mathematics 106	3	Technical Physics	3
Manufacturing Processes	3	Electricity & Ignition	3
Engine Diagnosis and Tune-Up	4	Heating & Air Conditioning	3
Fuels and Lubrication	3	Drive Trains	6
	16		18

Spring Quarter	Credits	Spring Quarter	Credits
Technical Mathematics 107	3	Political Science	4
Hydraulics & Pneumatics	3	Automotive Testing	3
Human Relations	3	Automotive Service Management	2
Automotive Brakes and Suspensions	6	Labor Management Relations	3
Diesel Engines	3	Service Orientation	3
	18		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.

Fall Quarter	Credits	Winter Quarter	Credits
Communications 111	3	Communications 112	3
Accounting 201	3	Accounting 202	3
Business Mathematics	3	Introduction to Business	3
Office Machines 127	3	Records Management	2
Elective in Business	3	Elective in Business	3
	15		14

Spring Quarter	Credits
Elective in Business	3-4
Payroll Accounting	3
Office Management	3
Human Relations	3
Elective in Business	3
	15-16

Recommended Business Electives:

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

CHILD CARE

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

FIRST YEAR

Fall Quarter	Credits
Communications	3
Music for Children	3
Introduction to Child Care	3
Biological Science	4
Elective	3
	16

SECOND YEAR

Fall Quarter	Credits
Recreation and Crafts for Children	3
Introduction to Group Processes	3
Foundations of Mathematics 101	4
Coordinated Child Care Training	4
Elective	3
	16

Winter Quarter	Credits
Communications	3
Principles of Sociology	4
Child Care	4
Art Education	4
	15

Winter Quarter	Credits
Child Psychology	4
Marriage and the Family	3
Political Science	4
Coordinated Child Care Training	4
	15

Continued

Spring Quarter	Credits	Spring Quarter	Credits
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
	16		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.

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

Spring Quarter	Credits	Recommended Electives:
Typewriting	3	Office Education
Secretarial Procedures	3	Payroll Accounting
Office Machines	3	Office Management
Business Correspondence	3	
Elective in Business	2-3	
	14-15	

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
2. Human Relations 123	3
3. Business Seminar 138, 139, 140	3
4. Cooperative Education Supervised Work Experience* 121, 122, 123	18
	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
2. Human Relations 123	6
3. Political Science 131	3
4. Business Seminar 138, 139, 140	4

5. Cooperative Education Supervised Work Experience* 121, 122, 123, 221, 222, 223

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B. Related Courses:

The remaining 38 quarter hours of credit will be selected from courses that are applicable to the individual's career objective.

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*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 86 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for immediate employment, and the graduate will be awarded a Certificate of Achievement from John A. Logan College.

Fall Quarter	Credits	Winter Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Communications	3
	17		17

Spring Quarter	Credits	Summer Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Advertising	3	Political Science	4
	17		18

Fall Quarter	Credits
Cosmetology Theory	5
Cosmetology Laboratory	9
Human Relations	3
	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 102 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.

Fall Quarter	Credits	Winter Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Communications	3	Communications	3
	17		17

Spring Quarter	Credits	Summer Quarter	Credits
Cosmetology Theory	5	Cosmetology Theory	5
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Advertising	3	Political Science	4
	17		18

Fall Quarter	Credits	Winter Quarter	Credits
Cosmetology Theory	5	Cosmetology Seminar	1
Cosmetology Laboratory	9	Cosmetology Laboratory	9
Human Relations	3	Salesmanship	3
	17	Business Accounting	3
			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.



Fall Quarter	Credits	Winter Quarter	Credits
Technical Mathematics 105	3	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		
	15		15

Spring Quarter	Credits
Human Relations	3
Technical Illustration	3
Descriptive Geometry	3
Technical Drafting 183	6
	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

Fall Quarter	Credits
Communications	3
Technical Mathematics 105	6
or Elective	3
Manufacturing Processes	3
Technical Drafting or Elective	6
Slide Rule	2
	17

Winter Quarter

Credits	
Communications	3
Technical Mathematics 106	3
Manufacturing Processes	3
Technical Drafting	6
	15

Spring Quarter

Credits	
Communications	3
Technical Mathematics 107	3
Technical Drafting	6
Descriptive Geometry	3
	15

SECOND YEAR

Fall Quarter	Credits
Technical Physics	3
Advanced Technical Drawing	6
Materials	3
Metallurgy	3
	15

Winter Quarter

Credits	
Technical Physics	3
Tool Design or Civil Drafting	5
Materials	3
Human Relations	3
Electrical Drafting	3
	17

Spring Quarter

Credits	
Advanced Technical Drawing	5
or Civil Drafting	4
Political Science	3
Plant Layout	3
Technical Illustration	3
	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

Fall Quarter	Credits
Communications	3
Introduction to Business	3
Business Mathematics	3
Typewriting	3
Shorthand	4
	16

SECOND YEAR

Fall Quarter	Credits
Business Law	4
Production Typewriting	3
Shorthand	4
Business Correspondence	3
Elective	3
	17

Continued

Winter Quarter	Credits	Winter Quarter	Credits	Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Political Science	4	Front of the House Operations	3	Business Statistics	3
Business Accounting	3	Executive Typewriting	3	Human Relations	3	Hotel-Motel Management	3
Office Machines	3	Shorthand	4	Advertising	3	Personnel Management	3
Typewriting	3	Records Management	2	Business Correspondence	3	Internship	4
Shorthand	4	Elective	3	Elective	3	Elective	3
	16		16		15		16

Spring Quarter	Credits	Spring Quarter	Credits
Communications	3	Executive Shorthand	4
Shorthand	4	Human Relations	3
Typewriting	3	Office Management	3
Secretarial Procedures	3	Supervised Work Experience	2-4
Office Machines	3		
	16		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	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
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		
	16		15

Winter Quarter	Credits	Winter Quarter	Credits
Communications 112	3	Food and Beverage Operation	5
Principles of Management	3	Salesmanship	3
Typewriting 117	3	Political Science	4
Front of the House Operations	3	Elective	4
Business Accounting	3		
	15		16

Continued

LEGAL SECRETARY

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

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Quarter		Fall Quarter	
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	Elective	3
	16		16

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
	16		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 Experience	2-4
Office Machines	3		
	16		12-14

MARKETING MID-MANAGEMENT

The graduate of this program will be prepared to assume a position within business and/or industry in one or more of the following areas: sales, (retailing and wholesaling) advertising, promotion, purchasing, inventory control, transportation, research, pricing, and credit.

After graduation and following a reasonable length of employment in which the employee demonstrates above average potential and ability, the possibility of advancement to a managerial position may exist. 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 Seminar	3	Merchandise Design and Display	3
Elective in Business	1	Electives	6
Elective	3		
	3		
	16		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
	15		16

Spring Quarter	Credits	Spring Quarter	Credits
Communications 113	3	Personnel Management	3
Principles of Marketing Advertising	3	Political Science	4
Introduction to Data Processing	3	Internship	3
Elective	3	Electives	6
	15		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

PRACTICAL NURSING

The Practical Nursing Program is designed to provide a correlation of classroom theory and practice in the care of selected individuals with different degrees of illness, various types of incapacities, and from all age groups.

Practical Nursing, a four-quarter certificate program, is governed by the Rules and Regulations for the Administration of the Illinois Nursing Act and therefore, meets the requirements of the Department of Registration and Education, State of Illinois.

Upon successful completion of the program, the graduate may apply for a licensing examination, conducted by the State of Illinois. Following successful completion of the examination, the graduate may use the legal title of "Licensed Practical Nurse," and is qualified for immediate employment in the field of Practical Nursing.

Fall Quarter	Credits	Winter Quarter	Credits
Principles of Practical Nursing	8	Nursing the Aged Adult	10
Nutrition	3	Pharmacology in Nursing	2
Human Anatomy & Physiology	4	Vocational Responsibilities	1
Vocational Responsibilities	1	Communications 112	3
Personal & Community Health	2		
	18		16

Spring Quarter	Credits	Summer Quarter	Credits
Maternal and Newborn Nursing	8	Nursing the Adult with Physical Conditions	10
Nursing the Child	8	Nursing the Adult with Mental Conditions	4
Human Relations	3	Vocational Responsibilities	1
	19	Marriage and the Family	3

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

Continued

Spring Quarter	Credits
Office Machines	3
Secretarial Procedures	3
Typewriting	3
Shorthand	4
Business Correspondence	3
	<hr/>
	16

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

Fall Quarter	Credits	Second Year	Credits
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 Elective	3	Introduction to Library Science	3
		Coordinated Teacher Aide Training	4
	<hr/>		<hr/>
	16		17

Winter Quarter

Communications	3	Child Psychology	4
Foundations of Mathematics 101	3	Marriage and the Family	3
Art Education	4	Health	3
Principles of Sociology	4	Coordinated Teacher Aide Training	4
Elective	3		<hr/>
	<hr/>		14
	17		

Spring Quarter

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		<hr/>
	<hr/>		14
	16		

WELDING

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

Fall Quarter	Credits	Winter Quarter	Credits
Fundamentals of Oxyacetylene Welding	3	Fundamentals of Arc Welding	3
Oxyacetylene Welding Laboratory	5	Advanced Welding Laboratory	6
Metallurgy	3	Basic Inert Gas Welding	3
Manufacturing Processes	3	Communications 112	3
Technical Mathematics 105	3		<hr/>
	<hr/>		15
	17		

Spring Quarter

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

MR. PAUL F. McROY
Manager
Radio Station WCIL
Carbondale

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

MRS. THELMA LEVELSMIER

MR. ROBERT A. REEL

Realtor
Carbondale

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

MISS PEARL ROBERTS
Certified Professional
Secretary
Johnson City

MR. CLYDE HEATON
Division Manager
Central Illinois
Public Service Co.
Marion

MR. MARION NASH
Personnel Manager
Consolidated Aluminum Corp.,
Murphysboro

MR. MILTON W. WITT
Executive Director
Marion Chamber of Commerce
Marion

MR. MORGAN SWEENEY
Administrative Services
Olin Corporation
Herrin

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

MR. CLEM A. MARCHILDON
Certified Public Accountant
West Frankfort

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

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 difficulty have been identified. Accordingly, the college has initiated developmental and preparatory courses in communications, reading, mathematics, and social science.

A special individualized program has been established to aid students with problems they may confront as a college student in study skills, reading skills, and writing skills. The program will be available in the learning laboratory.

Not only can the student receive the specialized help he needs, but he will be able to earn credit while doing so. At any time during the year he can, with supervision, enroll in one of the following modulars and earn one hour credit when 12 hours of work are completed, and the objectives agreed upon are achieved.

Entrance into the program is accomplished by contacting an instructor in the learning laboratory. Courses available: English 52 (a, b, c), English 53 (a, b, c), and English 54 (a, b, c).

DIVISION OF CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education and Community Services makes available a comprehensive program of educational activities which are especially designed to meet the needs of adult citizens. Included in the program are credit courses from the baccalaureate and occupation oriented areas, credit equivalency (non-credit) and public service courses, public service activities such as workshops, conferences and seminars, and other community service activities as needed.

I. CREDIT COURSES AND PROGRAMS

The College attempts to offer a variety of credit courses during the evening hours. A complete schedule of available credit classes is published by the College on a quarterly basis. Many adults are finding it possible to complete the requirements of an associate degree by attending evening classes on a regular basis. Interested students should follow the procedures explained in preceding sections of the *College Bulletin*.

II. CREDIT EQUIVALENCY (NON-CREDIT) COURSES AND PROGRAMS

Credit equivalency (non-credit) courses are made available in several program areas. Low tuition and flexible enrollment procedures make it possible and convenient for any citizen of the College District to enroll in non-credit classes. Enrollment in these classes does not require formal admission to the College.

The student may elect to complete any sequence of courses totalling twelve quarter hours (eight quarter hours for the Health, Safety and Environment program) to be eligible for a Certificate of Achievement in any of the programs listed below. Prospective students should note that some courses have required prerequisites. The quarter hour value for each course is enclosed in parentheses beside the course number.

Certificate Program in Homemaking

Activities for Young Children — 01A (1.7)
Art Activities for Parents and Teachers — 02A (1.7)
Basic Emotions in Family Living — 03A (1.7)
Guidance of the Pre-School Child — 04A (1.7)
Introduction to Parenthood — 05A (1.7)
Marriage and Family Relations — 06A (1.7)
Principles and Practice of Child Care Training — 07A (1.7)
Pre-School Art & Activities — 08A (1.7)
Pregnancy and Early Infant Care — 09A (1.7)
Household Food Budgeting — 10A (1.7)
Real Estate — 11A (1.7)
Investments — 12A (1.7)
Insurance Fundamentals — 13A (1.7)
Personal Income Tax Preparation — 14A (2.5)
Personal Money Management — 15A (1.7)
Home Planning and Design — 16A (1.7)
Interior Decorating — 17A (1.7)
Furniture Reupholstering for the Homemaker I — 19A (1.7)
Furniture Reupholstering for the Homemaker II — 20A (1.7)
Beginning Sewing — 22A (1.3)
Intermediate Sewing — 23A (1.3)
Advanced Sewing — 24A (1.3)
Tailoring (Women's Clothing) — 25A (1.3)
Tailoring (Men's Clothing) — 26A (1.3)
Drapery Making — 30A (1.3)
Sewing With Knits — 32A (1.3)

Certificate Program in Developmental, Preparatory or Basic Skills

Review of Basic English Skills (I) — 01A (1.7)
Review of Basic English Skills (II) — 02A (1.7)
Review of Basic Math Skills (I) — 03A (1.7)
Review of Basic Math Skills (II) — 04A (1.7)
Review of Basic Science Skills (I) — 05A (1.7)
Review of Basic Science Skills (II) — 06A (1.7)
Review of Basic Social Studies Skills (I) — 07A (1.7)
Review of Basic Social Studies Skills (II) — 08A (1.7)

Certificate Program in Development and/or Review of Vocational Skills

Executive Housekeeping I — 01A (1.0)
Executive Housekeeping II — 02A (5.0)
Executive Housekeeping III — 03A (4.5)
Executive Housekeeping IV — 04A (2.8)
Sign Painting and Construction I — 05A (1.7)
Sign Painting and Construction II — 06A (1.7)
Sign Painting and Construction III — 07A (1.3)

Introduction to Hospital Accounting — 08A (2.1)
Introduction to Hospital Financial Management — 09A (2.1)
Hospital Budgeting — 10A (2.1)
Introduction to Bookkeeping (Part I) — 12A (1.7)
Introduction to Bookkeeping (Part II) — 13A (1.7)
Introduction to Bookkeeping (Part III) — 14A (1.7)
Introduction to Shorthand (Part I) — 15A (1.3)
Introduction to Shorthand (Part II) — 16A (1.3)
Shorthand Speed Building — 17A (1.3)
Shorthand Theory and Review — 18A (1.3)
Introduction to Typewriting (Part I) — 19A (1.3)
Introduction to Typewriting (Part II) — 20A (1.3)
Introduction to Typewriting (Part III) — 21A (1.3)
Typewriting Review — 22A (1.3)
Introduction to Business Filing — 23A (1.7)
Introduction to Office Machines — 24A (1.3)
Introduction to Receptionist Procedures — 25A (1.7)
Introduction to Business English — 26A (1.7)
Introduction to Business Law — 27A (1.7)
Techniques of Supervision — 28A (1.7)
Basic Industrial Psychology for Supervisors — 29A (1.7)
Introduction to Industrial Traffic Management — 30A (1.7)
Labor Relations and the Industrial Supervisor — 31A (1.7)
Fundamentals of Electricity — 40A (1.3)
Arc Welding — 41A (1.7)
Oxy-Acetylene Welding — 42A (1.7)
Basic Industrial Safety — 11A (1.7)
Coin Operated Machine Repair — 43A (1.7)
Basic Refrigeration — 44A (1.7)
Appliance Repair — 45A (1.7)
General Metals I — 46A (1.7)
General Metals II — 47A (1.7)
Data Processing I — 48A (1.3)
Data Processing II — 49A (1.7)
Data Processing III — 50A (1.7)
Blueprint Reading (Industry) — 51A (1.7)
Blueprint Reading (Building Trades) — 52A (1.7)
Automotive Brakes and Suspensions — 53A (1.7)
Drafting — 54A (1.7)
Basic Brush-Up Cosmetology — 55A (1.3)
Advanced Arc Welding — 56A (1.7)
Wastewater Treatment — 57A (1.7)
Introduction to Welding — 60A (1.7)
Nurse Aide and Orderly — 61A (14.2)
Ward Clerk — 62A (8.7)
Recognition of Basic Cardiac Arrhythmias — A Nursing Approach — 63A (1.7)
A Basic Course in Coronary Care Nursing — A Nursing Approach — 64A (3.3)
Medications — 65A (1.7)
Aviation Ground School — 66A (2.5)
Route Selling — 67A (4.0)

Hair Coloring and Styling for the Barber — 68A (1.5)
Emergency Medical Technician — 69A (6.4)
Industrial Electromechanical Maintenance — 70A (1.3)

Certificate Program in Health, Safety, and Environment

First Aid — 01A (1.7)
Advanced First Aid — 02A (1.7)
Pregnancy and Early Infant Care — 09A (1.7)
Alcohol and Drug Abuse — 03A (1.7)
Mental Health — 04A (1.7)
Physical Fitness for Men — 05A (.8)
Advanced Physical Fitness for Men — 06A (.8)
Physical Fitness for Women — 07A (.8)
Advanced Physical Fitness for Women — 08A (.8)
Personal Defense for Men and Women — 09A (1.3)
Basic Industrial Safety — 11A (1.7)
Boating and Water Safety — 12A (1.7)

Certificate Program in Improving Family Circumstances

Woodworking I — 01A (1.7)
Woodworking II — 02A (1.7)
Woodworking III — 03A (1.3)
Fundamentals of Electrical Wiring I — 04A (1.3)
Fundamentals of Electrical Wiring II — 05A (1.3)
Engine Tune-Up — 06A (1.7)
Small Gasoline Engine Repair and Maintenance — 07A (1.7)
Small Appliance Repair — 08A (1.7)

Certificate in Personal Development

Adult Basic Education — 01A (3.4)
General Education Development Review I — 02A (3.4)
General Education Development Review II — 03A (3.4)
General Education Development Review III — 04A (3.4)
Driver Education — 05A (2.1)
Defensive Driving — 06A (.5)
Current Events — 08A (1.7)
How to Conduct a Meeting (Parliamentary Procedures) — 09A (1.7)
Techniques of Group Leadership — 10A (1.7)
Public Speaking — 11A (1.7)
Speed Reading — 12A (1.7)
Comparative Religions — 13A (1.7)
Historic and Scenic Southern Illinois — 14A (2.3)
New Math for Parents — 15A (1.7)
Practical Politics — 16A (1.7)
Conversational Spanish — 17A (1.7)
Creative Writing — 25A (1.7)
Conversational English (For Foreign Born Students) — 26A (1.7)
Introduction to Industrial Occupations — 27A (2.5)

III. PUBLIC SERVICE COURSES

Many courses of a hobby, recreational or leisure time nature are not eligible for State reimbursement and, thus, can only be offered as a public service by the College.

Since the College wishes to meet the educational needs of all citizens of the District, a limited number of such courses will be offered during the 1973-74 academic year. A flat fee of \$10 will be charged for enrolling in any of these courses.

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

Listing of Public Service Courses

Drawing and Oil Painting — (NC 01)
Fundamentals of Golf — (NC 02)
Introduction to Photography — (NC 03)
Macrame — (NC 04)
Driver Education (Lab) — (NC 05)
Antiques — Identification & Marketing — (NC 06)
Introduction to Tennis — (NC 07)
Physical Fitness for Men and Women — (NC 08)
Beginning Piano for Adults (I) — (NC 09)
Beginning Piano for Adults (II) — (NC 10)
Creative Stitchery — (NC 11)
Social and Square Dancing — (NC 12)
Amateur Theatre — (NC 13)
Beginning Piano for Adults (III) — (NC 14)
Sailing and Canoeing — (NC 15)

IV. PUBLIC AND COMMUNITY SERVICE ACTIVITIES

Many continuing education needs are best met through short-term activities such as workshops, conferences, seminars, and special projects. The College's facilities and personnel are available to any group of citizens or community organization from within the College District that has evidence of an educational need.

V. ENROLLMENT IN CONTINUING EDUCATION COURSES AND COMMUNITY SERVICE ACTIVITIES

Schedules of evening credit and non-credit classes are available at the Office of Continuing Education prior to the start of each quarter. Announcements of community service activities are made on a periodic basis. Students desiring to enroll in evening credit classes should follow the procedures outlined in previous sections of the *College Bulletin*. Enrollment in non-credit courses or educational activities can be accomplished by merely visiting, writing or telephoning the Office of Continuing Education at 985-3741 or 549-0333. Enrollment can also be completed by merely attending the first meeting of the class. All enrollment is on a "first-come-first-serve" basis.

COURSE DESCRIPTIONS

DEPARTMENT OF BUSINESS

Accounting

- Accounting 201
Prerequisites: None
3 hours weekly (3-0) 3 hours
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 receivables and payables. A practice set providing practice for a sole proprietorship will be used.
- Accounting 202 *PRINCIPLES OF ACCOUNTING*
Prerequisites: Accounting 201
3 hours weekly (3-0) 3 hours
A continuation of the study of the fundamental principles of accounting with emphasis in the following areas: merchandise inventory, deferrals and accruals, and plant and intangible assets; accounting systems and controls, including the voucher system; payroll systems, and concepts and principles.
- Accounting 203 *PRINCIPLES OF ACCOUNTING*
Prerequisites: Accounting 202
3 hours weekly (3-0) 3 hours
A continuation of the study of the fundamental principles of accounting, with emphasis in the following areas: accounting for partnerships; corporation accounting, including organization and operation, stockholders' equity, earnings, dividends, long-term obligations, and investments; and control accounting, including manufacturing and process cost systems, and budgetary control and standard cost systems. A practice set providing for a manufacturing business using a job order cost system will be used.
- Accounting 215 *INTERMEDIATE ACCOUNTING*
Prerequisites: Accounting 203
4 hours weekly (4-0) 4 hours
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*

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

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*

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

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*

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

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*

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

A 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*

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

A practical accounting course for non-accountants. It includes a study of the elements of accounting and the accounting procedure. The accounting elements, business transactions, common journals, posting, the trial balance, the worksheet, 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*

Prerequisites: Accounting 201 or 220
3 hours weekly (3-0) 3 hours

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

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.

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.

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.

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.

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.

Services 261 INTERNSHIP

4 hours
Prerequisites: Consent of Assoc. Dean of Voc.-Tech.
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.

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 statistical reports, office-style dictation, and accounting reports. The following grading scale is used: A — 35 wam; B — 25 to 34 wam; C — 18 to 24 wam; D — 12 to 17 wam.

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, the spirit process of duplicating, and the dry copying process. Experience is also given in the practice of modern collating methods involving the use of the electric collating machine, electric stapler, and the folding machine. 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*

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 typical pool in a business. Work from campus organizations and faculty members will be accepted.

Business 214 *INTRODUCTION TO DATA PROCESSING*

Prerequisites: None

3 hours weekly (3-0)

An introductory course with the emphasis upon business aspects and relationships 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 generate them, and how to interpret the reports.

Business 221 *BUSINESS LAW*

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*

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, partnership corporations, and real property — is emphasized.

Business 223 *BUSINESS FINANCE*

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 225 *BUSINESS CORRESPONDENCE*

Prerequisites: None

3 hours weekly (3-0)

A brief review of punctuation and grammar and a complete study of letter form 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
Prerequisites: None
3 hours weekly (3-0)

SECRETARIAL PROCEDURES

3 hours

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
Prerequisites: None
1 hour weekly (1-0)

BUSINESS SEMINAR

1 hour

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
Prerequisites: Consent of Assoc. Dean of Voc.-Tech.
10-20 hours weekly (0-20)

SUPERVISED SECRETARIAL WORK EXPERIENCE

2-4 hours

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
Prerequisites: Business 118 or 126 or Consent of Instructor
3 hours weekly (3-0)

LEGAL SECRETARIAL PRACTICE

3 hours

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
Prerequisites: Business 247
3 hours weekly (3-0)
A continuation of Business 247.

LEGAL SECRETARIAL PRACTICE

3 hours

Business 249
Prerequisites: Business 248
3 hours weekly (3-0)

LEGAL SECRETARIAL PRACTICE

3 hours

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

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

INSURANCE

3 hours

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.

REAL ESTATE

Business 252

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.

PRINCIPLES OF BANKING

Business 253

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-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 Assoc. Dean of Voc.-Tech.

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 *MERCHANDISE DESIGN AND DISPLAY*

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Marketing 224 *ADVERTISING*

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Marketing 228 *MERCHANDISING PRINCIPLES*

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Management

Management 112 *PRINCIPLES OF MANAGEMENT*

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Management 115 *OFFICE MANAGEMENT*

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Management 119

PERSONNEL MANAGEMENT

3 hours

Prerequisites: None

3 hours weekly (3-0)

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

Management 213 **LABOR-MANAGEMENT RELATIONS** 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 Emphasis is placed on the supervisor's responsibility for good labor relations. A study of the methods used by employees, employers, and the public in solving labor problems. The union contract, grievance procedures, collective bargaining, and wage theories are studied from the viewpoint of the employee as well as the employer.

Management 225, 226, 227 **COORDINATED MARKETING MID-MANAGEMENT TRAINING** 3 hours
 Prerequisites: Consent of Assoc. Dean of Voc. — Tech.
 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 proof-reading. All shorthand speed grades are based on 3-minute takes with at least 95% accuracy. The following grading scale is used: A — 80 wam; B — 70 wam; C — 60 wam. The minimum speed for the transcription of cold notes is 20 wam.

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. The following grading scale is used for speed: A — 100 wam; B — 90 wam; C — 80 wam. The minimum

speed for mailability is 15 wam. The minimum speed for the transcription of cold notes is 25 wam.

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 30 wam is required for cold notes. A minimum speed of 20 wam is required for mailability. The following grading scale is used for speed: A — 110 wam; B — 100 wam; C — 90 wam.

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 wam. A minimum speed of 25 wam is required on mailability; 35 is required for cold notes; and the following grading scale is used for speed: A — 120 wam; B — 110 wam; C — 100 wam.

Business 234 **SHORTHAND** 4 hours
 Prerequisites: Consent of Assoc. Dean of Voc. — Tech.
 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. The following grading scale is used for speed: A — 130 wam; B — 120 wam; C — 110 wam. The minimum speed of 40 wam is required for cold note transcription, and 30 wam is required for mailability transcription.

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. The following grading scale is used: A — 40 wam; B — 35 wam; C — 30 wam.

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. The following grading scale is used: A — 50 wam; B — 45 wam; C — 40 wam.

Business 118 **TYPEWRITING** 3 hours
 Prerequisites: Business 117
 5 hours weekly (1-4)
 Drill and copy work to further develop speed and accuracy in typewriting in both production and straight copy typing. A further study of the business letter, special business communication forms and styles, manuscripts, and a mastery of typing digits. The following grading scale is used: A — 60 wam; B — 55 wam; C — 50 wam.

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 production rate possible in the typing of business letters, forms, legal documents, manuscripts, rough drafts, and other office-type jobs. The following grading scale is used: A — 70 wam; B — 65 wam; C — 60 wam.

Business 231 *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 typewriter. The following grading scale is used: A — 70 wam; B — 65 wam; C — 60 wam.

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 painting, sculpture and architecture as expressed in the history of world art, and how other cultures are related to the Western world. A basis for approaching visual art 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 drawing. 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 do renderings from still life and nature.

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: None
 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 development. A study of purposes of art and crafts as a means of achieving educational goals should help in understanding and appreciation of the child through his art.

Art 220 *ART HISTORY* 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

4 hours

BEGINNING PAINTING

Prerequisites: Consent of Instructor
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

4 hours

BEGINNING SCULPTURE

Prerequisites: Art 192 or consent
6 hours weekly (0-6)

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, and clay.

Art 290

2 hours

OIL PAINTING

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 (a,b,c)

3 hours

BASIC COMMUNICATIONS

Prerequisites: None
3 hours weekly (3-0)

Basic Communications is designed to review the basic skills in college writing. The student will progress through sentence patterns and paragraph patterns to the short theme. By the end of the term, the student will be expected to write a well-organized paragraph and short Theme. A student may enroll in the course or any of its three parts. This course is not designed for college transfer.

- a. Sentence patterns
- b. Paragraph development
- c. Short theme

English 53 (a,b,c)

3 hours

READING IMPROVEMENT

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. A student may enroll in the course or any of its three parts. This course is not designed for college transfer.

- a. *Word Power* — Students will put into practice four work attack skills: structural analysis (prefixes, roots, suffixes), context clues (using contextual surroundings to get word meaning), word card sets (student constructed), and dictionary skills. In addition, a study of the correspondence between oral language and written language is available in this course. Students who use ethnic or regional dialects may find this is a useful way to acquire knowledge of standard usages, also.
- b. *Basic Comprehension Skills* — In this section students will concentrate on the basic organization of expository writing. Students will learn to select main ideas in sentences, paragraphs and longer sections, to select specific details and to recall in logical sequence what they read.
- c. *Study Skills* — Students electing to take this section will practice an organized textbook study method (SQ3R), and college lecture and textbook notetaking. They will also acquire a knowledge of test taking methods and will prepare personal study schedules.

English 54

3 hours

READING IMPROVEMENT

Prerequisites: None
3 hours weekly (3-0)

Advanced comprehension, rate, and critical reading are emphasized through an individualized developmental approach. A student may enroll in the course or any of its three parts. This course is not designed for college transfer.

- a. *Speed Reading* — To increase speed of comprehension, students will work on those specific problems which cause them to read slowly: regressions, vocalizations, and/or word-by-word reading. Students will practice effective speed reading skills with reading pacers, workbook materials and paperback books.
- b. *Advanced Comprehension* — The major focus of this section will be on learning to critically evaluate written material. Besides using basic comprehension skills to understand an author's ideas, students will learn to evaluate the material by learning to differentiate between fact and opinion, to locate connotative use of language, to apply criteria for determining authority and to define and detect logical fallacies.
- c. *Individually Designed Modular* — The student who selects this section will work with the instructor to create whatever program is needed to deal with the student's individual problems. The finished program agreed upon may include a combination of skills from the other sections of English 53 and 54. The intent of including this section in the program is to allow the maximum flexibility needed for planning an appropriate program for the individual student.

English 111

3 hours

COMMUNICATIONS

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

3 hours

COMMUNICATIONS

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

3 hours

COMMUNICATIONS

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

3 hours

ENGLISH COMPOSITION

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* 3 hours
 Prerequisites: English 102
 3 hours weekly (3-0)

This course further develops reading and writing skills. It includes an introduction to representative works of modern literature, 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. Placement tests are available to ascertain at what level they should begin their studies in these areas.

Students should make special note of the fact that language classes begin *only* in the fall term each year. Therefore, if the student is considering a language as an elective or feels he might possibly need it, he is advised to begin his study in his first semester of the freshman year. Unless this is done he will be unable to complete the two year sequence at the college by graduation time.

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		Literature	
Spanish 101	ELEMENTARY SPANISH 3 hours	English 121	INTRODUCTION TO POETRY 3 hours
Prerequisites: None		Prerequisites: None	
4 hours weekly (3-1)		3 hours weekly (3-0)	
Emphasis on grammar, pronunciation, vocabulary and oral use of the language.		An introductory course designed to enhance the student's understanding and appreciation of poetry. Includes a study of poetic forms, themes and styles.	
Spanish 102	ELEMENTARY SPANISH 3 hours	English 122	MODERN FICTION 3 hours
Prerequisites: Spanish 101 or equivalent		Prerequisites: None	
4 hours weekly (3-1)		3 hours weekly (3-0)	
Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition.		The reading and study of representative short stories and novels. Examination of structure in relation to meaning with particular stress on contemporary fiction.	
Spanish 103	ELEMENTARY SPANISH 3 hours	English 211	ENGLISH LITERATURE TO 1550 3 hours
Prerequisites: Spanish 102 or equivalent		Prerequisites: English Composition	
4 hours weekly (3-1)		3 hours weekly (3-0)	
Continuation of Spanish 102 with emphasis on refining conversational skills; completes the sequence of Elementary Spanish.		A survey of masterpieces of English literature from Anglo-Saxon times through early Tudor times.	
Spanish 201	INTERMEDIATE SPANISH 3 hours	English 212	ENGLISH LITERATURE: 1550-1750 3 hours
Prerequisites: Spanish 103 or equivalent of two years of high school Spanish		Prerequisites: English Composition	
4 hours weekly (3-1)		3 hours weekly (3-0)	
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.		A study and analysis of selected English classics from Shakespeare through the Neo-Classical Age.	
Spanish 202	INTERMEDIATE SPANISH 3 hours	English 213	ENGLISH LITERATURE: 1750 TO PRESENT 3 hours
Prerequisites: Spanish 201 or equivalent		Prerequisites: English Composition	
4 hours weekly (3-1)		3 hours weekly (3-0)	
Continuation of Spanish 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory required.		A study and analysis of selected works from the Romantic, Victorian and Modern eras.	
Spanish 203	INTERMEDIATE SPANISH 3 hours	English 231	AMERICAN LITERATURE TO 1860 3 hours
Prerequisites: Spanish 202 or equivalent		Prerequisites: English Composition	
4 hours weekly (3-1)		3 hours weekly (3-0)	
Continuation of Intermediate Spanish.		A survey of American Literature from the Colonial period to the eve of the Civil War. Emphasis on major writers.	
Journalism		English 232	AMERICAN LITERATURE: 1860-1914 3 hours
Journalism 201	NEWS 3 hours	Prerequisites: English Composition	
Prerequisites: None		3 hours weekly (3-0)	
3 hours weekly (2-2)		A study and analysis of selected American writers from the Civil War to the time of World War I.	
A study of the newspaper story. Work is provided in writing, revising, and copy editing.		English 233	AMERICAN LITERATURE: 1914 TO PRESENT 3 hours
Journalism 202, 203	NEWS WRITING AND EDITING I, II 3 hours	Prerequisites: English Composition	
Prerequisites: Journalism 201		3 hours weekly (3-0)	
3 hours weekly (1-4)		A study of the writers and trends since World War I.	
Theory and practice of covering news stories, preparing copy, and writing headlines. Must be taken in sequence. (Journalism 201 is a prerequisite for 202).			

English 264

Prerequisites: None
3 hours weekly (3-0)

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

LITERATURE FOR CHILDREN

3 hours

MUSIC FUNDAMENTALS

Music 110

Prerequisite: None
3 hours weekly (3-0)

A course for the student who desires a knowledge of the basic concepts of rhythm, notation, music reading, scales, chords, etc. Designed for those with little or no formal musical training. Required for students who do not pass the theory placement. May be taken as an elective.

3 hours

Music

Music 101

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.

CHORAL ENSEMBLE

1 hour

Music 111, 112, 113, 114

1 hour

APPLIED MUSIC

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 102

Prerequisite: Consent of instructor
3 hours weekly (0-3)

Open to a limited number of students. Designed to give students experience with choral music specifically written for small groups. Will give public performances during the term; membership through instructor consultation. May be repeated.

CHAMBER ENSEMBLE

1 hour

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 103

Prerequisite: None
3 hours weekly (0-3)

John A. Logan College Band. Open to all students who have had prior instrumental experience or by consultation with the instructor. Will give public performances during the term. May be repeated.

INSTRUMENTAL ENSEMBLE

1 hour

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 104

Prerequisite: Consent of instructor
3 hours weekly (0-3)

Open to a limited number of students. Designed to give the student experience in more "contemporary" music, i.e. jazz, dance and stage band literature. Will give public performances during the term. Membership through instructor consultation; may be repeated.

STAGE BAND

1 hour

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 105

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 APPRECIATION

3 hours

SURVEY OF MUSIC LITERATURE

3 hours

Prerequisite: None
3 hours weekly (3-0)

Analysis and listening of the characteristic forms and styles of music. Examples from each historical period will be used. Required for music majors and minors.

Music 106

Prerequisite: Consent of instructor
3 hours weekly (0-3)

Designed to provide students the opportunity for developing skills and experience in concentrated areas of the musical theatre, such as solo singing, instrumental accompanying, staging, lighting, costuming, dancing, and make-up. Students may acquire no more than 3 hours credit in this course.

MUSIC THEATRE WORKSHOP

1 hour

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
 Prerequisites: Music 221
 4 hours weekly (4-0)
 Study of 9th chords and the sequence. 4 hours

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

Philosophy 111
INTRODUCTION TO PHILOSOPHY
 Prerequisites: None
 3 hours weekly (3-0)
 A survey and analysis of several major philosophical problems which concern contemporary Western philosophers. Problems in ethical theory are the focus of the course, though problems in epistemology and metaphysics are covered as a background for the discussion of ethical questions. 3 hours

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

Speech 105
FORENSIC ACTIVITIES
 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. 1 hour

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

Speech 115
SPEECH
 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. 3 hours

Speech 117
FUNDAMENTALS OF THEATRE
 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. 3 hours

Speech 121
ADVANCED PUBLIC SPEAKING
 Prerequisites: Speech 115
 3 hours weekly (3-0)
 Designed to prepare students for audience analysis in various types of speaking situations. 3 hours

DEPARTMENT OF COSMETOLOGY

Cosmetology 101
COSMETOLOGY THEORY
 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). 5 hours

Cosmetology 111
COSMETOLOGY LABORATORY
 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. 9 hours

Cosmetology 102
COSMETOLOGY THEORY
 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. 5 hours

Cosmetology 112
COSMETOLOGY LABORATORY
 Prerequisites: Cosmetology 111
 25 hours weekly (0-25)
 Demonstrations, student exchange services, mannequin and patron clinic, all services familiar to the trade. Introduction to razor hair shaping, scalp and facial treatments, chemical hair straightening, hair coloring (frosting, minking, tint back, special color effects). Hand and nail care, arching, lash and brow tinting, basic makeup and cosmetic chemistry. 9 hours

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, wiggyery.

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. Men 117 *INDIVIDUAL PHYSICAL EDUCATION*
 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. Men 157	METHODS OF TEACHING GYMNASTICS	1 hour
P.E. Women 125	TENNIS	P.E. Men 158	METHODS OF TEACHING WRESTLING	2 hours
P.E. Women 126	BADMINTON	P.E. Men 159	METHODS OF TEACHING EXERCISE	1 hour
P.E. Women 127	GYMNASTICS	P.E. Women 171	BASIC MOVEMENT	1 hour
P.E. Women 128	SOFTBALL	P.E. Women 172	SPEEDBALL	1 hour
P.E. Women 129	VOLLEYBALL	P.E. Women 173	BASKETBALL	1 hour
P.E. Women 130	BASKETBALL	P.E. Women 174	FIELD HOCKEY	1 hour
P.E. Women 131	MODERN DANCE	P.E. Women 175	TENNIS	1 hour
P.E. Women 132	FOLK DANCE	P.E. Women 176	TRACK & FIELD	1 hour
P.E. Women 133	TRACK & FIELD	P.E. Women 177	MODERN DANCE	1 hour
P.E. CO-ED 138	SAILING AND CANOEING	P.E. Women 178	FOLK DANCE	1 hour
P.E. CO-ED 139	WATER SKIING	P.E. Women 179	SOCIAL AND SQUARE DANCE	1 hour
P.E. CO-ED 140	ADVANCED TENNIS	P.E. Women 180	VOLLEYBALL	1 hour
P.E. CO-ED 141	BOWLING	P.E. Women 181	SOFTBALL	1 hour
P.E. CO-ED 142	ADVANCED GOLF	P.E. Women 182	TUMBLING & GYMNASTICS	1 hour
P.E. CO-ED 143	SOCIAL & SQUARE DANCE			
P.E. CO-ED 144	ARCHERY			
P.E. CO-ED 145	GOLF			
P.E. CO-ED 146	FOLK DANCE			
P.E. CO-ED 147	BADMINTON			
P.E. CO-ED 148	VOLLEYBALL			
P.E. CO-ED 149	TENNIS			
P.E. CO-ED 150	ADVANCED SWIMMING			

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 152	METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES	1 hour
P.E. Men 153	METHODS OF TEACHING BASKETBALL	2 hours
P.E. Men 154	METHODS OF TEACHING GOLF	1 hour
P.E. Men 155	METHODS OF TEACHING TENNIS	1 hour
P.E. Men 156	METHODS OF TEACHING TRACK & FIELD	2 hours

DEPARTMENT OF PRACTICAL NURSING

Practical Nursing 101 *PRINCIPLES OF PRACTICAL NURSING*

8 hours

Prerequisites: None

23 hours weekly (2-6-15)

A study of nursing techniques that can be applied to various nursing areas. Basic nursing skills are learned, which lay the foundation for more complex learning situations. Application of learned nursing skills is a part of the students' experience, both in the laboratory and in the hospital setting.

Practical Nursing 121 *NUTRITION*

3 hours

Prerequisites: None

3 hours weekly (3-0)

Taught as a vital part of practical nurse education, this course enables the student to understand the necessity for careful selection and preparation of food to be used by the human body. Foods used to treat various conditions of illness are learned throughout related areas later in the curriculum.

Practical Nursing 131 *HUMAN ANATOMY AND PHYSIOLOGY*

3 hours

Prerequisites: None

5 hours weekly (3-2)

A study of the human body; its singular parts which combine to form an integrated functioning whole. The various organs and systems of the body are considered with particular emphasis on the part each plays in its role of the normal well individual. Designed for students in the allied health field.

- Practical Nursing 141 *VOCATIONAL RESPONSIBILITIES* 1 hour
 Prerequisites: None
 1 hour weekly (1-0)
 A practical course for the purpose of acquainting the student with duties and responsibilities, including moral and legal aspects. Attention is given to the history and trends of nursing regarding the relationship to the modern practical nurse, including emphasis on the team concept of nursing.
- Practical Nursing 142 *VOCATIONAL RESPONSIBILITIES* 1 hour
 Prerequisites: Practical Nursing 101, 121, 131, 141, 151
 1 hour weekly (1-0)
 A continuation of Vocational Responsibilities 141, for the purpose of increased understanding of personal relationships within the role of the practical nurse. A more complete orientation to nursing publications and vocational and professional organizations is presented.
- Practical Nursing 143 *VOCATIONAL RESPONSIBILITIES* 1 hour
 Prerequisites: Practical Nursing 142, 161, 171, 181, 191
 1 hour weekly (1-0)
 A comprehensive consideration of the graduating student with respect to an understanding of various organizations and agencies that relate to health care. This course also includes information on career opportunities and responsibilities.
- Practical Nursing 151 *PERSONAL AND COMMUNITY HEALTH* 2 hours
 Prerequisites: None
 3 hours weekly (1-2)
 A study of personal health and its relationship to all aspects of community health. It includes implications of local health involvement. The necessity of immunization as a means of controlling communicable disease nursing. Also presented is an overview of public health agencies and their functions in the responsibility of community health.
- Practical Nursing 161 *NURSING THE AGED ADULT* 10 hours
 Prerequisites: Practical Nursing 101, 121, 131, 141, 151
 30 hours weekly (3-2-25)
 A course specifically designed to promote understanding and positive attitude toward caring for the well or sick aged person. The role of the elderly person in the family setting is considered. Specific conditions related to the elderly are studied, including diet therapy, as well as care of the dying patient and his family.
- Practical Nursing 171 *PHARMACOLOGY IN NURSING* 2 hours
 Prerequisites: Practical Nursing 101, 121, 131, 141, 151
 3 hours weekly (1-2)
 A study of medication administration for the purpose of preparing the student to function responsibly in the team nursing concept. The course is intended to be a practical means of building capability and confidence in administering medication, while attending the needs of the patient.

- Practical Nursing 181 *MATERNAL AND NEWBORN NURSING* 8 hours
 Prerequisites: Practical Nursing 142, 161, 171
 17 hours weekly (5-2-10)
 Provides for theory and practice in the care of the mother and the newborn infant. Reproductive functions of the human body are emphasized.
- Practical Nursing 191 *NURSING THE CHILD* 8 hours
 Prerequisites: Practical Nursing 142, 161, 171
 17 hours weekly (5-2-10)
 A study of the care of the infant child in the family setting, followed by a presentation of physical and emotional growth patterns through childhood and adolescence. A large emphasis is placed on the hereditary and acquired conditions that demand nursing care.
- Practical Nursing 201 *NURSING THE ADULT WITH PHYSICAL CONDITIONS* 10 hours
 Prerequisites: Practical Nursing 181, 191
 24 hours weekly (5-4-15)
 The study of nursing care involved in a broad range of adult health deviations, including etiology and accepted modes of treatment.
- Practical Nursing 202 *NURSING THE ADULT WITH MENTAL CONDITIONS* 4 hours
 Prerequisites: Practical Nursing 181, 191
 8 hours weekly (3-5)
 Considered an introduction to mental health and deviations from normal. Nursing of the mentally handicapped is emphasized, in addition to public reaction to the subject of mentally retarded and handicapped individuals.
- DEPARTMENT OF SCIENCE**
- Biological Science**
- Biological Science 101 *BIOLOGICAL SCIENCE* 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 structure and functions of living organisms using the plant and animal kingdoms.
- Biological Science 103 *BIOLOGICAL SCIENCE* 4 hours
 Prerequisites: Biological Science 102
 4 hours weekly (4-0)
 A continuation of Biological Science 102 with emphasis on conservation and the ecological relationships of the natural community.

Biological Science 275 *COMMON PLANTS OF SOUTHERN ILLINOIS* 3 hours
 Prerequisites: Biological Science 101, Biological Science 102 or consent 4 hours weekly (2-2)
 A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. A one all-day field trip will be included.

Chemistry

Chemistry 101 *GENERAL INORGANIC CHEMISTRY* 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 reactions.

Chemistry 202 *ORGANIC CHEMISTRY* 5 hours
 Prerequisites: Organic Chemistry 201
 9 hours weekly (3-6)
 This course continues the discussion of aliphatic and alicyclic compounds. It also deals with aromatic substances and resonance. As in the other courses in this sequence, the laboratory work requires the preparation and study of substances which are discussed in the lecture portion.

Chemistry 203 *ORGANIC CHEMISTRY* 5 hours
 Prerequisites: Organic Chemistry 202
 9 hours weekly (3-6)
 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.

Physical Science

Physical Science 101

PHYSICAL SCIENCE

4 hours

Prerequisites: None
4 hours weekly (4-0)

A general education course for the non-science major that introduces the topics of motion, work, power, and energy. Basic electricity with emphasis on home application is the final topic. May be taken either during first or second year.

Physical Science 102

PHYSICAL SCIENCE

4 hours

Prerequisites: Phy. Sci. 101
4 hours weekly (4-0)

A general education course for those who have completed Physical Science 101, introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoint.

Physical Science 103

PHYSICAL SCIENCE

4 hours

Prerequisites: Phy. Sci. 101
4 hours weekly (4-0)

A general education course in earth science with emphasis toward topics such as earth materials, the oceans, time, the atmosphere, weather forecasting and movements in the earth.

Physics

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 AND MAGNETISM

3 hours

Prerequisites: 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

History 101

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.

History 102

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.

History 103

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.

History 201

UNITED STATES HISTORY

3 hours

Prerequisites: None
3 hours weekly (3-0)

This course is designed to examine the development of a civilization and formulation of an American spirit. Beginning with the impact of an old world culture upon a wilderness environment, the stream of U. S. history is traced through the pur-

suance of liberty culminating in revolution, emergence of the Constitution and the rise of American nationalism.

History 202 *UNITED STATES HISTORY* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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

History 203 *UNITED STATES HISTORY* 3 hours

Prerequisites: None
3 hours weekly (3-0)

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

History 211 *MODERN AMERICAN HISTORY:
1920-1939
(THE TWENTIES, THE DEPRESSION AND THE
NEW DEAL)* 3 hours

Prerequisites: None
3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 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

Geography 112 *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 the specific regions and countries. Focus is on key countries in the seven continents of the world.

Political Science

Political Science 131 *AMERICAN GOVERNMENT* 4 hours

Prerequisites: None
4 hours weekly (4-0)

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

Political Science 211 *STATE AND LOCAL GOVERNMENT* 4 hours

Prerequisites: None
4 hours weekly (4-0)

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)
 A sociological examination of mate selection and marriage, family life, marital adjustments, and the place of the family in American culture. Cross-cultural comparisons will consider child-rearing, communal living, the latest trends, and predictions about the future.

DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

Agricultural Mechanics

Agricultural Mechanics 111 **AGRICULTURAL MECHANICS SUPERVISED WORK EXPERIENCE** 4 hours
 Prerequisites: Consent of Assoc. Dean of Voc.-Tech.
 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 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** 3 hours
 Prerequisites: None
 5 hours weekly (1-4)

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, as used on chain saws, and outboards, and four-cycle gas engines, used on mowers, and tillers. 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 Assoc. Dean of Voc.-Tech.
 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 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

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 (2-4)
 Theory and practice in diagnosing, adjusting and tuning modern automotive engines. Laboratory practice is provided using the latest test equipment and procedures.

Automotive Technology 172 *FUELS AND LUBRICATION* 3 hours
 Prerequisites: Automotive 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*

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.

3 hours

Automotive Technology 274 *SERVICE ORIENTATION*

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.

3 hours

Automotive Technology 275 *AUTOMOTIVE SERVICE MANAGEMENT*

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.

2 hours

Automotive Technology 276 *AUTOMOTIVE HEATING AND AIR CONDITIONING*

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.

3 hours

Child Care

Child Care 160

INTRODUCTION TO CHILD CARE

Prerequisites: None 3 hours weekly (3-0)

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

3 hours

Child Care 161

PRINCIPLES AND PRACTICES OF CHILD CARE

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.

4 hours

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 Assoc. Dean of Voc. - Tech.
 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 provid-

ing 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 mechanical drafting. Lettering, pictorial and orthographic sketching, applied geometry, and basic orthographic projection drawing will be studied with the major emphasis on the fundamentals of orthographic projection drawing.

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 orthographic drawings, primary and secondary auxiliary views, sectional views, thread and fastener representations, and detail dimensions of orthographic drawings.

Drafting Technology 183 TECHNICAL DRAFTING

6 hours

Prerequisites: Drafting Technology 182
9 hours weekly (3-6)

Instruction and practice in dimensioning, tolerancing, detailing, assembly drawing as in the development of working drawings. Specific problems are undertaken in the design and drawing of castings, machined parts, gears and cams.

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 DRAWING

6 hours

Prerequisites: Drafting Technology 183
9 hours weekly (3-6)

Continuation of Technical Drafting 183, with emphasis on surface developments, weldments, piping drawings, and machine elements. The use of handbooks, catalogs, and other reference materials is emphasized in the design and drawing of various required drawing assignments.

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 working as a draftsman or illustrator. The course emphasizes the principles of axonometric projection, oblique, perspective drawing with the major emphasis on isometric drawing and exploded assembly illustrations. Basic line, smudge, and stipple shading techniques are emphasized accompanied with various prepared media shading techniques.

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, intersections 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.

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

4 hours

Prerequisites: None
4 hours weekly (4-0)

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 Assoc. Dean of Voc. - Tech.
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: None
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: None
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 Heliarc 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
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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