JOHN A. LOGAN COLLEGE

Carterville, 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 6-7

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 Bonall.
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 Storm ....................................... 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
Maitrise, 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, Reallgymnasium: 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. Autry .................................. 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 228 full-time equivalent students in attendance. Its first student body consisted of freshmen only and classes were conducted at several locations within the city of Herrin.

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

On April 12, 1969, the voters of the District supported a bond referendum to provide nearly three million dollars to help finance the construction of a permanent campus.

The College began operations on its campus the fall quarter of 1969 in newly constructed interim facilities. Construction of Phase I of the permanent facilities is nearing completion and will be in use beginning with the fall quarter, 1970.

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.

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

John A. Logan College 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 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 that a 3.0 grade point average on a five point grading scale.

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

SCHEDULE OF TUITION AND FEES

Tuition

In-District Students — $1.50 per quarter hour.

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

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

Fees

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

Student Services Fee — 25c per quarter hour for all students. This fee is non-refundable.

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

Refunds

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

First week — 70%
Second week — 50%

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

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

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

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

Academic Warned
Any 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 third quarter of full-time attendance, any student who has been on “Academic Probation” and does not achieve a 3.0 average for the third quarter will be placed on “Academic Suspension” for a minimum of two quarters.

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

Schedule Changes and Withdrawals
Permission to change schedules must originate in the Office of Admissions and Registration. The official change of program slip will originate with the counselor. Students may withdraw from a class within five days with no mark recorded. No new course may be added after the fifth day of each quarter.

Late Enrollment
No student is officially enrolled until his fees are paid. No student may enroll in a class after the first week of school.

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

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

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

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

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

Inc. Incomplete

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
b. Must be registered as a student for a minimum of twenty-four quarter hours at sophomore standing.
d. Complete a minimum of 93 quarter hours of credit.

General Requirements
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 students 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.
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 students 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.

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**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.

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**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.
*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)**

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**ART**

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<th>SECOND YEAR</th>
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<tbody>
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<tr>
<td>Art Appreciation</td>
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</tr>
<tr>
<td>Beginning Drawing</td>
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<td>Visual Elements</td>
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<td>Language or Math</td>
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<td>Western Civilization</td>
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<tr>
<td>Life Drawing</td>
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<td>Political Science</td>
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<td>Oil Painting</td>
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15-16
# CHEMISTRY

## FIRST YEAR
- **Fall Quarter**
  - English Composition: 3 credits
  - College Algebra: 4 credits
  - General Chemistry: 5 credits
  - Physics 155: 4 credits

## SECOND YEAR
- **Fall Quarter**
  - Political Science: 4 credits
  - Elementary Calculus & Analytic Geometry: 5 credits
  - Organic Chemistry: 5 credits
  - Foreign Language or Humanities: 3 credits

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<th>Credits</th>
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<td>Physics 156: 4 credits</td>
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<td>Trigonometry: 5 credits</td>
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<td></td>
<td>Physics 211: 3 credits</td>
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<tr>
<td></td>
<td>Intermediate Calculus &amp; Analytic Geometry: 5 credits</td>
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<tr>
<td></td>
<td>Foreign Language: 3 credits</td>
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<td>History: 3 credits</td>
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<td>Speech: 3 credits</td>
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<td>Physics 212</td>
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<td>Winter Quarter</td>
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<td>General Chemistry</td>
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<td>Physics 156</td>
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<td><strong>BUSINESS ADMINISTRATION AND ACCOUNTING</strong></td>
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<td></td>
<td>18</td>
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1 Only one is required for graduation, but participation in two is recommended.
2 Must complete one science group listed under the Arts and Science curriculum guide for those transferring to SIU.
### PHYSICAL EDUCATION (MEN)

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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<tbody>
<tr>
<td>Fall Quarter</td>
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<tr>
<td>English Composition</td>
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<td>Biology</td>
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<td>Western Civilization or Anthropology</td>
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### PHYSICAL EDUCATION (WOMEN)

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### PRE-ENGINEERING

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

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**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
- Physical Science: 12 hours
- Social Science: 18 hours
- Humanities: 9 hours

Continued
# Elementary Education

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PRE-MEDICINE

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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 aids, payroll clerks, government and civil service positions, and other related accounting positions.

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

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
</tr>
<tr>
<td>Communications 111</td>
</tr>
<tr>
<td>Office Machines 127</td>
</tr>
<tr>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Elective in Business</td>
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<table>
<thead>
<tr>
<th>Winter Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>Communications 112</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Political Science</td>
</tr>
<tr>
<td>Introduction to Business</td>
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</tr>
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</table>

**RECOMMENDED BUSINESS ELECTIVES:**

Typewriting 116, 117
Records Management
Principles of Accounting
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 | Heating & Air Conditioning | 3 |
| Small Gas Engines | 3 | Electricity & Ignition | 3 |
| | 15 | | 16 |

| Spring Quarter | Credits |
|----------------|
| Human Relations | 3 |
| Hydraulics and Pneumatics | 3 |
| Supervised Work Experience | 4 |
| Seminar | 1 |
| Diesel Engines | 3 |
| | 14 |

**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

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
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<tr>
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</tr>
<tr>
<td>Technical Mathematics 105</td>
<td>3</td>
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<tr>
<td>Fundamentals of Internal</td>
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<tr>
<td>Combustion Engines</td>
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<tr>
<td>Manufacturing Processes</td>
<td>3</td>
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<table>
<thead>
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<tbody>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Engine Diagnosis and Tune-Up</td>
<td>4</td>
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<tr>
<td>Fuels and Lubrication</td>
<td>3</td>
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<tr>
<td>Manufacturing Processes</td>
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<tr>
<td>Heating and Air Conditioning</td>
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<td><strong>Total Credits</strong></td>
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<tbody>
<tr>
<td>Human Relations</td>
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<tr>
<td>Hydraulics &amp; Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>Supervised Work Experience</td>
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<td>Seminar</td>
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<td>Diesel Engines</td>
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### SECOND YEAR

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<tr>
<td>Drive Trains</td>
<td>6</td>
</tr>
<tr>
<td>Small Gas Engines</td>
<td>3</td>
</tr>
<tr>
<td>Welding 183</td>
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<table>
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<tr>
<th>Winter Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Electricity &amp; Ignitions</td>
<td>3</td>
</tr>
<tr>
<td>Salesmanship</td>
<td>3</td>
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<td>Business Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Drive Trains</td>
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<td><strong>Total Credits</strong></td>
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<table>
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<th>Spring Quarter</th>
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</tr>
<tr>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Political Science</td>
<td>4</td>
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<tr>
<td>Supervised Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tbody>
</table>

### AUTOMATIC 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.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Internal</td>
<td>3</td>
</tr>
<tr>
<td>Combustion Engines</td>
<td>6</td>
</tr>
<tr>
<td>Drive Trains 270</td>
<td>6</td>
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<tr>
<td>Fundamentals of Electricity 211</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Diagnosis and Tune-Up</td>
<td>4</td>
</tr>
<tr>
<td>Fuels and Lubrication</td>
<td>3</td>
</tr>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Electricity and Ignition</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing Processes 122</td>
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<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Brakes and Suspensions</td>
<td>6</td>
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<tr>
<td>Service Orientation</td>
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<td>Automotive Testing</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td>Technical Mathematics 105</td>
<td>3</td>
</tr>
<tr>
<td>or Elective</td>
<td></td>
</tr>
<tr>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>Fundamentals of Internal Combustion Engines</td>
<td>6</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td>15</td>
</tr>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Technical Mathematics 106</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing Processes</td>
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</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td>16</td>
</tr>
<tr>
<td>Technical Mathematics 107</td>
<td>3</td>
</tr>
<tr>
<td>Hydraulics &amp; Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Automotive Brakes and Suspensions</td>
<td>6</td>
</tr>
<tr>
<td>Diesel Engines</td>
<td>3</td>
</tr>
<tr>
<td><strong>Bookkeeper-Clerical</strong></td>
<td>18</td>
</tr>
</tbody>
</table>
### Spring Quarter Credits
- Communications: 3
- General Psychology: 4
- Audio-Visual Education: 3
- Health and Nutrition for Children: 3
- Literature for Children: 3

**Total Credits: 16**

### Spring Quarter Credits
- Pre-School Administration: 3
- Health: 3
- Education of Exceptional Children: 3
- Coordinated Child Care Training: 4
- Elective: 3

**Total Credits: 16**

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**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
- Communications 111: 3
- Typewriting: 3
- Business Mathematics: 3
- Introduction to Business: 3
- Human Relations: 3

**Total Credits: 15**

#### Winter Quarter Credits
- Machine Transcription: 3
- Typewriting: 3
- Business Accounting: 3
- Office Machines: 3
- Records Management: 2

**Total Credits: 14**

### Spring Quarter Credits
- Typewriting: 3
- Secretarial Procedures: 3
- Office Machines: 3
- Business Correspondence: 3
- Elective in Business: 2-3

**Total Credits: 14-15**

#### Recommended Business Electives
- Office Education
- Payroll Accounting
- Office Management

#### Recommended Electives
- Communications 112, 113

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**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.

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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: 3
2. Human Relations 123: 3
3. Business Seminar 138, 139, 140: 3
4. Cooperative Education Supervised Work Experience: 121, 122, 123: 18

**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: 6
2. Human Relations 123: 3
3. Political Science 131: 4
4. Business Seminar 138, 139, 140: 18

**B. Recommended Courses:**

- Marketing
- Business Administration
- Economics
- Psychology
- Sociology

---

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: 3
2. Human Relations 123: 3
3. Business Seminar 138, 139, 140: 3
4. Cooperative Education Supervised Work Experience: 121, 122, 123: 18

**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: 6
2. Human Relations 123: 3
3. Political Science 131: 4
4. Business Seminar 138, 139, 140: 18

**B. Recommended Courses:**

- Marketing
- Business Administration
- Economics
- Psychology
- Sociology
5. Cooperative Education Supervised Work Experience* 121, 122, 123, 221, 222, 223

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

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

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

COSMETOLOGY
Certificate Program

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

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

A minimum of 1550 hours and 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.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Cosmetology Theory</td>
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<td>Cosmetology Theory</td>
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<tr>
<td>Cosmetology Laboratory</td>
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<td>Cosmetology Laboratory</td>
<td>9</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
<td>Communications</td>
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<table>
<thead>
<tr>
<th>Spring Quarter</th>
<th>Credits</th>
<th>Summer Quarter</th>
<th>Credits</th>
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<td>Cosmetology Theory</td>
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</tr>
<tr>
<td>Cosmetology Laboratory</td>
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<tr>
<td>Advertising</td>
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<td>Political Science</td>
<td>4</td>
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<table>
<thead>
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<th>Fall Quarter</th>
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<td>Cosmetology Theory</td>
<td>5</td>
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<td>Cosmetology Laboratory</td>
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<tr>
<td>Human Relations</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Cosmetology Theory</td>
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<td>Cosmetology Theory</td>
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<td>Cosmetology Laboratory</td>
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<td>Cosmetology Laboratory</td>
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<table>
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<th>Credits</th>
<th>Summer Quarter</th>
<th>Credits</th>
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<tr>
<td>Cosmetology Theory</td>
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<td>Political Science</td>
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<table>
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<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
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<td></td>
<td>17</td>
<td>Business Accounting</td>
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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.
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
<th>Credits</th>
<th>Spring Quarter</th>
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<td>Winter Quarter</td>
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<td>Spring Quarter</td>
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<td>Communications</td>
<td>3</td>
<td>Technical Mathematics 106</td>
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<td>Manufacturing Processes</td>
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<td>Electrical Drafting</td>
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</tr>
<tr>
<td></td>
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<td></td>
<td>Technical Mathematics 106</td>
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<td>Advanced Technical Drawing</td>
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<td></td>
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<td>Materials</td>
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<td>6</td>
<td>Metallurgy</td>
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<td>Advanced Technical Drawing</td>
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<td>Technical Mathematics 106</td>
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<td>Manufacturing Processes</td>
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**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.
### 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

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<th>Credits</th>
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### SECOND YEAR

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</table>

### 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

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<tr>
<th>Credits</th>
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#### SECOND YEAR

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</table>
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

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business</td>
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<tr>
<td>Business Mathematics</td>
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<td>Seminar</td>
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<td>Elective in Business</td>
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SECOND YEAR

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<td>Business Law</td>
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<td>Internship</td>
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<td>Merchandise Design and Display</td>
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WINTER QUARTER

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SPRING QUARTER

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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

RECOMMENDED BUSINESS ELECTIVES:

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

- Business Correspondence
- Business Finance
- Principles of Banking
- Insurance
- Real Estate

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.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Principles of Practical Nursing</td>
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<tr>
<td>Nutrition</td>
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<tr>
<td>Human Anatomy &amp; Physiology</td>
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<tr>
<td>Vocational Responsibilities</td>
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<tr>
<td>Personal &amp; Community Health</td>
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<th>Spring Quarter</th>
<th>Credits</th>
<th>Summer Quarter</th>
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<tr>
<td>Maternal and Newborn Nursing</td>
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<td>Nursing the Adult with Physical Conditions</td>
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<td>Human Relations</td>
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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.

<table>
<thead>
<tr>
<th>Fall Quarter</th>
<th>Credits</th>
<th>Winter Quarter</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications 111</td>
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<tr>
<td>Office Machines</td>
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<td>Business Mathematics</td>
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<tr>
<td>Typewriting</td>
<td>3</td>
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<tr>
<td>Shorthand</td>
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<td><strong>Total</strong></td>
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Continued
Spring Quarter
Office Machines 3
Secretarial Procedures 3
Typewriting 3
Shorthand 4
Business Correspondence 3
Total 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

<table>
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<tr>
<th>Fall Quarter</th>
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<tbody>
<tr>
<td>Communications</td>
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<tr>
<td>Music for Children</td>
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<td>Biological Science</td>
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<tr>
<td>Introduction to Child Care</td>
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SECOND YEAR

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<tbody>
<tr>
<td>General Psychology</td>
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<td>Recreation &amp; Crafts for Children</td>
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<tr>
<td>Introduction to Library Science</td>
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<td>Coordinated Teacher Aide Training</td>
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WINTER QUARTER

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<tbody>
<tr>
<td>Communications</td>
</tr>
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<td>Foundations of Mathematics 101</td>
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<tr>
<td>Art Education</td>
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<td>Principles of Sociology</td>
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<tbody>
<tr>
<td>Communications</td>
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<tr>
<td>Literature for Children</td>
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<tr>
<td>Audio-Visual Education</td>
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<td>School Procedures</td>
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<td>Foundations of Mathematics 103</td>
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<th>Spring Quarter</th>
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<tbody>
<tr>
<td>Political Science</td>
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<tr>
<td>Education of Exceptional Children</td>
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<td>Health and Nutrition for Children</td>
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<td>Coordinated Teacher Aide Training</td>
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<tr>
<td>Fundamentals of Arc Welding</td>
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<td>Basic Inert Gas Welding</td>
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<td>Communications 112</td>
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<td>Labor Management Relations</td>
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<tr>
<td>Blueprint Reading</td>
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</table>

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
Carterville

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

MRS. THELMA LEVELSMIER

MR. ROBERT A. REEL
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 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)
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 549-0383. 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  PRINCIPLES OF ACCOUNTING  3 hours
Prerequisites: None
3 hours weekly (3-0)
An introductory course in accounting, stressing the fundamental principles of accounting as applied to a sole proprietorship, with emphasis in the following areas: basic structure of accounting, including theory of debit and credit and the ledger; accounting cycle for a service enterprise, including journals, posting, and completion of accounting cycle; accounting cycle for a merchandising enterprise, including sales and cash receipts, purchases and cash payments, and periodic summary; and receivables and payables. A practice set providing practice for a sole proprietorship will be used.

Accounting 202  PRINCIPLES OF ACCOUNTING  3 hours
Prerequisites: Accounting 201
3 hours weekly (3-0)
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  3 hours
Prerequisites: Accounting 202
3 hours weekly (3-0)
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  4 hours
Prerequisites: Accounting 203
4 hours weekly (4-0)
A review of the fundamental principles — the financial statements and the accounting process; an extensive study of the working capital items of the balance sheet, including the following: cash and temporary investments, receivables, inventories, and current liabilities.

Accounting 216  INTERMEDIATE ACCOUNTING  4 hours
Prerequisites: Accounting 215
4 hours weekly (4-0)
An extensive study of the noncurrent items of the balance sheet, including the following: investments, plant and equipment, intangibles, and long-term debt; study of balance sheet presentation of corporate capital, including both paid-in capital and retained earnings; and analysis of financial statements.

Accounting 217  COST ACCOUNTING  4 hours
Prerequisites: Accounting 203
4 hours weekly (4-0)
Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements — materials, labor, and factory overhead; and job order, process, and standard cost accounting.

Accounting 218  PRINCIPLES OF AUDITING  4 hours
Prerequisites: Accounting 215
4 hours weekly (4-0)
Introduction to auditing and the basic principles of auditing with emphasis in the following areas: audit objectives; internal control; audit work papers; evidence; standards; and auditing procedures applicable to materials under examination.

Accounting 219  TAX ACCOUNTING  4 hours
Prerequisites: Accounting 203
4 hours weekly (4-0)
A study of the Federal income tax structure as related to the individual and the sole proprietorship, including the following areas: income inclusions and exclusions; deductions allowable and not allowable; types of returns to be filed; treatment of capital gains and losses.

Accounting 220  BUSINESS ACCOUNTING  3 hours
Prerequisites: None
3 hours weekly (3-0)
A practical accounting course for 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  3 hours
Prerequisites: Accounting 201 or 220
3 hours weekly (3-0)
A comprehensive study of the records needed in business to meet the requirements of the various Federal and State laws, such as: the Federal Insurance Contributions Act, the Federal Unemployment Compensation Law, State Unemployment Compensation, and the Federal and State Income Tax Withholding Laws. This course provides a foundation in payroll and personnel records and in the computation of wages and the accounting for wages paid and deductions made.
Agricultural Supply and Services 111

INTRODUCTION TO ANIMAL SCIENCE 3 hours
Prerequisites: None
3 hours weekly (3-0)
This course acquaints the student with the different breeds and classes of livestock. It deals with housing, equipment, parasites and disease control, and systems of management.

Agricultural Supply and Services 121

FEEDS AND FEEDING 3 hours
Prerequisites: None
3 hours weekly (3-0)
This course deals with the composition of feeds, feed utilization, and animal nutrition.

Agricultural Supply and Services 131

CROP PRODUCTION 3 hours
Prerequisites: None
3 hours weekly (3-0)
This course covers the fundamental principles of the nature and properties of soils, including their origin, chemical and physical aspects. Soil texture, structure, and their reactions to fertilizers will be studied.

Agricultural Supply and Services 241

FERTILIZERS 3 hours
Prerequisites: None
3 hours weekly (3-0)
In this course, the chemical properties of the various types of fertilizers, use, crop requirement, and application are presented. The use of nitrogen, phosphorus, potassium, limestone, secondary, and trace elements will be considered.

Agricultural Supply and Services 251

CHEMICALS 3 hours
Prerequisites: None
3 hours weekly (3-0)
In this course, the student will study the major weeds and insects which attack field crops, stored grains, and livestock. The various chemicals, their use, and application will be studied in relation to the weeds and insects that they control.

Agricultural Supply and Services 261

INTERNSHIP 4 hours
Prerequisites: Consent of 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.

Agricultural Supply and Services 271

MARKETING OF AGRICULTURAL PRODUCTS 3 hours
Prerequisites: None
3 hours weekly (3-0)
The various principles and problems of marketing grain, livestock, and livestock products from the standpoint of producers, processors, and distributors are studied. The market cycles, trends, pricing, futures, collecting of product, preparation for shipment, storage problems, and distribution are also studied.

Economics

Economics 201

PRINCIPLES OF ECONOMICS 4 hours
Prerequisites: None
4 hours weekly (4-0)
This is an introductory course in economics. The following topics will be included: the nature of economics; the economizing problem; pure capitalism and the circular flow of income; supply and demand analysis; American capitalism as related to households, businesses, and the Government; National Income accounting; business cycles; employment theory; the equilibrium levels of output, employment, and income; fiscal policy; the public debt.

Economics 202

PRINCIPLES OF ECONOMICS 4 hours
Prerequisites: Economics 201
4 hours weekly (4-0)
The following topics will be included in this course: money and banking; the Federal Reserve banks and monetary policy; problems of economic growth and price stability; the four basic market models; elasticity of demand and supply; price and output determination.

Economics 203

PRINCIPLES OF ECONOMICS 4 hours
Prerequisites: Economics 202
4 hours weekly (4-0)
Students taking this course will study the following subjects: resource allocation, the monopoly problem, the farm problem, labor unions and collective bargaining, the economics of inequality and poverty, international economics.

General Business

Business 110

INTRODUCTION TO BUSINESS 3 hours
Prerequisites: None
3 hours weekly (3-0)
A basic course introducing the types and kinds of business enterprises and ownership forms. As a survey course, the following areas of business are given consideration: management, marketing, wholesaling, retailing, pricing, advertising, international aspects of business, finance, personnel, accounting, business law, business statistics, data processing, and government relations.

Business 111

BUSINESS MATHEMATICS 3 hours
Prerequisites: None
3 hours weekly (3-0)
A basic course in fundamental processes of business mathematics, percentages, discounts, pricing, interest, payroll, taxes, profit, and loss.
Business 121  BUSINESS STATISTICS  3 hours
Prerequisites: None
4 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 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  SALESMAHSHIP  3 hours
Prerequisites: None
3 hours weekly (3-0)
A course in the theory and practice of good salesmanship, including the development of a sales personality, important to retail and other types of selling. Modern techniques for making a sale are taught including prospecting, preapproach, approach, persuasion, presentation, handling objections, proper closings, and follow-up.

Business 138, 139, 140  BUSINESS SEMINAR  1 hour
Prerequisites: None
1 hour weekly (1-0)
An orientation to the jobs available in the field. The class will consist of lecture by the instructor and from representatives in business and industry as well as class discussion and individual research.

Business 141  OFFICE EDUCATION  2 hour
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  3 hours
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  4 hours
Prerequisites: None
4 hours weekly (4-0)
An introduction to the principles of business law. A study of the nature and history of the law, the law of torts and criminal law provides a broad basis for an understanding of business law. The application of the law to particular fields in business — contract law, agency and employment, and commercial paper — is emphasized.

Business 222  BUSINESS LAW  4 hours
Prerequisites: Business 221
4 hours weekly (4-0)
A continuation of Business 221. The application of the law to particular fields in business — personal property and bailments, sales, security devices, partnership, corporations, and real property — is emphasized.

Business 223  BUSINESS FINANCE  4 hours
Prerequisites: None
4 hours weekly (4-0)
An introduction to the field of finance, both private and public. Special emphasis is given to: the monetary and credit system of the United States; meeting the demand for funds in the capital markets; factors affecting the supply of funds; and monetary and credit policies and problems.

Business 225  BUSINESS CORRESPONDENCE  3 hours
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, salutations, 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.
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<tr>
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<td>SECRETARIAL PROCEDURES</td>
<td>3 hours</td>
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<td>Business 238, 239, 240</td>
<td>BUSINESS SEMINAR</td>
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<tr>
<td>Business 241</td>
<td>SUPERVISED SECRETARIAL WORK EXPERIENCE</td>
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<td>Business 247</td>
<td>LEGAL SECRETARIAL PRACTICE</td>
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<td>Business 251</td>
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<td>Business 253</td>
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**Hotel-Motel Management**

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<tr>
<th>Course Code</th>
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<tr>
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<td>INTRODUCTION TO HOTEL-MOTEL AND RESTAURANT OPERATIONS</td>
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<tr>
<td>Hotel-Motel Management 162</td>
<td>FRONT OF THE HOUSE OPERATIONS</td>
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**Hotel-Motel Management 151**

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**

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**

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 245  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 268  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 control.

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**
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 226

**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 wpm; B — 70 wpm; C — 60 wpm. The minimum speed for the transcription of cold notes is 20 wpm.

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 wpm; B — 90 wpm, C — 80 wpm. The minimum speed for mailable letters is 15 wpm. The minimum speed for the transcription of cold notes is 25 wpm.

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

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

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 wpm; B — 120 wpm; C — 110 wpm. The minimum speed of 40 wpm is required for cold note transcription, and 30 wpm is required for mailable 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 use. The following grading scale is used: A — 40 wpm; B — 30 wpm; C — 30 wpm.

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 wpm; B — 45 wpm; C — 40 wpm.

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 wpm; B — 55 wpm; C — 50 wpm.
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 Prehistoric to Gothic.

Art 221  
**ART HISTORY**  
3 hours  
Prerequisites: Art Appreciation 111 or consent  
3 hours weekly (3-0)  
A general survey of history of art (painting, sculpture, architecture), from Gothic to Impressionism.

Art 222  
**ART HISTORY**  
3 hours  
Prerequisites: Art Appreciation 111 or consent  
3 hours weekly (3-0)  
A general survey of history of art (painting, sculpture, architecture), from Impressionism to Present.
Art 230  BEGINNING PAINTING  4 hours
Prerequisites: 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  BEGINNING SCULPTURE  4 hours
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  OIL PAINTING  2 hours
Prerequisites: Art 230 or consent
3 hours weekly (0-3)
Individual work in the ordered development of content thru oil painting techniques.

English 52 (a,b,c)  BASIC COMMUNICATIONS  3 hours
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.

English 53 (a,b,c)  READING IMPROVEMENT  3 hours
Prerequisites: None
3 hours weekly (3-0)
Intended for those students who have need for reinforcement and additional training in reading skills. Comprehension, rate and improvement of vocabulary are emphasized. A student may enroll in the course or any of its three parts. This course is not designed for college transfer.

English 54  READING IMPROVEMENT  3 hours
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.

English 111  COMMUNICATIONS  3 hours
Prerequisites: None
3 hours weekly (3-0)
An introduction to communication construction process related to technical information needed to help develop attitudes and abilities necessary to formulate educational goals.

English 112  COMMUNICATIONS  3 hours
Prerequisites: None
3 hours weekly (3-0)
A continuation of Communications 111 with the course designed to help students create effective written or oral reports and to analyze professional or industrial problems for background improvement and enrichment toward clear, logical and correct approach to communications.

English 113  COMMUNICATIONS  3 hours
Prerequisites: None
3 hours weekly (3-0)
To familiarize the student with simple business problems and instruct in a practical way the value of business letters, application forms, data sheets, and a bibliography relevant to the student's field as a course requirement.

English 101  ENGLISH COMPOSITION  3 hours
Prerequisites: None
3 hours weekly (3-0)
The fundamental objective of this course is the clear and logical expression of ideas. Written expression is emphasized with a minimum time devoted to the mechanics of communication skills.
English 102  
**ENGLISH COMPOSITION**  
3 hours  
Prerequisites: English 101  
3 hours weekly (3-0)  
A continuation of English Composition 101. Creative writing, organization of ideas and critical awareness are stressed through written assignments.

English 103  
**ENGLISH**  
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.
**Literature**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>English 121</td>
<td>INTRODUCTION TO POETRY</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: None</td>
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<tr>
<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>An introductory course designed to enhance the student's understanding and appreciation of poetry. Includes a study of poetic forms, themes and styles.</td>
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<tr>
<td>English 122</td>
<td>MODERN FICTION</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: None</td>
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<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>The reading and study of representative short stories and novels. Examination of structure in relation to meaning with particular stress on contemporary fiction.</td>
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</tr>
<tr>
<td>English 211</td>
<td>ENGLISH LITERATURE TO 1550</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: English Composition</td>
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<tr>
<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A survey of masterpieces of English literature from Anglo-Saxon times through early Tudor times.</td>
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<tr>
<td>English 212</td>
<td>ENGLISH LITERATURE: 1550-1750</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: English Composition</td>
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<tr>
<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A study and analysis of selected English classics from Shakespeare through the Neo-Classical Age.</td>
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<tr>
<td>English 213</td>
<td>ENGLISH LITERATURE: 1750 TO PRESENT</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: English Composition</td>
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<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A study and analysis of selected works from the Romantic, Victorian and Modern eras.</td>
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<tr>
<td>English 231</td>
<td>AMERICAN LITERATURE TO 1860</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: English Composition</td>
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<tr>
<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A survey of American Literature from the Colonial period to the eve of the Civil War. Emphasis on major writers.</td>
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<tr>
<td>English 232</td>
<td>AMERICAN LITERATURE: 1860-1914</td>
<td>3 hours</td>
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<tr>
<td></td>
<td>Prerequisites: English Composition</td>
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<tr>
<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A study and analysis of selected American writers from the Civil War to the time of World War I.</td>
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<tr>
<td>English 233</td>
<td>AMERICAN LITERATURE: 1914 TO PRESENT</td>
<td>3 hours</td>
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<td></td>
<td>Prerequisites: English Composition</td>
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<td></td>
<td>3 hours weekly (3-0)</td>
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<tr>
<td></td>
<td>A study of the writers and trends since World War I.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
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<tr>
<td>Music 101</td>
<td>CHORAL ENSEMBLE</td>
<td>1 hour</td>
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<tr>
<td>Music 102</td>
<td>CHAMBER ENSEMBLE</td>
<td>1 hour</td>
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<tr>
<td>Music 103</td>
<td>INSTRUMENTAL ENSEMBLE</td>
<td>1 hour</td>
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<tr>
<td>Music 104</td>
<td>STAGE BAND</td>
<td>1 hour</td>
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<tr>
<td>Music 105</td>
<td>MUSIC APPRECIATION</td>
<td>3 hours</td>
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<tr>
<td>Music 106</td>
<td>MUSIC THEATRE WORKSHOP</td>
<td>1 hour</td>
</tr>
<tr>
<td>Music 110</td>
<td>MUSIC FUNDAMENTALS</td>
<td>3 hours</td>
</tr>
<tr>
<td>Music 111, 112, 113, 114</td>
<td>APPLIED MUSIC</td>
<td>1 hour</td>
</tr>
<tr>
<td>Music 115</td>
<td>MUSIC FOR CHILDREN</td>
<td>3 hours</td>
</tr>
<tr>
<td>Music 121</td>
<td>THEORY OF MUSIC</td>
<td>4 hours</td>
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<tr>
<td>Music 122</td>
<td>THEORY OF MUSIC</td>
<td>4 hours</td>
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<tr>
<td>Music 123</td>
<td>THEORY OF MUSIC</td>
<td>4 hours</td>
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<tr>
<td>Music 210</td>
<td>SURVEY OF MUSIC LITERATURE</td>
<td>3 hours</td>
</tr>
<tr>
<td>Music 211, 212, 213, 214</td>
<td>APPLIED MUSIC</td>
<td>1 hour</td>
</tr>
<tr>
<td>Music 221</td>
<td>THEORY OF MUSIC</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

Music 101
- Prerequisites: None
- A survey and analysis of the best that has been written for children or appropriate for them.

Music 102
- Prerequisites: Consent of instructor
- 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.

Music 103
- Prerequisites: None
- 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.

Music 104
- Prerequisites: Consent of instructor
- 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.

Music 105
- 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 106
- Prerequisites: Consent of instructor
- 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 222  
THEORY OF MUSIC  
4 hours
Prerequisites: Music 221
4 hours weekly (4-0)
Study of 9th chords and the sequence.

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

Philosophy
Philosophy 111  
INTRODUCTION TO PHILOSOPHY  
3 hours
Prerequisites: None
3 hours weekly (3-0)
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.

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

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

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

Speech 115  
SPEECH  
3 hours
Prerequisites: None
3 hours weekly (3-0)
The essentials of effective speaking. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous and formal oration. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation.

Speech 117  
FUNDAMENTALS OF THEATRE  
3 hours
Prerequisites: None
3 hours weekly (3-0)
Structured to acquaint students with problems encountered by a costumer, light technician, scene designer and director. Practical application of problems and techniques involved in putting together a stage production.

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

DEPARTMENT OF COSMETOLOGY
Cosmetology 101  
COSMETOLOGY THEORY  
5 hours
Prerequisites: None
5 hours weekly (5-0)
Study and practice of professional ethics, personal hygiene and grooming, bacteriology, sterilization, sanitation, Illinois Law (Unit I), Trichology, Chemistry of heat and cold permanent waving, hair coloring and Art Theory (Unit I).

Cosmetology 111  
COSMETOLOGY LABORATORY  
9 hours
Prerequisites: None
25 hours weekly (0-25)
Demonstrations, student application of sanitation, shampooing, rinses, molding, fingerwaving, pin curls and roller placement. Students practice on mannequins: hair shaping, heat and chemical waving (including chemistry of each), scalp and facial massage, chemistry of creams and ointments, hair colorings (temporary, 3-5 week color, tinting and bleaching), and chemistry of hair coloring products.

Cosmetology 102  
COSMETOLOGY THEORY  
5 hours
Prerequisites: Cosmetology 101
5 hours weekly (5-0)
Lectures and study for all forms of hair coloring and Art Theory (Unit II), cellular structure of human body, including cells, tissues, organs, dermatology and histology of skin, skin and scalp disorders, circulatory system (blood & lymph vascular), Illinois Law (Unit II) and theory of massage.

Cosmetology 112  
COSMETOLOGY LABORATORY  
9 hours
Prerequisites: Cosmetology 111
25 hours weekly (0-25)
Demonstrations, student exchange services, mannequin and patron clinic, all services familiar to the trade. Introduction to razor hair shaping, scalp and facial treatments, chemical hair straightening, hair coloring (frosting, minkin, tint back, special color effects). Hand and nail care, arching, lash and brow tinting, basic makeup and cosmetic chemistry.
Cosmetology 103  COSMETOLOGY THEORY  5 hours
Prerequisites: Cosmetology 102
5 hours weekly (5-0)
An introduction to physics and chemistry of hair (Unit I), Osteology, Myology and Neurology. A study of basic principles of light rays and electricity, as applied to beauty science.

Cosmetology 113  COSMETOLOGY LABORATORY  9 hours
Prerequisites: Cosmetology 112
25 hours weekly (0-25)
Demonstrations, public clinic, thermal curling, superfluous hair removal (chemistry of the chemicals used). Introduction to line and design in hair styling, wigery.

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
<table>
<thead>
<tr>
<th>P.E. Women 124</th>
<th>BEGINNING GOLF</th>
<th>P.E. Men 157</th>
<th>METHODS OF TEACHING GYMNASTICS</th>
<th>1 hour</th>
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<tbody>
<tr>
<td>P.E. Women 125</td>
<td>TENNIS</td>
<td>P.E. Men 158</td>
<td>METHODS OF TEACHING WRESTLING</td>
<td>2 hours</td>
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<td>P.E. Women 126</td>
<td>BADMINTON</td>
<td>P.E. Men 159</td>
<td>METHODS OF TEACHING EXERCISE</td>
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<td>P.E. Women 127</td>
<td>GYMNASTICS</td>
<td>P.E. Women 171</td>
<td>BASIC MOVEMENT</td>
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<td>P.E. Women 128</td>
<td>SOFTBALL</td>
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<td>SPEEDBALL</td>
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<td>P.E. Women 129</td>
<td>VOLLEYBALL</td>
<td>P.E. Women 173</td>
<td>BASKETBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 130</td>
<td>BASKETBALL</td>
<td>P.E. Women 174</td>
<td>FIELD HOCKEY</td>
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<tr>
<td>P.E. Women 131</td>
<td>MODERN DANCE</td>
<td>P.E. Women 175</td>
<td>TENNIS</td>
<td>1 hour</td>
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<td>P.E. Women 132</td>
<td>FOLK DANCE</td>
<td>P.E. Women 176</td>
<td>TRACK &amp; FIELD</td>
<td>1 hour</td>
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<td>P.E. Women 133</td>
<td>TRACK &amp; FIELD</td>
<td>P.E. Women 177</td>
<td>MODERN DANCE</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. CO-ED 138</td>
<td>SAILING AND CANOEING</td>
<td>P.E. Women 178</td>
<td>FOLK DANCE</td>
<td>1 hour</td>
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<tr>
<td>P.E. CO-ED 139</td>
<td>WATER SKIING</td>
<td>P.E. Women 179</td>
<td>SOCIAL AND SQUARE DANCE</td>
<td>1 hour</td>
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<td>P.E. CO-ED 140</td>
<td>ADVANCED TENNIS</td>
<td>P.E. Women 180</td>
<td>VOLLEYBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. CO-ED 141</td>
<td>BOWLING</td>
<td>P.E. Women 181</td>
<td>SOFTBALL</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. CO-ED 142</td>
<td>ADVANCED GOLF</td>
<td>P.E. Women 182</td>
<td>TUMBLING &amp; GYMNASTICS</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. CO-ED 143</td>
<td>SOCIAL &amp; SQUARE DANCE</td>
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<tr>
<td>P.E. CO-ED 144</td>
<td>ARCHERY</td>
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<tr>
<td>P.E. CO-ED 145</td>
<td>GOLF</td>
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<tr>
<td>P.E. CO-ED 146</td>
<td>FOLK DANCE</td>
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<tr>
<td>P.E. CO-ED 147</td>
<td>BADMINTON</td>
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<tr>
<td>P.E. CO-ED 148</td>
<td>VOLLEYBALL</td>
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<tr>
<td>P.E. CO-ED 149</td>
<td>TENNIS</td>
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<tr>
<td>P.E. CO-ED 150</td>
<td>ADVANCED SWIMMING</td>
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</table>

**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.

<table>
<thead>
<tr>
<th>P.E. Men 152</th>
<th>METHODS OF TEACHING INDIVIDUAL &amp; TEAM ACTIVITIES</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.E. Men 153</td>
<td>METHODS OF TEACHING BASKETBALL</td>
<td>2 hours</td>
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<tr>
<td>P.E. Men 154</td>
<td>METHODS OF TEACHING GOLF</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Men 155</td>
<td>METHODS OF TEACHING TENNIS</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Men 156</td>
<td>METHODS OF TEACHING TRACK &amp; FIELD</td>
<td>2 hours</td>
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</tbody>
</table>

**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, conceptional 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 Kenematics of rectilinear and curvilinear motion. Included will be a study of rigid bodies in plane motion and about a fixed axis as well as a study of relative motion and moments of inertia.
Mathematics

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

Mathematics 101, 102, & 103 FOUNDATIONS OF MATHEMATICS 3 hours
Prerequisites: 101-1 year of high school Math and 16 or higher on Math ACT or Math 51 or consent of instructor.
102 — 101
103 — 101
3 hours weekly (3-0)
Elementary set theory, the real number system, solutions of algebraic equations and probability. For non-mathematics majors who wish to elect the one-year sequence in mathematics or for those students who need to build up their proficiency in mathematics before attempting College Algebra and Trigonometry.

Mathematics 104 SLIDE RULE 2 hours
Prerequisites: None
3 hours (1-2)
A course designed for students in technical programs in which the use of the slide rule is a decided advantage. Included in the course are problems in: multiplication, division, square root, areas of circular sections, cubing, and cube root.

Mathematics 105 TECHNICAL MATHEMATICS 3 hours
Prerequisites: None
3 hours weekly (3-0)
This is a basic mathematics course. The basic areas of study include tractions, decimals, squares, and square roots. The basic concepts of algebra are also included in the course.

Mathematics 106 TECHNICAL MATHEMATICS 3 hours
Prerequisites: Mathematics 105
3 hours weekly (3-0)
This course is a continuation of Mathematics 105. The study includes advanced algebra and the fundamental concepts of trigonometry. Common and natural logarithms, the general trigonometric functions, and the solutions of right and oblique triangles will be emphasized in the course.

Mathematics 107 TECHNICAL MATHEMATICS 3 hours
Prerequisites: Mathematics 106
3 hours weekly (3-0)
This course will be a combination of Mathematics 105 and 106. Emphasis will be placed on engineering computations. The student will use his previous mathematical knowledge in solving many typical industrial problems which he may encounter on the job.

Mathematics 110 INTERMEDIATE ALGEBRA 4 hours
Prerequisites: One year high school algebra or equivalent or by consent of instructor.
4 hours weekly (4-0)
An algebra course designed to ease the transition from high school Algebra I or Plane Geometry to college algebra.
Topics include: An introduction of Linear Equations and Inequalities, Systems of Equations, Polynomials, Fractional Expressions and Equations, Exponents, Roots, Powers.

Mathematics 111 COLLEGE ALGEBRA 4 hours
Prerequisites: High school algebra and plane geometry or Mathematics 103 or 110
4 hours weekly (4-0)
A study of the concepts and methods of algebraic operations. Topics covered include number systems, methods of proof and disproof, relations and functions, exponents and radicals, factoring, and equations, and inequalities.

Mathematics 112 COLLEGE ALGEBRA 3 hours
Prerequisites: Mathematics 111
3 hours weekly (3-0)
A continuation of Mathematics 111. Topics covered include elementary analytic geometry, systems of equations, mathematical induction and logarithms.

Mathematics 113 TRIGONOMETRY 3 hours
Prerequisites: Mathematics 111
3 hours weekly (3-0)
An analytical and functional approach to trigonometry. This course may be taken concurrently with Mathematics 112. Topics covered include coordinate systems, trigonometric functions, solutions of right and oblique triangles, inverses of trigonometric functions, and trigonometric identities.

Mathematics 131 & 132 ELEMENTARY CALCULUS AND ANALYTIC GEOMETRY 5 hours
Prerequisites: College Algebra and Trigonometry or two years of high school algebra, one-half year of trigonometry and one year of plane geometry.
5 hours weekly (5-0)
An integrated course of analytic geometry, differential calculus, and integral calculus. Topics covered include limits, differentiation and integration of trigonometric, logarithmic, and exponential functions; and various techniques of both differentiation and integration. Must be taken in sequence.

Mathematics 201 & 202 INTERMEDIATE CALCULUS AND ANALYTIC GEOMETRY 5 hours
Prerequisites: Mathematics 132
5 hours weekly (5-0)
Continuation of Elementary Calculus and Analytic Geometry. Topics covered include infinite series, solid analytic geometry, vectors, polar coordinates, and multiple integrals. Must be taken in sequence.
Physics 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  
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  3 hours
(THETWENTIES, THE DEPRESSION AND THE NEW DEAL)
Prerequisites: None
3 hours weekly (3-0)
A study of the contrasts in American social and economic life in the 1920’s and the effects of the Great Depression of the 1930’s on American attitudes. Attention is also given to the major political events of the period, particularly in their application to the domestic situation. This course is designed for history majors and minors and others desiring a free social science elective.

Geography

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 293  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 compar-
isons will consider child-rearing, communal living, the latest trends, and pre-
dictions 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 174  DIESEL ENGINES  3 hours
Prerequisites: None
5 hours weekly (1-4)
The principles of the diesel engine are studied, with reference to design, construc-
tion, 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 partici-
pation in disassembly and reassembly of components for understanding the func-
tion, 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 trac-
tors, including constant mesh, sliding gear, syncromesh, 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 engines. Theory is supplemented with laboratory work, involving
disassembly, visual and mechanical inspection of parts, performing service opera-
tions, assembly and engine operation.
Automotive Technology 171  ENGINE DIAGNOSIS AND TUNE-UP  
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  
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  
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  
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  
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  
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.

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.

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.

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.

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.

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.
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-

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 drafting 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.
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 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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