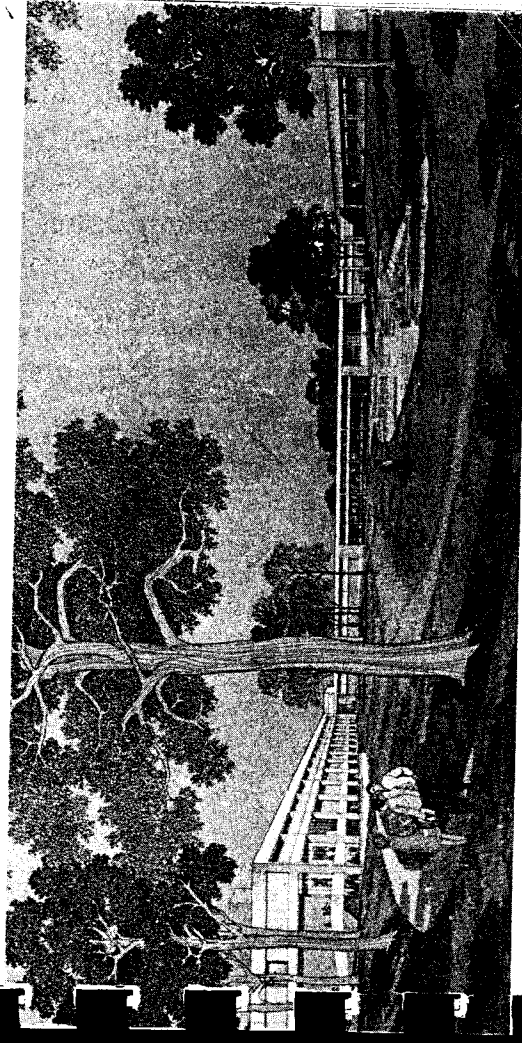


# JALC



## JOHN A. LOGAN COLLEGE

1974-75 BULLETIN

# JOHN A. LOGAN COLLEGE

Carterville, Illinois 62918

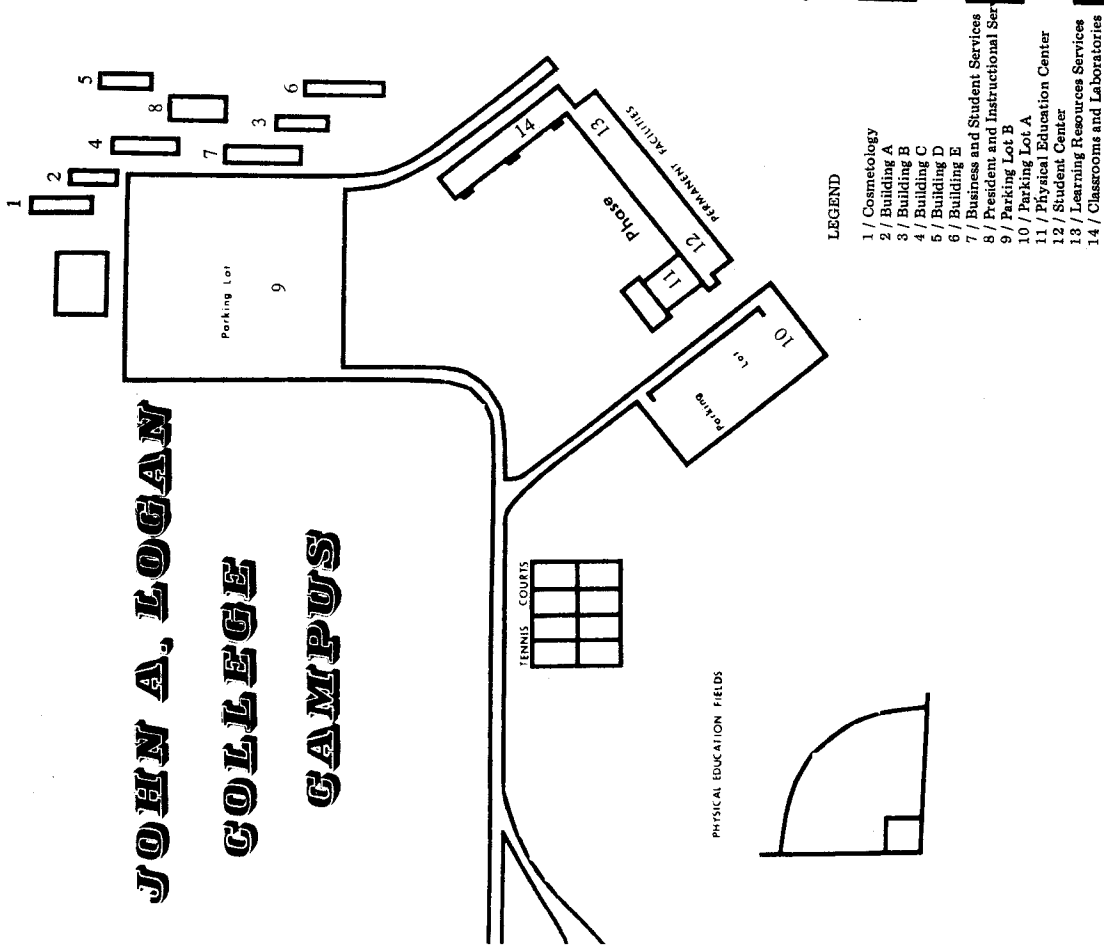
AN INSTITUTIONAL MEMBER  
AMERICAN ASSOCIATION FOR  
COMMUNITY JUNIOR COLLEGES  
ASSOCIATION OF  
COMMUNITY COLLEGE TRUSTEES  
ILLINOIS COMMUNITY COLLEGE  
TRUSTEES ASSOCIATION

ACCREDITED BY THE  
NORTH CENTRAL ASSOCIATION

RECOGNIZED BY THE  
ILLINOIS COMMUNITY COLLEGE BOARD

APPROVED BY THE  
VETERANS ADMINISTRATION  
FOR THE TRAINING OF VETERANS

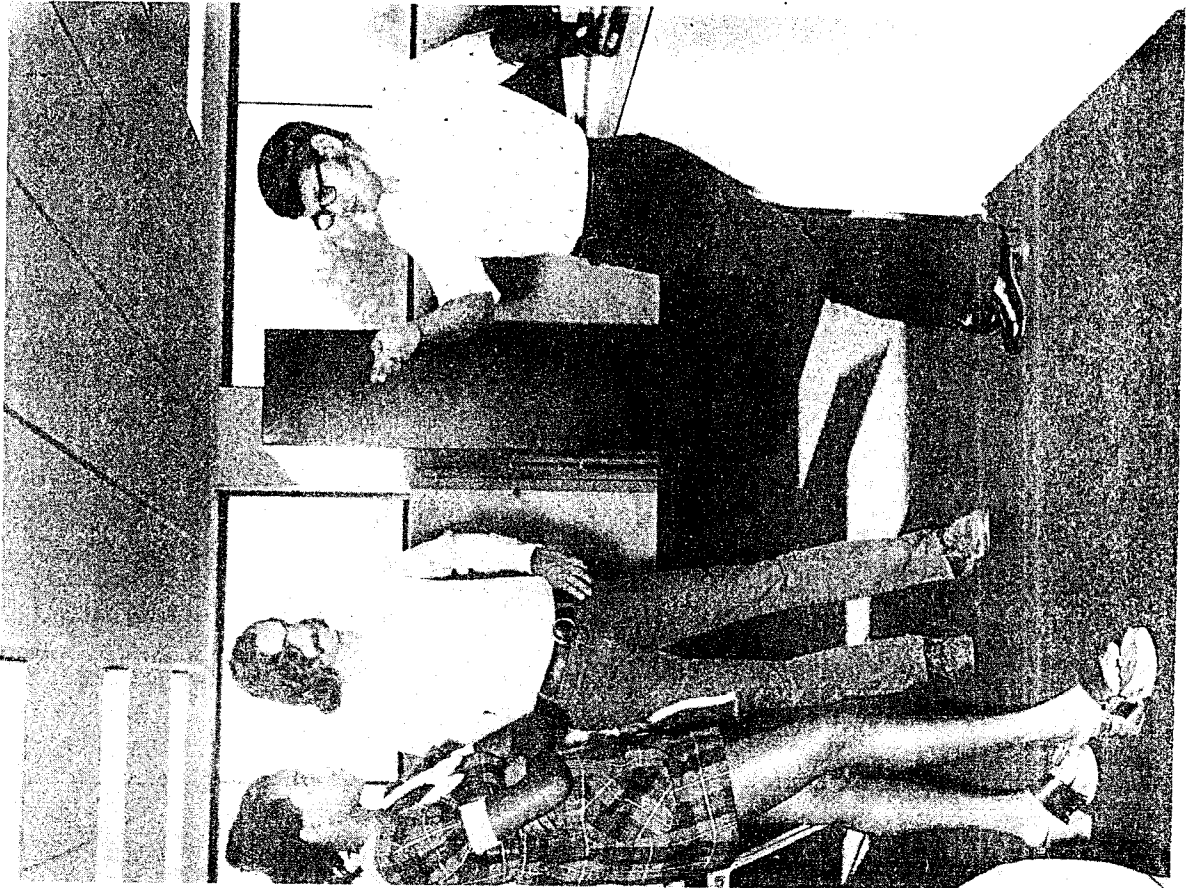
TELEPHONE: (618) 985-3741



**JOHN A. LOGAN  
COLLEGE  
CAMPUS**

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# 1974-75 COLLEGE CALENDAR

## FALL, 1974

Faculty Meetings  
 August 20  
 New Student Orientation & Registration  
 August 21-22  
 Continuing Student Orientation & Registration  
 August 23  
 Instruction Begins  
 August 26  
 Holiday — Labor Day  
 September 2  
 Mid-Term  
 October 18  
 Academic Advisement — No Classes  
 October 25-26  
 Thanksgiving Recess  
 November 26 (10:00 P.M.) -  
 December 2 (8:00 A.M.)  
 December 16-20  
 Final Examinations

## SPRING, 1975

Registration & Orientation  
 January 16-17  
 Instruction Begins  
 January 20  
 Holiday — John A. Logan's Birthday  
 February 10  
 Mid-Term  
 March 14  
 Spring Vacation  
 March 21 (5:00 P.M.) -  
 March 31 (8:00 A.M.)  
 April 4-5  
 May 14-20  
 Academic Advisement — No Classes  
 Final Examinations

## SUMMER, 1975

Registration & Orientation  
 June 16  
 Instruction Begins  
 June 17  
 Holiday — Independence Day  
 July 4  
 Mid-Term  
 July 11  
 Final Examinations  
 August 8-9

# 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 Community 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: Donald L. Brewer, Vice-Chairman, Donald I. Raines, Chairman, and William Bonali, Secretary. Standing, left to right: Richard W. Hunter, Cindy Gurley, Student Representative, Clifford Batteau, Jerome Alongi, and Sue Mills.

## 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

Robert E. Tarvin . . . . . *Vice-President*  
 B.A., Eastern Kentucky University  
 M.A., Eastern Kentucky University  
 Ed.D., Indiana University

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

Jack D. Hill . . . . . *Dean of Instructional Services*  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Advanced graduate study 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

Joseph Ray Hancock . . . . . *Associate Dean of Baccalaureate Oriented Education*  
 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

Norman K. Myers . . . . . *Associate Dean of Continuing Education and Community Services*  
 B.S., University of Missouri  
 M.Ed., University of Missouri  
 Ed.D., University of Missouri

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

Steve Wunderle . . . . . *Coordinator of Public Service Activities*  
 B.S., Eastern Illinois University  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University

Nancy Chace . . . . . *Circulation Clerk*

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

Barbara Harris . . . . . *Secretary — Learning Resources Services*

JoAnn Hatfield . . . . . *Learning Lab Clerk*

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

Pam Laws . . . . . *Graphics/Photography Technician*

Betty L. Odum . . . . . *Secretary to the Associate Dean of Vocational-Technical Education*

Patricia A. Wood . . . . . *Secretary to the Associate Dean of Continuing Education and Community 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	Joseph D. Porter . . . . .	Janitor
B.A., Northwestern State University		Walter J. Porter . . . . .	Building Maintenance
M.S., Northwestern State University		Homer Rice . . . . .	Grounds Maintenance
George L. Pullis . . . . .	Coordinator of Career Counseling and Placement	Mike Protsman . . . . .	Janitor
B.S., Southern Illinois University		Bill Rosenberger . . . . .	Janitor
M.S., Southern Illinois University		John Taylor . . . . .	Janitor
Kathryn Rackets . . . . .	Counselor	Diane Torbeck . . . . .	General Ledger Bookkeeper
B.A., Eureka College		Stephen Uhls . . . . .	Janitor
M.S., Illinois State University		Gilbert Wallace . . . . .	Janitor
M.S., Southern Illinois University			
Priscilla Winkler . . . . .	Student Center Supervisor		
B.M., Southern Illinois University			
M.M., Southern Illinois University			
Roxanne Bowen . . . . .	Records Clerk		
Connie-Denney . . . . .	Admissions and Registration Assistant		
Connie Jefferson . . . . .	Secretary to the Dean of Student Services		
Carolyn Watson . . . . .	Secretary to the Coordinator of Student Activities and Counselor		

## 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	
Ph.D., 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	
*Part-time instructor	

## OFFICE OF THE DEAN OF BUSINESS SERVICES

Jim Bales . . . . .	Dean of Business Services
A.A., Independence Community College	
B.S., Kansas State College of Pittsburg	
Graduate study University of Missouri	
J. P. Barrington . . . . .	Business Office Accountant
B.S., Southern Illinois University	
Graduate study Southern Illinois University	
Diane Cole . . . . .	Receptionist
Virginia Crouse . . . . .	Buyer
Hubert Damron . . . . .	Coordinator of Janitorial and Maintenance Services
Darcy Dietz . . . . .	Janitor
Joyce Goldsby . . . . .	Payroll Clerk
Ernest Kelly . . . . .	Janitor
Alice Lang . . . . .	Secretary to the Dean of Business Services

## COMMUNICATIONS AND HUMANITIES DEPARTMENT

Gretchen L. Bessiere B.A., University of Illinois Maitrise, University of Grenoble	<i>French*</i>	Anita Kulman B.A., City University of New York M.A., Indiana University Advanced graduate study Indiana University	<i>Spanish*</i>
Gerald W. Cole B.M., University of Cincinnati M.M., Southern Illinois University	<i>Music</i>	William McHughes B.S., Southern Illinois University M.S., Southern Illinois University Advanced graduate study Southern Illinois University	<i>Speech &amp; Theatre*</i>
Katherine Derbak B.A., State University of Iowa M.A., Southern Illinois University Advanced graduate study Southern Illinois University	<i>English</i>	Donald Morris B.A., California State College M.A., DePaul University Advanced graduate study Southern Illinois University	<i>Philosophy</i>
Jerry D. DeSoto B.A., St. Bernard College M.A., Alabama College Advanced graduate study Southern Illinois University	<i>English</i>	David M. Packard B.A., McKendree College M.S., Southern Illinois University Advanced graduate study Southern Illinois University	<i>English</i>
Ilse E. Detwiler Graduate, Realgymnasium: Jacob-Grimm-Schule Kassel, Germany M.A., Southern Illinois University	<i>German*</i>	Anne L. Peterson B.S., Southern Illinois University M.S., Southern Illinois University Advanced graduate study Southern Illinois University	<i>English</i>
John Bruce Fell B.S., University of Louisville M.S., Indiana University	<i>Art</i>	Barbara A. Randolph B.A., South Dakota State University M.A., Southern Illinois University Advanced graduate study Southern Illinois University	<i>English/Reading</i>
C. Denny Freese B.A., Southern Illinois University M. Div., Southern Baptist Theological Seminary M.A., Southern Illinois University	<i>English/Reading</i>	Karen S. Sala B.M.E., Murray State University M.M., North Texas State University Advanced graduate study University of Illinois	<i>Music</i>
Kenneth R. Gibson B.A., St. Mary's College B.S., Brescia College M.A., University of Kentucky	<i>English</i>		
Vera Grosowsky B.S., Illinois Institute of Technology M.F.A., Southern Illinois University	<i>Art*</i>		
Gary W. Kent B.S., Eastern Illinois University M.A., Eastern Illinois University Advanced graduate study Southern Illinois University	<i>Speech</i>	Shirley A. Hill Graduate, John Robert Power Modeling School Pat Allen Finishing School Harrisburg School of Beauty Culture Murphysboro School of Beauty Culture	<i>Cosmetology</i>
		Marsha J. Sullivan A.A.S., John A. Logan College	<i>Cosmetology*</i>

## COSMETOLOGY DEPARTMENT

\*Part-time instructor

**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

Judith Novinc . . . . . *Women's Physical Education \**  
 B.S., Ohio State University  
 M.A., Ohio State University  
 M.A., Ohio State University

John C. Sala . . . . . *Health & Physical Education/Head Basketball Coach and Assistant Baseball Coach*  
 B.S., Southern Illinois University  
 M.S., Southern Illinois University  
 Advanced graduate study Southern Illinois University

**PRACTICAL NURSING DEPARTMENT**

Karen Betts . . . . . *Nursing*  
 B.S., Southern Illinois University

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

Shirley Everingham . . . . . *Nursing*  
 R.N., Chicago Wesley Memorial Hospital and Northwestern University Medical School  
 B.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

\*Part-time instructor

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, Chicago Teachers College, Southern Illinois University, and University of Illinois

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

\*Part-time instructor



# HISTORY AND DEVELOPMENT

September 16, 1967, marks the birthdate of John A. Logan College. On that day, the electorate registered a mandate for higher education by supporting a popular referendum to establish Junior College District No. 530 and to provide for its perpetual financial support. The district, as established, comprised all of Williamson County, most of Jackson County and portions of Franklin and Perry Counties. This decision followed months of decisive action by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study and finally, petitioning the Illinois Junior College Board for authority to conduct a popular referendum. This petition was approved April 14, 1967.

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

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

The College commenced its first academic year in September, 1968, with 238 full-time equivalent students in attendance. Its first student body consisted of freshmen only and classes were conducted at several locations within the city of Herrin. In many other respects, too, the first academic year was an eventful one. The College acquired its permanent site, a beautiful 161 acre tract fronting Highway 13 just west of Cartersville.

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

The College began operations on its campus the fall quarter of 1969 in newly constructed interim facilities. New permanent facilities were occupied during fall quarter, 1973, coinciding with the selection of the College's second President, Dr. Thomas E. Deem.

Beginning with the 1974-75 academic year, the territory comprising the Trico Public School District will become part of the John A. Logan College District.



(L-R) Ruth Ann Scott, Administrative Secretary, and Dr. Thomas E. Deem, President of the College.

- Gary W. Caldwell  
B.A., Southern Illinois University  
M.S., Southern Illinois University
- Allen Cissell  
B.S., Southeast Missouri State College  
M.A., Southern Illinois University  
Advanced graduate study Southern Illinois University
- Beverly M. Gold  
B.A., University of Florida  
M.A., Southern Illinois University  
Advanced graduate study Southern Illinois University
- Karl E. Maple  
B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University
- Roger N. Small  
B.A., Southern Illinois University  
M.A., Southern Illinois University  
Advanced graduate study Southern Illinois University
- Alphonse M. Stadler  
B.S., Indiana State University  
M.A., Indiana University  
Advanced graduate study Indiana University

## VOCATIONAL-TECHNICAL EDUCATION DEPARTMENT

- Mary Ellen Abell  
B.S., Southern Illinois University  
M.S., Southern Illinois University
- Bill T. Gayer  
B.A., Southern Illinois University  
M.S., Southern Illinois University
- Robert R. Landes  
Certificate in Welding, Southern Illinois University  
Vocational Technical Institute  
B.S., Southern Illinois University
- Jon M. Rivers  
B.S., Ferris State College  
Graduate study Western Michigan University, and  
Southern Illinois University
- Terry J. Stanley  
A.S., Olney Central College  
B.S., Southern Illinois University

\*Part-time instructor

## 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.

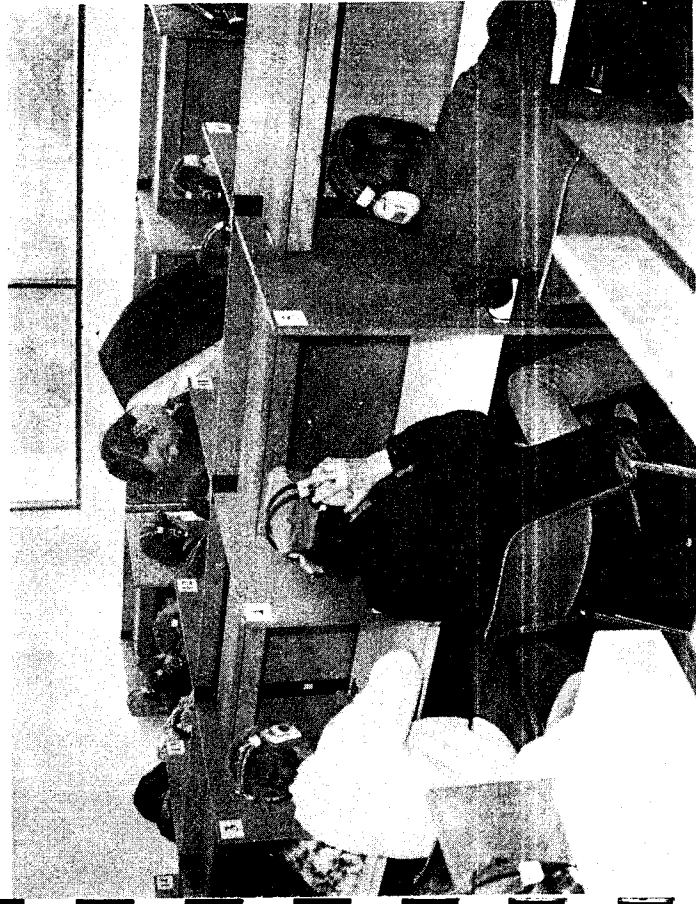
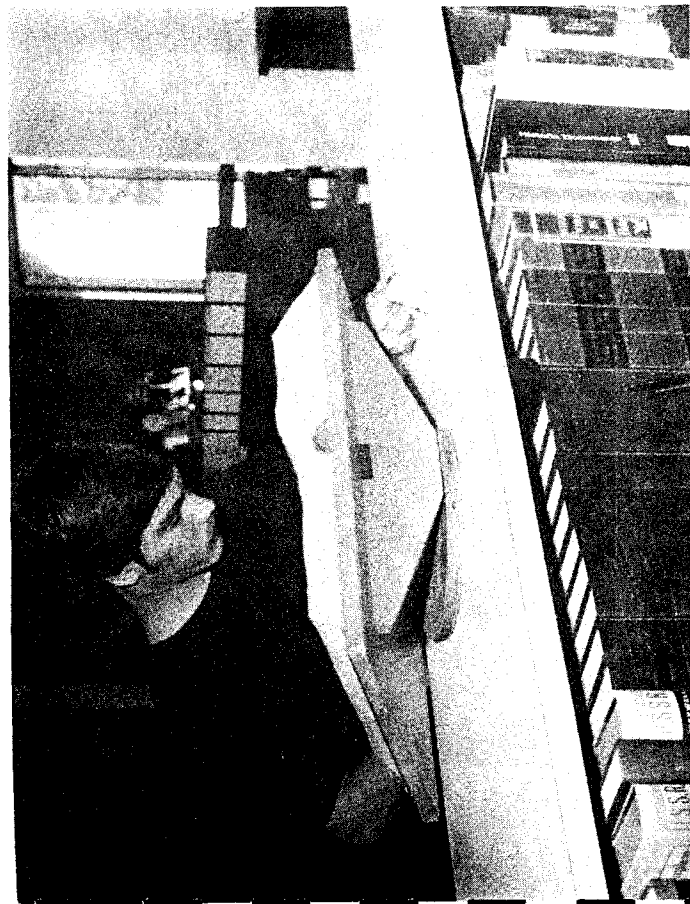
Inherent in the open-door policy is the commitment to provide the program and services at a cost that will not be prohibitive to any individual seeking to further his education.

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 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.



## 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.C. plays a vital role in the instructional programs of the College. As the materials center for the College it provides books, magazines, pamphlets, microfilm, filmstrips, slides, films, records, audio tapes, video tapes and programmed instruction units. The L.R.C. 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.C. can accommodate a total of 308 students in main reading area, conference rooms, lounge and learning laboratory. The materials collection includes approximately 22,000 books, 250 magazine titles, 750 records, 1000 tapes, 1100 microfilm reels and a sizeable collection of filmstrips, slides and 8mm loops. A graphics and photography laboratory makes it possible for instructors, with the services of the L.R.C. staff, to produce audio tapes, video tapes, slides, black and white photography and 8mm movies.

The L.R.C. is open all hours of instruction at the College. The 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. Nongraduates may apply for admission if scholastic records, test scores, and other data indicate to the satisfaction of the college that the student will be able to do college level work. Satisfactory completion of the General Educational Development test may be accepted in lieu of a high school diploma. All new students are expected to take counseling and placement examinations as advised by the Office of Admissions. Counselors will utilize the results to advise, recommend, and, in certain cases, require students to enroll in particular courses or programs of study. An applicant for admission as a full-time student must submit a health examination prior to beginning classes. The form for this purpose is provided by the college. All students must provide a transcript of high school work and a transcript of credits earned at other colleges or universities.

### Transfer Students

Any person who has been suspended or expelled for academic or disciplinary reasons from another college or university will not be eligible for admission to



## MR. LOGAN

Just one week after the bloody battle of Shiloh fought in April, 1862, a young Illinois volunteer soldier wrote to his brother announcing:

"We have now a new General for our brigade — John A. Logan . . ."

Over one hundred and six years later, the Board of Trustees of Illinois Junior College District No. 530 announced the naming of one of Illinois' newest institutions of higher learning, John A. Logan College.

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

John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension, if it is more than one semester. 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 scale, in their last 3 quarters (or 2 semesters), are not eligible for admission to John A. Logan College for a minimum of one semester 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 5.0 point grading scale.
2. **ACADEMIC PROBATION** — A student who has attended another college or university for one or more semesters and who does not have a 3.0 point on a 5.0 point scale during his last semester of full time attendance at that school.

## SCHEDULE OF TUITION AND FEES

### Tuition

**In-District Students** — \$2.25 per semester hour.

**Out-of-District Students** — an Out-of-District student may qualify for tuition on the same basis as an in-district student if the 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** — 40¢ per semester 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%

B. After the second week of the semester, 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 semester, 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 semester will receive recognition by being placed on the President's Honor List.

### Dean's Honor List

At the completion of each semester, 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 semester will be placed on the Dean's Honor List.

### Academic Probation

Any full time student, who, at the completion of any semester of attendance at John A. Logan College, fails to achieve a 3.0 average for that semester will be placed on "Academic Probation" status. Academic Probation 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 semester of attendance to regain "Good Academic Standing."

### Academic Suspension

At the completion of the second semester of full time attendance, any student who has been on "Academic Probation" and does not achieve a 3.0 average for the second semester will be placed on "Academic Suspension" for a minimum of one semester.

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 semester.

### 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 two semesters. The college also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course description.

A normal student load is 16 semester hours each semester. A student must carry at least 12 hours to be classified as a full time student. Less than 12 hours the student is classified as part time. A student who desires to carry more than 18 semester hours must have permission from the Dean of Student Services.

### Grading System

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

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

## GRADUATION REQUIREMENTS

The following Associate Degrees are granted by John A. Logan College:  
*Associate Degree in Arts*  
*Associate Degree in Science*  
*Associate Degree in Applied Science*  
*Associate Degree in Technology*

### General Requirements

- a. A minimum grade point average of 3.0
- b. American Government 131
- c. Must be registered as a student for a minimum of sixteen semester hours at sophomore standing.
- d. Complete a minimum of 62 semester hours of credit.
- e. Make application for graduation and pay a \$5.00 graduation fee.

### Degree Requirements

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

### Certificates

The Certificate of Achievement will be granted to those students who successfully complete one of the following prescribed programs: Clerk-Typist, Cosmetology, Drafting, Agricultural Mechanics, Practical Nursing, Stenographer, Automotive Mechanics, Bookkeeper-Clerical, Accounting, Agricultural Supply and Services, 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 1974-75 academic year, John A. Logan College will participate in an intercollegiate basketball, baseball, golf, and tennis program.

### Intramural Program

Intramural athletics at John A. Logan College afford the entire student body an opportunity to enjoy competition in a truly democratic way. Organized to provide a wide range of activity, intramural athletics offer many events that will challenge the interest of every student. Students are organized competitively, with the emphasis on student participation and leadership. Several objectives and guiding principles give direction to the faculty in their efforts to be of maximum service to students. They are as follows:

1. To encourage self-participation, transforming the students from passive spectators into active performers.
2. To offer a variety of activities balanced between adolescent and adult sports to meet present interest and future needs.
3. To provide incentive to a much larger number of those most in need of competitive experience on an equal basis with fellow students.
4. The belief that social relations and attitudes can be developed through intramural participation by upholding high standards of sportsmanship, fair dealing with all individuals and groups, and opportunities for leadership and cooperation.

#### Student Organizations

**STUDENT SENATE** — The official student governing body is known as "The Student Senate." The collective organization of all students at John A. Logan College is called "The Unified Students of Logan College."

Officers for this organization are elected by the student body during the Spring semester 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 1974-75 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 semester 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 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.

**MARKETING CLUB** — The general purpose of the Marketing Club is to further the study of business and marketing through exposure to elements of the business world not readily available in the classroom.

**LOGAN CHESS CLUB** — The Chess Club is designed to give members the opportunity to increase their exposure to various styles of chess play and to improve their chess skills and patterns of play — thus, their enjoyment of the game.

**LOGAN NURSES** — The Logan Nurses Club's function is to provide an effective organization within the nursing field, which will enhance the understanding and knowledge of the nursing profession as it is today and to sponsor various activities, both educational and social, whereby the organization members may work together toward common goals.

**INSTRUMENTAL MUSIC ENSEMBLES** — The Symphonic Band and Stage Band will give public performances throughout the year.

## 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.

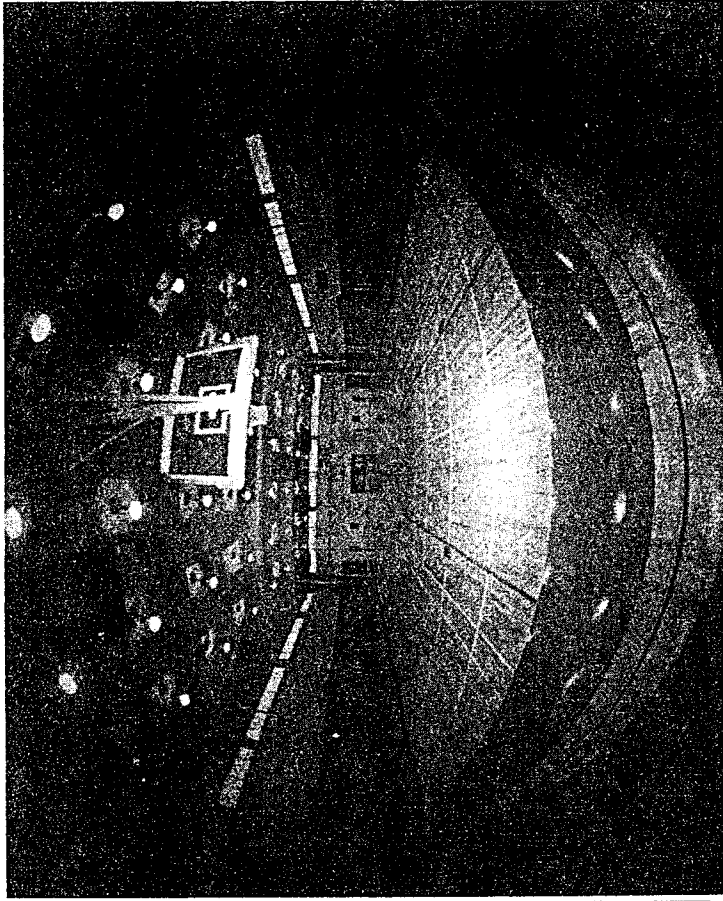
It should be noted that the results of this test are strictly confidential and have no bearing on the admission of a student to John A. Logan College.

### 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 semester.



### Housing

Basically, John A. Logan College is a local area institution serving students who live within commuting distance of the college. The college does not maintain dormitories or other housing facilities. The college does not accept any responsibility for supervising students who are living in rented facilities.

### Off Campus Employment and Placement Service

The college strives to assist students to find employment in private business and industry within the district. Students who wish to work in the local business community while attending John A. Logan College should complete a personal data form in the placement office of the student services division.

The college maintains a placement service to assist graduates of the Division of Occupational Oriented Education to find full time employment commensurate with their college training. This service is made available to students when they make application for graduation, and is continued after graduation by calling the college and requesting the placement service to activate their file.

### Student Financial Aids

The objective of John A. Logan College in developing a Financial Aid Program is to assist in the removal of financial barriers to post secondary education. To accom-

lish and maintain this goal, the college endeavors to provide financial assistance for students on a limited basis through John A. Logan College Foundation Scholarships, Basic Educational Opportunity Grants, Work-Study, Supplemental Opportunity Grants, Illinois Guaranteed Loans, Illinois State Monetary awards, and Veterans Benefits. Moreover, the taxpayers of Community College District Number 530 and the State of Illinois endorse a major portion of the cost of attending John A. Logan College by providing financial assistance through low tuition charges. Therefore, financial assistance at the college is designed to complement the student's resources rather than finance his education totally.

### Financial Aid Application Procedures

To determine financial need priorities, the college utilizes the Financial Aid Service of the American College Testing Program.

1. Complete the ACT Family Financial Statement and submit this form to the appropriate address for processing.
2. Obtain, complete and forward the application for financial assistance to the Office of Financial Aids at John A. Logan College.
3. The ACT Family Financial Statement, application for financial assistance and procedures for admission must be completed before individual consideration for financial assistance can be finalized.

Each student seeking financial assistance at John A. Logan College must complete the above application procedures.

Applications for financial assistance may be obtained from a high school counselor within the college district or from the Coordinator of Financial Aids at the college. The completed application along with the processed ACT Family Financial Statement should be received by the Office of Financial Aids by May 15 for aid to begin in September. However, applications for financial assistance will be accepted throughout the year.

### John A. Logan College Sponsored Financial Aids

#### John A. Logan Foundation Scholarships

Community-minded citizens and organizations of Community 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.

#### 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 for unexpected expenditures relating to the academic process. Individual loans are limited to \$25 with a minimum repayment period of sixty days.

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

### State of Illinois Sponsored Financial Aids 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 at least a half-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 application must acknowledge an understanding of the responsibilities of the loan and agree to honor them. Applications for loans may be initiated at a local participating bank, savings and loan associations, or credit union, or at the Office of Financial Aids.

### 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 \$1,300 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 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.

### Illinois State Veterans Scholarships

Refer to scholarship description listed under Veterans Educational Benefits.

### Department of Vocational Rehabilitation

Students with physical or mental disabilities which constitute a substantial voca-



tional handicap are eligible for scholarships covering tuition and fees. Other aid may also be provided when financial need is shown.

#### **Illinois Department of Public Aid**

Individuals receiving public aid may receive financial assistance in completing a college degree. A recipient should contact his caseworker for further information. The Department of Public Aid will pay books, tuition and fees.

#### **Federal Sponsored Financial Aids**

##### **Basic Educational Opportunity Grant**

The Basic Grant, established by the Higher Educational Act of 1972, provides for an award of \$1,500 less parental or family contribution for students attending college.

This program is available to students who began their post high school education after April 1, 1973. For information on how to apply for the Basic Grant, students should contact the Office of Financial Aids.

##### **Supplemental Educational Opportunity Grant**

The Higher Education Act of 1972 established grants for students demonstrating exceptional financial need who could not otherwise attend college because of a lack of financial resources. A grant of this nature may range from \$200 to \$1,500. However, each grant must be matched with an equal amount of funds that are controlled by the College.

##### **National Direct Student Loan**

John A. Logan College does not participate in the National Direct Student Loan Program.

##### **College Work Study Program**

The Federal College Work Study Program was authorized by the Economic Opportunity Act of 1964 and amended by the Higher Education Act of 1972. The Federal Government and the college provide funds for part-time employment opportunities for students. Priority for this program is given to individuals demonstrating the greatest financial need.

John A. Logan College also participates in the Vocational Work Study Program.

##### **Social Security Benefits**

Social Security Benefits may be used at John A. Logan College. Students should consult with the Social Security Administration to determine their eligibility.

##### **Veterans Educational Benefits**

##### **Orphans of Deceased Veterans Benefits**

Orphans of deceased veterans are eligible for educational benefits under Title 38, U.S. Code, Chapter 35, formerly P.L. 634 provided the death of the veteran parent

ed directly from military service or from a cause directly attributable to military service.

Public Law 89-222, signed September 20, 1965, increased the monthly assistance allowance to eligible War Orphans. The new law also relaxes the eligibility requirements. Now a child of any person who dies or became totally disabled while in service is eligible for assistance.

#### **Veteran's Readjustment Benefits Act of 1966**

The Veteran's Readjustment Benefits Act of 1966 provides a permanent program of benefits to veterans who have served or who will serve in the U.S. armed forces since January 31, 1955. Among these benefits are educational assistance provisions, which went into effect June 1, 1966.

To be eligible the veteran must have a discharge that is other than dishonorable and he must not have exhausted his eligibility under previous programs.

Veterans with more than 181 days active duty, any part of which occurred on or after February 1, 1955, are eligible for one month of college, vocational or similar education for each month or fraction of a month on active duty. Application blanks and full information are available at VA offices and at college and educational centers.

#### **Illinois State Veterans Scholarships**

Illinois veterans who have served in the military service after September 16, 1940, and have an honorable discharge from such service may receive free tuition and fees for four years.

#### **Tutorial Assistance for Veterans**

Veterans attending college under the Veteran's Readjustment Benefit Act of 1966 are provided special tutorial assistance.

For complete information concerning Veterans benefits, interested persons should contact the Office of Financial Aids, Office of Admissions or the Office of Veterans Affairs.



# CURRICULA

The curricula of John A. Logan College reflect the purposes for which the institution was established. Structurally, the College is organized into three educational divisions: Baccalaureate Oriented Education, Occupation Oriented Education, Continuing Education and Community Services.

## DIVISION OF BACCALAUREATE ORIENTED EDUCATION

The curriculum guides for the Division of Baccalaureate Oriented Education are 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.

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

### ARTS AND SCIENCES

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

<i>Communications</i> . . . . .	6
English Composition 101	3
Speech 115	3
	<hr/>
	6
<i>Science</i> . . . . .	12
<i>Biological Science 101</i>	3
Physical Science / 105 - Science Elective	3
	<hr/>
	6
	<hr/>
	12
<i>Social Science (Complete One)</i> . . . . .	13

History (Select any two) (101, 102, 105, 201, 202)	6	Anthropology 111	3
Psychology 132	3	Geography 112	3
Government 131	4	Psychology 132	3
	<hr/>	Government 131	4
	13		<hr/>
			13

U.S. History (Select any one) (201, 202, 101, 102, 105)	3	Government 131	4
Government 131	4	Sociology 133	3
Psychology 132	3	Psychology 132	3
Soc. Science Elective	3	Soc. Science Elective	3
	<hr/>		<hr/>
	13		13

<i>Humanities (Complete One)</i> . . . . .	12
Art 111	3
Music 105	3
English Composition 102	3
Humanities Elective	3
	<hr/>
	12

Music 105	3	Art 111, Philosophy 111, 121, 131, or Music 105	3
English Composition 102	3	English Composition 102	3
Humanities Elective	3	Humanities Elective	6
	<hr/>		<hr/>
	12		12

### Mathematics

A minimum of six (6) semester hours of math is required, selected from the following math courses: Math 101, 102, 110, 111, 131, 201, 202, and 221.

*Health* (Waived for veterans — no credit awarded) . . . . . 3

Required Courses	52
Electives	10
	<hr/>
	62

*Foreign Language Students* — up to eight (8) semester hours may be used as humanities elective.

### ART

	FIRST YEAR	SECOND YEAR	Credits
Fall Semester		Fall Semester	
Fundamentals of Art	4	History of Art	4
Beginning Drawing	3	(or Political Science)	4
Art Appreciation	3	Physical Science	3
History of Art		Math	3
(or Political Science)	4	English Composition	3
Biological Science	4	Western Civilization	3
	<hr/>		<hr/>
	18		17

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Fundamentals of Art	4	Sculpture (or Ceramics)	2
Life Drawing	3	Weaving (or Health)	2-3
Ceramics (or Sculpture)	2	Beginning Painting (or Speech)	2-3
Weaving (or Health)	2-3	Science Elective	3
Beginning Painting (or Speech)	2-3	Math	3
English Composition	3	Psychology	3
	16-18		15-17

Note: Art majors should check with a counselor or instructor regarding portfolio requirements.

**ART EDUCATION**

<b>FIRST YEAR</b>	<b>Credits</b>	<b>SECOND YEAR</b>	<b>Credits</b>
<b>Fall Semester</b>	4	<b>Fall Semester</b>	4
Fundamentals of Art	3	History of Art (or Political Science)	4
Beginning Drawing	3	Physical Science	4
Art Appreciation	3	Math	3
History of Art (or Political Science)	4	English Composition	3
Biology	4	Western Civilization	3
	18		17

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Fundamentals of Art	4	Sculpture (or Ceramics)	2
Ceramics (or Sculpture)	2	Weaving (or Health)	2-3
Weaving (or Health)	2-3	Science Elective	3
Speech (or Painting)	3	Math	3
English Composition	3	Western Civilization	3
Philosophy	3	Speech (or Painting)	3
	16-18		15-17

Note: Art majors should check with a counselor or instructor regarding portfolio requirements.

**CHEMISTRY**

<b>FIRST YEAR</b>	<b>Credits</b>	<b>SECOND YEAR</b>	<b>Credits</b>
<b>Fall Semester</b>	3	<b>Fall Semester</b>	5
English Composition	5	Calculus	5
Math	5	Physics	5
General Chemistry	5	Organic Chemistry	5
Physics	5	Foreign Language or Humanities	3
	18		18

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
English Composition	3	Organic Chemistry	5
Math	5	Calculus	5
Qualitative Analysis	5	Political Science	4
Physics	5	Foreign Language or Humanities	3
	18		17

\*For the student who has two years of algebra, one of geometry and one half year of trigonometry in high school, the suggested starting point in the mathematics sequence is Calculus I.

For the student who has two years of algebra in high school, the suggested starting point in the mathematics sequence is College Algebra-Trigonometry III. It will be necessary for this student to catch up as rapidly as possible.

If the student has only one year of high school algebra, it will be necessary for him



**MATHEMATICS**

<b>FIRST YEAR</b>	<b>Credits</b>	<b>SECOND YEAR</b>	<b>Credits</b>
<b>Fall Semester</b>	5	<b>Fall Semester</b>	5
Calculus I*	4	Calculus III	3
Political Science	3	Social Science	5
Biological Science	4	Physics	3
Foreign Language**	4	English Composition	16
	16		16

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Calculus II	5	Linear Algebra	3
Speech 115	3	Social Science	3
Biological Science	3	Physics	4
Foreign Language	4	English Composition	3
	15	Health	3
	16		16

to start his mathematics sequence with Intermediate Algebra 110 and catch up by attending summer sessions.

\*\*This is one year of French 101-102 or one year of German 101-102. If the student's background is such that he can enter the second year course (201-202) directly from high school, he is encouraged to do so.

### MUSIC

#### FIRST YEAR

Fall Semester	Credits
Ensembles*	2
Applied Music	1
Theory of Music	3
Aural Skills	1
Music Fundamentals or Elective	2
English Composition	3
Math Appreciation or Foreign Language	3-4
	<u>15-16</u>

#### SECOND YEAR

Fall Semester	Credits
Ensembles*	2
Applied Music	1
Theory of Music	3
Aural Skills	1
Speech	3
Health	3
Biological Science	3
	<u>16</u>

#### Spring Semester

Ensembles*	Credits
Applied Music	2
Theory of Music	1
Aural Skills	3
Survey of Music	1
English Composition	2
Math Appreciation or Foreign Language	3
Social Science Elective	3-4
	<u>18-19</u>

#### Credits

Spring Semester	Credits
Ensembles*	2
Applied Music	1
Theory of Music	3
Aural Skills	1
Political Science	4
Physical Science	3
Psychology	3
	<u>17</u>

\*Only one each semester is required for graduation, but participation in two each semester is recommended for all music majors.

### PHYSICAL EDUCATION (MEN)

#### FIRST YEAR

Fall Semester	Credits
English Composition	3
Biological Science	3
Political Science	4
Health	3
Art Appreciation, Music Appreciation or Philosophy	3
Methods of Teaching Individual and Team Activities, and Methods of Teaching Exercise	2
	<u>18</u>

#### SECOND YEAR

Fall Semester	Credits
Physical Science	3
Sociology	3
Math	3
Speech	3
Methods of Teaching Basketball, and Methods of Teaching Golf	3
	<u>15</u>

\*Women physical education majors are required to take a minimum of 13 hours of physical education courses. At least 10 of these hours must be taken from women's major courses P.E. 171-183. Majors are permitted to elect up to 3 hours from service classes PE 124, 126, 141, 142, 144, 145, 147.

### PHYSICS

#### FIRST YEAR

Fall Semester	Credits
Physics	5
English Composition	3
College Algebra/Trigonometry	5
Health	3
	<u>16</u>

#### SECOND YEAR

Fall Semester	Credits
Calculus II	5
Physics	4
Chemistry	5
Psychology	3
	<u>17</u>

Spring Semester	Credits
Physical Science	3
Social Science Elective	3
Math	3
Humanities Elective	3
Methods of Teaching	
Gymnastics, and Methods of Teaching Wrestling	3
Physical Education	
Service Class	1
	<u>16</u>

### PHYSICAL EDUCATION MAJOR (WOMEN)

#### FIRST YEAR

Fall Semester	Credits
English Composition	3
Biological Science	3
Political Science	4
Art Appreciation, Music Appreciation, or Philosophy	3
*Major P.E. Activity (P.E. Women 171-183)	3
	<u>16</u>

#### SECOND YEAR

Fall Semester	Credits
Physical Science	3
Sociology	3
Health	3
Math	3
Speech	3
*Major P.E. Activity (P.E. Women 171-183)	2
	<u>17</u>

#### Spring Semester

English Composition	Credits
Biological Science	3
Psychology	3
Humanities Elective	3
*Major P.E. Activity (P.E. Women 171-183)	3
P.E. Service Class	1
	<u>16</u>

Spring Semester	Credits
Physical Science	3
Social Science Elective	3
Math	3
Humanities Elective	3
*Major P.E. Activity (P.E. Women 171-183)	2
P.E. Service Class	2
	<u>16</u>

ELEMENTARY EDUCATION AND SPECIAL EDUCATION		
	FIRST YEAR	SECOND YEAR
Spring Semester		
Physics		
English Composition		
Calculus I		
Political Science		
Credits		
	5	3
	3	3
	3	3
	3	3
	3	3
	17	
Spring Semester		
Calculus II &		
Differential Equations		
Biological Science		
Speech		
Sociology		
Philosophy		
Credits		
	5	3
	3	3
	3	3
	3	3
	3	3
	3	3
	17	

### BUSINESS ADMINISTRATION AND ACCOUNTING

	FIRST YEAR	SECOND YEAR
Spring Semester		
English Composition		
College Algebra/Trigonometry		
Political Science		
Physical Science		
Humanities Elective		
Credits		
	3	3
	5	3
	4	3
	3	3
	3	3
	15	
Spring Semester		
Humanities Elective		
Financial Accounting		
Principles of Economics		
Business Statistics		
Calculus I		
Credits		
	3	3
	3	3
	3	3
	3	3
	3	3
	15	

	FIRST YEAR	SECOND YEAR
Spring Semester		
English Composition		
College Algebra/Trigonometry		
Political Science		
Physical Science		
Humanities Elective		
Credits		
	3	3
	5	3
	4	3
	3	3
	3	3
	18	
Spring Semester		
Humanities Elective		
Financial Accounting		
Principles of Economics		
Social Science Elective		
Elective		
Credits		
	3	3
	5	3
	4	3
	3	3
	3	3
	18	

### PRE-ENGINEERING

	FIRST YEAR	SECOND YEAR
Spring Semester		
Physics		
College Algebra/Trigonometry		
Engineering Graphics		
English Composition		
Credits		
	5	5
	5	4
	4	3
	3	3
	17	
Spring Semester		
Calculus I		
English Composition		
Political Science		
Credits		
	5	5
	5	3
	4	4
	3	3
	17	

	FIRST YEAR	SECOND YEAR
Spring Semester		
Physics		
Calculus I		
English Composition		
Political Science		
Credits		
	5	5
	5	3
	4	4
	3	3
	17	
Spring Semester		
Calculus III and		
Differential Equations		
Chemistry		
Social Science Elective		
Humanities Elective		
Credits		
	5	5
	5	3
	3	3
	16	

### PRE-PROFESSIONAL CURRICULA

Students desiring to pursue pre-professional curricula such as pre-chiropractic, pre-veterinarian, pre-medicine, or pre-law should consult a counselor for help in selecting an appropriate program of study. All pre-professional curricula are based on the individual student's preference of senior institutions.





## DIVISION OF OCCUPATION ORIENTED EDUCATION (Vocational-Technical Education)

The courses offered in the Division of Occupation Oriented Education focus on 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.

These curricula lead students 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 Certificate Program

This program, composed almost completely of accounting courses, is designed for the student who desires to gain and/or increase skills in the area of accounting. Successful completion of the program will lead to the awarding of a Certificate of Achievement.

### FIRST YEAR

Fall Semester  
Fundamentals of Accounting  
Business Elective

Credits  
4  
3  
7

### Spring Semester

Fundamentals of Accounting  
Payroll Accounting  
Business Elective

Credits  
4  
2  
3  
9

### Recommended Electives:

Business Law  
Introduction to Business

### SECOND YEAR

Fall Semester  
Intermediate Accounting  
Cost Accounting

Credits  
4  
3  
7

### Spring Semester

Intermediate Accounting  
Tax Accounting

Credits  
4  
3  
7

Business Mathematics  
Calculating Machines

## ACCOUNTING Degree Program

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

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

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

FIRST YEAR		SECOND YEAR		FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester		Fall Semester		Fall Semester	
Communications	3	Intermediate Accounting	4	Communications	3	Fundamentals of Electricity	4
Fundamentals of Accounting	4	Cost Accounting	3	Technical Mathematics	3	Drive Trains	1
Calculating Machines	2	Business Law	4	Manufacturing Processes	2	Small Gas Engines	1
Business Mathematics	3	Business Finance	1	Fundamentals of Internal Combustion Engines	1	Fundamentals of Welding	2
Introduction to Business	3	Introduction to Data Processing	1	Fuel, Lubrication and Carburetion	3	Emissions Controls and Testing	2
	15	Elective	16	Engine Electrical	1	Agricultural Mechanics Laboratory	5
			16	Agricultural Mechanics Laboratory	5		15
Spring Semester		Spring Semester		Spring Semester		Spring Semester	
Communications	3	Intermediate Accounting	4	Communications	3	Political Science	4
Fundamentals of Accounting	4	Records Management	1	Technical Mathematics	3	Business Accounting	3
Business Correspondence	3	Tax Accounting	3	Manufacturing Processes	1	Drive Trains	2
Political Science	4	Office Management	1	Fundamentals of Internal Combustion Engines	3	Chassis Electrical	2
Payroll Accounting	2	Business Economics	3	Fuel, Lubrication and Carburetion	2	Service Management	1
	16	Elective	2	Engine Electrical	1	Agricultural Mechanics Laboratory	5
		Human Relations	17	Agricultural Mechanics Laboratory	5		17
			17				

FIRST YEAR		SECOND YEAR		FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester		Fall Semester		Fall Semester	
Communications	3	Intermediate Accounting	4	Communications	3	Fundamentals of Electricity	4
Fundamentals of Accounting	4	Records Management	1	Technical Mathematics	3	Drive Trains	1
Business Correspondence	3	Tax Accounting	3	Manufacturing Processes	2	Small Gas Engines	1
Political Science	4	Office Management	1	Fundamentals of Internal Combustion Engines	1	Fundamentals of Welding	2
Payroll Accounting	2	Business Economics	3	Fuel, Lubrication and Carburetion	3	Emissions Controls and Testing	2
	16	Elective	2	Engine Electrical	1	Agricultural Mechanics Laboratory	5
		Human Relations	17	Agricultural Mechanics Laboratory	5		15
			17				

### AGRICULTURAL MECHANICS Certificate Program

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.

FIRST YEAR		SECOND YEAR		FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester		Fall Semester		Fall Semester	
Communications	3	Intermediate Accounting	4	Communications	3	Fundamentals of Electricity	4
Fundamentals of Welding	2	Records Management	1	Technical Mathematics	3	Drive Trains	1
Fundamentals of Internal Combustion Engines	1	Tax Accounting	3	Manufacturing Processes	2	Small Gas Engines	1
Small Gas Engines	1	Office Management	1	Fundamentals of Internal Combustion Engines	1	Fundamentals of Welding	2
Emissions Controls and Testing	2	Business Economics	3	Fuel, Lubrication and Carburetion	3	Emissions Controls and Testing	2
Fuel, Lubrication and Carburetion	1	Elective	2	Engine Electrical	1	Agricultural Mechanics Laboratory	5
Agricultural Mechanics Laboratory	5	Human Relations	17	Agricultural Mechanics Laboratory	5		15
	15		17				

### AGRICULTURAL MECHANICS Degree Program

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.

### AGRICULTURAL SUPPLY AND SERVICES Certificate Program

The Agricultural Supply and Services Program is designed to prepare graduates for employment in grain elevators, feed stores, fertilizer companies, lawn and garden centers, farm credit agencies, banks, farm cooperatives, and livestock markets. Those completing the program will receive a Certificate of Achievement.

FIRST YEAR		SECOND YEAR		FIRST YEAR		SECOND YEAR	
Fall Semester		Fall Semester		Fall Semester		Fall Semester	
Communications	3	Intermediate Accounting	4	Communications	3	Fundamentals of Electricity	4
Fundamentals of Welding	2	Records Management	1	Technical Mathematics	3	Drive Trains	1
Fundamentals of Internal Combustion Engines	1	Tax Accounting	3	Manufacturing Processes	2	Small Gas Engines	1
Small Gas Engines	1	Office Management	1	Fundamentals of Internal Combustion Engines	1	Fundamentals of Welding	2
Emissions Controls and Testing	2	Business Economics	3	Fuel, Lubrication and Carburetion	3	Emissions Controls and Testing	2
Fuel, Lubrication and Carburetion	1	Elective	2	Engine Electrical	1	Agricultural Mechanics Laboratory	5
Agricultural Mechanics Laboratory	5	Human Relations	17	Agricultural Mechanics Laboratory	5		15
	15		17				

### AGRICULTURAL SUPPLY AND SERVICES Degree Program

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





## CHILD CARE

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

### FIRST YEAR

<b>Fall Semester</b>	<b>Credits</b>
Introduction to Pre-School Children	3
Principles and Practices of Child Care	4
Music for Children	3
Communications	3
General Psychology	3
Reading Skills	2
	<hr/>
	18

### Spring Semester

Introduction to School Age Children	3
Recreation and Crafts for Children	3
Art Education	3
Communications	3
Child Psychology	3
Literature for Children	3
	<hr/>
	18

### SECOND YEAR

<b>Fall Semester</b>	<b>Credits</b>
Library and Audio Visual Methods	3
Education of Exceptional Children	2
Methods of Teaching Special Children	3
Nutrition	3
Child Care Laboratory	5
	<hr/>
	16

### Spring Semester

Political Science	4
Marriage and the Family	3
Pre-School Administration	4
Child Care Laboratory	5
	<hr/>
	16

## CLERK-TYPIST

A one-year program designed for the individual desiring a clerical office position involving no shorthand. Emphasis is placed on typewriting, filing, records management, bookkeeping, basic skills, office procedures, and general office knowledge. Upon completion of the program, a graduate will be qualified to fill positions such as the following: receptionist, file clerk, typist, general office clerical positions, and civil service positions. Successful completion of the program leads to the Certificate of Achievement.

<b>Fall Semester</b>	<b>Credits</b>
Records Management	1
Typewriting	3
Communications	3
Business Mathematics	3
Calculating Machines	2
Introduction to Business	3
	<hr/>
	15

<b>Spring Semester</b>	<b>Credits</b>
Typewriting	3
Duplicating Machines	3
Business Accounting	3
Secretarial Procedures	4
Business Correspondence	3
Human Relations	2
	<hr/>
	18



## COSMETOLOGY Certificate Program

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

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

A minimum of 1500 clock hours and 50 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for immediate employment, and the graduate will be awarded a Certificate of Achievement from John A. Logan College.

<b>Fall Semester</b>	<b>Credits</b>	<b>Summer Semester</b>	<b>Credits</b>
Cosmetology Theory	5	Cosmetology Theory	3
Cosmetology Laboratory	10	Cosmetology Laboratory	8
Communications	3	Human Relations	2
	<hr/>		<hr/>
	18		13

<b>Spring Semester</b>	<b>Credits</b>
Cosmetology Theory	5
Cosmetology Laboratory	10
Political Science	4
	<hr/>
	19

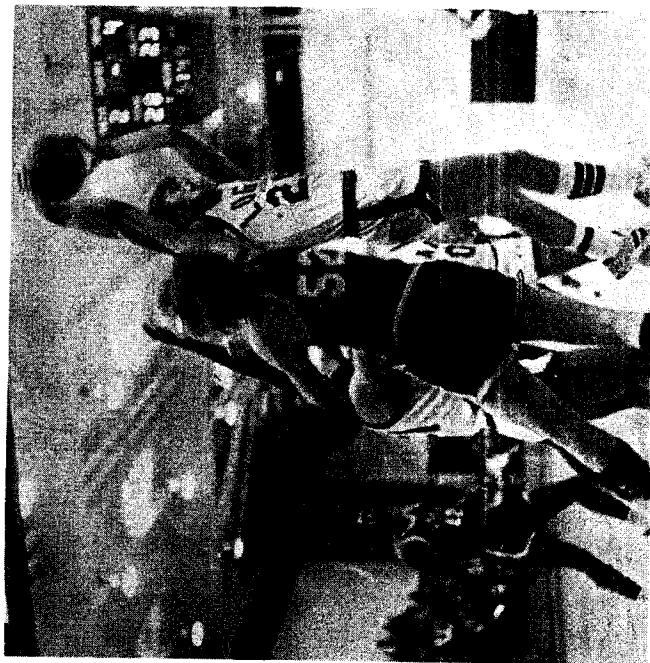
## COSMETOLOGY Degree Program

The Cosmetology Program is designed to give students thorough training in 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, equipment, facilities, library and course content.

A minimum of 1750 clock hours and 69 credit hours prepares the graduate for licensure by the Illinois State Board of Cosmetology, qualifies the graduate for immediate employment and awards the graduate an Associate in Applied Science Degree.

Fall Semester		Summer Semester		Credits	
Cosmetology Theory	5	Cosmetology Theory	3	3	
Cosmetology Laboratory	10	Cosmetology Laboratory	8	8	
Communications	3	Human Relations	2	2	
	<u>18</u>		<u>13</u>		
Spring Semester		Fall Semester		Credits	
Cosmetology Theory	5	Cosmetology Seminar	1	1	
Cosmetology Laboratory	10	Cosmetology Laboratory	10	10	
Political Science	4	Salesmanship	3	3	
	<u>19</u>	Business Accounting	3	3	
			<u>17</u>		



## 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, and production drawing are included in the program.

Fall Semester		Spring Semester		Credits	
Technical Mathematics	3	Communications	3	3	
Technical Drafting	6	Descriptive Geometry	3	3	
Materials 101	4	Technical Illustration	6	6	
Manufacturing Processes	2	Technical Drafting	2	2	
	<u>15</u>	Manufacturing Processes	2	2	
			<u>17</u>		

## DRAFTING TECHNOLOGY

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

FIRST YEAR		SECOND YEAR		Credits	
Fall Semester		Fall Semester		Credits	
Technical Drafting	6	Political Science	4	4	
Communications	3	Advanced Technical Drawing	4	4	
Manufacturing Processes	2	Materials	2	2	
Technical Mathematics	3	Metallurgy	3	3	
Human Relations	2	Detail & Assembly	2	2	
	<u>16</u>		<u>17</u>		
Spring Semester		Spring Semester		Credits	
Technical Drafting	6	Technical Physics	3	3	
Descriptive Geometry	3	Advanced Technical Drawing	4	4	
Communications	3	Tool Design	4	4	
Manufacturing Processes	2	Technical Illustration	3	3	
Technical Mathematics	3		<u>14</u>		
	<u>17</u>				

## EXECUTIVE SECRETARY

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

## 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.

### SECOND YEAR

Credits	
3	Production Typewriting
3	Shorthand
3	Political Science
2	Business Correspondence
2	Secretarial Procedures
3	
<u>16</u>	

### FIRST YEAR

Credits	
3	Typewriting
3	Shorthand
3	Introduction to Business
2	Calculating Machines
2	Human Relations
3	Communications
<u>17</u>	

### SECOND YEAR

Credits	
3	Production Typewriting
3	Shorthand
3	Legal Secretarial Practice
2	Business Correspondence
3	Secretarial Procedures
<u>16</u>	

### FIRST YEAR

Credits	
3	Typewriting
3	Shorthand
1	Business Mathematics
4	Human Relations
3	Calculating Machines
1	Communications
<u>2-4</u>	

Credits	
3	Duplicating Machines
3	Office Management
4	Shorthand
3	Political Science
1	Legal Secretarial Practice
3	Supervised Work Experience
<u>2-4</u>	
<u>16-18</u>	

## 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.

### SECOND YEAR

Credits	
3	Principles of Management
3	Business Law
3	Food & Beverage Management
2	Service
1	Human Relations
4	Salesmanship
<u>16</u>	

### FIRST YEAR

Credits	
3	Communications
3	Introduction to Business
3	Business Mathematics
2	Introduction to Hotel-Motel & Restaurant Operations
1	Safety & Sanitation
4	Principles of Food Preparation
<u>16</u>	

Credits	
3	Political Science
3	Advertising
2	Supervisory Techniques
2	Food & Beverage Controls
2	Hotel-Motel Internship
4	
<u>16</u>	

## 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

Credits	
4	Introduction to Business
4	Business Mathematics
4	Communications
4	Marketing
1	Salesmanship
<u>16</u>	

### SECOND YEAR

Credits	
3	Principles of Management
3	Human Relations
3	Business Law
3	Merchandising Principles
3	Internship
<u>1</u>	
<u>16</u>	

<b>Spring Semester</b>	<b>Credits</b>	<b>Fall Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Communication	3	Typewriting	3	Typewriting	3
Marketing	3	Shorthand	3	Shorthand	3
Salesmanship	3	Communications	3	Duplicating Machines	3
Political Science	4	Calculating Machines	2	Records Management	1
Business Accounting	3	Business Mathematics	3	Business Accounting	3
	16	Business Correspondence	3	Secretarial Procedures	4
			17		17

### 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 three semester 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.

<b>Fall Semester</b>	<b>Credits</b>	<b>Summer Semester</b>	<b>Credits</b>
Principles and Practices of Nursing	13	Nursing the Adult with Physical Conditions	3
Nutrition	3	Nursing the Adult with Mental Conditions	3
Anatomy and Physiology	3	Communications 112	19
		Human Relations	

<b>Spring Semester</b>	<b>Credits</b>
Pharmacology	2
Maternal and Newborn Nursing	7
Nursing the Child	7
Marriage and the Family	3
	19

### 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.

### TEACHER AIDE

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

#### FIRST YEAR

<b>Fall Semester</b>	<b>Credits</b>
Introduction to Pre-School Children	3
Principles and Practices of Child Care	4
Music for Children	3
Communications	3
General Psychology	3
Reading Skills	2
	18

#### Spring Semester

Introduction to School Age Children	3
Recreation and Crafts for Children	3
Art Education	3
Communications	3
Child Psychology	3
Literature for Children	3
	18

#### SECOND YEAR

<b>Fall Semester</b>	<b>Credits</b>
Library and Audio Visual Methods	3
Education of Exceptional Children	2
Methods of Teaching Special Children	3
Nutrition	3
Teacher Aide Laboratory	5
	16

#### Spring Semester

Political Science	4
Marriage and the Family	3
Pre-School Administration	4
Teacher Aide Laboratory	5
	16

### WELDING

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

<b>Fall Semester</b>	<b>Credits</b>
Principles of Industrial Welding	3
Welding Laboratory	7
Metallurgy	2
Technical Mathematics	3
Blue Print Reading	2
	17

<b>Spring Semester</b>	<b>Credits</b>
Principles of Industrial Welding	3
Welding Laboratory	7
Human Relations	2
Communications	3
Manufacturing Processes	2
	17

## GENERAL ADVISORY COMMITTEE VOCATIONAL-TECHNICAL EDUCATION

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

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

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

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

## GENERAL ADVISORY COMMITTEE

Mr. Dwight Burns  
President  
Southwestern Ill. Supply Corp.  
DeSoto

Mr. B. D. Cross  
Director of Management Systems  
Information Processing  
Southern Illinois University  
Carbondale

Mr. Larry Feil  
Director of Administration  
Herrin Hospital  
201 South 14th Street  
Herrin

Mr. Clyde Heaton  
Division Manager  
Central Illinois Public Service  
Company  
1800 West Main  
Marion

Mrs. Thelma Levelsmier  
Realtor  
600 West Main  
Carbondale

Mr. Clem A. Marchildon  
Certified Public Accountant  
114 South Emma  
West Frankfort

Mr. Henry Marcinkowski  
Plant Manager  
Allen Industries, Inc.  
R.R. 1  
Herrin

Mr. Paul F. McRoy, Manager  
Radio Station WCIL  
211 West Main  
Carbondale

Mr. Marion Nash  
Personnel Manager  
Egyptian Assoc. of Plumbing  
Heating & Cooling Contractors  
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Mr. Robert A. Reel  
Division Manager  
General Telephone Company  
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Miss Pearl Roberts  
Certified Professional Sec.  
401 East 5th Street  
Johnston City

Mr. Morgan Sweeney, Manager  
Administrative Services  
Olin Corporation  
368 Park Lane  
Herrin

Mr. Carl Taylor  
International Brotherhood of  
Electrical Workers  
506 North Gardner  
West Frankfort

Mr. Milton W. Witt  
Executive Vice President  
Greater Marion Area Chamber  
of Commerce  
905 North Bentley  
Marion

Mr. Leon Zwick  
120 North Park Avenue  
Herrin

## DEVELOPMENTAL COURSES

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), and English 53 (a,b,c,d,e,f). Developmental math and social science courses are also available. Interested students should contact a counselor for further information.

## 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, general studies credit courses and non-credit 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 semester 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. GENERAL STUDIES ADULT EDUCATION COURSES AND PROGRAMS

General Studies Adult Education 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 Adult Education classes. Enrollment in these classes does not require formal admission to the College. The student may elect to complete any sequence of courses totalling eight semester hours (five semester hours for the Health, Safety and Environment program and the Cultural 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 semester hour value for each course is enclosed in parentheses beside the course number.

#### GENERAL STUDIES COURSES

##### Homemaking

**Homemaking 001A**     *ACTIVITIES FOR YOUNG CHILDREN*     1.33 hours  
Prerequisites: None  
2 hours weekly (2-0)  
Such topics as toys and play materials, books and stories, music, creative activities and other play activities will be studied in an attempt to give a new understanding to the meaning and value of children's play.

**Homemaking 004A**     *GUIDANCE OF THE  
PRE-SCHOOL CHILD*     1.33 hours

Prerequisites: None  
2 hours weekly (2-0)  
A study of the physical, emotional, social and intellectual development of the pre-school child.

##### *INTRODUCTION TO PARENTHOOD*

Homemaking 005A

Prerequisites: None  
2 hours weekly (2-0)

Designed for expectant and new parents and social adjustments necessary to becoming a parent.

##### *PRE-SCHOOL ART AND ACTIVITIES*

Homemaking 008A

Prerequisites: None  
2 hours weekly (2-0)

Designed to help parents and child care workers gain a knowledge of successful art techniques and activities for the pre-school child.

##### *PREGNANCY AND EARLY INFANT CARE*

Homemaking 009A

Prerequisites: None  
2 hours weekly (2-0)

Designed so mothers-to-be may understand development of fetus, nutrition for pregnancy and other family members, exercise during this time, maternity clothing and layettes, fathers role in new family, types of deliveries, hospital confinement, post-natal activity, care of mother and baby, and the first year of a child's growth.

##### *HOUSEHOLD FOOD BUDGETING*

Homemaking 010A

Prerequisites: None  
2 hours weekly (2-0)

For the homemaker who desires to stretch her food budget. Topics include: deciding if new products are wise buys, food prices and how they are determined, food products, packaged products compared to basic ingredients and buying decisions.

##### *REAL ESTATE*

Homemaking 011A

Prerequisites: None  
2 hours weekly (2-0)

A study of real property relative to interests in land, purchase agreements, conveyances, leases, mortgages, and land contracts.

##### *INVESTMENTS*

Homemaking 012A

Prerequisites: None  
2 hours weekly (2-0)

Topics include stocks, bonds, mutual funds, trading terms, trading markets, basic security laws and regulations, financial statements, investment companies, and credit and taxes as they pertain to securities.

##### *INSURANCE FUNDAMENTALS*

Homemaking 013A

Prerequisites: None  
2 hours weekly (2-0)

Designed for persons contemplating the purchase of insurance and persons interested in preparing for the State Insurance License Examination.

Homemaking 014A	<i>PERSONAL INCOME TAX PREPARATION</i>	2 hours	Homemaking 023A <i>INTERMEDIATE SEWING</i>	1 hour
Prerequisites: None 3 hours weekly (3-0)	Designed to help the individual prepare income tax returns. Special emphasis will be given to itemizing expenditures, income, figuring depreciation, capital loss, or gain.		Prerequisites: Homemaking 022A 2 hours weekly (1-1)	Steps in experimental sewing are continued into more difficult sewing problems and time-saving techniques are presented. Machine attachments or fancy sewing stitches are applied.
Homemaking 015A	<i>PERSONAL MONEY MANAGEMENT</i>	1.33 hours	Homemaking 024A <i>ADVANCED SEWING</i>	1 hour
Prerequisites: None 2 hours weekly (2-0)	Designed to help the homemaker learn how he can better manage his money. Topics covered include consumer economics, food, clothing, shelter, credit, insurance, savings, investments, and buying habits.		Prerequisites: Homemaking 023A 2 hours weekly (1-1)	A continuation of intermediate sewing with special emphasis on dresses, jackets, ensembles in knits, polyesters and bonded fabrics.
Homemaking 016A	<i>HOME PLANNING AND DESIGN</i>	1.33 hours	Homemaking 025A <i>TAILORING (WOMEN'S CLOTHING)</i>	1 hour
Prerequisites: None 2 hours weekly (2-0)	Especially for those interested in building or remodeling their home. Special emphasis will be placed on floor plan layout, room placement, cost estimation, and exterior design.		Prerequisites: Homemaking 022A 2 hours weekly (1-1)	Provides the student with opportunities for learning the skills necessary for fitting and tailoring a finished garment. Experimental and advanced steps will be introduced.
Homemaking 017A	<i>INTERIOR DECORATING</i>	1.33 hours	Homemaking 026A <i>TAILORING (MEN'S CLOTHING)</i>	1 hour
Prerequisites: None 2 hours weekly (2-0)	Topics included are home floor plans, home furnishings, artistic design of interiors, history of furniture, decorative art and textiles, and color harmony.		Prerequisites: Homemaking 022A 2 hours weekly (1-1)	Provides the student with opportunities for learning the skills necessary for fitting and tailoring a finished garment. Experimental and advanced steps will be introduced.
Homemaking 019A	<i>FURNITURE REUPHOLSTERING I</i>	1.33 hours	Homemaking 030A <i>DRAPERY MAKING</i>	1 hour
Prerequisites: None 3 hours weekly (1-2)	Designed to assist homemakers in the selection of appropriate materials to use and provide actual experience in dismantling, reupholstering, and refinishing furniture for the home.		Prerequisites: Homemaking 022A 2 hours weekly (1-1)	For the student who desires to learn how to make various types of draperies, curtains, and decorative window shades for the household.
Homemaking 020A	<i>FURNITURE REUPHOLSTERING II</i>	1.33 hours	Homemaking 032A <i>SEWING WITH KNITS</i>	1 hour
Prerequisites: Homemaking 019A 3 hours weekly (1-2)	Provides additional opportunities for applying the skills acquired in the first course. Instruction will emphasize techniques to be used in reupholstering difficult-to-handle pieces of furniture.		Prerequisites: Homemaking 022A 2 hours weekly (1-1)	Basic techniques of sewing with knit and other stretch fabrics will be taught by demonstration with some class sewing.
Homemaking 022A	<i>BEGINNING SEWING</i>	1 hour	Homemaking 033A <i>HOW TO PARENT</i>	1.33 hours
Prerequisites: None 2 hours weekly (1-1)	Designed for the woman who has had no sewing experience. Sizing, pattern selection, fabric selection and fashion, fitting for size, construction problems, and pressing for appearance are among topics covered.		Prerequisites: None 2 hours weekly (2-0)	Exposes the adult to basic child development concepts and modern theories of child rearing. Topics include the problems and frustrations of being a parent, discipline, formal and informal education, and sex education.
			Homemaking 034A <i>BASIC PLUMBING FOR HOME MAKERS</i>	1.33 hours
			Prerequisites: None 2 hours weekly (2-0)	A basic course in household plumbing for the homemaker designed to acquaint

the student with plumbing tools, fixtures, fittings and the principles of household plumbing.

### Development and/or Review of Vocational Skills

- DRV 001A** EXECUTIVE HOUSEKEEPING I .67 hour  
Prerequisites: None  
1 hour weekly (1-0)  
Deals with the human relations skills needed by executive housekeepers. Emphasis is given equally to the sociological, psychological and economic aspects of executive housekeeping.
- DRV 002A** EXECUTIVE HOUSEKEEPING II 3.33 hours  
Prerequisites: DRV 001A  
5 hours weekly (5-0)  
Instruction will orientate the student to the executive housekeeping profession and provide concentrated training in personnel management and communication.
- DRV 003A** EXECUTIVE HOUSEKEEPING III 3 hours  
Prerequisites: DRV 002A  
4 hours weekly (4-0)  
Provides instruction in the administrative skill areas needed by executive housekeepers. Included are: budgeting, records, purchasing, and basic interior design.
- DRV 004A** EXECUTIVE HOUSEKEEPING IV 1.67 hours  
Prerequisites: DRV 003A  
2 hours weekly (2-0)  
Instruction emphasizes correct procedures for proper maintenance, safety and sanitation.
- DRV 005A** SIGN PAINTING AND CONSTRUCTION I 1.33 hours  
Prerequisites: None  
3 hours weekly (1-2)  
Students will receive instruction in the tools and materials of the trade, use of brushes, strokes, lettering and letter proportion and balance. Also included are spacing, layout, composition, shading, angle, and color harmony.
- DRV 006A** SIGN PAINTING AND CONSTRUCTION II 1.33 hours  
Prerequisites: DRV 005A  
3 hours weekly (1-2)  
Instruction will review skills covered in the previous course and introduce the use of various letter types, advanced layout, pounce patterns, displaying of signs, materials for permanent signs, and pricing.
- DRV 007A** SIGN PAINTING AND CONSTRUCTION III 1 hour  
Prerequisites: DRV 006A  
3 hours weekly (0-3)  
Entire course will consist of a lab experience under the direct supervision of the instructor. Help with individual problems will be given.

**DRV 008A** INTRODUCTION TO HOSPITAL ACCOUNTING 1.4 hours

Prerequisites: None  
2 hours weekly (2-0)  
Course provides the student with an introduction to hospital accounting; the accounting cycle, prepaid revenue and expenses; accrued expenses and revenue; fund and departmental accounting; accounting for revenue; disbursements and payroll; accounting for fixed assets and depreciation; and financial reports.

**DRV 009A** INTRODUCTION TO HOSPITAL FINANCIAL MANAGEMENT 1.4 hours

Prerequisites: DRV 008A  
2 hours weekly (2-0)  
Financial Management aspects will be emphasized. Topics covered are: hospital management accounting, uniform hospital accounting and statistics, revenues, term debt, and cash.

**DRV 010A** HOSPITAL BUDGETING 1.4 hours

Prerequisites: DRV 009A  
2 hours weekly (2-0)  
Topics to be covered include: objectives and types of budgets, administrative considerations, nature of costs, forecasting procedures, the operating budget, the capital budget, and the cash budget.

**DRV 012A** INTRODUCTION TO BOOKKEEPING (PART I) 1.33 hours

Prerequisites: None  
2 hours weekly (2-0)  
Includes the fundamentals of keeping financial records, including journalizing, posting, trial balances and basic financial statements.

**DRV 013A** INTRODUCTION TO BOOKKEEPING (PART II) 1.33 hours

Prerequisites: DRV 012A  
2 hours weekly (2-0)  
Includes a review of financial record keeping — journalizing, posting, trial balances and financial statements. Deals with the bookkeeping cycle in more detail.

**DRV 014A** INTRODUCTION TO BOOKKEEPING (PART III) 1.33 hours

Prerequisites: DRV 013A  
2 hours weekly (2-0)  
Deals with adjustments, special entries, closing entries, bank statement reconciliation, cash receipts, entries for recording cash payments and sales on account, and financial reports for a merchandising business.

**DRV 015A** INTRODUCTION TO SHORTHAND (PART I) 1 hour

Prerequisites: None  
2 hours weekly (1-1)  
This is a basic introduction to the principles of Gregg Shorthand through reading and writing practice. Background in basic vocabulary is stressed. Dictation is given.



DRV 016A	1 hour	<i>INTRODUCTION TO SHORTHAND (PART II)</i>	<i>INTRODUCTION TO BUSINESS FILING</i>	1.33 hours
Prerequisites: DRV 015A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
This course will consist of a continuation of the study of shorthand theory, brief forms and frequently used shorthand phrases. Speed practice will also be given.			This course is concerned with giving the student broad background training in basic filing principles and in the techniques of record control. A student so trained should find no particular difficulty in understanding and using any filing system.	
DRV 017A	1 hour	<i>SHORTHAND SPEED BUILDING</i>	<i>INTRODUCTION TO OFFICE MACHINES</i>	1 hour
Prerequisites: DRV 015A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
A shorthand course designed for the person who can take shorthand at a speed of at least 50 words per minute. The speed-building dictation will be geared according to the needs of those enrolled.			An introduction to the use and operation of business machines. Students will work with duplicating, adding, and related machines.	
DRV 018A	1 hour	<i>SHORTHAND THEORY AND REVIEW</i>	<i>INTRODUCTION TO RECEPTIONIST PROCEDURES</i>	1.33 hours
Prerequisites: DRV 015A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
A course designed for the person who has had some previous training in shorthand but who has become rusty. A complete review of Gregg Shorthand Theory as well as brief forms and frequently used phrases will be included.			The duties performed by a receptionist will be reviewed. Telephone techniques, greeting callers, dealing with difficult people, handling the mail, and human relations will be covered.	
DRV 019A	1 hour	<i>INTRODUCTION TO TYPEWRITING (PART I)</i>	<i>INTRODUCTION TO BUSINESS ENGLISH</i>	1.33 hours
Prerequisites: None 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
This is a basic, introductory course for persons who have had little or no experience with typewriting. Course content includes: learning the keyboard, typing practice, typing personal and business letters, typing simple tabulated reports, and typing outlines and manuscripts.			This course is designed to present the accepted punctuation rules for business and to present rules for grammatical usage.	
DRV 020A	1 hour	<i>INTRODUCTION TO TYPEWRITING (PART II)</i>	<i>INTRODUCTION TO BUSINESS LAW</i>	1.33 hours
Prerequisites: DRV 019A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
A continuation of Part I of Introduction to Typewriting. This course will emphasize accuracy through special drills and production work. Students desiring to enroll should have successfully completed Introduction to Typewriting (Part I) or have equivalent experience.			This course consists of a study of personal rights and studies obligations in ordinary situations with emphasis on the prevention of problems and the development of an awareness of when legal assistance can be beneficial.	
DRV 021A	1 hour	<i>INTRODUCTION TO TYPEWRITING (PART III)</i>	<i>TECHNIQUES OF SUPERVISION</i>	1.33 hours
Prerequisites: DRV 020A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
This course will emphasize developing the typing speed of the students enrolled through speed writings and time charts.			The course is designed to help the student in the development of those skills and techniques which have been proven and "job-tested" by the most successful supervisors.	
DRV 022A	1 hour	<i>TYPEWRITING REVIEW</i>	<i>BASIC INDUSTRIAL PSYCHOLOGY FOR SUPERVISORS</i>	1.33 hours
Prerequisites: DRV 019A 2 hours weekly (1-1)			Prerequisites: None 2 hours weekly (2-0)	
A review of business letters, manuscripts, tabulation and various business communications.			A basic survey course of psychology in industry to provide the supervisor a re-	

<p>view of many of the psychological factors influencing the worker and his relationship to his job, his fellow workers, his supervisor and the company.</p>	<p>DRV 030A <i>INTRODUCTION TO INDUSTRIAL TRAFFIC MANAGEMENT</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (2-0) This course is intended for those without experience in Industrial Traffic Management. It will be of interest to management personnel of receiving and shipping departments.</p>	<p>DRV 045A <i>APPLIANCE REPAIR</i> 1.33 hours</p>	<p>Prerequisites: None 3 hours weekly (1-2) This course will introduce the students to the principles governing the operation of major appliances including electric ranges, washers and dryers.</p>
<p>DRV 031A <i>LABOR RELATIONS AND THE INDUSTRIAL SUPERVISOR</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (2-0) A basic course in labor relations designed to acquaint new supervisors and persons involved in personnel work with labor relations programs.</p>	<p>DRV 046A <i>GENERAL METALS I</i> 1.33 hours</p>	<p>Prerequisites: None 3 hours weekly (1-2) A course designed to acquaint the student with the basics of working with metals, welding techniques, work with sheet metal, basic bench work and basic machine shop.</p>	
<p>DRV 040A <i>FUNDAMENTALS OF ELECTRICITY</i> 1 hour</p>	<p>Prerequisites: None 2 hours weekly (1-1) A course in which the field of electricity and electronics is explored. The fundamentals and laws of electricity will be studied in depth. Units covering A.C. and D.C. theory, sources of electricity, reading semantics will be presented.</p>	<p>DRV 047A <i>GENERAL METALS II</i> 1.33 hours</p>	<p>Prerequisites: DRV 046A 3 hours weekly (1-2) A continuation of the first course in General Metals. Instruction will enable the students to further develop their skills in the knowledge of welding, sheet metal, bench metal, foundry and machine shop.</p>	
<p>DRV 041A <i>ARC WELDING</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (1-1) This is a practical welding course designed to develop skills in fusing metal parts by means of the electric welding apparatus and to fabricate metal articles or to repair damaged metal objects.</p>	<p>DRV 048A <i>DATA PROCESSING I</i> 1 hour</p>	<p>Prerequisites: None 2 hours weekly (1-1) The student will be introduced to Data Processing, the operation of the key punch and sorter, and to the 1130 computer.</p>	
<p>DRV 042A <i>OXYACETYLENE WELDING</i> 1.33 hours</p>	<p>Prerequisites: None 3 hours weekly (1-2) This is a practical welding course designed to develop skills in fusing metal parts by means of oxyacetylene torch and to fabricate metal articles or to repair damaged metal objects.</p>	<p>DRV 049A <i>DATA PROCESSING II</i> 1.33 hours</p>	<p>Prerequisites: DRV 048A 3 hours weekly (1-2) A continuation of Data Processing I with emphasis on programming. Students will write and run programs.</p>	
<p>DRV 043A <i>COIN OPERATED MACHINE REPAIR</i> 1.33 hours</p>	<p>Prerequisites: None 3 hours weekly (1-2) A practical course which teaches the skills and techniques needed to repair coin operated machines. Includes coin mechanisms and vending machines.</p>	<p>DRV 050A <i>DATA PROCESSING III</i> 1.33 hours</p>	<p>Prerequisites: DRV 049A 3 hours weekly (1-2) A continuation of Data Processing II.</p>	
<p>DRV 044A <i>BASIC REFRIGERATION</i> 1.33 hours</p>	<p>Prerequisites: None 3 hours weekly (1-2) A practical course which teaches the skills and techniques needed to repair and maintain refrigeration units.</p>	<p>DRV 051A <i>BLUEPRINT READING (INDUSTRY)</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (2-0) This course covers the basic principles of reading and interpreting simple industrial blueprints.</p>	
<p>DRV 044A <i>BASIC REFRIGERATION</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (2-0) This course covers the basic principles of reading and interpreting simple construction blueprints. Also included is a study of orthographic projection, sections,</p>	<p>DRV 052A <i>BLUEPRINT READING (BUILDING TRADES)</i> 1.33 hours</p>	<p>Prerequisites: None 2 hours weekly (2-0) This course covers the basic principles of reading and interpreting simple construction blueprints. Also included is a study of orthographic projection, sections,</p>	

details, isometric sketching and symbols as related to the design and erection of residential and commercial structures.

**DRV 053A** *AUTOMOTIVE BRAKES AND SUSPENSIONS* 1.33 hours  
 Prerequisites: None  
 3 hours weekly (1-2)  
 Technical instruction using the media of lecture demonstration, and laboratory practice. Course will cover nomenclature, theory of operation, and service procedures on passenger car and truck suspension systems.

**DRV 054A** *DRAFTING* 1.33 hours  
 Prerequisites: None  
 3 hours weekly (1-2)  
 An elementary course designed for students having limited drawing experience. Use of templates including lettering templates; fundamentals of drawing, terms, symbols and standards.

**DRV 055A** *BASIC BRUSH-UP COSMETOLOGY* 1 hour  
 Prerequisites: State Cosmetology License  
 2 hours weekly (1-1)  
 This course involves the principles and techniques in the art of basic pin curling, roller placement, hair shaping, permanent waving, hair lightening and coloring. The course is offered for licensed hairdressers.

**DRV 056A** *ADVANCED ARC WELDING* 1.33 hour  
 Prerequisites: DRV 041A  
 3 hours weekly (1-2)  
 Specialized instruction in arc welding of structural steel, sheet metal, tool steel and aluminum. Introduction to Helic welding.

**DRV 057A** *WASTE WATER TREATMENT* 1.33 hour  
 Prerequisites: None  
 2 hours weekly (2-0)  
 A course that is especially designed to prepare the student for successful completion of the State Certification Exams for waste water treatment plant operator.

**DRV 060A** *INTRODUCTION TO WELDING* 1.33 hours  
 Prerequisites: None  
 3 hours weekly (1-2)  
 An introductory course which covers a wide variety of basic welding skills. Especially designed for students who need to develop welding skills for home or farm use.

**DRV 061A** *NURSE AIDE AND ORDERLY* 11.33 hours  
 Prerequisites: None  
 40 hours weekly (28-12)  
 Training in the performance of selective tasks under the supervision of a professional nurse, which involves personal care and comfort measures for patients in hospitals or nursing homes.

**DRV 062A** *WARD CLERK* 11.67 hours  
 Prerequisites: None  
 40 hours weekly (30,10)  
 Training in assembling and filing patient charts, record keeping, answering the telephone, giving information, and doing paper work formerly done by nurses in a hospital ward or on a floor.

**DRV 063A** *RECOGNITION OF BASIC CARDIAC ARRHYTHMIAS: A NURSING APPROACH* 1.33 hours  
 Prerequisites: None  
 2 hours weekly (2-0)  
 This course is the first of a two-course sequence dealing with coronary care and provides practical and basic instruction on the recognition of cardiac arrhythmias. Topics include: basic anatomy and heart action, death producing arrhythmias, 12 lead EKG, arrhythmia originating in atria, arrhythmia originating in AV node, arrhythmia originating in ventricle, "look alike" arrhythmias, and the Pacemaker.

**DRV 065A** *MEDICATIONS I* 1.33 hours  
 Prerequisites: None  
 2 hours weekly (2-0)  
 This course is designed to enable the licensed practical nurse to become familiar with medication. Topics to be studied include terminology, methods and procedures, the metric system, mathematics of medication, insulin, and injections.

**DRV 066A** *AVIATION GROUND SCHOOL* 2 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A course designed to help those who are preparing to take the required Federal Aviation Administration written test for private pilots.

**DRV 067A** *ROUTE SELLING* 3 hours  
 Prerequisites: None  
 6 hours weekly (4-2)  
 A course designed to provide pre-employment training to persons who are seeking employment or who are newly employed as route salesmen.

**DRV 068A** *HAIR COLORING AND STYLING THE BARBER* 1.33 hours  
 Prerequisites: None  
 2 hours weekly (2-0)  
 This course is designed to educate licensed barbers in the theory and methods of practical application of permanent waving, hair coloring, roller placement and curl usage for the male patron.

**DRV 069A** *EMERGENCY MEDICAL TECHNICIAN* 3.33 hours  
 Prerequisites: None  
 5 hours weekly (5-0)  
 An 82-hour course offered in conjunction with the Illinois Department of Public Health. Designed to provide training for persons presently employed in the emergency care field.

DRV 070A	INDUSTRIAL ELECTROMECHANICAL MAINTENANCE	1 hour	RESTORATIVE NURSING	1.33 hours
Prerequisites: None				
2 hours weekly (1-1)				
Designed to develop job-related and special problem solving skills for use with general or specific electromechanical machines used in area industrial plants and to provide advanced knowledge of basic machine operation and methods of trouble shooting industrial production controls.				
DRV 071A	SECRETARIAL AND OFFICE PRACTICE (PART I)	1 hour	DRV 077A	RESTORATIVE NURSING
Prerequisites: None			Prerequisites: None	
2 hours weekly (1-1)			2 hours weekly (2-0)	
Topics covered are: typing tasks; the mailable letter; copying and duplicating; typing in special offices such as legal, medical and governmental offices; and the duties and responsibilities of the office worker.			This course is designed especially for nursing home personnel and will cover a broad range of topics relating to rehabilitation nursing.	
DRV 072A	SECRETARIAL AND OFFICE PRACTICE (PART II)	1 hour	DRV 078A	MACHINE SHOP (PART II)
Prerequisites: DRV 071A			Prerequisites: DRV 074A	
2 hours weekly (1-1)			3 hours weekly (1-2)	
Topics covered are: personal qualities, using the telephone, receptionist procedures, filing and records management and the financial duties of a secretary.			This course will review the material covered in the first course and guide the student toward mastery of more advanced skills and concepts.	
DRV 073A	SECRETARIAL AND OFFICE PRACTICE (PART III)	1 hour	DRV 079A	MACHINE SHOP (PART III)
Prerequisites: DRV 072A			Prerequisites: DRV 078A	
2 hours weekly (1-1)			3 hours weekly (1-2)	
Topics covered are: mail and telegrams, travel and shipping, civil service and employment testing, occupational information, and office machines.			This third course of a three-course sequence is designed to help the student develop skill in the manipulation of power machine tools and tool grinding.	
DRV 074A	MACHINE SHOP (PART I)	1.33 hours	DRV 080A	QUALITY CONTROL AND INSPECTION (PART I)
Prerequisites: None			Prerequisites: DRV 075A	
3 hours weekly (1-2)			3 hours weekly (2-1)	
This course is designed to provide introductory information and basic skills for entry level jobs as a machinists helper.			This is the second course in a two-course sequence dealing with quality control inspection.	
DRV 075A	QUALITY CONTROL AND INSPECTION (PART I)	1.67 hour	DRV 081A	PRINCIPLES OF BANK OPERATION
Prerequisites: None			Prerequisites: None	
3 hours weekly (2-1)			3 hours weekly (3-0)	
This course is designed to give the student sufficient skill in the use of precision measuring instruments and blueprints to secure and maintain employment as a quality control inspector.			This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective.	
DRV 076A	NEW TRENDS IN COSMETOLOGY	1.33 hour	DRV 082A	INSTALLMENT CREDIT
Prerequisites: None			Prerequisites: None	
2 hours weekly (2-0)			3 hours weekly (3-0)	
This course is designed to educate the licensed hairdresser in the new methods and trends of hair shaping, blow-drying, frosting, perm waving, individual eye lash application, and hair glazing.			In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due.	
DRV 077A	RESTORATIVE NURSING	1.33 hours	DRV 083A	REAL ESTATE REVIEW
Prerequisites: None			Prerequisites: None	
2 hours weekly (1-1)			3 hours weekly (3-0)	
Designed to develop job-related and special problem solving skills for use with general or specific electromechanical machines used in area industrial plants and to provide advanced knowledge of basic machine operation and methods of trouble shooting industrial production controls.			A comprehensive review of the field of real estate and applicable Illinois law designed to prepare the student for the state real estate salesman examination. Class meets requirements of Department of Registration and Education.	
DRV 078A	MACHINE SHOP (PART II)	1.33 hours	DRV 084A	BUSINESS MANAGEMENT
Prerequisites: DRV 074A			Prerequisites: None	
3 hours weekly (1-2)			2 hours weekly (2-0)	
This course will review the material covered in the first course and guide the student toward mastery of more advanced skills and concepts.			A basic course in the techniques of business management for the novice. Topics include management organization, human relation, sales, budgeting, accounting and production and materials management.	

DRV 085A	<b>PRINCIPLES AND TECHNIQUES OF COMMERCIAL ART</b>	1.33 hours	anatomical and physiological aspects of coronary care nursing in addition to a study of arrhythmias and nursing assessment and skills.	
	Prerequisites: None 3 hours weekly (1-2)			
	A course designed to give the student and professional advertising person a well disciplined background in lettering, layout, and advertising illustration as a means of visually presenting advertising ideas.			
DRV 086A	<b>BASIC WATER TREATMENT PLANT OPERATION</b>	2 hours	An introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code.	<b>LAW AND BANKING</b> 2.67 hours
	Prerequisites: None 3 hours weekly (3-0)			
	The first of a three-part course of study designed for water treatment plant operators and approved by the Illinois Environmental Protection Agency. Instruction includes the study of Bacteriology, Ground Water, Chlorination, Chemistry and Quality Protection.			
DRV 087A	<b>INTERMEDIATE WATER TREATMENT PLANT OPERATION</b>	2 hours	The second of four courses in the Fire Science Basic Training sequence. Topics include orientation to fire science, small tools and equipment, fire behavior, extinguishers and agents, apparatus familiarization, communications, fire prevention and inspection and physical fitness.	<b>FIRE SCIENCE BASIC TRAINING I</b> 2.8 hours
	Prerequisites: DRV 086A 3 hours weekly (3-0)			
	The second of a three-part course of study designed for water treatment plant operators and approved by the Illinois Environmental Protection Agency.			
DRV 088A	<b>ADVANCED WATER TREATMENT PLANT OPERATION</b>	2 hours	The second of four courses in the Fire Science Basic Training sequence. This course covers ground ladders, ropes and knots, forcible entry, rescue and physical fitness.	<b>FIRE SCIENCE BASIC TRAINING II</b> 2.23 hours
	Prerequisites: DRV 087A 3 hours weekly (3-0)			
	The third of a three-part course of study designed for water treatment plant operators and approved by the Illinois Environmental Protection Agency.			
DRV 089A	<b>MEDICATIONS II</b>	1.33 hours	The third of four courses in the Fire Science Basic Training sequence. Topics covered are fire suppression, hose, fire streams, water supply and physical fitness.	<b>FIRE SCIENCE BASIC TRAINING III</b> 2.4 hours
	Prerequisites: DRV 065A 2 hours weekly (2-0)			
	This course is designed to enable the licensed practical nurse to become more familiar with commonly used drugs, their effects and the importance of recording and reporting these effects on the patients			
DRV 090A	<b>CORONARY CARE NURSING (PART I)</b>	1.67 hours	The last of four courses in the Fire Science Basic Training sequence. This course includes a study of breathing equipment, ventilation, first aid, personal safety and hazard, salvage and overhaul, arson evidence, installed fire detection and protection systems and physical fitness.	<b>FIRE SCIENCE BASIC TRAINING IV</b> 2.67 hours
	Prerequisites: DRV 063A 3 hours weekly (2-1)			
	A course designed to acquaint the registered nurse with the basics of coronary care concepts and practices. Illinois Nursing Association has approved this course for three continuing education units.			
DRV 091A	<b>CORONARY CARE NURSING (PART II)</b>	1.67 hours	The last of four courses in the Fire Science Basic Training sequence. This course includes a study of breathing equipment, ventilation, first aid, personal safety and hazard, salvage and overhaul, arson evidence, installed fire detection and protection systems and physical fitness.	<b>FIRE SCIENCE INSTRUCTOR COURSE — BASIC LEVEL</b> 2.67 hours
	Prerequisites: DRV 090A 3 hours weekly (2-1)			
	A companion course to Coronary Care Nursing (Part I) which deals with the			

DRV 106A	POWER SEWING	6 hours	DRV 114A	POLICE EMERGENCY MEDICAL SERVICE	2.66 hours
Prerequisite: None 35 hours weekly (5-30)	A course designed to prepare industrial sewing machine operators. Instruction includes mastery of all basic operations necessary for clothing fabrication.		Prerequisite: None 4 hours weekly	This course is designed to better equip the officer with emergencies that occur on the highways and streets as well as those that can occur in the homes. Traffic, natural disasters, as well as such things as poisoning will be covered. Childbirths, moving of patients, emergency first aid, as well as those things most closely related to law enforcement officers will also be covered.	
DRV 107A	REAL ESTATE BROKERAGE	3.00 hours			
Prerequisite: DRV 083A 7 Hours weekly	A course designed for the real estate sales person who seeks advanced training in the field of real estate to qualify for the Illinois Real Estate Broker's Examination.				
DRV 109A	MOTORCYCLE MECHANICS (2 CYCLE)	1.33 hours			
Prerequisite: None 3 hours weekly (1-2)	A course designed for the motorcycle enthusiast with little or no experience in motorcycle maintenance and repair. Instruction will include maintenance, minor adjustments, and essential repairs of the two cycle engine.				
DRV 111A	POLICE MID-MANAGEMENT SUPERVISION	2.66 hours	PDV 001A	ADULT BASIC EDUCATION	2.67 hours
Prerequisite: None 4 hours weekly (4-0)	This course is designed for law enforcement officers who have responsibility in the area of supervision or for officers who are preparing to assume this responsibility. It will cover such areas as the principles of supervision, changes in the area of supervision, as well as knowledge of methods and techniques.		Prerequisites: None 4 hours weekly (4-0)	This course provides group and individualized instruction to individuals who desire to complete the equivalent of an elementary education.	
DRV 112A	PRINCIPLES OF CRIMINAL INVESTIGATION	2.66 hours	PDV 002A	GENERAL EDUCATIONAL DEVELOPMENT REVIEW I	2.67 hours
Prerequisite: None 4 hours weekly (4-0)	This course is designed for law enforcement officers who have the responsibility of reporting and investigating criminal incidents. It is further designed to enable the officer to gain an understanding of the techniques and methods used in the gathering and preservation of evidence, identification and apprehension of offenders, interrogation and interviews, recovery of stolen property, accurate report writing, and the presentation of evidence in a court of law.		Prerequisites: None 4 hours weekly (4-0)	This course is designed for students who have not completed high school and who desire to review the major high school subjects before taking the General Education Development Test.	
DRV 113A	PRINCIPLES OF NARCOTICS INVESTIGATION	2.66 hours	PDV 003A	GENERAL EDUCATION DEVELOPMENT REVIEW II	2.67 hours
Prerequisite: None 4 hours weekly (4-0)	This course is to provide the law enforcement officer with the knowledge of narcotic identification; symptoms of drug users; practices and techniques employed by narcotic users and sellers; general peculiarities of investigating narcotic cases; Illinois Narcotic Law and Jurisdiction; and functions of local, state, and federal law enforcement agencies as they relate to the function of narcotics investigation.		Prerequisites: PDV 002A 4 hours weekly (4-0)	A continuation of General Education Development Review I for students desiring to prepare for the high school equivalency exam.	
			PDV 004A	GENERAL EDUCATION DEVELOPMENT REVIEW III	2.67 hours
			Prerequisites: PDV 003A 4 hours weekly (4-0)	A continuation of General Education Development Review II for students desiring to prepare for the high school equivalency exam.	
			PDV 005A	DRIVER EDUCATION	1.5 hours
			Prerequisites: None 3 hours weekly (2-1)	Designed to help the beginning driver who is seeking to complete the requirements for State licensing by the Drivers License Division of the Secretary of State.	

<b>PDV 008A</b>	<b>CURRENT EVENTS</b>	1.33 hours	<b>Improving Family Circumstances</b>	1.33 hours
Prerequisites: None 2 hours weekly (2-0)	This course is designed to help citizens gain a better knowledge and understanding of contemporary events, issues and problems.		<b>WOODWORKING I</b>	
<b>PDV 011A</b>	<b>PUBLIC SPEAKING</b>	1.33 hours	<b>WOODWORKING II</b>	1.33 hours
Prerequisites: None 2 hours weekly (2-0)	Students will learn to prepare and deliver speeches that inform, persuade and entertain. Some emphasis will be given to helping the students develop self-confidence.		<b>WOODWORKING III</b>	1 hour
<b>PDV 012A</b>	<b>SPEED READING</b>	1.33 hours	<b>FUNDAMENTALS OF ELECTRICAL WIRING I</b>	1 hour
Prerequisites: None 2 hours weekly (2-0)	A single important factor in reading improvement is the fast reading of easy and interesting materials. This speed reading course will attempt to increase the reading rates of the students by emphasizing timed speed readings with a group.		<b>FUNDAMENTALS OF ELECTRICAL WIRING II</b>	1.33 hours
<b>PDV 013A</b>	<b>COMPARATIVE RELIGIONS</b>	1.33 hours	<b>ENGINE TUNE-UP</b>	1.33 hours
Prerequisites: None 2 hours weekly (2-0)	A comprehensive study of the basic religions of the world. Individual student will gain a knowledge of the differences and similarities in the religions that have had the greatest influence on mankind.		<b>SMALL GASOLINE ENGINE REPAIR AND MAINTENANCE</b>	1.33 hours
<b>PDV 014A</b>	<b>HISTORIC AND SCENIC SOUTHERN ILLINOIS</b>	1.33 hours	<b>INTRODUCTION TO INDUSTRIAL OCCUPATIONS</b>	
Prerequisites: None 2 hours weekly (2-0)	An interesting and informative course which relates the customs, events, and issues that are unique to Southern Illinois. Emphasizes the intellectual, social, political and economic growth of the area.			
<b>PDV 025A</b>	<b>CREATIVE WRITING</b>	1.33 hours		
Prerequisites: None 2 hours weekly (2-0)	This course is designed for the student who wishes to develop skills in writing fiction for fun or profit.			
<b>PDV 027A</b>		1.33 hours		
Prerequisites: None 2 hours weekly (2-0)	Provides students an introduction to five basic vocational areas: woodworking, plastics, metals, cold ceramics, and leather.			

IFC 008A	<b>SMALL APPLIANCE REPAIR</b>	1.33 hours	HSE 006A	<b>ADVANCED PHYSICAL FITNESS FOR MEN</b>	.67 hour
Prerequisites: None 3 hours weekly (1-2)	Instruction dealing with the service and repair of small electric appliances such as toasters, irons, coffee pots, and small motors.		Prerequisites: HSE 005A 2 hours weekly (0-2)	This course is for those students who are interested in pursuing an advanced program of physical fitness that is based on a scientific analysis of physiological changes resulting from testing and prescribed exercise and activity programs.	
IFC 009A	<b>OUTBOARD MOTOR MECHANICS</b>	1.33 hours	HSE 007A	<b>PHYSICAL FITNESS FOR WOMEN</b>	.67 hour
Prerequisite: None 3 hours weekly (1,2)	A course for the homeowner designed to develop knowledge of diagnosis and repair of faulty outboard motors. Emphasis is on principles of operation, fuel systems, ignition systems, preventive maintenance, and general repairs.		Prerequisites: None 2 hours weekly (0-2)	Vigorous activities designed to give the students an understanding of and instruction in the importance of physical fitness, methods of weight control, conditioning exercise and coordination necessary for existing and desirable figure proportions.	
<b>Health, Safety, and Environmental Studies</b>					
HSE 001A	<b>FIRST AID</b>	1.33 hours	HSE 008A	<b>ADVANCED PHYSICAL FITNESS FOR WOMEN</b>	.67 hour
Prerequisites: None 2 hours weekly (2-0)	An introduction to the various techniques of administering first aid to injured persons during emergency situations.		Prerequisites: HSE 007A 2 hours weekly (0-2)	This course is designed to scientifically analyze fitness, health and posture.	
HSE 002A	<b>ADVANCED FIRST AID</b>	1.33 hours	HSE 009A	<b>PERSONAL DEFENSE FOR MEN AND WOMEN</b>	1 hour
Prerequisites: HSE 001A 2 hours weekly (2-0)	The advanced course is intended to meet the needs of special-interest groups who have opportunity to give first aid care frequently in the course of their daily routine, e.g., policemen, firemen, rescue squads, and ambulance crews.		Prerequisites: None 2 hours weekly (1-1)	Instruction in self-defense skills as in the art of falling, tactics of offense, disarming techniques, prisoner control methods, fighting tips and counters for the defense of themselves, friends, family, and property.	
HSE 003A	<b>ALCOHOL AND DRUG ABUSE</b>	1.33 hours	HSE 011A	<b>BASIC INDUSTRIAL SAFETY</b>	1.33 hours
Prerequisites: None 2 hours weekly (2-0)	This course will consist of subjects on alcoholism and drug abuse. The content will demonstrate basic physiological, and sociological aspects of alcoholism and drug abuse.		Prerequisites: None 2 hours weekly (2-0)	Major emphasis will be given to techniques useful in preventing industrial accidents. The Occupational Safety and Health Act will be discussed.	
HSE 004A	<b>MENTAL HEALTH</b>	1.33 hours	HSE 012A	<b>BOATING AND WATER SAFETY</b>	1.33 hours
Prerequisites: None 2 hours weekly (2-0)	This course is designed to give some basic principles of mental health with special attention given to drugs, counseling, and community services.		Prerequisites: None 2 hours weekly (2-0)	This course is designed to enhance an awareness and understanding of basic water and boat safety while familiarizing the student with the Illinois Boat Registration and Safety Act of 1965.	
HSE 005A	<b>PHYSICAL FITNESS FOR MEN</b>	.67 hour	HSE 013A	<b>GUN SAFETY</b>	1.00 hours
Prerequisites: None 2 hours weekly (0-2)	A planned program using gymnasium facilities and equipment for the purpose of developing better physical fitness. A varied program of activities and exercise will be offered.		Prerequisite: None 2 hours weekly (1-1)	A basic course in firearm use and safety. Instruction stresses safety and includes the history of firearms, shotgun, rifle, and pistol range safety. The course is approved by the Illinois department of Conservation and National Rifle Association.	



<p>HSE 014A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>A twenty hour course in the techniques of providing for the health care needs of aged persons designed for the student having frequent contact with the aged in Shelter Care homes, nursing homes, retirement centers, hospitals or similar settings. Special attention is given to preventive health care.</p>	<p>AGING AND HEALTH CARE</p>	<p>1.33 hours</p>	<p>DPB 006A</p> <p>Prerequisites: DPB 005A 2 hours weekly (2-0)</p> <p>A continuation of the first course in Basic Science Skills. Students will progress to intermediate-level skills.</p>	<p>1.33 hours</p>
<p>Developmental and Preparatory Studies/Skills</p> <p>DPB 001A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>Provides students with a review of the basic English skills. Special emphasis will be given to vocabulary, spelling and grammar.</p>	<p>REVIEW OF BASIC ENGLISH SKILLS I</p>	<p>1.33 hours</p>	<p>DPB 007A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>Provides instruction in American history and government, including the U.S. and Illinois Constitution. Persons desiring to prepare for high school equivalency testing will find this course beneficial.</p>	<p>1.33 hours</p>
<p>DPB 002A</p> <p>Prerequisites: DPB 001A 2 hours weekly (2-0)</p> <p>A continuation of the first course in Basic English Skills. Students will progress to intermediate-level skills.</p>	<p>REVIEW OF BASIC ENGLISH SKILLS II</p>	<p>1.33 hours</p>	<p>DPB 008A</p> <p>Prerequisites: DPB 007A 2 hours weekly (2-0)</p> <p>A continuation of the first course in Basic Social Studies Skills. Students will progress to intermediate-level skills.</p>	<p>1.33 hours</p>
<p>DPB 003A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>This course provides students with a review of the basic math skills. All areas of basic arithmetic, including decimals, per cent, fractions and business math will be studied.</p>	<p>REVIEW OF BASIC MATH SKILLS I</p>	<p>1.33 hours</p>	<p>DPB 009A</p> <p>Prerequisite: DPB 002A 2 hours weekly (2-0)</p> <p>A continuation of Review of Basic English Skills II. Students will progress to high school level grammar skills with emphasis on effective oral and written communication skills and techniques.</p>	<p>1.33 hours</p>
<p>DPB 004A</p> <p>Prerequisites: DPB 003A 2 hours weekly (2-0)</p> <p>A continuation of the first course in Basic Math Skills. Students will progress to intermediate-level skills.</p>	<p>REVIEW OF BASIC MATH SKILLS II</p>	<p>1.33 hours</p>	<p>DPB 010A</p> <p>Prerequisite: DPB 004A 2 hours weekly (2-0)</p> <p>A course designed to provide students who have an intermediate level of mathematical skills an opportunity to progress to high school level math skills with emphasis on practical mathematics.</p>	<p>1.33 hours</p>
<p>DPB 005A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>A course designed to acquaint students with the fundamental scientific concepts and facts needed by the average citizen in a modern society. Persons desiring to prepare for high school equivalency testing will find this course beneficial.</p>	<p>REVIEW OF BASIC SCIENCE SKILLS I</p>	<p>1.33 hours</p>	<p>CUL 001A</p> <p>Prerequisite: None 2 hours weekly (2-0)</p> <p>A critical analysis of the tools, technology and culture of the American Indian with emphasis on environmental and European technological influences.</p>	<p>1.33 hours</p>
<p>DPB 006A</p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>A course designed to provide students with the fundamental scientific concepts and facts needed by the average citizen in a modern society. Persons desiring to prepare for high school equivalency testing will find this course beneficial.</p>	<p>REVIEW OF BASIC SCIENCE SKILLS II</p>	<p>1.33 hours</p>	<p>CUL 003A</p> <p>Prerequisite: None 3 hours weekly (1-2)</p> <p>An applied survey of art as a means of personal expression in the contemporary</p>	<p>1.33 hours</p>

or classical idiom and geared to the individual student's needs and ability in drawing, multimedia, and painting. The student will choose his area of endeavor and instruction will focus on development of application and technique. This course is applicable to the beginner and advanced amateur.

**CUL 005A** *BEGINNING PIANO*

1.33 hours,  
Prerequisite: None  
3 hours weekly (1,2)

A basic introduction to the piano for those who are interested in learning to play the piano and have had little or no previous experience.

The students actually learn to play easy piano selections from the first class period and progress to more difficult ones as the quarter continues.

The course begins with note reading and continues through hand positions, fingering, dynamics, musical vocabulary and timing.

**CUL 006A** *INTERMEDIATE PIANO*

1.33 hours  
Prerequisite: Beginning Piano  
or Equivalent Experience  
3 hours weekly (1-2)

A continuation of the first class and for those students who have had some previous instruction.

Dynamics are stressed in the personal interpretation of each piece. The major and minor chords are taught and incorporated into the compositions played.

**CUL 007A** *ADVANCED PIANO*

1.33 hours  
Prerequisite: Intermediate Piano (CUL 006A)  
or Equivalent Experience  
3 hours weekly (1-2)

A course designed to help students continue the development of their piano playing skills. Some music theory and music appreciation is included in the course. A deeper understanding of music will be gained, and the student will reflect this understanding by playing more difficult musical selections.

Self-paced instruction is used to a higher degree in this course.

### 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 1974-75 academic year. A flat fee, depending on the course, 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

Advanced Photography  
Antiques Identification and Marketing

Beginning Ceramics  
Beginning Guitar  
Cake Decorating  
Candle Making  
Community Recreation  
Creative Glass Blowing  
Creative Stitchery  
Drawing and Oil Painting  
Dog Obedience  
Fundamentals of Golf  
Genealogy and Family Genetics  
Horse Care and Management  
Horseshoeing  
Illinois Game Fishing  
Introduction to Decoupage  
Introduction to Photography  
Introduction to Tennis  
Macrame  
Poodle Grooming and Basic Obedience  
Social and Square Dancing  
Taxidermy  
Woodcarving

### 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 adult education general studies classes are available at the Office of Continuing Education prior to the start of each term. 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 adult education courses or educational activities can be accomplished by merely visiting, writing or telephoning the Office of Continuing Education at 985-3741 or 549-0333. Enrollment can also be completed by merely attending the first meeting of the class. All enrollment is on a 'first-come-first-serve' basis.

# COURSE DESCRIPTIONS

## DEPARTMENT OF BUSINESS

### Accounting

#### Accounting 101 *FUNDAMENTALS OF ACCOUNTING* 4 hours

Prerequisites: None  
6 hours weekly (2-4)

An introductory course in accounting fundamentals, stressing the basic 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 the accounting cycle; accounting cycle for a merchandising enterprise, including sales, cash receipts, purchases, cash payments, and periodic reporting; special accounting procedures for receivables, payables, inventories, deferrals, accruals, plant assets, and intangible assets; and accounting systems and controls, including the voucher system and payroll systems. A practice set providing practice in accounting for a sole proprietorship will be used.

#### Accounting 102 *FUNDAMENTALS OF ACCOUNTING* 4 hours

Prerequisite: Accounting 101  
4 hours weekly (4-0)

A continuation of the study of accounting fundamentals with emphasis in the following areas: concepts and principles; accounting for partnerships; corporation accounting, including organization and operation, stockholders' equity, earnings, dividends, long-term obligations, and investments; control accounting, including manufacturing and process cost systems, job order cost systems, and budgetary control and standard cost systems; and basic principles of decision-making and management reporting. A practice set providing practice in accounting for a manufacturing business using the job order cost system will be used.

#### Accounting 201 *FINANCIAL ACCOUNTING* 3 hours

Prerequisite: Sophomore standing or consent of instructor  
3 hours weekly (3-0)

An introductory course in financial accounting which stresses how accounting data are accumulated and gives an understanding of the concepts necessary to use such data effectively. These fundamental concepts of accounting, as applied to a sole proprietorship, are developed with emphasis in the following areas: basic structure of accounting for a double-entry system on the accrual basis; accounting cycle for a service business; accounting cycle for a merchandising concern, including special columnar journals and subsidiary ledgers; internal control, including the voucher system and special controls for cash and accounts receivable; accounting procedures for notes and interest, inventories, plant and equipment, and intangible assets; and payroll accounting procedures.

#### Accounting 202 *FINANCIAL ACCOUNTING* 3 hours

Prerequisite: Accounting 201  
3 hours weekly (3-0)

A continuation of the study of financial accounting concepts, with emphasis in

the following areas: partnership accounting; accounting for corporations, including organization and operation, capital stock and retained earnings transactions, long-term liabilities, and investments; manufacturing accounting, including cost accounting, budgeting, and managerial decisions; and the flow of funds and flow of cash.

#### Accounting 215 *INTERMEDIATE ACCOUNTING* 4 hours

Prerequisites: Accounting 102  
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* 3 hours

Prerequisites: Accounting 102  
3 hours (3-0)

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 *TAX ACCOUNTING* 3 hours

Prerequisites: Accounting 102  
3 hours weekly (3-0)

An introduction to the Federal Income Tax structure as related to the individual and to the small businessman. Emphasis is on the following areas: individual tax returns, including income inclusions and exclusions, deductions allowable and not allowable, types of returns to be filed, exemptions, and special income and deduction items; basic tax responsibilities of small businesses and reporting requirements involved for a sole proprietorship, partnership, and corporation; and the preparation of an individual Illinois income tax return.

#### 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**

Prerequisites: Accounting 101 or 220  
2 hours weekly (2-0)

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.

fertility maintenance and soil management. A study of soil classification, physical and chemical properties of soils, and how soils are formed is also covered in the course.

**Agricultural Supply and AGRICULTURAL CHEMICALS**

Services 126  
Prerequisites: None  
3 hours weekly (3-0)

This course deals with the major weeds and insects which attack field crops and stored grain and the associated herbicides and insecticides. An understanding is developed of how and why herbicides function.

**Agricultural Supply and Services**

**Agricultural Supply and INTRODUCTION TO AGRICULTURAL OCCUPATIONS**

Services 120  
Prerequisites: None  
2 hours weekly (2-0)

The student is introduced to the broad field of agricultural business and its many employment opportunities. Job titles are described on the basis of duties performed and knowledge and abilities needed. Included is an orientation to the supervised occupational experience program.

**Agricultural Supply and CROP PRODUCTION**

Services 127  
Prerequisites: None  
4 hours weekly (4-0)

This course discusses approved crop production techniques and marketing practices. All events are covered from the initial planning stages of crop production through harvesting and marketing the crop. Students will be required to use knowledge acquired in previous courses, such as, agricultural economics, soils and fertilizers, and agricultural chemicals. Emphasis is placed on corn, soybeans, wheat, and forage production.

**Agricultural Supply and INTRODUCTION TO ANIMAL SCIENCE**

Services 121  
Prerequisites: None  
4 hours weekly (4-0)

The course is concerned with the selection of a kind, breed, class, and quality of livestock for a given farm. It also deals with the selection of housing, equipment, parasite and disease control methods, and systems of management for various livestock enterprises. Beef, dairy, and swine are emphasized.

**Agricultural Supply and INTERNSHIP**

Services 129  
Prerequisites: Consent of Assoc. Dean of Vo.-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 AGRICULTURAL ECONOMICS**

Services 122  
Prerequisites: None  
3 hours weekly (3-0)

A course designed to develop an understanding of basic principles of economics and the ability to apply these principles to management problems. Discussed in detail are concepts of supply and demand and their price determining effect.

**Agricultural Supply and FARM MANAGEMENT**

Services 221  
Prerequisite: None  
3 hours weekly (3-0)

The course is concerned with the thought processes and management decisions involved in making efficient use of the factors of production in the farm business.

**Agricultural Supply and FEEDS AND FEEDING**

Services 124  
Prerequisites: None  
3 hours weekly (3-0)

The course is designed to develop abilities needed to formulate well balanced and economical rations for various kinds, classes, and ages of livestock. The emphasis is placed on beef, dairy, and swine.

**Agricultural Supply and MARKETING AGRICULTURAL PRODUCTS**

Services 226  
Prerequisites: None  
5 hours weekly (5-0)

The course acquaints the student with the steps in the movement of grain and livestock from the farm to the consumer. Special emphasis is placed on grading and conditioning of grain and also upon the use of the futures market.

**Agricultural Supply and SOILS AND FERTILIZERS**

Services 125  
Prerequisites: None  
6 hours weekly (4-2)

The uses of fertilizer materials; effects of various fertilizers on soils and crops,

**Agricultural Supply and INTERNSHIP**

Services 261  
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.

## Economics

### Economics 101

#### BUSINESS ECONOMICS

Prerequisites: None  
3 hours weekly (3-0)

Business Economics is a one-semester course designed mainly for those students obtaining a degree in Associate of Applied Science. This course is designed to give the student a general knowledge of economic principles and their application to contemporary problems. Contents of the course will include: an introduction to economic analysis; Macroeconomics: national income concepts, the product and money markets; Microeconomics: demand and supply analysis, imperfect competition, distribution of income; problems of the nation's economy: stabilization policies, government regulation of business, labor and unions, problems of poverty, population, agriculture, international trade, and urban problems.

### Economics 201

#### PRINCIPLES OF ECONOMICS

Prerequisites: None  
4 hours weekly (4-0)

This is an introductory course in economics, emphasizing macro-economic theory and policy. The following major topics will be included: the nature of economics; the economizing problem; pure capitalism and the circular flow; supply and demand analysis; American capitalism as related to households, business, and the Government; National Income accounting, business cycles, employment theory, and fiscal policy; money and banking, monetary policy, and economic stability; American economic growth: problems and policies.

### Economics 202

#### PRINCIPLES OF ECONOMICS

Prerequisites: Economics 201  
4 hours weekly (4-0)

This introductory course in economics will emphasize microeconomic theory and contemporary problems. The following topics will be included in this course: market structures of American Capitalism; elasticity of demand and supply; price and output determination; resource allocation; current domestic economic problems: the monopoly problem, the farm problem, urban economics, inequality and poverty, labor unions and collective bargaining, the war industry, and the social imbalance controversy; international economics and the world economy.

## General Business

### Business 110

#### INTRODUCTION TO BUSINESS

Prerequisites: None  
3 hours weekly (3-0)

This overview course focuses upon the principles of capitalism, organizational structures of the sole proprietorship, and corporation, methods of financing and investing in a business, some basic principles of marketing including channels of distribution, wholesaling, retailing and the classification of retailers by types of ownership.

### Business 111

#### BUSINESS MATHEMATICS

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

Prerequisites: Algebra 110  
3 hours weekly (3-0)

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

### Business 127

#### CALCULATING MACHINES

Prerequisites: None  
3 hours weekly (1-2)

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

### Business 128

#### DUPLICATING MACHINES

Prerequisites: Business 116  
4 hours weekly (2-2)

Training and instruction in the use of transcribing machines and dictation practices, mimeographing, the spirit process of duplicating, and the dry copying process. Experience is also given in the practice of modern collating methods involving the use of the electric collating machine, electric stapler, and the folding machine. Fundamentals are taught and individual problems as well as complete business projects are given in each area.

### Business 130

#### SALESMANSHIP

Prerequisite: None  
3 hours weekly (3-0)

A course in the theory and practice of good salesmanship, including the development of 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 131

#### SALESMANSHIP

Prerequisite: Business 130  
3 hours weekly (3-0)

A continuation of Salesmanship 130, this course will consist of a review of the entire sales presentation, with emphasis on the closing and the handling of objections. Instruction on how to conduct a sales meeting will also be given. Two video taped sales talks will be presented by each student.

- Business 138** *BUSINESS SEMINAR* 1 hour  
 Prerequisite: 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 214** *INTRODUCTION TO DATA PROCESSING* 1 hour  
 Prerequisites: None  
 1 hour weekly (1-0)  
 An introductory course in data processing with the emphasis upon business aspects and the relationship of data processing to various areas of business. Emphasis is placed upon familiarizing the student with the equipment, vocabulary, and work flow of data processing. Attention is given to the various types of reports available, how to get them, and how to interpret the reports. Case studies are used to evaluate the feasibility of data processing in various business phases.
- Business 221** *BUSINESS LAW* 4 hours  
 Prerequisites: None  
 4 hours weekly (4-0)  
 An introduction to the principles of business law designed to provide basic information about business law to persons planning to work in business. A study of the nature and history of the law, the law of torts and criminal law, and an outline of courts and court procedures provides a broad basis for an understanding of our legal system. The application of the law to particular fields in business — contracts, sales, bailments, commercial paper, agency and employment, partnerships, corporations, risk-bearing devices, and property — is emphasized.
- Business 223** *INTRODUCTION TO BUSINESS FINANCE* 1 hour  
 Prerequisites: None  
 1 hour weekly (1-0)  
 An introductory course designed especially for the person who plans to work in business who needs an understanding of the financial structure of the economy in which he will live and work. Emphasis is also placed on a study of the capital markets in which a businessman will seek funds for business operations.
- Business 235** *BUSINESS CORRESPONDENCE* 3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A brief review of grammar, punctuation, and letter forms. Attention is given to the various types of business correspondence, including orders and inquiries, favors and requests, sales, credits and collections, goodwill, and interoffice memorandums. Instruction is given in the proper methods of dictation of business correspondence, and dictating practice is given.
- Business 237** *SECRETARIAL PROCEDURES* 4 hours  
 Prerequisites: None  
 6 hours weekly (2-4)  
 Secretarial and clerical responsibilities and duties are studied and practiced.
- Business 239** *BUSINESS SEMINAR* 1 hour  
 Prerequisites: None  
 1 hour weekly (1-0)  
 Topics to be selected based on current trends and the needs of those enrolled. Some topics will be presented by representatives from business and industry. Problems related to those encountered while on the job will be discussed.
- Business 241** *SUPERVISED SECRETARIAL WORK EXPERIENCE* 2-4 hours  
 Prerequisites: Consent of Assoc. Dean of Vo.-Tech.  
 10-20 hours weekly (0-20)  
 On-the-job secretarial work experience will enable students to apply the skills and knowledge learned in the classroom will be given. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to constantly evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.
- Business 247** *LEGAL SECRETARIAL PRACTICE* 3 hours  
 Prerequisites: Business 118 or 126 or Consent of Instructor  
 4 hours weekly (2-2)  
 A specialized course of skill development in taking and transcribing legal dictation, preparing legal forms, learning legal office procedures. Includes study of legal shortcuts, court procedures, and related legal information.
- Business 248** *LEGAL SECRETARIAL PRACTICE* 3 hours  
 Prerequisites: Business 247  
 4 hours weekly (2-2)  
 A continuation of Business 247.
- Business 251** *INSURANCE* 3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A course designed to provide a basic understanding of both personal and business uses of property, casualty, and life insurance. In addition to analyzing policies, company organization, rate-making, adjustment of losses, and risk bearing are covered.
- Business 252** *REAL ESTATE* 3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 An introductory course designed to acquaint students with the fundamentals of real estate practices affecting the ownership and transfer of real property; techniques and procedures through which transactions are completed and buying and leasing real property.

Business 253

**PRINCIPLES OF BANKING**

3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
A study of the principles and functions of commercial banking in the United States. The fundamentals of banking are stressed. Coverage will be given to ordinary banking procedures.

**Hotel-Motel Management**

Hotel-Motel Management 151  
Prerequisite: None  
2 hours weekly (2-0)

2 hours  
**INTRODUCTION TO HOTEL-MOTEL AND RESTAURANT OPERATIONS**  
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 152  
Prerequisites: None  
1 hour weekly (1-0)

1 hour  
**SAFETY AND SANITATION**  
Study of causes and prevention of food poisoning and accidents. Stress on food workers' responsibilities in safety and protecting the public. Personal hygiene included.

Hotel-Motel Management 153  
Prerequisites: Admission to program  
6 hours weekly (2-4)

4 hours  
**PRINCIPLES OF FOOD PREPARATION**  
Principles of food preparation, quality, and analysis of production. Consideration to beverages, foams, emulsions, thickening agents, hydrated proteins as foam stabilizers, fats and oils, glutens, nuts, sugar and syrups.

Hotel-Motel Management 154  
Prerequisites: None  
2 hours weekly (2-0)

2 hours  
**PROBLEMS OF HOSPITALITY MANAGEMENT**  
Students in this course will study special management problems commonly found in hotels, motels, and other hospitality organizations through the use of case studies, guest lecturers, and panels.

Hotel-Motel Management 162  
Prerequisites: None  
2 hours weekly (2-0)

2 hours  
**FRONT OFFICE PROCEDURES**  
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.

Hotel-Motel Management 163  
Prerequisites: Hotel-Motel Management 162  
2 hours weekly (2-0)

2 hours  
**SUPERVISORY HOUSEKEEPING**  
Introduction to fundamentals of housekeeping management stresses employee training, record keeping and executive responsibility — functions of the department, leadership and staff development, getting the job done effectively, health and safety, and the room and its principles.

Hotel-Motel Management 164  
Prerequisites: Hotel-Motel Management 153  
6 hours weekly (2-4)

4 hours  
**ADVANCED FOOD PREPARATION**  
Emphasis on the development of skills in quantity food preparation. Use of standardized recipes and quality control. Preparation of stocks, sauces, soups, salads, sandwiches, meats, fish, poultry, vegetables, and some baking.

Hotel-Motel Management 212  
Prerequisites: Hotel-Motel Management 164  
5 hours weekly (3-2)

4 hours  
**FOOD AND BEVERAGE MANAGEMENT AND SERVICE**  
Principles of food control, cost analysis, adjustments in inventory, monthly food reports, and menu planning. Standardization emphasized.

Hotel-Motel Management 243  
Prerequisites: Hotel-Motel Management 162, 163, 212  
2 hours weekly (2-0)

2 hours  
**SUPERVISORY TECHNIQUES**  
This course is designed to develop the supervisory ability of department heads and other supervisors. Areas of supervisory concepts and practices, the mutual expectations of workers and management, human relations, communications, hiring, training, coaching, counseling, and other qualities important to the person who must provide the necessary leadership and guidance of workers.

Hotel-Motel Management 263  
Prerequisites: Consent of Assoc. Dean of Voc.-Tech.  
20 hours weekly (0-20)

4 hours  
**HOTEL-MOTEL INTERNSHIP**  
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  
Prerequisites: Hotel-Motel Management 153, 154, 212  
5 hours weekly (3-2)

4 hours  
**FOOD AND BEVERAGE CONTROLS**  
Method of audit against established operational standard costs will be developed and the use of these methods to determine daily operational information and make management decisions. (1) Food cost controls (2) Bar cost controls (3) Labor (4) Budget.

The students will be required to exercise management controls in various operational areas.

## Marketing

### Marketing 113

#### PRINCIPLES OF MARKETING

Prerequisites: None

3 hours weekly (3-0)

3 hours

An introductory course designed to expose the student to basic marketing concepts. Topics covered include: The Market Concept; market segmentation; buyer behavior; marketing organization; market information systems; research; and the product.

### Marketing 114

#### PRINCIPLES OF MARKETING

Prerequisites: Marketing 113

3 hours weekly (3-0)

3 hours

A continuation of Marketing 113, emphasis is placed on wholesaling, retailing, channels of distribution, physical distribution, personal selling, advertising, pricing, and overall marketing strategy.

### Marketing 224

#### ADVERTISING

Prerequisites: None

3 hours weekly (3-0)

3 hours

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

Prerequisites: None

3 hours weekly (3-0)

3 hours

Attention is focused upon transitions in retailing, careers available in retailing, store location and make-up, retailing organization, personnel, buying, handling and controlling merchandise, budgeting, and promotional techniques.

## Management

### Management 112

#### PRINCIPLES OF MANAGEMENT

Prerequisites: None

3 hours weekly (3-0)

3 hours

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.

## OFFICE MANAGEMENT

### Management 115

Prerequisites: None

1 hour weekly (1-0)

1 hour

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

### Management 225, 226

#### COORDINATED MARKETING MID-MANAGEMENT TRAINING

3 hours

Prerequisites: Consent of Assoc. Dean of Vo.-Tech.

15 hours weekly (0-15)

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

### Management 236

#### RECORDS MANAGEMENT

1 hour

Prerequisites: None

2 hours weekly (0-2)

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 destruction of records.

## Shorthand

### Business 124

#### SHORTHAND

3 hours

Prerequisites: None

5 hours weekly (1-4)

A basic course in the principles of Gregg Shorthand, Diamond Jubilee. Included are the brief forms, the shorthand alphabet, basic theory and frequently used phrases. Reading and writing practice are given on familiar and new materials. Training in transcription, spelling, punctuation, and proofreading. Shorthand speed grades are based on 3 minute takes with at least 95% accuracy. The following grade scale is used: A - 70 wpm at 1%; B - 60 wpm at 1%; C - 60 wpm at 2-3%.

### Business 125

#### SHORTHAND

3 hours

Prerequisites: Business 124

5 hours weekly (1-4)

Emphasis on speed building, office-style letters and sustained dictation. Further training in transcription skills is given. The following grade scale is used for speed: A - 100 wpm at 1%; B - 90 wpm at 1%; C - 80 wpm at 1%.

### Business 232

#### SHORTHAND

3 hours

Prerequisites: Business 125

5 hours weekly (1-4)

Emphasis on dictation leading to mailable copy according to modern business



standards. Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A - 120 wpm at 1%; B - 110 wpm at 1%; C - 100 wpm at 1%.

**Business 233**      *SHORTHAND*

3 hours  
Prerequisites: Business 232  
5 hours weekly (1-4)

Emphasis on the vocabularies used in various types of business offices. Included are units on: insurance, banking, education, medical, legal, real estate, and technical. The following grade scale is used: A - 130 wpm at 1%; B - 120 wpm at 1%; C - 110 wpm at 1%.

**Typewriting**

**Business 116**      *TYPEWRITING*

3 hours  
Prerequisites: None  
5 hours weekly (1-4)  
Mastery of the keyboard with speed and accuracy in the touch operation of the typewriter. Skill is developed for vocational and personal uses. Business office standards are used in typing basic letter styles, manuscripts, and tabulated problems. The following grade scale is used for speed on 3 minute timings on straight copy: A - 45 wpm; B - 40 wpm; C - 35 wpm.

**Business 117**      *TYPEWRITING*

3 hours  
Prerequisites: Business 116  
5 hours weekly (1-4)  
Further development of speed and accuracy in both production and straight-copy typing. Further study of business letters, special business communication forms and styles, manuscripts, and a mastery of typing digits. The following grade scale is used for speed for 3-minute timings on straight copy: A - 60 wpm; B - 55 wpm; C - 50 wpm.

**Business 230**      *PRODUCTION TYPEWRITING*

3 hours  
Prerequisites: Business 117  
5 hours weekly (1-4)  
Emphasis on a high degree of accuracy and speed. All practice will be geared toward developing the highest production rate possible in the typing of business letters, forms, legal documents, manuscripts, rough drafts, statistical reports, and business and accounting reports. Practice is also given on the IBM Executive typewriter. The following grade scale is used for 5-minute timings on straight copy: A - 70 wpm; B - 65 wpm; C - 60 wpm.

**DEPARTMENT OF COMMUNICATIONS/HUMANITIES**

**Art**

**Art 100**      *FUNDAMENTALS OF ART*  
*(THREE-DIMENSIONAL)*

4 hours  
Prerequisites: None  
6 hours weekly (2-4)  
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 101**      *FUNDAMENTALS OF ART*  
*(TWO-DIMENSIONAL)*

4 hours  
Prerequisites: None  
6 hours weekly (2-4)  
Learning to control two-dimensional space in black and white, and color is the purpose of this course. This includes the use of balance, unity and variety, figure ground relationship, proportion, and color theory for the purpose of organizing form and color. This course is designed to build a foundation for all visual means of communication, especially drawing, painting, design and graphic arts. Media included are collage, drawing, painting and possibly graphics.

**Art 111**      *ART APPRECIATION*

3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
This course attempts to develop interest, aptitude and understanding thru visual, verbal and actual experience with media. A basis for approaching visual arts is also included. Emphasis is on exposure to the visual arts.

**Art 180**      *BEGINNING DRAWING*

3 hours  
Prerequisites: None  
6 hours weekly (0-6)  
Making marks on a piece of paper has long been a means of human expression. Sharpening observation skills and learning techniques to translate these observations to visual organizations on flat surfaces is the primary orientation of this course.

**Art 210**      *ART EDUCATION*

3 hours  
Prerequisites: None  
5 hours weekly (1-4)  
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*

4 hours  
Prerequisites: None  
4 hours weekly (4-0)  
A general survey of history of art (painting, sculpture, architecture), from Pre-historic to the present.

**Art 230**      *INTRODUCTION TO WEAVING*

2 hours  
Prerequisites: None  
4 hours weekly (0-4)  
Basic differences in fibers and their manipulation from the basic looping, knotting, twining techniques to simple loom arrangements for making fabrics will be covered in this basic introductory class. The skills of this area can be used both for a means of self expression and the production of useful objects.

Art 240

BEGINNING SCULPTURE

2 hours

Prerequisites: Art 100  
4 hours weekly (0-4)

A studio discipline. A utilization of three-dimensional elements, with additional concentration of the study of form relationships. Both figurative and non-figurative forms will be explored. The student will be introduced to such materials as wood, plaster, and clay.

Art 250

INTRODUCTION TO CERAMICS

2 hours

Prerequisites: None  
4 hours weekly (0-4)

Clay is one of man's oldest materials. Familiarizing the students with its particular properties and the fundamental methods for forming it (basic handbuilding techniques, wheel-throwing, decorating, and firing it) are the content of this course.

Art 255

LIFE DRAWING

3 hours

Prerequisites: Art 180 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. Studies will include gesture, contour, proportion, mass, balance, some color and interpretation. A variety of drawing materials are required.

Art 260

BEGINNING PAINTING

2 hours

Prerequisites: Consent of instructor  
4 hours weekly (0-4)

A studio discipline. Explores acrylic polymer emulsion and oil pigments. Varied approaches and methods are included in learning the functions and characteristics of the media.

English

Developmental Skills 52 DEVELOPMENTAL WRITING SKILLS

2 hours

Prerequisites: None  
2 hours weekly (2-0)

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 two parts. This course is not designed for college transfer.

a. Sentence and Paragraph Patterns  
b. Theme Patterns

Developmental Skills 53 DEVELOPMENTAL READING SKILLS

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, study skills, reading speed and vocabulary are emphasized. A student may enroll in the course or any of its six parts. This course is not designed for college transfer. Credit earned in this course will count toward graduation.

a. *Word Power* — Students will put into practice four work attack skills: structural analysis (prefixes, roots, suffixes), context clues (using contextual surroundings to get word meaning), word card sets (student constructed), and dictionary skills. In addition, a study of the correspondence between oral language and written language is available in this course. Students who use ethnic or regional dialects may find this is a useful way to acquire knowledge of standard usages, also.

b. *Basic Comprehension Skills* — In this section students will concentrate on the basic organization of expository writing. Students will learn to select main ideas in sentences, paragraphs and longer selections, to select specific details and to recall in logical sequence what they read.

c. *Study Skills* — Students electing to take this section will practice an organized textbook study method (SQ3R), and college lecture and textbook notetaking. They will prepare personal study schedules.

d. *Speed Reading* — To increase speed of comprehension, students will work on those specific problems which cause them to read slowly: regressions, vocalizations, and/or word-by-word reading. Students will practice effective speed reading skills with reading pacers, workbook materials and paperback books.

e. *Advanced Comprehension* — The major focus of this section will be on learning to critically evaluate written material. Besides using basic comprehension skills to understand an author's ideas, students will learn to evaluate the material by learning to differentiate between fact and opinion, to locate connotative use of language, to apply criteria for determining authority and to define and detect logical fallacies.

f. *Individually Designed Modular* — The student who selects this section will work with the instructor to create whatever program is needed to deal with the student's individual problems. The intent of including this section in the program is to allow the maximum flexibility needed for planning an appropriate program for the individual student.

English 101

ENGLISH COMPOSITION

3 hours

Prerequisites: None  
3 hours weekly (3-0)

The primary objective of English 101 is to instill the basic mastery of expository prose. English 101 emphasizes the use of correct and effective sentence structure and detailed and organized paragraphs to create interesting, coherent, unified, and accurate compositions demonstrating various patterns of development. Research skill will also be developed.

English 102

ENGLISH COMPOSITION

3 hours

Prerequisites: English 101  
3 hours weekly (3-0)

This course further develops the skills in expository prose and extends these skills into the study and analysis of various literary genres.

English 111

COMMUNICATIONS

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A course devoted to developing successful writing techniques for expressing

ideas effectively in the technical and practical field.

### English 112 COMMUNICATIONS

Prerequisites: None  
3 hours weekly (3-0)

A course devoted to developing successful oral communication techniques for expressing ideas effectively in the technical and practical field.

### Foreign Languages

Students may elect French, German or Spanish and obtain a proficiency through 4 semesters. 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 semester 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 ELEMNTARY FRENCH

Prerequisites: None  
4 hours weekly (4-0)

Emphasis on grammar, vocabulary, pronunciation and composition. Language laboratory required.

#### French 102 ELEMNTARY FRENCH

Prerequisites: French 101 or equivalent  
4 hours weekly (4-0)

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

#### French 201 INTERMEDIATE FRENCH

Prerequisites: French 102 or equivalent of two years of high school French  
4 hours weekly (4-0)

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

Prerequisites: French 201 or equivalent  
4 hours weekly (4-0)

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

### German

#### German 101 ELEMNTARY GERMAN

Prerequisites: None  
4 hours weekly (4-0)

Emphasis on basic skills of listening, speaking, reading, and writing. Language laboratory required.

#### German 102 ELEMNTARY GERMAN

Prerequisites: German 101 or equivalent  
4 hours weekly (4-0)

Continuation of German 101. Language laboratory required.

#### German 201 INTERMEDIATE GERMAN

Prerequisites: German 102 or equivalent of two years of high school German  
4 hours weekly (4-0)

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

Prerequisites: German 201 or equivalent  
4 hours weekly (4-0)

Continuation of German 201. Language laboratory required.

### Spanish

#### Spanish 101 ELEMNTARY SPANISH

Prerequisites: None  
4 hours weekly (4-0)

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

#### Spanish 102 ELEMNTARY SPANISH

Prerequisites: Spanish 101 or equivalent  
4 hours weekly (4-0)

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

#### Spanish 201 INTERMEDIATE SPANISH

Prerequisites: Spanish 102 or equivalent of two years of high school Spanish  
4 hours weekly (4-0)

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

- Spanish 202 *INTERMEDIATE SPANISH* 4 hours  
Prerequisites: Spanish 201 or equivalent  
4 hours weekly (4-0)  
Continuation of Spanish 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory required.
- Journalism**
- Journalism 201 *NEWS* 3 hours  
Prerequisites: None  
3 hours weekly (2-2)  
A study of the newspaper story. Work is provided in writing, revising, and copy editing.
- Journalism 202 *NEWS WRITING AND EDITING* 3 hours  
Prerequisites: Journalism 201  
3 hours weekly (1-4)  
Theory and practice of covering news stories, preparing copy, and writing headlines. Must be taken in sequence.
- Literature**
- English 121 *INTRODUCTION TO POETRY* 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
An introductory course designed to facilitate a critical estimate of poetic subject matter forms, themes and styles. The course embodies a consideration of contextual expectations as related to the norms and traditions of historical periods.
- English 122 *MODERN FICTION* 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
The reading and study of representative short stories and novels. Examination of structure in relation to meaning with particular stress on contemporary fiction.
- English 211 *ENGLISH LITERATURE TO 1750* 3 hours  
Prerequisites: English Composition  
3 hours weekly (3-0)  
A survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.
- English 212 *ENGLISH LITERATURE:  
ROMANTICISM TO PRESENT* 3 hours  
Prerequisites: English Composition  
3 hours weekly (3-0)  
A study and analysis of selected works from the Romantic, Victorian, and Modern eras.
- English 231 *AMERICAN LITERATURE TO 1900* 3 hours  
Prerequisites: English Composition  
3 hours weekly (3-0)  
A survey of American literature from the Colonial period to the eve of the Civil War. Emphasis on major writers.
- English 232 *AMERICAN LITERATURE:  
1900-PRESENT* 3 hours  
Prerequisites: English Composition  
3 hours weekly (3-0)  
A study and analysis of selected American writers from the Civil War to the present.
- English 264 *LITERATURE FOR CHILDREN* 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
A study and analysis of the best that has been written for children or appropriate for them.
- Music**
- Music 101 *CHORAL ENSEMBLE* 1 hour  
Prerequisites: None  
3 hours weekly (0-3)  
John A. Logan College Choir. No auditions required. May be taken any semester not to exceed 4 hours credit.
- Music 102 *CHAMBER ENSEMBLE* 1 hour  
Prerequisite: Consent of Instructor  
3 hours weekly (0-3)  
Open to a limited number of students. Designed to give students experience with choral music specifically written for small groups. Will give public performances during the term; membership through instructor consultation. May be repeated not to exceed 4 credit hours.
- Music 103 *SYMPHONIC BAND* 1 hour  
Prerequisites: None  
3 hours weekly (0-3)  
John A. Logan College Band. Open to all students who have had prior instrumental experience or by consultation with the instructor. Will give public performances during the term. May be repeated not to exceed 4 credit hours.
- Music 104 *STAGE BAND* 1 hour  
Prerequisites: Consent of instructor  
3 hours weekly (0-3)  
Open to a limited number of students. Designed to give the student experience in

more "contemporary" music, i.e. jazz, dance and stage band literature. Will give public performances during the term. Membership through instructor consultation. May be repeated not to exceed 4 credit hours.

Music 105 *MUSIC APPRECIATION*

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

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

Music 110 *MUSIC FUNDAMENTALS*

2 hours  
Prerequisites: None  
2 hours weekly (2-0)

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

Music 111, 112, 113 *APPLIED MUSIC*

1 hour  
Prerequisites: None  
½ hour weekly (0-½)

Private lessons in any field. Consult with advisor for details and requirements. May be taken any semester not to exceed 3 semester hours credit.

Music 115 *MUSIC FOR CHILDREN*

3 hours  
Prerequisites: None  
4 hours weekly (2-2)

A survey and analysis of music written for children or appropriate for them. Also designed to give the techniques involved in teaching music to the child. For non-music concentrations only.

Music 121-122 *THEORY OF MUSIC*

3 hours  
Prerequisites: Passing score on placement exam or concurrent enrollment of Music 110  
3 hours weekly (3-0)

Fundamentals of musicianship through study of scales, chords and part-writing techniques. Required for music majors and minors. Student must also enroll concurrently in MUS 121-122A.

Music 121-122A *AURAL SKILLS*

1 hour  
Prerequisites: Concurrent enrollment of Music 121-122  
2 hours weekly (0-2)

Basic sight and ear training, chord recognition and keyboard skills. Must be taken concurrently with MUS 121-122.

Music 123 *MUSIC ENSEMBLE*

1 hour  
Prerequisites: Consent of Instructor  
3 hours weekly (0-3)  
Students may acquire no more than 4 hours credit and not more than 2 hours per

year. Hours are to be secured for participating in musical activities. Designed to provide students with a combination of instrumental and vocal music experience and to develop skills in concentrated areas of music.

Music 210 *SURVEY OF MUSIC LITERATURE*

2 hours  
Prerequisite: None  
2 hours weekly (2-0)

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

Music 211, 212, 213 *APPLIED MUSIC*

1 hour  
Prerequisites: None  
½ hour weekly (0-½)

Continuation of Music 111, 112, and 113 sequence. May be taken any semester not to exceed 3 semester hours credit.

Music 221-222 *THEORY OF MUSIC*

3 hours  
Prerequisites: Music 121-122, and Music 121-122A  
3 hours weekly (3-0)

Advanced harmony. Introduction to harmonic vocabulary of late 19th and 20th Centuries. Emphasis will be placed on contemporary harmony and techniques. Study of small and large forms. Student must also enroll concurrently in Music 221-222A.

Music 221-222A *AURAL SKILLS*

1 hour  
Prerequisites: Music 121-122  
2 hours weekly (0-2)

Advanced listening techniques. Emphasis on rhythmic, melodic, and harmonic dictation. Must be taken concurrently with Music 221-222.

**Philosophy**

Philosophy 111

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

Discussion and analysis of moral problems through a survey of methods proposed for their solution by major philosophers.

Philosophy 121 *INTRODUCTION TO LOGIC*

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

Examination of the basic principles of reasoning as developed in the history of Western thought. Attention is focused on the nature of language and meaning; and on deductive and inductive inference. Examination of these areas includes a consideration of linguistic fallacies, the implications of prejudice for the reasoning process, syllogistic argument, and elementary symbolic logic.

Philosophy 131

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

A survey of the development and evolution of classic philosophical problems

through an examination of their treatment by various traditions within the history of western thought.

## Speech

### Speech 105

Prerequisites: None  
2 hours weekly (1-1)

Students may acquire no more than 4 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.

### FORENSIC ACTIVITIES

1 hour

### Cosmetology 111 COSMETOLOGY LABORATORY

10 hours

Prerequisites: None

30 hours weekly (0-30)

Demonstrations and lectures by instructors with student participation and application of beauty services familiar to the trade including shampooing, hair rinses, molding of hair, fingerwaving, pin curls and roller placements, hair shaping with scissors and razor, chemical waving and chemical hair straightening, scalp and facial massage (including corrective care and chemistry of creams), hair colorings, (temporary, 3-5 week color, tinting, bleaching, frosting, minking, tint-back and special color effects), hand and nail care, eyebrow arching, lash and brow tinting and basic make-up applications. Students will exchange beauty services on each other and after 240 clock hours of study will perform beauty skills on patrons in clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic laboratory and required by the Department of Registration & Education, State of Illinois.

### Speech 113

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.

### THEATRE APPRECIATION

3 hours

### Speech 115

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

3 hours

### Cosmetology 102 COSMETOLOGY THEORY

5 hours

Prerequisites: Cosmetology 101

5 hours weekly (5-0)

Theory of superfluous hair removal, the care and styling of wigs, thermal curling and waving, manicuring and nails, osteology, myology, neurology, various systems of the body, dermatology, physics and chemistry of hair, disorders of the skin, scalp and hair. A study of basic principles of electricity as applied to beauty science and a study of basic chemistry as applied in formulating of hair and skin cosmetics.

### Speech 117

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 through required participation in appropriate activities or projects outside the classroom.

### FUNDAMENTALS OF THEATRE

3 hours

### Cosmetology 112 COSMETOLOGY LABORATORY

10 hours

Prerequisites: Cosmetology 111

30 hours weekly (0-30)

Introduction to thermal curling, superfluous hair removal, balance line and design for hair styling, wiggery, (styling, cleansing, shaping, tucking, stretching and shrinking of bases), marcelling, trend hair styling, fashion trend make-up (daytime and evening) and review of laboratory skills taught in Cosmetology 111 with demonstrations and lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging beauty services on each other and patrons in the clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic laboratory and required by the Department of Registration and Education, State of Illinois.

### Speech 121

Prerequisites: Speech 115  
3 hours weekly (3-0)

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

### ADVANCED PUBLIC SPEAKING

3 hours

## DEPARTMENT OF COSMETOLOGY

### Cosmetology 101

Prerequisites: None  
5 hours weekly (5-0)

Study and practice of professional ethics, personal hygiene and grooming, visual

### Cosmetology 103

### COSMETOLOGY THEORY

3 hours

Prerequisites: Cosmetology 102

3 hours weekly (3-0)

A study for the practical application of salon management, mathematics of cosmetology, rules and regulations for open competition styling and competition judging, Illinois Law, cosmetology for the negro. Review of entire curriculum in preparation for the Illinois State Board Examination.

Cosmetology 113 *COSMETOLOGY LABORATORY*

Prerequisites: Cosmetology 112  
24 hours weekly (0-24)

Demonstrations by instructors, public clinic conducted by students and supervised by instructors, and sanitation duties performed by students in accordance with the Department of Registration and Education, State of Illinois. Introduction to proportions of the face and make-up application, hair pressing, thermal curling and waving, artistry in hair styling, corrective make-up for facial types. Student competition styling, competition judging, complete review of Cosmetology 111 and 112 in preparation for State Board Examinations.

Cosmetology 104 *COSMETOLOGY SEMINAR*

Prerequisites: Cosmetology 103  
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, insurance, the opening of a new salon, competition styling, and the local affiliate of the National Hairdressers Association.

Cosmetology 114 *COSMETOLOGY LABORATORY*

Prerequisites: Cosmetology 113  
30 hours weekly (0-30)

Completion of the Associate in Applied Science Degree Program. Clinic practice for the quarter will be a simulation of actual salon operations. Student will review in preparation for the State Board Examinations.

**DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION**

**Health**

Health 110

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.

Health 115

*FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS*

Prerequisites: None  
3 hours weekly (2-2)

Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab testing of areas of obesity, nutrition and total physical fitness through balanced living.

**Physical Education Service Courses**

P.E. Men 102

P.E. Men 103

P.E. Men 104

P.E. Men 105

P.E. Men 106

P.E. Men 107

P.E. Men 108

P.E. Men 109

P.E. Men 110

P.E. Men 111

P.E. Men 112

P.E. Men 113

P.E. Men 114

P.E. Men 115

P.E. Men 116

P.E. Men 117

P.E. Women 122

P.E. Women 123

P.E. Women 124

P.E. Women 125

P.E. Women 126

P.E. Women 127

P.E. Women 128

P.E. Women 129

P.E. Women 130

P.E. Women 131

P.E. Women 132

P.E. Women 133

P.E. Women 134

P.E. CO-ED 136

P.E. CO-ED 137

P.E. CO-ED 138

P.E. CO-ED 139

P.E. CO-ED 140

P.E. CO-ED 141

P.E. CO-ED 142

P.E. CO-ED 143

P.E. CO-ED 144

P.E. CO-ED 145

P.E. CO-ED 146

P.E. CO-ED 147

*BEGINNING SWIMMING*

*INTERMEDIATE SWIMMING*

*BEGINNING GOLF*

*TENNIS*

*BADMINTON*

*GYMNASTICS*

*WRESTLING*

*PERSONAL DEFENSE*

*WEIGHT TRAINING*

*TRACK & FIELD*

*TOUCH FOOTBALL*

*SOCCER*

*SOFTBALL*

*VOLLEYBALL*

*BASKETBALL*

*INDIVIDUAL PHYSICAL EDUCATION*

*BEGINNING SWIMMING*

*INTERMEDIATE SWIMMING*

*BEGINNING GOLF*

*TENNIS*

*BADMINTON*

*GYMNASTICS*

*SOFTBALL*

*VOLLEYBALL*

*BASKETBALL*

*MODERN DANCE*

*FOLK DANCE*

*TRACK & FIELD*

*INDIVIDUAL PHYSICAL EDUCATION*

*LIFE-SAVING*

*CAMP CRAFT AND SURVIVAL*

*SAILING AND CANOEING*

*WATER SKIING*

*ADVANCED TENNIS*

*BOWLING*

*ADVANCED GOLF*

*SOCIAL & SQUARE DANCE*

*ARCHERY*

*GOLF*

*FOLK DANCE*

*BADMINTON*

P.E. CO-ED 148  
 P.E. CO-ED 149  
 P.E. CO-ED 150

VOLLEYBALL  
 TENNIS  
 ADVANCED SWIMMING

1 hour  
 1 hour  
 1 hour

setting as well as in a hospital with faculty supervision. 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. Personal and community health needs are presented. Health agencies are introduced. Immunization programs and communicable disease nursing are integrated. The student will become acquainted with duties and responsibilities including emphasis on nursing patterns. Nurse Aide or Orderly certificate will be issued to those who successfully complete this course.

### Majors Courses

These courses are intended to begin qualifying students as teachers or coaches in the public school systems or other social agencies which promote physical activity programs. The courses offered are primarily oriented toward the methodology of teaching various activities. Added experience can be gained through assisting in teaching of service classes and aiding in the administration of intramural programs. All majors courses involve three lecture-demonstration hours per week.

P.E. Men 152

METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES

1 hour

Practical Nursing 171 PHARMACOLOGY  
 Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105  
 3 hours weekly (1-2)

2 hours

P.E. Men 153

METHODS OF TEACHING BASKETBALL

2 hours

This course includes lectures and supervised administration of drugs. The student will know the various routes of administration, methods relating to same, the usual dosage, normal uses and contraindications for use of drugs, and some computation of dosage. The student will have opportunity to develop skills to administer selected medications safely in a supervised clinical setting.

P.E. Men 154

METHODS OF TEACHING GOLF

1 hour

P.E. Men 155

METHODS OF TEACHING TENNIS

1 hour

Practical Nursing 181 MATERNAL AND NEWBORN NURSING  
 Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105  
 13 hours weekly (4-9)

7 hours

P.E. Men 156

METHODS OF TEACHING TRACK & FIELD

2 hours

P.E. Men 157

METHODS OF TEACHING GYMNASTICS

1 hour

P.E. Men 158

METHODS OF TEACHING WRESTLING

2 hours

Designed to develop within the practical nurse student an appreciation of the meaning of effective prenatal and postnatal care and an understanding of the total birth process. To develop skills, through supervised practice, in caring for the mother and the newborn while recognizing deviations from the normal. Reproductive functions of the human body are emphasized. Nursing history and the Illinois Nursing Act are presented at this time.

P.E. Men 159

METHODS OF TEACHING EXERCISE FITNESS

1 hour

P.E. Women 171

SOCCKER-SPEEDBALL

1 hour

P.E. Women 172

BASKETBALL

1 hour

P.E. Women 173

FIELD HOCKEY

1 hour

P.E. Women 174

TENNIS

1 hour

P.E. Women 175

TRACK & FIELD

1 hour

P.E. Women 176

MODERN DANCE

1 hour

P.E. Women 177

FOLK & SQUARE DANCE

1 hour

P.E. Women 178

VOLLEYBALL

1 hour

P.E. Women 180

SOFTBALL

1 hour

P.E. Women 181

TUMBLING & GYMNASTICS

1 hour

P.E. Women 182

INTERMEDIATE SWIMMING

1 hour

P.E. Women 183

DEPARTMENT OF PRACTICAL NURSING

13 hours

Practical Nursing 201 NURSING THE ADULT WITH PHYSICAL CONDITIONS  
 Prerequisites: Practical Nursing 171, 181, 191  
 15 hours weekly (3-12)

7 hours

### DEPARTMENT OF PRACTICAL NURSING

Practical Nursing 101

PRINCIPLES AND PRACTICES OF NURSING

13 hours

Prerequisites: None

22 hours weekly (7-6-9)

Basic nursing skills are presented and practiced concurrently in a nursing home

Nursing care involved in a broad range of adult health deviations, including etiology and accepted modes of treatment is presented and practiced concurrently. A comprehensive consideration of the graduating student with respect to various



nursing organizations wherein information on career opportunities, responsibilities, and continuing education are stressed.

Practical Nursing 202

*NURSING THE ADULT WITH MENTAL CONDITIONS*

2 hours

Prerequisites: Practical Nursing 171, 181, 191  
4 hours weekly (1-3)

Introduction to mental health and the deviations from normal, including etiology and accepted modes of treatment. Includes nursing interactions in supervised practice.

Biological Science 240 *PLANT AND ANIMAL ECOLOGY*

3 hours

Prerequisites: Biological Science 101  
3 hours weekly (3-0)

Basic ecological principles and concepts, built around ecosystems, habitats, energy flow, populations, and the biotic community.

Biological Science 245 *CONSERVATION OF NATURAL RESOURCES*

3 hours

Prerequisites: Biological Science 101  
3 hours weekly (3-0)

Conservation of natural resources including both traditional and current approaches with emphasis on recent developments.

**DEPARTMENT OF SCIENCE**

**Biological Science**

Biological Science 101 *BIOLOGICAL SCIENCE*

3 hours

Prerequisites: None  
4 hours weekly (2-2)

An introductory course designed to give the student a basic knowledge of the cellular aspects of biology.

Biological Science 105 *ANATOMY AND PHYSIOLOGY*

3 hours

Prerequisites: Biological Science 101 or departmental approval  
4 hours weekly (2-2)

A study of the human body, including structure and function of the organs working together to complete the whole organism. Metabolism, body chemistry, growth and maturity will be included.

Biological Science 110 *GENERAL BOTANY*

3 hours

Prerequisites: Biological Science 101  
4 hours weekly (2-2)

Fundamental concepts of plant life cycles, structure, function and propagation with emphasis on higher plants.

Biological Science 115 *INVERTEBRATE ZOOLOGY*

3 hours

Prerequisites: Biological Science 101  
4 hours weekly (2-2)

Evolution, function, and interrelationships of major representative invertebrate phyla and the role they have in the biotic world.

Biological Science 120 *VERTEBRATE ZOOLOGY*

3 hours

Prerequisites: Biological Science 101  
4 hours weekly (2-2)

Structure and development of vertebrates from the embryo through adult life. Extinct and extant forms.

Biological Science 225 *GENETICS*

3 hours

Prerequisites: Biological Science 101  
3 hours weekly (3-0)

An introductory course in the fundamentals of inheritance with emphasis on human genetics.

Biological Science 275 *COMMON PLANTS OF SOUTHERN ILLINOIS*

3 hours

Prerequisites: Biological Science 101 or consent  
5 hours weekly (1-4)

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. One all day field trip will be included.

Biological Science 280 *READINGS IN BIOLOGY*

2 hours

Prerequisites: 11 semester hours of science  
2 hours weekly (2-0)

A course designed to introduce the student to topics of current interest in biology through readings and literature review. (Will count as a general studies elective.)

**Chemistry**

Chemistry 101

*GENERAL INORGANIC CHEMISTRY*

5 hours

Prerequisites: Two years of high school algebra, or concurrent registration in college transfer 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.

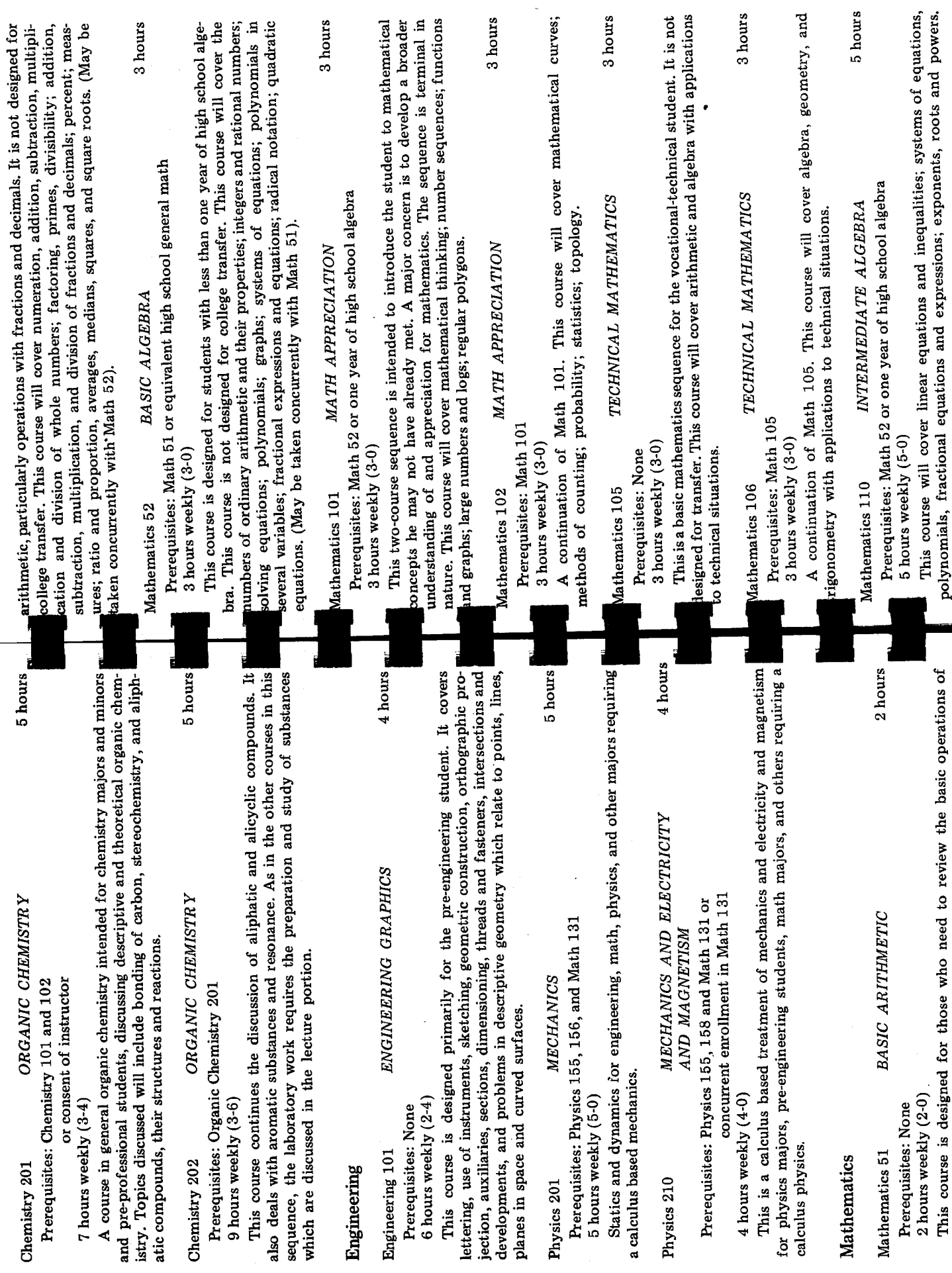
Chemistry 102

*QUALITATIVE AND QUANTITATIVE ANALYSIS*

5 hours

Prerequisites: General Inorganic Chemistry 101  
9 hours weekly (3-6)

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



**Chemistry 201**  
**ORGANIC CHEMISTRY**  
 Prerequisites: Chemistry 101 and 102 or consent of instructor  
 7 hours weekly (3-4)  
 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. **5 hours**

**Chemistry 202**  
**ORGANIC CHEMISTRY**  
 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. **5 hours**

**Engineering 101**  
**ENGINEERING GRAPHICS**  
 Prerequisites: None  
 6 hours weekly (2-4)  
 This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, sketching, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, threads and fasteners, intersections and developments, and problems in descriptive geometry which relate to points, lines, planes in space and curved surfaces. **4 hours**

**Physics 201**  
**MECHANICS**  
 Prerequisites: Physics 155, 156, and Math 131  
 5 hours weekly (5-0)  
 Statics and dynamics for engineering, math, physics, and other majors requiring a calculus based mechanics. **5 hours**

**Physics 210**  
**MECHANICS AND ELECTRICITY AND MAGNETISM**  
 Prerequisites: Physics 155, 158 and Math 131 or concurrent enrollment in Math 131  
 4 hours weekly (4-0)  
 This is a calculus based treatment of mechanics and electricity and magnetism for physics majors, pre-engineering students, math majors, and others requiring a calculus physics. **4 hours**

**Mathematics 51**  
**BASIC ARITHMETIC**  
 Prerequisites: None  
 2 hours weekly (2-0)  
 This course is designed for those who need to review the basic operations of arithmetic, particularly operations with fractions and decimals. It is not designed for college transfer. This course will cover numeration, addition, subtraction, multiplication and division of whole numbers; factoring, primes, divisibility; addition, subtraction, multiplication, and division of fractions and decimals; percent; measures; ratio and proportion, averages, medians, squares, and square roots. (May be taken concurrently with Math 52). **2 hours**

**Mathematics 52**  
**BASIC ALGEBRA**  
 Prerequisites: Math 51 or equivalent high school general mathematics  
 3 hours weekly (3-0)  
 This course is designed for students with less than one year of high school algebra. This course is not designed for college transfer. This course will cover the numbers of ordinary arithmetic and their properties; integers and rational numbers; solving equations; polynomials; graphs; systems of equations; polynomials in several variables; fractional expressions and equations; radical notation; quadratic equations. (May be taken concurrently with Math 51). **3 hours**

**Mathematics 101**  
**MATH APPRECIATION**  
 Prerequisites: Math 52 or one year of high school algebra  
 3 hours weekly (3-0)  
 This two-course sequence is intended to introduce the student to mathematical concepts he may not have already met. A major concern is to develop a broader understanding of and appreciation for mathematics. The sequence is terminal in nature. This course will cover mathematical thinking; number sequences; functions and graphs; large numbers and logs; regular polygons. **3 hours**

**Mathematics 102**  
**MATH APPRECIATION**  
 Prerequisites: Math 101  
 3 hours weekly (3-0)  
 A continuation of Math 101. This course will cover mathematical curves; methods of counting; probability; statistics; topology. **3 hours**

**Mathematics 105**  
**TECHNICAL MATHEMATICS**  
 Prerequisites: None  
 3 hours weekly (3-0)  
 This is a basic mathematics sequence for the vocational-technical student. It is not designed for transfer. This course will cover arithmetic and algebra with applications to technical situations. **3 hours**

**Mathematics 106**  
**TECHNICAL MATHEMATICS**  
 Prerequisites: Math 105  
 3 hours weekly (3-0)  
 A continuation of Math 105. This course will cover algebra, geometry, and trigonometry with applications to technical situations. **3 hours**

**Mathematics 110**  
**INTERMEDIATE ALGEBRA**  
 Prerequisites: Math 52 or one year of high school algebra  
 5 hours weekly (5-0)  
 This course will cover linear equations and inequalities; systems of equations, polynomials, fractional equations and expressions; exponents, roots and powers. **5 hours**

Quadratic equations and functions; equations of second degree and graphs, exponential and log functions.

Mathematics 111

*COLLEGE ALGEBRA  
AND TRIGONOMETRY*

5 hours

Prerequisites: Math 110 or successful completion of two years of high school algebra and one year of high school geometry.

This course will cover methods of proof and disproof, mathematical induction relations and functions, radicals; logarithms, coordinate systems, trig functions; identities; systems of non-linear equations.

Mathematics 131

*CALCULUS I*

5 hours

Prerequisites: Math 111 or 2 years of high school algebra, one year of high school geometry and ½ year of high school trigonometry

This course will cover analytic geometry; differentiation and integration of algebraic functions and applications.

Mathematics 201

*CALCULUS II*

5 hours

Prerequisites: Math 131  
5 hours weekly (5-0)

A continuation of Math 131. This course will cover trig, log and exponential functions; methods of integration; vectors; indeterminate forms and improper integrals; polar coordinates; the theory of infinite series.

Mathematics 202

*CALCULUS III AND  
DIFFERENTIAL EQUATIONS*

5 hours

Prerequisites: Math 201  
5 hours weekly (5-0)

A continuation of Math 201. This course will cover vectors and solid analytic geometry; partial differentiation; multiple integrals. Also, solution techniques of differential equations with emphasis on second order equations, applications to physical sciences, numerical methods.

Mathematics 221

*INTRODUCTION TO  
LINEAR ALGEBRA*

3 hours

Prerequisites: Math 201  
3 hours weekly (3-0)

This course will cover vector spaces, linear functions, systems of equations, dimensions, determinants, eigenvalues, quadratic forms.

Physical Science

Physical Science 101

*MAN AND HIS TECHNOLOGY*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A consumer user course oriented toward the economics and wise use of man's

energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

Physical Science 102

*ASTRONOMY*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this relevant course. Questions posed here such as, "Are we alone?", promote intense discussion.

Physical Science 103

*EARTH SCIENCE*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

Physical Science 104

*CONTEMPORARY CHEMISTRY  
FOR NON-SCIENCE MAJORS*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoint.

Physical Science 105

*PHYSICS IN THE ENVIRONMENT*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoint.

Physics

Physics 151

*TECHNICAL PHYSICS*

3 hours

Prerequisites: None  
4 hours weekly (2-2)

A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

Physics 155

*PHYSICS*

5 hours

Prerequisites: None  
6 hours weekly (4-2)

An introduction to physics combined with topics in the study of mechanics, heat and sound. This is the first in a non-calculus sequence for science, engineering,

math, pre-med, chemistry, and other majors requiring college physics.

### Physics 156

#### PHYSICS

Prerequisites: Physics 155  
6 hours weekly (4-2)

A continuation of Physics 155 with topics in the study of the light from the wave and the particle theories, topics in relativity together with selected topics in electricity, magnetism and modern physics; the final course of the non-calculus college physics sequence.

### Physics 201

#### MECHANICS

Prerequisites: Physics 155, 156 and Math 131 or concurrent enrollment in Math 131  
5 hours weekly (5-0)

Statics and dynamics for engineering, math, physics, and other majors requiring a calculus based mechanics.

### Physics 210

#### MECHANICS AND ELECTRICITY AND MAGNETISM

Prerequisites: Physics 155, 156 and Math 131 or concurrent enrollment in Math 131  
4 hours weekly (4-0)

This is a calculus based treatment of mechanics and electricity and magnetism for physics majors, pre-engineering students, math majors, and others requiring a calculus physics.

## DEPARTMENT OF SOCIAL SCIENCE

### Anthropology

#### Anthropology 111

##### ANTHROPOLOGY

Prerequisites: None  
3 hours weekly (3-0)

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

### History

#### History 101

##### WESTERN CIVILIZATION

Prerequisites: None  
3 hours weekly (3-0)

Western Civilization 101 traces the development of the Western world from pre-historic times through the Reformation era. This course is designed to pursue and realize a fuller understanding of the way that man has responded to historical

problems and, subsequently, shaped cultural, political, social, and economic institutions and ideas.

#### History 102

##### WESTERN CIVILIZATION

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Western Civilization 102 is a continuation of Western Civilization 101. Beginning with the Age of Absolutism in the seventeenth century, the course ends with a study of present-day problems in relationship to World War II. This course concentrates upon revolutions, industrialization, imperialism, political ideologies, and world wars as they relate to our world today.

#### History 105

##### THE CONTEMPORARY WORLD

3 hours

Prerequisites: None  
3 hours weekly (3-0)

The Contemporary World is a course designed for students who wish to understand their everyday world and its relationship to the historical past. Emphasis will be upon student participation and involvement concerning issues and problems.

#### History 201

##### UNITED STATES HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

U.S. History 201 examines the development of a civilization, the creation of a nation, the formulation of an American spirit, and the testing of these elements in Civil War.

#### History 202

##### UNITED STATES HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

U.S. History 202 begins with the legacy of the Civil War and its effects on a rapidly industrializing nation. Students examine the rise of the nation to world leadership and the dynamic changes and challenges of the 20th Century.

#### History 205

##### ILLINOIS HISTORY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

This course is designed to lead to an understanding of Illinois institutions, traditions, and problems through a study of their historical origins and development. The students will study the heritage common to all citizens of Illinois as well as the diversity to be found from one area of the state to another. The course will deal with significant topics rather than pursuing a strictly chronological approach, although each topic will be studied in light of its historical development.

#### History 211

##### MODERN AMERICAN HISTORY: 1920-1939 (THE TWENTIES, THE DEPRESSION AND THE NEW DEAL)

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A study of the contrasts in American social and economic life in the 1920's and the effects of the Great Depression of the 1930's on American attitudes, both national and local. Attention is also given to the major domestic political events of

the period. This course is designed for history majors and minors and others desiring a social science elective.

## Geography

Geography 112

### REGIONAL GEOGRAPHY

Prerequisites: None  
3 hours weekly (3-0)

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.

Geography 215

### SURVIVAL OF MAN: ENVIRONMENTAL STUDIES

Prerequisites: None  
3 hours weekly (3-0)

An introductory course dealing with the man-land relationship from a geographic viewpoint. Topics to be covered include the development, use, and management of natural resources. Emphasis will be placed upon those political, economic, and social factors which influence man's resource decisions.

## Political Science

Political Science 131

### AMERICAN GOVERNMENT

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

Prerequisites: None  
3 hours weekly

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.

Political Science 212

### INTERNATIONAL RELATIONS

Prerequisites: None  
3 hours weekly (3-0)

An introduction to the development of the nation-state; international law governing the relationships of these states; sources of conflict in international politics; solution of conflicts by methods short of war; international organizations; factors

involved in the formulation of foreign policies of various nations, with special emphasis on current international problems.

## Psychology

Psychology 128

### HUMAN RELATIONS

Prerequisites: None  
2 hours weekly (2-0)

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.

2 hours

Psychology 132

### GENERAL PSYCHOLOGY

3 hours  
(Variable to 4)

Prerequisites: None  
3 hours weekly (3-0)

An introductory course in the study of human behavior. Familiarizes students with perception, sensation, heredity, adjustment, personality growth, intelligence and learning and abnormal behavior. (Selected students will be allowed to enroll for four semester hours.)

Psychology 261

### INTRODUCTION TO GROUP PROCESSES

2 hours

Prerequisites: None  
3 hours weekly (2-0)

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

Psychology 262

### CHILD PSYCHOLOGY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Stresses the child as an individual 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

2 hours

Prerequisites: None  
2 hours weekly (2-0)

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 content and skills. Materials often used in social science requirement courses are introduced in an

atmosphere of individual attention and development. This course is not designed for credit toward graduation or transfer.

### Sociology

Sociology 133

#### PRINCIPLES OF SOCIOLOGY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A general course analyzing the effects of society upon man. Topics discussed include social organization, interaction, culture, and changing social patterns in reaction to a dynamic society.

Sociology 263

#### MARRIAGE AND THE FAMILY

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

## DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

### Agricultural/Automotive Mechanics

Agricultural/Automotive Mechanics 170

#### FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES

1 hour

Prerequisites: None  
1 hour weekly (1-0)

A study of the design, dynamic characteristics, thermodynamics, and basic service techniques of automotive engines. Theory is supplemented with laboratory work in Agricultural/Automotive Mechanics Laboratory 176.

Agricultural/Automotive Mechanics 171

#### ENGINE ELECTRICAL

2 hours

Prerequisites: Agricultural/Automotive Mechanics 170  
2 hours weekly (2-0)

A study of design, diagnosis, and testing of the starting, charging, conventional and electronic ignition systems of the automobile engine. Theory is supplemented with laboratory work in Agricultural/Automotive Laboratory 176.

Agricultural/Automotive Mechanics 172

#### FUEL, LUBRICATION AND CARBURETION

1 hour

Prerequisites: Agricultural/Automotive Mechanics 170  
1 hour weekly (1-0)

A study of petroleum products and their applications to the fuel and lubrication requirements of automobiles. Theory of design, diagnosis and testing lubrication,

fuel systems and carburetion. Theory is supplemented with laboratory work in Agricultural/Automotive Mechanics Laboratory 176.

Agricultural/Automotive Mechanics 173

#### BRAKES AND SUSPENSIONS

2 hours

Prerequisites: None  
2 hours weekly (2-0)

A study of nomenclature, theory of operation, and service procedure on passenger car suspension systems, brake systems, wheel balance and tires, steering gears and related parts. Theory is supplemented by practical laboratory work experience in Agricultural/Automotive Mechanics Laboratory 177.

Agricultural/Automotive Mechanics 174

#### DIESEL ENGINES

1 hour

Prerequisites: None  
1 hour weekly (1-0)

The principles of the diesel engine are studied with reference to design, construction, operating principles, and the fuel injection system. Theory is supplemented by practical laboratory work experience in Agricultural/Automotive Mechanics Laboratory 177.

Agricultural/Automotive Mechanics 175

#### HEATING AND AIR CONDITIONING

1 hour

Prerequisites: None  
1 hour weekly (1-0)

Specialized instruction in the operation and service of automobile heating and air conditioning, including diagnosis and charging. Theory is supplemented by practical laboratory work experience in Agricultural/Automotive Laboratory 177.

Agricultural/Automotive Mechanics 176

#### AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY

5 hours

Prerequisites: None  
15 hours weekly (0-15)

Laboratory practice of shop safety, proper selection and use of tools and organization of shop activities are stressed in conjunction with work on live engines. Areas of work are the diagnosis and repair of front end alignment, wheel balance, disc and drum brakes, and heating and air conditioning systems.

Agricultural/Automotive Mechanics 177

#### AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY

5 hours

Prerequisites: None  
15 hours weekly (0-15)

Laboratory practice of shop safety, proper tools and use of, organization of shop activities are stressed in conjunction with work on live engines. Areas of work are the diagnosis and repair of front end alignment, wheel balance, disc and drum brakes, and heating and air conditioning systems.

Agricultural/Automotive Mechanics 270	1 hour	<p><i>DRIVE TRAINS</i></p> <p>Prerequisites: None 1 hour weekly (1-0)</p> <p>A study of the operation, servicing and trouble-shooting of clutches, manual transmissions, drive lines and differentials. Theory is supplemented with laboratory work in Agricultural/Automotive Mechanics Laboratory 276.</p>	5 hours
Agricultural/Automotive Mechanics 271	2 hours	<p><i>DRIVE TRAINS</i></p> <p>Prerequisites: Agricultural/Automotive Mechanics 270 2 hours weekly (2-0)</p> <p>A study of automatic transmission, theory, repair, diagnosis and trouble-shooting are stressed. Theory is supplemented by Laboratory work in Agricultural/Automotive Mechanics Laboratory 277.</p>	5 hours
Agricultural/Automotive Mechanics 272	2 hours	<p><i>EMISSION CONTROLS AND TESTING</i></p> <p>Prerequisites: Agricultural/Automotive Mechanics 170, 171 2 hours weekly (2-0)</p> <p>A study of the operation and maintenance of emission controls as installed on late model automobiles. Using the latest test equipment to meet these requirements of Hydrocarbon and Carbon Monoxide exhaust emissions. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.</p>	3 hours
Agricultural/Automotive Mechanics 273	2 hours	<p><i>CHASSIS ELECTRICAL</i></p> <p>Prerequisites: Industrial Processes 211 2 hours weekly (2-0)</p> <p>A study of the electrical accessories of automobiles such as power windows, power seats, directional signals and all other wiring. Diagnosis, repair and trouble-shooting are stressed. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.</p>	4 hours
Agricultural/Automotive Mechanics 274	1 hour	<p><i>SMALL GAS ENGINES</i></p> <p>Prerequisites: None 2 hours weekly (2-0)</p> <p>A study of the operation, servicing and trouble-shooting of 4-cycle and 2-cycle engines with emphasis on carburetion, magneto ignition systems and governor controls. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.</p>	3 hours
Agricultural/Automotive Mechanics 275	1 hour	<p><i>SERVICE MANAGEMENT</i></p> <p>Prerequisites: None 1 hour weekly (1-0)</p> <p>A study of the principles involved in managing automotive repair shops and procedures in maintaining customer service relations. Theory is supplemented by experience in Agricultural/Automotive Laboratory 277.</p>	3 hours
Agricultural/Automotive Mechanics 276	15 hours weekly (0-15)	<p><i>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</i></p> <p>Prerequisites: None</p> <p>Laboratory practice in shop safety, proper use of tools, organization of shop activities are stressed in conjunction with work on live engines. Areas of work are diagnosis and repair of standard drive lines, small gas engines, and emission controls.</p>	5 hours
Agricultural/Automotive Mechanics 277	15 hours (0-15)	<p><i>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</i></p> <p>Prerequisites: None</p> <p>Laboratory practice in shop safety, organization and management are stressed in conjunction with work on live engines. Areas of work are automatic transmissions, electrical systems and management practice.</p>	3 hours
Child Care/Teacher Aide 160	3 hours weekly (3-0)	<p><i>INTRODUCTION TO PRE-SCHOOL CHILDREN</i></p> <p>Prerequisites: None</p> <p>An introductory course in the study of children. Stresses development 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.</p>	3 hours
Child Care/Teacher Aide 161	6 hours weekly (3-3)	<p><i>PRINCIPLES AND PRACTICES OF CHILD CARE</i></p> <p>Prerequisites: Child Care/Teacher Aide 160</p> <p>This course will focus attention on guidance of young children in group settings. Included will be depth studies in pre-school education types and techniques of guidance behavior problems, toys and equipment for pre-school groups. Familiarizes students with safety and first aid measures for common pre-school children's accidents, in case an emergency situation arises.</p>	3 hours
Child Care/Teacher Aide 162	3 hours weekly (3-0)	<p><i>INTRODUCTION TO SCHOOL AGE CHILDREN</i></p> <p>Prerequisites: None</p> <p>A complete summary of the development and guidance methods of children from age 6 through adulthood. Emphasis is placed upon methods of disciplining school age children and general characteristics of the child as he matures.</p>	3 hours
Child Care/Teacher Aide 163	4 hours weekly (2-2)	<p><i>LIBRARY AND AUDIO VISUAL METHODS</i></p> <p>Prerequisites: None</p> <p>Study of the care and operation of audio visual and multisensory aids to</p>	3 hours

education. The course also surveys the various types of services offered in the modern library and methods of organizing books, pamphlets, and periodicals for effective use.

Child Care/Teacher Aide *METHODS OF TEACHING SPECIAL CHILDREN* 3 hours  
264

Prerequisites: None  
3 hours weekly (3-0)

A discussion of fundamental principles of working with various types of children; such as, talented, deaf, and blind. Emphasis is also placed on the methods of instruction an aide might use in the classroom.

Child Care/Teacher Aide *RECREATION AND CRAFTS FOR CHILDREN* 3 hours  
265

Prerequisites: None  
5 hours weekly (2-3)

Instruction in purposes of recreational and creative activities for young children. Emphasis is placed on planning activities, methods of presentation of materials, and obtaining goals for each activity to assure successful experiences.

Child Care/Teacher Aide *PRE-SCHOOL ADMINISTRATION* 4 hours  
266

Prerequisites: Child Care/Teacher Aide 160, 161  
6 hours weekly (3-3)

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/Teacher Aide *CHILD CARE/TEACHER AIDE LABORATORY* 5 hours  
267, 268

Prerequisites: Consent of Assoc. Dean of Voc-Tech  
15 hours weekly (0-15)

Actual experience with young children in planning, executing and evaluating various activities for young children. General principles of child care are practiced throughout the laboratory sessions.

Child Care/Teacher Aide *READING SKILLS* 2 hours  
272

Prerequisites: None  
2 hours weekly (2-0)

An introductory course in reading instruction, stressing the basic elementary work 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.

## Home Economics

Home Economics 100 *NUTRITION* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

A survey of essential concepts for the understanding of food components which

are necessary for healthy bodies. Food preparation and selection, cost analysis, and dietary needs of various ages and body conditions are examined during the course.

Home Economics 101 *CONSUMER EDUCATION* 3 hours

Prerequisites: None  
3 hours weekly (3-0)

A survey to acquaint students with the basic principles of budgeting, decision making, credit, consumer contracts, and insurance in order for the consumer to make wise choices. The consumer's legal rights are also discussed in many common consumer problem situations.

## Industrial Processes

Industrial Processes 101 *MATERIALS* 4 hours

Prerequisites: None  
4 hours weekly (4-0)

A study of forces, components, resultants and equilibrants, stress and strain in compression, tension and shear, modulus of elasticity, centroids, moments of inertia and section modulus of sections, shearing stress and diagrams, bending moments and diagrams in beams.

Industrial Processes 121 *MANUFACTURING PROCESSES* 2 hours

Prerequisites: None  
4 hours weekly (0-4)

This course is an introductory study of precision measuring instruments, lathes, drills, and sheet metal operations. Basic turning, drilling, knurling, tapering, threading, reaming, boring, tapping, facing, and counterboring operations will be emphasized. Various other sheet metal cutting, bending, and welding operations will be performed in relation to flat pattern layout and development.

Industrial Processes 122 *MANUFACTURING PROCESSES* 2 hours

Prerequisites: Industrial Processes 121  
4 hours weekly (0-4)

This course is designed to provide advanced experiences in the operation precision measuring instruments, lathes, bandsaws, milling machines, drill presses, grinders, and other metal cutting and bending machines. Basic foundry and heat treating experiences will be provided in the performance of these machine operations.

Industrial Processes 201 *METALLURGY* 2 hours

Prerequisites: None  
2 hours weekly (2-0)

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* 4 hours

Prerequisites: None  
5 hours weekly (3-2)

A basic A.C. and D.C. electricity course for technical students. The study of the



generation, transmission, and utilization of electrical energy by means of direct current and alternating current. New developments in the field are introduced.

### Drafting Technology

Drafting Technology 181 *TECHNICAL DRAFTING*

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, sketching, geometric construction, orthographic projection, sections and conventions, and basic dimensioning will be studied with the major emphasis on the fundamentals of orthographic projection.

6 hours

Drafting Technology 182 *TECHNICAL DRAFTING*

Prerequisites: Drafting Technology 181

9 hours weekly (3-6)

A continuation of Technical Drafting 181, with emphasis on precision dimensioning, tolerancing, cams, gears, threads and fasteners, and springs. Specific problems are undertaken in the drawing and dimensioning of these mechanical elements.

6 hours

Drafting Technology 183 *DETAIL AND ASSEMBLY*

Prerequisites: Drafting Technology 181, 182

5 hours weekly (1-4)

A laboratory class involved in the study of detail and assembly drawing with emphasis on production drawings and practices. Specific problems are undertaken in detail and assembly drawing, title block construction, engineering change procedures, production dimensioning, and drafting departmental practices.

3 hours

Drafting Technology 192 *BLUEPRINT READING*

Prerequisites: None

2 hours weekly (2-0)

Fundamentals of blueprint reading as applied to the welding industry. Basic drafting principles are studied and applied to specific problems.

2 hours

Drafting Technology 281 *ADVANCED TECHNICAL DRAWING*

Prerequisites: Drafting Technology 182

7 hours weekly (1-6)

Continuation of Technical Drafting 182 with emphasis on weldments, piping drawings, electrical 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.

4 hours

Drafting Technology 282 *TOOL DESIGN*

Prerequisites: Drafting Technology 281

7 hours weekly (1-6)

A theory-practice course in design related to production tooling devices for tool guiding and work holding. Laboratory assignments include jig and fixture design problems. Current industrial designs and vendor's catalogs provide references and guidance for practical individual design solutions.

4 hours

Drafting Technology 283 *ADVANCED TECHNICAL DRAWING*

Prerequisites: Drafting Technology 282

7 hours weekly (1-6)

The course will consist of the student selecting a simple part and taking it through the entire industrial process. This includes designing the part, drawing the casting drawing, processing the part, selecting an automatic machine and drawing the tool layout, designing the necessary tooling components, and designing the necessary gages to check the part.

4 hours

Drafting Technology 264 *TECHNICAL ILLUSTRATION*

Prerequisites: None

5 hours weekly (1-4)

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

3 hours

Drafting Technology 285 *DESCRIPTIVE GEOMETRY*

Prerequisites: Drafting Technology 181

5 hours weekly (1-4)

A study of graphic analysis and the solution of typical three-dimensional space problems through the application of the principles of multiview projection. Emphasis is placed on analytical procedures, the importance of accuracy and systematic notation in graphical solutions.

3 hours

### Welding

Welding 183

Prerequisites: None

4 hours weekly (0-4)

A basic combination welding course dealing with oxy-acetylene and arc welding. Designed to meet the needs of students enrolled in other technical courses. Typical applications are made in a laboratory setting.

2 hours

Welding 184  
*PRINCIPLES OF INDUSTRIAL WELDING*

Prerequisites: None

3 hours weekly (3-0)

A study of automatic, semi-automatic and manual welding processes, their operation, power sources, maintenance and safety precautions. Students also receive instruction in joint designs, classification, selection of filler rods, flame cutting and the techniques of welding carbon steels, alloy steels, aluminum, and cast iron.

3 hours

Welding 185

Prerequisites: None

14 hours weekly (0-14)

Supervised laboratory practice in the welding of butt, tee, and lap joints, thick and thin materials, single and multiple passes in the flat and horizontal welding positions. This course must be taken concurrently with Welding 184.

7 hours

Welding 186

*PRINCIPLES OF INDUSTRIAL WELDING*

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A continuation of Welding 184 with emphasis on procedures for welding problem metals, hard surfacing, testing-inspection and interpretation of welds, quality control and the development of welder qualification tests.

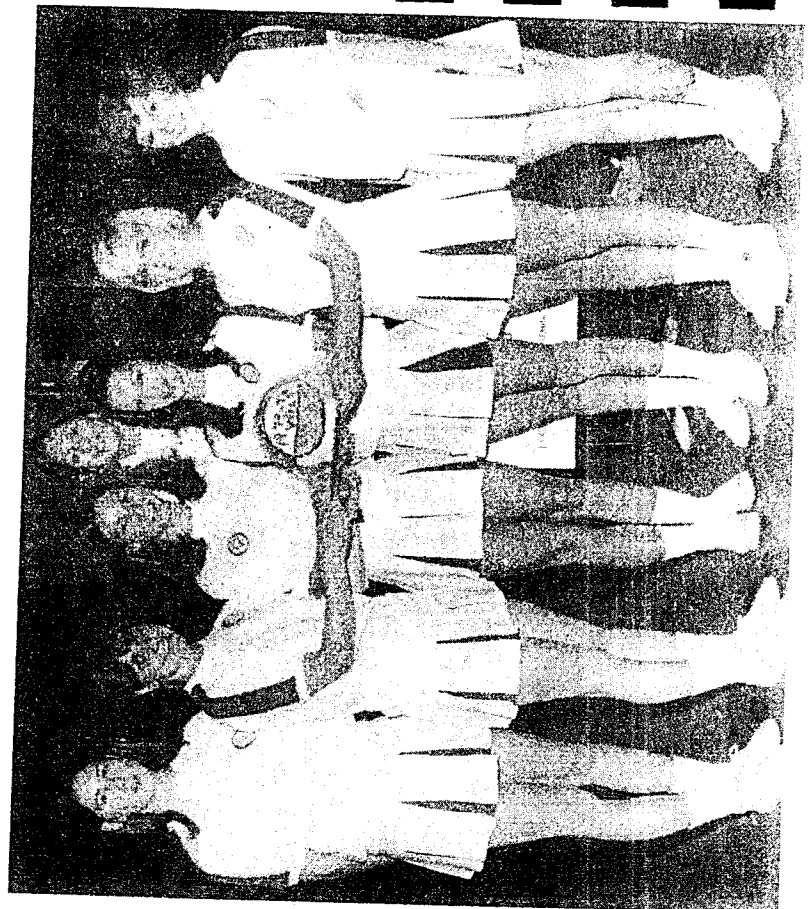
Welding 187

*WELDING LABORATORY*

7 hours

Prerequisites: Welding 184, 185  
14 hours (0-14)

Supervised laboratory practice of welds on butt, lap, outside corner, and tee joints on aluminum, alloy steels, and carbon steels. The welding positions include horizontal, vertical and over-head. Additional skills in laying out, flame cutting and welding of different types and sizes of pipes are covered. This must be taken concurrently with Welding 186.



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Credit Hours . . . . .	.22	Speech Courses . . . . .	.52
Dean's Honor List . . . . .	.21	Stenographer Curriculum . . . . .	.24
Drafting Curriculum . . . . .	.49	Student Organizations . . . . .	.53
Drafting Technology Courses . . . . .	.126	Student Senate . . . . .	.26
Drafting Technology Curriculum . . . . .	.49	Teacher Aide Curriculum . . . . .	.20
Employment & Placement . . . . .	.27	Testing . . . . .	.94
Engineering Courses . . . . .	.112	Tuition . . . . .	.127
English Courses . . . . .	.96	Typewriting Courses . . . . .	.53
Executive Secretary Curriculum . . . . .	.49	Welding Courses . . . . .	
Financial Aids . . . . .	.27	Welding Curriculum . . . . .	
Foreign Language Courses . . . . .	.98		
French Courses . . . . .	.98		
General Advisory Committee . . . . .	.54		
General Business Courses . . . . .	.86		
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Geography Courses . . . . .	.118		
German Courses . . . . .	.99		
Grading System . . . . .	.22		
Health Courses . . . . .	106		
Health Services . . . . .	.26		
History Courses . . . . .	.116		
Hotel-Motel Management Courses . . . . .	.90		

