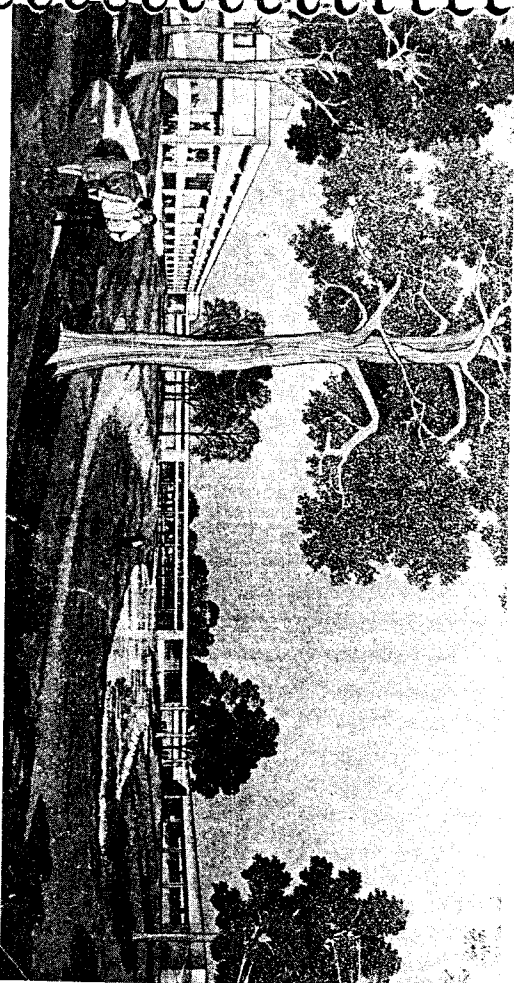


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articles

JOHN A. LOGAN COLLEGE

1975-76 BULLETIN

ACADEMIC CALENDAR
1975-76

FALL, 1975

Faculty Meetings
New Student Orientation & Registration
Continuing Student Orientation & Registration
Instruction Begins
Holiday—Labor Day
Mid-Term
Academic Advisement—No Classes
Thanksgiving Recess
Final Examinations
Holiday—Christmas
Holiday—New Year's Day
Winter Intersession

August 19
August 20-21
August 22
August 25
September 1
October 17
October 24-25
November 25 (10:00 P.M.)
December 1 (8:00 A.M.)
December 15-23
December 25
January 1
January 5-16

SPRING, 1976

Registration & Orientation
Instruction Begins
Holiday—John A. Logan's Birthday
Mid-Term
Academic Advisement—No Classes
Holiday—Good Friday
Final Examinations
Spring Intersession
Holiday—Memorial Day

January 15-16
January 19
February 9
March 12 (5:00 P.M.)
March 22 (8:00 A.M.)
March 26-27
April 16
May 13-21
May 24-June 12
May 30

SUMMER, 1976

Registration and Orientation
Instruction Begins
Holiday—Independence Day
Mid-Term
Final Examinations

June 14
June 15
July 5
July 9
August 6-7

JOHN

A.

LOGAN

COLLEGE

GARTEVILLE

ILLINOIS, 62918

(818) 985-3741



ROBERT E. TARVIN

PRESIDENT OF THE COLLEGE

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ACCREDITATION

North Central Association

RECOGNITION

Illinois Community College Board

APPROVED

Veterans Administration For The Training of Veterans

INSTITUTIONAL MEMBERSHIPS

American Association For Community Junior Colleges

Association of Community College Trustees

Illinois Community College Trustees Association

**THE BOARD OF TRUSTEES
JOHN A. LOGAN COLLEGE**



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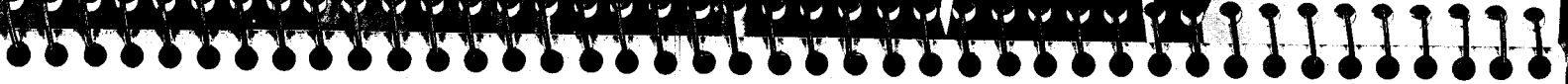


**ANTHONY E. FLETCHER
STUDENT REPRESENTATIVE**

An eight member Board of Trustees represents district constituents in matters concerning the college and includes a non-voting student representative. 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 Community 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.



THE COLLEGE



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 assess his capabilities and interests realistically.

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-secondary 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 interests, 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, talents, 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 high schools, with other institutions of higher education, and with vocational-technical career opportunities. Horizontally, the college cooperates with neighboring colleges and universities to see that comprehensive programs are made available without needless duplication.

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

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 community 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

Learning Resources Center

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 materials and equipment, and in independent study activities.

Library Services

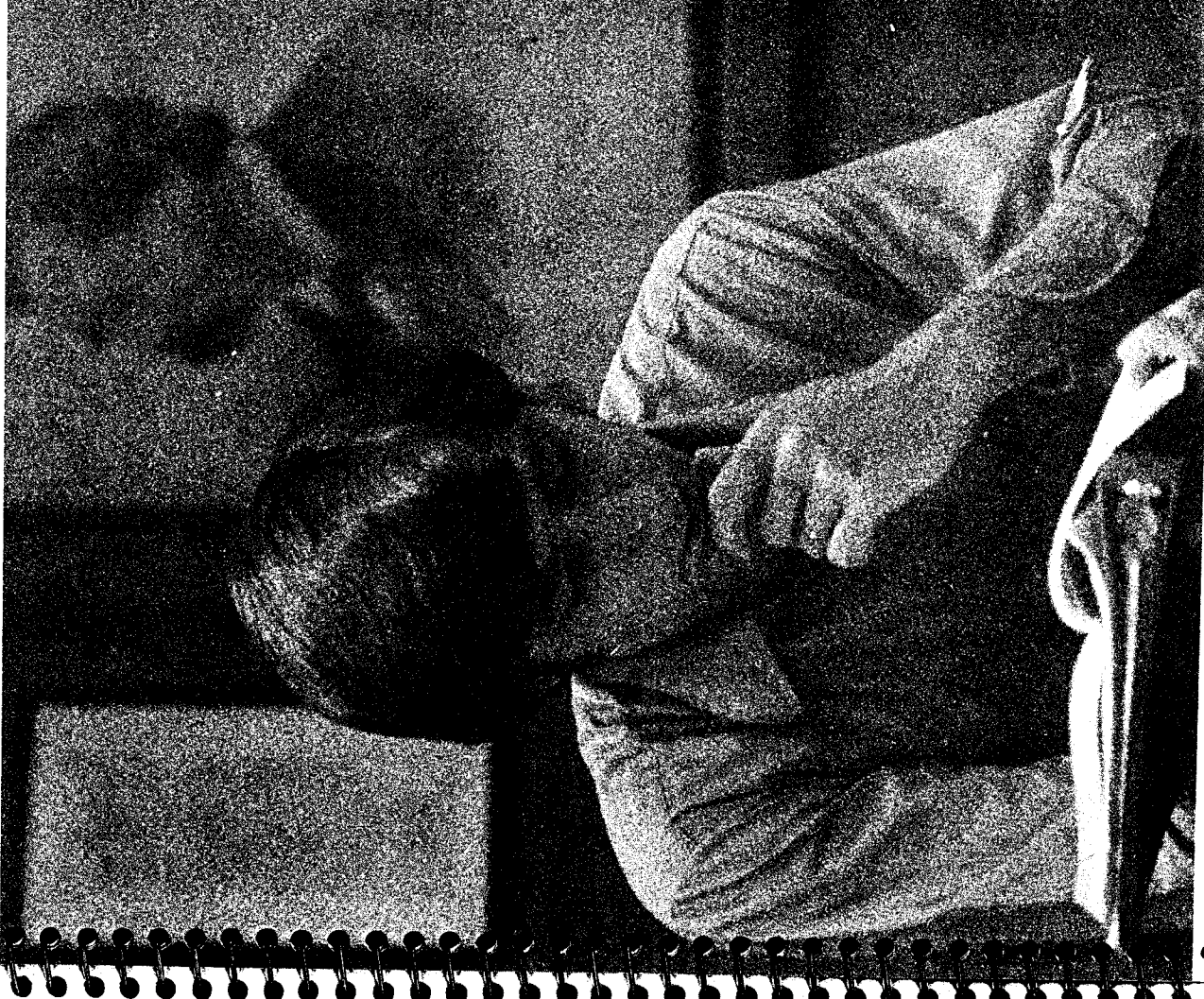
The main reading area is located on the lower level and provides a collection of books, microfilm pamphlets, maps and phonograph records. Library Services supervise the circulation of materials from this area and supervise materials placed on reserve. A copy machine is provided in this area. Study carrels and tables are located in this area. Conference rooms for group study are located on the upper level near the entrance.

Media Services

Media Services provide supervision of the scheduling and distribution of the audio-visual equipment and instructional materials used in classrooms and distribution of instructional programs over the closed-circuit television system. Another function of Media Services is media production. The Media Production staff work with faculty and students to produce instructional media aimed at making instruction more effective. The photographic and graphics area design and assist in production of institutional graphics, publications and instructional media.

Learning Laboratory

This facility is located on the upper level of the L.R.C. area. The mission is to provide those materials and equipment needed by students working on an individualized study basis.



ACADEMIC INFORMATION & REQUIREMENTS

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 form prior to beginning classes. The form for this purpose is provided by the college.

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

Transfer Students

Any person who has been suspended or expelled for academic or disciplinary reasons from another college or university will not be eligible for admission to John A. Logan College for a minimum of 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—an out-of-district student may qualify for tuition on the same basis as an in-district student if the community 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. This fee is not covered by Illinois State and Military Scholarships.

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 percent
Second week—50 percent
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 office of the Dean of Instructional Services 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 the 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.

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

No partial withdrawal will be allowed 3 weeks prior to the end of the semester.

Late Enrollment

Late enrollment is allowed during the 1st 5 days of each term.

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

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. If he carries fewer than 12 hours, he 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	5 grade points
B	Good	4 grade points
C	Fair	3 grade points
D	Poor, but passing	2 grade points

E Failing 1 grade point (no credit)

Inc. Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "Inc." is one semester, otherwise the student must repeat the course in order to gain credit. The incomplete grade will remain on the transcript. No grade points—no credit—no penalty.

W Authorized withdrawal no later than the last day of the tenth week of the semester. No grade points—no credit.

WP Authorized withdrawal after the tenth week of the semester with a passing mark. No grade points—no credit allowed.

WE Authorized withdrawal after the tenth week of the semester with a failing mark. Same as an "E"—1 grade point—no credit.

AB Unauthorized withdrawal. Same as "E"—1 grade point—no credit.

AU Audit. No credit.

Course Repeat Policy

The policy states (1) that students be allowed to repeat courses in which "D" or failing grades are received. Subsequent repeats of the same course will be allowed only in cases where failing grades are received. (2) in instances where a student repeats a given course, the grade previously received in that course will be marked through on the student's transcript and will not count in the computation of the student's overall grade point average. The last grade received by the student for that course will be recorded on the student's transcript and will count in the computation of the student's overall grade point average. In cases where a "W", "WP", or "Inc." is received as a result of a student repeating a course, the previous grade in that course will not be marked out and will continue to be used in the overall grade point average.

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

To be awarded one of the above degrees, a student must:

1. Have a minimum grade point average of 3.0
2. Successfully complete American Government 131
3. Be registered as a student for a minimum of sixteen semester hours at

- sophomore standing.
4. Complete a minimum of 62 semester hours of credit.
 5. Make application for graduation and pay a \$10.00 graduation fee.

Degree Requirements

1. 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.
2. The Associate in Applied Science Degree will be awarded to graduates completing an approved two-year occupational curriculum.
3. 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. Accounting, Clerk-Typist, Cosmetology, Construction Management Technology, Drafting, Agricultural Mechanics, Practical Nursing, Nurse Aide and Orderly, 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 SERVICES & ACTIVITIES

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 endeavor to keep this fact uppermost in mind. Thus faculty, advisors, counselors, and administrators are available to assist individual students 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 people 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. At some time in life everyone is faced with personal problems. It is a mark of intelligence to recognize these problems and to seek professional assistance.

Testing

All full-time and transfer students under the age of twenty-nine are generally required to take the American College Testing Program (ACT) 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 to understand his abilities better and to assist him in planning realistic educational goals.
2. To provide information for faculty and counselors to plan and implement a realistic curriculum for the student.

The results of this test are 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 abilities and aptitudes in various areas.

Student Health Services

All full-time students are required to have physical examinations. Physical examination forms are provided in the Admissions Packet. A student should consult a physician of his choice for this examination. Completed forms must 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 Occupation Oriented Education to find full-time employment commensurate with their college training. This service is made available to students when they make application for graduation, and is continued after graduation by calling the college and requesting the placement service to activate their files.

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 accomplish and maintain this goal, the college endeavors to provide financial assistance for students through the 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 No. 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 to 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.

Each student seeking financial assistance at John A. Logan College must complete these application procedures:

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.

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 August. 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 funds for a college scholarship program for students of John A. Logan College.

These scholarships are 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 State 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 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 7 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 minimum 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 is returning to full-time study. To qualify for a loan, an applicant 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

vocational 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.

Federally Sponsored Financial Aids

Basic Educational Opportunity Grant

The Basic Grant, established by the Higher Education 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.

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

Benefits for Veterans' Dependents

John A. Logan College students who are dependents of disabled or deceased veterans (service connected) may be eligible to receive a monthly assistance allowance from the V.A. Those who qualify or desire information about the program should contact the coordinator of Veterans Affairs.

Benefits for Veterans

John A. Logan College is approved by the VA to provide training for veterans. Qualified veterans may receive financial assistance on a monthly basis determined by academic loan and number of dependents. Basic eligibility requirements include

at least 181 days active duty after January 31, 1955, with a discharge other than dishonorable. For assistance in applying, contact the coordinator of veterans affairs.

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.

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.

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 enhances 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 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.

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 interests 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. To develop desirable social relations and attitudes 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 a weekly newsletter 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—The local chapter of Phi Theta Kappa was initiated in January 25, 1970. This national organization was founded in 1918, and 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, issues invitations periodically to eligible members.

FORENSICS CLUB—This organization is for students interested in debate, extemporaneous speaking, original oratory, oral contribution, and all aspects of speech activities. The club takes part in various speech tournaments with other colleges during each 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.

BASIC (Brothers and Sisters in Christ)—BASIC 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 provides opportunities for excursions into nature and provides an enriched environment for 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 the Stage Band give public performances throughout the year.

THEATRE GUILD—The Theatre Guild is designed to give students an opportunity to participate in theatrical productions, thereby allowing them to augment classroom studies. The Guild will also be the sponsoring organization for plays produced on campus.



CURRICULUM

ART

FIRST YEAR	Credits	SECOND YEAR	Credits	FIRST YEAR	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Fall Semester</i>	
Fundamentals of Art 100	4	Art History 220	4	English Composition 101	3	Calculus I 131	5
Beginning Drawing 180	3	(or Political Science 131)	3	Math Appreciation 101	5	Physics 201	5
Art Appreciation 111	3	Physical Science Elective	3	General Inorganic Chemistry 101	5	Organic Chemistry 201	5
Art History 220	4	Math Appreciation 101	3	Physics 155	5	Foreign Language or Humanities	3
(or Political Science 131)	4	English Composition 102	3		18		18
Biological Science 101	4	Western Civilization 101 or 102	3				
	18		16	<i>Spring Semester</i>		<i>Spring Semester</i>	
				English Composition 102	3	Organic Chemistry 202	5
<i>Spring Semester</i>		<i>Spring Semester</i>		Math Elective	5	Calculus II 201	5
Fundamentals of Art 100	4	Sculpture 240 (or Ceramics 250)	2	Qualitative & Quantitative Analysis 102	5	Political Science 131	4
Life Drawing 255	3	Weaving 230 (or Health 110)	2-3	Physics 156	5	Foreign Language or Humanities	3
Ceramics 250 (or Sculpture 240)	2	Beginning Painting 260	2-3		18		17
Weaving 230 (or Health 110)	2-3	(or Speech 115)	2-3				
Beginning Painting 260	2-3	Science Elective	3				
(or Speech 115)	3	Math Elective	3				
English Composition 101	3	Psychology 132	3				
	16-18		15-17				

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

ART EDUCATION

FIRST YEAR	Credits	SECOND YEAR	Credits	FIRST YEAR	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Fall Semester</i>		<i>Fall Semester</i>	
Fundamentals of Art 100	4	Art History 220	4	Calculus I 131*	5	Calculus III 202	5
Beginning Drawing 180	3	(or Political Science 131)	3	Political Science 131	4	Social Science Elective	3
Art Appreciation 111	3	Physical Science Elective	3	Biological Science 101	3	Physics 155	5
Art History 220	4	Math Appreciation 101	3	Foreign Language**	4	English Composition 101	3
(or Political Science 131)	4	English Composition 102	3		16		16
Biology 101	4	Western Civilization 101 or 102	3				
	18		16	<i>Spring Semester</i>		<i>Spring Semester</i>	
				Calculus II 201	5	Linear Algebra 221	3
<i>Spring Semester</i>		<i>Spring Semester</i>		Speech 115	3	Social Science Elective	3
Fundamentals of Art 100	4	Sculpture 240 (or Ceramics 250)	2	Biological Science 105	3	Physics 156	4
Ceramics 250 (or Sculpture 240)	2	Weaving 230 (or Health 110)	2-3	Foreign Language	4	English Composition 102	3
Weaving 230 (or Health 110)	2-3	Science Elective	3		15	Health 110	3
Beginning Painting 260 (or Speech 115)	2-3	Math Elective	3				
English Composition 101	3	Western Civilization 101 or 102	3				
Philosophy Elective	3	Beginning Painting 260 (or Speech 115)	2-3				
	16-18		15-17				

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

CHEMISTRY

FIRST YEAR	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
English Composition 101	3	Calculus I 131	5
Math Appreciation 101	5	Physics 201	5
General Inorganic Chemistry 101	5	Organic Chemistry 201	5
Physics 155	5	Foreign Language or Humanities	3
	18		18
<i>Spring Semester</i>		<i>Spring Semester</i>	
English Composition 102	3	Organic Chemistry 202	5
Math Elective	5	Calculus II 201	5
Qualitative & Quantitative Analysis 102	5	Political Science 131	4
Physics 156	5	Foreign Language or Humanities	3
	18		17

MATHEMATICS

FIRST YEAR	Credits	SECOND YEAR	Credits
<i>Fall Semester</i>		<i>Fall Semester</i>	
Calculus I 131*	5	Calculus III 202	5
Political Science 131	4	Social Science Elective	3
Biological Science 101	3	Physics 155	5
Foreign Language**	4	English Composition 101	3
	16		16
<i>Spring Semester</i>		<i>Spring Semester</i>	
Calculus II 201	5	Linear Algebra 221	3
Speech 115	3	Social Science Elective	3
Biological Science 105	3	Physics 156	4
Foreign Language	4	English Composition 102	3
	15	Health 110	3

**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 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

<i>Fall Semester</i>		
Ensembles*	Credits	
Applied Music	2	
Theory of Music 121	1	
Aural Skills 12A	3	
Music Fundamentals 110 or Elective	1	
English Composition 101	2	
Math Appreciation 101 or Foreign Language	3	
	3-4	
	<u>15-16</u>	

SECOND YEAR

<i>Fall Semester</i>		
Ensembles*	Credits	
Applied Music	2	
Theory of Music 221	1	
Aural Skills 22A	3	
Speech 115	1	
Health 110	3	
Biological Science 101	3	
	<u>16</u>	

Spring Semester

Ensembles*	Credits	
Applied Music	2	
Theory of Music 222	1	
Aural Skills 22B	3	
Survey of Music Lit 210	1	
English Composition 102	2	
Math Elective or Foreign Language	3	
Social Science Elective	3-4	
	<u>18-19</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

<i>Fall Semester</i>		
English Composition 101	Credits	
Biological Science 101	3	
Political Science 131	3	
Health 110	3	
Art Appreciation 111, Music Appreciation 105 or Philosophy Elective	3	
Methods of Teaching Individual and Team Activities 152, and Methods of Teaching Exercise 159	2	
	<u>18</u>	

SECOND YEAR

<i>Fall Semester</i>		
Physical Science Elective	Credits	
Sociology 133	3	
Math Appreciation 101	3	
Speech 115	3	
Methods of Teaching Basketball 153, and Methods of Teaching Golf 154	3	
	<u>15</u>	

Spring Semester

English Composition 102	Credits	
Biological Science 102	3	
Psychology 132	3	
Humanities Elective	3	
Methods of Teaching Tennis 155, and Methods of Teaching Track and Field 156	3	
	<u>15</u>	

Spring Semester

Physical Science Elective	Credits	
Social Science Elective	3	
Math Elective	3	
Humanities Elective	3	
Methods of Teaching Gymnastics 157, and Methods of Teaching Wrestling 158	3	
Physical Education Service Class	1	
	<u>16</u>	

PHYSICAL EDUCATION MAJOR (WOMEN)

FIRST YEAR

<i>Fall Semester</i>		
English Composition 101	Credits	
Biological Science 101	3	
Political Science 131	3	
Art Appreciation 111, Music Appreciation 105, or Philosophy Elective	4	
*Major P.E. Activity (P.E. Women 171-183)	3	
	<u>16</u>	

SECOND YEAR

<i>Fall Semester</i>		
Physical Science Elective	Credits	
Sociology 133	3	
Health 110	3	
Math Appreciation 101	3	
Speech 115	3	
*Major P.E. Activity (P.E. Women 171-183)	2	
	<u>17</u>	

Spring Semester

English Composition 102	Credits	
Biological Science 102	3	
Psychology 132	3	
Humanities Elective	3	
*Major P.E. Activity (P.E. Women 171-183)	3	
P.E. Service Class	1	
	<u>16</u>	

Spring Semester

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

*Women physical education majors are required to take a minimum of 13 hours of physical education courses. At least 8 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

<i>Fall Semester</i>		
Physics 155	Credits	
English Composition 101	5	
College Algebra/Trigonometry 111	3	
Health 110	5	
	<u>16</u>	

SECOND YEAR

<i>Fall Semester</i>		
Calculus II 201	Credits	
Physics	5	
Chemistry	4	
Psychology 132	5	
	<u>17</u>	
	<u>35</u>	

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Physics 156	5	Calculus III &	5
English Composition 102	3	Differential Equations	3
Calculus I 131	5	Biological Science 101	3
Political Science 131	4	Speech 115	3
	17	Sociology 133	3
		Philosophy Elective	3
			<hr/> 17

BUSINESS ADMINISTRATION AND ACCOUNTING

<i>FIRST YEAR</i>	<i>SECOND YEAR</i>
<i>Fall Semester</i>	<i>Fall Semester</i>
English Composition 101	Speech 115
Biological Science 101	Financial Accounting 201
Health 110	Principles of Economics 201
History Elective	Business Statistics 121
Psychology 132	Calculus I 131
<i>Spring Semester</i>	<i>Spring Semester</i>
English Composition 102	Humanities Elective
College Algebra/Trigonometry 111	Financial Accounting 202
Political Science 131	Principles of Economics 202
Physical Science Elective	Social Science Elective
Humanities Elective	Elective
<i>Credits</i>	<i>Credits</i>
3	3
3	5
3	4
3	3
3	3
	<hr/> 15
<i>Credits</i>	<i>Credits</i>
3	3
5	5
4	4
3	3
3	3
	<hr/> 18

PRE-ENGINEERING

<i>FIRST YEAR</i>	<i>SECOND YEAR</i>
<i>Fall Semester</i>	<i>Fall Semester</i>
Physics 155	Mechanics 201
College Algebra/Trigonometry 111	Calculus II 201
Engineering Graphics 101	Chemistry
English Composition 101	Health 110
<i>Spring Semester</i>	<i>Spring Semester</i>
Physics 156	Calculus III and
Calculus I 131	Differential Equations 202
English Composition 102	Chemistry
Political Science 131	Social Science Elective
	Humanities Elective
<i>Credits</i>	<i>Credits</i>
5	5
5	5
4	4
3	3
	<hr/> 17
<i>Credits</i>	<i>Credits</i>
5	5
5	5
3	3
4	4
	<hr/> 17

ELEMENTARY EDUCATION AND SPECIAL EDUCATION

<i>FIRST YEAR</i>	<i>SECOND YEAR</i>
<i>Fall Semester</i>	<i>Fall Semester</i>
English Composition 101	*Math 209
Biological Science 101	Science Elective
Art Appreciation 111	Mus. 110, Mus. 115, or Art 210
Math Appreciation 101	History Elective U.S.
American Government 131	Literature
<i>Spring Semester</i>	<i>Spring Semester</i>
English Composition 102	Health or P.E. Elective
Physical Science Elective	History Elective
Musical Appreciation 105	Psychology 132
Math 208	Geography 132
Health 110	Science Elective
Speech 115	
<i>Credits</i>	<i>Credits</i>
3	3
3	3
4	3
3	3
5	3
	<hr/> 15
<i>Credits</i>	<i>Credits</i>
3	3
3	3
4	3
3	3
5	3
	<hr/> 15

*Recommended but not required

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.

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 and in the classroom.

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 may be accomplished any time during the year by contacting an instructor in the learning laboratory. Courses available: English 52 (a,b) and English 153 (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 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		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Fundamentals of Accounting 101	4	Intermediate Accounting 215	4
Business Elective	3	Cost Accounting 217	3
	<u>7</u>		<u>7</u>

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Fundamentals of Accounting 102	4	Intermediate Accounting 216	4
Payroll Accounting 221	2	Tax Accounting 218	3
Business Elective	3		<u>7</u>
	<u>9</u>		

Recommended Electives:

Business Law 221
Introduction to Business 110
Business Mathematics 111
Calculating Machines 127

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	
<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 111	3	Intermediate Accounting 215	4
Fundamentals of Accounting 101	4	Cost Accounting 217	3
Calculating Machines 127	2	Business Law 221	4
Business Mathematics 111	3	Business Finance 223	1
Introduction to Business 110	3	Introduction to Data Processing 214	1
	<u>15</u>	Elective	3
			<u>16</u>
			41

Spring Semester		Spring Semester		Spring Semester	
Credits		Credits		Credits	
3	Communications 112	4	Communications 112	3	Political Science 131
4	Fundamentals of Accounting 102	1	Heating and Air Conditioning 175	1	Business Accounting 220
3	Business Correspondence 235	3	Human Relations 128	2	Drive Trains 271
4	Political Science 131	1	Brakes and Suspensions 173	2	Chassis Electrical 273
2	Payroll Accounting 221	3	Diesel Engines 174	1	Service Management 275
16		3	Agricultural Mechanics Laboratory 177	5	Agricultural Mechanics Laboratory 277
		2		14	
		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.

Fall Semester		Spring Semester	
Credits		Credits	
3	Communications 111	3	Communications 112
2	Fundamentals of Welding 183	2	Human Relations 128
	Fundamentals of Internal Combustion Engines 170	2	Brakes and Suspensions 173
1	Small Gas Engines 274	1	Diesel Engines 174
1	Emissions Controls and Testing 272	2	Chassis Electrical 273
2	Fuel, Lubrication and Carburetion 172	2	Agricultural Mechanics Laboratory 177
1	Agricultural Mechanics Laboratory 176	5	
15		15	

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.

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Communications 111	3	Fundamentals of Electricity 211	4
Technical Mathematics 105	3	Drive Trains 270	1
Manufacturing Processes 121	2	Small Gas Engines 274	1
Fundamentals of Internal Combustion Engines 170	1	Fundamentals of Welding 183	2
Fuel, Lubrication and Carburetion 172	1	Emissions Controls and Testing 272	2
Engine Electrical 171	2	Agricultural Mechanics Laboratory 276	5
Agricultural Mechanics Laboratory 176	5		15
17			

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.

Fall Semester		Spring semester	
Credits		Credits	
	Introduction to Agricultural Occupations 120	2	Feeds and Feeding 124
	Introduction to Animal Science 121	4	Soils and Fertilizers 125
	Agricultural Economics 122	3	Farm Management 221
	Marketing Agricultural Products 226	5	Agricultural Chemicals 126
		14	Crop Production 127
			17

Summer Semester
Internship 129

*The agricultural courses that are part of this program will not be offered at John A. Logan College during the 1975-76 academic year. Students interested in this program should contact another college offering this program. Charge-back payments will be authorized for all students wishing to enroll in this program at another college.

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.

FIRST YEAR

<i>Fall Semester</i>	
Introduction to Agricultural Occupations 120	2
Introduction to Animal Science 121	4
Agricultural Economics 122	3
Marketing Agricultural Products 226	5
	<hr/> 14

<i>Spring Semester</i>	
Feeds and Feeding 124	3
Soils and Fertilizers 125	4
Farm Management 221	3
Agricultural Chemicals 126	3
Crop Production 127	4
	<hr/> 17

<i>Summer Semester</i>	
Internship 129	4

**The agricultural courses that are part of this program will not be offered at John A. Logan College during the 1975-76 academic year. Students interested in this program should contact another college offering this program. Charge-back payments will be authorized for all students wishing to enroll in this program at another college. Please note that all courses other than agricultural courses may be taken at John A. Logan College.*

SECOND YEAR

<i>Fall Semester</i>	
Communications 111	3
Introduction to Business 110	3
Business Mathematics 111	3
Principles of Management 112	3
Marketing 113	3
Salesmanship 130	3
	<hr/> 18

<i>Spring Semester</i>	
Communications 112	3
Business Accounting 220	3
Human Relations 128	2
Political Science 131	4
Internship 261	4
	<hr/> 16

<i>Summer Semester</i>	
Internship 129	4

**ASSOCIATE DEGREE NURSING
(Cooperative Program) ***

The Associate Degree in Nursing Program offered through the Southern Illinois Collegiate Common Market, is developed as an open curriculum model and is designed to provide career mobility for persons who have completed a practical nursing program or its equivalency through formal or information methods. Students will be given an opportunity to validate past experiences through utilization of a comprehensive testing program. After assessment by the Nursing faculty, an individualized prescriptive type educational program will be developed with each student.

This unique program is designed to prepare the student for the practice of nursing as defined in the Illinois Nurse Practice Act and meets the requirements for accredited schools in Associate Degree Nursing in Illinois.

Upon satisfactory completion of the program, the student will be eligible to write the Illinois State Board Nursing Examination and to become a Registered Nurse.

<i>Fall Semester</i>		<i>Spring Semester</i>	
Communications III	3	Communications 112	3
Marriage and the Family 263	3	Human Relations 128	2
Nursing IV 201	12	Nursing V 202	12
	<hr/> 18		<hr/> 17

<i>Summer Semester</i>	
Political Science 131	4
Nursing VI 203	6
	<hr/> 10

**This program is offered as a cooperative program with The School of Technical Careers, Shawnee College, Southeastern Illinois College, and Rend Lake College.*

All courses will be offered at John A. Logan College.

AUTOMOTIVE MECHANICS

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

<i>Fall Semester</i>		<i>Spring Semester</i>	
Fundamentals of Electricity 211	4	Communications 112	3
Fundamentals of Internal Combustion Engines 170	1	Human Relations 128	2
Engine Electrical 171	2	Brakes and Suspensions 173	2
Fuel, Lubrication and Carburetion 172	2	Chassis Electrical 273	2
Manufacturing Processes 121	2	Heating and Air Conditioning 175	1
Automotive Laboratory 176	5	Automotive Laboratory 177	5
	<hr/> 16		<hr/> 15

AUTOMOTIVE TECHNOLOGY

Industry today is dependent upon transportation for movement of raw materials and finished products. The automotive industry is becoming a larger factor in this movement. A growing army of technicians is needed to build, test, and service automotive units.

Principles of design and operation provide for an exact appreciation of the functions of automotive units. Coordinated laboratory work develops ability to execute or supervise diagnostic tests and the repairs which are indicated. The curriculum provides students for employment as line mechanics, diagnostic technicians, or industrial maintenance men. With additional positions as shop foremen, company technicians, factory representatives, or teacher education.

FIRST YEAR

<i>Fall Semester</i>			
Communications 111			
Technical Mathematics 105	3		
Manufacturing Processes 121	3		
Fundamentals of Internal Combustion Engines 170	2		
Engine Electrical 171	1		
Fuel, Lubrication and Carburetion 172	2		
Automotive Laboratory 176	1		
	5		
	<u>17</u>		

Spring Semester

-Technical Mathematics 106	3		
Communications 112	3		
Technical Physics 151	3		
Brakes and Suspension 173	2		
Diesel Engines 174	1		
Heating and Air Conditioning 175	1		
Automotive Laboratory 177	5		
	<u>18</u>		

SECOND YEAR

<i>Fall Semester</i>			
Fundamentals of Electricity 211	4		
Fundamentals of Welding 183	2		
Emissions Controls and Testing 272	2		
Drive Trains 270	1		
Small Gas Engines 274	1		
Automotive Laboratory 276	5		
	<u>15</u>		

Spring Semester

Political Science 131	4		
Human Relations 128	2		
Chassis Electrical 273	2		
Drive Trains 271	2		
Service Management 275	1		
Automotive Laboratory 277	5		
	<u>16</u>		

BOOKKEEPER-CLERICAL

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

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

Successful completion of the program leads to the awarding of a Certificate of Achievement.

<i>Fall Semester</i>			
Fundamentals of Accounting 101	4		
Communications 111	3		
Calculating Machines 127	2		
Business Mathematics 111	3		
Typewriting 116	3		
	<u>15</u>		
<i>Spring Semester</i>			
Fundamentals of Accounting 102	4		
Human Relations 128	2		
Typewriting 117	3		
Payroll Accounting 221	2		
Records Management 236	1		
Office Management 113	1		
Business Elective	2-3		
	<u>15-16</u>		

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

<i>Fall Semester</i>			
Introduction to Pre-School Children 160	3		
Principles and Practices of Child Care 161	4		
Music for Children 115	3		
Communications 111	3		
General Psychology 132	3		
Reading Skills 272	2		
	<u>18</u>		

Spring Semester

Introduction to School Age Children 162	3		
Recreation and Crafts for Children 265	3		
Art Education 210	3		
Communications 112	3		
Child Psychology 262	3		
Literature for Children 264	3		
	<u>18</u>		

SECOND YEAR

<i>Fall Semester</i>			
Library and Audio Visual Methods 163	3		
Education of Exceptional Children 265	4		
Methods of Teaching Special Children 264	3		
Nutrition 100	3		
Child Care Laboratory 267	5		
	<u>16</u>		

Spring Semester

Political Science 131	4		
Marriage and the Family 263	3		
Pre-School Administration 266	4		
Child Care Laboratory 268	5		
	<u>16</u>		

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Records Management 236	1	Typewriting 117	3
Typewriting 116	3	Duplicating Machines 128	3
Communications 111	3	Business Accounting 220	3
Business Mathematics 111	3	Secretarial Procedures 237	4
Calculating Machines 127	2	Business Correspondence 235	3
Introduction to Business 110	3	Human Relations 128	2
	<u>15</u>		<u>18</u>

CONSTRUCTION MANAGEMENT TECHNOLOGY (Cooperative Program)*

This program provides the academic background, technical specialization and actual field experience to begin a career in construction management. Emphasis is placed on current practices and principles necessary to compete successfully in today's construction industry.

Students completing the one-year curriculum are awarded the Certificate of Achievement.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Construction Estimating 201	3	Communications 112	3
Construction Blueprint Reading 192	3	Construction Materials and Methods 102	3
Construction Materials and Methods 101	3	Fundamentals of Labor Relations 202	3
Human Relations 128	2	Construction Surveying 102	3
Internship 101	4	Internship 102	4
	<u>15</u>		<u>16</u>

**This program is offered as a cooperative program with Belleville Area College, Illinois Eastern Community Colleges, Kaskaskia Community College, Lewis and Clark College, Rend Lake College, Shawnee College, Southeastern Illinois College, and State Community College.*

All courses will be offered at John A. Logan College.

CONSTRUCTION MANAGEMENT TECHNOLOGY (Cooperative Program)*

This program provides the academic background, technical specialization and actual field experience to begin a career in construction management. Emphasis is placed on current practices and principles necessary to compete successfully in today's construction industry.

Students completing the two-year curriculum are awarded the Associate in Applied Science Degree.

<i>FIRST YEAR</i>	<i>Credits</i>	<i>SECOND YEAR</i>	<i>Credits</i>
<i>Fall Semester</i>		<i>Fall Semester</i>	
Communications 111	3	Construction Estimating 201	3
Construction Blueprint Reading 192	3	Human Relations 128	2
Construction Materials and Methods 101	3	Political Science 131	4
Intro. to Data Processing 214	1	Internship 221	4
Internship 121	4	Elective	4
	<u>14</u>		<u>17</u>

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Supervisory Techniques	2
Construction Materials and Methods 102	3	Fundamentals of Labor Relations 202	3
Business Accounting 220	3	Internship 222	4
Construction Surveying 102	3	Electives	6
Internship 122	4		<u>15</u>
	<u>16</u>		<u>30</u>

**This program is offered as a cooperative program with Belleville Area College, Illinois Eastern Community College, Kaskaskia Community College, Lewis and Clark College, Rend Lake College, Shawnee College, Southeastern Illinois College, and State Community College.*

All courses will be offered at John A. Logan College.

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Cosmetology Theory 101	5	Cosmetology Theory 102	5
Cosmetology Laboratory 111	10	Cosmetology Laboratory 112	10
Political Science 131.	4	Communications 112	3
	<u>19</u>		<u>18</u>
			<u>49</u>

<i>Summer Semester</i>	<i>Credits</i>
Cosmetology Theory 103	3
Cosmetology Laboratory 113	8
Human Relations 128	2
	<hr/>
	13

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Cosmetology Theory 101	5	Cosmetology Theory 102	5
Cosmetology Laboratory 111	10	Cosmetology Laboratory 112	10
Political Science 131	4	Communications 112	3
	<hr/>		<hr/>
	19		18
<i>Summer Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Cosmetology Theory 103	3	Cosmetology Seminar 104	1
Cosmetology Laboratory 113	8	Cosmetology Laboratory 114	10
Human Relations 128	2	Salesmanship 130	3
	<hr/>	Business Accounting 220	3
	13		<hr/>
			17

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Mathematics 105	3	Communications 112	3
Technical Drafting 181	6	Descriptive Geometry 285	3
Materials 101	3	Technical Drafting 182	6
Architectural Drafting 184	3	Manufacturing Processes 122	2
	<hr/>	Architectural Drafting 294	3
	15		<hr/>
			17

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.

<i>FIRST YEAR</i>	<i>Credits</i>	<i>SECOND YEAR</i>	<i>Credits</i>
<i>Fall Semester</i>		<i>Fall Semester</i>	
Technical Drafting 181	6	Architectural Drafting 184	3
Communications 111	3	Political Science 131	4
Manufacturing Processes 121	2	Advanced Technical Drawing 281	4
Technical Mathematics 105	3	Materials 101	3
Metallurgy 201	2	Detail & Assembly 183	2
	<hr/>		<hr/>
	16		16
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Drafting 182	6	Architectural Drafting 294	3
Descriptive Geometry 285	3	Technical Physics 151	3
Communications 112	3	Advanced Technical Drawing 283	4
Manufacturing Processes 122	2	Tool Design 282	4
Technical Mathematics 106	3	Human Relations 128	2
	<hr/>		<hr/>
	17		16

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.

<i>FIRST YEAR</i>	<i>Credits</i>	<i>SECOND YEAR</i>	<i>Credits</i>
<i>Fall Semester</i>		<i>Fall Semester</i>	
Typewriting 116	3	Production Typewriting 230	3
Shorthand 124	3	Shorthand 232	3
Introduction to Business 110	3	Political Science 131	4
Calculating Machines 127	2	Business Correspondence 235	3
Human Relations 128	2	Secretarial Procedures 237	4
Communications 111	3		<hr/>
	<hr/>		17
	16		

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Typewriting 117	3	Accounting 220	3
Shorthand 125	3	Records Management 236	1
Business Mathematics 111	3	Business Law 221	4
Duplicating Machines 128	3	Shorthand 233	3
Communications 112	3	Office Management 115	1
	15	Supervised Work Experience 241	2-4
			14-16

FOOD SERVICES

The Food Service Program provides students a sequential Educational Curriculum designed to prepare the individual for employment and to have a basis for continuing personal and professional growth.

The program provides an adequate background in food preparation, management and service to qualify for technical jobs and mid-management positions in the food service field.

Students completing the two-year curriculum are awarded the Associate in Applied Science Degree.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Human Relations 128	2
Introduction to Business 110	3	Business Law 221	4
Introduction to Food Services 101	2	Business Accounting 220	3
Safety and Sanitation 152	1	Food & Beverage	4
Principles of Food Preparation 153	4	Management & Service 212	4
Internship 105	3	Internship 205	3
Seminar 138	1		16
	17		

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Political Science 131	4
Business Math 111	3	Layout & Equipment 203	2
Nutrition 100	3	Food & Beverage Controls 271	4
Advanced Foods Preparation 164	4	Advertising 224	2
Internship 106	3	Internship 206	3
	16	Seminar 239	1
			16

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.

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<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Principles of Management 112	3
Introduction to Business 110	3	Business Law 221	4
Business Mathematics 111	3	Food & Beverage Management	4
Introduction to Hotel-Motel		Service 212	4
& Restaurant Operations 151	2	Human Relations 128	2
Safety & Sanitation 152	1	Salesmanship 130	3
Principles of Food Preparation 153	4		16
	16		

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Political Science 131	4
Business Accounting 220	3	Advertising 224	4
Problems of Hospitality		Supervisory Techniques 243	2
Management 154	2	Food & Beverage Controls 271	4
Management 154	2	Hotel-Motel Internship 263	4
Front Office Procedures 162	2		17
Supervisory Housekeeping 163	2		
Advanced Food Preparation 164	4		16
	16		

HUMAN SERVICES

Graduates of the Human Services program are prepared as fact finders for the Department of Public Aid; as cottage parents in Shelter Care Homes (Dept. of Public Aid, Dept. of Mental Health, Dept. of Children and Family Services); as leaders in Child Advocacy programs (Dept. of Children and Family Services); as probation officer aides (First Judicial Circuit program); and as fact finders for the Dept. of Public Health.

Students completing the two-year curriculum are awarded the Associate in Applied Science Degree.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Political Science 131	4
Human Relations 128	2	Administration of	3
Intro. to Human Services 101	3	Human Services 201	3
Practicum I 121	3	Report Writing 202	3
Seminar 138	1	Practicum III 221	3
Electives	6	Electives	5
	18		18
			53

Spring Semester	Credits	Spring Semester	Credits
Communications 112	3	Practicum IV 222	8
Recognizing Health Deviations 102	3	Seminar 239	1
Education of Exceptional Children 265	2		9
Supervisory Techniques 243	2		
Practicum II 122	3		
Electives	4		
	<u>17</u>		

LEGAL SECRETARY

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

FIRST YEAR	Credits	SECOND YEAR	Credits
Fall Semester		Fall Semester	
Typewriting 116	3	Production Typewriting 230	3
Shorthand 124	3	Shorthand 232	3
Business Mathematics 111	3	Legal Secretarial Practice 247	3
Human Relations 128	2	Business Correspondence 235	3
Calculating Machines 127	2	Secretarial Procedures 237	4
Communications 111	3		<u>16</u>
	<u>16</u>		

Spring Semester	Credits	Spring Semester	Credits
Typewriting 117	3	Business Accounting 220	3
Shorthand 125	3	Office Management 115	1
Business Law 221	4	Shorthand 233	3
Duplicating Machines 128	3	Political Science 131	4
Records Management 236	1	Legal Secretarial Practice 248	3
Communications 112	3	Supervised Work Experience 241	2-4
	<u>17</u>		<u>16-18</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.

Fall Semester	Credits	Spring Semester	Credits
Introduction to Business 110	3	Business Economics 101	3
Business Mathematics 111	3	Advertising 224	3
Communications 111	3	Business Elective	6
Marketing 113	3	Seminar 239	1
Salesmanship 130	3	Internship 226	3
Seminar 138	1		<u>16</u>
	<u>16</u>		

Fall Semester	Credits	Spring Semester	Credits
Principles of Management 112	3	Business Economics 101	3
Human Relations 128	3	Advertising 224	3
Business Law 221	3	Business Elective	6
Merchandising Principles 228	3	Seminar 239	1
Internship 225	3	Internship 226	3
	<u>15</u>		<u>16</u>

NURSE AIDE AND ORDERLY

This program is designed for students interested in becoming Nursing Aides or Orderlies. It provides students with the training for nurses' aides, nursing assistants, nursing attendants or hospital orderlies.

See John Steiner (over next pg. (H.S. in H.E.D.)

The basic course is presented in thirty-five eight-hour sessions. Upon successful completion, nine credit hours and a certificate are awarded.

Following this, employment may be sought in hospitals, nursing homes, shelter care homes and other health-related agencies or the student may elect to enroll in the advanced Nurse Aide and Orderly course.

Upon successful completion of the advanced course, the student will have met the objectives of the 13 semester hours of PNE 101, which is the first nursing course in the practical nursing curriculum.

Principles and Practices of Nursing 101	Credits
Principles and Practices of Nursing 101	9
Principles and Practices of Nursing 102	4
	<u>13</u>

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Principles and Practices of Nursing 101	13	Pharmacology 171	2
Nutrition 100	3	Maternal and Newborn Nursing 181	7
Anatomy and Physiology 105	3	Nursing the Child 191	7
	<u>19</u>	Marriage and the Family 263	3
			<u>19</u>
<i>Summer Semester</i>	<i>Credits</i>		
Nursing the Adult with Physical Conditions 201	7		
Nursing the Adult with Mental Conditions 202	2		
Communications 112	3		
Human Relations 128	2		
	<u>14</u>		

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Typewriting 116	3	Typewriting 117	3
Shorthand 124	3	Shorthand 125	3
Communications 111	3	Duplicating Machines 128	3
Calculating Machines 127	2	Records Management 236	1
Business Mathematics 111	3	Business Accounting 220	3
Business Correspondence 235	3	Secretarial Procedures 235	4
	<u>17</u>		<u>17</u>

TEACHER AIDE

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

<i>Fall Semester</i>	<i>Credits</i>
Introduction to Pre-School Children 160	3
Principles and Practices of Child Care 161	4
Music for Children 115	3
Communications 111	3
General Psychology 132	3
Reading Skills 272	2
	<u>18</u>
<i>Spring Semester</i>	<i>Credits</i>
Introduction to School Age Children 162	3
Recreation and Crafts for Children 265	3
Art Education 210	3
Communications 112	3
Child Psychology 262	3
Literature for Children 264	3
	<u>18</u>

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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Principles of Industrial Welding 184	3	Principles of Industrial Welding 186	3
Welding Laboratory 185	7	Welding Laboratory 187	7
Metallurgy 201	2	Human Relations 128	2
Technical Mathematics 105	3	Communications 112	3
Blue Print Reading 192	3	Manufacturing Processes 122	2
	<u>18</u>		<u>17</u>

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. Clyde Heaton
Division Manager
Central Illinois Public Service
Company
1800 West Main
Marion
- 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
- 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. Marion Nash
Personnel Manager
Egyptian Assoc. of Plumbing
Heating & Cooling Contractors
Box 54
Murphysboro

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

COOPERATIVE AGREEMENT

Students residing in John A. Logan College District No. 530 may enroll at Belleville Area College in Certificate and Degree programs listed on the following pages. Entry to these expanded career opportunities is provided by Joint Agreement entered into by the Board of Trustees of Belleville Area College and John A. Logan College.

Students interested in enrolling in one of the programs offered at Belleville Area College should contact the Office of the Dean of Student Services at John A. Logan College, District No. 530.

AIRLINE STEWARDESS

A two-year curriculum leading to an Associate Degree in Applied Science-Aviation Technology-Airline Stewardess. The graduate would hold a degree and be prepared to take her place in the field of aviation. Students entering this program must consult with the Airline Stewardess Coordinator.

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Speech 151—Fund. of Public Speaking	3	Eng. 101—Rhetoric & Comp. I	3
Avia. 132—Hostess Duties and Responsibilities I	3	Humanities and/or Social Sci.	3
Avia. 133—Orientation to Avia.	3	Psychology	3
Avia. 134—Grooming & Poise I	3	Physical Education (optional)	1
Health 151—Health	2	*Electives	6
Psych. 151—General Psychology	3		16
	17		

Spring Semester		Spring Semester	
Avia. 131—Applied Aviation Communications	Credits	Eng. 102—Rhetoric & Comp. II	Credits
Avia. 142—Hostess Duties & Responsibilities II	3	Humanities and/or Social Sci.	3
Avia. 143—Aviation Terminology & Safety Procedures	3	Geog. 151—Geography of the United States	3
Avia. 144—Grooming & Poise II	3	Physical Education (optional)	1
Psych. 299—Problems—Personality Development—Stewardess	3	*Electives	6
	15		16

*Suggested electives are: Languages, music, arts, economics, pilot training and business.

Students shall meet all institutional requirements for the Associate of Applied Science degree.

AIRLINE STEWARDESS

A one year program leading to a Certificate—Airline Stewardess. The student successfully completing this program would hold a certificate and would be ready to take her place in the field of aviation. Students entering this program must consult with the Airline Stewardess Coordinator.

Fall Semester	Credits	Spring Semester	Credits
Speech 151—Fund. of Public Speaking	3	Avia. 111—Aircraft Technician General	8
Avia. 132—Hostess Duties and Responsibilities I	3	Avia. 114—Powerplant Theory & Maintenance	9
Avia. 133—Orientation to Aviation	3	OR	17
Avia. 134—Grooming & Poise I	3	Avia. 111—Aircraft Technician General	8
Health 151—Health Psychology	3	AND	
Psych. 151—General Psychology	17	Avia. 112—Airframe Structures & Repairs	9
		OR	17
		Avia. 113—Airframe Systems & Components	8
		OR	
		Avia. 115—Powerplant Systems & Components	8
			16

Spring Semester	Credits
Avia. 131—Appl. Avia. Communications	3
Avia. 142—Hostess Duties and Responsibilities II	3
Avia. 143—Aviation Terminology & Safety Procedures	3
Avia. 144—Grooming & Poise II	3
Psych. 299—Problems (Personality Development—Stewardess)	2
	3
	17

Suggested electives are: Pilot training, business, avionics, management, mathematics, physics, typing, electronics and education.

AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology program gives the student the opportunity to obtain an Associate of Applied Science degree along with the FAA Airframe and Powerplant certificate. The first year is identical to the Airframe and Powerplant certificate program. The second year the student fulfills requirements for the associate degree which requires a minimum of 64 semester hours. During the first year and the following summer the student must follow this program as specified. Students entering this program must consult with the Aviation Maintenance Coordinator. FAA Certificate No. 362-8.

FIRST YEAR	Credits	SECOND YEAR	Credits
Avia. 112—Airframe Structures & Repairs	6	Avia. 113—Airframe Systems & Components	12
OR		Avia. 114—Powerplant Theory & Maintenance	9
Avia. 113—Airframe Systems & Components	12	Avia. 115—Powerplant Systems & Components	8
OR			17
Avia. 114—Powerplant Theory & Maintenance	9		
AND			
Avia. 115—Powerplant Systems & Components	8		
	17		

AVIATION PILOT TRAINING

Belleville Area College offers a two-year curriculum leading to an Associate Degree in Applied Science Pilot Training. The successful graduate would hold a Private Pilot Certificate, Commercial Pilot Certificate, Instrument Rating, Flight Instructor Rating, and Multi-Engine Rating. Student entering this program must consult with the Chief Flight Instructor. FAA Certificate No. 362-21.

FIRST YEAR	Credits	SECOND YEAR	Credits
Avia. 101—Private Pilot	3	Avia. 201—Instrument Pilot	3
Avia. 102—Flight Training	3	Avia. 202—Flight Training	3
Avia. 103—Simulator	1	Avia. 155—Flight Training	2
Communications	3	Avia. 203—Simulator	1
Geography 101—Earth Science	4	Health 151—Health	2
Mathematics	3	Hum. and/or Soc. Sci.	3
Physical Education (optional)	1	E.E. 129—Avionics Systems	3
	18	OR	
		G.P.S. 101—Gen. Phys. Science	4
			17-18
			61

FIRST YEAR

Fall Semester

ET 100—Intro. to Elec. Tech.
ET 101—Elec. Circuits I
Eng. 101—Rhet. & Comp. I
*Gen. Tech. 106—Tech. Math. I
Hum. and/or Soc. Sci.

Credits
2
5
3
3
3
16

SECOND YEAR

Fall Semester

ET 207—Semicon. Cir. I
ET 210—Industrial Elec. I
Phy. 151—Gen. Physics I
***Gen. Tech. 208—Tech. Math. III

Credits
4
6
5
3
18

Spring Semester

ET 102—Elec. Circuits II
ET 103—Fund. of Elec. I
Phy. 152—Gen. Physics II
**Gen. Tech. 107—Tech. Math. II

Credits
5
4
5
3
17

Spring Semester

ET 251—Semicon. Cir. II
ET 252—Industrial Elec. II
Health 151—Health
Eng. 102—Rhet. & Comp. II
Hum. and/or Soc. Sci. Elective

Credits
5
5
2
3
3
18

Humanities Electives: Art, music, literature, philosophy.

Social Sciences Electives: History, geography, economics, sociology, psychology, government.

**Or Mathematics 112

***Or Mathematics 114 & Mathematics 115

***Or Mathematics 203

Students shall meet all institutional requirements for the Associate of Applied Science degree.

ELECTRONICS

The electronics certificate program is designed to prepare electronics technicians for installation and servicing of various types of electronic equipment. The program includes three options: (I) Radio-TV, (II) Avionics, (III) Industrial. The choice of option determines the electives required in the program.

OPTION I—RADIO-TV

First Semester

EE 120—AC-DC Circuits
EE 119—Math for Electronics

Credits
3
3
6

Second Semester

EE 121—Basic Electronics
EE 129—Avionics Systems

Credits
3
3
6

OPTION II—AVIONICS

First Semester

EE 120—AC-DC Circuits
EE 119—Math for Electronics

Credits
3
3
6

Second Semester

EE 121—Basic Electronics
EE 129—Avionics Systems
EE 122—Semiconductor Devices
EE 130—Avionics I

Credits
3
3
3
3
12

Third Semester

EE 122—Semiconductor Devices
EE 126—Radio Servicing

Credits
3
3
6

Fourth Semester

EE 127—Fund. of Television
EE 128—Television Servicing

Credits
3
3
6

OPTION III—Industrial

First Semester

EE 120—AC-DC Circuits
EE 119—Math for Electronics

Credits
3
3
6

Second Semester

EE 121—Basic Electronics
Elective

Credits
3
3
6

Third Semester

EE 122—Semiconductor Devices
EE 123—Electronics for Industry

Credits
3
3
6

Fourth Semester

EE 124—Instrumentation and Measurement
EE 125—Transistor Circuits

Credits
3
3
6

ENGINEERING TECHNOLOGY

*EE 127 and EE 128 must be taken concurrently.

The curriculum is designed to provide two years of education beyond high school for those who expect to enter directly into technical positions in industry.

ELECTRONICS

The electronics certificate program is designed to prepare electronics technicians for installation and servicing of various types of electronic equipment. The program includes three options: (I) Radio-TV, (II) Avionics, (III) Industrial. The choice of option determines the electives required in the program.

OPTION I—RADIO-TV

First Semester

EE 120—AC-DC Circuits
EE 119—Math for Electronics

Credits
3
3
6

Second Semester

EE 121—Basic Electronics
EE 129—Avionics Systems

Credits
3
3
6

OPTION II—AVIONICS

First Semester

EE 120—AC-DC Circuits
EE 119—Math for Electronics

Credits
3
3
6

Second Semester

EE 121—Basic Electronics
EE 129—Avionics Systems
EE 122—Semiconductor Devices
EE 130—Avionics I

Credits
3
3
3
3
12

Third Semester

EE 122—Semiconductor Devices
EE 126—Radio Servicing

Credits
3
3
6

Fourth Semester

EE 127—Fund. of Television
EE 128—Television Servicing

Credits
3
3
6

ELECTIVES

Bus. 22—Industrial Organization and Management
G.T. 190—Technical Report Writing
Bus. 185—Introduction to Data Processing
Bus. 105—Fundamental Record Keeping

Credits
3
3
6

Second Semester

Bus. 110—Accounting I
Bus. 126—Introduction to Marketing
G.T. 103—Technical English Commun. I

Credits
3
3
6

Third Semester

EE 132—Radio Broadcast Operator
Other electives if approved by the Program Coordinator

Credits
3
3
6

Credits
3
3
6

FIRST YEAR

Fall Semester

English 101—Rhet. & Comp. I
*Gen. Tech. 106—Tech. Math. I
Chemistry 101—Gen. Chem.
GE 101—Engineering Drawing

Credits
3
3
5
3
14

SECOND YEAR

Fall Semester

Physics 151—Gen. Physics
ET 101—ELECTRIC Circuits
***Gen. Tech. 208—Tech. Math. III
Humanities or Soc. Sci.
P.E. (Optional)

Credits
5
5
3
3
1
17

Spring Semester

Physics 152—Gen. Physics
ET 102—Electric Circuits
Bus. 222—Indus. Org. & Management
Humanities or Soc. Sci.
P.E. (Optional)

Credits
3
3
3
5
3
2
16

*or Math 112

**or Math 114 and Math 115

***or Math 203

Students shall meet all institutional requirements for the Associate of Applied Science degree.

HORTICULTURE

FIRST YEAR

<i>Fall Semester</i>	
Agri. 101—Intro. to Agri.	1
Agri. 121—Soil Science	4
*Bio. 101—Prin. of Biology	4
Hort. 102—Intro. to Horticulture	3
Eng. 101—Rhet. & Comp. I	3
Physical Education (Optional)	1
	<hr/>
	16

SECOND YEAR

<i>Fall Semester</i>	
Hort. 288—Supervised Intern	4
Employment	4
Hort. 132—Nursery Crop	3
Production	3
Agri. 255—Agri. Salesmanship	3
**Health 152—First Aid	2
Physical Education (Optional)	1
	<hr/>
	13

Spring Semester

Bus. 102—Business Math	3
Hort. 152—Greenhouse Management	3
Agri. 122—Soil Fertility & Fertilizer	3
Psych. 151—Gen. Psychology	3
Speech 151—Fund. of Public Speaking	3
***Elective (Option 1 or 2)	3
	<hr/>
	2-4
	<hr/>
	17-19

Summer Session

Hort. 287—Supervised Intern	2
Employment	3
Hort. 135—Turf Management	4
Agri. 245—Agri. Chemicals	9

*Required of all students (preferably their freshman year), unless waived by department.

**Students who have received Health and P.E. credit based on military service satisfy the requirements of Health and P.E. of this program.

***Elective may be taken in freshman or sophomore year with departmental approval of Option 1 or 2 course.

Option 1: Agri. 152, Bus. 101, Bus. 110, GE 101
 Option 2: Hort. 165, Hort. 175, Hort. 185, Hort. 235, Hort. 237, Hort. 242, Hort. 252, Hort. 266, Hort. 267, Hort. 289.

Students shall meet all institutional requirements for the Associate of Applied Science degree.

HORTICULTURE

This program is designed for students who wish to acquire sufficient skills and knowledge to prepare them to enter the horticultural business world with approximately one year of college study.

Agri. 121—Soil Science	Credits	4
Bio. 101—Principles of Biology		4
Bus. 102—Business Math		4
		<hr/>
OR		
Bus. 110—Principles of Accounting I		3
Eng. 101—Rhetoric & Composition I		3
Electives (Horticulture courses chosen from the two-year Associate of Applied Science Program)		<hr/>
		14

LAW ENFORCEMENT

This program includes a two-year curriculum leading to the Associate of Applied Science degree involving academic credit for the student preparing for a career in professional law enforcement. The Law Enforcement courses will be scheduled to permit shift working personnel to attend during the day or evening.

FIRST YEAR

<i>Fall Semester</i>	
LE 100—Intro. to Law Enforcement	3
LE 105—Police Administration	3
LE 151—Police Patrol & Services Communications	3
Psych. 151—General Psychology	3
Law Enforcement Elective	3
	<hr/>
	18

SECOND YEAR

<i>Fall Semester</i>	
LE 203—Criminal Law	3
LE 251—Rules of Criminal Evidence	3
LE 255—Criminal Investigation I	3
Speech 151—Fund. of Public Speaking	3
Soc. 203—Social Problems	3
Law Enforcement Elective	3
	<hr/>
	17

Spring Semester

LE 153—Juvenile Procedures Communications	Credits	3
Soc. 153—Introductory Sociology		3
Pol. Sci. 150—Intro. to American Government		3
Health 152—First Aid-Medical Self Help		2
		<hr/>
		14

<i>Spring Semester</i>		
LE 205—Traffic Control	Credits	3
Psych. 295—Social Psychology		3
Law Enforcement Electives		8
		<hr/>
		14

Electives: LE 101, LE 155, LE 156, LE 160, LE 160, LE 204, LE 210, LE 256, LE 260, LE 261, LE 275

Students shall meet all institutional requirements for the Associate of Applied Science degree.

LAW ENFORCEMENT

Students desiring a concentrated course of study in only police science matters may enroll in the Certificate Program. Upon successful completion of the required courses, the student is awarded a Certificate of Proficiency in Law Enforcement.

L.E. 100—Introduction to Law Enforcement	Credits	3
L.E. 105—Police Administration	3	
L.E. 151—Police Patrol & Services	3	
L.E. 153—Juvenile Procedures	3	
L.E. 205—Traffic Control	3	
L.E. 251—Rules of Criminal Evidence	3	
L.E. 255—Criminal Investigation I	3	
Law Enforcement Elective (See Law Enforcement Degree Program)	3	
		<hr/> 27

MACHINE/COMPUTER OPERATOR

A one-year certificate program provides the skills and knowledge necessary for operation of computers and unit record equipment. Instruction is provided in punch card methods, basic computer concepts, computer operating systems, and principles needed to develop a basic knowledge of data processing. Also taught are the concepts of stored programs and input-output devices.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Bus. 110—Accounting I	3	Bus. 190—Computer Logic	3
Bus. 185—Intro. to Data Processing	3	Mathematics	3
Bus. 155—Business Machines	3	Bus. 111—Accounting II	3
Bus. 186—Punched Card Methods	1	Bus. 189—Problems in Data Processing	3
	<hr/> 13	Processing Computer Operations Electives (Business or Data Processing)	6
			<hr/> 18

Suggested Electives

- Bus. 187—Problems in Key punching Operation
- Bus. 199—COBOL Programming
- Bus. 246—Systems Development & Design I
- Bus. 248—Assembly Language Programming
- Bus. 285—FORTRAN Programming
- Bus. 286—RPG Programming



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.

Homemaking 005A INTRODUCTION TO PARENTHOOD

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

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

Homemaking 008A

PRE-SCHOOL ART-AND
ACTIVITIES

1.33 hours

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.

Homemaking 009A

PREGNANCY AND
EARLY INFANT CARE

1.33 hours

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.

Homemaking 010A

FOOD BUDGETING

1.33 hours

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.

Homemaking 012A

INVESTMENTS

1.33 hours

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.

Homemaking 013A

INSURANCE FUNDAMENTALS

1.33 hours

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

PERSONAL INCOME TAX
PREPARATION

2 hours

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.

Homemaking 015A

PERSONAL MONEY MANAGEMENT

1.33 hours

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.

Homemaking 016A HOME PLANNING AND DESIGN

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.

1.33 hours

Homemaking 017A INTERIOR DECORATING

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.

1.33 hours

Homemaking 019A FURNITURE REUPHOLSTERING I

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.

1.33 hours

Homemaking 020A FURNITURE REUPHOLSTERING II

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.

1.33 hours

Homemaking 022A

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.

1 hour

BEGINNING SEWING

Homemaking 023A

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.

1 hour

INTERMEDIATE SEWING

Homemaking 024A

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.

1 hour

ADVANCED SEWING

Homemaking 025A

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.

1 hour

TAILORING (WOMEN'S CLOTHING)

Homemaking 026A TAILORING (MEN'S CLOTHING)

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.

1 hour

Homemaking 030A

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.

1 hour

DRAPERY MAKING

Homemaking 032A

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.

1 hour

SEWING WITH KNITS

Homemaking 033A

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.

1.33 hours

HOW TO PARENT

Homemaking 034A

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.

1.33 hours

BASIC PLUMBING FOR HOMEMAKERS

Homemaking 037A

Prerequisites: None
1 hour weekly (1-0)

A study of the resources of the home and how to get the most out of them. Included among the resources are—time, skills, energy, work simplification, storage and the community. The course is based on the idea that money is becoming an extremely limited resource.

.67 hours

FAMILY RESOURCES AND MANAGEMENT

Homemaking 038A

Prerequisites: None
1 hour weekly (1-0)

Selection, care and use of large and small household appliances and equipment. There will be an emphasis on multiple uses, storage, and energy conservation. Kitchen, laundry, and cleaning equipment will be covered.

.67 hours

HOUSEHOLD EQUIPMENT

Homemaking 039A

Prerequisites: None
1 hour weekly (1-0)

An informational and problem-solving course concentrating on the problems of the class members and Southern Illinois consumers. Students will study their rights and responsibilities

.67 hours

CONSUMER PROBLEMS

as consumers, as well as the responsibility of the merchants and business people. Sources of consumer information and assistance will also be studied.

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 orient 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

INTRODUCTION TO SHORTHAND (PART II)

Prerequisites: DRV 015A
2 hours weekly (1-1)

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.

1 hour

DRV 023A

INTRODUCTION TO BUSINESS FILING

Prerequisites: None
2 hours weekly (2-0)

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.

1.33 hours

DRV 017A

SHORTHAND SPEED BUILDING

Prerequisites: DRV 015A
2 hours weekly (1-1)

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.

1 hour

DRV 024A

INTRODUCTION TO OFFICE MACHINES

Prerequisites: None
2 hours weekly (2-0)

An introduction to the use and operation of business machines. Students will work with duplicating, adding, and related machines.

1 hour

DRV 018A

SHORTHAND THEORY AND REVIEW

Prerequisites: DRV 015A
2 hours weekly (1-1)

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.

1 hour

DRV 025A

INTRODUCTION TO RECEPTIONIST PROCEDURES

Prerequisites: None
2 hours weekly (2-0)

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.

1.33 hours

DRV 019A

INTRODUCTION TO TYPEWRITING (PART I)

Prerequisites: None
2 hours weekly (1-1)

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.

1 hour

DRV 026A

INTRODUCTION TO BUSINESS ENGLISH

Prerequisites: None
2 hours weekly (2-0)

This course is designed to present the accepted punctuation rules for business and to present rules for grammatical usage.

1.33 hours

DRV 020A

INTRODUCTION TO TYPEWRITING (PART II)

Prerequisites: DRV 019A
2 hours weekly (1-1)

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.

1 hour

DRV 027A

INTRODUCTION TO BUSINESS LAW

Prerequisites: None
2 hours weekly (2-0)

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.

1.33 hours

DRV 021A

INTRODUCTION TO TYPEWRITING (PART III)

Prerequisites: DRV 020A
2 hours weekly (1-1)

This course will emphasize developing the typing speed of the students enrolled through speed writings and time charts.

1 hour

DRV 028A

TECHNIQUES OF SUPERVISION

Prerequisites: None
2 hours weekly (2-0)

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.

1.33 hours

DRV 022A

TYPEWRITING REVIEW

Prerequisites: DRV 019A
2 hours weekly (1-1)

A review of business letters, manuscripts, tabulation and various business communications.

1 hour

DRV 029A

BASIC INDUSTRIAL PSYCHOLOGY FOR SUPERVISORS

Prerequisites: None
2 hours weekly (2-0)

A basic survey course of psychology in industry to provide the supervisor a review of many of the psychological factors influencing the worker and his relationship to his job, his fellow workers, his supervisor and the company.

1.33 hours

DRV 030A

INTRODUCTION TO INDUSTRIAL TRAFFIC MANAGEMENT

1.33 hours

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.

DRV 031A

LABOR RELATIONS AND THE INDUSTRIAL SUPERVISOR

1.33 hours

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.

DRV 040A

FUNDAMENTALS OF ELECTRICITY

1 hour

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.

DRV 041A

ARC WELDING

1.33 hours

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.

DRV 042A

OXYACETYLENE WELDING

1.33 hours

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.

DRV 043A

COIN OPERATED MACHINE REPAIR

1.33 hours

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.

DRV 044A

BASIC REFRIGERATION

1.33 hours

Prerequisites: None
3 hours weekly (1-2)

A practical course which teaches the skills and techniques needed to repair and maintain refrigeration units.

DRV 045A

APPLIANCE REPAIR

1.33 hours

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.

DRV 046A

GENERAL METALS I

1.33 hours

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.

DRV 047A

GENERAL METALS II

1.33 hours

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.

DRV 048A

DATA PROCESSING I

1 hour

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.

DRV 049A

DATA PROCESSING II

1.33 hours

Prerequisites: DRV 048A
3 hours weekly (1-2)

A continuation of Data Processing I with emphasis on programming. Students will write and run programs.

DRV 050A

DATA PROCESSING III

1.33 hours

Prerequisites: DRV 049A
3 hours weekly (1-2)

A continuation of Data Processing II.

DRV 051A

BLUEPRINT READING (INDUSTRY)

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

This course covers the basic principles of reading and interpreting simple industrial blueprints.

DRV 052A

BLUEPRINT READING (BUILDING TRADES)

1.33 hours

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, 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

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.

DRAFTING

1.33 hours

DRV 055A

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.

**BASIC BRUSH-UP
COSMETOLOGY**

1 hour

DRV 056A

Prerequisites: DRV 041A
3 hours weekly (1-2)

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

ADVANCED ARC WELDING

1.33 hours

DRV 057A

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.

WASTE WATER TREATMENT

1.33 hours

DRV 060A

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.

INTRODUCTION TO WELDING

1.33 hours

DRV 063A

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.

**RECOGNITION OF BASIC
CARDIAC ARRHYTHMIAS:
A NURSING APPROACH**

1.33 hours

DRV 065A

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.

MEDICATIONS I

1.33 hours

DRV 066A

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.

AVIATION GROUND SCHOOL

2 hours

DRV 067A

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.

ROUTE SELLING

3 hours

DRV 070A

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.

**INDUSTRIAL ELECTROMECHANICAL
MAINTENANCE**

1 hour

DRV 071A

Prerequisites: None
2 hours weekly (1-1)

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.

**SECRETARIAL AND
OFFICE PRACTICE (PART I)**

1 hour

DRV 072A

Prerequisites: DRV 072A
2 hours weekly (1-1)

Topics covered are: personal qualities, using the telephone, receptionist procedures, filing and records management and the financial duties of a secretary.

**SECRETARIAL AND
OFFICE PRACTICE (PART II)**

1 hour

DRV 073A

Prerequisites: DRV 072A
2 hours weekly (1-1)

Topics covered are: mail and telegrams, travel and shipping, civil service and employment testing, occupational information, and office machines.

**SECRETARIAL AND
OFFICE PRACTICE (PART III)**

1 hour

DRV 074A

Prerequisites: None
3 hours weekly (1-2)

This course is designed to provide introductory information and basic skills for entry level jobs as a machinists helper.

MACHINE SHOP (PART I)

1.33 hours

DRV 075A

QUALITY CONTROL AND INSPECTION (PART I)

1.67 hours

Prerequisites: None
3 hours weekly (2-1)

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.

DRV 076A

NEW TRENDS IN COSMETOLOGY

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

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.

DRV 077A

RESTORATIVE NURSING

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed especially for nursing home personnel and will cover a broad range of topics relating to rehabilitation nursing.

DRV 078A

MACHINE SHOP (PART II)

1.33 hours

Prerequisites: DRV 074A
3 hours weekly (1-2)

This course will review the material covered in the first course and guide the student toward mastery of more advanced skills and concepts.

DRV 079A

MACHINE SHOP (PART III)

1.33 hours

Prerequisites: DRV 078A
3 hours weekly (1-2)

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 080A

QUALITY CONTROL AND INSPECTION (PART II)

1.67 hours

Prerequisites: DRV 075A
3 hours weekly (2-1)

This is the second course in a two-course sequence dealing with quality control inspection.

DRV 081A

PRINCIPLES OF BANK OPERATION

2.67 hours

Prerequisites: None
3 hours weekly (3-0)

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 082A

INSTALLMENT CREDIT

2.67 hours

Prerequisites: None
3 hours weekly (3-0)

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 084A

BUSINESS MANAGEMENT

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A basic course in the techniques of business management for the novice. Topics include management organization, human relations, sales, budgeting, accounting and production and materials management.

DRV 085A

PRINCIPLES AND TECHNIQUES OF COMMERCIAL ART

1.33 hours

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

BASIC WATER TREATMENT PLANT OPERATION

2 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

INTERMEDIATE WATER TREATMENT PLANT OPERATION

2 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

ADVANCED WATER TREATMENT PLANT OPERATION

2 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

MEDICATIONS II

1.33 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

CORONARY CARE NURSING (PART I)

1.67 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	CORONARY CARE NURSING (PART II)	1.67 hours	FIRE SCIENCE BASIC TRAINING I	2.8 hours
Prerequisites: DRV 090A 3 hours weekly (2-1)	A companion course to Coronary Care Nursing (Part I) which deals with the anatomical and physiological aspects of coronary care nursing in addition to a study of arrhythmias and nursing assessment and skills.		Prerequisites: None 5 hours weekly (3-2)	The first 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.
DRV 093A	REAL ESTATE TRANSACTIONS	2.0 hours	DRV 102A	FIRE SCIENCE BASIC TRAINING II
Prerequisites: None 3 hours weekly (3-0)	A basic course in Real Estate Principles covering basic concepts in real estate law, real estate financing, real estate appraising, and restrictions on real estate.		Prerequisites: DRV 101A 5 hours weekly (2-3)	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.
DRV 094A	ADVANCED REAL ESTATE PRINCIPLES	2 hours	DRV 103A	FIRE SCIENCE BASIC TRAINING III
Prerequisites: DRV 093A or Real Estate Salesman's License plus 30 hours in approved real estate courses. 3 hours weekly (3-0)	An advanced course in Real Estate Principles combining advanced real estate principles courses IX (B) (9) and contracts and conveying courses IX (B) (4) as set forth in approved curriculum for School Rule IX.		Prerequisites: DRV 102A 5 hours weekly (2-3)	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.
DRV 095A	REAL ESTATE PRACTICES	2 hours	DRV 104A	FIRE SCIENCE BASIC TRAINING IV
Prerequisites: Real Estate Transactions plus Real Estate Salesman's License 3 hours weekly (3-0)	An advanced course in Real Estate Practices combining Sales and Brokerage Course IX (B) (6), appraisal course IX (B) (2), Property Management course IX (B) (3), and Farm Property Management course IX (B) (7) as set forth in approved curriculum for school rule IX.		Prerequisites: DRV 103A 5 hours weekly (3-2)	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.
DRV 096A	REAL ESTATE SERVICES	2 hours	DRV 105A	FIRE SCIENCE INSTRUCTOR COURSE--BASIC LEVEL
Prerequisites: Real Estate Transactions plus Real Estate Salesman's License 3 hours weekly (3-0)	An advanced course in real estate services combining Financing Course IX (B) (5) and Real Property Insurance course IX (B) (8) as set forth in approved curriculum for school rule IX. In addition, sections have been added covering Land Development, Building Construction and Shopping Centers--Industrial Parks.		Prerequisites: None 4 hours weekly (4-0)	This course is designed for potential fire science instructors and is an adaptation of the curriculum suggested by the Illinois Fire Protection Personnel Standards and Education Commission.
DRV 099A	BANK DATA PROCESSING	3 hours	DRV 111A	POLICE MID-MANAGEMENT SUPERVISION
Prerequisites: None 3 hours weekly (3-0)	A broad, non-technical introduction to electronic data processing (EDP) for banks and other financial institutions. Course covers history, state-of-the-art, equipment, theory, and application to banking operations and management. Approved by American Institute of Banking Section of the American Bankers Association.		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.
DRV 100A	LAW AND BANKING	2.67 hours	DRV 112A	PRINCIPLES OF CRIMINAL INVESTIGATION
Prerequisites: None 3 hours weekly (3-0)	An introduction to basic American law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code.		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.

DRV 113A

**PRINCIPLES OF NARCOTICS
INVESTIGATION**

2.66 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.

DRV 114A

**POLICE EMERGENCY
MEDICAL SERVICE**

2.66 hours

Prerequisite: None
4 hours weekly (4-0)

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 117A

**FUNDAMENTALS OF QUILTING
AND MARKETING**

1 hour

Prerequisites: None
2 hours weekly (1-1)

A course designed for persons interested in developing a vocational skill that could add a supplementary income. Techniques of quilting, as well as various outlets of marketing the finished product will be discussed.

DRV 121A

**AUTOMOTIVE MECHANICS
CERTIFICATION REFRESHER COURSE**

2.2 hours

Prerequisites: None
3 hours weekly (3-0)

This is a 33 hour refresher course to assist automobile mechanics who are preparing to take the certification tests offered by the National Institute of Automotive Service Excellence. The course does not attempt to teach answers to specific questions. Rather, it deals broadly with the vehicle systems and sub-systems covered by the eight tests. The degree of depth and detail in which the several sub-systems should be covered by the instructor must necessarily depend in large part on his assessment of the needs of his students.

DRV 122A

BASIC REFRIGERATION II

1.33 hours

Prerequisites: DRV 044A
3 hours weekly (1-2)

This course will cover the principles of maintenance and repair of domestic (residential) refrigerator/freezer systems.

DRV 123A

BASIC REFRIGERATION III

1.33 hours

Prerequisites: DRV 044A & DRV 122A

3 hours weekly (1-2)

This course covers electrical circuits used in refrigeration and air conditioning with emphasis on troubleshooting and repair of refrigerators, window air conditioners, residential central systems and small commercial equipment.

Personal Development

PDV 001A

ADULT BASIC EDUCATION

2.67 hours

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.

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.

PDV 008A

CURRENT EVENTS

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.

PDV 011A

PUBLIC SPEAKING

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.

PDV 012A

SPEED READING

1.33 hours

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.

PDV 013A

COMPARATIVE RELIGIONS

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.

PDV 014A

**HISTORIC AND SCENIC
SOUTHERN ILLINOIS**

1.33 hours

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.

PDV 025A

CREATIVE WRITING

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.

PDV 027A

**INTRODUCTION TO INDUSTRIAL
OCCUPATIONS**

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.

PDV 119A

OPPORTUNITIES FOR SUPPLEMENTAL INCOME

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A course designed to teach the various methods and techniques of using spare time to supplement income.

PDV 120A

FUNDAMENTALS OF INSURANCE

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A course designed to acquaint students with procedures and terms used in an insurance general agency. Topics include the preparation of policies that are typed in an agency, how to figure premiums, preparation of claim notices and making changes on all types of insurance.

Improving Family Circumstances

IFC 001A

WOODWORKING I

1.33 hours

Prerequisites: None
3 hours weekly (1-2)

This course will acquaint the homemaker with the basic skills and tools used in working with wood and wood products. Special emphasis will be given to skills needed by the homemaker in making minor repairs around the home and in providing for special needs calling for wood construction.

IFC 002A

WOODWORKING II

1.33 hours

Prerequisites: IFC 001A
3 hours weekly (1-2)

Basic skills will be reviewed and expanded to include the use of power tools and sophisticated equipment. The homemaker will be introduced to remodeling, general construction and furniture construction techniques.

IFC 003A

WOODWORKING III

1 hour

Prerequisites: IFC 002A
3 hours weekly (0-3)

This course will provide the students with opportunities to apply and develop skills learned in the previous courses to a high level of proficiency.

IFC 004A

**FUNDAMENTALS OF
ELECTRICAL WIRING I**

1 hour

Prerequisites: None
2 hours weekly (1-1)

Basic wiring fundamentals for the homemaker including safety, loading and construction of basic household electrical circuits.

IFC 005A

**FUNDAMENTALS OF
ELECTRICAL WIRING II**

1 hour

Prerequisites: IFC 004A
2 hours weekly (1-1)

Continuation of the first course in Fundamentals of Electrical Wiring. Topics to be covered include 220 circuits, outside wiring, special situation wiring and industrial wiring.

IFC 006A

ENGINE TUNE-UP

1.33 hours

Prerequisites: None
3 hours weekly (1-2)

This course teaches the diagnosing and tuning-up of an engine in regard to the engine's fuel, ignition, starting and charging system.

IFC 007A

**SMALL GASOLINE ENGINE
REPAIR AND MAINTENANCE**

1.33 hours

Prerequisites: None
3 hours weekly (1-2)

An introductory course designed to develop a knowledge of two and four-cycle gas engines such as used on mowers, chain saws, scooters and outboards.

IFC 008A

SMALL APPLIANCE REPAIR

1.33 hours

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.

IFC 009A

OUTBOARD MOTOR MECHANICS

1.33 hours

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.

IFC 010A

HOME CANNING, FREEZING AND PRESERVING

.67 hours

Prerequisites: None
.67 Credit hours (1-2)

With the cost of food being so high, the canning and preserving of food at home becomes very important. This course will instruct the urban as well as the rural housewife in the art of "putting up" fresh fruits and vegetables, jams and jellies. The food can be enjoyed long after

the growing season is over and the canning, freezing and preserving become do-it-yourself projects the family can long be proud of.

Health, Safety, and Environmental Studies

HSE 001A

Prerequisites: None
2 hours weekly (2-0)

An introduction to the various techniques of administering first aid to injured persons during emergency situations.

FIRST AID

1.33 hours

HSE 002A

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.

ADVANCED FIRST AID

1.33 hours

HSE 003A

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.

ALCOHOL AND DRUG ABUSE

1.33 hours

HSE 004A

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.

MENTAL HEALTH

1.33 hours

HSE 005A

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.

PHYSICAL FITNESS FOR MEN

.67 hour

HSE 006A

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.

ADVANCED PHYSICAL FITNESS FOR MEN

.67 hour

HSE 007A

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.

PHYSICAL FITNESS FOR WOMEN

.67 hour

HSE 008A

Prerequisites: HSE 007A
2 hours weekly (0-2)

This course is designed to scientifically analyze fitness, health and posture.

ADVANCED PHYSICAL FITNESS FOR WOMEN

.67 hour

HSE 009A

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.

PERSONAL DEFENSE FOR MEN AND WOMEN

1 hour

HSE 011A

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.

BASIC INDUSTRIAL SAFETY

1.33 hours

HSE 012A

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.

BOATING AND WATER SAFETY

1.33 hours

HSE 013A

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.

GUN SAFETY

1.00 hours

HSE 014A

Prerequisites: None
2 hours weekly (2-0)

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.

AGING AND HEALTH CARE

1.33 hours

HSE 017A

Prerequisites: None
2 hours weekly (2-0)

To provide a conceptual and philosophical understanding of the emerging field of environmental education with special emphasis on the following: the role of the teacher in creating a learning environment, values and teaching, attitude formation and change, handling controversial issues, principles of curriculum development, available instructional aids and techniques in utilizing them, school sites planning and utilization, and strategy for developing and implementing environmental education programs.

ENVIRONMENTAL EDUCATION

1.33 hours

HSE 018A**ENJOYING RETIREMENT YEARS**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A dramatic new course designed to present necessary and valuable information for persons planning retirement or for those already retired. This course is available to individuals, employers, and organizations and will prove helpful in assisting persons to effectively plan for an enjoyable retirement. Such topics as health, legal affairs, financial planning, role adjustments, and leisure time will be discussed in group participation.

HSE 019A**MOTORCYCLE MAINTENANCE
& REPAIR (BEGINNING)**

1.67 hours

Prerequisites: None
3 hours weekly (2-1)

A course designed for the motorcycle owner with little or no experience in motorcycle maintenance and repair. Instruction will include maintenance, minor adjustments, and essential repairs of the two cycle and four cycle engine.

HSE 020A**MOTORCYCLE MAINTENANCE
& REPAIR (ADVANCED)**

1.67 hours

Prerequisites: HSE 019A
3 hours weekly (2-1)

A course designed for motorcycle enthusiasts who are capable of performing their own periodic maintenance and do minor repairs, and wish to learn how to do major repairs on motorcycle and transmissions. Subjects covered include top end overhaul, transmission overhaul, and electrical system repair.

Developmental and Preparatory Studies/Skills**DPB 001A****REVIEW OF BASIC
ENGLISH SKILLS I**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

Provides students with a review of the basic English skills. Special emphasis will be given to vocabulary, spelling and grammar.

DPB 002A**REVIEW OF BASIC
ENGLISH SKILLS II**

1.33 hours

Prerequisites: DPB 001A
2 hours weekly (2-0)

A continuation of the first course in Basic English Skills. Students will progress to intermediate-level skills.

DPB 003A**REVIEW OF BASIC
MATH SKILLS I**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

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.

DPB 004A**REVIEW OF BASIC
MATH SKILLS II**

1.33 hours

Prerequisites: DPB 003A
2 hours weekly (2-0)

A continuation of the first course in Basic Math Skills. Students will progress to intermediate-level skills.

DPB 005A**REVIEW OF BASIC
SCIENCE SKILLS I**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

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.

DPB 006A**REVIEW OF BASIC
SCIENCE SKILLS II**

1.33 hours

Prerequisites: DPB 005A
2 hours weekly (2-0)

A continuation of the first course in Basic Science Skills. Students will progress to intermediate-level skills.

DPB 007A**REVIEW OF BASIC
SOCIAL STUDIES SKILLS I**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

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.

DPB 008A**REVIEW OF BASIC
SOCIAL STUDIES SKILLS II**

1.33 hours

Prerequisites: DPB 007A
2 hours weekly (2-0)

A continuation of the first course in Basic Social Studies Skills. Students will progress to intermediate-level skills.

DPB 009A**REVIEW OF BASIC
ENGLISH SKILLS III**

1.33 hours

Prerequisite: DPB 002A
2 hours weekly (2-0)

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.

DPB 010A**REVIEW OF BASIC
MATH SKILLS III**

1.33 hours

Prerequisite: DPB 004A
2 hours weekly (2-0)

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.

DPB 015A

**GENERAL EDUCATION
DEVELOPMENT REVIEW I**

2.67 hours

Prerequisites: None
3 hours weekly (3-0)

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.

DPB 016A

**GENERAL EDUCATION
DEVELOPMENT REVIEW II**

2.67 hours

Prerequisites: DPB 015A
3 hours weekly (3-0)

A continuation of General Education Development Review I for students desiring to prepare for the high school equivalency exam.

DPB 017A

**GENERAL EDUCATION
DEVELOPMENT REVIEW III**

2.67 hours

Prerequisites: DPB 015A and DPB 016A
3 hours weekly (3-0)

A continuation of General Education Development Review II for students desiring to prepare for the high school equivalency exam.

CUL 001A

**TECHNOLOGICAL AND CULTURAL
TRADITIONS OF THE AMERICAN INDIAN**

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

This course is an introduction to various cultures of American Indians, (particularly those of the United States), with instruction in selected Indian craft techniques. Class discussion and individual craft projects will be expected of each student. The use of visual materials will be emphasized in the teaching method.

CUL 003A

SURVEY OF ARTISTIC EXPRESSION

1.33 hours

Prerequisite: None
3 hours weekly (1-2)

An applied survey of art as a means of personal expression in the contemporary 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.

CUL 010A

SURVEY OF ORIENTAL ART

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A course designed to introduce lectures, audio-visual materials, and individual studio practice on brush painting. Theories and trends of Oriental Art will be compared with Western Art.

CUL 011A

FUNDAMENTALS OF PASTEL PAINTING

1.33 hours

Prerequisites: None
2 hours weekly (2-0)

A course designed to introduce pastel painting to adults through lectures, audio-visual materials, and individual practice of pastel painting. Basic techniques of painting with pastels, judging paintings, and techniques of marketing and selling pastel paintings will be covered.

CUL 012A

FUNDAMENTALS OF CLASS VOICE

1 hour

Prerequisites: None
2 hours weekly (1-1)

A class for those who strive for correct voice placement and sight reading ability. This is both a preparatory class for private voice lessons and a confidence builder for those desiring to participate in community choirs.

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 1975-76 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.



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 FOR CHILDREN

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 Prehistoric 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: None

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: None

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 (a,b)

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 153

**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

Prerequisites: None
3 hours weekly (3-0)

ENGLISH COMPOSITION

3 hours

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

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

ENGLISH COMPOSITION

3 hours

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

English 111

Prerequisites: None
3 hours weekly (3-0)

COMMUNICATIONS

3 hours

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

English 112

Prerequisites: None
3 hours weekly (3-0)

COMMUNICATIONS

3 hours

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

Prerequisites: None
4 hours weekly (4-0)

ELEMENTARY FRENCH

4 hours

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

French 102

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

ELEMENTARY FRENCH

4 hours

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

French 201

Prerequisites: French 102 or two years of high school French, or the equivalent, or consent of the instructor.
4 hours weekly (4-0)

INTERMEDIATE FRENCH

4 hours

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.

4 hours

German

German 101

ELEMENTARY GERMAN

Prerequisites: None
4 hours weekly (4-0)
Emphasis on basic skills of listening, speaking, reading, and writing. Language laboratory required.

4 hours

German 102

ELEMENTARY GERMAN

Prerequisites: German 101 or equivalent
4 hours weekly (4-0)
Continuation of German 101. Language laboratory required.

4 hours

German 201

INTERMEDIATE GERMAN

Prerequisites: German 102 or two years of high school German, or the equivalent, or consent of the instructor.
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.

4 hours

German 202

INTERMEDIATE GERMAN

Prerequisites: German 201 or equivalent
4 hours weekly (4-0)
Continuation of German 201. Language laboratory required.

4 hours

Spanish

Spanish 101

ELEMENTARY SPANISH

Prerequisites: None
4 hours weekly (4-0)
Emphasis on grammar, pronunciation, vocabulary and oral use of the language. Language laboratory required.

4 hours

Spanish 102

ELEMENTARY 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.

4 hours

Spanish 201

INTERMEDIATE SPANISH

Prerequisites: Spanish 102, or two years of high school Spanish, or the equivalent, or consent of the instructor.
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.

4 hours

Spanish 202

INTERMEDIATE SPANISH

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.

4 hours

Journalism

Journalism 201

NEWS

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

3 hours

Journalism 202

NEWS WRITING AND EDITING

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.

3 hours

Literature

Literature 121

INTRODUCTION TO POETRY

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.

3 hours

Literature 122

MODERN FICTION

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.

3 hours

Literature 211

ENGLISH LITERATURE TO 1750

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.

3 hours

Literature 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.

Literature 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.

Literature 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.

Literature 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 12A and 12B.

Music 12A-12B

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 12A and 12B
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 22A and 22B.

Music 22A-22B

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

ETHICS AND MORAL PROBLEMS

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

PROBLEMS IN WESTERN PHILOSOPHY

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

FORENSIC ACTIVITIES

1 hour

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.

Speech 113

THEATRE APPRECIATION

3 hours

Prerequisites: None
3 hours weekly (3-0)

A survey humanities course designed to foster an appreciation of theatre arts. Students are introduced to the techniques of play production and through readings, survey representative works from classical times to the present.

Speech 115

SPEECH

3 hours

Prerequisites: None
3 hours weekly (3-0)

The essentials of effective speaking. Students are introduced to a variety of speaking situations including conversational, impromptu, extemporaneous and formal oration. Attention is also given to developing techniques of persuasive speaking and acquaintance with oral interpretation.

Speech 117

FUNDAMENTALS OF THEATRE

3 hours

Prerequisites: None
3 hours weekly (3-0)

Structured to acquaint students with problems encountered by a costumer, light technician, scene designer and director. Practical application of problems and techniques involved in putting together a stage production through required participation in appropriate activities or projects outside the classroom.

Speech 121

ADVANCED PUBLIC SPEAKING

3 hours

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

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

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Health

Health 110

HEALTH EDUCATION

3 hours

Prerequisites: None

3 hours weekly (3-0)

Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits and practices pertaining to the physical, mental, social and emotional environment.

Health 115

FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS

3 hours

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 (0-2)

Service classes meet two hours weekly for one hour of credit, four hours weekly for two hours of credit, or an equivalent number of contact hours for courses that begin late in the semester.

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

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

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

P.E. CO-ED 148

P.E. CO-ED 149

P.E. CO-ED 150

Majors Courses

3 hours weekly (3-0)

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 methodological 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

P.E. Men 153

P.E. Men 154

P.E. Men 155

P.E. Men 156

P.E. Men 157

P.E. Men 158

P.E. Men 159

P.E. Women 171

P.E. Women 172

P.E. Women 173

P.E. Women 174

P.E. Women 175

P.E. Women 176

VOLLEYBALL

BASKETBALL

MODERN DANCE

FOLK DANCE

TRACK & FIELD

INDIVIDUAL PHYSICAL EDUCATION

LIFE-SAVING

CAMPSCRAFT AND SURVIVAL

SAILING AND CANOEING

WATER SKIING

ADVANCED TENNIS

BOWLING

ADVANCED GOLF

SOCIAL & SQUARE DANCE

ARCHERY

GOLF

FOLK DANCE

BADMINTON

VOLLEYBALL

TENNIS

ADVANCED SWIMMING

METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES

METHODS OF TEACHING BASKETBALL

METHODS OF TEACHING GOLF

METHODS OF TEACHING TENNIS

METHODS OF TEACHING TRACK & FIELD

METHODS OF TEACHING GYMNASTICS

METHODS OF TEACHING WRESTLING

METHODS OF TEACHING EXERCISE FITNESS

SOCCER-SPEEDBALL

BASKETBALL

FIELD HOCKEY

TENNIS

TRACK & FIELD

Credit
1 hour

2 hours

1 hour

1 hour

2 hours

1 hour

2 hours

1 hour

1 hour

1 hour

1 hour

1 hour

1 hour

P.E. Women 177
P.E. Women 178
P.E. Women 180
P.E. Women 181
P.E. Women 182
P.E. Women 183

MODERN DANCE
FOLK & SQUARE DANCE
VOLLEYBALL
SOFTBALL
TUMBLING & GYMNASTICS
INTERMEDIATE SWIMMING

1 hour
1 hour
1 hour
1 hour
1 hour
1 hour

Biological Science 240 PLANT & 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
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

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)

Fundamentals 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 5 hours
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.

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.

Engineering

Engineering 101

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.

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.

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.

Mathematics

Mathematics 51

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). Individualized instruction.

Mathematics 52

BASIC ALGEBRA

Prerequisites: Math 51 or equivalent high school general math

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 graphs; systems of equations; polynomials in several variables; fractional expressions and equations; radical notation; quadratic equations. (May be taken concurrently with Math 51). Individualized instruction.

112

Mathematics 101

Prerequisites: Math 52 or one year of high school algebra

3 hours weekly (3-0)

This course 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. (S.I.U.'s GSD 113)

MATH APPRECIATION

3 hours

Mathematics 105

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.

TECHNICAL MATHEMATICS

3 hours

Mathematics 106

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.

TECHNICAL MATHEMATICS

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. Individualized or traditional instruction, see class schedule. Quadratic equations and functions; equations of second degree and graphs, exponent and log functions.

5 hours

Mathematics 111

COLLEGE ALGEBRA AND TRIGONOMETRY

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

5 hours weekly (5-0)

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

5 hours

Mathematics 120

ELEMENTARY STATISTICS

Prerequisites: None

3 hours weekly (3-0)

Basic probability theory, graphing, measures of location and variation, distribution, statistical inference, correlation and variance. Course is not designed for mathematics or business majors or minors.

3 hours

Mathematics 131

CALCULUS I

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

5 hours weekly (5-0)

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

5 hours

113

Mathematics 201

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.

CALCULUS II

5 hours

Physical Science 103

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.

EARTH SCIENCE

3 hours

Mathematics 202

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.

CALCULUS III AND DIFFERENTIAL EQUATIONS

5 hours

Physical Science 104

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.

CONTEMPORARY CHEMISTRY FOR NON-SCIENCE MAJORS

3 hours

Mathematics 208

Prerequisites: Three hours of 100-level or above mathematics
3 hours weekly (3-0)

This course covers sets, relations, whole numbers, integers, rational numbers, real numbers, other numeration systems, and algorithms. Course is required for elementary education majors.

MATHEMATICS FOR ELEMENTARY TEACHERS I

3 hours

Physical Science 105

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 IN THE ENVIRONMENT

3 hours

Mathematics 209

Prerequisites: Mathematics 208
3 hours weekly (3-0)

The course includes logic and mathematical reasoning, probability and some statistics, geometric figures, transformations, symmetry, area and volume, spherical geometry.

MATHEMATICS FOR ELEMENTARY TEACHERS II

3 hours

Physics

Physics 151

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.

TECHNICAL PHYSICS

3 hours

Mathematics 221

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

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

INTRODUCTION TO LINEAR ALGEBRA

3 hours

Physics 155

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

5 hours

Physical Science

Physical Science 101 MAN AND HIS TECHNOLOGY

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.

3 hours

Physics 156

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

5 hours

Physical Science 102

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.

ASTRONOMY

3 hours

Physics 201

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.

MECHANICS

5 hours

Physics 210

MECHANICS AND ELECTRICITY AND MAGNETISM

4 hours

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.

History 202

Prerequisites: None
3 hours weekly (3-0)

UNITED STATES HISTORY

3 hours

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

Prerequisites: None
3 hours weekly (3-0)

ILLINOIS HISTORY

3 hours

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.

DEPARTMENT OF SOCIAL SCIENCE

Anthropology

Anthropology 111

Prerequisites: None
3 hours weekly (3-0)

ANTHROPOLOGY

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."

3 hours

History

History 101

Prerequisites: None
3 hours weekly (3-0)

WESTERN CIVILIZATION

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.

3 hours

History 102

Prerequisites: None
3 hours weekly (3-0)

WESTERN CIVILIZATION

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.

3 hours

History 105

Prerequisites: None
3 hours weekly (3-0)

THE CONTEMPORARY WORLD

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.

3 hours

History 201

Prerequisites: None
3 hours weekly (3-0)

UNITED STATES HISTORY

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.

3 hours

History 211

Prerequisites: None
3 hours weekly (3-0)

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

3 hours

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

Prerequisites: None
3 hours weekly (3-0)

REGIONAL GEOGRAPHY

3 hours

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

Prerequisites: None
3 hours weekly (3-0)

SURVIVAL OF MAN: ENVIRONMENTAL STUDIES

3 hours

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

Prerequisites: None
4 hours weekly (4-0)

AMERICAN GOVERNMENT

4 hours

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

Prerequisites: None
3 hours weekly (3-0)

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

Political Science 212

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

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.

Psychology 132

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

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

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

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.

EDUCATION OF EXCEPTIONAL CHILDREN

2 hours

Social Science 55

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.

INTRODUCTORY SOCIAL SCIENCE

3 hours

Sociology

Sociology 133

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.

PRINCIPLES OF SOCIOLOGY

3 hours

Sociology 263

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.

MARRIAGE AND THE FAMILY

3 hours

GENERAL PSYCHOLOGY

(Variable to 4)

3 hours

INDEPENDENT STUDY

This course provides students with an opportunity to pursue supervised study on an independent basis for academic work in subject areas offered by John A. Logan College. Each proposal for independent study must be submitted in written form through the appropriate associate dean for approval by the Dean of Instruction. Each approved independent study project must be supervised by a faculty member.

CREDIT: Variable, 1-4 hours

INTRODUCTION TO GROUP PROCESSES

2 hours

CHILD PSYCHOLOGY

3 hours



OCCUPATION ORIENTED EDUCATION



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.

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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 102
4 hours weekly (4-0)

Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements—materials, labor, and factory overhead, and job order, process, and standard cost accounting.

Accounting 218 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 2 hours

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.

Agricultural Supply and Services

Agricultural Supply and INTRODUCTION TO AGRICULTURAL OCCUPATIONS 2 hours

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

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knowledge and abilities needed. Included is an orientation to the supervised occupational experience program.

Agricultural Supply and Services 121

INTRODUCTION TO ANIMAL SCIENCE

4 hours

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 Services 122

AGRICULTURAL ECONOMICS

3 hours

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 Services 124

FEEDS AND FEEDING

3 hours

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 Services 125

SOILS AND FERTILIZERS

5 hours

Prerequisites: None
6 hours weekly (4-2)

The uses of fertilizer materials; effects of various fertilizers on soils and crops, 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 Services 126

AGRICULTURAL CHEMICALS

3 hours

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 127

CROP PRODUCTION

4 hours

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 Services 129

INTERNSHIP

4 hours

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 Services 221

FARM MANAGEMENT

3 hours

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 Services 226

MARKETING AGRICULTURAL PRODUCTS

5 hours

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 Services 261

INTERNSHIP

4 hours

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

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

Economics

Economics 101

BUSINESS ECONOMICS

3 hours

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; Macro-economics: 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

4 hours

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

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

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

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

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

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

Business 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)

A course designed to acquaint students with fundamentals of the real estate business. Topics covered include brokerage, contracts, land use controls, encumbrances, interests in real estate, deeds, and landlord-tenant. This course meets the requirements for the student to apply for the Salesman's Exam.

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.

Food Services**Food Services 101 INTRODUCTION TO FOOD SERVICES****2 hours**

Prerequisites: None
2 hours weekly (2-0)

Introduction to history, basic systems, organization problems, and opportunities in the food service industry, departmental functions, trends, and development of the industry.

Food Services 105**INTERNSHIP I****3 hours**

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

The student is assigned to stations or jobs in the production and serving areas for supervised experience in an operation setting. The student will progress through: Culinary arts (cooking), baking, fast foods, catering, service management, and dining.

Food Services 106**INTERNSHIP II****3 hours**

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

The student is assigned to stations or jobs in the production and serving areas for supervised experience in an operation setting. The student will progress through: Culinary arts (cooking), baking, fast foods, catering, service management, and dining.

Food Services 203**LAYOUTS AND EQUIPMENT****2 hours**

Prerequisites: None
2 hours weekly (2-0)

Work methods in relation to layout, flow analysis, time and motion, work simplification, equipment and selection, and standards in relation to feeding and related services.

Food Services 205**INTERNSHIP III****3 hours**

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

The student is assigned to stations or jobs in the production and serving areas for supervised experience in an operation setting. The student will progress through: Culinary arts (cooking), baking, fast foods, catering, service management, and dining.

Food Services 206

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

The student is assigned to stations or jobs in the production and serving areas for supervised experience in an operation setting. The student will progress through: Culinary arts (cooking), baking, fast foods, catering, service management, and dining.

3 hours

INTERNSHIP IV

Hotel-Motel Management 163

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

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.

2 hours

SUPERVISORY HOUSEKEEPING

Hotel-Motel Management

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

Prerequisite: None

2 hours weekly (2-0)

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

2 hours

Hotel-Motel Management 152

Prerequisites: None

1 hour weekly (1-0)

Study of causes and prevention of food poisoning and accidents. Stress on food workers' responsibilities in safety and protecting the public. Personal hygiene included.

1 hour

SAFETY AND SANITATION

Hotel-Motel Management 153

Prerequisites: Admission to program

6 hours weekly (2-4)

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.

4 hours

PRINCIPLES OF FOOD PREPARATION

Hotel-Motel Management 154

Prerequisites: None

2 hours weekly (2-0)

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.

2 hours

PROBLEMS OF HOSPITALITY MANAGEMENT

Hotel-Motel Management 162

Prerequisites: None

2 hours weekly (2-0)

An analysis will be made of the various jobs in the hotel-motel front office. The basic procedures as they apply to the front office manager, room clerk, record clerk, information clerk, key clerk, mail clerk, front office cashier, and night clerk will be presented.

2 hours

FRONT OFFICE PROCEDURES

Hotel-Motel Management 164

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

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.

4 hours

ADVANCED FOOD PREPARATION

Hotel-Motel Management 212

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

Principles of food control, cost analysis, adjustments in inventory, monthly food reports, and menu planning. Standardization emphasized.

4 hours

FOOD AND BEVERAGE MANAGEMENT AND SERVICE

Hotel-Motel Management 243

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

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.

2 hours

SUPERVISORY TECHNIQUES

Hotel-Motel Management 263

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

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

4 hours

HOTEL-MOTEL INTERNSHIP

Hotel-Motel Management 271

Prerequisites: Hotel-Motel Management 153, 154, 212
5 hours weekly (3-2)

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.

4 hours

FOOD AND BEVERAGE CONTROLS

Marketing

Marketing 113

Prerequisites: None
3 hours weekly (3-0)

PRINCIPLES OF MARKETING

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

Prerequisites: Marketing 113
3 hours weekly (3-0)

PRINCIPLES OF MARKETING

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

Prerequisites: None
3 hours weekly (3-0)

ADVERTISING

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

Prerequisites: None
3 hours weekly (3-0)

MERCHANDISING PRINCIPLES

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

Prerequisites: None
3 hours weekly (3-0)

PRINCIPLES OF MANAGEMENT

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.

Management 115

Prerequisites: None
1 hour weekly (1-0)

OFFICE MANAGEMENT

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

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.

TYPEWRITING

3 hours

Business 117

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.

TYPEWRITING

3 hours

Business 230

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.

PRODUCTION TYPEWRITING

3 hours

DEPARTMENT OF PUBLIC SERVICE AND HEALTH

Associate Degree Nursing

Associate Degree Nursing 201

Prerequisites: None
20 hours weekly (8-12)

Introduces the student to selected nursing problems in specialized and complex areas with emphasis on the comprehensive care of patients of all ages. Utilizing principles from the physical, biological, and behavioral sciences, the student will begin to identify nursing problems based on the conceptual framework of human needs.

NURSING IV

12 hours

Associate Degree Nursing 202

Prerequisites: None
20 hours weekly (8-12)

Emphasizes the problem-solving approach in a variety of clinical situations so that students will be able to develop skills needed for independent nursing judgments. Transition into graduate nurse role, experience in acute and extended care settings, community service agencies and professional group meetings, and development of leadership skills will be integral components of the course.

NURSING V

12 hours

Associate Degree Nursing 203

NURSING VI

6 hours

Prerequisites: None

12 hours weekly (3-9)

Will provide the student with practical experience utilizing all theory and knowledge of skills learned. It is expected that the student will have learned to be a safe practitioner, function in group situations, relate to people of all ages—staff and patients—, and effect change in health care delivery system after graduation.

Child Care Teacher Aide

Child Care/Teacher Aide

INTRODUCTION TO PRE-SCHOOL CHILDREN

3 hours

Prerequisites: None

3 hours weekly (3-0)

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.

Child Care/Teacher Aide

PRINCIPLES & PRACTICES OF CHILD CARE

4 hours

Prerequisites: Child Care/Teacher Aide 160 *with current enrollment*

6 hours weekly (3-3)

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.

Child Care/Teacher Aide

INTRODUCTION TO SCHOOL AGE CHILDREN

3 hours

Prerequisites: None

3 hours weekly (3-0)

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.

Child Care/Teacher Aide

LIBRARY AND AUDIO VISUAL METHODS

3 hours

Prerequisites: None

4 hours weekly (2-2)

Study of the care and operation of audio visual and multisensory aids to 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

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**
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**
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**
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**
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.

Cosmetology
Cosmetology 101 **COSMETOLOGY THEORY** **5 hours**
Prerequisites: None
5 hours weekly (5-0)
Study and practice of professional ethics, personal hygiene and grooming, visual poise and personality development, cytology and bacteriology, sterilization, sanitation, shampooing and rinses, scalp and hair treatments, trichology, hair shaping, fingerwaving, hairstyling, chemistry of heat and cold permanent waving, chemical hair relaxing theory of massage, facial make-up, hair coloring and art theory.

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.

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.

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.

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** **8 hours**
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** **1 hour**
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 10 hours
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.

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.

Human Services

Human Services 101 INTRODUCTION TO HUMAN SERVICES 3 hours

Prerequisites: None
3 hours weekly (3-0)
A study of the history, philosophy, and organization of human services activities and the role and function of these activities in today's society. Emphasis will be placed on an analysis of community human services resources as they relate to such areas as care and guidance of children, education, social service agencies, and mental health agencies. Federal, state and local legislation affecting human services will be examined.

Human Services 102 RECOGNIZING HEALTH DEVIATIONS 3 hours

Prerequisites: None
3 hours weekly (3-0)
Signs and symptoms of common health problems will be presented and discussed.

Human Services 121 PRACTICUM 3 hours
Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
15 hours weekly (0-15)

Supervised practice in public or private social agencies to enhance the students skills in a specific human services setting. Students will spend 15 hours per week in an agency.

Human Services 122

Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
15 hours weekly (0-15)
Supervised practice in public or private social agencies to enhance the students skills in a specific human services setting. Students will spend 15 hours per week in an agency.

3 hours

PRACTICUM II

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

15 hours weekly (0-15)
Supervised practice in public or private social agencies to enhance the students skills in a specific human services setting. Students will spend 15 hours per week in an agency.

Human Services 201

Prerequisites: None
3 hours weekly (3-0)

An orientation to administrative operations of human services agencies. Consideration is given to quota setting, budgeting, manpower planning, production planning, and forecasting.

ADMINISTRATION OF HUMAN SERVICES

3 hours

Human Services 202

Prerequisites: None
3 hours weekly (3-0)

Introduction to records, reports and forms required in social agencies; report writing and record keeping.

REPORT WRITING

3 hours

Human Services 221

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

Supervised practice in public or private social agencies to enhance the students skills in a specific human services setting. Students will spend 15 hours per week in an agency.

PRACTICUM III

3 hours

Human Services 222

Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
40 hours weekly (0-40)

Course will consist of a semester placement in a human services agency. Students will work under the supervision of the agency as well as college personnel. Students will be given the opportunity to have full participation in actual service situations.

PRACTICUM IV

8 hours

Nurse Aide and Orderly

Nurse Aide and Orderly 101 PRINCIPLES AND PRACTICES OF NURSING

Prerequisites: None
35 hours weekly (10-25)

This course has been designed for students interested in becoming Nursing Aides or Orderlies. It provides students with the basic training for Nurse's Aides, Nursing Assistants, Nursing Attendants or Hospital Orderlies. The course will include medical ethics, medical terminology, basic anatomy and physiology applicable to body functions, basic nursing theory, and skills necessary to render good total patient care. Points of interest will be the duties and responsibilities to the patients, employer, supervisor, other members of the nursing team and to the community.

9 hours

Nurse Aide and Orderly 102 PRINCIPLES AND PRACTICES OF NURSING

Prerequisites: None
6 hours weekly (2-4)

An advanced course for Nurse Aides and Orderlies presenting health care procedures performed under the supervision of a professional nurse with an emphasis on: care of aged,

4 hours

community health needs and agencies, immunization programs, communicable diseases, and diet therapy.

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 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; but do not complete the Practical Nursing Program.

Practical Nursing 171

PHARMACOLOGY

2 hours

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

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.

Practical Nursing 181

MATERNAL AND NEWBORN NURSING

7 hours

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

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.

Practical Nursing 191

NURSING THE CHILD

7 hours

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

Designed to help the student develop a basic understanding of the normal growth and development of the child, and how heredity, illness, or environment may interfere with the normal pattern. This understanding will be helpful in evaluation of the physical, intellectual, emotional, and social behavior of the child patient. The student learns to care for the sick child using safety precaution, meaningful observation, and suitable nursing techniques. This experience will be accomplished through classroom instruction, clinical experience in a pediatric division, and through the observance of the well child in some facility.

Practical Nursing 201

NURSING THE ADULT WITH PHYSICAL CONDITIONS

7 hours

Prerequisites: Practical Nursing 171, 181, 191
15 hours weekly (3-12)

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.

Practical Nursing 111

EMERGENCY MEDICAL TECHNICIAN

5 hours

Prerequisites: None
6 hours weekly (2-4)

Designed for those personnel engaged in Emergency Care. Such personnel as ambulance attendants, fire and rescue personnel, etc. The course is an 82 hour advanced care level. It utilizes both didactic and practical application.

Practical Nursing 112

EMERGENCY MEDICAL TECHNICIAN

2 hours

Prerequisites: LPN 111
2 hours weekly (2-0)

Designed for those students who are registered EMT-As. The EMT-As are required to participate in review and improved technique sessions. The refresher course is for the Emergency Medical Technician who has had two years of experience.

DEPARTMENT OF INDUSTRIAL 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 electrical systems of the automobile engine. Theory is supplemented with laboratory work in Agricultural/Automotive Laboratory 176.

**Agricultural/Automotive
Mechanics 172**

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

A study of petroleum products and their applications to the fuel and lubricants 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.

1 hour

**Agricultural/Automotive
Mechanics 270**

Prerequisites: None
1 hour weekly (1-0)

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.

DRIVE TRAINS

1 hour

**Agricultural/Automotive
Mechanics 173**

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.

2 hours

**Agricultural/Automotive
Mechanics 271**

Prerequisites: Agricultural/Automotive Mechanics 270
2 hours weekly (2-0)

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.

DRIVE TRAINS

2 hours

**Agricultural/Automotive
Mechanics 174**

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.

1 hour

**Agricultural/Automotive
Mechanics 272**

Prerequisites: Agricultural/Automotive Mechanics 170, 171
2 hours weekly (2-0)

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.

2 hours

**Agricultural/Automotive
Mechanics 175**

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.

1 hour

**HEATING AND
AIR CONDITIONING**

2 hours

**Agricultural/Automotive
Mechanics 273**

Prerequisites: Industrial Processes 211
2 hours weekly (2-0)

A study of the electrical accessories of automobiles such as power windows, power seats, directional signals and all other wiring. Diagnosis, repair and troubleshooting are stressed. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

CHASSIS ELECTRICAL

**AGRICULTURAL/AUTOMOTIVE
MECHANICS LABORATORY**

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.

5 hours

**Agricultural/Automotive
Mechanics 274**

Prerequisites: None
2 hours weekly (2-0)

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.

1 hour

**AGRICULTURAL/AUTOMOTIVE
MECHANICS LABORATORY**

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.

5 hours

**Agricultural/Automotive
Mechanics 275**

Prerequisites: None
1 hour weekly (1-0)

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.

1 hour

SERVICE MANAGEMENT

**Agricultural/Auto-
motive Mechanics 276** AGRICULTURAL/AUTOMOTIVE
MECHANICS LABORATORY

Prerequisites: None
15 hours weekly (0-15)

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.

5 hours

**Agricultural/Auto-
motive Mechanics 277** AGRICULTURAL/AUTOMOTIVE
MECHANICS LABORATORY

Prerequisites: None
15 hours (0-15)

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.

5 hours

Construction Management Technology

**Construction Manage-
ment Technology 101** CONSTRUCTION MATERIALS
AND METHODS

Prerequisites: None
3 hours weekly (3-0)

Characteristics and use of basic construction materials; introduction to materials specifications.

3 hours

**Construction Manage-
ment Technology 102** CONSTRUCTION MATERIALS
AND METHODS

Prerequisites: None
3 hours weekly (3-0)

A study of the materials and techniques of construction used in structural frames of wood, steel and concrete buildings; also a consideration of foundation and connection systems to include fundamentals of concrete technology.

3 hours

Construction Management CONSTRUCTION
SURVEYING

Prerequisites: None
3 hours weekly (3-0)

Theory and practice of measurements employing surveying equipment. Traversing by transit and stadia methods. Topography, horizontal, vertical, spiralled curves. Determination of Meridian; land surveying methods.

3 hours

Construction Management INTERNSHIP 121

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

Twenty hours per week on-the-job training.

4 hours

Construction Management INTERNSHIP 122

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

Twenty hours per week on-the-job training.

4 hours

Construction Management
Technology 192

Prerequisites: None
3 hours weekly (3-0)

Thorough study of the symbols, conventions and details of construction drawings. Emphasis on interpretation and communication of the requirements of contract drawings.

3 hours

CONSTRUCTION
BLUEPRINT READING

Construction Management
Technology 201

Prerequisites: None
3 hours weekly (3-0)

Material, equipment and labor estimates of construction projects.

3 hours

CONSTRUCTION
ESTIMATING

Construction Management
Technology 202

Prerequisites: None
3 hours weekly (3-0)

A study of the employer-employee relationship. Areas included are job analysis; recruitment and selection; job placement, transfer, promotion and dismissal; grievance handling and discipline; wage standards and working conditions; and motivation and morale.

3 hours

FUNDAMENTALS OF
LABOR RELATIONS

Construction Management
Technology 221

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

Twenty hours per week on-the-job training.

4 hours

INTERNSHIP 221

Construction Management
Technology 222

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

Twenty hours per week on-the-job training.

4 hours

INTERNSHIP 222

Industrial Processes

Industrial Processes 101

Prerequisites: None
3 hours weekly (3-0)

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.

3 hours

MATERIALS

Industrial Processes 121

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.

2 hours

MANUFACTURING PROCESSES

Industrial Processes 122 MANUFACTURING PROCESSES

Prerequisites: Industrial Processes 121
4 hours weekly (0-4) **2 hours**

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

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

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

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

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) **6 hours**

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.

Drafting Technology 182

TECHNICAL DRAFTING

Prerequisites: Drafting Technology 181
9 hours weekly (3-6) **6 hours**

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

Drafting Technology 183

DETAIL AND ASSEMBLY

Prerequisites: Drafting Technology 181, 182
5 hours weekly (1-4) **2 hours**

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.

Drafting Technology 192

BLUEPRINT READING

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

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

Drafting Technology 281

ADVANCED TECHNICAL DRAWING

Prerequisites: Drafting Technology 182
7 hours weekly (1-6) **4 hours**

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.

Drafting Technology 282

TOOL DESIGN

Prerequisites: Drafting Technology 281
7 hours weekly (1-6) **4 hours**

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.

Drafting Technology 283

ADVANCED TECHNICAL DRAWING

Prerequisites: Drafting Technology 282
7 hours weekly (1-6) **4 hours**

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.

Drafting Technology 285

DESCRIPTIVE GEOMETRY

Prerequisites: Drafting Technology 181
5 hours weekly (1-4) **3 hours**

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.

Welding

Welding 183

FUNDAMENTALS OF WELDING

Prerequisites: None
4 hours weekly (0-4) **2 hours**

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.

Welding 184 PRINCIPLES OF INDUSTRIAL WELDING

3 hours

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.

Welding 185 WELDING LABORATORY

7 hours

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.

Welding 186 PRINCIPLES OF INDUSTRIAL WELDING

7 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 overhead. 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.

FACULTY AND STAFF

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- Robert E. Tarvin President
- B.A., Eastern Kentucky University
- M.A., Eastern Kentucky University
- Ed.D., Indiana University
- Blanche Carlton Sloan Director of Institutional Research & Development
- A.B., Huntingdon College
- M.A., University of Oklahoma
- Ph.D., Southern Illinois University
- Greg Starrick Coordinator of Public Information, Assistant Basketball & Assistant Baseball Coach
- B.S., Southern Illinois University
- Ruth Ann Scott Administrative Secretary
- Donna Rose Secretary

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 Virginia Crouse Buyer
 Darcy Dietz Custodian
 Debbie Edwards Payroll Clerk
 Alice Hudgens Secretary to the Dean of Business Services
 Nancy Johnson Receptionist
 Ernest Kelly Custodian
 Phyllis McNary Cafeteria Cashier
 Joseph D. Porter Custodian
 Walter J. Porter Custodian
 Mike Portsman Building Maintenance
 Homer Rice Custodian
 Kathy Roach Grounds Maintenance
 General Ledger Bookkeeper
 Bill Rosenberger Custodian
 Judy Shobe Cafeteria Cook's Helper
 John Taylor Custodian
 Velma Tinsley Custodian
 Stephen Uhls Cafeteria—Salads & Desserts
 Gilbert Wallace Custodian

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 M. Div., Southern Baptist Theological Seminary
 M.A., Southern Illinois University

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**Part-time instructor*

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 M.A., Ohio State University
 M.A., Ohio State University
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 B.S., Southern Illinois University
 Beatrice D. Chiodini Nursing
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 M.S., Southern Illinois University
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 B.S., Evansville University
 Shirley Everingham Nursing
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*Part-time instructor

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 M.A., University of Kansas
 Ph.D., University of Tennessee

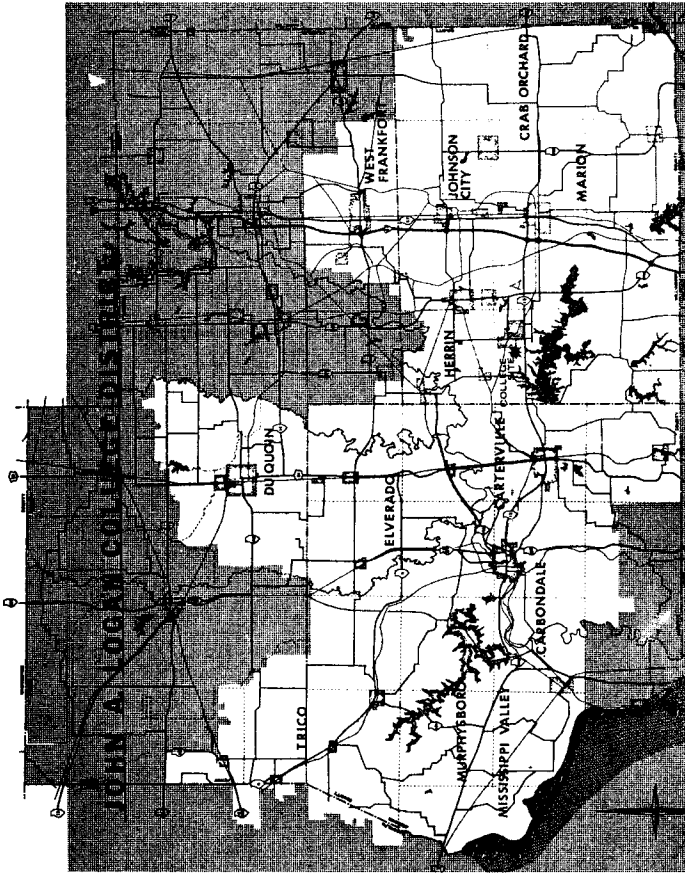
*Part-time instructor

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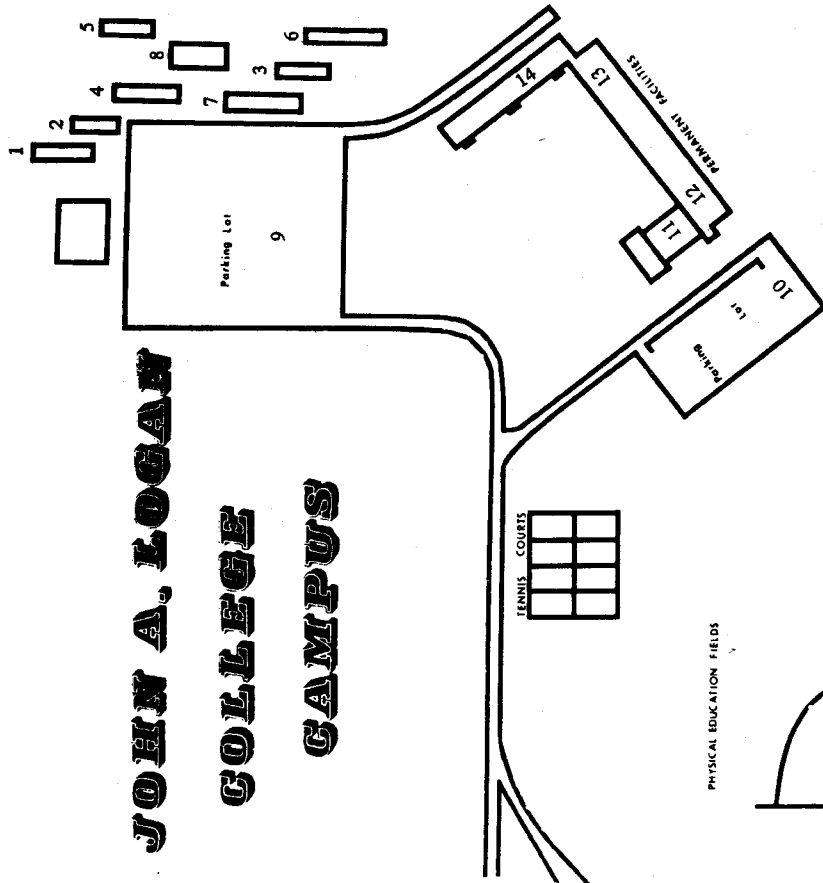
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- Crab Orchard Community Unit School District 3
- DuQuoin Community Unit School District 300
- Elverado Community Unit School District 196
- Herrin Community Unit School District 4
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- 11 / Physical Education Center
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**JOHN A. LOGAN
COLLEGE
CAMPUS**

PHYSICAL EDUCATION FIELDS

