Academic Calendar

Fall, 1976

Mid-Term
Holiday—Labor Day
Continuing Student Orientation & Registration
New Student Orientation & Registration
Faculty Meetings

Spring, 1977

Winter Intercession
Holiday—New Year’s Day
Holiday—Christmas
Final Examinations
Thanksgiving recess
Academic Advisement—No Classes
Mid-Term
Holiday—Memorial Day
Spring Intercession
Final Examinations
Holiday—Good Friday
Academic Advisement—No Classes
Mid-Term
Birthday—John A. Logan's Birthday
Registration & Orientation

Summer, 1976

Mid-Term
Holiday—Independence Day
Institution Begins
Registration & Orientation

Logan College

1897-98

Illinois, 62918

Springfield, Illinois

A.

John

President of the College

Robert E. Tarvin
ACREDITATION

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

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THE BOARD OF TRUSTEES
JOHN A. LOGAN COLLEGE

DONALD L. BREWER
CHAIRMAN

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VICE CHAIRMAN

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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.
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.
POLICY ON ADMISSION

To be eligible for admission, students must have graduated from an accredited high school or obtained the equivalent educational level as determined by the college. Nongraduates may apply for admission if scholastic records, test scores, and other data indicate the satisfaction of the college that the student will be able to do college work satisfactorily. 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>4</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>3</td>
</tr>
<tr>
<td>D</td>
<td>Poor, but passing</td>
<td>2</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>1</td>
</tr>
<tr>
<td>Inc.</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Authorized withdrawal no later than the last day of the tenth week of the semester. No grade points—no credit.</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Authorized withdrawal after the tenth week of the semester with a passing mark. No grade points—no credit allowed.</td>
<td></td>
</tr>
<tr>
<td>WE</td>
<td>Authorized withdrawal after the tenth week of the semester with a failing mark. Same as an “E”—1 grade point—no credit.</td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Unauthorized withdrawal. Same as “E”—1 grade point—no credit.</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit. No credit.</td>
<td></td>
</tr>
</tbody>
</table>

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

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 form 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.
## ART

### FIRST YEAR

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### Credits

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15-17

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

## CHEMISTRY

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### Credits

16
16
16

*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

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<td>Aural Skills 22A</td>
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*Only one each semester is required for graduation, but participation in two each semester is recommended for all music majors.

## PHYSICAL EDUCATION MAJOR (WOMEN)

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<td>Art Appreciation 111, Music Appreciation 105 or Philosophy Elective</td>
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## PHYSICAL EDUCATION (MEN)

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*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

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**BUSINESS ADMINISTRATION AND ACCOUNTING**

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<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**ELEMENTARY EDUCATION AND SPECIAL EDUCATION**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition 101</td>
<td>3</td>
</tr>
<tr>
<td>Biological Science 101</td>
<td>3</td>
</tr>
<tr>
<td>Art Appreciation 111</td>
<td>3</td>
</tr>
<tr>
<td>Math Appreciation 101</td>
<td>3</td>
</tr>
<tr>
<td>American Government 131</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition 102</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Music Appreciation 105</td>
<td>3</td>
</tr>
<tr>
<td>Math 206</td>
<td>4</td>
</tr>
<tr>
<td>Health 110</td>
<td>3</td>
</tr>
<tr>
<td>Speech 115</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**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 technical 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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Fundamentals of Accounting 101</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>Fundamentals of Accounting 102</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Payroll Accounting 221</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Recommended Electives:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Law 221</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Business 110</td>
<td></td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Intermediate Accounting 215</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Cost Accounting 217</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>Intermediate Accounting 216</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Tax Accounting 218</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Mathematics 111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calculating Machines 127</td>
<td></td>
</tr>
</tbody>
</table>

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 aid civil service positions, and other related accounting positions.

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

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fundamentals of Accounting 101</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Calculating Machines 127</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Business Mathematics 111</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to Business 110</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Intermediate Accounting 215</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Cost Accounting 217</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Law 221</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Business Finance 223</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Introduction to Data Processing 214</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>
### 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**
- Communications 111: 3 credits
- Fundamentals of Welding: 2 credits
- Fundamentals of Internal Combustion: 1 credit
- Fuel, Lubrication, and Carburetion: 1 credit
- Agricultural Mechanics Laboratory 176: 5 credits

**Spring Semester**
- Intermediate Accounting: 4 credits
- Records Management: 1 credit
- Tax Accounting: 3 credits
- Office Management: 1 credit
- Business Economics: 3 credits
- Electives: 2 credits
- Human Relations: 2 credits

**Total Credits:** 17

### AGRICULTURAL MECHANICS Degree Program

This program is planned so that a student who completes the curriculum will be trained for many positions, such as a line mechanic, service manager, parts clerk, parts manager, and salesman. Upon completion of the two-year program, the student will be awarded the Associate in Applied Science Degree.

#### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td>Technical Mathematics 105</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing Processes 121</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Internal</td>
<td></td>
</tr>
<tr>
<td>Combustion Engines 170</td>
<td>1</td>
</tr>
<tr>
<td>Fuel, Lubrication, and Carburetion</td>
<td>1</td>
</tr>
<tr>
<td>Engine Electrical 171</td>
<td>2</td>
</tr>
<tr>
<td>Agricultural Mechanics Laboratory 176</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits:** 17

#### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Electricity 211</td>
<td>4</td>
</tr>
<tr>
<td>Drive Trains 270</td>
<td>1</td>
</tr>
<tr>
<td>Small Gas Engines 274</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Welding 183</td>
<td>2</td>
</tr>
<tr>
<td>Emissions Controls and Testing 272</td>
<td>2</td>
</tr>
<tr>
<td>Agricultural Mechanics Laboratory 276</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits:** 15

### 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**
- Introduction to Agricultural Occupations: 2 credits
- Introduction to Animal Science: 4 credits
- Agricultural Economics: 3 credits
- Marketing Agricultural Products: 5 credits

**Summer Semester**
- Internship 129: 4 credits

**Total Credits:** 17

### AGRICULTURAL SUPPLY AND SERVICES Degree Program*

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

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

*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.*
**FIRST YEAR**

**Fall Semester**
- Introduction to Agricultural Occupations 120
- Introduction to Animal Science 121
- Agricultural Economics 122
- Marketing Agricultural Products 226

**Credits**
- 2
- 4
- 3
- 5

**Spring Semester**
- Feeds and Feeding 124
- Soils and Fertilizers 125
- Farm Management 221
- Agricultural Chemicals 126
- Crop Production 127

**Credits**
- 3
- 4
- 3
- 3
- 4

**Summer Semester**
- Internship 129

**Credits**
- 4

**SECOND YEAR**

**Fall Semester**
- Communications 111
- Business Mathematics 111
- Principles of Management 112
- Marketing 113
- Salesmanship 130

**Credits**
- 3
- 3
- 3
- 3
- 3

**Spring Semester**
- Communications 112
- Business Accounting 220
- Human Relations 128
- Political Science 131
- Internship 261

**Credits**
- 3
- 3
- 2
- 4
- 4

**Summer Semester**
- Nursing VI 203

**Credits**
- 4

*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.

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**ASSOCIATE DEGREE NURSING**

(Competitive 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.

**Fall Semester**
- Communications III
- Marriage and the Family 263
- Nursing IV 201

**Credits**
- 3
- 3
- 12

**Spring Semester**
- Communications 112
- Human Relations 128
- Nursing V 202

**Credits**
- 3
- 2
- 12

**Credits**
- 17

---

**AUTOMOTIVE MECHANICS**

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

**Fall Semester**
- Fundamentals of Electricity 211
- Fundamentals of Internal Combustion Engines 170
- Engine Electrical 171
- Fuel, Lubrication and Carburetion 172
- Manufacturing Processes 121
- Automotive Laboratory 176

**Credits**
- 4
- 1
- 2
- 2
- 2
- 5

**Spring Semester**
- Communications 112
- Human Relations 128
- Brakes and Suspensions 173
- Chassis Electrical 273
- Heating and Air Conditioning 175
- Automotive Laboratory 177

**Credits**
- 3
- 2
- 2
- 2
- 1
- 5

**Credits**
- 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**

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

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Mathematics 106</td>
<td>3</td>
</tr>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Technical Physics 151</td>
<td>3</td>
</tr>
<tr>
<td>Brakes and Suspension 173</td>
<td>2</td>
</tr>
<tr>
<td>Diesel Engines 174</td>
<td>1</td>
</tr>
<tr>
<td>Heating and Air Conditioning 175</td>
<td>1</td>
</tr>
</tbody>
</table>

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Electricity 211</td>
<td>4</td>
</tr>
<tr>
<td>Fundamentals of Welding 193</td>
<td>2</td>
</tr>
<tr>
<td>Emissions Controls and Testing 272</td>
<td>2</td>
</tr>
<tr>
<td>Drive Trains 270</td>
<td>1</td>
</tr>
<tr>
<td>Small Gas Engines 274</td>
<td>1</td>
</tr>
<tr>
<td>Automotive Laboratory 276</td>
<td></td>
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<tr>
<td></td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Science 131</td>
<td>4</td>
</tr>
<tr>
<td>Human Relations 128</td>
<td>2</td>
</tr>
<tr>
<td>Chassis Electrical 273</td>
<td>2</td>
</tr>
<tr>
<td>Drive Trains 271</td>
<td>1</td>
</tr>
<tr>
<td>Service Management 275</td>
<td>1</td>
</tr>
<tr>
<td>Automotive Laboratory 277</td>
<td></td>
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<tr>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting 101</td>
<td>4</td>
</tr>
<tr>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td>Calculating Machines 127</td>
<td>2</td>
</tr>
<tr>
<td>Business Mathematics 111</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting 116</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Accounting 102</td>
<td>4</td>
</tr>
<tr>
<td>Human Relations 128</td>
<td>2</td>
</tr>
<tr>
<td>Typewriting 117</td>
<td>3</td>
</tr>
<tr>
<td>Payroll Accounting 221</td>
<td>2</td>
</tr>
<tr>
<td>Records Management 236</td>
<td>1</td>
</tr>
<tr>
<td>Office Management 113</td>
<td>1</td>
</tr>
<tr>
<td>Business Elective</td>
<td></td>
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<td></td>
<td>2-3</td>
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<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Pre-School</td>
<td></td>
</tr>
<tr>
<td>Children 160</td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices of Child Care 161</td>
<td>4</td>
</tr>
<tr>
<td>Music for Children 115</td>
<td>3</td>
</tr>
<tr>
<td>Communications 111</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology 132</td>
<td>3</td>
</tr>
<tr>
<td>Reading Skills 272</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>18</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to School Age</td>
<td></td>
</tr>
<tr>
<td>Children 162</td>
<td>3</td>
</tr>
<tr>
<td>Recreation and Crafts</td>
<td></td>
</tr>
<tr>
<td>for Children 265</td>
<td>3</td>
</tr>
<tr>
<td>Art Education 210</td>
<td>3</td>
</tr>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Child Psychology 262</td>
<td>3</td>
</tr>
<tr>
<td>Literature for Children 264</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Management 236</td>
<td>1</td>
<td>Typewriting 117</td>
<td>3</td>
</tr>
<tr>
<td>Typewriting 116</td>
<td>3</td>
<td>Duplicating Machines 128</td>
<td>3</td>
</tr>
<tr>
<td>Communications 111</td>
<td>3</td>
<td>Business Accounting 220</td>
<td>3</td>
</tr>
<tr>
<td>Business Mathematics 111</td>
<td>3</td>
<td>Secretarial Procedures 237</td>
<td>4</td>
</tr>
<tr>
<td>Calculating Machines 127</td>
<td>2</td>
<td>Business Correspondence 235</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Business 110</td>
<td>3</td>
<td>Human Relations 128</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Credits</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**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.  

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Estimating 201</td>
<td>3</td>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td>Construction Blueprint Reading 192</td>
<td>3</td>
<td>Construction Materials and Methods 102</td>
<td>3</td>
</tr>
<tr>
<td>Construction Materials and Methods 101</td>
<td>3</td>
<td>Fundamentals of Labor Relations 202</td>
<td>3</td>
</tr>
<tr>
<td>Human Relations 128</td>
<td>2</td>
<td>Construction Surveying 102</td>
<td>3</td>
</tr>
<tr>
<td>Internship 101</td>
<td>4</td>
<td>Internship 102</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Credits</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

*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.  

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Theory 101</td>
<td>5</td>
<td>Cosmetology Theory 102</td>
<td>5</td>
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<tr>
<td>Cosmetology Laboratory 111</td>
<td>10</td>
<td>Cosmetology Laboratory 112</td>
<td>10</td>
</tr>
<tr>
<td>Political Science 131</td>
<td>4</td>
<td>Communications 112</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
<td><strong>Credits</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>
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.

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.

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.

EXECUTIVE SECRETARY

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.

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

FIRST YEAR

Fall Semester
Technical Mathematics 105 6
Technical Drafting 181 6
Materials 101 3
Architectural Drafting 184 3

Spring Semester
Typewriting 116 3
Shorthand 124 3
Introduction to Business 110 3
Calculating Machine 127 3
Human Relations 128 2
Communications 111 3

SECOND YEAR

Fall Semester
Production Typewriting 230 3
Shorthand 232 3
Political Science 131 4
Business Correspondence 235 3
Secretarial Procedures 237 4

Spring Semester
Typewriting 116 3
Shorthand 124 3
Introduction to Business 110 3
Calculating Machine 127 3
Human Relations 128 2
Communications 111 3

FIRST YEAR

Fall Semester
Technical Drafting 181 6
Communications 111 3
Manufacturing Processes 121 2
Technical Mathematics 105 3
Metallurgy 201 2

Spring Semester
Technical Drafting 182 6
Descriptive Geometry 285 3
Communications 112 3
Manufacturing Processes 122 2
Technical Mathematics 106 3

SECOND YEAR

Fall Semester
Architectural Drafting 184 3
Political Science 131 4
Advanced Technical Drafting 281 4
Materials 101 3
Detail & Assembly 183 2

Spring Semester
Architectural Drafting 294 3
Technical Physics 151 3
Advanced Technical Drafting 283 4
Tool Design 282 4
Human Relations 128 2

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.
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.

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.

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.
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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting 116</td>
<td>3</td>
<td>Practicum IV 222</td>
<td>8</td>
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<tr>
<td>Shorthand 124</td>
<td>3</td>
<td>Seminar 239</td>
<td>1</td>
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<tr>
<td>Business Mathematics 111</td>
<td>3</td>
<td>Marketing 113</td>
<td>3</td>
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<tr>
<td>Human Relations 128</td>
<td>2</td>
<td>Salesmanship 130</td>
<td>3</td>
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<tr>
<td>Calculating Machines 127</td>
<td>2</td>
<td>Seminar 138</td>
<td>1</td>
</tr>
<tr>
<td>Communications 111</td>
<td>3</td>
<td></td>
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</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Typewriting 230</td>
<td>3</td>
<td>Business Accounting 220</td>
<td>3</td>
</tr>
<tr>
<td>Shorthand 232</td>
<td>3</td>
<td>Office Management 115</td>
<td>3</td>
</tr>
<tr>
<td>Legal Secretarial Practice 247</td>
<td>3</td>
<td>Shorthand 233</td>
<td>3</td>
</tr>
<tr>
<td>Business Correspondence 235</td>
<td>3</td>
<td>Political Science 131</td>
<td>4</td>
</tr>
<tr>
<td>Secretarial Procedures 237</td>
<td>4</td>
<td>Legal Secretarial Practice 248</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervised Work Experience 241</td>
<td>2-4</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting 117</td>
<td>3</td>
</tr>
<tr>
<td>Shorthand 125</td>
<td>3</td>
</tr>
<tr>
<td>Business Law 221</td>
<td>4</td>
</tr>
<tr>
<td>Duplicating Machines 128</td>
<td>3</td>
</tr>
<tr>
<td>Records Management 236</td>
<td>1</td>
</tr>
<tr>
<td>Communications 112</td>
<td>3</td>
</tr>
</tbody>
</table>

|               | 17      |

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.

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.

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.

<table>
<thead>
<tr>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>9</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

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.

### Fall Semester
- **Credits**: 12
- Principles and Practices of Nursing 101
- Nutrition 100
- Anatomy and Physiology 105

### Spring Semester
- **Credits**: 18
- Pharmacology 171
- Maternal and Newborn Nursing 181
- Nursing the Child 191
- Marriage and the Family 263

### Summer Semester
- **Credits**: 7
- Nursing the Adult with Physical Conditions 201

### STENOGRAPHER

This one-year program is designed for the person desiring a stenographic position. Because of placement procedures used in shorthand and typewriting classes, it is designed for those students with a good background in shorthand or typewriting, or both, and also for those students with no previous training in any secretarial course.

Graduates of the program will be qualified to fill stenographic positions such as the following: stenographer, typist, file clerk, receptionist, and general basic secretarial positions. Graduates will also be qualified to fill civil service positions. The program leads to the Certificate of Achievement.

### Fall Semester
- **Credits**: 3
- Typewriting 116
- Shorthand 124
- Communications 111
- Calculating Machines 127
- Business Mathematics 111
- Business Correspondence 235

### Spring Semester
- **Credits**: 3
- Typewriting 117
- Shorthand 125
- Duplicating Machines 128
- Records Management 236
- Business Accounting 220
- Secretarial Procedures 235

### 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.

### 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.

### FIRST YEAR

#### Fall Semester
- **Credits**: 3
  - Introduction to Pre-School Children 160
- **Credits**: 4
  - Principles and Practices of Child Care 161
- **Credits**: 3
  - Music for Children 115
- **Credits**: 3
  - Communications 111
- **Credits**: 3
  - General Psychology 132
- **Credits**: 2
  - Reading Skills 272

#### Spring Semester
- **Credits**: 3
  - Introduction to School Age Children 162
- **Credits**: 3
  - Recreation and Crafts for Children 265
- **Credits**: 3
  - Art Education 210
- **Credits**: 3
  - Communications 112
- **Credits**: 3
  - Child Psychology 262
- **Credits**: 3
  - Literature for Children 264

### SECOND YEAR

#### Fall Semester
- **Credits**: 3
  - Library and Audio Visual Methods 163
- **Credits**: 3
  - Education of Exceptional Children 265
- **Credits**: 3
  - Methods of Teaching Special Children 264
- **Credits**: 3
  - Nutrition 100
- **Credits**: 5
  - Teacher Aide Laboratory 267

#### Spring Semester
- **Credits**: 4
  - Political Science 131
- **Credits**: 3
  - Marriage and the Family 263
- **Credits**: 4
  - Pre-School Administration 266
- **Credits**: 5
  - Teacher Aide Laboratory 268

### 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Dwight Burns</td>
<td>President</td>
<td>Southwestern III. Supply Corp. DeSoto</td>
</tr>
<tr>
<td>Mr. B. D. Cross</td>
<td>Director of Management Systems</td>
<td>Information Processing</td>
</tr>
<tr>
<td>Mr. Clyde Heaton</td>
<td>Division Manager</td>
<td>Southern Illinois University</td>
</tr>
<tr>
<td>Mrs. Thelma Levelsmier</td>
<td>Realtor</td>
<td>Carbondale</td>
</tr>
<tr>
<td>Miss Pearl Roberts</td>
<td>Certified Professional Sec.</td>
<td>401 East 5th Street</td>
</tr>
<tr>
<td>Mr. Morgan Sweeney</td>
<td>Manager of Administrative Services</td>
<td>Johnston City</td>
</tr>
<tr>
<td>Mr. Carl Taylor</td>
<td>International Brotherhood of Electrical Workers</td>
<td>506 North Gardner West Frankfort</td>
</tr>
<tr>
<td>Mr. Clem A. Marchildon</td>
<td>Certified Public Accountant</td>
<td>114 South Emma West Frankfort</td>
</tr>
<tr>
<td>Mr. Henry Mardinkowski</td>
<td>Plant Manager</td>
<td>Allen Industries, Inc.</td>
</tr>
<tr>
<td>Mr. Marion Nash</td>
<td>Personnel Manager</td>
<td>Egyptian Assoc. of Plumbing</td>
</tr>
<tr>
<td>Mr. Milton Witt</td>
<td>Executive Vice President</td>
<td>Greater Marion Area Chamber of Commerce 905 North Bentley Marion</td>
</tr>
<tr>
<td>Mr. Leon Zwick</td>
<td>Administrative Services</td>
<td>120 North Park Avenue Herrin</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>Credits</th>
<th>SECOND YEAR</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Speech 151—Fund. of Public Speaking</td>
<td>3</td>
<td>Eng. 101—Rhetoric &amp; Comp. 1</td>
</tr>
<tr>
<td></td>
<td>Avia. 132—Hostess Duties and Responsibilities</td>
<td>3</td>
<td>Humanities and/or Social Sci.</td>
</tr>
<tr>
<td></td>
<td>Avia. 133—Orientation to Avia.</td>
<td>3</td>
<td>Psych. 200—Applied</td>
</tr>
<tr>
<td></td>
<td>Avia. 134—Grooming &amp; Poise</td>
<td>3</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Health 151—Health</td>
<td>2</td>
<td>Physical Education (optional)</td>
</tr>
<tr>
<td></td>
<td>Psych. 151—General Psychology</td>
<td>3</td>
<td>*Electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>17</td>
<td>16</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Avia. 131—Applied Aviation Communications</td>
<td>3</td>
<td>Eng. 102—Rhetoric &amp; Comp. 11</td>
</tr>
<tr>
<td></td>
<td>Avia. 142—Hostess Duties &amp; Responsibilities</td>
<td>3</td>
<td>Humanities and/or Social Sci.</td>
</tr>
<tr>
<td></td>
<td>Avia. 143—Aviation Terminology &amp; Safety Procedures</td>
<td>3</td>
<td>Geog. 151—Geography of the United States</td>
</tr>
<tr>
<td></td>
<td>Avia. 144—Grooming &amp; Poise</td>
<td>3</td>
<td>Physical Education (optional)</td>
</tr>
<tr>
<td></td>
<td>Psych. 299—Problems—Personality Development—Stewardess</td>
<td>3</td>
<td>*Electives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

*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.
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

Fall Semester Credits
Avia. 112—Airframe Structures & Repairs 9
Avia. 113—Airframe Systems & Components 8
Avia. 114—Powerplant Theory & Maintenance 9
Avia. 115—Powerplant Systems & Components 8

SECOND YEAR

Fall Semester Credits
Communications 3
Soc. Sci. and/or Humanities 6
Electives 1
P.E. (optional) 1

17

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

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

AVIATION PILOT TRAINING


FIRST YEAR

Fall Semester Credits
Avia. 101—Private Pilot 3
Avia. 102—Flight Training 3
Avia. 103—Simulator Communications 1
Geography 101—Earth Science 4
Mathematics 3
Physical Education (optional) 1

12

SECOND YEAR

Fall Semester Credits
Avia. 201—Instrument Pilot 3
Avia. 202—Flight Training 3
Avia. 156—Flight Training 2
Avia. 203—Simulator 1
Health 151—Health 2
Hum. and/or Soc. Sci. 3
E.E. 129—Avionics Systems 3

17-18


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### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>ET 100—Intro. to Elec. Tech.</td>
<td>2</td>
</tr>
<tr>
<td>ET 101—Elec. Circuits I</td>
<td>5</td>
</tr>
<tr>
<td>Eng. 101—Rhet. &amp; Comp. I</td>
<td>3</td>
</tr>
<tr>
<td>Hum. and/or Soc. Sci.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>ET 102—Elec. Circuits II</td>
<td>5</td>
</tr>
<tr>
<td>ET 103—Fund. of Elec. I</td>
<td>4</td>
</tr>
<tr>
<td>Phy. 152—Gen. Physics II</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**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

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>ET 207—Semicon. Cir. I</td>
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</tr>
<tr>
<td>ET 210—Industrial Elec. I</td>
<td>6</td>
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<tr>
<td>Phy. 151—Gen. Physics I</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>ET 251—Semicon. Cir. II</td>
<td>5</td>
</tr>
<tr>
<td>ET 252—Industrial Elec. II</td>
<td>5</td>
</tr>
<tr>
<td>Health 151—Health</td>
<td>2</td>
</tr>
<tr>
<td>Eng. 102—Rhet. &amp; Comp. II</td>
<td>3</td>
</tr>
<tr>
<td>Hum. and/or Soc. Sci. Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### OPTION III—Industrial

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>EE 120—AC-DC Circuits</td>
<td>3</td>
</tr>
<tr>
<td>EE 119—Math for Electronics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>EE 122—Semiconductor Devices</td>
<td>3</td>
</tr>
<tr>
<td>EE 123—Electronics for Industry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>EE 124—Instrumentation and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>EE 125—Transistor Circuits</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**EE 127 and EE 128 must be taken concurrently.**

### ELECTIVES

- Bus. 22—Industrial Organization and Management
- G.T. 190—Technical Report Writing
- Bus. 185—Introduction to Data Processing
- Bus. 106—Fundamental Record Keeping
- Bus. 110—Accounting II
- Bus. 126—Introduction to Marketing
- G.T. 103—Technical English
- Commun. I
- EE 132—Radio Broadcast Operator
- Other electives if approved by the Program Coordinator

### ENGINEERING TECHNOLOGY

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.

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>English 101—Rhet. &amp; Comp. I</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 101—Gen. Chem.</td>
<td>5</td>
</tr>
<tr>
<td>GE 101—Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>English 102—Rhet. &amp; Comp. II</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 102—Inorg.</td>
<td>3</td>
</tr>
<tr>
<td>Chem. &amp; Qual. Analysis</td>
<td>5</td>
</tr>
<tr>
<td>GE 102—Engineering Geometry</td>
<td>3</td>
</tr>
<tr>
<td>Health 151—Health</td>
<td>3</td>
</tr>
<tr>
<td>**or Math 112</td>
<td></td>
</tr>
<tr>
<td><strong>or Math 114 and Math 115</strong></td>
<td></td>
</tr>
<tr>
<td>**or Math 203</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

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

FIRST YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri. 101—Intro. to Agri.</td>
<td>1</td>
</tr>
<tr>
<td>Agri. 121—Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>*Bio. 101—Prin. of Biology</td>
<td>4</td>
</tr>
<tr>
<td>Hort. 102—Intro. to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>Eng. 101—Rhet. &amp; Comp. I</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education (Optional)</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Credits | 16 |

Spring Semester

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. 102—Business Math</td>
</tr>
<tr>
<td>Hort. 152—Greenhouse Management</td>
</tr>
<tr>
<td>Agri. 122—Soil Fertility &amp; Fertilizer</td>
</tr>
<tr>
<td>Psych. 151—Gen. Psychology</td>
</tr>
<tr>
<td>Speech 151—Fund. of Public Speaking</td>
</tr>
<tr>
<td>**Elective (Option 1 or 2)</td>
</tr>
</tbody>
</table>

| Total Credits | 17-19 |

Summer Session

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort. 287—Supervised Interm Employment</td>
</tr>
<tr>
<td>Hort. 135—Turf Management</td>
</tr>
<tr>
<td>Agri. 245—Agri. Chemicals</td>
</tr>
</tbody>
</table>

| Total Credits | 9 |

SECOND YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort. 288—Supervised Intern Employment</td>
<td>4</td>
</tr>
<tr>
<td>Hort. 132—Nursery Crop Production</td>
<td>3</td>
</tr>
<tr>
<td>Agri. 255—Agri. Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>**Health 152—First Aid Physical Education (Optional)</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Credits | 13 |

Spring Semester

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hort. 289—Supervised Intern Employment</td>
</tr>
<tr>
<td>Hort. 136—Identification and Use of Ornamentals</td>
</tr>
<tr>
<td>Hort. 226—Landscaping</td>
</tr>
<tr>
<td>Elective (Humanities or Social Science)</td>
</tr>
</tbody>
</table>

| Total Credits | 11 |

*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.

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agri. 121—Soil Science</td>
</tr>
<tr>
<td>Bio. 101—Principles of Biology</td>
</tr>
<tr>
<td>Bus. 102—Business Math OR</td>
</tr>
<tr>
<td>Bus. 110—Principles of Accounting I</td>
</tr>
<tr>
<td>Eng. 101—Rhetoric &amp; Composition I</td>
</tr>
<tr>
<td>Electives (Horticulture courses chosen from the two-year Associate of Applied Science Program)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 100—Intro. to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>LE 105—Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>LE 151—Police Patrol &amp; Services Communications</td>
<td>3</td>
</tr>
<tr>
<td>Psych. 151—General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credits | 18 |

Spring Semester

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 153—Juvenile Procedures</td>
</tr>
<tr>
<td>Communications</td>
</tr>
<tr>
<td>Soc. 153—Introductory Sociology</td>
</tr>
<tr>
<td>Pol. Sci. 150—Intro. to American Government</td>
</tr>
<tr>
<td>Health 152—First Aid-Medical Self Help</td>
</tr>
</tbody>
</table>

| Total Credits | 14 |

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.E. 100—Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 105—Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 151—Police Patrol &amp; Services</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 153—Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 205—Traffic Control</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 251—Rules of Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>L.E. 255—Criminal Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Elective (See Law Enforcement Degree Program)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 110—Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 165—Intro. to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 155—Business Machines</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 156—Punched Card Methods</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td>Bus. 190—Computer Logic</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 111—Accounting II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bus. 189—Problems in Data Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives (Business or Data Processing)</td>
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<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

**Suggested Electives**

- Bus. 187—Problems in Keypunch Operation
- Bus. 199—COBOL Programming
- Bus. 246—Systems Development & Design I
- Bus. 248—Assembly Language Programming
- Bus. 255—FORTRAN Programming
- Bus. 266—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 totaling 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 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**  1.33 hours
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.

**Homemaking 017A  INTERIOR DECORATING**  1.33 hours
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.

**Homemaking 019A  FURNITURE REUPHOLSTERING I**  1.33 hours
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.

**Homemaking 020A  FURNITURE REUPHOLSTERING II**  1.33 hours
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.

**Homemaking 022A  BEGINNING SEWING**  1 hour
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.

**Homemaking 023A  INTERMEDIATE SEWING**  1 hour
Prerequisites: Homemaking 022A
2 hours weekly (1-1)
Steps in experimental sewing are continued into more difficult sewing problems and time-saving techniques are presented. Machine attachments or fancy sewing stitches are applied.

**Homemaking 024A  ADVANCED SEWING**  1 hour
Prerequisites: Homemaking 023A
2 hours weekly (1-1)
A continuation of intermediate sewing with special emphasis on dresses, jackets, ensembles in knits, polyesters and bonded fabrics.

**Homemaking 025A  TAILORING (WOMEN’S CLOTHING)**  1 hour
Prerequisites: Homemaking 022A
2 hours weekly (1-1)
Provides the student with opportunities for learning the skills necessary for fitting and tailoring a finished garment. Experimental and advanced steps will be introduced.

**Homemaking 026A  TAILORING (MEN’S CLOTHING)**  1 hour
Prerequisites: Homemaking 022A
2 hours weekly (1-1)
Provides the student with opportunities for learning the skills necessary for fitting and tailoring a finished garment. Experimental and advanced steps will be introduced.

**Homemaking 030A  DRAPERY MAKING**  1 hour
Prerequisites: Homemaking 022A
2 hours weekly (1-1)
For the student who desires to learn how to make various types of draperies, curtains, and decorative window shades for the household.

**Homemaking 032A  SEWING WITH KNITS**  1 hour
Prerequisites: Homemaking 022A
2 hours weekly (1-1)
Basic techniques of sewing with knit and other stretch fabrics will be taught by demonstration with some class sewing.

**Homemaking 033A  HOW TO PARENT**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
Exposes the adult to basic child development concepts and modern theories of child rearing. Topics include the problems and frustrations of being a parent, discipline, formal and informal education, and sex education.

**Homemaking 034A  BASIC PLUMBING FOR HOMEMAKERS**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
A basic course in household plumbing for the homemaker designed to acquaint the student with plumbing tools, fixtures, fittings and the principles of household plumbing.

**Homemaking 037A  FAMILY RESOURCES AND MANAGEMENT**  .67 hours
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.

**Homemaking 038A  HOUSEHOLD EQUIPMENT**  .67 hours
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.

**Homemaking 039A  CONSUMER PROBLEMS**  .67 hours
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
4 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 1  .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.

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.

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.

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.

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.

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.

DRV 022A  TYPEWRITING REVIEW
Prerequisites: DRV 019A
2 hours weekly (1-1)
A review of business letters, manuscripts, tabulation and various business communications.

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.

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.

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.

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.

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.

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.

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.
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.

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.

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.

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.

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.

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.

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.

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.

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.

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 student to further develop their skills in the knowledge of welding, sheet metal, bench metal, foundry and machine shop.

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.

DATA PROCESSING II 1.33 hours

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

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

DATA PROCESSING III 1.33 hours

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

A continuation of Data Processing II.

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.

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.

AUTOMOTIVE BRAKES AND SUSPENSIONS 1.33 hours

Prerequisites: None
3 hours weekly (1-2)

Technical instruction using the media of lecture demonstration, and laboratory practice. Course will cover nomenclature, theory of operation, and service procedures on passenger car
and truck suspension systems.

DRV 054A  DRAFTING  1.33 hours
Prerequisites: None
3 hours weekly (1-2)

An elementary course designed for students having limited drawing experience. Use of templates including lettering templates; fundamentals of drawing, terms, symbols and standards.

DRV 055A  BASIC BRUSH-UP COSMETOLOGY  1 hour
Prerequisites: State Cosmetology License
2 hours weekly (1-1)

This course involves the principles and techniques in the art of basic pin curling, roller placement, hair shaping, permanent waving, hair lightening and coloring. The course is offered for licensed hairdressers.

DRV 056A  ADVANCED ARC WELDING  1.33 hours
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.

DRV 057A  WASTE WATER TREATMENT  1.33 hours
Prerequisites: None
2 hours weekly (2-0)

A course that is especially designed to prepare the student for successful completion of the State Certification Exams for waste water treatment plant operator.

DRV 060A  INTRODUCTION TO WELDING  1.33 hours
Prerequisites: None
3 hours weekly (1-2)

An introductory course which covers a wide variety of basic welding skills. Especially designed for students who need to develop welding skills for home or farm use.

DRV 063A  RECOGNITION OF BASIC CARDIAC ARRHYTHMIAS: A NURSING APPROACH  1.33 hours
Prerequisites: None
2 hours weekly (2-0)

This course is the first of a two-course sequence dealing with coronary care and provides practical and basic instruction on the recognition of cardiac arrhythmias. Topics include: basic anatomy and heart action, death producing arrhythmias, 12 lead EKG, arrhythmia originating in atria, arrhythmia originating in AV node, arrhythmia originating in ventricle, "look alike" arrhythmias, and the Pacemaker.

DRV 065A  MEDICATIONS I  1.33 hours
Prerequisites: None
2 hours weekly (2-0)

This course is designed to enable the licensed practical nurse to become familiar with medication. Topics to be studied include terminology, methods and procedures, the metric system, mathematics of medication, insulin, and injections.

DRV 066A  AVIATION GROUND SCHOOL  2 hours
Prerequisites: None
3 hours weekly (3-0)

A course designed to help those who are preparing to take the required Federal Aviation Administration written test for private pilots.

DRV 067A  ROUTE SELLING  3 hours
Prerequisites: None
6 hours weekly (4-2)

A course designed to provide pre-employment training to persons who are seeking employment or who are newly employed as route salesmen.

DRV 070A  INDUSTRIAL ELECTROMECHANICAL MAINTENANCE  1 hour
Prerequisites: None
2 hours weekly (1-1)

Designed to develop job-related and special problem solving skills for use with general or specific electromechanical machines used in area industrial plants and to provide advanced knowledge of basic machine operation and methods of trouble shooting industrial production controls.

DRV 071A  SECRETARIAL AND OFFICE PRACTICE (PART I)  1 hour
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.

DRV 072A  SECRETARIAL AND OFFICE PRACTICE (PART II)  1 hour
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.

DRV 073A  SECRETARIAL AND OFFICE PRACTICE (PART III)  1 hour
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.

DRV 074A  MACHINE SHOP (PART I)  1.33 hours
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.
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 085A
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.
CORONARY CARE NURSING (PART II) 1.67 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.

REAL ESTATE TRANSACTIONS 2.0 hours

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.

ADVANCED REAL ESTATE PRINCIPLES 2 hours

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 conveyancing courses IX (B) (4) as set forth in approved curriculum for School Rule IX.

REAL ESTATE PRACTICES 2 hours

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) (12), Property Management course IX (B) (3), and Farm Property Management course IX (B) (7) as set forth in approved curriculum for school rule IX.

REAL ESTATE SERVICES 2 hours

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.

BANK DATA PROCESSING 3 hours

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.

LAW AND BANKING 2.67 hours

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.

FIRE SCIENCE BASIC TRAINING I 2.8 hours

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.

FIRE SCIENCE BASIC TRAINING II 2.23 hours

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.

FIRE SCIENCE BASIC TRAINING III 2.4 hours

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.

FIRE SCIENCE BASIC TRAINING IV 2.67 hours

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.

FIRE SCIENCE INSTRUCTOR COURSE—BASIC LEVEL 2.67 hours

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.

POLICE MID-MANAGEMENT SUPERVISION 2.66 hours

Prerequisite: None
4 hours weekly (4-0)

This course is designed for law enforcement officers who have responsibility in the area of supervision or for officers who are preparing to assume this responsibility. It will cover such areas as the principles of supervision, changes in the area of supervision, as well as knowledge of methods and techniques.

PRINCIPLES OF CRIMINAL INVESTIGATION 2.66 hours

Prerequisite: None
4 hours weekly (4-0)

This course is designed for law enforcement officers who have the responsibility of reporting
and investigating criminal incidents.

It is further designed to enable the officer to gain an understanding of the techniques and methods used in the gathering and preservation of evidence, identification and apprehension of offenders, interrogation and interviews, recovery of stolen property, accurate report writing, and the presentation of evidence in a court of law.

**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

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

Prerequisites: 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  FIRST AID**  1.33 hours
Prerequisites: None
2 hours weekly (0-2)
An introduction to the various techniques of administering first aid to injured persons during emergency situations.

**HSE 002A  ADVANCED FIRST AID**  1.33 hours
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.

**HSE 003A  ALCOHOL AND DRUG ABUSE**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
This course will consist of subjects on alcoholism and drug abuse. The content will demonstrate basic physiological, and sociological aspects of alcoholism and drug abuse.

**HSE 004A  MENTAL HEALTH**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
This course is designed to give some basic principles of mental health with special attention given to drugs, counseling, and community services.

**HSE 005A  PHYSICAL FITNESS FOR MEN**  .67 hour
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.

**HSE 006A  ADVANCED PHYSICAL FITNESS FOR MEN**  .67 hour
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.

**HSE 007A  PHYSICAL FITNESS FOR WOMEN**  .67 hour
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.

**HSE 008A  ADVANCED PHYSICAL FITNESS FOR WOMEN**  .67 hour
Prerequisites: HSE 007A
2 hours weekly (0-2)
This course is designed to scientifically analyze fitness, health and posture.

**HSE 009A  PERSONAL DEFENSE FOR MEN AND WOMEN**  1 hour
Prerequisites: None
2 hours weekly (1-1)
Instruction in self-defense skills as in the art of falling, tactics of offense, disarming techniques, prisoner control methods, fighting tips and counters for the defense of themselves, friends, family, and property.

**HSE 011A  BASIC INDUSTRIAL SAFETY**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
Major emphasis will be given to techniques useful in preventing industrial accidents. The Occupational Safety and Health Act will be discussed.

**HSE 012A  BOATING AND WATER SAFETY**  1.33 hours
Prerequisites: None
2 hours weekly (2-0)
This course is designed to enhance an awareness and understanding of basic water and boat safety while familiarizing the student with the Illinois Boat Registration and Safety Act of 1965.

**HSE 013A  GUN SAFETY**  1.00 hours
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.

**HSE 014A  AGING AND HEALTH CARE**  1.33 hours
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.

**HSE 017A  ENVIRONMENTAL EDUCATION**  1.33 hours
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.
HSE 018A
ENJOYING RETIREMENT YEARS
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)
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)
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
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
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
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
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
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
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
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
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
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
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.

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

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 100</td>
<td>FUNDAMENTALS OF ART (THREE-DIMENSIONAL)</td>
<td>4 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 101</td>
<td>FUNDAMENTALS OF ART (TWO-DIMENSIONAL)</td>
<td>4 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 111</td>
<td>ART APPRECIATION</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 180</td>
<td>BEGINNING DRAWING</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 210</td>
<td>ART FOR CHILDREN</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 220</td>
<td>ART HISTORY</td>
<td>4 hours</td>
<td>Prerequisites: None 4 hours weekly (4-0) A general survey of history of art (painting, sculpture, architecture), from Prehistoric to the present.</td>
</tr>
<tr>
<td>Art 230</td>
<td>INTRODUCTION TO WEAVING</td>
<td>2 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 240</td>
<td>BEGINNING SCULPTURE</td>
<td>2 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 250</td>
<td>INTRODUCTION TO CERAMICS</td>
<td>2 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 255</td>
<td>LIFE DRAWING</td>
<td>3 hours</td>
<td>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.</td>
</tr>
<tr>
<td>Art 260</td>
<td>BEGINNING PAINTING</td>
<td>2 hours</td>
<td>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.</td>
</tr>
<tr>
<td>English</td>
<td>Developmental Skills 52 (a,b)</td>
<td>2 hours</td>
<td>Prerequisites: None 2 hours weekly (2-0) Basic Communication 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</td>
</tr>
</tbody>
</table>
DEVELOPMENTAL SKILLS 153
READING SKILLS
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 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 (SO3RI), 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 102
ENGLISH COMPOSITION
Prerequisites: English 101
3 hours weekly (3-0)
This course further develops the skills in expository prose and extends those skills into the study and analysis of various literary genres.

English 111
COMMUNICATIONS
Prerequisites: None
3 hours weekly (3-0)
A course devoted to developing successful writing techniques for expressing ideas effectively in the technical and practical field.

English 112
COMMUNICATIONS
Prerequisites: None
3 hours weekly (3-0)
A course devoted to developing successful oral communication techniques for expressing ideas effectively in the technical and practical field.

Foreign Languages
Students may elect French, German or Spanish and obtain a proficiency through 4 semesters. Placement tests are available to ascertain at what level they should begin their studies in these areas.

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

French

French 101
ELEMENTARY FRENCH
Prerequisites: None
4 hours weekly (4-0)
Emphasis on grammar, vocabulary, pronunciation and composition. Language laboratory required.

French 102
ELEMENTARY FRENCH
Prerequisites: French 101 or equivalent
4 hours weekly (4-0)
Continuation of French 101 with oral practice of basic conversation and reading of French literature. Language laboratory required.

French 201
INTERMEDIATE FRENCH
Prerequisites: French 102 or two years of high school French, or the equivalent, or consent of the instructor
4 hours weekly (4-0)
Review and application of essential principles of French grammar structure and training in idiomatic usage through oral and written exercises; intensive practice of spoken language;
reading of French literature with emphasis on French culture and civilization; required language laboratory assignments.

French 202 INTERMEDIATE FRENCH 4 hours
Prerequisites: French 201 or equivalent
4 hours weekly (4-0)
Continuation of French 201 with emphasis on refining conversational skills and rapid reading of representative French prose. Language laboratory required.

German

German 101 ELEMENTARY GERMAN 4 hours
Prerequisites: None
4 hours weekly (4-0)
Emphasis on basic skills of listening, speaking, reading, and writing. Language laboratory required.

German 102 ELEMENTARY GERMAN 4 hours
Prerequisites: German 101 or equivalent
4 hours weekly (4-0)
Continuation of German 101. Language laboratory required.

German 201 INTERMEDIATE GERMAN 4 hours
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.

German 202 INTERMEDIATE GERMAN 4 hours
Prerequisites: German 201 or equivalent
4 hours weekly (4-0)
Continuation of German 201. Language laboratory required.

Spanish

Spanish 101 ELEMENTARY SPANISH 4 hours
Prerequisites: None
4 hours weekly (4-0)
Emphasis on grammar, pronunciation, vocabulary and oral use of the language. Language laboratory required.

Spanish 102 ELEMENTARY SPANISH 4 hours
Prerequisites: Spanish 101 or equivalent
4 hours weekly (4-0)
Continuation of Spanish 101 with oral practice of basic conversation; emphasis on aural comprehension and written composition. Language laboratory required.

Spanish 201 INTERMEDIATE SPANISH 4 hours
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.

Spanish 202 INTERMEDIATE SPANISH 4 hours
Prerequisites: Spanish 201 or equivalent
4 hours weekly (4-0)
Continuation of Spanish 201 with emphasis on refining conversational skills and rapid reading of representative Spanish prose. Language laboratory required.

Journalism

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

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

Literature

Literature 121 INTRODUCTION TO POETRY 3 hours
Prerequisites: None
3 hours weekly (3-0)
An introductory course designed to facilitate a critical estimate of poetic subject matter forms, themes and styles. The course embodies a consideration of contextual expectations as related to the norms and traditions of historical periods.

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

Literature 211 ENGLISH LITERATURE TO 1750 3 hours
Prerequisites: English Composition
3 hours weekly (3-0)
A survey of masterpieces of English literature from Beowulf through the end of the Neo-Classical Age.
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
Prerequisites: 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
1.5 hours weekly (0-1)
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.
### 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>P.E. Men 102</td>
<td>BEGINNING SWIMMING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 103</td>
<td>INTERMEDIATE SWIMMING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 104</td>
<td>BEGINNING GOLF</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 105</td>
<td>TENNIS</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 106</td>
<td>BADMINTON</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 107</td>
<td>GYMNASTICS</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 108</td>
<td>WRESTLING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 109</td>
<td>PERSONAL DEFENSE</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 110</td>
<td>WEIGHT TRAINING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 111</td>
<td>TRACK &amp; FIELD</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 112</td>
<td>TOUCH FOOTBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 113</td>
<td>SOCCER</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 114</td>
<td>SOFTBALL</td>
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<tr>
<td>P.E. Men 115</td>
<td>VOLLEYBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 116</td>
<td>BASKETBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 117</td>
<td>INDIVIDUAL PHYSICAL EDUCATION</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 122</td>
<td>BEGINNING SWIMMING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 123</td>
<td>INTERMEDIATE SWIMMING</td>
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<tr>
<td>P.E. Women 124</td>
<td>BEGINNING GOLF</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 125</td>
<td>TENNIS</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 126</td>
<td>BADMINTON</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 127</td>
<td>GYMNASTICS</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 128</td>
<td>SOFTBALL</td>
<td>1 hour</td>
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</table>

### 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 methodology of teaching various activities. Added experience can be gained through assisting in teaching of service classes and aiding in the administration of intramural programs. All majors courses involve three lecture-demonstration hours per week.

<table>
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<tr>
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<tbody>
<tr>
<td>P.E. Men 152</td>
<td>METHODS OF TEACHING &amp; TEAM ACTIVITIES</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 153</td>
<td>METHODS OF TEACHING</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 154</td>
<td>METHODS OF TEACHING GOLF</td>
<td>1 hour</td>
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<tr>
<td>P.E. Men 155</td>
<td>METHODS OF TEACHING TENNIS</td>
<td>2 hours</td>
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<tr>
<td>P.E. Men 156</td>
<td>METHODS OF TEACHING TRACK &amp; FIELD</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Men 157</td>
<td>METHODS OF TEACHING GYMNASTICS</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Men 158</td>
<td>METHODS OF TEACHING WRESTLING</td>
<td>2 hours</td>
</tr>
<tr>
<td>P.E. Men 159</td>
<td>METHODS OF TEACHING EXERCISE</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Women 171</td>
<td>METHODS OF TEACHING EXERCISE FITNESS</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 172</td>
<td>SOCCER-SPEEDBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 173</td>
<td>BASKETBALL</td>
<td>1 hour</td>
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<tr>
<td>P.E. Women 174</td>
<td>FIELD HOCKEY</td>
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<tr>
<td>P.E. Women 175</td>
<td>TENNIS</td>
<td>1 hour</td>
</tr>
<tr>
<td>P.E. Women 176</td>
<td>TRACK &amp; FIELD</td>
<td>1 hour</td>
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DEPARTMENT OF SCIENCE

Biological Science

Biological Science 101 BIOLOGICAL SCIENCE
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
Prerequisites: Biological Science 101 or departmental approval
4 hours weekly (2-2)
A study of the human body, including structure and function of the organs working together to complete the whole organism. Metabolism, body chemistry, growth and maturity will be included.

Biological Science 110 GENERAL BOTANY
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
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
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
Prerequisites: Biological Science 101
3 hours weekly (3-0)
An introductory course in the fundamentals of inheritance with emphasis on human genetics.

Biological Science 240 PLANT & ANIMAL ECOLOGY
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
Prerequisites: Biological Science 101
3 hours weekly (3-0)
Conservation of natural resources including both traditional and current approaches with emphasis on recent developments.

Biological Science 275 COMMON PLANTS OF SOUTHERN ILLINOIS
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
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
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
Prerequisites: General Inorganic Chemistry 101
9 hours weekly (3-6)
A continuation of General Inorganic Chemistry 101, including equilibrium, stoichiometry, redox reactions, acids and bases. The laboratory includes qualitative analysis of communications, using semi-micro techniques.

Chemistry 201 ORGANIC CHEMISTRY
Prerequisites: Chemistry 101 and 102 or consent of instructor
7 hours weekly (3-4)
A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, discussing descriptive and theoretical organic chemistry. Topics discussed will include bonding of carbon, stereochemistry, and aliphatic compounds, their structures and reactions.
Organic Chemistry
Prerequisites: Organic Chemistry 201
9 hours weekly (3-0)
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 Graphics
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.

Mechanics
Physics 201
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.

Mechanics and Electricity and Magnetism
Physics 210
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.

Basic Arithmetic
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.

Basic Algebra
Mathematics 52
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 arithmetic and their properties; integers and rational numbers; solving equations; polynomials; graphs; systems of equations; polynomials in several variables; fractional expressions and equations; radical notation; quadratic equations. (May be taken concurrently with Math 51). Individualized instruction.

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)

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.

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.

Intermediate Algebra
Mathematics 110
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.

College Algebra and Trigonometry
Mathematics 111
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.

Elementary Statistics
Mathematics 120
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.

Calculus I
Mathematics 131
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.
Mathematics 201  CALKLUS II
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; indeterminant forms and improper integrals; polar coordinates; the theory of infinite series.

Mathematics 202  CALCULUS III AND DIFFERENTIAL EQUATIONS
Prerequisites: Math 201
5 hours weekly (5-0)
A continuation of Math 201. This course will cover vectors and solid analytic geometry; partial differentiation; multiple integrals. Also, solution techniques of differential equations with emphasis on second order equations, applications to physical sciences, numerical methods.

Mathematics 208  MATHMATICS FOR ELEMENTARY TEACHERS I
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 209  MATHMATICS FOR ELEMENTARY TEACHERS II
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 221  INTRODUCTION TO LINEAR ALGEBRA
Prerequisites: Math 201
3 hours weekly (3-0)
This course will cover vector spaces, linear functions, systems of equations, dimensions, determinants, eigenvalues, quadratic forms.

Physical Science 103  EARTH SCIENCE
Prerequisites: None
3 hours weekly (3-0)
A general education course in earth science with emphasis toward topics such as earth materials, the oceans, time, the atmosphere, weather forecasting and movements in the earth.

Physical Science 104  CONTEMPORARY CHEMISTRY FOR NON-SCIENCE MAJORS
Prerequisites: None
3 hours weekly (3-0)
A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoint.

Physical Science 105  PHYSICS IN THE ENVIRONMENT
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 151  TECHNICAL PHYSICS
Prerequisites: None
4 hours weekly (2-2)
A general study of physics emphasizing applications to the technical field and introducing the topics of laws of motion, equilibrium and their relation to work, energy and power. Also included are the principles of mechanics as they are applied to solids and fluids and the principles of heat and thermodynamics. This course will also introduce the student to the concepts of sound, optics, light, and modern developments in physics as related to the technical field.

Physics 155  MAN AND HIS TECHNOLOGY
Prerequisites: None
6 hours weekly (4-2)
An introduction to physics combined with topics in the study of mechanics, heat and sound. This is the first in a non-calculus sequence for science, engineering, math, pre-med, chemistry, and other majors requiring college physics.

Physics 156  PHYSICS
Prerequisites: Physics 155
6 hours weekly (4-2)
A continuation of Physics 155 with topics in the study of the light from the wave and the particle theories, topics in relativity together with selected topics in electricity, magnetism and modern physics; the final course of the non-calculus college physics sequence.

Physics 201  MECHANICS
Prerequisites: Physics 155, 156 and Math 131 or concurrent enrollment in Math 131
5 hours weekly (5-0)
Statics and dynamics for engineering, math, physics, and other majors requiring a calculus based mechanics.
Physics 210  MECHANICS AND ELECTRICITY AND MAGNETISM  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.

DEPARTMENT OF SOCIAL SCIENCE

Anthropology

Anthropology 111  ANTHROPOLOGY  3 hours
Prerequisites: None
3 hours weekly (3-0)
An Introduction to Anthropology is an attempt to present, as simply as possible, the basic materials and ideas of modern anthropology. Two major themes dominate the course. The first is the origin, development, and differentiation of man as a biological organism; the second is the concept of culture, its structure and development from an anthropological "point of view."

History

History 101  WESTERN CIVILIZATION  3 hours
Prerequisites: None
3 hours weekly (3-0)
Western Civilization 101 traces the development of the Western world from pre-historic times through the Reformation era. This course is designed to pursue and realize a fuller understanding of the way that man has responded to historical problems and, subsequently, shaped cultural, political, social, and economic institutions and ideas.

History 102  WESTERN CIVILIZATION  3 hours
Prerequisites: None
3 hours weekly (3-0)
Western Civilization 102 is a continuation of Western Civilization 101. Beginning with the Age of Absolutism in the seventeenth century, the course ends with a study of present-day problems in relationship to World War II. This course concentrates upon revolutions, industrialization, imperialism, political ideologies, and world wars as they relate to our world today.

History 105  THE CONTEMPORARY WORLD  3 hours
Prerequisites: None
3 hours weekly (3-0)
The Contemporary World is a course designed for students who wish to understand their everyday world and its relationship to the historical past. Emphasis will be upon student participation and involvement concerning issues and problems.

History 201  UNITED STATES HISTORY  3 hours
Prerequisites: None
3 hours weekly (3-0)
U.S. History 201 examines the development of a civilization, the creation of a nation, the formulation of an American spirit, and the testing of these elements in Civil War.

History 202  UNITED STATES HISTORY  3 hours
Prerequisites: None
3 hours weekly (3-0)
U.S. History 202 begins with the legacy of the Civil War and its effects on a rapidly industrializing nation. Students examine the rise of the nation to world leadership and the dynamic changes and challenges of the 20th Century.

History 205  ILLINOIS HISTORY  3 hours
Prerequisites: None
3 hours weekly (3-0)
This course is designed to lead an understanding of Illinois institutions, traditions, and problems through a study of their historical origins and development. The students will study the heritage common to all citizens of Illinois as well as the diversity to be found from one area of the state to another. The course will deal with significant topics rather than pursuing a strictly chronological approach, although each topic will be studied in light of its historical development.

History 211  MODERN AMERICAN HISTORY: 1920-1939 (THE TWENTIES, THE DEPRESSION AND THE NEW DEAL)  3 hours
Prerequisites: None
3 hours weekly (3-0)
A study of the contrasts in American social and economic life in the 1920's and the effects of the Great Depression of the 1930's on American attitudes, both national and local. Attention is also given to the major domestic political events of the period. This course is designed for history majors and minors and others desiring a social science elective.

Geography

Geography 112  REGIONAL GEOGRAPHY  3 hours
Prerequisites: None
3 hours weekly (3-0)
An introduction to Regional Geography is an attempt to study and use geographic concepts and structures in relation to the specific regions and countries. Focus is on key countries in the seven continents of the world.

Geography 215  SURVIVAL OF MAN: ENVIRONMENTAL STUDIES  3 hours
Prerequisites: None
3 hours weekly (3-0)
An introductory course dealing with the man-land relationship from a geographic viewpoint. Topics to be covered include the development, use, and management of natural resources. Emphasis will be placed upon those political, economic, and social factors which influence man's resource decisions.

Political Science

Political Science 131  AMERICAN GOVERNMENT  4 hours
Prerequisites: None
4 hours weekly (4-0)
A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism,
and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system and the electoral process. Special attention will be given to an analysis of the Constitutions of the United States and the State of Illinois. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

**Political Science 211**  
**STATE & LOCAL GOVERNMENT**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**Political Science 212**  
**INTERNATIONAL RELATIONS**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

An introduction to the development of the nation-state; international law governing the relationships of these states; sources of conflict in international politics; solution of conflicts by methods short of war; international organizations; factors involved in the formulation of foreign policies of various nations, with special emphasis on current international problems.

**Psychology**

**Psychology 128**  
**HUMAN RELATIONS**  
2 hours

Prerequisites: None  
2 hours weekly (2-0)

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

**Psychology 132**  
**GENERAL PSYCHOLOGY**  
3 hours  
(Variable to 4)

Prerequisites: None  
3 hours weekly (3-0)

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

**Psychology 261**  
**INTRODUCTION TO GROUP PROCESSES**  
2 hours

Prerequisites: None  
3 hours weekly (2-0)

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

**Psychology 262**  
**CHILD PSYCHOLOGY**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

Stresses the child as an individual in his development, delineating the interrelationships among various aspects of development—biological, cognitive, personality, social—and emphasizing the psychological factors influencing the child.

**Psychology 265**  
**EDUCATION OF EXCEPTIONAL CHILDREN**  
2 hours

Prerequisites: None  
2 hours weekly (2-0)

Deals with the problems and methods involved in the adjustment and training of exceptional children—the mentally retarded, the gifted, sensory impaired, the emotionally unstable, and the social deviant and culturally deprived.

**Social Science 55**  
**INTRODUCTORY SOCIAL SCIENCE**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

A course designed for those who have deficiencies in social science content and skills. Materials often used in social science requirement courses are introduced in an atmosphere of individual attention and development. This course is not designed for credit toward graduation or transfer.

**Sociology**

**Sociology 133**  
**PRINCIPLES OF SOCIOLOGY**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**Sociology 263**  
**MARRIAGE AND THE FAMILY**  
3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**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
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, deferred, 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
Prerequisites: 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
Prerequisites: Accounting 201
3 hours weekly (3-0)
A continuation of the study of financial accounting concepts, with emphasis in the following areas: partnership accounting; accounting for corporations, including organization and operation, capital stock and retained earnings transactions, long-term liabilities, and investments; manufacturing accounting, including cost accounting, budgeting, and managerial decisions; and the flow of funds and flow of cash.

Accounting 215  INTERMEDIATE ACCOUNTING  4 hours
Prerequisites: Accounting 102
4 hours weekly (4-0)
A review of the fundamental principles—the financial statements and the accounting process; an extensive study of the working capital items of the balance sheet including the following: cash and temporary investments, receivables, inventories, and current liabilities.

Accounting 216  INTERMEDIATE ACCOUNTING  4 hours
Prerequisites: Accounting 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 Services 120  INTRODUCTION TO SERVICES  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
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 use 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.

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 policy, 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**  
4 hours  
Prerequisite: 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**  
3 hours  
Prerequisite: 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**  
3 hours  
Prerequisite: None  
3 hours weekly (3-0)  
A basic course in fundamental processes of business mathematics, percentages, discounts, pricing, interest, payroll, taxes, profit, and loss.

#### Business 121  
**BUSINESS STATISTICS**  
3 hours  
Prerequisite: 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**  
2 hours  
Prerequisite: None  
3 hours weekly (2-1)  
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**  
3 hours  
Prerequisite: 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  
**SALESMAHNSHIP**  
3 hours  
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  
**SALESMAHNSHIP**  
3 hours  
Prerequisite: Business 130  
3 hours weekly (3-0)  
A continuation of Salesmanship 130, this course will consist of a review of the entire sales presentation, with emphasis on the closing and the handling of objections. Instruction on how to conduct a sales meeting will also be given. Two video taped sales talks will be presented by each student.

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

### Business 214  
**INTRODUCTION TO DATA PROCESSING**  
1 hour  
Prerequisite: None  
1 hour weekly (1-0)  
An introductory course in data processing with the emphasis upon business aspects and the relationship of data processing to various areas of business. Emphasis is placed upon familiarizing the student with the equipment, vocabulary, and work flow of data processing. Attention is given to the various types of reports available, how to get them, and how to interpret the reports. Case studies are used to evaluate the feasibility of data processing in various business phases.

### Business 221  
**BUSINESS LAW**  
4 hours  
Prerequisite: None  
4 hours weekly (4-0)  
An introduction to the principles of business law designed to provide basic information about business law to persons planning to work in business. A study of the nature and history of the law, the law of torts and criminal law, and an outline of courts and court procedures provides a broad basis for an understanding of our legal system. The application of the law to particular fields in business—contracts, sales, bailments, commercial paper, agency and employment, partnerships, corporations, risk-bearing devices, and property—is emphasized.

### Business 223  
**INTRODUCTION TO BUSINESS FINANCE**  
1 hour  
Prerequisite: 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.

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

INTERNSHIP IV

Prerequisites: Consent of Assoc. Dean of Voc.-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.

Hotel-Motel Management

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

Prerequisites: 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.

Hotel-Motel Management 152
SAFETY AND SANITATION
1 hour

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.

Hotel-Motel Management 153
PRINCIPLES OF FOOD PREPARATION
4 hours

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, gluttons, nuts, sugar and syrups.

Hotel-Motel Management 154
PROBLEMS OF HOSPITALITY MANAGEMENT
2 hours

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.

Hotel-Motel Management 162
FRONT OFFICE PROCEDURES
2 hours

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.

SUPERVISORY HOUSEKEEPING

Hotel-Motel Management 163
2 hours

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.

ADVANCED FOOD PREPARATION

Hotel-Motel Management 164
4 hours

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.

FOOD AND BEVERAGE

Hotel-Motel Management 212
MANAGEMENT AND SERVICE
4 hours

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.

SUPERVISORY TECHNIQUES

Hotel-Motel Management 243
2 hours

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.

HOTEL-MOTEL INTERNSHIP

Hotel-Motel Management 263
4 hours

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

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

FOOD AND BEVERAGE CONTROLS

Hotel-Motel Management 271
4 hours

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.
Marketing

Marketing 113 PRINCIPLES OF MARKETING 3 hours
Prerequisites: None
3 hours weekly (3-0)
An introductory course designed to expose the student to basic marketing concepts. Topics covered include: The Market Concept; market segmentation; buyer behavior; marketing organization; market information systems; research; and the product.

Marketing 114 PRINCIPLES OF MARKETING 3 hours
Prerequisites: Marketing 113
3 hours weekly (3-0)
A continuation of Marketing 113, emphasis is placed on wholesaling, retailing, channels of distribution, physical distribution, personal selling, advertising, pricing, and overall marketing strategy.

Marketing 224 ADVERTISING 3 hours
Prerequisites: None
3 hours weekly (3-0)
An analysis of the principles and practices used in various types of advertising: newspapers, magazines, TV, direct mail, and radio. Principles of advertising budgeting involving a consideration of planning, financing, and managing a campaign. Also involved is a study of color and balance in advertising. Emphasis is placed on the effectiveness of advertising in the total marketing structure.

Marketing 228 MERCHANDISING PRINCIPLES 3 hours
Prerequisites: None
3 hours weekly (3-0)
Attention is focused upon transitions in retailing, careers available in retailing, store location and make-up, retailing organization, personnel, buying, handling and controlling merchandise, budgeting, and promotional techniques.

Management

Management 112 PRINCIPLES OF MANAGEMENT 3 hours
Prerequisites: None
3 hours weekly (3-0)
Emphasis is placed on the fundamental concepts of management, the management process, and organizational behavior. Special attention is given to the basic principles and concepts of the functions of management which include planning, organizing, directing and ultimate controlling of the management process. Case studies are used.

Management 115 OFFICE MANAGEMENT 1 hour
Prerequisites: None
1 hour weekly (1-0)
The principles of management as applied to office problems. Emphasis is placed on the role of the office in business management; office organization; physical facilities and layout of the office; office services, procedures, standards and controls.

Management 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—50 wpm at 2-3%.

Business 125 SHORTHAND 3 hours
Prerequisites: Business 124
5 hours weekly (1-4)
Emphasis on speed building, office-style letters and sustained dictation. Further training in transcription skills is given. The following grade scale is used for speed: A—100 wpm at 1%; B—90 wpm at 1%; C—80 wpm at 1%.

Business 232 SHORTHAND 3 hours
Prerequisites: Business 125
5 hours weekly (1-4)
Emphasis on dictation leading to mailable copy according to modern business standards. Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A—120 wpm at 1%; B—110 wpm at 1%; C—100 wpm at 1%.

Business 233 SHORTHAND 3 hours
Prerequisites: Business 232
5 hours weekly (1-4)
Emphasis on the vocabularies used in various types of business offices. Included are units on: insurance, banking, education, medical, legal, real estate, and technical. The following grade scale is used: A—130 wpm at 1%; B—120 wpm at 1%; C—110 wpm at 1%.
Typewriting

Business 116  TYPEWRITING  3 hours
Prerequisites: None
5 hours weekly (1-4)
Mastery of the keyboard with speed and accuracy in the touch operation of the typewriter.
Skill is developed for vocational and personal uses. Business office standards are used in typing
basic letter styles, manuscripts, and tabulated problems. The following grade scale is used for speed on 3 minute timings on straight copy: A—45 wpm; B—40 wpm; C—35 wpm.

Business 117  TYPEWRITING  3 hours
Prerequisites: Business 116
5 hours weekly (1-4)
Further development of speed and accuracy in both production and straight-copy typing.
Further study of business letters, special business communication forms and styles, manuscripts, and a mastery of typing digits. The following grade scale is used for speed for 3-minute timings on straight copy: A—60 wpm; B—55 wpm; C—50 wpm.

Business 230  PRODUCTION TYPEWRITING  3 hours
Prerequisites: Business 117
5 hours weekly (1-4)
Emphasis on a high degree of accuracy and speed. All practice will be geared toward
developing the highest production rate possible in the typing of business letters, forms, legal
documents, manuscripts, rough drafts, statistical reports, and business and accounting reports.
Practice is also given on the IBM Executive typewriter. The following grade scale is used for 5-minute timings on straight copy: A—70 wpm; B—65 wpm; C—60 wpm.

DEPARTMENT OF PUBLIC SERVICE AND HEALTH

Associate Degree Nursing

Associate Degree Nursing 201  NURSING IV  12 hours
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.

Associate Degree Nursing 202  NURSING V  12 hours
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.

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 160  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 161  PRINCIPLES & PRACTICES
OF CHILD CARE  4 hours
Prerequisites: Child Care/Teacher Aide 160
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 162  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 163  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 264  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
5 hours weekly (3-3)
An orientation to supervisory and administrative operations of pre-school centers. Consideration is given to staffing, public relations, equipment, parent-school relationships, policies, and managerial duties. Community services, which are available to aid the pre-school centers, will also be included.

Child Care/Teacher Aide CHILD CARE/TEACHER AIDE LABORATORY 5 hours
267, 268
Prerequisites: Consent of Assoc. Dean of Voc-Tech
15 hours weekly (0-15)
Actual experience with young children in planning, executing and evaluating various activities for young children. General principles of child care are practiced throughout the laboratory sessions.

Child Care/Teacher Aide READING SKILLS 2 hours
272
Prerequisites: None
2 hours weekly (2-0)
An introductory course in reading instruction, stressing the basic elementary work lists, phonics, phonetics, modern innovations in teaching reading, and common reading problems. Familiarization with typical reading series books used by elementary schools will also be emphasized.

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, wigging, (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)

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  PRACTICUM II  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 201  ADMINISTRATION OF HUMAN SERVICES  3 hours**
Prerequisites: None
3 hours weekly (3-0)
An orientation to administrative operations of human service agencies. Consideration is given to quota setting, budgeting, manpower planning, production planning, and forecasting.

**Human Services 202  REPORT WRITING  3 hours**
Prerequisites: None
3 hours weekly (3-0)
Introduction to records, reports and forms required in social agencies; report writing and record keeping.

**Human Services 221  PRACTICUM III  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 222  PRACTICUM IV  8 hours**
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.

**Nurse Aide and Orderly**

**Nurse Aide and Orderly 101  PRINCIPLES AND PRACTICES OF NURSING  9 hours**
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.

**Nurse Aide and Orderly 102  PRINCIPLES AND PRACTICES OF NURSING  4 hours**
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,
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 etiologic 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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural/Automotive Mechanics 172</td>
<td>1</td>
<td>FUEL, LUBRICATION AND CARBURATION</td>
<td>1 hour weekly (1-0) Prerequisites: Agricultural/Automotive Mechanics 170 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 173</td>
<td>2</td>
<td>BRAKES AND SUSPENSIONS</td>
<td>2 hours weekly (2-0) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 174</td>
<td>1</td>
<td>DIESEL ENGINES</td>
<td>1 hour weekly (1-0) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 175</td>
<td>1</td>
<td>HEATING AND AIR CONDITIONING</td>
<td>1 hour weekly (1-0) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 176</td>
<td>5</td>
<td>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</td>
<td>15 hours weekly (0-15) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 177</td>
<td>5</td>
<td>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</td>
<td>15 hours weekly (0-15) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 270</td>
<td>1</td>
<td>DRIVE TRAINS</td>
<td>1 hour weekly (1-0) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 271</td>
<td>2</td>
<td>DRIVE TRAINS</td>
<td>2 hours weekly (2-0) Prerequisites: Agricultural/Automotive Mechanics 270 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 272</td>
<td>2</td>
<td>EMISSION CONTROLS AND TESTING</td>
<td>2 hours weekly (2-0) Prerequisites: Agricultural/Automotive Mechanics 170, 171 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 273</td>
<td>2</td>
<td>CHASSIS ELECTRICAL</td>
<td>2 hours weekly (2-0) Prerequisites: Industrial Processes 211 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 274</td>
<td>1</td>
<td>SMALL GAS ENGINES</td>
<td>2 hours weekly (2-0) Prerequisites: None 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.</td>
</tr>
<tr>
<td>Agricultural/Automotive Mechanics 275</td>
<td>1</td>
<td>SERVICE MANAGEMENT</td>
<td>1 hour weekly (1-0) Prerequisites: None 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.</td>
</tr>
</tbody>
</table>
Agricultural/Automotive 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.

Agricultural/Automotive 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.

Construction Management Technology
Construction Management Technology 101
CONSTRUCTION MATERIALS AND METHODS
Prerequisites: None
3 hours weekly (3-0)
Characteristics and use of basic construction materials; introduction to material specifications.

Construction Management 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.

Construction Management Technology 105
CONSTRUCTION SURVEYING
Prerequisites: None
3 hours weekly (3-0)

Construction Management Technology 121
INTERNSHIP 121
Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
20 hours weekly (0-20)
Twenty hours per week on-the-job training.

Construction Management Technology 122
INTERNSHIP 122
Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
20 hours weekly (0-20)
Twenty hours per week on-the-job training.

Construction Management Technology 192
CONSTRUCTION PRINT READING
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.

Construction Management Technology 201
CONSTRUCTION ESTIMATING
Prerequisites: None
3 hours weekly (3-0)
Material, equipment and labor estimates of construction projects.

Construction Management Technology 202
FUNDAMENTALS OF LABOR RELATIONS
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.

Construction Management Technology 221
INTERNSHIP 221
Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
20 hours weekly (0-20)
Twenty hours per week on-the-job training.

Construction Management Technology 222
INTERNSHIP 222
Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
20 hours weekly (0-20)
Twenty hours per week on-the-job training.

Industrial Processes
Industrial Processes 101
MATERIALS
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.

Industrial Processes 121
MANUFACTURING PROCESSES
Prerequisites: None
4 hours weekly (0-4)
This course is an introductory study of precision measuring instruments, lathes, drills, and sheet metal operations. Basic turning, drilling, knurling, tapering, threading, reaming, boring, tapping, facing, and counterboring operations will be emphasized. Various other sheet metal cutting, bending, and welding operations will be performed in relation to flat pattern layout and development.
Industrial Processes 122 MANUFACTURING PROCESSES 2 hours
Prerequisites: Industrial Processes 121
4 hours weekly (0-4)
This course is designed to provide advanced experiences in the operation precision measuring instruments, lathes, bandsaws, milling machines, drill presses, grinders, and other metal cutting and bending machines. Basic foundry and heat treating experiences will be provided in the performance of these machine operations.

Industrial Processes 201 METALLURGY 2 hours
Prerequisites: None
2 hours weekly (2-0)
A study of the fundamental characteristics and properties of metals and alloys, elementary theories of bonding, crystal structure, deformation phenomena and phase relationships in binary alloys. Annealing and heat treatment of alloys with major emphasis on iron-carbon alloys.

Industrial Processes 211 FUNDAMENTALS OF ELECTRICITY 4 hours
Prerequisites: None
5 hours weekly (3-2)
A basic A.C. and D.C. electricity course for technical students. The study of the generation, transmission, and utilization of electrical energy by means of direct current and alternating current. New developments in the field are introduced.

Drafting Technology

Drafting Technology 181 TECHNICAL DRAFTING 6 hours
Prerequisites: None
9 hours weekly (3-6)
This is a lecture-laboratory course designed to promote the basic technical skills involved in mechanical drafting. Lettering, 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 6 hours
Prerequisites: Drafting Technology 181
9 hours weekly (3-6)
A continuation of Technical Drafting 181, with emphasis on precision dimensioning, tolerancing, cams, gears, threads and fasteners, and pictorial drawing. Specific problems are undertaken in the drawing and dimensioning of mechanical elements.

Drafting Technology 183 DETAIL AND ASSEMBLY 2 hours
Prerequisites: Drafting Technology 181, 182
5 hours weekly (1-4)
A laboratory class involved in the study of detail and assembly drawing with emphasis on production drawings and practices. Specific problems are undertaken in detail and assembly drawing, title block construction, engineering change procedures, production dimensioning, and drafting departmental practices.

Drafting Technology 192 BLUEPRINT READING 3 hours
Prerequisites: None
3 hours weekly (3-0)
Fundamentals of blueprint reading as applied to the welding industry. Basic drafting principles are studied and applied to specific problems.

Drafting Technology 281 ADVANCED TECHNICAL DRAWING 4 hours
Prerequisites: Drafting Technology 182
7 hours weekly (1-6)
Continuation of Technical Drafting 182 with emphasis on weldments, piping drawings, electrical drawings, and machine elements. The use of handbooks, catalogues, and other reference materials is emphasized in the design and drawing of various required drawing assignments.

Drafting Technology 282 TOOL DESIGN 4 hours
Prerequisites: Drafting Technology 281
7 hours weekly (1-6)
A theory-practice course in design related to production tooling devices for tool guiding and work holding. Laboratory assignments include jig and fixture design problems. Current industrial designs and vendor's catalogues provide references and guidance for practical individual design solutions.

Drafting Technology 283 ADVANCED TECHNICAL DRAWING 4 hours
Prerequisites: Drafting Technology 282
7 hours weekly (1-6)
The course will consist of the student selecting a simple part and taking it through the entire industrial process. This includes designing the part, drawing the casting drawing, processing the part, selecting an automatic machine and drawing the tool layout, designing the necessary tooling components, and designing the necessary jigs to check the part.

Drafting Technology 285 DESCRIPTIVE GEOMETRY 3 hours
Prerequisites: Drafting Technology 181
5 hours weekly (1-4)
A study of graphic analysis and the solution of typical three-dimensional space problems through the application of the principles of multiview projection. Emphasis is placed on analytical procedures, the importance of accuracy and systematic notation in graphical solutions.

Welding

Welding 183 FUNDAMENTALS OF WELDING 2 hours
Prerequisites: None
4 hours weekly (0-4)
A basic combination welding course dealing with oxy-acetylene and arc welding. Designed to meet the needs of students enrolled in other technical courses. Typical applications are made in a laboratory setting.
Welding 184  PRINCIPLES OF INDUSTRIAL WELDING  3 hours
Prerequisites: None
2 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
OFFICE OF THE PRESIDENT
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., Huntington 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

OFFICE OF THE DEAN OF INSTRUCTIONAL SERVICES
Jack D. Hill  . . . . . . . . . . . . . . . . . . . . . . . . . . Dean of Instructional Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University
Carl D. Cottingham  . . . . . . . . . . . . . . . . . . . . . Associate Dean of the Learning Resources Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University
Joseph Ray Hancock  . . . . . . . . . . . . . . . . . . Associate Dean of Baccalaureate Oriented Education
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University
Robert H. Irvin  . . . . . . . . . . . . . . . . . . . . . . . . . Associate Dean of Vocational-Technical Education
B.S., University of Illinois
M.S., Indiana State University
Advanced graduate study University of Illinois
Carl M. Planinc  . . . . . . . . . . . . . . . . . . . . . . . Associate Dean of Continuing Education and Community Services
B.S., Southern Illinois University
M.S., Southern Illinois University
Ed.D., Indiana University
John Little  . . . . . . . . . . . . . . . . . . . . . . . . . Media Specialist
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University
Peggy Mills .......................... Librarian
B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

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

Marsha Avivbas ........................ Secretary to the Associate Dean of Continuing Education and Community Services

Marilyn Blatter ........................ Graphics/Photography Technician  
LRC Media Production

Candy Calcoterra ....................... Part-Time Clerk—Continuing Education and Community Services

Judy Eaton .............................. Secretary to the Associate Dean of Baccalaureate Oriented Education

Earline Fairley ........................ Secretary to the Associate Dean of the Learning Resources Services

Barbara Harris ........................ Secretary to the Learning Lab Technician

JoAnn Hatfield ........................ Secretary to the Dean of Instructional Services

Mary Ann Hudson ....................... Secretary to the Associate Dean of Vocational-Technical Education

Lois A. Thompson ...................... Secretary to the Associate Dean of Vocational-Technical Education

OFFICE OF THE DEAN OF BUSINESS SERVICES

Jim Bales .............................. Dean of Business Services
A.A., Independence Community College  
B.S., Kansas State College of Pittsburg
Graduate study University of Missouri and Southern Illinois University
Certified Public Accountant

J. P. Barrington ....................... Business Office Accountant
B.S., Southern Illinois University  
Graduate study Southern Illinois University

Gene Hinton ............................ Food Service Manager
Hubert Damron ........................ Coordinator of Janitorial and Maintenance Services

Art Walters ............................ Heating and Air Conditioning Engineer
Harold Perkins ........................ Director of Security
Betty Braswell ........................ Bookstore Clerk
Virginia Crouse ....................... Buyer
Darcy Dietz ................................
Debbie Edwards ......................... Custodian
Alice Hughes ........................... Payroll Clerk
Nancy Johnson ......................... Secretary to the Dean of Business Services
Ernest Kelly ............................ Receptionist
Phyllis McNary ........................ Cafeteria Cashier
Joseph D. Porter ....................... Custodian
Walter J. Porter ....................... Building Maintenance
Mike Porsman ........................ Custodian
Homer Rice ................................
Kathy Roach ............................ Grounds Maintenance
Bill Rosenberger ....................... General Ledger Bookkeeper
Judy Shobe ............................. Cafeteria Cook’s Helper
John Taylor ............................ Cafeteria—Salads & Desserts
Velma Tinsley .......................... Custodian
Stephen Uhls .......................... Custodian
Gilbert Wallace ........................ Custodian

OFFICE OF THE DEAN OF STUDENT SERVICES

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

Edward H. Moody ....................... Associate Dean of Admissions and Counseling Services
B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

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

Donald E. Middleton .................. Counselor/Coordinator of Student Activities
B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

Gary B. Piper .......................... Coordinator of Financial Aids/Counselor
B.A., Northwestern State University  
M.S., Northwestern State University

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

Kathryn Rackets ........................ Counselor
B.A., Eureka College  
M.S., Illinois State University  
M.S., Southern Illinois University

Priscilla Winkler ...................... Student Center Supervisor
B.M., Southern Illinois University  
M.M., Southern Illinois University

Roxanne Bowen ......................... Records Clerk—Student Services

Connie Denney ........................ Admissions and Registration Assistant

Connie Jefferson ...................... Secretary to the Dean of Student Services
Carolyn Watson ....................... Secretary to the Coordinator of Student Activities
### TEACHING FACULTY

#### BUSINESS DEPARTMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
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<tbody>
<tr>
<td>Steven D. Bagley</td>
<td>B.S., Southern Illinois University</td>
<td>.Marketing</td>
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<tr>
<td></td>
<td>B.A., St. Mary's College</td>
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<td>B.S., Brescia College</td>
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<tr>
<td>Sharon Johnson</td>
<td>B.S., Southern Illinois University</td>
<td>Business*</td>
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<tr>
<td>John L. Kuruc</td>
<td>B.S., Eastern Illinois University</td>
<td>Accounting</td>
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<tr>
<td>Paul E. McInturff</td>
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<td>Business</td>
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<tr>
<td>Carol A. Mitchell</td>
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<td>Business</td>
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<tr>
<td>Mary C. Hull</td>
<td>B.S., Murray State University</td>
<td>Hotel-Motel Management*</td>
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### COMMUNICATIONS AND HUMANITIES DEPARTMENT

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<tr>
<td>Gerald W. Cole</td>
<td>B.M., University of Cincinnati</td>
<td>Music</td>
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<tr>
<td>Katherine Derbak</td>
<td>B.A., State University of Iowa</td>
<td>English</td>
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<tr>
<td>Jerry D. DeSoto</td>
<td>B.A., St. Bernard College</td>
<td>English</td>
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<tr>
<td>John Bruce Fell</td>
<td>B.S., University of Louisville</td>
<td>Art</td>
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<tr>
<td>C. Denny Freese</td>
<td>B.A., Southern Illinois University</td>
<td>English/Reading</td>
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<td></td>
<td>M.Div., Southern Baptist Theological Seminary</td>
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### HEALTH AND PHYSICAL EDUCATION DEPARTMENT

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<tr>
<td>Linwood G. Bechtel</td>
<td>B.S., West Chester State College</td>
<td>Physical Education and Intramural Director</td>
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<td>M.S., University of Illinois</td>
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*Part-time instructor
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Judith Novinc</td>
<td>B.S., Ohio State University</td>
<td>Women's Physical Education*</td>
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<tr>
<td>M.A., Ohio State University</td>
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<tr>
<td>John C. Sala</td>
<td>B.S., Southern Illinois University</td>
<td>Health &amp; Physical Education, Head Basketball Coach and Head Golf Coach</td>
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**INDUSTRIAL DEPARTMENT**

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<th>Name</th>
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<tbody>
<tr>
<td>Bill T. Gayer</td>
<td>B.A., Southern Illinois University</td>
<td>Industrial Technology</td>
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<td>M.S., Southern Illinois University</td>
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<tr>
<td>Robert R. Landes</td>
<td>Welding</td>
<td>Certificate in Welding, Southern Illinois University Vocational Technical Institute</td>
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<tr>
<td>M.S., Southern Illinois University</td>
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<tr>
<td>Jon M. Rivers</td>
<td>Drafting/Head Baseball Coach</td>
<td>B.S., Southern Illinois University</td>
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<td>B.S., Ferris State College</td>
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<td>Graduate study Western Michigan University and Southern Illinois University</td>
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<tr>
<td>Jack Smothers</td>
<td>Welding*</td>
<td>B.S., Southern Illinois University</td>
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<tr>
<td>Terry J. Stanley</td>
<td>Automotive</td>
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<td>A.S., Olney Central College</td>
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**PUBLIC SERVICE AND HEALTH DEPARTMENT**

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<tr>
<td>Mary Ellen Abell</td>
<td>Child Care/Teacher Aide</td>
<td>B.S., Southern Illinois University</td>
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<tr>
<td>Sandy Adams</td>
<td>Cosmetology*</td>
<td>A.A.S., John A. Logan College</td>
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<tr>
<td>Karen Betts</td>
<td>Nursing</td>
<td>B.S., Southern Illinois University</td>
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<tr>
<td>Beatrice D. Chiiodini</td>
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<tr>
<td>Karen B. Duffee</td>
<td>Nursing*</td>
<td>B.S., Evansville University</td>
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<tr>
<td>Shirley Everingham</td>
<td>Nursing</td>
<td>R.N., Chicago Wesley Memorial Hospital and Northwestern University Medical School</td>
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**SCIENCE DEPARTMENT**

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<tr>
<td>Shirley A. Hill</td>
<td>Cosmetology</td>
<td>Graduate, John Robert Power Modeling School</td>
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<tr>
<td>Pat Allen Finishing School</td>
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<tr>
<td>Harrisburg School of Beauty Culture</td>
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<tr>
<td>Murphysboro School of Beauty Culture</td>
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<tr>
<td>Hazel LeFevre</td>
<td>Nursing</td>
<td>B.S., Columbia University</td>
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**B.S., Memphis State University**

**M.S., Southern Illinois University**

**Advanced graduate study Southern Illinois University**

| Kenneth L. Greenlee   | Chemistry & Mathematics                     | B.A., Southern Illinois University |
| B.S., Ferris State College |
| M.A., Southern Illinois University |
| Advanced graduate study Hope College, Knox College, and Butler University |
| Ronald D. Hall        | Mathematics                                  | B.A., Southern Illinois University |
| B.S., Ferris State College |
| M.A., Southern Illinois University |
| Advanced graduate study Southern Illinois University |
| Rachel F. Klein       | Biology                                      | B.S., Southern Illinois University |
| B.A., Southern Illinois University |
| M.S., University of Illinois |
| Advanced graduate study Indiana State Teachers College, Chicago Teachers College, Southern Illinois University, and University of Illinois |
| Jesse E. Moore        | Mathematics                                  | B.S., Western Illinois University |
| M.S., University of Notre Dame |
| Advanced graduate study University of Notre Dame, and Southern Illinois University |
| Marion M. Morgan      | Physics and Mathematics                      | B.S., Murray State University |
| M.S., University of Kentucky |
| Ph.D., University of Kentucky |
| Harold E. Perkins     | Biology                                      | B.A., Southern Illinois University |
| M.A., Southern Illinois University |
| Advanced graduate study Southern Illinois University |
| R. Terry Popp         | Mathematics                                  | B.S., Southeast Missouri State College |
| M.S., Southern Illinois University |
| William N. Rees       | Mathematics*                                 | B.A., Kansas State Teacher's College |
| M.S., Kansas State Teacher's College |

*Part-time instructor
Social Science Department

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

Don P. Boehne, Psychology
B.S., Southeast Missouri State College
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Gary W. Caldwell, Psychology
B.A., Southern Illinois University
M.S., Southern Illinois University

Allen Cissell, Political Science
A.B., Southeast Missouri State College
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

Carolyn Jean Cobe, Political Science
B.S., Southern Illinois University
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

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

Karl E. Maple, Political Science and Faculty Adviser to the Student Senate
B.S., Southern Illinois University
M.S., Southern Illinois University
Advanced graduate study Southern Illinois University

Roger N. Small, Sociology
B.A., Southern Illinois University
M.A., Southern Illinois University
Advanced graduate study Southern Illinois University

Alphonse M. Stadler, Anthropology & Geography
B.S., Indiana State University
M.A., Indiana University
Advanced graduate study Indiana University

David L. Wilson, History/Foreign Relations
B.A., University of Kansas
M.A., University of Kansas
Ph.D., University of Tennessee

*Part-time instructor