

John H. Edgan College
Carterville, Il. 62918
618 985-3741

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1976-77

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1976-77 COLLEGE CALENDAR

FALL, 1976

- Faculty Meetings
- New Student Orientation and Registration
- Continuing Student Orientation and Registration
- Instruction Begins
- Holiday—Labor Day
- Mid-Term
- Academic Advisement—No Classes
- Early Registration of Presently Enrolled Students for Spring Semester
- Thanksgiving Recess
- Final Examinations
- Christmas
- New Years Day
- Winter Intersession

SPRING, 1977

- Registration and Orientation
- Instruction Begins
- Holiday—John A. Logan's Birthday
- Mid-Term
- Academic Advisement—No Classes
- Early Registration of Presently Enrolled Students for Summer and/or Fall Semester
- Spring Vacation
- Holiday—Good Friday
- Final Examinations
- Spring Intersession
- Memorial Day

SUMMER, 1977

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

August 17	January 13-14
August 18-19	January 17
August 20	February 9
August 23	March 10
September 6	March 11-12
October 6	March 14-18
October 14	March 21-25
October 22-23	April 8
October 25-29	May 12-20
November 24-28	May 23-June 13
December 13-21	May 31
December 25	June 10
January 1	June 13
January 3-14	July 4
	July 11
	August 5-6

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ACCREDITATION

North Central Association of Colleges and Schools

RECOGNITION

Illinois Community College Board

APPROVED

Veterans Administration For The Training of Veterans

INSTITUTIONAL MEMBERSHIPS

American Association of Community and Junior Colleges

Association of Community College Trustees

Illinois Community College Trustees Association



robert tarvin president

board of

trustees



OFFICERS OF THE COLLEGE

Standing, L-R

Harold R. O'Neil, Dean of Student Services; Jim Bales, Dean of Business Services

Seated, L-R

Jack D. Hill, Dean of Instructional Services; Robert E. Tarvin, President

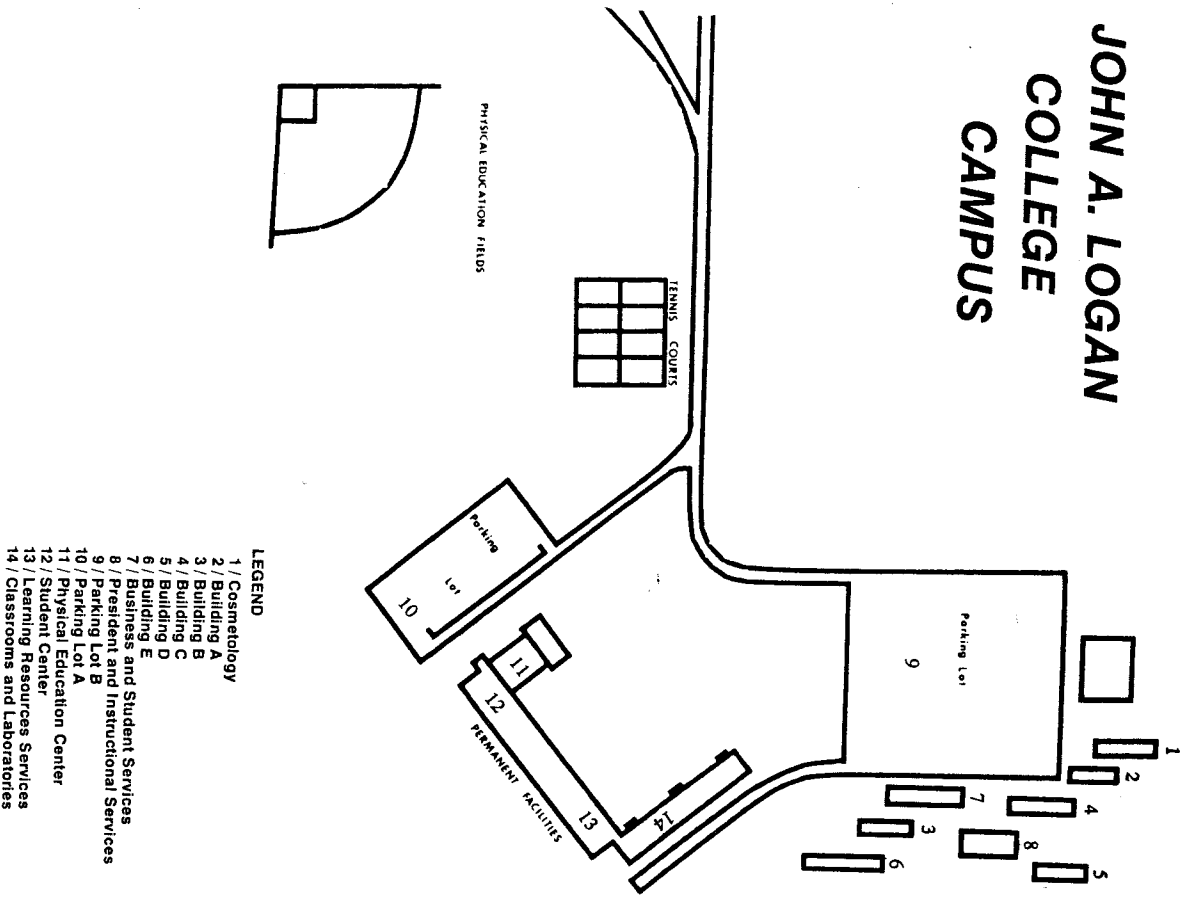
Standing, L-R

Jerome Alongi (Vice Chairman), Donald I. Raines, Donald L. Brewer, Richard W. Hunter.

Seated L-R

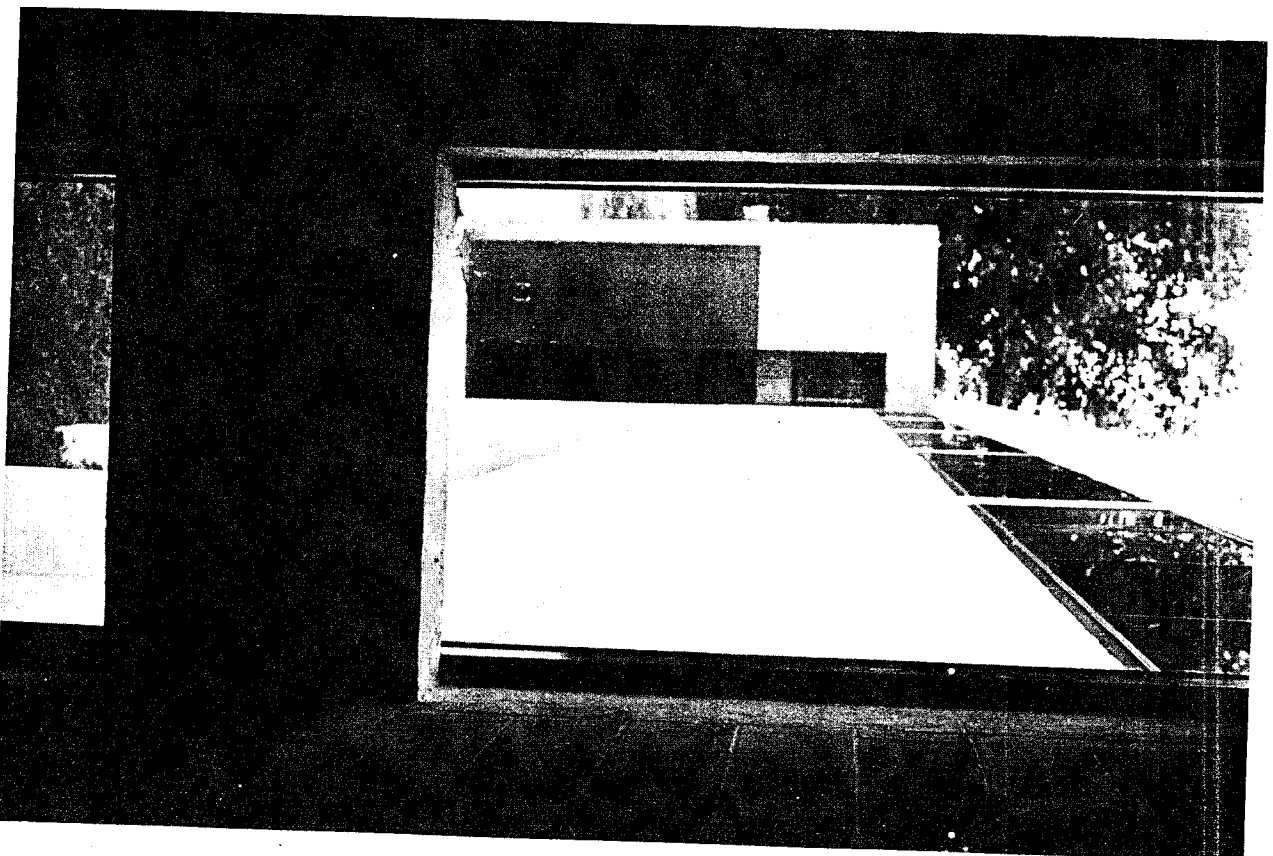
Anthony E. Fletcher (Student Representative), Clifford Batteau, Edmond Aken (Secretary), Sue Mills (Chairman).

JOHN A. LOGAN COLLEGE CAMPUS



- LEGEND**
- 1 / Cosmetology
 - 2 / Building A
 - 3 / Building B
 - 4 / Building C
 - 5 / Building D
 - 6 / Building E
 - 7 / Business and Student Services
 - 8 / President and Instructional Services
 - 9 / Parking Lot A
 - 10 / Parking Lot B
 - 11 / Physical Education Center
 - 12 / Student Center
 - 13 / Learning Resources Services
 - 14 / Classrooms and Laboratories

the
college



September 16, 1967, marks the birth date of John A. Logan College. On that day, the electorate registered a mandate for higher education by supporting a popular referendum to establish the college and to provide for its perpetual financial support. The college district as originally established was composed of all of Williamson County, most of Jackson County, and portions of Franklin and Perry Counties.

Establishment of the college was the culmination of months of preparatory action by dedicated citizens in formulating plans, organizing a steering committee, conducting a feasibility study, and finally, petitioning for authority to conduct the popular referendum. The petition was approved on April 14, 1967.

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

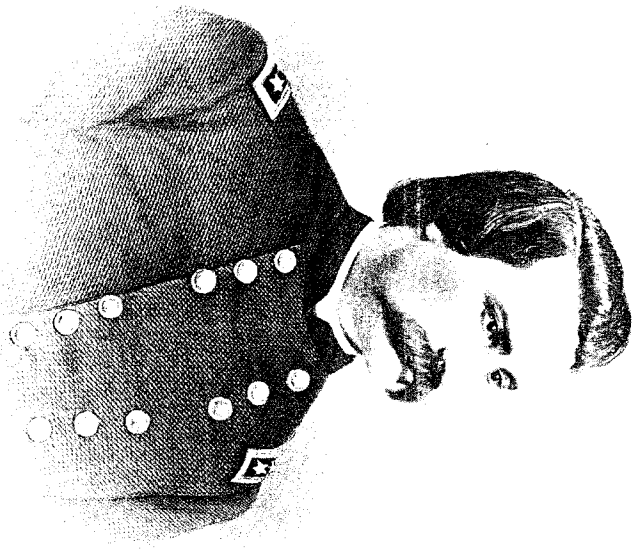
In 1968, Nathan A. Ivey was selected by the Trustees as the institution's first president, and the college was named for general John A. Logan.

Classes were held for the first time in September 1968, with 238 full-time equivalent students enrolled. The first student body consisted of freshmen only and classes were conducted at several locations in the City of Herrin.

The first academic year was an eventful one. One of the highlights, of course, was the acquisition of a permanent site, a beautiful 161-acre tract fronting Highway 13 just west of Cartersville. On April 12 the following year, the voters of the district supported a bond referendum to provide nearly three million dollars to help finance the construction of a permanent building of 130,497 square feet.

The college began operations on its new campus in the fall quarter of 1969 in newly constructed interim facilities. The permanent facilities were occupied during the fall quarter, 1973. On March 1, 1975, Robert E. Tarvin was named president of the college.

With the 1974-75 academic year, the Trico High School District, located partially in Randolph County, was added to the eleven original school districts comprising the John A. Logan College District.



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

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

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

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

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.

AFFIRMATIVE ACTION—TITLE IX

John A. Logan College is an Equal Opportunity/Affirmative Action institution. Admission of students shall be without regard for race, color, religion, sex, age, or national origin. Financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement services, and athletic programs shall be available to all students on an equal basis.

The College is also committed to nondiscrimination on the basis of race, color, religion, sex, age, or national origin in employment, promotion, tenure, salary, fringe benefits, and due process in all classifications of employment. Further, affirmative action is being undertaken to insure, on a projected time schedule, equitable representation among under-represented groups as may be revealed by an employment utilization analysis.

Requests for further information or complaints should be directed to Dr. Blanche C. Sloan, President's Office, John A. Logan College, Carterville, Illinois 62918.

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

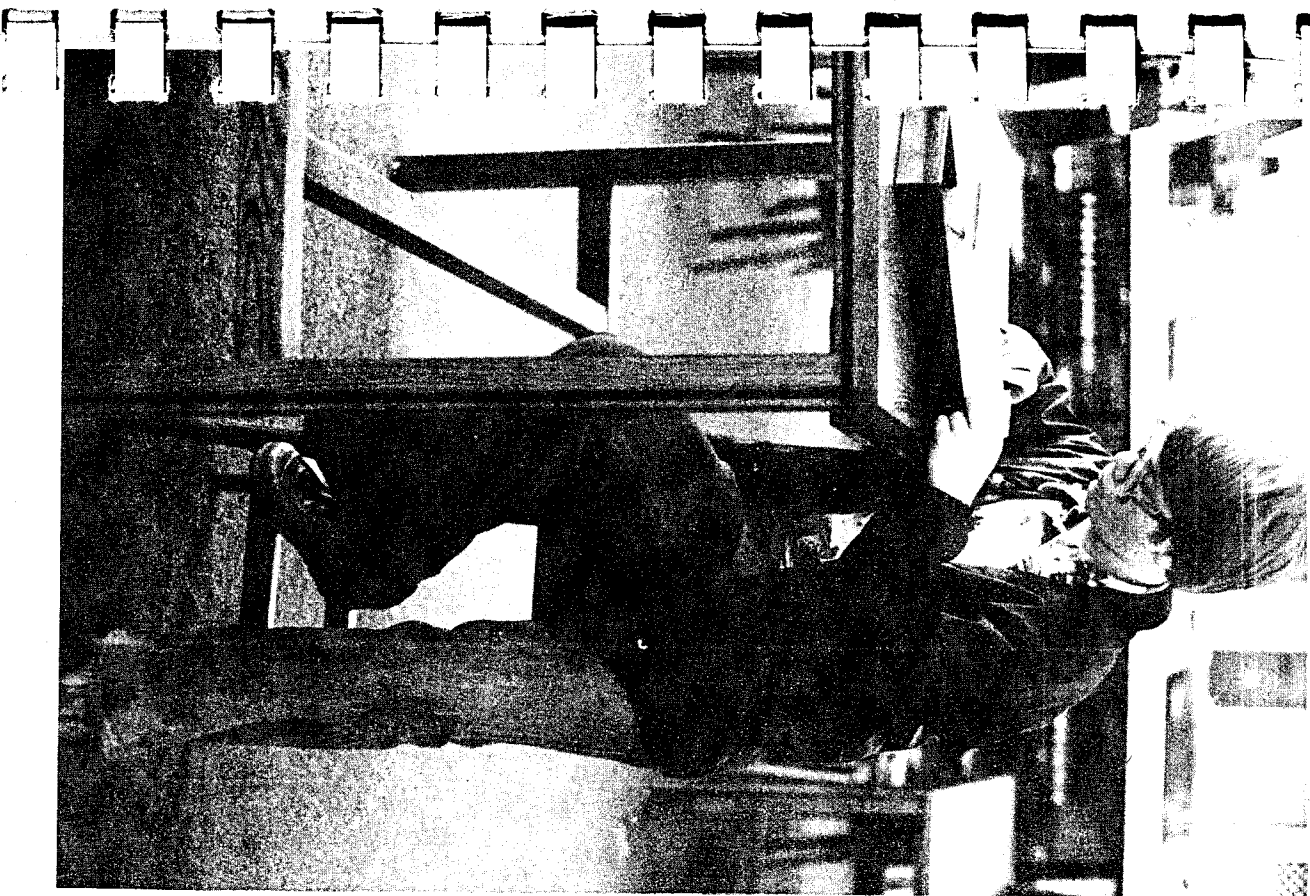
Media Services provide supervision of the scheduling and distribution of the audio-visual equipment and instructional materials used in classrooms and distribution of instructional programs over the closed-circuit television system. Another function of Media Services is media production. The Media Production 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 instructional graphics, publications and instructional media.

Learning Laboratory

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

academic

information



POLICY ON ADMISSION

To be eligible for admission, students must have graduated from an accredited high school or attained the equivalent educational level as determined by the college. Nongraduates may apply for admission if scholastic records, test scores, and other data indicate to the satisfaction of the college that the student will be able to do college-level work. Satisfactory completion of the General Educational Development test may be accepted in lieu of a high school diploma. All new students are expected to take counseling and placement examinations as advised by the Office of Admissions. Counselors will utilize the results to advise, recommend, and, in certain cases, require students to enroll in particular courses or programs of study. An applicant for admission as a full-time student must submit a health examination form prior to beginning classes. The form for this purpose is provided by the college.

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

Transfer Students

Any person who has been suspended or expelled for academic or disciplinary reasons from another college or university will not be eligible for admission to John A. Logan College for a minimum of one semester from the date of that suspension or expulsion, or the length of the suspension, if it is more than one semester. After this date, the applicant for admission will be granted a decision on an individual basis.

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

Any student admitted to John A. Logan College who has attended another college will be classified academically in one of the following categories:

- 1 GOOD STANDING—A student transferring credit with a grade point average of 3.0 or more on a 5.0 point grading scale.
- 2 ACADEMIC PROBATION—A student who has attended another college or university for one or more semesters and who does not have a 3.0 point on a 5.0 point scale during his last semester of full time attendance at that school.

SCHEDULE OF TUITION AND FEES

Tuition

IN-DISTRICT STUDENTS—\$5.00 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—No fee required.

STUDENT SERVICES FEE—No fee required.

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 indi-

cate 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 officially withdraw from a class within the first five days of a semester with no mark recorded. No new course may be added after the fifth day of each semester.

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

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

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

Late Enrollment

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

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

Credit Hours

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

A normal student load is 16 semester hours each semester. A student must carry at least 12 hours to be classified as a full-time student. If he

carries fewer than 12 hours, he is classified as part-time. A student who desires to carry more than 18 semester hours must have permission from the Dean of Student Services.

Grading System

- A Excellent 5 grade points
- B Good 4 grade points
- C Fair 3 grade points
- D Poor, but passing 2 grade points
- E Failing 1 grade point (no credit)
- INC. Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an "Inc." is one semester, otherwise the student must repeat the course in order to gain credit. The incomplete grade will remain on the transcript. No grade points-no credit-no penalty.
- W Authorized withdrawal no later than the last day of the tenth week of the semester. No grade points-no credit.
- WP Authorized withdrawal after the tenth week of the semester with a passing mark. No grade points-no credit allowed.
- WE Authorized withdrawal after the tenth week of the semester with a failing mark. Same as an "E" — 1 grade point-no credit.
- AB Unauthorized withdrawal. Same as "E" — 1 grade point-no credit.
- AU Audit. No credit.
- DEF Deferred. Used only for students enrolled in open-entry open-exit classes whereby the work is of a continuing nature. No grade points-no credit.

Course Repeat Policy

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

Proficiency Credit Policy

Procedure. A student wishing to make application to take a proficiency examination should initiate the request with a counselor. After receiving

approval from the counselor, the student should pay the appropriate fees in the Business Office and then deliver the forms to the appropriate Associate Dean who will schedule the examinations.

Fee. A tuition fee of \$5.00 per credit hour will be charged for all in-district students prior to the scheduling of a proficiency examination. This tuition fee is non-refundable. Out-of-district students will be assessed a fee consistent with their tuition charges.

General Rules Governing Proficiency Examinations

1. Any student who feels qualified to take a proficiency exam is eligible to apply.
2. Credit not to exceed 16 semester hours.
3. Recording grades and credit. If a student earns proficiency credit, his record will show the course number, title, hours of credit granted, the grade, and a notation "credit granted by proficiency examination."
 - a. If a student passes a proficiency exam with a grade of "A" or "B," he will be granted credit hours, the grade will be recorded, and will count in the student's grade point average.
 - b. If a student received a grade of "C," "D," or "E" on a proficiency exam, he will receive neither credit nor grade points. His record will reflect nothing regarding the exam; however, the proficiency exam grade form will be filed in the student's folder for future reference.
4. A student may not take a proficiency examination for the same course more than one time. Neither may he take a proficiency exam in a course in which he has previously received a grade or which he has audited.
5. No credit granted by proficiency examination will be recorded until the student has earned at least 12 hours of credit of "C" grade or higher at John A. Logan College.
6. A student is ineligible to take a proficiency exam for a course in which he is presently enrolled after the close of the drop period.
7. Courses for which students may obtain proficiency credit and details of the examinations will be determined by individual departments.

Attendance

Students are expected to attend every class period for which they are registered. There are no excused absences or minimum number of class "cuts". All absences must be made up in a manner acceptable to the instructor. A student who is absent from a class for three consecutive meetings, without prior approval by the instructor or Dean of Students, will not be readmitted to class without an "Admit Slip", from the Dean of Students. A student who claims illness as a cause for excessive absence should be prepared to present a statement from a physician. The Office of Student Services should be notified when extensive absences due to illness, hospitalization, or death in the family are necessary. Work missed for any reason must be made up in a reasonable period of time upon return to classes.

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, Machinist, 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.

CLEP

AUDIT

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services



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, 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 Senate Emergency Loan

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

To qualify for an emergency loan an applicant must be enrolled for a minimum of eight semester hours, have a specific source of funds with which to repay the loan, and 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 \$1,500 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 half- or 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.

For information on how to apply for the Basic Grant, students should contact the Office of Financial Aids.

Social Security Benefits

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

Veterans Educational Benefits

Benefits for Veterans' Dependents

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

Benefits for Veterans

John A. Logan College is approved by the VA to provide training for veterans. Qualified veterans may receive financial assistance on a monthly basis determined by academic loan and number of dependents. Basic eligibility requirements include at least 181 days active duty after January 31, 1955, with a discharge other than dishonorable. For assistance in applying, contact the coordinator of veterans affairs.

Illinois State Veterans Scholarships

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

College Work Study Program

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

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

STUDENT ACTIVITIES

John A. Logan College considers organized student activities to be an integral part of the college's educational program. In essence, the college believes that participation in student activities enhances the student's total educational growth. The college further believes that student activity programs should provide rewarding experiences derived from living and working in groups comprised of individuals from all walks of life.

It is believed that student activities provide for intellectual and cultural development, thereby laying the foundation for leadership and self-expression of the democratic processes.

Intercollegiate Athletics

John A. Logan College is a member of the National Junior College Athletic Association and the Southern Illinois College Conference. Southern Illinois College Conference members include Rend Lake College, Ina; Kaskaskia College, Centralia; Southeastern Illinois College, Harrisburg; Wabash Valley College, Mt. Carmel; and Shawnee College, Ullin.

Intramural Program

Intramural athletics at John A. Logan College afford the entire student body an opportunity to enjoy competition in a truly democratic way. Organized to provide a wide range of activity, intramural athletics offer many events that will challenge the interest of every student. Students are organized competitively, with the emphasis on student participation and leadership.

Several objectives and guiding principles give direction to the faculty in their efforts to be of maximum service to students. They are as follows:

1. To encourage self-participation, transforming the students from passive spectators into active performers.

2. To offer a variety of activities balanced between adolescent and adult sports to meet present interests and future needs.
3. To provide incentive to a much larger number of those most in need of competitive experience, on an equal basis with fellow students.
4. To develop desirable social relations and attitudes through intramural participation by upholding high standards of sportsmanship, fair dealing with all individuals and groups, and opportunities for leadership and co-operation.

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.

STUDENT NEWSPAPER—The student newspaper is written primarily by the Logan journalism class with assistance from a faculty adviser. The paper is published twice monthly.

SOCIAL SCIENCE CLUB—The Social Science Club works with social service agencies in the Southern Illinois area in an effort to learn more about these agencies and the professional aspects of social work.

ART CLUB—The purpose of the Art Club is to maintain and enhance the students' interest in art. Throughout the year visiting artists will be invited

to the campus and students will have the opportunity to visit nearby galleries. The Club will also host an annual art show and sale.

CULTURAL ARTS PROGRAM—The John A. Logan College Cultural Arts Program is in its fourth year. The program is designed to complement the educational and social programs of the college. The student is exposed to the expertise of specialists in experiences ranging through **art exhibits** - all media; local, national and international artists; **music** - dance troupes, musicals, concerts (instrumental and vocal); **theatre** - nationally known companies and our own theatre guild presentations. **Speakers, lecturers, and films on many subjects** including the political world, literature, philosophy, history, and life in foreign countries will be brought to the campus. Periodically the college will sponsor bus tours concentrated on scenic and historic areas in the mid-west.

All cultural arts programs are either free or at a very minimal cost to the student.

Baccalaureate

Programs



CURRICULA

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

DIVISION OF BACCALAUREATE (TRANSFER) ORIENTED EDUCATION

The curriculum guides for the Division of Baccalaureate Oriented Education are designed primarily for students who expect to transfer their college credits to a senior college or university to earn a baccalaureate degree and for students who wish to complete a two-year general education program. Students shall receive the Associate in Arts or Associate in Science Degree. Each curriculum has its own particular requirements. Unless a student is careful in his selection of subjects during the first two years, he may unnecessarily lose valuable time. The office of the Dean of Student Services and faculty advisors will assist a student in making a proper selection of courses, but it is the student's responsibility to learn what is required for his educational goal. The important decisions about a student's courses and his future are up to him. He is responsible for registering for the appropriate courses each quarter.

The maximum amount of credit which may be accepted on transfer from John A. Logan College toward the Bachelor of Arts or Bachelor of Science degree, is usually one-half the credit required for the degree.

The baccalaureate oriented student at John A. Logan College may specialize in one of several areas while pursuing an Associate Degree.

CURRICULUM GUIDES FOR BACCALAUREATE ORIENTED EDUCATION ARTS AND SCIENCES

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

Communications 6

English Composition 101

Speech 115

3

3

6

Science 12

Biological Science 101 3

Physical Science
Science Elective 6

..... 12

Social Science (Complete One) 13

History (Select any two)
(101, 102, 105, 201, 202) 6

Psychology 132 3

Government 131 4

..... 13

History (Select any one)
(101, 102, 105, 201, 202) 3

Government 131 4

Psychology 132 3

Soc. Science Elective 3

..... 13

Humanities(Complete One) 12

Art 111 3

Music 105 3

English Composition 102 3

Humanities Elective 3

..... 12

Music 105 3

Philosophy (111, 121, or 131) 3

English Composition 102 3

Humanities Elective 3

..... 12

Mathematics 6

A minimum of six (6) semester hours of math is required, selected from the following math courses: Math 101, 110, 111, 120, 131, 201, 202, 208, 209, and 221.

Health (Waived for veterans—no credit awarded) 3

Required Courses 52

Electives 10

..... 62

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

ART MAJOR

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Art Appreciation 111	3	Art History 220	4
Fund. of Art 101	4	Ceramics 250	2
Beg. Drawing 180	3	Weaving 230	2
Biological Science	4	Physical Science 105	3
English Comp. 101	3	Math Appreciation 101	3
	17	Western Civ. 101 or 102	3
			17
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Fund. of Art 100	4	Sculpture 240	2
Life Drawing 255	3	Beginning Painting 260	2-3
Beginning Painting 260	2-3	(or Speech)	3
(or Speech 115)	3	Science Elective	3
English Comp. 102	4	Math Elective	3
Political Science 131	1	Health 110	3
Intro. to Education 201	1	Psychology 132	3
	17-18		16-17

CHEMISTRY

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
English Composition 101	3	Calculus I 131	5
Math Appreciation 110	5	Physics 201	5
General Inorganic Chemistry 101	5	Organic Chemistry 201	5
Physics 155	5	Foreign Language or Humanities	3
	18		18
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
English Composition 102	3	Organic Chemistry 202	5
Math 111	5	Calculus II 201	5
Qualitative & Quantitative Analysis 102	5	Political Science 131	4
Physics 156	5	Foreign Language or Humanities	3
	18		17

ELEMENTARY AND SPECIAL EDUCATION

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Education 201	1	Education 203	2
English Composition 101	3	Math 208	3
General Psychology 132	3	U.S. History Elective	3
Biological Science 101	3	Literature Elective	3
American Government 131	4	Science Elective	3
Math 101 or 110*	3-5	Art or Music Elective*	3
	17-19		17
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Education 202	2	Math 209	3
Music Appreciation 105	3	Literature Elective	3
English Composition 102	3	Art Appreciation 111	3
Physical Science Elective	3	Science Elective	3
Speech 115	3	U.S. History Elective	3
Health 110	3	P.E. Elective	2
	17		17

*Special education majors should take Music 110 and Music 106.

ART EDUCATION

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Art Appreciation 111	3	Art History 220	4
Fund. of Art 101	4	Ceramics 250	2
Beg. Drawing 180	3	Weaving 230	2
(or Life Drawing 255)	3	Physical Science 105	3
English Comp. 101	3	Math Appreciation 101	3
Biological Science 101	3	Western Civ. 101 or 102	3
Physical Education	1	Intro. to Education 201	1
	17		18
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Fund. of Art 100	4	Sculpture 240	2
Beginning Painting 260	2-3	(or Speech 115)	2-3
(or Speech 115)	3	Science Elective	3
English Comp. 102	4	Math Elective	3
Political Science 131	3	Health 110	3
Psychology 132	1	Literature Elective	3
Physical Education	1		3
	17-18		16-17

SECONDARY EDUCATION*

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
English 101	3	Education 203	2
Health 110	3	Speech 115	2
Education 201	1***	Psychology 132	3
Biology 101	3	Mathematics 120	3
Political Science 131	4	Humanities Elective	3
U.S. History 201	3	Science Elective	3
	17		17

<i>Spring Semester</i>		<i>Spring Semester</i>	
English 102	Credits 3	English Elective	Credits 3
Education 202	2	Social Science Elective	3
Physical Science	3	Humanities Elective	3
Art 111 or Music 105	3	Science Elective	3
Math 110 or 101	5-3**	Elective	3
	16-14		15

*Student should select as many electives as possible in his academic major.

**See Counselor concerning your specific background and needs.

***This course must be completed before a student will be admitted to the profession education sequence at S.I.U.

MATHEMATICS

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

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Ensembles*	2	Ensembles*	2
Applied Music Theory of Music 121	1	Applied Music Theory of Music 221	1
Aural Skills 12A	3	Aural Skills 22A	3
Music Fundamentals 110 or Elective	1	Speech 115	1
English Composition 101	2	Health 110	3
Math Appreciation 101 or Foreign Language	3	Biological Science 101	3
	3-4		3
	15-16		16

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Ensembles*	2	Ensembles*	2
Applied Music Theory of Music 122	1	Applied Music Theory of Music 222	1
Aural Skills 12B	3	Aural Skills 22B	3
Survey of Music Lit 210	1	Political Science 131	1
English Composition 102	2	Physical Science Elective	4
Math Elective or Foreign Language	3	Psychology 132	3
Social Science Elective	3-4	Introduction to Education 201	3
	3		1
	18-19		18

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

PHYSICAL EDUCATION (MEN)

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
English Composition 101*	3	Physical Science Elective	3
Biological Science 101	3	Sociology 133	3
Political Science 131	4	Math Appreciation 101	3
Health 110	3	Speech 115	3
Art Appreciation 111, Music Appreciation 105 or Philosophy Elective	3	Methods of Teaching Basketball 153, and Methods of Teaching Golf 154	3
	3		3
	18		15

Methods of Teaching Individual and Team Activities 152, and Methods of Teaching Exercise 159

<i>Spring Semester</i>		<i>Spring Semester</i>	
English Composition 102	Credits 3	Physical Science Elective	Credits 3
Biological Science 102	3	Social Science Elective	3
Psychology 132	3	Math Elective	3
Humanities Elective	3	Humanities Elective	3
Methods of Teaching		Gymnastics 157, and Methods	
Tennis 155, and Methods	3	of Teaching Wrestling 158	3
Introduction to Public School		Physical Education	
Education 201	1	Service Class	1
	16		16

PHYSICAL EDUCATION MAJOR (WOMEN)

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
English Composition 101	3	Physical Science Elective	3
Biological Science 101	3	Sociology 133	3
Political Science 131	4	Health 110	3
Art Appreciation 111, Music		Math Appreciation 101	3
Appreciation 105, or Philosophy		Speech 115	3
Elective	3	*Major P. E. Activity	2
*Major P. E. Activity	3	(P. E. Women 171-183)	17
(P. E. Women 171-183)	16		
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
English Composition 102	3	Physical Science Elective	3
Biological Science 102	3	Social Science Elective	3
Psychology 132	3	Math Elective	3
Humanities Elective	3	Humanities Elective	3
*Major P. E. Activity	3	*Major P. E. Activity	2
(P. E. Women 171-183)	1	(P. E. Women 171-183)	2
P. E. Service Class	1	P. E. Service Class	2
Introduction to Public			
School Education 201	1		
	16		16

PHYSICS

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Physics 155	5	Calculus II 201	5
English Composition 101	3	Physics 210	4
College Algebra/Trigonometry 111	5	Chemistry 101	5
Health 110	3	Psychology 132	3
	16		17
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Physics 156	5	Calculus III &	5
English Composition 102	3	Differential Equations	5
Calculus I 131	5	Biological Science 101	3
Political Science 131	4	Speech 115	3
	17	Sociology 133	3
		Philosophy Elective	3
			17

BUSINESS ADMINISTRATION AND ACCOUNTING

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
English Composition 101	3	Speech 115	3
Biological Science 101	3	Financial Accounting 201	3
Health 110	3	Principles of Economics 201	4
History Elective	3	Business Statistics 121	3
Psychology 132	3	Calculus I 131	5
	15		18
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
English Composition 102	3	Humanities Elective	3
Finite Mathematics 116	5	Financial Accounting 202	3
Political Science 131	4	Principles of Economics 202	4
Physical Science Elective	3	Social Science Elective	3
Humanities Elective	3	Elective	3
	18		16

PRE-ENGINEERING

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Physics 155	5	Mechanics 201	5
College Algebra/Trigonometry 111	5	Calculus II 201	5
Engineering Graphics 101	4	Chemistry 101	5
English Composition 101	3	Health 110	3
	17		18

*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.

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Physics 156	5	Calculus III and	5
Calculus I 131	5	Differential Equations 202	5
English Composition 102	3	Chemistry 102	5
Political Science 131	4	Social Science Elective	3
	—	Humanities Elective	3
	17		16

PRE-PROFESSIONAL CURRICULA

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

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 modulators 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.

occupational

programs



DIVISION OF OCCUPATION ORIENTED EDUCATION (Vocational-Technical Education)

The courses offered in the Division of Occupation Oriented Education focus on educational needs of people to meet the requirements of productive, useful and satisfying careers in many different occupational fields. Generally, technicians are more intensively trained in fundamentals than craftsmen and in manipulative skills than full professionals. Technicians usually become qualified through formal technical training, on-the-job training, or a combination of both.

A number of two-year vocational programs are available to teach the essential skills and operational theory for a given trade, and to develop the ability to apply this skilled knowledge to practical problems.

These curricula lead students to contemplate employment in semi-professional occupations related to business, office technology, health, engineering, industry, education or public service. The programs of study are developed with the assistance of advisory committees representing business and industry and survey information that has enabled the college to identify area manpower needs.

The Division of Occupation Oriented Education features a Certificate Program through which students may obtain training to qualify them for a specific career. The Certificate is awarded upon completion of the course prescribed for that curriculum.

Purpose

The objective of the Division of Occupation Oriented Education is to contribute to the scientific, technical, industrial, business, and economic welfare of Southern Illinois through provision of low-cost, current, college level technical training geared to the youth of the college district.

The organized occupational curricula offered are vocational and technological in nature and lie in the post-high school area. They differ in content and purpose from those of the trade school on one hand and form those of the engineering college on the other, and have in common the following purposes and characteristics:

1. The purpose is to acquaint the student with current practices, applications, techniques, and with various sources of information essential to intelligent planning and execution of his work.
2. There are learning experiences provided for the student whereby he is enabled to see his prospective occupation in relationship to management, labor, and the professions.
3. Methods of instruction are relatively direct with strong emphasis on doing as distinct from research study. Ordinarily, a high proportion of the work is done during the hours of instruction. Individualized instructional

material frequently provides opportunity for considerable home study and independent progress. The curricula of the Occupation Oriented Education Division does not lead to the baccalaureate degree.

ACCOUNTING Certificate Program

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

FIRST YEAR		SECOND YEAR		
Fall Semester	Credits	Fall Semester	Credits	
Fundamentals of Accounting 101	4	Intermediate Accounting 215	4	
Business Elective	3	Cost Accounting 217	3	
	7		7	
Spring Semester	Credits	Spring Semester	Credits	
Fundamentals of Accounting 102	4	Intermediate Accounting 216	4	
Payroll Accounting 221	2	Tax Accounting 218	3	
Business Elective	3		3	
	9		7	
<i>Recommended Electives:</i>				
Business Law 221		Business Mathematics 111		
Introduction to Business 110		Calculating Machines 127		

ACCOUNTING Degree Program

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

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

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

FIRST YEAR

SECOND YEAR

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

Fall Semester	Credits	Spring Semester	Credits
Communications 112	3	Intermediate Accounting 216	4
Fundamentals of Accounting 102	4	Records Management 236	1
Business Correspondence 235	3	Tax Accounting 218	3
Political Science 131	4	Office Management 115	1
Payroll Accounting 221	2	Business Economics 101	3
	16	Elective	3
		Human Relations 128	2
			17

**AGRICULTURAL MECHANICS
Certificate Program**

The one-year Agricultural Mechanics Program is designed so that a student who completes the curriculum will be trained as a line mechanic, and will be awarded a Certificate of Achievement.

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

**AGRICULTURAL MECHANICS
Degree Program**

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

FIRST YEAR

SECOND YEAR

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

Fall Semester	Credits	Spring Semester	Credits
Communications 112	3	Political Science 131	4
Heating and Air Conditioning 175	1	Business Accounting 220	3
Human Relations 128	2	Drive Trains 271	2
Brakes and Suspensions 173	2	Chassis Electrical 273	2
Diesel Engines 174	1	Service Management 275	1
Agricultural Mechanics Laboratory 177	5	Agricultural Mechanics Laboratory 277	5
	14		17

**AGRICULTURAL SUPPLY AND SERVICES
Certificate Program***

The Agricultural Supply and Services Program is designed to prepare graduates for employment in grain elevators, feed stores, fertilizer companies, lawn and garden centers, farm credit agencies, banks, farm cooperatives, and livestock markets.

Those completing the program will receive a Certificate of Achievement.

Fall Semester	Credits	Spring Semester	Credits
Introduction to Agricultural Occupations 120	2	Feeds and Feeding 124	3
Introduction to Animal Science 121	4	Soils and Fertilizers 125	4
Agricultural Economics 122	3	Farm Management 221	3
Marketing Agricultural Products 226	5	Agricultural Chemicals 126	3
	14	Crop Production 127	4
			17
Summer Semester Internship 129	4		

*The agricultural courses that are part of this program will not be offered at John A. Logan College during the 1976-77 academic year. Students interested in this program should contact another college offering this program. Charge-back payments will be authorized for all students wishing to enroll in this program at another college.

AGRICULTURAL SUPPLY AND SERVICES Degree Program *

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

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

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Introduction to Agricultural Occupations 120	2	Communications 111	3
Introduction to Animal Science 121	4	Introduction to Business 110	3
Agricultural Economics 122	3	Business Mathematics 111	3
Marketing Agricultural Products 226	5	Principles of Management 112	3
	14	Marketing 113	3
		Salesmanship 130	3
			18
Spring Semester	Credits	Spring Semester	Credits
Feeds and Feeding 124	3	Communications 112	3
Soils and Fertilizers 125	4	Business Accounting 220	3
Farm Management 221	3	Human Relations 128	2
Agricultural Chemicals 126	3	Political Science 131	4
Crop Production 127	4	Internship 261	4
	17		16
Summer Semester	Credits		
Internship 129	4		

*The agricultural courses that are part of this program will not be offered at John A. Logan College during the 1976-77 academic year. Students interested in this program should contact another college offering this program. Charge-back payments will be authorized for all students wishing to enroll in this program at another college. Please note that all courses other than agricultural courses may be taken at John A. Logan College.

ASSOCIATE DEGREE NURSING (Cooperative Program)*

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

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

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

Fall Semester	Credits	Spring Semester	Credits
Communications 111	3	Communications 112	3
Marriage and the Family 263	3	Human Relations 128	2
Nursing IV 201	12	Nursing V 202	12
	18		17
Summer Semester	Credits		
Political Science 131	4		
Nursing VI 203	6		
	10		

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

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

AUTOMOTIVE MECHANICS

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

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

Course	Fall Semester Credits	Fall Semester Credits	Spring Semester Credits
Communications 111	3	Fundamentals of Electricity 211	4
Technical Mathematics 105	3	Fundamentals of Welding 183	2
Manufacturing Processes 121	2	Emissions Controls and Testing 272	2
Fundamentals of Internal Combustion Engines 170	1	Drive Trains 270	1
Engine Electrical 171	1	Small Gas Engines 274	1
Fuel, Lubrication and Carburetion 172	2	Automotive Laboratory 276	5
Automotive Laboratory 176	1		5
	5		15
	17		15
Spring Semester	Credits	Spring Semester	Credits
Technical Mathematics 106	3	Political Science 131	4
Communications 112	3	Human Relations 128	2
Technical Physics 151	3	Chassis Electrical 273	2
Brakes and Suspension 173	2	Drive Trains 271	2
Diesel Engines 174	1	Service Management 275	1
Heating and Air Conditioning 175	1	Automotive Laboratory 277	5
Automotive Laboratory 177	5		5
	18		16

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

Recommended Electives:
 Business Correspondence 235
 Introduction to Business 110
 Duplicating Machines 128

CHILD CARE

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

FIRST YEAR SECOND YEAR

Course	Fall Semester Credits	Spring Semester Credits	
Introduction to Pre-School Children 160	3	Library and Audio Visual Methods 163	3
Principles and Practices of Child Care 161	4	Education of Exceptional Children 265	2
Music for Children 115	3	Methods of Teaching Special Children 264	3
Communications 111	3	Nutrition 100	3
General Psychology 132	3	Child Care Laboratory 267	5
Reading Skills 272	2		5
	18		16
Spring Semester	Credits	Spring Semester	Credits
Introduction to School Age Children 162	3	Political Science 131	4
Recreation and Crafts for Children 265	3	Marriage and the Family 263	3
Art Education 210	3	Pre-School Administration 266	4
Communications 112	3	Child Care Laboratory 268	5
Child Psychology 262	3		5
Literature for Children 264	3		16
	18		16

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.

CLERK-TYPIST

A one-year program designed for the individual desiring a clerical office position involving no shorthand. Emphasis is placed on typewriting, filing, records management, bookkeeping, basic skills, office procedures, and general office knowledge.

Upon completion of the program, a graduate will be qualified to fill positions such as the following: receptionist, file clerk, typist, general office clerical positions, and civil service positions. Successful completion of the program leads to the Certificate of Achievement.

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

COAL MINING TECHNOLOGY CERTIFICATE PROGRAM (Cooperative Program)

Through a cooperative arrangement, Wabash Valley College's one-year coal mining technology program is offered on the campus of John A. Logan College. This program is designed to prepare students for rewarding careers in the coal mining industry. Both day and evening classes are available.

Coal mining is the most rapidly expanding industry in the nation. Wages in this field vary from \$10,000.00 to \$15,000.00 per year. The coal industry because of Federal regulations is a much safer industry today.

First Quarter	Credits	Second Quarter	Credits
Introduction to Coal Mining 112	4	Roof & Rib Control 152	4
Mining Law 122	4	Lamp & Detection Instruments 132	4
Coal Mine Ventilation 142	6	Accident Prevention & Safety 132	4
Coal Mine Atmosphere 122	4	Applied Mathematics 112	3
	2		4
	16		15

Third Quarter	Credits
Mining Equipment 142	4
Basic Welding 132	4
First Aid & Mine Rescue 112	3
Problems of Operating Underground Mines 162	4
	15

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.

Fall Semester	Credits	Spring Semester	Credits
Construction Estimating 201	3	Communications 112	3
Construction Blueprint Reading 192	3	Construction Materials and Methods 102	3
Construction Materials and Methods 101	3	Fundamentals of Labor Relations 202	3
Human Relations 128	2	Construction Surveying 105	3
Internship 121	4	Internship 122	4
	15		16

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

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

CONSTRUCTION MANAGEMENT TECHNOLOGY (Cooperative Program)*

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

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

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

Spring Semester	Credits	Spring Semester	Credits
Communications 112	3	Supervisory Techniques 243	2
Construction Materials and Methods 102	3	Fundamentals of Labor Relations 202	3
Business Accounting 220	3	Internship 222	4
Construction Surveying 105	3	Electives	6
Internship 122	4		—
	—		15
	16		16

*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, thorough 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.

Fall Semester	Credits	Spring Semester	Credits
Cosmetology Theory 101	5	Cosmetology Theory 102	5
Cosmetology Laboratory 111	10	Cosmetology Laboratory 112	10
Political Science 131	4	Communications 112	3
	—		—
	19		18
	—		—
	13		13

COSMETOLOGY Degree Program

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

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

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

Fall Semester	Credits	Spring Semester	Credits
Cosmetology Theory 101	5	Cosmetology Theory 102	5
Cosmetology Laboratory 111	10	Cosmetology Laboratory 112	10
Political Science 131	4	Communications 112	3
	—		—
	19		18
	—		—
	13		13

DRAFTING

The one-year drafting curriculum is offered to students desiring to enter industry as a draftsman, detailer, or general layout man. Practical experience and related technical studies in machine tool, fixtures, and production drawing are included in the program.

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

DRAFTING TECHNOLOGY

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

FIRST YEAR

SECOND YEAR

Fall Semester	Credits	Fall Semester	Credits
Technical Drafting 181	6	Architectural Drafting 184	3
Communications 111	3	Political Science 131	4
Manufacturing Processes 121	2	Advanced Technical Drawing 281	4
Technical Mathematics 105	3	Materials 101	3
Metallurgy 201	2	Detail & Assembly 183	2
	16		16

Spring Semester	Credits	Spring Semester	Credits
Technical Drafting 182	6	Architectural Drafting 294	3
Descriptive Geometry 285	3	Technical Physics 151	3
Communications 112	3	Advanced Technical Drawing 283	4
Manufacturing Processes 122	2	Tool Design 282	4
Technical Mathematics 106	3	Human Relations 128	2
	17		16

EXECUTIVE SECRETARY

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

FIRST YEAR

SECOND YEAR

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

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

FOOD SERVICES

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

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

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

FIRST YEAR

SECOND YEAR

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

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

HEAVY EQUIPMENT WELDING

This program provides additional training to graduates of the one-year Welding program offered at John A. Logan College, desiring a higher degree of skill and more specialized training for heavy equipment welding as used in industry. Individuals completing the program will be awarded a Certificate of Achievement.

	Credits
Welding Laboratory 188	1
Welding Laboratory 189	1
Welding Laboratory 190	1
Welding Laboratory 191	1
	4

HOTEL-MOTEL MANAGEMENT

The Hotel-Motel Management curriculum prepares students in the hotel-motel field and allows for professional improvement of personnel already in the industry. During the second year, students are placed in area hotels and motels for supervised work experience.

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

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Principles of Management 112	3
Introduction to Business 110	3	Business Law 221	4
Business Mathematics 111	3	Food & Beverage Management Service 212	4
Introduction to Hotel-Motel & Restaurant Operations 151	2	Human Relations 128	2
Safety & Sanitation 152	1	Salesmanship 130	3
Principles of Food Preparation 153	4		—
	16		16
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Political Science 131	4
Business Accounting 220	3	Advertising 224	4
Problems of Hospitality	2	Supervisory Techniques 243	2
Management 154	2	Food & Beverage Controls 271	4
Front Office Procedures 162	2	Hotel-Motel Internship 263	4
Supervisory Housekeeping 163	2		—
Advanced Food Preparation 164	4		17
	16		16

HUMAN SERVICES

Graduates of the Human Services program are prepared as factfinders 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 factfinders for the Dept. of Public Health.

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

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Marriage & Family 263	3
General Psychology 132	3	Interviewing 201	3
Intro. to Human Services 101	3	Practicum II 221	3
Principles of Sociology 133	3	Practicum Seminar 222	1
American Government 131	4	Electives	6
	16		—
	16		16

<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Elementary Statistics 120	3
Principles & Practices in Human Services 102	3	Intro. to Group Processes 261	2
Practicum I 121	3	Recognizing Health Deviations 202	3
Practicum Seminar 122	1	Practicum III 231	3
Business Economics 101	3	Seminar 232	3
Electives	3		—
	16		14

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

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

MACHINIST

The machinist program is specifically designed to provide an intensive and thorough study of the related skills, set-ups, presses, bandsaws, and grinders.

The graduate of this three-semester program will be qualified for immediate employment in a job shop, toolroom, mining machine shop, or automotive machine shop as a general machinist, toolroom machinist, or tool and die maker apprentice.

Upon completion of this program, the graduate will be awarded a Certificate of Achievement from John A. Logan College.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Math 105	3	Fundamentals of Welding 163	2
Blueprint Reading 192	3	Technical Math 106	3
Machine Processes (Modules 1-11)	11	Communications 112	3
		Machine Processes (Modules 12-22)	11
			17
<i>Summer Semester</i>			19
Human Relations 123	2		
Machine Processes (Modules 23-33)	11		
	13		

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.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Introduction to Business 110	3	Principles of Management 112	3
Business Mathematics 111	3	Human Relations 128	2
Communications 111	3	Business Law 221	4
Principles of Marketing 113	3	Merchandising Principles 228	3
Salesmanship 130	3	Internship 225	3
Seminar 138	1		15
	16		
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Principles of Marketing 112	3	Business Economics 101	3
Salesmanship 131	3	Advertising 224	3
Political Science 131	4	Business Elective	6
Business Accounting 220	3	Seminar 239	1
	16	Internship 226	3
			16

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.

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

PRACTICAL NURSING

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

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

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

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Principles and Practices of Nursing 101	13	Pharmacology 171	2
Nutrition 100	3	Maternal and Newborn Nursing 181	7
Anatomy and Physiology 105	3	Nursing the Child 191	7
	19	Marriage and the Family 263	3
			19

<i>Summer Semester</i>	<i>Credits</i>
Nursing the Adult with Physical Conditions 201	7
Nursing the Adult with Mental Conditions 202	2
Communications 112	3
Human Relations 128	2
	14



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 civic service positions. The program leads to the Certificate of Achievement.

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

TEACHER AIDE

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

FIRST YEAR

Fall Semester	Credits	Spring Semester	Credits
Introduction to Pre-School Children 160	3	Library and Audio Visual Methods 163	3
Principles and Practices of Child Care 161	4	Education of Exceptional Children 265	2
Music for Children 115	3	Methods of Teaching Special Children 264	3
Communications 111	3	Nutrition 100	3
General Psychology 132	3	Teacher Aide Laboratory 267	5
Reading Skills 272	2		—
	18		16

SECOND YEAR

Fall Semester	Credits	Spring Semester	Credits
Introduction to School Age Children 162	3	Political Science 131	4
Recreation and Crafts for Children 265	3	Marriage and the Family 263	3
Art Education 210	3	Pre-School Administration 266	4
Communications 112	3	Teacher Aide Laboratory 268	5
Child Psychology 262	3		—
Literature for Children 264	3		16
	18		16

WELDING

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

Fall Semester	Credits	Spring Semester	Credits
Principles of Industrial Welding 184	3	Principles of Industrial Welding 186	3
Welding Laboratory 185	7	Welding Laboratory 187	7
Metallurgy 201	2	Human Relations 128	2
Technical Mathematics 105	3	Communications 112	3
Blue Print Reading 192	3	Manufacturing Processes 121	2
	—		—
	18		17

GENERAL ADVISORY COMMITTEE VOCATIONAL-TECHNICAL EDUCATION

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

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

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

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

GENERAL ADVISORY COMMITTEE

- | | |
|---|---|
| <p>Mr. Dwight Burns
President
Southwestern Ill. Supply Corp.
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International Brotherhood of
Electrical Workers
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Certified Public Accountant
114 South Emma
West Frankfort</p> <p>Mr. Henry Marcinkowski
Plant Manager
Allen Industries, Inc.
R.R. 1
Herrin</p> <p>Mr. Marion Nash
Personnel Manager
Egyptian Assoc. of Plumbing
Heating & Cooling Contractors
Box 54
Murphysboro</p> <p>Mr. Milton W. Witt
Executive Vice President
Greater Marion Area Chamber
of Commerce
905 North Bentley
Marion</p> <p>Mr. Leon Zwick
120 North Park Avenue
Herrin</p> |
|---|---|



PROGRAMS AVAILABLE AT BELLEVILLE AREA COLLEGE THROUGH A COOPERATIVE AGREEMENT WITH JOHN A. LOGAN COLLEGE

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

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

AIRLINE STEWARDESS Cooperative program offered at Belleville Area College

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

	FIRST YEAR	SECOND YEAR
<p><i>Fall Semester</i></p> <p>Speech 151—Fund. of Public Speaking 3</p> <p>Avia. 132—Hostess Duties and Responsibilities I 3</p> <p>Avia. 133—Orientation to Avia. Health 151—Health 2</p> <p>Psych. 151—General Psychology 3</p> <p style="text-align: right;">17</p> <p><i>Spring Semester</i></p> <p>Avia. 131—Applied Aviation Communications 3</p> <p>Avia. 142—Hostess Duties & Responsibilities II 3</p> <p>Avia. 143—Aviation Terminology & Safety Procedures 3</p> <p>Avia. 144—Grooming & Poise II Psych. 299—Problems—Personality Development—Stewardess 3</p> <p style="text-align: right;">15</p>	<p><i>Fall Semester</i></p> <p>Eng. 101—Rhetoric & Comp. I Humanities and/or Social Sci. Psych. 200—Applied Psychology 3</p> <p>Physical Education (optional) *Electives 1</p> <p style="text-align: right;">6</p> <p><i>Spring Semester</i></p> <p>Eng. 102—Rhetoric & Comp. II Humanities and/or Social Sci. Geog. 151—Geography of the United States Physical Education (optional) *Electives 6</p> <p style="text-align: right;">16</p>	

*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

Cooperative program offered at Belleville Area College

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

Fall Semester	Credits	Spring Semester	Credits
Speech 151—Fund. of Public Speaking	3	Avia. 131—Appl. Avia. Communications	3
Avia. 132—Hostess Duties and Responsibilities I	3	Avia. 142—Hostess Duties and Responsibilities II	3
Avia. 133—Orientation to Aviation	3	Avia. 143—Aviation Terminology & Safety Procedures	3
Avia. 134—Grooming & Poise I	3	Avia. 144—Grooming & Poise II	3
Health 151—Health	2	Psych. 299—Problems (Personality Development—Stewardess)	3
Psych. 151—General Psychology	3		3
	17		15

Spring Semester	Credits	Spring Semester	Credits
Avia. 111—Aircraft Technician General	8	Communications	3
AND		Soc. Sci. and/or Humanities	3
Avia. 114—Powerplant Theory & Maintenance	9	Health 151—Health P. E. (optional)	2
	17		1
OR			9
Avia. 111—Aircraft Technician General	8		
AND			
Avia. 112—Airframe Structures & Repairs	9		
	17		
Summer Session			
Avia. 113—Airframe Systems & Components	8		
OR			
Avia. 115—Powerplant Systems & Components	8		
	16		

AVIATION PILOT TRAINING

Cooperative program offered at Belleville Area College

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

AVIATION MAINTENANCE TECHNOLOGY
Cooperative program offered at Belleville Area College

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

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

FALL SEMESTER	Credits	FALL SEMESTER	Credits
Avia. 112—Airframe Structures & Repairs	9	Soc. Sci. and/or Humanities Electives	3
AND		P. E. (optional)	6
Avia. 113—Airframe Systems & Components	8		1
	17		12
OR			
Avia. 114—Powerplant Theory & Maintenance	9		
AND			
Avia. 115—Powerplant Systems & Components	8		
	17		

FIRST YEAR	Credits	SECOND YEAR	Credits
Spring Semester		Spring Semester	
Avia. 151—Commercial Pilot	3	Avia. 251—Flight Instructor	3
Avia. 154—Flight Training	3	*Avia. 252—Flight Training	3
Avia. 153—Simulator	1	Avia. 260—Meteorology	2
Communications	3	Avia. 270—Multi-Engine	3
Mathematics	3	Speech 151—Fundamentals of Public Speaking	1
Electives	3	Hum. and/or Soc. Sci.	3
	16	Physical Education (optional)	1
Optional course			16

Suggested Electives: Avionics, business, mathematics, physics, electronics, mechanic. Students shall meet all institutional requirements for the Associate of Applied Science degree.

CHEMICAL TECHNOLOGY

Cooperative program offered at Belleville Area College

A certificate program in Chemical Technology is primarily designed for in-service training of persons already employed in the chemistry field. It makes it possible for persons to acquire further formal training for advancement in level of work and pay.

The student has the option of converting to a degree program with no loss of credit.

	Credits
*Chemistry 101—General Chemistry	5
*Chemistry 102—Inorganic Chemistry and Qualitative Analysis	5
*Chemistry 201—Organic Chemistry II	5
Chemistry 253—Quantitative Analysis	5
Chemistry 270—Instrumental Analysis	5
Mathematics 112—College Algebra	3
Mathematics 114—Trigonometry	3
**Physics 151—General Physics	5
**Physics 152—General Physics	5
OR	
**Physics 204—Engineering Physics (Mechanics)	4
**Physics 205—Engineering Physics (Heat, Electricity & Magnetism)	4
**Physics 206—Engineering Physics (Wave Motion, Sound, Light and Modern Physics)	4

*Chemistry 105-106 sequence can be substituted for Chemistry 101-102.

**Physics 204, 205, 206 can be substituted for Physics 151, 152.

DATA PROCESSING TECHNOLOGY

Cooperative program offered at Belleville Area College

This two-year program provides the technical skills and knowledge for handling programming and system design problems in a business-oriented data processing system. Instruction is in the concepts and language of the computer programmer and the systems analyst. Students completing the curriculum will be prepared primarily for the position of computer programmer and secondarily for the position of programmer-analyst, systems analyst, data processing supervisor, or computer operator.

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Bus. 110—Accounting I	3	Bus. 201—Principles of Econ.	3
Bus. 101—Intro. to Bus.	3	Bus. 200—COBOL Programming II	3
Bus. 185—Intro. to Data Proc.	3	Bus. 248—Assembly Language Programming	3
Bus. 187—Punched Card Methods	1	Bus. 246—Systems Development and Design I	3
Bus. 190—Computer Logic	3	Health 151—Health Mathematics	2
Phys. Ed.—Physical Ed. (optional)	1	Mathematics	3
	17		17

Spring Semester	Credits	Spring Semester	Credits
Communications	3	Soc. Sci. or Humanities	3
Mathematics	3	Bus. 247—Systems Development & Design II	3
Bus. 111—Accounting II	3	Bus. 295—Adv. Programming Systems	3
Bus. 199—COBOL Programming I	3	Bus. 297—Data Processing Field Project	3
Bus. 286—RPG Programming	3	Bus. 298—Data Processing Seminar	16
Phys. Ed.—Physical Ed. (optional)	1	Bus. 220—Bus. Statistics	3
	16	OR	
		Bus. 210—Cost Accounting	3
			16

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

ELECTRONICS TECHNOLOGY

Cooperative program offered at Belleville Area College

This program is designed to prepare the student for a career as an electronics technician in industry. Upon graduation, the student is qualified for employment as an electronics technician, and may work as a member of an engineering team in the research, development, manufacturing, testing, installation and maintenance of many types of electronic equipment. The program is fully accredited by the Engineers Council For Professional Development (ECPD).

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
ET 100—Intro. to Elec. Tech.	2	ET 207—Semicon. Cir. I	4
ET 101—Elec. Circuits I	5	ET 210—Industrial Elec. I	6
Eng. 101—Rhet. & Comp. I	3	Phy. 151—Gen. Physics I	5
*Gen. Tech. 106—Tech. Math. I	3	**Gen. Tech. 208—Tech. Math. III	3
Hum. and/or Soc. Sci.	3		18
	16		
Spring Semester	Credits	Spring Semester	Credits
ET 102—Elec. Circuits II	5	ET 251—Semicon. Cir. II	5
ET 103—Fund. of Elec. I	4	ET 252—Industrial Elec. II	5
Phy. 152—Gen. Physics II	5	Health 151—Health Eng. 102—Rhet. & Comp. II	2
**Gen. Tech. 107—Tech. Math. II	3	Comp. II	3
	17	Hum. and/or Soc. Sci. Elective	3

Humanities Electives: Art, music, literature, philosophy, Social Sciences Electives: History, geography, economics, sociology, psychology, government. *Or Mathematics 112 **Or Mathematics 114 & Mathematics 115 ***Or Mathematics 203

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

ELECTRONICS
Cooperative program offered at Belleville Area College

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

OPTION I—RADIO-TV		OPTION II—AVIONICS	
First Semester	Credits	First Semester	Credits
EE 120—AC-DC Circuits	3	EE 120—AC-DC Circuits	3
EE 119—Math for Electronics	3	EE 119—Math for Electronics	3
	6		6
Second Semester	Credits	Second Semester	Credits
EE 121—Basic Electronics	3	EE 121—Basic Electronics	3
Elective	3	EE 129—Avionics Systems	3
	6		6
Third Semester	Credits	Third Semester	Credits
EE 122—Semiconductor Devices	3	EE 122—Semiconductor Devices	3
EE 126—Radio Servicing	3	EE 130—Avionics I	3
	6		6
Fourth Semester	Credits	Fourth Semester	Credits
*EE 127—Fund. of Television	3	EE 131—Avionics II	3
*EE 128—Television Servicing	3	EE 132—Radio Broadcast Operator	3
	6		6
OPTION III—Industrial			
First Semester	Credits	Bus. 22—Industrial Organization and Management	3
EE 120—AC-DC Circuits	3	G.T. 190—Technical Report Writing	3
EE 119—Math for Electronics	3	Bus. 185—Introduction to Data Processing	3
	6	Bus. 105—Fundamental Record Keeping	3
Second Semester	Credits	Bus. 110—Accounting I	3
EE 121—Basic Electronics	3	Bus. 126—Introduction to Marketing	3
Elective	3	G.T. 103—Technical English	3
	6	Commun. I	3
Third Semester	Credits	EE 132—Radio Broadcast Operator	3
EE 122—Semiconductor Devices	3	Other electives as approved by the Program Coordinator	3
EE 123—Electronics for Industry	3		
	6		
Fourth Semester	Credits		
EE 124—Instrumentation and Measurement	3		
EE 125—Transistor Circuits	3		
	6		

*EE 127 and EE 128 must be taken concurrently.

ENGINEERING TECHNOLOGY
Cooperative program offered at Belleville Area College

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		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
English 101—Rhet. & Comp. I	3	Physics 151—Gen. Physics	5
*Gen. Tech. 106—Tech. Math. I	3	ET 101—ELECTRIC Circuits	5
Chemistry 101—Gen. Chem.	5	**Gen. Tech. 208—Tech. Math. III	3
GE 101—Engineering Drawing	3	Humanities or Soc. Sci. P.E. (Optional)	3
	14		1
Spring Semester	Credits	Spring Semester	Credits
English 102—Rhet. & Comp. II	3	Physics 152—Gen. Physics	5
**Gen. Tech. 107—Tech. Math. II	3	ET 102—Electric Circuits	5
Chemistry 102—Inorg.	3	Bus. 222—Indus. Org. & Management	3
Chem. & Qual. Analysis	5	Humanities or Soc. Sci. P.E. (Optional)	3
GE 102—Engineering Geometry	3		1
Health 151—Health	2		1
	16		17

*or Math 112
**or Math 114 and Math 115

***or Math 203

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

HORTICULTURE

Cooperative program offered at Belleville Area College

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Agri. 101—Intro. to Agri.	1	Hort. 288—Supervised Intern Employment	4
Agri. 121—Soil Science	4	Hort. 132—Nursery Crop Production	3
*Bio. 101—Prin. of Biology	4	Agri. 255—Agri. Salesmanship	3
Hort. 102—Intro. to Horticulture	3	**Health 152—First Aid	2
Eng. 101—Rhet. & Comp. I	1	Physical Education (Optional)	1
Physical Education (Optional)	1		13
	16		
Spring Semester	Credits	Spring Semester	Credits
Bus. 102—Business Math	3	Hort. 289—Supervised Intern Employment	2
Hort. 152—Greenhouse Management	3	Hort. 136—Identification and Use of Ornamentals	3
Agri. 122—Soil Fertility & Fertilizer	3	Hort. 226—Landscaping	3
Psych. 151—Gen. Psychology	3	Elective (Humanities or Social Science)	3
Speech 151—Fund. of Public Speaking	3		3
***Elective (Option 1 or 2)	2-4		11
	17-19		

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

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

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

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

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

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

HORTICULTURE Cooperative program offered at Belleville Area College

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.

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

LAW ENFORCEMENT Cooperative program offered at Belleville Area College

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		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
LE 100—Intro. to Law Enforcement	3	LE 203—Criminal Law	3
LE 105—Police Administration	3	LE 251—Rules of Criminal Evidence	3
LE 151—Police Patrol & Services Communications	3	LE 255—Criminal Investigation I	3
Psych. 151—General Psychology	3	Speech 151—Fund. of Public Speaking	3
Law Enforcement Elective	3	Soc. 203—Social Problems	3
	18	Law Enforcement Elective	3
			18

Spring Semester	Credits	Spring Semester	Credits
LE 153—Juvenile Procedures Communications	3	LE 205—Traffic Control	3
Soc. 153—Introductory Sociology	3	Psych 295—Social Psychology	3
Pol. Sci. 150—Intro. to American Government	3	Law Enforcement Electives	8
Health 152—First Aid-Medical Self Help	2		14
	14		

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

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

LAW ENFORCEMENT Cooperative program offered at Belleville Area College

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.

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

MACHINE/COMPUTER OPERATOR Cooperative program offered at Belleville Area College

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.

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

Suggested Electives
 Bus 187—Problems in Keypunch Operation
 Bus. 199—COBOL Programming
 Bus. 246—Systems Development & Design I
 Bus. 248—Assembly Language Programming
 Bus. 285—FORTRAN Programming
 Bus. 286—RPG Programming

**PROGRAMS AVAILABLE AT ILLINOIS EASTERN
COMMUNITY COLLEGES (OLNEY, WABASH, AND
LINCOLN TRAIL) THROUGH A COOPERATIVE AGREE-
MENT WITH JOHN A. LOGAN COLLEGE**

AIR CONDITIONING AND REFRIGERATION CERTIFICATE
Cooperative program offered at Lincoln Trail College

Graduates should be able to: replace common faulty parts in air conditioning or refrigeration units, correctly use common test equipment, repair leaks in refrigeration tubing, soft solder and silver braze.

First Quarter (Fall)	Credits	Third Quarter (Spring)	Credits
ACR 112—Orient. to Air Cond. & Refrig.	2	ACR 232—Commercial Refrigeration	5
ACR 122—Principles of Refrigeration	8	COM 112—Communications I	4
LIB 111—Use of the Library	1	DLR 132—Basic Welding	4
MTH 152—Technical Mathematics I	4	Elective	4
ORT 111—Freshman Orientation	1		4
	16		17

**AIR CONDITIONING AND REFRIGERATION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

Cooperative program offered at Lincoln Trail College

Typical entry level job titles for degree program graduates are: air conditioning and refrigeration and air conditioning technician, all-year air conditioning specialist, and air conditioning and refrigeration equipment salesman.

Graduates should be able to: correctly diagnose electrical and mechanical malfunctions in refrigeration and/or heating systems, accurately interpret test meters and gauges, install common air conditioning systems, silver solder and braze refrigeration tubing to repair leaks or breaks.

First Quarter (Fall)	Credits	Third Quarter (Spring)	Credits
ACR 112—Orient. to Air Cond. & Refrig.	2	ACR 232—Commercial Refrigeration	5
ACR 122—Principles of Refrigeration	8	COM 112—Communications I	4
LIB 111—Use of the Library	1	DLR 132—Basic Welding	4
MTH 152—Technical Mathematics I	4	Elective	4
ORT 111—Freshman Orientation	1		4
	16		17

Second Quarter (Winter)	Credits	Fourth Quarter (Summer)	Credits
ACR 132—Domestic & Residential Refrig.	8	ACR 142—Internship (9 weeks)	12
ELC 172—Applied Electricity I	5	ACR 152—Seminar (Summer or Fall)	2
PHY 112—Technical Physics I	4		2
	17		14

Fifth Quarter (Fall)	Credits	Sixth Quarter (Winter)	Credits
ACR 212—Principles of Air Conditioning	6	ACR 252—Automatic Controls	6
ACR 242—All-Year Comfort Systems	6	ACR 272—Air Conditioning & Refrig. Load Calc.	6
INB 142—Beginning Drafting	3	PSY 122—Human Relations in Business & Industry	3
	15	SHM 112—Sheet Metal I	3

Sixth Quarter (Winter)
ACR 252—Automatic Controls
ACR 272—Air Conditioning & Refrig. Load Calc.
PSY 122—Human Relations in Business & Industry
SHM 112—Sheet Metal I

Seventh Quarter (Spring)
ACR 262—Mobile Air Conditioning & Refrigeration
SHM 122—Sheet Metal II
Economics Elective

MANAGEMENT OF AGRICULTURAL PRODUCTION
Cooperative program offered at Wabash Valley College

If you want to farm, why not do it right? The size of the operation will determine the income of the farmer.

First Quarter	Credits	Fifth Quarter	Credits
AGR 132—Introduction to Soils	5	AGP 222—Internship in Management of Agricultural Production	2-5
AGR 142—Principles of Agronomy	5	AGP 122—Agri-Seminar	1
AGR 112—Agri. Orientation	1	AGR 252—Farm Records Systems	1
AGR 152—Introduction to Animal Science	5	AGH 262—Agricultural Finance	4
BUS 111—Business Mathematics	4		4
	20		12-14

Second Quarter	Credits	Sixth Quarter	Credits
AGR 122—Agri. Orientation	1	AGR 242—Agri. Marketing	4
AGR 212—Agricultural Chemicals	5	Elective	4
AGR 162—Fertilizers	5	Elective	4
AGR 182—Feeds and Feeding	5	PSY 111—Business Psychology	4
COM 112—Communications I	4		4
	20		16

Third Quarter	Credits	Seventh Quarter	Credits
AGP 212—Internship in Management of Agricultural Production	2-5	AGR 282—Advanced Farm Management	5
AGP 112—Agri-Seminar	1	AGR 292—Livestock Marketing	4
AGR 272—Farm Management	4	Elective	4
AGR 192—Crop Production	5	AGP 232—Field Machinery Adjustment and Repair	4
	—		4
	—		17

Fourth Quarter	Credits
AGR 232—Agricultural Law	4
AGR 172—Agricultural Economics	4
	8

AUTO BODY TECHNOLOGY
Cooperative program offered at Olney Central College

The Auto Body Technology program is designed to prepare auto body specialists for the repair of sheet metal and frame damage of vehicles. Jobs are available in this area in franchised dealerships and independent body shops. The pay rate for a graduate of the Auto Body Technology program is generally \$2.50 to \$3.00 per hour for a starting salary. With more vehicles on the road today than ever before, the future in this field is bright.

First Quarter	Credits	Fourth Quarter	Credits
ABT 112—Auto Body Orientation	4	ABT 232—Panel Removal and Replacement	8
AUM 212—Welding I	5	SOC 122—Sociology of Industrial Relationships	8
ORT 111—Freshman Orientation	1		8
ABT 122—Complete Car Cleanup	8		16
	18		16

Second Quarter
 ABT 132—Spot Repair
 ABT 142—Frame & Chassis Alignment

Fifth Quarter
 ABT 252—Complete Car Refinish
 Humantiles Elective

Third Quarter
 ABT 152—Glass Replacement and Rust Repair
 MTH 112—Applied Mathematics

Sixth Quarter
 ABT 262—Special Problems in Painting
 HED 121—First Aid and Safety

SC1 112—Communications I
 (Or CMP 111)

Credits
 8
 16
 4
 4
 4
 16

CABINET MAKING
 Cooperative program offered at Olney Central College
 Associate in Applied Science Degree

Cabinet Making is an advanced phase of the carpenter trade in the building construction world. Cabinet Making offers year-round employment without lost time for bad weather. Cabinet makers are at the top level of the construction trades because of the time involved to become skilled craftsmen in cabinet and furniture construction. Cabinet makers work at an hourly scale of \$6.00 to \$7.00 per hour and earn an annual salary of \$9000 to \$11,000. There is an increasing demand for skilled cabinet makers as the nation demands more home furnishings designed from various types of wood.

First Quarter	Credits	Fourth Quarter	Credits
CAB 112—Cabinet Making I	8	CAB 212—Spray Finishes & Plastic Laminates	8
COT 142—Blueprint Reading	3	PSY 112—Human Relations	4
SCI 112—Applied Science	4	HED 121—First Aid & Safety Ed. (Or HED 111)	4
ORT 111—Freshman Orientation	1		16
	16		
Second Quarter	Credits	Fifth Quarter	Credits
CAB 122—Cabinet Making II	7	CAB 222—Cabinet Installation	8
COT 152—Drafting	3	COT 222—Interior Finish I	8
COM 112—Communications I	4		16
LIB 111—Use of Library	1		
	15		
Third Quarter	Credits	Sixth Quarter	Credits
CAB 132—Cabinet Making III	6	CAB 232—Special Projects in Cabinet Making	6
Electives	8	COT 232—Interior Finish II	8
MTH 112—Applied Math	4	Elective	4
	18		18

COAL MINING TECHNOLOGY—CERTIFICATE
 Cooperative program offered at Wabash Valley College

Coal mining is the most rapidly expanding industry in the nation. Wages in this field vary from \$10,000.00 to \$15,000.00 per year. The coal industry because of Federal regulations is a much safer industry today.

First Quarter	Credits	Third Quarter	Credits
CMT 112—Introduction to Coal Mining	4	CMT 142—Mining Equipment	4
CMT 122—Mining Law	6	DLR 132—Basic Welding	4
CMS 142—Coal Mine Ventilation	4	CMS 112—First Aid & Mine Rescue	3
CMS 122—Coal Mine Atmosphere	2	CMT 162—Problems of Operating Underground Mines	4
	16		15
Second Quarter	Credits	Fourth Quarter	Credits
CMT 152—Roof and Rib Control	4	CMT 192—Mine Hydraulics I	4
CMT 132—Lamp & Detection Instruments	4	CMT 232—Mine Electrical Maintenance I	4
CMS 132—Accident Prevention & Safety	3	CMT 272—Mine Machinery Repair	4
MTH 112—Applied Mathematics	4	CMT 262—Mine Conveyor Belt Maintenance	3
	15	Communications Elective	4

COAL MINING TECHNOLOGY
 Cooperative program offered at Wabash Valley College

Coal mining is the most rapidly expanding industry in the U.S. Wages in this field vary from \$10,000.00 to \$15,000.00 per year. The coal industry because of Federal regulations is a much safer industry today.

First Quarter	Credits	Fourth Quarter	Credits
CMT 112—Introduction to Coal Mining	4	CMT 192—Mine Hydraulics I	4
CMT 122—Mining Law	6	CMT 232—Mine Electrical Maintenance I	4
CMS 142—Coal Mine Ventilation	4	CMT 272—Mine Machinery Repair	4
CMS 122—Coal Mine Atmosphere	2	CMT 262—Mine Conveyor Belt Maintenance	3
	16	Communications Elective	4
Second Quarter	Credits	Fifth Quarter	Credits
CMT 152—Roof and Rib Control	4	CMT 212—Mine Hydraulics II	4
CMT 132—Lamp & Detection Instruments	4	CMT 242—Mine Electrical Maintenance II	4
CMS 132—Accident Prevention & Safety	3	CMT 282—Transmission Systems & Drive Train	5
MTH 112—Applied Mathematics	4	Humanities Elective	4
	15		17
Third Quarter	Credits	Sixth Quarter	Credits
CMT 142—Mining Equipment	4	CMT 222—Mine Hydraulics III	4
DLR 132—Basic Welding	4	CMT 252—Mine Electrical Maintenance III	4
CMS 112—First Aid & Mine Rescue	3	CMT 292—Operation of Mine Machinery	4
CMT 162—Problems of Operating Underground Mines	4	Social Science Elective	4
	15		16

CONSERVATION & OUTDOOR RECREATION
Cooperative program offered at Wabash Valley College

Preservation of resources and promotion of the outdoor life style is the primary responsibility of someone employed in recreation and conservation. Employment can be obtained in the Dept. of Interior, U.S. Forestry Service, Dept. of Agriculture, and the state parks system. Salaries vary from \$4,500.00 to \$12,000.00 per year.

<i>First Quarter</i>	COR 112—Introduction to COR	Credits	4
	BIO 112—Ecology	4	
	COR 122—Gas Engines.	4	
	Principle in operation	4	
	COR 132—Boating & Boat Safety	2	
		14	
<i>Second Quarter</i>	PSY 111—Business Psychology	Credits	4
	COM 112—Communication I	4	
	HED 112—First Aid & Pharmacology	4	
	AGR 132—Introduction to Soils	5	
	COR 162—Seminar in COR.	1	
	COR 142—Gun Safety	1	
		19	
<i>Third Quarter</i>	BIO 182—Local Flora	Credits	4
	COR 212—Park Maintenance I	4	
	PAF 131—Organization & Administration of Playgrounds	4	
	SPE 111—Fundamentals of Effective Speaking	4	
	COR 152—Angling	1	
		17	
<i>Fourth Quarter</i>	COR 262—Internship	Credits	4
	(Variable Credit)	5-10	
	COR 212—Seminar in COR II	1	
	SOC 112—Community Organization & Social Structure	4	
		10-15	
<i>Fifth Quarter</i>	SRV 112—Introduction to Surveying	Credits	3
	AGR 212—Agricultural Chemicals	5	
	COR 282—Interpretive Science	2	
	COR 242—Recreation Area Administration	4	
	COR 292—Crafts Supervision	2	
		16	
<i>Sixth Quarter</i>	COR 222—Park Maintenance II	Credits	4
	COM 132—Communication Materials	4	
	MTH 112—Applied Mathematics	4	
	BIO 192—Local Fauna	4	
		16	
<i>Seventh Quarter</i>	COR 232—Park Maintenance III	Credits	4
	COR 252—Conservation Law Enforcement INC 111—Archery Elective (Humanities)	4	
		1	
		4	
		13	

Second Quarter (Winter)

BUS 111—Bus. Math. (or related elect.)	Credits	4
BUS 121—Calculating Machines	4	
PSY 122—Human Relations in Bus. & Ind.	4	
TYP—Typing	4	
	16	

DATA PROCESSING—PROGRAMMING
ASSOCIATE IN APPLIED SCIENCE DEGREE
Cooperative program offered at Lincoln Trail College

Typical entry level job titles for degree program graduates are: programmer trainee, maintenance programmer, programmer-analyst, programmer, analyst, and coder.

Graduates should be able to: gather management information needs from the hardware user; translate user needs into systems analysis flowcharts; correctly use computer languages including: Assembly, COBOL, and FORTRAN to design successfully operating routine programs; fill most jobs below the programmer level.

<i>First Quarter (Fall)</i>	ACC 211—Accounting I	Credits	5
	DAP 212—Introduction to Data Process.	4	
	LIB 111—Use of the Library	1	
	MGT 111—Introduction to Business	4	
	MTH 151—College Mathematics I	4	
	ORT 111—Freshman Orientation	1	
		19	
<i>Second Quarter (Winter)</i>	ACC 221—Accounting II	Credits	5
	COM 112—Communications I	4	
	DAP 132—Intro. to Systems & Program.	4	
	DAP 252—Programming Principles	4	
		17	
<i>Third Quarter (Spring)</i>	ACC 231—Accounting III	Credits	5
	COM 122—Communications II	4	
	DAP 122—Data Processing Applications	4	
	DAP 262—Programming Project	2	
	DAP—Data Processing Elective	4	
		19	
<i>Fourth Quarter (Fall)</i>	DAP 222—Cobol I	Credits	4
	ECN 211—Principles of Economics I	4	
	MGT 131—Business Statistics	4	
	Elective	4	
		16	
<i>Fifth Quarter (Winter)</i>	DAP 272—Advanced Systems	Credits	4
	DAP 282—Cobol II	4	
	Data Proc. Related Elective	4	
	Social Science Elective	4	
		16	
<i>Sixth Quarter (Spring)</i>	DAP 242—Field Project and/or Internship	Credits	4
	MGT 272—Records Management	4	
	PSY 122—Human Relations in Bus. & Ind.	4	
	Elective	4	
		16	

ELECTRONIC TECHNOLOGY
Cooperative program offered at Wabash Valley College

On completion of the electronic technology program a student may enter the industry as an engineering technician. As an engineering technician the student can expect a wage of \$3.00 to \$7.50 per hour. The demands of modern society clearly indicate good employment opportunities.

<i>First Quarter</i>	ELC 112—Electricity I	Credits	4
	MTH 122—Electronics Mathematics I	4	
	ELC 152—Technical Drafting	4	
	COM 112—Communications I	4	
	ORT 111—Freshman Orientation	1	
		17	
<i>Second Quarter</i>	ELC 232—Pulse & Digital Circuits	Credits	4
	ELC 252—Industrial Electronics	4	
	PSY 111—Business Psychology	4	
	ELC 212—Electronics I	4	
		16	

DATA PROCESSING KEYPUNCH CERTIFICATE
Cooperative program offered at Lincoln Trail College

Graduates should be able to: transfer data accurately from written form into machine readable form, program the data entry device to speed up entry for recurrent data, carry out instructions.

<i>First Quarter (Fall)</i>	COM 112—Communications I	Credits	4
	DAP 212—Int. to Data Processing	4	
	ORT 111—Freshman Orientation	1	
	TYP—Typing	4	
	Social Science Elective	4	
		17	
<i>Third Quarter (Spring)</i>	DAP 142—Key Punch	Credits	4
	MGT 121—Business Correspondence	4	
	TYP—Typing	4	
		16	

Second Quarter	Credits	Fifth Quarter	Credits
ELC 122—Electricity II	4	ELC 222—Electronics II	4
MTH 132—Electronics Mathematics II	4	ELC 282—Basic Computer Principles	4
ELC 132—Solid State Circuits I	4	ELC 162—Electronic Drafting	4
PHY 161—Physics II	5	COM 122—Communications II	4
	17		16

Third Quarter	Credits	Sixth Quarter	Credits
ELC 192—Applied Electricity III	4	ELC 262—Microwave Theory	4
MTH 142—Electronics Mathematics III	4	ELC 272—Special Problems in Electronics	4
PHY 171—Physics III	5	MGT 252—Business Economics	4
ELC 142—Solid State Circuits II	4	PLS 211—Government of the United States	4
	17		16

MEDICAL SECRETARY
Certificate Program
offered at Olney Central College

The OCC Medical Secretary Option to the Secretarial Science Certificate Program is designed to prepare medical secretaries, medical transcriptionists, medical receptionists and other related personnel to meet the needs of area and national medical offices. Jobs are available in this area in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, Illinois State and U.S. Government agencies. The pay scale for a one-year graduate in the Medical Secretarial Science Program would be \$90-\$125, depending on the type of job. The demand for well-trained medical secretaries is increasing due to the expansion of medical services and medical agencies and the increase in required medical records and forms which must now be kept.

First Quarter	Credits	Third Quarter	Credits
COM 112—Communications I (Or CMP-111)	4	BUS 141—Dictation & Transcribing Machines	2
HAP 111—Human Anatomy & Physiology	5	SEI 112—Secretarial Lab I	4
TYP 111—Typewriting I	4	TYP 131—Typewriting III	4
SHD 111—Shorthand I	4	SHD 131—Shorthand III	4
ORT 111—Freshman Orientation	1		—
LIB 111—Use of Library	1		14
	19		16

MEDICAL SECRETARIAL SCIENCE
Associate in Applied Science Degree
Cooperative program offered at Olney Central College

The OCC Medical Secretarial Option to the Secretarial Science Associate in Applied Science Degree Program is designed to prepare medical secretaries, medical transcriptionists, medical receptionist, medical office assistants, and other related personnel to meet the needs of area and national medical offices. Jobs are available in this area in hospitals, clinics, doctors' offices, insurance companies, health foundations, local industries, Illinois State agencies and U.S. Government agencies. The pay scale for a two-year graduate in the Medical Secretarial science Program would be

\$100-\$150, depending on the type of job. The demand for well-trained medical secretaries is increasing due to the expansion of medical services and medical agencies and the increase in required medical records and forms which must now be kept.

First Quarter	Credits	Fourth Quarter	Credits
COM 112—Communications I (Or CMP-111)	4	SHD 211—Shorthand IV	4
HAP 111—Human Anatomy & Physiology	5	MGT 272—Records Management	4
TYP 111—Typewriting I	4	TYP 212—Production Typing	4
SHD 111—Shorthand I	4	MSC 212—Medical Transcribing Machines & Terminology	4
LIB 111—Use of the Library	1		—
ORT 111—Freshman Orientation	1		16
	19		16

Second Quarter	Credits	Fifth Quarter	Credits
HAP 121—Human Anatomy & Physiology	5	PSY 112—Human Relations	4
MGT 121—Business Correspondence	4	MSC 232—Medical Office Procedures	4
TYP 121—Typewriting II or Elective	4	MSC 242—Medical Dictation & Transcribing	4
SHD 121—Shorthand II	4		—
	17		16

Third Quarter	Credits	Sixth Quarter	Credits
TYP 131—Typewriting III or Elective	4	SEI 212—Secretarial Internship I	2-6*
SHD 131—Shorthand III	4	SEI 222—Secretarial Internship II	2-6*
SEI 112—Secretarial Lab I	4	SEI 232—Secretarial Internship III	2-6*
BUS 141—Dictating & Transcribing Machines	2	SES 212—Secretarial Seminar I	1
	14		7-19

*Students are reminded that they must enroll for a sufficient number of quarter hours to meet graduation requirements.

PETROLEUM TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE
Cooperative program offered at Lincoln Trail College

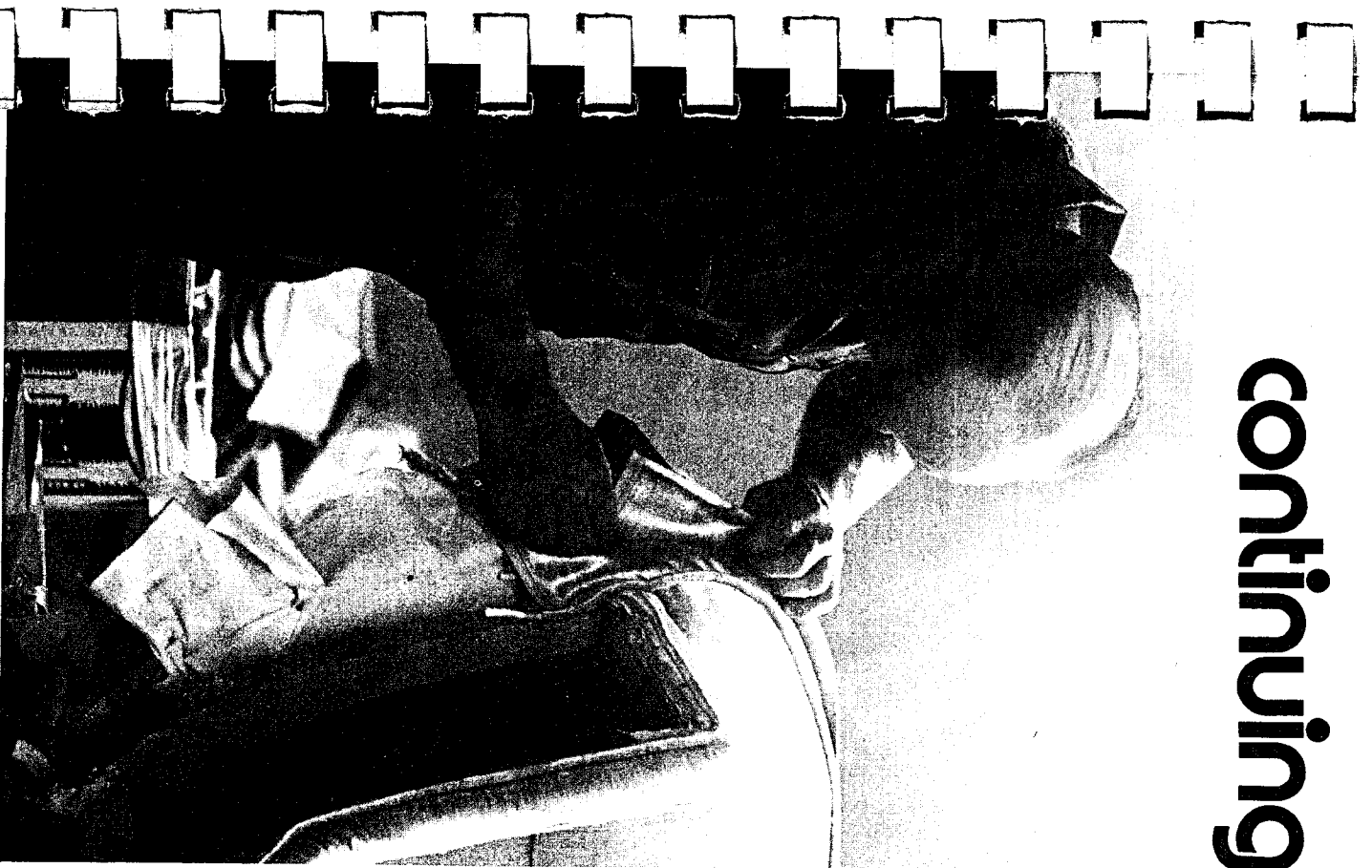
Typical entry level job titles for degree program graduates are: exploration technician, engineering aide, log technician, production technician, refining unit operator, gas storage technician, service and supply technician, and petroleum supply salesman. Graduates should be able to: interpret and understand common exploration problems and methods, use the major tools of subsurface exploration, demonstrate a working use of the physics involved in the drilling process, prescribe corrective action for common oil field production breakdowns, supervise production crews, apply physics, chemistry, and math to oil refinery jobs, operate computer terminals to obtain data analysis, demonstrate fundamental sales skills.

Graduates should qualify for technician level positions in one or more of the following career subdivisions: exploration, drilling, production, refining, storage, and sales.

First Quarter (Fall)	Credits	Fifth Quarter (Fall)	Credits
CHM 111—Chemistry I	5	PET 212—Petroleum Completion Method I	4
PET 112—Int. to Petroleum Industry	3	PHY 151—Physics I (Heat, Mech. & Hyd)	5
MTH 152—Technical Mathematics I	4	MKT 221—Principles of Salesmanship I	4
Social Science or History Elect.	4	Humanities (Elective)	4
EDR 172—Graphic Presentation	2	PET 122—Petroleum Technology Seminar	2
	18		19

continuing

education



<i>Second Quarter (Winter)</i>			
DAP 212—Int. to Data Processing	Credits	4	
MTH 162—Technical Mathematics II		4	
GEO 112—Petroleum Geology I		4	
COM 112—Communications I		4	
		16	

<i>Sixth Quarter (Winter)</i>			
PET 222—Petroleum Prod. Method II	Credits	4	
PHY 161—Physics II (Elec. Mag. & Mech.)		4	
Approved Elective for Petroleum Technology		5	
		4	
		4	
		17	

<i>Third Quarter (Spring)</i>			
CHM 122—Petroleum Chemistry	Credits	5	
GEO 122—Petroleum Geology II		4	
COM 122—Communications II		4	
SRV 112—Introduction to Surveying		3	
		—	
		16	

<i>Seventh Quarter (Spring)</i>			
EVC 212—Environmental Conservation	Credits	4	
Approv. Elective for Petro Tech.		4	
PSY 122—Human Relations in Bus. & Ind.		4	
Elective		4	
		—	
		16	

<i>Fourth Quarter (Summer)</i>			
PET 132—Petroleum Tech. Internship	Credits	12	
		—	
		12	

<i>Approved Electives for Petroleum Technology</i>			
PET 232—Petroleum Services & Supplies	Credits	4	
GEO 212—Petroleum Geology III		4	
MKT 232—Salesmanship & Distribution		4	
PET 242—Refining Methods		4	
MGT 211—Business Law I		4	
		—	
		16	

RADIO TV BROADCASTING

Cooperative program offered at Wabash Valley College

Broadcasting is a rapidly expanding field. A graduate of the radio and T.V. broadcasting program could be employed at public broadcasting, commercial broadcasting and in mass transportation. Wages are as low as \$2.35 to No Limit.

<i>First Quarter</i>			
CMF 111—Composition I	Credits	4	
SPE 111—Fundamentals of Effective Speaking		4	
ORT 111—Freshman Orientation		4	
RAD 112—Introduction to Broadcasting I		1	
RAD 222—Transmitter Systems I		4	
		5	
		—	
		18	

<i>Fourth Quarter</i>			
RAD 122—Radio Station Operation	Credits	4	
RAD 142—Radio-TV News Writing		4	
HBL 132—Radio Workshop Lab		5	
		—	
		13	

<i>Second Quarter</i>			
HED 111—Personal Hygiene	Credits	4	
RAD 162—Introduction to Broadcasting I		4	
RAD 132—Radio Speech		4	
RBL 112—Radio Workshop Lab		5	
		—	
		17	

<i>Fifth Quarter</i>			
MGT 111—Introduction to Business	Credits	4	
RAD 262—Radio Advertising and Copywriting		4	
RBL 212—Radio Workshop Lab		5	
Humanities Elective		4	
		—	
		17	

<i>Third Quarter</i>			
PSY 111—Business Psychology	Credits	4	
RAD 212—FCC Rules and Regulations		4	
RBL 122—Radio Workshop Lab		5	
		—	
		13	

<i>Sixth Quarter</i>			
MKT 221—Principles of Salesmanship I	Credits	4	
RAD 152—Television Production		4	
RAD 182—Radio Programming		4	
RBL 222—Radio Workshop Lab		5	
		—	
		17	

<i>Seventh Quarter</i>			
RAD 292—Television Production	Credits	4	
RBL 232—Radio Workshop Lab		5	
		—	
		9	

DIVISION OF CONTINUING EDUCATION AND COMMUNITY SERVICES

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

I. CREDIT COURSES AND PROGRAMS

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

II. GENERAL STUDIES ADULT EDUCATION COURSES AND PROGRAMS

General Studies Adult Education courses are made available in several program areas. Low tuition and flexible enrollment procedures make it possible and convenient for any citizen of the College District to enroll in Adult Education classes. Enrollment in these classes does not require formal admission to the College.

The student may elect to complete any sequence of courses totalling eight semester hours (five semester hours for the Health, Safety and Environment program and the Cultural program) to be eligible for a Certificate of Achievement in any of the programs listed below.

GENERAL STUDIES COURSES

Homemaking

Activities for Young Children	Personal Income Tax Preparation
Guidance of the Pre-School Child	Personal Money Management
Pre-School Art and Activities	Home Planning and Design
Pregnancy and Early Infant Care	Interior Decorating
Food Budgeting	Furniture Reupholstering I
Investments	Furniture Reupholstering II
Insurance Fundamentals	Beginning Sewing
	Intermediate Sewing

Advanced Sewing
Tailoring (Women's Clothing)
Tailoring (Men's Clothing)
Drapery Making
Sewing With Knits
How to Parent
Basic Plumbing for Home-

makers
Family Resources and Management
Household Equipment
Consumer Problems
Flat Pattern Adjustments and Alterations

DEVELOPMENT AND/OR REVIEW OF VOCATIONAL SKILLS

Sign Painting and Construction I	Basic Industrial Psychology for Supervisors
Sign Painting and Construction II	Introduction to Industrial Traffic Management
Sign Painting and Construction III	Labor Relations and the Industrial Supervisor
Introduction to Hospital Accounting	Fundamentals of Electricity
Introduction to Hospital Financial Management	Arc Welding
Hospital Budgeting	Oxyacetylene Welding
Introduction to Bookkeeping (Part I)	Basic Refrigeration
Introduction to Bookkeeping (Part II)	Appliance Repair
Introduction to Bookkeeping (Part III)	Data Processing I
Introduction to Shorthand (Part I)	Data Processing II
Introduction to Shorthand (Part II)	Data Processing III
Introduction to Shorthand (Part III)	Blueprint Reading (Industry)
Introduction to Shorthand (Part II)	Blueprint Reading (Building Trades)
Introduction to Typewriting (Part I)	Automotive Brakes and Suspensions
Introduction to Typewriting (Part II)	Drafting
Introduction to Typewriting (Part III)	Advanced Arc Welding
Typewriting Review	Waste Water Treatment
Introduction to Business Filing	Recognition of Basic Cardiac Arrhythmias: A Nursing Approach
Introduction to Office Machines	Medication I
Introduction to Receptionist Procedures	Aviation Ground School
Introduction to Business English	Secretarial and Office Practice (Part I)
Introduction to Business Law	Secretarial and Office Practice (Part II)
Techniques of Supervision	Secretarial and Office Practice (Part III)
	Machine Shop (Part I)
	Quality Control and Inspection (Part I)
	New Trends in Cosmetology
	Restorative Nursing

Machine Shop (Part II)
 Machine Shop (Part III)
 Quality Control and Inspection
 (Part II)
 Principles of Bank Operation
 Installment Credit
 Business Management
 Principles and Techniques of
 Commercial Art
 Basic Water Treatment Plant
 Operation
 Intermediate Water Treatment
 Plant Operation
 Advanced Water Treatment
 Plant Operation
 Medicationa II
 Coronary Care Nursing (Part I)
 Coronary Care Nursing (Part II)
 Visual Communication in Ad-
 vertising
 Real Estate Transactions
 Advanced Real Estate Principles
 Real Estate Principles
 Real Estate Services
 Real Estate Refresher

Bank Data Processing
 Law and Banking
 Fire Science Basic Training I
 Fire Science Basic Training II
 Fire Science Basic Training III
 Fire Science Basic Training IV
 Fire Science Instructor Course-
 Basic Level
 Police Mid-Management Super-
 vision
 Principles of Criminal Investi-
 gation
 Principles of Narcotics
 Investigation
 Police Emergency Medical
 Service
 Fundamentals of Quilting and
 Marketing
 Law for Police
 Training for Security Guards
 Automotive Mechanics Certifi-
 cation Refresher Course
 Basic Refrigeration II
 Basic Refrigeration III

Driver Education
 Forensic Photography
 Current Events
 Public Speaking
 Speed Reading
 Comparative Religions
 Fundamentals of Insurance

Historic and Scenic Southern
 Illinois
 Archaeology and Prehistory of
 Southern Illinois
 Creative Writing
 Opportunities for Supplemental
 Income

PERSONAL DEVELOPMENT

Woodworking I
 Woodworking II
 Woodworking III
 Fundamentals of Electrical
 Wiring I
 Fundamentals of Electrical
 Wiring II

Engine Tune-Up
 Small Gasoline Engine Repair
 and Maintenance
 Natural Foods Cookery
 Small Appliance Repair
 Outboard Motor Mechanics

IMPROVING FAMILY CIRCUMSTANCES

HEALTH, SAFETY, AND ENVIRONMENTAL STUDIES

First Aid
 Home Canning, Freezing and
 Preserving
 Alcohol and Drug Abuse
 Mental Health
 Physical Fitness for Men
 Advanced Physical Fitness for
 Men
 Physical Fitness for Women
 Advanced Physical Fitness for
 Women
 Personal Defense for Men and
 Women
 Certified Advanced First Aid
 Basic Industrial Safety
 Boating and Water Safety
 Gun Safety
 Aging and Health Care
 Environmental Education
 Enjoying Retirement Years
 Motorcycle Maintenance &
 Repair (Beginning)
 Motorcycle Maintenance &
 Repair (Advanced)
 Designing the Man-Made
 Environment

DEVELOPMENT AND PREPARATORY STUDIES/SKILLS

Review of Basic English Skills I
 Review of Basic English Skills II
 Review of Basic Math Skills I
 Review of Basic Math Skills II
 Review of Basic Science Skills I
 Review of Basic Science Skills II
 Review of Basic Social Studies
 Skills I
 Review of Basic Social Studies
 Skills II
 Review of Basic English Skills
 III
 Review of Basic Math Skills III
 Total Communication for
 Hearing Impaired
 Adult Basic Education II
 Total Communication for
 Hearing Impaired II
 Adult Basic Education I
 General Education Develop-
 ment Review I
 General Education Develop-
 ment Review II
 General Education Develop-
 ment Review III
 Basic Reading Development I
 Basic Reading Development II
 Basic Reading Development III

CULTURAL CURRICULUM

Technological and Cultural
 Traditions of the American
 Indian
 Elements of Drawing and
 Painting
 Survey of Artistic Expression
 Beginning Piano
 Intermediate Piano
 Basic Ceramics I
 Basic Ceramics II
 Survey of Oriental Art
 Fundamentals of Pastel Painting
 Fundamentals of Class Voice
 Advanced Piano

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

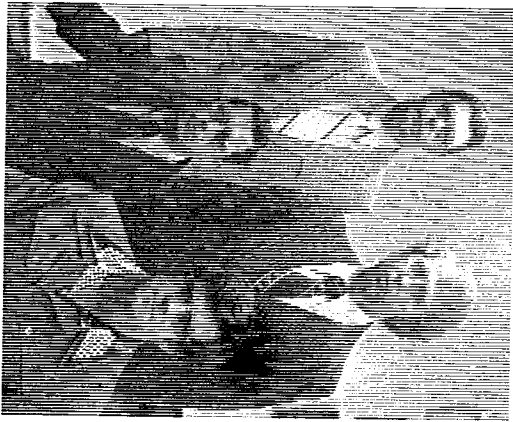
- Advanced Photography
- Advanced Tennis
- Antiques Identification and Marketing
- Ballroom Dancing
- Beginning Guitar
- Cake Decorating
- Candle Making
- Coin Collecting
- Community Recreation
- Creative Glass Blowing
- Creative Stitchery
- Dog Obedience
- Fundamentals of Golf
- Genealogy and Family Genetics
- Home Movie Making
- Horse Care and Management
- Horseshoeing
- Illinois Game Fishing
- Intermediate Photography
- Introduction to Decoupage
- Introduction to Photography
- Introduction to Tennis
- Macrame
- Poodle Grooming and Basic Obedience
- Social and Square Dancing
- Taxidermy
- Weaving
- Woodcarving

IV PUBLIC AND COMMUNITY SERVICE ACTIVITIES

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

V. ENROLLMENT IN CONTINUING EDUCATION COURSES AND COMMUNITY SERVICE ACTIVITIES

Schedules of evening credit and adult education general studies classes are available at the Office of Continuing Education prior to the start of each term. Announcements of community service activities are made on a periodic basis. Students desiring to enroll in evening credit classes should follow the procedures outlined in previous sections of the *College Bulletin*. Enrollment in adult education courses or educational activities can be accomplished by merely visiting, writing or telephoning the Office of Continuing Education at 985-3741 or 549-7335. Enrollment can also be completed by attending the first meeting of the class. All enrollment is on a "first-come-first-serve" basis.





baccalaureate



courses

DEPARTMENT OF COMMUNICATIONS/HUMANITIES

Art

Art 100
FUNDAMENTALS OF ART
(THREE-DIMENSIONAL) 4 hours

Prerequisites: None
 6 hours weekly (2-4)
 Analysis of basic elements used in the visual ordering of three-dimensional space. Emphasis will be placed on varieties of mass and scale, especially those involving man and his environment. Various kinds of expendable materials will be used.

Art 101
FUNDAMENTALS OF ART
(TWO-DIMENSIONAL) 4 hours

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

Art 111
ART APPRECIATION 3 hours

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

Art 180
BEGINNING DRAWING 3 hours

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

Art 210
ART FOR CHILDREN 3 hours

Prerequisites: None
 5 hours weekly (1-4)
 A study of the creative development of the child from pre-school through elementary level, including participation in methods of using various materials which are best suited to particular stages of development. A study of purposes of art and crafts as a means of achieving educational goals should help in understanding and appreciation of the child through his art.

Art 220
ART HISTORY 4 hours

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

Art 230
INTRODUCTION TO WEAVING 2 hours

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

Art 240
BEGINNING SCULPTURE 2 hours

Prerequisites: None
 4 hours weekly (0-4)
 A studio discipline. A utilization of three-dimensional elements, with additional concentration of the study of form relationships. Both figurative and non-figurative forms will be explored. The student will be introduced to such materials as wood, plaster, and clay.

Art 250
INTRODUCTION TO CERAMICS 2 hours

Prerequisites: None
 4 hours weekly (0-4)
 Clay is one of man's oldest materials. Familiarizing the students with its particular properties and the fundamental methods for forming it (basic handbuilding techniques, wheel-throwing, decorating, and firing it) are the content of this course.

Art 255
LIFE DRAWING 3 hours

Prerequisites: None
 6 hours weekly (0-6)
 This is a studio discipline. The course will be related to observation of living form with emphasis upon anatomy. Studies will include gesture, contour, proportion, mass, balance, some color and interpretation. A variety of drawing materials are required.

Art 260
BEGINNING PAINTING 2 hours

Prerequisites: Consent of instructor
 4 hours weekly (0-4)
 A studio discipline. Explores acrylic polymer emulsion and oil pigments. Varied approaches and methods are included in learning the functions and characteristics of the media.

English

Developmental
Skills 52 (a,b) 2 hours

Prerequisites: None
 2 hours weekly (2-0)
 Basic Communications is designed to review the basic skills in college writing. The student will progress through sentence patterns and paragraph patterns to the short theme. By the end of the term, the student will be expected to write a well-organized paragraph and short theme. A student may enroll in the course or any of its two parts.
 a. Sentence and Paragraph Patterns
 b. Theme Patterns

Developmental Skills 155
(a,b,c,d,e,f)

DEVELOPMENTAL READING SKILLS

3 hours

Prerequisites: None
3 hours weekly (3-0)

Intended for those students who have need for reinforcement and additional training in reading skills. Comprehension, study skills, reading speed and vocabulary are emphasized. A student may enroll in the course or any of its six parts. This course is not designed for college transfer. Credit earned in this course will count toward graduation.

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

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

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

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

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

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

English 101

Prerequisites: None
3 hours weekly (3-0)

ENGLISH COMPOSITION

3 hours

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



English 102

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

ENGLISH COMPOSITION

3 hours

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

English 103

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

CREATIVE WRITING

3 hours

English 103 is an introductory course in creative writing. The course will cover techniques and forms of the short story, poetry and drama. It will attempt to stimulate the student's sensory observations and to inculcate the ability to criticize and accept criticism. This course or English 102 will fulfill the requirements of the second semester of English Composition. Prior to registering for this course, a student should have a "B" grade in English 101 or obtain the permission of the instructor.

English 111

Prerequisites: None
3 hours weekly (3-0)

COMMUNICATIONS

3 hours

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

English 112

Prerequisites: None
3 hours weekly (3-0)

COMMUNICATIONS

3 hours

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

Foreign Languages

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

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

French

French 101

Prerequisites: None
4 hours weekly (4-0)

ELEMENTARY FRENCH

4 hours

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

French 102

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

ELEMENTARY FRENCH

4 hours

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

French 201 **INTERMEDIATE FRENCH** **4 hours**

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.

Literature 270

THE BIBLE
AS LITERATURE

3 hours

Prerequisite: English Composition 101
3 hours weekly (3-0)

A literary appreciation course to familiarize students with the basic literary forms and themes of the Bible. Included are archetypal patterns of characters, plots and images; myths and history; short tales and stories; lyric poetry; the epic; the parable; and drama.

Literature 275

THE ART OF THE CINEMA

3 hours

Prerequisite: English Composition
3 hours weekly (3-0)

A survey of the development of the motion picture art from its beginnings in the 1890's to the present. This study of the art of the motion picture will include not only a history of the motion picture industry, but also consider the techniques of motion picture production.

Literature 284

ETHNIC LITERATURE
IN AMERICA

3 hours

Prerequisite: English Composition
3 hours weekly (3-0)

A survey of the literature of the various racial and ethnic groups of America. Included are examples from the following traditions: Jewish, Afro-American, Chicano, American Indian, and the various European heritages. The course will seek to identify the distinctive features of each tradition and how each has made contributions to the total culture.

Literature 291

SURVEY OF WESTERN
WORLD LITERATURE FROM THE HEBREWS
THROUGH THE RENAISSANCE

3 hours

Prerequisite: English Composition
3 hours weekly (3-0)

A study in translation of the literary masterpieces of Western Civilization from the Hebrew writers of the continental European writers of the Renaissance, beginning with the Masterpieces of the Ancient World, then to the Middle Ages, and finally to the Renaissance.

Literature 292

SURVEY OF WESTERN
WORLD LITERATURE FROM
RENAISSANCE TO THE PRESENT

3 hours

Prerequisite: English Composition
3 hours weekly (3-0)

A study in translation of the literary masterpieces of Western Civilization from 1660 to the present, beginning with Neo-Classicism, moving through Romanticism, Realism and Naturalism, and ending with Symbolism and the Modern School.

Music

Music 101

CHORAL ENSEMBLE

1 hour

Prerequisites: None
3 hours weekly (0-3)

John A. Logan College Choir. No auditions required. May be taken any semester not to exceed 4 hours credit.

Music 102

CHAMBER ENSEMBLE

1 hour

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

Open to a limited number of students. Designed to give students experience with choral music specifically written for small groups. Will give public performances during the term; membership through instructor consultation. May be repeated not to exceed 4 credit hours.

Music 103

SYMPHONIC BAND

1 hour

Prerequisites: None
3 hours weekly (0-3)

John A. Logan College Band. Open to all students who have had prior instrumental experience or by consultation with the instructor. Will give public performances during the term. May be repeated not to exceed 4 credit hours.

Music 104

STAGE BAND

1 hour

Prerequisites: Consent of instructor

3 hours weekly (0-3)
Open to a limited number of students. Designed to give the student experience in more "contemporary" music, i.e. jazz, dance and stage band literature. Will give public performances during the term. Membership through instructor consultation. May be repeated not to exceed 4 credit hours.

Music 105

MUSIC APPRECIATION

3 hours

Prerequisites: None

3 hours weekly (3-0)
Designed to familiarize the student with outstanding works of musical composition by means of recordings. Includes a survey of musical forms and a study of music in relationship to national cultures and other art forms.

Music 106

BEGINNING CLASS PIANO I

1 hour

Prerequisite: None

2 hours weekly (0-2)
A class designed to teach basic musical information and keyboard skills with actual keyboard instruction. Available in the piano laboratory. Music majors or minors, elementary education majors, or child care students will find this class particularly useful.

Music 107

CLASS PIANO II

1 hour

Prerequisite: Music 106 or Proficiency

2 hours weekly (0-2)
This is the second of two courses offering basic keyboard skills for music majors/minors, elementary education majors, child care majors, and other students who want or need basic keyboard skills. This course will provide actual hands-on training in the piano laboratory.

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

1/2 hour weekly (0-1/2)
Private lessons in any field. Consult with advisor for details and requirements. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the college and assigned by the music department or credit cannot be given.

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

1/2 hour weekly (0-1/2)
Continuation of Music 111, 112, and 113 sequence. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the college and assigned by the music department or credit cannot be given.

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 INTRODUCTION TO 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 118 FUNDAMENTALS OF ACTING 3 hours

Prerequisite: Speech 115 or Consent of Instructor
3 hours weekly (3-0)
This course will provide the aspiring actor with the skills to prepare a role for presentation and to effectively participate in the rehearsal and performance of a play. Stage nomenclature, movement, and preparation of character analysis for a role will be presented.

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.

Speech 122 DISCUSSION AND CONFERENCE 3 hours

Prerequisite: Speech 115 or Consent of Instructor
3 hours weekly (3-0)
Current world problems and issues are used as a vehicle to prepare the student in the principles and methods of group discussion, conference participation, and leadership of group discussion and conference.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Health

Health 110 HEALTH EDUCATION 3 hours

Prerequisites: None
3 hours weekly (3-0)
Designed to provide a sound knowledge of health in order to favorably influence the student's attitudes, habits and practices pertaining to the physical, mental, social and emotional environment.

Health 115 FOUNDATIONS OF HEALTH AND PHYSICAL FITNESS 3 hours

Prerequisites: None
3 hours weekly (2-2)
Emphasis is placed on the physiological aspects of health. An analysis of personal health and physical fitness for efficiency and longevity. Discussion and lab testing of areas of obesity, nutrition and total physical fitness through balanced living.

Physical Education Service Courses (0-2)

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

P.E. Men 102	BEGINNING SWIMMING	1 hour	Credit
P.E. Men 103	INTERMEDIATE SWIMMING	1 hour	
P.E. Men 104	BEGINNING GOLF	1 hour	
P.E. Men 105	TENNIS	1 hour	
P.E. Men 106	BADMINTON	1 hour	
P.E. Men 107	GYMNASTICS	1 hour	
P.E. Men 108	WRESTLING	1 hour	
P.E. Men 109	PERSONAL DEFENSE	1 hour	
P.E. Men 110	WEIGHT TRAINING	1 hour	
P.E. Men 111	TRACK & FIELD	1 hour	
P.E. Men 112	TOUCH FOOTBALL	1 hour	
P.E. Men 113	SOCCER	1 hour	
P.E. Men 114	SOFTBALL	1 hour	
P.E. Men 115	VOLLEYBALL	1 hour	
P.E. Men 116	BASKETBALL	1 hour	
P.E. CO-ED 117	INDIVIDUAL PHYSICAL EDUCATION	1 hour	
P.E. CO-ED 118	INDIVIDUAL PHYSICAL EDUCATION	1 hour	
P.E. CO-ED 119	INDIVIDUAL PHYSICAL EDUCATION	1 hour	
P.E. CO-ED 120	INDIVIDUAL PHYSICAL EDUCATION	1 hour	
P.E. Women 122	BEGINNING SWIMMING	1 hour	
P.E. Women 123	INTERMEDIATE SWIMMING	1 hour	
P.E. Women 124	BEGINNING GOLF	1 hour	
P.E. Women 125	TENNIS	1 hour	
P.E. Women 126	BADMINTON	1 hour	
P.E. Women 127	GYMNASTICS	1 hour	
P.E. Women 128	SOFTBALL	1 hour	
P.E. Women 129	VOLLEYBALL	1 hour	
P.E. Women 130	BASKETBALL	1 hour	
P.E. Women 131	MODERN DANCE	1 hour	
P.E. Women 132	FOLK DANCE	1 hour	
P.E. Women 133	TRACK & FIELD	1 hour	
P.E. CO-ED 135	RECREATIONAL ACTIVITIES (four service areas explored)	1 hour	
P.E. CO-ED 136	LIFE-SAVING	1 hour	
P.E. CO-ED 137	CAMP/CRAFT AND SURVIVAL	1 hour	
P.E. CO-ED 138	SAILING AND CANOEING	2 hours	
P.E. CO-ED 139	WATER SKIING	2 hours	
P.E. CO-ED 140	ADVANCED TENNIS	1 hour	
P.E. CO-ED 141	BOWLING	1 hour	
P.E. CO-ED 142	ADVANCED GOLF	1 hour	
P.E. CO-ED 143	SOCIAL & SQUARE DANCE	1 hour	
P.E. CO-ED 144	ARCHERY	1 hour	
P.E. CO-ED 145	GOLF	1 hour	
P.E. CO-ED 146	FOLK DANCE	1 hour	

P.E. CO-ED 147	BADMINTON	1 hour
P.E. CO-ED 148	VOLLEYBALL	1 hour
P.E. CO-ED 149	TENNIS	1 hour
P.E. CO-ED 150	ADVANCED SWIMMING	1 hour
P.E. CO-ED 151	ADVANCED VOLLEYBALL	1 hour

Majors Courses (3-0) 3 hours weekly

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

P.E. Men 152	METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES	1 hour	Credit
P.E. Men 153	METHODS OF TEACHING BASKETBALL	1 hour	
P.E. Men 154	METHODS OF TEACHING GOLF	2 hours	
P.E. Men 155	METHODS OF TEACHING TENNIS	1 hour	
P.E. Men 156	METHODS OF TEACHING TRACK & FIELD	1 hour	
P.E. Men 157	METHODS OF TEACHING GYMNASTICS	2 hours	
P.E. Men 158	METHODS OF TEACHING WRESTLING	1 hour	
P.E. Men 159	METHODS OF TEACHING EXERCISE FITNESS	2 hours	
P.E. Women 171	METHODS OF TEACHING EXERCISE FITNESS	1 hour	
P.E. Women 172	SOCCER-SPEEDBALL	1 hour	
P.E. Women 173	BASKETBALL	1 hour	
P.E. Women 174	FIELD HOCKEY	1 hour	
P.E. Women 175	TENNIS	1 hour	
P.E. Women 176	TRACK & FIELD	1 hour	
P.E. Women 177	MODERN DANCE	1 hour	
P.E. Women 178	FOLK & SQUARE DANCE	1 hour	
P.E. Women 180	VOLLEYBALL	1 hour	
P.E. Women 181	SOFTBALL	1 hour	
P.E. Women 182	TUMBLING & GYMNASTICS	1 hour	
P.E. Women 183	INTERMEDIATE SWIMMING	1 hour	

DEPARTMENT OF SCIENCE

Biological Science

Biological Science 101 **BIOLOGICAL SCIENCE** **3 hours**

Prerequisites: None
4 hours weekly (2-2)
An introductory course designed to give the student a basic knowledge of the cellular aspects of biology.

Biological Science 105 **ANATOMY AND PHYSIOLOGY** **3 hours**

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

Biological Science 110 **GENERAL BOTANY** **3 hours**

Prerequisites: Biological Science 101
4 hours weekly (2-2)
Fundamentals concepts of plant life cycles, structure, function and propagation with emphasis on higher plants.

Biological Science 115 **INVERTEBRATE ZOOLOGY** **3 hours**

Prerequisites: Biological Science 101
4 hours weekly (2-2)
Evolution, function, and interrelationships of major representative invertebrate phyla and the role they have in the biotic world.

Biological Science 120 **VERTEBRATE ZOOLOGY** **3 hours**

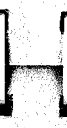
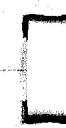
Prerequisites: Biological Science 101
4 hours weekly (2-2)
Structure and development of vertebrates from the embryo through adult life. Extinct and extant forms.

Biological Science 225 **GENETICS** **3 hours**

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

Biological Science 240 **PLANT & ANIMAL ECOLOGY** **3 hours**

Prerequisites: Biological Science 101
3 hours weekly (3-0)
Basic ecological principles and concepts, built around ecosystems, habitats, energy flow, populations, and the biotic community.



Biological Science 245 **CONSERVATION OF NATURAL RESOURCES** **3 hours**

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

Biological Science 275 **COMMON PLANTS OF SOUTHERN ILLINOIS** **3 hours**

Prerequisites: Biological Science 101 or consent
5 hours weekly (1-4)
A course in the identification of common vascular plants, particularly angiosperms, stressing basic taxonomy, field and herbarium methods, and the pleasure of recognition of wild plants in the field. One all day field trip will be included.

Chemistry

Chemistry 101 **GENERAL INORGANIC CHEMISTRY** **5 hours**

Prerequisites: Two years of high school algebra, or concurrent registration in college transfer mathematics.
7 hours weekly (3-4)
A study of the fundamental laws and concepts of chemistry, including chemical formulas and nomenclature, atomic structure, bonding, the periodic chart, and equilibria.

Chemistry 102 **QUALITATIVE AND QUANTITATIVE ANALYSIS** **5 hours**

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

Chemistry 201 **ORGANIC CHEMISTRY** **5 hours**

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

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

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

Engineering

Engineering 101 ENGINEERING GRAPHICS

4 hours

Prerequisites: None
6 hours weekly (2-4)

This course is designed primarily for the pre-engineering student. It covers lettering, use of instruments, sketching, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, threads and fasteners, intersections and developments, and problems in descriptive geometry which relate to points, lines, planes in space and curved surfaces.

Physics 201

MECHANICS

5 hours

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

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

Physics 210

MECHANICS AND ELECTRICITY AND MAGNETISM

4 hours

Prerequisites: Physics 155, 158 and Math 131 or concurrent enrollment in Math 131
4 hours weekly (4-0)

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

Mathematics

Mathematics 51

BASIC ARITHMETIC

2 hours

Prerequisites: None
2 hours weekly (2-0)

This course is designed for those who need to review the basic operations of arithmetic, particularly operations with fractions and decimals. It is not designed for college transfer. This course will cover numeration, addition, subtraction, multiplication and division of whole numbers; factoring, primes, divisibility; addition, subtraction, multiplication, and division of fractions and decimals; percent; measures; ratio and proportion, averages; medians, squares, and square roots. (May be taken concurrently with Math 52). Individualized instruction.

Mathematics 52

BASIC ALGEBRA

3 hours

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

MATH APPRECIATION

3 hours

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 an



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 102

INTRODUCTORY METRICS

1 hour

Prerequisite: None
1 hour weekly (1-0)

A course designed to introduce students to the basic concepts and use of the metric system of measurement. Students will study units of length, weight, volume, metric prefixes, approximation, metric materials (sticks, weights, containers), metric equivalents, and terminology will also be studied.

Mathematics 105

TECHNICAL MATHEMATICS

3 hours

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

TECHNICAL MATHEMATICS

3 hours

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.

Mathematics 110

INTERMEDIATE ALGEBRA

5 hours

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.

Mathematics 111

COLLEGE ALGEBRA AND TRIGONOMETRY

5 hours

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

Mathematics 116

FINITE MATHEMATICS FOR BUSINESS AND MANAGEMENT

5 hours

Prerequisites: Three (3) semesters of high school algebra or the equivalent
5 hours weekly (5-0)

This course is designed especially for students in areas such as business and economics (business administration and accounting majors). Students registering for this course will probably be required to take a calculus course to complete their mathe-

maths sequence, but students should check the specific requirements of the senior university to which they plan to transfer because requirements are not uniform throughout the state. This course is not designed for math majors.

Mathematics 120 **ELEMENTARY STATISTICS** **3 hours**
 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.

Mathematics 131 **CALCULUS I** **5 hours**
 Prerequisites: Math 111 or 2 years of high school algebra, one year of high school geometry and 1/2 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 **CALCULUS II** **5 hours**
 Prerequisites: Math 131
 5 hours weekly (5-0)
 A continuation of Math 131. This course will cover trig, log and exponential functions; methods of integration; vectors; indeterminate forms and improper integrals; polar coordinates; the theory of infinite series.

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

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

Physical Science 101 **MAN AND HIS TECHNOLOGY** **3 hours**
 Prerequisites: None
 3 hours weekly (3-0)
 A consumer user course oriented toward the economics and wise use of man's energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

Physical Science 102 **ASTRONOMY** **3 hours**
 Prerequisites: None
 3 hours weekly (3-0)
 A general education course in astronomy. Textbook principles as well as observations of the night sky are brought together in this relevant course. Questions posed here such as, "Are we alone?", promote intense discussion.

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

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

Physical Science 105 **PHYSICS IN THE ENVIRONMENT** **3 hours**
 Prerequisites: None
 3 hours weekly (3-0)
 A general education course introducing basic chemistry together with elementary studies related to the structure of matter from the atomic and nuclear standpoint.

Physics

Physics 151 TECHNICAL PHYSICS

3 hours

Prerequisites: None
4 hours weekly (2-2)

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

Physics 155

PHYSICS

5 hours

Prerequisites: None
6 hours weekly (4-2)

An introduction to physics combined with topics in the study of mechanics, heat and sound. This is the first in a non-calculus sequence for science, engineering, math, pre-med, chemistry, and other majors requiring college physics.

Physics 156

PHYSICS

5 hours

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

5 hours

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.

Anthropology

DEPARTMENT OF SOCIAL SCIENCE

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 test of these elements in Civil War.

History 202

UNITED STATES HISTORY

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

History 205

ILLINOIS HISTORY

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

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

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

History 212 **HISTORY OF WOMEN IN AMERICA** **3 hours**

Prerequisite: None
3 hours weekly (3-0)
This course will explore the role and image over the course of American history with attention to the changes that have taken place. Significant contributions of women will be discussed as well as the history of the feminist movement in America. The major emphasis will be on the social history of women.

Geography

Geography 112 **REGIONAL GEOGRAPHY** **3 hours**

Prerequisites: None
3 hours weekly (3-0)
An introductory course 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 relationship in personal, social and business situations. Emphasis is placed on the techniques used to solve problems of motivation, 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 sociology.

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

Prerequisites: Psy 132
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)
Deal 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. Students must submit proposals prior to the first week of classes.

CREDIT: Variable, 1-4 hours

PROFESSIONAL EDUCATION

Education 201 **INTRODUCTION TO PUBLIC SCHOOL EDUCATION** 1 hour

Prerequisites: None
1 hour weekly (1-0)
The primary objective of this course is to provide prospective teacher education majors with information, experiences and opportunities for exploration relative to the teaching profession as a career. Following is a listing of Education 201 activities:

Education 202 **HUMAN GROWTH, DEVELOPMENT AND LEARNING** 2 hours

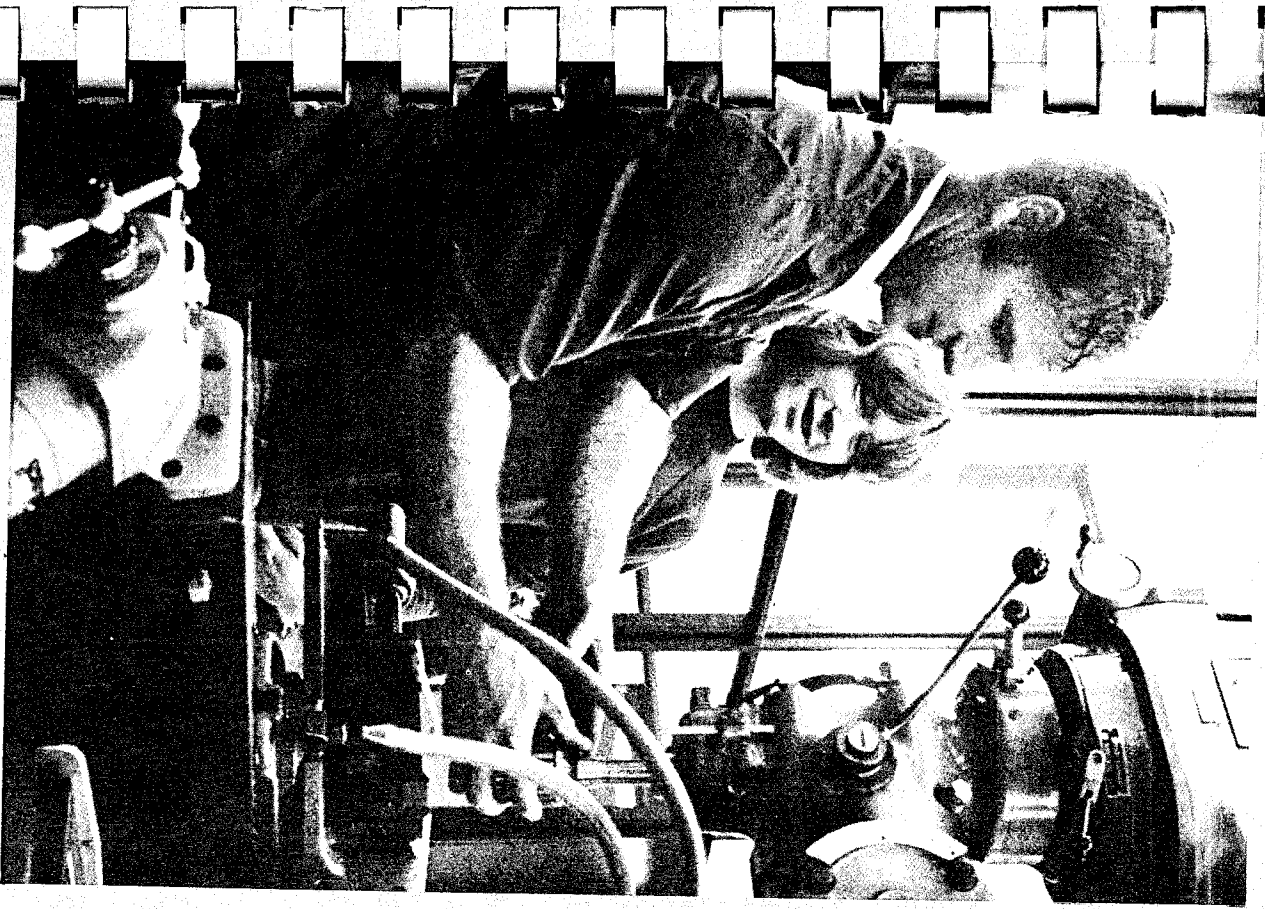
Prerequisite: Education 201
2 hours weekly (2-0)
A course designed for prospective teachers covering three general areas of instruction—classroom management, cognitive learning and effective learning. The following information includes specific instructional objectives within each of the three units noted above.

Education 203 **SCHOOL AND SOCIETY** 2 hours

Prerequisite: Education 202
2 hours weekly (2-0)
This course covers the goals and purposes of American education and their relationship to American society. Prospective teachers will develop an understanding of the organizational structure and functioning of the American school system and will explore the contemporary goals, ideas, issues, and practices in American schools. Selected educational philosophies will be covered.

occupational

courses



DEPARTMENT OF BUSINESS

Accounting

Accounting 101

FUNDAMENTALS OF ACCOUNTING

4 hours

Prerequisites: None
6 hours weekly (2-4)
An introductory course in accounting fundamentals, stressing the basic principles of accounting as applied to a sole proprietorship, with emphasis in the following areas: basic structure of accounting, including theory of debit and credit and the ledger; accounting cycle for a service enterprise, including journals, posting, and completion of the accounting cycle; accounting cycle for a merchandising enterprise, including sales, cash receipts, purchases, cash payments, and periodic reporting; special accounting procedures for receivables, payables, inventories, deferrals, accruals, plant assets, and intangible assets; and accounting systems and controls, including the voucher system and payroll systems. A practice set providing practice in accounting for a sole proprietorship will be used.

Accounting 102

FUNDAMENTALS OF ACCOUNTING

4 hours

Prerequisite: Accounting 101
4 hours weekly (4-0)
A continuation of the study of accounting fundamentals with emphasis in the following areas: concepts and principles; accounting for partnerships; corporation accounting, including organization and operation, stockholders' equity, earnings, dividends, long-term obligations, and investments; control accounting, including manufacturing and process cost systems, job order cost systems, and budgetary control and standard cost systems; and basic principles of decision-making and management reporting. A practice set providing practice in accounting for a manufacturing business using the job order cost system will be used.

Accounting 201

FINANCIAL ACCOUNTING

3 hours

Prerequisite: Sophomore standing or consent of instructor
3 hours weekly (3-0)
An introductory course in financial accounting which stresses how accounting data are accumulated and gives an understanding of the concepts necessary to use such data effectively. These fundamental concepts of accounting, as applied to a sole proprietorship, are developed with emphasis in the following areas: basic structure of accounting for a double-entry system on the accrual basis; accounting cycle for a service business; accounting cycle for a merchandising concern, including special columnar journals and subsidiary ledgers; internal control, including the voucher system and special controls for cash and accounts receivable; accounting procedures for notes and interest, inventories, plant and equipment, and intangible assets; and payroll accounting procedures.

Accounting 202

FINANCIAL ACCOUNTING

3 hours

Prerequisite: Accounting 201
3 hours weekly (3-0)
A continuation of the study of financial accounting concepts, with emphasis in the following areas: partnership accounting; accounting for corporations, including organization and operation, capital stock and retained earnings transactions, longterm

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 217

COST ACCOUNTING

3 hours

Prerequisites: Accounting 203
3 hours weekly (3-0)
Stresses the fundamentals involved in the relation of cost accounting to management for control, with emphasis in the following areas: general principles involved in the construction of a cost system; distribution of the cost elements—materials, labor, and factory overhead; and job order, process, and standard cost accounting.

Accounting 218

TAX ACCOUNTING

3 hours

Prerequisites: Accounting 102
3 hours weekly (3-0)
An introduction to the Federal Income Tax structure as related to the individual and to the small businessman. Emphasis is on the following areas: individual tax returns, including income inclusions and exclusions, deductions allowable and not allowable, types of returns to be filed, exemptions, and special income and deduction items; basic tax responsibilities of small businesses and reporting requirements involved for a sole proprietorship, partnership, and corporation; and the preparation of an individual Illinois income tax return.

Accounting 220

BUSINESS ACCOUNTING

3 hours

Prerequisites: None
3 hours weekly (3-0)
A practical accounting course for non-accountants. It includes a study of the elements of accounting and the accounting procedure. The accounting elements, business transactions, common journals, posting, the trial balance, the worksheet, and the financial statements are covered. In addition, the following areas are studied: accounting for merchandise, accounting for purchases and sales; accounting for cash; payroll accounting; accounting for a retail store; accounting for investments; and accounting for a personal service enterprise.

Accounting 221

PAYROLL ACCOUNTING

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. The 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 AGRICULTURAL OCCUPATIONS

2 hours

Prerequisites: None
2 hours weekly (2-0)

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

Agricultural Supply and Services 121

INTRODUCTION TO ANIMAL SCIENCE

4 hours

Prerequisites: None
4 hours weekly (4-0)

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

Agricultural Supply and Services 122

AGRICULTURAL ECONOMICS

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Agricultural Supply and Services 124

FEEDS AND FEEDING

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Agricultural Supply and Services 125

SOILS AND FERTILIZERS

5 hours

Prerequisites: None
6 hours weekly (4-2)

The uses of fertilizer materials; effects of various fertilizers on soils and crops, fertility maintenance and soil management. A study of soil classification, physical

and chemical properties of soils, and how soils are formed is also covered in the course.

Agricultural Supply and Services 126

AGRICULTURAL CHEMICALS

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Agricultural Supply and Services 127

CROP PRODUCTION

4 hours

Prerequisites: None
4 hours weekly (4-0)

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

Agricultural Supply and Services 129

INTERNSHIP

4 hours

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

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

Agricultural Supply and Services 221

FARM MANAGEMENT

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Agricultural Supply and Services 226

MARKETING AGRICULTURAL PRODUCTS

5 hours

Prerequisites: None
5 hours weekly (5-0)

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

Agricultural Supply and Services 261

INTERNSHIP

4 hours

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

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

Economics

Economics 101

BUSINESS ECONOMICS

3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Economics 201

PRINCIPLES OF ECONOMICS

4 hours

Prerequisites: None
4 hours weekly (4-0)

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

Economics 202

PRINCIPLES OF ECONOMICS

4 hours

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

This introductory course in economics will emphasize microeconomic theory and contemporary problems. The following topics will be included in this course: market structures of American Capitalism; elasticity of demand and supply; price and output determination; resource allocation; current domestic 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

Prerequisites: None
3 hours weekly (3-0)

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

124

Business 111

BUSINESS MATHEMATICS

3 hours

Prerequisites: None
3 hours weekly (3-0)

A basic course in fundamental processes of business mathematics, percentages, discounts, pricing, interest, payroll, taxes, profit, and loss.

Business 121

BUSINESS STATISTICS

3 hours

Prerequisites: 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

Prerequisites: None
3 hours weekly (1-2)

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

Business 128

DUPLICATING MACHINES

3 hours

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

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

Business 130

SALESMANSHIP

3 hours

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 sales are taught including prospecting, preapproach, approach, persuasion, presentation, handling objectives, proper closings, and follow-up.

Business 131

SALESMANSHIP

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.

125

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

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

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

Business 222 INTRODUCTION TO BUSINESS FINANCE 1 hour
 Prerequisites: None
 1 hour weekly (1-0)
 An introductory course designed especially for the person who plans to work in business who needs an understanding of the financial structure of the economy in which he will live and work. Emphasis is also placed on a study of the capital markets in which a businessman will seek funds for business operations.

Business 235 BUSINESS CORRESPONDENCE 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A brief review of grammar, punctuation, and letter forms. Attention is given to the various types of business correspondence, including orders and inquiries, favors and requests, sales, credits and collections, goodwill, and interoffice memorandums. Instruction is given in the proper methods of dictation of business correspondence, and dictating practice is given.

Business 237 SECRETARIAL PROCEDURES 4 hours
 Prerequisites: None
 6 hours weekly (2-4)
 Secretarial and clerical responsibilities and duties are studied and practiced. Included are mailing procedures, duties of a receptionist, telephone techniques, tele-

grams, handling travel arrangements, participation in meetings and conferences, reference tools, personal appearance, office etiquette and customs, speaking, and office organization and work flow.

Business 239 BUSINESS SEMINAR 1 hour
 Prerequisites: None
 1 hour weekly (1-0)
 Topics to be selected based on current trends and the needs of those enrolled. Some topics will be presented by representatives from business and industry. Problems related to those encountered while on the job will be discussed.

Business 241 SUPERVISED SECRETARIAL WORK EXPERIENCE 2-4 hours
 Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
 10-20 hours weekly (0-20)
 On-the-job secretarial work experience will enable students to apply the skills and knowledge learned in the classroom will be given. Students will work in approved offices in business and industry. The teacher-coordinator and the on-the-job supervisor will work together to constantly evaluate student trainees in order to help them upgrade their skills and strengthen weaknesses.

Business 247 LEGAL SECRETARIAL PRACTICE 3 hours
 Prerequisites: Business 118 or 126 or Consent of Instructor
 4 hours weekly (2-2)
 A specialized course of skill development in taking and transcribing legal dictation, preparing legal forms, learning legal office procedures. Includes study of legal shortcuts, court procedures, and related legal information.

Business 248 LEGAL SECRETARIAL PRACTICE 3 hours
 Prerequisites: Business 247
 4 hours weekly (2-2)
 A continuation of Business 247.

Business 251 INSURANCE 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A course designed to provide a basic understanding of both personal and business uses of property, casualty, and life insurance. In addition to analyzing policies, company organization, rate-making, adjustment of losses, and risk bearing are covered.

Business 252 REAL ESTATE 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A course designed to acquaint students with fundamentals of the real estate business. Topics covered include brokerage, contracts, land use controls, encumbrances, interests in real estate, deeds, and landlord-tenant. This course meets the requirements for the student to apply for the Salesman's Exam.

Business 253 PRINCIPLES OF BANKING 3 hours
 Prerequisites: None
 3 hours weekly (3-0)
 A study of the principles and functions of commercial banking in the United States. The fundamentals of banking are stressed. Coverage will be given to ordinary banking procedures.

Food Services

Food Services 101 INTRODUCTION TO FOOD SERVICES 2 hours

Prerequisites: None
2 hours weekly (2-0)
Introduction to history, basic systems, organization problems, and opportunities in the food services 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 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.

Hotel-Motel Management

Hotel-Motel 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, gluten, 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.

Hotel-Motel Management 163 SUPERVISORY HOUSEKEEPING 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.

Hotel-Motel Management 164 ADVANCED FOOD PREPARATION 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.

Hotel-Motel Management 212 FOOD AND BEVERAGE 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.

Hotel-Motel Management 243 **SUPERVISORY TECHNIQUES** **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 Management 263 **HOTEL-MOTEL INTERNSHIP** **4 hours**

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

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

Hotel-Motel Management 271 **FOOD AND BEVERAGE CONTROLS** **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 Asso. Dean of Vo.-Tech.
15 hours weekly (0-15)

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

Management 236 **RECORDS MANAGEMENT** **1 hour**

Prerequisites: None
2 hours weekly (0-2)

Emphasis is on the basic principles of modern filing systems, including alphabetic, subject, numeric, chronological, and geographic filing. Students work with practice filing equipment and become acquainted with the rules of indexing, cross referencing, coding, charge-outs, color-devices, and setting up a modern filing system. In addition, emphasis in management is placed on proper methods and procedures in the storage, retrieval, transfer, and destruction of records.

Shorthand

Business 124 **SHORTHAND** **3 hours**

Prerequisites: None
5 hours weekly (1-4)

A basic course in the principles of Gregg Shorthand, Diamond Jubilee. Included are the brief forms, the shorthand alphabet, basic theory and frequently used phrases.

Reading and writing practice are given on familiar and new materials. Training in transcription, spelling, punctuation, and proofreading. Shorthand speed grades are based on 3 minute takes with at least 95% accuracy. The following grade scale is used: A—70 wpm at 1%; B—60 wpm at 1%; C—60 wpm at 2-3%.

Business 125 **SHORTHAND** **3 hours**

Prerequisites: Business 124
5 hours weekly (1-4)

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

Business 232 **SHORTHAND** **3 hours**

Prerequisites: Business 125
5 hours weekly (1-4)

Emphasis on dictation leading to mailable copy according to modern business standards. Continued emphasis on spelling, punctuation, and transcription speed. Goal is professionally transcribed copy. The following grade scale is used for speed: A—120 wpm at 1%; B—110 wpm at 1%; C—100 wpm at 1%.

Business 233 **SHORTHAND** **3 hours**

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

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

Typewriting

Business 116 **TYPEWRITING** **3 hours**

Prerequisites: None
5 hours weekly (1-4)

Mastery of the keyboard with speed and accuracy in the touch operation of the typewriter. Skill is developed for vocational and personal uses. Business office standards are used in typing basic letter styles, manuscripts, and tabulated problems. The following grade scale is used for speed on 3 minute timings on straight copy: A—45 wpm; B—40 wpm; C—35 wpm.

Business 117 **TYPEWRITING** **3 hours**

Prerequisites: Business 116
5 hours weekly (1-4)

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

Business 230 **PRODUCTION TYPEWRITING** **3 hours**

Prerequisites: Business 117
5 hours weekly (1-4)

Emphasis on a high degree of accuracy and speed. All practice will be geared toward developing the highest production rate possible in the typing of business letters, forms, legal documents, manuscripts, rough drafts, statistical reports, and business and ac-

counting 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 or concurrent enrollment in 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 of 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 265 **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 266 **PRE-SCHOOL**
ADMINISTRATION **4 hours**

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

An orientation to supervisory and administrative operations of pre-school centers. Consideration is given to staffing, public relations, equipment, parent-school relationships, policies, and managerial duties. Community services, which are available to aid the pre-school centers, will also be included.

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

Prerequisites: Consent of Assoc. Dean of Vo.-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 272 **READING SKILLS** **2 hours**

Prerequisites: None
2 hours weekly (2-0)

An introductory course in reading instruction, stressing the basic elementary work lists, phonics, phonetics, modern innovations in teaching reading, and common reading problems. Familiarization with typical reading series books used by elementary schools will also be emphasized.

Cosmetology

Cosmetology 101 **COSMETOLOGY**
THEORY **5 hours**

Prerequisites: None
5 hours weekly (5-0)

Study and practice of professional ethics, personal hygiene and grooming, visual poise and personality development, cytology and bacteriology, sterilization, sanitation, shampooing and rinses, scalp and hair treatments, trichology, hair shaping, finger-waving, 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, minkling, 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, wiggy, (styling, cleansing, shaping, tucking, stretching and shrinking of bases), marcelling, trend hair styling, fashion trend make-up (daytime and evening) and review of laboratory skills taught in Cosmetology 111 with demonstrations and

lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging beauty services on each other and patrons in the clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic laboratory and required by the Department of Registration and Education, State of Illinois.

Cosmetology 103 COSMETOLOGY THEORY 3 hours

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

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

Cosmetology 113 COSMETOLOGY LABORATORY 8 hours

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

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

Cosmetology 104 COSMETOLOGY SEMINAR 1 hour

Prerequisites: Cosmetology 103
1 hour weekly (1-0)

An oral exchange of ideas and opinions, involving current techniques of the beauty profession, managing of a beauty salon, purchasing of supplies, employer-employee relationships, retailing of beauty goods, salesmanship abilities, the increasing of salon profits and sales, insurance, the opening of a new salon, competition styling, and the local affiliate of the National Hairdressers Association.

Cosmetology 114 COSMETOLOGY LABORATORY 10 hours

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

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

Home Economics

Home Economics 100 NUTRITION 3 hours

Prerequisites: None
3 hours weekly (3-0)

A survey of essential concepts for the understanding of food components which are necessary for healthy bodies. Food preparation and selection, cost analysis, and dietary needs of various ages and body conditions are examined during the course.

Home Economics 101 CONSUMER EDUCATION 3 hours

Prerequisites: None
3 hours weekly (3-0)

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

Human Services

Human Services 101 INTRODUCTION TO HUMAN SERVICES 3 hours

Prerequisites: None
3 hours weekly (3-0)

A study of the history, philosophy, and organization of human services activities and the role and function of these activities in today's society. Emphasis will be placed on an analysis of community human services resources as they relate to such areas as care and guidance of children, education, social service agencies, and mental health agencies. Federal, state and local legislation affecting human services will be examined.

Human Services 102 PRINCIPLES AND PRACTICES IN HUMAN SERVICES 3 hours

Prerequisites: None
3 hours weekly (3-0)

A study of the classifications of human needs and contemporary societies' response including methods of intervention and problem solving.

Human Services 121 PRACTICUM I 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 SEMINAR 1 hour

Prerequisites: Concurrent enrollment in HUS 121
1 hour weekly (0-1)

Informal group discussions of Practicum experiences and problems.

Human Services 201 INTERVIEWING 3 hours

Prerequisites: None
3 hours weekly (3-0)

A study of the theory and principles of interviewing with emphasis on its practical application to practice in the Human Services.

Human Services 202 RECOGNIZING HEALTH DEVIATIONS 3 hours

Prerequisites: None
3 hours weekly (3-0)

Signs and symptoms of common health problems and their social and emotional components will be presented and discussed.

Human Services 221 HUMAN SERVICES- 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 222 PRACTICUM SEMINAR 1 hour

Prerequisites: Concurrent enrollment in HUS 221
1 hour weekly (0-1)
Informal group discussions of Practicum experiences and problems.

Human Services 231 HUMAN SERVICES-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 232 HUMAN SERVICES SEMINAR 3 hours

Prerequisites: None
3 hours weekly (3-0)
Fourth-semester students participate in planning course content to meet their needs for integrating knowledge and skills dealing with professional concerns and applying for employment.

Nurse Aide and Orderly

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

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 patients. Nurse Aide or Orderly certificate will be issued to those who successfully complete this course, but do not complete the Practical Nursing Program.

Practical Nursing 171 PHARMACOLOGY 2 hours

Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105
3 hours weekly (1-2)
This course includes lectures and supervised administration of drugs. The student will know the various routes of administration, methods relating to same, the usual dosage, normal uses and contraindications for use of drugs, and some computation of dosage. The student will have opportunity to develop skills to administer selected medications safely in a supervised clinical setting.

Practical Nursing 181 MATERNAL AND NEWBORN NURSING 7 hours

Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105
13 hours weekly (4-9)
Designed to develop within the practical nurse student an appreciation of the meaning of effective prenatal and postnatal care and an understanding of the total birth process. To develop skills, through supervised practice, in caring for the mother and the newborn while recognizing deviations from the normal. Reproductive functions of the human body are emphasized. Nursing history and the Illinois Nursing Act are presented at this time.

Practical Nursing 191 NURSING THE CHILD 7 hours

Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105
13 hours weekly (4-9)
Designed to help the student develop a basic understanding of the normal growth and development of the child, and how heredity, illness, or environment may interfere with the normal pattern. This understanding will be helpful in evaluation of the physical, intellectual, emotional, and social behavior of the child patient. The student learns to care for the sick child using safety precaution, meaningful observation, and suitable nursing techniques. This experience will be accomplished through classroom instruction, clinical experience in a pediatric division, and through the observance of the well child in some facility.

Practical Nursing 201 **NURSING THE ADULT WITH PHYSICAL CONDITIONS** 7 hours
 Prerequisites: Practical Nursing 171, 181, 191
 15 hours weekly (3-12)

Nursing care involved in a broad range of adult health deviations, including etiology and accepted modes of treatment is presented and practiced concurrently. A comprehensive consideration of the graduating student with respect to various nursing organizations wherein information on career opportunities, responsibilities, and continuing education are stressed.

Practical Nursing 202 **NURSING THE ADULT WITH MENTAL CONDITIONS** 2 hours
 Prerequisites: Practical Nursing 171, 181, 191
 4 hours weekly (1-3)

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

Practical Nursing 111 **EMERGENCY MEDICAL TECHNICIAN** 5 hours
 Prerequisites: None
 6 hours weekly (2-4)

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

Practical Nursing 112 **EMERGENCY MEDICAL TECHNICIAN** 2 hours
 Prerequisites: LPN 111
 2 hours weekly (2-0)

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

DEPARTMENT OF INDUSTRIAL EDUCATION

Agricultural/Automotive Mechanics

Agricultural/Automotive Mechanics 170 **FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES** 1 hour
 Prerequisites: None
 1 hour weekly (1-0)

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

Agricultural/Automotive Mechanics 171 **ENGINE ELECTRICAL** 2 hours
 Prerequisites: Agricultural/Automotive Mechanics 170
 2 hours weekly (2-0)

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

Agricultural/Automotive Mechanics 172 **FUEL, LUBRICATION AND CARBURETION** 1 hour
 Prerequisites: Agricultural/Automotive Mechanics 170
 1 hour weekly (1-0)

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

Agricultural/Automotive Mechanics 173 **BRAKES AND SUSPENSIONS** 2 hours
 Prerequisites: None
 2 hours weekly (2-0)

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

Agricultural/Automotive Mechanics 174 **DIESEL ENGINES** 1 hour
 Prerequisites: None
 1 hour weekly (1-0)

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

Agricultural/Automotive Mechanics 175 **HEATING AND AIR CONDITIONING** 1 hour
 Prerequisites: None
 1 hour weekly (1-0)

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

Agricultural/Automotive Mechanics 176 **AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY** 5 hours
 Prerequisites: None
 15 hours weekly (0-15)

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

Agricultural/Automotive Mechanics 177 **AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY** 5 hours
 Prerequisites: None
 15 hours weekly (0-15)

Laboratory practice of shop safety, proper tools and use of, organization of shop activities are stressed in conjunction with work on live engines. Areas of work are the

diagnosis and repair of front end alignment, wheel balance, disc and drum brakes, and heating and air conditioning systems.

**Agricultural/
Automotive Mechanics 270** **DRIVE TRAINS** 1 hour
Prerequisites: None
1 hour weekly (1-0)

A study of the operation, servicing and trouble-shooting of clutches, manual transmissions, drive lines and differentials. Theory is supplemented with laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

**Agricultural/
Automotive Mechanics 271** **DRIVE TRAINS** 2 hours
Prerequisites: Agricultural/Automotive Mechanics 270
2 hours weekly (2-0)

A study of automatic transmission, theory, repair, diagnosis and trouble-shooting are stressed. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 277.

**Agricultural/
Automotive Mechanics 272** **EMISSION CONTROLS
AND TESTING** 2 hours
Prerequisites: Agricultural/Automotive Mechanics 170, 171
2 hours weekly (2-0)

A study of the operation and maintenance of emission controls as installed on late model automobiles. Using the latest test equipment to meet these requirements of Hydrocarbon and Carbon Monoxide exhaust emissions. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

**Agricultural/
Automotive Mechanics 273** **CHASSIS ELECTRICAL** 2 hours
Prerequisites: Industrial Processes 211
2 hours weekly (2-0)

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

**Agricultural/
Automotive Mechanics 274** **SMALL GAS ENGINES** 1 hour
Prerequisites: None
2 hours weekly (2-0)

A study of the operation, servicing and trouble-shooting of 4-cycle and 2-cycle engines with emphasis on carburetion, magneto ignition systems and governor controls. Theory is supplemented by laboratory work in Agricultural/Automotive Mechanics Laboratory 276.

**Agricultural/
Automotive Mechanics 275** **SERVICE MANAGEMENT** 1 hour
Prerequisites: None
1 hour weekly (1-0)

A study of the principles involved in managing automotive repair shops and procedures in maintaining customer service relations. Supplemented by experience in Agricultural/Automotive Mechanics Laboratory 277.

**Agricultural/
Automotive Mechanics 276** **AGRICULTURAL/
AUTOMOTIVE MECHANICS
LABORATORY** 5 hours
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** 5 hours
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 MATERIALS AND METHODS** 3 hours
Prerequisites: None
3 hours weekly (3-0)

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

Construction Management Technology 102 **CONSTRUCTION MATERIALS AND METHODS** 3 hours
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** 3 hours
Prerequisites: None
3 hours weekly (3-0)

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

Construction Management Technology 121 **INTERNSHIP 121** 4 hours
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** 4 hours
 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 BLUEPRINT READING** 3 hours
 Prerequisites: None
 3 hours weekly (3-0)

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

Construction Management Technology 202 **FUNDAMENTALS OF LABOR RELATIONS** 3 hours
 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** 4 hours
 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** 4 hours
 Prerequisites: Consent of Assoc. Dean of Vo.-Tech.
 20 hours weekly (0-20)
 Twenty hours per week on-the-job training.

Industrial Processes 101 **MATERIALS** 3 hours
 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** 2 hours
 Prerequisites: None
 4 hours weekly (0-4)
 This course is an introductory study of precision measuring instruments, lathes, drills, and sheet metal operations. Basic turning, drilling, knurling, tapering, threading, reaming, boring, tapping, facing, and counterboring operations will be emphasized. Various other sheet metal cutting, bending, and welding operations will be performed in relation to flat pattern layout and development.

Industrial Process 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 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
4 hours weekly (0-4)

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 184 **ARCHITECTURAL DRAFTING** **3 hours**

Prerequisites: None
5 hours weekly (1-4)

An introductory lecture-laboratory course in architectural drafting and design. Floor plan layout, elevation drawing, foundation, framing, sectional details, and pictorial drawing will be emphasized.

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, catalogs, 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 catalogs 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 gages 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.

Drafting Technology 294 **ADV. ARCHITECTURAL DRAFTING** **3 hours**

Prerequisites: None
5 hours weekly (1-4)

A continuation of Architectural Drafting 184 including residential and light construction drawing, building codes, schedules, specifications, heating, electrical, plumbing, and cost analysis techniques. Emphasis will be placed on the drawing of a complete set of working drawings.

Machine Processes 101 **MEASURING TOOLS AND PROCEDURES** **1 hour**

Prerequisites: None
2 hours weekly (0-2)

A survey of the basic measuring tools used by the machinist. Major emphasis will be placed on measurement with a scale, calipers, combination set, vernier caliper, micrometers, depth gage, and dial calipers, dial indicators, parallels, and precision squares.

Machine Processes 102 **BENCH WORK** **1 hour**

Prerequisites: None
2 hours weekly (0-2)

A study of the proper use and selection of the basic hand tools used by the machinist. Emphasis is placed on proper care and use of hammers, files, wrenches, screwdrivers, hacksaws, chisels, and punches as well as proper techniques in hand tapping, hand reaming, broken tap and bolt removal, and deburring operations.

Machine Processes 103 **DRILL PRESS OPERATION** **1 hour**

Prerequisites: None
2 hours weekly (0-2)

A study of the types, construction, and operation of the drill press. Emphasis will be placed on tool holding devices, speeds and feeds, drill nomenclature, drill sharpening, drilling, reaming, and tapping.

Machine Processes 104 **LATHE OPERATION** **1 hour**

Prerequisites: Module 1
2 hours weekly (0-2)

A study of the types, construction, accessories, maintenance, and safety precautions involved in the operation of the lathe. Emphasis will be placed on cutting tools, toolholders, grinding lathe cutting tools, cutting speeds and feeds, and alignment procedures.

Machine Processes 105 LATHÉ OPERATION
(Module 5)
Prerequisites: Module 4
2 hours weekly (0-2)
Emphasis on machining in a 3-jaw chuck and draw-in collets, centering, facing, turning, shoulder turning, filing and polishing.

Machine Processes 106 LATHÉ OPERATION
(Module 6)
Prerequisites: Module 5
2 hours weekly (0-2)
Emphasis on machining between centers, grooving, form turning, knurling, cut-off and parting procedures.

Machine Processes 107 VERTICAL MILLING MACHINE OPERATION
(Module 7)
Prerequisites: Module 1
2 hours weekly (0-2)
A study of the types, construction, operation, maintenance, and safety precautions involved in the operation of a vertical milling machine. Emphasis will be placed on milling cutters, holders, and attachments, speeds and feeds, and indicating procedures.

Machine Processes 108 VERTICAL MILLING MACHINE OPERATION
(Module 8)
Prerequisites: Module 7
2 hours weekly (0-2)
Emphasis on end milling, fly-cutting, shell end milling, angular milling, and slot cutting.

Machine Processes 109 HORIZONTAL MILLING MACHINE OPERATION
(Module 9)
Prerequisites: Module 1
2 hours weekly (0-2)
A study of the types, construction, operation, maintenance, and safety precautions involved in the operation of a horizontal milling machine. Emphasis will be stressed on cutters and holders, feeds and speeds, and set-up procedures.

Machine Processes 110 HORIZONTAL MILLING MACHINE OPERATION
(Module 10)
Prerequisites: Module 9
2 hours weekly (0-2)
Emphasis on plain or slab milling, straddle milling, cutter selection, slot cutting, and cutting depth.

Machine Processes 111 GRINDING OPERATION
(Module 11)
Prerequisites: Module 1
2 hours weekly (0-2)
A study of the types, construction, grinding wheels, work holding devices, and safety precautions involved in the operation of a surface grinder. Emphasis will be placed on grinding with a vise, magnetic chuck, vee blocks, wheel dressing, and slot grinding.

Machine Processes 112 MEASURING TOOLS AND LAYOUT PROCEDURES
(Module 12)
Prerequisites: Module 1
2 hours weekly (0-2)
Emphasis on measurement with telescoping gages, inside micrometer, small hole gages, vernier height gage, vernier bevel protractor, and fillet gages.

Machine Processes 113 DRILL PRESS OPERATION
(Module 13)
Prerequisites: Module 3
2 hours weekly (0-2)
Emphasis on work holding devices, jugs, fixtures, counterboring, countersinking, spotting, and boring.

Machine Processes 114 LATHÉ OPERATION
(Module 14)
Prerequisites: Module 6
2 hours weekly (0-2)
Emphasis will be placed on taper calculations, types, taper measurement, taper turning using the compound rest, the taper attachment, and offsetting the tailstock.

Machine Processes 115 LATHÉ OPERATION
(Module 15)
Prerequisites: Module 14
2 hours weekly (0-2)
Emphasis on thread terminology, types, fits, classification, lathe threading set-up, and 60° thread cutting and chasing.

Machine Processes 116 LATHÉ OPERATION
(Module 16)
Prerequisites: Module 15
2 hours weekly (0-2)
Emphasis on boring, counterboring, internal relief and groove cutting, and internal threading.

Machine Processes 117 VERTICAL MILLING MACHINE OPERATION
(Module 17)
Prerequisites: Module 8
2 hours weekly (0-2)
Emphasis on set-up, location, and indicating procedures for drilling, reaming, tapping, and boring of holes.

Machine Processes 118 VERTICAL MILLING MACHINE OPERATION
(Module 18)
Prerequisites: Module 17
2 hours weekly (0-2)
Emphasis on rotary table set-up, locating, and indicating procedures for drilling, reaming, tapping, and boring operations in cylindrical stock.

Machine Processes 119 HORIZONTAL MILLING MACHINE OPERATION
(Module 19)
Prerequisites: Module 10
2 hours weekly (0-2)
Emphasis on face milling, machining between centers, keyway cutting, and groove cutting.

Machine Processes 120 METAL 1 hour
 (Module 20)
 Prerequisites: None
 2 hours weekly (0-2)
 A study of the types, construction, and operating techniques involved in band machining. Emphasis will be placed on blade selection, speeds and feeds, contour cutting, internal cutting, and abrasive cutting.

Machine Processes 121 GRINDING 1 hour
 (Module 21)
 Prerequisites: Module 11
 2 hours weekly (0-2)
 Emphasis on form grinding, vee grinding, index centers, and rotary table grinding.

Machine Processes 122 FORGING 1 hour
 (Module 22) **AND HEAT TREATMENT**
 Prerequisites: None
 2 hours weekly (0-2)
 A study of the basic procedures for heat treatment, forge work, and casting as related to the machinists.

Machine Processes 123 MEASURING 1 hour
 (Module 23) **TOOLS AND LAYOUT PROCEDURES**
 Prerequisites: Module 12
 2 hours weekly (0-2)
 Emphasis on measurement with a surface gage blocks, angle gage blocks, mike hole gages, thread micrometers, snap gages, sine bar gaging, and optical measuring techniques.

Machine Processes 124 LATHE 1 hour
 (Module 24) **OPERATION**
 Prerequisites: Module 15
 2 hours weekly (0-2)
 Emphasis on lathe set-ups and cutting of acme, square, pipe, and multiple threads.

Machine Processes 125 LATHE 1 hour
 (Module 25) **OPERATION**
 Prerequisites: Module 24
 2 hours weekly (0-2)
 Emphasis on four jaw chucking operations, faceplate turning, and machining with a steady rest or follow rest.

Machine Processes 126 LATHE 1 hour
 (Module 26) **OPERATION**
 Prerequisites: Module 25
 2 hours weekly (0-2)
 Emphasis on mandrel turning, eccentrics, friction driving, and turret lathe principles.

Machine Processes 127 VERTICAL 1 hour
 (Module 27) **MILLING MACHINE OPERATION**
 Prerequisites: Module 17
 2 hours weekly (0-2)
 Emphasis on milling between centers using the rotary indexing head, keyway and key-seat cutting, and metal sitting operations.

Machine Processes 128 VERTICAL 1 hour
 (Module 28) **MILLING MACHINE OPERATION**
 Prerequisites: Module 27
 2 hours weekly
 Emphasis on milling of flutes, slots, and grooves using the dividing or indexing head.

Machine Processes 129 VERTICAL 1 hour
 (Module 29) **MILLING MACHINE OPERATION**
 Prerequisites: Module 28
 2 hours weekly (0-2)
 Emphasis on gear terminology, types, indexing, and cutting of gears.

Machine Processes 130 HORIZONTAL 1 hour
 (Module 30) **MILLING MACHINE OPERATION**
 Prerequisites: Module 19
 2 hours weekly
 Emphasis on milling set-up for milling flutes and grooves using the indexing head.

Machine Processes 131 HORIZONTAL 1 hour
 (Module 31) **MILLING MACHINE OPERATION**
 Prerequisites: Module 30
 2 hours weekly (0-2)
 Emphasis on milling and indexing of spur and bevel gears.

Machine Processes 132 GRINDING 1 hour
 (Module 32) **OPERATION**
 Prerequisites: Module 21
 2 hours weekly (0-2)
 Emphasis on cylindrical grinding, internal grinding, angular grinding, and taper grinding.

Machine Processes 133 GRINDING 1 hour
 (Module 33) **OPERATION**
 Prerequisites: Module 32
 2 hours weekly (0-2)
 Emphasis on the grinding of tools and cutters such as taps, end mills, side milling cutters, plain milling cutters, and shell milling cutters.

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 3 hours
WELDING
 Prerequisites: None
 3 hours weekly (3-0)
 A study of automatic, semi-automatic and manual welding processes, their operation, power sources, maintenance and safety precautions. Students also receive in-

struction 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** **3 hours**

Prerequisites: None
3 hours weekly (3-0)
A continuation of Welding 184 with emphasis on procedures for welding problem metals, hard surfacing, testing-inspection and interpretation of welds, quality control and the development of welder qualification tests.

Welding 187 **WELDING LABORATORY** **7 hours**

Prerequisites: Welding 184, 185
14 hours (0-14)
Supervised laboratory practice of welds on butt, lap, outside corner, and tee joints on aluminum, alloy steels, and carbon steels. The welding positions include horizontal, vertical and 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.

Welding 188 **WELDING LABORATORY** **1 hour**

Prerequisites: Welding 184, 185, 186, 187
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on vee-joint butt welds in vertical position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industry.

Welding 189 **WELDING LABORATORY** **1 hour**

Prerequisites: Welding 184, 185, 186, 187
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on tee-joint welds in vertical position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industry.

Welding 190 **WELDING LABORATORY** **1 hour**

Prerequisites: Welding 184, 185, 186, 187
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on vee-butt joint welds in overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industry.

Welding 191 **WELDING LABORATORY** **1 hour**

Prerequisites: Welding 184, 185, 186, 187
2 hours weekly (0-2)
This course will consist of supervised laboratory assignments on tee-butt joint welds in overhead position with the E-7018 electrode. All welds will be tested according to the American Welding Society Code. The successful student will be able to pass the qualification test required by the coal mining and construction industry.

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Connie Jefferson.....Secretary to the Dean of
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Jan Lindsey.....Payroll Clerk

LuAnn Moake.....Receptionist

Thomas Morris.....Custodian

Walter J. Porter.....Building Maintenance

Mike Protsman.....Custodian

Homer Rice.....Grounds Maintenance

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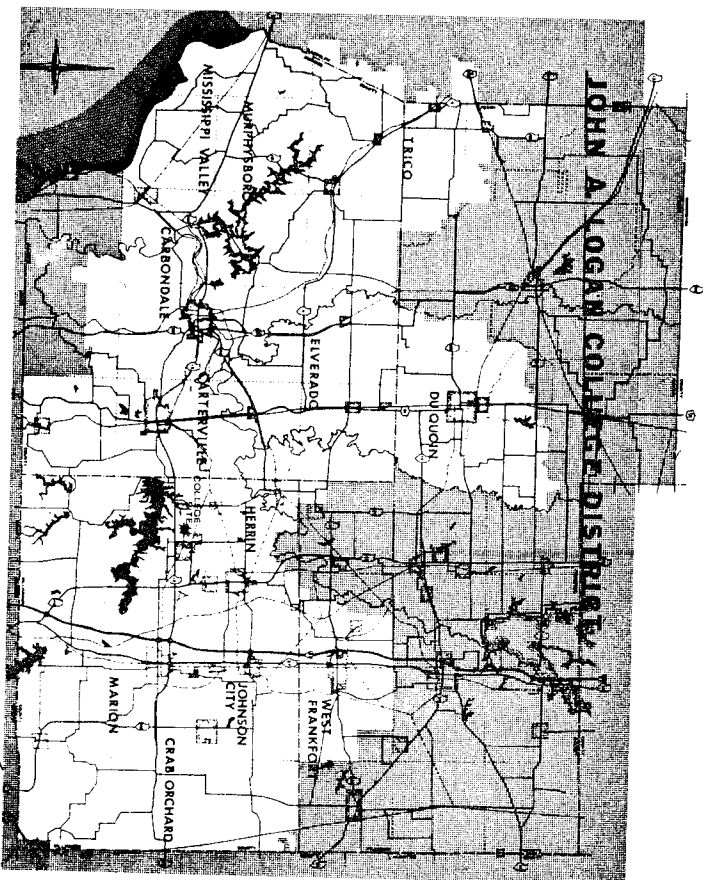
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ENROLLMENT AND INSTRUCTION OF APPLIED MUSIC

1. Students majoring in music at John A. Logan College may earn up to 12 quarter hours of credit in applied music.
2. Students receive one quarter hour of credit for successfully completing applied music. The student is required to meet with his instructor for a half-hour lesson each week throughout the quarter.
3. The college does not attempt to provide faculty to instruct applied music. It is the students' responsibility to arrange for this instruction and, subsequently, enroll in applied music in order to receive college credit. Prospective teachers should be asked to contact the Dean of Instructional Services and file an appropriate application. Payment for this instruction is the responsibility of the student.
4. Students must be advised by Mrs. Karen Sala, music instructor, in order to enroll in applied music.
5. The college offers the following courses in applied music: Music 111, 112, 113, 114, 211, 212, 213, & 214. Students may receive instruction in the following instruments:
 1. voice
 2. piano
 3. organ
 4. violin
 5. viola
 6. cello
 7. string bass
 8. flute
 9. oboe
 10. clarinet
 11. bassoon
 12. saxophone
 13. percussion
 14. French horn
 15. trumpet
 16. trombone
 17. tuba
 18. baritone
 19. harpsichord
 20. other

MAP OF JOHN A. LOGAN COLLEGE DISTRICT



- Carbondale Community High School District 165
- Carterville Community Unit School District 5
- Crab Orchard Community Unit School District 3
- DuQuoin Community Unit School District 300
- Elvertado Community Unit School District 196
- Herrin Community Unit School District 4
- Johnston City Community Unit School District 1
- Marion Community Unit School District 2
- Mississippi Valley Community Unit School District 166
- Murphysboro Community Unit School District 186
- Trico Community Unit School District 176
- West Frankfort Community School District 168