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1979-81



John A. Logan College  
Carterville, Il. 62918  
618 985-3741

# 1979-81 COLLEGE CALENDAR

## FALL, 1979

Fall Faculty Meetings . . . . . August 20-21-22  
 Instruction Begins . . . . . August 23  
 Holiday—Labor Day . . . . . September 3  
 Mid-Term . . . . . October 16  
 Faculty Development Workshop (No Classes) . . . . . October 19  
 Thanksgiving Recess . . . . . November 21-23  
 Final Exams . . . . . December 13-19  
 Holiday—Christmas Day . . . . . December 25  
 Holiday—New Year's Day . . . . . January 1

## SPRING, 1980

Instruction Begins . . . . . January 14  
 Holiday—John A. Logan's Birthday . . . . . February 9  
 Mid-Term . . . . . March 6  
 Faculty Development Workshop (No Classes) . . . . . March 7  
 Spring Vacation . . . . . March 17-21  
 Holiday—Good Friday . . . . . April 4  
 Final Exams . . . . . May 8-14  
 Spring Intersession . . . . . May 16-June 6  
 Holiday—Memorial Day . . . . . May 28

## SUMMER, 1980

Instruction Begins . . . . . June 9  
 Mid-Term . . . . . July 3  
 Holiday—Independence Day . . . . . July 4  
 Final Exams . . . . . August 1-2

## FALL, 1980

Fall Faculty Meetings . . . . . August 18-19-20  
 Instruction Begins . . . . . August 21  
 Holiday—Labor Day . . . . . September 1  
 Mid-Term . . . . . October 14  
 Faculty Development Workshop (No Classes) . . . . . October 17  
 Thanksgiving Recess . . . . . November 26-28  
 Final Exams . . . . . December 11-17  
 Holiday—Christmas Day . . . . . December 25  
 Holiday—New Year's Day . . . . . January 1

## SPRING, 1981

Instruction Begins . . . . . January 19  
 Holiday—John A. Logan's Birthday . . . . . February 9  
 Mid-Term . . . . . March 12  
 Faculty Development Workshop (No Classes) . . . . . March 13  
 Spring Vacation . . . . . March 16-20  
 Holiday—Good Friday . . . . . April 17  
 Final Exams . . . . . May 13-19  
 Spring Intersession . . . . . May 22-June 12  
 Holiday—Memorial Day . . . . . May 29

## SUMMER, 1981

Instruction Begins . . . . . June 15  
 Holiday—Independence Day . . . . . July 3  
 Mid-Term . . . . . July 8  
 Final Exams . . . . . August 7-8

### REGISTRATION

Information about registration is available in the current semester class schedule.

**John A. Logan College**  
**Carterville, Il. 62918**  
**618 985-3741**

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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

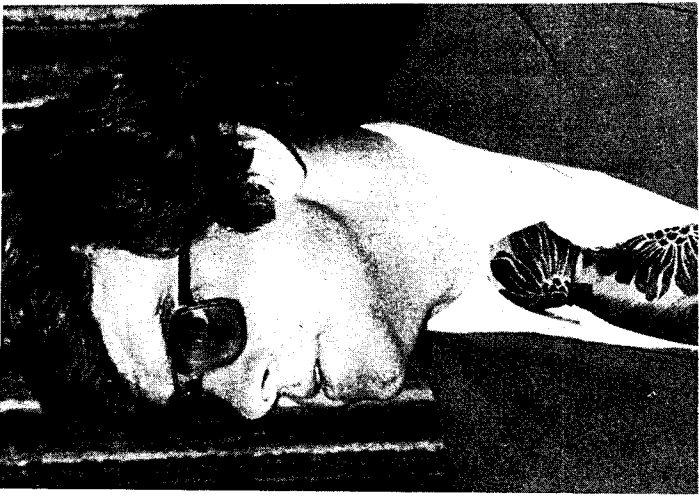
**INSTITUTIONAL MEMBERSHIPS**

American Association of Community and Junior Colleges

Association of Community College Trustees

Illinois Community College Trustees Association

*The college reserves the right to change any of its policies, courses, regulations, and Calendar of Events when it is considered in the best interest of the college.*



# robert tarvin president

## OFFICERS OF THE COLLEGE

Left to Right

Jim Bales, Dean of Business Services; Robert E. Tarvin, President; Jack D. Hill, Dean of Institutional and Community Services; Harold R. O'Neil, Dean of Instructional Services



# board of trustees



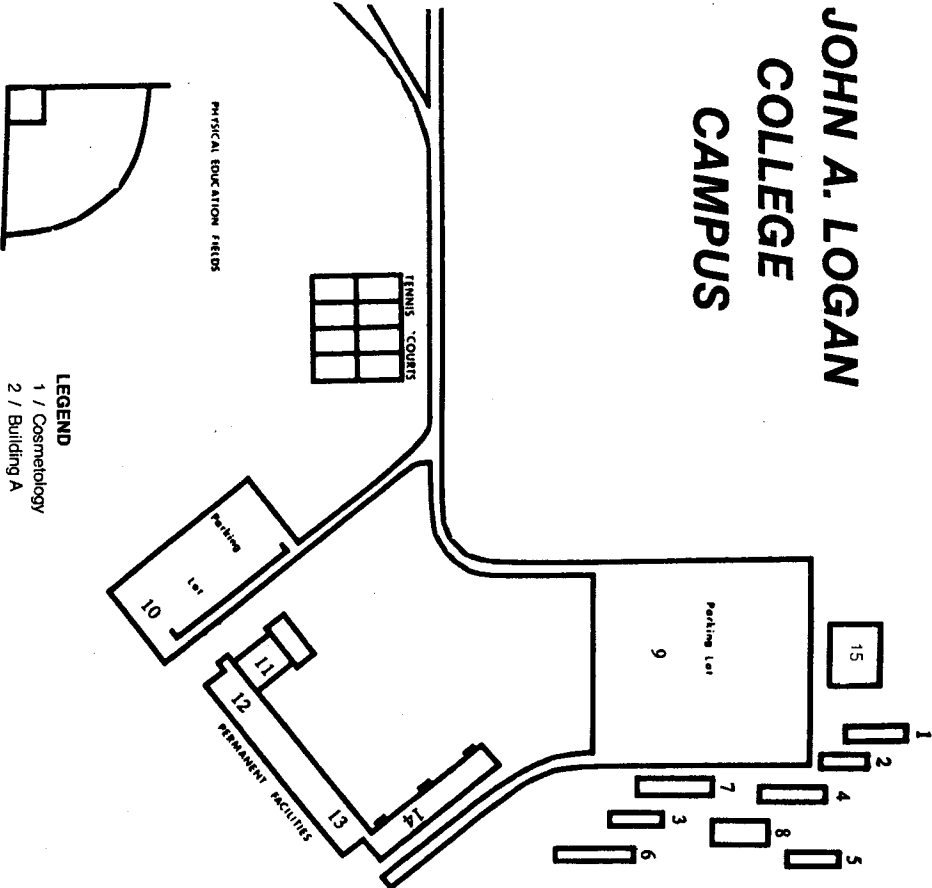
Back row L to R

Carla Williams (Student Representative), Danny R. Adams, Rebecca Brymer (Secretary), David McChesney (Vice-Chairman), Sue Bryan, Donald L. Brewer.

Seated L to R

Clifford Batteau and Don Nolen (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 B
- 10 / Parking Lot A
- 11 / Physical Education Center
- 12 / Student Center
- 13 / Learning Resources Center
- 14 / Classrooms and Laboratories
- 15 / Vocational Building—Automotive and Mining Technology



the  
college

## BRIEF HISTORY OF 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.

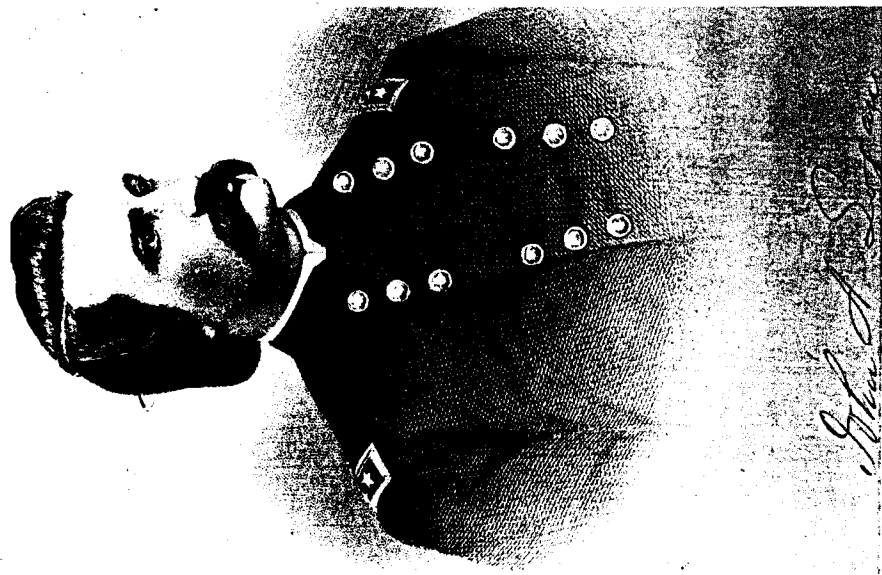
In 1968, Nathan A. Ivey was selected by the Trustees as the institution's first president, and the college was named for General John A. Logan.

Classes were held for the first time in September 1968, with 268 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 Carterville. 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 operation 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.



### GENERAL JOHN ALEXANDER LOGAN

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

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

*Over one hundred and six years later, the Board of Trustees of Illinois Junior College District No. 530 announced the naming of one of Illinois' newest institutions of higher learning 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 admissions 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 further 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 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 the Affirmative Action Officer, John A. Logan College, Carterville, Illinois 62918.

## NON-DISCRIMINATION — HANDICAPPED

John A. Logan College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. For further information concerning college compliance with Section 504 of the Rehabilitation Act of 1973, contact the Associate Dean of Student Services.

## THE STATUS OF ACCREDITATION

John A. Logan College is accredited by the North Central Association of Colleges and Schools until 1987. The college was first accredited in March, 1972. It achieved this accreditation in only four years, the only Illinois Community College to become accredited in such a short time. 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 supervises the circulation of materials from this area and supervises materials placed on reserve. A copy machine is provided in this area. Study carrels and tables are also located there. Conference rooms for group study are located on the upper level near the entrance.

### Media Services

Media Services provides 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 assists in the design and production of institutional graphics, publication, and instructional media.

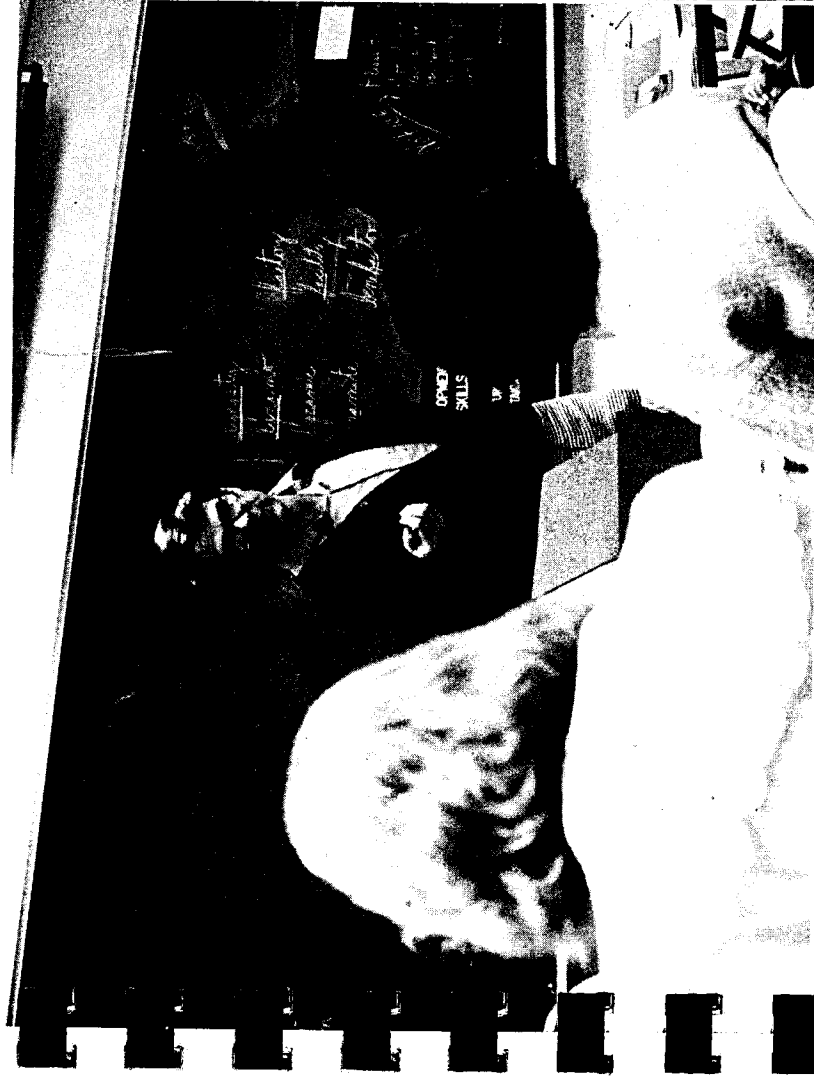
### Learning Laboratory

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

### Special Services Program

The Special Services Program is located across from the Learning Lab, and is a counseling and tutorial service funded by the Department of Health, Education, and Welfare. This program is designed to help students who have the potential to finish a two-year degree program, but for some reason did not do well enough in high school to succeed in college. It provides students the help they need to develop skills in reading, writing, math, science, or any course that they may be enrolled in at the college. A career/guidance counselor is also available to help students with career decision making and personal counseling. Professionals as well as peer/counselor tutors are available free of charge. Students are only required to make a commitment to the program for a specified time, as agreed upon by the student and staff.

# 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 use 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

Students transferring to John A. Logan College from another college or university will be admitted subject to compliance with the college's policy on Satisfactory Academic Standing. If the student's cumulative grade point average is below the specified minimums, he or she will be placed on probationary academic standing and required to comply with the provisions of the policy. Otherwise, the student is not eligible for admission to John A. Logan College for a period of one academic year following the date of his/her last attendance at an institution of higher education. Cumulative grade point averages will be computed on the basis of all academic work attempted in an institution of higher education prior to the student's transfer to John A. Logan College.

Any person expelled from another college or university for disciplinary reasons 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 by the Associate Dean for Student Services.

(See section on satisfactory academic standing)

## SCHEDULE OF TUITION AND FEES

### Tuition

IN-DISTRICT STUDENTS—\$10.00 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 prorated per capita cost.

### Fees

APPLICATION FOR ADMISSION—No fee required.  
STUDENT SERVICES FEE—No fee required.

### LABORATORY FEES

AAM 176 Agricultural/Automotive Mechanics Laboratory . . . . .	\$17.50	CCT 163 Library and Audio Visual Aids . . . . .	3.50
AAM 177 Agricultural/Automotive Mechanics Laboratory . . . . .	17.50	DRT 181 Technical Drafting . . . . .	10.50
AAM 276 Agricultural/Automotive Mechanics Laboratory . . . . .	17.50	DRT 182 Technical Drafting . . . . .	10.50
AAM 277 Agricultural/Automotive Mechanics Laboratory . . . . .	17.50	DRT 183 Detail and Assembly . . . . .	7.00
Mechanics Laboratory . . . . .	17.50	DRT 184 Architectural Drafting . . . . .	7.00
ADN 201 Nursing IV . . . . .	10.00	DRT 281 Advanced Technical Drawing . . . . .	10.50
PNE 101 Principles and Practices of Nursing . . . . .	10.00	DRT 282 Tool Design . . . . .	10.50
BUS 127 Calculating Machines . . . . .	3.50	DRT 283 Advanced Technical Drawing . . . . .	10.50
BUS 128 Duplicating Machines . . . . .	3.50	DRT 285 Descriptive Geometry . . . . .	7.00
TYP116 Typewriting . . . . .	5.00	DRT 294 Advanced Architectural Drafting . . . . .	7.00
TYP116a Beginning Typewriting~Basic Skills . . . . .	2.50	IND 211 Fundamentals of Electricity . . . . .	3.50
TYP116b Beginning Typewriting Communications & Reports . . . . .	2.50	IND 212 Intermediate Electricity . . . . .	3.50
TYP116c Beginning Typewriting Business Letter . . . . .	2.50	IND 121 Manufacturing Processes . . . . .	15.00
TYP117 Typewriting . . . . .	5.00	IND 122 Manufacturing Processes . . . . .	15.00
TYP117a Advanced Typewriting Technical Reports . . . . .	2.50	HMM 153 Principles of Food Preparation . . . . .	7.00
TYP117b Advanced Typewriting General Office Typing . . . . .	2.50	HMM164 Advanced Food Preparation . . . . .	7.00
TYP117c Advanced Typewriting Professional Office Typing . . . . .	2.50	HMM 212 Food and Beverage Management and Service . . . . .	3.50
TYP22 Business Letter Typewriting . . . . .	2.50	HMM 271 Food and Beverage Controls . . . . .	3.50
TYP23 Statistical Typewriting . . . . .	2.50	DIE 187 Diesel Laboratory . . . . .	17.50
TYP231 Memory Typewriting . . . . .	10.00	WEL 181 Introduction to Oxyacetylene Welding 181 . . . . .	10.00
SHN 124 Shorthand . . . . .	5.00	WEL 182 Introduction to Arc Welding . . . . .	10.00
SHN 125 Shorthand . . . . .	5.00	WEL 183 Intermediate Arc Welding . . . . .	10.00
SHN 232 Shorthand . . . . .	5.00	WEL 101-120 (Modules) Welding each . . . . .	10.00
SHN 233 Shorthand . . . . .	5.00	MAC 101-133 (Modules) Machine Processes each . . . . .	7.50
COS 112 Cosmetology Laboratory . . . . .	25.00	WEL 188 Welding Laboratory (Heavy Equipment Welding) . . . . .	10.00
COS 113 Cosmetology Laboratory . . . . .	25.00		
COS 114 Cosmetology Laboratory . . . . .	25.00		

## LABORATORY FEES (Continued)

WEL 189 Welding Laboratory (Heavy Equipment Welding)	10.00	CHM 102 Qualitative and Quantitative Analysis	2.50
WEL 190 Welding Laboratory (Heavy Equipment Welding)	10.00	CHM 201 Organic Chemistry	2.50
WEL 191 Welding Laboratory (Heavy Equipment Welding)	10.00	CHM 202 Organic Chemistry	2.50
ART 101 Fundamentals of Art (Two Dimensional)	2.50	PED 104 Beginning Golf (Men)	7.50
ART 102 Fundamentals of Art (Three-Dimensional)	2.50	PED 121 Racquetball	12.50
ART 180 Beginning Drawing	2.50	PED 124 Beginning Golf (Women)	7.50
ART 210 Art for Children	2.50	PED 134 Handball	12.50
ART 230 Introduction to Weaving	2.50	PED 141 Bowling (Co-Ed)	7.50
ART 240 Beginning Sculpture	2.50	PED 142 Advanced Golf (Co-Ed)	7.50
ART 250 Introduction to Ceramics	2.50	PED 145 Golf (Co-Ed)	7.50
ART 255 Life Drawing	2.50	PED 154 Methods of Teaching Golf (Mens Majors)	7.50
ART 260 Beginning Painting	2.50	EGR 101 Engineering Graphics	2.50
BIO 101 Biological Science	2.50	MUS 101 Choral Ensemble	2.50
BIO 105 Anatomy and Physiology	2.50	MUS 102 Chamber Ensemble	2.50
BIO 110 General Botany	2.50	MUS 103 Symphonic Band	2.50
BIO 115 Invertebrate Zoology	2.50	MUS 104 Stage Band	2.50
BIO 120 Vertebrate	2.50	MUS 106 Beginning Class Piano I	2.50
BIO 275 Common Plants of Southern Illinois	2.50	MUS 107 Class Piano II	2.50
CHM 101 General Inorganic Chemistry	2.50	MUS 115 Music for Children	2.50
		MUS 123 Music Ensemble	2.50
		PHY 151 Technical Physics	2.50
		PHY 155 Physics	2.50
		PHY 156 Physics	2.50

**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.

**PAYMENT OF TUITION AND FEES**—Students must pay all tuition and fees before they are officially enrolled. Specific times for payment will be announced prior to the beginning of each semester. Students owing the college will not be allowed to re-enroll for future semesters.

## Insurance for nursing students

Students enrolling in Practical Nursing 101 or Associate Degree Nursing 201 will be required to pay as a fee at the time of registration \$10 for a special insurance policy to protect them while practicing in hospitals.

## Refunds

Students withdrawing from classes in the baccalaureate or occupational divisions of the college 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.

## 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. Part-time students will be eligible for the President's List after the accumulation of 15, 30, 45, and 60 hours with a 5.0 grade average.

### 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 grade average of between 4.5 and 4.99 for that semester will be placed on the Dean's Honor List. Part-time students will be eligible for the Dean's List after the accumulation of 15, 30, 45, and 60 hours.

### Policy on satisfactory academic progress, academic warning, and probation

#### Satisfactory progress

To be classified as being in "satisfactory academic progress" each full-time or part-time student is required to:

1. Maintain regular class attendance as determined by instructor
2. Meet the following cumulative grade-point average requirements

	Hours Attempted	Grade-Point Average Required for Satisfactory Academic Progress Standing	Grade-Point Average <sup>1</sup> Required for Academic Warning Status (Students are close to losing their satisfactory academic progress standing)
Freshman	12-16	2.5	2.00-2.49
	17-30	2.75	2.25-2.74
Sophomore	31-45	2.9	2.50-2.89
	46 or more	3.0	2.90-2.99

#### Probation

Students who fail to meet the academic requirements for either "Satisfactory Academic Progress Standing" or "Academic Warning Status" are placed on "Probationary Status." The specific grade-point average classifications for this standing are as follows:

<sup>1</sup>Students on "academic warning" will continue to be eligible for BEOG grants and scholarships issued through the Illinois State Scholarship Commission.

Grade-Point Average for Probationary<sup>1</sup>  
Students (Students are in Unsatisfactory Academic Progress Standing)

Hours Attempted	
Freshman	12-16
	17-30
Sophomore	31-45
	46 or more

Below 2.00  
Below 2.25  
Below 2.50  
Below 2.90

## Specific requirements for students on "Academic Warning" or "Probation"

Any student who is placed on "academic warning" or "probation" is required to:

1. Schedule an appointment with his/her academic advisor (with possible referral to a counselor) for the purpose of reviewing the student's academic progress and formulating a plan for helping the student experience success during subsequent terms at John A. Logan College.
2. Enroll in recommended developmental courses.
3. Enroll in the special services program.
4. Achieve a satisfactory grade-point average for work taken during subsequent semesters.
5. Go back to the advisor for the completion of a check list showing that the above four steps have been completed. This will be placed in the student's folder.

Note: Students placed on "academic warning" are considered to be achieving "satisfactory academic progress."

Any student whose grade-point average falls below an acceptable level after one semester on probation remains on probation and must reduce his/her semester hours to 12, meet with the Dean of Institutional and Community Services prior to the start of the semester for the purposes of further reviewing the student's academic progress and for identifying and attempting to alleviate problems that may be causing the unsatisfactory progress, and meet on a scheduled basis with a person designated by the Dean of Institutional and Community Services.

Failure to achieve any of the above five steps will result in suspension for one year subject to appeal to the Scholarship Committee.

## Program Transfers

A student may transfer from a baccalaureate program to an occupational program, from an occupational program to a baccalaureate program, or from one occupational program to another occupational program and have only the grades earned in the latter program count towards his/her certificate or degree at John A. Logan

<sup>1</sup>Students on "probation" are ineligible for BEOG grants and scholarships issued through the Illinois State Scholarship Commission.

College with the exception of any courses that are required in both programs. Although program transfers are unlimited, grade forgiveness for graduation purposes is allowed only for the first program transfer.

All grades will be maintained on a single transcript. If the student transfers to another college or university, the entire transcript showing all work attempted at John A. Logan College will be forwarded to the receiving institution.

All grades earned and hours attempted at or transferred to John A. Logan College will continue to be used in determining the student's academic standing at John A. Logan College. To be eligible for a program transfer under this policy, the student must notify the Dean of Instructional Services in writing of his/her intent to transfer programs.

## Schedule Changes and Withdrawals

Full-time students must originate schedule changes with their academic advisor. Part-time students may change schedules in the Office of Admissions and Registration. Students may officially withdraw from a class within the first five days of a semester with no grade recorded. No new course may be added after the fifth day of each semester with the exception of open-entry, open-exit classes.

A student making an official withdrawal between the end of the first week and the end of the twelfth 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 a "WE".

Any student who does not make an official withdrawal but merely ceases attending a class will receive a grade of "AB" which is counted as an "E" for all grading purposes. Students must see an advisor or counselor to officially withdraw.

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

Full-time students must see their academic advisor to make a schedule change. Part-time students may request schedule changes in the Admissions Office. Students may officially withdraw from a class within the first five days of a semester with no grade recorded. Normally, new classes cannot be added after the fifth day of each semester.

## Late Enrollment

Late enrollment is allowed during the first 5 days of each term. A student is not officially enrolled until tuition & fees are paid.

## 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 and 8 semester hours during the summer term. A student must carry at least 12 hours (6 hrs. during the summer term) to be classified as a full-time student. If he/she carries fewer than 12 hours, he/she is classified as part-time. A student who desires to carry more than 18 semester hours (12 hours during the summer term) must have permission from the Associate Dean of Student Services or the Dean of Institutional and Community 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 that (1) students are 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 repeating a course, the previous grade in that course will not be marked out and will continue to be used in the overall grade point average.

### College Level Examination Program Policy

**Purpose**—College Level Examination Program (CLEP) enables students to earn college credit by examination. CLEP is a means whereby students can receive credit for subject matter they have mastered through previous experience. A maximum of 30 semester hours earned through CLEP and/or proficiency examinations will be accepted at John A. Logan College. John A. Logan College does not administer the CLEP examinations; however, the examination is given monthly at a local testing center.

**Description of CLEP Examinations**—There are two types of CLEP examinations: the CLEP GENERAL EXAMINATIONS designed to provide a comprehensive measure of undergraduate achievement in five basic areas of liberal arts (English composition, mathematics, natural sciences, humanities, social science-history) and the CLEP SUBJECT EXAMINATIONS designed to measure achievement in specified undergraduate courses which are offered at John A. Logan College (American Government, American History, American literature, general chemistry, general psychology, human growth and development, introduction to business management, introductory accounting, introductory business law, introductory calculus, introductory economics, introductory marketing, introductory sociology, statistics, and Western civilization).

**Eligibility**—CLEP examination credit will not be accepted at John A. Logan College for any course in which the student is presently enrolled. CLEP credit will likewise not be awarded for any equivalent course in which the student has previously received a grade or which he has audited.

**Fee**—Fee information is available from the local testing center.

**Testing Dates and Locations**—Check with the office of the Associate Dean of Students (985-3741, Ext. 221) for specific testing dates and locations. A copy of the complete college policy regarding CLEP is available upon request. This policy lists score requirements for the various examinations.

### Proficiency Credit Policy

**EXPLANATION AND PROCEDURE**—Proficiency exams are available for specified courses only. 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.

**FEES**—A fee of \$10.00 per credit hour will be charged for all in-district students prior to the scheduling of a proficiency examination. This fee is non-refundable. Out-of-district students will be assessed a fee consistent with their tuition charges.

1. Any student who feels qualified to take a proficiency exam is eligible to apply.
2. Credit may not exceed 30 semester hours (including credit earned by CLEP).

3. 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 receives 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 examinations 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 currently 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.

#### AVAILABLE PROFICIENCY EXAMINATIONS

Advertising 224  
Anthropology 111  
Art 111  
Business Accounting 220  
Business Mathematics 111  
Cosmetology 101  
Cosmetology 111  
Cosmetology 102  
Cosmetology 112  
English 111  
French 101  
French 102  
Geography 112  
German 101  
German 102  
Health 110

Introduction to Pre-School Children 160  
Manufacturing Processes 121  
Manufacturing Processes 122  
Music (Fund.) 110  
Music (Theory) 121  
Music (Theory) 122  
Music (Theory) 221  
Principles & Practices of Child Care 161  
Principles & Practices of Nursing 101  
Spanish 101  
Spanish 102  
Shorthand 124  
Shorthand 125  
Typing 116  
Typing 117

#### 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, will not be readmitted to class without an "Admit Slip" from the Dean of Institutional & Community Services. 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 in Arts
- Associate in Science
- Associate in Applied Science
- Associate 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 16 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.

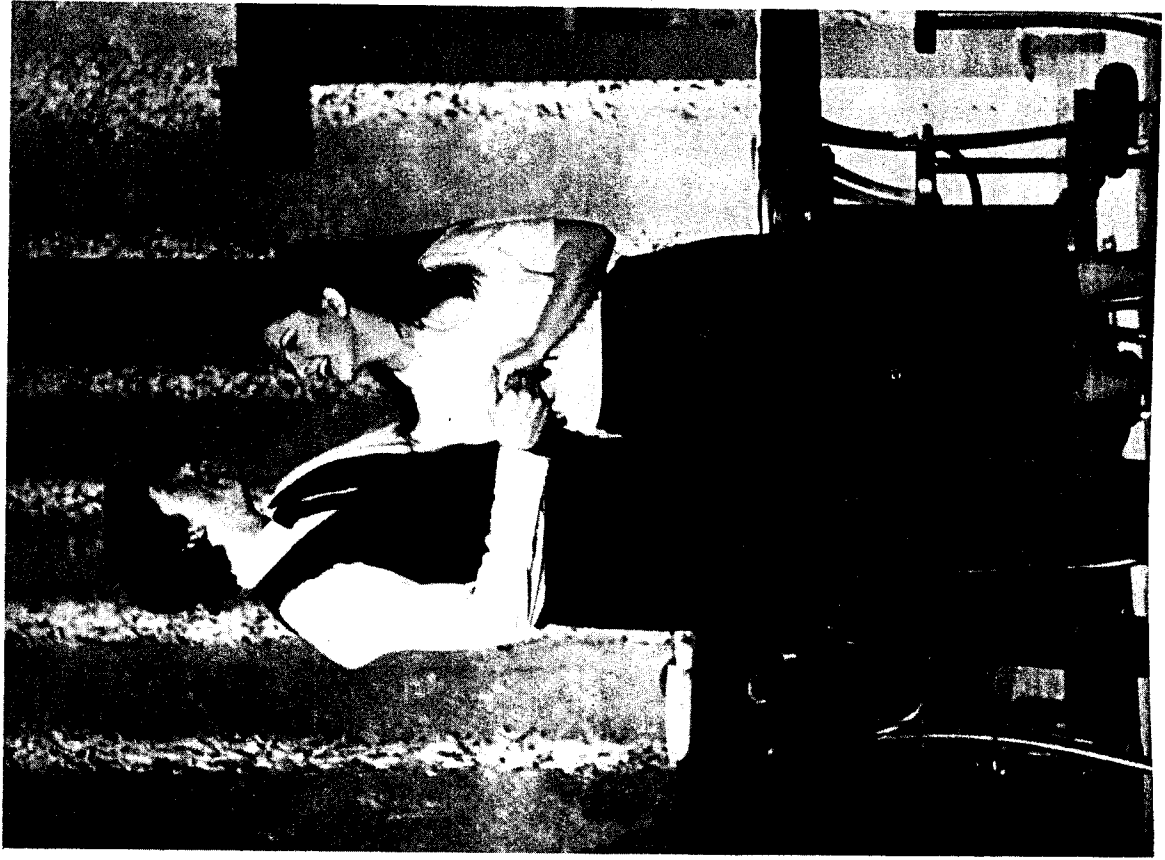
### Degree Requirements

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 Orally, Stenographer, Automotive Mechanics, Bookkeeper-Clerical, Accounting, Agricultural Supply and Services, and Welding or a special program, and who also are recommended by the department as having successfully completed that program.

# student 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/her 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 progress toward his/her 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 them and to seek professional assistance.

### Testing

All full-time students including transfer students are required to take the American College Testing Program (ACT). Information about this test is available at all high schools or the Admissions Office of John A. Logan College. John A. Logan College Nursing students are exempt from this test. This test serves two basic purposes:

1. To help the student to understand his/her abilities better and to assist in planning realistic educational goals.
2. To provide information for faculty and counselors to plan and implement a realistic curriculum for the student.

All full and part-time students are required to take the Nelson-Denny Reading Test. The test is administered on campus and periodically at area high schools.

### 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.

### Placement Service

John A. Logan College in cooperation with Job Service provides a Placement Service that is available to all students. The function of the Placement Service is to assist students, graduates and alumni to secure employment in jobs directly related to their field.

Students who wish to work part-time while attending John A. Logan College should complete a personal data form in the Placement Office located in the President's Building. John A. Logan Placement Service and Job Service are ready and willing to serve all John A. Logan College students, graduates and alumni who desire any kind of employment.

### 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 postsecondary education. To accomplish and maintain this goal, the college endeavors to provide financial assistance for students through 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 methodology of the Basic Education Opportunity Grant program.

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

1. Complete the BEOG application and submit this form to the appropriate address for processing.
2. Obtain, complete and forward an application for financial assistance to the Office of Financial Aids at John A. Logan College.

The BEOG application for financial assistance and procedures for admission must be completed before an individual can be considered for financial assistance.

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 BEOG Student Eligibility Report 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 scholarships 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 eligible students who document financial need and for academic excellence, as well as for service to school and community. To be considered for these scholarships, a student must complete and submit a BEOG application and also an application for the Foundation scholarship. Both types of forms are available from the Financial Aids Office. The BEOG application is to be mailed to the address on the form, while the Foundation scholarship application should be returned to the Financial Aids Office.

### 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 from 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 the 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 the 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 for 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 \$1,600 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 V.A. 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 1976. 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.

### **Student Employment Program**

The College also offers a limited institutional student employment program. Several positions are available which are not based on financial need; however, the college prefers to provide student employment to those students with financial need. All applications for student employment must have filed the appropriate Basic Grant application.

## **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.

### **Athletic Program**

John A. Logan College provides a well-balanced sports program. Logan competes intercollegiately in basketball, baseball, tennis and golf in the men's division; and in the women's division, Logan competes in three sports—volleyball, basketball and softball. John A. Logan strives to be very competitive in all sports on the community college level and attempts to provide a very enthusiastic and positive atmosphere for all student athletes. John A. Logan College is a member of the NJCAA and the Southern Illinois College Conference. In addition to John A. Logan College, other members of the SICC are: Kaskaskia College, Centralia; Rend Lake College, Ina; Southeastern Illinois College, Harrisburg; 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.

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.

**COLLEGE CHOIR**—The College Choir performs 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 chartered 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 faculty 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 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 is also 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.

**ART CLUB**—The purpose of the Art Club is to maintain and enhance the students' interest in art. Throughout the year visiting artists are invited to the campus and students have the opportunity to visit nearby galleries. The Club also hosts an annual art show and sale.

**COSMETOLOGY CLUB**—This club enables students enrolled in the cosmetology program to have additional opportunities to further their knowledge in all areas of the beauty industry.

**BLACK AFFAIRS COUNCIL**—The Black Affairs Council is concerned with education, economics, and social cultural enrichment as it pertains to the John A. Logan College Black population.

**POMPOM SQUAD**—This group performs at various college and community functions and especially for college basketball games. Participants should hold at least a 3.0 G.P.A.

**CULTURAL ARTS PROGRAM**—The John A. Logan College Cultural Arts Program began in 1973. 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, are brought to the campus. Periodically the college sponsors bus tours concentrated on scenic and historic areas in the Midwest.

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 specific 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.

### LIST OF POSSIBLE BACCALAUREATE MAJORS

Accounting & Business Administration	Economics
Administration of Justice	Elementary & Special Education
Agriculture	Energy Technology
Anthropology	Engineering
Art & Art Education	English
Biology	Family Economics & Management
Black American Studies	Food & Nutrition
Botany	Foreign Languages
Business Education	Forestry
Chemistry	Geography
Child & Family	Geology
Cinema & Photography	Health Education
Classical Studies	History
Clothing & Textiles	Home Economics
Computer Science	Industrial Technology
Design	Interior Design
Early Childhood Education	Journalism

Latin American Studies	Pre-Professional
Mathematics	Pre-Veterinary Medicine
Music	Psychology
Occupational Education	Radio & Television
Philosophy	Recreation
Physical Education	Religious Studies
Physics	Secondary Education
Political Science	Social Studies
Pre-Dentistry	Social Welfare
Pre-Engineering	Sociology
Pre-Law	Speech
Premedical Technology	Speech Pathology & Audiology
Pre-Nursing	Theater
Pre-Optometry	Zoology
Pre-Pharmacy	

## 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.

<i>Communications</i> .....	6
English Composition 101	3
Speech 115	3
	<hr/> 6
<i>Science</i> .....	12
Biological Science 101	3
Physical Science 105	3
Science Elective	6
	<hr/> 12
<i>Social Science (Complete One)</i> .....	13
History (Select any two) (101, 102, 105, 201, 202)	6
Psychology 132	3
Government 131	4
	<hr/> 13
History (Select any one) (101, 102, 105, 201, 202)	4
Government 131	3
Government 132	4
Soc. Science Elective	3
	<hr/> 13
Anthropology 111	3
Geography 112	3
Psychology 132	3
Government 131	4
	<hr/> 13
Government 131	4
Sociology 133	3
Psychology 132	3
Soc. Science Elective	3
	<hr/> 13

Humanities(Complete One).....	12		
Art 111	3	Art 111	3
Music 105	3	Philosophy (111, 121, or 131)	3
English Composition 102	3	English Composition 102	3
Humanities Elective	3	Humanities Elective	3
	<u>12</u>		<u>12</u>
Music 105	3	Art 111, Philosophy 111,	3
Philosophy (111, 121, or 131)	3	121, 131, or Music 105	3
English Composition 102	3	English Composition 102	3
Humanities Elective	3	Humanities Elective	6
	<u>12</u>		<u>12</u>
<b>Mathematics</b> .....	6		
A minimum of six (6) semester hours of math is required, selected from the following math courses: Math 101, 110, 111, 116, 120, 131, 201, 202, 208, 209, and 221.			
Health (Waived for veterans—no credit awarded) .....	3		
Required Courses	52		
Electives	10		
	<u>62</u>		

Foreign Language Students—up to eight (8) semester hours may be used as a humanities elective. "Art History may be used to satisfy an elective requirement in humanities for students other than art majors."

### 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
Beginning Drawing 180	3	Sculpture 240	2
English 101	3	Physical Science 105	3
Biological Science 101	3	Western Civ. 101 or 102	3
		Psychology 132	3
	<u>16</u>		<u>17</u>
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Fund. of Art 102	4	Painting 260	2
Life Drawing 255	3	Weaving 230	2
English 102 or 103	3	Math Elective	3
Math Appreciation 101	3	Science Elective	3
Health 110	3	Speech 115	3
		Political Science 131	4
	<u>16</u>		<u>17</u>

NOTE: It is recommended that art and art education majors have Art Appreciation 111 and Fundamentals of Art 101 in their first semester of attendance at Logan.

### 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
Beginning Drawing 180	3	Sculpture 240	2
English 101	3	Physical Science 105	3
Biological Science 101	3	Psychology 132	3
Physical Education	1	Intro. to Education 201	1
	<u>17</u>		<u>15</u>

Spring Semester		Spring Semester	
Fund. of Art 102	4	Painting 260	2
English 102 or 103	3	Math 208	3
Math Appreciation 101	3	Science Elective	3
Health 110	3	Speech 115	3
Physical Education	1	Political Science 131	4
Social Science Elective	3	Literature Elective	3
	<u>17</u>		<u>18</u>

NOTE: All art and art education majors should take Art 111, 101, and 180 during first semester at Logan College.

### 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
Humanities Elective	3	Business Statistics 121	3
Psychology 132	3	Calculus I 131	5
	<u>15</u>		<u>18</u>

Spring Semester		Spring Semester	
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 105	3	Science Elective	3
Humanities Elective	3	Elective	3
	<u>18</u>		<u>16</u>

## CHEMISTRY

### FIRST YEAR

*Fall Semester*  
 English Comp. 101  
 Math 111  
 Chemistry 101  
 Biology 101  
 Orientation 100

Credits  
 3  
 5  
 5  
 3  
 1  
 17

### SECOND YEAR

*Fall Semester*  
 Organic Chemistry 201  
 Math 201  
 Physics 155  
 French 101

*Spring Semester*  
 Organic Chemistry 202  
 Physics 156  
 Health 110  
 French 102

Credits  
 5  
 5  
 5  
 4  
 19

### Spring Semester

Chemistry 102  
 Math 131  
 Political Science 131  
 Speech 115  
 Orientation 100

Credits  
 5  
 5  
 3  
 4  
 17

## COMPUTER SCIENCE

### FIRST YEAR

*Fall Semester*  
 Calculus 131\*  
 English Comp 101  
 Comp. Science 176  
 Political Sci. 131  
 Orientation 100

Credits  
 5  
 3  
 3  
 4  
 1  
 16

### SECOND YEAR

*Fall Semester*  
 Physics 155  
 Calculus 202  
 CPS 201  
 Soc. Sci. Elec.

Credits  
 5  
 5  
 3  
 3  
 16

### Spring Semester

Calculus 201  
 English Comp. 102  
 CPS IND Study  
 Psychology 132  
 Health

Credits  
 5  
 5  
 2  
 3  
 3  
 16

\*Options—See your Advisor.

## SPECIAL EDUCATION

### FIRST YEAR

*Fall Semester*  
 Science (Bio. 101?)  
 Political Science 131  
 Psychology 132  
 English 101  
 Education 201  
 Health 110

Credits  
 3  
 4  
 3  
 3  
 1  
 3  
 17

### SECOND YEAR

*Fall Semester*  
 Science Elective  
 Education 203  
 Psychology 262  
 Music 110  
 U.S. History 201 or 202  
 Math 208

Credits  
 3  
 2  
 3  
 2  
 3  
 3  
 16

Spring Semester	Credits	Spring Semester	Credits
Science (PHS 105?)	3	Art 111	3
English 102	3	Soc. Studies Elective	3
Speech 115	3	Literature Elective	3
PE	1	PE	1
Music 105	3	Math 110	5
Art 105	3		
Education 202	2		
	18		15

## ELEMENTARY EDUCATION

### FIRST YEAR

*Fall Semester*  
 Science (Bio. 101?)  
 Education 201  
 Political Science 131  
 English 101  
 Math 208  
 Psychology 132

Credits  
 3  
 1  
 4  
 3  
 3  
 3  
 17

### SECOND YEAR

*Fall Semester*  
 Music 110  
 Literature Elective  
 U.S. History 201 and 202  
 Science Elective  
 PE  
 Humanities Elective

*Spring Semester*  
 Science (PHS 105?)  
 English 102  
 Health 110  
 Speech 115  
 Education 202  
 Math 209

Credits  
 3  
 3  
 3  
 3  
 2  
 3  
 17

## SECONDARY EDUCATION\*

### FIRST YEAR

*Fall Semester*  
 English 101  
 Health 110  
 Education 201  
 Biology 101  
 Political Science 131  
 U.S. History 201

Credits  
 3  
 3  
 1  
 3  
 4  
 3  
 17

### SECOND YEAR

*Fall Semester*  
 Education 203  
 Speech 115  
 Psychology 132  
 Mathematics 120  
 Humanities Elective  
 Science Elective

Credits  
 2  
 3  
 3  
 3  
 3  
 3  
 17

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
English 102	3	English Elective	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
	<hr/>		<hr/>
	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.

## ASSOCIATE DEGREE IN ENERGY TECHNOLOGY

The associate degree in Energy Technology program at John A. Logan College provides for the high school graduate the first two years of a college transfer program essentially geared toward the rapidly expanding energy field. Of equal importance is the fact that this background provides entrance into many major concentration areas.

	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	
<b>Fall Semester</b>	<b>Credits</b>	<b>Fall Semester</b>	<b>Credits</b>
Calculus 131	5	Calculus & DE 202	5
Physics 155	5	Chemistry 101	5
Comp. Science 176	3	Philosophy 121	3
English Comp. 101	3	Psychology 132	3
Orientation 100	1		
	<hr/>		<hr/>
	17		16

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Calculus 201	5	Mechanics 201	5
Physics 156	5	Chemistry 102	5
Comp. Science 201	3	Geography 215	3
American Govt. 131	4	IND Study	3
	<hr/>	a. Computer Science	
	17	b. Physics	16
		c. Chemistry	
		d. Math	
		<b>TOTAL</b>	<b>66</b>

## MATHEMATICS

	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	
<b>Fall Semester</b>	<b>Credits</b>	<b>Fall Semester</b>	<b>Credits</b>
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** or	4	English Composition 101	3
Computer Science 176			
Orientation 100			
	<hr/>		<hr/>
	17		16

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Calculus II 201	5	Linear Algebra 221	3
Speech 115	3	Social Science Elective	3
Biological Science Elective, or	3	Physics 156	4
Computer Science Elective		English Composition 102	3
Foreign Languages	4	Health 110	3
	<hr/>		<hr/>
	15		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

	<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	
<b>Fall Semester</b>	<b>Credits</b>	<b>Fall Semester</b>	<b>Credits</b>
Ensembles*	2	Ensembles*	2
Applied Music	1	Applied Music	1
Theory of Music 121	3	Theory of Music 221	3
Aural Skills 12A	1	Aural Skills 22A	1
Music Fundamentals 110 or Elective	2	Speech 115	3
English Composition 101	3	Health 110	3
Math Appreciation 101 or		Biological Science 101	3
Foreign Language	3-4		
Science Elective	3		
	<hr/>		<hr/>
	18-19		16

<b>Spring Semester</b>	<b>Credits</b>	<b>Spring Semester</b>	<b>Credits</b>
Ensembles*	2	Ensembles*	2
Applied Music	1	Applied Music	1
Theory of Music 122	3	Theory of Music 222	3
Aural Skills 12B	1	Aural Skills 22B	1
Survey of Music Lit 210	2	Political Science 131	4
English Composition 102	3	Physical Science Elective	3
Math Elective or	3-4	Psychology 132	3
Foreign Language	15-16	Introduction to Education 201	1
	<hr/>		<hr/>
	16		18

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

## PHYSICAL EDUCATION (MEN)

FIRST YEAR		SECOND YEAR			
Fall Semester	Credits	Fall Semester	Credits	Spring Semester	Credits
English Composition 101	3	Physical Science Elective	3	Physical Science Elective	3
Biological Science 101	3	U.S. History or Government 131	3	Social Science Elective	3
Political Science 131	4	Math Appreciation 101	3	Math Elective	3
Health 110	3	Speech 115	3	Humanities Elective	3
Art Appreciation 111, Music Appreciation 105 or Philosophy Elective	3	Methods of Teaching Basketball 153, and Methods of Teaching Golf 154	3	*Major P.E. Activity (P.E. Women 171-183)	2
Methods of Teaching Individual and Team Activities 152, and Methods of Teaching Exercise 159	2			P.E. Service Class	2
	18			Introduction to Public School Education 201	1
					16

\*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.

Spring Semester	Credits	Spring Semester	Credits
English Composition 102	3	Physical Science Elective	3
Biological Science 105	3	Social Science Elective	3
Psychology 132	3	Math Elective	3
Humanities Elective	3	Humanities Elective	3
Methods of Teaching Tennis 155, and Methods of Teaching Track and Field 156	3	Methods of Teaching Gymnastics 157, and Methods of Teaching Wrestling 158	3
Introduction to Public School Education 201	1	Physical Education Service Class	1
	16		16

## PHYSICS

FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Physics 155	5	Calculus II 201	5
English Composition 101	3	Soc. Sci. Elective	3
CPS 176*	3	Chemistry 101	5
Health 110	3	Psychology 132	3
Orientation 100	1		1
	15		15

Spring Semester	Credits	Spring Semester	Credits
Physics 156	5	Calculus III & Diff. FQS.	5
English Composition 102	3	Physics 201	5
Calculus I 131	5	Physics 210	3
Political Science 131	4	Philosophy Elective	3
	17		17

\*Options—See your Advisor

## PHYSICAL EDUCATION MAJOR (WOMEN)

FIRST YEAR		SECOND YEAR			
Fall Semester	Credits	Fall Semester	Credits	Spring Semester	Credits
English Composition 101	3	Physical Science Elective	3	Physical Science Elective	3
Biological Science 101	3	U.S. History or Government 131	3	Social Science Elective	3
Political Science 131	4	Health 110	3	Math Elective	3
Art Appreciation 111, Music Appreciation 105, or Philosophy Elective	3	Math Appreciation 101	3	Humanities Elective	3
*Major P.E. Activity (P.E. Women 171-183)	3	Speech 115	3	*Major P.E. Activity (P.E. Women 171-183)	2
	16				17

\*This is only a general outline. The university catalog, and/or co-op agreement should be consulted for particular requirements which alter the above sequence. Any alterations must be approved by your advisor.



<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Physics 156	5	Chemistry 102	5
Calculus I 131	5	Calculus III 202	5
English Comp. 102	3	& DIFF EQS	
Political Sci. 131	4	Mechanics 201	5
	<hr/> 17		<hr/> 15

## PRE-PHARMACY

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Chemistry 101	5	Chemistry 201	5
Math 111	5	Physics 155	5
Biology 101	3	Biology 120	3
English Composition 101	3	Art 111 or Music 105	3
Orientation 100	1	Sociology 133	3
	<hr/> 17		<hr/> 19
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Chemistry 102	5	Chemistry 202	5
Math 120	3	Physics 156	5
Biology 115	3	Speech 115	3
Psychology 132	3	History 101 or Philosophy 131	3
Political Science 131	4	Literature (Any)	3
Orientation	<hr/> 18		<hr/> 19

## PRE-PROFESSIONAL CURRICULA

Students desiring to pursue pre-professional curricula such as pre-chiropractic, pre-veterinary medicine, 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 in study skills, reading skills, and writing skills. The program is 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 modules and earn one hour credit when 18 hours of study have been 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 certificate programs through which students may obtain training to qualify them for specific careers. The certificate is awarded upon completion of the course prescribed for that curriculum.

### Purpose

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

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

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

*material frequently provides opportunity for considerable home study and independent progress. The curricula of the Occupation-Oriented Education Division do 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	Credits
Fundamentals of Accounting 101	4	Intermediate Accounting 215	4	4
Business Elective	3	Cost Accounting 217	3	3
	7		7	7
Spring Semester	Credits	Spring Semester	Credits	Credits
Fundamentals of Accounting 102	4	Intermediate Accounting 216	4	4
Payroll Accounting 221	2	Tax Accounting 218	3	3
Business Elective	3		—	—
	9		—	7

### Recommended Electives:

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

## ACCOUNTING Degree Program

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

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

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

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FIRST YEAR		SECOND YEAR	
Fall Semester	Credits	Fall Semester	Credits
Communications 111	3	Communications 111	3
Fundamentals of Accounting 101	4	Technical Mathematics 105	3
Calculating Machines 127	4	Manufacturing Processes 121	2
Business Mathematics 111	1	Fundamentals of Internal Combustion Engines 170	1
Introduction to Business 110	3	Fuel, Lubrication and Carburetion 172	1
	15	Engine Electrical 171	2
		Agricultural Mechanics Laboratory 176	5

Spring Semester		Spring Semester	
Credits		Credits	
3	Intermediate Accounting 215	3	Political Science 131
3	Cost Accounting 217	1	Business Accounting 220
4	Business Law 221	2	Drive Trains 271
1	Business Finance 223	2	Chassis Electrical 273
1	Introduction to Data Processing 214	1	Service Management 275
3	Elective	5	Agricultural Mechanics Laboratory 277
16		14	

### AGRICULTURAL MECHANICS Certificate Program

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

Fall Semester		Spring Semester	
Credits		Credits	
3	Communications 111	3	Communications 112
4	Fundamentals of Accounting 101	2	Human Relations 128
2	Calculating Machines 127	2	Brakes and Suspensions 173
3	Business Mathematics 111	1	Diesel Engines 174
3	Introduction to Business 110	1	Chassis Electrical 273
15		2	Agricultural Mechanics Laboratory 177
		5	
		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.

Fall Semester		Spring Semester	
Credits		Credits	
3	Communications 111	3	Communications 112
4	Fundamentals of Accounting 101	1	Heating and Air Conditioning 175
2	Calculating Machines 127	2	Human Relations 128
3	Business Mathematics 111	2	Brakes and Suspensions 173
3	Introduction to Business 110	1	Diesel Engines 174
15		5	Agricultural Mechanics Laboratory 177
		14	

Fall Semester		Spring Semester	
Credits		Credits	
3	Intermediate Accounting 215	3	Political Science 131
3	Cost Accounting 217	1	Business Accounting 220
4	Business Law 221	2	Drive Trains 271
1	Business Finance 223	2	Chassis Electrical 273
1	Introduction to Data Processing 214	1	Service Management 275
3	Elective	5	Agricultural Mechanics Laboratory 277
16		14	

### 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 equivalent through formal or informal 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 Nursing Act and meets the requirements for schools accredited for 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		Fall Semester	
Credits		Credits	
3	Communications 111	3	Orthopedic Nursing Interventions 206
3	Introduction to Nursing & Science 201	3	Cardiovascular Nursing Interventions 210
2	Neurological-Sensory Nursing Interventions 204	2	Respiratory Nursing Interventions 211
2	Dermatological Nursing Interventions 205	2	Gastrointestinal Nursing Interventions 212
18		18	

Spring Semester	Credits	Summer Semester	Credits
Communications 112	3	Human Relations 128	2
Political Science 131	4	Genital-Urinary Nursing	2
Marriage and Family 263	3	Interventions 207	2
Psychiatric Nursing	4	Metabolic-Endocrine Nursing	2
Interventions 203	4	Interventions 208	2
Maternal-Child Nursing	4	Community Health Nursing 209	1
Interventions 202	4	Nursing Today and Tomorrow 213	1
	18		9

\*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 are 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.

Fall Semester	Credits	Spring Semester	Credits
Communications 111	3	Political Science 131	4
Technical Mathematics 105	3	Human Relations 128	2
Manufacturing Processes 121	2	Chassis Electrical 273	2
Fundamentals of Internal Combustion Engines 170	1	Drive Trains 271	2
Engine Electrical 171	2	Service Management 275	1
Fuel, Lubrication and Carburetion 172	1	Automotive Laboratory 277	5
Automotive Laboratory 176	5		17
	17		15

Fall Semester	Credits	Spring Semester	Credits
Fundamentals of Electricity 211	4	Political Science 131	4
Fundamentals of Welding 183	2	Human Relations 128	2
Emissions Controls and Testing 272	2	Chassis Electrical 273	2
Drive Trains 270	1	Drive Trains 271	2
Small Gas Engines 274	1	Service Management 275	1
Automotive Laboratory 276	5	Automotive Laboratory 277	5
	15		16

Fall Semester	Credits	Spring Semester	Credits
Communications 111	3	Political Science 131	4
Technical Mathematics 105	3	Human Relations 128	2
Manufacturing Processes 121	2	Chassis Electrical 273	2
Fundamentals of Internal Combustion Engines 170	1	Drive Trains 271	2
Engine Electrical 171	2	Service Management 275	1
Fuel, Lubrication and Carburetion 172	1	Automotive Laboratory 277	5
Automotive Laboratory 176	5		17
	17		15

Fall Semester	Credits	Spring Semester	Credits
Fundamentals of Electricity 211	4	Political Science 131	4
Fundamentals of Welding 183	2	Human Relations 128	2
Emissions Controls and Testing 272	2	Chassis Electrical 273	2
Drive Trains 270	1	Drive Trains 271	2
Small Gas Engines 274	1	Service Management 275	1
Automotive Laboratory 276	5	Automotive Laboratory 277	5
	15		16

Fall Semester	Credits	Spring Semester	Credits
Communications 111	3	Political Science 131	4
Technical Mathematics 105	3	Human Relations 128	2
Manufacturing Processes 121	2	Chassis Electrical 273	2
Fundamentals of Internal Combustion Engines 170	1	Drive Trains 271	2
Engine Electrical 171	2	Service Management 275	1
Fuel, Lubrication and Carburetion 172	1	Automotive Laboratory 277	5
Automotive Laboratory 176	5		17
	17		15

## 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.

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 115	1
		Business Elective	2-3
			15-16

*Recommended Electives:*  
 Business Correspondence 235  
 Introducing 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	
	Credits	Fall 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	5	Child Care Laboratory 267	5
Reading Skills 272	—		16
	18		
	Credits	Spring Semester	Credits
Introduction to School Age Children 162	4	Political Science 131	4
Recreation and Crafts for Children 265	3	Marriage and the Family 263	3
Art Education 210	4	Pre-School Administration 266	4
Communications 112	5	Child Care Laboratory 268	5
Child Psychology 262	—		16
Literature for Children 264	3		
	18		

## 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	4	Secretarial Procedures 237	4
Calculating Machines 127	2	Business Correspondence 235	3
Introduction to Business 110	3	Human Relations 128	2
	—		18
	15		

## 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 than in the past.

First Quarter	Credits	Second Quarter	Credits
Introduction to Coal Mining 112	4	Roof & Rib Control 152	4
Mining Law 122	6	Lamp & Detection Instruments 132	4
Coal Mine Ventilation 142	4	Accident Prevention & Safety 132	3
Coal Mine Atmosphere 122	2	Applied Mathematics 112	4
	—		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	Construction Estimating 202	3
Construction Blueprint Reading 192	3	Construction Materials & Methods 102	3
Construction Materials & Methods 101	3	Fundamentals of Labor Relations 203	3
Communications 112	2	Construction Surveying 105	3
Introduction to Construction 103	3	Construction Planning & Scheduling 204	3
	14		15
Summer Semester	Credits		
Summer Semester Internship 121	4		

\*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 are 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	
Fall Semester	Credits	Fall Semester	Credits
Communications 111	3	Construction Planning & Scheduling 204	3
Construction Blueprint Reading 192	3	Construction Estimating 201	3
Introduction to Construction 103	3	Human Relations 128	2
Technical Drafting 181	6	Construction Materials & Methods 102	3
Technical Mathematics 105	3	Political Science 131	4
		Introduction to Data Processing 214	1
			16
Spring Semester	Credits	Spring Semester	Credits
Technical Mathematics 106	3	Supervisory Techniques 243	2
Communications 112	3	Fundamentals of Labor Relations 203	3
Construction Materials and Methods 101	3	Internship 121	4
Business Accounting 220	3	Principles of Management 112	3
Construction Surveying 105	3	Construction Estimating 202	3
Technical Physics 151	3		
	18		15

\*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 are offered at John A. Logan College.

## COSMETOLOGY Certificate Program

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

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

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

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
			18

Summer Semester	Credits
Cosmetology Theory 103	3
Cosmetology Laboratory 113	8
Human Relations 128	2
	13

## COSMETOLOGY Degree Program

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

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

A minimum of 1950 clock hours and 67 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

Summer Semester	Credits	Fall Semester	Credits
Cosmetology Theory 103	3	Cosmetology Seminar 104	1
Cosmetology Laboratory 113	8	Cosmetology Laboratory 114	10
Human Relations 128	128	Salesmanship 130	3
		Business Accounting 220	3
			17

## DENTAL ASSISTING

The Dental Assisting program is designed to train individuals who will work as members of a dental team, serving the functions of dental office manager, secretary, chairside assistant and laboratory aide. This program is endorsed by the Southern Illinois Dental Society. Classroom instruction is combined with laboratory and clinical training to teach the necessary skills for successful employment at the conclusion of the training period.

graduate of this program will be qualified as a junior draftsman, detailer, junior tool designer, or engineering draftsman.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Orientation 100	0	Orientation 100	1
Dental Science 100	3	Internship	4
Dental Materials 101	4	Dental Assisting Procedures 110	4
Dental Terminology 103	2	Radiology 105	4
Pre-Clinical Orientation 102	4	Dental Office Procedures 109	2
Radiology 104	2	Communications 112 (oral)	3
Dental Health Procedures 106	1		18
Dental Ethics & Law 108	$\frac{1}{17}$		

## DIESEL MECHANICS

The one-year Diesel Mechanics Program is designed so that a student who completes the curriculum will be trained to repair, maintain, recondition, and rebuild diesel engines.

Those completing the program will receive a Certificate of Achievement.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Fundamentals of Internal Combustion Engines 170	1	Communications 112	3
Engine Electrical 171	2	Human Relations 123	2
Fuels, Lubrication, and Carburetion 172	1	Diesel Engines 174	1
Manufacturing Processes 121	2	Welding 181 & 182	2
Agricultural/Automotive Mechanics Laboratory 176	2	Diesel Fuel Induction Systems 180	2
Communications 111	5	Diesel Engine Maintenance & Diagnosis 181	2
Technical Math 105	3	Diesel Laboratory 187	5
	$\frac{3}{17}$		$\frac{17}{17}$

## DRAFTING

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

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Mathematics 105	3	Communications 112	3
Technical Drafting 181	6	Descriptive Geometry 285	3
Materials 101	3	Technical Drafting 182	6
Architectural Drafting 184	3	Manufacturing Processes 121	2
	$\frac{15}{17}$	Architectural Drafting 294	3

## 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

## FIRST YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Drafting 181	6	Architectural Drafting 184	3
Communications 111	3	Political Science 131	4
Manufacturing Processes 121	2	Advanced Technical Drawing 281	4
Technical Mathematics 105	3	Materials 101	3
Metallurgy 201	2	Detail & Assembly 183	2
	$\frac{16}{16}$		$\frac{16}{16}$

## FIRST YEAR

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Technical Drafting 182	6	Architectural Drafting 294	3
Descriptive Geometry 285	3	Technical Physics 151	3
Communications 112	3	Advanced Technical Drawing 283	4
Manufacturing Processes 122	2	Tool Design 282	4
Technical Mathematics 106	3	Human Relations 128	2
	$\frac{17}{17}$		$\frac{16}{16}$

## 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; secretarial 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

<i>Fall</i>	<i>Credits</i>	<i>Spring</i>	<i>Credits</i>
Typewriting 116	3	Production Typewriting 230	3
Shorthand 124	3	Shorthand 232	3
Introduction to Business 110	3	Political Science 131	4
Human Relations 128	2	Business Correspondence 235	3
Communications 111	3	Business Law 221	4
Records Management 236	1		
Office Management 115	1		
	$\frac{16}{16}$		$\frac{17}{17}$

## FIRST YEAR

<i>Spring</i>	<i>Credits</i>	<i>Spring</i>	<i>Credits</i>
Typewriting 117	3	Business Accounting 220	3
Shorthand 125	3	Business Mathematics 111	3
Duplicating Machines 128	3	Shorthand 233	3
Communications 112	3	Secretarial Procedures 237	4
Calculating Machines 127	2	Supervised Work Experience 241	2
	$\frac{14}{14}$		$\frac{15}{15}$

## FIRE FIGHTER Certificate Program

This curriculum is designed for students who desire to pursue a career in fire fighting. Graduates are prepared for employment in municipal fire departments, industrial fire departments, insurance companies, private agencies and other agencies dealing with fire safety adjustment. Opportunities are also found in equipment sales. Courses are instructed by persons familiar with the area of fire science and experts in their specialized areas.

Persons completing this program will be awarded a Certificate of Achievement.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Intro. to Fire Protection 101	2	Chemistry of Hazardous Materials 202	3
Intro. to Fire Prevention 103	3	Fire Hydraulics 203	3
Bldg. Construction & Materials 103	3	Fire Fighter Tactics and Strategy 204	3
Techniques of Fire Fighting 107	2		9
	<u>10</u>		
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Advanced Fire Fighter Techniques 108	2	Industrial Safety and Security 205	3
Fire Protection Systems 105	3	Ind. and Electrical Fire Hazards 207	3
Fire Apparatus and Equipment 106	2	Fire Administration 208	3
Adv. First Aid & Emergency Care 109	3		9
	<u>10</u>		

## FIRE INSTRUCTOR Certificate Program

This curriculum is designed for students who desire to pursue a career in fire fighting. Graduates are prepared to secure employment as instructors of fire science. Courses are instructed by persons familiar with the area of fire science and experts in their specialized areas.

Persons completing this program will be awarded a Certificate of Achievement.

<i>Fall Semester</i>	
<i>Fire Instructor, Basic</i>	<i>Credits</i>
	$\frac{3}{3}$
<i>Spring Semester</i>	
<i>Fire Instructor, Advanced</i>	<i>Credits</i>
	$\frac{3}{3}$

## FIRE TECHNOLOGY Degree Program

This curriculum is designed for students who desire to pursue a career in fire fighting. Graduates are prepared to secure employment in municipal fire departments, industrial fire departments, insurance companies, private agencies and other agencies dealing with fire safety adjustment. Opportunities are also found in equipment sales. Courses are instructed by persons familiar with the area of fire science and experts in their specialized fields.

Persons completing this program will be awarded an Associate of Applied Science Degree.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Political Science 131	4
Technical Mathematics 105	3	Chem. of Hazardous Materials 202	3
Intro. to Fire Protection 101	2	Fire Hydraulics 203	3
Intro. to Fire Prevention 102	3	Fire Fighting Tactics — Strategy 204	3
Bldg. Construction & Materials 103	3	Fire Investigation 206	3
Techniques of Fire Fighting 107	2		<u>16</u>
	<u>16</u>		
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Human Relations 128	2
Technical Mathematics 106	3	Industrial Safety & Security 205	3
Ad. Techniques of Fire Fighting 108	2	Ind. & Electrical Fire Hazards 207	3
Fire Protection Systems 105	3	Fire Administration 208	3
Fire Apparatus & Equipment 106	2	Reg. Agencies, Fire & Safety 209	3
Adv. First Aid & Emergency Care 109	3		<u>14</u>
	<u>16</u>		

## INDUSTRIAL FIRE AND SAFETY Certificate Program

This curriculum is designed for students who desire to pursue a career in fire fighting. Graduates are prepared to secure employment in industrial fire departments. Courses are instructed by persons familiar with the area of fire science and experts in their specialized areas.

Persons completing this program will be awarded a Certificate of Achievement.

<i>FIRST YEAR</i>		<i>SECOND YEAR</i>	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Intro. to Fire Protection 101	2	Chem. of Hazardous Materials 202	3
Intro. to Fire Prevention 102	3	Fire Hydraulics 203	3
Bldg. Construction & Materials 103	3	Fire Fighting Tactics & Strategy 204	3
Techniques of Fire Fighting 107	2	Fire Investigation 206	3
	<u>10</u>		<u>12</u>



## HEAVY EQUIPMENT WELDING

This program provides additional training to graduates of the one-year welding program offered at John A. Logan College, who desire 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.

	<i>Credits</i>
Welding Laboratory 188	1
Welding Laboratory 189	1
Welding Laboratory 190	1
Welding Laboratory 191	1
	<hr/>
	4

## HUMAN SERVICES

Graduates of the Human Services program would be prepared as fact-finders for the Department of Public Aid, as cottage parents in Shelter Care Homes, as leaders in Child Advocacy programs, as supervisors of occupational activities in sheltered workshops, do field work with probation officers, and as directors or assistant directors of recreational activities in senior citizen residence homes.

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

	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Fall Semester</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Health 110	3
General Psychology 132	3	Introduction to Crime Control 103	3
Introduction to Human Services 101	3	Criminal Behavior 105	3
Principles of Sociology 133	3	Anthropology 111	3
Elective	3	Elective	3
	<hr/>		<hr/>
	15		15

	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Spring Semester</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Elective	3
American Government 131	4	Interpersonal Relations 115	3
Child Psychology 262	3	Marriage & Family 263	3
Principles & Practices in Human Services 102	3	Practicum 222	4
Nutrition	3	Recreation & Crafts for Children 265	3
	<hr/>		<hr/>
	16		16

### Recommended Electives:

Mathematics 101	
Elementary Statistics 120	
Practicum 221	
Typewriting 116	
Criminal Law 209	
Seminar 138	
Seminar 239	

## INDUSTRIAL MAINTENANCE

Graduates of the Industrial Maintenance Program are trained for employment in industrial firms. Training is provided in welding, machine processes, electricity, hydraulics, air conditioning, and refrigeration.

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

	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Fall Semester</i>	<i>Fall Semester</i>	<i>Credits</i>
Technical Mathematics 105	3	Hydraulics	3
Welding (Modules 1-10)	10	Machine Processes (Modules 3, 4, 12, & 20)	4
Blueprint Reading #92	3	Fund. of Electricity 211	4
Mechanical Drawing	1	Human Relations 128	4
	<hr/>	Communications 111	2
	17	Industrial Maintenance Laboratory	2
	<hr/>		<hr/>
	18		18
	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Spring Semester</i>	<i>Spring Semester</i>	<i>Credits</i>
Welding (Modules 11, 12, 13, 16, 17, 19, & 20)	7	Hydraulics	3
Machine Processes (Modules 1, & 2)	2	Intermediate Electricity	4
Technical Mathematics 106	3	Air Conditioning & Refrigeration	4
Technical Physics 151	3	Political Science 131	4
Industrial Maintenance Laboratory	2	Preventive Maintenance	1
	<hr/>	Industrial Maintenance Laboratory	2
	17		<hr/>
	17		17

## LAW ENFORCEMENT

This one-year program in Law Enforcement is designed to provide an understanding of the problems involved in corrections, community service, law enforcement, and the means which society employs to deal with them. Attention is given to corrections and law enforcement functions, as they relate to crime, criminals, social order, and justice.

Graduates will be awarded a Certificate of Achievement.

	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Fall Semester</i>	<i>Fall Semester</i>	<i>Credits</i>
American Government 131	4	Communications 112	3
Communications 111	3	General Psychology 132	3
Principles of Sociology 133	3	Interpersonal Relations 115	3
Introduction to Crime Control 103	3	Survey of Crime Detection Methods 205	3
Criminal Behavior 105	3	Criminal Law 209	3
	<hr/>		<hr/>
	16		15
	<i>FIRST YEAR</i>	<i>SECOND YEAR</i>	
	<i>Spring Semester</i>	<i>Spring Semester</i>	<i>Credits</i>
Recommended elective: Introduction to Forensic Investigation 210	3		3

## 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 him/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
Communications 111	3	Political Science 131	4
Records Management 236	1		
Office Management 115	1		
	16		16
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Business Law 221	4	Secretarial Procedures 237	4
Typewriting 117	3	Business Accounting 220	3
Shorthand 125	3	Shorthand 233	3
Duplicating Machines 128	3	Legal Secretarial Practice 248	3
Communications 112	3	Supervised Work Experience 241	2
Calculating Machines 127	2		
	18		15

## 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 183	2
Blueprint Reading 192	3	Technical Math 106	3
Machine Processes (Modules 1-11)	11	Communications 112	3
		Machine Processes (Modules 12-22)	11
	18		20
<i>Summer Semester</i>			
Human Relations 123	2		
Machine Processes (Modules 22-30)	8		
	10		

## MARKETING MID-MANAGEMENT

The graduate of this program will be prepared to assume a position within business and/or industry in one or more of the following areas: sales (retailing and wholesaling) advertising, promotion, purchasing, inventory control, transportation, research, pricing, and credit.

After graduation and following a reasonable length of employment in which the employee demonstrates above average potential and ability, the possibility of advancement to a managerial position may exist. Completion of the program leads to the Associate in Applied Science degree.

FIRST YEAR		SECOND YEAR	
<i>Fall Semester</i>	<i>Credits</i>	<i>Fall Semester</i>	<i>Credits</i>
Communications 111	3	Introduction to Business 110	3
Business Mathematics 111	3	Business Accounting 220	3
Principles of Marketing 113	3	Business 235	3
Salesmanship 130	3	Salesmanship 131	3
Business Law 221	4	Electives	6
Seminar 138	1		
	17		18
<i>Spring Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Communications 112	3	Internship 225	4
Principles of Management 112	3	Internship 226	4
Advertising 224	3	Seminar 239	1
Merchandising Principles 228	3		
Human Relations 128	2		
Political Science 131	4		
	18		9

## MEDICAL TRANSCRIPTION

A one-year program designed for the individual desiring a clerical/typing position in the medical field. Emphasis is on the study and use of medical terminology in medical transcription. Proficiency can be acquired in the typing of medical reports and cases as well as machine transcription of medical information.

Upon completion of the program, a graduate will be qualified to fill positions in hospitals, clinics, and doctor's offices performing primarily medical transcription tasks. Successful completion of the program leads to a Certificate of Achievement.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Records Management 236	1	Typewriting 117	3
Typewriting 116	3	Duplicating Machines 128	3
Communications 111	3	Secretarial Procedures 237	4
Calculating Machines 127	2	Business Correspondence 235	3
Human Relations 128	2	Medical Terminology & Transcription 249 2	3
Accounting 220	3		15
	14		

## 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.

	Credits
Principles and Practices of Nursing 101	7
Principles and Practices of Nursing 102	$\frac{4}{11}$

## 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.

	Credits	Spring Semester	Credits
Principles & Practices of Nursing 101	11	Pharmacology in Nursing 171	2
Nutrition 100	3	Maternal and Newborn Nursing 181	7
Anatomy and Physiology 105	3	Nursing the Child 191	7
Pharmacology in Nursing 161	$\frac{2}{19}$	Marriage and the Family 263	3

	Credits
Summer Semester	
Nursing the Adult with Physical Conditions 201	7
Nursing the Adult with Mental Conditions 202	2
Communications 112	3
Human Relations 128	$\frac{2}{14}$

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## RETAILING

This one-year curriculum is designed for students desiring a career in retailing. Opportunities are also found in many areas where salesmen are employed. Upon completion of the program, the graduate will be awarded a certificate of achievement.

	Credits	Spring Semester	Credits
Fall Semester			
Communications 111	3	Communications 112	3
Business Math 111	3	Principles of Management 112	3
Principles of Marketing 113	3	Advertising 224	3
Salesmanship 130	3	Merchandising Principles 228	3
Business Seminar 138	1	Accounting 220	3
Elective	$\frac{3}{16}$	Human Relations 128	2
			17

	Credits
Summer	
Internship 225	4
Business Seminar 239	$\frac{1}{5}$

## STENOGRAPHER

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

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

	Credits	Spring Semester	Credits
Fall Semester			
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 237	4
	$\frac{17}{17}$		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.

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**FIRST YEAR**

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

**SECOND YEAR**

<i>Fall Semester</i>	<i>Credits</i>	<i>Credits</i>
Library and Audio Visual Methods 163	3	3
Education of Exceptional Children 265	4	2
Methods of Teaching Special Children 264	3	3
Nutrition 100	3	3
Teacher Aide Laboratory 267	2	5
	<hr/>	<hr/>
	18	16

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

<i>Spring Semester</i>	<i>Credits</i>
Political Science 131	4
Marriage and the Family 263	3
Pre-School Administration 266	4
Teacher Aide Laboratory 268	5
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	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.

<i>Fall Semester</i>	<i>Credits</i>	<i>Spring Semester</i>	<i>Credits</i>
Metallurgy 201	2	Human Relations 128	2
Technical Mathematics 105	3	Communications 112	3
Blueprint Reading 192	3	Manufacturing Processes 121	2
Industrial Welding (Modules 1-10)	10	Industrial Welding (Modules 11-20)	10
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	18		17

**GENERAL ADVISORY COMMITTEE  
VOCATIONAL-TECHNICAL EDUCATION**

Training young people and adults for careers 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 interests 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 leaders 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. The public can have confidence in these programs 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 and helps the college fulfill its objective of educating competent workers who are cognizant of their economic, social and civic responsibilities.

**GENERAL ADVISORY COMMITTEE**

Mr. Loren D. Carter  
Division Manager  
General Telephone Company  
208 W. Union  
Marion, IL 62959  
997-1122

Mr. Marion Nash, Executive Director  
Egyptian Assoc. of Plumbing,  
Heating & Cooling Contractors  
Box 54  
Murphysboro, IL 62966  
684-3811

Mr. Bud. D. Cross  
Director of Management Systems  
Information Processing  
Southern Illinois University  
Carbondale, IL 62901  
453-4361

Mr. Clyde Heaton, Division Manager  
Central Illinois Public Service  
Company  
1800 West Main  
Marion, IL 62959  
997-3311 or 993-2500 (Res.)

Mr. Clem A. Machildon  
(Certified Public Accountant)  
114 South Emma  
West Frankfort, IL 62896  
932-2264

Mr. Milton W. Witt  
Executive Vice President  
Greater Marion Area Chamber of  
Commerce  
905 North Bentley  
Marion, IL 62959  
993-4968 or 993-5685 (Res.)

**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 below. 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 . . . . . Associate Degree and Certificate  
 AVIATION MAINTENANCE TECHNOLOGY . . . . . Associate Degree  
 AVIATION PILOT TRAINING . . . . . Associate Degree  
 CHEMICAL TECHNOLOGY . . . . . Certificate  
 DATA PROCESSING TECHNOLOGY . . . . . Associate Degree  
 ELECTRONICS TECHNOLOGY . . . . . Associate Degree and Certificate  
 ENGINEERING TECHNOLOGY . . . . . Associate Degree  
 HORTICULTURE . . . . . Associate Degree and Certificate  
 LAW ENFORCEMENT . . . . . Associate Degree and Certificate  
 MACHINE/COMPUTER OPERATOR . . . . . Certificate

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

Students residing in John A. Logan College District No. 530 may enroll at Illinois Eastern Community Colleges in certificate and degree programs listed below. Entry to these expanded career opportunities is provided by joint agreement entered into by the Board of Trustees of Illinois Eastern Community Colleges and John A. Logan College.

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

**LINCOLN TRAIL**

AIR CONDITIONING AND REFRIGERATION . . . . . Associate Degree and Certificate  
 DATA PROCESSING KEYPUNCH . . . . . Certificate  
 DATA PROCESSING-PROGRAMMING . . . . . Associate Degree  
 PETROLEUM TECHNOLOGY . . . . . Associate Degree

**WABASH VALLEY**

MANAGEMENT OF AGRICULTURAL PRODUCTION . . . . . Associate Degree  
 COAL MINING TECHNOLOGY . . . . . Associate Degree and Certificate  
 CONSERVATION & OUTDOOR RECREATION . . . . . Associate Degree  
 ELECTRONIC TECHNOLOGY . . . . . Associate Degree  
 RADIO TV BROADCASTING . . . . . Associate Degree

**OLNEY CENTRAL**

AUTO BODY TECHNOLOGY . . . . . Associate Degree  
 CABINET MAKING . . . . . Associate Degree  
 MEDICAL SECRETARY . . . . . Associate Degree and Certificate

# continuing education



## 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	Flat Pattern Adjustment & Alterations
Art and Activities (Pre-School)	Furniture Refinishing
Biology for Prospective Parents	Furniture Reupholstering I
Discipline Without Punishment	Furniture Reupholstering II
Dollar Power	Guidance of the Pre-School Child
Drapery Making	Home Planning and Design
Family Resources and Management	Household Equipment

Household Food Budgeting	Pregnancy and Early Infant Care
How to Parent	Real Estate
Income Tax Preparation (Personal)	Sewing (Beginning)
Interior Decorating	Sewing (Intermediate)
Investments	Sewing (Advanced)
Lingerie and Swimwear Construction	Sewing with Knits
Money Management (Personal)	Tailoring (Men's Clothing)
Parenthood (Introduction to)	Tailoring (Women's Clothing)
Plumbing for Homemakers (Basic)	

### VOCATIONAL SKILLS

Automotive Brakes & Suspensions	Executive Housekeeping III
Bank Data Processing	Executive Housekeeping IV
Bank Operation (Principles)	Fingerprint Investigation
Blueprint Reading (Industry)	Fire Science Instructor Course (Basic Level)
Blueprint Reading (Building Trades)	
Bookkeeping I (Introduction)	Fire Science Training I
Bookkeeping II (Introduction)	Fire Science Training II
Bookkeeping III (Introduction)	Fire Science Training III
Bookkeeping (Advanced)	Fire Science Training IV
Business Filing (Introduction)	Fundamentals of Electricity
Business English (Introduction)	General Metals I
Business Law (Introduction)	General Metals II
Business Management	Hair Coloring & Styling: The Barber
Coin Operated Machine Repair	Home Health Care
Coronary Care Nursing I	Hospital Accounting (Introduction)
Coronary Care Nursing II	Hospital Budgeting
Cosmetology (Basic Brush-Up)	Hospital Financial Management
Criminal Investigation (Principles)	(Introduction)
Custodian Management & Supervision	Industrial Electromechanical
Data Processing I	Industrial Psychology (Basic)
Data Processing II	Industrial Traffic Management
Data Processing III	(Introduction)
Drafting	Installment Credit
Emergency Medical Technician	Investigation
Executive Housekeeping I	Labor Relations
Executive Housekeeping II	Law and Banking

Law for Police  
 LPN Team Leading  
 Machine Shop (Part I)  
 Machine Shop (Part II)  
 Machine Shop (Part III)  
 Mechanics Refresher Course  
 Medical Terminology (Basic)  
 Medications I  
 Medications II  
 Narcotics (Principles)  
 New Trends in Cosmetology  
 Nurse Aide and Orderly  
 Office Machines (Introduction)  
 Oxy-Acetylene Welding  
 Police Emergency Medical Service  
 Police Mid-Mgr. Supervision  
 Quality Control and Inspection I  
 Quality Control and Inspection II  
 Receptionist Procedure (Introduction)  
 Refrigeration (Basic)  
 Refrigeration II  
 Refrigeration III  
 Real Estate Mathematics  
 Real Estate Practices  
 Real Estate Principles (Adv.)  
 Real Estate Refresher  
 Real Estate Sales and Marketing  
 Real Estate Services  
 Real Estate Transactions  
 Recognition of Basic Cardiac Arrhythmias

Restorative Nursing  
 Secretarial and Office Practice I  
 Secretarial and Office Practice II  
 Secretarial and Office Practice III  
 Sign Painting and Construction I  
 Sign Painting and Construction II  
 Sign Painting and Construction III  
 Shorthand I  
 Shorthand II  
 Shorthand Speed Building  
 Shorthand Theory and Review  
 Solar Energy (Introduction)  
 Tech. of Self-Defense for Policemen  
 Techniques of Supervision  
 Training for Security Guards  
 Typewriting I (Introduction)  
 Typewriting II (Introduction)  
 Typewriting III (Introduction)  
 Typewriting Review  
 Visual Communication in Advertising  
 Ward Clerk  
 Waste Water Treatment  
 Water Treatment Plant Operation (Basic)  
 Water Treatment Plant Operation (Inter.)  
 Water Treatment Plant Operation (Adv.)  
 Welding (Introduction)  
 Arc Welding  
 Arc Welding (Adv.)

### IMPROVING FAMILY CIRCUMSTANCES

Creative Writing  
 Current Events  
 Driver Education  
 Historic and Scenic Southern Illinois  
 Industrial Occupations (Introduction)  
 Insurance (Fundamentals of)  
 Metrics (Introduction)  
 Photography (Forensic)  
 Poetry Composition (Techniques of)  
 Public Speaking  
 Quilting and Marketing (Fundamentals of)  
 Speed Reading  
 Supplemental Income  
 Tax Preparation for Small Business  
 Appliance Repair  
 Appliance Repair (Small Appliances)  
 Engine Tune-Up  
 Fundamentals of Electrical Wiring I  
 Fundamentals of Electrical Wiring II  
 Home Canning, Freezing, and Preserving  
 Home Carpet Installation and Repair  
 Home Maintenance and Repair  
 Home Vegetable Gardening  
 Natural Foods Cookery  
 Nutritional Foods (Principles of)  
 Outboard Motor Mechanics  
 Small Gasoline Engine Repair and Maintenance  
 Woodworking I  
 Woodworking II  
 Woodworking III

### HEALTH, SAFETY, AND ENVIRONMENTAL STUDIES

Aging and Health Care  
 Alcohol and Drug Abuse  
 Boating and Water Safety  
 Cardiopulmonary Resuscitation  
 Designing the Man-Made Environment  
 Diet and Exercise for New Mothers  
 Enjoying Retirement Years  
 Environmental Education  
 Environmental Studies I  
 Environmental Studies II  
 First Aid  
 First Aid (Certified Advanced)  
 Gun Safety  
 Industrial Safety (Basic)  
 Mental Health  
 Motorcycle Maintenance and Repair (Beginning)  
 Motorcycle Maintenance and Repair (Advanced)  
 Personal Defense for Men and Women  
 Physical Fitness for Men (Beginning)  
 Physical Fitness for Men (Advanced)  
 Physical Fitness for Men and Women (Beginning)  
 Physical Fitness for Women  
 Physical Fitness for Women (Beginning)  
 Physical Fitness for Women (Advanced)  
 Rhythmic Exercises

### PERSONAL DEVELOPMENT

Archaeology and Prehistory of Southern Illinois  
 Aviation Ground School  
 China: Past and Present  
 Commercial Art (Principles and Techniques of)  
 Comparative Religions  
 Conversational French

### DEVELOPMENT AND PREPARATORY STUDIES/SKILLS

Adult Basic Education I  
 Adult Basic Education II  
 Adult Basic Education III  
 Basic Skills Development I  
 Basic Skills Development II  
 Basic Skills Development III  
 Basic Reading Development I  
 Basic Reading Development II  
 Basic Reading Development III  
 Career Awareness Education I  
 Career Awareness Education II  
 Career Awareness Education III  
 Community Living Skills  
 Conversational Sign Language  
 G.E.D. Review I  
 G.E.D. Review II  
 G.E.D. Review III  
 Review of Basic English Skills I  
 Review of Basic English Skills II  
 Review of Basic English Skills III  
 Review of Basic Math Skills I  
 Review of Basic Math Skills II  
 Review of Basic Math Skills III  
 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  
 Total Communication for Hearing Impaired I  
 Total Communication for Hearing Impaired II  
 Total Communication for Hearing Impaired III

### INTELLECTUAL AND CULTURAL STUDIES/SKILLS

Antiques Identification and Marketing  
 Art (Introduction)  
 Ceramics I (Basic)  
 Ceramics II (Basic)  
 China Painting  
 Drawing I  
 Drawing II  
 Drawing III  
 Elements of Drawing & Painting  
 Fundamentals of Class Voice  
 Fundamentals of Pastel Painting  
 Geneology and Family Genetics  
 Music Appreciation  
 Oil Painting I  
 Oil Painting II  
 Oil Painting III  
 Piano (Beginning)  
 Piano (Intermediate)  
 Piano (Advanced)  
 Relief Printing  
 Stained Glass  
 Survey of Artistic Expression  
 Survey of Oriental Art  
 Technical and Cultural Traditions of the American Indian  
 Tole Painting  
 Watercolor (Beginning)

### 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 1977-79 academic year. A flat fee, depending on the course, is 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

A B C's of Children's Cooking	Cake Decorating (Lambeth Method)
Alternatives for Women	Candle Making
Amateur Radio (Beginning)	Candy Making
Amateur Radio (Advanced)	Casting Your Horoscope
Art as Communication	Ceramics III (Advanced-Handbuilding)
Archery and Bow Hunting	Chess (Beginning)
Astrology	Chess (Intermediate)
Ballroom Dancing (Beginning)	Chess (Intermediate)
Ballroom Dancing (Intermediate)	Christmas Cookies and Breads
Basic Clothing and Textiles	Clock Repairing (Beginning)
Beekeeping	Clock Repairing (Intermediate)
Belly Dancing (Beginning)	Community Band
Belly Dancing (Intermediate)	Community Jazz Ensemble
Bird Dog Training	Community Recreation
Bird Watching	Conversational German
Black Powder Weapons	Co-recreation Volleyball
Breadmaking (Beginning)	Creative Genre Painting
Breadmaking (Intermediate)	Creative Glass Blowing (Beginning)
Cake Decorating (Beginning)	Creative Glass Blowing (Intermediate)
Cake Decorating (Advanced)	Creative Glass Blowing (Advanced)
Cake Decorating (English-South African)	Creative Photography
	Creative Stitchery



Death and Dying  
 Decoupage (Beginning)  
 Decoupage (Advanced)  
 Digital Electronics  
 Disco Dance (Beginning)  
 Disco Dance (Advanced)  
 Dog Obedience  
 Drawing and Painting of Birds and Wildlife  
 Floral Design  
 Folk Guitar (Beginning)  
 Fundamentals of CB Radio  
 General Crafts  
 Golf (Beginning)  
 Golf (Advanced)  
 Guitar (Beginning)  
 Guitar (Intermediate)  
 Gymnastics Judging  
 Horse Care and Management  
 Horseshoeing  
 How Should We Then Live  
 Illinois Game Fishing  
 Inexpensive Handmade Gifts  
 International Folk Dance  
 Interpersonal Relationships  
 Introduction to Crafts  
 Italian Cooking  
 Karate (Advanced)  
 Leather Work (Beginning)  
 Log Sculpture  
 Macrame  
 Matting and Framing of Artwork  
 Microwave Cooking  
 Monday Night Football

Natural Foods Cookery II  
 Off the Loom Weaving  
 Organic Gardening  
 Oriental Cooking  
 Personal Financial Planning  
 Photography (Beginning)  
 Photography (Intermediate)  
 Photography (Advanced)  
 Physical Conditioning Through Isometrics (Basic)  
 Physical Conditioning Through Isometrics (Advanced)  
 Poodle Grooming  
 Quilting, Patchwork, Applique and Trapunto Fiber Art  
 Rugmaking  
 Social and Square Dancing (Beginning)  
 Social and Square Dancing (Advanced)  
 Square Dancing  
 Stock & Market Analysis  
 Successful Plant Growing  
 Taxidermy (Beginning)  
 Taxidermy (Advanced)  
 Tennis (Beginning)  
 Tennis (Advanced)  
 Use of Media in Instruction  
 Water Skiing  
 Weaving (Beginning)  
 Woodcarving (Beginning)  
 Woodcarving (Advanced)  
 Yoga

#### IV. INSTITUTE FOR COMMUNITY SERVICES

A variety of educational programs—courses, seminars, workshops, and conferences are available through the College's new Institute for Community Services. These offerings are designed to serve the unique needs of the business and industrial community for short-term training and non-traditional programs.

#### SPECIAL INSTITUTE PROGRAMS

Real Estate  
 Tractor-Trailer Driving  
 Small Business Institute (Planning in Process)  
 Labor/Management  
 Others as needed

Anyone wishing to take advantage of this service should call or visit the Institute for Community Services, telephone 985-3741, extension 367. The office is located in the President's Building.

#### V. PUBLIC AND COMMUNITY SERVICE ACTIVITIES

Assistance in organizing group meetings, workshops, seminars, conferences and other activities is available to any group of citizens or community organization from within the college district. Persons or groups desiring such assistance should contact the Office of the Dean of Institutional and Community Services, the Office of Continuing Education or the Institute for Community Services.

#### VI. 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*. Pre-registration in adult education courses or educational activities can be accomplished by merely visiting, writing or telephoning the Admissions Office 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-served" basis.

**baccalauréate**



**courses**



## DEPARTMENT OF HUMANITIES

### Art

#### 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 102

#### FUNDAMENTALS OF ART (THREE-DIMENSIONAL)

4 hours

Prerequisites: Art 101 or consent of instructor

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 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 Impressionism. Art History may be used to satisfy an elective requirement in humanities for students other than art majors.

#### 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 the human figure. 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 or Art 101  
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.

## DEPARTMENT OF ENGLISH/LITERATURE

### English

#### Developmental Skills 52 (a,b)

2 hours

Prerequisites: None  
2 hours weekly (2-0)

Basic Communications is designed to review the basic skills in college writing. The student will progress through sentence patterns and paragraph patterns to the short theme. By the end of the term, the student will be expected to write a well-organized paragraph and short theme. A student may enroll in the course or any of its two parts. This course is not designed for college transfer.

- Sentence and Paragraph Patterns
- Theme Patterns

### Developmental Skills 153 (a,b,c,d,e,f)

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 will transfer to S.I.U. as a university elective. Credit earned in this course will count toward graduation at Logan.

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

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

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

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

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

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

### English 102 ENGLISH COMPOSITION

3 hours

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

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

### English 103 CREATIVE WRITING

3 hours

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

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 COMMUNICATIONS

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

### English 112 COMMUNICATIONS

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

### Foreign Languages

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

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

### French French 101 ELEMNTARY FRENCH

4 hours

Prerequisites: None  
4 hours weekly (4-0)

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

### French 102 ELEMNTARY FRENCH

4 hours

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

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

### English 101 ENGLISH COMPOSITION

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**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. Choir performs many times at Christmas and spring concerts and at numerous other functions.

**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

1 hour

##### PIANO I

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

½ hour weekly (0-½)

Private lessons in any field. Consult with advisor for details and requirements. May be taken any semester not to exceed 3 semester hours credit. Students must have an instructor approved by the college and assigned by the music department or credit cannot be given. Student must pay for this private instruction. No more than one (1) credit per instrument may be earned in a semester.

### 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. Students may receive the opportunity to participate in musicals such as *L'Ill Abner*, *The Fantasies*, *Showboat*, *Oklahoma*, *Charlie Brown*, and the *Wizard of Oz*.

### Music 210

#### SURVEY OF MUSIC LITERATURE

2 hours

Prerequisite: None

2 hours weekly (2-0)

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

### Music 211, 212, 213

#### APPLIED MUSIC\*

1 hour

Prerequisites: None

½ hour weekly (0-½)

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

#### \*Applied Music Sections

- |           |                |                 |                 |
|-----------|----------------|-----------------|-----------------|
| 1. Voice  | 6. Cello       | 11. Bassoon     | 16. Trombone    |
| 2. Piano  | 7. String Bass | 12. Saxophone   | 17. Tuba        |
| 3. Organ  | 8. Flute       | 13. Percussion  | 18. Baritone    |
| 4. Violin | 9. Oboe        | 14. French Horn | 19. Harpsichord |
| 5. Viola  | 10. Clarinet   | 15. Trumpet     | 20. Guitar      |

## 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 general survey of the activities called philosophy. The course includes a comparison study of philosophy and science, and philosophy and religion (including both Eastern and Western religions). Major and minor areas of philosophy and their problems are discussed.

## 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.

## 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.

## DEPARTMENT OF LIFE SCIENCE



## 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.

Course	Credit
P.E. Men 102	1 hour
P.E. Men 103	1 hour
P.E. Men 104	1 hour
P.E. Men 105	1 hour
P.E. Men 106	1 hour
P.E. Men 107	1 hour
P.E. Men 108	1 hour
P.E. Men 109	1 hour
P.E. Men 110	1 hour
P.E. Men 111	1 hour
P.E. Men 112	1 hour
P.E. Men 113	1 hour
P.E. Men 114	1 hour
P.E. Men 115	1 hour
P.E. Men 116	1 hour
P.E. CO-ED 117	1 hour
P.E. CO-ED 118	1 hour
P.E. CO-ED 119	1 hour
P.E. CO-ED 120	1 hour
P.E. CO-ED 121	1 hour
P.E. Women 122	1 hour
P.E. Women 123	1 hour
P.E. Women 124	1 hour
P.E. Women 125	1 hour
P.E. Women 126	1 hour
P.E. Women 127	1 hour
P.E. Women 128	1 hour
P.E. Women 129	1 hour
P.E. Women 130	1 hour
P.E. Women 131	1 hour
P.E. Women 132	1 hour
P.E. Women 133	1 hour
P.E. CO-ED 134	1 hour
P.E. CO-ED 135	1 hour
P.E. CO-ED 136	2 hours
P.E. CO-ED 137	1 hour
P.E. CO-ED 138	1 hour
P.E. CO-ED 139	2 hours
P.E. CO-ED 140	2 hours
P.E. CO-ED 141	1 hour
P.E. CO-ED 142	1 hour
P.E. CO-ED 143	1 hour
P.E. CO-ED 144	1 hour
P.E. CO-ED 145	1 hour
BEGINNING SWIMMING	1 hour
INTERMEDIATE SWIMMING	1 hour
BEGINNING GOLF	1 hour
TENNIS	1 hour
BADMINTON	1 hour
GYMNASTICS	1 hour
WRESTLING	1 hour
PERSONAL DEFENSE	1 hour
WEIGHT TRAINING	1 hour
TRACK & FIELD	1 hour
TOUCH FOOTBALL	1 hour
SOCCER	1 hour
SOFTBALL	1 hour
VOLLEYBALL	1 hour
BASKETBALL	1 hour
INDIVIDUAL PHYSICAL EDUCATION	1 hour
INDIVIDUAL PHYSICAL EDUCATION	1 hour
INDIVIDUAL PHYSICAL EDUCATION	1 hour
INDIVIDUAL PHYSICAL EDUCATION	1 hour
RACKETBALL	1 hour
BEGINNING SWIMMING	1 hour
INTERMEDIATE SWIMMING	1 hour
BEGINNING GOLF	1 hour
TENNIS	1 hour
BADMINTON	1 hour
GYMNASTICS	1 hour
SOFTBALL	1 hour
VOLLEYBALL	1 hour
BASKETBALL	1 hour
MODERN DANCE	1 hour
FOLK DANCE	1 hour
TRACK & FIELD	1 hour
HANDBALL	1 hour
INTRODUCTION TO PHYSICAL EDUCATION	2 hours
LIFE-SAVING	1 hour
CAMPSCRAFT AND SURVIVAL	1 hour
SAILING AND CANOEING	2 hours
WATER SKIING	2 hours
ADVANCED TENNIS	1 hour
BOWLING	1 hour
ADVANCED GOLF	1 hour
SOCIAL & SQUARE DANCE	1 hour
ARCHERY	1 hour
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 hours weekly (3-0)

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

Course	Credit
P.E. Men 152	1 hour
P.E. Men 153	2 hours
P.E. Men 154	1 hour
P.E. Men 155	1 hour
P.E. Men 156	2 hours
P.E. Men 157	1 hour
P.E. Men 158	2 hours
P.E. Men 159	1 hour
P.E. Women 171	1 hour
P.E. Women 172	1 hour
P.E. Women 173	1 hour
P.E. Women 174	1 hour
P.E. Women 175	1 hour
P.E. Women 176	1 hour
P.E. Women 177	1 hour
P.E. Women 178	1 hour
P.E. Women 180	1 hour
P.E. Women 181	1 hour
P.E. Women 182	1 hour
P.E. Women 183	1 hour
P.E. CO-ED 190	3 hours
METHODS OF TEACHING INDIVIDUAL & TEAM ACTIVITIES	
METHODS OF TEACHING BASKETBALL	
METHODS OF TEACHING GOLF	
METHODS OF TEACHING TENNIS	
METHODS OF TEACHING TRACK & FIELD	
METHODS OF TEACHING GYMNASTICS	
METHODS OF TEACHING WRESTLING	
METHODS OF TEACHING EXERCISE FITNESS	
SOCCER-SPEEDBALL	
BASKETBALL	
FIELD HOCKEY	
TENNIS	
TRACK & FIELD	
MODERN DANCE	
FOLK & SQUARE DANCING	
VOLLEYBALL	
SOFTBALL	
TUMBLING & GYMNASTICS	
INTERMEDIATE SWIMMING	
INTRODUCTION TO COACHING	

## Biological Science

Biological Science 101

Prerequisites: None

4 hours weekly (2-2)

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

BIOLOGICAL SCIENCE

3 hours

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

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

3 hours

### Biological Science 115 INVERTEBRATE ZOOLOGY

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

3 hours

### Biological Science 120 VERTEBRATE ZOOLOGY

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

3 hours

### Biological Science 225 GENETICS

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

3 hours

### Biological Science 240 PLANT & ANIMAL ECOLOGY

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

3 hours

### Biological Science 245 CONSERVATION OF NATURAL RESOURCES

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

3 hours

### Biological Science 275 COMMON PLANTS OF SOUTHERN ILLINOIS

Prerequisites: Biological Science 101 or consent  
5 hours weekly (1-4)  
A course in the identification of common vascular plants, particularly angiosperms.

3 hours

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.

## DEPARTMENT OF PHYSICAL SCIENCE

### Chemistry

**Chemistry 101** CHEMICAL PRINCIPLES  
Prerequisites: Two years of high school algebra, Math 110, or concurrent enrollment in Math 110  
7 hours weekly (3-4) 5 hours

A study of the fundamental laws and concepts of chemistry, including formulas, nomenclature, atomic structure, bonding, the periodic chart, equations, stoichiometry, gas laws. Laboratory experiments investigate these concepts.

**Chemistry 102** CHEMICAL PRINCIPLES WITH QUALITATIVE ANALYSIS  
Prerequisites: Chemistry 101  
9 hours weekly (3-6) 5 hours

A study of theory and calculations of chemical equilibrium, ionization, solubility products, redox reactions, acids and bases, and the methods of and tools of analysis. The laboratory work consists of qualitative identification of common cations, and gravimetric and volumetric quantitative determinations.

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

A course in general organic chemistry intended for chemistry majors and minors and pre-professional students, discussing descriptive and theoretical organic chemistry. Topics discussed include bonding of carbon stereochemistry, aliphatic and aromatic compounds, functional groups, resonance, and organic reactions and preparations. In the laboratory, students synthesize some of the classes of compounds, observing the theory in action.

**Chemistry 202** ORGANIC CHEMISTRY  
Prerequisites: Organic Chemistry 201  
9 hours weekly (3-6) 5 hours

This course continues the discussions of the 201 topics, then moves into the study of everyday applications, such as textiles, sugars, dyes, medicinals, and others.

### Computer Science

**Computer Science 176** INTRODUCTION TO COMPUTERS AND APPLICATIONS  
Prerequisites: Math 110 or 2 years of H.S. Algebra  
This course provides an initial exposure to computers and programming fostering competence in BASIC computer language via hands-on experience. 3 hours

**Computer Science 201** DIGITAL COMPUTER PROGRAMMING  
Prerequisite: CPS 176 or consent of instructor  
A course designed to familiarize students with the powerful programming language APL. All peripherals available will be used. 3 hours

## 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, 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.

## 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 and 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.

### 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.

\*Technical Mathematics 105 and 106 may be waived for students who have completed two years of high school algebra or one year of algebra and one year of geometry with a minimum of "C" average. The technical mathematics requirements may also be waived for any students who have completed one year of college algebra with an "A" average or by successful completion of appropriate parts of the College Level Examination Program (CLEP). Any student receiving this waiver is required to take the 3-6 hours that are waived in mathematics as an elective in another area unless the waiver is given on the basis of a CLEP examination.

**Mathematics 116**      **FINITE MATHEMATICS  
FOR BUSINESS AND MANAGEMENT**

5 hours

Prerequisite: Three (3) semesters of high school algebra or the equivalent, or Math 110

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 mathematics 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. Calculus I and business statistics are required for accounting majors.

**Mathematics 120**

**ELEMENTARY  
STATISTICS**

3 hours

Prerequisites: Math 52 or one year of high school algebra  
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 Math 116, or 2 years of high school algebra and one year of high school geometry.  
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 and either Math 111 or 1/2 year of high school trigonometry.

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: One year H.S. algebra or Math 52  
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 131  
3 hours weekly (3-0)

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

**Physical Science**

**Physical  
Science 101**

**MAN AND HIS TECHNOLOGY**

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A consumer user course oriented toward the economics and wise use of man's energy and machines; various up-to-the-minute scientific topics will be discussed; scientific versus environmental trade-offs will be analyzed.

**Physical  
Science 102**

**ASTRONOMY**

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**Physical  
Science 103**

**EARTH SCIENCE**

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**Physical  
Science 104**

**CONTEMPORARY CHEMISTRY  
FOR NON-SCIENCE MAJORS**

3 hours

Prerequisites: None  
3 hours weekly (3-0)

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

**Physical  
Science 105**

**PHYSICS IN THE  
ENVIRONMENT**

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A non-mathematical, conceptual introduction to physics for the non-science major. The topics of motion, work, power, energy, waves, and electricity and magnetism are emphasized.

## 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.

## DEPARTMENT OF SOCIAL SCIENCE

### Anthropology

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

## History

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

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

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

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

"*INTERDISCIPLINARY STUDIES*" (See page 107 for details about more history credit.)

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

Prerequisites: None  
3 hours weekly (3-0)

An introduction to Regional Geography is an attempt to study and use geographic concepts and structures in relation to the specific regions and countries. Focus is on key countries in the seven continents of the world.

**Geography 215****SURVIVAL OF MAN:  
ENVIRONMENTAL STUDIES****3 hours**

Prerequisites: None  
3 hours weekly (3-0)

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

**Political Science****Political Science 131****AMERICAN GOVERNMENT****4 hours**

Prerequisites: None  
4 hours weekly (4-0)

A survey of American national, state, and local governments, including a study of the structure-function of the political system and the elements of constitutionalism, republicanism, and federalism. Emphasis will be given to the dynamics of the political process through the operation of public opinion, the party system and the electoral process. Special attention will be given to an analysis of the Constitutions of the United States and the State of Illinois. Students who receive credit for Political Science 131 automatically fulfill the statutory requirements of the State of Illinois.

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

Prerequisites: None  
3 hours weekly (3-0)

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

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

Prerequisites: None  
3 hours weekly (3-0)

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

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

Prerequisites: None  
2 hours weekly (2-0)

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

**Psychology 129****HUMAN PSYCHOLOGY****3 hours**

Prerequisite: none  
3 hours weekly (3-0)

Human Psychology 129 is basically an examination of some of the areas that come into all our experiences with people in social and work situation. The course will attempt to relate as specifically as possible to the occupationally oriented students who need it.

**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.

**Psychology 285**

**PSYCHOLOGY OF PERSONALITY  
AND ADJUSTMENT**

3 hours

Prerequisite: Psychology 128 or 129, or Psy. 132  
3 hours weekly (3-0)

Designed for the student with more than a superficial interest in psychology, this course is an examination of the major problems of adjustment, the reactions to stress, and the coping techniques we employ in our daily lives. Emphasis is placed upon the importance of applying psychological principles and techniques in everyday life.

**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.

**Ind. 199**

**DEATH AND DYING SEMINAR**

3 hours

Prerequisites: None

This seminar offers the participants an opportunity to pursue in depth this subject which is introduced in other sociology courses. Each student will learn something about a particular aspect of the general subject that interests him and will share it with the other participants. Other learning experiences will include a trip to a funeral home, guest speakers, and material presented by the instructor. Meeting times will be arranged to suit the group.

**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 or concurrent enrollment in 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.

**Education 203**

**SCHOOL AND  
SOCIETY**

2 hours

Prerequisite: Education 201 or concurrent enrollment in 201  
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.

**Interdisciplinary Studies**

**Interdisciplinary 150**     **LIFE IN THE WESTERN WORLD**

6 hours

Prerequisite: None  
6 hours weekly (6-0)

A one-semester transfer course with six hours of credit, 3 hours credit in history and 3 hours credit in humanities. This course is a study of how western man has perceived himself and what his aspirations have been in different periods of time and in different countries. The medium for this understanding will be primarily the art and architecture, literature, and music of the time. To broaden the understanding of each era, details of clothing and daily habits will be introduced.

**occupational**



**courses**

**TECHNICAL EDUCATION**



## DEPARTMENT OF BUSINESS

### Accounting

#### Accounting 101

#### FUNDAMENTALS OF ACCOUNTING

4 hours

Prerequisites: None  
6 hours weekly (2-4)

An introductory course in accounting fundamentals, stressing the basic principles of accounting as applied to a sole proprietorship, with emphasis in the following areas: basic structure of accounting, including theory of debit and credit and the ledger; accounting cycle for a service enterprise, including journals, posting, and completion of the accounting cycle; accounting cycle for a merchandising enterprise, including sales, cash receipts, purchases, cash payments, and periodic reporting; special accounting procedures for receivables, payables, inventories, deferrals, accruals, plant assets, and intangible assets; and accounting systems and controls, including the voucher system and payroll systems. A practice set providing practice in accounting for a sole proprietorship will be used.

#### Accounting 102

#### FUNDAMENTALS OF ACCOUNTING

4 hours

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

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

#### Accounting 201

#### FINANCIAL ACCOUNTING

3 hours

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

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

#### Accounting 202

#### FINANCIAL ACCOUNTING

3 hours

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

A continuation of the study of financial accounting concepts, with emphasis in the following areas: partnership accounting; accounting for corporations, including organization and operation, capital stock and retained earnings transactions, 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 102  
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

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.

2 hours

## 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.

## 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.

### 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 or equivalent and Math 116  
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 electronic 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: Typewriting 116 or equivalent  
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

Prerequisites: 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.

### **SALESMANSHIP**

#### **Business 131**

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

3 hours

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

#### **Business 138**

Prerequisite: None  
1 hour weekly (1-0)

### **BUSINESS SEMINAR**

1 hour

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**

1 hour

### **INTRODUCTION TO DATA PROCESSING**

Prerequisites: None  
1 hour weekly (1-0)

An introductory course in data processing with the emphasis upon business aspects and the relationship of data processing to various areas of business. Emphasis is placed upon familiarizing the student with the equipment, vocabulary, and work flow of data processing.

#### **Business 221**

Prerequisites: None  
4 hours weekly (4-0)

### **BUSINESS LAW**

4 hours

An introduction to the principles of business law designed to provide basic information about business law to persons planning to work in business. A study of the nature and history of the law, the law of torts and criminal law, and an outline of courts and court procedures provides a broad basis for an understanding of our legal system. The application of the law to particular fields in business—contracts, sales, bailments, commercial paper, agency and employment, partnerships, corporations, risk-bearing devices, and property—is emphasized.

#### **Business 223**

Prerequisites: None  
1 hour weekly (1-0)

### **INTRODUCTION TO BUSINESS FINANCE**

1 hour

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**

Prerequisites: None  
3 hours weekly (3-0)

### **BUSINESS CORRESPONDENCE**

3 hours

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: Typewriting 116 or equivalent  
6 hours weekly (2-4)

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

#### **Business 239**

### **BUSINESS SEMINAR**

1 hour

Prerequisites: None  
1 hour weekly (1-0)

Topics to be selected based on current trends and the needs of those enrolled. Some topics will be presented by representatives from business and industry. Problems related to those encountered while on the job will be discussed.

#### **Business 241**

2-4 hours

### **SUPERVISED SECRETARIAL WORK EXPERIENCE**

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

3 hours

### **LEGAL SECRETARIAL PRACTICE**

Prerequisites: Typewriting 117 or Shorthand 125 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**

3 hours

### **LEGAL SECRETARIAL PRACTICE**

Prerequisites: Business 247  
4 hours weekly (2-2)

A continuation of Business 247

#### **Business 249**

### **MEDICAL TERMINOLOGY AND TRANSCRIPTION**

2 hours

Prerequisites: Typewriting 116  
4 hours weekly (0-4)

An introductory course in developing skills needed for transcribing medical reports and forms similar to those used by the medical profession. Vocabulary and terminology are developed using self-paced learning materials at the beginning of the semester. The terminology is then applied to actual case histories of patients which are transcribed using transcription equipment. Accuracy and speed development are stressed on the transcription equipment with increasingly higher standards required as the students progress through the case studies and other medical transcription.

**Business 251**

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.

3 hours

**INSURANCE****Business 252**

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.

3 hours

**REAL ESTATE****Business 253**

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.

3 hours

**PRINCIPLES OF BANKING****Marketing****Marketing 113**

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.

3 hours

**PRINCIPLES OF MARKETING****Marketing 114**

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.

3 hours

**PRINCIPLES OF MARKETING****Marketing 224**

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.

3 hours

**ADVERTISING****Marketing 228**

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.

3 hours

**MERCHANDISING PRINCIPLES****Management****Management 112**

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.

3 hours

**PRINCIPLES OF MANAGEMENT****Management 115 OFFICE MANAGEMENT**

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.

1 hour

**Management 225, 226 COORDINATED MARKETING MID-MANAGEMENT TRAINING**

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

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

3 hours

**Management 236**

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.

1 hour

**RECORDS MANAGEMENT****Shorthand****Shorthand 124**

Prerequisites: None  
5 hours weekly (1-4)

This is 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 is provided. Shorthand speed grades are based on three-minute takes with at least 95% accuracy. The following grade scale is used: A-70 wpm at 1%-3%; B-60 wpm at 1%-3%; C-60 wpm at 4%-5%.

3 hours

**SHORTHAND****Shorthand 125**

Prerequisites: Shorthand 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%.

3 hours

**SHORTHAND**

**Shorthand 232**  
**SHORTHAND**  
 Prerequisites: Shorthand 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%.

**Shorthand 233**  
**SHORTHAND**  
 Prerequisites: Shorthand 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

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

**Typewriting 116A**  
**BEGINNING TYPEWRITING  
 BASIC SKILLS**  
 Prerequisites: None  
 2 hours weekly (0-2)  
 The primary goal is mastery of the keyboard demonstrated by the touch operation of the typewriter. Basic copy-placement procedures are included.

**Typewriting 116B**  
**BEGINNING TYPEWRITING  
 COMMUNICATIONS & REPORTS**  
 Prerequisites: Typewriting 116A  
 2 hours weekly (0-2)  
 Topics covered include personal letters, simple business letters, tables, reports, and outlines.

**Typewriting 116C**  
**BEGINNING TYPEWRITING  
 BUSINESS LETTERS**  
 Prerequisites: Typewriting 116B  
 2 hours weekly (0-2)  
 Topics covered include basic business letter styles, simplified forms of business letters, business letter with special features, and administrative communications.

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

**Typewriting 117A**  
**ADVANCED TYPEWRITING  
 TECHNICAL REPORTS**  
 Prerequisites: TYP 116 or 116a, b, c  
 2 hours weekly (0-2)  
 Topics covered include tables with special features, technical papers and reports, business forms and statistical reports, employment papers, and basic and production skills.

**Typewriting 117B**  
**ADVANCED TYPEWRITING  
 GENERAL OFFICE TYPING**  
 Prerequisites: Typewriting 117A  
 2 hours weekly (0-2)  
 Topics covered include typing in a general office, typing in an accounting office, typing in an executive office, and basic and production skills.

**Typewriting 117C**  
**ADVANCED TYPEWRITING  
 PROFESSIONAL OFFICE TYPING**  
 Prerequisites: Typewriting 117B  
 2 hours weekly (0-2)  
 Topics covered include typing in a technical office, typing in a professional office, typing in a government office, and basic and production skills.

**Typewriting 122**  
**BUSINESS LETTER TYPEWRITING**  
 Prerequisites: Ability to type 40 wpm  
 2 hours weekly (0-2)  
 A short, intensive course including all business letter styles, letter placement, carbon copies, envelopes, and special parts of a business letter. The emphasis is on mailable letters. A typing speed of 40 wpm is recommended.

**Typewriting 123**  
**STATISTICAL TYPEWRITING**  
 Prerequisites: Ability to type 40 wpm  
 2 hours weekly (0-2)  
 A short, intensive course in typing tabulation problems. Included are multi-column tables, column headings, judgement placement, tables with special problems, business letters with tables, and accounting reports. A typing speed of 40 wpm is recommended. Skill in typing figures is emphasized.

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

**Typewriting 231**  
**MEMORY TYPEWRITING**  
 Prerequisite: Typewriting 230 or consent of instructor  
 2 hours weekly (0-2)  
 Instruction in the basic functions and uses of the IBM Memory Typewriter. Application training and practice includes logging and filing, multi-pic-page documents, repetitive letters, tabular and indented formats, and standard paragraphs. The course is taught on an individual basis. A student may enroll at any time during the semester.

## DEPARTMENT OF PUBLIC SERVICE AND HEALTH

### Associate Degree Nursing

**Associate Degree Nursing 201** INTRODUCTION TO NURSING & SCIENCE 3 hours

Prerequisites: None  
4 hours weekly (2-2)

Using the individualized modular approach to education, this course introduces the student to the basic concepts which are the foundation for the nursing and integrated science curriculum. Emphasis is placed on the scientific principles, conceptual framework and threads which will guide the student through the program. These principles will be applied in selected clinical situations.

**Associate Degree Nursing 202** MATERNAL-CHILD NURSING INTERVENTIONS 4 hours

Prerequisites: ADN 201  
6 hours weekly (2-4)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of reproductive function, processes of the maternal cycle, and development of the newborn through age sixteen. The problem-solving approach will be applied to identify nursing problems in normal, specialized and complex clinical situations occurring during the maternal cycle and from birth to age sixteen with special emphasis on concepts of the family.

**Associate Degree Nursing 203** PSYCHIATRIC NURSING INTERVENTIONS 4 hours

Prerequisite: ADN 201  
6 hours weekly (2-4)

This course is designed to assist the student to learn more about mental health and mental illness. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with special emphasis on interpersonal relationships, principles of psychiatric nursing, psychosocial needs and skills in therapeutic communications.

**Associate Degree Nursing 204** NEUROLOGICAL-SENSORY NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological and behavioral sciences, this course is designed to give the student a basic knowledge of neurological and sensory function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex situations based on the conceptual framework with emphasis on the comprehensive care of all ages.

**Associate Degree Nursing 205** DERMATOLOGICAL NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of skin function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 206** ORTHOPEDIC NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of skeletal and muscular function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 207** GENITAL-URINARY NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the students a basic knowledge of genital-urinary function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 208** METABOLIC-ENDOCRINE NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of metabolic-endocrine function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 209** COMMUNITY HEALTH NURSING 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

This course is designed to help the student learn that health and well being of citizens in the community is an integral part of nursing. The problem solving approach will be applied to identify health problems of clients in a variety of community clinical agencies and settings with special emphasis on community resources for special health problems, communicable diseases, problems accompanying disasters, and special problems of senior citizens.

**Associate Degree Nursing 210** CARDIOVASCULAR NURSING INTERVENTIONS 2 hours

Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of cardiovascular function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 211**      **RESPIRATORY NURSING INTERVENTIONS**      2 hours  
Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of pulmonary function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 212**      **GASTROINTESTINAL NURSING INTERVENTIONS**      2 hours  
Prerequisite: ADN 201  
3 hours weekly (1-2)

Utilizing principles from the physical, biological, and behavioral sciences, this course is designed to give the student a basic knowledge of gastrointestinal function and those disorders commonly encountered in nursing practice. The problem-solving approach will be applied to identify nursing problems in specialized and complex clinical situations based on the conceptual framework with emphasis on the comprehensive care of clients of all ages.

**Associate Degree Nursing 213**      **NURSING TODAY AND TOMORROW**      2 hours  
Prerequisite: Consent of the Instructor  
3 hours weekly (0-2)

Leadership in nursing, transition into New Graduate role, and current issues in nursing are the integral components of the terminal course of this program. It will provide the student with practical experience utilizing all theory and knowledge of skills learned in the care of groups of patients. 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 the health care delivery system upon completion.

### **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 for effective use.

**Child Care/Teacher Aide 264**      **METHODS OF TEACHING SPECIAL CHILDREN**      3 hours  
Prerequisites: None  
3 hours weekly (3-0)

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

**Child Care/Teacher Aide 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 Voc. Tech.  
15 hours weekly (0-15)

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

**Child Care/  
Teacher Aide 269**      **CHILD CARE INTERNSHIP**      3 hours  
Prerequisites: CCT 267, 268  
15 hours weekly (0-15)  
Will provide the student with advanced experience in a child care setting chosen by college personnel. The student must have completed two semesters of teacher aide lab experience. The student will develop competencies in caring and teaching young children and handling the paper work involved in child care centers.

**Child Care/  
Teacher Aide 270**      **TEACHER AIDE INTERNSHIP**      3 hours  
Prerequisites: CCT 267, 268  
15 hours weekly (0-15)  
Will provide the student with supervised experience in a public school setting. The student will perform the functions of a teacher aide. This course is taken after completing two semesters of child care lab experience.

**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, cythology and bacteriology, sterilization, sanitation, shampooing and rinses, scalp and hair treatments, trichology, hair shaping, fingering, hairstyling, chemistry of heat and cold permanent waving, chemical hair relaxing theory of massage, facial make-up, hair coloring and art theory.

**Cosmetology 111**      **COSMETOLOGY LABORATORY**      10 hours  
Prerequisites: None  
30 hours weekly (0-30)  
Demonstrations and lectures by instructors with student participation and application of beauty services familiar to the trade including shampooing, hair rinses, molding of hair, fingerwaving, pin curls and roller placements, hair shaping with scissors and razor, chemical waving and chemical hair straightening, scalp and facial massage (including corrective care and chemistry of creams), hair colorings, (temporary, 3-5 week color, tinting, bleaching, frosting, minking, tint-back and special color effects), hand and nail care, eyebrow arching, lash and brow tinting and basic make-up applications. Students will exchange beauty services on each other and after 240 clock hours of study will perform beauty skills on patrons in clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic laboratory and required by the Department of Registration & Education, State of Illinois.

**Cosmetology 102**      **COSMETOLOGY THEORY**      5 hours  
Prerequisites: Cosmetology 101 and 550 clock hours  
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 and concurrent enrollment in Cosmetology 102  
30 hours weekly (0-30)  
Introduction to thermal curling, superfluous hair removal, balance line and design for hair styling, wiggery, (styling, cleansing, shaping, tucking, stretching and shrinking of bases), marcelling, trend hair styling, fashion trend make-up (daytime and evening) and review of laboratory skills taught in Cosmetology 111 with demonstrations and lectures by instructors. Students will participate and demonstrate skills learned through performance by exchanging beauty services on each other and patrons in the clinic laboratory. Each student is responsible for sanitation duties to be performed in the clinic laboratory and required by the Department of Registration and Education, State of Illinois.

**Cosmetology 103**      **COSMETOLOGY THEORY**      3 hours  
Prerequisites: Cosmetology 102 and 1100 clock hours  
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 and concurrent enrollment in Cosmetology 103  
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 and 1500 clock hours  
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 and concurrent enrollment in Cosmetology 104  
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.

### **Dental Assisting**

#### **Dental Nursing Assisting 100**

Prerequisite: None  
3 hours weekly (3-0)

This course provides the student with a background in anatomy and physiology and the application to oral structures and environment. Specific topics include embryology, bacteriology, histology, oral pathology, and pharmacology.

#### **Dental Nursing Assisting**

Prerequisite: None  
7 hours weekly (1-6)

Students are taught to use various dental materials in preparing laboratory work, assisting the doctors with restorative materials and in producing finished products. Identification, manipulation, application, storage, and safety procedures are taught.

#### **Dental Nursing Assisting 102**

Prerequisite: None  
6 hours weekly (2-4)

This course is designed to prepare the student for the second-semester clinical experience. The student will become familiar with dental instruments and chairside procedures.

#### **Dental Nursing Assisting 103**

Prerequisite: None  
2 hours weekly (2-0)

This course will guide the student toward the mastery of dental terminology. At the conclusion of this course, the prospective dental assistant will be able to use and understand specific dental terms in responding to directives from the dentists.

#### **Dental Nursing Assisting 104**

Prerequisite: None  
3 hours weekly (1-2)

A course dealing with the essentials of oral radiographic techniques. Safety measures and processing techniques will be stressed.

#### **Dental Nursing Assisting 105**

Prerequisite: DNA 104  
7 hours weekly (1-6)

A continuation of the first course. Practical application aspects will be stressed.

#### **Dental Nursing Assisting**

Prerequisite: None  
2 hours weekly (0-2)

Oral health care and the prevention of dental disease are stressed in this course. Included are topics relating to oral hygiene and nutrition.

#### **Dental Nursing Assisting 107**

Prerequisite: None  
20 hours weekly (0-20)

This experience includes assignments to one or more on-the-job training stations for clinical practice. Students will perform duties in all areas related to previous training.

#### **Dental Nursing Assisting 108**

Prerequisite: None  
1 hour weekly (1-0)

Students will study the history, code of ethics and legal responsibilities associated with the dental profession.

#### **Dental Nursing Assisting 109**

Prerequisite: None  
3 hours weekly (1-2)

Students will learn correct procedures for assisting the dentist in the operation of a smooth and efficient office. Patient management and interpersonal relationships will be stressed. Students will also learn the business and clerical aspects involved in operating a successful dental office. Topics will include patient scheduling, billings, typing, record keeping, filing, and receptionist procedures.

#### **Dental Nursing Assisting 110**

Prerequisite: None  
7 hours weekly (1-6)

This course covers supply and dental office maintenance, care of instruments, and the fabrication of inlays, crowns, and fixed bridges.

### **FIRE TECHNOLOGY**

#### **Fire Science 101**

Prerequisites: None  
2 hours weekly (2-0)

Philosophical and historical development of fire protection. Technical emphasis will be given to basic concepts of fire behavior, extinguishers and agents, fire protection and inspection, arson evidence, and communications.

#### **Fire Science 102**

Prerequisites: None  
3 hours weekly (3-0)

Developing and implementing inspection programs for fire prevention. Emphasis given to the areas of public relations, systematic organization, and fire hazard recognition.

#### **Fire Science 103**

Prerequisites: None  
3 hours weekly (3-0)

A study of fire codes and laws, conventional and unconventional building construction, and building materials. Special emphasis will be given to the areas of life safety construction methods, fire retardants, and fire resistant features of materials used in building construction.

**4 hours**

**DENTAL ASSISTING INTERNSHIP**

**10 hours**

**DENTAL ASSISTING**

**3 hours**

**DENTAL OFFICE PROCEDURES**

**2 hours**

**DENTAL MATERIALS**

**4 hours**

**DENTAL ASSISTING PROCEDURES**

**4 hours**

**PRE-CLINICAL ORIENTATION**

**4 hours**

**DENTAL TERMINOLOGY**

**2 hours**

**INTRODUCTION TO FIRE PROTECTION**

**2 hours**

**RADIOLOGY I**

**2 hours**

**INTRODUCTION TO FIRE PREVENTION**

**3 hours**

**RADIOLOGY II**

**4 hours**

**BUILDING CONSTRUCTION AND MATERIALS**

**3 hours**

**DENTAL HEALTH PROCEDURES**

**1 hour**

*Fire Science 105*      **FIRE PROTECTION SYSTEMS**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A study of water supply systems and standards, basic protection devices, automatic extinguishing systems, and automatic signaling and detection units.

*Fire Science 106*      **FIRE APPARATUS AND EQUIPMENT**      2 hours  
 Prerequisites: None  
 2 hours weekly (2-0)  
 Basic design, operating characteristics, and maintenance of motorized fire apparatus. Emphasis will be given to the areas of water supply, apparatus familiarization, small tools and equipment, hose, and fire streams.

*Fire Science 107*      **TECHNIQUES OF FIRE FIGHTING**      2 hours  
 Prerequisites: None  
 3 hours weekly (1-2)  
 Cognitive and manipulative skills needed on the fire ground. Emphasis will be given to fire detection and protection systems, small tools, ropes and knots, breathing equipment, ground ladders, and forcible entry. Class has 48 contact hours.

*Fire Science 108*      **ADVANCED TECHNIQUES OF FIRE FIGHTING**      2 hours  
 Prerequisites: Fire Science Technology 107  
 3 hours weekly (1-2)  
 Continuation of FST 107 with emphasis in the area of ventilation, rescue, salvage and overhaul, and fire suppression. Class has 48 contact hours.

*Fire Science 109*      **ADVANCED FIRST AID AND EMERGENCY CARE**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 The intent of this course is to prepare the student, through knowledge and skill development, to meet the needs of most situations when emergency care is needed and medical assistance is excessively delayed.

*Fire Science 202*      **CHEMISTRY OF HAZARDOUS MATERIALS**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 Chemical characteristics and reactions concerned with storage, handling, and transporting of hazardous materials (flammable liquids, combustible solids, oxidizing and corrosive materials, and radioactive compounds).

*Fire Science 203*      **FIRE HYDRAULICS**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 Basic application of the laws of mathematics and physics concerning fluids, states, force, pressure and velocity. Emphasis will be placed on the application of principles to fire fighting problems.

*Fire Science 204*      **FIRE FIGHTING TACTICS AND STRATEGY**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 Problems are covered in the distribution and use of personnel and equipment at

commercial, industrial, and other non-residential fires. Emphasis will be given to problems in strategy necessary to control various situations relating to non-residential fires.

*Fire Science 205*      **INDUSTRIAL SAFETY AND SECURITY**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A study of specific concerns and safeguards related to commercial and industrial organizations. Emphasis will be given to fire prevention, program organization and development, and public and private cooperative relationships.

*Fire Science 206*      **FIRE INVESTIGATION**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 Development of techniques and procedures for investigating the origin and/or cause of the fire, behavior of the fire, and structural pattern of the fire. Other units will be concerned with arson detection, role of the investigator, and the place of the crime laboratory.

*Fire Science 207*      **INDUSTRIAL AND ELECTRICAL FIRE HAZARDS**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 Identification and analysis of various types of special fire hazards and their control. In addition to a review of hazardous materials, this unit will cover explosive atmospheres, static charge fires, and electrical power and lighting situations.

*Fire Science 208*      **FIRE ADMINISTRATION**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 A study of the principles of managements and their application to fire department organization. Particular attention will be given to urban and rural organizations, planning and organizational theory, personnel management, personnel training, and physical plant management.

*Fire Science 209*      **REGULATING AGENCIES, FIRE AND SAFETY**      3 hours  
 Prerequisites: None  
 3 hours weekly (3-0)  
 An indepth study of agencies and organizations affecting code standards such as OSHA and insurance underwriters. Particular emphasis will be placed upon the relationship of such agencies as they affect commercial and industrial organizations.

*Fire Science 210*      **CHARACTERISTICS OF AIRCRAFT AND AIRFIELD FIREFIGHTING EQUIPMENT**      4 hours  
 Prerequisites: None  
 6 hours weekly (2-4)  
 This course provides a comprehensive examination of the various common types of modern aircraft, together with a study of contemporary piston, jet, turboprop and rocket engines and the hazards and necessary precautions associated with each, aircraft technical systems—such as fuel, electric, oxygen, escape ports—of critical or potentially critical importance in the event of fire and/or emergency, as well as the specialized and conventional equipment and apparatus used in aircraft and airfield firefighting and rescue operations. Special emphasis is placed on the latter, together with applications, techniques, and maintenance procedures.

### Fire Science 211

#### AIRFIELD FIREFIGHTING ORGANIZATION AND PLANNING

4 hours

Prerequisites: None  
6 hours weekly (2-4)

The theme of preventive efforts combined with the development of practical procedures and sound pre-incidence planning as applied within and around the airport setting is the central focus of this course. Special emphasis is devoted to ways of establishing and maintaining an effective blending of modern firefighting technology with airfield management and operations through planning, communications, and organization, including the secondary training of airfield support personnel, joint disaster planning activities, safety surveillance, incident reporting and recording, accident scene management, and contingency operations procedures.

### Fire Science 212

#### AIRCRAFT FIRE FIGHTING AND RESCUE OPERATIONS

4 hours

Prerequisites: None  
6 hours weekly (2-4)

Five units of study comprise this course on aircraft fire fighting and rescue operations: in *Types of Extinguishing Agents*, characteristics and applications specific to aircraft and the airfield setting are examined in considerable detail; *Types of Aircraft Incidents* utilizes a problem-oriented approach in listing and describing commonly occurring incidents and their preventive measures; *Explosive Cargo and Nuclear Weapons* is an intensive treatment of all classes and types of explosive cargo and radioactive materials including storage, safety and time factors, and emergency procedures for dealing with these as well as with modern nuclear weaponry; *Fighting Aircraft Fires* describes actual firefighting techniques and rescue procedures for various types of aircraft; and *Post-Incident Operations* prescribes required and recommended procedures to follow after an incident involving aircraft.

### Fire Science 214

#### FIRE SERVICE INSTRUCTOR, BASIC

3 hours

Prerequisites: None  
3 hours weekly (3-0)

Course is designed to teach the fire officer how to be more proficient in his work and to use all the resources available to him. Emphasis will be given to the development of course outlines, general class preparation, testing and evaluating, and the preparation of audio-visual materials.

### Fire Science 215

#### FIRE SERVICE INSTRUCTOR, ADVANCED

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A continuation of FST 214 with emphasis on the duties of a training officer, program planning, facility planning, leadership and administration.

## 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 221

#### HUMAN SERVICES-PRACTICUM

4 hours

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

Supervised practice in public or private social agencies to enhance the student's skills in a specific human services setting. Students will spend 20 hours per week in an agency.

### Human Services 222

#### HUMAN SERVICES-PRACTICUM

4 hours

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

Supervised practice in public or private social agencies to enhance the student's skills in a specific human services setting. Students will spend 20 hours per week in an agency.

## Law Enforcement Program

### Law Enforcement 103

#### INTRODUCTION TO CRIMINAL JUSTICE

3 hours

Prerequisites: None  
3 hours weekly (3-0)

A review of historical and ideological foundations of Law Enforcement and corrections; delineation of major patterns of practice and organizational structure; and description of major programs and their relationships.

**Law Enforcement 105** CRIMINAL BEHAVIOR 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
An introduction to personality theories and their application to causes of crime with primary emphasis on individual-oriented theories; consideration of the offender and his community context as problems for rehabilitation efforts; criticism of typical treatment programs.

**Law Enforcement 115** INTERPERSONAL RELATIONS 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
This course will enable the student to understand the value of verbal communication in his dealings with the public and his peers. Upon completion of this course, the student will be able to use the skills learned in this course in motivating law observance among the community through persuasive techniques utilizing verbal skills.

**Law Enforcement 205** SURVEY OF CRIME DETECTION METHODS 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
This course enables the student to examine the major theories and techniques of criminal investigation. Upon completion of this course, the student will have an understanding of the techniques of criminal investigation and will have learned some skills in photography, mouldages, and fingerprinting. He will have also learned the value and techniques of preserving evidence and how the chain of evidence is vital to a successful prosecution.

**Law Enforcement 209** CRIMINAL LAW 3 hours  
Prerequisites: None  
3 hours weekly (3-0)  
Enables the student to understand the due process functions of the criminal law. Upon completion of this course, the student will be able to use a law library and will have an understanding of the laws of arrest, search and seizure, and evidence including recent Supreme Court decisions affecting his daily work assignment.

**Law Enforcement 210** INTRODUCTION TO FORENSIC INVESTIGATION 3 hours  
Prerequisite: None  
3 hours weekly (3-0)  
This is an orientation course dealing with the application of several scientific methods of criminal investigation of crime scenes. Topics discussed will include: polygraph, firearms and tool mark examination, hairs and fiber examination, drug analysis, serial number restoration, crime scene investigation, investigator's role in the post-mortem examination, and paint and glass examination. Upon completion of the course, the student will have a working knowledge of basic scientific criminal investigation methods.  
This class will be of good use to police officers for ever widening field crime laboratory services.

## Nurse Aide and Orderly

*Nurse Aide and Orderly 101* PRINCIPLES AND PRACTICES OF NURSING 7 hours

Prerequisites: None  
13 hours weekly (1-12)

This course has been designed for students interested in becoming nursing aides or orderlies. It provides students with the basic training for nurses 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 11 hours

Prerequisites: None  
19 hours weekly (6-4-9)

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 integrated. The student will become acquainted with duties and responsibilities including emphasis on nursing patient terms. 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 161* PHARMACOLOGY IN NURSING 2 hours

Prerequisites: None  
13 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.

## PHARMACOLOGY IN NURSING

**Practical Nursing 171**

Prerequisites: Practical Nursing 101, Home Economics 100, Biological Science 105, and Practical Nursing 161  
2 hours weekly (2-0)

Intended to build upon Pharmacology in Nursing 161, this course emphasizes drug therapy as a means of patient care. The student will learn about commonly used medications which act on the various body systems. Information will be emphasized concerning common dosage, therapeutic action, and contraindications.

## MATERNAL AND NEWBORN NURSING

**Practical Nursing 181**

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.

## NURSING THE CHILD

**Practical Nursing 191**

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.

## NURSING THE ADULT WITH PHYSICAL CONDITIONS

**Practical Nursing 201**

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.

## NURSING THE ADULT WITH MENTAL CONDITIONS

**Practical Nursing 202**

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

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.

## EMERGENCY MEDICAL TECHNICIAN

5 hours

## Practical Nursing 112

Prerequisites: Practical Nursing 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.

## EMERGENCY MEDICAL TECHNICIAN

2 hours

## Practical Nursing 113

Prerequisites:  
4 hours weekly (2-2)

The purpose of the course is to upgrade the Emergency Medical Technician's, Fireman's, Police Officer's, and other's skill, knowledge, and ability to establish priorities for removing persons from crashed vehicles. This course will deal with gaining access and disentanglement, plus those areas that deal with the victim's and rescuer's safety.

## EMERGENCY RESCUE TECHNICIAN

3 hours

## DEPARTMENT OF INDUSTRIAL EDUCATION

### Agricultural/Automotive Mechanics

#### Agricultural Automotive Mechanics 170

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.

#### FUNDAMENTALS OF INTERNAL COMBUSTION ENGINES

1 hour

#### Agricultural Automotive Mechanics 171

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.

#### ENGINE ELECTRICAL

2 hours

**Agricultural/Automotive Mechanics 172** **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** **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** **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** **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** **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** **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

**Agricultural/Automotive Mechanics 270** **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** **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** **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** **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** **1 hour**  
 Prerequisites: None  
 1 hour 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** **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.

<p><b>Agricultural/Automotive Mechanics 276</b>  <b>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</b>  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.</p>	<p><b>Construction Management Technology 121</b>  <b>INTERNSHIP 121</b>  Prerequisites: Consent of Assoc. Dean of Voc. Tech.  20 hours weekly (0-20)  Twenty hours per week on-the-job training.</p>	<p>5 hours</p> <p>4 hours</p>
<p><b>Agricultural/Automotive Mechanics 277</b>  <b>AGRICULTURAL/AUTOMOTIVE MECHANICS LABORATORY</b>  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.</p>	<p><b>Construction Management Technology 122</b>  <b>INTERNSHIP 122</b>  Prerequisites: Consent of Assoc. Dean of Voc. Tech.  20 hours weekly (0-20)  Twenty hours per week on-the-job training.</p>	<p>5 hours</p> <p>4 hours</p>
<p><b>Construction Management Technology 101</b>  <b>CONSTRUCTION MATERIALS AND METHODS</b>  Prerequisites: None  3 hours weekly (3-0)  Characteristics and use of basic construction materials; introduction to materials specifications.</p>	<p><b>Construction Management Technology 192</b>  <b>CONSTRUCTION BLUEPRINT READING</b>  Prerequisites: None  3 hours weekly (3-0)  Thorough study of the symbols, conventions and details of construction drawings. Emphasis on interpretation and communication of the requirements of contract drawings.</p>	<p>3 hours</p> <p>3 hours</p>
<p><b>Construction Management Technology 102</b>  <b>CONSTRUCTION MATERIALS AND METHODS</b>  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.</p>	<p><b>Construction Management Technology 201</b>  <b>CONSTRUCTION ESTIMATING</b>  Prerequisites: None  3 hours weekly (3-0)  Material, equipment and labor estimates of construction projects.</p>	<p>3 hours</p> <p>3 hours</p>
<p><b>Construction Management Technology 103</b>  <b>INTRODUCTION TO CONSTRUCTION</b>  Prerequisites: None  3 hours weekly (3-0)  This course is designed to introduce the student to the basic fundamentals of the construction industry. The course will include construction terminology, processes, and procedures.</p>	<p><b>Construction Management Technology 202</b>  <b>FUNDAMENTALS OF LABOR RELATIONS</b>  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.</p>	<p>3 hours</p> <p>3 hours</p>
<p><b>Construction Management Technology 105</b>  <b>CONSTRUCTION SURVEYING</b>  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.</p>	<p><b>Construction Management Technology 203</b>  <b>FUNDAMENTALS OF LABOR RELATIONS</b>  Prerequisites: None  3 hours weekly (3-0)  A study of 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.</p>	<p>3 hours</p> <p>3 hours</p>

### Construction Management Technology 221

Prerequisites: Consent of Assoc. Dean of Voc. Tech.  
20 hours weekly (0-20)  
Twenty hours per week on-the-job training.

### Construction Management Technology 222

Prerequisites: Consent of Assoc. Dean of Voc. Tech.  
20 hours weekly (0-20)  
Twenty hours per week on-the-job training.

### Diesel 174

Prerequisites: AAM 170, 171, 172  
1 hour weekly (1-0)

The principles of the diesel engine are studied with references to design, construction, operating principles, and differences in overhaul procedure as compared to the gasoline engine.

Theory is supplemented by practical laboratory work experience in AAM 177 for auto students or in the Diesel laboratory for diesel students.

### Diesel 180

### DIESEL FUEL INDUCTION SYSTEMS

Prerequisites: Concurrent enrollment in DIE 187  
2 hours weekly (2-0)

A detailed study of the fuel system including: fuel injectors and nozzles, governors, turbochargers and blowers, the repair and maintenance of components. Major automotive type diesel equipment will be discussed using factory specifications and service procedures.

Theory is supplemented by practical laboratory work experience in Diesel laboratory.

### Diesel 181

### DIESEL ENGINE MAINTENANCE AND DIAGNOSIS

Prerequisites: Concurrent enrollment in DIE 187  
2 hours weekly (2-0)

Emphasis will be placed on the testing, instrumentation, lubrication and fuel requirements as well as the auxiliary system such as cooling and the adjustment, operation, and maintenance of these systems. All areas will use factory authorized specifications and procedures.

Theory is supplemented by practical laboratory work experience in Diesel laboratory.

### Diesel 187

### DIESEL LABORATORY

Prerequisites: AAM 176  
5 hours weekly (0-15)  
Concurrent enrollment in AAM 174, 180, and 181

Laboratory practice of shop safety, proper selection and use of tools and organization of shop activities are stressed in conjunction with work on live diesel engines. Areas of work are the diesel engine overhaul, servicing and adjusting fuel delivery systems and the diagnostic and maintenance of the diesel engine.

### Industrial Maintenance

#### Industrial Maintenance 101

Prerequisites: None  
2 hours weekly (0-2)

A study of basic drafting techniques involved in freehand and instrument drawing. Topics included are: use of instruments, geometrical construction, orthographic projection, pictorial drawing, auxiliary views, sections and dimensioning.

#### Industrial Maintenance 205

Prerequisites: None  
4 hours weekly (2-2)

A basic course covering the principles and components of open and closed center hydraulic systems. Various hydraulic circuits are covered with laboratory exercises involving repairs, simple adjustments, and trouble shooting of pumps, cylinders, and control valves.

#### Industrial Maintenance 206

Prerequisites: Industrial Maintenance 205  
4 hours weekly (2-2)

This course is designed to give the students a thorough understanding of the hydraulic systems used on various types of equipment found in various industrial firms. Practical experience in the repair of these systems in the laboratory will allow students to gain a better understanding of the various systems. Included is: testing, trouble shooting, and repair of hydraulic pumps, valves and motors.

#### Industrial Maintenance 207 AIR CONDITIONING AND REFRIGERATION

Prerequisites: None  
6 hours weekly (2-4)

The fundamentals of refrigeration theory will be studied. Other topics studied will be: compressors, condensers, evaporators, refrigerants, charging, testing, and servicing units.

#### Industrial Maintenance 208

Prerequisites: None  
1 hour weekly (1-0)

Students will develop a program for an industrial firm which would deal with the prevention of wear on components in machines. This would include the use of lubricants and other materials used in servicing of different machines and regular inspection of parts.

#### Industrial Maintenance 110 INDUSTRIAL MAINTENANCE LABORATORY 2

Prerequisites: None  
4 hours weekly (0-4)

Students in this laboratory will be given practical assignments on various industrial equipment. These assignments will require the student to use the information gained in other industrial maintenance courses. It requires trouble shooting, removal of components, repairing of components and replacement.

#### Industrial Maintenance 220 INDUSTRIAL MAINTENANCE LABORATORY 2

Prerequisites: Industrial Maintenance 110  
4 hours weekly (0-4)

This laboratory will be a continuation of Industrial Maintenance Laboratory 110. It will allow the students to become greater involved in all topics covered.

### MECHANICAL DRAWING

1 hour



**Industrial Maintenance 221 INDUSTRIAL MAINTENANCE LABORATORY 2 hours**

Prerequisites: Industrial Maintenance 110 & 220  
4 hours weekly (0-4)  
A continuation of Industrial Maintenance Laboratory 220.

**Industrial Processes**

**Industrial Processes 101**

Prerequisites: None  
3 hours weekly (3-0)

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

**MATERIALS**

3 hours

**Industrial Processes 121**

Prerequisites: None  
4 hours weekly (0-4)

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

2 hours

**Industrial Processes 122**

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.

2 hours

**Industrial Processes 201**

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.

2 hours

**Industrial Processes 211**

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.

4 hours

**Industrial Processes 212**

Prerequisites: Industrial Processes 211  
5 hours weekly (3-2)

Emphasis is placed on trouble shooting, electrical circuits, and basic maintenance of electrical components. Students will use common test equipment and will become familiar with schematic diagrams.

4 hours

**Drafting Technology**

**Drafting Technology 181**

Prerequisites: None  
9 hours weekly (3-6)

This is a lecture-laboratory course designed to promote the basic technical skills involved in mechanical drafting. Lettering, sketching, geometric construction, orthographic projection, sections and conventions, and basic dimensioning will be studied with the major emphasis on the fundamentals of orthographic projection.

6 hours

**Drafting Technology 182**

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.

6 hours

**Drafting Technology 183**

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.

2 hours

**Drafting Technology 184**

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.

3 hours

**Drafting Technology 192**

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.

3 hours

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

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

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

**Drafting Technology 285**  
**DESCRIPTIVE GEOMETRY**  
 Prerequisites: Drafting Technology 181  
 5 hours weekly (1-4)  
 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**  
 Prerequisites: Drafting Technology 184  
 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**  
**Machine Processes 101**  
**(Module 1)**  
**MEASURING TOOLS AND PROCEDURES**  
 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**  
**(Module 2)**  
**BENCH WORK**  
 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**  
**(Module 3)**  
**DRILL PRESS OPERATION**  
 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**  
**(Module 4)**  
**LATHE OPERATION**  
 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**  
**(Module 5)**  
**LATHE OPERATION**  
 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**  
**(Module 6)**  
**LATHE OPERATION**  
 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**  
**(Module 7)**  
**MILLING MACHINE OPERATION**  
 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**  
**(Module 8)**  
**VERTICAL MILLING MACHINE OPERATION**  
 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)** 1 hour  
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)** 1 hour  
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)** 1 hour  
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)** 1 hour  
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)** 1 hour  
Prerequisites: Module 3  
2 hours weekly (0-2)  
Emphasis on work holding devices, jugs, fixtures, counterboring, countersinking, spotfacing, and boring.

**Machine Processes 114 LATHE OPERATION (Module 14)** 1 hour  
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 LATHE OPERATION (Module 15)** 1 hour  
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 LATHE OPERATION (Module 16)** 1 hour  
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)** 1 hour  
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)** 1 hour  
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)** 1 hour  
Prerequisites: Module 10  
2 hours weekly (0-2)  
Emphasis on face milling, machining between centers, keyway cutting, and groove cutting.

**Machine Processes 120 METAL (Module 20)** 1 hour  
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 OPERATION (Module 21)** 1 hour  
Prerequisites: Module 11  
2 hours weekly (0-2)  
Emphasis on form grinding, vee grinding, index centers, and rotary table grinding.

**Machine Processes 122 FORGING AND HEAT TREATMENT (Module 22)** 1 hour  
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 TOOLS AND LAYOUT PROCEDURES (Module 23)** 1 hour  
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 OPERATION (Module 24)** 1 hour  
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 LATHES OPERATION**  
 (Module 25) 1 hour  
 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 LATHES OPERATION**  
 (Module 26) 1 hour  
 Prerequisites: Module 25  
 2 hours weekly (0-2)  
 Emphasis on mandrel turning, eccentrics, friction driving, and turret lathe principles.

**Machine Processes 127 VERTICAL MILLING MACHINE OPERATION**  
 (Module 27) 1 hour  
 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 slitting operations.

**Machine Processes 128 VERTICAL MILLING MACHINE OPERATION**  
 (Module 28) 1 hour  
 Prerequisites: Module 27  
 2 hours weekly (0-2)  
 Emphasis on milling of flutes, slots, and grooves using the dividing or indexing head.

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

**Machine Processes 130 HORIZONTAL MILLING OPERATION**  
 (Module 30) 1 hour  
 Prerequisites: Module 19  
 2 hours weekly (0-2)  
 Emphasis on milling set-up for milling flutes and grooves using the indexing head.

**Welding**

**Welding 101 OXY-ACETYLENE FUSION WELDING**  
 [JALC Module 1] 1 hour  
 Prerequisites: None  
 2 hours weekly (0-2)  
 A study of oxy-acetylene equipment, production of gases, storage and distribution, types of flames, operator protective equipment, and general safety precautions. Joints welded will be the butt joint and outside corner joint in the flat position.

**Welding 102 OXY-ACETYLENE FUSION WELDING**  
 [JALC Module 2] 1 hour  
 Prerequisites: Welding 101  
 2 hours weekly (0-2)  
 A study of torch types, their construction and classification, and specifications of gas welding rods. Joints welded will be the lap joint and horizontal tee joint.

**Welding 103 OXY-ACETYLENE FUSION WELDING**  
 [JALC Module 3] 1 hour  
 Prerequisites: Welding 102  
 2 hours weekly (0-2)  
 A study of the principles of joint design, their preparation, and control of expansion and contraction. Joints welded will be the butt and tee joints in the vertical and overhead position.

**Welding 104 BRAZING AND SOLDERING**  
 [JALC Module 4] 1 hour  
 Prerequisites: Welding 103  
 2 hours weekly (0-2)  
 A study of filler materials, fluxes, joint preparation, and techniques. Emphasis will be placed on flange joints, tee joints, and butt joints in several positions.

**Welding 105 OXY-ACETYLENE CUTTING**  
 [Miller Module 3] 1 hour  
 Prerequisites: None  
 2 hours weekly (0-2)  
 A study of flame cutting principles and safety, operation set up of the oxy-acetylene cutting outfit, and flame cutting in several directions including beveling, piercing, and cutting to prescribed sizes.

**Welding 112 ARC WELDING**  
 [Miller Module 8] 1 hour  
 Prerequisites: Welding 111  
 2 hours weekly (0-2)  
 A study of single beads, triangular weave, christmas tree weave in the vertical-up position, and vee groove butt joints, with and without backing bar, in the vertical position. Definition of vertical position will also be included.

**Welding 113 ARC WELDING**  
 [Miller Module 9] 1 hour  
 Prerequisites: Welding 112  
 2 hours weekly (0-2)  
 A study of single beads, multiple pass fillet welds in overhead position, and vee groove butt joint with backing bar in overhead position. A definition of overhead position will also be included.

<p><b>Welding 114</b> [Westinghouse Lessons 1-5] Prerequisites: None 2 hours weekly (0-2) A study of power sources, wire feeders, their maintenance and adjustment, and types of transfer, shielding gases and flow meters. Emphasis will be placed on tee joints in the horizontal and vertical down welding position and the butt joint in the flat and vertical down position.</p>	<p><b>M. I. G. WELDING</b></p>	<p>1 hour</p>	<p><b>Welding 120</b> [JALC Module 20] Prerequisites: Welding 119 2 hours weekly (0-2) A study of procedure and operator qualifications and the interpretation of the test results. Emphasis will be placed on the preparation and testing of welded joints.</p>	<p><b>WELD TESTING AND INSPECTION</b></p>	<p>1 hour</p>
<p><b>Welding 115</b> [Westinghouse Lessons 6-8] Prerequisites: Welding 114 2 hours weekly (0-2) A study of electrode wires, shielding gases, flow meters, and accessory equipment. Emphasis will be placed on the butt and tee joint in the vertical up welding position and practice on the overhead tee joint.</p>	<p><b>M. I. G. WELDING</b></p>	<p>1 hour</p>	<p><b>Welding 181</b> <b>INTRODUCTION TO OXY-ACETYLENE WELDING</b> Prerequisites: None 2 hours weekly (0-2) A study of oxy-acetylene equipment, types of flames, general safety precautions, and flame cutting principles. Joints welded will be the outside corner, lap and butt joints in the flat positions, and horizontal fillet. Also, brazing and soldering.</p>	<p><b>INTRODUCTION TO OXY-ACETYLENE WELDING</b></p>	<p>1 hour</p>
<p><b>Welding 116</b> [JALC Module 16] Prerequisites: Welding 106-113 2 hours weekly (0-2) A study of electrode wires, welding machines and their maintenance and adjustment. Emphasis will be placed on the tee joint in the flat and horizontal welding positions, and the butt joint in the flat position.</p>	<p><b>CORED WIRE WELDING</b></p>	<p>1 hour</p>	<p><b>Welding 182</b> <b>INTRODUCTION TO ARC WELDING</b> Prerequisites: None 2 hours weekly (0-2) A study of process and work habits, striking the arc, running beads, padding, fillet welds in the horizontal position, and butt joints in the flat position.</p>	<p><b>INTERMEDIATE ARC WELDING</b></p>	<p>1 hour</p>
<p><b>Welding 117</b> [JALC Module 17] Prerequisites: Welding 106-114 &amp; 116 2 hours weekly (0-2) A study of the techniques of out of position welding. Emphasis will be placed on the butt joint and tee joint in the vertical up welding position.</p>	<p><b>CORED WIRE WELDING</b></p>	<p>1 hour</p>	<p><b>Welding 183</b> <b>INTERMEDIATE ARC WELDING</b> Prerequisites: Welding 182 2 hours weekly (0-2) A study of electrode classification, butt joints in the flat position with 100% penetration, fillet welds in the horizontal and vertical positions, and butt joints in the vertical position.</p>	<p><b>WELDING LABORATORY</b></p>	<p>1 hour</p>
<p><b>Welding 118</b> [Westinghouse Lessons 1-5] Prerequisites: Welding 101-102-103 A study of power sources, torch assemblies, electrode types, shielding gases and types of current used on different metals. Emphasis will be placed on butt and tee joint in the flat, horizontal, overhead, and vertical positions.</p>	<p><b>T. I. G. WELDING</b></p>	<p>1 hour</p>	<p><b>Welding 188</b> <b>WELDING LABORATORY</b> 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.</p>	<p><b>WELDING LABORATORY</b></p>	<p>1 hour</p>
<p><b>Welding 119</b> [Miller Module 10] Prerequisites: None 2 hours weekly (0-2) A study of the definition of welding qualification, welding codes, and procedures and testing. Also included will be the AWS limited thickness bend test in the flat, horizontal, and vertical position using E-7018, 5/32" diameter electrodes.</p>	<p><b>WELD TESTING AND INSPECTION</b></p>	<p>1 hour</p>	<p><b>Welding 189</b> <b>WELDING LABORATORY</b> 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.</p>	<p><b>WELDING LABORATORY</b></p>	<p>1 hour</p>
<p><b>Welding 190</b> <b>WELD TESTING AND INSPECTION</b> 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.</p>	<p><b>WELD TESTING AND INSPECTION</b></p>	<p>1 hour</p>	<p><b>Welding 190</b> <b>WELDING LABORATORY</b> 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.</p>	<p><b>WELDING LABORATORY</b></p>	<p>1 hour</p>

**Welding 191**

**WELDING LABORATORY**

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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Custodian

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**Robert R. Landes** ..... Welding  
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Institute  
B.S., Southern Illinois University

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M.S., Southern Illinois University

**Paul E. Roach** ..... Automotive  
B.S., Southern Illinois University

**Jack Smothers** ..... Welding  
B.S., Southern Illinois University

**Terry J. Stanley** ..... Automotive  
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B.S., Southern Illinois University

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M.S., Southern Illinois University

**R. Ann Barnstable** ..... Nursing\*  
B.S. Southern Illinois University

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

**Elizabeth Brown** ..... Nursing\*  
B.S., Jacksonville State University

**Beverly Sue Bryan** ..... Dental Assisting  
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B.S., Southern Illinois University

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

\*Part-time instructor

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R.N., Chicago Wesley Memorial Hospital and Northwestern University  
Medical School  
B.S., Southern Illinois University

**Janice Finney** ..... Nursing\*  
B.S., Fort Hays Kansas State College

**Shirley A. Hill** ..... Cosmetology  
Graduate, John Robert Powers Modeling School  
Pat Allen Finishing School  
Harrisburg School of Beauty Culture  
Murphysboro School of Beauty Culture

**Hazel LeFevre** ..... Nursing  
B.S., Columbia University

**Sandra Monahan** ..... Cosmetology  
A.S., John A. Logan College  
B.S., Southern Illinois University

**MarJean Zeigler** ..... Nursing\*  
A.S., Hinds Junior College

## DEPARTMENT OF LIFE SCIENCE

**Donald C. Autry** ..... Biology  
B.S. Memphis State University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

**Linwood G. Bechtel** ..... Physical Education  
and Intramural Director  
B.S., West Chester State College  
M.S., University of Illinois  
Advanced graduate study University of Illinois and Southern Illinois University

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M.S., Southern Illinois University  
Ph.D., Southern Illinois University

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M.A., Southern Illinois University  
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\*Part-time instructor

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and Head Golf Coach

B.S., Southern Illinois University  
M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

## DEPARTMENT OF SCIENCE

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M.A., Southern Illinois University  
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M.A., Southern Illinois University  
Advanced graduate study Southern Illinois University

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M.S., University of Kentucky  
Ph.D., University of Kentucky

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M.S., Southern Illinois University

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M.A., Southern Illinois University

William N. Rees ..... Mathematics

B.A., Kansas State Teacher's College  
M.S., Kansas State Teacher's College

R. Mark Wall ..... Mathematics\*

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M.S., Southern Illinois University

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B.S., Illinois State University  
M.S., Illinois Wesleyan University  
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Advanced graduate study East Carolina University

\*Part-time instructor

## DEPARTMENT OF SOCIAL SCIENCE

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M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

Gary W. Caldwell ..... Psychology

B.A., Southern Illinois University  
M.S., Southern Illinois University

Beverly M. Gold ..... History and Political Science

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M.A., Southern Illinois University  
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M.S., Southern Illinois University  
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M.S., Southern Illinois University  
Advanced graduate study Southern Illinois University

**Karen Tracy** ..... Psychology\*

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M.A., Michigan State University  
Advanced graduate study Southern Illinois University

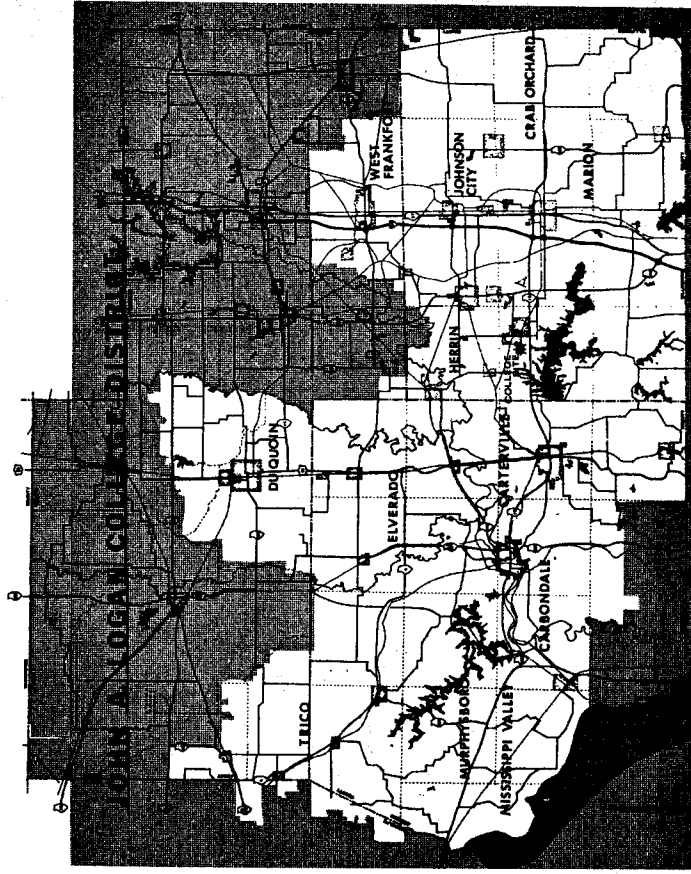
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MAP OF JOHN A. LOGAN COLLEGE DISTRICT



- Carbondale Community High School District 165
- Cartersville Community Unit School District 5
- Crab Orchard Community Unit School District 3
- DuQuoin Community Unit School District 300
- Elverado Community Unit School District 196
- Herrin Community Unit School District 4
- Johnson 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